

Blackboard Summer 2021 Update

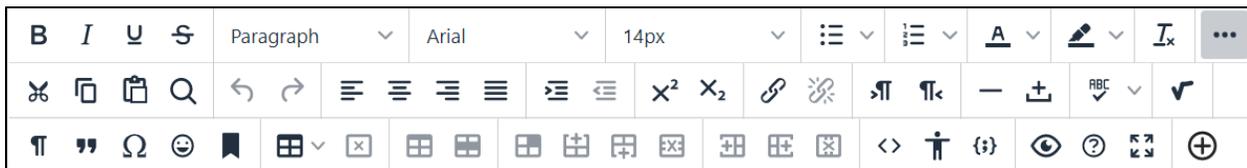
The Blackboard Text editor features improvements to the interface to make adding content easier for faculty and students.

Here are some of the major changes to look for:

Old Text Editor Interface



New Text Editor Interface (Don't worry if the number of rows is different than the image below; this resizes depending on screen size).



Old Text Editor

Expanding the Text Editor Options:



Adding an Attachment



Inserting an Image



New Text Editor

Expanding the Text Editor Options:



Adding an Attachment



then,



Inserting an Image



then,

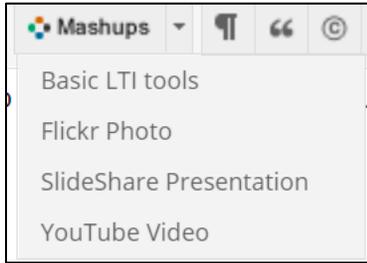


Old Text Editor

Adding Links



Embedding Videos on the Page



Editing the Page Code (for those with HTML Experience)



New Text Editor

Adding Links



Embedding Videos on the Page



then, scroll to



Then,



Editing the Page Code (for those with HTML Experience)



Can I paste text from Microsoft Word into the text editor?

You'll have the best results if you type your text directly in the editor and format it with the available options.

You may see issues when you copy and paste text from a Word document directly into the editor. Your original formatting may not appear as you want. You also may not be able to remove or add formatting after you paste the text into the editor. To avoid the formatting issues, you can remove the formatting and reformat it with the options in the editor.

To remove the Word formatting after you paste the text in the editor, select all the text and select the Remove Formatting icon. **Only use this option if you understand that all formatting will be removed.** All bullets, numbered lists, indentations, line spacing, centered text, and font formatting and sizing will be removed.



Where can I find information about the new Math editor?

[Blackboard's Math Editor Documentation:](#)

https://help.blackboard.com/Learn/Student/Original/Add_and_Format_Content/Math_Editor

For more general information about the text editor visit:

- Week 1 of the Digital Fundamentals Course. There is a course titled Bb Text Editor Revised Course. After May 23rd, 2021, this course will contain all of the details that you need to get started using the new text editor.
- [Blackboard's Text Editor Documentation](#)
https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Create_Content/Create_Course_Materials/Work_With_Text

Text Editor Icon Glossary

Below is a list of the text editor icons, as they appear from left to right on the text editor. To help you become familiar with these icons, a glossary has been created.

Icon	Definition
	The bold option is used to add bold formatting to text
	The italics option is used to add italicizing to text.
	The underline option is used to underline text. Be careful with this feature, as students are likely to think that underlined items are hyperlinks that they can click to visit a website.
	The Paragraph option is used to apply styles to text. The options are for Paragraph, Heading, Subheading 1, Subheading 2, and Preformatted.
	The fonts tool, (which shows Arial by default as that is the first font alphabetically) will allow you to change the font.
	The font sizes tool, (which shows 14px as the default), will allow you to change the size of the font.
	The bullet list tool allows you to add bullets. If you are adding bullets to your text, you should use this tool to create your bullets to ensure ADA compliancy.
	The number list tool allows you to add numbers. If you are adding a numerical list to your text, you should use this tool to create that list to ensure ADA compliancy.
	The text color tool allows you to change the color of your text.
	The background color tool allows you to change the color behind the text (similar to the way a highlighter works on text).
	Remove all formatting so that only plain text appears.
	Cut selected items.
	Copy selected items.
	Paste the most recently copied or cut items.
	Search for and Replace text. Hint: This works like the Search and Replace feature in MS word.

	Undo the previous action.
	Redo the previous action. Note, this action is only active if one has already selected to undo a previous action.
	Align text to the left margin.
	Align text to the center.
	Align text to left and right margins. (This will equally space text so that it is aligned to the right and left margins, creating uneven spacing between the text to achieve this).
	Expand the editor options: When you first visit the text editor it will show less options, until you click this icon. Clicking this icon expands the text editor. This is a toggle feature, clicking this icon again will show less text editor options. Once you expand the text editor features, Blackboard will remember the setting until you click the icon again.
	Increase indent: Move the text or object to the right. Select again to indent further.
	Decrease indent (Outdent): Move the text or object to the left. Select again to outdent further. You can't outdent text beyond the left margin.
	Superscript: Make the selected text appear slightly above your regular text or remove this style on the selected text.
	Subscript: Make the selected text appear slightly below your regular text or remove this style on the selected text.
	Select text or an object, and select the Insert/Edit Link icon to add a new link or edit an existing link. You can specify a link to a website, a file from your computer, or the course's file repository, such as the Content Collection.
	Remove a hyperlink from the selected text or object.
	Add text to the left of the current mouse pointer location.
	Add text to the right of the current mouse pointer location (default).
	Add a thin horizontal line to the text editor, which spans the entire width of the text area.
	Insert a non-breaking space character at the current mouse pointer position.

	Begin the automatic spell checker. You can select a different language from the list.
	Open the visual math equation editor page.
	Show all nonprinting characters. Select the icon again to hide them from view.
	Format the text as a block quote.
	Open the Select Special Character window. (This window contains special characters for other languages such as Spanish, Mathematical, Currency, and other symbols). Select a symbol to insert at the current mouse pointer position.
	Open the Insert Emoticon window. Select the emoticon to insert at the current mouse pointer position.
	Use anchors to position other items and objects, such as images. Position the mouse pointer where you want the anchor to appear and open the Insert/Edit Anchor window.
	Open the Insert/Edit Table window. If you select the icon while inside a table, a new table is created inside the first one.
	Delete the table currently selected.
	Open the Table Properties window.
	Open the Table Row Properties window.
	Open the Table Cell Properties window.
	Insert a blank row in the table above the current mouse pointer position.
	Insert a blank row in the table after the current mouse pointer position.
	Delete the current row from the table. If you select multiple rows, all are deleted.
	Insert a blank column in the table to the left of the current mouse pointer position.
	Insert a blank column in the table to the right of the current mouse pointer position.
	Delete the current column from the table. If you select multiple columns, all are deleted.

	Open the Source code window to directly edit the code. This feature is included for experienced web developers.
	Open the Accessibility checker window: show detected accessibility issues.
	This function is for faculty members who teach coding language and want to display web code to their students in the text editor. You can insert code from various programming languages, including HTML/XML, JavaScript, CSS, PHP, Ruby, Python, Java, C, C# and C++. This feature is included for experienced web developers.
	Open a preview window to view how your content will appear when you submit.
	Open the editor help window.
	Expand the editor window to fill the browser window.
	Add content: add and insert different types of content including content from the Content Collection, Blackboard Collaborate, and YouTube.

You now have a great foundation to create effective pages for your students using Blackboard! Should you have questions as you try to implement any aspect of this page design, please see the next page for contact information for the Blackboard helpdesk, and the Instructional Designers that are available to support you as you work with Blackboard.

Who to Contact with Questions?

The ELITE instructional designers below provide support for faculty using Blackboard during regular MC business hours 8:30 to 5:00 PM. There is also a book it now feature for faculty to schedule an appointment to receive customized support.

Campus or Location	Support Person
<p>Germantown</p> 	<p>Tom Cantu Instructional Designer Phone: 240.567.6006 Email: Tom.Cantu@montgomerycollege.edu</p>
<p>Rockville</p> 	<p>Michele Knight Instructional Designer Phone: 240.567.1733 Email: Michele.Knight@montgomerycollege.edu</p>
<p>Takoma Park</p> 	<p>Alison Yu Instructional Designer Phone: 240.567.1392 Email: alison.yu@montgomerycollege.edu</p>
<p>Book Now</p>  <p>book now</p>	<p>Use the Book now button to access a calendar for personal Blackboard help and assistance.</p> <ul style="list-style-type: none"> • Hours are: Monday – Friday between 8:30 AM to 4 PM. • Get help with tricky tech support issues. • Receive customized support learning to use Blackboard tools • Ramp up and quickly learn to create tests, use the Grade Center, etc. <p>To book now, use the Book now button on the portal page. The url is: https://facultybbsupport.youcanbook.me/</p>