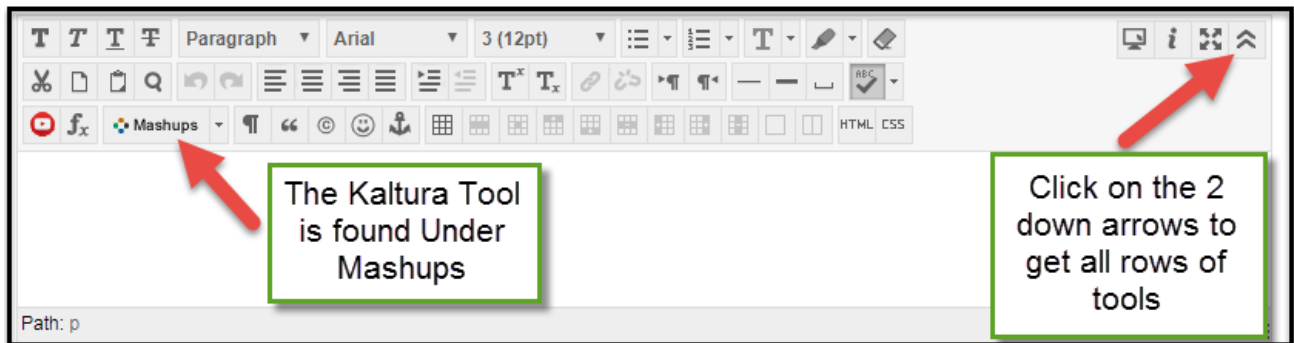


Kaltura - Student User Guide

Uploading media to the Kaltura Streaming Media Server

Kaltura is a web-based application that allows users to host and share media. Complete with an easy connection to Blackboard, Kaltura's platform supports all forms of rich media including video, images, and audio. Media uploaded to Kaltura are available to users across multiple platforms, including mobile devices.

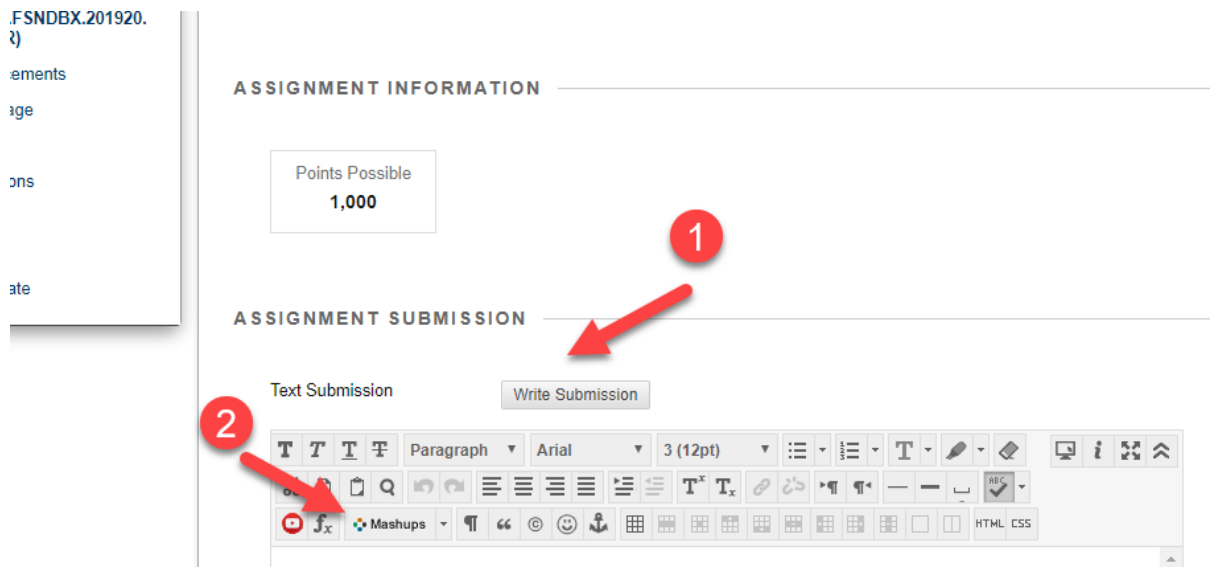
Students can add media to discussions, Assignment submissions, and other parts of blackboard where you find the text submission box (Shown Below)



With Kaltura you can use existing video/media or create video/media. The directions below will help you upload media to Blackboard.

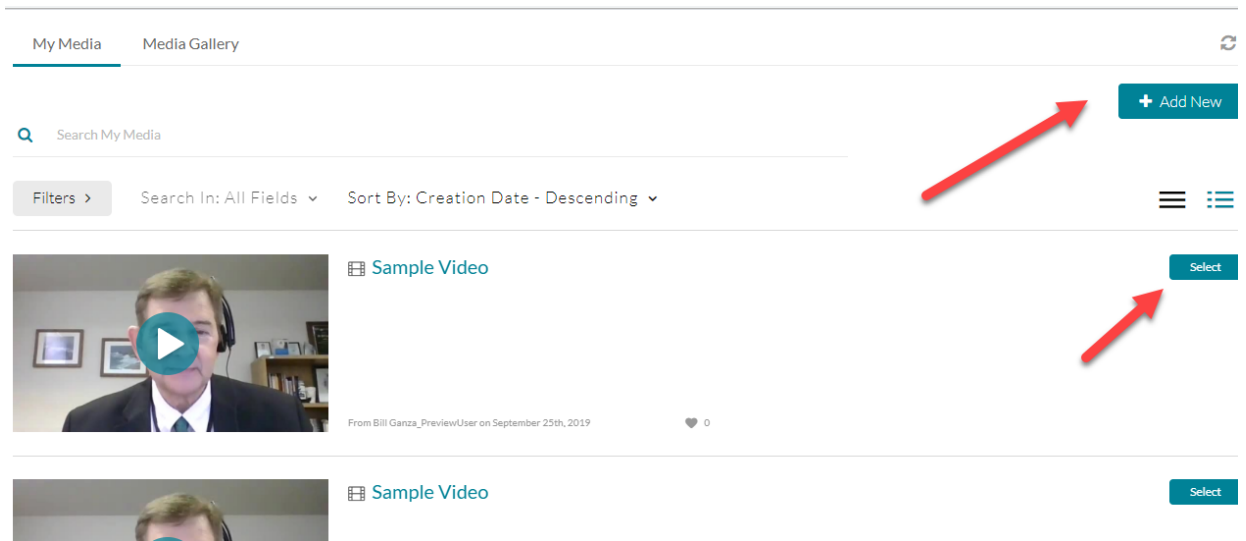
□ Step 1 (Textbox)

Go to a text box(see the image above). You must be on a textbox in the course to upload and insert media. If you are attaching a video to an assignment you must click Write submission to get the text editor



□ Step 2 (Kaltura)

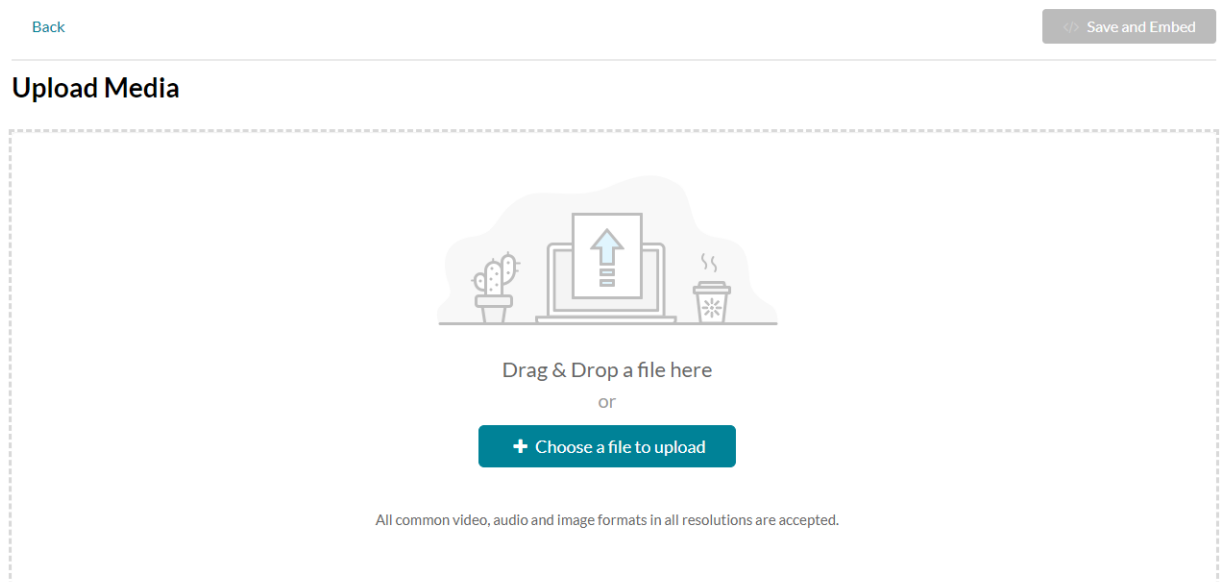
After you have clicked Kaltura, a popup will open (see below). Make sure popups are enabled.



□ Step 3

Click Add New on the right side of the “My Media” screen.

Click choose a file to upload or drag the file to the box.



Once the video is uploaded (this process may take some time), and after you've made any changes to the title/description/tags, **click Save. Then Click Back to Browse and Embed** next to the Save button.

The screenshot shows the 'Upload Media' interface. At the top left is a 'Back' button. At the top right is a 'Save and Embed' button, with a red arrow and the number '3' pointing to it. Below this is a progress bar showing '18.56MB of 277.95MB' and a 'Cancel' button. The main section is titled 'Please fill out these details:'. It contains a 'Name: (Required)' field with the text 'GMT20200129-000017_Kaltura---Option-1_3440x1440' and a red arrow with the number '1' pointing to it. Below the name field is a rich text editor with a toolbar containing options for 'Black', 'Bold', 'Italic', and 'Underline'. A red arrow with the number '2' points to the 'Tags' field below the editor. At the bottom of the form is a 'Save' button, with a red arrow pointing to it.

Click the **Select** button for the video.



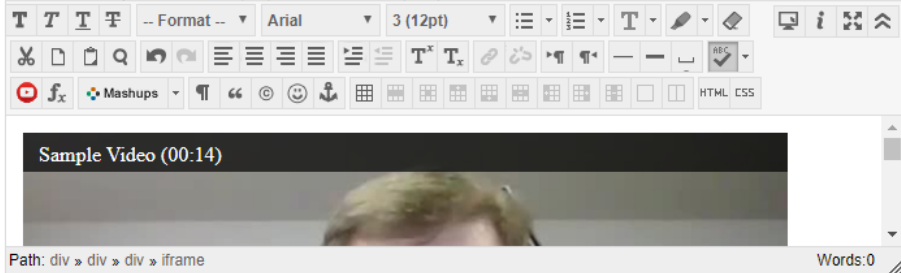
Your video is now in the Mashup and you are ready to complete the embed process. If you wanted to just upload the video and not embed it yet, just click cancel, otherwise go to step 4 and complete the submission process.

ASSIGNMENT SUBMISSION

Text Submission

Write Submission

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



The image shows a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a video player showing a "Sample Video (00:14)". The video player has a path indicator "Path: div » div » div » iframe" and a word count "Words:0".

Attach Files

Browse My Computer

Browse Content Collection

Browse Cloud Storage

ADD COMMENTS

*When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.*

Cancel

Save Draft

Submit

Click submit to finish the process.