

UPLOADING CAMTASIA FILES INTO WTCLASS (BLACKBOARD)

After creating a Camtasia video you can package those files and upload them into WTClass for students to view.

STEP 1. LOCATE THE PRODUCTION FOLDER WITH YOUR FILES.

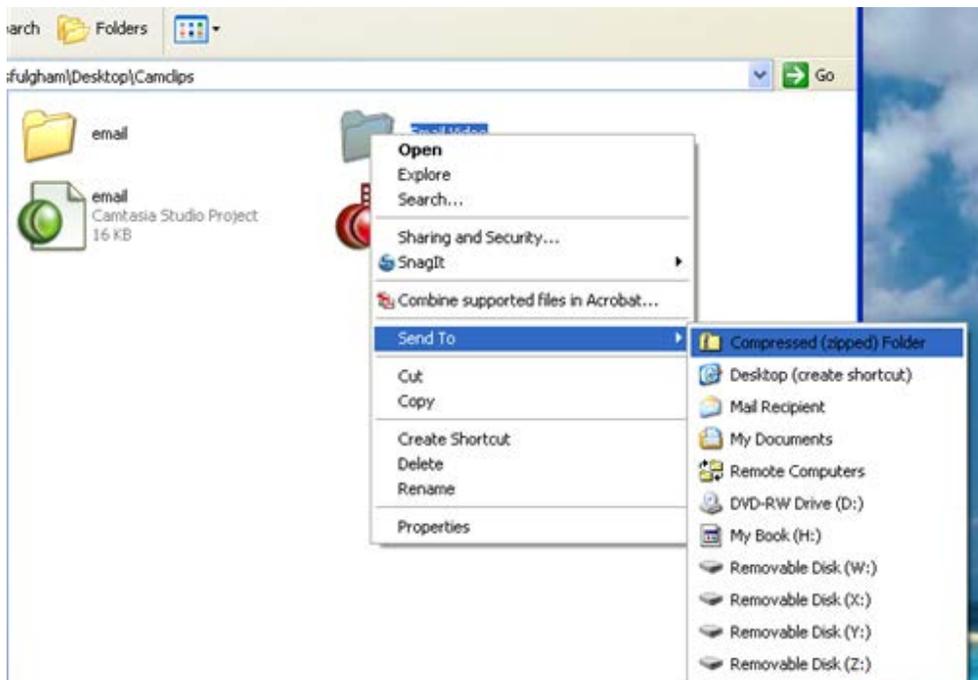


You will have several files (htm, swf, etc.) in the folder.



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.

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

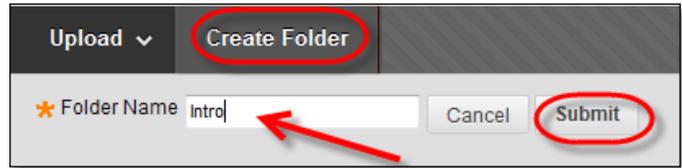


STEP 2: UPLOADING THE ZIP FILE INTO YOUR PERSONAL CONTENT COLLECTION

1. Click on the Content Collection tab in the upper right corner of WTClass.



2. On the Action bar, select **Create Folder**.

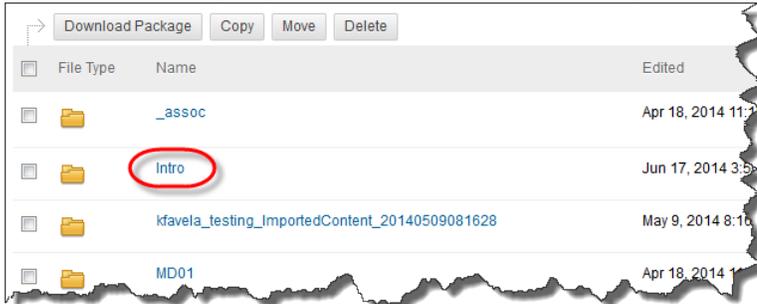


3. Enter a **Folder Name** similar to the title of your video.

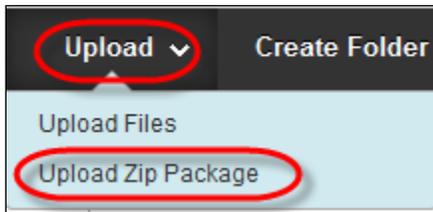
Tip: You may want to start by creating a folder for your course, and entering this folder to then create individual video folders.

4. Click **Submit**.

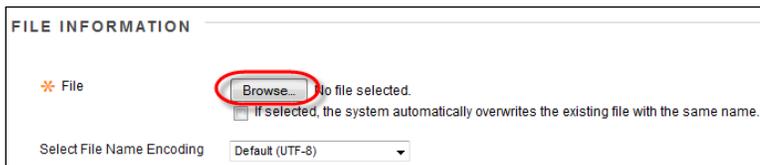
5. Locate the folder you just created, and click on it to open the folder.



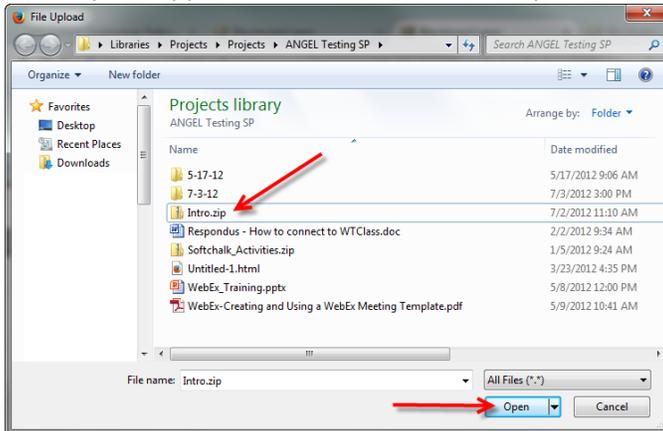
6. On the Action bar, move your mouse over **Upload** and select **Upload Zip Package**.



7. Click Browse.

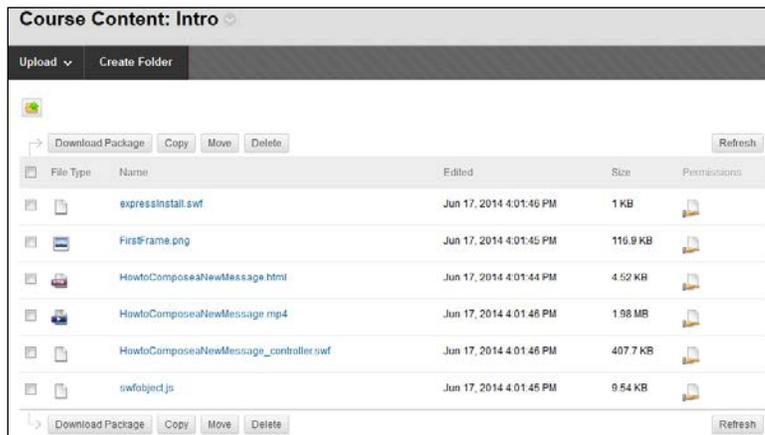


8. Locate your Zipped Camtasia file, and click Open.



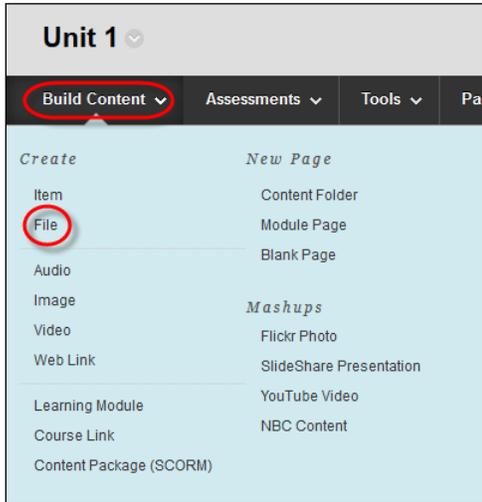
9. Click **Submit**.

10. Blackboard will unpackage your zip file and list all of the files.

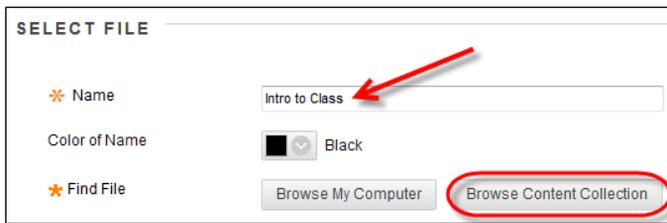


STEP 3: ADDING THE VIDEO FOR STUDENT ACCESS

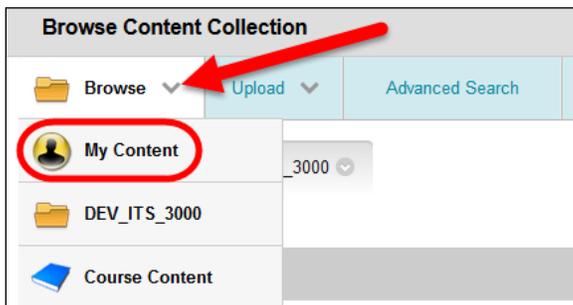
1. Go to the **Content** area where you would like for the students to access the video.
2. On the Action bar, move your mouse over **Build Content**, and select **File**.



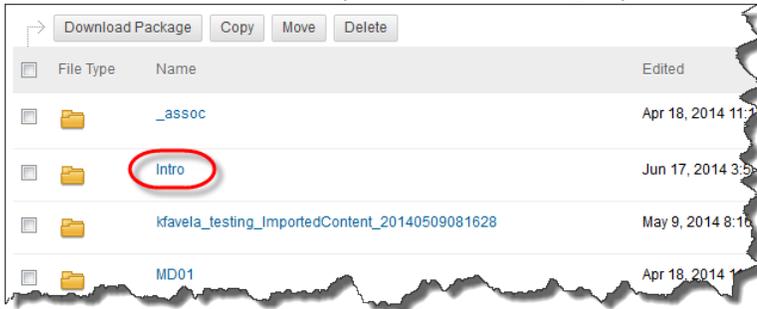
3. Enter a title in the **Name** box.
4. Select **Browse Content Collection**.



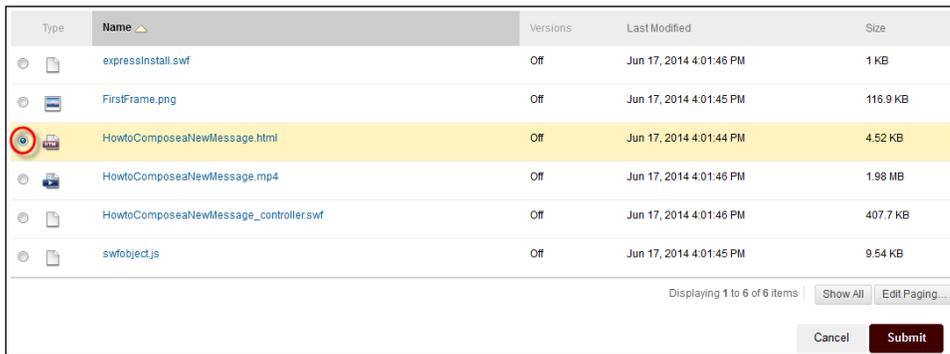
5. Change the location to "My Content" by moving your mouse over the **Browse** button, and selecting **My Content**.



6. Locate and select the folder you created earlier (may need to enter a course folder first).

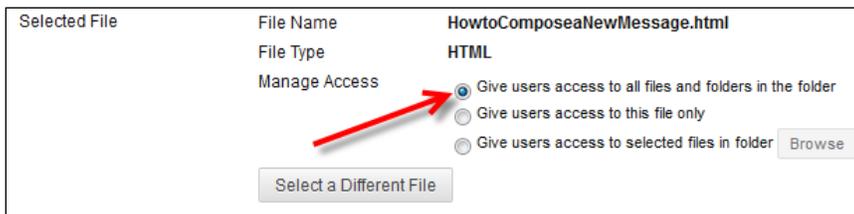


7. Locate the .html file and select the box next to it.



8. Click **Submit**.

9. Ensure that “Give users access to all files and folders in the folder” is selected.



10. Select any remaining settings you would like.

11. Click **Submit**.

12. Click on the newly created link to access your Camtasia video.

