

Student Guide to using Kaltura Media

Kaltura media allows you to create, upload, and publish videos in your Blackboard courses. The quick start guide below walks you through the basics of Kaltura, including how to:

1. Add Media to a Blackboard Tool such as an Assignment or Discussion Board;
2. Upload new media or record new media using a screen recorder or webcam;
3. Manage your media across courses.

Note: Videos made available to students in Blackboard is FERPA compliant and is subject to the University's policies regarding copyright and intellectual property rights. Please direct your questions on copyright or intellectual property rights to University Libraries.

Note: Closed Captioning services via Kaltura are in production and coming soon.

Advantages of using Kaltura:

- FERPA security compliant
- Media platform used to quickly share content between students and instructors
- Mobile compatibility
- Creates an engaging online learning environment for students

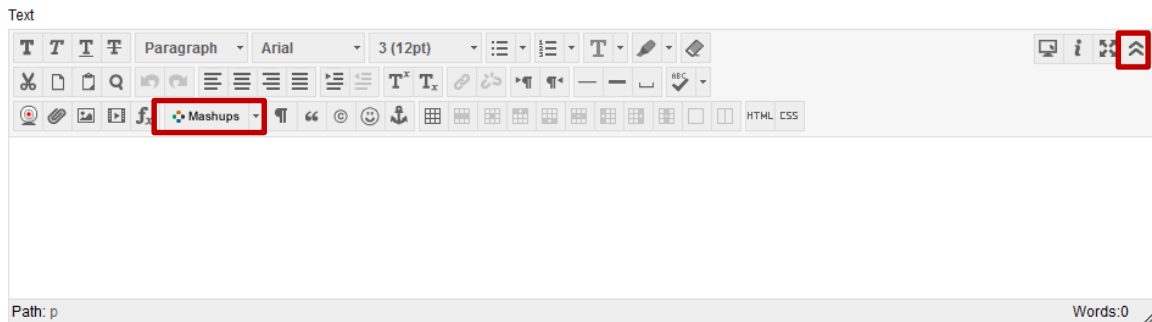
Add Media to a Discussion Board or Assignment

Step 1: Access your Discussion, Blog, Assignment link, etc., and look for the text editing bar (known as the Text Editor).

Note: If you need to use Kaltura media for an Assignment, you will need to click the option to *Write a Submission* for the text editor to appear.

Step 2: Select the *Mashup* icon on the bottom row.

Step 3: Select *Kaltura Media*.



Note: If you only see the options for editing the font, you may need to click the double arrows on the top right of the text editor area.

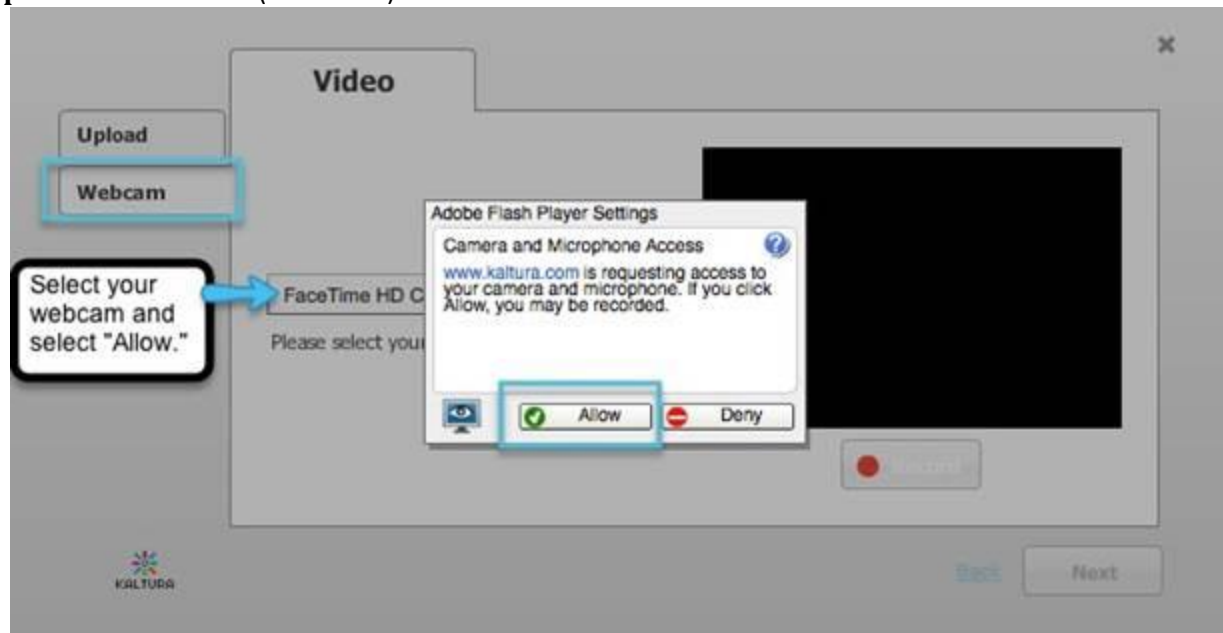
Upload or Record your media

Option 1: If uploading a video:

- Step 1:** Select *Upload Media or Record from Webcam*.
- Step 2:** Select the *Upload* tab.
- Step 3:** Browse for and upload your file.
- Step 4:** Wait for upload.
- Step 5:** Select *Next*.

Option 2: If recording using your webcam:

- Step 1:** Select *Upload Media or Record from Webcam*.
- Step 2:** Select the *Webcam* tab.
- Step 3:** Select *Allow* (see below).



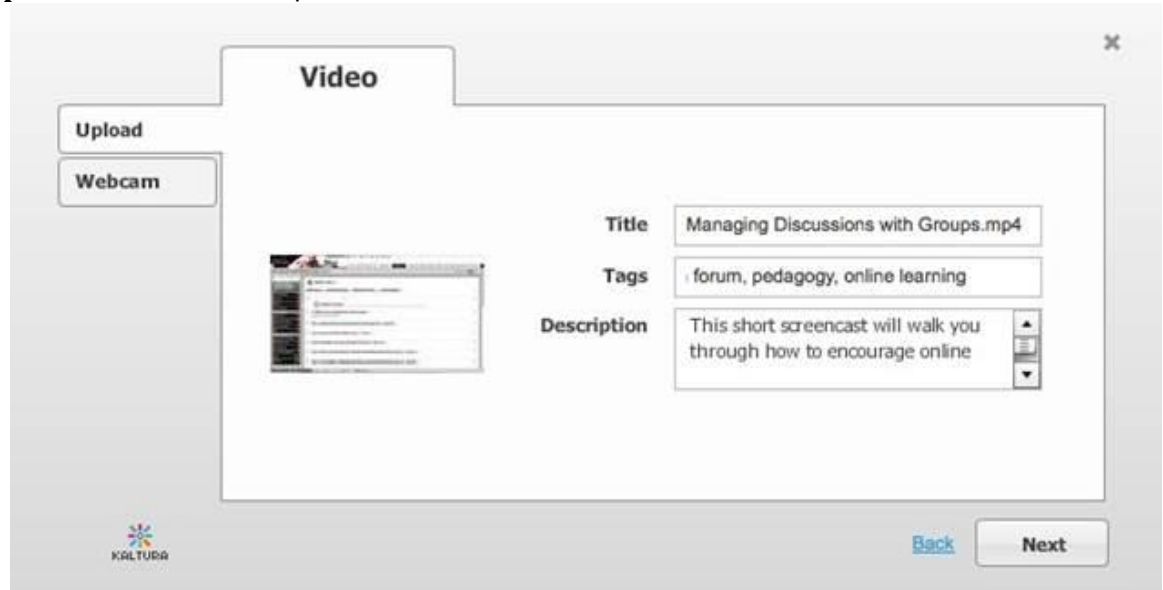
Step 4: Select the red record button. When finished recording, select *Play* to preview or *Next* to upload.

Step 5: Your video will appear. Select *Next* to continue.

Step 6: You can add the following information to your video:

- a. Title
- b. Search Tags (to allow for easy location using the search tool in your My Media or Course Media gallery)
- c. Description

Step 7: Select *Next* to upload.



Option 3: If you are recording your screen:

Step 1: Select *Record Your Screen* from the *Add Media* drop--down menu.

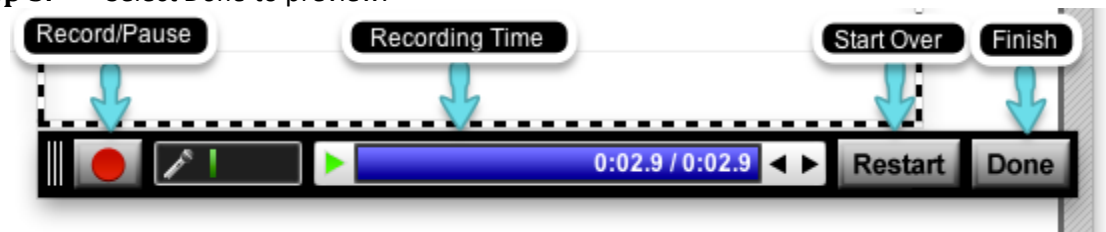
Note: you may need to update Java on your computer or allow pop ups in your browser. Please visit www.java.com to determine your version or update.

Step 2: Select the red record button to begin.

Step 3: Move mouse slowly and smoothly. Your mouse is being recorded.

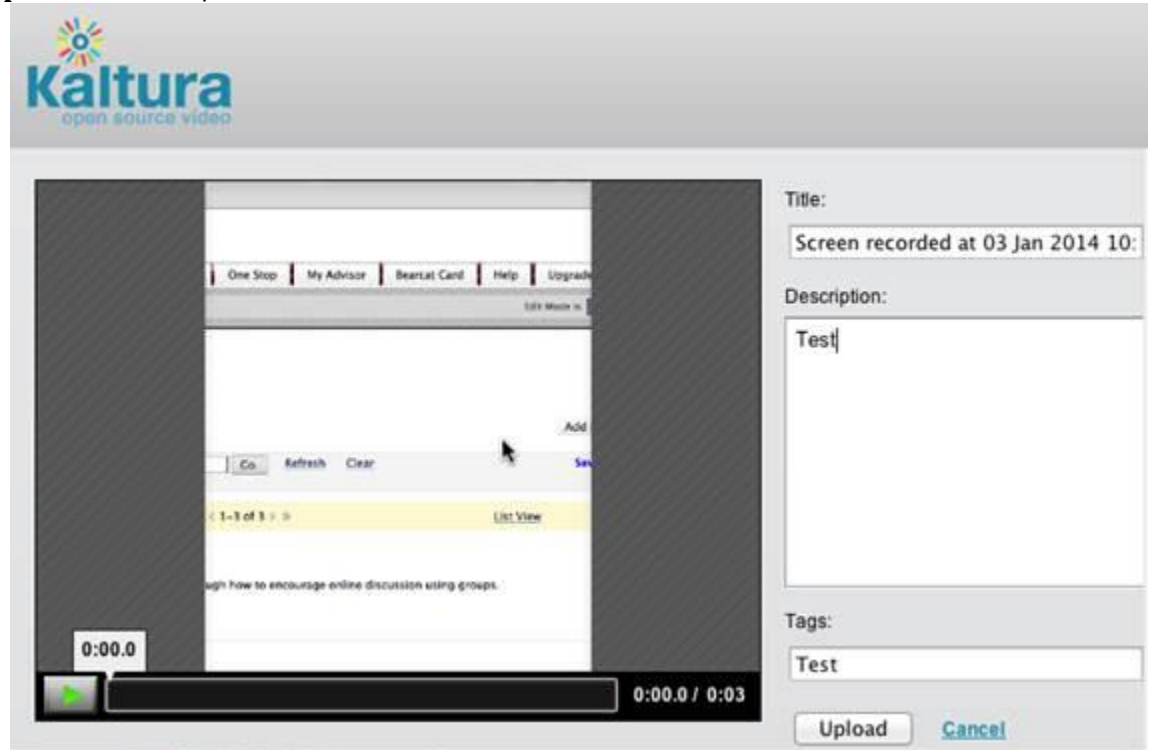
Step 4: Turn off all phones and alerts before beginning.

Step 5: Select *Done* to preview.



Step 6: Change your title, tags and description.

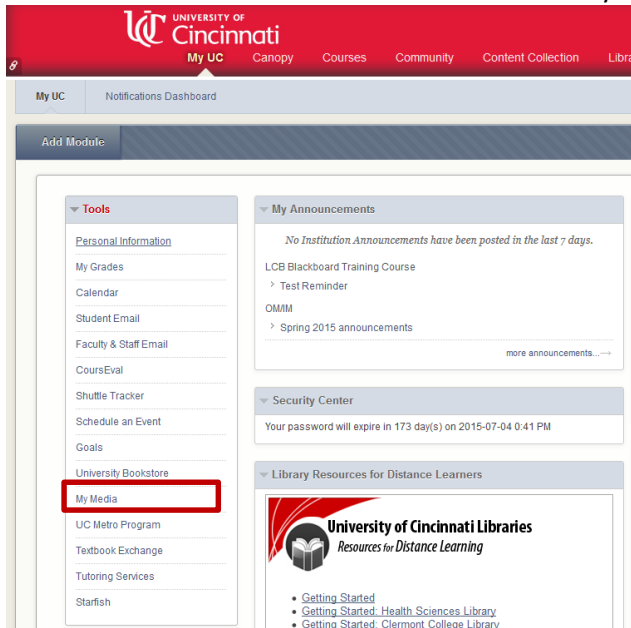
Step 7: Select *Upload*.



Step 8: Wait for upload. Depending upon the file size and the speed of your Internet connection, it will take some time for your video to appear in the Text Editor and in your My Media gallery.

Manage Your Media

My Media on the My UC page in the Tools Module on Blackboard is the place to edit uploaded or recorded files or to add them to the Course Gallery for everyone to see.



Note: If a media is added using the Kaltura Mashup tool in the Text Editor, it appears in that content item but NOT in the Course Gallery.