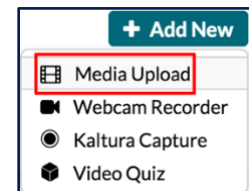
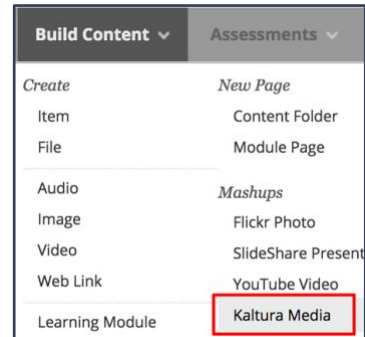


Kaltura: Upload Video Help Guide for Instructors

Kaltura is a video streaming server we have integrated with Blackboard. Kaltura makes it easy to upload, manage, and reuse video in your Blackboard courses.

1. In your course, go to the location in Course Content where you want the video. Make sure Edit Mode is ON in the upper-right corner.
2. From the “**Build Content**” drop-down menu at the top, choose “**Kaltura Media**” from the Mashups list on the right.
3. In the top-right, click the “**Add New**” drop-down menu and choose “**Media Upload.**”
4. Drag-and-drop the video file into the designated area. Or click the “**Choose a file to upload**” button, browse for the file on your computer, select it, and click the “**Open**” button.
5. While the video is uploading, type in a short, descriptive **Name** and a brief **Description**.
6. The progress bar at the top will turn green and show “Upload Completed” when it is finished. Click the “**</> Save and Embed**” button at the top.
7. Enter the **Title** for the video mashup in Blackboard and type in a **Description** so students know when/how they will use the video. Then click the “**Submit**” button.



You can manage all your Kaltura videos from the “Tools” area of the main Blackboard navigation menu (outside of your courses) and then “Kaltura My Media.” The first time you enter it, you will need to allow cookies – if you do not get that permission pop-up and instead see a login page, try a different browser.

Need Help?

Contact one of our [instructional designers](#). For more help with Kaltura, check out our other guides:

- [Record from Webcam Help Guide](#) (PDF)
- [Reuse Video Help Guide](#) (PDF)
- [Media Gallery and My Media](#) (PDF)