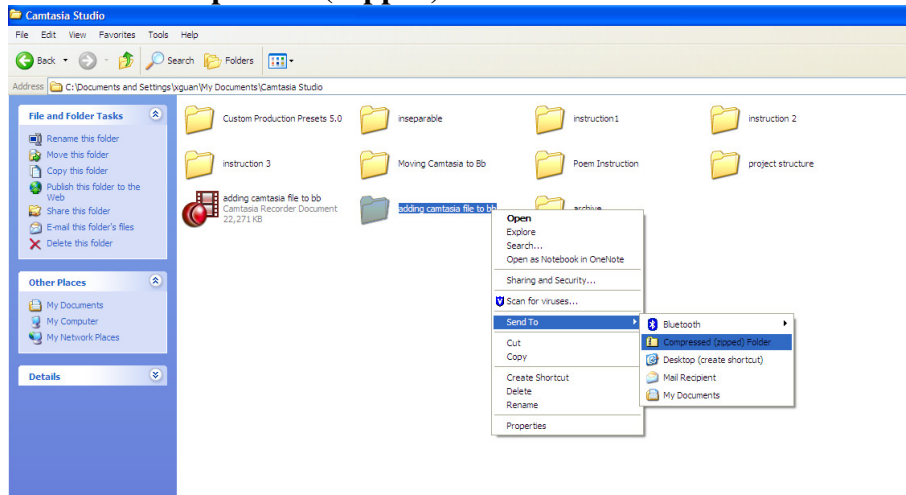


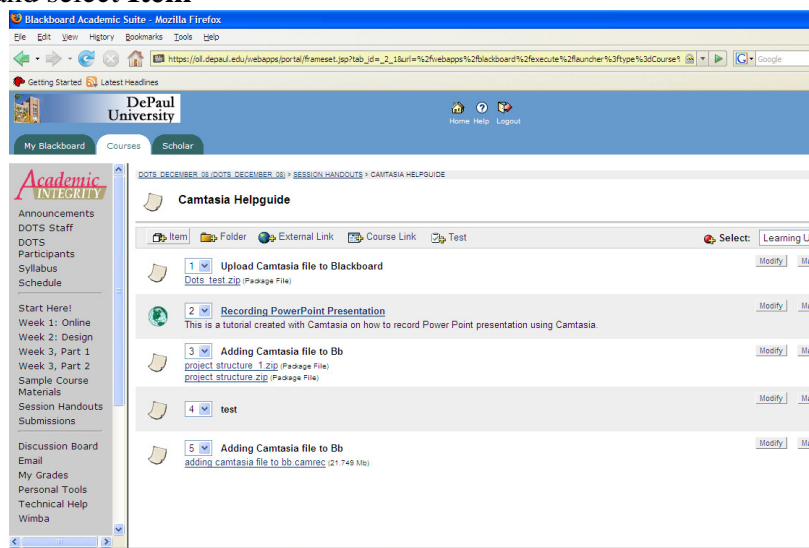
DOTS Quick Guide

Uploading Camtasia Files to Blackboard

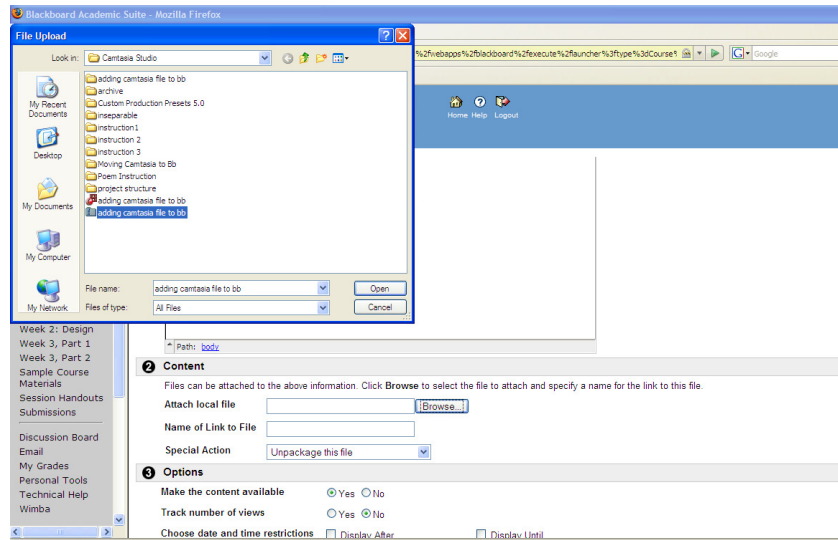
1. Locate the saved Camtasia file (unless you've selected a different location to save the file, the default place is My Document>Camtasia Studio)
2. Open **My Document**, and then open **Camtasia Studio**
3. Right click on the folder with the same file name of the Camtasia file, select **Send To** and then **Compressed (Zipped) Folder**



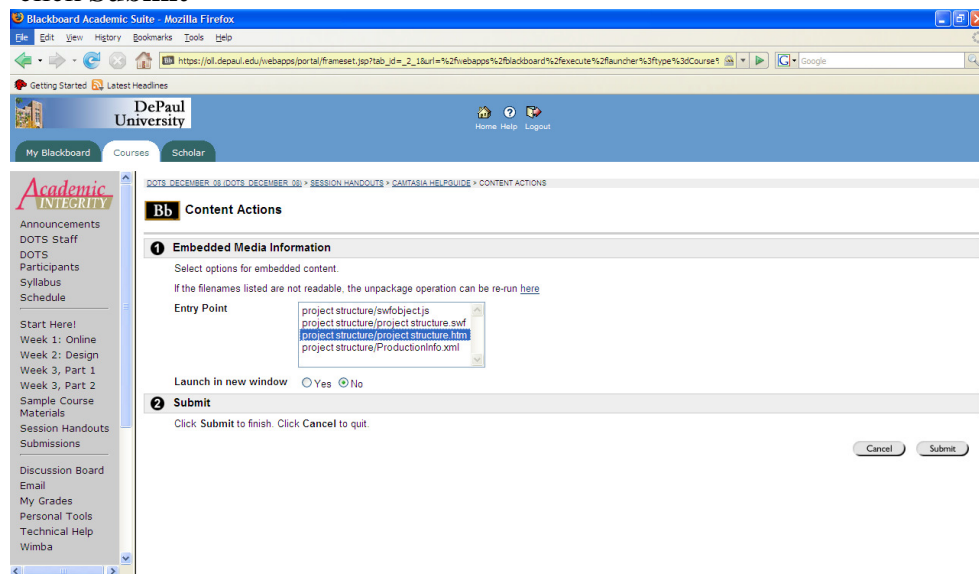
4. Open Blackboard course site and locate the area where you want to upload the file, and select **Item**



5. In the file upload page, click **Browse** and select the zipped folder to upload the file, and choose “**Unpackage this file**” from the drop down menu for **Special Action**



6. In the next screen, select the file with the **htm** extension as the **Entry Point**, and click **Submit**



7. Click OK on the next screen and go the display view the check the result.