How to Incorporate a Visual Element Into a Blackboard Discussion Board Post
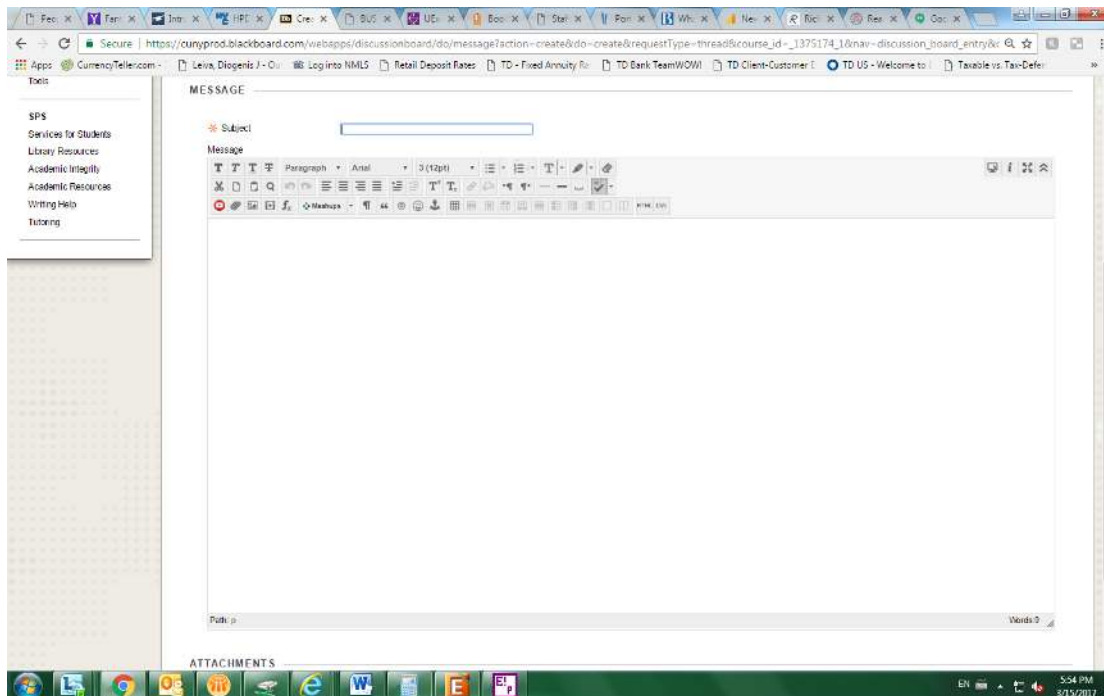
Introduction-

In this instructional it is assumed you can already access the Blackboard discussion board and begin a new thread. If you need assistance with this please see "How to Write a Blackboard Discussion Board Post".

Below you will find a step by step instructional on how to insert pictures or graphics into a discussion board post. There are two options for this task and you will see a diverging option set for each. Option one is directly uploading the image from your computer to be hosted on the blackboard servers. Option two uses a link to an existing image on the internet. The choice is yours.
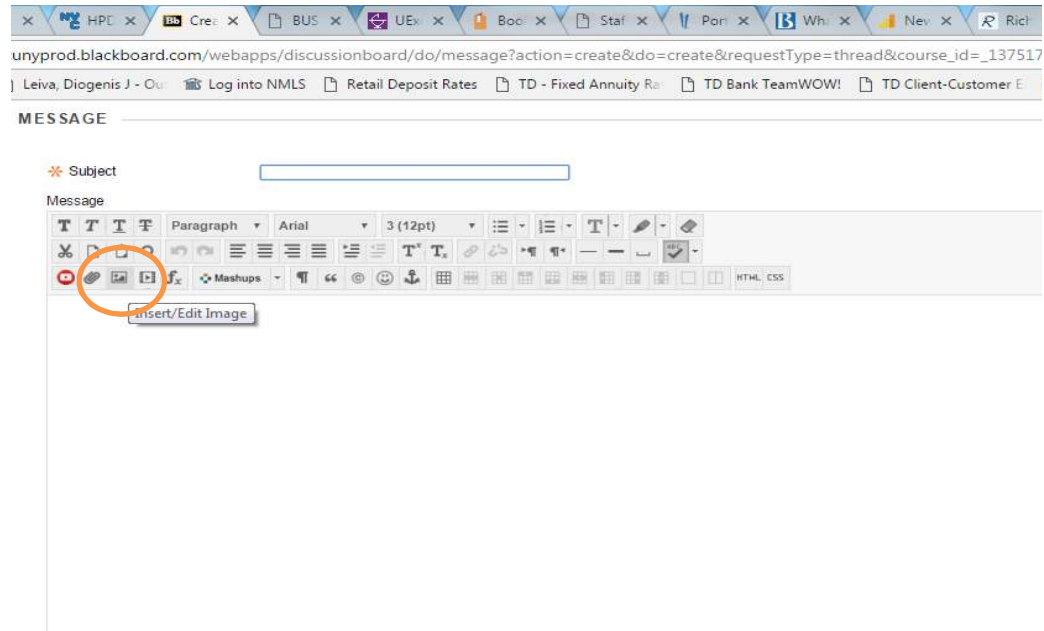
Step 1-

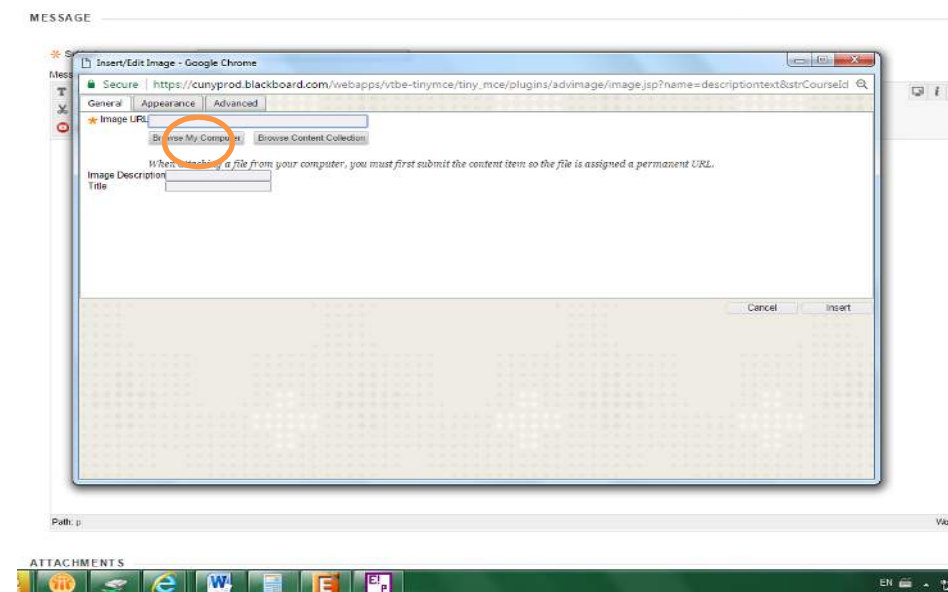Open a new discussion board thread window. You will then see a screen that looks like the image below.

Step 2-

Find the icon that is circled in the image below. If you hover your cursor over it you will see it say "Insert/Edit Image", click the icon
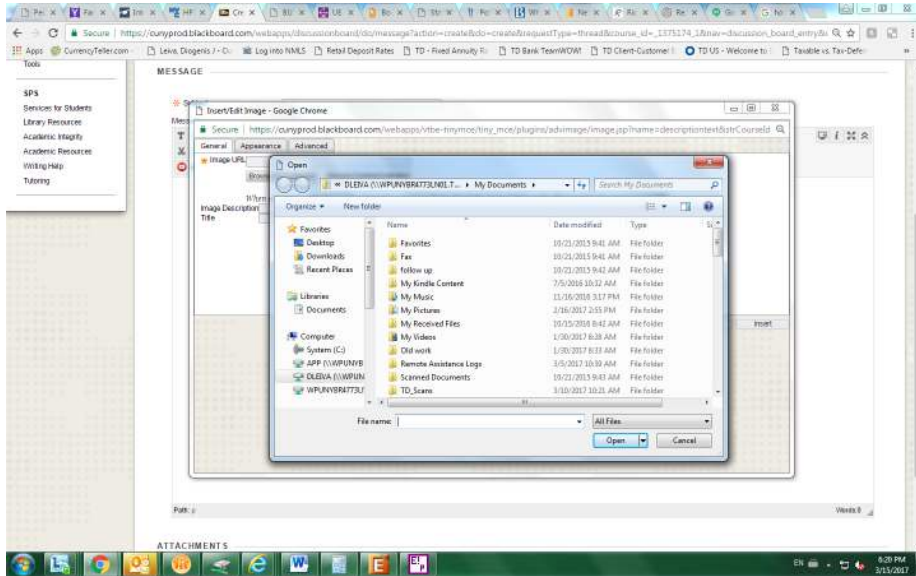

Step 3-

Once you click the icon a pop up window will appear to give you the options discussed in the introduction. It appears as so you can click the "Browse My Computer" button circled in orange if the image you want to post is located on your computer, or you can paste the link of the image directly into the "Image URL" box if it's located on the internet
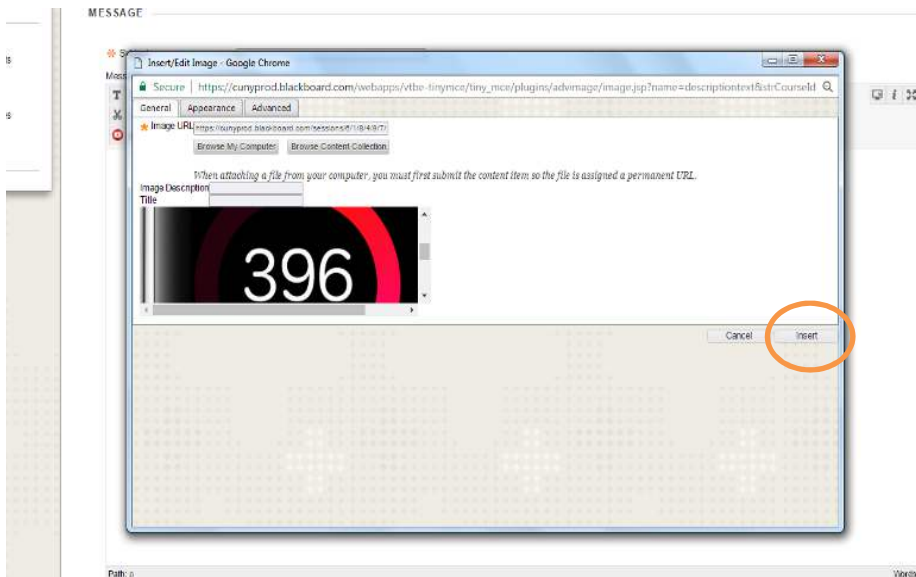
Step 4-

If you pasted your image URL into the box skip to step 5. If your image is located on your computer you must now select it from whichever folder you stored it in. A pop up will show you all the folders of your computer as so

Step 5-

After you have successfully uploaded your picture or pasted your URL you will see a preview of the picture. At this point you can press the insert button circled in orange

Step 6-

You can now enjoy the image you have posted to the discussion board post. Clicking on the image you've inserted brings up sizing options and you can begin to type around your photo.