

Instructions for Adding Notes in Blackboard

1. Log into Blackboard
2. Click on the "My Institution" Tab
3. Click on Modify Content
4. Check Notes
5. Click on Submit
6. Click on OK
7. Click on Modify Layout
8. Highlight Notes in Column 1 Box
9. Click on up arrow until "Notes" is at the top of the list (right hand side of column 1 box)
10. Click on Submit
11. Click on OK
12. Enter 1 course with description
 - a. Enter the first line (in order of the way your courses are displayed).
 - b. For example: Admin Office Procedures (and append any further details like "MWF").
 - c. Note that each line will represent your course listing and modifications you made.
 - d. **ONLY YOU will see this and not your students.**
13. Click on Save
14. Repeat as Necessary

Instructions for Editing Notes in Blackboard

1. Double Click on notes you wish to edit
2. Make changes to text
3. Click on Save

