



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.

Adding Images via the Text Editor

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

1. Login to Blackboard.
2. Select the appropriate course from the My Courses list.
3. From the *Course Menu*, select the *Content Area* where you want to add an image.
4. Select **Create Item**
5. 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.
 - At the *Name* field, enter your chosen name for the Image.
 - If you change the color for the image name, a select swatch color window will appear. Select the color of choice and Click Apply
6. Click the "Attach Image" button  on the third row of the text editor toolbar to browse for and attach the image.
 - The Insert Image window will appear.
7. Select the Browse button to find the image.
8. Set the width and height (optional).
9. Decide if you want the image to open in a new window (it defaults to yes).
10. Provide alternate text – this displays when the mouse pointer rests over the image.
11. Click **Submit**.

 **Insert Image**

Cancel Submit

1. Select Image

Browse Browse... Select the browse button to locate your image

or Link from Content Collection Browse...

or Specify Source URL
For example, http://www.myschool.edu/

2. Image Options

Set Width Determine your width and height

Set Height

Image Target URL
For example, http://www.myschool.edu/

Launch in new window Yes No Use the drop down menu to add a border

Border None v

Alt Text

3. Submit

Click Submit
Cancel Submit

12. Preview the image to ensure it displays correctly at the Image Added screen.

13. Click **Submit**.

14. Under the *Options* area, you can decide to permit users (students) to view the content item, track the number of views, and choose date and time restrictions.

15. Click **Submit**.

- You may need to scroll or maximize to see the Submit button.

Linking an Image

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


1. From the *Course Menu*, select the *Content Area* where you want add an image.


2. Select **Create Item** Create Item

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


- At the *Name* field, enter your chosen name for the Image.

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

 Graphic file cannot be resized, so be sure that it is sized before you link it.

 "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.)

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.

2. Attach or Link Content

Files can be attached here. Click **Browse** to select the file to attach and specify the name of the link to the file.


Attach Local File

Link to Content Collection Item

Name of Link to File

Special Action
Create a link to this file
Create a link to this file
Display media file within the page
Unpackage this file

6. Under the *Options* area, you can decide to permit users (students) to view the content item, track the number of views, and choose date and time restrictions.

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

7. Click **Submit**.

If you choose to have display the media file within the page the Embedded Media Information window will be displayed. Otherwise you can skip this section.

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) (it defaults to yes).
- Decide if you want an image border and how thick.
- Provide alternate text – this displays when the mouse pointer rests over the image.

9. Click **Submit**

1. Embedded Media Information

Select options for embedded content.

Alignment Left Center Right Determine alignment

Placement Above Below Set image placement

Set Width Determine your width and height

Set Height

Image Target URL
For example, <http://www.myschool.edu/>

Launch in new window Yes No Use the drop down menu to add border

Border

Alt Text

2. Submit

Cancel Submit

Adding Video via the Text Editor


Recommended Video formats are .AVI, .MPG, & .QT

From the *Course Menu*, select the *Content Area* where you want to add an image.

1. Select **Create Item**.

2. Under the *Content Information* area, enter a name for the video, choose a color for the video name, and enter any text you want to describe the video.

- At the *Name* field, enter your chosen name for the Video.

3. Click the "Add AVI/MPEG Content" button  on the third row of the text editor toolbar to browse for and attach the video.

- The Insert AVI/MPEG File window will appear.

4. Select the browse button to find the image.

5. Set the width and height (optional).

6. Decide if you want the video to AutoStart and/or Loop (it defaults to no).

7. Use the drop down menu to determine the controls.

8. Provide alternate text – this displays when the mouse pointer rests over the image.

9. Click Submit.

Linking Audio/Video

An audio or video file is also a special type of an "Item" that can be uploaded to a content area.

Recommended audio formats include .AIFF, .AU, .MP3, .RA, .RM, .WAV, or WMA.

Recommended video formats include .AVI, .MPG, .MOV, .QT, .RAM or .WMV.


1. From the *Course Menu*, select the *Content Area* where you want add an image.

2. Select **Create Item**.

3. Under the *Content Information* section, enter a name for the audio or video file, choose a color for the audio or video file name, and enter any text you want to describe the audio or video file:

- At the *Name* field, enter your chosen name for the audio or video file.

4. In the *Attach or Link Content* area, click **Browse** next to *Attach local file* to locate your audio or video file.

 "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.)

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

- *Create a link to this file* only display a link to the audio or video file, which the student has to click on, to view the audio or video file.

6. Under the *Options* area, you can decide to permit users (students) to view the content item, track the number of views, and choose date and time restrictions.

7. Click **Submit**

If you choose to have display the media file within the page the Embedded Media Information window will be displayed. Otherwise you can skip this section.

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.

1. 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.

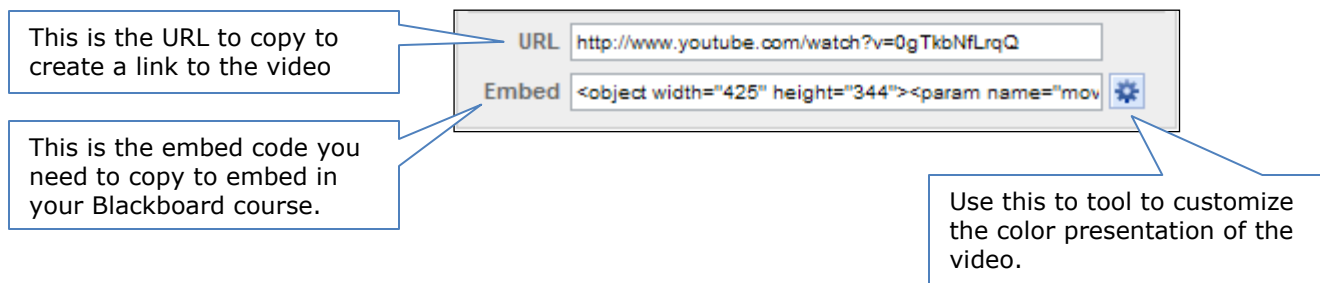
2. Click **Submit**

Embedding YouTube Video

Did you find a cool YouTube video that you want to place in your Blackboard course? You are in luck – it is a simple process! You only need the embed code and a Blackboard item.

Finding the Embed Code

Once you have found the perfect video, you will use the embed code content on the page. This code is necessary to add the video as an embedded object in Blackboard. You can also always just link to the video URL! NOTE: not all videos will have embed code! For these videos, just copy the URL instead and add it as a new item or an external link.




This is the URL to copy to create a link to the video

This is the embed code you need to copy to embed in your Blackboard course.

Use this tool to customize the color presentation of the video.

URL

Embed





Copying the Embed Code

1. Locate the embed code field on the page (this is usually found in the upper-right corner of the screen).
2. Click once inside the embed code field (this will select the whole text string).
3. Right-click over the highlighted text.
4. Select copy.

Pasting the Embed Code

Once you have copied the code, you need to paste it onto an area of Blackboard.

1. Login to Blackboard.
2. Select the appropriate course from the My Courses list.
3. Go to the Control Panel.
4. Navigate to the Content Area you want to add the video to.
5. From the *Course Menu*, select the *Content Area* where you want to embed your video.
6. Select **Create Item**.
7. 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.
 - At the *Name* field, enter your chosen name for the Image.
8. Click the "Toggle HTML Source Code" button  on the second row of the text editor toolbar to enter source mode.
9. Right-click in the text box.
10. Select paste to add the embed code to the text field.
11. Use the  button to switch back to normal mode.
12. Under the *Options* area, you can decide to permit users (students) to view the content item, track the number of views, and choose date and time restrictions.
13. Click **Submit**.