



BLACKBOARD TIP OF THE WEEK

Let help texts guide you through functionalities

As most of you know, Blackboard has a tremendous amount of functions and tools. Consequently, at times it can be hard to navigate or hard to know what all these tools are for.

The Blackboard tip this week is for those who need help getting to know all the functions, but also for those who already know about most or all of the functions, and would like the Blackboard layout to appear a bit simpler.

This tip is about how to enable or disable the help text, which appears on most pages. Some of you may already have enabled the help text and would like to get rid of it; others would like to view the text.

Example:

With help text:

Create Test

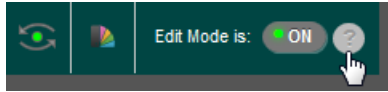
Creating a test deploys the test to a content area. Once a test has been deployed, change the test options to make it available for students to take. [More Help](#)

Without help text:

Create Test

How to:

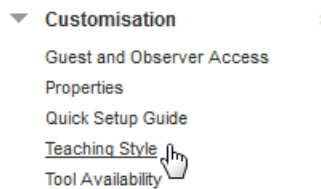
If you have already enabled the help text and would like to disable it, just go to a random page and click on the question mark at the upper-right corner next to the Edit Mode button:



Then the help text will disappear.

If your help text is disabled, the button might not be present. Instead, you will need to:

- 1) Go to *Customisation* in the grey lower-left menu of any course page
- 2) Select *Teaching Style*
- 3) Now the question mark should be visible



If you can already see the question mark on the page, you do not need to use this bypath.

Happy Blackboarding and have a nice weekend.

Kind regards,
ST Learning Lab