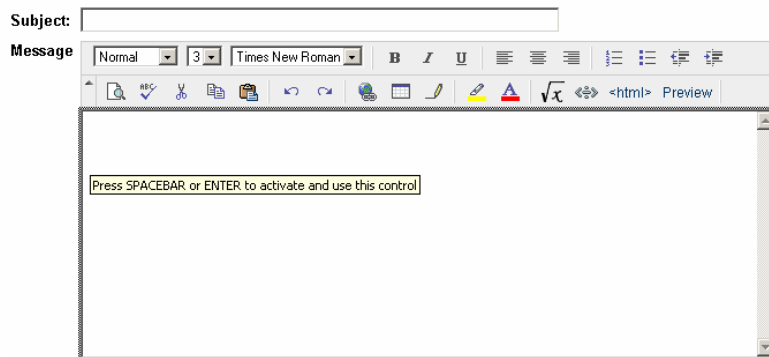


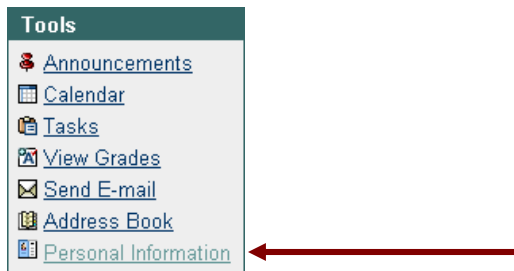
Disabling the Visual Text Box Editor in Blackboard

The Visual Text Box Editor (VTBE) is the WYSIWYG editor that appears when you add a discussion post, an email, or course content. The VTBE gives you access to the editing tools you see in the screen shot below, like font color, bullets and numbering, alignment.

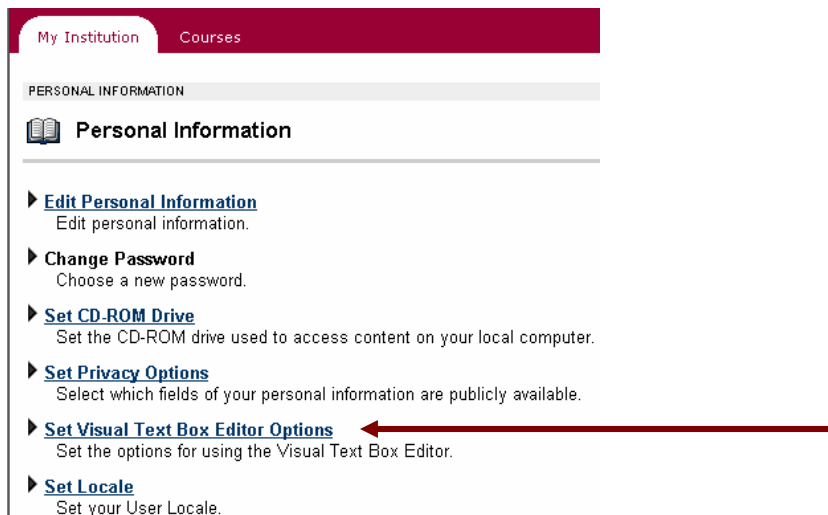


However, if you are having trouble with posting to a discussion board, sending an e-mail, or adding course content, you may want to disable the VTBE. Follow these steps to disable the VTBE:


1. Log into Blackboard.
2. From the Tools panel on the My Institution page, click "Personal Information."



3. Click "Set Visual Text Box Editor Options."



4. Click the "Unavailable" radio box and then click Submit.

 **Set Visual Text Box Editor Options**

1 Manage Visual Text Box Editor

The Visual Text Box Editor can be made available or unavailable.

Set Availability Available Unavailable ←

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

5. Click "OK" at the confirmation screen that appears.

Note that this setting affects all courses in which you are enrolled, so you only change the setting once.

Revised on 5/4/2007
ITS Academic Technology Services



Preparing people to lead extraordinary lives