

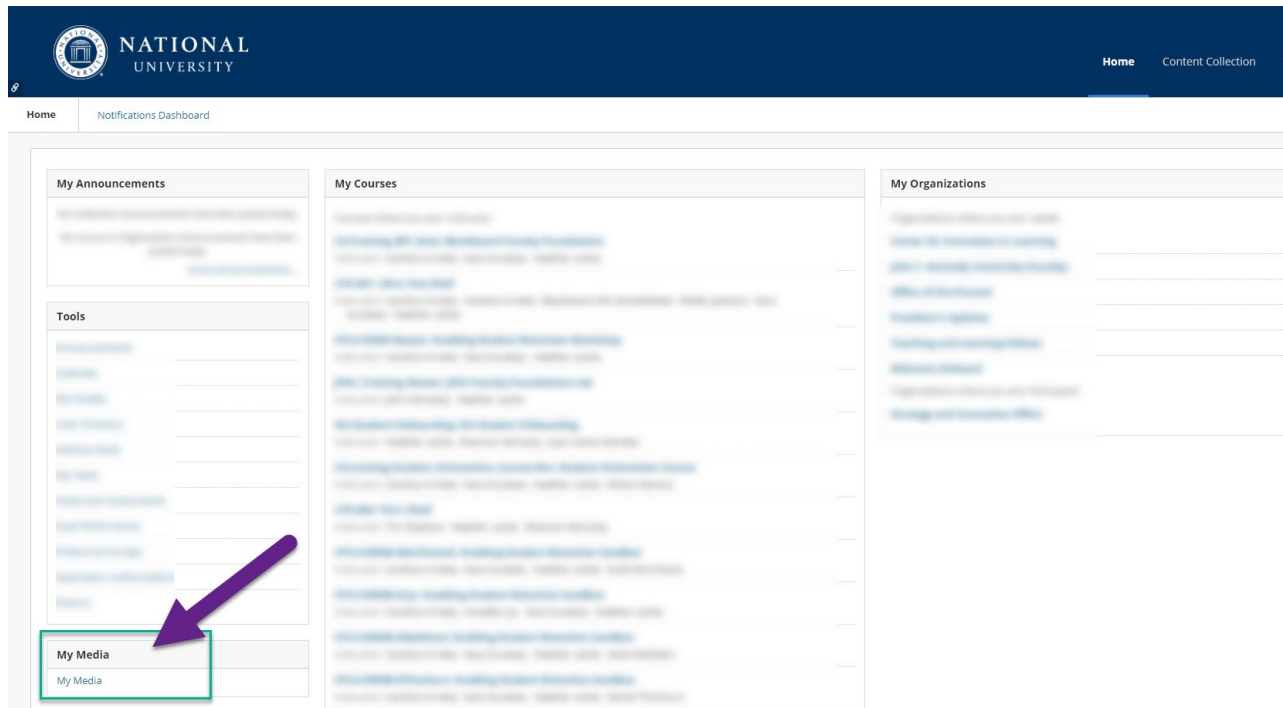


## Uploading a Pre-Existing video to Kaltura

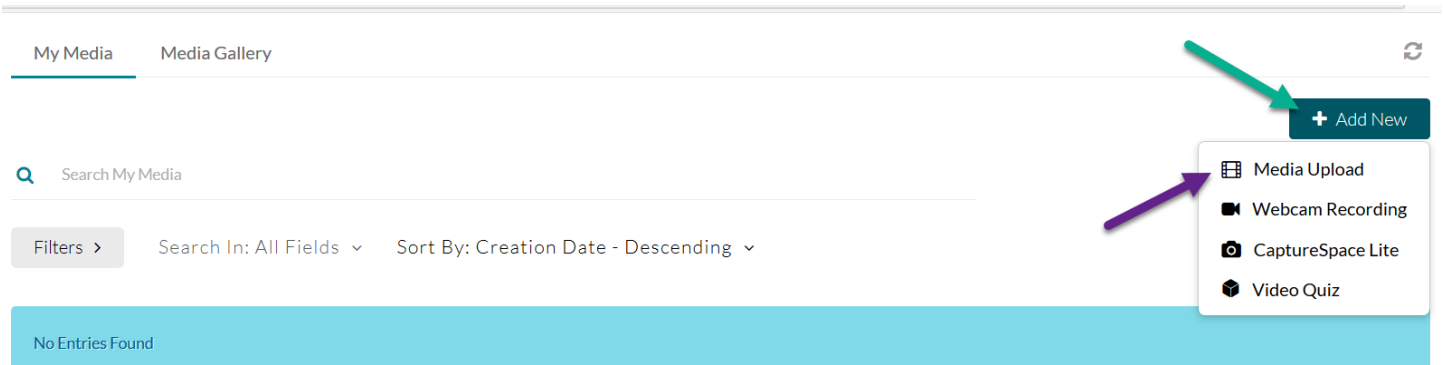
**Job Aid Objective:** This job-aid will provide faculty with the steps on how to upload a pre-existing video to Kaltura media repository. Kaltura is a video hosting program that is integrated with Blackboard. It allows faculty and students to easily create and their own media. A video created with Kaltura can be embedded anywhere you have a visual editor in Blackboard. This includes:

- Assignment submissions
- Threaded discussions
- Essay test responses
- Blogs
- Wikis

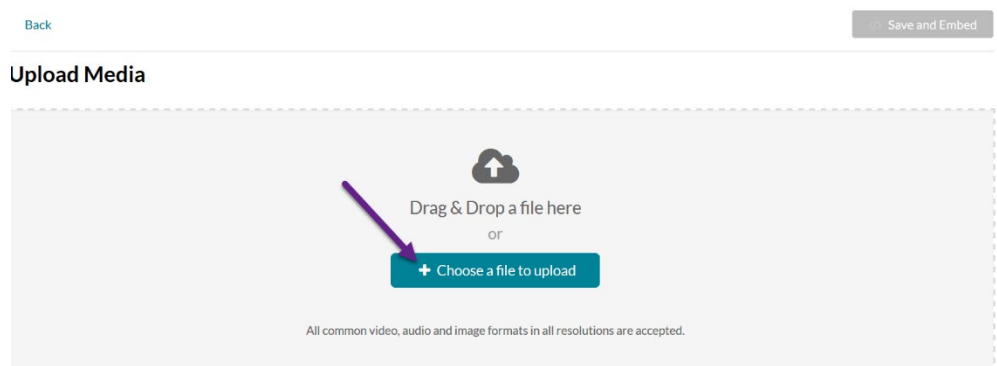
**Step 1:** On your Blackboard homepage, click My Media. This may be located on the left-hand column underneath Tools or at the bottom of your page underneath My Courses.



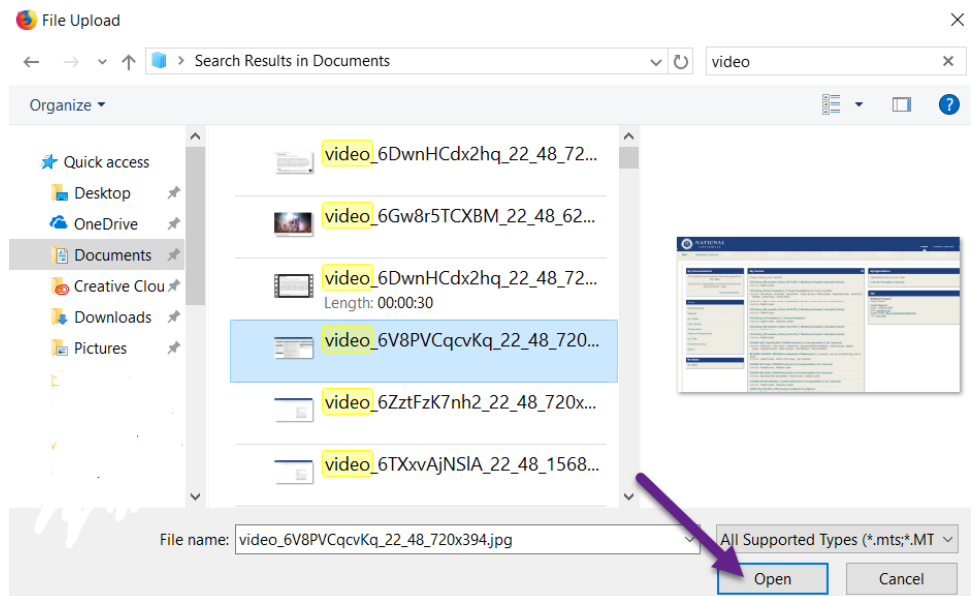
**Step 2:** This will take you to your media repository. Next, click Add New. Then select Media Upload.



**Step 3:** Click on Choose file to upload.

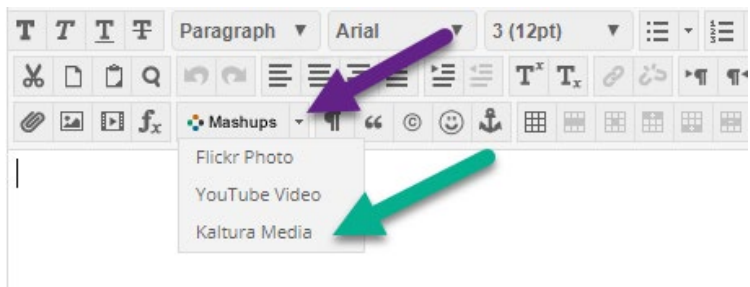


**Step 4:** Select the video from your computer. Click Open.

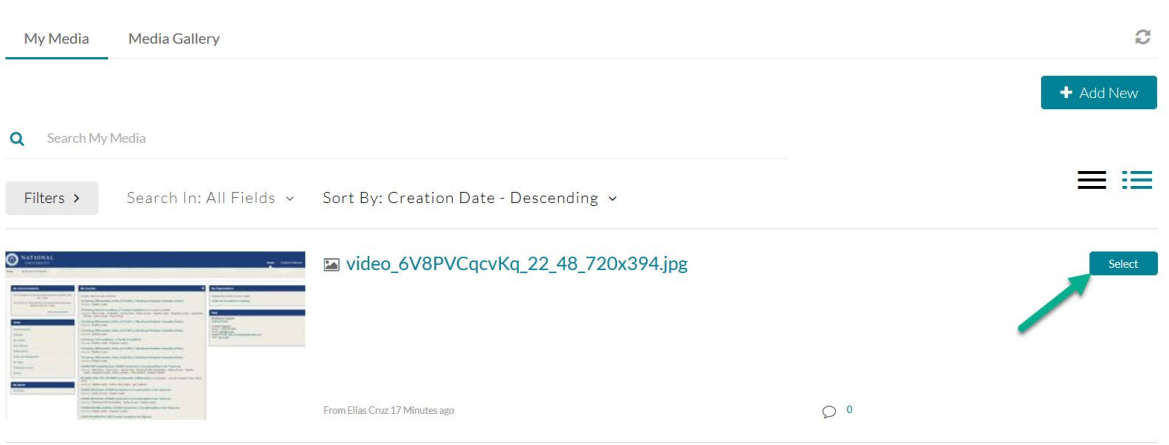


**Step 5:** Fill out the form by adding a title and optional description and tags. Then you can choose to click Save and Embed to immediately embed your video. Or you can save your video and embed later.

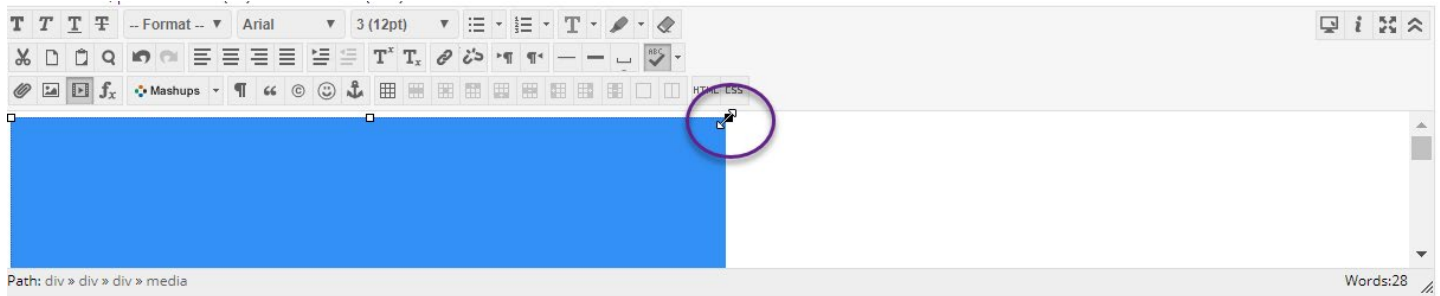
If you chose to save your video and are ready to embed it, go to the area in your course where you will be adding your media. On the visual text editor, click on Mashups. Then select Kaltura Media from the drop-down menu.



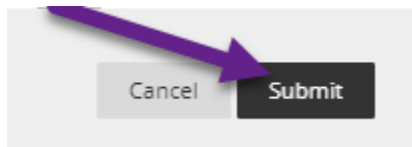
This will take you to your media repository. Click the Select button next to your video.



The video will then be embedded in your visual editor. You may choose to resize the video by double-clicking the image and dragging the corner with your cursor. Enter a subject for your video.



Click Submit.



Your media will now be embedded into the content item. You can embed your media any other place in Blackboard that you have access to the visual editor.

RE: My intro

