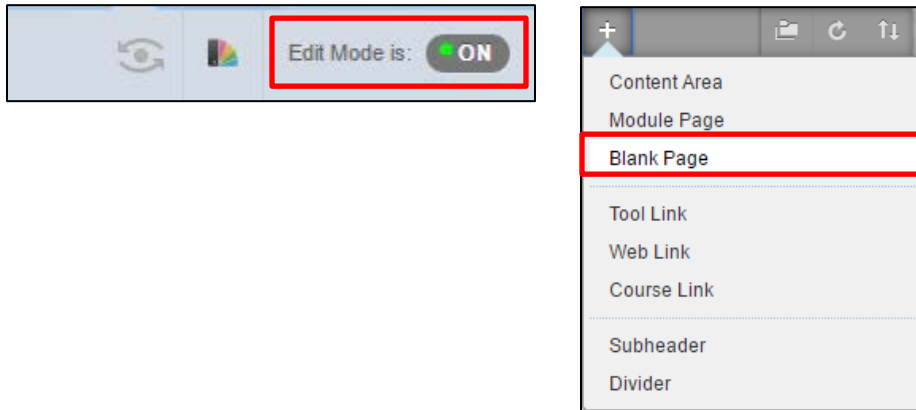


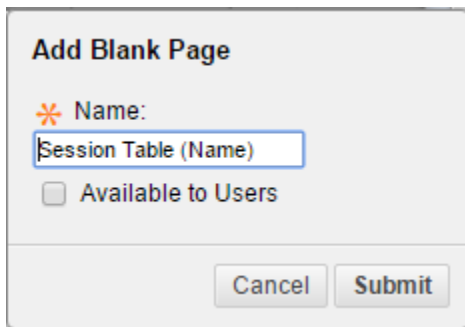
Blackboard Learn

Creating a New Session Table on the Course Menu

1. With Edit Mode on, **Select** the  button and **choose** Blank Page.

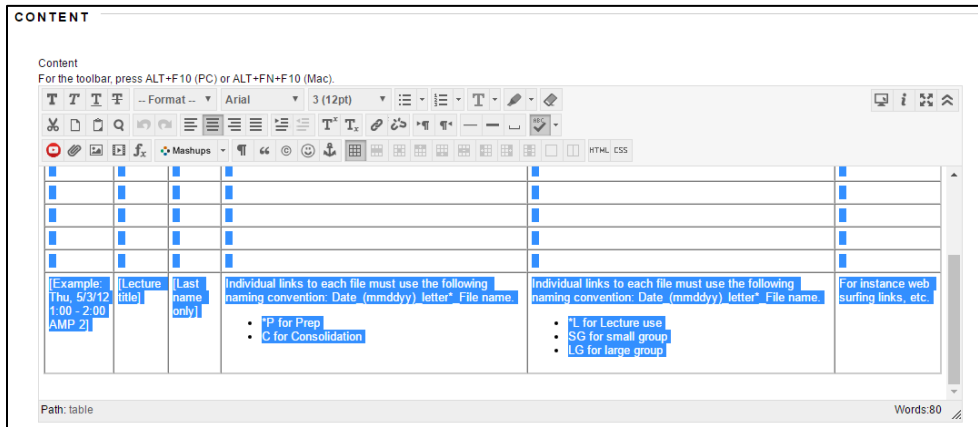


2. **Enter** a name for the Session Table, and **click** Submit.
(You may wish to make the Session Table unavailable to users until it is complete.)



3. From the Right Navigation area, Using the arrow; **Select and Drag** the new Session Table to the top of the course menu.

4. Within Edit mode; **Open an existing session table, copy** the entire contents of the table. **(Ctrl-C)**
Click Cancel to leave the existing table without edits.

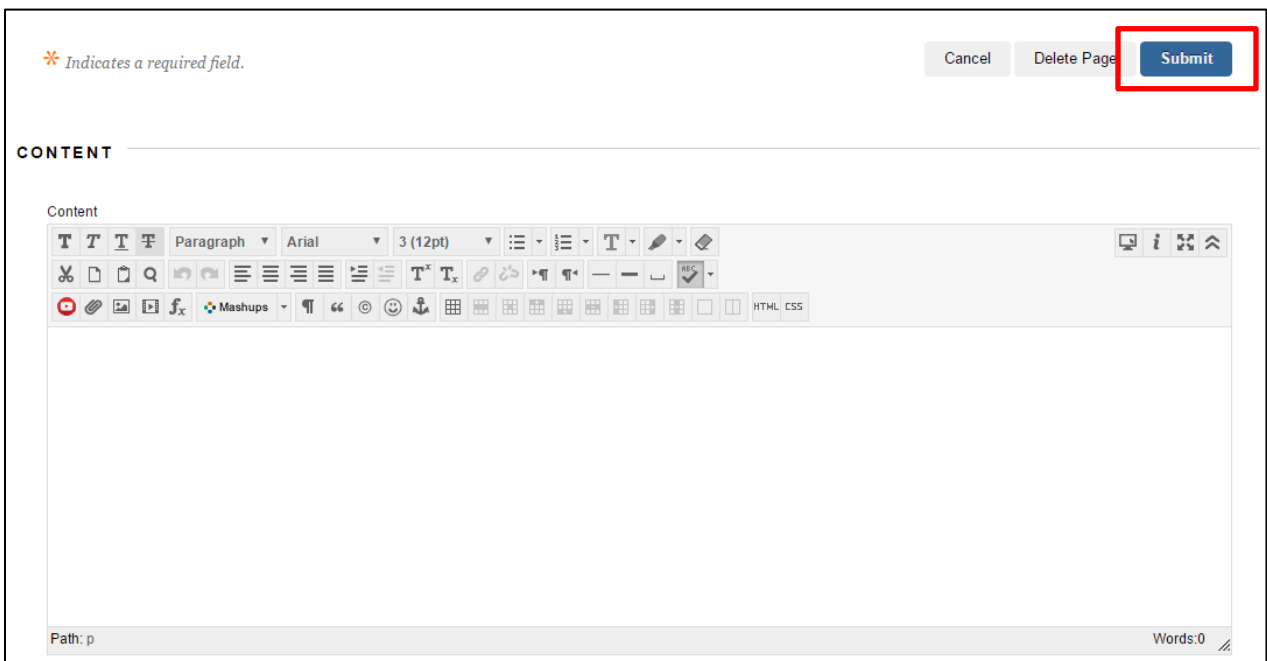


The screenshot shows a content editor window titled "CONTENT". It features a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a table with the following content:

[Example: Thu, 5/3/12 1:00 - 2:00 AMP 2]	[Lecture title]	[Last name only]	Individual links to each file must use the following naming convention: Date (mmddyy) letter* File name.	Individual links to each file must use the following naming convention: Date (mmddyy) letter* File name.	For instance web surfing links, etc.
			<ul style="list-style-type: none">* P for Prep* C for Consolidation	<ul style="list-style-type: none">* L for Lecture use* SG for small group* LG for large group	

At the bottom of the editor, it shows "Path: table" and "Words: 80".

5. **Click** on the new session table to open it, and place **your cursor in the text box**. **Paste** the contents of the existing table into the text box. **(Ctrl-V)** Update the contents of the table as needed, **Click Submit** to Save.



The screenshot shows a content editor window titled "CONTENT". At the top right, there are three buttons: "Cancel", "Delete Page", and "Submit". The "Submit" button is highlighted with a red box. Below the buttons is a large empty text box for editing. The editor toolbar and the "Path: p" and "Words: 0" information are visible at the bottom.