

Creating Instructional Audio

Step-by-step instructions for getting audio into Blackboard.

- 1.) Write the script. Create at the least an outline of your audio file in Word. You can provide this as a pdf in Blackboard, as a text-based transcript of your audio. This is necessary to meet accessibility requirements of online instructional materials.
- 2.) Use Audacity (or sound recording software of your choice) to record your audio file. Export your file as an .mp3 (with Audacity, you'll need the lame encoder: <http://lame.buanzo.com.ar/>). See the tutorials on Audacity for more information on using Audacity.
- 3.) Upload your mp3 to a streaming server. If your school doesn't have a streaming server, set-up an account for free streaming server space with www.divshare.com (or another of your choice). Remember, that these accounts provide limited space (5 GB with divshare is a good amount of space).
 - a. ***Divshare instructions***
 - 1.) Log in and click "upload a new file" button on the Member Dashboard page.
 - 2.) Click "Browse" button on the upload page and choose your file. Give a brief description in the box below.
 - 3.) Click "upload". Then click the red "More Options" button after it loads.
 - 4.) Click in the box next to "Embed MP3". Press "ctrl" and "c" to copy this code.
- 4.) In Blackboard, (in edit view or through the control panel) add a new item. In the text box of the item, paste the code (press "ctrl" and "v") and submit it. This will place a small player on the page for your audio file.

If you want to provide audio from another web source for you students to listen to through Blackboard; many of the sites provide a free player look for code that says "embed" or "embed player" and copy it then use the same instructions in step 4 to get the audio into your Blackboard course.

If the site doesn't provide a free player you can find several of them on the web.

<http://www.podbean.com/podcast-blog-embeddable-mp3-flash-player> - podbean's player is really good, select a single player for just one audio file or select the multiple track player if you want to have multiple audio files to play from this one player. Type in the title you want the student to see and then paste the url from the audio file in the next box (this url must point directly to the actual .mp3 file). Click "No I don't want to save the play list", then select the code in the box and copy it and paste it into an item in Blackboard.

Other Players:

Widgetbox MP3 Player: <http://www.widgetbox.com/widget/mp3-player>

Yahoo Easy Listener: <http://next.yahoo.net/archives/32/easylister>