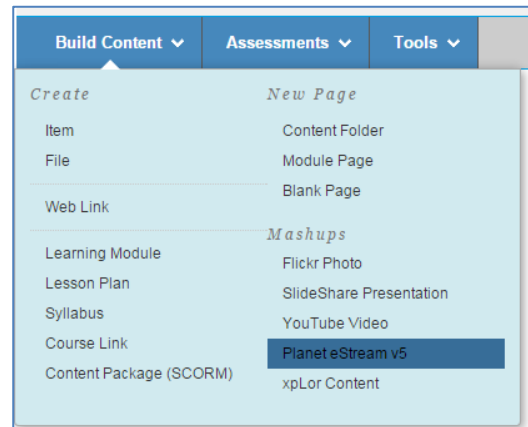


Guide to making your lecture recording available via Blackboard

1. Access the module on Blackboard where you wish to make the lecture recording available
2. Navigate to the applicable Content Area. It is recommended that you create a content area specifically for the recordings (see the additional notes at the end of this document for further guidance)
3. Ensure Edit mode is On

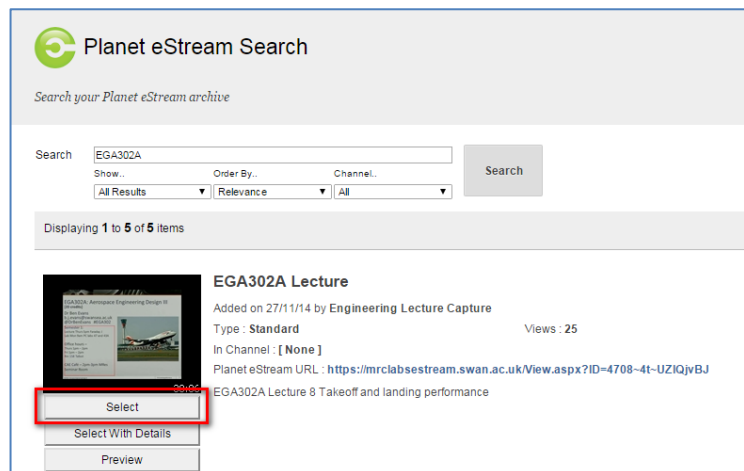


4. Click **Build Content > Planet eStream v5**



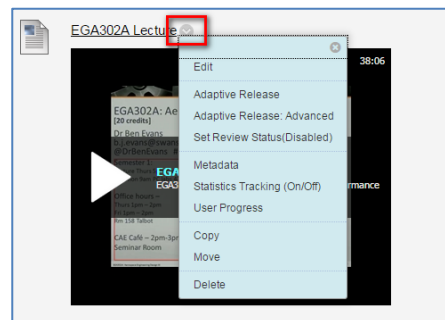
5. Enter the title you gave the recording for example module code and date of lecture: **EG101_111015** and click **Search**

6. The recording should be shown below the search options, click **Select**



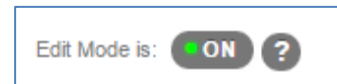
7. The recording has now been added to the Module content area

8. Use the additional drop down option to make any configuration changes such as Adaptive Release

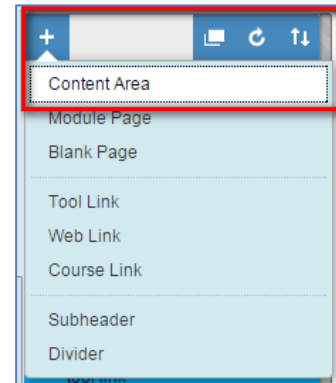


How to create a new Content Area for Lecture Recordings

1. Ensure Edit Mode is On

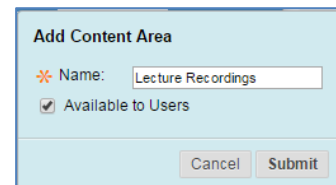


2. Click the **Add** icon at the top of the menu and select **Content Area**



3. Provide a suitable meaningful name for the new content area

4. Select **Available to Users** then finally click **Submit**



Your new content Area has been added to the menu for the module, you can drag the content area label to move it up the menu list if you wish.