

Adding videos in Blackboard

(can use these directions to load audio files or images also)

Steps to add a video you already uploaded into any Blackboard class:

1. Hover over "Build Content" button and select "Kaltura Media."
2. All of your videos will be listed.
3. Find the one you want. Click the "Select" button in that row.
4. Type a Title (and a description if you want).
5. Click "Submit."

To upload a new video and create a link in your class:

1. Hover over "Build Content" button and select "Kaltura Media."
2. Click the "Add New" button in top right corner.
3. Click "Media Upload"
4. Click the "Choose a file to upload" button.
5. Find and select your video. Then click the "Open" button.
6. Wait for it to upload. Type a Name for the video. Click the "Save" button.
7. Click the "Back to Browse and Embed" link at the bottom. (This step is easy to forget.)
8. Find your video and click the "Select" button in that row.
9. Type a Title and description if you want.
10. Click "Submit."

To create a grouping of videos under one heading/item OR to add video to assignment or discussion:

(If you're adding a video to an assignment or discussion, skip to step 3 after you have begun creating the assignment or discussion.)

1. Hover over "Build Content" button and select Item.
2. Type a name in the Name box.
3. Click "Mashups" in the toolbar and select "Kaltura Media."
4. Click the "Add New" button if you need to load a new video.
(If you have loaded it already, click the "Select" button at the end of the video and skip to step 10.)
5. Select "Media Upload."
6. Click "Choose a file to upload" button. Browse your computer for the file, select it and click "Open."
7. When you see "Upload Completed" on the screen, type in a Name. Click the "Save" button.
8. IMPORTANT STEP: Click the "Back to Browse and Embed" link.
9. Click the "Select" button at the end of the file you just loaded.
10. Type a Name in the box.
(If you don't want to add another video, just click the "Submit" button.)
11. To add another video, click in the box with the video and press the Enter key.
12. Repeat steps 3 through 10 to add more videos to this Item.
13. Click "Submit."

To record from your webcam using Kaltura:

1. Click "CaptureSpace Lite" instead of clicking "Media Upload" in either method listed above.
--If this is the first time you have used this tool on your computer, it will need to download the program.
2. Click the option for what you want to record. Available options are: Screen and audio only. Screen, webcam and audio. Webcam and voice only. Voice only.
3. Record your video in the small window that opens. Click the "Done" button when finished.
4. You'll see your video play automatically in a window that allows you to edit the video if you want. You don't have to edit it though. Click the "Done" button when finished with this step.
5. In the box that opens, change the Title to a more appropriate name and click the "Save" button.
6. Click the "Not uploaded. Upload Now" link in the video box. It will take you back to the previous box.

7. This time click the "Upload" button.
8. Click the "Close" button in the bottom right corner after it finishes uploading.
9. Click the X in the top corner of that box to close it. It will ask you if you're sure, click OK in that box.
10. Now back in the Blackboard page, click the "Mashups" icon again.
11. Select "Kaltura Media."
12. All of your videos will be displayed including this one you just recorded. Click the "Select" button in the row that contains the video you to share.
13. Click the "Submit" button.