HyFlex Kaltura Classroom How To: Upload ALL Live Upcoming Broadcasts onto Media Gallery on Blackboard

These steps only need to be performed once for those using HyFlex for first time. Once you perform these steps all your upcoming broadcasts will automatically upload to your media gallery for your students to view.

You must first make sure you have the Media Gallery tool link added to your course menu on Blackboard before following these steps. See guide How to Add Kaltura Media Gallery to Blackboard Course Menu

1. Click Media Gallery on your Blackboard course menu (Figure 1)
2. You will now see your Media Gallery, click +Add Media (Figure 2)

![Figure 2]

3. Select all the boxes next to all the upcoming events (these are all of your scheduled HyFlex live sessions for the semester). Click Publish (Figure 3)

![Figure 3]
4. You will then see a light green banner above the media gallery confirming the publishing as shown below. Your video is now published to your Media Gallery (Figure 4).

![Media Gallery]

Your students can go to the Media Gallery and click on the live session while they wait for the session to begin.