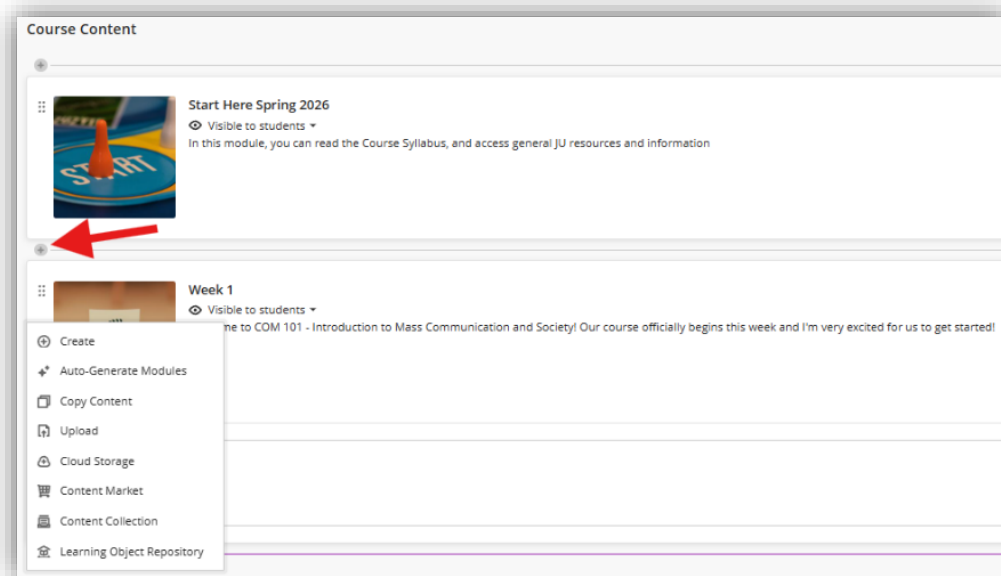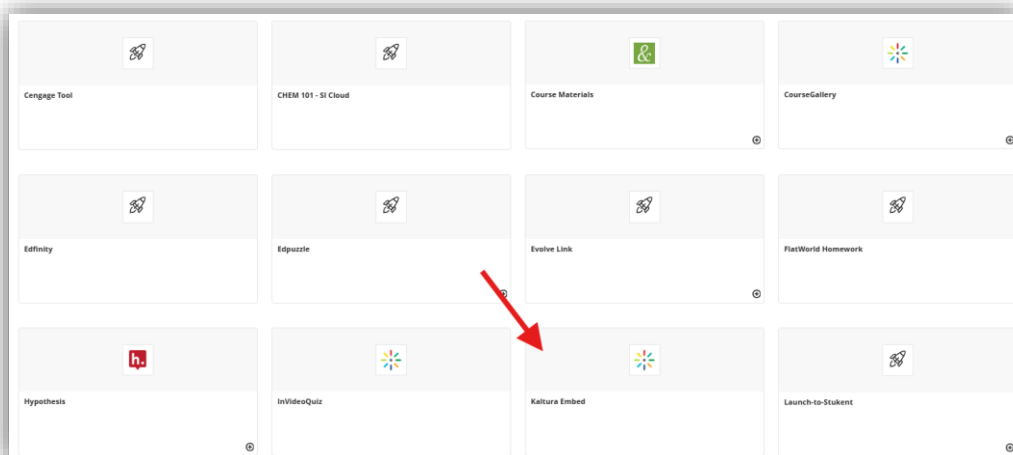## Uploading Kaltura Media into Your Blackboard Ultra Course

This guide's purpose is to show the steps needed to use the built-in Kaltura Embed feature to upload content for use within discussion boards, assignments, and for display purposes through embedding within a content folder. These steps are described in sequence and are followed by a visual image of each step.

In the Course Content section, select the Build Content button, which is indicated by the "**+**" sign. Depending on where you want to place the media, this can be done outside of a Learning Module or Folder or inside of the module.
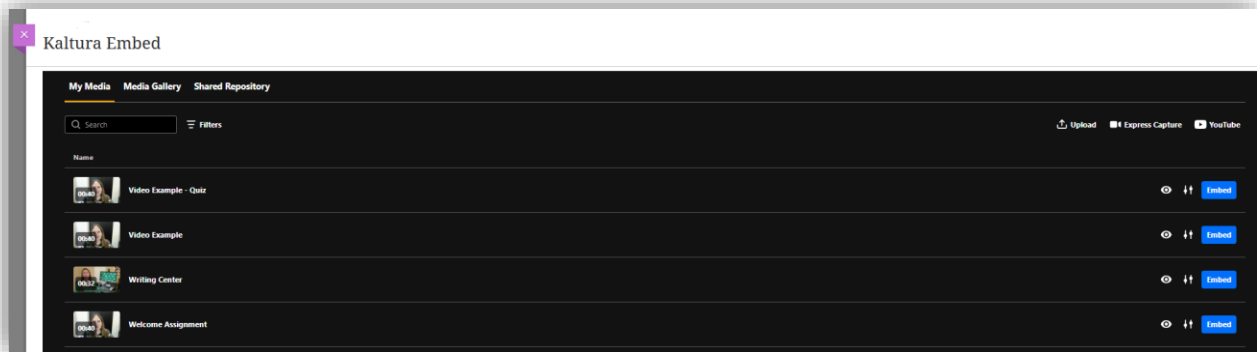

After clicking on the **+** sign to access the menu of options, select **Content Market**. This will take you to all available content plug-ins for Blackboard Ultra. Scroll down to **Kaltura Embed** and choose this option.
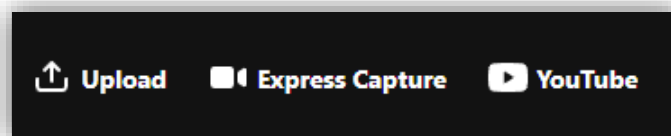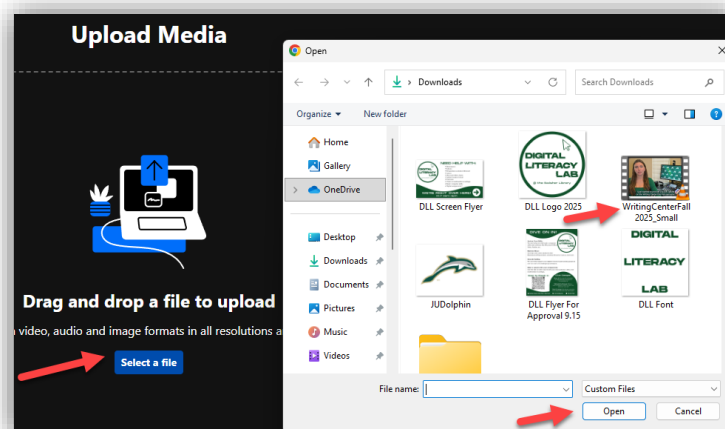
When the interface opens you will have any previously uploaded media populate.

You will also see these options on the top right-hand side of your screen. The steps for uploading are listed later throughout this guide. The **Upload** button allows you to upload a video or audio file (e.g., MP4, MOV, MP3) that you have already created and saved on your computer. **Express Capture** allows you to record a new, quick video directly within your web browser using your existing webcam and microphone. The **YouTube** button allows you to link a public YouTube video to your Kaltura media library. Each of these will embed the same way within your course.

If you choose the **Upload** button. A new window will open where you can **Select a file** to upload that is already saved on your device. Locate the file and click on the .mp4, .mov, or .wmv file. Any other file type might encounter playback issues in Blackboard. This will populate in the file name input line and then choose **Open**.
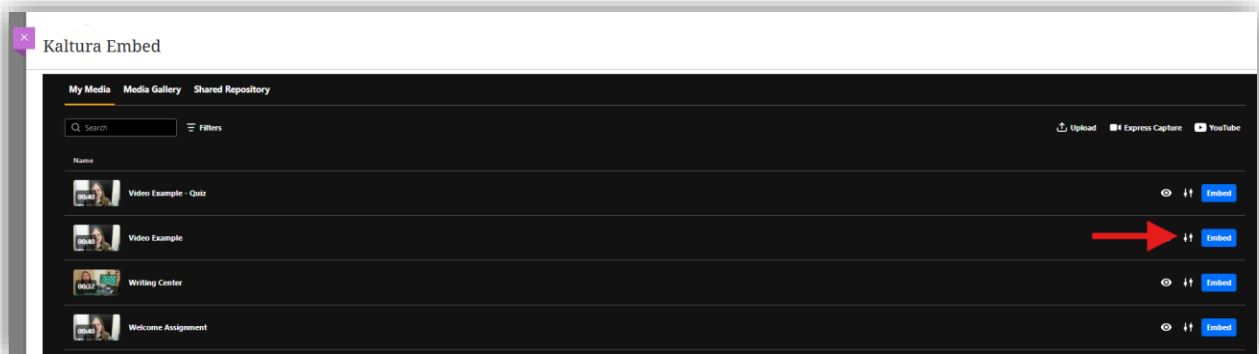
The file will then be uploaded to Kaltura and you will now have the option to change the file name, add tags, write a description if required, and **Save & Embed**.

Click on **Embed** to then share the file from your Kaltura library into the Course Content section of your course.

Now that the video has been uploaded and named, you will see it in your the Course Content section of your course.