



# Uploading Kaltura Capture Media to Blackboard Course Content Area

Use the Kaltura Media Tool in your Blackboard course to upload any videos, audio files and images that you create.

## Steps to Follow

1. Log into Blackboard and navigate to the content area you would like to add your Kaltura Media.
2. Point the cursor to **Build Content** and **select Kaltura Media** from the menu (Figure 1)

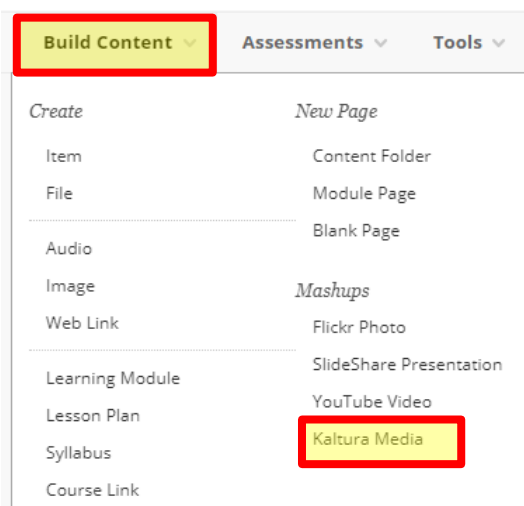


FIGURE 1

3. On the page that displays, **click the Add New** button (Figure 2)

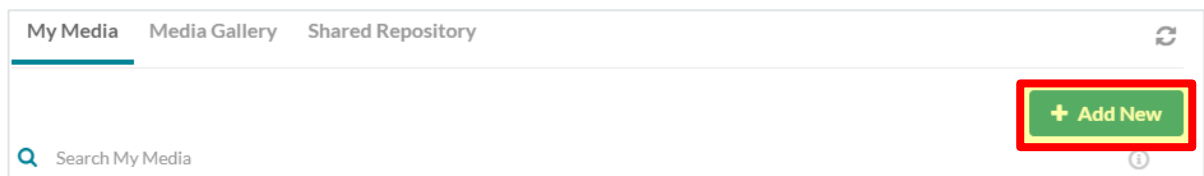


FIGURE 2

4. **Select Media Upload** to upload a video that you have already created (Figure 3)

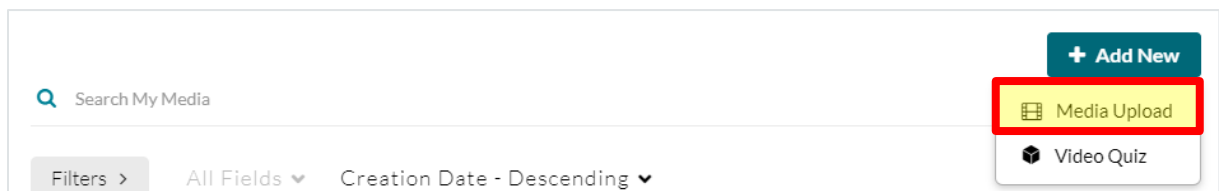


FIGURE 3



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5. Click the **Choose a file to upload** button. Browse your computer for the video, audio or image file you want to add. Once you have selected the file, **click Open** or drag your file right into the cloud (Figure 4).

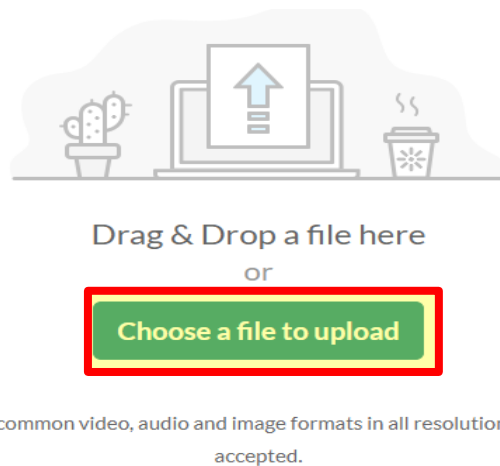


FIGURE 4

6. A progress bar will display. When it says, **“Upload Completed,”** type a Name into the Name box. You can either leave the name that auto-fills the box or modify it. The other fields are optional. **Click the Save** button (Figure 5).

FIGURE 5



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- IMPORTANT STEP:** Click the **Save and Embed** button. The step above just loaded the file into Kaltura. It did not add a link for the video into your course.

FIGURE 6

- You will now be presented with the Create Mashup Item page. This page will create the link to the video or image you have uploaded. Here you can **Enter a Title** (which may be the same name you labeled the video in step 6 above), a Description (optional), and change the other settings. You will probably want to leave them as-is. **Click the Submit** button (Figure 7).

FIGURE 7