Enabling Editing Capability in Blackboard:

1. Login to Blackboard.
2. In Blackboard, click the MY OHIO tab at the top of the screen.
3. Locate your list of courses in the "My Courses" module; then click the link for the course you want to work with.
4. When your course opens, look toward the upper, right-hand side of the screen to locate the "Edit Mode" switch.

5. If you see “EDIT MODE: OFF”, click the word “OFF”; it should change to “ON.” This switch must be ON for you to add content to your course and make menu changes. If you see “EDIT MODE: ON”, you do not need to take any further action.

**NOTE:** When “Edit Mode” is “Off,” you see Blackboard the way students see it, with the exception of the Control Panel area. You can see the Control Panel when Edit Mode is “Off,” but students never see the Control Panel, regardless of settings.