

Adding Multimedia Files in Blackboard

Pictures, audio, and video content can be added to courses. Multimedia content engages learners in different ways and may improve learning.

Multimedia files can come from a variety of sources. Files can be added from the Web through a Mashup, or uploaded directly from your computer. Please note that GVSU does not encourage faculty to upload video files directly to Blackboard due to the quota file restrictions. Instead, you should try to link to files that are hosted on other sites (e.g. YouTube, Slideshare, iTunes, etc...)

Displaying Image Files

When adding an image file to a course, please consider the following:

- **Text:** For many reasons, a user may not be able to see the image. Adding text that explains the image and its purpose is standard Web practice and will allow users who cannot see the image to continue learning without distraction.
- **Dimensions:** The height and width in pixels should match the original image dimensions. If the image is too big, customize the dimensions, but keep the same ratio between height and width. For example, an image at 640 x 800 pixels could be resized to 320 x 400 pixels. Changing the ratio of the dimensions will make the image appear stretched.
- **Border:** Add a solid black line frame to the picture. The width of the border is measured in pixels.
- **Target URL:** Make the image a link, clicking on the image will take the user to the specified URL.

Displaying Audio Files

The audio file appears as a player in the course. The player has options for play, pause, forward, and rewind. When adding an audio file to a course, please consider the following:

- **Transcript:** For many reasons, a user may not be able to hear the audio file. Including a text transcript is standard Web practice and allows users who cannot hear the audio to continue learning without distraction. If the audio file is an MPEG file, you can use the "Include Transcript" field to add a SAMI transcript file. Otherwise, add a text file as a separate file in the same folder.
- **Autostart:** The file will start to play when the user opens the folder that includes the audio file.
- **Loop:** The file will play again from the beginning until stopped by the user.

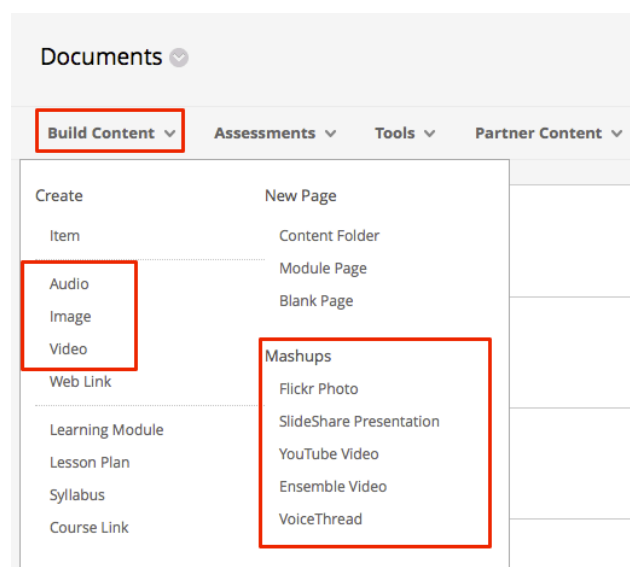
Displaying Video Files

When adding a video file to a course, please consider the following:

- **Transcript:** For many reasons, a user may not be able to hear the audio that accompanies the video file. Including a text transcript is standard Web practice and allows users that cannot hear the audio to continue learning without distraction. If the video file is an MPEG file, you can use the “Include Transcript” field to add a SAMI transcript file. Otherwise, add a text file as a separate file in the same folder.
- **Autostart:** The file will begin playing when the user opens the folder that includes the video file.
- **Loop:** The file will repeat until stopped by the user.
- **Quality:** The higher the quality, the better the resolution of the image. However, higher quality videos are much larger files and can take a long time to load before playing. Consider the balance between resolution and load time and test it out to find the right settings for the video.

How to Add a Multimedia File

1. From a folder in a course, click “Build Content”.
2. Select the type of multimedia file to add.



3. Browse for the file from your computer, from Course Files, or from Mashups.
4. Set the options. Each file type will have a set of unique options for displaying that type of content. Multimedia files have the same options for permissions and tracking as other content items.
5. Preview the content and click Submit when finished.