




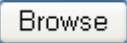

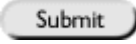
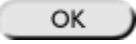
Blackboard Quick Reference Guide

Create Customized Tables w/o the Editor


This HTML table format can be customized by you to meet your needs. The columns will expand to accommodate your content. If you are a Macintosh user (or if you use Netscape), you can't access the Text Box Editor feature in Blackboard. But you can still get professional-looking tables without the headache of having to learn HTML. But it can get a little tricky. If you are not ready to attack it yet, you can attach your files instead of embedding the content in a table, as is described here:

 The table formats mentioned below are in the Blackboard "Quick Start" template.

Placing the "Quick Start" Table Format in Your Course



- Step 1:** From the  **Control Panel**, click **Course Materials** under Content Areas.
- Step 2:** In the **Course Materials Content for Faculty Only** folder, click **HTML Tools**.
- Step 3:** Scroll down to view the table formats and click  next to the desired option.
- Step 4:** Click .
- Step 5:** In the Course Map window, click the content area in which you want to place your table.
(Use  **Expand All** to see all folders.)
- Step 6:** Click  then . The table format is copied to that location.

Customizing the Table Data

- Step 1:** Navigate to the content area in which you placed your table.
- Step 2:** Click . This will enable you to view and modify this HTML code through the content window of Blackboard.

1 Content Information


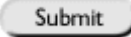

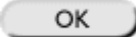
Name

Choose Color of Name  

Text

```
<body><table border=3>
<tr>
<td>3 Exams @ 100 points each</td>
<td>300</td>
</tr>
```

Replace with your text

- Step 3:** Substitute your data for the data that is in the sample table. Be careful not to delete or type over the HTML tags (such as text surrounded by < > symbols).
- Step 4:** Check to make sure that **HTML** is selected under the content window instead of "Smart Text."
-  After every two or three entries, scroll down and click  so that you save your changes periodically. You can also preview your changes to make sure they look as you expect.
- Step 5:** If you want to add a *second line* of data within the same table cell, type **
** at the end of the first line (as you would hit "Enter" for a new line).
- Step 6:** If you want to add *more rows*, highlight the code from **<tr>** to **</tr>**, copying and pasting it before the end of the table (**/table**). FYI: "tr" stands for table row.
- Step 7:** Under the Options area, click **Yes** to *Make the content available*.
- Step 8:** Click  then , when the content is updated.
- Step 9:** Double check your content for accuracy and revise as necessary.