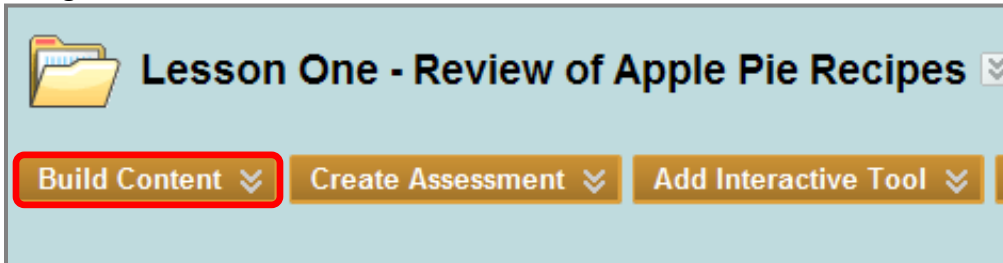


Adding Audio

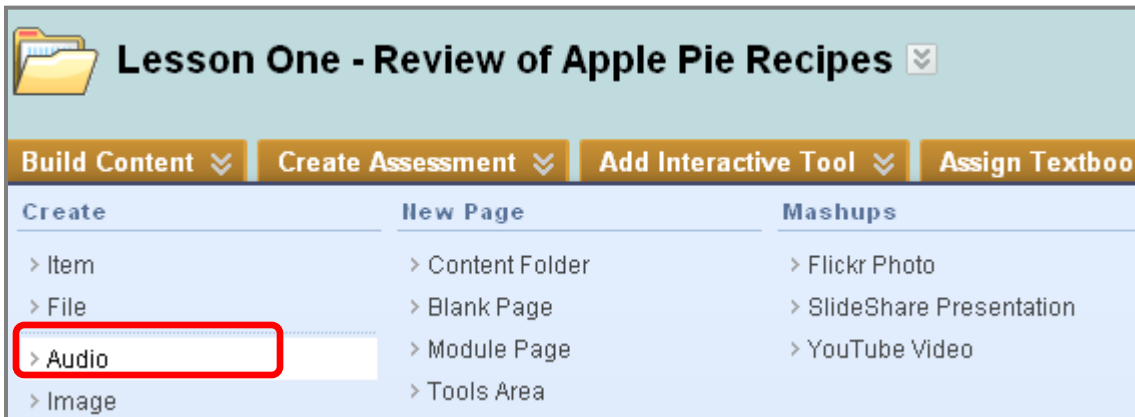
Audio files can be added to Blackboard to provide lecture content, feedback, or descriptions of activities. Blackboard supports MP3, WAV QuickTime, and Realplayer audio files.

Follow these step-by-step instructions to add an **Audio** file:


1. Navigate to the desired content area, such as *Lesson One*. Hover over *Build Content*.



2. Click on **Audio**.



3. The **Create Audio** page appears.

 **Create Audio**

Select an audio file to play on the page. If Autostart and Loop are both set to Yes, the audio file will begin playing when users open it or navigate away from the page. Include a transcript for those that cannot hear the audio file. [More Help](#)

* Indicates a required field.

1. Select Audio File

* Find File

* Name

Color of Name

Include Transcript Browse to select a file containing a transcript for people who cannot hear the audio.



4. Browse to their local computer or to the Content Collection to select an audio file.

5. Enter a *Name* for the picture in the Name Field.

6. Select a Color for the Name.

Color of Name

7. Include a transcript with all audio files. Instructors can browse to the local computer to select the Transcript file.

Include Transcript Browse to select a file containing a transcript for people who cannot hear the audio.

8. Select Audio Options.

- a. Selecting *Yes* for Auto Start will cause the audio to open as soon as students open the content area. Select *No* to allow students to start and stop the audio on their own.

Autostart Yes No

- b. Selecting *Yes* for Loop will cause the audio to play continuously while the content area is open. Select *No* to allow students to start and stop the audio on their own.

Loop Yes No

9. Select *Yes* to make the **Item** visible to students.

Permit Users to View this Content Yes No

10. Choose to select Date and Time Restrictions.

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.



11. Click the *Submit* button to finalize placement of the file.



12. Blackboard displays a Success message at the top of the screen.

Success: The sound of Chopping Apples created.

13. The link to the **Audio** file now appears in the Content area.

