

# BLACKBOARD TIP OF THE WEEK

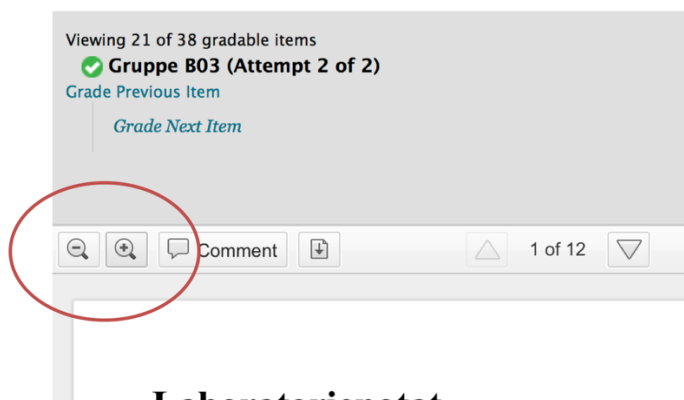
## Expand your workspace on Blackboard

When you are teaching and have to give the students feedback on assignments handed in on Blackboard, it can be difficult to create an overview of the document that the student has uploaded.

Several things can be done about that.

### How to:

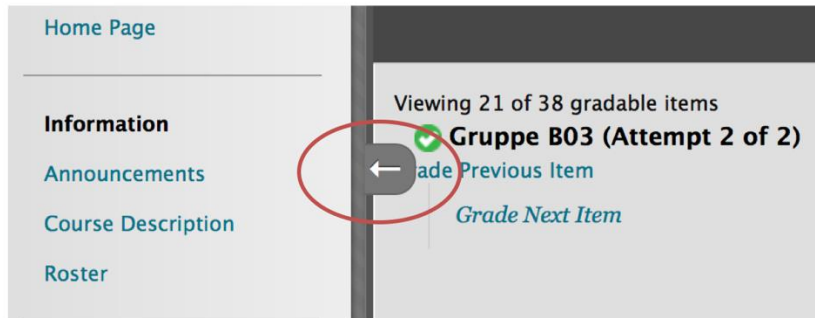
First and foremost, you can zoom in and out of the document by pressing the magnifying glass with the plus sign and the one with the minus sign respectively.



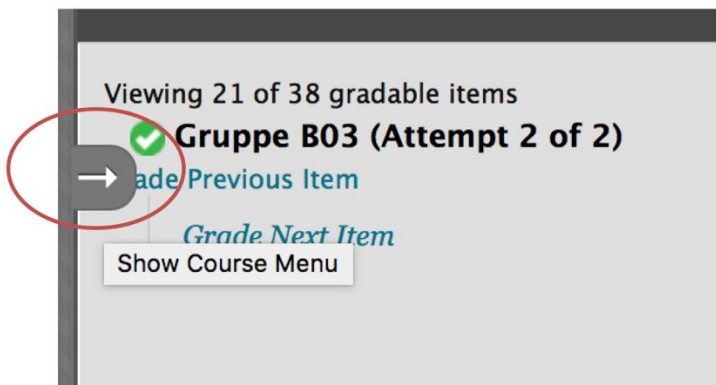
However, if you are working on a laptop it can be difficult reading the text when zoomed out far enough to get an overview. Then another technique may be useful.

With one swift click, you can hide the course menu, and thus get more room to work with.

This is done by pressing the small arrow at the right side of the course menu:



Afterwards you will see the image below. If you want the menu back, merely click on the arrow positioned at the far left.



“Happy Blackboarding” and have a nice weekend.

Kind regards,  
ST Learning Lab