



Using Kaltura Express to Create a Video Upload Submission

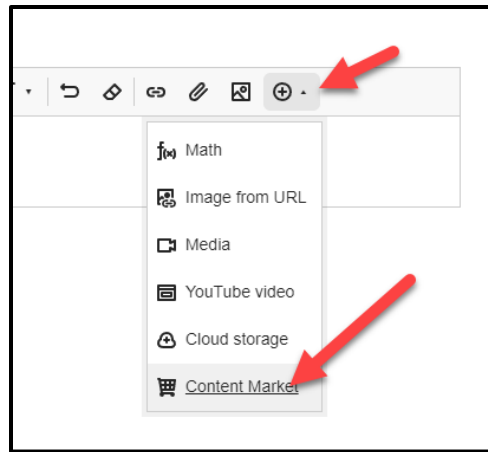
Assignment Submission Window / Discussion Board

[Video Instructional Link](#)

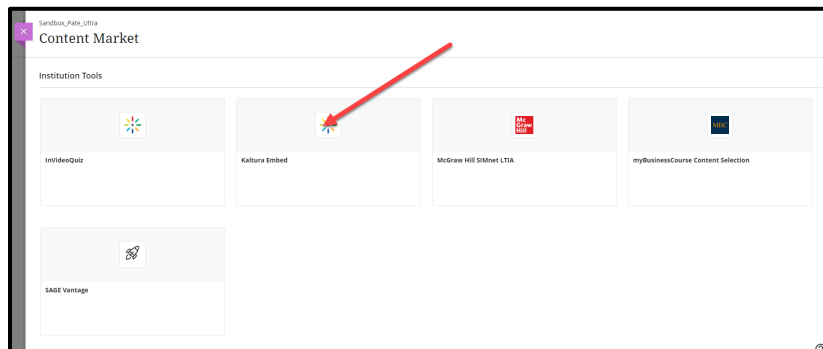
When you need to place a video file into an assignment or discussion board, the steps are exactly the same. You will be using **Kaltura Express Capture** to accomplish this. There is no need to use another application when this software integrates into Blackboard.

The image shows two screenshots of the Blackboard interface. The top screenshot is titled "Submission" and shows a text editor with a toolbar containing icons for text formatting (bold, italic, underline, list, link), a plus sign, and a "Word count: 0" indicator. The text area contains the placeholder "Drag and drop files here or click to add text." The bottom screenshot is titled "Responses (0)" and shows a similar text editor with a user profile icon on the left. The text area contains the placeholder "Type a response" and a "Word count: 0" indicator. At the bottom right of the response window are three buttons: "Save Draft", "Cancel", and "Respond".

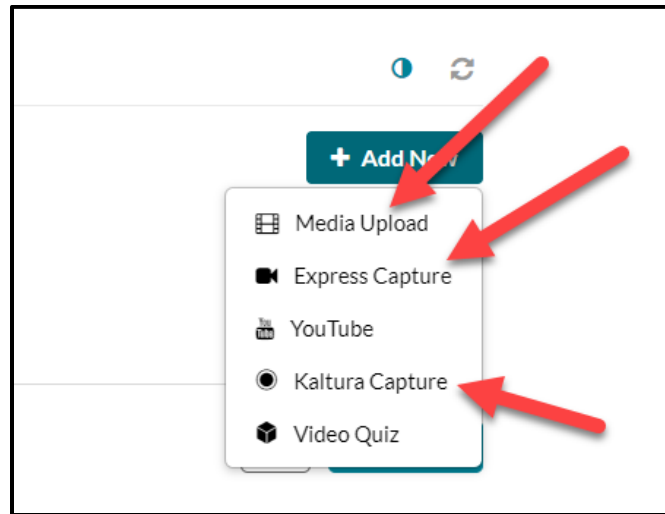
Both submission and response windows work identically. You will select the + sign at the far right to begin.



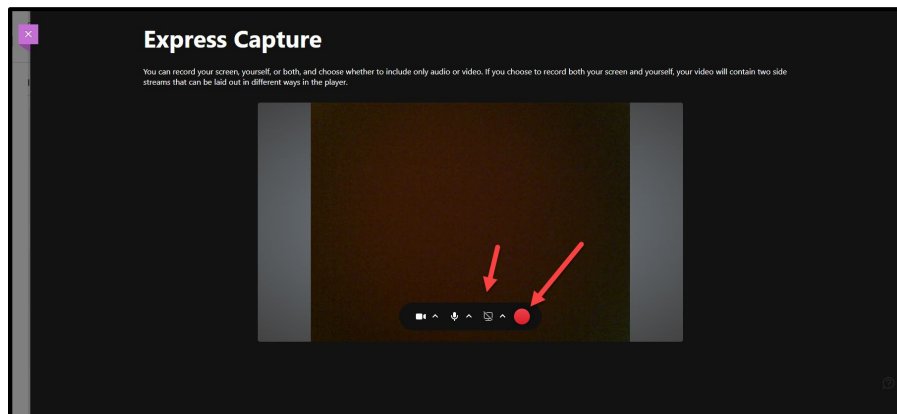
Select **Content Market** from the drop-down list.



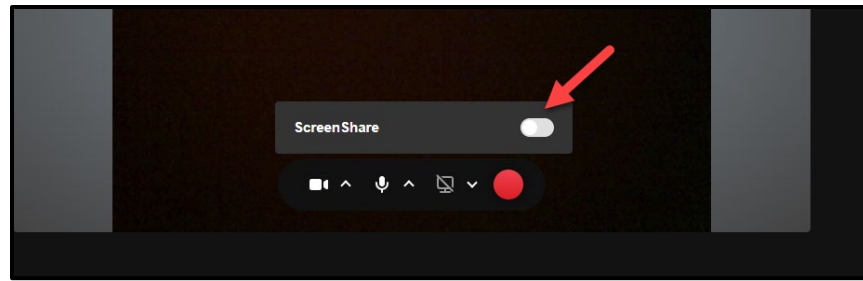
Select **Kaltura Embed** from the menu options.



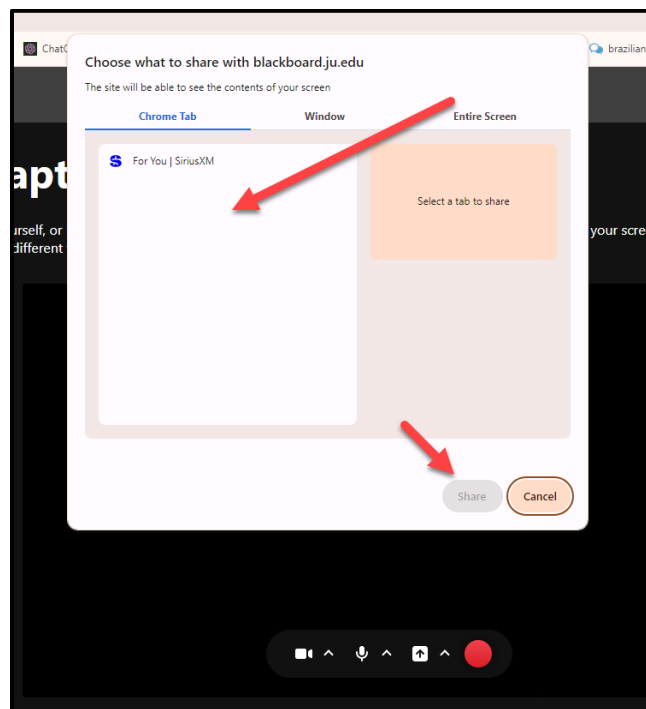
Within the dropdown menu you have the option to **upload a file** from your desktop previously downloaded from an alternative device or use **Express Capture** to live record and embed. Kaltura Capture is a downloadable software you can install and record. We are going to focus on the **Express Capture** due to ease of use and direct integration into Blackboard. Choose **Express Capture** to begin.



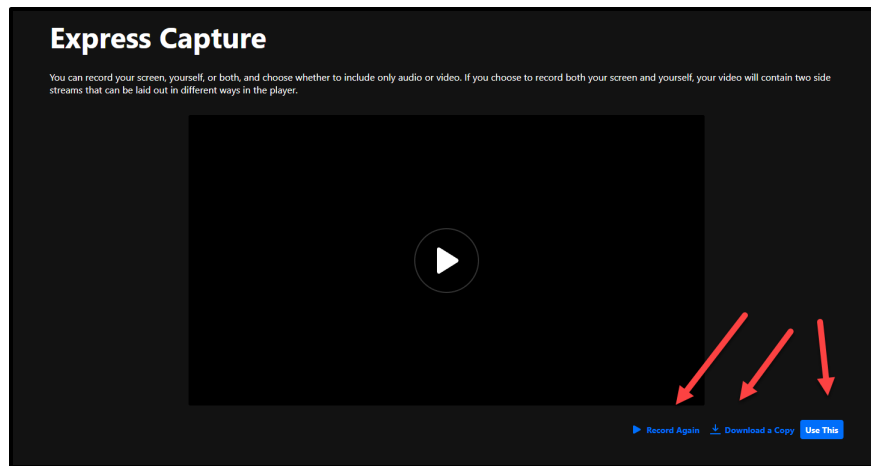
Once the application has opened, you will see your camera output on the screen. The toggle buttons on the menu allow the camera and audio to be turned off/on. The third icon allows for screens to be shared if you want to speak over a slide, image, document, or web page.



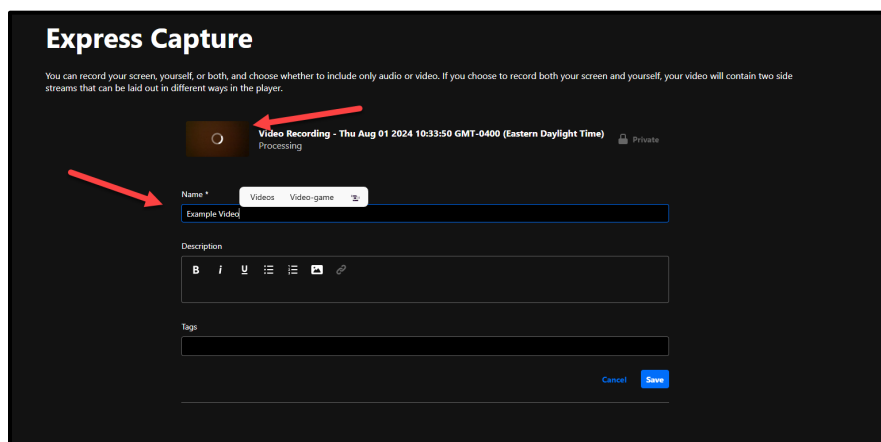
When sharing a screen, you will need to move the toggle to the on position.



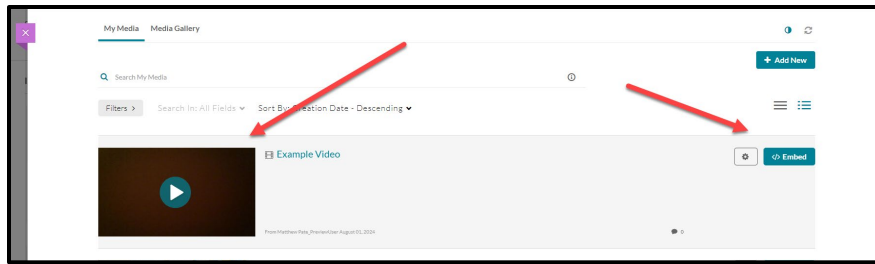
Here you will have the ability to share a browser tab, screen, or entire desktop of the workstation. When recording with a shared screen, the recording will place the image behind your camera display. You have the option to turn the camera off and only record audio over the displayed screen. You can toggle back and forth with this feature throughout the presentation. To begin, select the shared screen option and then click the **Share** button to begin.



Once the video has been completed, you have the option to record again, download, or use the version for your assignment or discussion board entry.

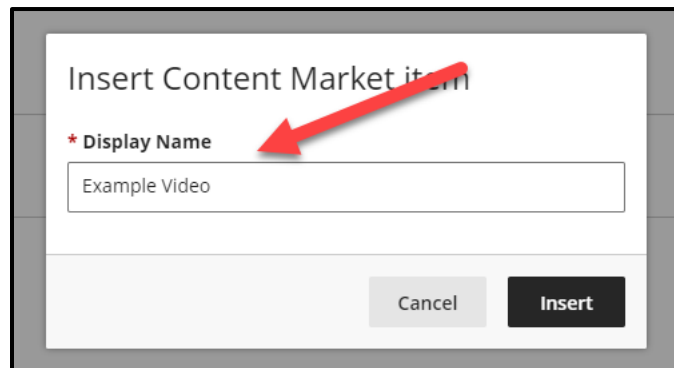


Now that you have a recording, you will need to name it appropriately. You will notice the small thumbnail of your video processing to a playable format. You do not need to wait for this to finish. Choose the **Save** button to continue. Choose **Exit** to close the interface screen.

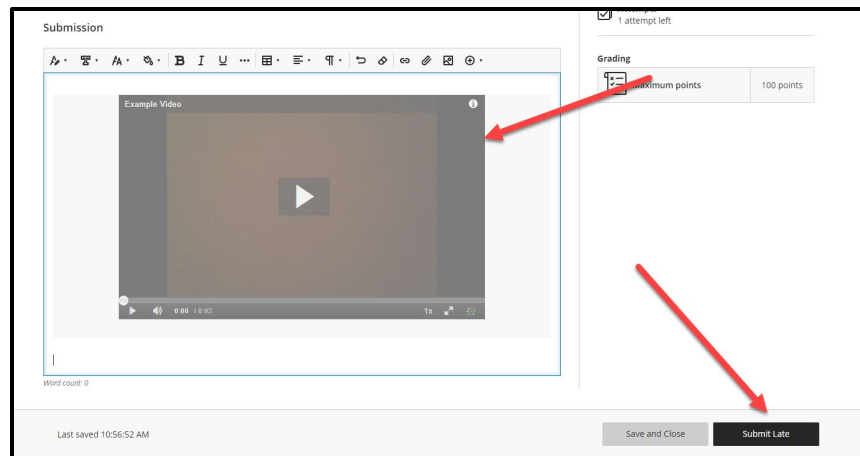


You have now created your first video ready to be embedded into the assignment or discussion board. Please be aware that My Media in Kaltura should hold all videos used in your class projects. This is available in all your classes and holds all uploaded video content under your username as long as you are an active student here at Jacksonville University.

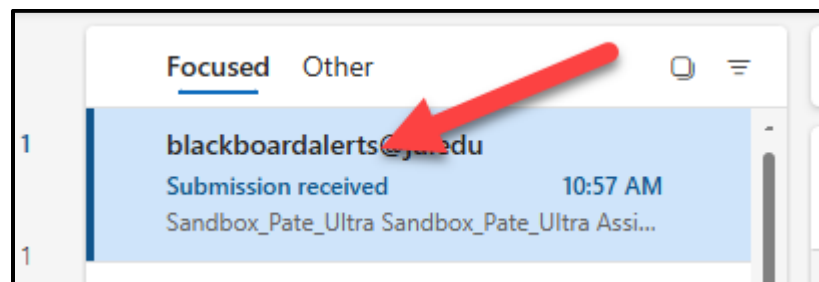
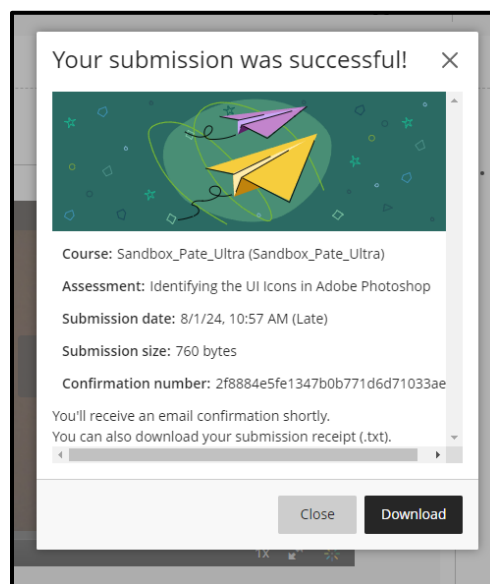
On the far-right side choose **Embed**. This allows the video to be linked to the location you have chosen.



The next window allows another opportunity for a file name change before placing the link. Choose **Insert** when ready.



Choose **Submit** and this will finalize the **Kaltura** link in the assignment or discussion post.



A submission receipt and a follow-up email with your upload criteria will be sent. This is your upload proof. It is always wise to keep the email in case there is a discrepancy in the course.