

## Using Audio and Video Files in Blackboard [STAFF]

Due to storage considerations for large media files, video and audio files **should never be uploaded to your Blackboard course(s)**. They **should be uploaded to the Video Portal** instead where you can make them available to (or hide them from) others.

You can also copy a small piece of text – the 'embed code' – from the Video Portal and use it to **embed your media into Blackboard**. This reduces the total size of your course files if copying content from one year to the next, and also means the media can be streamed rather than downloaded.

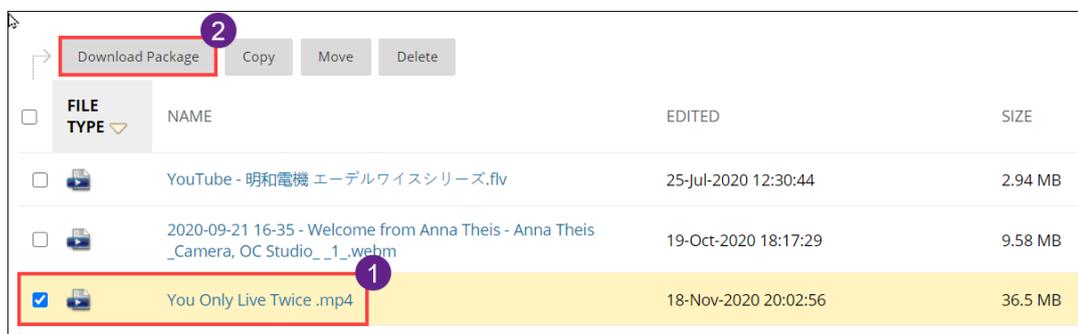
The Video Portal provides excellent **subtitles** for your media on request, usually within 24 hours.

The following 4 steps explain how to:

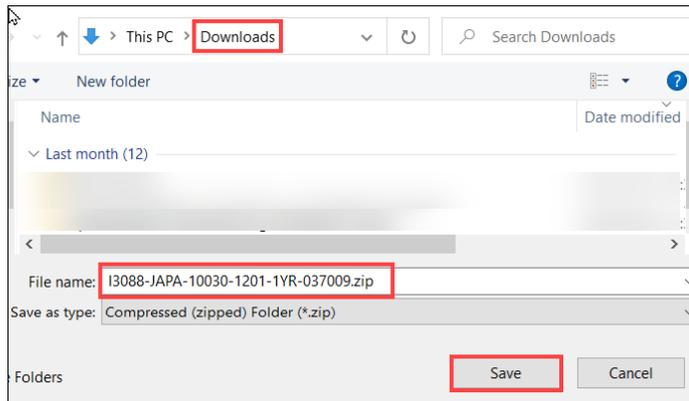
1. [Download your media files from Blackboard](#)
2. [Upload your media files to the Video Portal](#)
3. [Embed the media files into Blackboard](#)
4. [Remove the media files from your Blackboard course.](#)

### 1. Download Your Audio/Video Files from Blackboard

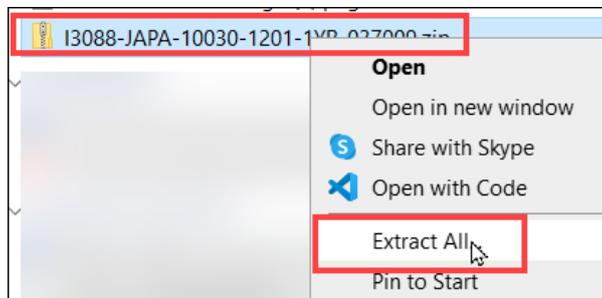
1. Go to the **Files** area of your Blackboard course in the Course Management section of the left-hand menu.
2. Find any audio 🎧 or video 🎥 files
3. Depending on how large the media files are and how many there are, select them - one at a time, a couple at a time, or all together - by clicking the relevant checkbox next to the file name.
4. Press the **Download Package** button.



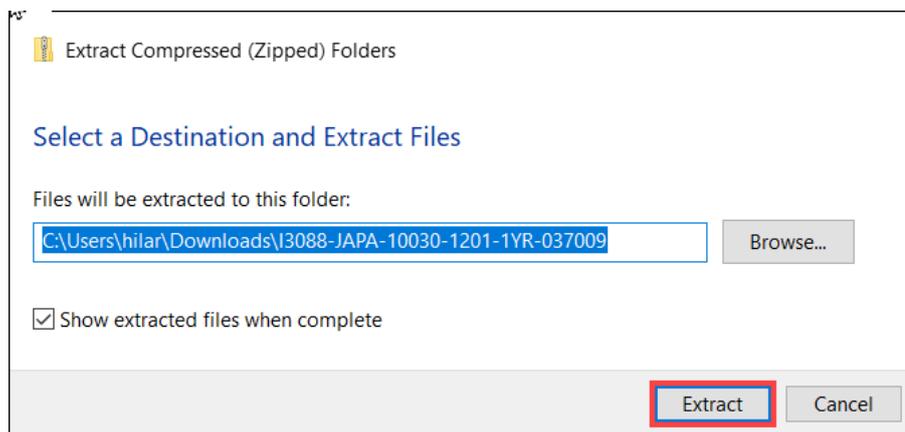
5. Save the zip file to your computer.



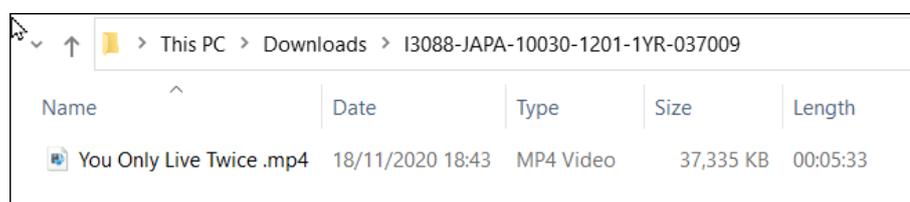
6. Right-click the saved zip file and select **Extract All**.



7. Select the folder you want to extract the files to (or keep the suggested folder), tick the **Show extracted files when complete** box, and press the **Extract** button.



8. Your media file(s) will be displayed in the folder you selected in the previous step.



Repeat steps 1 to 8 until you have downloaded all the audio and video files in your Blackboard course onto your computer.

## 2. Upload Your Audio/Video to the Video Portal

You now need to upload all your audio and video files to the Video Portal, one at a time. Maximum file size is 5GB. The accepted file types you can upload are:

**Video:** MP4, AVI, MOV, WMV, M4V, WEBM, MKV, VOB, OGG

**Audio:** MP3

There are two main options when uploading your media files:

**A. Associate them with a specific Blackboard course.**

This method means your media files will appear alongside any podcasts which are already recorded by the lecture capture system, allowing students to access all of the media resources for that course in one place.

OR

**B. Make the media files visible to 'Only Me'**

By selecting the visibility option of Only Me, your media will be visible to only you and system administrators within the Video Portal. You can select this option and still embed the media into Blackboard as the embedding process bypasses visibility restrictions.

For **each** media file you need to upload to the Video Portal, follow these steps:

1. Log in to <https://video.manchester.ac.uk/my/videos> using your University username and password.
2. Choose the file you want to upload by pressing the **Choose file** button.
3. Enter the title and optional description, then choose the area to upload the media to. All the courses you teach will be listed individually in this list.
4. Select who the media should be available to. If you chose a course in the previous step, this will automatically be set to 'selected course only'. Alternatively, you could select the **Only Me** option.
5. Finally, press the **Submit** button to upload the video.
6. Once the media file has uploaded, press the **Switch to Manage Videos** button where your media file will be displayed, and its status will be **processing**.

Thumbnails	Title	Status	Date	Video ID	Details	Delete	Download
		processing	15/03/2021				

- You will receive an email notification when your media file has been processed. The status of your media in Manage Videos will show as **completed**.

Thumbnails	Title	Status	Date	Video ID	
		completed	15/03/2021	00945f56-7fa3-44bb-8d42-36f50084dfd4	Details Delete Download

- Click on either the thumbnail image in Manage Videos or the link in the email you received. Your media file will open in a new tab in your browser.
- Press the Options button below your file and select the Video Info link.

Options

- Download Video
- Subtitle request
- Video Info
- Remove video
- Report issue

Embed Code

```
<iframe src="https://video.manchester.ac.uk/embedded/ffffff-fcf9-7302-0000-0178364b2e40" width="660" height="380" style="border:none;" webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>
```

Video ID  
00945f56-7fa3-44bb-8d42-36f50084dfd4

- Copy all the text in the **Embed Code** box.

Embed Code

660x380 (medium)

```
<iframe src="https://video.manchester.ac.uk/embedded/ffffff-fcf9-7302-0000-0178364b2e40" width="660" height="380" style="border:none;" webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>
```

### 3. Embed Your Audio/Video into Blackboard

- Log in to Blackboard, select the relevant course, and go to the content area where you had originally created a link to the media that you uploaded to your Blackboard course.

- With Edit Mode On, select **Build Content > Create Item**. Enter the title, then press the **Source Code icon** on the toolbar.

Close-up of Source Code icon:



- In the Source Code window that pops up, **paste the Embed Code text** you copied from the Video Portal.
- Press the **Save** button.



- Your embedded media will be displayed in the Blackboard item.
- Press the **Submit** button.
- Your item is now complete, showing the embedded media.

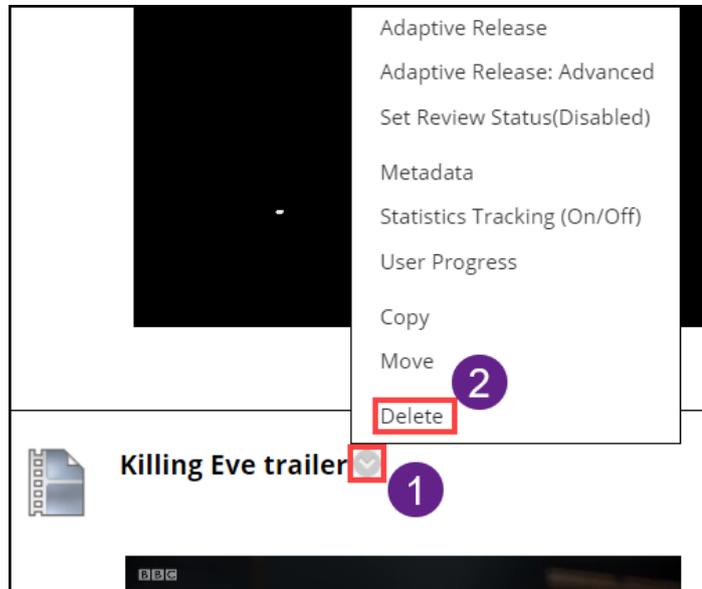


Repeat steps 1 to 7 for all the media you want to embed into your Blackboard course.

## 4. Remove Your Audio/Video Files from Blackboard

Just two more things to do!

1. **Delete all the links** in your course to media you uploaded to Blackboard.



2. Finally – and most importantly! - **delete all the audio and video files** from the Files area of your course.

