

MULTIMEDIA

The Multimedia feature allows you to play a multimedia file or a multimedia URL in a session.

Playing a multimedia file is a two-step process:

1. Load the multimedia file(s) or URLs. These are placed in the Multimedia Library.



Note: The Multimedia feature supports WMV, MPEG, MPEG4, MP3, QuickTime, and Flash files.

2. After the files or URLs have been loaded, select the file or URL to be played from the list in the Multimedia Library dialog box.

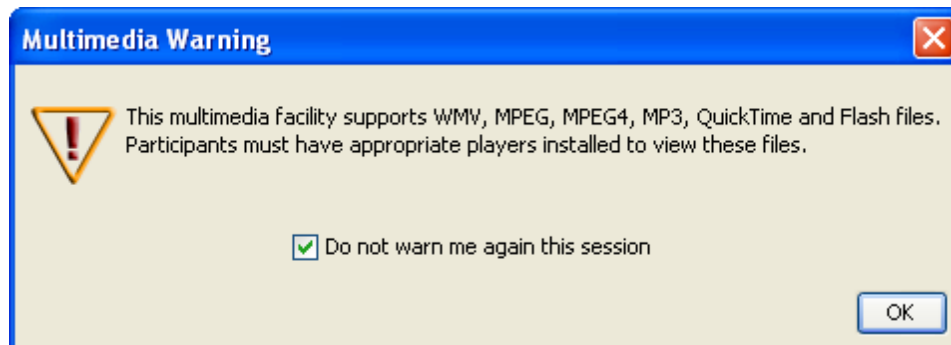


Note: The appropriate players must be installed to view these files. The Multimedia feature will first attempt to play the file in the Multimedia window and if this is not possible, it will then attempt to open the file up in your machine's supported media player.

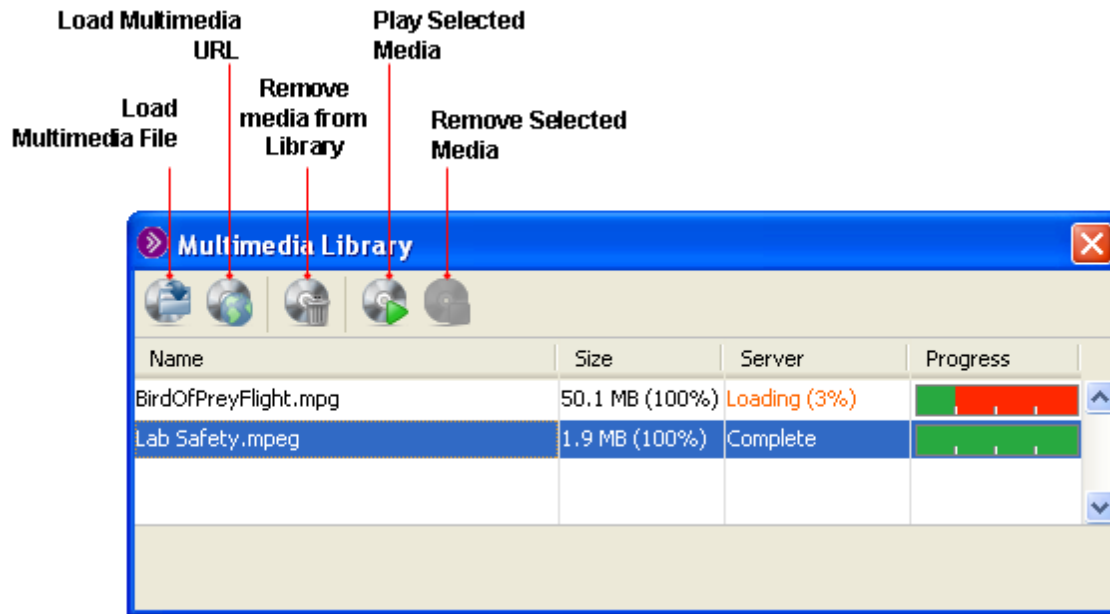
The Multimedia Library

You can open the Multimedia Library in one of two ways:

- From the *Window* menu, select *Show Multimedia Library*.
- Load a multimedia file through the Collaboration toolbar. The Multimedia Library will automatically open. (See *Loading Content through the Collaboration Toolbar* on page 39.) The first time you access this feature, a Multimedia Warning message appears, reminding you of which files are supported.



By default, the option *Do not warn me again this session* is selected. If you leave this option selected, the warning will not appear again. Click **OK** to continue. The Multimedia Library will open.



Each file or URL displayed in the list contains the following information:

- Name — the name of the file or the URL.
- Size – the size of the file in Kilobytes.
- Server — indicates the status of loading the file onto the server. If the file is loading, it will indicate the status as Loading and the percentage of completion. If the media has been fully loaded onto the server the status will read Complete.
- Progress — the Progress bar is a status indicator for each user indicating how much of the file has been downloaded to that user's machine. Each section of the bar represents a session attendee, with the first section reserved for the Moderator. There are five download status reporting levels: Red: 0% – 50%, Orange: 51% – 75%, Yellow: 76% - 95%, Cyan: 96% – 99% and green is 100% complete.



Note: When a session is being recorded, the Progress bar shows the recording as another session attendee. For example, if you have three people in your session and you are recording the session, the Progress bar will be divided into five sections: the first section represents the Moderator and the remaining sections represent the three session attendees and the recording session attendees.

Load Multimedia Files

The number of multimedia files or URLs you can load is dependent upon the memory on your computer.



Tip: Large multimedia files should be loaded early to allow time to transfer the files to the server.

You can load a multimedia file in a few different ways:

- Through the Collaboration Toolbar.
- Through the Open dialog.
- Through a URL.

Load Multimedia Files through the Collaboration Toolbar

- Add your content file in one of the following ways:
 - Click on the Load Button in the Collaboration toolbar. The Load File dialog will open. Select the desired file and click **Open**.




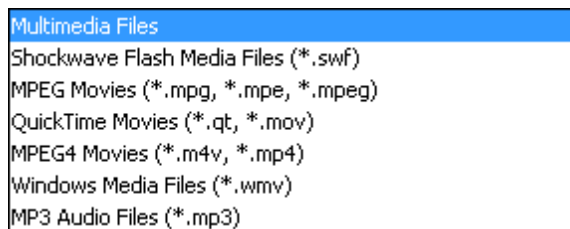
- Drag and drop the desired file onto the Collaboration toolbar. You will see a dashed box added to your cursor as you drop the file.



The Multimedia Library module will open

Load Multimedia Files through the Open Dialog

1. Open the Open dialog in one of the following ways:
 - From the *File* menu, select *Open* and then *Multimedia...*
 - If the Multimedia Library is open, click on the  **Load File** button.
2. Navigate to the folder containing the multimedia file. You can filter files by selecting the desired file type from the Files of Type pull-down menu.



3. Select the desired file and click **OK**.

Load Multimedia through a URL

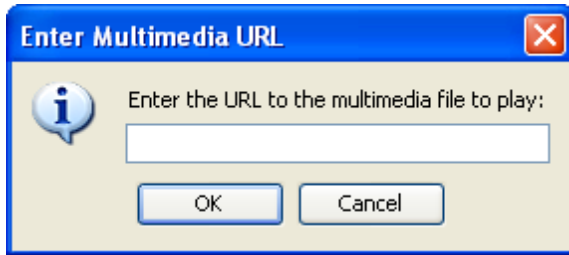
A multimedia URL is a multimedia file located on a web server. Typically, these are multimedia files stored in a central web repository or files that you placed on a web server yourself, specifically for retrieval during a CCC Confer session.



Tip: Use Multimedia URL loading when you have concerns about bandwidth. Downloading large multimedia files from a web server can be much more efficient than downloading from your own computer, where the bandwidth resources are likely more limited.

To load a multimedia file from a URL, do the following:

1. Open the Multimedia Library.
2. Click the  **Load URL** button. The Enter Multimedia URL dialog box opens.



3. Enter the URL of the file in the text box and click **OK** to close the dialog.




Tip: Don't forget to include the "http://", "https://", "ftp://", etc. at the beginning of the text field.

Play a Multimedia File or URL


After you have loaded multimedia files or multimedia URLs, you can play them for everyone in the session.

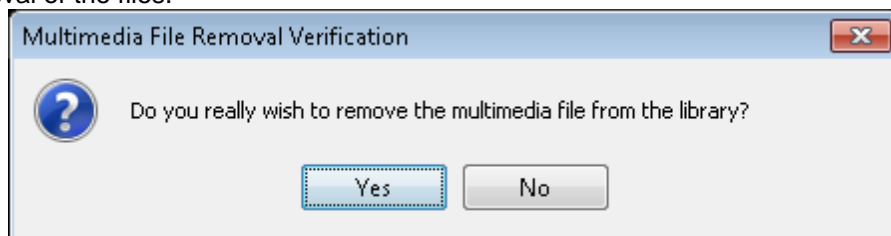
The Multimedia feature will first attempt to play the file in the Blackboard Collaborate Web Conferencing Multimedia window and if this is not possible, it will then attempt to open the file up in the machine's supported media browser.

1. In the Multimedia Library window, select the file or URL you wish to play from the list. The selected item will be highlighted in the list.
2. Click the  **Play** button.

Remove Multimedia Files or URLs

To remove the multimedia files or URLs from the Multimedia library, do the following:

1. In the Multimedia Library, select the files and/or URLs you wish to remove.
2. Click the  **Remove** button. A confirmation dialog will appear, asking you to confirm removal of the files.

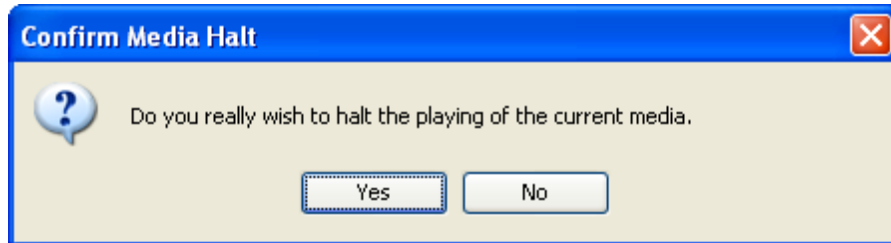


4. Click on **Yes**. The selected media file(s) will be removed from the library.

Stop the Currently Playing Media

To stop the playing of a multimedia file, do the following:

1. In the Multimedia Library window, click the  **Stop** button. The Confirm Media Halt window will appear.



2. Click **Yes** to halt the playing of the current media.

Close the Multimedia Library

Closing the Multimedia Library will not affect the files already loaded into the library – it just closes the window. To close the window, do one of the following:

- Click on the window's **Close** button in the title bar of the window.
- Enter Ctrl+W (Command-W on Mac)
- Enter Alt+F4 (Windows and Linux only)