

How to edit text and manage documents in Blackboard

Draft narratives for all the principles have been entered into Blackboard (Bb), and any available supporting documents have been uploaded and attached within the narrative. The following tutorial will guide you in editing your text, adding or overwriting supporting documents, and adding or editing hyperlinks.

Need assistance or have questions? Call Distance Learning at 745-5107 or 745-4057.

Click to see a [video demonstrating the techniques in this tutorial](#).

Click the following bookmarks to jump to a particular section.

[The first section of this tutorial addresses basic navigation and editing in Blackboard](#)

[Getting to your item - navigation](#)

[How to edit your narrative](#)

[The second section of this tutorial addresses document and hyperlink management.](#)

[Change/overwrite current supporting documents](#)

[Upload and link to a new \(not yet in Blackboard\) document](#)

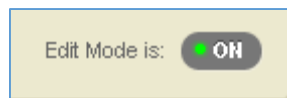
[Create additional links to documents already in Blackboard](#)

[Add or edit hyperlinks](#)

Getting Started

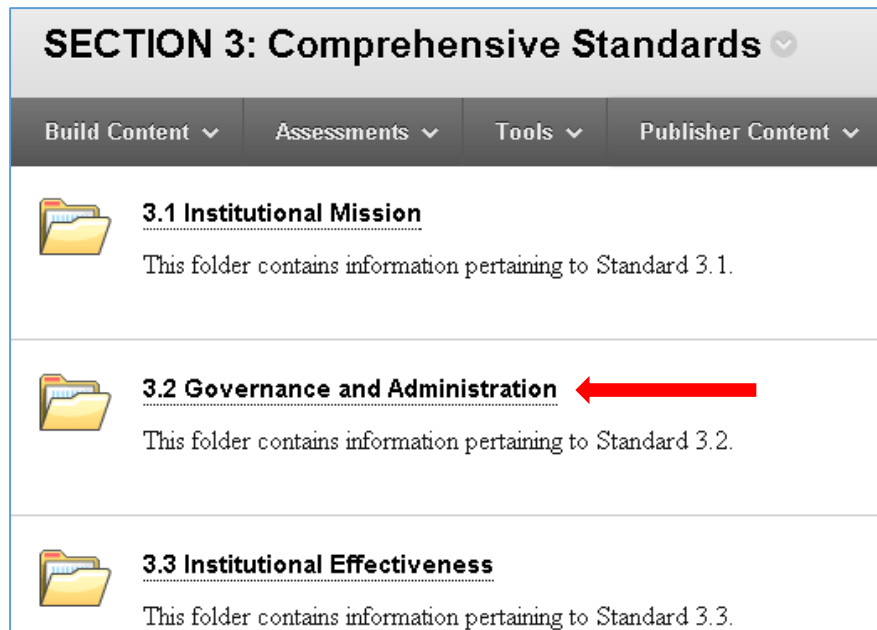
Login to Blackboard with your Net ID and password by going to blackboard.wku.edu, select the SACSCOC organization, and make sure you are in edit mode.

The edit button at the top right of the page should look like this. If edit mode is off, just click the “Off” and it will change to On.



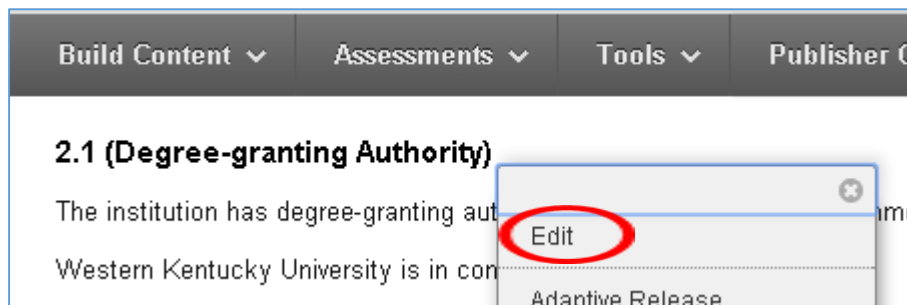
Navigate to your item.

1. When the SACSCOC Reaffirmation Bb site opens, you will see the folders shown in the image below. The individual items are contained in the folders.
2. Find the folder you want to work in. **NOTE:** Sections 2 and 4 folders contain individual principles, while Section 3 contains several subfolders where the individual principles are housed.
3. Click on the Section folder to open it. It's easier **not** to use the Table of Contents menu for editing purposes.

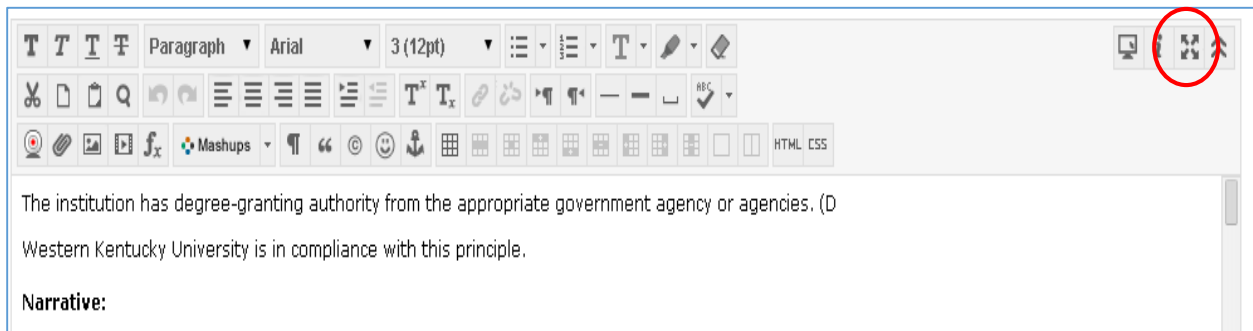


How to enable edit mode and make edits in the narrative

1. Hover over the title or the principle and a down arrow will appear. **4.3 (Publication of policies)** ▾
2. Click on the down arrow and select Edit.



- This opens the content editor. Click the 4 way arrow (found at the top right of the content editor) to expand to full screen.



- All edits, except overwrites, are made in edit mode. Make text edits as described below. How to make document and hyperlink additions and edits follow.
 - Make changes to the basic text as needed. **Note: Type your changes when possible. Copying and pasting text from Word can sometimes cause problems.** Click the 4 way arrow again to collapse the editor, and then click submit to save changes, cancel to discard.
- If you should observe problems after pasting from Word, call Distance Learning for assistance.

How to manage supporting documents and hyperlinks in Blackboard

Supporting documents that are linked within the narratives are located in the Blackboard file management system 'My Files'.

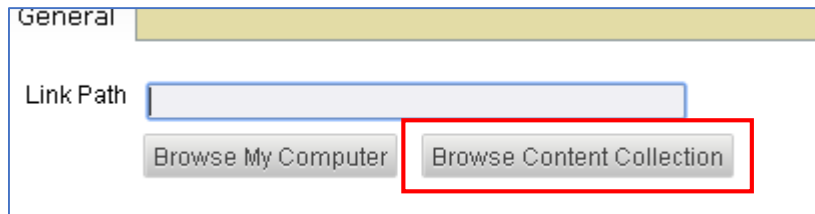
Each principle has its own folder, and the "Supportive Documents that Cross Principles" folder contains documents that would be found in multiple narratives.

Blackboard allows management of files in a way that will allow each instance (link) to lead to the same document. If a document needs to change to a new version, for instance, the version can be overwritten in one place and all other associated links will now lead to the updated document.

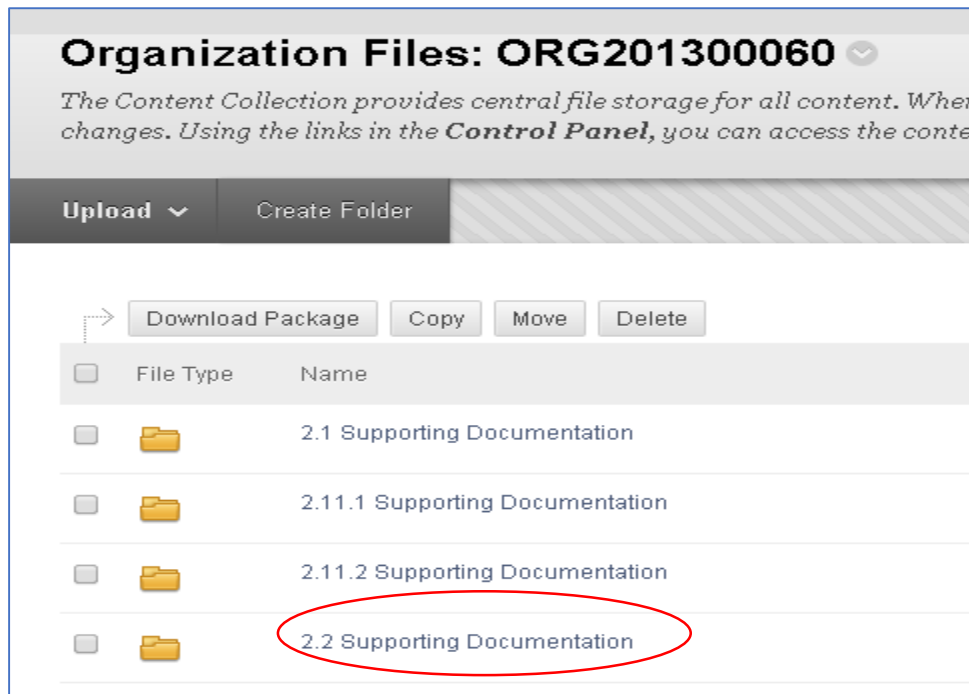
The following section will show you how to accomplish all this!

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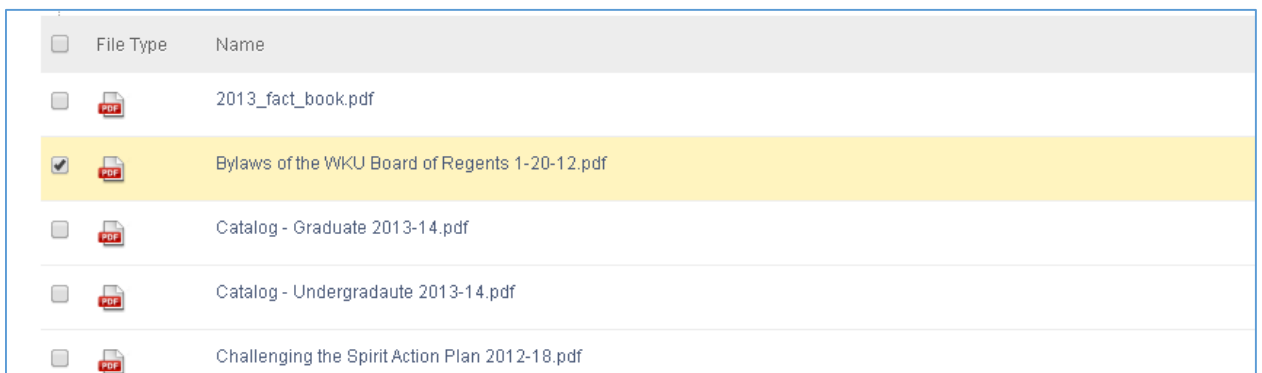
3. This opens a new window where you can locate and link to your desired document. Click on **Browse Content Collection**.



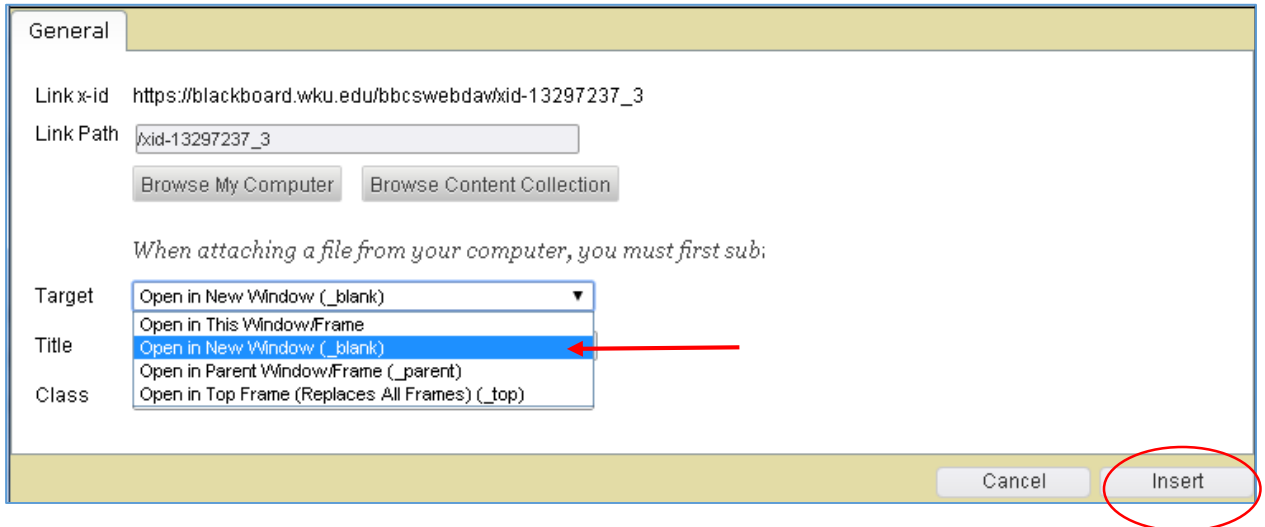
4. Navigate to the folder for your narrative or the **“Supportive Documents that Cross Principles”** folder. Click on the folder name to open it. Note: if you don’t see the folder, scroll to the bottom of the page and click the “Show All” button. Show All



5. Select the desired file by clicking the check box.



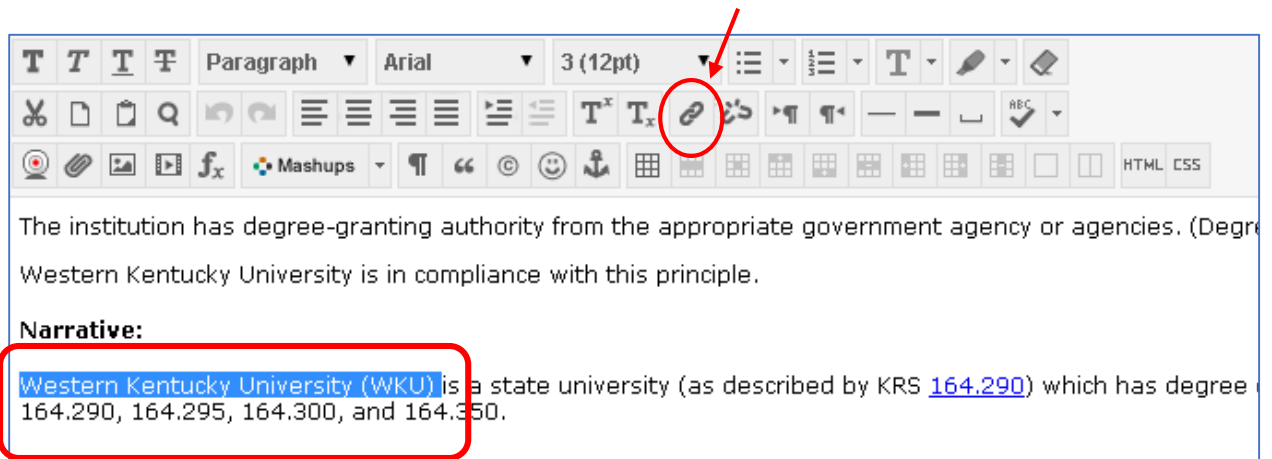
6. Click Submit. This brings you back to the file link page. Click on the “Target” drop down box, and select “Open in a new window”. Click insert (bottom right), and your new document is now attached to the text you selected. **All links in Blackboard must be set to open in a new window.**



Upload and link to a new document

If you need to add a document that has not already been uploaded into Blackboard.

1. Navigate to the narrative and select edit by clicking the down arrow beside the title, as described in the How to Edit in Blackboard.
2. Once the content editor has opened, select the text (name of the supporting document) you wish to attach the new file to. Then click the chain “link” button in the editor.



3. This opens a new window where you can upload and attach your new document. Click on **Browse Content Collection**.

General

Link Path

When attaching a file from your computer, you must fi

Target

Title

Class

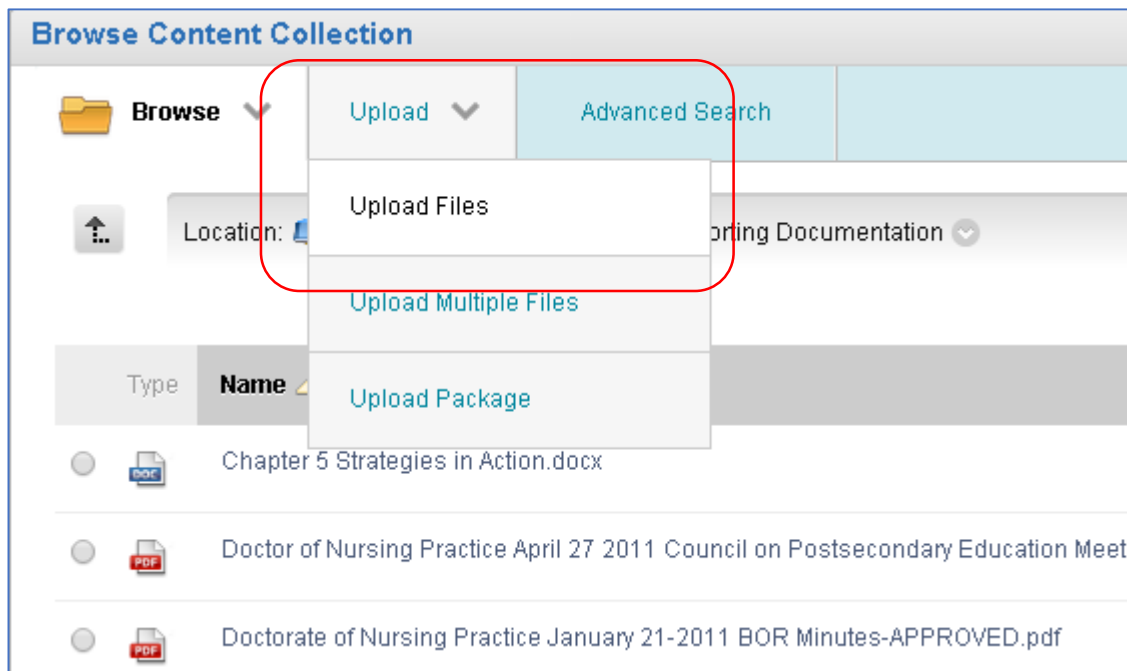
4. **IMPORTANT:** Navigate to the folder for your narrative **before** attempting to upload your new file. Click on the folder name.

Organization Files: ORG201300060

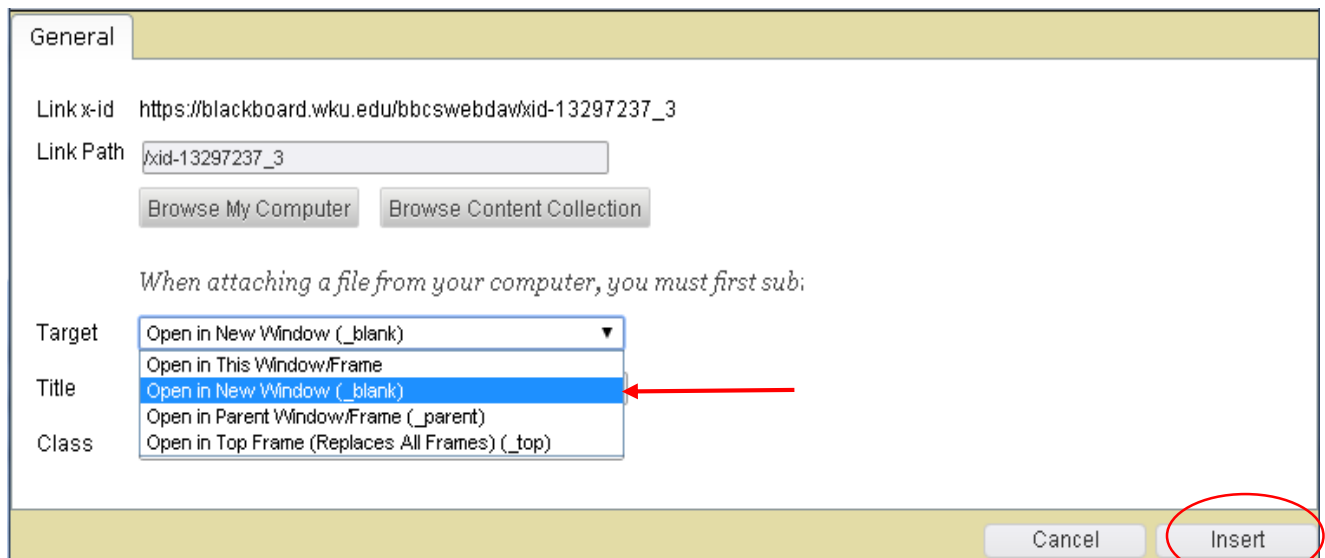
*The Content Collection provides central file storage for all content. When changes. Using the links in the **Control Panel**, you can access the conte*

<input type="checkbox"/>	File Type	Name
<input type="checkbox"/>	Folder	2.1 Supporting Documentation
<input type="checkbox"/>	Folder	2.11.1 Supporting Documentation
<input type="checkbox"/>	Folder	2.11.2 Supporting Documentation
<input type="checkbox"/>	Folder	2.2 Supporting Documentation

5. This opens the folder for the corresponding narrative. Hover over the upload button and click on **Upload Files**. This allows you to browse your computer, find your file, and upload.



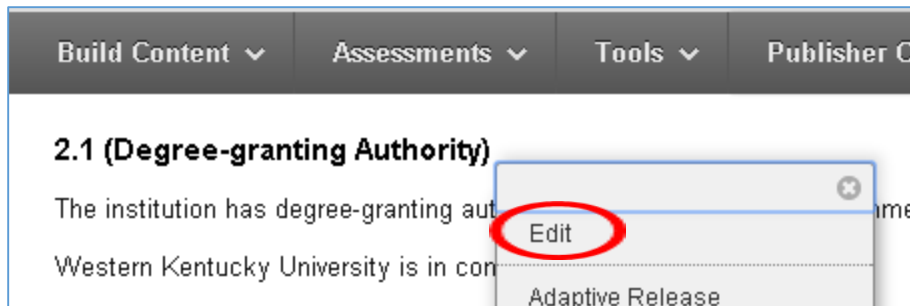
6. Your file will be added to the folder. Select it by clicking on the radio button, then click Submit. This brings you back to the file link page. Click on the "Target" drop down box, and select "Open in a new window". Click insert (bottom right), and your new document is now attached to the text you selected. **All links in Blackboard must be set to open in a new window.**



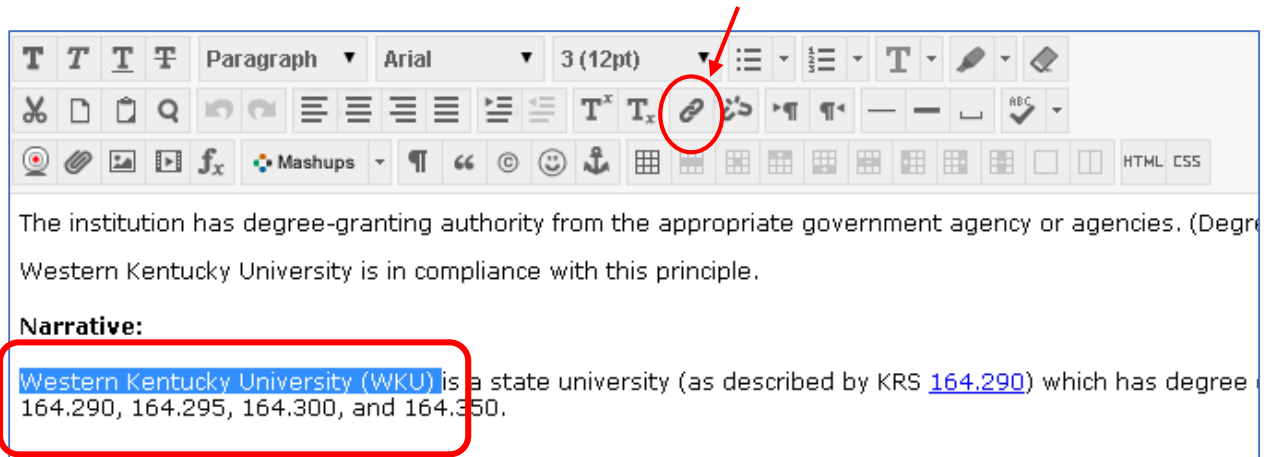
How to add and edit hyperlinks

The following steps describe how to insert or edit hyperlinks to websites.

1. Navigate to the narrative you want to work in, click the down arrow beside the title, and select edit.



2. Once the content editor has opened, select the text (or type and select), you wish to hyperlink. Then click the chain "link" button in the editor.



3. A new window will open allowing you to type or paste the URL for the web page you wish to link. You can type in the Title section, and this will show up as a tooltip when the user hovers over the hyperlink. **Be sure to set the Target to “Open in a New Window”.** Each link in Blackboard should open in a new window.


Link Path

When attaching a file from your computer, you must first submit...

Target

Title

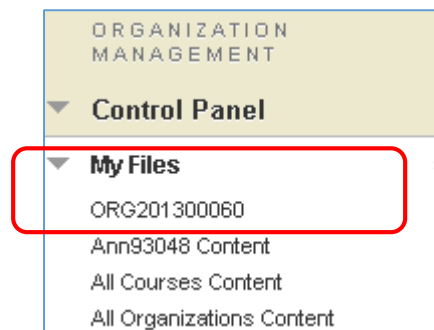
Class

4. If a hyperlink needs to be edited, once the content editor is open, place the cursor on the link to be edited, click the chain hyperlink button. 
5. Click insert, then click Submit to save your changes, or cancel to discard changes.



Finding folders and files in the Blackboard file management system

If you want to explore folders and files in Blackboard outside of edit mode, use the control panel.

1. Find the control panel on the left below the main menu. Click on “My Files” and select ORG201300060.



2. This brings you to the folder/file structure where you can open folders and view the contents. Be careful not to make changes here. If you feel something needs to be changed, please contact Distance Learning at 745-5107 or 745-4057 for assistance.

<input type="checkbox"/>	File Type	Name
<input type="checkbox"/>		2.1 Supporting Documentation
<input type="checkbox"/>		2.11.1 Supporting Documentation
<input type="checkbox"/>		2.11.2 Supporting Documentation
<input type="checkbox"/>		2.2 Supporting Documentation