

Insert Sound into Blackboard Announcements

To insert Sound into a Bb Announcement, the sound file should be in .midi format. The file must also be in one of the content areas of your course. I created a content area called Music & Graphics. I updated the settings of this content area so that only “guests” have access. In this way, students do not have access to the item in this area. To create a Content Area, see instructions titled “Create a Content Area.”

Access the Control Panel.

Access the Content Area that contains the sound file.

In this example I am using a content area called Music & Graphics.



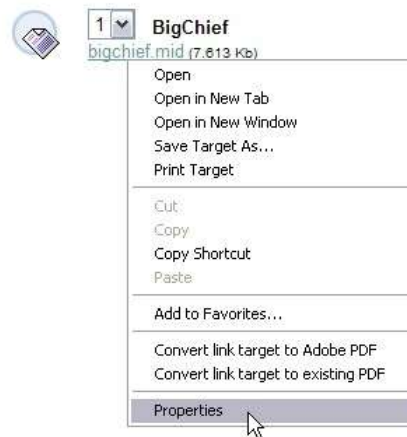
I will use the sound file called BigChief.mid

Point to the sound link and Right-Click



From the menu that drops down, select Properties.

This action will open the Properties Dialog Box.



Near the center of the dialog box is the Address of the sound file.

Position your cursor at the beginning for the address and drag diagonally to the bottom right to select the entire address.

Address: 2871C18B8D24CB6B9A2/courses/1/BB_Test_DML/content/_344270_1/bigchief.mid






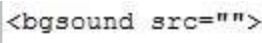
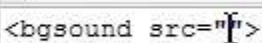
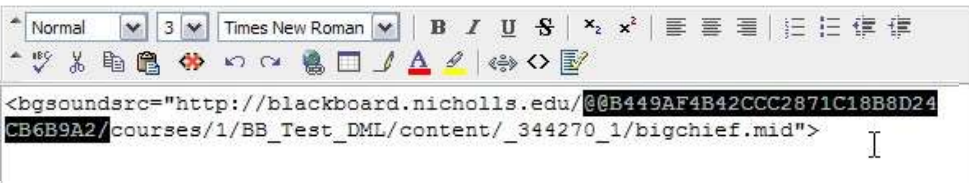
Place your cursor over the selected address and Right-Click.

From the menu that drops down, select Copy.

The address is now copied to the clipboard which you cannot see.

Address: 2871C18B8D24CB6B9A2/courses/1/BB_Test_DML/content/_344270_1/

Undo
Cut
Copy
Paste
Delete
Select All

Click the OK button to close the Properties Dialog Box.	
Navigate back to the Control Panel	
Click on the Announcements link	
Click the Add Announcement button	
The second row of formatting buttons contains a button to switch to HTML view. Click the HTML view button	
Type the HTML code to insert background sound.	
After typing the code, place your cursor between the two quotation marks, Right-Click and select Paste.	
The text will look like that to the right. Select the alphanumeric text between edu/ and courses , just as shown in the image. Delete the select text. Click the HTML view button (<>) to return to normal view.	
Add your announcement as usual. The sound will not play while editing the announcement.	