

## Blackboard Guidesheet for Faculty: Uploading Music Files

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### Converting and Copying Music Files from a CD-ROM to a Folder on Your PC

This assumes that you need to convert the files as they appear on the original CD-ROM to the .wma format that can be played in Blackboard. If the music files can be copied in the .wma format, then you can skip the steps for this section.

This assumes that you have a file converter program installed on your PC. Many free downloads can be located by conducting a Google search for "file converter." The format for some music files on CD-ROMs have to be converted to a form that will work from Blackboard, for example, the .wma format.

This assumes that you have a program such as I-Tunes already installed on your PC. I-Tunes will identify files by composer/composition on CD-ROMS that only display Track numbers. I-Tunes is available as a free download at <http://www.apple.com/itunes/download/>

This assumes that you have either obtained copyright permission or believe that uploading the files falls within Fair Use for copyrighted music recordings. Consult "Copyright and Music Files" for links to helpful resources (available at [http://www.tlu.edu/library/library\\_copyright](http://www.tlu.edu/library/library_copyright) ).

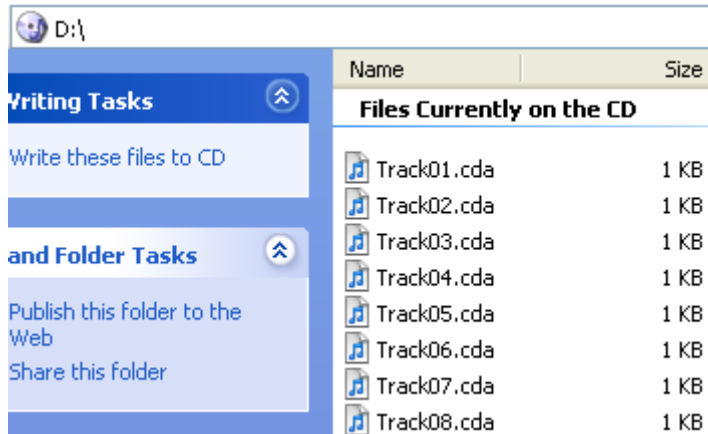
1. On your PC, insert the CD-ROM or flash drive that contains the music recording you want to copy.
2. Navigate to the CD-ROM contents. One way to do this is to click Start>My Computer and double-click the icon for the CD\_ROM drive.
3. If you have I-Tunes installed on your PC (a free download), when you double-click the CD-ROM icon, I-Tunes will display a copyright warning that includes:

**IMPORTANT NOTE: This software may be used to reproduce materials. It is licensed to you only for reproduction of non-copyrighted materials, materials in which you own the copyright, or materials you are authorized or legally permitted to reproduce. This software may also be used for remote access to music files for listening between computers. Remote access of copyrighted music is only provided for lawful personal use or as otherwise legally permitted. If you are uncertain about your right to copy or permit access to any material you should contact your legal advisor.**

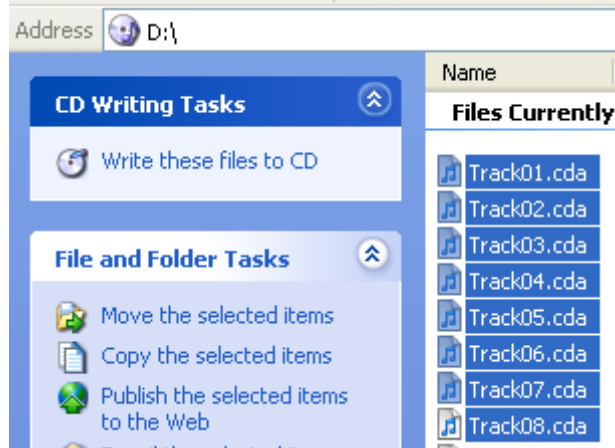
4. This assumes that you are copying from an original CD-ROM, and that you are going to make "fair use" of the material, by placing it "on reserve" (in Blackboard) for educational purposes, just for students enrolled in your class. And, that you are going to add a copyright warning in Blackboard in the link that you set up, prohibiting students from further downloading and distributing. In I-Tunes, click "I Agree" and wait for the CD-ROM files to appear in I-Tunes.
5. I-Tunes will identify the tracks so that you will know which ones must be downloaded to the "I" drive, for example:



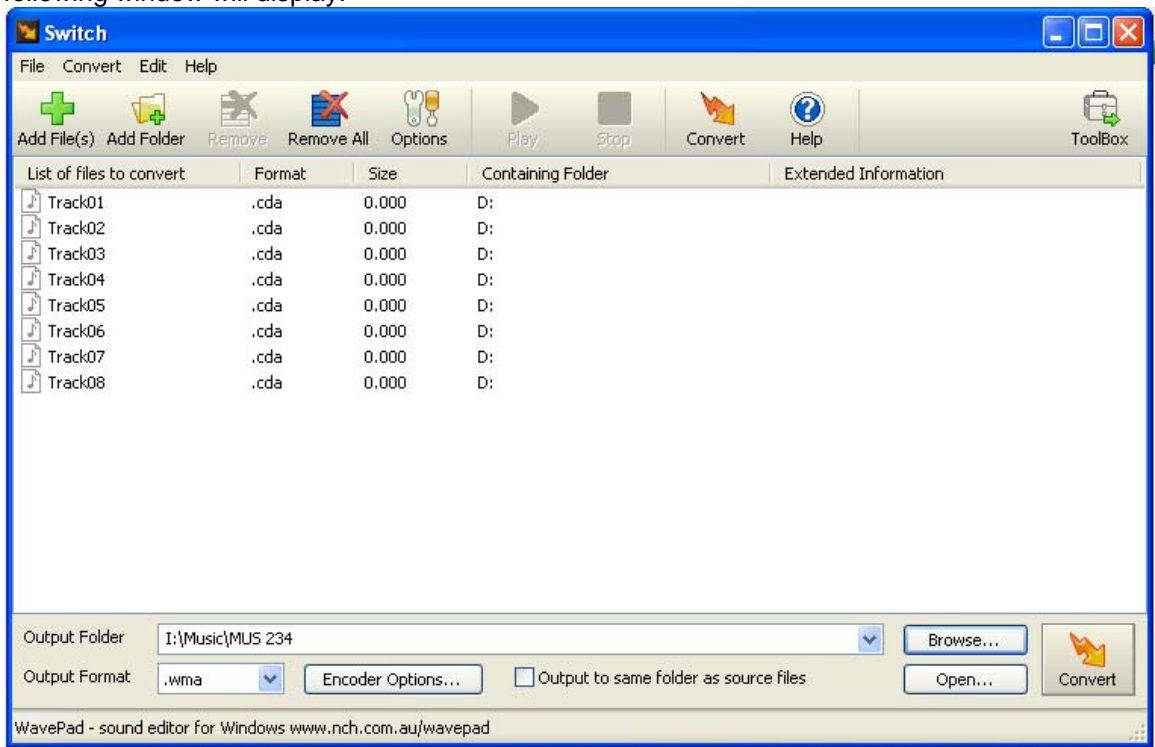
6. From the I-Tunes window, we know that we must download Tracks 1-8 to capture all the tracks for Wagner's *Die Walkure*, Act I (Love Scene, Conclusion)
7. Navigate to your department's "I" drive folder. For example, Start>My Computer>I> Music
8. If a course folder has not been created yet, create it, for example, "MUS 235"
9. Go to Start>My Computer and RIGHT click on the CD-ROM drive
10. Click OPEN
11. Highlight the tracks you need to copy, which in our example above, we know to be Tracks 1-8:



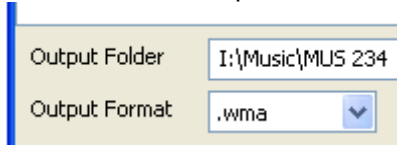
12. Highlight the tracks you want to copy:



13. If you have installed a file converter called Switch, click File>Convert with Switch and the following window will display:



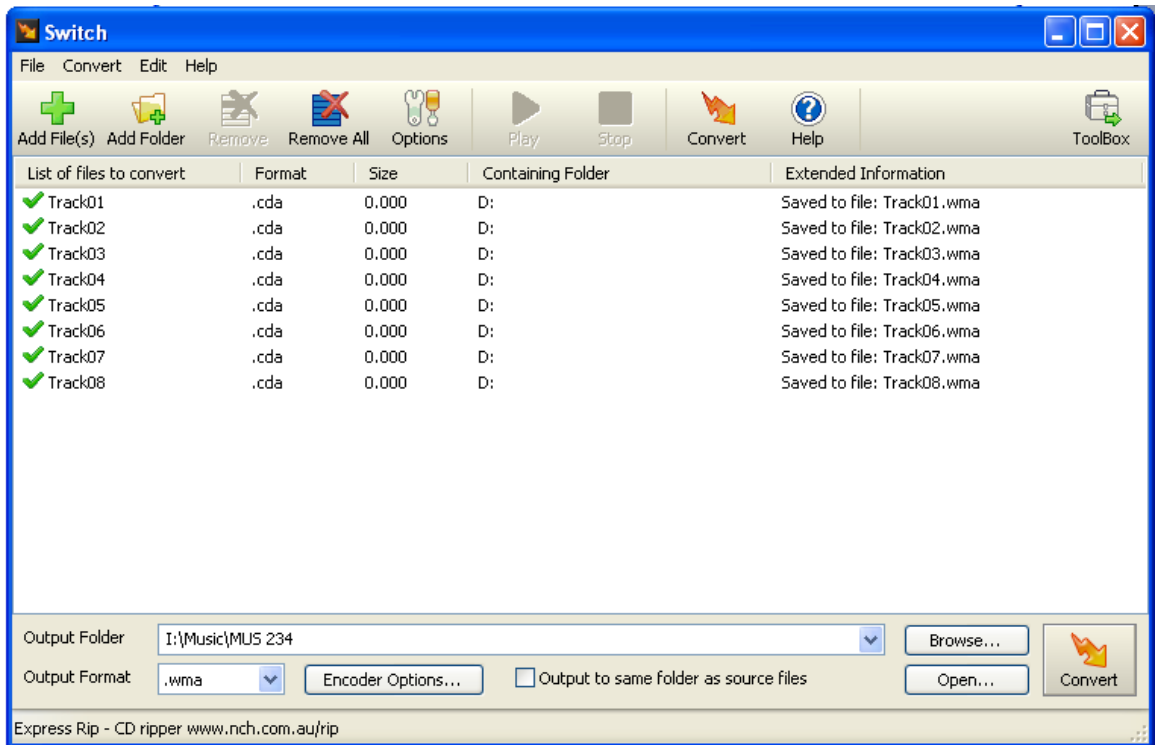
14. Only .wma music files can be uploaded to Blackboard.  
 15. Ensure that the Output Folder and Output Format display as you intend:



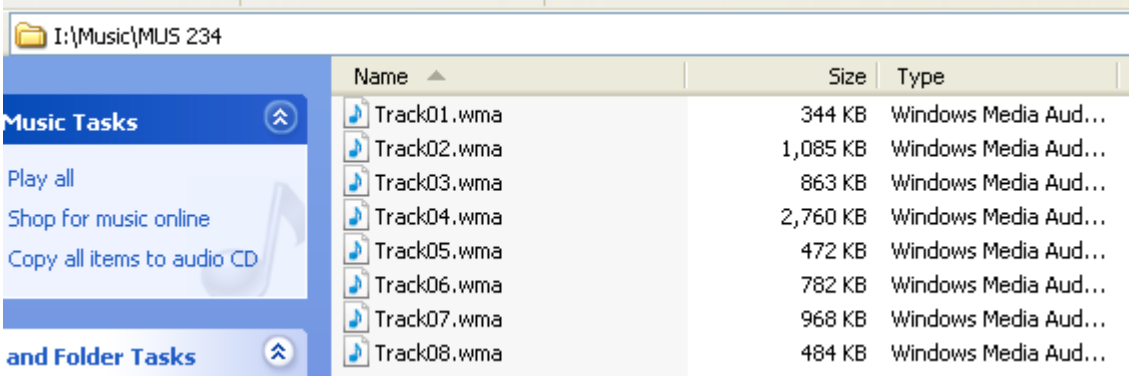
16. When ready, click CONVERT  
 17. Wait ... as the file converter, e.g., Switch, extracts, then converts, each track. For the file converter Switch, you will see pop-up windows like:



18. If using Switch, when the file converter is done, the Switch window will display green checkmarks before each track that has been converted to the .wma format:

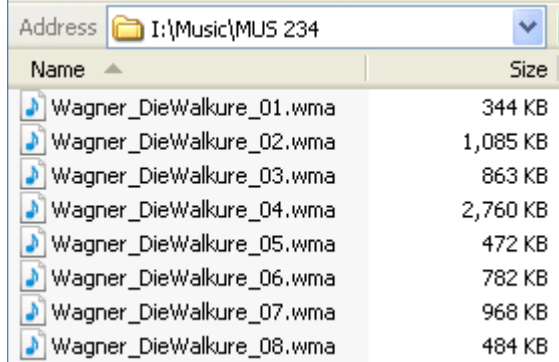


19. Navigate to the folder on the "I" drive and rename the Tracks that Switch just deposited, for example:



20. Rename the tracks to reflect the composer and composition and TRACK NUMBER, for example: Wagner\_DieWalkure\_01
21. In Blackboard, in our example, you would be naming the link for all these tracks as "Wagner, Die Walkure, Act I, Love Scene, Conclusion" but students will have to click on each track, in order, to hear the entire Conclusion, because of the way the original CD-ROM was recorded. Be sure to retain the track number in the file name.

22. In our example in the “I” drive folder, the renamed tracks appear as:



Name	Size
Wagner_DieWalkure_01.wma	344 KB
Wagner_DieWalkure_02.wma	1,085 KB
Wagner_DieWalkure_03.wma	863 KB
Wagner_DieWalkure_04.wma	2,760 KB
Wagner_DieWalkure_05.wma	472 KB
Wagner_DieWalkure_06.wma	782 KB
Wagner_DieWalkure_07.wma	968 KB
Wagner_DieWalkure_08.wma	484 KB

23. Notice that you can see how many kilobytes each file occupies in the .wma format.

## Uploading the files from the folder to your Blackboard course

1. Logon to Blackboard.
2. Click on the course/section for the course you want to edit.
3. Click "Control Panel."
4. Click "External Links."
5. Click "Item."
6. Type whatever name you want for the External Link, for example:

MUSICAL STYLE & LITERATURE (MUS-235) > CONTROL PANEL > EXTERNAL LINKS > ADD ITEM

### Add Item

#### 1 Content Information

\* Name

7. In the "Content" section, browse to the folder on the "I" drive containing the .wma track(s) you want to upload.

#### 2 Content

Files can be attached to the above information. Click **Browse** to select the fi

Attach local file

Name of Link to File

Special Action

URL

8. Retain the track names you created on "I" drive.
9. Your Blackboard "Content" boxes will look like the following when you're done:

#### 2 Content

Files can be attached to the above information. Click **Browse** to select the fi

Attach local file

Name of Link to File

Special Action

10. On Blackboard, scroll down to "Options" and choose your options, for example, YES, YES, checkmark both boxes, and choose the dates you want the links to appear in Blackboard.

Because of copyright, you need to end the display in Blackboard when the course concludes.

**3 Options**

**Make the content available**  Yes  No

**Track number of views**  Yes  No

**Choose date and time restrictions**  Display After  Display Until

Apr 01 2008 09 20 AM May 31 2008 09 20 AM

11. When done, click SUBMIT>OK
12. Click MODIFY beside the Item you've created for this recording. Then, repeat the process for all tracks for the recording, if the original CD-ROM forces you to use multiple tracks for an excerpt.
13. When all the files for the recording have been uploaded, Blackboard will display something like:

**2 Wagner: Die Walkure, Act I, Love Song, Conclusion**  
Enabled: Statistics Tracking

- [Wagner\\_DieWalkure\\_01](#) (343.345 Kb)
- [Wagner\\_DieWalkure\\_02](#) (1.059 Mb)
- [Wagner\\_DieWalkure\\_03](#) (862.743 Kb)
- [Wagner\\_DieWalkure\\_04](#) (2.695 Mb)
- [Wagner\\_DieWalkure\\_05](#) (471.735 Kb)
- [Wagner\\_DieWalkure\\_06](#) (781.04 Kb)
- [Wagner\\_DieWalkure\\_07](#) (967.79 Kb)
- [Wagner\\_DieWalkure\\_08](#) (483.407 Kb)

14. To alert students that they must click on each link to hear the piece, and to alert them about copyright, modify the item by adding a statement, such as the one below, in the "Text" box for this item: "Click on each link, in succession, to hear the entire piece. The excerpts are from *Music, An Appreciation* [sound recording], compiled by Roger Kamien. ©McGraw-Hill Companies, Inc./This compilation p2006 SONY BMG MUSIC ENTERTAINMENT. This music file is protected by copyright and may not be downloaded, forwarded, or distributed any further." In Blackboard, the Text box looks, for example, like:

**1 Content Information**

**Name** Wagner: Die Walkure, Act I, Love Song, Concl

**Choose Color of Name**  Pick

**Text**

Click on each link, in succession, to hear the entire piece. The excerpts are from *Music, An Appreciation* [sound recording], compiled by Roger Kamien. ©McGraw-Hill Companies, Inc./This compilation p2006 SONY BMG MUSIC ENTERTAINMENT. This music file is protected by copyright and may not be downloaded, forwarded, or distributed any further.

15. Click SUBMIT, then OK

16. In Blackboard, this link now will appear to students with the following information:

2  **Wagner: Die Walkure, Act I, Love Song, Conclusion**  
*Enabled: Statistics Tracking*  
[Wagner\\_DieWalkure\\_01](#) (343.345 Kb)  
[Wagner\\_DieWalkure\\_02](#) (1.059 Mb)  
[Wagner\\_DieWalkure\\_03](#) (862.743 Kb)  
[Wagner\\_DieWalkure\\_04](#) (2.695 Mb)  
[Wagner\\_DieWalkure\\_05](#) (471.735 Kb)  
[Wagner\\_DieWalkure\\_06](#) (781.04 Kb)  
[Wagner\\_DieWalkure\\_07](#) (967.79 Kb)  
[Wagner\\_DieWalkure\\_08](#) (483.407 Kb)  
Click on each link, in succession, to hear the entire piece. The excerpts are from *Music, An Appreciation* [sound recording], compiled by Roger Kamien. ©McGraw-Hill Companies, Inc./This compilation p2006 SONY BMG MUSIC ENTERTAINMENT. This music file is protected by copyright and may not be downloaded, forwarded, or distributed any further.

17. On university PCs, Windows Media Player will play the piece when it is clicked in Blackboard. If the student keeps the Blackboard window open, the next track can be clicked immediately to reduce the wait time caused by the way the original CD-ROM was recorded.

18. To test this, click on the links in Blackboard.