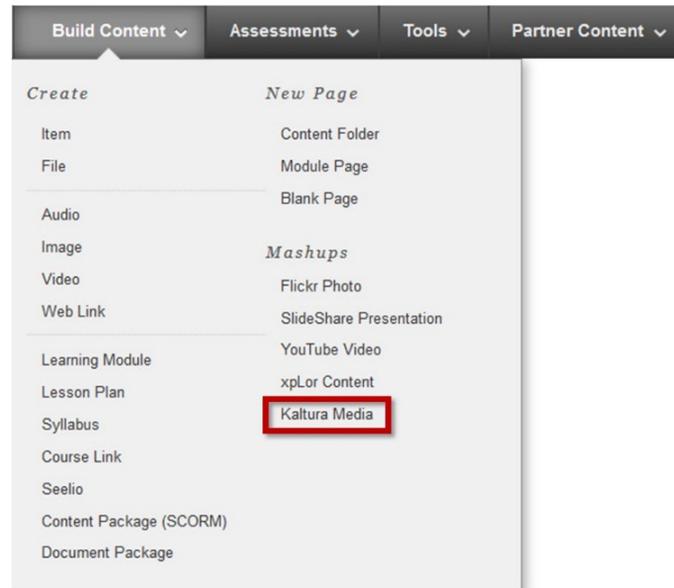




Uploading Kaltura Media to Blackboard

Overview

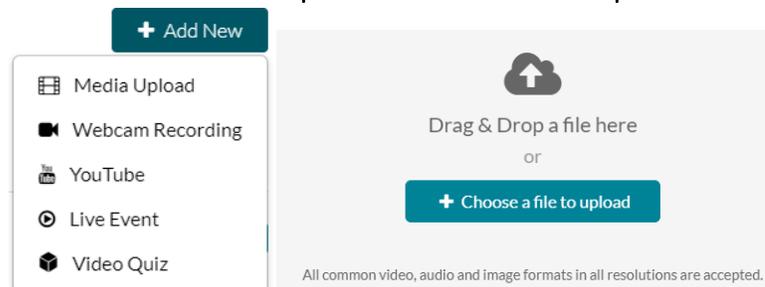
1. Go to the course menu item where the media will be located (i.e. Learning Materials, etc....)



2. Click Build Content and select Kaltura Media.
3. There are **two options** to add Kaltura media to Blackboard:
 - a. You may either upload a video file directly from your computer to Kaltura through Blackboard.
 - b. You may also select a video that you have already uploaded into Kaltura to place in your Blackboard course.

Upload Directly from Computer

1. To upload a video file from your computer: scroll over to the upper right hand part of the screen and select **Add New > Media Upload > Choose a file to upload**.



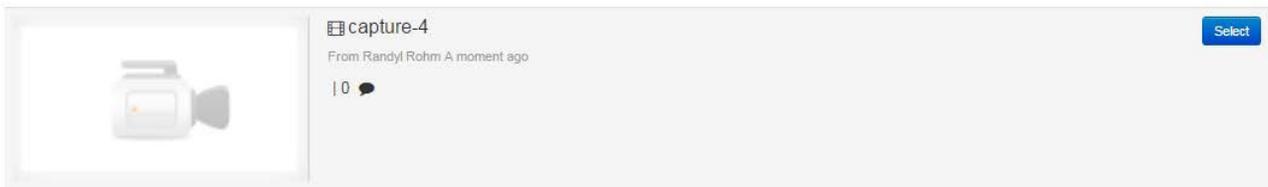


Uploading Kaltura Media to Blackboard

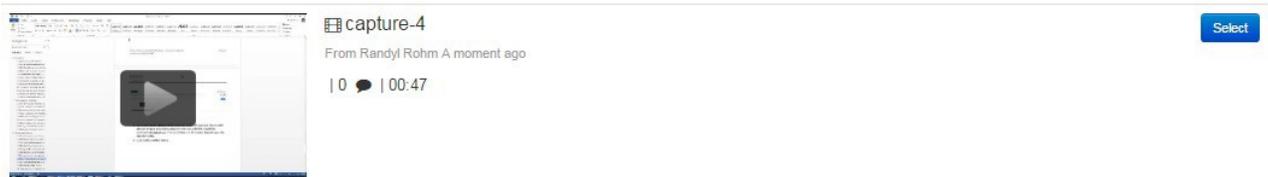
2. Once your file is uploaded, click **Save** and **Back** when finished.

A screenshot of the "Upload Media" form in Blackboard. At the top, a green banner says "Your changes have been saved." Below this, the form asks to "Please fill out these details:". The "Name (Required)" field contains "capture-4" with a red arrow pointing to it. The "Description" field has a rich text editor with a toolbar and a text area. The "Tags" field is empty. Below the tags field, there is a checkbox for "Click to add required metadata for shared repository" and a section for "Assign the media to one or more filters:". At the bottom, there is a "Save" button with a red arrow pointing to it, and a "Back to Browse and Embed" link. A red arrow points to the "Back" link at the bottom left of the form.

3. The most recent video upload will be displayed at the top. If you see a picture of a camcorder, this means the video has not yet been uploaded into Kaltura.
 - a. Note: Uploading your media into Kaltura can take anywhere from 5 to 20 minutes, depending on the size of your file. You may need to exit this screen and repeat the above steps to complete the upload.



4. Your video is ready when you see the play icon, click the blue **Select** button.

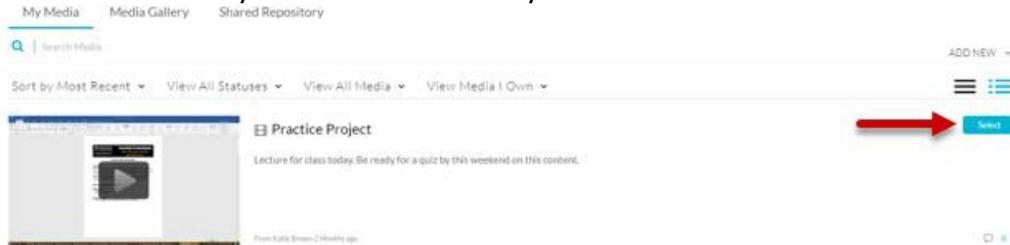




Uploading Kaltura Media to Blackboard

Select Video from Kaltura in Blackboard

1. Select the video that you want to add from your Kaltura account.



2. The title you input on this screen will be strictly for the benefit of the students. The description provides further details. Example: you might include where to find notes that go along with this video lecture.

Create Mashup Item

** Indicates a required field.*

CONTENT INFORMATION

* Title

Color of Name

ADD KALTURA MEDIA CONTENT TO COURSE

Name: Practice Project (00:47)

Description

(Rich text editor toolbar with options like Paragraph, Arial, 12pt, Bold, Italic, Underline, etc.)

3. Set date restrictions and view tracking, if desired. Press **Submit** when finished.

OPTIONS

Permit Users to View the Content Yes No
Item

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Before

Enter dates as mm/dd/yyyy. Time may be entered in any increment.