

UPLOADING A CAMTASIA FILE TO WTCLASS BLACKBOARD

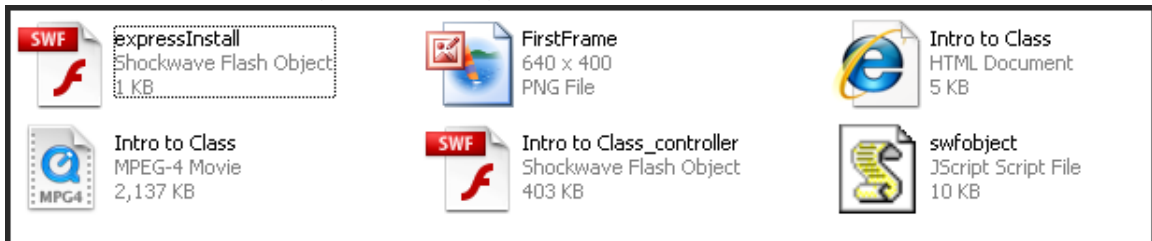
For small Camtasia video files (typically 25MB and below) you can add them directly to WTClass (Blackboard). For larger Camtasia video files, consider having them placed on a streaming server to allow students easier access to these videos. Contact the Help Desk for more information.

I. PROCESS FOR UPLOADING INTO WTCLASS

1. Locate the production folder with your files.

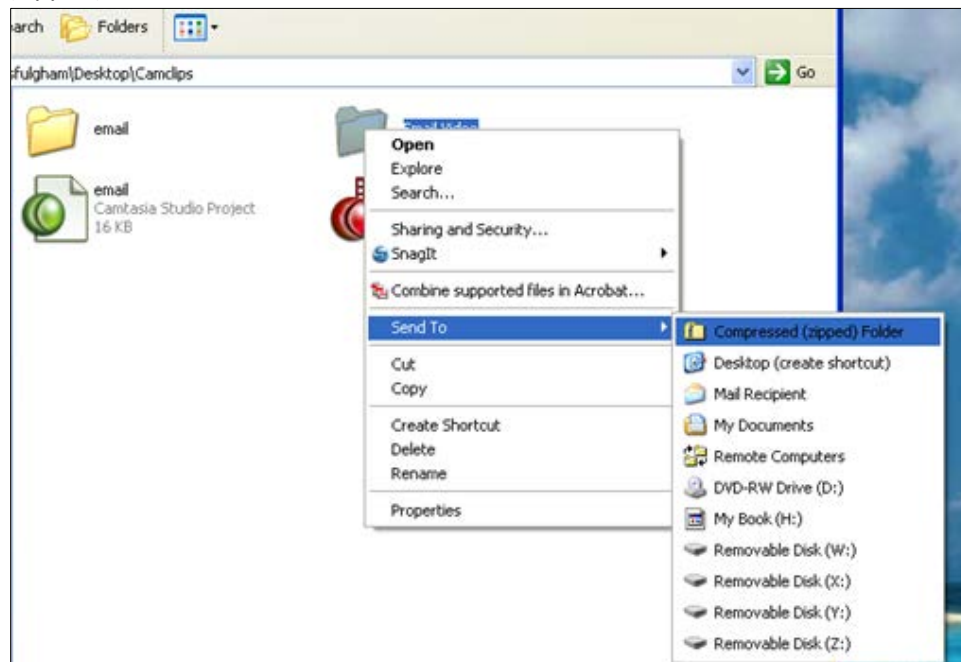


2. You will have several files (htm, swf, etc.) in the folder.



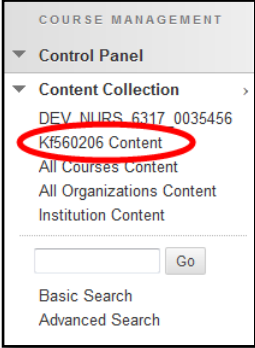

3. Zip the folder (files) for uploading into WTClass or for displaying on the web. The html file will provide a link to the flash object. If the files are large (over 24 MB), you can request that the files be placed on the streaming Flash server.

- A. To zip the files: (1) right click on the folder and then (2) select Send to > Compressed (zipped) folder.

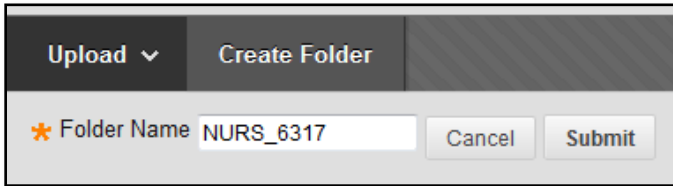


II. SETTING UP YOUR PERSONAL CONTENT COLLECTION

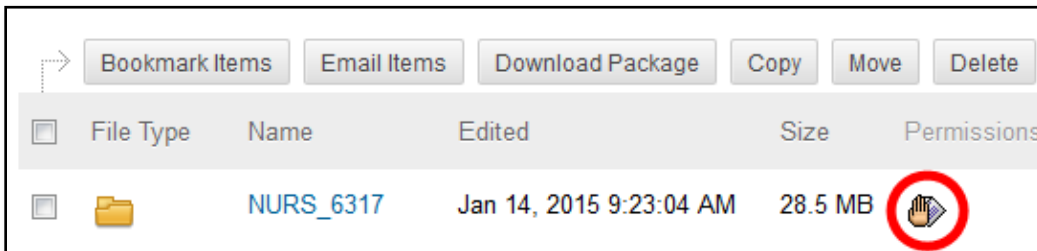
1. Go to your **Personal Content Collection**. This is located through:

Control Panel	Tabs
Control Panel > Content Collection > “[ID number] Content” 	The Content Collection tab in Blackboard 

2. If you do not already have a folder created for this course in your Personal Content Collection, create a folder by selecting the **Create Folder** button.
3. Enter the **Name** of your folder, and click **Submit**.
It is recommended that you name the folder the same name as your course for easy locating.



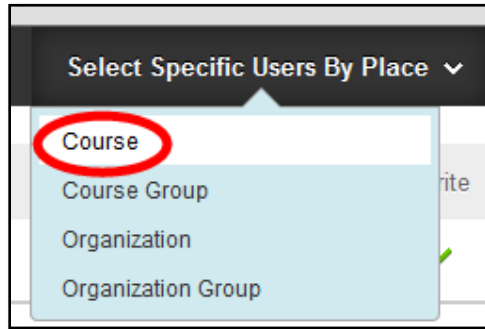
4. Click the **Permission** button for the folder



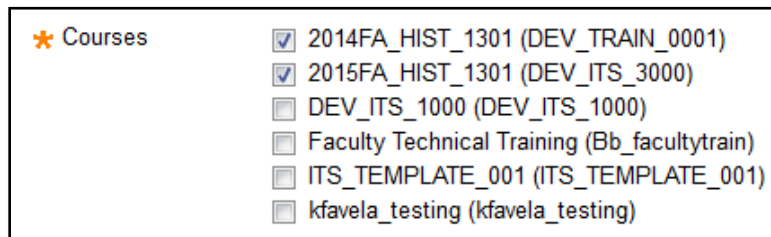
5. By default, only you (the instructor) have rights to view this folder. To allow access to the videos in this folder, you will need to give them permissions to view it.

a. **Select Specific Users By Place:** Allows you to add specific courses that can access this content. Provides the highest security, but this process will have to be done with every new course you teach that needs access to this content.

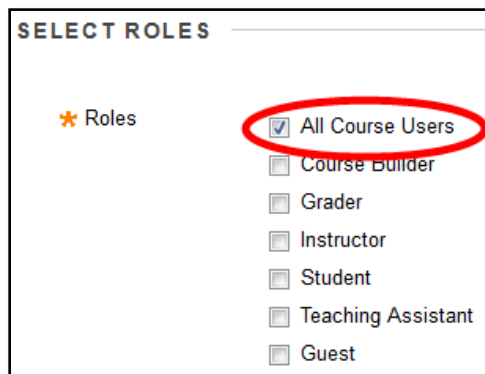
i. Click Select Specific Users By Place, and select Course



ii. Select the checkbox next to the course(s) for students to in these course(s) to access this folders content.



iii. Under **Select Roles**, select the checkbox for **All Course Users**.



- iv. Under **Set Permissions**, ensure only **Read** is selected. This will ensure that students do not have the ability to make any changes, or remove these videos.

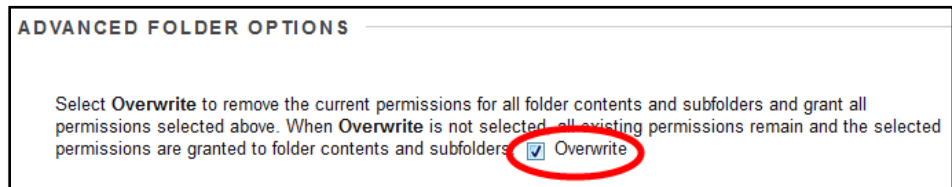


SET PERMISSIONS

Permissions

- Read
- Write
- Remove
- Manage

- v. Under **Advanced Folder Options**, select the checkbox for **Overwrite**.



ADVANCED FOLDER OPTIONS

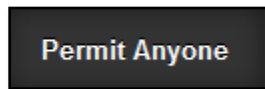
Select **Overwrite** to remove the current permissions for all folder contents and subfolders and grant all permissions selected above. When **Overwrite** is not selected, all existing permissions remain and the selected permissions are granted to folder contents and subfolders.

Overwrite

- vi. Click **Submit**.

- b. **Permit Anyone**: Allows anyone within the Blackboard system to be able to view the content. Must have the link to the video, but anyone with access to Blackboard can access this video. Must only be setup one time.

- i. Click **Permit Anyone**.



- ii. Under **Set Permissions**, ensure only **Read** is selected. This will ensure that students do not have the ability to make any changes, or remove these videos.

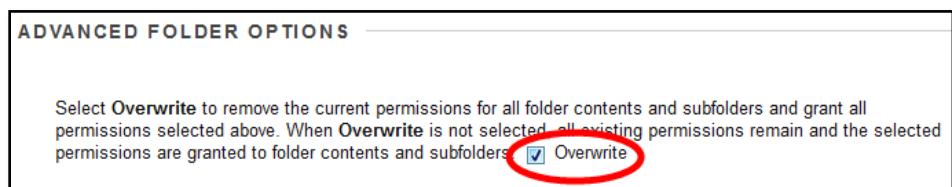


SET PERMISSIONS

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ADVANCED FOLDER OPTIONS

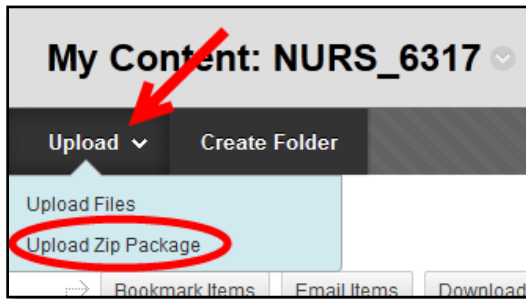
Select **Overwrite** to remove the current permissions for all folder contents and subfolders and grant all permissions selected above. When **Overwrite** is not selected, all existing permissions remain and the selected permissions are granted to folder contents and subfolders.

Overwrite

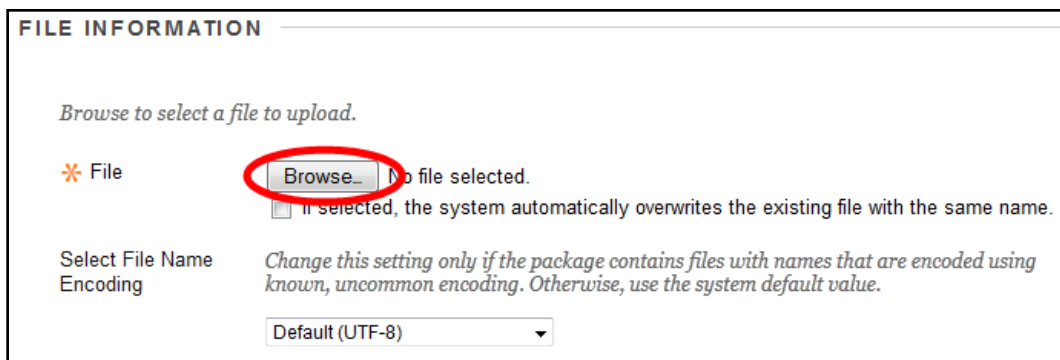
- IV. Click **Submit**.

III. ADDING THE FILES TO YOUR PERSONAL CONTENT COLLECTION

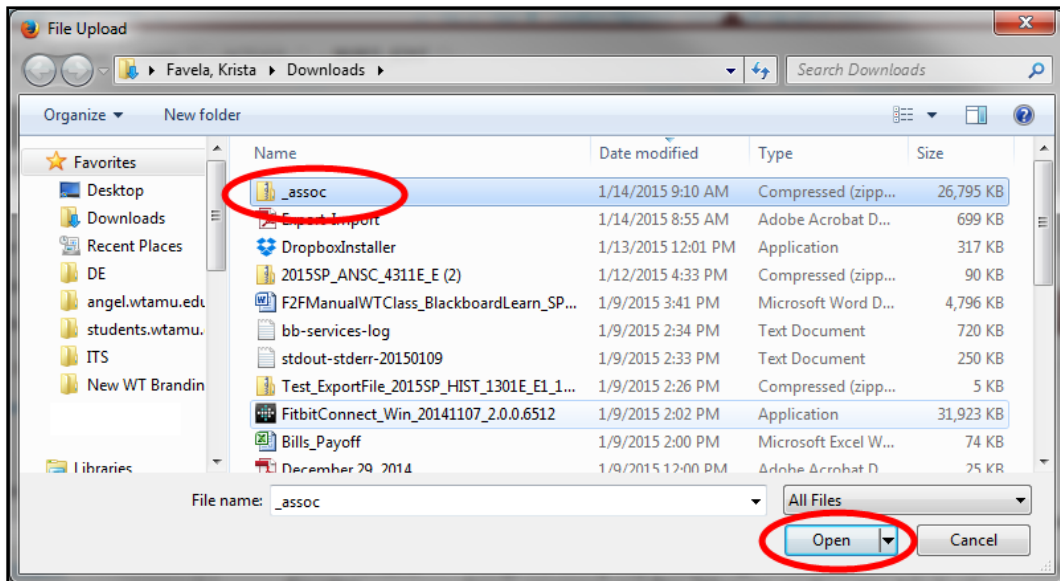
1. Enter the course folder, move your mouse over **Upload**, and select **Upload Zip Package**.



2. Click **Browse**.



3. Locate the zip saved to your computer, and click **Open**.

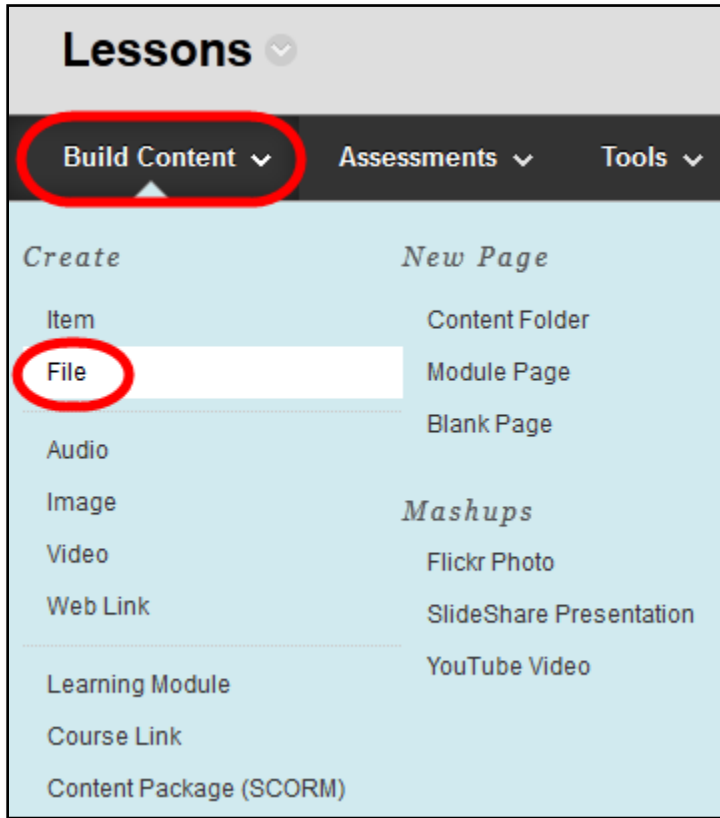


4. Click **Submit**.

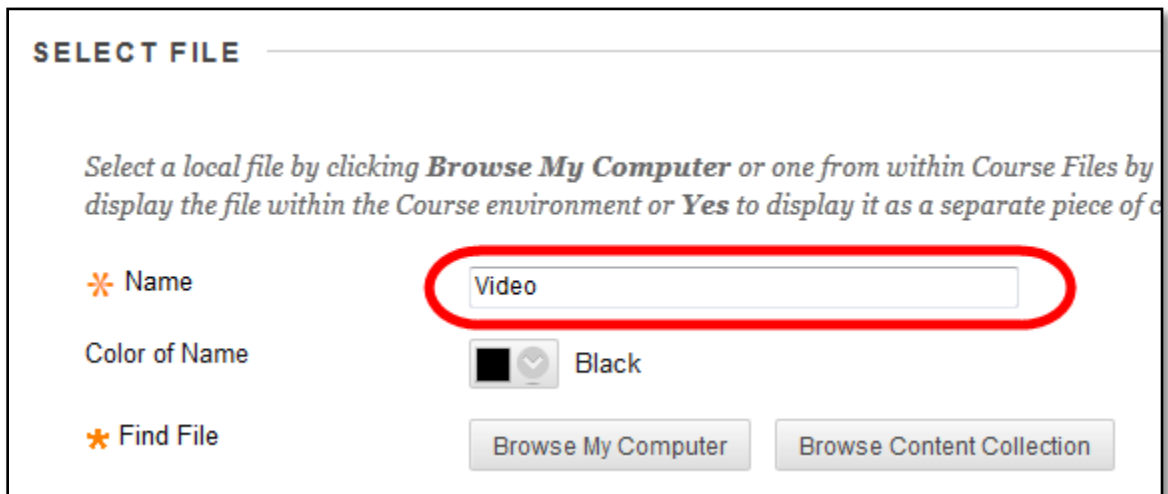
Files may take a while to upload and unpackage. Remember, the larger the original files, the longer this process may take. If your files will not upload, consider having the video uploaded to the streaming server.

IV. ADDING THE VIDEO INTO YOUR COURSE

1. Enter your course, and go to the location of where you want your video in your course.
2. Move your mouse over **Build Content**, and then select **File**.



3. Enter a Name that students will click to view the video.



The screenshot shows a dialog box titled "SELECT FILE". It contains the following text: "Select a local file by clicking **Browse My Computer** or one from within Course Files by display the file within the Course environment or **Yes** to display it as a separate piece of c". Below this text are three fields: "Name" with a red asterisk icon and a text input field containing "Video" (highlighted with a red circle); "Color of Name" with a color selection icon (a black square and a dropdown arrow) and the text "Black"; and "Find File" with a red asterisk icon and two buttons: "Browse My Computer" and "Browse Content Collection".

4. Select the **Browse Content Collection** button.

SELECT FILE

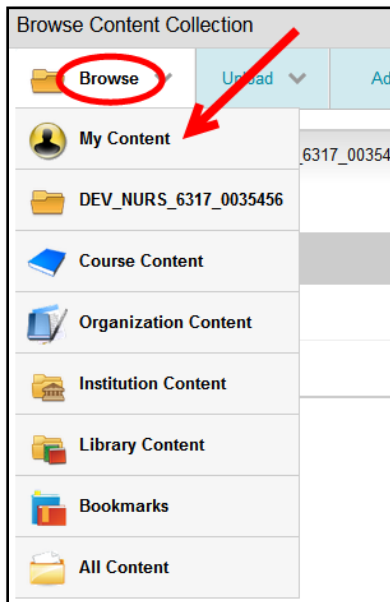
Select a local file by clicking **Browse My Computer** or one from within Course Files by display the file within the Course environment or **Yes** to display it as a separate piece of c

* Name

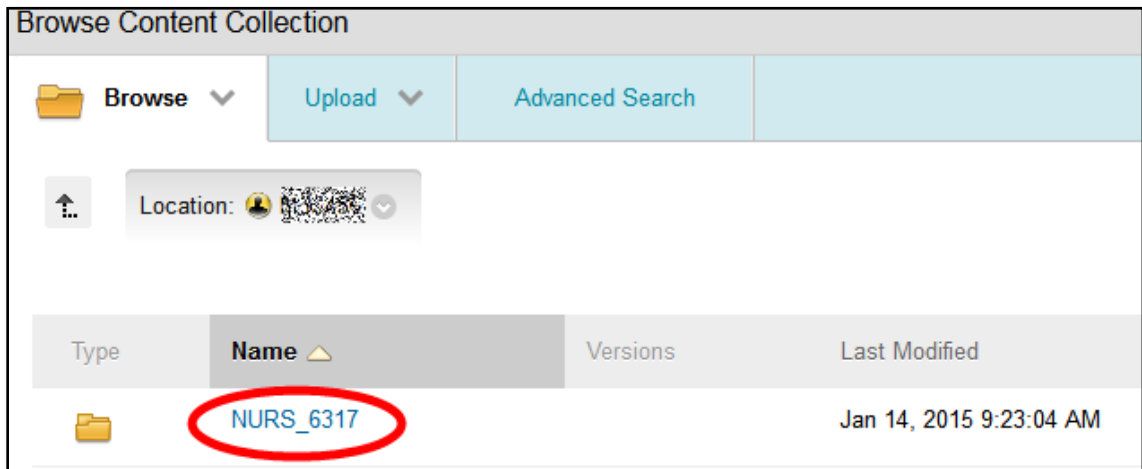
Color of Name Black

* Find File

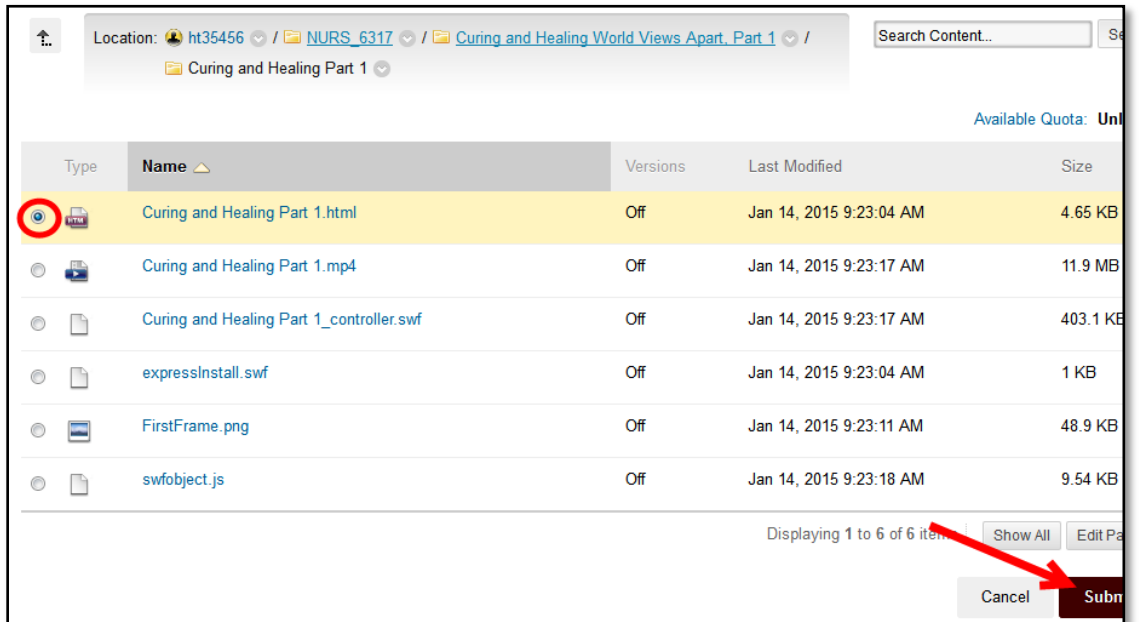
5. The Browse Content Collection page opens to the *course Content Collection*. To change to your *Personal Content Collection* (where your video was uploaded), move your mouse over **Browse**, and select **My Content**.



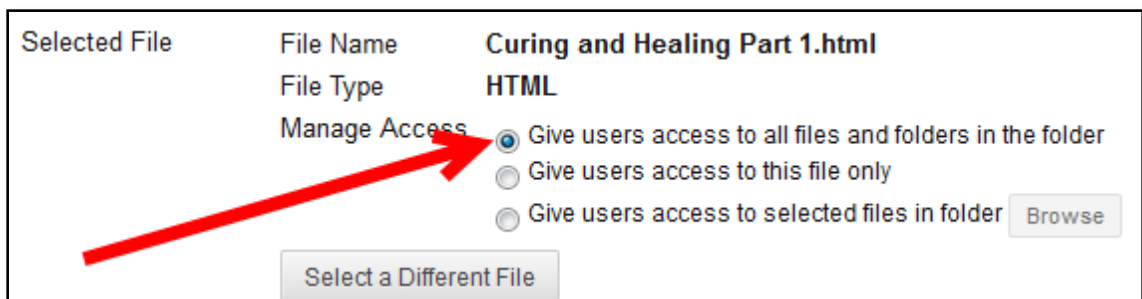
6. Enter the folder created earlier by selecting the title.



7. Locate the file you want students to access and select the option for it, and click **Submit**. For Camtasia files you generally want to look for the .html file.



8. Select the option for “Give users access to all files and folders in the folder.”



9. Click **Submit**.