

## **INSIGHT TO BLACKBOARD - Individual Images**

### **Steps for putting individual images from Insight into your Blackboard course website.**

Use these instructions when you want to put images into Blackboard that aren't in an Insight Presentation or Powerpoint Presentation.

#### **IN INSIGHT:**

1. Select the images you want to export by clicking on them. A white line will appear around the images you have selected.
2. Choose: **PRINT** from the left hand menu options  
**EXPORT AS HTML**  
Select one of the four display formats by clicking on the one you want. (It will turn orange.) Then click on **SELECT**.
3. Type in a file name and save the file on your desktop.
4. Right click on the file that you saved on your desktop and choose:  
**SEND TO – COMPRESSED (ZIPPED) FOLDER**

#### **IN BLACKBOARD:**

Choose: **CONTROL PANEL**  
**COURSE DOCUMENTS**

Add an item or a folder for the images depending on how your course site is arranged and where you want the images to appear.

Choose **ADD ITEM**

Under **1. Content Information**, type a name for your images.

Under **2. Content, Attach local file**, browse to your desktop and located the zipped version of your image folder.

For **2. Content, Special Action** choose: **UNPACKAGE THIS FILE**

Choose **SUBMIT**

For **1. Embedded Media Information, Entry Point**, choose the file that ends with **.html**

Then choose **SUBMIT** and **OK**

Your Insight images will now be in Blackboard.