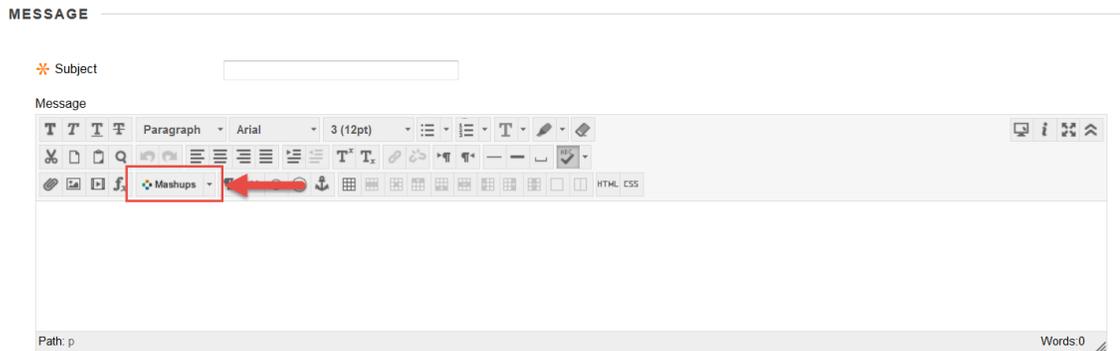
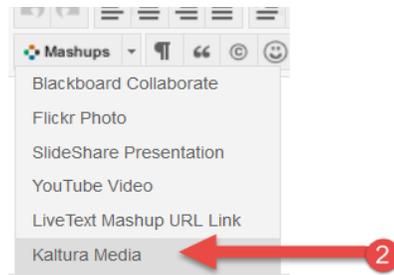


Uploading a Video in Blackboard and recording directly in Blackboard

1. In the assignment or discussion board, click on “Mashups” in the box as shown below. (In an assignment, you need to click the “Write Submission” button first to see this box.) If you need to type any text in the box, do that first before you follow the steps below to add a video. (If you don’t see the Mashup option, click the double-arrow at the right end to open all the rows.)



2. Then select, “Kaltura Media.”



3. In the top right corner, click the “Add New” button.

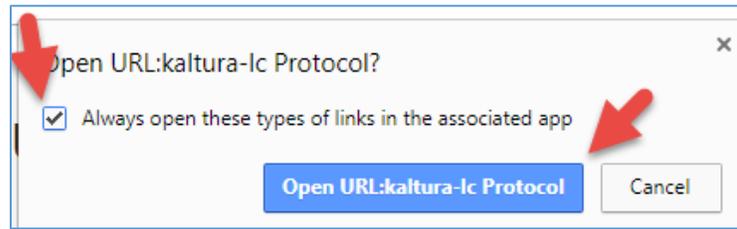


4. You can upload a video that you already created using the “Media Upload” option or record right here using the “CaptureSpace Lite option. **(Skip to step 8 if you are wanting to record your video now using CaptureSpace Lite. If you already uploaded a video, it will be displayed on the page. Skip to step 7.)**



5. If you’re uploading an existing video, click on “Media Upload.” Click on “Choose a file to upload,” locate the file and select “Open.” Depending on the file size it may take a moment for the video to upload.
6. Type a name in the Name field, click the “Save” button and then click on the “Back to Browse and Embed” link which is located next to the Save button.
7. Click the blue “Select” button in the row where this video is listed, type a Subject if you’re posting a discussion, and then click on “Submit.” **You are finished and don’t need to follow the rest of the steps.**

8. If you are recording here, click the “CaptureSpace Lite” option after clicking “Add New.” The first time you use this option, you’ll need to click the check box and then the “Open URL” button as shown in this example.



Then click the appropriate button for whichever type of computer you’re using. So click the “Download for Windows” button if you’re on a Windows computer.

The Kaltura CaptureSpace Desktop Recorder

The Kaltura CaptureSpace Desktop Recorder enables easy capture in class, at home or on-the-go with automated publishing and interactive viewing within the LMS and Kaltura's MediaSpace video portal.

If you've already installed CaptureSpace, it will launch automatically.

Using CaptureSpace for the first time?

[Download for Windows](#) [Download for Mac](#)

Learn more
See the [Kaltura CaptureSpace - User Manual](#) for additional information on supported systems and usage instructions.

Open the file that was downloaded and install the CaptureSpace program. After it finishes, you can close the above box. You’ll only have to do this the first time you use this tool.

9. You’ll have a few different options to choose from for what you want to record. Click the icon for what you want to record.



10. Record your video in the small window that opens. Click the "Done" button when finished.
11. 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.
12. In the box that opens, change the Title to a more appropriate name and click the "Save" button.
13. Click the "Not uploaded. Upload Now" link in the video box. It will take you back to the previous box.
14. This time click the "Upload" button.
15. Click the "Close" button in the bottom right corner after it finishes uploading.
16. 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.
17. Now back in the Discussion post or Assignment, click the "Mashups" icon again.
18. Select "Kaltura Media."
19. 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 want to put in this post or assignment.
20. Be sure you type a Subject, if this is a discussion post, and add any text if needed if you didn't type the text in step 1 and then click the "Submit" button.