



# FORT HAYS STATE UNIVERSITY

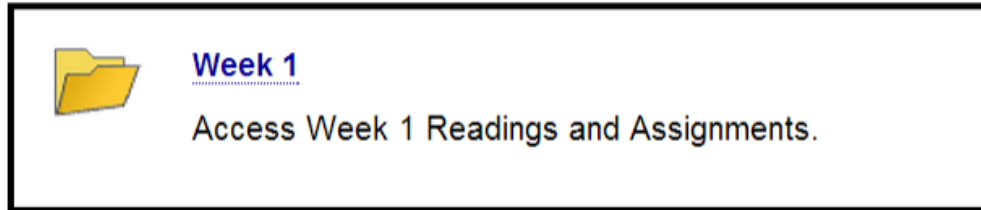
## LEARNING TECHNOLOGIES

*Forward thinking. World ready.*

## Best Practices for Contents in Bb

### 1-Avoid excessive folders and subfolders:

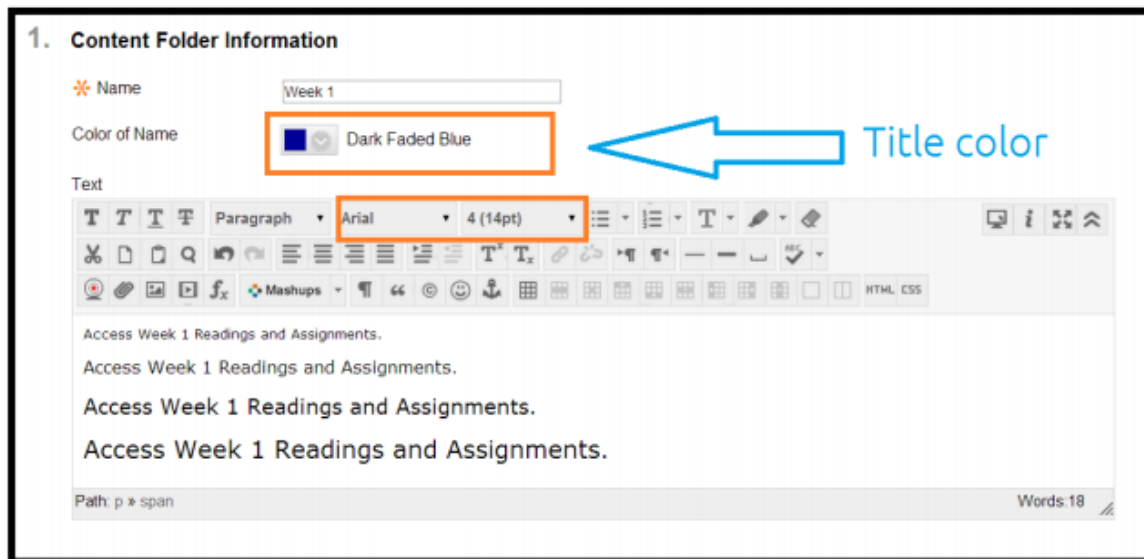
It's easy to group Items, files, links etc..., into weekly modules/folder without using subfolders. Typically, one folder per week will be enough for all materials and activities.



### 2-Fonts: Style, Size and Color

Using clear and midsize fonts will make the text in Bb more readable and thus more accessible for students with disabilities. It's encouraged to have a high contrast between the text and the background (eg: yellow on black or black on white)

- Recommended font: Default (Arial)
- Size: Titles no less than 5 (16). Main text 4 (14).



For full tutorials about Building Content in Bb, please visit the CTELT Blackboard Faculty Tutorials website

<https://www.fhsu.edu/ctelt/BlackboardFacultyTutorialBuildContent/>

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email [bbsupport@fhsu.edu](mailto:bbsupport@fhsu.edu).