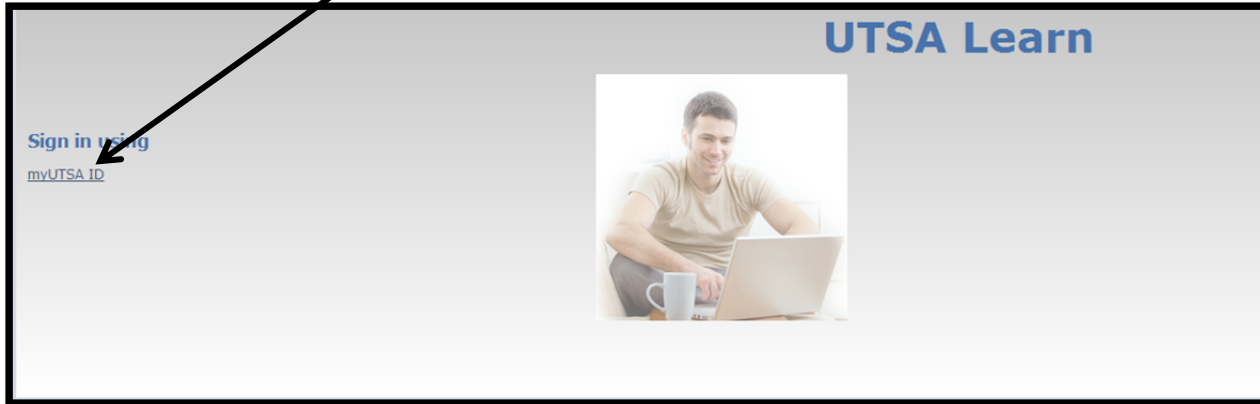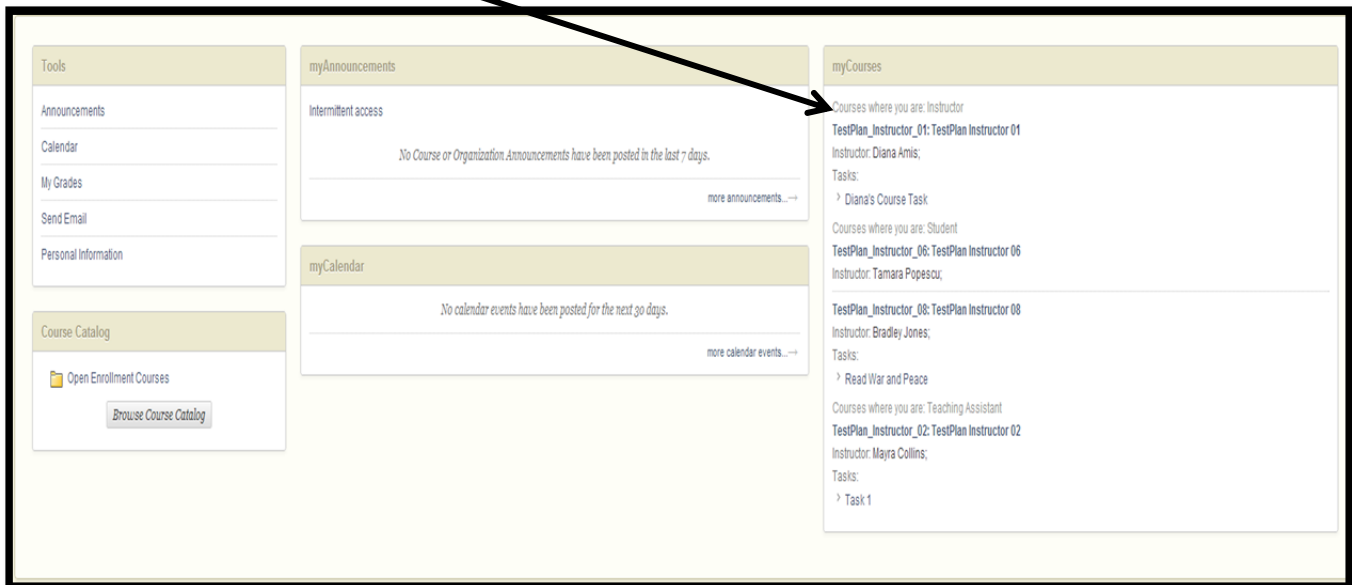# How to Link a Video/Audio File from inside Your Learn Course from the UTSA Helix Media Library
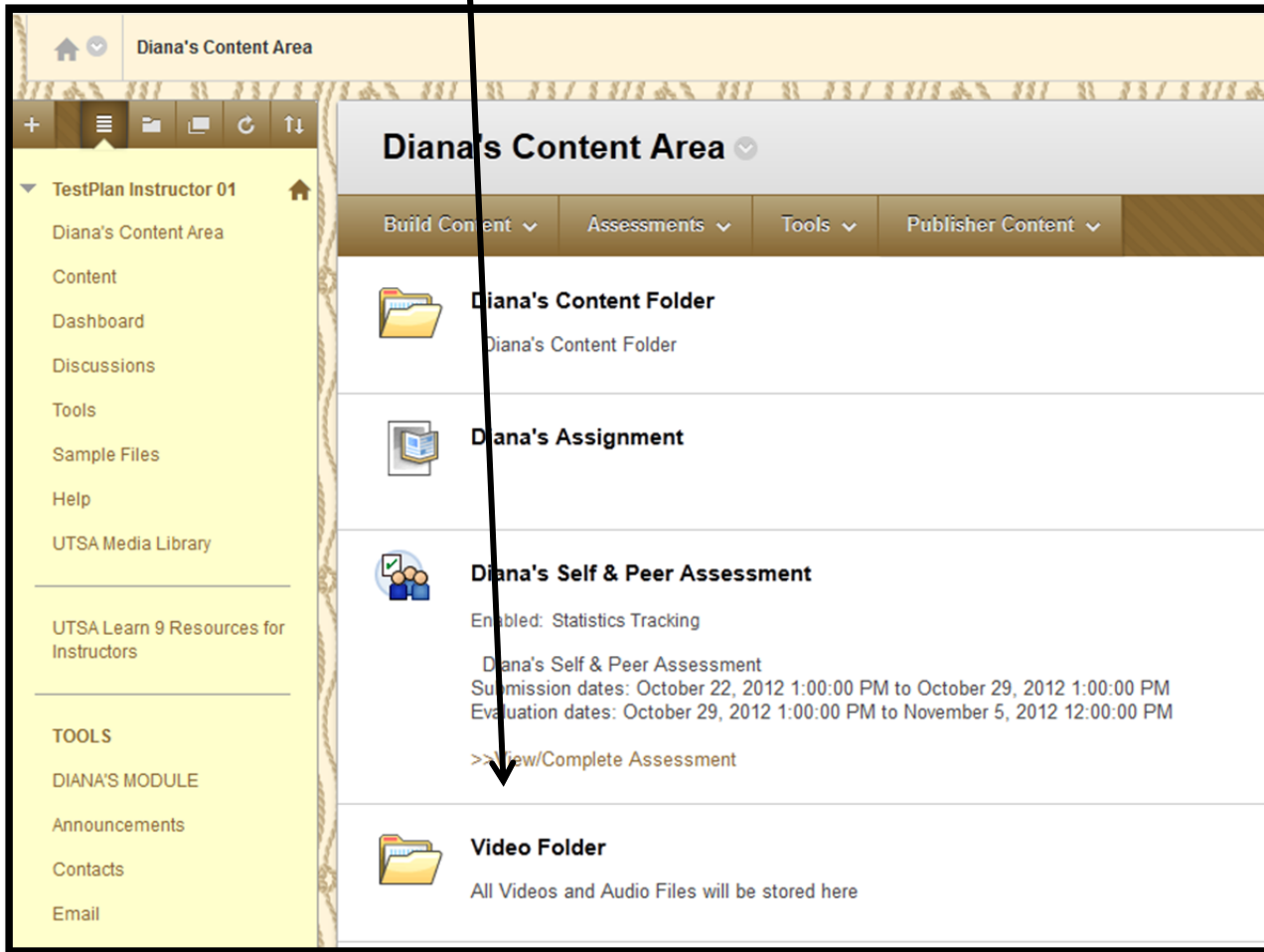
1. **Login to Blackboard Learn** using your myUTSA ID and your Network Password

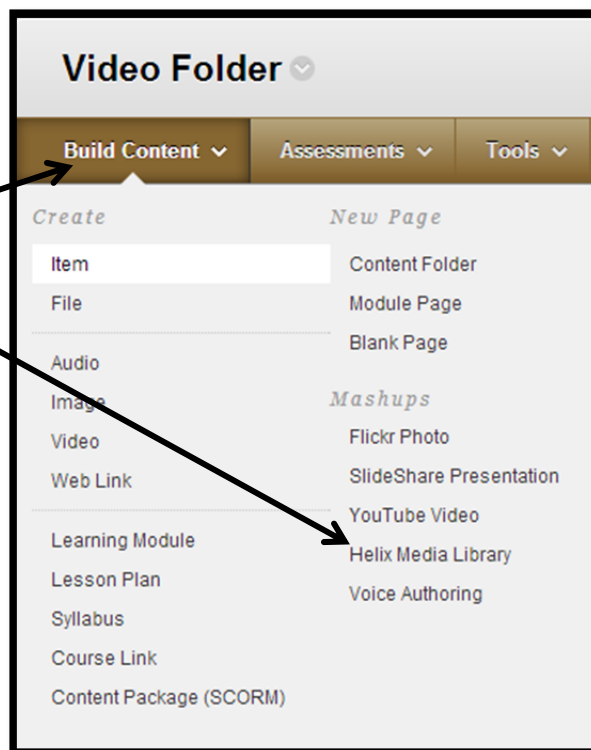2. **Click on** the **course** you want the Video/Audio file to be in

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*)

Diana's Content Area ⊙

Build Content ⌄   Assessments ⌄   Tools ⌄   Publisher Content ⌄

📁 **Diana's Content Folder**
   Diana's Content Folder

🗔 **Diana's Assignment**

👥 **Diana's Self & Peer Assessment**
   Enabled: Statistics Tracking

   Diana's Self & Peer Assessment
   Submission dates: October 22, 2012 1:00:00 PM to October 29, 2012 1:00:00 PM
   Evaluation dates: October 29, 2012 1:00:00 PM to November 5, 2012 12:00:00 PM

   >>View/Complete Assessment

📁 **Video Folder**
   All Videos and Audio Files will be stored here

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4. From either your Home Page or a folder you created in the Content Area, to link a Video/Audio File from the UTSA Helix Media Library you need to:

   a. Click on **Build Content**

   b. Select **Helix Media Library** from the list
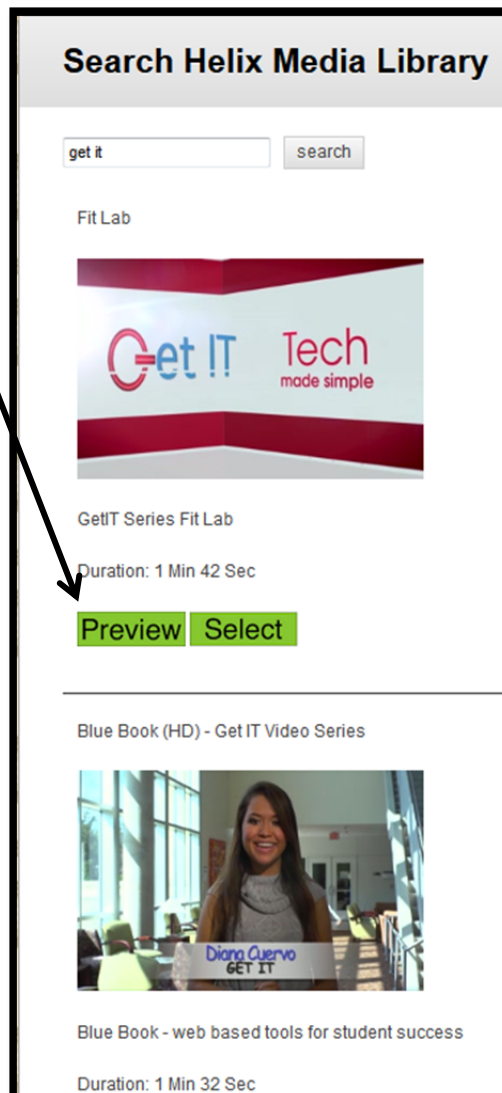
Video Folder ⊙

Build Content ⌄   Assessments ⌄   Tools ⌄

Create

Item

File

Audio

Image

Video

Web Link

Learning Module

Lesson Plan

Syllabus

Course Link

Content Package (SCORM)

New Page

Content Folder

Module Page

Blank Page

Mashups

Flickr Photo

SlideShare Presentation

YouTube Video

Helix Media Library

Voice Authoring

5. **A Search Box** with appear, **type in your criteria** and click on **Search**

Search Helix Media Library

Helix
MEDIALIBRARY

get it   search

6. You will then receive a list of video/audio files that meet your criteria

You can either Preview or go ahead and Select the video you need just by clicking on the **Preview or Select** buttons provided

Search Helix Media Library

get it   search

Fit Lab

Get IT   Tech
          made simple

GetIT Series Fit Lab

Duration: 1 Min 42 Sec

Preview Select

Blue Book (HD) - Get IT Video Series

Diana Cuervo
GET IT

Blue Book - web based tools for student success

Duration: 1 Min 32 Sec

7. Your video is now available to your students.
To view the video click on the **Click to View** link

Video Folder

Build Content ∨   Assessments ∨   Tools ∨   Publisher Content ∨

Fit Lab

Get IT Tech
made simple

Click to View

1 Min 42 Sec

GetIT Series Fit Lab

*NOTE: **All Helix Media Library Video/Audio Files will be denoted by the *Helix symbol* located in the upper left corner**