

**Engaging Students in Online Courses**  
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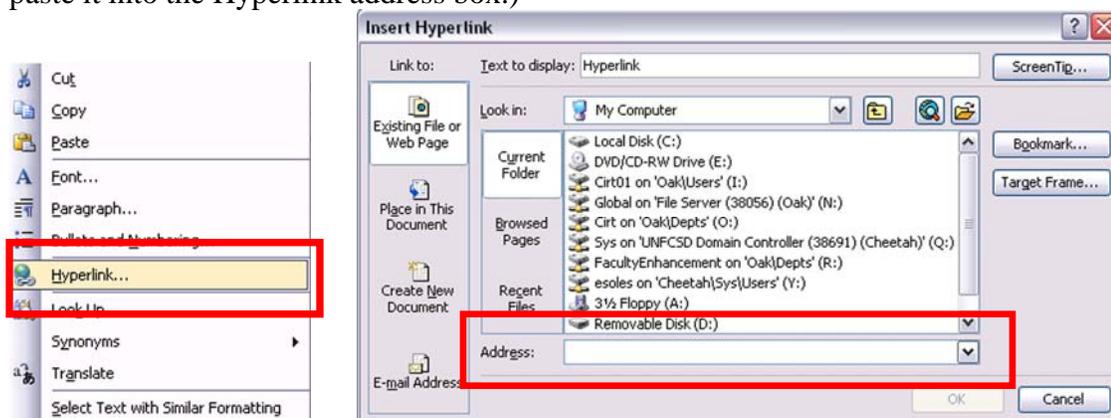
**Creating an Audio Announcement**

1. Use **Sound Recorder** to record your audio file. To start Sound Recorder click on **Start → All Programs → Accessories → Entertainment → Sound Recorder**.
2. Make sure that your microphone is connected and you are ready to record. Press the red circle record button and speak your message clearly into the microphone. When you have finished press the black square stop button. Once you have recorded something you can use the play controls to review it.
3. Save your recording. Click on **File → Save** and browse to the location on your computer where you would like to save the file.
4. Upload your file to a web server.
5. Log into **Blackboard** and go into the **Control Panel** of the Course where you are going to add the Audio Announcement.
6. Click on **Announcements** under **Course Tools**.
7. Click **Add Announcement**.
8. Add an html link to your audio on your web server. If you are using the standard Blackboard text box, click html, if you are using the WYSIWYG Editor, click <html> and then add your html link. We used the following html code:  
<EMBED src=<http://stream.unf.edu:8080/ramgen/CIRT/ehd4245.rm> width=0 height=0 type=audio/x-pn-realaudio-plugin LOOP="false" AUTOSTART="true">  
(<http://stream.unf.edu:8080/ramgen/CIRT/ehd4245.rm> is the link to the audio on our streaming server, this text will differ for your announcement.)
9. Click **Submit**.

## Creating an Interactive Syllabus

Update your existing syllabus by creating links to web pages, books, audio, streaming video, articles, and areas of Blackboard.

1. Create Hyperlinks in your syllabus by **highlighting** text and **right-clicking** on it. Choose **Hyperlink** from the dropdown menu and paste the **URL** of your web page, book, streaming audio or video, article, or Blackboard content into the address box. (To link to an area of Blackboard, use the Student view to go to the desired item. Right-click on the desired link to open the content in a new window. Copy the URL and paste it into the Hyperlink address box.)



2. Once you add all of your Hyperlinks, click **Edit**→**Select All**→**Copy**.

3. Make sure the WYSIWYG editor is turned on. To turn it on, go to **Personal Information**→**Set Text Box Editor Options** on the **My Institution Page**.

4. Go to the **Control Panel** of your course and click on **Syllabus**.

5. Click on **add item**. **Paste** your syllabus in the WYSIWYG editor.

6. Set your preferences and **Submit**.

### Other Resources:

#### Software:

**Impatica:** <http://www.impatica.com/imp4ppt/>

**Impatica Instructions:** <http://www.unf.edu/dept/cirt/teaching/Impatica%20and%20PowerPoint.pdf>

**PresenterPlus:** [http://www.accordent.com/home/plus/plus\\_landing.html](http://www.accordent.com/home/plus/plus_landing.html)

**Respondus:** <http://www.respondus.com/>

**StudyMate:** <http://www.respondus.com/products/studymate.shtml>

#### Multimedia:

**American Memory from the Library of Congress:** <http://memory.loc.gov/ammem/>

**Annenberg/CPB Learner.org:** <http://www.learner.org/>