

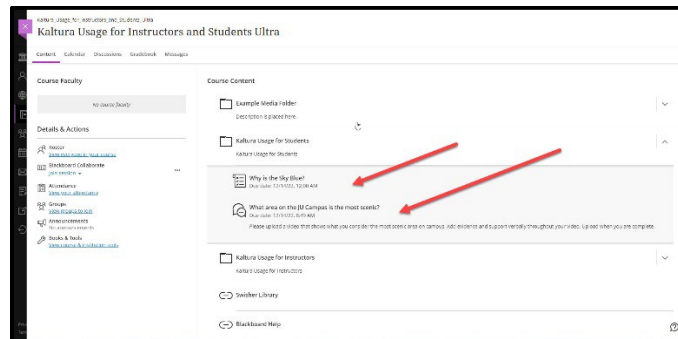


BLACKBOARD ULTRA VERSION - STUDENT

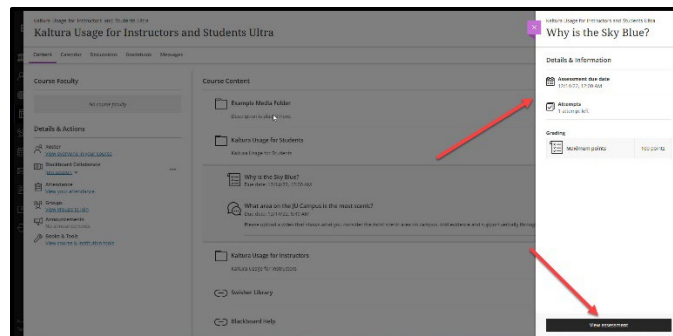
KALTURA MEDIA UPLOADING AND USAGE

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 and assignments. 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.

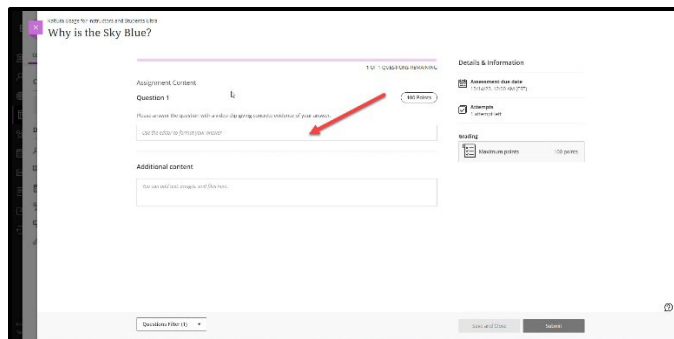
Using Kaltura Media within an Assignment



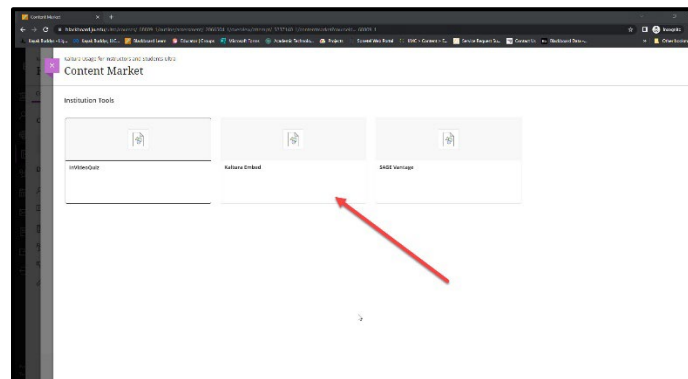
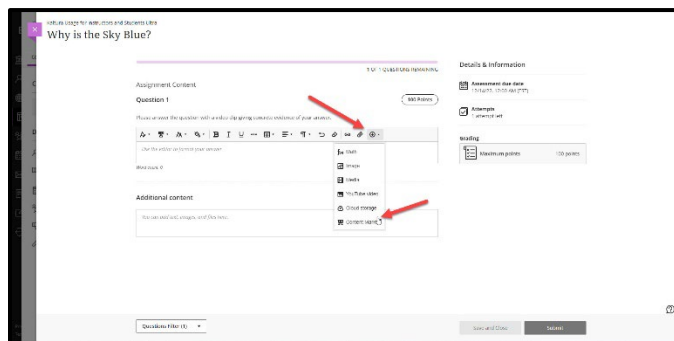
When accessing course assignments or discussion boards, you will need to select the folder created by your instructor. Some instructors may not folder content, so looking for the icon helps to identify the work needing completion. The scroll represents an assignment and the thought bubble represents a discussion board as an example.



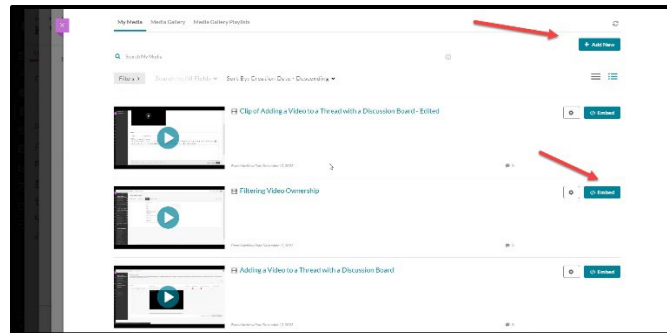
When you choose an assignment, a right-side window will open showing the assignment parameters. Click **View Assessment** to access the required assignment.



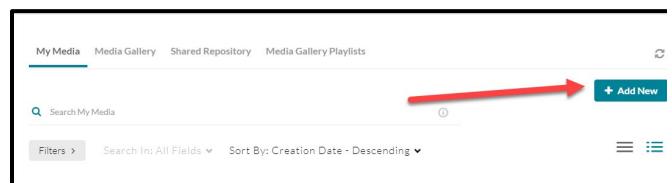
Once you have the assignment launched, you will select the empty answer box to locate the controls to access the **Kaltura Embed**. It is important to make sure you add your media before you upload. This can be done inside of the assignment window if you choose. **Directions for this procedure are on the next page.**



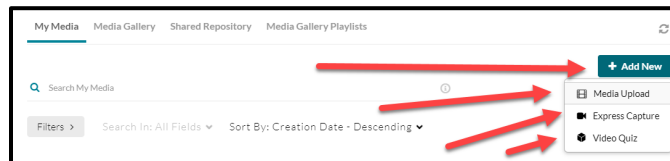
Inside the editor, you will click the + sign to launch the available options menu. Choose **Content Market** and scroll down to **Kaltura Embed**.



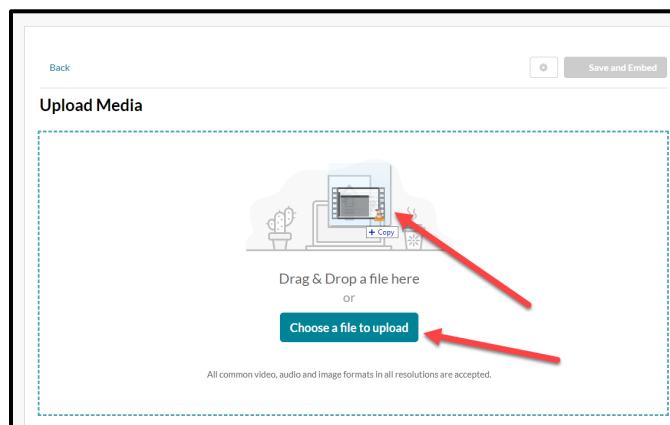
When the interface opens **Kaltura Media** will display any previously uploaded media.



If no media is available, you will 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 add focus points to the video clip. Each of these will embed the same way.

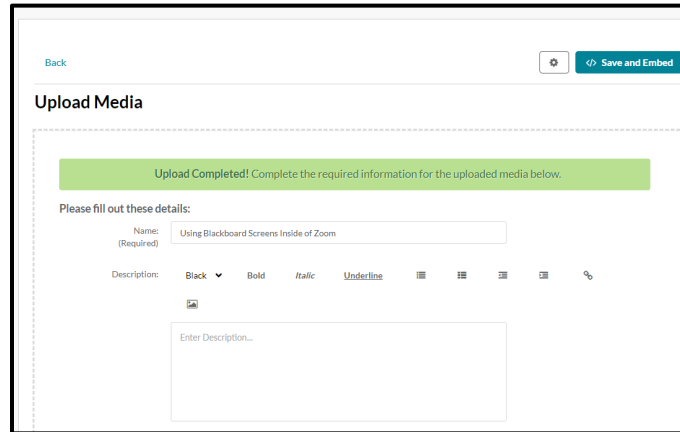


When selecting the media upload option from the **Add New** button, you can directly drag the file into the window or **choose a file to upload** button to locate the video file. The video once uploaded, will remain in your Kaltura video repository for future use. It will be permanently associated with your user credentials.





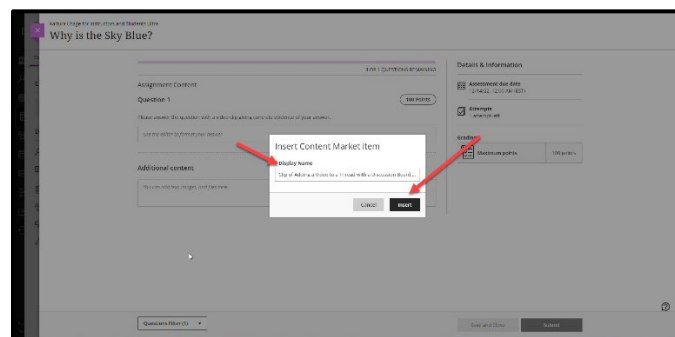
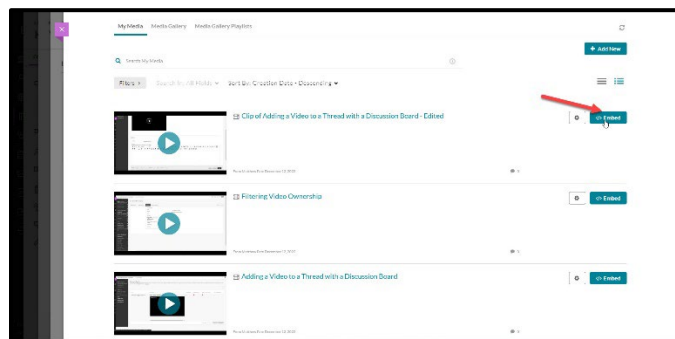
Once the video has been uploaded, you will need to give the file an accurate name and a description if you choose.



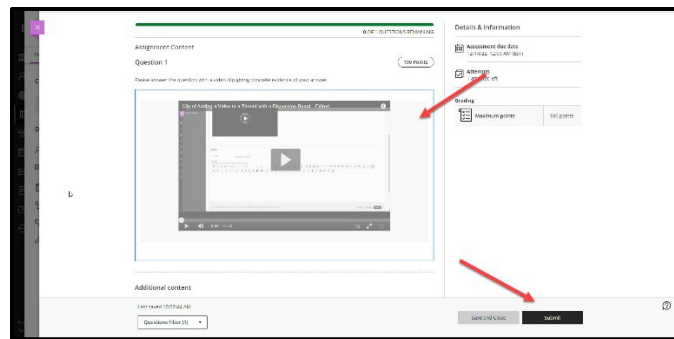
Make sure once the video has been uploaded and titled correctly, you save the upload. You will select **Back** located in the upper left corner to go back to your video library.



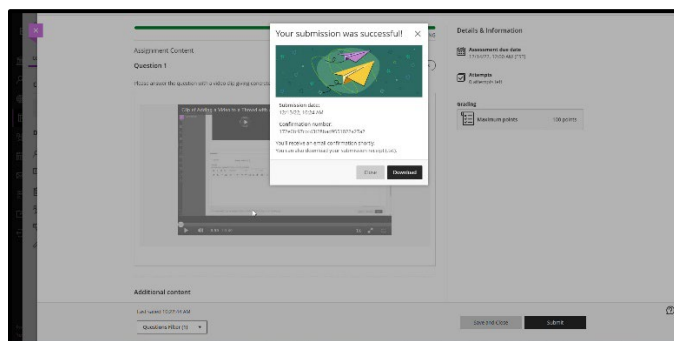
During the process of uploading, the video will need to be converted and you will see two cog wheels rotating during this process of encoding.



From this point, you will then click **Embed** to attach the video clip to the assignment editor. You will be prompted to verify the name or make changes and then click **Insert**.



Click **Submit** to finalize the assignment submission.



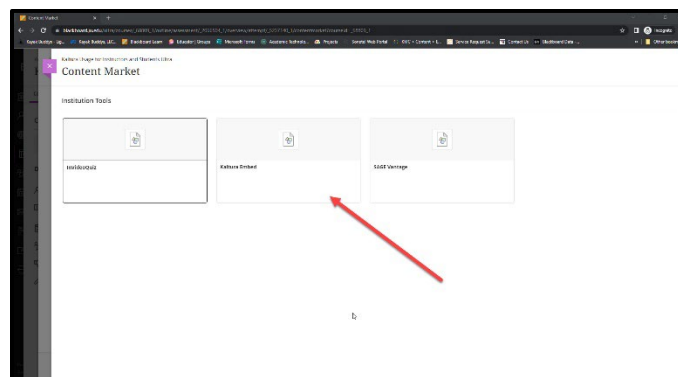
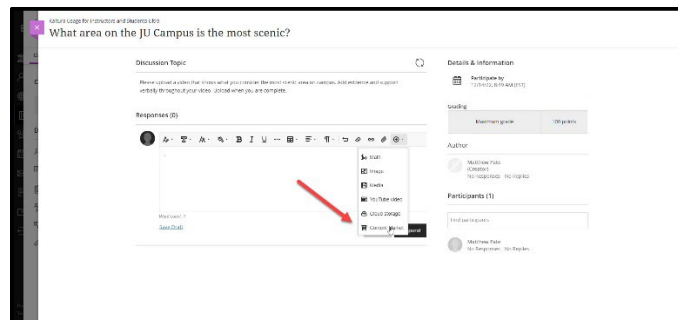
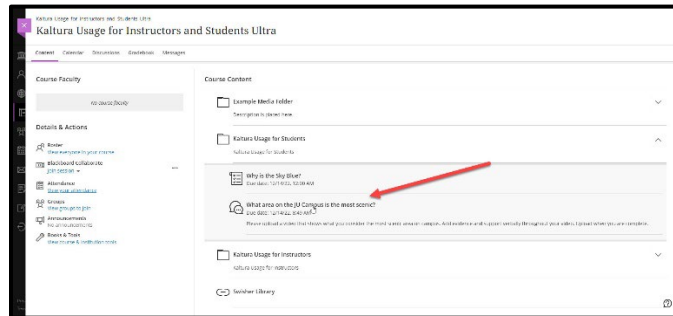
Once the submission has been uploaded, you will be able to download the receipt in needed by the instructor.

* [Video Link – Uploading Video and Embedding inside of an Ultra Assignment](#)

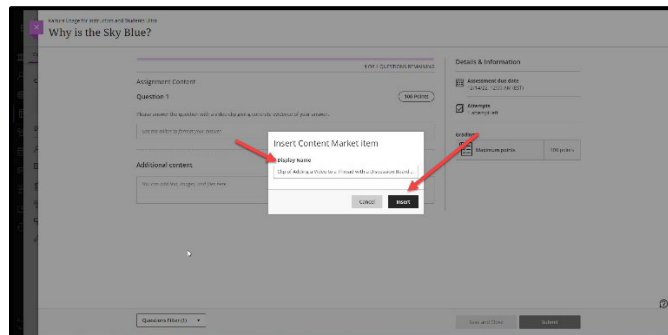
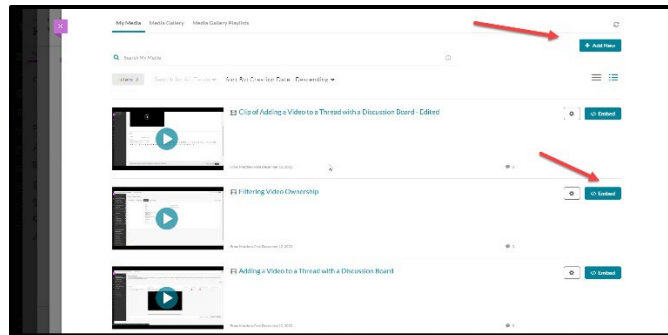


Using a Kaltura Video within a Discussion Board

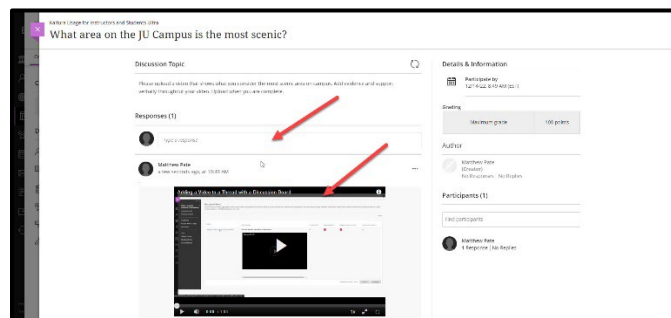
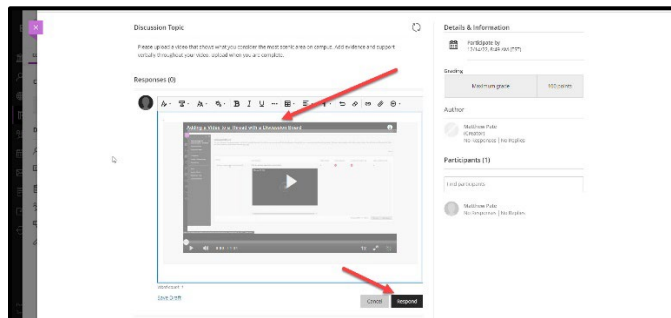
Now that the video has been uploaded to Kaltura Media from the previous steps, you can use this video inside a **Discussion Board** forum. The process requires a few extra steps in the sequence.



Launch the **Discussion Board**, click into the response window, and follow the same path as uploading into an assignment. You will click the + sign, down to **Content Market** and choose **Kaltura Embed**.



At this point you can either **Add Media** or **Embed**. Click **Insert** to attach the video to the forum.



At this point the video should be present in the editor window. You will verify the title and then click **Respond**. The video will now appear in the discussion topic and allows for a written statement to be added as well.

* [Video Link – Uploading a Video Clip into Discussion Forum Entry](#)



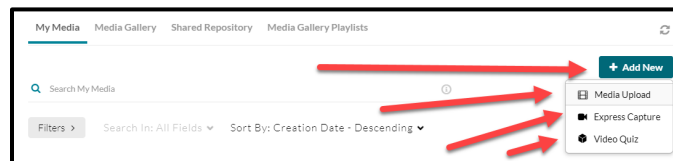
Filtering Your Media Library

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.

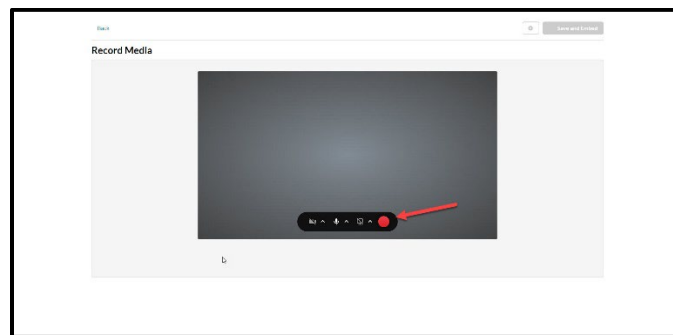
* [Video Link – Filtering Your Media Library](#)

Using Express Capture in Kaltura Media

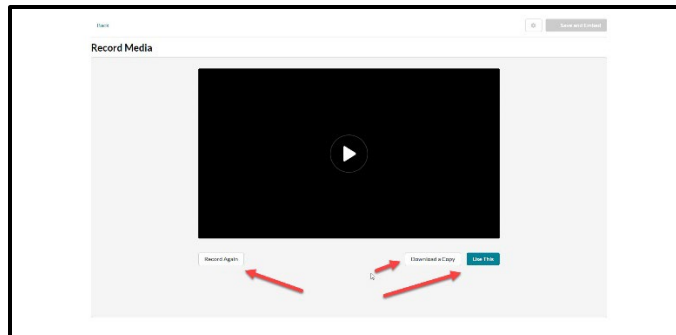
The purpose of **Express Capture** is to record segments directly from Kaltura Media. You will access Kaltura Media the same way you would upload a video clip to embed.



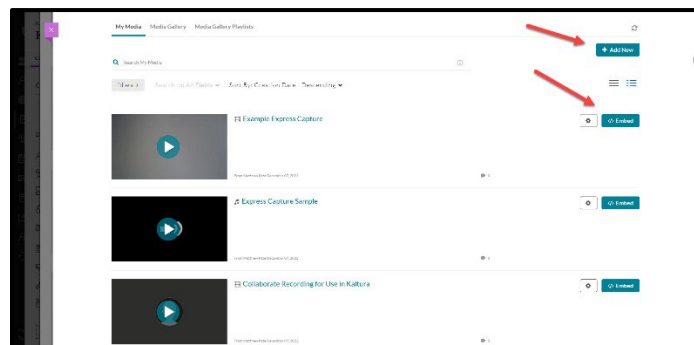
Once you have chosen **Kaltura Embed** from the **Content Market**, you will select **Add New** and choose **Express Capture** from the options. This will open the recording window for you to live capture, record, and embed in one place.



Please make sure the video and audio are active. The red record button will record both audio and video based on your machine settings. 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 created course folder. 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 assignment or discussion forum of your choice. Video can be stand-alone and not added to an assignment or discussion forum.

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