

## Insert/Embed Media

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### Overview

This tutorial will explain how to **Insert/Embed Media** in a **Content Editor**. When you Insert/Embed Media, the Image, Audio, or Video will appear within the content block you have created. Content Editors can be found across Blackboard Learn in Items, Pages, Discussion Posts, Blog Posts, etc.

### Contents

If you wish to read instructions for a specific form of Media, click the appropriate link below to jump to that section:

- [Insert/Embed an Image](#)
- [Insert/Embed an Audio Clip](#)
- [Insert/Embed a Video](#)

### Alternatives

There are other ways to add Media to your Blackboard Learn course. Click the appropriate link below to find additional information about each alternative method:

- [Upload Media](#)
- [Attach Media](#)

### Resources

There are further considerations you should take when Inserting/Embedding Media content in your online course. [Find out more about Winthrop University's Accessibility Guidelines for Online Courses.](#)

For other tutorials on using Blackboard Learn, [visit the Winthrop University Office of Online Learning's Instructor Training & Resources webpage.](#)

### Insert/Embed an Image

#### Quick Steps

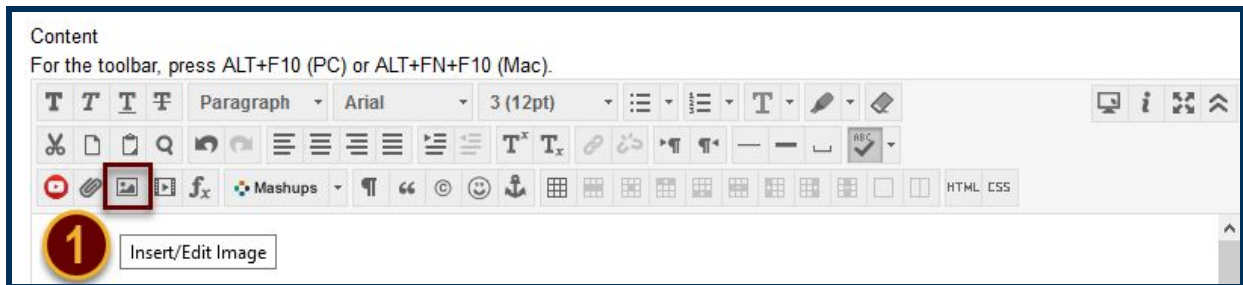
Content Editor > Insert/Edit Image > Title > Browse > Set Alt Text > Insert > Submit

## Step 1

Navigate to the Content Editor where you want to Insert/Embed an Image.

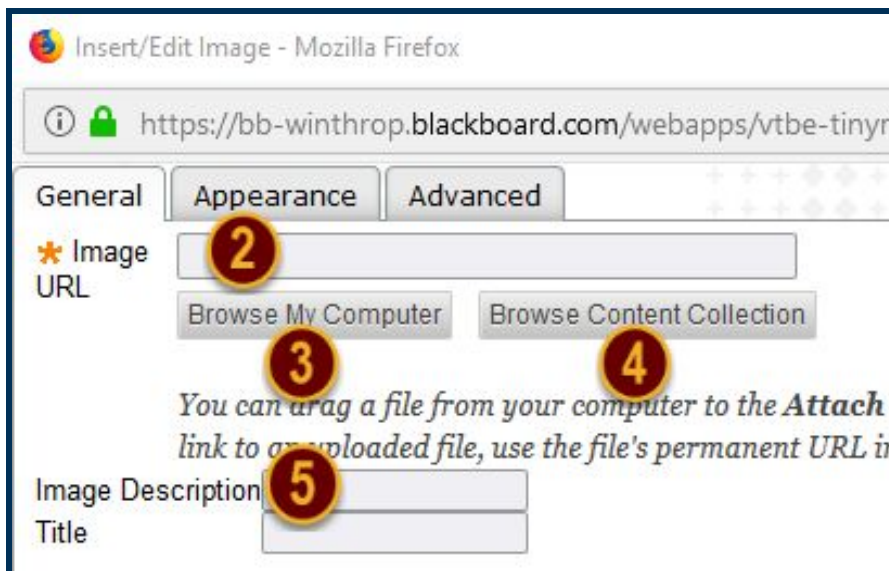
## Step 2

From the Content Editor's toolbar, click the *Insert/Edit Image* icon [1].



## Step 3

From the Insert/Edit Image window, in the *General* tab, use the Image URL field [2] to paste an web address for an Image hosted on a website. Alternatively, use either the *Browse My Computer* [3] or *Browse Content Collection* [4] buttons in the URL row to search for an Image file (.jpg, .png, .jpeg, etc.). Finally, use the Description field [5] to create Alt Text for the Image. Find out more about Alt Text on WOOL's [Accessibility Information for Online Instructors page](#).



## Step 4

Click the *Insert* button from the Insert/Edit Image window. When finished editing the content, click the *Submit* button to save the Page, Post, Item, etc.

## Insert/Embed an Audio Clip

### Quick Steps

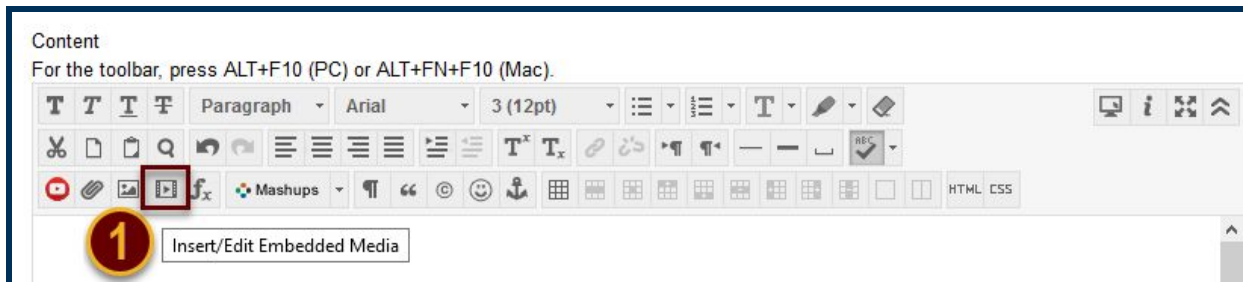
Content Editor > Insert/Edit Embedded Media > Type > Embedded Audio > Browse/Source > Insert > Submit

### Step 1

Navigate to the Content Editor where you want to Insert/Embed an Audio Clip.

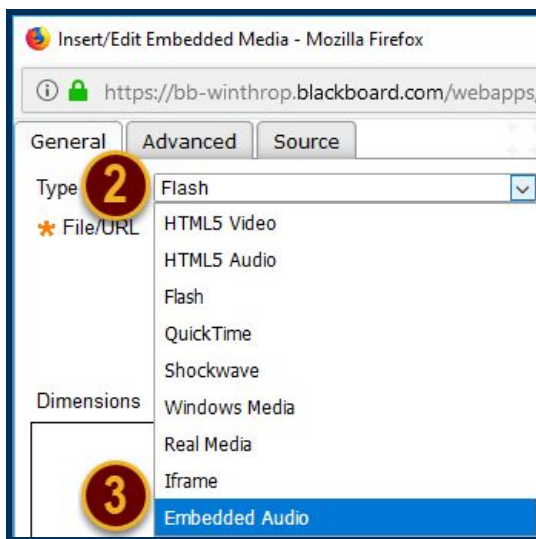
### Step 2

From the Content Editor's toolbar, click the *Insert/Edit Embedded Media* icon [1].



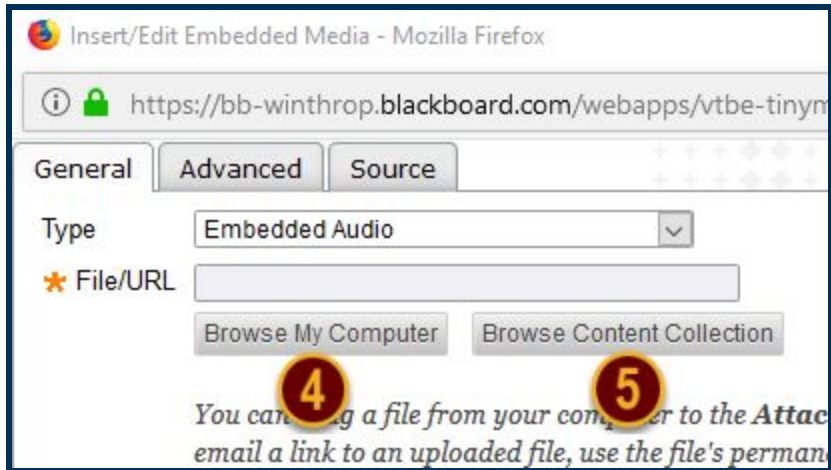
### Step 3

From the Insert/Edit Embedded Media window, in the *General* tab, open the "Type" dropdown menu [2]. From the list of options, select "Embedded Audio" [3].



## Step 4

Next, use either the *Browse My Computer* [4] or *Browse Content Collection* [5] buttons in the File/URL row to search for an Audio file (.mp3, .midi, .wma, etc.).



Alternatively, if you want to Insert/Embed an Audio Clip that is hosted on a website, set the “Type” dropdown menu from [Step 3](#) to “HTML5 Audio” and click on the *Source* tab [6]. Paste the Audio Clip’s embed code in the block under this tab [7].



## Step 5

Click the *Insert* button from the Insert/Edit Embedded Media window. When finished editing the content, click the *Submit* button to save the Page, Post, Item, etc.

### Note

Winthrop University’s Office of Online Learning has created guidelines to ensure that electronic Media used in online courses comply with accessibility best practices. [Learn more about creating accessible electronic documents and Media.](#)

## Insert/Embed a Video

### Quick Steps

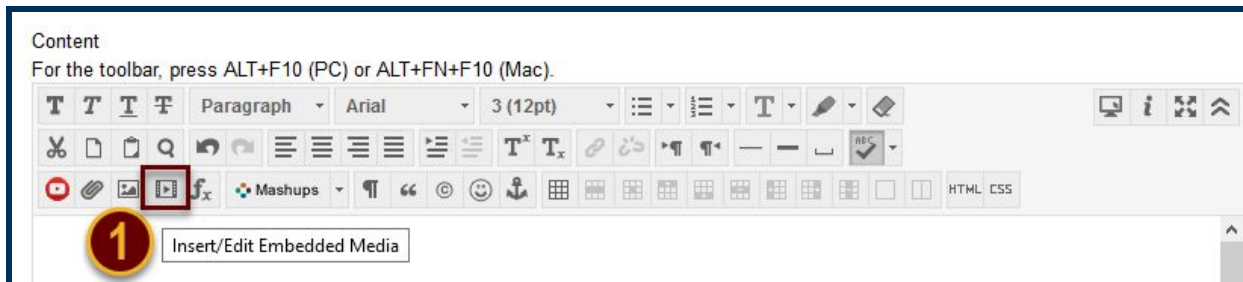
Content Editor > Insert/Edit Embedded Media > Type > Browse/Source > Insert > Submit

### Step 1

Navigate to the Content Editor where you want to Insert/Embed a Video.

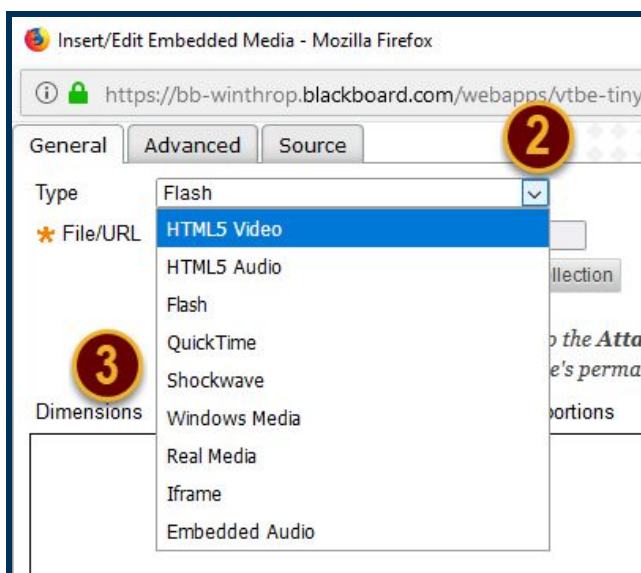
### Step 2

From the Content Editor's toolbar, click the *Insert/Edit Embedded Media* icon [1].



### Step 3

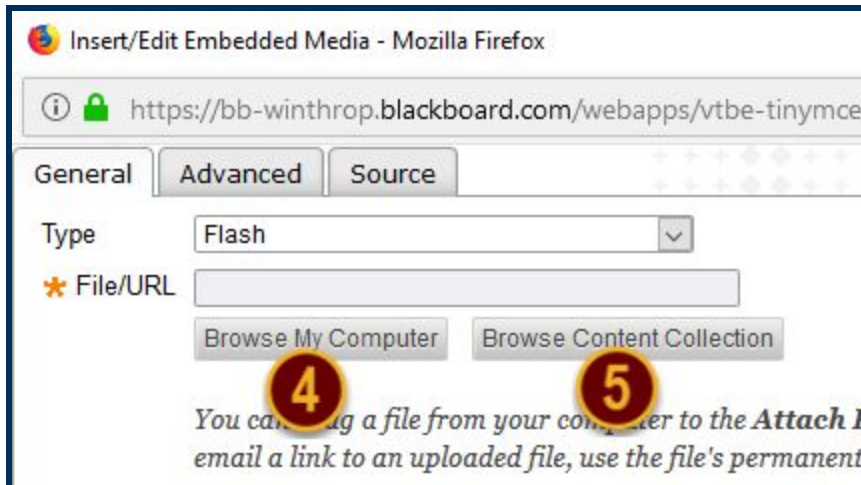
From the Insert/Edit Embedded Media window, in the *General* tab, open the "Type" dropdown menu [2]. From the list of options, select the appropriate option for the Video you want to Embed in this content block [3].





## Step 4

Next, use either the *Browse My Computer* [4] or *Browse Content Collection* [5] buttons in the File/URL row to search for a Video file (.mp4, .mpeg, .wmv, etc.).



Alternatively, if you want to Insert/Embed a Video that is hosted on a website, set the “Type” dropdown menu from [Step 3](#) to “HTML5 Video” and click on the *Source* tab [6]. Paste the Video’s embed code in the block under this tab [7].



## Step 5

Click the *Insert* button from the Insert/Edit Embedded Media window. When finished editing the content, click the *Submit* button to save the Page, Post, Item, etc.

### Note

Winthrop University’s Office of Online Learning has created guidelines to ensure that electronic Media used in online courses comply with accessibility best practices. [Learn more about creating accessible electronic documents and Media.](#)