It is possible to embed a YouTube video into a content item that you add to your Blackboard course. Note: YouTube is a third party website and we cannot be responsible for the content on it. **You should read the YouTube terms and conditions <u>before</u> <u>using</u> <u>any</u> <u>videos</u>.**

1. Enter your Blackboard's course **Control Panel,** access the **Content Area** into which you will add the item and then click on the **Add Item** button.
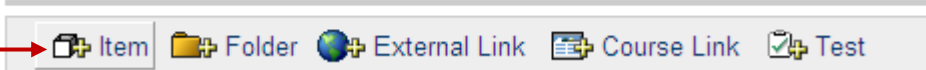
2. The Add Item screen should appear. Enter the **Name** for the Content Item and then click the **Toggle HTML Source Mode** button.

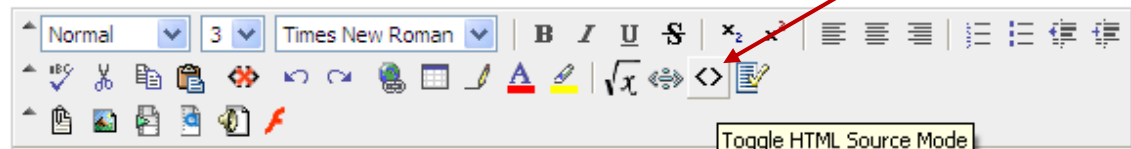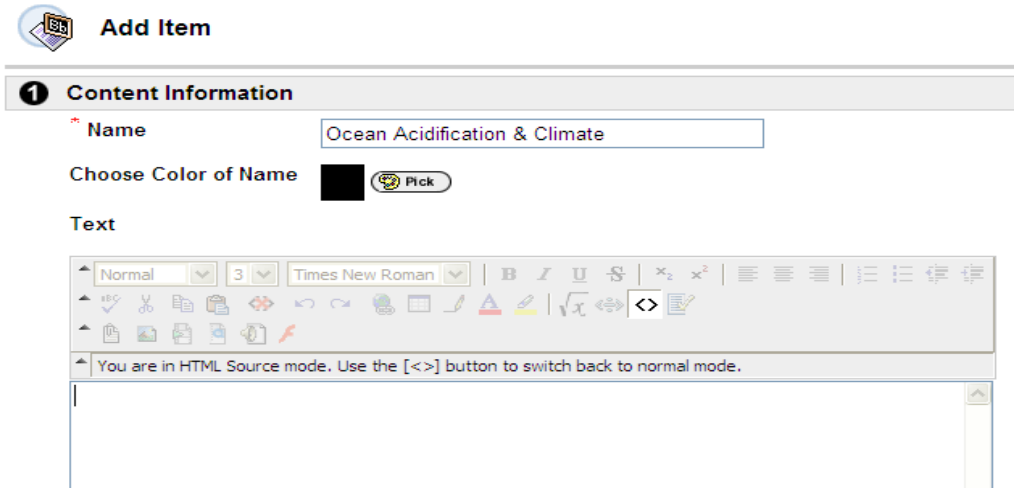3. The text box should look like this.

4. In a separate web browser window (or web browser tab) find the YouTube video you wish to embed. Look for the text box labeled Embed. Click the embed button. The HTML code for the video should be highlighted.

   Note: You can select your video options **before** **you** **click** **the** **embed** **button** to customize your YouTube video.

5. Copy the embed link you highlighted in the previous step to the clipboard. One way to do this is to press the right mouse button while pointing to the highlighted text and then choose copy from the shortcut menu.

Note: If you are using a Mac you should hold down the control key while pointing to the highlighted text and then choose **Copy** from the shortcut menu.
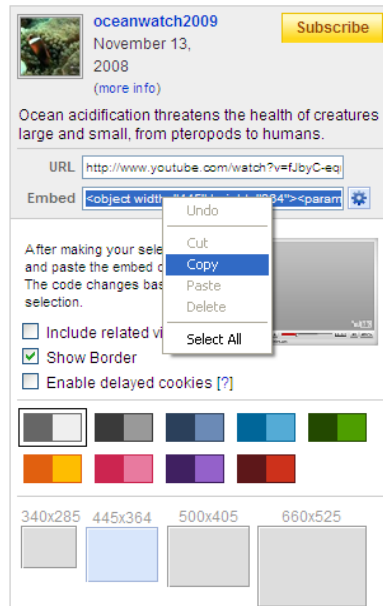
6. Go back to your Blackboard Web browser page and paste the embed text you copied into the clipboard from the previous step into the Blackboard text box. One way to do this is to press the right mouse button while pointing to the Blackboard text box and then choose **Paste** from the shortcut menu.

Note: If you are using a Mac you should hold down the control key while pointing to the Blackboard text box and then choose **paste** from the shortcut menu.
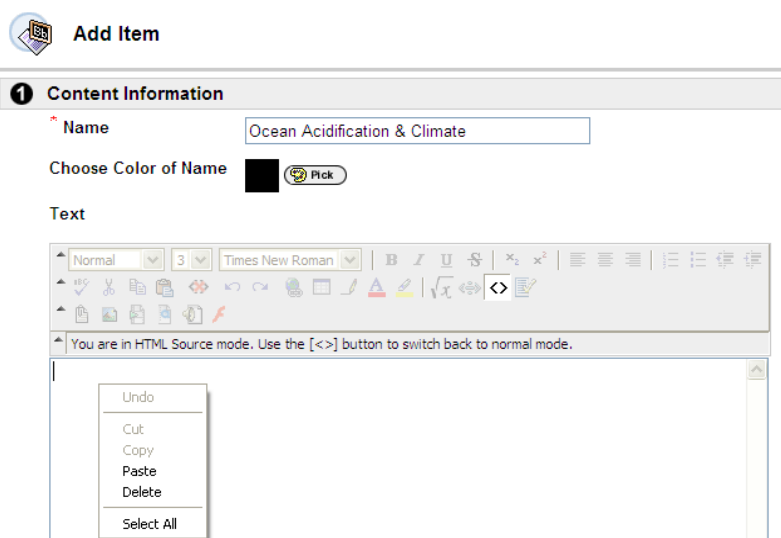
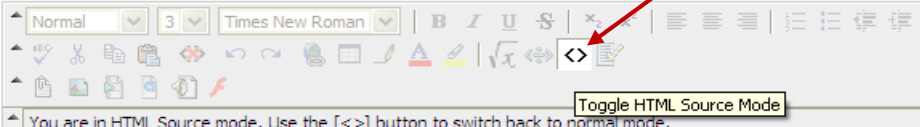7. You should see the embed code pasted into the Blackboard text box. Click on the **< >** button to leave HTML mode.

8. You should see the YouTube video in the Blackboard text box.
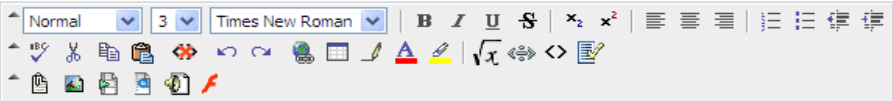
9. If you would like to attach a file to this item you should, click the **Browse** button in the Content section and navigate to find the file on your computer. In the "**Name of Link to File**" box, enter the name that users will see (in the content area) for the attached file. Users will select this link to open the file. Three special actions are available. A description of the special actions is listed below. If you just want to attach the file to the item, you should choose the "**Create a link to this file**" special action.

❷ **Content**

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

Attach local file [   ] [Browse...]

Name of Link to File [   ]

Special Action [Create a link to this file ▾]

Special Actions

The Special Action field allows users to select the behavior of files attached to an item.
The following Special Actions are available:

- **Create a link to this file:** Attach the file to the item. A link is automatically inserted below the document title to access the file.

- **Display media file within the page:** Display media file within the page: Embed certain kinds of media within the page itself instead of creating a link. When this option is selected, the file will not appear in the Currently Attached Files field after the page is submitted. The image or image tag for the file will appear in the Text Box Editor. (The image may appear in a black or transparent box.) If this option is selected, the attached file must be a format recognizable by Blackboard. If it is not, a link to the file is automatically created.

- **Unpackage this file:** Indicates to the system that the file must be unpackaged before displaying.

10. Under Options choose the appropriate options for content availability, tracking views and any date/time restrictions, then click **Submit**.

❸ **Options**

Make the content available ⦿ Yes ○ No

Track number of views ○ Yes ⦿ No

Choose date and time restrictions ☐ Display After   ☐ Display Until
Aug ▾ 24 ▾ 2009 ▾ 📅   Aug ▾ 24 ▾ 2009 ▾ 📅
08 ▾ 40 ▾ AM ▾   08 ▾ 40 ▾ AM ▾

❹ **Submit**

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

(Cancel) (Submit)

11. The YouTube video will now be added as a content item within your Blackboard course.