Upload Media

Overview

This tutorial will explain how to **Upload Media** to a **Content Area** or **Learning Module**. When you Upload Media, the Image, Audio, or Video will appear as a singular unit of content within the Content Area or Learning Module, much like an Item or Page.

Contents

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

➢ Upload an Image
➢ Upload an Audio Clip
➢ Upload 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:

- ➢ Insert/Embed Media
- ➢ Attach Media

Resources

There are further considerations you should make when Uploading Media content to 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.

Upload an Image

Quick Steps

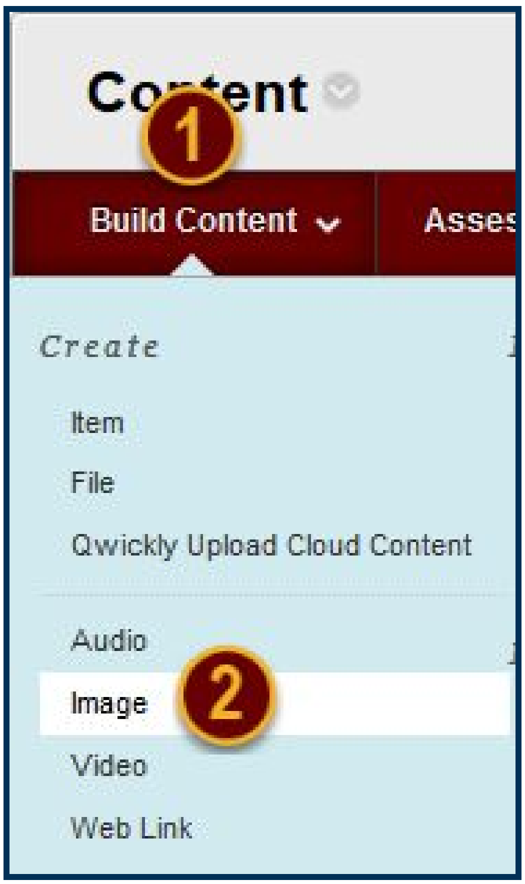
Content Area/Learning Module > Build Content > Image > Browse > Set Options

Step 1

Navigate to the Content Area or Learning Module where you want to Upload an Image.

Step 2

Hover over *Build Content* [1] on the Action bar, and then select “Image” [2].

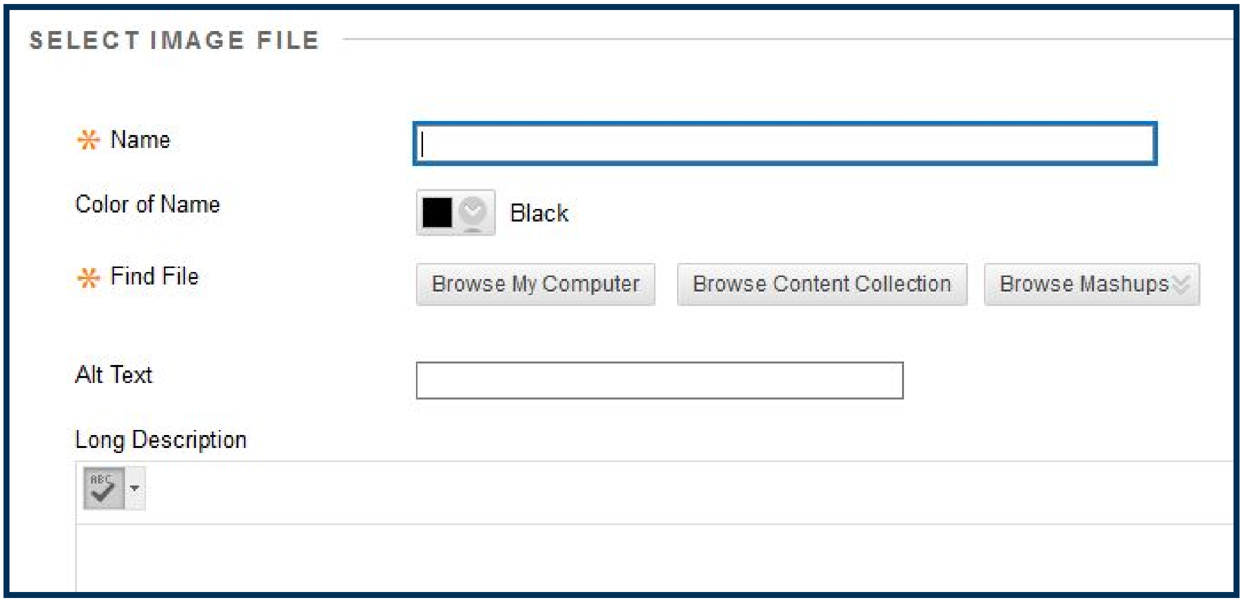


Note

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](#).

Step 3

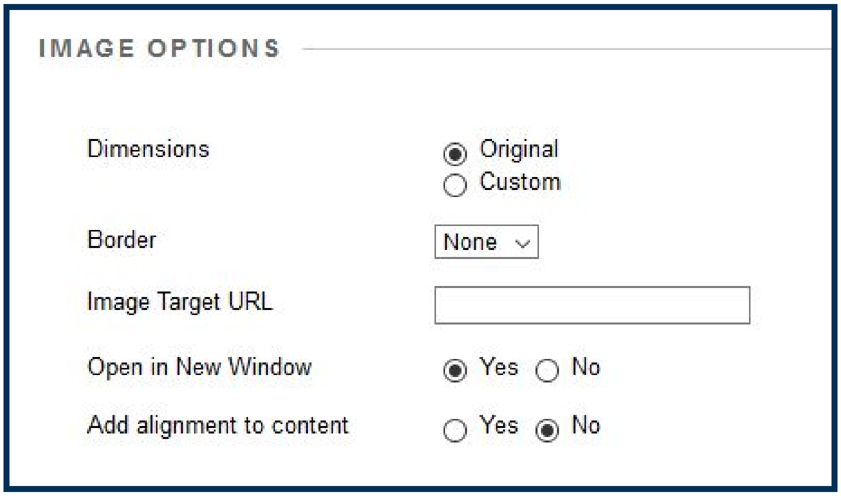
On the Create Image page, use the Select Image File section to customize the Image page:



- ✓ **Name -** the Name field gives the Image a title.
- ✓ **Color of Name -** the Color of Name field changes the title's text color.
- ✓ **Find File -** the Find File options allow you to use the *Browse My Computer*, *Browse Content Collection*, or *Browse Mashups* buttons to search for an Image. Find out more about the Content Collection, or find out more about Mashups.
- ✓ **Alt Text -** the Alt Text field is the text that replaces an Image when accessed by screen reading software. Find out more about Alt Text.
- ✓ **Long Description -** the Long Description field serves as the Image's caption. For Complex Images, you may need to provide a Long Description. Find out more about Complex Images.

Step 4

On the Create Image page, use the Image Options section to customize the Image display:



- ✓ **Dimensions -** use the Dimensions options to change aspect ratio or size. We recommend using the “Original” radio button, unless the Image is very large. If you use the “Custom” radio button, keep the aspect ratio the same (4:3, 3:5, etc.) to prevent Image distortion.

- ✓ **Border** - use the Border dropdown field to create a border around the Image. It can be between 1 and 4 pixels wide and will be black.

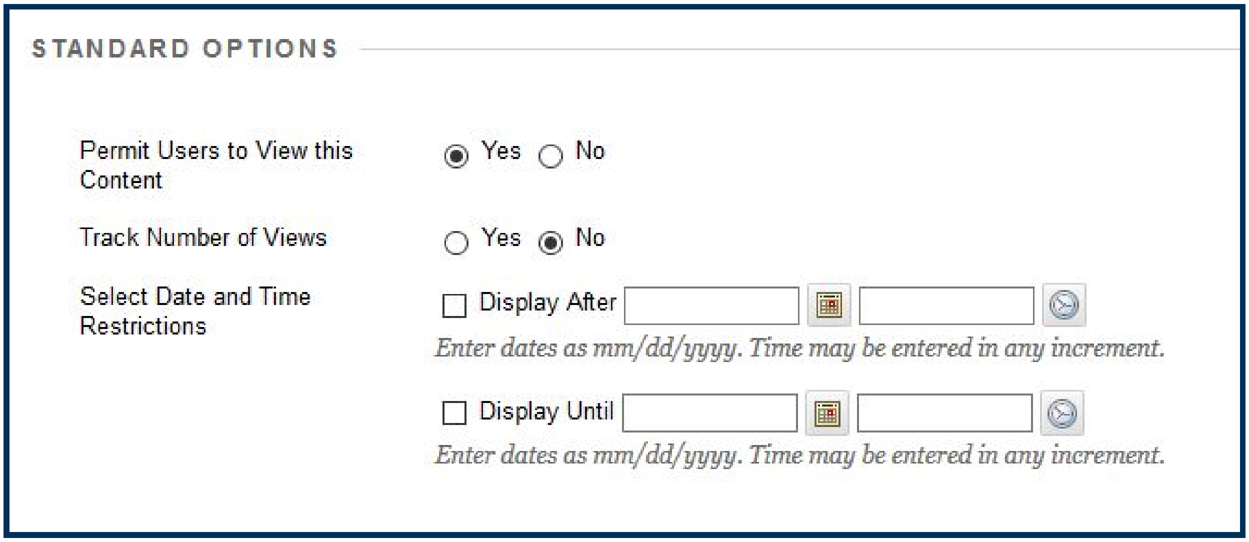
- ✓ **Image Target URL** - use the Image Target URL to create a clickable Image. When clicked, the Image will redirect students to the URL you provided in this field.

- ✓ **Open in New Window** - use the Open in New Window radio buttons to control whether the website appears in the same window or in a new one. For accessibility practices, using “No” is recommended; however, if you are linking to an external site, it is usually better to open a new window so students do not lose their place in the course.

- ✓ **Add alignment to content** - use the Add alignment to content radio buttons to align the Image with a standard or learning objective. Not often used.

Step 5

On the Create Image page, use the Standard Options section to customize the Image access:



- ✓ **Permit Users to View this Content -** use the Permit Users to View this Content radio buttons to change the Image's availability. If set to "No," the Image will not be available.
- ✓ **Track Number of Views -** use the Track Number of Views radio buttons to keep track of who has accessed the Image and when they did. It can be useful for tracking participation.
- ✓ **Select Date and Time Restrictions -** use the Select Date and Time Restrictions options to change the Image's visibility. Check the *Display After* or *Display Until* checkboxes to set the time the Image appears and when it disappears, respectively. Use the *Date Selection Calendar* and *Time Selection Menu* icons to set the date and time for each criteria.

Step 6

When you have finished setting the Image's options, click the *Preview* button to see how the Image will appear to students. If it meets your expectations, click the *Submit* button. The Image will then appear as an Item at the end of the Content Area or Learning Module from Step 1.

Upload an Audio Clip

Quick Steps

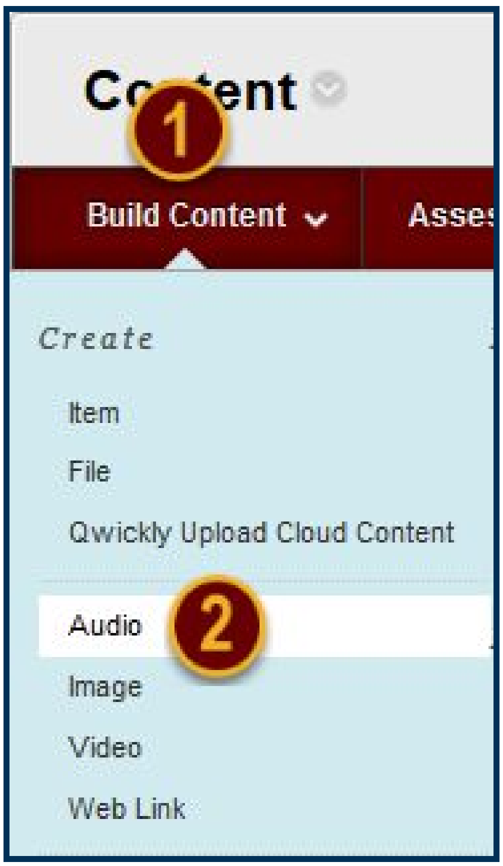
Content Area/Learning Module > Build Content > Audio > Browse > Set Options

Step 1

Navigate to the Content Area or Learning Module where you want to Upload an Audio Clip.

Step 2

Hover over *Build Content* [1] on the Action bar, and then select “Audio” [2].

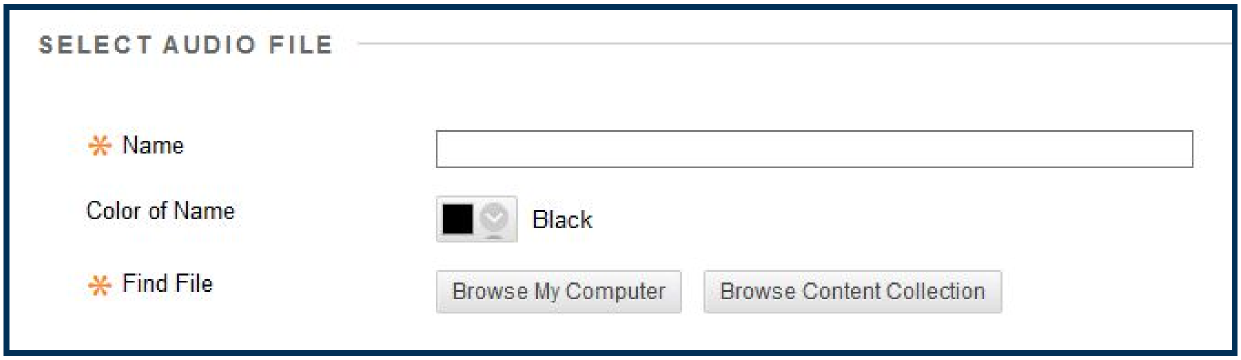


Note

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](#).

Step 3

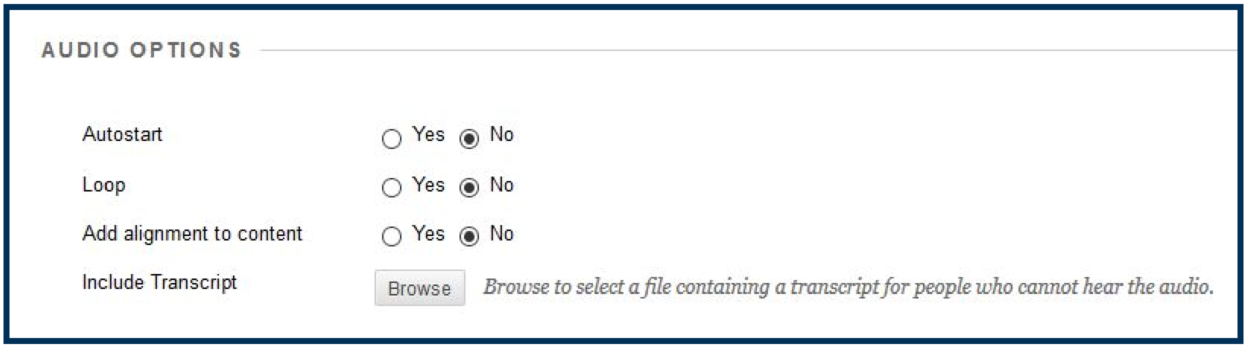
On the Create Audio page, use the Select Audio File section to customize the Audio page:



- ✓ **Name -** the Name field will give the Audio Clip a title.
- ✓ **Color of Name -** the Color of Name field will change the title's text color.
- ✓ **Find File -** the Find File options allow you to use the *Browse My Computer* or *Browse Content Collection* buttons to search for an Audio Clip. [Find out more about the Content Collection](#).

Step 4

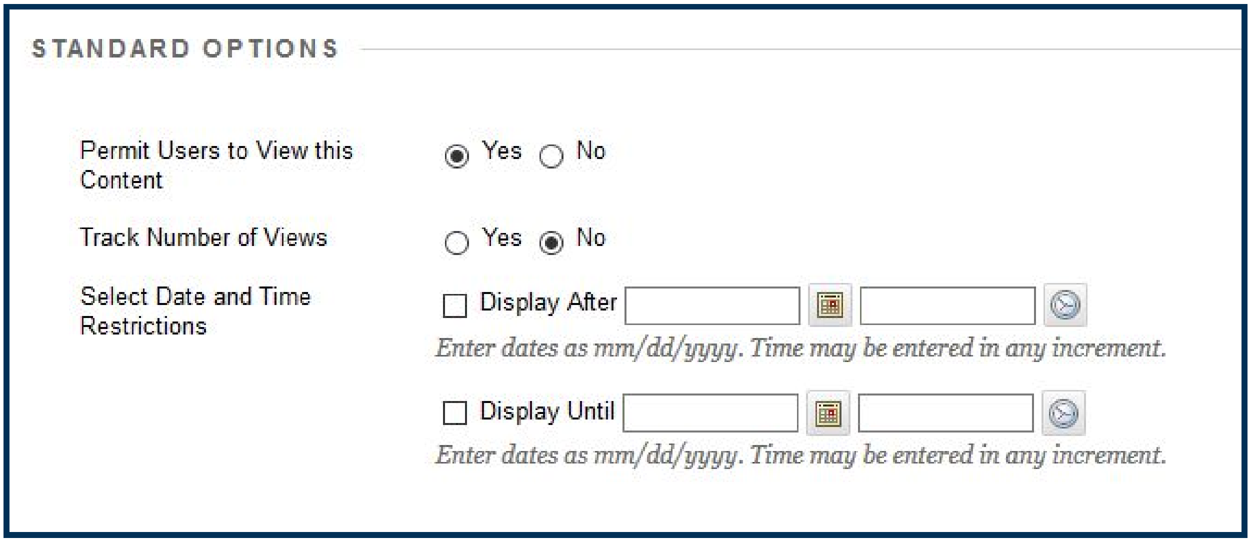
One the Create Audio page, use the Audio Options section to customize the Audio display:



- ✓ **Autostart -** use the Autostart radio buttons to toggle whether the Audio Clip will begin automatically or if students will need to press play.
- ✓ **Loop -** use the Loop radio buttons to toggle whether the Audio Clip will repeat after it has finished, or if it will stop.
- ✓ **Add alignment to content -** use the Add alignment to content radio buttons to align the Audio Clip with a standard or learning objective. Not often used.
- ✓ **Include Transcript -** use the *Browse* button in the Include Transcript row to search your computer for a text file (.doc, .docx, .pdf, etc.) that contains a Transcript for the Audio Clip. Find out more about creating Transcripts in the Audio section of WOOL's Accessibility Information page.

Step 5

On the Create Audio page, use the Standard Options section to customize the Audio access:



- ✓ **Permit Users to View this Content -** use the Permit Users to View this Content radio buttons to change the Audio Clip's availability. If set to "No," the Audio Clip will not be available.
- ✓ **Track Number of Views -** use the Track Number of Views radio buttons to keep track of who has accessed the Audio Clip and when they did. It can be useful for tracking participation.
- ✓ **Select Date and Time Restrictions -** use the Select Date and Time Restrictions options to change the Audio Clip's visibility. Check the *Display After* or *Display Until* checkboxes to set the time the Audio Clip appears and when it disappears, respectively. Use the *Date Selection Calendar* and *Time Selection Menu* icons to set the date and time for each criteria.

Step 6

When you have finished setting the Audio Clip's options, click the *Preview* button to see how the Audio Clip will appear to students. If it meets your expectations, click the *Submit* button. The Audio Clip will then appear as an Item at the end of the Content Area or Learning Module from Step 1.

Upload a Video

Quick Steps

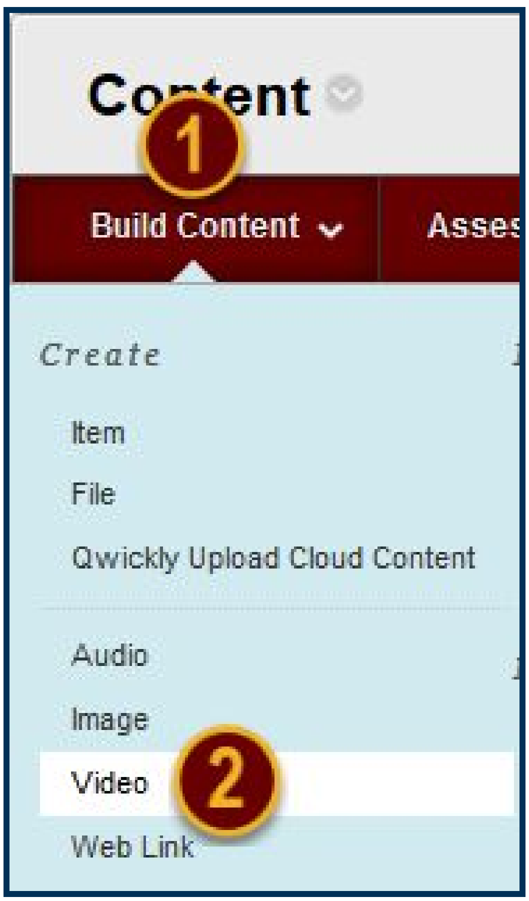
Content Area/Learning Module > Build Content > Video > Browse > Set Options

Step 1

Navigate to the Content Area or Learning Module where you want to Upload a Video.

Step 2

Hover over *Build Content* [1] on the Action bar, and then select "Video" [2].

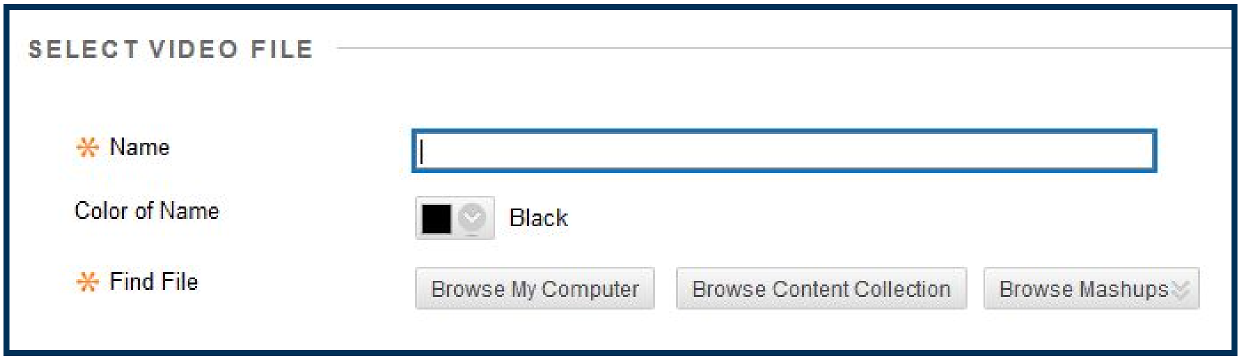


Note

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](#).

Step 3

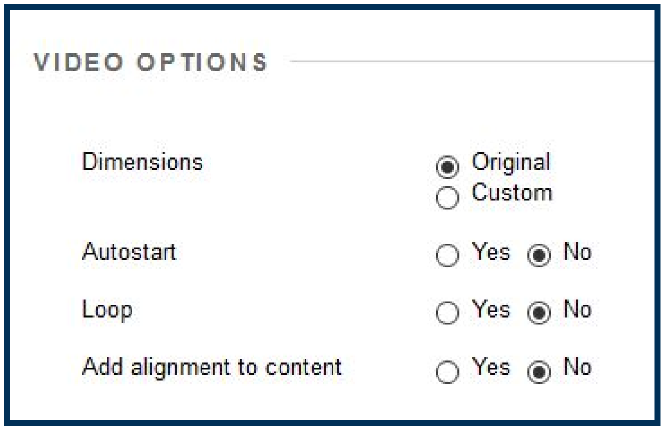
On the Create Video page, use the Select Video File section to customize the Video page:



- ✓ **Name -** the Name field will give the Video a title.
- ✓ **Color of Name -** the Color of Name field will change the title's text color.
- ✓ **Find File -** the Find File options allow you to use the *Browse My Computer*, *Browse Content Collection*, or *Browse Mashups* buttons to search for a Video. Find out more about the Content Collection, or find out more about Mashups.

Step 4

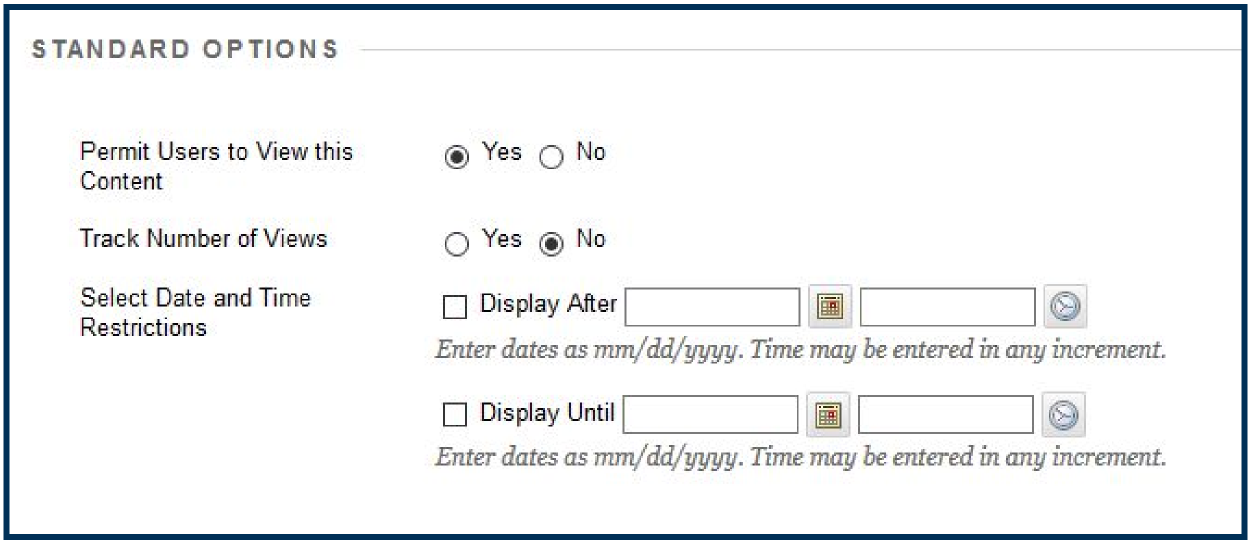
One the Create Video page, use the Video Options section to customize the Video display:



- ✓ **Dimensions -** use the Dimensions options to allow a change in aspect ratio or size. We recommend using the “Original” radio button, unless the Video is very large. If you use the “Custom” radio button, keep the aspect ratio the same (4:3, 3:5, etc.) to prevent Video distortion.
- ✓ **Autostart** - use the Autostart radio buttons to toggle whether the Video will begin automatically or if students will need to press play.
- ✓ **Loop -** use the Loop radio buttons to toggle whether the Video will repeat after it has finished, or if it will stop.
- ✓ **Add alignment to content** - use the Add alignment to content radio buttons to align the Video with a standard or learning objective. Not often used.

Step 5

On the Create Video page, use the Standard Options section to customize the Video access:



- ✓ **Permit Users to View this Content -** use the Permit Users to View this Content radio buttons to change the Video's availability. If set to "No," the Video will not be available.
- ✓ **Track Number of Views -** use the Track Number of Views radio buttons to keep track of who has accessed the Video and when they did. It can be useful for tracking participation.
- ✓ **Select Date and Time Restrictions -** the Select Date and Time Restrictions options change the Video's visibility. Check the *Display After* or *Display Until* checkboxes to set the time the Video appears and when it disappears, respectively. Use the *Date Selection Calendar* and *Time Selection Menu* icons to set the date and time for each criteria.

Step 6

When you have finished setting the Video's options, you click the *Preview* button to see how the Video will appear to students. If it meets your expectations, click the *Submit* button. The Video will then appear as an Item at the end of the Content Area or Learning Module from Step 1.