# Sharing course materials on Blackboard
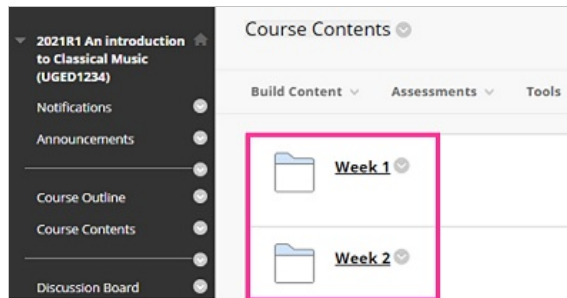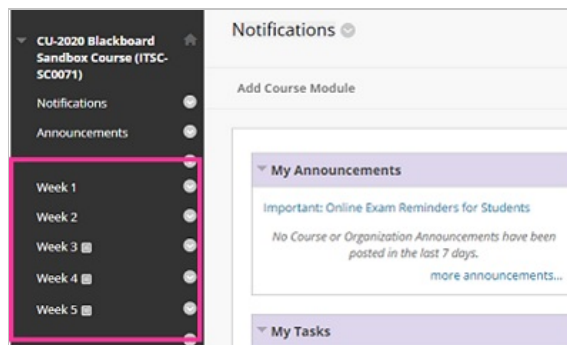
## Introduction

- Wanting to share a resource with your students but not knowing how or where?
- This article introduces features in Blackboard which you can use to share the following content items with your students:
    - lecture notes, which are in .docx, .ppt, .pdf format (and grouping the content items by week/topic)
    - videos

## Create Containers for Content

- You can create containers (e.g., folders, learning modules) to contain content items and other containers.



    - Blackboard Help: Create Containers for Content
      (https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Create_Content/Create_Containers_for_Content)
- Or, you can create content areas for each week/topic.



    - Blackboard Help: Create a content area
      (https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Create_Content/Create_Containers_for_Content#create-a-content-area_OTP-2)

## Create content items or share websites

- You can share website or upload documents for students to prepare and review your lessons. Files uploaded to content areas can be downloaded.
    - *Note: Each single file uploaded should not exceed 200MB. The total course size should not exceed 2GB.*
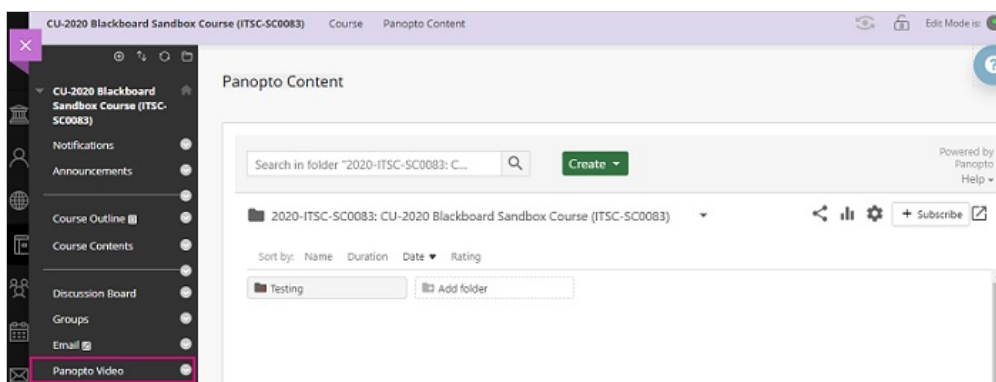
- Blackboard Help: Create Content Items or Documents
  (https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Create_Content/Create_Course_Materials/Create_Content_Items_or_Documents)
- Blackboard Help: Link to Websites
  (https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Create_Content/Create_Course_Materials/Link_to_Websites)

- If needed, you can review the tips from Ally for improving your content accessibility. Students can convert the files to alternative formats if needed.



- Blackboard Help: Ally for LMS Help for Instructors (https://help.blackboard.com/Ally/Ally_for_LMS/Instructor)
- To edit/manage the items in content area, access the item's menu and choose "Edit".
  - Blackboard Help: Edit and Manage Content
    (https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Create_Content/Edit_and_Manage_Content)
- Reminder: remember to turn Edit Mode ON. For more: Blackboard Help: Navigate Inside a Course
  (https://help.blackboard.com/Learn/Instructor/Original/Getting_Started/Navigate_Inside_a_Course)
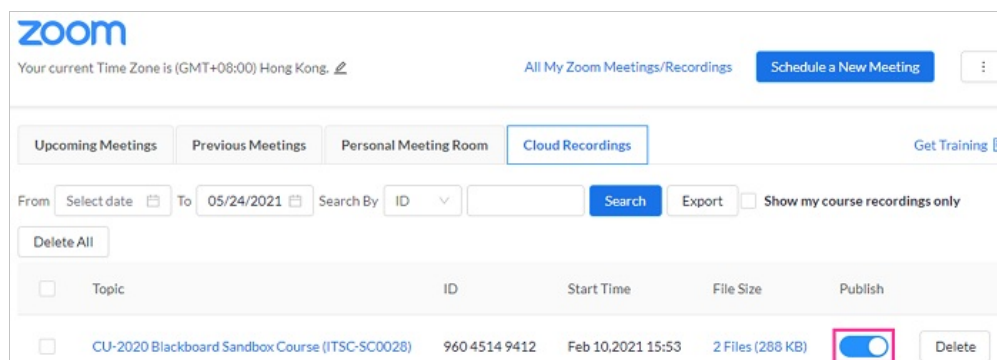
# Share video files

Panopto (Video Content Management System)

- Why Panopto?
  - Its storage and streaming performance support large video files.
  - By default, only the users in your Blackboard Course can view the videos in the respective Panopto folder.
  - It provides Statistics feature. For more: Panopto Support: Learn About Folder and Session Level Statistics (https://support.panopto.com/s/article/Statistics-at-Site-Folder-Session-level)
- Videos can be shared on Panopto via the following three channels:
  - You can upload existing videos to Panopto.
    - Panopto Support: How to Upload Video Files Using the Create Button (https://support.panopto.com/s/article/Batch-Upload-Video-Files)
    - *Note: Please note the Copyright of the videos. For more: CUHK EdTech Help Center: What should a teacher do when sharing materials with copyright and recording the lectures?* (https://help.edtech.cuhk.edu.hk/docs/what-should-a-teacher-do-when-sharing-materials-with-copyright-and-recording-the-lectures)
  - If you are using Zoom-Blackboard Integration for scheduling Zoom meetings, you can let the Zoom cloud recordings be automatically uploaded to Panopto. For more: CUHK EdTech Help Center: Blackboard's ZOOM Panopto Integration (https://help.edtech.cuhk.edu.hk/docs/blackboards-zoom-panopto-cloud-integration)
  - You can download Panopto Recorder from https://cuhk.ap.panopto.com/ and install the software on your device to record videos. The videos will be uploaded to Panopto. For more about the installation, please refer to:
    - Panopto Support: How to Download and Install Panopto for Windows (https://support.panopto.com/s/article/Install-Panopto-for-Windows)
    - Panopto Support: How to Record with Panopto for Windows (https://support.panopto.com/s/article/basic-recording-1)
    - Panopto Support: How to Download and Install Panopto for Mac (https://support.panopto.com/s/article/Install-Panopto-for-Mac)
    - Panopto Support: How to Record with Panopto for Mac (https://support.panopto.com/s/article/Recording-with-Panopto-for-Mac)
  - Panopto recorder is also available in classrooms supported by AVSU.

## Zoom cloud recording

- If you schedule Zoom meetings under Blackboard's Zoom LTI (https://help.edtech.cuhk.edu.hk/docs/blackboards-zoom-integration), you can publish the recordings on cloud Zoom LTI > Recordings.



  - *Note: Anyone has the recording link and the passcode can access the recordings.*
  - *Please also note that the cloud recording could be uploaded to Panopto automatically as well.*
- If you schedule Zoom meetings under CUHK Zoom Portal (https://cuhk.zoom.us), you can share Zoom cloud recordings by providing students the recording link and the passcode. Please note that anyone has the above information can access the

recording. For more, please refer to Zoom Help Center: Managing and sharing cloud recordings (https://support.zoom.us/hc/en-us/articles/205347605-Managing-and-sharing-cloud-recordings)

## Course copy

The perfect tool if you have taught the course previously and would like to reuse the content. To learn more, visit:

- CUHK EdTech Help Center: Course Copy (https://cuhk-edt.knowledgeowl.com/docs/course-copy)
- Blackboard Help: Copy Courses (https://help.blackboard.com/Learn/Instructor/Original/Course_Content/Reuse_Content/Copy_Courses)