

INSERTING IMAGES

on the Syllabus Page

OVERVIEW

You may need to insert images on the syllabus page of your Blackboard course. Here are the steps to complete this task:

STEPS

Step 1 Set "Edit Mode" to ON.

Step 2 Click "Syllabus" on the left panel.



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



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





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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.





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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 Syllabus page as highlighted.

🗅 Insert/Edit Image - Google Chrome – 🗖	
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