



Blackboard Quick Reference Guide 8.0

Embed Media (Images, Audio/Video)



When uploading digital content to your course, you will need to select specific options, depending on the media (image, sound or video). The following steps describe these options.

Embed an Image


Recommended image (graphic) formats are .GIF, .JPG or .PNG.

Step 1: In the *Control Panel*, select a *Content Area*. (Open a folder, if necessary.)

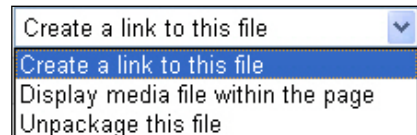
Step 2: Click the **Add Item** link on the toolbar.


Step 3: Under the *Content Information* area, enter a name for the image, choose a color for the image name, and enter any text you want to describe the image.

Step 4: In the *Content* area, click **Browse** next to *Attach local file* to locate your image.

 “Link to Content Collection item” can be used to link to content stored in either the My Content or Institution Content areas of the Content System. (See separate guides on this Blackboard component.)


Step 5: Select **Display media file within the page** in the *Special Action* drop-down list.



 *Create a link to this file* only displays a link to the image, which the student has to click on, to view the image.

Step 6: Under the *Options* area, you can decide to make the item available to students, track the number of views of the item, and choose date and time restrictions for the item.

Step 7: Click **Submit** to upload the item.

 The settings on the Content Actions page cannot be modified after submission; you would have to remove and upload the image again.

Step 8: Under the *Embedded Media Information* section, set the following options:


- Determine the alignment of the image (left, center, or right).
- Set the placement of the image (above text or below text).
- To keep the image proportional, only change Width or Height, not both.
- If you are linking to an image file, specify the location of the image using a URL.
- Decide if you want the image to launch in a new window (this is important if you have entered a URL for your image).
- Decide if you want an image border and how thick.
- Provide alternate text – this displays when the mouse pointer rests over the image.

Step 9: Click **Submit**, then **OK**.


Embed Audio/Video

An audio or video file is also a special type of an “Item” that can be uploaded to a content area. Supported audio formats include .AIFF, .AU, .MP3, .RA, .RM, .WAV, or WMA. Supported video formats include .AVI, .MPG, .MOV, .QT, .RAM or .WMV.

- Step 1:** In the *Control Panel*, select a *Content Area*. (Open a folder, if necessary.)
- Step 2:** Click the **Add Item** button on the toolbar.
- Step 3:** Under the *Content Information* area, enter a name for the audio/video, choose a color for the audio/video name, and enter any text you want to describe the audio/video.
- Step 4:** Under the *Content* area, click **Browse** next to *Attach local file* and locate the audio/video file to add.

 “Link to Content Collection item” can be used to link to content stored in either the My Content or Institution Content areas of the Content System. (See separate guides on this Blackboard component.)

- Step 5:** Select **Display media file within the page** in the *Special Action* drop-down list.
- Step 6:** Under the *Options* area, you can decide to make the audio/video available to students, track the number of views of the audio/video, or choose date and time restrictions for the audio/video.
- Step 7:** Click **Submit** to upload the audio/video.
- Step 8:** Click **OK**.

 The settings on the Embedded Media Information page cannot be modified after submission; you would have to remove and upload the audio or video file again.

- Step 9:** Under the *Embedded Media Information* area, set the following options:
- Set the alignment of the audio/video file (left, center, or right).
 - Set the placement of the file (above text or below text).
 - The width and height of the video will automatically display in the field.
 - Decide whether the audio/video should begin automatically. If you select No, the user will have to manually begin the movie/audio.
 - Decide whether the audio/video should loop (repeat).
 - Select whether to show the controls. If the audio/video does not start automatically, you must give the user controls to manually start it.
 - Provide alternate text. This is the text that will display when the pointer is rested over the audio/video file, or if the audio/video does not load properly.

- Step 10:** Click the **Submit** button.
- Step 11:** Click **OK**.