INSERTING IMAGES

on the Schedule Page
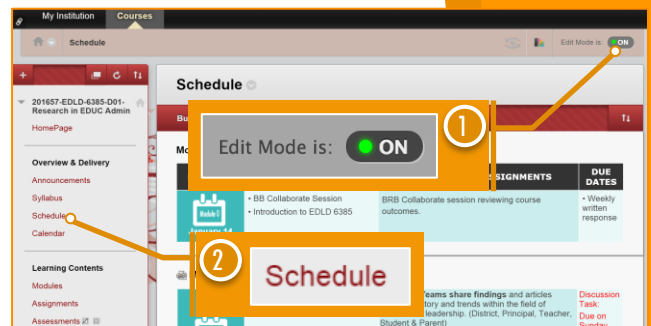
OVERVIEW

You may need to insert images in the schedule page of your Blackboard course. Here are the steps to complete this task:
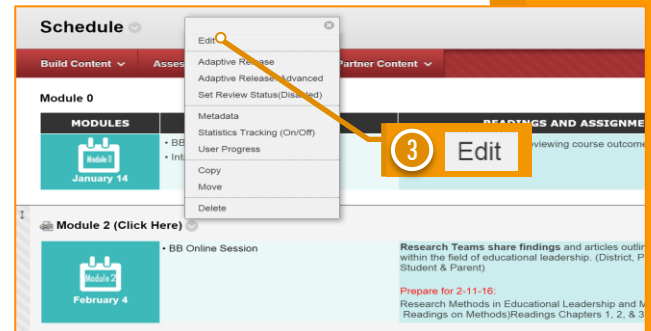
STEPS
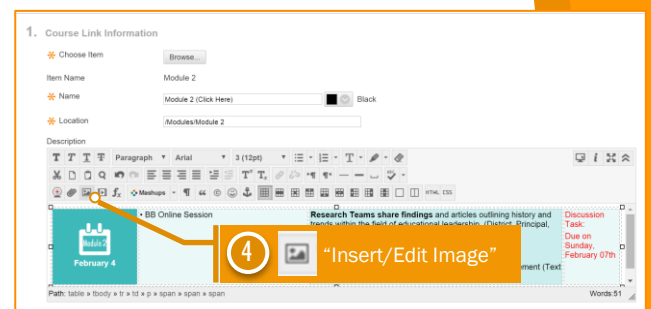
Step 1 Set "Edit Mode" to **ON**.

Step 2 Click "Schedule" on the left panel.

Step 3 Click the chevron shaped icon next to *Schedule* and select "Edit."

Step 4 On the content page,
- Place the cursor where you want to insert images.
- Click the "Insert/Edit Image" icon. You can insert common image types, such as GIF, JPG, JPEG, BMP, PNG, and TIF.

INSERTING IMAGES

on the Schedule Page

Step 5 Choose settings for the image.

a) General Image Settings

On the *General* tab, embed an image from one of the following:
- Create a link to a file outside of the local system, type or paste a URL in the *Image URL* text box. You must use the http:// protocol.
- Upload a file from your computer, click on "Browse My Computer."
- Upload a file from the course, click on "Browse Course."
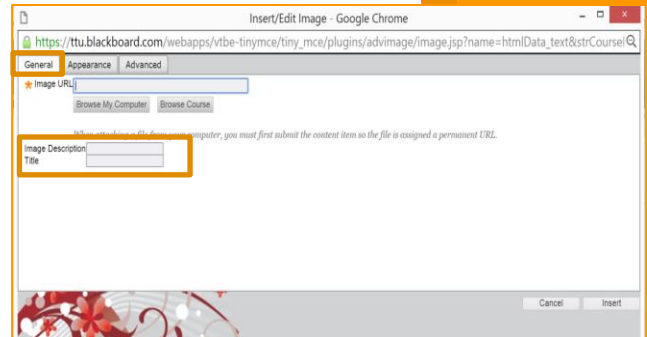
b) Appearance Settings

The *Appearance* tab allows you to control image placement and appearance.
- *Alignment*: Place the image relative to the nearby text. Choices include baseline, top, middle, bottom, text top, text bottom, left, and right.
- *Dimensions*: Image size displayed in pixels.
- *Vertical space*: Set the margin above and below the image.
- *Horizontal space*: Set the margin on either side of the image.
- *Border*: Set a border around the image.
- *Style*: Whenever you change the appearance settings, this box displays the HTML code for the image.
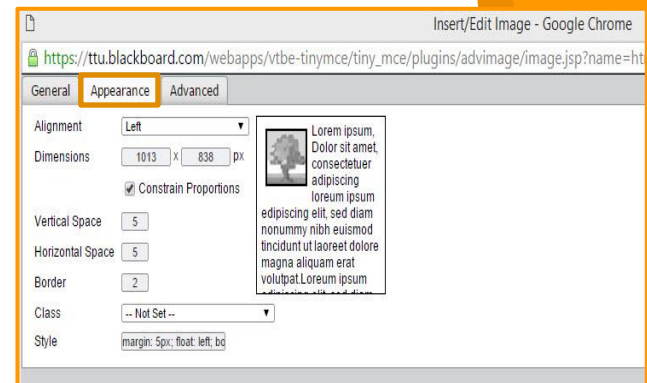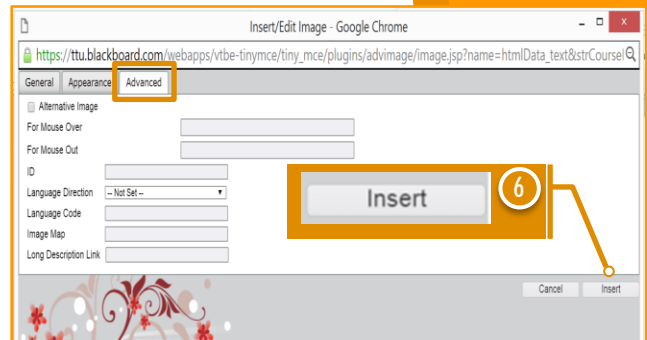
INSERTING IMAGES

on the Schedule Page

c) Advanced Image Settings

Use the *Advanced* tab settings to specify an alternative image based on mouse activity. Normally, you do not need to set or edit these settings.

Step 6 Click "Insert."

Step 7 Click "Submit."

Complete Looking The inserted image will appear on the Module 2 schedule as highlighted.