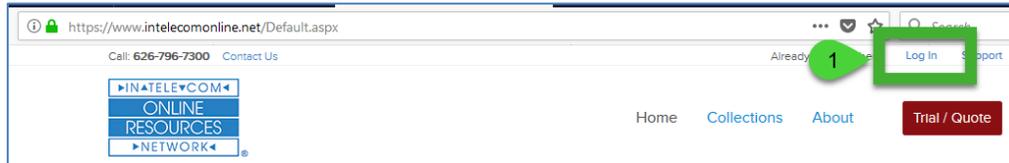


# Directions for Intelcom Online Resource Videos

## Log into Site

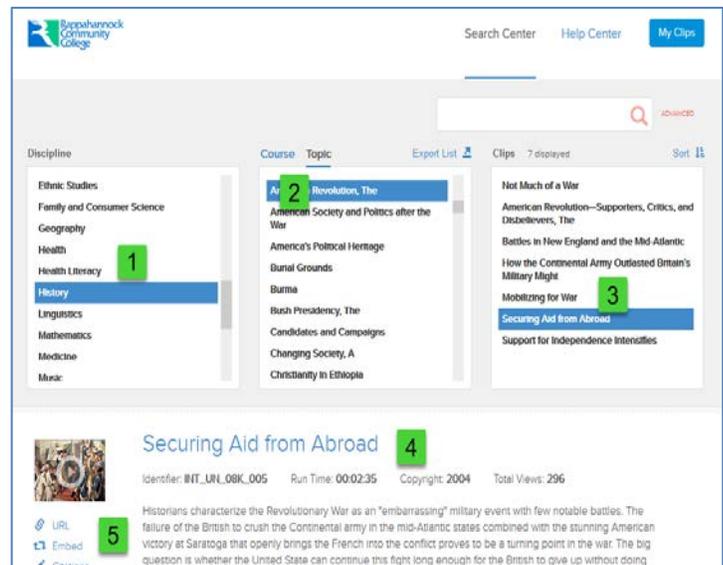
1. Go to [www.intelecomonline.net](http://www.intelecomonline.net).
2. Click the Login link at the top, use our institutional username/password \* for access

\*This is a licensed product; please contact Tim Hoffman ([thoffman@rappahannock.edu](mailto:thoffman@rappahannock.edu)) or Kathy Vanlandingham ([kvanlandingham@rappahannock.edu](mailto:kvanlandingham@rappahannock.edu)) for the login credentials, as we cannot publish these on the open website.



## Locate Videos to Add to Blackboard:

1. Browse under your Academic Discipline
2. Select All (Intelcom) Courses under your Discipline or choose a Topic area.
3. Select the clips you are interested in viewing or adding to Blackboard.
4. Below the selection area, you can view details for any selected videos. You can choose to **Play** the video to see a preview.
5. To place the clip in Blackboard you can choose the **URL** button.

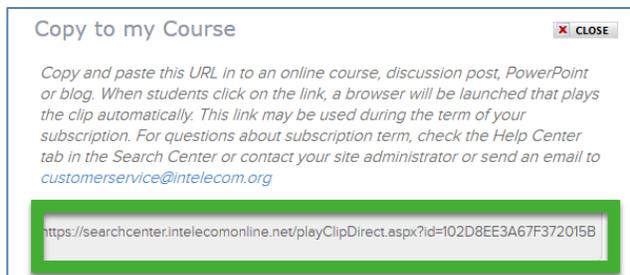


- A. To preview the video, click the picture
- B. You can click the URL link to get the simple hyperlink or
- C. You can chose to Embed the video with the player controls in your course

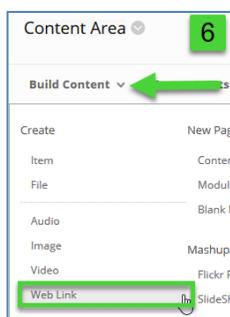
## Put the Hyperlink in your course

From previous discussion:

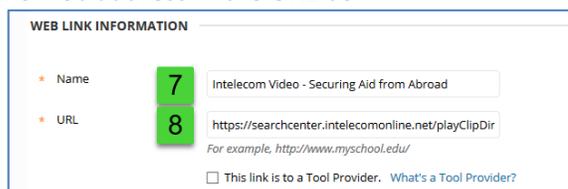
1. Click **URL**
2. A pop-up will be displayed reading *Copy to my Course*.
3. Click 3 times (3x) on the text in the box
4. Press the **CTRL + C** keys to actually copy the URL to memory – do NOT try to type a copy of this url.



5. Go to your Blackboard course and choose the content area you wish to paste the link.
6. Select **Build Content** and choose **Web Link**.



7. Type the **Name** of the Video (this can actually be whatever you want, but it will serve as your student's link to the material)
8. Use **Ctrl+V** to Paste the web address in the **URL** box.



If you wish, just below this is a *Description* box where you may type any supporting information or instructions to your students for use while viewing the video.

9. Click **Submit** to complete the process and make the video available to your students.
10. Once the student clicks on the link they will see this to play the video.

## Options

A recommended option is to open the video in a new window. Otherwise, the Intelecom windows will replace the Blackboard window for

students.

