University of the Highlands and Islands
Oilthigh na Gàidhealtachd
agus nan Eilean

Embedding a PDF in a Blackboard learning module

Contents

Introduction

PDFs can be uploaded to Blackboard sites and displayed for students in a variety of ways. Most common of these is to add them as items within folders. This is done using the Build Content drop down menu, firstly by creating a folder (Fig 1), then by adding PDFs as attachments within Items (Fig 2).
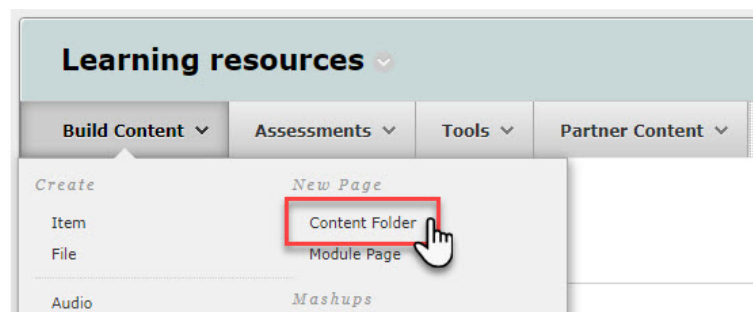

Fig 1 Creating a folder

The text box callout in Fig 2 reads:

> Navigate to the PDF you want to attach. Select **Browse My Computer** if the file is on your computer; select **Browse Course** if you have already uploaded your content to the Files area of your Blackboard site.

Fig 2 Attaching a PDF to an Item

Learning Modules are similar to folders, they let you organize and present students with a collection of related material and activities but are more interactive and neatly structured. They are created in much the same way as folders (Build Content > Learning Module) (Fig 3).
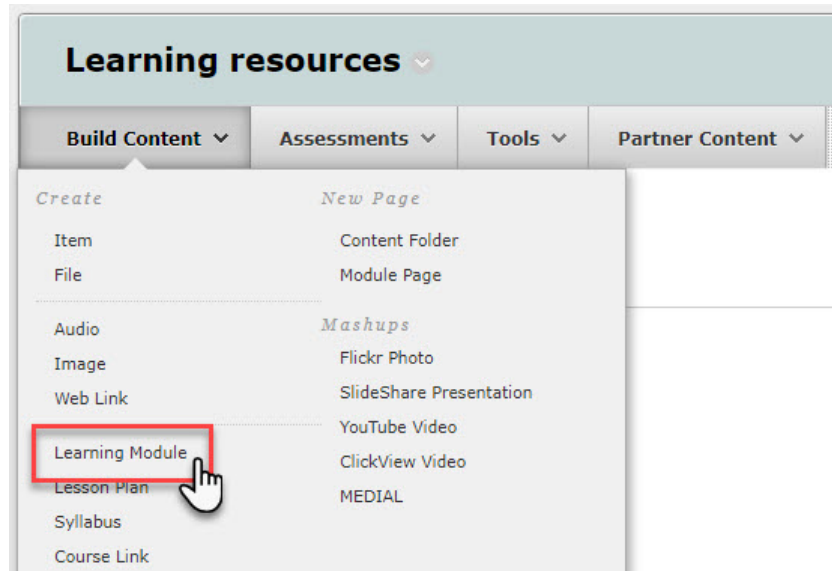

Fig 3 Creating a Learning Module

Once created, content is added to a Learning Module in the same way as it is to a Folder (Build Content > Create Item/File etc.) (Fig 4), the major difference is that each element that is added is displayed to students as a separate page, which they access from a **clickable Table of Contents** on the left of the screen (shown on next page Fig 5).
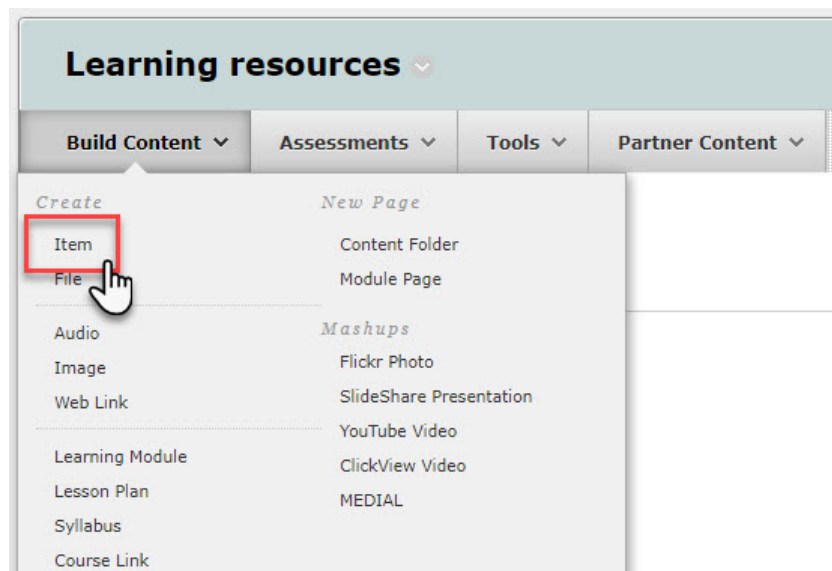

Fig 4 Creating an Item

PDFs can be added to Learning Modules. However, there is more than one way to have them displayed:

- If they are added as Attachments they will be displayed as **links**, which students must click to open (Fig 3); but there is a way to avoid this extra click

- If they are added as Embedded Media and have the PDF **open automatically** within the Learning Module (Fig 4).
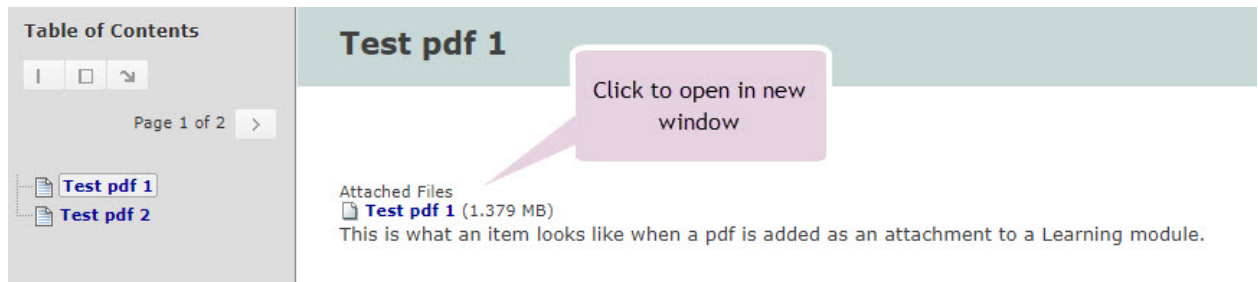

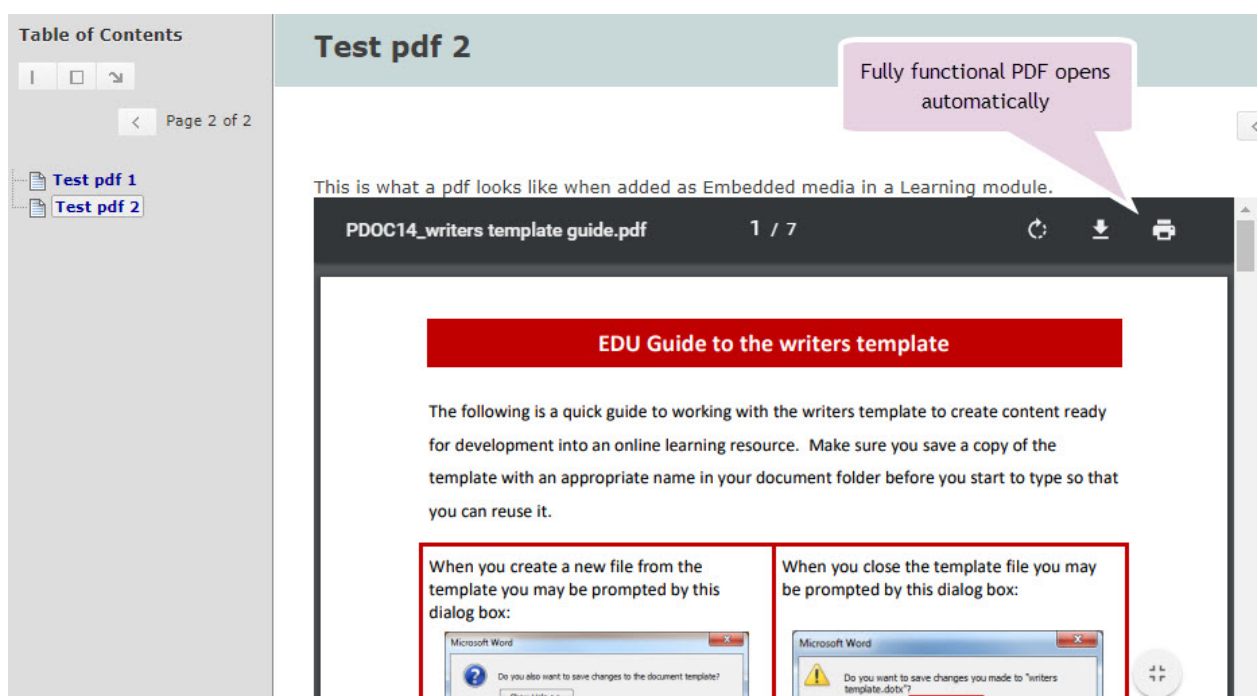*Fig 5 PDF added to Learning Module as Attachment*

Fig 6 PDF added to Learning Module as embedded media

The following pages take you through the process of setting up a PDF to **open automatically** for students in a Learning Module.

Firstly, with Edit Mode set to ON, add your PDF content to the Files area (Fig 3) of your Blackboard site.
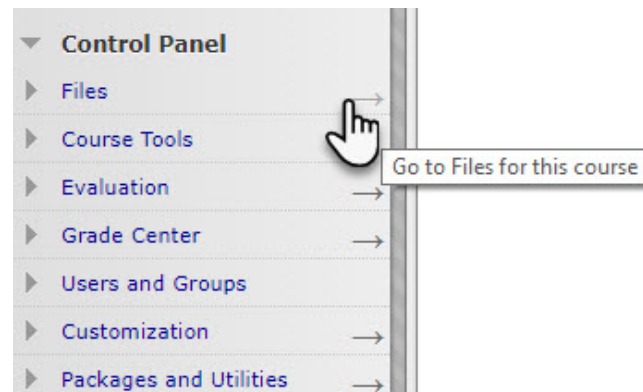

Fig 7 Control Panel > Files

Once you add a file to the Files area it is given a **permanent url**. To have a PDF open automatically, you need a copy of this url.

As your files are already in the Files area, the process for retrieving the permanent url is this:

- Go to **Control Panel > Go to Files for this course**

- Navigate to the files you have used in your Learning Module (*keep your files in well named folders – this will make your life easier in the long run).

- For each file do the following:

  o Hover over the **downwards arrow** to the right of a file. Click on the downwards arrow.
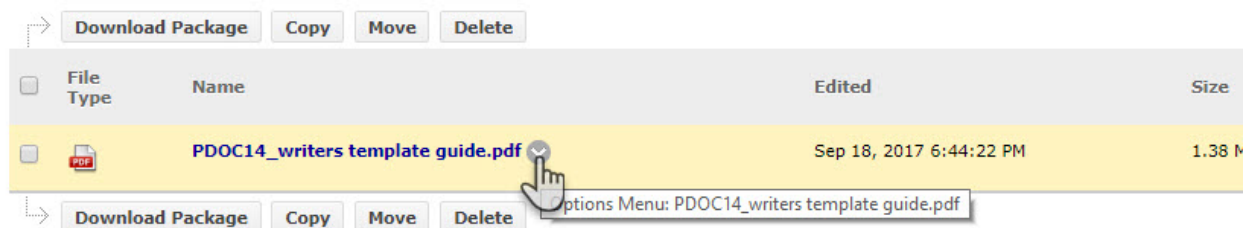

Fig 8 Options Menu

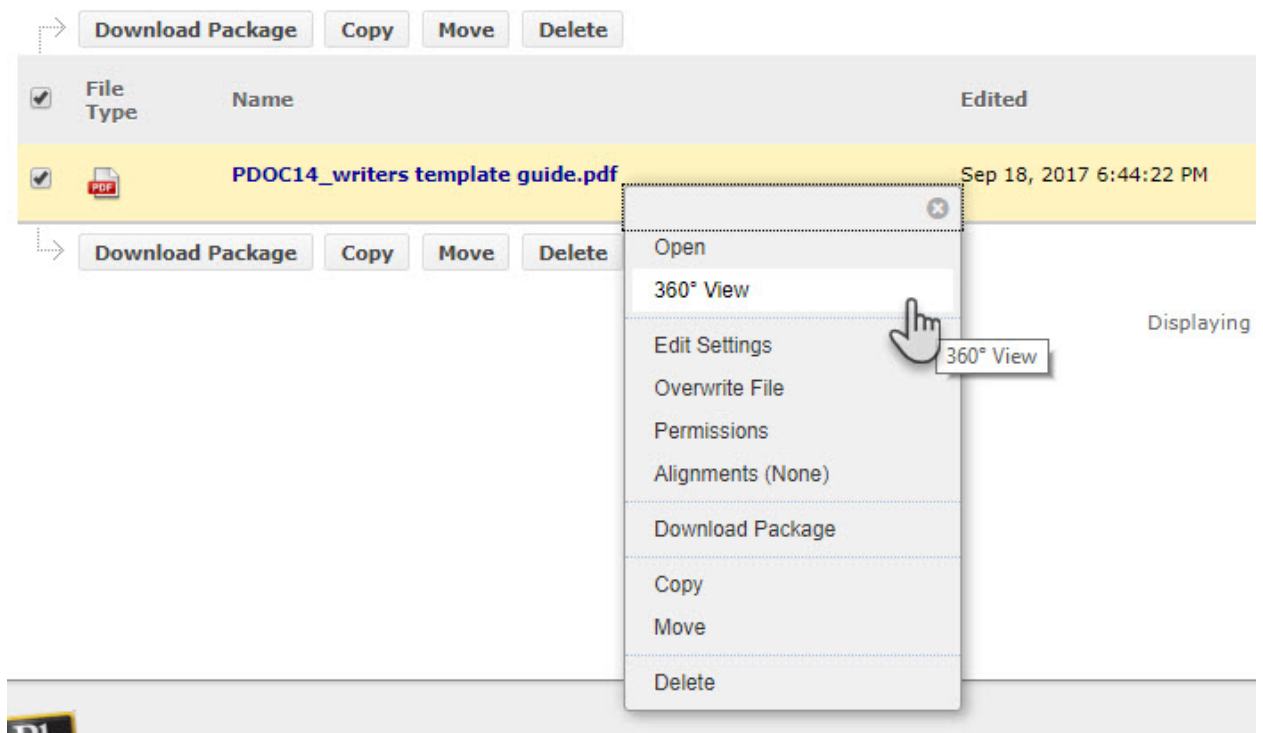 o From the Options menu select **360° View**

Fig 9 Select 360 View

*The 360° View page will open in a new tab

- o From the information displayed in the 360° View page **highlight Permanent URL**

Fig 10 Permanent URL highlighted

- o Copy the url (CTRL + C; right-click Copy). If you are collecting several urls at once paste the urls into a Word document or text file.

- o Go back to the first tab in your browser – back to the Files area

Next, click on **Learning Resources**

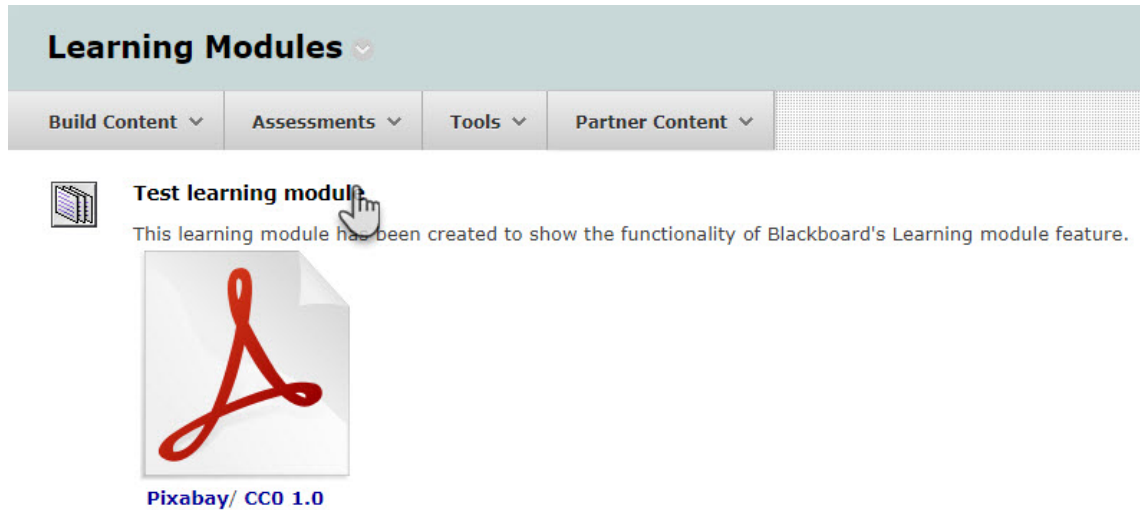- Click on the **title of the Learning Module** you want to update

Fig 11 Learning Module

- You should now be looking at the list of items you have in your Learning Module. To edit a particular item, hover your mouse to the right of the item title and when the **Options menu** appears, **select Edit** (Fig 8).
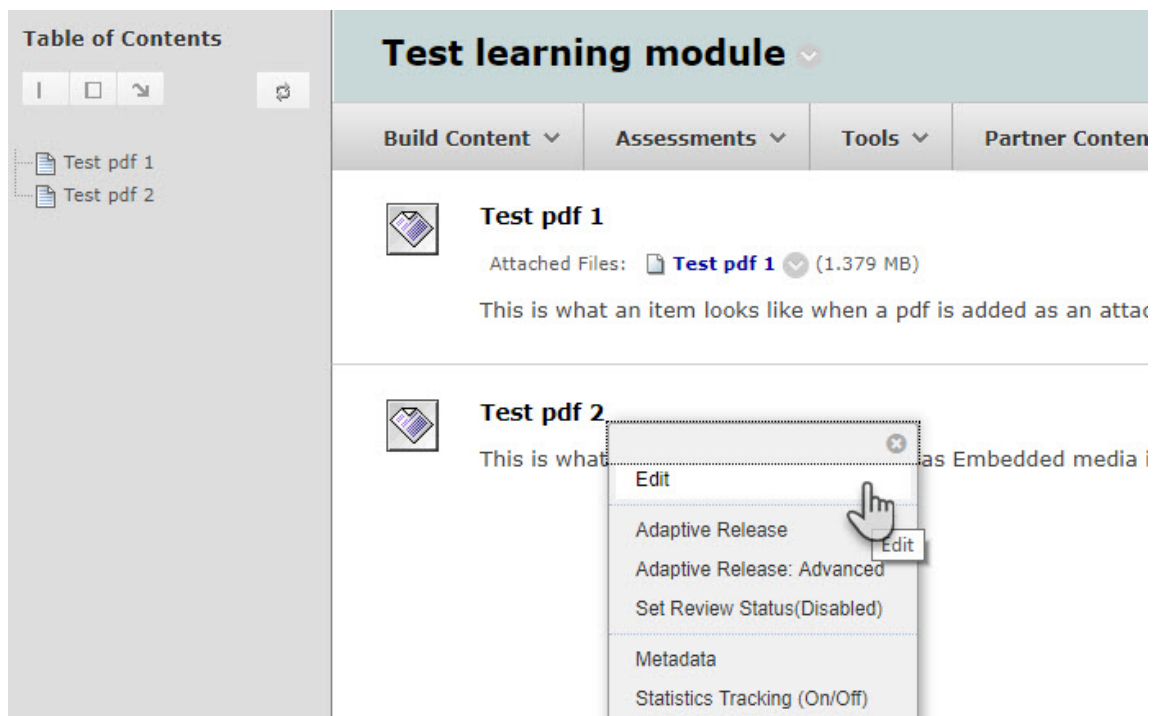

Fig 12 Editing Learning Module content

- You are now in the Edit Item window. In the text area click on the **Insert/Edit Embedded Media** icon (Fig 9)
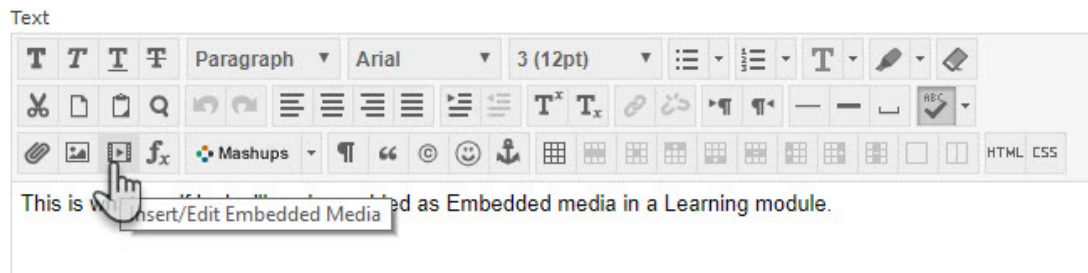
Fig 13 Insert/Edit Embedded Media

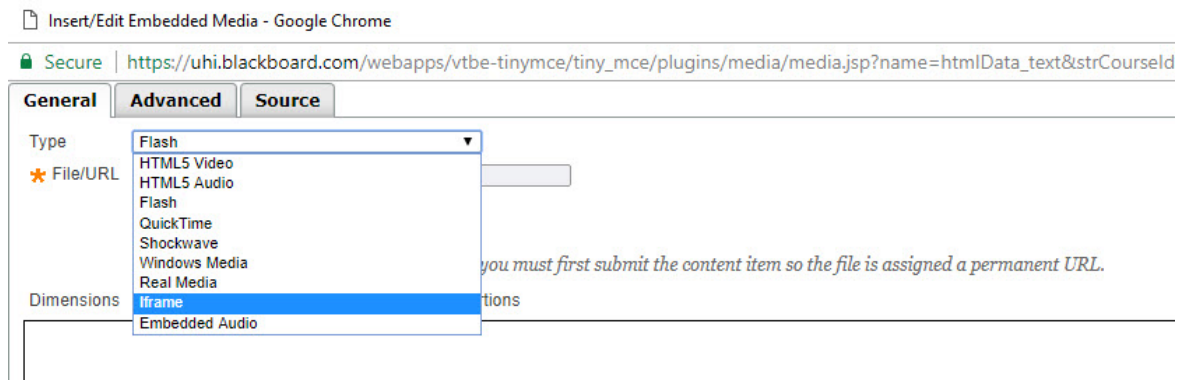- In the window that pops up, in the General tab change 'Type' from **Flash** to **Iframe**

Fig 14 Embedded media popup

- Next, paste the **permanent url** you copied earlier into the '**File/URL**' box and change the dimensions of the pdf to 700 x 525, then at the foot of the page, click **Insert**
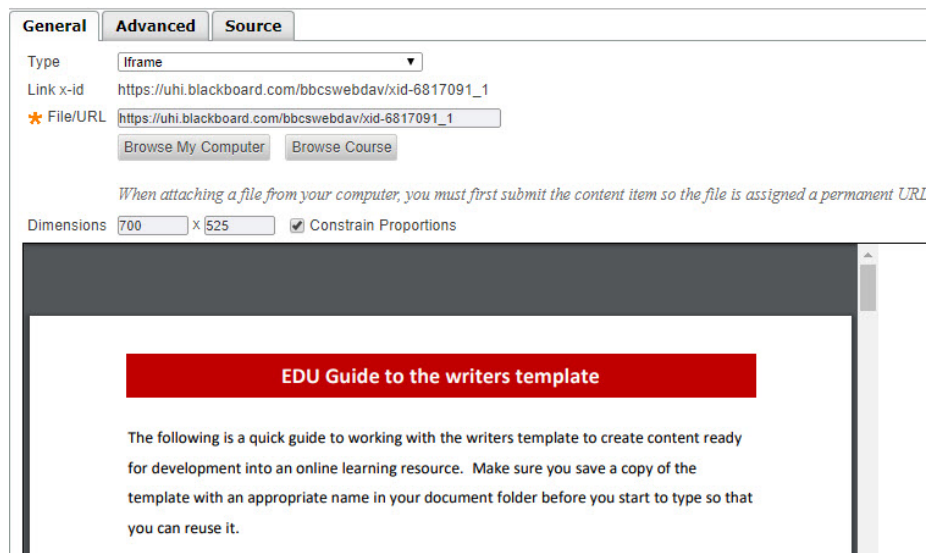

Fig 15 Insert Iframe

You should now be back on the **Edit Item** window (with the space your PDF will take up shown in yellow Fig 12).

1. Content Information

Name   Test pdf 2

Color of Name   ⬛ Black

Text

Fig 16 Edit Item window

- Click **Submit** to complete the process.

To view your Learning Unit the way students will see it (and to check you like it), turn Edit Mode to **OFF**. You will see the table of contents and the pdfs automatically opened (Fig 17).
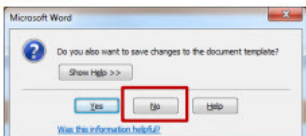
Fig 17 Learning Module in student view