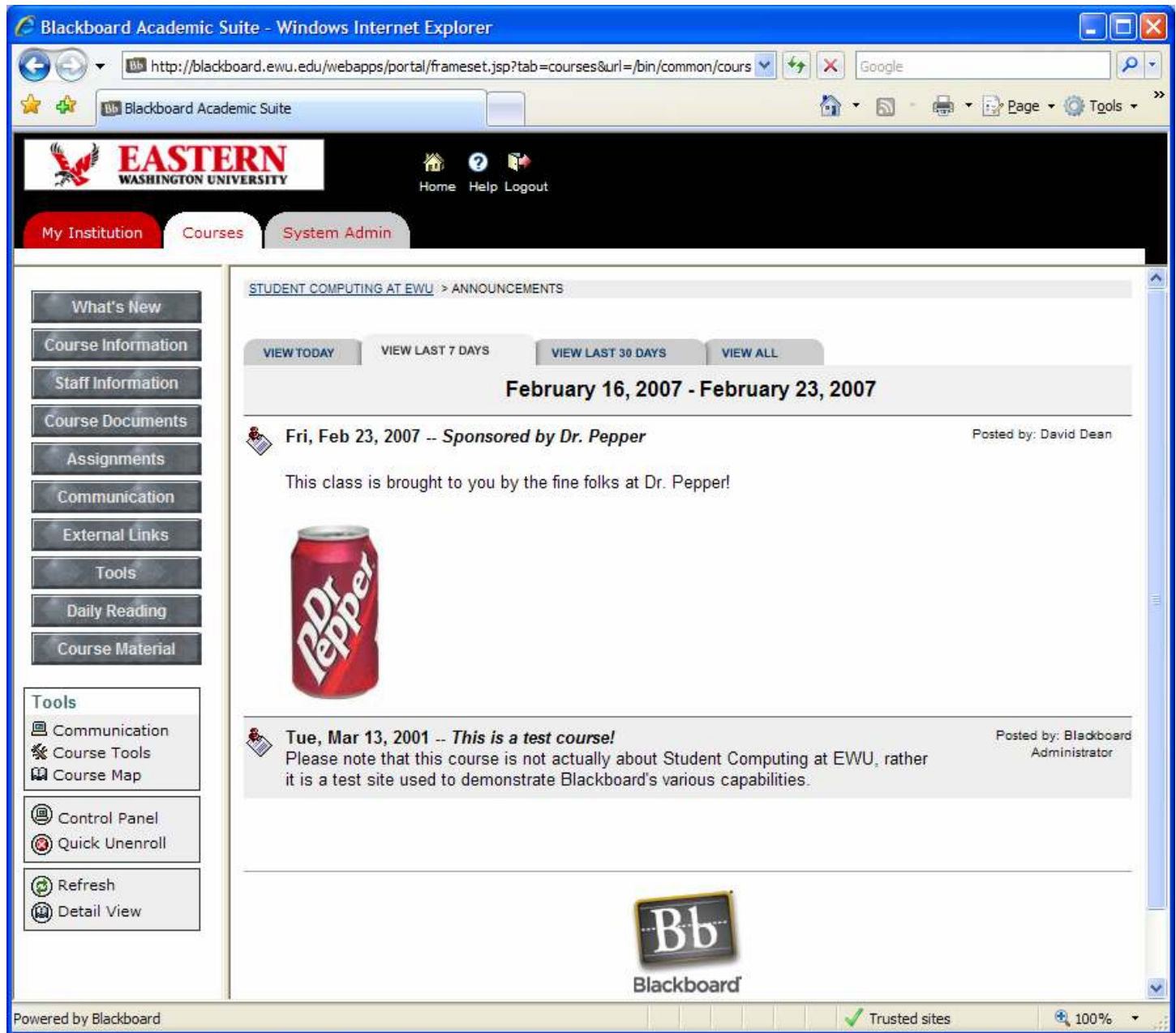


Adding an Image to an Announcement in Blackboard

Here is a trick you can try when you want to have an image display as part of an announcement in your Blackboard course site. Like the Dr.Pepper sponsorship example below:



The screenshot shows a Windows Internet Explorer browser window displaying the Blackboard Academic Suite interface. The browser's address bar shows the URL: <http://blackboard.ewu.edu/webapps/portal/frameset.jsp?tab=courses&url=/bin/common/cours>. The page header includes the Eastern Washington University logo and navigation links for Home, Help, and Logout. Below the header are tabs for My Institution, Courses, and System Admin. The main content area is titled "STUDENT COMPUTING AT EWU > ANNOUNCEMENTS" and features filters for "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". A date range "February 16, 2007 - February 23, 2007" is displayed. The first announcement, dated "Fri, Feb 23, 2007", is titled "Sponsored by Dr. Pepper" and posted by "David Dean". The announcement text reads: "This class is brought to you by the fine folks at Dr. Pepper!" and includes an image of a red Dr. Pepper can. The second announcement, dated "Tue, Mar 13, 2001", is titled "This is a test course!" and posted by "Blackboard Administrator". The text states: "Please note that this course is not actually about Student Computing at EWU, rather it is a test site used to demonstrate Blackboard's various capabilities." The Blackboard logo is visible at the bottom of the page. The browser's status bar at the bottom indicates "Powered by Blackboard", "Trusted sites", and "100%" zoom.

1. Go into the CONTROL PANEL
2. Get into one of your "content" areas (like Course Documents or Course Information)
3. Click the icon to add a folder and name the folder "Images." Make the folder **visible** to students by clicking "Yes" to the question: "Do you want to make the folder visible?"
4. Within that folder, add the image that you want to use in your Announcement by clicking the "add item" icon and browsing to attach the image. For example, in my example I added: [drpepper.gif](#) . You can add as many photos in this folder as you want. Your image should have a .jpg or a .gif file extension. Click submit and then OK.

5. Right-click with your mouse on the name of the image (“[drpepper.gif](#)”) and choose “Open in New Window.”

6. Your browser will open and you will see the picture. Copy the address/URL of the image from that new web browser window. For example, the address will be something like the following:

http://blackboard.ewu.edu/content/12345_1/drpepper.gif

You will use this URL in step #10.

7. Click on control panel, then Announcements, then Add an Announcement.

8. Type in the subject of the announcement.

9. Type in the announcement message.

10. Click the “Toggle to HTML” icon in the WYSIWYG menu bar.

The screenshot shows the Blackboard Academic Suite interface in a Windows Internet Explorer browser window. The page title is "Blackboard Academic Suite - Windows Internet Explorer". The address bar shows the URL: http://blackboard.ewu.edu/webapps/portal/frameset.jsp?tab=courses&url=/bin/common/course.pl?course_ic. The browser's search bar contains "Google".

The page header features the Eastern Washington University logo and navigation links for "Home", "Help", and "Logout". Below the header are tabs for "My Institution", "Courses", and "System Admin".

The main content area is titled "STUDENT COMPUTING AT EWU > CONTROL PANEL > ANNOUNCEMENTS > MODIFY ANNOUNCEMENT". The page is divided into two sections:

- 1 Announcement Information**
 - Subject:** A text input field containing "Sponsored by Dr. Pepper".
 - Message:** A rich text editor (WYSIWYG) with a toolbar. The toolbar includes icons for font style, size, color, bold, italic, underline, link, unlink, list, and source code. The "Toggle HTML Source Mode" icon (represented by a code symbol) is circled in red. The message content reads: "This class is brought to you by the fine folks at Dr. Pepper." Below the message is a small image of a red Dr. Pepper can and a "Path: body » p" breadcrumb.
- 2 Options**
 - Permanent announcement?** Radio buttons for "Yes" (selected) and "No".
 - Choose date restrictions**
 - Display After**
 - Month: Feb, Day: 23, Year: 2007
 - Time: 01:50 PM
 - Display Until**

The status bar at the bottom of the browser window shows "Applet hidden_webeq_applet started" on the left and "Trusted sites" with a green checkmark and "100%" zoom level on the right.

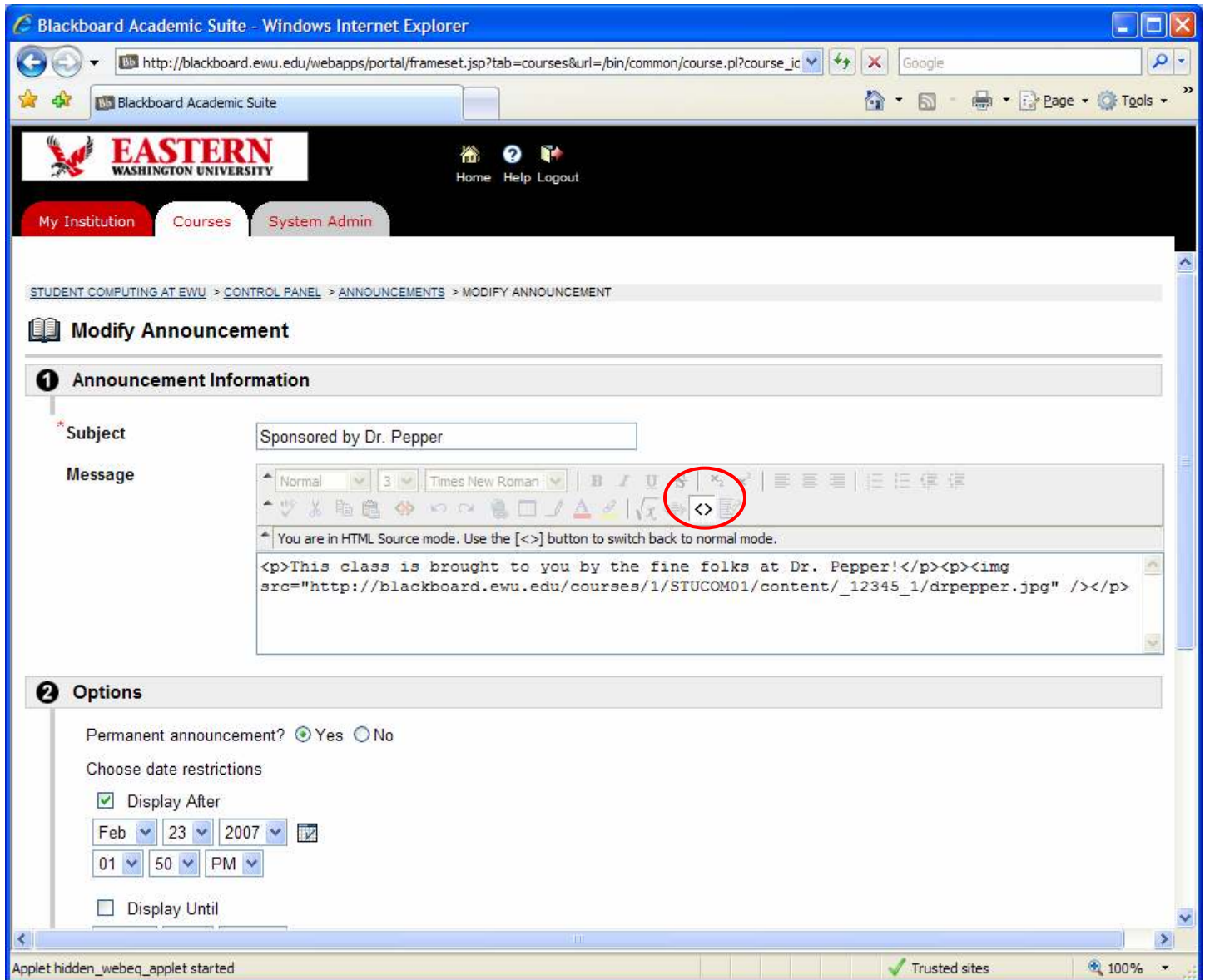
Type in the HTML code to add the image: ``. So, in this example, the code to add is:

```
<IMG SRC="http://blackboard.ewu.edu/content/_12345_1/drpepper.gif">
```

Optionally you can add image alignment code: `/drpepper.gif align="right"/>` or "left" or "center"

Note: make sure your quote marks are not curly quotes.

NOTE: Macintosh or PC users, if you have turned off the Visible Text Box Editor, make sure the html radio button, appearing below the text entry box, is set (clicked "on").



The screenshot shows a Windows Internet Explorer browser window displaying the Blackboard Academic Suite interface. The page title is "Blackboard Academic Suite - Windows Internet Explorer". The address bar shows the URL: `http://blackboard.ewu.edu/webapps/portal/frameset.jsp?tab=courses&url=/bin/common/course.pl?course_ic`. The page content includes the Eastern Washington University logo and navigation tabs for "My Institution", "Courses", and "System Admin". The main content area is titled "STUDENT COMPUTING AT EWU > CONTROL PANEL > ANNOUNCEMENTS > MODIFY ANNOUNCEMENT". The "Modify Announcement" section is divided into two parts: "1 Announcement Information" and "2 Options". In the "Announcement Information" section, the "Subject" field contains "Sponsored by Dr. Pepper". The "Message" field is in "HTML Source mode" and contains the following code:

```
<p>This class is brought to you by the fine folks at Dr. Pepper!</p><p></p>
```

 The "HTML Source" icon in the toolbar is circled in red. The "Options" section includes a "Permanent announcement?" checkbox (checked), "Choose date restrictions" with a "Display After" checkbox (checked) and date/time pickers (Feb 23, 2007, 01:50 PM), and a "Display Until" checkbox (unchecked). The status bar at the bottom shows "Applet hidden_webeq_applet started" and "Trusted sites" with a 100% zoom level.

11. You can either just click the Submit button to save the announcement or if you want to view and further revise the announcement click the "Toggle to HTML" icon again to exit HTML Edit Mode. Your image now should show up in your announcement!

12. Submit the Announcement when you are done with your edits.

Thanks to Ann Garnsey-Harter, Ph.D., Director of Distance Learning at Shoreline Community College for this solution!