

## Displaying Media Files in Blackboard

Blackboard supports the display of multi-media files within course documents. Both audio and video files are supported, in the following file formats:

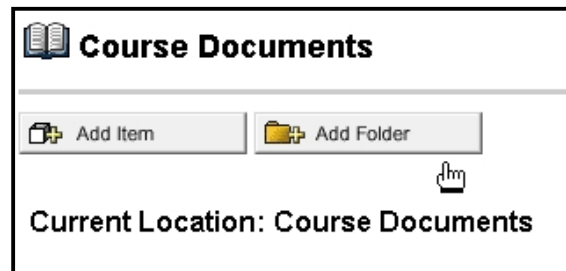
- AVI, AIFF (.avi & .aif Audio files)
- Quicktime movies (.mov files)
- MP3 (.mp3 files)
- RealMedia (.rm files)

### How to do it: Procedures for embedding media files

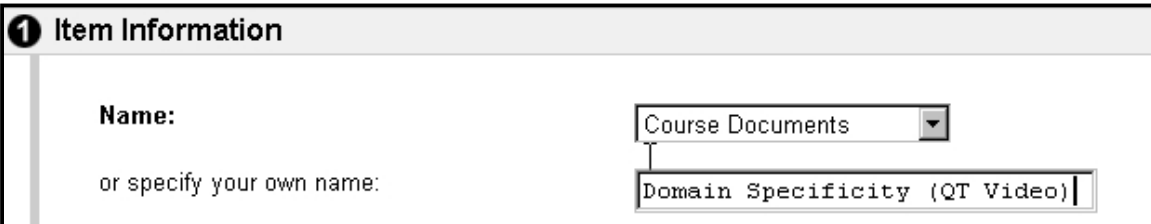
The media file must be accessible to the computer in use, through a floppy or other removable media, or on the hard drive of the local computer.

1. Open the Instructor **Control Panel** in Blackboard.
2. Select any Content Area except *Staff Information* and *External Links*--for example, *Course Information*, *Course Documents*, or *Assignments* (this example uses the *Course Documents* area).

3. Select **Add Folder** at the top of the window (separate folders are necessary for each media file since most computers are set to auto-play media. If media files are placed in the same folder, they may try to play at the same time).



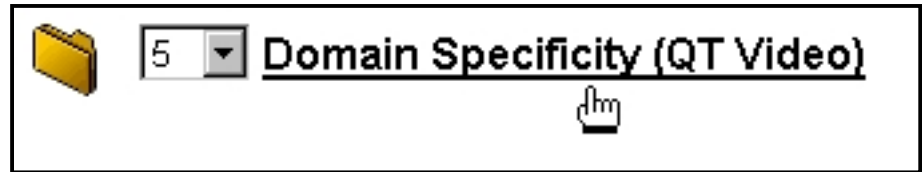
4. Name the new folder with a description of the contents and the type of media file.

A screenshot of the 'Item Information' form in Blackboard. The form has a title '1 Item Information'. It contains a 'Name:' label followed by a dropdown menu showing 'Course Documents'. Below this, there is a text input field with the text 'Domain Specificity (QT Video)' entered. The text 'or specify your own name:' is positioned to the left of the input field.

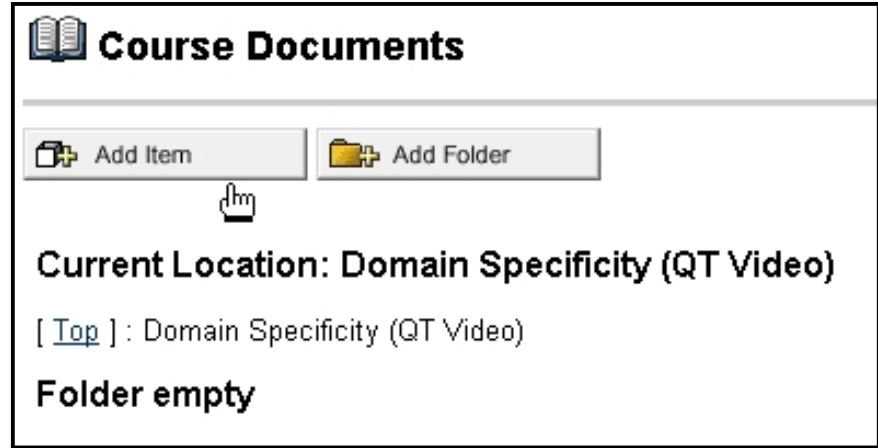
5. Set the visibility of the new folder, then click **Submit** to add the new folder.

A screenshot of the 'Options' form in Blackboard. The form has a title '2 Options'. It contains a question 'Do you want to make folder visible:' followed by two radio buttons: 'Yes' (which is selected) and 'No'.

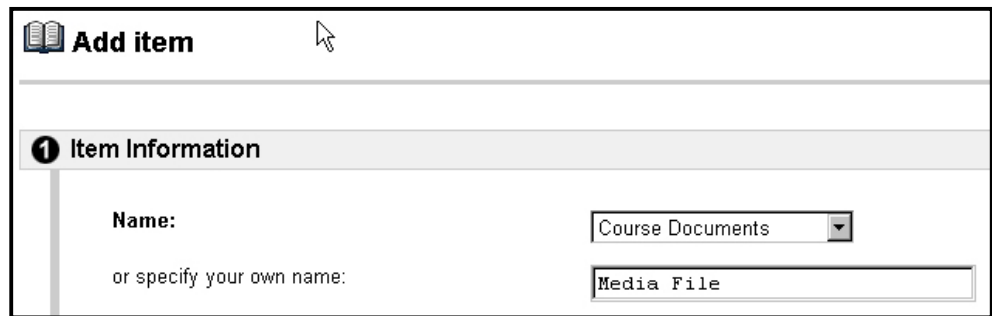
6. Open the new folder by clicking its name.



7. Select **Add Item** at the top of the window.

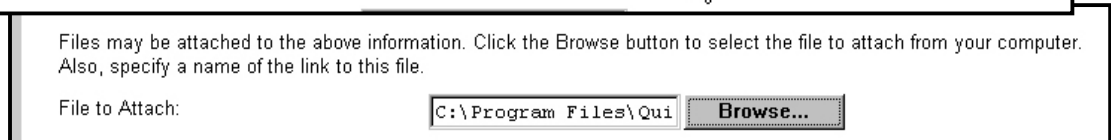
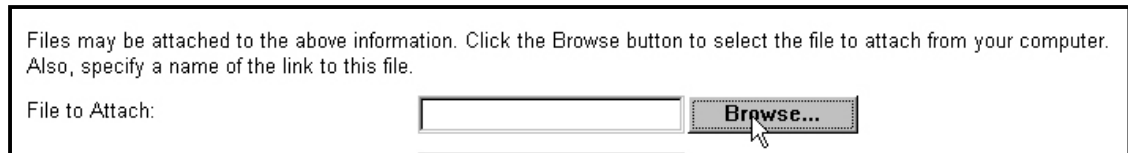


7a. Specify a name for the media item.

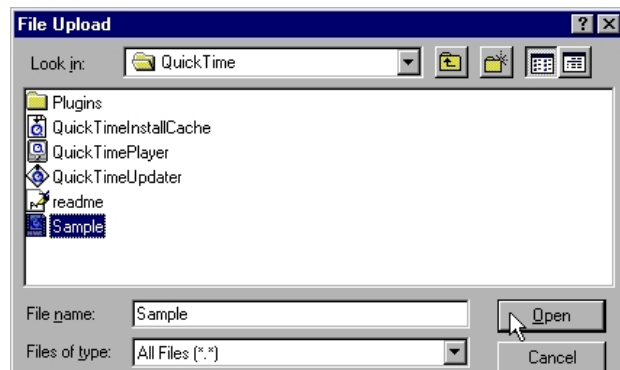


7b. Scroll down to the *Item Attachments* heading.

7c. Click the **Browse...** button and navigate to the location of the media file.



7d. Select the file to attach and click **Open**. The filename now appears in the *Item Attachments* file box.



7e. Under *Special Action* select **Display media file within the page**.

Files may be attached to the above information. Click the Browse button to select the file to attach from your computer. Also, specify a name of the link to this file.

File to Attach:

Name of Link to File:


Special Action:

Current Attached Files:

8. Click the **Submit** button to complete the action.

***Special Note for displaying QuickTime files***

After clicking the **Submit** button, a window labeled *Multimedia options* appears. To properly display the controls for QuickTime movies, add 20 pixels to the height of the media window.

 **File options**

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**1 Multimedia Options**

Please set parameters for the following multimedia item (sample.mov):

Width:

Height:

Placement:  Above Text  Below Text

Auto-start:  Yes  No

Loop:  Yes  No

Show Controls:  Yes  No

Alignment:  Left  Center  Right