

Digital Media Classroom for Instructors

Adding Presentations to Blackboard



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Introduction

Each Mediasite presentation is identified by a unique **URL**, or web link. When you record a presentation in the Digital Media Classroom (DMC), you will receive an email with the URL for your presentation. You will need to provide this URL to your viewers so they can access your presentation.

If you are using Mediasite to film presentations for an academic course, you should share the presentation URL with students by posting it as an external link in Blackboard. This is the best practice for several reasons:

- It keeps access to your presentation behind a password-protected site, a requirement if your presentation includes materials covered by copyright and used under the TEACH Act or Fair Use Act.
- It makes it difficult for others to distribute your content without your permission.
- It allows you to place the presentation in the appropriate context with other online activities for the class.

Adding Presentations as External Links

To add your presentation to Blackboard as an external link, follow the instructions below.

1. Open the catalog page by clicking the link provided to you.
2. Locate the presentation.
3. Open the presentation/recording by double clicking the presentation name.
4. Copy the URL from the browser.
5. Log into your Blackboard course site (<http://bbweb.towson.edu>).
6. Enter your course site.
7. Click **Control Panel**.
8. Select the **Content Area** where you will add your presentation. Navigate within the content area to find the appropriate folder, if necessary.
9. Select the **External Link** button (Figure 2, 1) from the menu bar.

Figure 2



10. On the **Add Item** page, enter a **Name** (Figure 3, 1) for your presentation. The name should be descriptive.



- Do not enter your URL in the **Name** textbox.

11. Paste the full **URL** for the presentation into the URL textbox (Figure 3, 2).

Figure 3

Add Item

1 External Link Information

*Name:

*URL:

For example, <http://www.myschool.edu/>

12. If desired, enter a **Description**. The description can detail the content of the presentation or provide students with further instructions on what to do after viewing the video.

13. Scroll down to the **Options** section. Make sure to choose to **Open in new window** (Figure 4, 1)

14. Leave all other options in their default settings.

Figure 4

3 Options

Make the External Link available Yes No

Open in new window Yes No

Track number of views Yes No

Add metadata Yes No

15. Click **Submit**.