# Overview:

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



1. Click Build Content and select Kaltura Media.
2. There are two options to add Kaltura media to Blackboard:
	1. You may either upload a video file [directly from your computer](#_Upload_Directly_from) to Kaltura through Blackboard.
	2. You may also [select a video](#_Select_Video_from) 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.



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



1. 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.
	1. 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.



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



1. 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.



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



# Select Video from Kaltura in Blackboard

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



1. 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.



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

