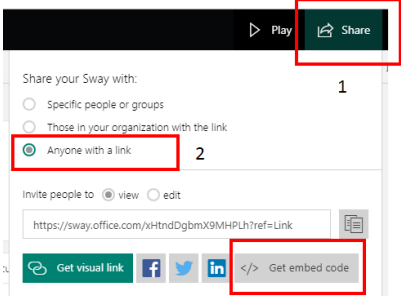
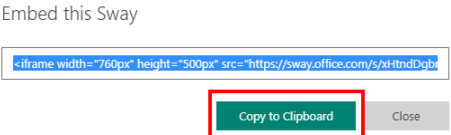
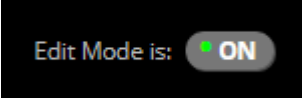
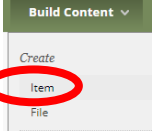
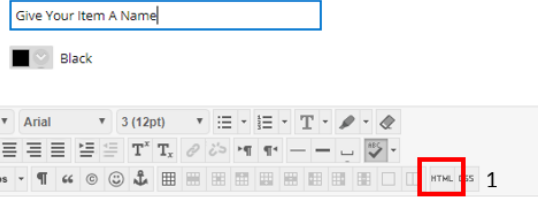




Blackboard "How To's"

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. A red box labeled '1' highlights the 'Share' button in the top right corner. Another red box labeled '2' highlights the 'Anyone with a link' radio button option. A third red box highlights the 'Get embed code' button at the bottom right of the sharing options.</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: <code><iframe width="760px" height="500px" src="https://sway.office.com/S/xHtndDgbl...></code>. A red box highlights the 'Copy to Clipboard' button.</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 dark grey button with the text 'Edit Mode is: ON' and a green dot next to the word 'ON'.</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 circled in red.</p>
<p>Name the item and select HTML in the text box tool bar.</p>	 <p>The screenshot shows the item creation form. A text box at the top is labeled 'Give Your Item A Name'. Below it is a color selection dropdown set to 'Black'. A rich text editor toolbar is visible, with the 'HTML' icon circled in red.</p>
<p>Paste the embed code using Ctrl + V into the new box and click Update.</p>	 <p>The screenshot shows a large, empty rectangular text box intended for pasting the embed code.</p>
<p>Click Submit.</p>	 <p>The screenshot shows two buttons: a grey 'Cancel' button and an orange 'Submit' button.</p>