USING BLACKBOARD AT DOMINICAN UNIVERSITY:

A FACULTY GUIDE

Part Two: Content Areas (including adding attachments and hyperlinks) (pages 27-53)
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CONTENT AREAS; WHERE YOU BUILD YOUR COURSE!

This part of the Guide will be devoted to looking at the Content Areas section of the Control Panel. After setting your course-wide preferences in the Course Options area in the Control Panel, you are ready to start adding content to your course. If you are already in your Control Panel, head back to the main Control Panel page by clicking the Control Panel link in the navigation path.

Here is the Content Areas section of the Control Panel:

<table>
<thead>
<tr>
<th>Content Areas</th>
<th>Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Information</td>
<td>External Links</td>
</tr>
<tr>
<td>Course Documents</td>
<td></td>
</tr>
<tr>
<td>Assignments</td>
<td></td>
</tr>
</tbody>
</table>

Remember, these areas correspond to the menu items that you set, as explained beginning on page 10, so if you altered your course menu at all, your choices may be different! Fortunately, all of these areas have the same "look" once you get into them. Let's look at Course Information as an example.

**General Content Areas Information**

When you click on, for example the Course Information link in the Control Panel, you will see the following screen:

The options you see circled above are fairly standard throughout the contents section of Blackboard. We will go into some detail on each of these except for Test, which will be dealt with in more detail in the section on Assessment, beginning on page 91. Over on the far right,
you will notice a drop-down menu, too. This drop-down menu leads to the following choices: Learning Unit, Survey, Assignment, and LRN Package. We will not go into great detail on these, but they are explained in Blackboard’s online manual, which you can check by clicking on the Manual link Control Panel. (We do discuss the Assignment option, however, on page 121.)

**Adding an Item**

After clicking the Item icon ( ), you will see a screen such as this:

Click here to select a color for your Name; or simply type in your own text in the box below, as seen here.

Click this drop-down menu for choices for a Name; or simply type in your own text in the box below, as seen here.

This course provides an overview of literature from the age of Chaucer to the modern day. We will be reading sections of Chaucer’s Canterbury Tales, many of Shakespeare’s Sonnets, Thomas Hardy’s Return of the Native, short stories from William Faulkner, and several others.

Students taking this class are expected to have successfully completed the Composition I and Composition II courses, as you will have to complete a term paper assignment as part of this course.

About the Text: Box

All those icons you see in the text box editor built into Blackboard should look familiar to most of you Word users out there. In fact, most of the same shortcut keys work, too. (For example, you can press Ctrl-B on your keyboard to toggle on bold faced font, and then press it again to turn it off.) However, you should note that the text box editor as shown above is only available to Windows Operating System users with Internet Explorer version 5.x or higher. Macintosh users and Netscape users will still have text box, but without the handy editing buttons shown above it. Here is the text box editor as seen from a Netscape browser:
The two equation editors and the spell checker are still accessible (circled above), but if you want to use italics or other text decorations, you must use HTML tags in Netscape or on a Macintosh rather than rely on the buttons shown on the previous page.

That said, the text box editor is a wonderful tool. It includes a spell checking button as well as various equation editors. You can also change the font color and size. Please note, however, that the font size is not by point size (as it is in Word), but rather relative size. By default, it is set to 3. This is in keeping with standard HTML font sizes, as font size is on a scale from 1 (smallest) to 7 (largest).

There are two equation editors included with Blackboard 6. Clicking the $\sqrt{x}$ icon will open the Web EQ Equation Editor that will allow you to insert math and scientific notations into the text box. Clicking the $\equiv$ icon opens the MathML Equation Editor, which presumes you already know the requisite XML.

**Posting an Item**

For now, skip past the Content and Options part of the Add Content screen and scroll to the bottom and click the Submit button. You will then see the following screen:
After clicking **OK**, you will be back at the main **Course Information** page within the Control Panel:

**Course Overview**

This course provides an overview of literature from the age of Chaucer to the modern day. We will be reading sections of Chaucer’s *Canterbury Tales*, many of Shakespeare’s *Sonnets*, Thomas Hardy’s *Return of the Native*, short stories from William Faulkner, and several others.

Students taking this class are expected to have successfully completed the Composition I and Composition II courses, as you will have to complete a term paper assignment as part of this course.

After adding anything in **Blackboard**, your Control Panel view will show a drop-down menu with a number. As you add more and more material, these will allow you to list your items in a specified order within a content area.

**Always Check the "Student View" After Posting!**

It's critical to constantly check the "student view" of your **Blackboard** course after posting something. It is very easy to forget that students will not always see everything you do! To see this view, click on the course name in the navigation path at the top of the screen:

You will then be back at the main screen in **Blackboard**, where you can click on the Course Menu item in the area (in our example, **Course Information**) where you just added content:
The "Edit View" Link

In case you spot an error in your posting, you will note that there is an **Edit View** link (circled in the previous screenshot) in the upper right-hand corner of every content area in **Blackboard**. This handy feature essentially allows you to return to a Control Panel view immediately while viewing a course this way. Clicking **Edit View** brings the following screen:

You can now click the **Modify** button and make changes, or even **Remove** it. This is very similar to the screen you would get in the Control Panel, though as you'll notice from the screenshot above, you have a little bit less space to work with.

To return back to the screen you were viewing before (i.e., the "student's view") click the **Display View** link in the upper right-hand corner, circled above.

Adding Attachments: Method One

In our next example, we will add something to the **Course Documents** section in our **Blackboard** course, only this time include an **attachment**. We start, as we did before, with clicking the **Add Item** icon, which brings us to this screen:
There are actually two ways to add attachments in Blackboard. The first method is to continue scrolling down this screen, where you will see the following options:
The **Name of Link to File** option towards the top is often overlooked, but is helpful to your students in that it creates a link for them to click on that is more explanatory than the default, which would otherwise just be your original file name (such as syllabus.doc). For **Special Action** just underneath that, you should leave it set to **Create a link to this file** (the default setting).

After clicking the **Submit** button, you will get the usual acknowledgement of receipt screen. After clicking **OK** on that screen, you will see this one:
The file size here should reflect what you uploaded. If this number looks "off" somehow, you may want to click the Modify button and re-upload the document.

Note there is a Tracking button. Why? Because Do you want to track number of views? was enabled on the previous screen.

As always, you should now check the student's view of things by clicking on the course name in the navigation path at the top of the screen, then clicking on Course Documents on your course menu so you can see what your students will see:

What happens when students click on that link above? It depends on the browser they are using. Internet Explorer users with Word on their machines will launch the document within the Blackboard window:
This can be a bit disorienting for some students, as there is seemingly no way to print, though so long as their cursor is in the *Word* document, printing through the browser works just fine. Most students will likely want to download the document, instead. We cover this ability on page 38.

**Adding Attachments: Method Two**

The other method for adding attachments is available only to Windows/Internet Explorer users, as it relies on one of the buttons available in the text box editor. Here is an example of posting an attachment using this method, again within the *Course Documents* section of our course after clicking the **Add Item** icon:

With this method, you can create a link to a file by clicking on the **Attach File** icon (        ). After clicking it, a separate browser window will open over your current browser window, prompting you for the file location:

Note this one very important difference from the previous method of adding an attachment. Here, *Blackboard* prompts you with whether or not you want the attachment to open in a separate browser window. The default choice is **No**, but here we selected **Yes**.
After clicking the **Submit** button, you will receive a confirmation message, also in a separate browser window:

![File Link Inserted](image)

You will finally be returned to *Blackboard*. Note that the link appears exactly wherever your cursor was when you clicked that **Attach File** icon. (You can always hit the ENTER key a few times to separate the text.)

![Content Information](image)

Scroll to the bottom of the screen and click the **Submit** button. As always, check things out in the student's view. Here is what the **Course Documents** section now looks like:
When the **Assignment One** link is clicked upon, it opens in a separate browser window, just as we had specified when adding the attachment:

**Attachments: Useful or Not?**

As you have already seen, *Blackboard* makes it very easy to upload documents, all without any knowledge of HTML or any other web-based language. There are a few issues that are raised when using attachments, dealt with below.

**Why Use Attachments?**

The most common reason for *attaching* a document rather than entering the text into the text box in *Blackboard* is that is simply not feasible to type in the content manually. This is particularly true for non-text documents such as *PowerPoint* presentations or spreadsheets. This brings us to the next point, however......
Drawbacks of Using Attachments

When you attach a file, your students must have the appropriate software to open the files. If you attach a Word document, your students must have Word to view the attachment. This is one reason why all Blackboard courses at Dominican have links to viewers for Word, PowerPoint, and Excel in the External Links section (discussed on page 50), so students can download onto their home computers, if necessary, these viewers to see the attachments.

For maximum flexibility, you may want to consider copying and pasting your Word documents into Blackboard's text boxes. This works very well for all you Windows/Explorer users, but the text box editor's limitations for Macintosh/Netscape users may not make this as handy a solution. We discuss copying and pasting from existing text into Blackboard below.

Some Other Questions/Concerns Instructors May Have About Attachments

- Can my students save the file to their own disks if they want to?
  
  Yes. They can always right-click over the link, and then click Save Target As (in Internet Explorer) to save it to their own drive. (Netscape users are prompted with this choice by default.) In fact, we recommend that you include instructions such as this when attaching files, much as we did in the above example.

- Since it is a file, does that mean students can change my file on Blackboard?
  
  On Blackboard, no; on their own computers, yes. But remember, only YOU can add material to Blackboard. Students can not add anything to Blackboard that is viewable by others in the class, except for within the Discussion Board. Anything you post to Course Documents or any other content area in Blackboard cannot be modified by students. And don't forget, only you (the instructor) have a Control Panel link!

Copying and Pasting From Existing Text

To avoid the dilemma altogether of whether or not your students can open your attachments, the safest method of adding material to your course is to ONLY use the text box for all course material. This way, all a student needs is a browser to view all Blackboard material. The downside to this method is that it is really only practical for text-based documents (such as Word documents) and requires a bit more work from you as an instructor. Copying and pasting into one of Blackboard's Text: boxes whenever you want to add material will allow you take any existing word processing document you already have and add it to Blackboard.
Here are the steps to take:

1. In Blackboard, get to any screen with the Text: box, as seen in previous examples. For now, do not worry if you have the complete text box editor (Windows users) or not (Mac users).
2. Open Word or any word processor and open the document you want to copy from.
3. In Word, click and drag over the text you want to paste into Blackboard, or click the Edit drop-down menu, then click Select All (if you want to select all of the text). (Other word processor programs have similar commands.)
4. Click the Copy button (       ) or select Copy from the Edit drop-down menu in Word.
5. Switch back to your web browser with your Blackboard course. (Click on its icon in the Windows task bar if you are using Windows.)
6. Click in the Text: box in Blackboard. (Very important! This is where the text is going, and the next command will paste it there!) You should see the insertion point flashing in the box:

    ![Content Information](image)

    Make sure you've placed your cursor within the text box in Blackboard before pasting anything in!

7. From your browser's menu, click the Edit drop-down menu, and then click Paste. The text should appear in the Blackboard text box.
8. When finished, click the Submit button, making sure

**Notes on Formatting When Pasting Text**

Thanks to Blackboard's text box editor (as explained on page 28), formatting such as bold type, italics, and underlining from the original document are all retained in the text box IF you are in a Windows-based environment and used Word as your word processor. Otherwise, any formatting would have to be done using HTML tags inserted manually in the text box. Here is what our newly pasted text looks like from the student's view. Note that since it was pasted from a Word document using Internet Explorer, formatting was retained:

Using Blackboard at Dominican University: A Faculty Guide - Part Two of Five
Shakespeare Timeline
This timeline comes from the Absolute Shakespeare site, as cited in your list of sources.

Shakespeare Timeline

Shakespeare Timeline describes the many chapters in Shakespeare's colorful life. From humble beginnings in Stratford to his marriage to the older Anne Hathaway and popular acclaim for his works, Shakespeare Timeline follows the life of literature's most famous playwright.

1564. William Shakespeare is born in Stratford upon Avon to local tanner John and Mary Shakespeare. His actual birthday is unknown but assumed and celebrated today on April the 23rd, just three days before his baptism was recorded in the Parish register of the Holy Trinity Church on April the 26th.

Bear in mind that this copying and pasting method does NOT work with any images embedded within your Word document; it will only copy and paste the text.

If you are not using Word, you will have to rely on HTML tags to insert any text formatting within your pasted text in the Text: box in Blackboard. Very basic HTML tags are listed below:

<table>
<thead>
<tr>
<th>Tag</th>
<th>Example of use</th>
<th>What it looks like afterwards</th>
<th>Basic tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;b&gt;</td>
<td>This will create &lt;b&gt;bold-faced text&lt;/b&gt;.</td>
<td>This will create <strong>bold-faced text</strong>.</td>
<td>Whenever using HTML tags, you must enclose the text you want affected with an opening tag and a closing tag, with no spaces on either side of the text. All tags must be surrounded by brackets (&lt;&gt;, as shown to the left. The closing tag is the same as the opening, except that it is preceded by a slash: /</td>
</tr>
<tr>
<td>&lt;i&gt;</td>
<td>Here is what you use for &lt;i&gt;italicized&lt;/i&gt; text.</td>
<td>Here is what you use for <em>italicized</em> text.</td>
<td></td>
</tr>
<tr>
<td>&lt;u&gt;</td>
<td>This will &lt;u&gt;underline your text&lt;/u&gt;, though this is not recommended much for web-based pages, as users may think it's a hyperlink.</td>
<td>This will underline your text, though this is not recommended much for web-based pages, as users may think it's a hyperlink.</td>
<td></td>
</tr>
</tbody>
</table>

There is also a document produced by Blackboard posted on our Intranet called Using Basic HTML. We have posted this document on the faculty documentation page at:

http://domin.dom.edu/documents/blackboardfac.htm

Given the text box editor's limitation with only accepting formatting from Microsoft-based products in a Windows environment, does this mean students viewing text who use Netscape are affected?

No! These text formatting caveats with Blackboard's text box editor only applies to the person using it at the instructor's end (i.e., you!). If you have cut/pasted text from Word into Internet Explorer with text formatting intact, ALL students will be able to view the formatted text properly--even those using Netscape.
Adding Folders

Items added to the content areas of Blackboard can add up quickly. To help organize your class in a more efficient manner, you may want to consider adding folders to your various content areas. Organizing your areas by using folders will present a more ordered look. If you are using a textbook, for example, you could have your Course Documents area divided into folders called Chapter One, Chapter Two, etc. Or, you could simply name folders based on general course topics.

To create a folder, from the Control Panel first click the area where you would like to add one. In this example, we are again in the Course Documents area:

To create a folder in a content area, start by clicking this add folder icon.
After clicking the add folder icon, you will see the following screen:

Remember, this is a *folder* you are creating! That explains why there are no options here to add attachments. (Although, oddly enough, the text box editor still gives you the option to add them!) Much like the ubiquitous *My Documents* folder on Windows-based PCs, think of this as a "placeholder" for other material for your course.

It's not a bad to provide some explanation in the text box for what the folder contains.
After clicking the **Submit** button and receiving the usual content receipt screen, you will see this:

![Course Documents](image)

### Adding Material to Folders

Once you have created a folder, adding material to that folder is just like adding material to any other **Blackboard** section. The one thing you have to do is get **into** the folder. You do this by clicking on the folder name directly:

![Folder](image)

Once in the folder, you will see the usual array of options:

![Options](image)

You can now click the various icons to add material, just as we have been doing all along. (In case you are wondering, you can indeed create another folder **within** an existing folder.)

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Copying Material From One Folder to Another (or Elsewhere)

If you added material or uploaded a document to one area (or folder) of your course and later decide that it would be better placed in a different area, never fear! Blackboard provides the ability to copy or move material from one area or folder to another. While in the Control Panel, you will see a button labeled Copy next to every item you have added thus far.

For example, say we want to move the Shakespeare timeline currently in our Course Documents area to the Shakespeare folder we created that is within the Course Documents area. Looking at the "root" level of Course Documents, we see the screen below. First, click the Copy button next to the item to be moved:

This brings up the following screen. Here, it is safest to click the Browse button next to the Destination folder: box to select the destination. Note that the default setting in Blackboard will be to copy the item rather than move it:

Using Blackboard at Dominican University: A Faculty Guide - Part Two of Five
Click the **Browse** button to bring up a listing of all content areas and folders in your Blackboard course.

**Delete item after copy?** may remain set to **No** if you want to COPY the item from one folder to another. If, however, you want to MOVE it, this should be set to **Yes**. (Or, you may want to play it safe and copy it first, and then come back to the original and delete it afterwards.)

After clicking **Browse**, a separate browser window will open with your content areas. Note that there are + signs next to the folders. Clicking on a plus sign will reveal contents of a specific folder. (You can also simply click on **Open All**):
Clicking **Browse** opens a separate browser window listing all your course content areas, click **Open All** and...

...the contents of all areas will be seen. Here, we click the folder destination we want to move the item to. In this case, we are moving it to the folder **Shakespeare Material**.
After clicking **Submit** in the window above, you will be returned to the **Copy/Move** screen with the correct path filled in. Click the **Submit** button on *this* screen, and *Blackboard* will give you a warning box if you chose to remove the file (no warning appears if you are simply moving it from one area to another), followed by a receipt screen. Your item has now been moved!

**Creating an External Link**

The **External Link** button seen in every content area allows you to create "ready-made" hyperlinks for your students. Like the **Item** and **Folder** buttons, this can be done directly in a content area or within a folder in a content area.

For example, say you want to direct your students to an article on the Internet. First, in Control Panel, go into the content area (and folder) where you want to place the link. In the example below, we are in the **Shakespeare Material** folder within **Course Documents**:

Clicking **External Link** brings up the following screen:

The **Name**: box is for the actual wording of the hyperlinked text your students will be clicking upon.

Since you will be linking to an Internet site, it is obviously critical that you type in the **URL**: correctly! A bit of explanatory text in the text box does not hurt, either. See the next page for what the rest of this screen looks like.
As is the case with all items in content areas, you can even add attachments to your posting. More important, however, is the second decision under Options, below. Launch item in external window is set to No by default. This is ultimately up to you, but our recommendation is to set this to Yes. Not allowing an item to be opened in an external (i.e., separate) browser window can lead to a "cramped" looking page! We have an example on the next page.

After clicking Submit at the bottom of the screen, you will have created a hyperlink for students in the designated place. Here is what it will look like from the student's perspective:

**Sonnet 166 Article from The Atlantic**
A critique of Shakespeare's Sonnet 166 appeared in The Atlantic. Please be sure to read this article for discussion in class.

Students need only click on the underlined hyperlink (what you typed in for Name: when creating the link) to launch the page. The ability to create these external links throughout Blackboard gives you the ability to add web sites anywhere in your course.

**Is Your Syllabus on the DOMIN Server?**
If you placed your syllabus on our intranet at domin.dom.edu, you can create a link to your own syllabus using one of Blackboard's External Links rather than re-posting it in Blackboard.

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What About That Launch Item in External Window Choice?

Remember that when creating an External Link in a Blackboard content area, Blackboard asks you if you want to Launch item in external window, as shown on previous screenshots. We recommend setting this to Yes. Why? The screenshots below show the difference between answering Yes or No to this option:

<table>
<thead>
<tr>
<th>Launch item in external window set to Yes</th>
<th>Launch item in external window set to No</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Web site opens within your Blackboard course. Users must click Close (X) button on new browser or minimize it to return to your course." /></td>
<td><img src="image2.png" alt="Web site opens within your Blackboard course. Users must click Close (X) button on new browser or minimize it to return to your course." /></td>
</tr>
</tbody>
</table>

Point of Confusion: The External Links Content Area

Given that you can create an External Link in any content area, it may be a bit confusing to some that Blackboard also has a content area that is, itself, called External Links, as seen in this Control Panel screenshot that we originally showed many, many pages ago:

<table>
<thead>
<tr>
<th>Content Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Information</td>
</tr>
<tr>
<td>Course Documents</td>
</tr>
<tr>
<td>Assignments</td>
</tr>
</tbody>
</table>
This is mostly a holdover from previous versions of Blackboard, where it was easiest to create external links in its own area. With version 6 of Blackboard, this is no longer the case. In fact, the External Links content area looks like any other content area, as seen below:

You can add an Item, Folder, or--yes--add an External Link (imagine!) to the External Links area. Don't forget, by managing the course menu, as explained way back on page 10, you can eliminate this area altogether if you want to. Some instructors, however, prefer to keep all web site links separated like this rather than "integrated" with other course areas. Whether to have an External Links menu item or not is, obviously, entirely up to you.

Why You Already Have Some External Links

Assuming you are creating your own Blackboard course from scratch, you will find that your External Links content area already has four links:
Dominican's course template includes three links to Microsoft's web site for a *Word* viewer, *PowerPoint* viewer, and *Excel* viewer. They are posted here for your student's convenience. These viewers are free, downloadable programs that will allow your students to VIEW (but not edit or create!) documents created in these programs. This way, if you have (for example) an attachment done in *Word* (discussed beginning on page 31), even students without *Word* may still view the attachment after downloading the free viewer. A link to the *Adobe Acrobat Reader* is also included in case you have any PDF files in your course. You may feel free to click the **Remove** button for any or all of these if you prefer--or, of course, remove the **External Links** area altogether.

**Adding Images and Other Media to Your Course**

Many types of media work within *Blackboard*--images, audio clips, and even video. In fact, your main concern should be any copyright issues involved rather than how this can be accomplished, since the steps involved are similar to what we have seen already. In the next example, we will add an image of Henry James to a folder within the *Course Documents* content area.

Enter the content area via the Control Panel, as usual. Once in the correct area, click the **Add Item** icon, as you would for any other type of material. The screen will start out looking the same as it has previously:

*Add Content*

**Content Information**

*Name:* Course Documents

*Choose Color of Name:* Black

**Text:**

Here is a photograph of James, author of *Turn of the Screw*, from the Library of Congress, Prints and Photographs Division. Engraving by T. Cul, copyrighted by The Century Co. Digital ID: cph.3b15276 [http://hdl.loc.gov/loc.pnp/cph.3b15276](http://hdl.loc.gov/loc.pnp/cph.3b15276)

When in doubt, add copyright information if you have it. (In this case, the Library of Congress web site indicated that there are no known copyright restrictions.) Better safe than sorry!

Just because *Blackboard* is "protected" by passwords is no reason to assume you are safe to violate copyright laws. The "fair use" provision applies as it does for everything else. Depending on the media involved, you may be able to use the material *once*, but not twice. Our library's web site has information on copyright at: [http://domweb.dom.edu/library/crown/Information/faculty.htm](http://domweb.dom.edu/library/crown/Information/faculty.htm)

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Scrolling down, we now see a screen similar to when we created an attachment, discussed previously beginning on page 31. In this case, our "attachment" is a copy of a photograph we have already downloaded. One difference, however, is that in the space that states **Special Action:** we select **Display media file within the page** instead of the default setting of **Create a link to this file**, which we used for attachments.

As is done when posting attachments, it is safest to click the **Browse** button to find the media file on your computer.

Setting **Special Action:** to **Display media file within the page** will display the photo you are adding right on your page. (Leaving this at the default setting of **Create a link to this file** would force your students to click on yet another link to display the photo.)

Another difference from when we did attachments can be seen in the box labeled **Name of Link to File**. For attachments, we typed text in the box so that our students could click upon the text to display the attachment. In this case, since we have specified under **Special Action:** to **Display media file within the page**, this is not necessary, since there will be nothing to click on. The image will appear within the page itself automatically.

After clicking the **Submit** button, another screen appears with additional options:

**Multimedia Options**

- **Alignment:** Left, Center, Right
- **Placement:** Above Text, Below Text
- **Border:**
  - [ ] 1
- **Alternate Text:** Photo of Henry James
- **URL:**
  - [ ] http://
- **Launch in new window:** Yes, No

**Submit**

*Why is there a box for a URL if you are placing an image on the page? By setting a URL, users who click on your image will go to a web site you specify here. Kind of neat!*

*Why type in Alternate Text? Because if a user is viewing your Blackboard course in text-only mode (as some visually impaired users may be doing), this text will appear instead of the photo. In addition, many text-only browsers will read this text to the user. This is necessary for staying in compliance with the Americans with Disabilities Act. (In addition, this text will appear whenever a user points to the image with the mouse.)*

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Finally, you can click on **Submit**, and your image will be on the page! Here is what the top half of this rather large image will look like from the student's perspective:

![Image Preview]

**Photograph of Henry James**

Here is a photograph of James, author of *Turn of the Screw*, from the Library of Congress.


Here is the alternate text typed, appearing when a mouse pointer is over the photo.

---

**Other Media**

Whenever you choose the **Display media file within the page option** (see previous page), *Blackboard* will identify for you what kind of file you are using and show the appropriate options screen. For example, if you choose an audio file in the WAV format, you will see the following for your **Multimedia Options**:

![Multimedia Options](#)

**Please set parameters for the following multimedia item infamy.wav**

- **Placement:**
  - Above Text:
  - Below Text:

- **Auto-start:**
  - Yes
  - No

- **Loop:**
  - Yes
  - No

- **Show Controls:**
  - Yes
  - No

- **Alignment:**
  - Left
  - Center
  - Right

- **Alternate Text:**

---

**A Note on Media Files**

*Blackboard* accepts virtually all multimedia files you can think of: MPEG, AVI, and QuickTime video formats; WAV, AIF, and MP3 audio formats; JPG and GIF images (including animated GIF images). Be aware, however, that all **take up disk space**; and yes, you **do** have a space limit of 25MB for your Dominican *Blackboard* course. Contact Ken Black if you need more space allocated.