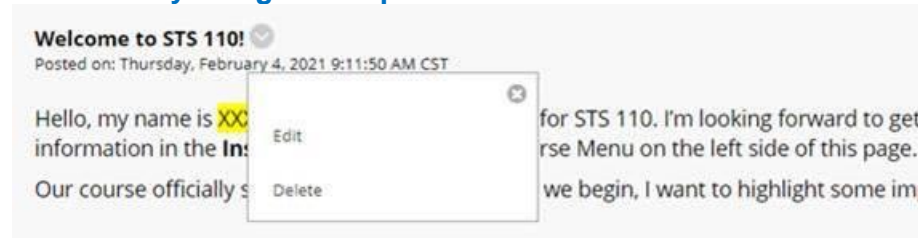


Blackboard Content Editor – Inserting an Image

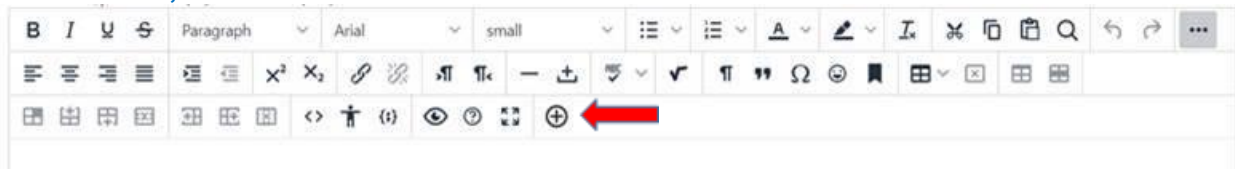
March 2, 2021

A Blackboard update on Feb 25, 2021 included an unexpected change to the Content Editor. Users are no longer able to Cut and Paste images from a local drive or other sources. Instead, users must utilize the Add Content feature in the Editor to insert an image.

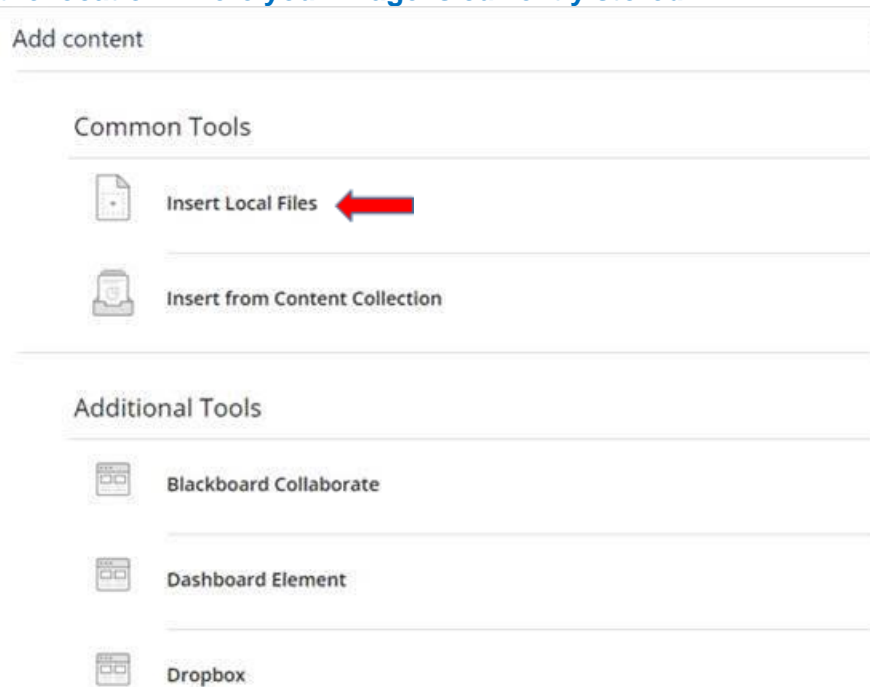
To do that, navigate to the location where you want to add content and open the Edit functionality using the dropdown caret.



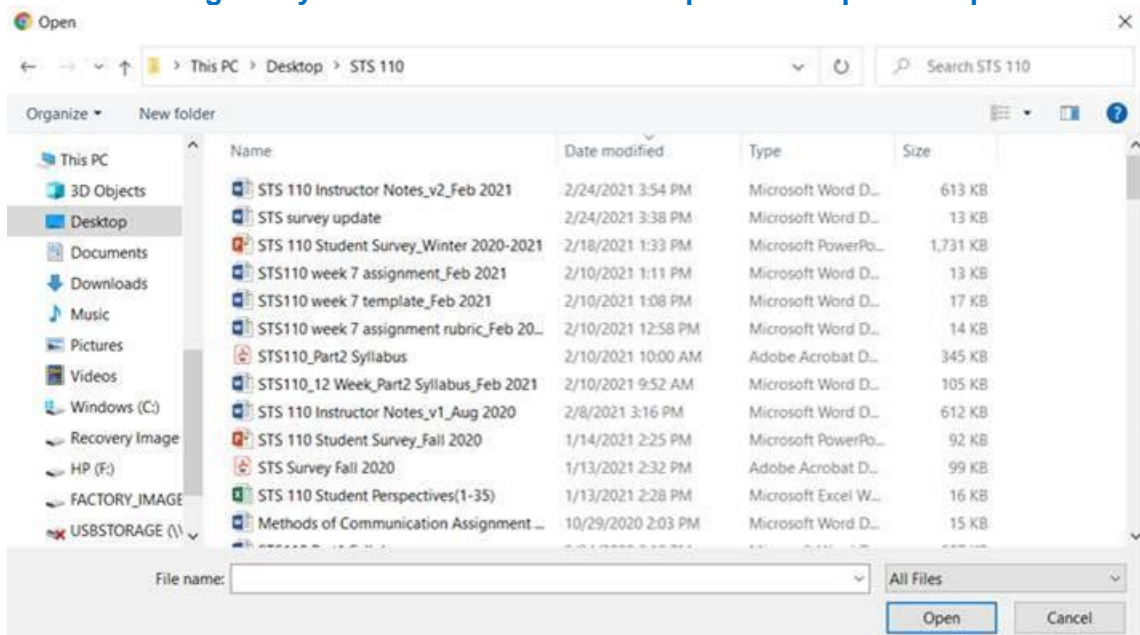
In the Editor, find the Add Content button and click on it.



Once the Add Content menu opens, click on the Insert Local Files option and navigate to the location where your image is currently stored.



Select the image file you want to add and click Open to complete the process.



Please let us know if you have any questions or encounter any issues.