

Importing Audio into Blackboard

Go to a content area where you want the audio file to be placed.

1. Click on 'Build Content'
2. Select 'audio'
3. On the page that generates type in a name
4. Browse your computer for the appropriate file
5. Select your audio options

The screenshot shows two parts of the Blackboard interface. The first part, '1. Select Audio File', includes a 'Name' field with 'Welcome', a 'Color of Name' dropdown set to 'Black', and two buttons: 'Browse My Computer' and 'Browse Course'. Below these, the 'Selected File' section shows 'File Name: Welcome.mp3' and 'File Type: MP3', with a red arrow pointing to the file name. The second part, '2. Audio Options', features three radio button options: 'Autostart' (Yes/No), 'Loop' (Yes/No), and 'Add alignment to content' (Yes/No). To the right of these are explanatory text boxes: 'Autostart means the file will automatically begin playing when the content area opens' and 'Loop means it will play over and over'. There is also an 'Include Transcript' section with a red arrow pointing to a '1400 Welcome.pdf' file and a 'Remove' button. A note below states: 'This should become a habit. SACS and DOE require all classrooms to meet accessibility standards for audio files [face to face and online]'.

6. Be sure to set the content as 'available'
7. Submit. It takes several minutes to upload (remember these are big files) so be patient!

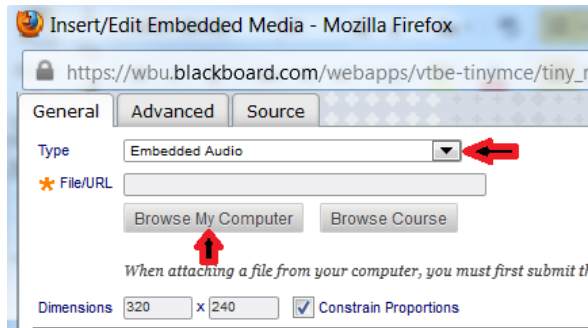
Alternatively Audio can also be uploaded the textbox area of an "ITEM" on the build content module.

- Find the icon in the textbox to insert media.

1. Content Information

The screenshot shows the 'Content Information' form. It has a 'Name' field with 'Name the content' and a 'Color of Name' dropdown set to 'Black'. Below this is a 'Text' area with a rich text editor toolbar. The toolbar includes various icons for text formatting, alignment, and media insertion. A red arrow points to the 'Insert Embedded Media' icon, which is a small square with a play button symbol. Below the toolbar, the text 'Insert Embedded Media' is visible.

- On the generated page find "embedded audio" on the dropdown menu under type of media
- 'Browse your computer' for the appropriate WAV or MP3 file (remember loading this takes a few minutes)
- a preview playbar will appear and you will hear the audio start to play.
- Click "Insert" in the lower right corner of page.
- The yellow place-holder box will appear in the textbox area. You can type in some explanation text.
- Then click "submit" on the 'Item' page



In the content area a **playbar** will appear giving the student the ability to start, stop and replay the content. When the student opens this Blackboard content area they will see the playbar loading. Once loaded (1-2 minutes) the audio can be heard.

