HyFlex Kaltura Classroom How To: Add Kaltura Media Gallery Tool Link to Blackboard Course Menu

1. On the BB welcome page, click on your course (Figure 1)

2. On the left menu panel above your course menu click on the + plus icon (Figure 2)

3. Click Tool Link (Figure 3)
4. Type **Media Gallery** into the box titled **Name** (Figure 4)

![Image of Add Tool Link with Name set to Media Gallery](Figure 4)

5. Click on the drop-down box titled **Type** and select **Media Gallery** (Figure 5)

![Image of Add Tool Link with Type set to Media Gallery](Figure 5)
6. Click the box titled **Available to Users** and then click **Submit** (Figure 6)

7. You will now see **Media Gallery** listed on your left course menu (Figure 7)
8. When you click on **Media Gallery** you should see a gallery as shown below (Figure 8).

![Media Gallery](image)

**Figure 8**

Once you have this Media Gallery in your course you will be able to view all your Kaltura Recordings and upcoming Live Sessions here. All recordings of live sessions will automatically upload here, and students will be able to access and view them here in your Media Gallery. **However, in order for your upcoming Live Sessions to appear automatically in Media Gallery you must now perform the steps in the next guide How To: Upload Live Upcoming Broadcasts onto Media Gallery on Blackboard.**