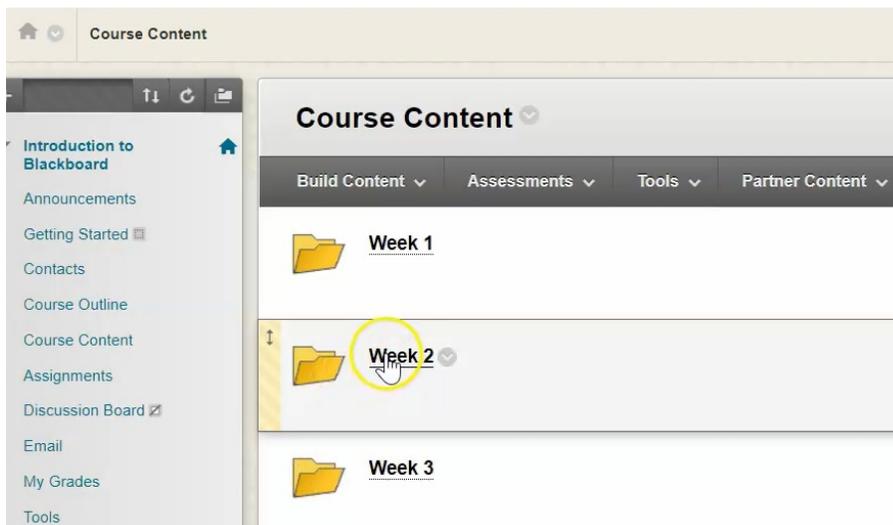


# INSERTING AUDIO

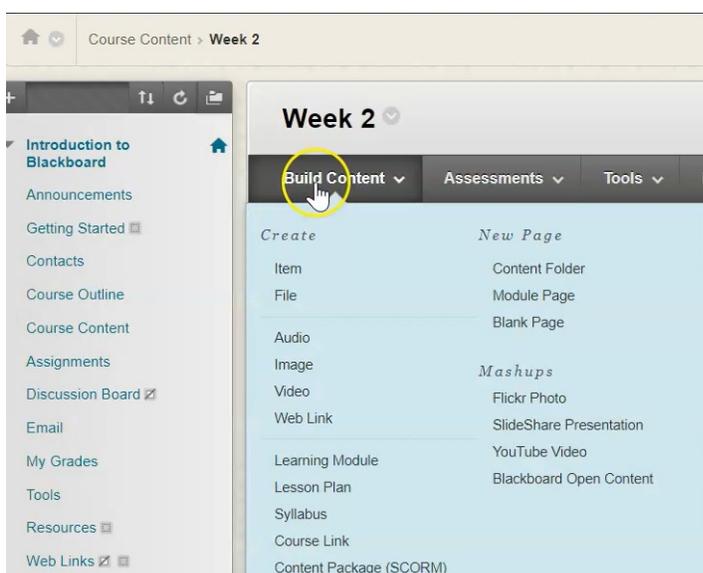
## A. Add Audio File Option to Your Course

To add an audio file into your content on Blackboard, it's very similar to the image file that we just input.

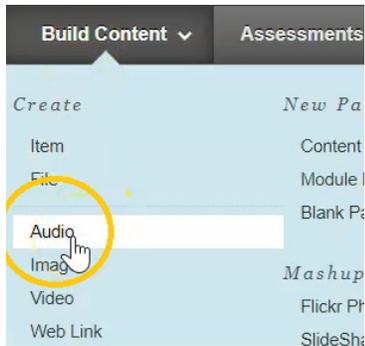
1. For this example, I'm going to navigate to and click on my **Week 2** folder.



2. Click on **"Build Content"**.



### 3. Click **“Audio”**



## B. Selecting Your Audio File

### 1. Create a name for the file

**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 from the page. Include a transcript for those that cannot hear the audio file. [More Help](#)

\* Indicates a required field.

SELECT AUDIO FILE

\* Name

Color of Name  Black

\* Find File

AUDIO OPTIONS

Autostart  Yes  No

### 2. Click **“Browse My Computer”** to find the file.

\* Indicates a required field.

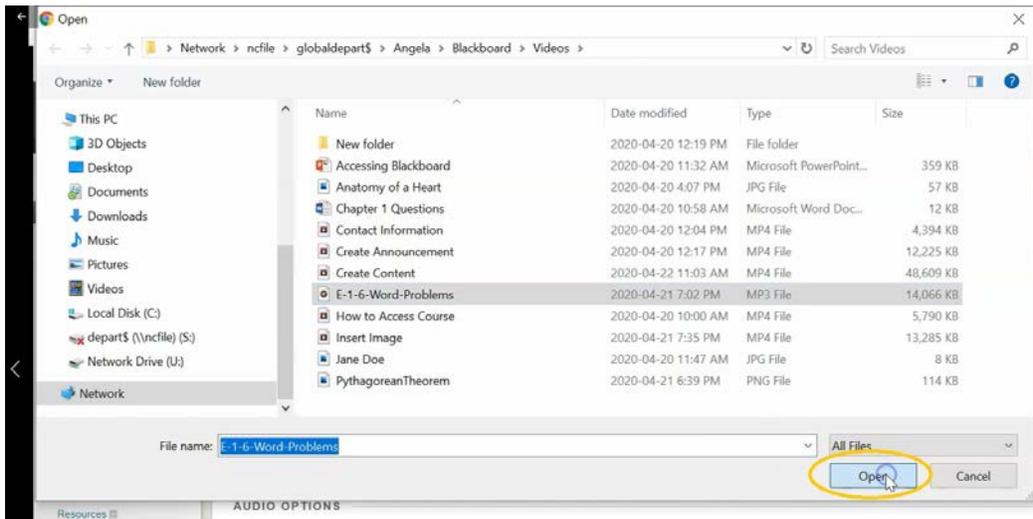
SELECT AUDIO FILE

\* Name

Color of Name  Black

\* Find File

3. Select the audio file you want to use, and click **“Open”**.



4. You will now see the attached file.

#### SELECT AUDIO FILE

\* Name

Color of Name  Black

\* Find File

Selected File

File Name **E-1-6-Word-Problems.mp3**

File Type **MP3**

### C. Audio Options

#### AUDIO OPTIONS

Autostart  Yes  No

Loop  Yes  No

Add alignment to content  Yes  No

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

1. Under Audio Options, we have an **Autostart** feature. If you click **“Yes”** to this, the audio file will automatically start playing as soon as the student navigates to that page in the course.



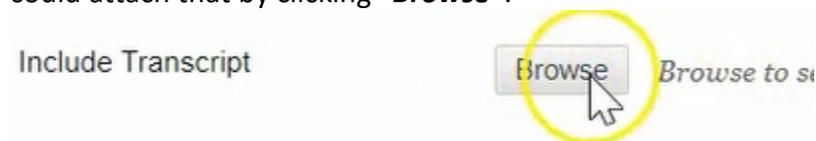
2. **Loop** gives you the option to loop your audio. If you put loop to **“Yes”** what that means is when the file gets to the end of play, it will automatically go back to the beginning and restart.



3. You can also **add alignment to content**. For this example, we're going to leave it at **“No”** as we just want it to go in on the screen on the left hand side.



4. If you had a **transcript** for the audio item, so for example if you wanted to ensure that people with hearing difficulties know what's being said, you could type out all of the words then you could attach that by clicking **“Browse”**.



5. We're going to leave the **Standard Options** as is for now.

#### STANDARD OPTIONS

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Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

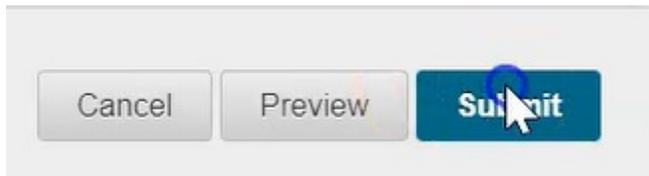
Display After    

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

Display Until    

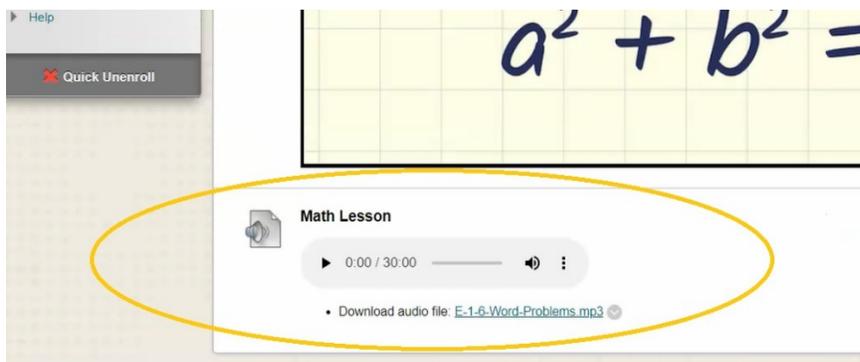
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

6. Click **“Submit”**.

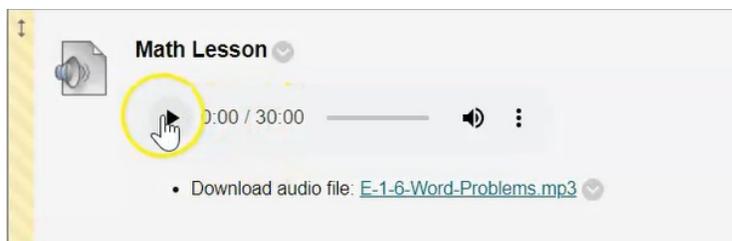


## D. Review Your Audio File

1. You'll now see that the audio file has been embedded in the content area of the week two folder.



2. When students want to listen to the file, they simply need to click on the Play button.



3. To download the file, click on the download area.

