



Job Aid Objective: This job-aid will provide faculty with the step-by-step instructions on how to download a video created in Kaltura to their computer as an .mp4 file.

Common Use for this Tool:

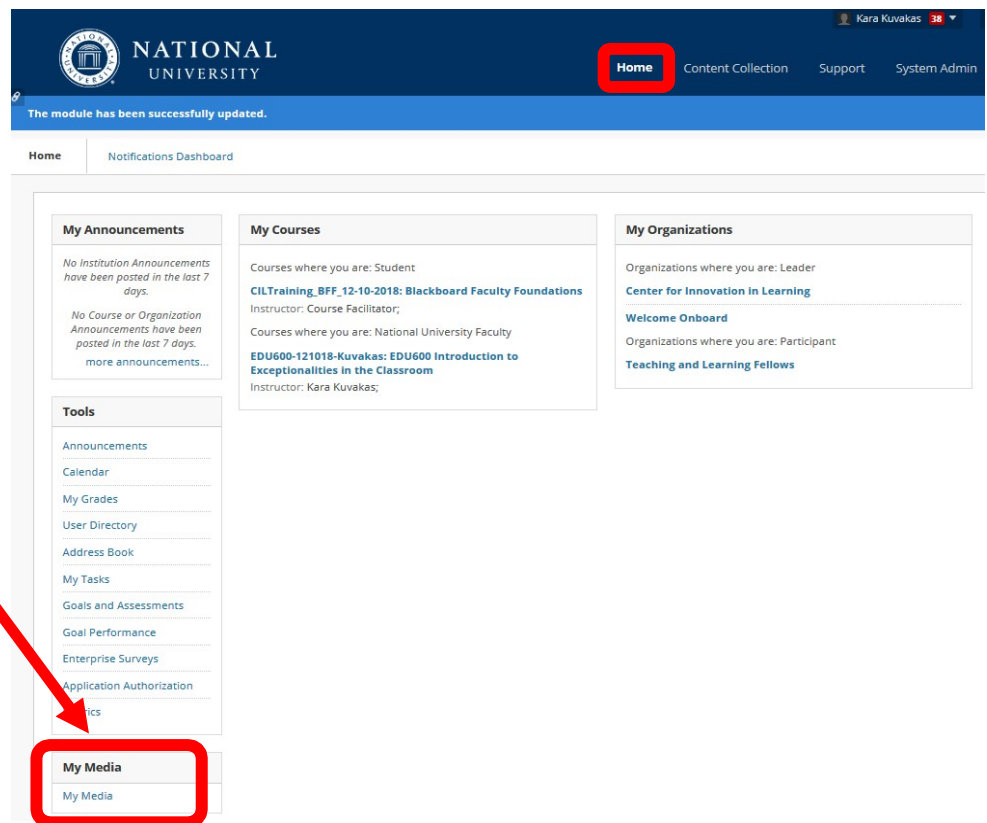
- Sharing a welcome video with students before they have access to their course
- Saving videos created in Kaltura for uploading on youtube or websites

Find Your Kaltura Video

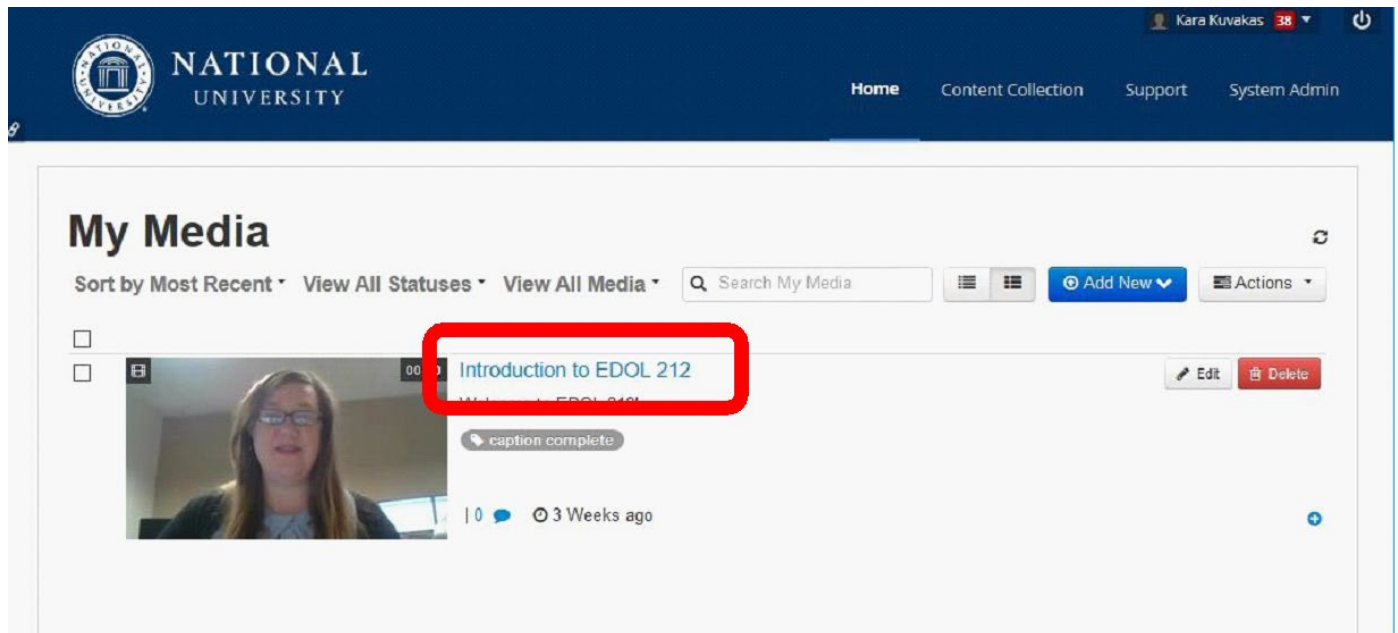
All of the videos you have created in Kaltura are housed in the My Media section of your Blackboard home page.

Step 1: Go to your Blackboard Home page.

Step 2: Scroll down and click on My Media.



Step 3: Scroll down, as needed, and click on the title of the video you want to share.



Step 4: Once that screen is open, your video will appear. On the upper right corner of the video, you will see two icons. The one on the left allows you to Download your video. Click on that icon and you will be able to download that video as an .mp4 and save the file to your system.

