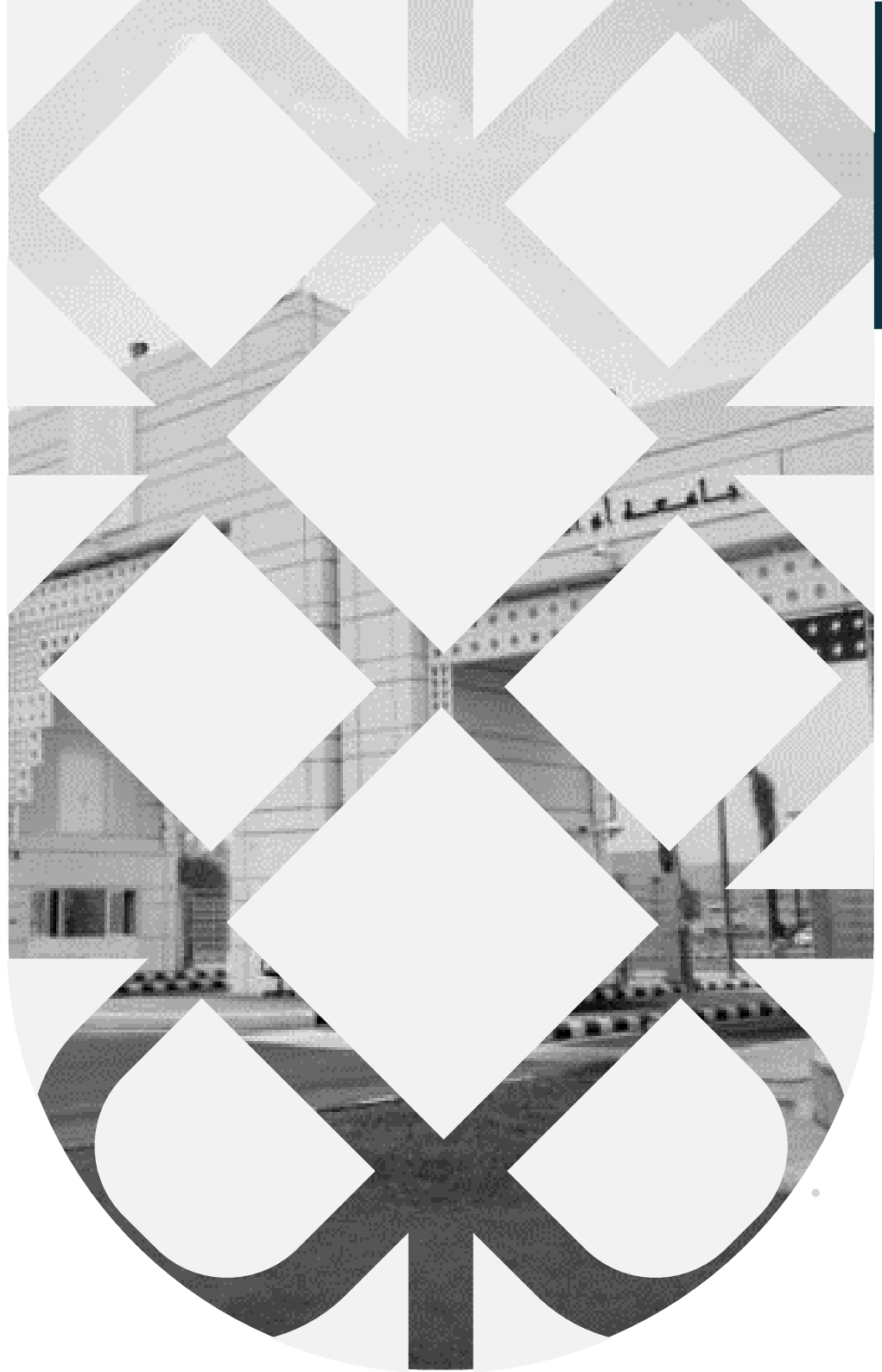




عمادة التعلم الإلكتروني والتعليم عن بعد
Deanship of eLearning & Distance Education



How to Create Multi-Media Files (Audio-Image-Video)

Deanship of E-Learning and Distance Education
umm al qura university

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

How to Create Multi-Media Files (Audio-Image-Video)

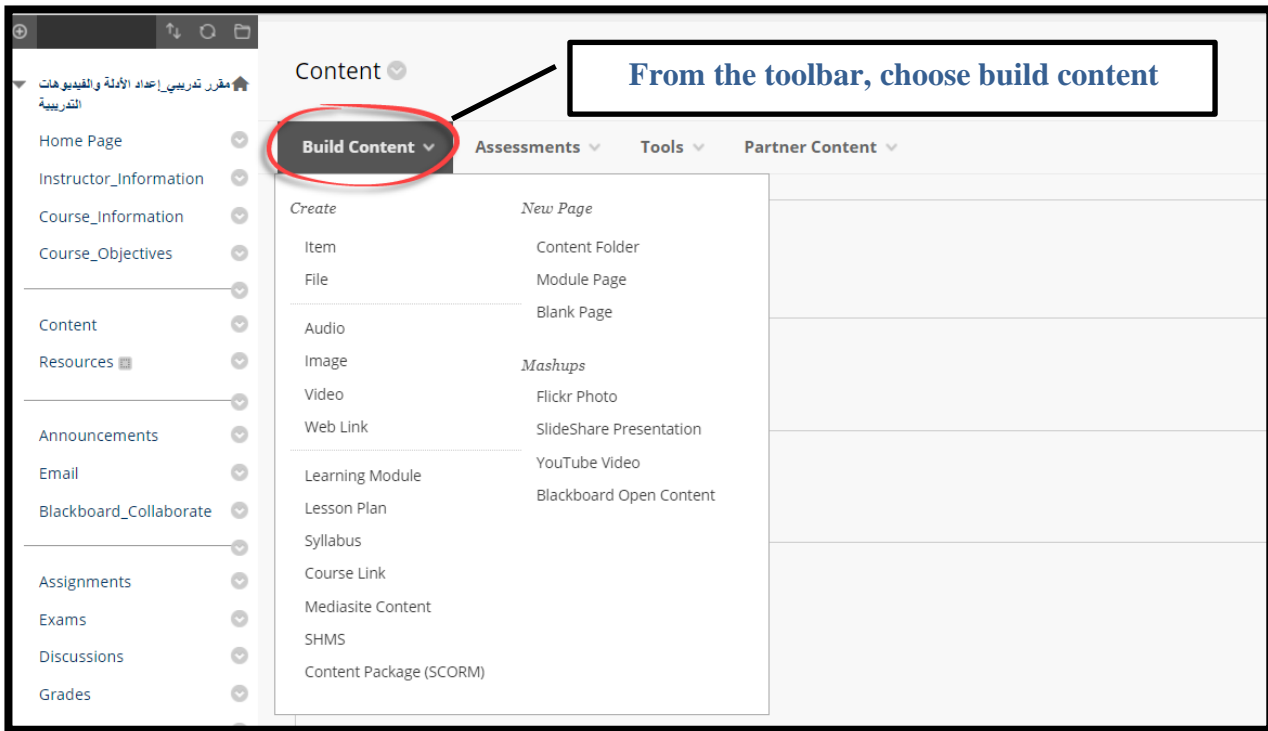
Dear faculty member, now you will learn how to add multi-media files to the educational content of the course. You need to follow the following steps:

1- First, adding an audio file

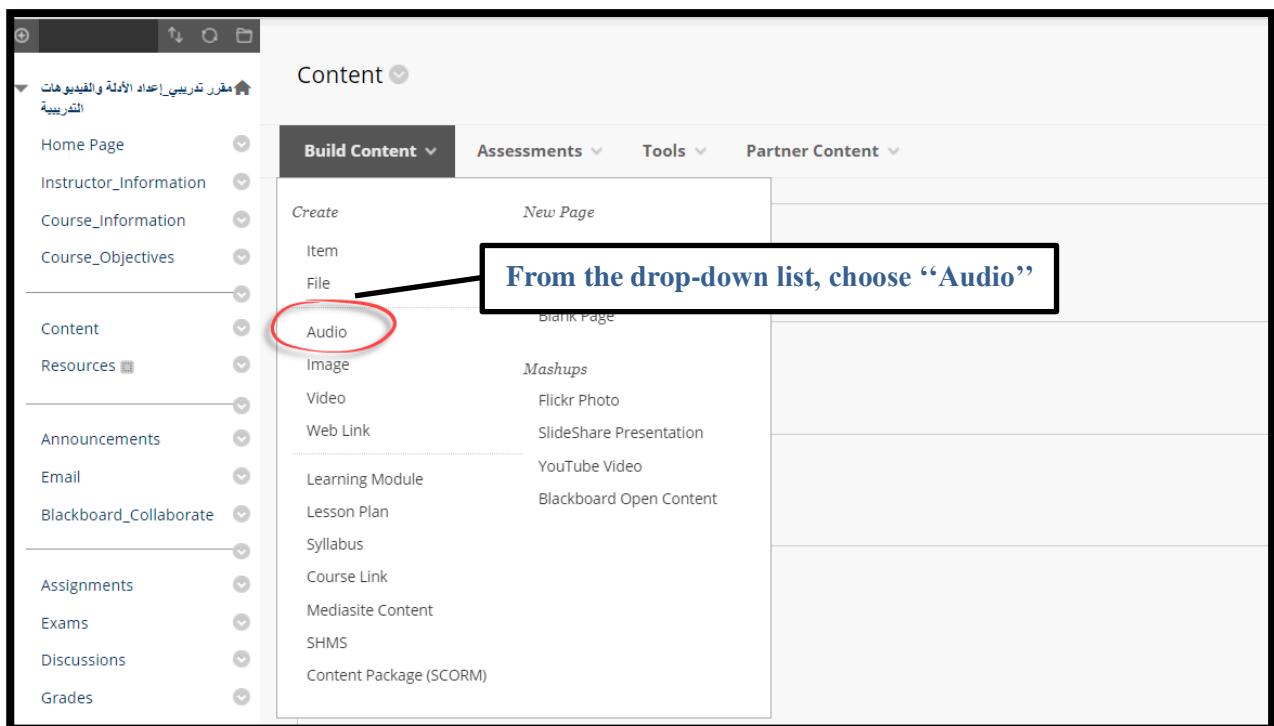
From the list of the course tools, choose content



2-



3-





4- Then, you can move to the audio setting screen

The screenshot shows the 'SELECT AUDIO FILE' screen with several sections and callouts:

- SELECT AUDIO FILE:**
 - Name:** A text input field with a callout: "Typing the audio name".
 - Color of Name:** A dropdown menu set to "Black".
 - Find File:** Two buttons: "Browse My Computer" and "Browse Content Collection". A callout: "Browse the audio file here from your computer or from the content collection".
- AUDIO OPTIONS:**
 - Autostart:** Radio buttons for "Yes" and "No" (selected).
 - Loop:** Radio buttons for "Yes" and "No" (selected).
 - Add alignment to content:** Radio buttons for "Yes" and "No" (selected).
 - Include Transcript:** A "Browse" button with a callout: "In case you want the students able to see this content immediately, click on 'yes' next to 'permit users to view this content'".
- STANDARD OPTIONS:**
 - Permit Users to View this Content:** Radio buttons for "Yes" (selected) and "No".
 - Track Number of Views:** Radio buttons for "Yes" and "No" (selected).
 - Select Date and Time Restrictions:**
 - Display After:** A date/time picker with a callout: "Here you can set a specific date to display the audio file".
 - Display Until:** A date/time picker.

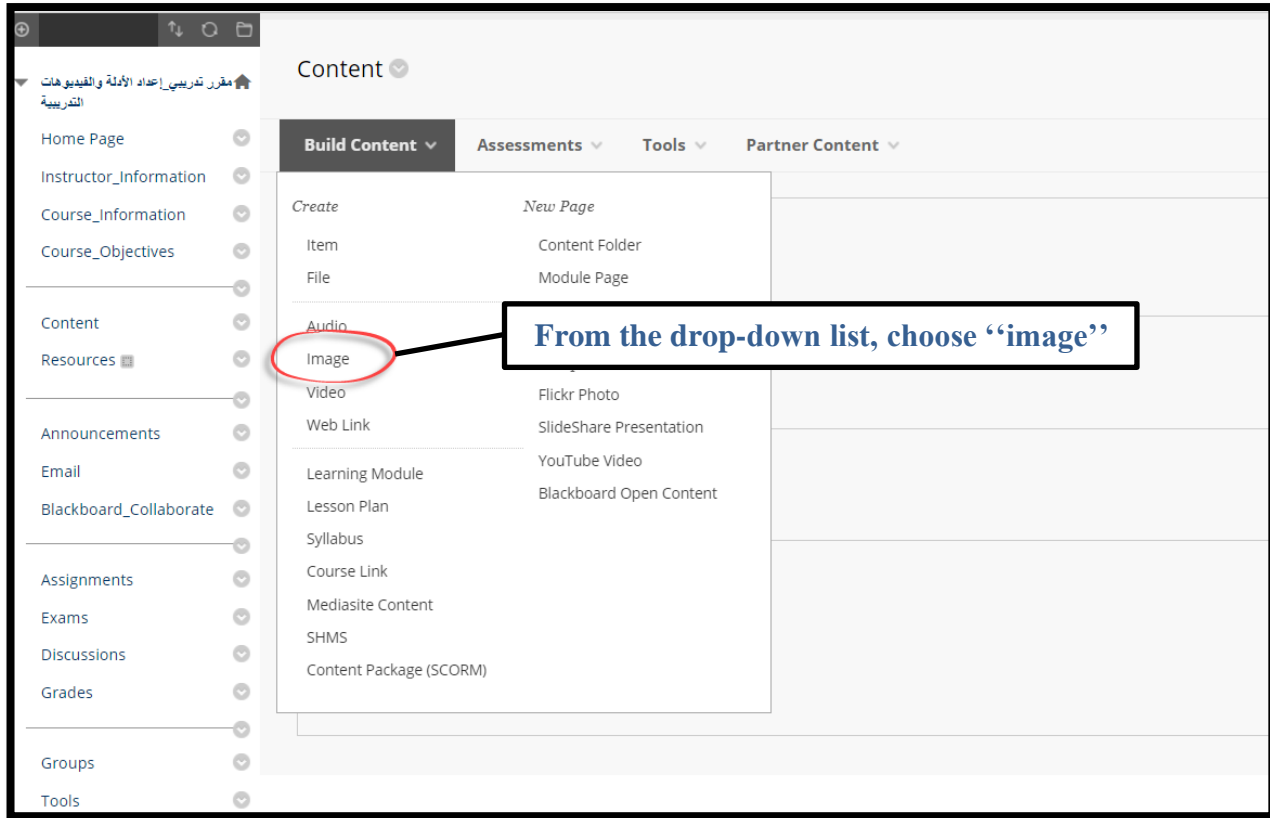
At the bottom, there are "Cancel", "Preview", and "Submit" buttons. A callout: "After you finish setting your audio file successfully, click on 'submit'".

2- Second, adding an image

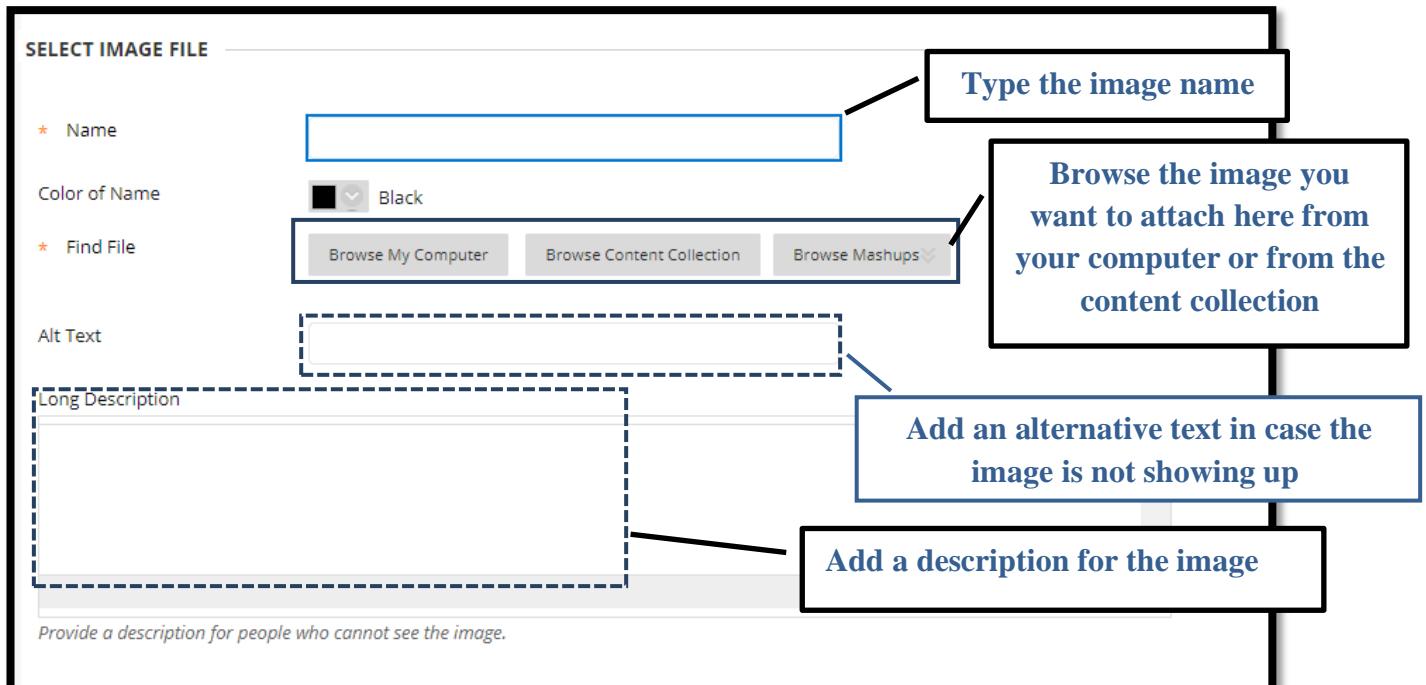
From the list of the course tools, choose content

From the toolbar, choose build content

- Create
 - Item
 - File
 - Audio
 - Image
 - Video
 - Web Link
 - Learning Module
 - Lesson Plan
 - Syllabus
 - Course Link
 - Mediasite Content
 - SHMS
 - Content Package (SCORM)
- New Page
 - Content Folder
 - Module Page
 - Blank Page
- Mashups
 - Flickr Photo
 - SlideShare Presentation
 - YouTube Video
 - Blackboard Open Content

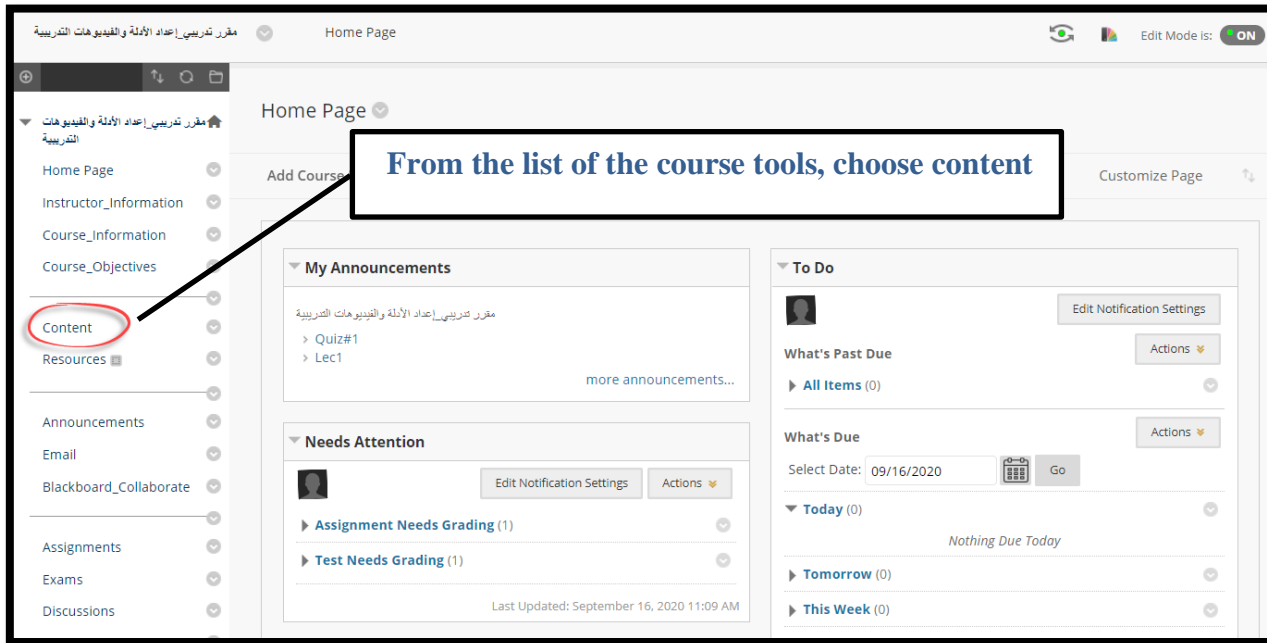


Then, you can move to the image setting screen

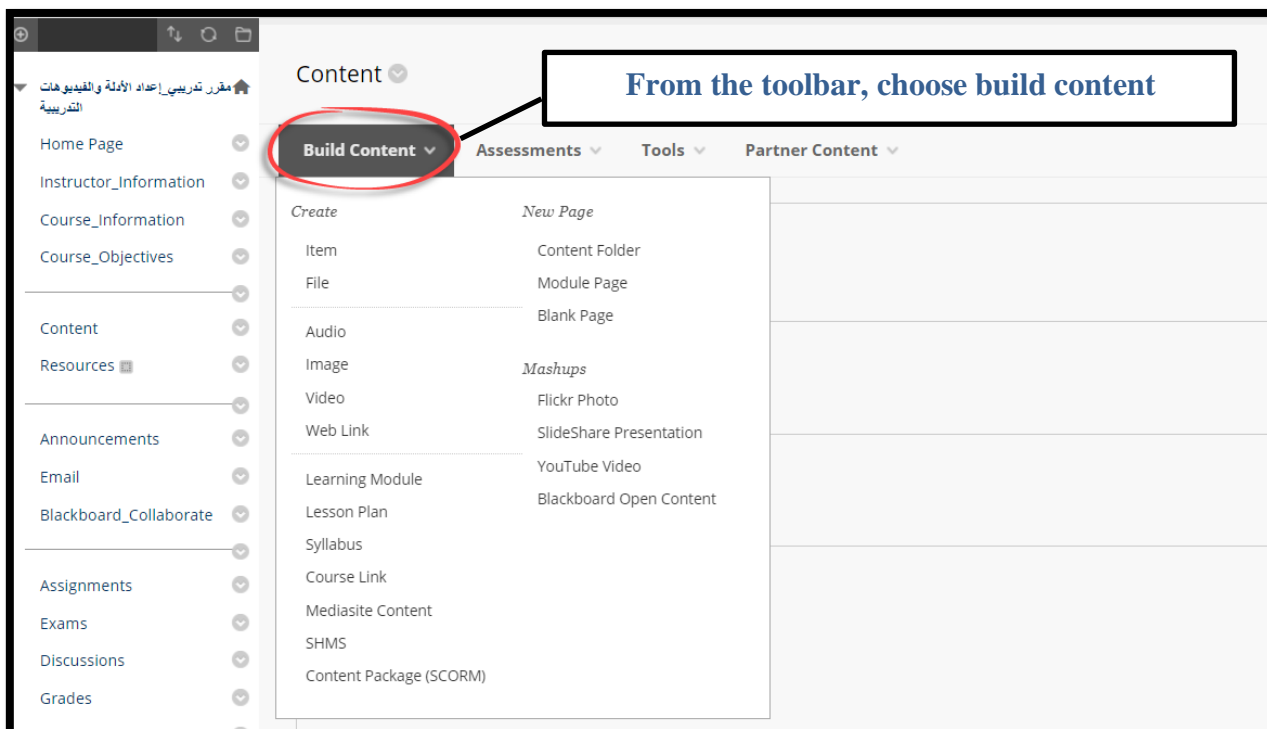




3- Third, adding a video



1-



2- You can move to the video setting screen

SELECT VIDEO FILE

Name

Color of Name

Find File

VIDEO OPTIONS

Dimensions Original Custom

Autostart Yes No

Loop Yes No

Add alignment to content Yes No

STANDARD OPTIONS

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.

Buttons:

Typing the video name

Browse the video file you want to attach here from your computer or from the content collection

Setting the video view options

If you want the content to be available for the students immediately, click on "yes" next to "permit users to view this content"

Here you can set a specific date to display the video

If you want to see how many times the video is viewed, click on "yes" next to "the number of views"

After you finish setting the attached video successfully, click on "submit"



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