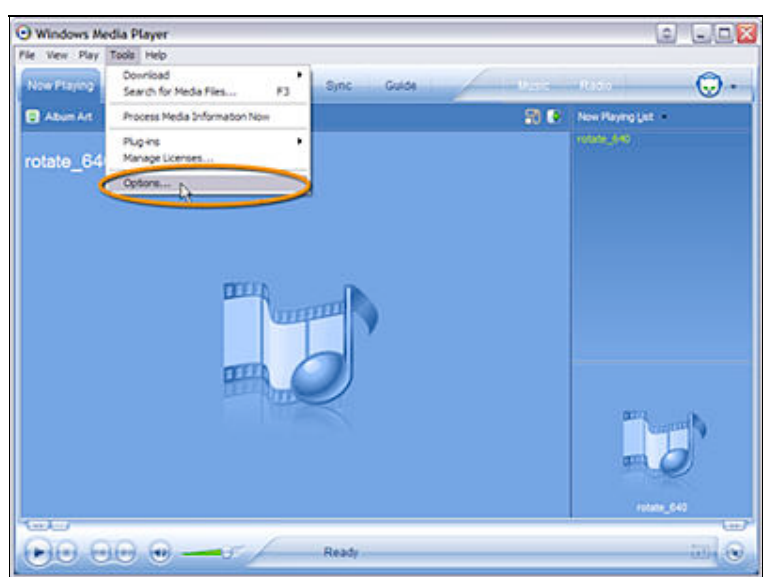


# Using Audio in Blackboard Vista: Media Player Settings

To use audio files in your Blackboard Vista course, you need to convert them to the MP3 [<http://en.wikipedia.org/wiki/Mp3>] format — a compressed, digital audio format compatible with all media players. In this workshop, we will use Windows Media Player 10, the supported player on campus, to "rip" [<http://en.wikipedia.org/wiki/Ripping>] (import and encode) tracks from your audio CD. Before you import the tracks, though, you may need to change some settings in Media Player.

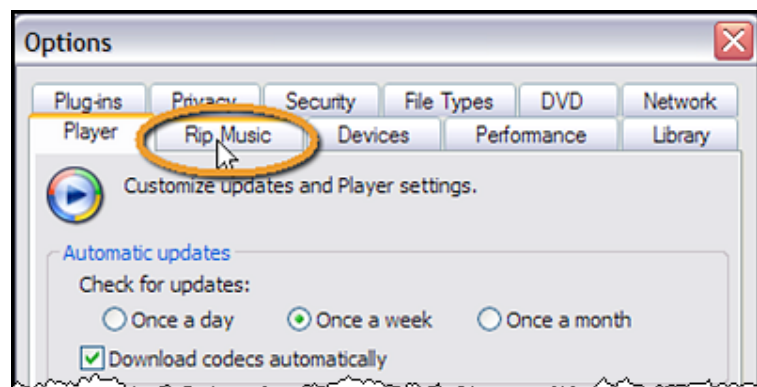
## Step 1: Open the Option Menu

1. In the Menu Bar, click on **Tools**, then **Options**. The Options window opens.



## Step 2: Select the Rip Music Tab

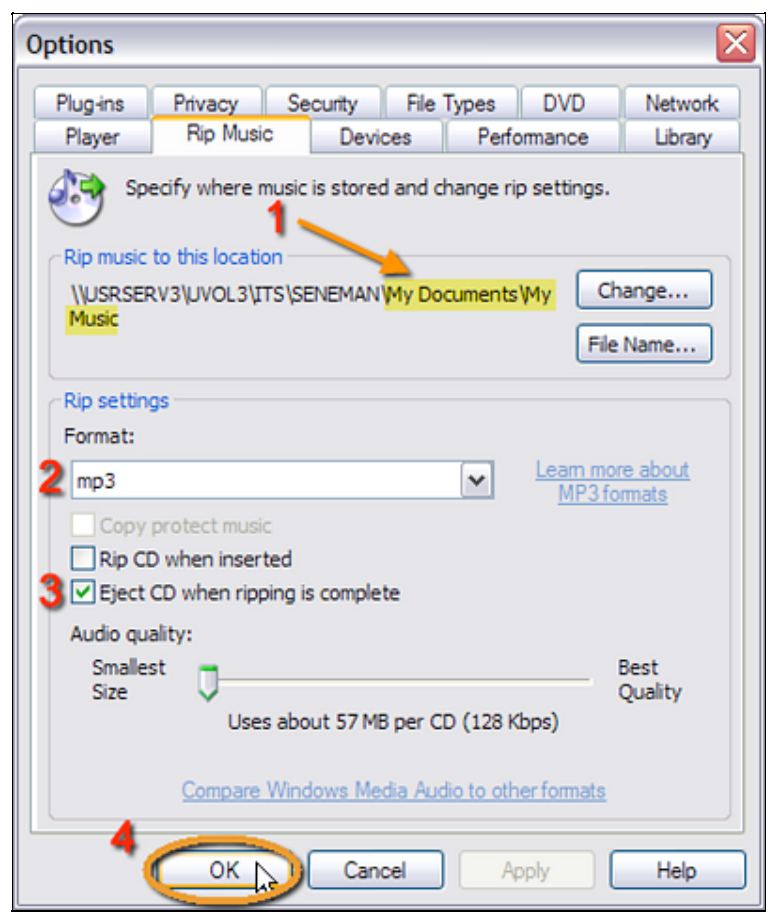
1. In the Options window, click the **Rip Music** tab.



### Step 3: Specify Rip Music Settings

1. Note the location where your files will be saved so you can find them later. The default is "My Documents\My Music."
2. Under Rip Settings, select **mp3** from the Format drop-down menu. The Audio quality is set to the standard 128 Kbps.
3. Select the check box for "Eject CD when ripping is complete" if it is unchecked.
4. Click **OK**.

You are now ready to import the tracks from your CD.



Your screens may look different depending upon your configuration.

University of North Carolina at Charlotte