<u>How to Embed the Video/Audio File Code Sent from Academic</u> <u>Technology's -UTSA Helix Media Library into Your Learn Course</u>

1. Login to Blackboard Learn using your myUTSA ID and your Network Password



2. Click on the course you want the Video/Audio file to be in

Tools	myAnnouncements	myCourses
Announcements	Intermitient access	Courses where you are: instructor
Calendar	No Course or Organization Announcements have been posted in the last 7 days.	TestPlan_Instructor_U1: TestPlan instructor U1 Instructor: Diana Amis;
My Grades	more announcements→	Tasks: ³ Diana's Course Task
Send Email		Courses where you are: Student
Personal Information	myCalendar	TestPlan_Instructor_06: TestPlan Instructor 06 Instructor: Tamara Popescu;
	No calendar events have been posted for the next 30 days.	TestPlan_Instructor_08: TestPlan Instructor 08
Course Catalog	more calendar events→	Instructor: Bradley Jones; Tasks:
Den Enrollment Courses		Read War and Peace
Browse Course Catalog		Courses where you are: Teaching Assistant TestPlan Instructor 02: TestPlan instructor 02
		Instructor: Mayra Collins;
		Task1

3. You can create a Specific Folder for your Video and Audio Files (*NOTE: This step is not needed to proceed and can be skipped*)





5. Type in a **Name**: This would be the title of the Video/Audio File you will be embedding

Create Item		
A content item is must time of file text image on life that amongsta users in a Content Area Learning Madula Learning Medula Learning file and a start the		
A content tem is any type of file, text, image, or text that uppears to users in a content Area, Learning Moaule, Lesson Plan, or content Johaer. More Help		
★ Indicates a required field.	Cancel	ubmit
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If you select a file you do not want, click Do Not Attach to remove the attacement from the content item. The file itself is not deleted.		
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HTML		
6. Click on the HTML button —— to open the HTML_Code View Box		
HTML code view - Google Chrome		
https://utsa-test.blackboard.com/webapps//tbe-tinymce/themes/advanced/source_editorjsp?v=9.1.100401.0 HTML code view		
Cancel Update		

7. From Here, you will take the **Embed Code** from your email from the UTSA Helix Media Library (uhml@utsa.edu)



Copy and paste that code into the HTML Code View Box, then click on Update

*NOTE: You will need the whole code (as in this example) :

<iframe width="320" height="260"

src="http://medialibrary.utsa.edu/player?autostart=n&fullscreen=y&width=320&heig
ht=260&videoId=1899&quality=hi&captions=n
" frameborder="0"
scrolling="no"></iframe>

8. Once you have clicked on Update from the previous step, your **video/audio file** will appear as a small box in the Text box



3. Standar	ard Options
Permit Us	isers to View this Content 💿 Yes 🕦 No
Track Nun	imber of Views 🕐 Yes 🙍 No
Select Dat	ate and Time Restrictions 📄 Display Ater 🔚 📓 💿 Enter dates as mm/dd/igygy. Time may be entered in any provent.
	Display Uni Enter dates as mix (dd/iggyg. Time may be entered in any increment.
4. Submit Click Subn	t Init to proceed. Click Cancel to quit.
Y C	You can also Track the Views and Set Date and Time Restrictions Once you are done, click on Submit to finish the process.

9. Make sure you make it **available to your students**

10. Your video is now available for your students and you to see.

