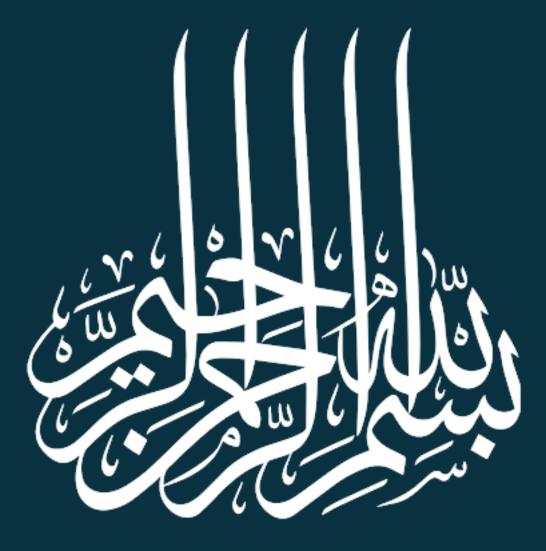


عمــادة التعلــم الإلكـتروني والتعليـم عن بعـد Deanship of elearning & Distance Education

# Leel

# How to Create Multi-Media Files (Audio-Image-Video) Deanship of E-Learning and Distance Education umm al qura university







## 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:

مقرر تدريبي إعداد الأدلة والفيديوهات التدريبية	Home Page				•		Edit Mode is:	ON
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								-

### 1- First, adding an audio file



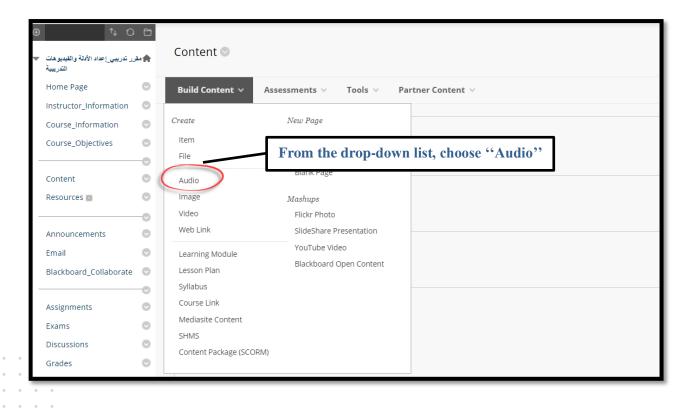
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<ul> <li></li></ul>		Content 🛇	From the	e toolbar, choose build content
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Resources 📰	0	Image Video	<i>Mashups</i> Flickr Photo	
Announcements	0	Web Link	SlideShare Presentation	
Email	0	Learning Module	YouTube Video Blackboard Open Content	
Blackboard_Collaborate	0	Lesson Plan Syllabus		
Assignments	0	Course Link		
Exams	0	Mediasite Content		
Discussions	0	Content Package (SCORM)		
Grades	0			

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SELECT AUDIO FILE		Typing the audio name
* Name		Browse the audio file here from
Color of Name	Black	
★ Find File	Browse My Computer Browse Content Collection	your computer or from the content collection
AUDIO OPTIONS		
Autostart	🔿 Yes 💿 No	Setting the audio view
Loop	🔿 Yes 💿 No	
Add alignment to content	🔿 Yes 💿 No	
Include Transcript	Browse to select a file containing a transa	
		In case you want the students able to see
		this content immediately, click on "yes"
STANDARD OPTIONS		this content initiculately, click on yes
·		next to "permit users to view this content"
Permit Users to View this Content	● Yes ○ No	r · · · · · · · · · · · · · · · · · ·
Track Number of Views	🔿 Yes 🍙 No	
Select Date and Time	Display After	Here you can set a specific date to
Restrictions	Enter dates as mm/dd/yyyy. Time may be entered in an	
	Display Until	display the audio file
	Enter dates as mm/dd/yyyy. Time may be entered in an	0
Click Submit to proceed.		Cancel Preview Submit
Chek Subini to proceeu.		Cancel Preview Submit
	After you finish setting y	your audio file successfully, click on ''submit''

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

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### 2- Second, adding an image

يبي إعداد الأدلة والفيديوهات التدريبية	مقرر تدريا	Home Page			🔄 📗 Edit Mode is: 🚺
<ul> <li></li></ul>		Home Page 💿			
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Blackboard_Collaborate	0	Edit Notification Se	ettings Actions ¥	▼ Today (0)	0
Exams	0	Test Needs Grading (1)		<b>Tomorrow</b> (0)	0
Discussions	0	Last Updated: Sep	tember 16, 2020 11:09 AM	▶ This Week (0)	0

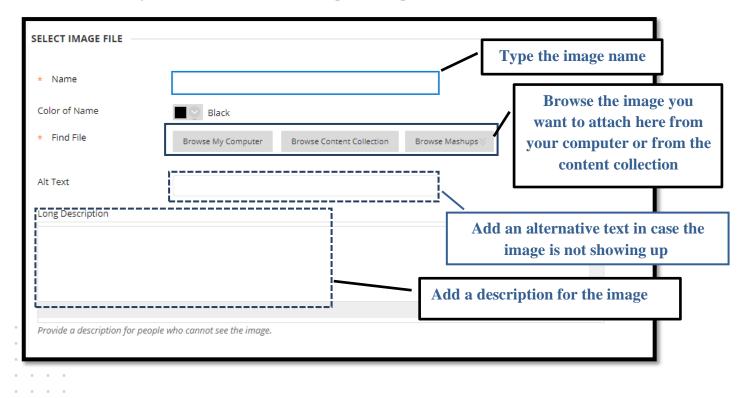
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Course_Information	Θ	Create	New Page	
Course_Objectives	0	Item	Content Folder	
	-0	File	Module Page	
Content	Ο	Audio	Blank Page	
Resources 📰	Ο	Image	Mashups	
	-0	Video	Flickr Photo	
Announcements	O	Web Link	SlideShare Presentation	
Email	Θ	Learning Module	YouTube Video	
Blackboard_Collaborate	Θ	Lesson Plan	Blackboard Open Content	
	-0	Syllabus		
Assignments	O	Course Link		
Exams	0	Mediasite Content		
Discussions	0	SHMS		
Grades	0	Content Package (SCORM)		

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Content				
	C Image	From the drop-d	own list, choose "image"	
Resources 📰	Vídeo	Silder Director		
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### Then, you can move to the image setting screen

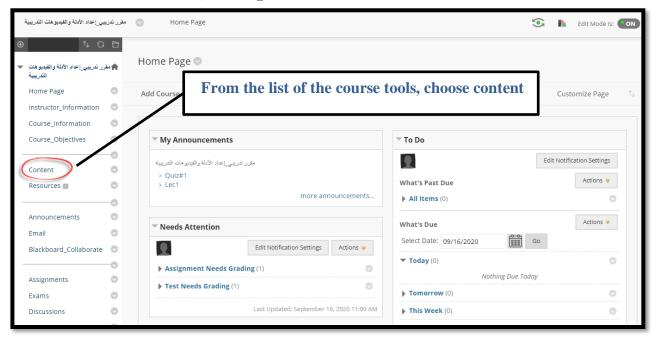


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	······	Setting the image vie	ew options	•
Dimensions	<ul> <li>Original</li> <li>Custom</li> </ul>			
Border	Non 🗸	If you want the content		
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Open in New Window	● Yes ○ No	next to permit users to	view mis content	
Add alignment to content	🔾 Yes 💿 No		w many times the image is	-
Permit Users to View this Content Track Number of Views	Yes No     Yes No     Yes No			Ι
Select Date and Time Restrictions	Display After Enter dates as mm/dd/yyyy. Time mo Display Until	ay be entered in any increment.	Here you can set a date to display the	-
	Enter dates as mm/dd/yyyy. Time mo			Ι



### 3- Third, adding a video

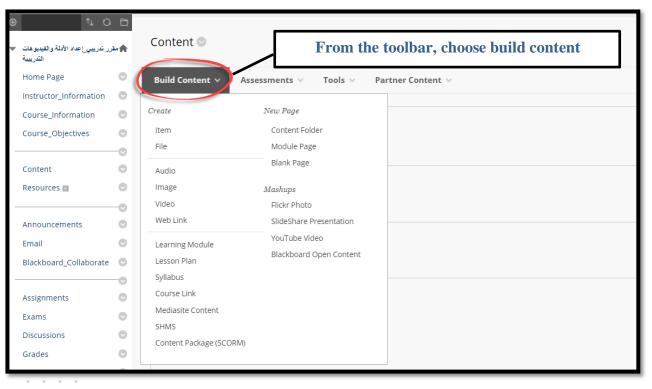


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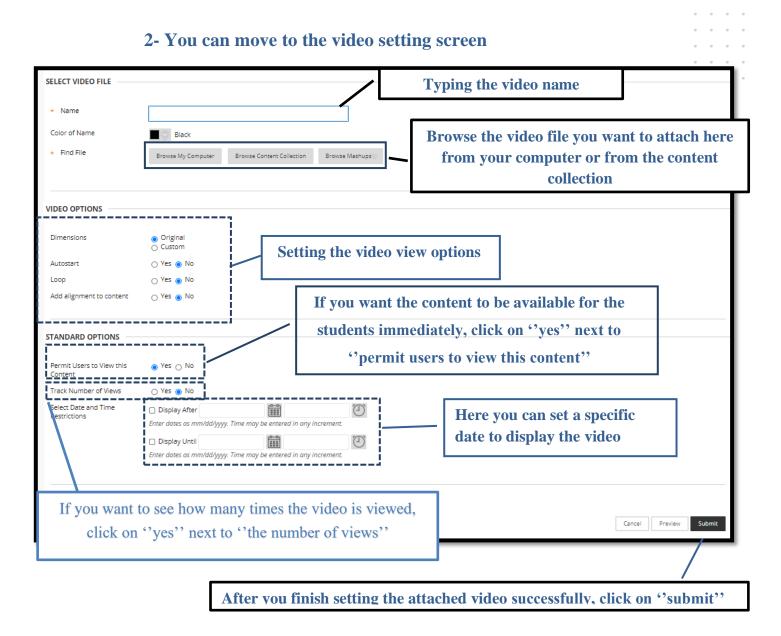
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