

HOW TO CREATE AUDIO, IMAGE, AND VIDEO LINKS

1. Change **Edit Mode** to **ON**.
2. Access a content area, learning module, lesson plan, or folder.
3. On the action bar, point to **Build Content** to access the drop-down list.
4. Select **Audio**, **Image**, or **Video**. The **Create** page appears and is similar for all three content types.
5. Find a file using one of the following options:
 - To upload a file from your computer, click Browse **My Computer**.
 - To upload a file from the course's storage repository:
 - If Course Files is the course's storage repository, click **Browse Course**.
 - OR-
 - If your institution licenses content management, click **Browse Content Collection**.
 - If the mashups function is available, you can browse for and link to content available on the internet, such as from YouTube and Flickr.
6. After you have uploaded a file, you can click **Select a Different File** to delete the file you linked.
7. Type a **Name** for the file. You can overwrite the file name that automatically appears in the box. This name appears in the course area as a link. You can also select the font color.
8. Set the **Options**. Audio, video, and image files each have unique options for displaying their content. These are listed later in this section.
9. Select **Standard Options** for the item.
 - a. Select **Yes to Permit Users to View this Content**.
 - b. Select **Yes to Track Number of Views**.
 - c. For **Select Date and Time Restrictions**, you can set items to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect item availability, only when it appears.
10. **Preview** the content and click **Submit** when you are finished.

AUDIO FILES

An audio file appears as a player in your course. The player has options for play, pause, forward, and rewind. Blackboard Learn supports the following file types: AIFF, MP3, MIDI, MP, WAV, and WMA.

Options for audio files in a course include:

- **Include Transcript:** Including a text transcript is a standard web practice and allows users that cannot hear the audio to get the same information. Browse your computer to attach your own transcript file. It will appear with the audio file in the course area.
- **Autostart:** The file begins playing when a user opens the course area that includes the audio file.
- **Loop:** The file plays again from the beginning until stopped by a user.

IMAGE FILES

Blackboard Learn supports the following image file types: GIF, JIF, JPG, JPEG, PNG, TIFF, and WMF.

Options for image files in a course include:

- **Alt Text:** Providing an alternate text phrase that explains the image and its purpose is a standard web practice and will allow users that cannot see the image to obtain similar information.
- **Long Description:** Provides a similar function to alt text, but the text description is longer and more detailed.
- **Dimensions:** For images, the height and width in pixels should match the original image. If you need to resize the image, customize the dimensions, but keep the same ratio between height and width. For example, you can resize an image of 640 x 800 pixels to 320 x 400 pixels. Changing the ratio of the dimensions will make the image appear stretched.
- **Border:** Include a solid black line, from one to four pixels in width, around the picture.
- **Target URL:** You can make the image a link by providing a target URL. When a user clicks on the image, a new browser window will open to the URL you provided.
- **Open Target in New Window:** Display the content in a new browser window outside of the course's content frame.

VIDEO FILES

Higher quality videos provide better the resolution, but are much bigger files and can take a long time to load before playing. Consider the balance between resolution and load time and test it to find the right settings for the video.

Compatible multimedia formats include:

- **MPEG/AVI:** MPEG (Moving Picture Expert Groups) files are audio-visual files in a digital compressed format. AVI (Audio Video Interleave) is Microsoft's file format for storing audio and video data. These files have the following extensions: AVI, MPG, and MPEG.
- **QuickTime:** QuickTime is a video and animation system that supports most formats, including JPG and MPEG. Users with Windows will require a QuickTime driver to view QuickTime files. Macintosh users do not require this driver. These files have the following extensions: MOV, MOOV, and QT.

- **Flash/Shockwave:** Adobe Flash and Shockwave files support audio, animation, and video. They are browser independent. These files have the following extensions: SWA and SWF.
- **Microsoft formats:** ASF (Advanced Systems Format) is Microsoft's proprietary digital audio and video container which is especially suited for streaming media. WMV (Windows Media Video) is a video compression format. These files have the following extensions: ASF and WMV.

Options for video files in your course include:

- **Dimensions:** For video files, the height and width in pixels should match the original settings. If the size of the video picture is too big, customize the dimensions, but keep the same ratio between height and width. For example, you can resize an image at 640 x 800 pixels to 320 x 400. Changing the ratio of the dimensions will make the picture appear stretched.
- **Transcript:** Including a text transcript is standard web practice and allows users that cannot hear the audio to get the information. Browse your computer to attach your own transcript file. It will appear with the video file in the course area. If the video file is an MPEG file, you can use the Include Transcript field to attach a SAMI transcript file.
- **Autostart:** The file begins playing when a user opens the course area that includes the video file.
- **Loop:** The file plays again from the beginning until stopped by a user.