

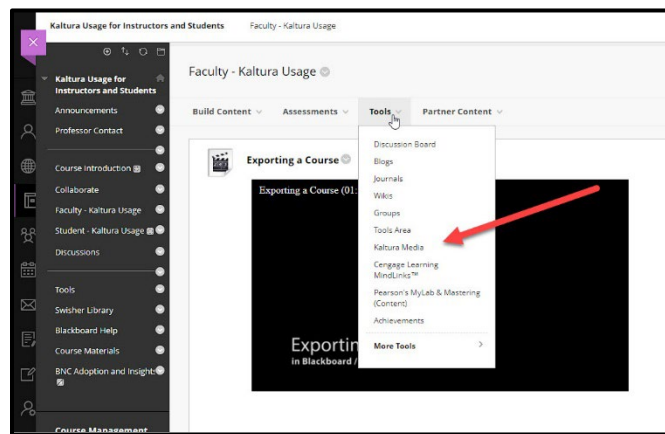


BLACKBOARD LEARN VERSION - INSTRUCTOR

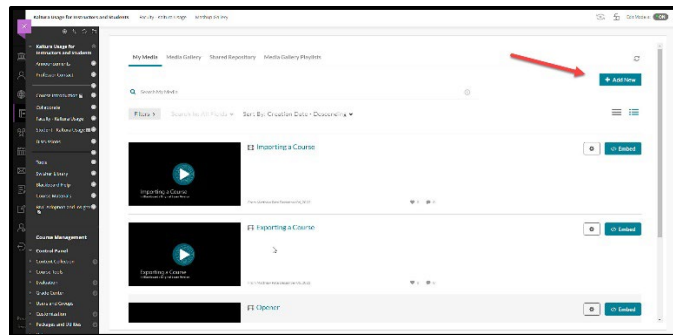
KALTURA MEDIA UPLOADING, USAGE, AND EMBEDDING

The purpose of this guide is to show the steps needed to use the built-in Kaltura media repository to upload content for use within discussion boards, assignments, and for display purposes through embedding. This will include how to use Collaborate downloads in Kaltura and the new Express Capture feature through a built-in webcam. These visual steps are in sequence and are followed by a brief description of each step. Each section will be accompanied by a short video to help you along the way.

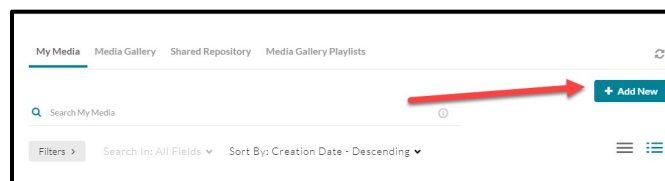
Uploading Media into Kaltura Media



Depending on where you want to place the media, you will need to select the appropriate course menu week or navigation area to include the embedded media files. Select **Tools** from the upper menu options and down to **Kaltura Media**.

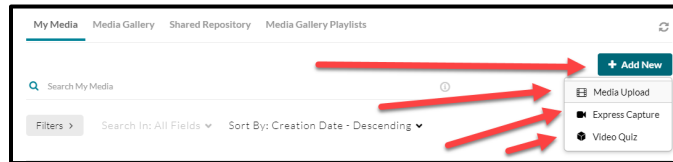


When the interface opens you will have any previously uploaded media populate. You will then choose **Add New**.

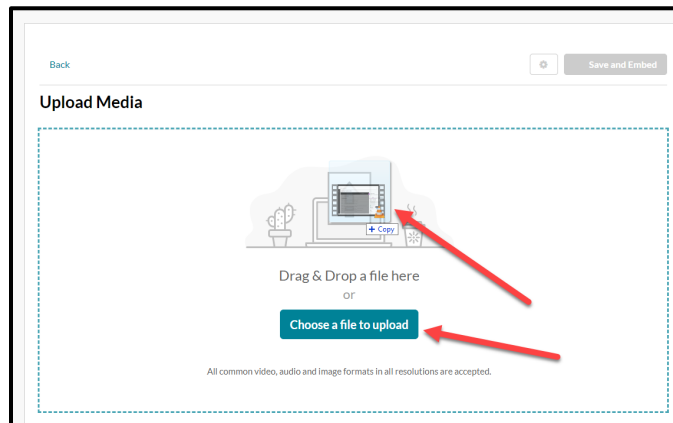




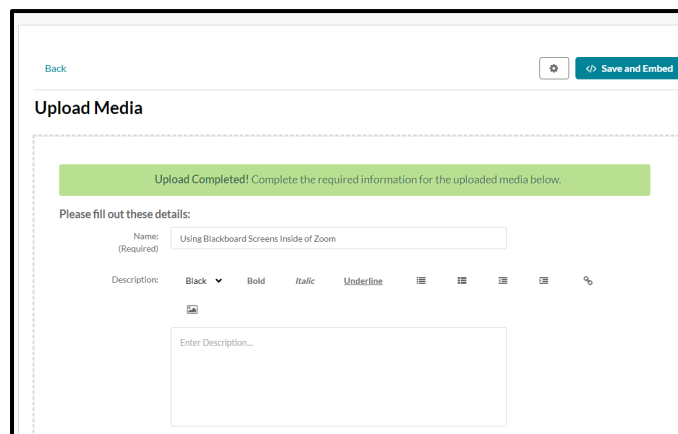
You will then select the **Add New** button and make the correct selection for the type of video you will be uploading to share. The media upload is for recorded video, express capture, which uses your connected webcam to record a segment, and the video quiz option, which allows you to add segments with assessments built into the video to check for student comprehension. Each of these will embed the same way.



When selecting the media upload option from the **Add New** button, you can directly drag the file into the window or **choose a file to upload** button to upload and archive the video for use in the class.



Once the video has been uploaded, you will need to give the file an accurate name and a description if you choose.





Make sure once the video has been uploaded and titled correctly, you save the upload.



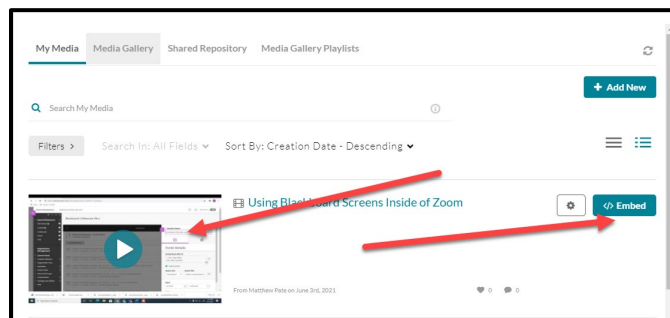
During the process of uploading, the video will need to be converted and you will see two cog wheels rotating during this process of encoding. The video link below will show you the process of uploading into Kaltura Media.

* [Video Link – Uploading Video into Kaltura Media](#)

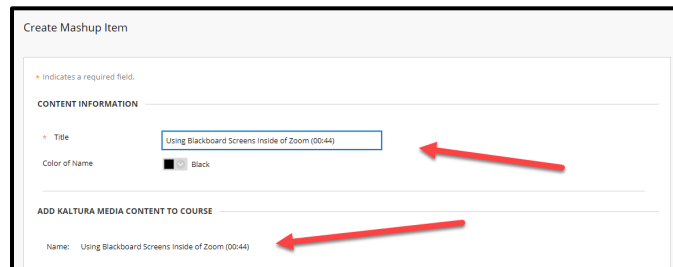
Embedding into a Course Module

Now that the video has been uploaded and named, you will see it in a built-in player on the left side. The advantage of this format of media embedding is that you have live player control and you can adjust the window size display to your preference using the cog wheel settings feature.

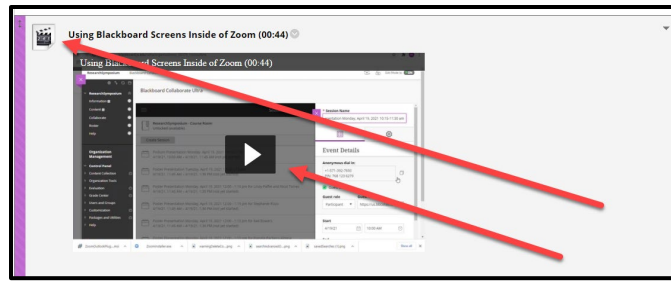
Next, you will **select Embed** from the right-hand side button and proceed to add the naming convention for your students to see in the Kaltura module you add to the week.



As a reminder, make sure you are in the correct course module.



Adding your naming convention that will be displayed in the module heading.

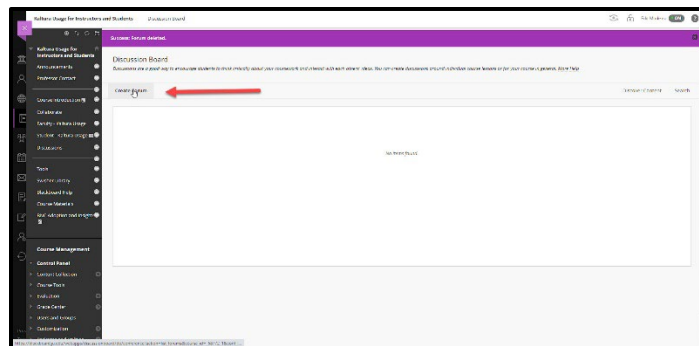


Once you have completed all the steps, the video will be embedded. These videos will remain in the Kaltura repository until they are permanently deleted. The advantage of uploading in Kaltura is that these become permanent archive videos so when courses are copied the video links do not break.

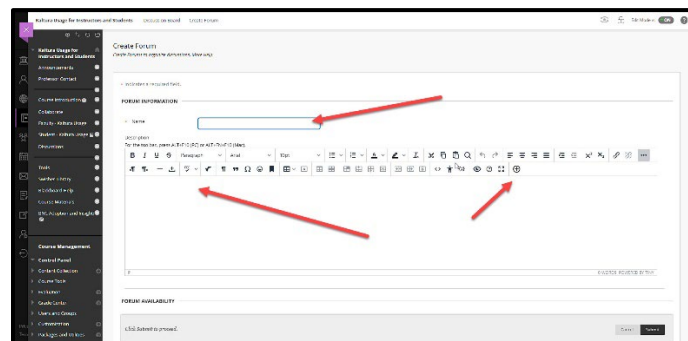
* [Video Link – Embedding Video into a Course Module](#)

Using a Kaltura Video within a Discussion Board

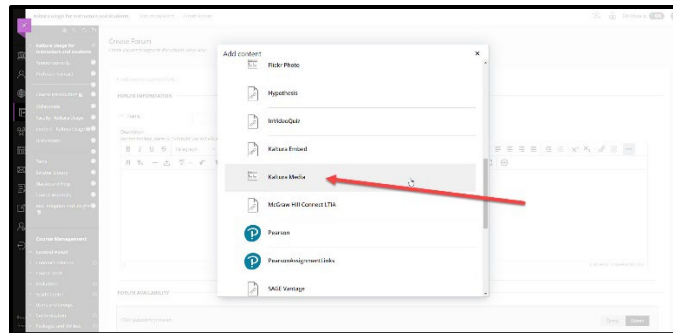
Now that the video has been uploaded to Kaltura Media, you can use this video inside a Discussion Board forum to promote active engagement. The process requires a few extra steps in the sequence.



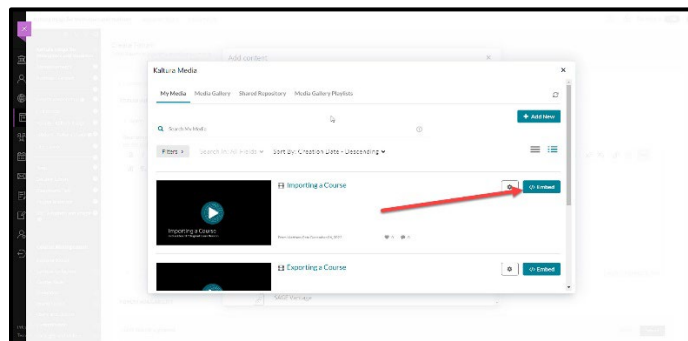
Click Create Forum



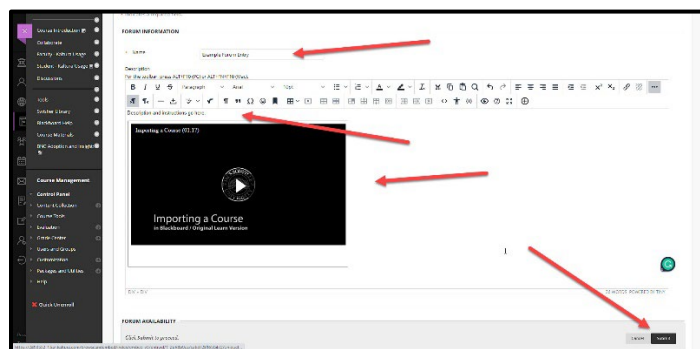
Add the titling, description, or assignment information, and then choose the + sign at the far-right-hand corner of the interface. This will populate a list of options to add to the forum.



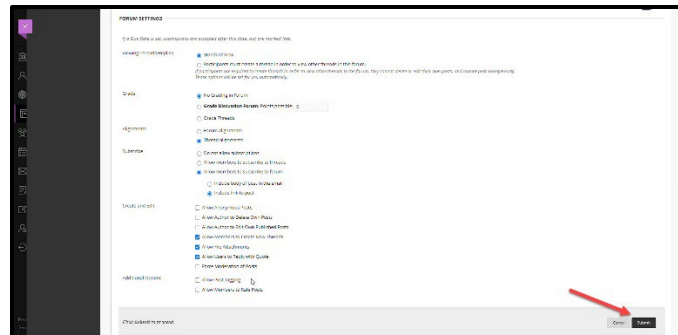
You will need to scroll down to **Kaltura Media** and choose this option. Kaltura Embed will facilitate the same outcome if that selection is chosen. The video should have been uploaded prior to selecting the video to be added to the forum.



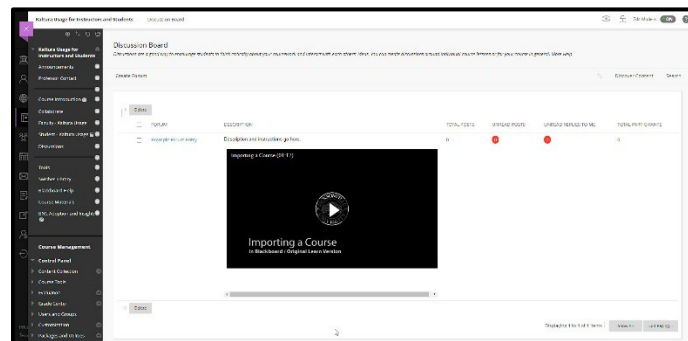
You will need to select embed and this will place the video component into the forum for viewing.



From this point, the video has been embedded into the forum example.



Once the embedded video appears, you will need to scroll down and adjust any settings, grading criteria, and display parameters for the forum discussion board. Once complete, you submit your changes.



* [Video Link – Embedding Video into a Discussion Board](#)

Filtering Your Media Library

One very important step when adding video clips to Kaltura is to make sure you learn to filter your content. What commonly happens is that when the video is shared by colleagues, it shows up in your Kaltura feed and can make the embedding process more difficult. By selecting only your video, you are considered the owner from the standpoint of Kaltura Media. The link below shows the simple process.

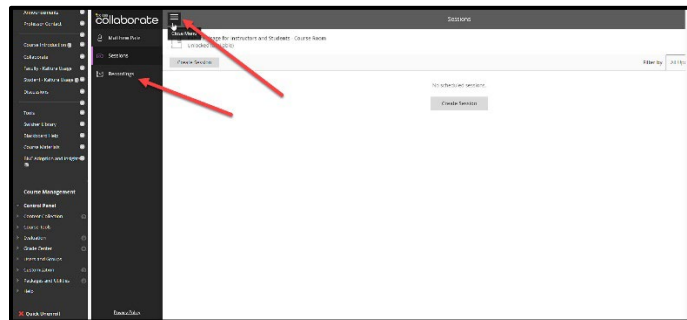
* [Video Link – Filtering Your Media Library](#)



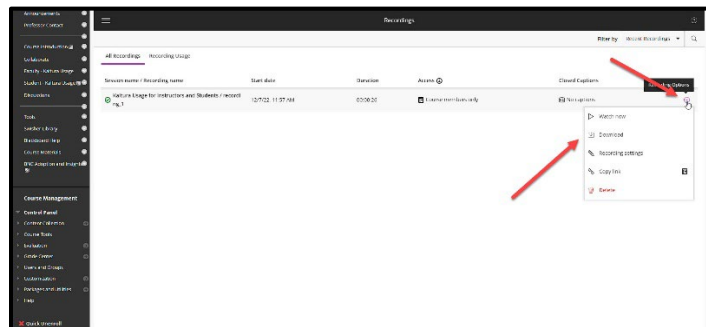
Downloading Video from Collaborate, Uploading to Kaltura, and Embedding into a Course Module

As you become more familiar with Kaltura, you will want to upload all Collaborate video, .mp4, .wav., and .mov files to have permanent links throughout your present and future courses. Adding video to the **Content Collector** leads to broken links when courses are copied incorrectly and eventual deletion once the annual content is removed to free up Blackboard storage space.

* [Video Link – Collaborate Sample Video Capture](#)



On the left-hand side of your Collaborate recording, you will see the 3 horizontal lines referred to as the hamburger menu. Here you will select the menu and open all recorded sessions.



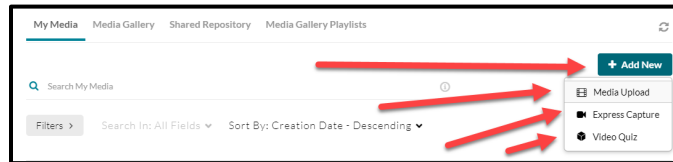
Once the recordings populate, you will choose the recording options on the right. This is located within the round circle with 3 ellipse dots inside. Proceed down to download, click, and this will begin the process of transferring the clip into your **Downloads** folder. The final steps are a duplicate of how you would upload and embed the video in Kaltura. The video link below will take you through the entire process. The video that is uploaded and embedded will initially encode before the clip will be available for use. This is dependent on the length of the Collaborate session.

* [Video Link – Downloading Collaborate Video, Uploading to Kaltura, and Embedding into a Course Module](#)

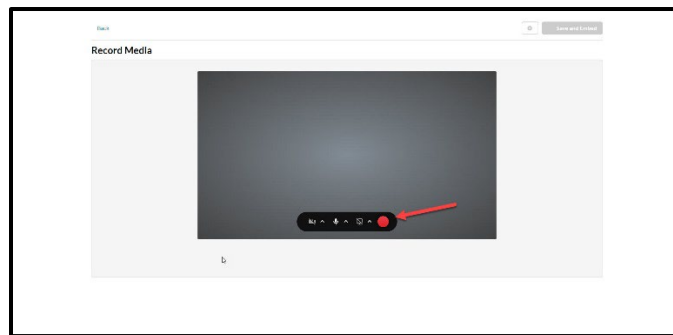


Using Express Capture in Kaltura Media

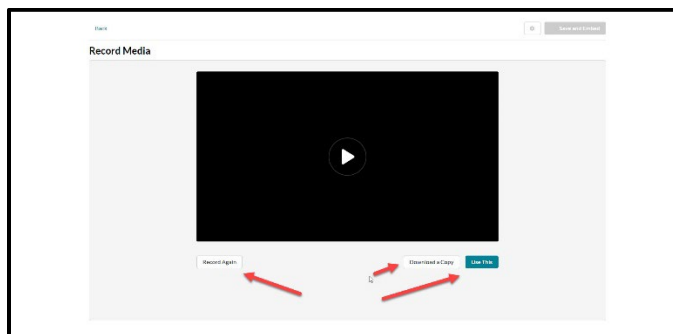
The purpose of **Express Capture** is to record segments directly from Kaltura Media. You will access Kaltura Media the same way you would upload a video clip to embed.



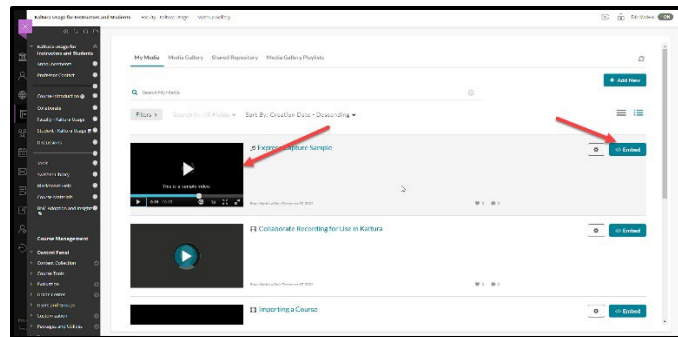
Once you have chosen **Kaltura Media** from the **Tools** menu, you will select **Add New** and choose **Express Capture** from the options. This will open the recording window for you to live capture, record, and embed in one place.



Please make sure the video and audio are active. The red record button can record both audio and video. If you choose to only record the audio, make sure you turn off the camera function.



After the video is recorded, you have the option to record again, use this version to embed or download a copy. When you choose the **Use This** option, you have two choices, to save into the media repository or to save and embed into the course module. In this step, you will be able to add titling and any descriptive information about the video captured.



Once you save the **Express Capture**, it will be available to embed into the module of your choice.

* [Video Link – Using the Express Capture](#)