Blackboard and Content Editor Update

St. Lawrence College

This manual contains pertinent information about the changes to Blackboard and the Content Editor

May 2021

About

Blackboard is an extension of the classroom online. Your Blackboard account will provide access to communication from instructors and course content, such as course outlines or assignments. When you first log in, you will be taken to your Dashboard.
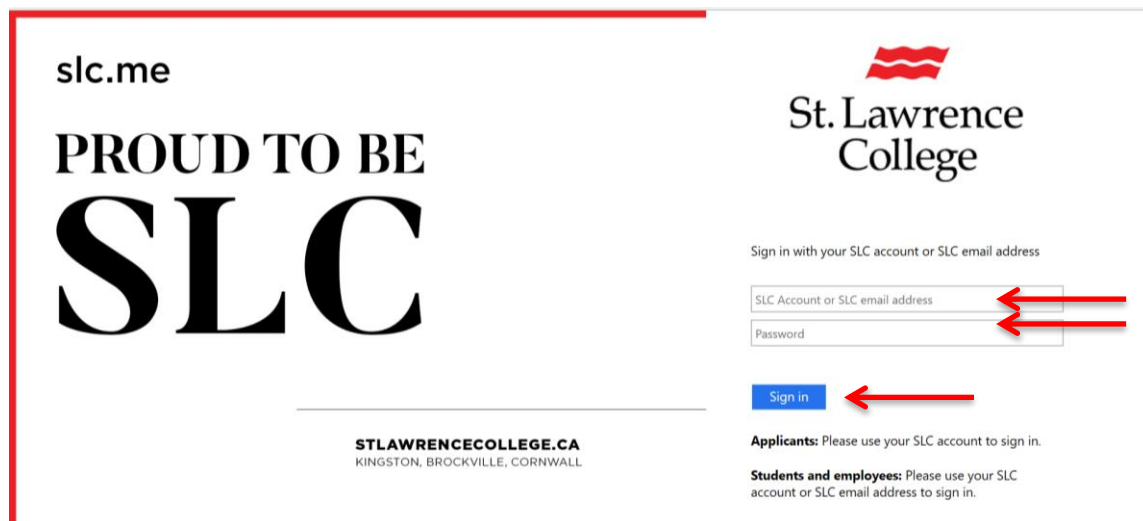
Accessing Blackboard

You can access your Blackboard account through your SLC.me portal.
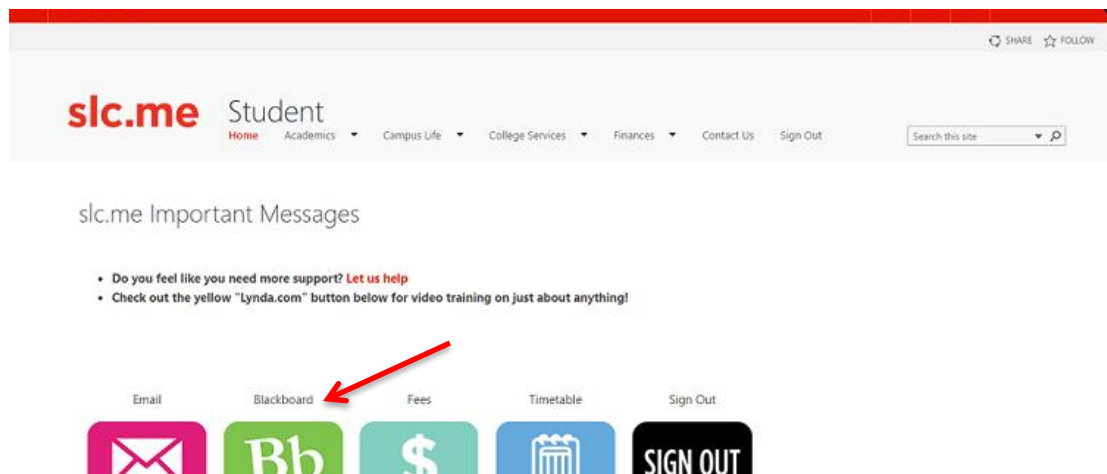
Login

Go to http://SLC.me

You will be presented with the login screen. On the right hand side is where students can login with their **username** and **password.** Enter the information and click the **Sign in** button. If you have registered for Duo security, you will require authorization from your Duo mobile application.
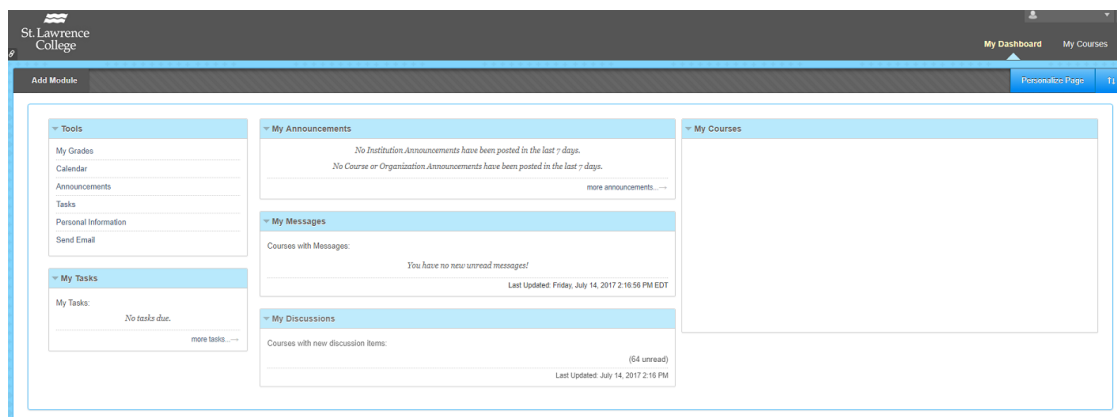
Blackboard and Content Editor Update

Once logged in, you will see a screen similar to the following (your homepage). ***Remember****: You can always get to the main screen by clicking the big **SLC.me** logo in the top left.* From the main SLC.me homepage, navigate to your Blackboard by clicking on the green 'Bb' on the left-hand side.

Your Dashboard

On the Dashboard, on the left you will see **Tools,** and **My Tasks.** In the center you will see **My Announcements, My Messages,** and **My Discussions**. On the right you will see **My Courses**. *Please note: that you may see these in a different order then displayed, which can be adjusted by clicking and dragging the title to a new location.*
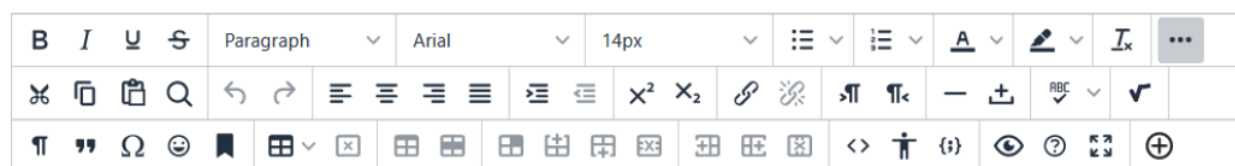
What is the Content Editor?

The **Content Editor** showcases all the editing tools that can be used when typing content in various text box areas within blackboard. This area enables uses to modify text (i.e., bold, underline, change font size, etc…) or add new content (e.g., add link, embed HTML content, cut/paste, etc.).

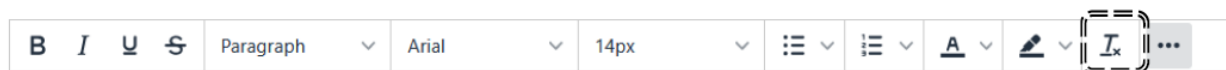
Picture 1. Content Editor in Blackboard (prior to update)

Picture 2. Content Editor in Blackboard (after update)

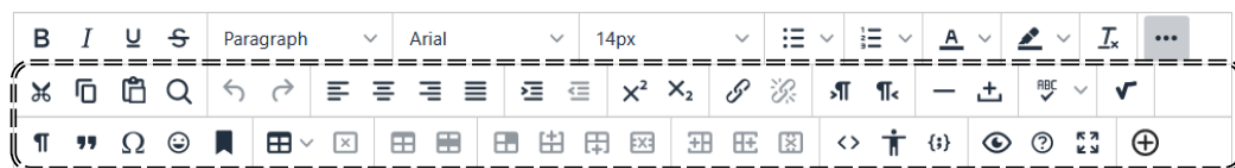## What is new about this tool after the Blackboard update (May 12-21)?

The updated **Content Editor** has all the same features as the previous version but also has a few new ones. While some icons may look a bit different, a careful eye will recognize most. The **Content Editor** is now dynamic, meaning the icon display will adjust according to the size of the window.

Here is the updated **Content Editor**. Clicking the highlighted *three dots icon* toggles the expanded view.

Picture 3. Screen shot of updated Content Editor (default view) – selected area identified by broken line box
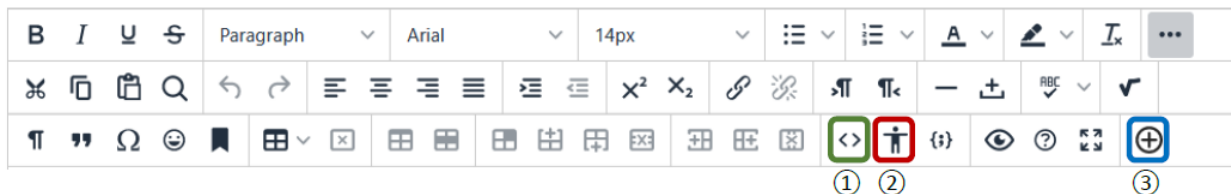
This is the **expanded view** of the Content Editor. The icons appear different, but all functions are still available.

Picture 4. Screen shot of updated Content Editor (expanded view) – selected area identified by broken line box
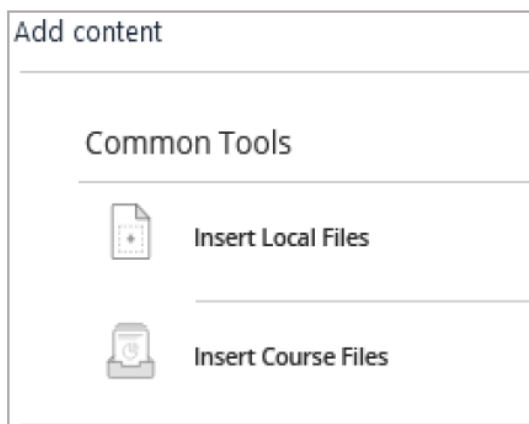
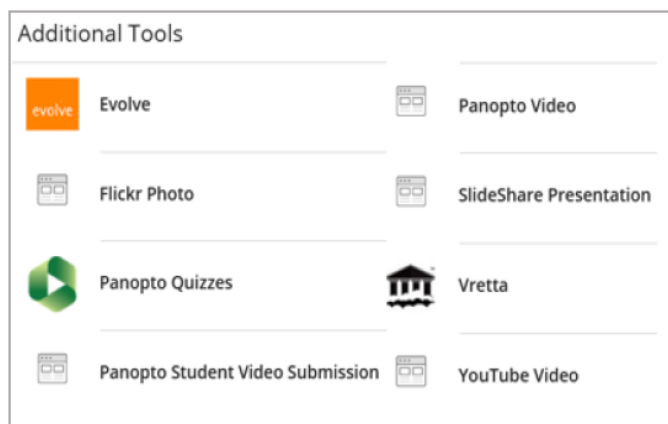The main differences are the: ① **HTML Tool**, ② **Accessibility Checker**, and ③ **Add Content** method.

Picture 5. Screen shot of updated Content Editor (expanded view)

The biggest change for most users will be how multimedia content is added to a course. Gone are the separate icons for attaching files, images, videos, and mashups. Instead, click **Add Content** to access a drop-down menu for these functions. Users can add local files, insert course tools, or add additional tools such as Flickr Images, Panopto Quizzes, SlideShare Presentations, YouTube videos, etc.

Picture 6. Screenshot of the Add Content menu

Picture 7. Screenshot of the Additional Tools menu

It should also be reiterated that these updates to the **Content Editor** will be applied to all users, which includes Faculty and Students. Students interacting in discussions, for example, will not see the updated Content Editor if they wish to modify some elements of the text they are posting to the forum.

If you have any questions about the new **Content Editor**, please reach out to ITS@sl.on.ca or ext 4357.