

How to Add Media files from a Portable USB Device to Your www Folder and Create a Link to the File Within Your Course Website

First:

- 1) Open your My Documents folder and find or create your www folder*
- 2) Add a new subfolder and name it; this is where your media files will be placed (File/New/Folder)
- 3) As a safety precaution, also create a backup folder somewhere within your My Documents where you will place a backup copy of each media file.

To upload the media file to your www folder and backup folder:

- 1) Right click on Start and select Explore
- 2) Locate and open your www folder to display the subfolder you created earlier
- 3) Insert your portable USB device (thumb drive/flash drive/jump drive) into a USB port
- 4) A window may open; select View Folders (If no window opens, right click on Start again, and select the device (probably Removable Disk F:)
 - a. make sure that your media file is displayed
- 5) Arrange these two windows side by side so that your www folder and the subfolder are visible on the left side of your screen and the F: window with your media file is visible on the right side of your screen.
- 6) Left click on the media file and hold the left mouse button down.
- 7) Drag the media file onto the subfolder until the folder name is highlighted in blue.
- 8) Release the left mouse button. Double click on the subfolder to confirm that the media file was copied there; if not try again.
- 9) Repeat the drag and drop process to copy the lecture file into your backup folder. Confirm that the file was copied.

Create a link (URL) to your media file and post in your Blackboard course website

- 1) In a blank Word document, type or copy and paste one of the following formats for your www folder links (substitute your file names for "subfoldername" and "mediafilename"):

<http://firstname.lastname.people.cpcc.edu/subfoldername/mediafilename.ext>

<http://people.cpcc.edu/~UserID/subfolder/filename.ext>


(.ext will be the appropriate file extension depending on the media, e.g., .wma, .avi, .jpg, etc.

- 2) Substitute the actual names you chose for /subfolder/mediafilename.ext
- 3) Copy and paste the entire URL into the address bar of a browser window and click GO; if you have created the URL correctly, your media file will open in the appropriate application; if not, review your URL and look for errors:
 - a. Make sure all slashes are right slashes // NOT left slashes \
 - b. Make sure your filename has no spaces or forbidden characters \ / : ; = * ? . , < > | []
 - c. Make sure your filename ends in the appropriate media file extension
- 4) Once your URL works properly, copy and paste it into your course website where you wish it to be available for your students:
 - a. Use the External Links tool in a Content Area such as Lectures or Media or Videos, etc.
 - b. Here is a link to a flash tutorial on How to Create an External Link in Blackboard
<http://virtual.cpcc.edu/Tutorials/CreateExternalLink.htm>

* Step 1 - Create Your www Folder

- 1) Click on Start
- 2) Right-click on My Computer
- 3) Click on My Documents folder
- 4) Click on File/New/Folder
- 5) Name the folder www (no spaces, all lowercase)
- 6) Save the folder

Step 2 - Create an Index Page in Your www Folder

- 1) Open up FrontPage (or another html editor)
 - a. Start/Programs/MS Office/MS Frontpage
- 2) Click on File/New/Page (or click on  in the Standard toolbar)
- 3) Type: This is [Your Name]'s Web Page
- 4) Click on File/Save As/Save as Web Page
- 5) Name the file Index
- 6) Save it in your www folder