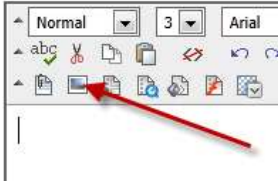

BLACKBOARD: HOW TO ADD AN IMAGE USING THE VTBE

1. Click on the Attach Image button, second from the left on the third toolbar of the VTBE.



2. Depending on where you have the image, you will want to either:
 - a. Use the Browse My Computer button to select the image file from your computer.
 - b. Use the Browse Course button to select the image file from Course Files.
 - c. Use the Source URL button to paste in the specific internet address of the image file.
3. When you have the option, be sure to fill in the Alt Text for the image, so that screen reader programs may describe what the image is to sight impaired folks.
4. Click the Submit button in either the upper or lower right corner of the window.
5. Click Submit in either the upper or lower right corner of the screen containing the VTBE.