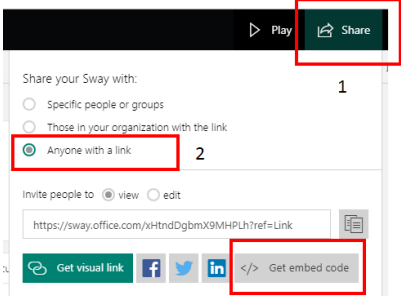
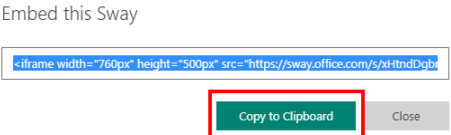
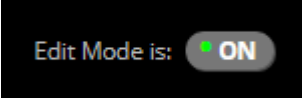
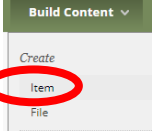
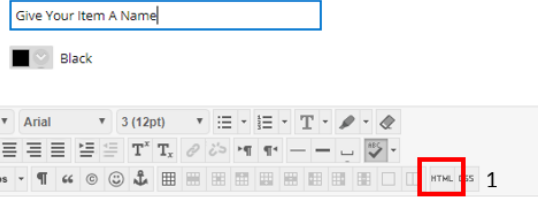




Blackboard "How To's"

Embedding a Sway (Office 365)

To embed a Sway:	
<p>Select the Sway that you would like to embed and click the Share button in the upper right-hand corner. Click Anyone with a link then select Get Embed Code.</p>	 <p>The screenshot shows the Sway sharing interface. The 'Share' button is highlighted with a red box and labeled '1'. The 'Anyone with a link' option is selected and highlighted with a red box and labeled '2'. The 'Get embed code' button is also highlighted with a red box.</p>
<p>An Embed this Sway box will appear. Select Copy to Clipboard.</p>	 <p>The screenshot shows the 'Embed this Sway' dialog box. It contains an HTML embed code in a text area. The 'Copy to Clipboard' button is highlighted with a red box.</p>
<p>Log into Blackboard and go to your class or school Blackboard course. Make sure Edit Mode is turned on. Edit mode is on if you see a green dot.</p>	 <p>The screenshot shows a toggle switch for 'Edit Mode' which is turned 'ON' with a green dot.</p>
<p>Select the menu button in your Blackboard site where you wish to post the Sway. Hover over Build Content and then click Item.</p>	 <p>The screenshot shows the 'Build Content' dropdown menu. The 'Item' option is highlighted with a red circle.</p>
<p>Name the item and select HTML in the text box tool bar.</p>	 <p>The screenshot shows the item creation form. The 'Give Your Item A Name' text box is highlighted. The 'HTML' option in the text box tool bar is highlighted with a red box and labeled '1'.</p>
<p>Paste the embed code using Ctrl + V into the new box and click Update.</p>	 <p>The screenshot shows an empty text box intended for pasting the embed code.</p>
<p>Click Submit.</p>	 <p>The screenshot shows the 'Submit' button, which is highlighted with a red box.</p>