



# Go Online Add Image\Video to your Blackboard Course

# Add Image

Blackboard can embed jpeg and gif images within a course page. This method is an alternate method from adding the picture as a regular piece of content.

### **Edit Mode**



### Add Image

Create Item File	New Page Content Fold		
Item File	Content Fold		
File		ler	
	Module Page	9	
Audio	Blank Page		
[ Image ]	Mashups		
Video	Flickr Photo		
Web Link	SlideShare F	Presentation	
Learning Module	YouTube Vid	leo	
Lesson Plan			
Syllabus			
Course Link			
Content Package (SCORM)			

1. Hover your mouse pointer over Build Content and then click on Image.

### **Browse for the picture**

#### SELECT IMAGE FILE

★ Name		]
Colour of Name	Black	
★ Find File	Browse My Computer Browse Course	Browse Mashups⊗
Alt Text		]
Long Description		
ABC -		

2. You are first asked whether you wish to add a picture from your Computer (Browse My Computer), from elsewhere in your course (Browse Course) or through one of the "mash ups" which currently would allow you to embed a picture from Flickr. In these instructions we assume that you wish to use a picture that you have stored as a file on your computer.

Click **Browse My Computer** and select your image from your computer, network drive, usb stick, memory card etc.

## Image details

* Name	Zebra		
Colour of Name	Black		
🜟 Find File	Browse My Computer	Browse Course B	rowse Mashups
Selected File	File Name	IMGP4279_1_15	pc.jpg
	File Type	JPG	
	Select a Different File		
Alt Text	A photograph of a zebra in S	South Africa.	
Long Description			
ABS _			

3. Having selected your image you are asked to complete a number of text boxes:

#### Name

Enter a name for the picture.

#### Colour of Name

This selects the colour of the text that makes up the name.

#### Alt Text

Any text entered here will appear as a "tooltip" when a user hovers their mouse over the image. The text will also be used by screen reader software to help those unable to see the image visually understand its contents.

#### Long Description

Use this box to describe the image.

### **Image Options**

Dimensions	<ul> <li>Original</li> <li>Custom</li> </ul>
Border	1
Image Target URL	
Open in New Window	⊚ Yes ─ No
Add alignment to content	🔘 Yes 💿 No

4. You may now enter some settings that determine how the image is presented

#### Dimensions

Here you may decide whether the image should be displayed using its original dimensions or choose custom dimensions. Original dimensions means that the image will be shown at its usual size. Use custom dimensions if you would like the image to be presented in a smaller size. For best results use Original Dimensions. If the image is too large to comfortably view within the Blackboard page then add it as a content item instead.

#### Border

If you wish a border can be placed around the image. The number selectable determines the thickness of the border. 1 is thin, 4 is thick. 0 (zero) means that no border will be placed around the image.

#### Image Target URL

If you wish you can set the image to act as a link to a web site outside of Blackboard. When a user clicks on the image they will be taken to this link. If you wish to use this option paste a full web address including the http:// at the beginning into this box.

#### **Open Target in New Window**

If you decided to make the image act as a web link above then this option allows you to decide whether the link should be opened within the existing Blackboard page or in a new browser window or tab.

### **Standard Options**

#### STANDARD OPTIONS

Permit Users to View this Content	t 💿 Yes 💿 No
Track Number of Views	💮 Yes 💿 No
Select Date and Time Restriction:	<sup>S</sup> Display After III III IIII IIII IIII IIII IIIIIIIII
	Display Until     Display

5. The following options are the same that can be applied to most content you add to Blackboard:

#### Permit Users to View this Content

Do you want students to be able to access this image? Selecting No would prevent your students from viewing it, but you would still be able to view it while Edit Mode is ON. The date restrictions option below is a more powerful way of doing a similar action. The default for this option is Yes. **Track number of views** 

Select Yes to indicate that the system is to track the number of times a user accesses this image. Select No to indicate that the number of times this page is accessed will not be tracked. Only use this option when you particularly require tracking information. A general report on Course Statistics provides tracking information for the whole course and is available from the Control Panel. For more information about this feature check the link on the right under "What's Related".

#### **Select Date and Time Restrictions**

If you wish you may restrict when this image will appear. Tick the boxes and determine times and dates as appropriate. Ticking Display After will mean that the content will appear from the time and date that you select. Ticking Display Until will mean that the content will no longer appear (disappear) after the date and time selected has passed. This only affects the way the material appears to students. As a course instructor you can change this setting at any time and the content will always be available to you.

### **Click on Submit**



6. Click on Submit.

# Adding Video/Audio files

If you have video or audio clips which you wish to add to Blackboard that are below 100MB in size you may follow the steps below to upload those clips so that they play within an HTML5 compatible framework. This will provide the highest level of compatibility with modern web browsers and devices.

1. From within your Blackboard course, **with Edit Mode enabled**, hover over **build content** and choose **item**.

Build Content 🗸	Assessments v Tools v	
reate	New Page	
Item	Content Folder	
File	Module Page	
Audio	Blank Page	
Image	Mashups	
Video	Flickr Photo	
Web Link	SlideShare Presentation	
Learning Module	YouTube Video	
Lesson Plan		
Syllabus		
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Content Package (SCORM	I)	

2. In the text box, click on the Insert/Edit Embedded Media icon.

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



3. Select **HTML5 Video or HTML5 Audio as appropriate**. The best video format to use is mp4, and the best audio format to use is mp3. If you find the video format you are using is not compatible convert it to one of the aforementioned formats. (<u>ServiceLine can help you with this</u>.) \*\*\* Ensure your file has an extension in lower case characters e.g. file.mp4, not file.MP4 \*\*\*

General	Advanced Source
Туре	HTML5 Video       ▼         HTML5 Video       ▼         HTML5 Audio       Flash         QuickTime       Shockwave         Windows Media       Real Media         Iframe       Embedded Audio

4. Click on **Browse My Computer** to upload a file from your computer, or **Browse Content Collection** to select a file that is already within your Blackboard course.

General A	Advanced Source	
Туре	HTML5 Video ▼	
🛨 File/URL		
	Browse My Computer Browse Content Collection	

5. Blackboard will always assume you wish the video to be displayed in a window 320 pixels by 240. You may wish to change this to the dimensions of your video.

Dimensions 640 x 480 Constrain Proportions

6. Click on **Insert**. Complete the rest of the text box if you wish.

7. If you wish to allow students to download the video you should also **add it as an attachment**. This will help students whose browsers do not support HTML5, for example in institutions or environments where they are forced to use out of date web browsers.

#### ATTACHMENTS

Attach File

Browse My Computer

Browse Content Collection

8. Here is an example of how an HTML 5 video looks, along with having the file available as an attachment.



#### Example video

Attached Files: Catsinboxes.mp4 (3.258 MB)



In addition, here is how an HTML 5 audio looks.



#### Example Audio

