



Visual Editor: ☒ ON 



P When adding audio content it is best to use the .MP3 file type. MP3 files play back more reliably than Windows Media Audio files (.wma). MP3 files playback in both QuickTime and in the Windows Media Player.

To add audio content to a course

1. Type the text you'd like to appear above the audio content,
2. Position the cursor below that text,
3. Click on the Audio Speaker symbol ,
4. You will see a screen pop up like the screen at right. Browse to the file you'd like to add using the Browse... button,
5. Choose the Audio File options appropriate. Enter Alternate Text you'd like to appear in case the audio doesn't load in the Alt Text box.
6. Click Submit.
7. You will be prompted that the file was added. Click Submit (see lower right).
8. After adding audio you will see a white box with a dark outline in the Visual Editor. Students will see the media player they have installed like the QuickTime player shown below.



Insert Audio Link

Cancel

Submit

1. Select Audio File

Browse

Browse...

or Specify Source URL

For example, <http://www.myschool.edu/>

2. Audio File Options

AutoStart

☐ Yes ☒ No

Loop

☐ Yes ☒ No

Controls

Enter Alternate Text you want to show up in case your audio file doesn't load here.

3. Submit

Cancel

Submit



Audio File Added

radiolab121807pod.mp3 (9991776 bytes) added.

Note: This content type (Audio File) will play through another application. Resize and reposition the viewer application by clicking and dragging the border. Click **Preview** to preview the page.

Monday, August 2, 2010 3:14:07 PM CDT

CancelSubmit

In Blackboard you can embed audio (voice, music, podcasts, etc) and video (screen recordings, movie clips, etc) into content areas by using the Visual Editor functions. Keep in mind ADA requirements and universal design features as well as copyright laws when using multimedia.

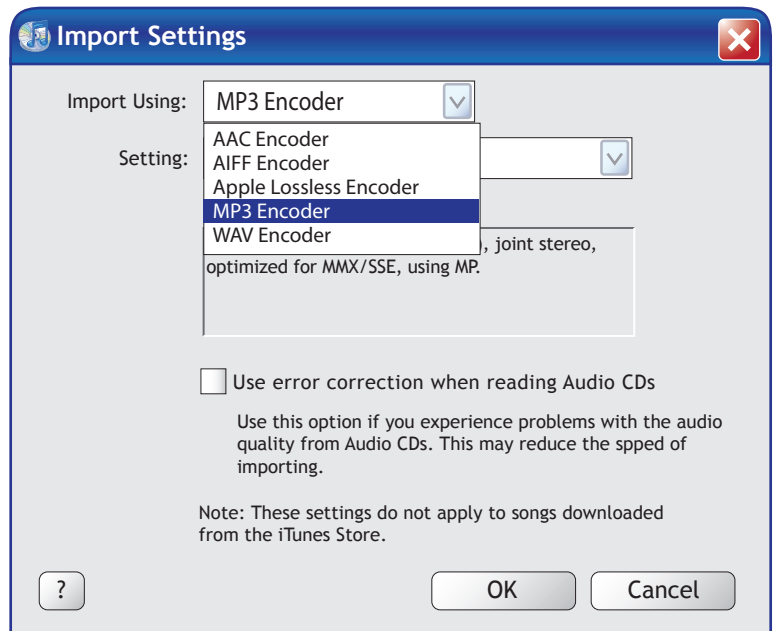
EMBEDDING AUDIO INTO A BLACKBOARD COURSE



When embedding audio into an online course it is best to use .MP3 file types. MP3s are more easily accessible than a Windows Media Audio (.wma) file type and playback in a wider variety of audio players/plugins including QuickTime and Windows Media Player.

Convert audio files from .WMA to .MP3 following these steps:

1. Open the iTunes Application (if you don't have iTunes you can find it on www.Apple.com),
2. On a Windows PC in iTunes go to the Edit menu and down to Preferences (on a Macintosh go to the iTunes menu and down to Preferences),
3. Under the General Tab (the first tab that opens) click on the Import Settings button,
4. Drop the Import Using menu down and select MP3 Encoder (see the image below right),
5. Click OK and OK again to get back out to the main iTunes application,
6. Drag and Drop your Windows Media Audio (.WMA) files off of your computer into your iTunes Library,
7. The iTunes application will ask if you want to convert the WMA to MP3... click Convert,
8. Your files will then be converted to .MP3 format (be patient with this process),
9. You can then drag and drop those new .MP3 versions out of your iTunes library to the desktop (a copy will also exist in your iTunes Music library (typically in your My Documents folder under My Music/iTunes/iTunes Music)(On a Macintosh these will be stored in your iTunes Music library under Music/iTunes/iTunes Music),
10. These desktop .MP3 files can then be embedded into a Blackboard course by logging into your Blackboard course, creating a new item in a content area (using the Create Item button), and clicking the Add Audio Content symbol in the Visual Editor as shown on page one of this handout.



ADA Section 508 Compliance: When adding audio or video to a course at Heartland Community College you will need to include a transcript of the audio and/or closed captioning for video in order to be compliant with the Americans with Disabilities Act Section 508.