

## Multimedia Files

Multimedia files in Blackboard (Bb) cannot be uploaded directly into Bb. They will need to be placed in the Media Server (MS). These files have been causing slow system performance and can eventually crash the system. This policy will not affect non-media files such as Word, Adobe, Excel, Acrobat, or PowerPoint (without audio) documents. These are still permitted to be directly uploaded into Bb.

### For PowerPoint with Audio using Impatica:

1. Make sure "new" Impatica format is checked
2. Uncheck the .zip files output selection box
3. Make sure the "add playback controls" box is checked
4. Impaticize as usual, with the above settings in place
5. Of the output files, ONLY the file ending with .imp needs to be placed on the media server

### Uploading multimedia files to the Media Server dump site:

- For files to stream from the Media Server, they must be saved as .wmv, .mp3, or .imp
  - Files on the media server must conform to the following naming convention: First letter of first name, last name, course name and number, underscore, file identifying information. Example: LGravelinePsyc101\_Ch1
1. Connect to the internet (if off campus)
  2. Go to My Computer
  3. In the address bar, type in: <ftp://media.uno.edu> (if your address bar is not showing, click on View > Toolbars > click "Address Bar")
  4. Log-in using your e-mail: smith@uno.edu and LAN password (same as Bb password)
  5. This is the area where instructors can drag and drop their files into the media server. I recommend minimizing the FTP media server window so that it is taking up half the screen. Then open My Documents (or wherever your multimedia files are stored locally) in another window. Minimize this window so that it takes up the other half of your screen. Then you can drag and drop each file into the media server dump site.
  6. Once you have transferred your files to the media server dump site, e-mail [Media Productions \(MP@uno.edu\)](mailto:MediaProductions@uno.edu). If this is your first time uploading content to the media server, inform media productions that you would like a folder created in your name on the private section of the media server. Request that the (specify files) be placed into the (specify folder).
  7. Media Productions will send you a confirmation e-mail once this is completed.

8. After you have received confirmation from Media Productions, go to <http://media.uno.edu/>
9. Click on “UNO Community Media Site (requires UNO username & password)”
10. Log in using your LAN username (without the @uno) & password
11. Locate the folder with your name
12. Your files should be located here

**To Place a Link to your Files in Blackboard:**

1. Follow steps 8-12 above
2. Right click on the file name that you want to link
3. Click “Properties”
4. Highlight the entire address and copy (Ctrl “c”)
5. Go to your Blackboard course and paste the address in the appropriate place
6. Repeat this process for each individual file