APA Style Central: Faculty Support
Locate & share APA materials within Blackboard

Overview: APA Style CENTRAL is designed to help students master APA style. It includes 9 research paper templates, numerous videos explaining specific APA guidelines, examples of properly formatted citations and research papers and more. Add links to items in your Blackboard content for easy access by your students.

1. For best results use Chrome as your browser.
2. To access: Log in to Blackboard.
3. Open your course and go to the content area where you would like to add APA content.
4. Click Build Content.
5. Click APA Style CENTRAL.
6. The APA Style Central login page will appear. Follow the directions to create an individual account. Your password has to be 8 characters including a combination of letters and numbers.
7. A Thank you message will appear. Click Continue to APA Style CENTRAL.
8. Click Agree to the terms of service.
9. A condensed list of available content arranged by type of learning material will appear.

10. Click on a heading to view topics included. Quick Guides was chosen for example.
11. Click a topic to view individual items. Citing Sources was chosen.

12. Use the Preview option to review an item.

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13. If you decide to add the item to your course content, click **Show Link**.

14. Copy the link.

15. Return to **Build Content**, select **Web Link**.

16. Complete the **WEB LINK INFORMATION** portion of the screen:
   a) Enter the title for the content you are adding.
   b) Paste the URL you copied from the APA content page.
   c) Check the box to indicate that **This link is to a Tool Provider**.
   d) Optional: If you wish verification the student opened the video, change **Enable Evaluation** to **Yes**.

**WEB LINK INFORMATION**

- Name: Citing references in text
- URL: 
  ```
  For example, http://www.mysohool.edu/
  ```
  - This link is to a Tool Provider. **What's a Tool Provider?**
  - **Enable Evaluation**
    - Yes
    - No

17. Complete the remainder of the screen.
   a) In the **Description** box include these directions for your students:
      
      *You will be prompted to create an individual APA Style CENTRAL account. Your password must be 8 or more characters and include letters and at least 1 number.*

   b) Scroll down. Check **Yes** by **Open in new window**.
   c) Complete the **Standard Options** portion of the form.
   d) Click **Submit**.

18. In **Preview** mode, check that the link works properly.

**WEB LINK OPTIONS**

- Open in New Window: **Yes**
- **No**

**STANDARD OPTIONS**

- Permit Users to View this Content: **Yes**
- **No**
- Track Number of Views: **Yes**
- **No**
- Select Date and Time Restrictions:
  - Display After: 09/09/2018 07:07 PM
  - Display Until: 11/30/2018 11:59 PM

Further Assistance: Contact Teresa Grimm (920) 565-1038 ext. 2418 or Flossie McKeown (920) 565-1000, ext. 2260.

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