

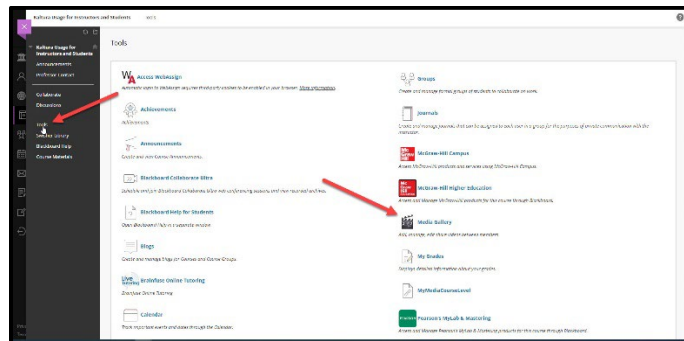


BLACKBOARD LEARN VERSION - STUDENT

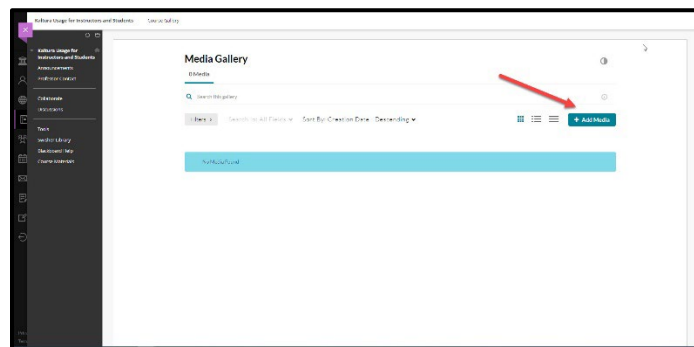
KALTURA MEDIA UPLOADING AND USAGE

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.

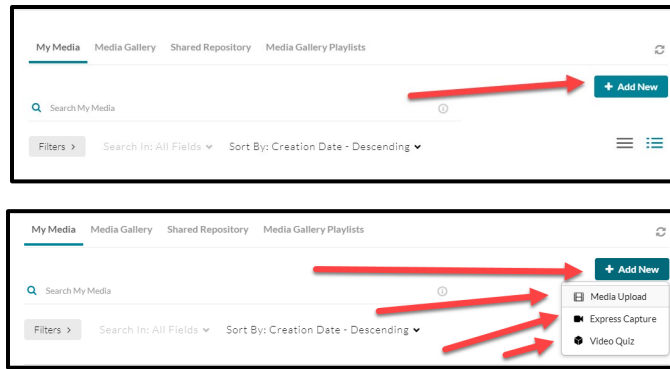
Uploading Media into Kaltura Media



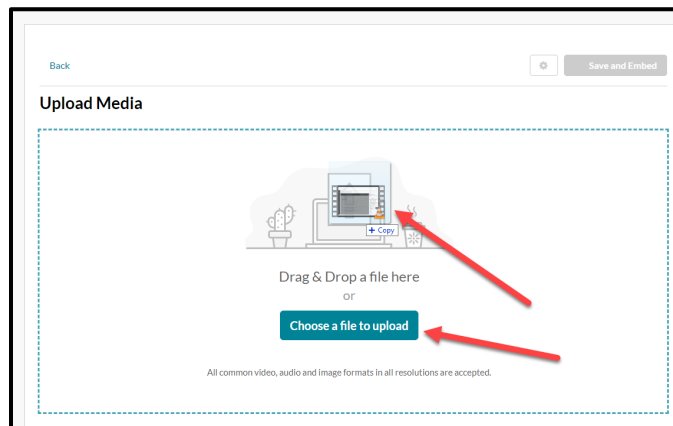
As a reminder, your **Media Gallery** can be used for all your courses here at JU. This media repository is tied to your user account and allows students to archive video content used in classes. Select **Tools** on the course menu and then select **Media Gallery**. This will launch the **Kaltura Media** interface.



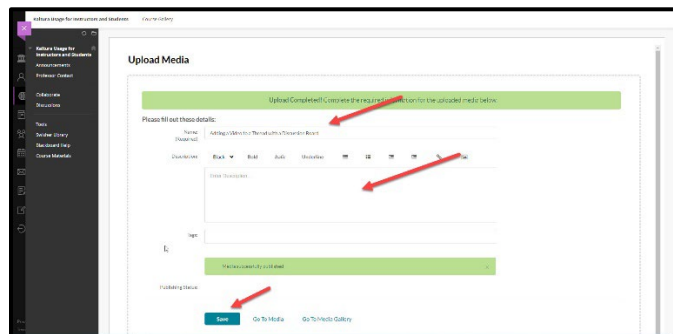
When the interface opens you will have any previously uploaded media populate. You will then choose **Add New** to add new content.



Once you have selected the **Add New** button, you will choose 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 upload and archive the video for use in the class. The Express Capture feature can be used to film directly into **Kaltura Media**. This will launch a live web cam recording app.



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

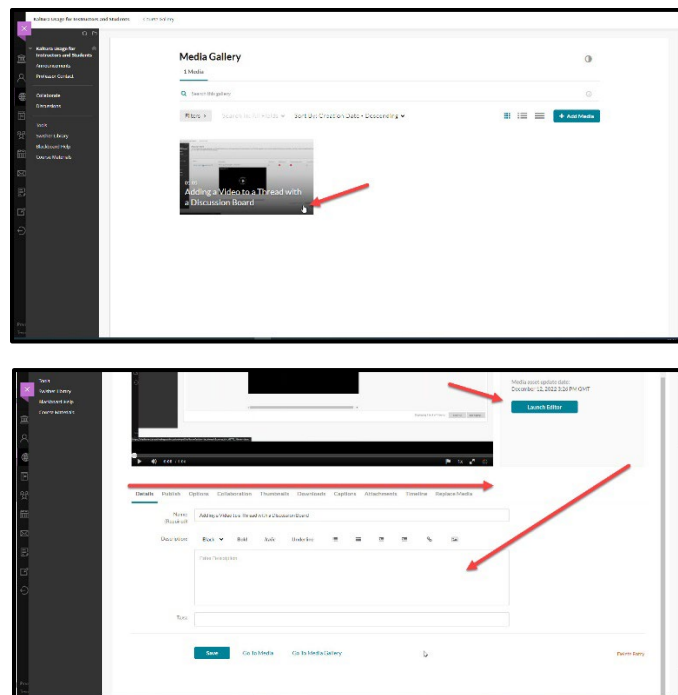


Make sure once the video has been uploaded and titled correctly, you save the upload. During the process of uploading, the video will need to be converted and you will see two cog wheels rotating during this process of encoding. The video link below will show you the process of uploading into Kaltura Media.

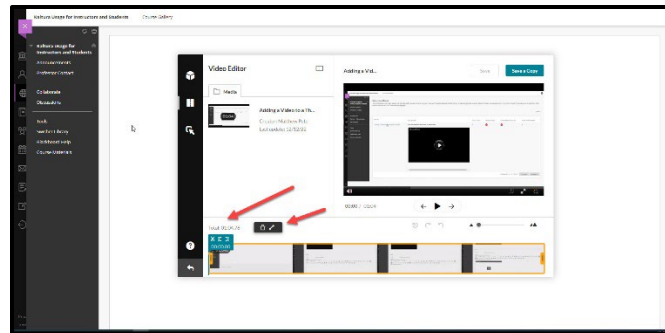
* [Video Link – Uploading Video into Kaltura Media](#)

EDITING AND UPLOADED VIDEO

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 uploading is that you have live player control for previewing content and you can edit the video by selecting the 3 ellipses on the lower right-hand side of the player window and then a pencil will appear on the left-hand side. Choose the pencil to open the editing window.



In the edit window you can adjust name and all detail parameters about the video upload.

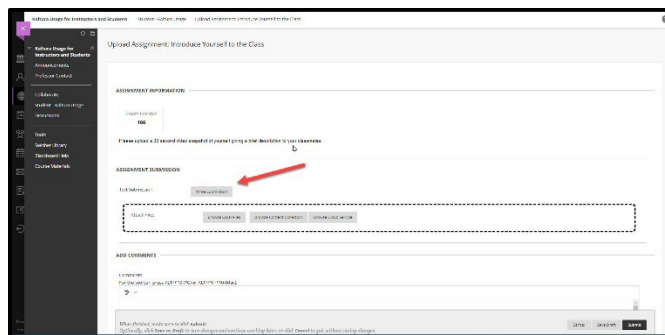
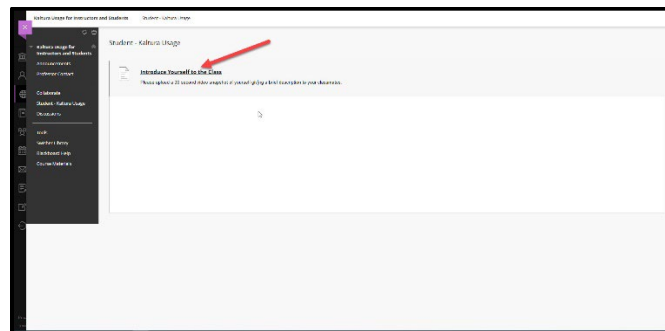


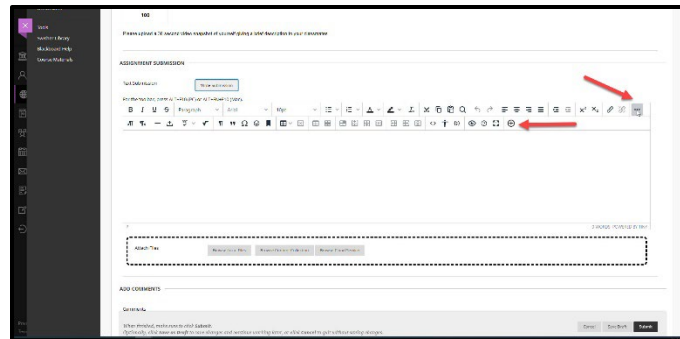
Choosing Launch Editor allows you to cut, crop, and simply adjust video from the uploaded segment.

* [Video Link – Editing an Uploaded Video](#)

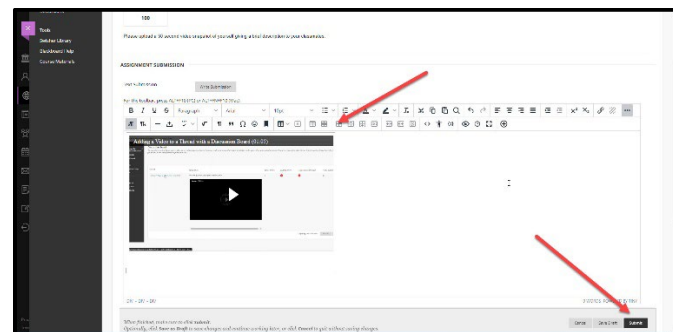
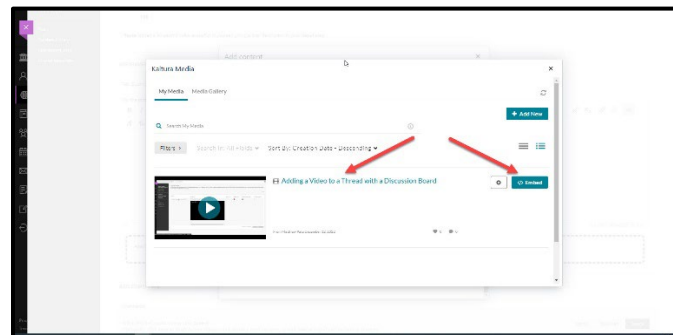
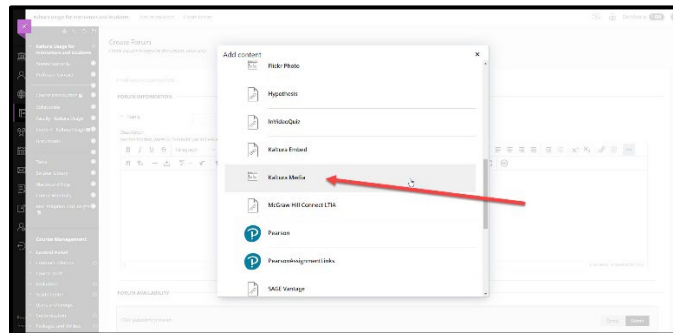
ADDING VIDEO TO A COURSE ASSIGNMENT OR DISCUSSION BOARD

Now that the video has been uploaded to **Kaltura Media**, you can use this video in an assignment if requested. Uploading to an **Assignment** only requires a few steps.



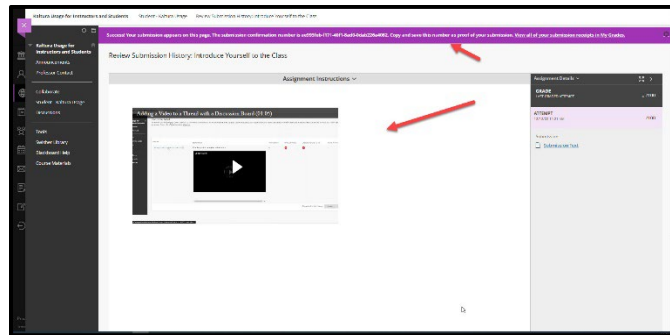


Click on the Assignment, down to the **Write Submission** option, then find the 3 ellipses on the right side of the submission window, and finally select the + sign. This will allow the external submission plugins to load in a new window.





You will need to scroll down to **Kaltura Media** and choose this option. The video will populate in the window if previously uploaded. You can still upload by choosing the **Add Media** as noted in the previous instructions for uploading. Next, you will click **Embed** to upload to the assignment. Save and submit all changes.

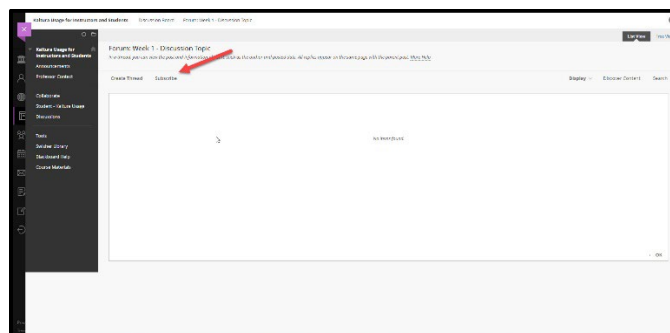
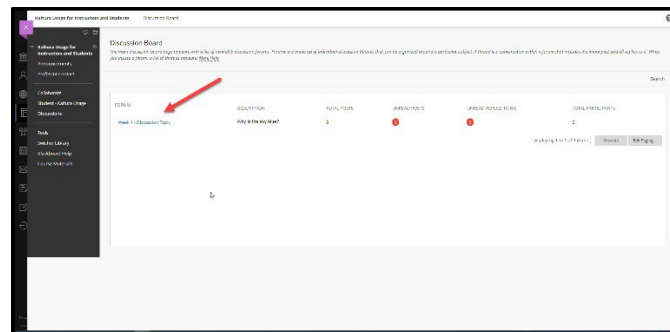


Here you will see the submission receipt and video upload in the assignment window.

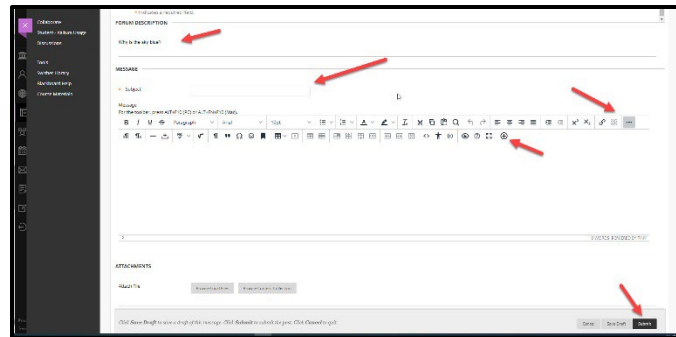
* [Video Link – Embedding Video into an Assignment](#)

Adding Video to a Discussion Board

Now that the video has been uploaded to **Kaltura Media**, you can use this video in a discussion board if requested. Uploading to an **Assignment** and **Discussion Board** follow the same initial path.



Once the **Discussion Board** is open, choose the forum you need to add the video. You will click **Create Thread**.



Here you will enter the subject and follow the same path by choosing **the 3 ellipses, close the + sign, scroll down to Kaltura Media, choose video clip, and click Embed**. Once the embedded video appears in the message window, you will click **Submit** to finalize 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](#)