

Adding Voice Lectures in Blackboard

Note: For the purposes of this tutorial, we are working under the assumption that you already have a voice recording ready. For detailed startup Podcasting information and how to use the Digital Voice Recorders at PVCC, please come to the [Technology Tutorials](#) page under CEI's Professional Development – Opportunities section on the PVCC web site.

We use the Sony UX71 Digital Voice Recorder as our tool of choice for creating voice recordings. This recorder is easy to use (see the provided documents as mentioned above) and creates files already in MP3 format, which is the most popular audio format for students to listen to at the present time. These will work on computers or portable players such as Apple's iPad/iPhone series or Microsoft's Zune (and too many more others to mention).

How to upload your file

Once you have your file, as described on our [Sony UX71 instructions](#), we recommend that you save it first to your PC to create a backup rather than uploading it directly from your recorder. Take note where you save it to, you will need to find it again. Here is the procedure to upload your file to your Blackboard course:

1. Access your course in Blackboard and navigate to the content area where you wish to place your voice file.
2. At the top of your window, click the **Add Item** button.
3. You are presented with the Create Item form window.
 - a. In Section 1, as with other course documents, you must first specify a **Name** for your item.
 - b. Below Name is a text box where you may enter any supporting information or instructions you wish to include.
 - c. In Section 2 you attach your file. Click the first **Browse** button to find the file on your PC. Use the *File Upload* dialog pop-up to navigate to where you saved your file.
 - d. Click once on your file to select it, and then click the **Open** button.
 - e. In Section 3 add any options or viewing restrictions (date/time to make it appear or disappear from your course).

4. Click the **Submit** button when all is ready to add the item to your course.

1. Content Information

Name:

Color of Name:

Text:

This is the audio recording of the class discussion on 8/23.
 You may listen to this at any time on any MP3 player or computer media player capable of playing MP3 files.

Path: [/000/](#)

Save as Reusable Object

2. Attach or Link Content

Files can be attached here. Click Browse to select the file to attach and specify a name for the link to this file.

Attach Local File:

Link to Content Collection Item:

Name of Link to File:

Special Action:

3. Options

Permit Users to View the Content Item: Yes No

Track Number of Views: Yes No

Select Date and Time Restrictions:

Display After:

Display Until:

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

4. Submit