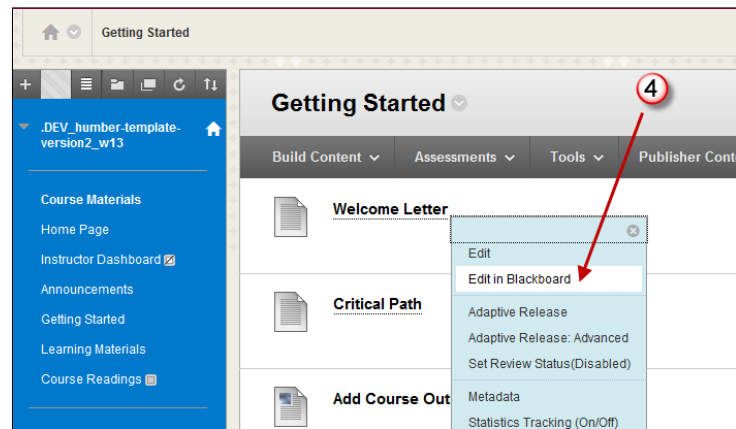
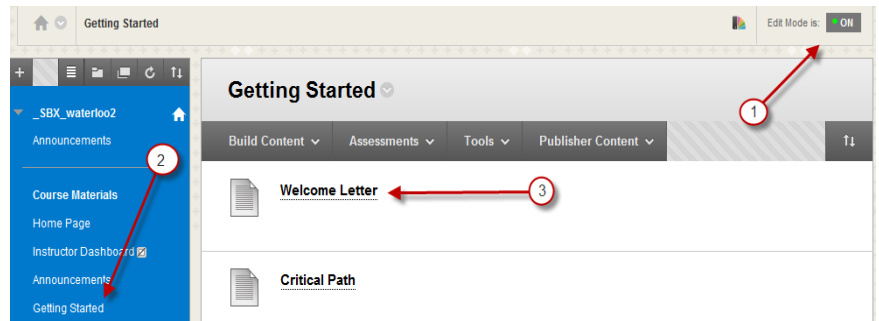


How to Edit the Welcome Letter

1. Make sure you are in **Edit ON** mode
2. Click **Getting Started** on the Course Materials menu
3. Drop down the **Welcome Letter** Options menu
4. Select the **Edit in Blackboard** option
5. Make your changes directly in the Welcome Letter.
6. Click **Submit**



* Indicates a required field.

Information

Edit html file name and content.

* File Name Changes here affect the file name in Course Files. To change the link text, edit the item.

Content

Rich text editor toolbar with options like Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Link, Unlink, etc.

Welcome

Welcome to the course [insert]. I am your instructor, [insert], and my role is to wor

Cancel Submit

For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk> or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>