

## Uploading Media in your Blackboard Classroom

We have partnered with Kaltura to deliver a video application that opens up a whole new set of media-rich teaching possibilities—from integration of video materials, to video assignments, and sharing of student and faculty video content, all fully integrated within the Blackboard Learn platform. You can upload, publish, search, and reuse videos across various courses.

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### Accessibility Note

In this course, you may be asked to upload videos and your peers may be asked to review them. Our goal is to make those materials accessible to everyone regardless of disability. You may be asked to provide a transcript of your video for the use of your peers in the event that they cannot watch or hear the videos due to a disability.

Alternately, it is the responsibility of students with disabilities to request appropriate accommodations from the Office of Disability Services at your University within the first week of the course start date.

## Kaltura Features

With this system you can upload, create, store, and manage your course related media. From your media library you can repurpose existing media into Discussions, Announcements, etc. Wherever you see the Blackboard Text editor, you can mix media with text. You can use a variety of means to contribute media to your library: upload a media file from your desktop or use CaptureSpace to record from a webcam or capture your interaction on the screen.

## Basic Kaltura Uploader Workflow

Step 1: Create or upload your video from the MyMedia module on the My Institution page in Blackboard

- A. [Use CaptureSpace to create a webcam video, audio file, screen capture video or to record a narrated PowerPoint presentation.](#)
- B. [Record your video on a video camera, smartphone or other recording device.](#) **OR**

Step 2: Check the size of the video file (only applies when you are uploading a file and not using CaptureSpace).

- A. Open the file where the image is saved.
- B. Place your cursor over the image icon, and right-click if you are using a PC or Ctrl-click if you are using a Mac.
- C. Choose Properties.
- D. Click the Details tab.
  - a) If the file is larger than 500MB, you can try to upload the video to Blackboard. Depending on the speed of your internet connection, it may work. If not, refer to these [instructions](#) to decrease the size and then upload again.

Step 3: [Upload additional videos if applicable.](#)

Step 4: Navigate to the location within your course where you will be placing your media. Then use the Mashup tool to locate and place the desired media.

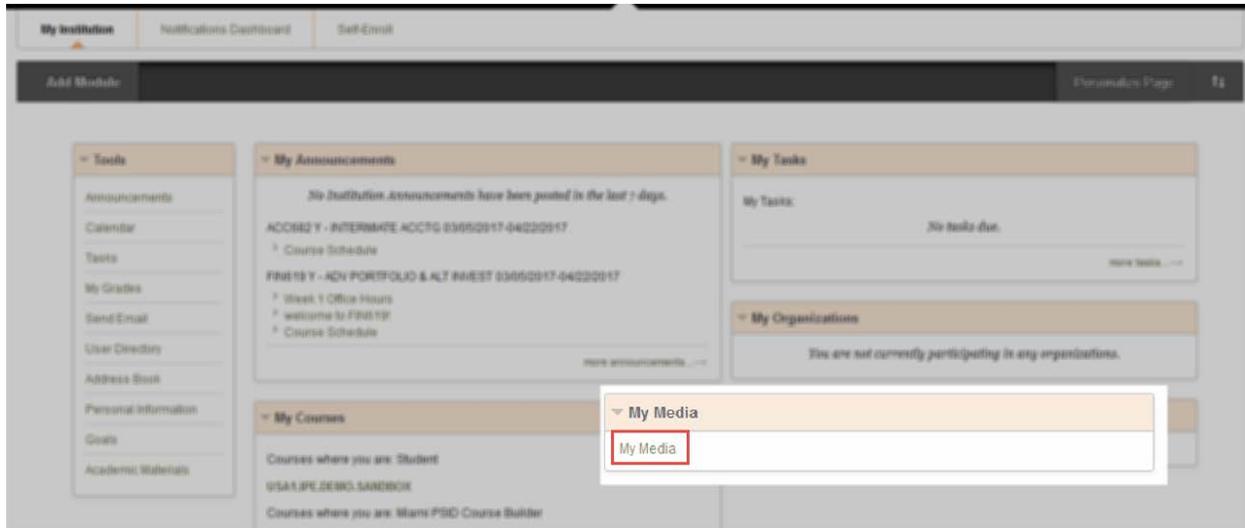
Step 4: Attach transcripts to your post in Blackboard.

- A. It is suggested that you create a script of what you will say in your video prior to recording it. This will make the recording process much smoother. You can then upload that document to your Blackboard post to serve as a video transcript.

## Using CaptureSpace (Create a Presentation, Screen Capture or Webcam Video)

CaptureSpace enables you to create multi-stream recordings using a vast array of recording devices such as integrated webcams or a professional USB/HDMI connected video camera. You can automatically capture video, audio, and screen in parallel. CaptureSpace can record up to four video streams simultaneously. You can also record presentations or capture the screen. With advanced features like live drawing and editing, you can enhance the viewer's experience.

The most efficient way to manage all of your Media is through the MyMedia module on your Blackboard Home page. If you do not see the My Media module on your My Institution page, you can click the **Add Module** button to locate it. You will find it in the “Other” category.

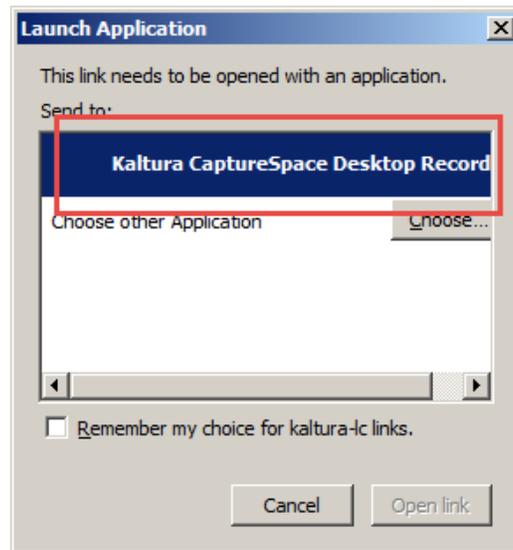


On the My Media page, click on the Add New menu button and select **CaptureSpace**.



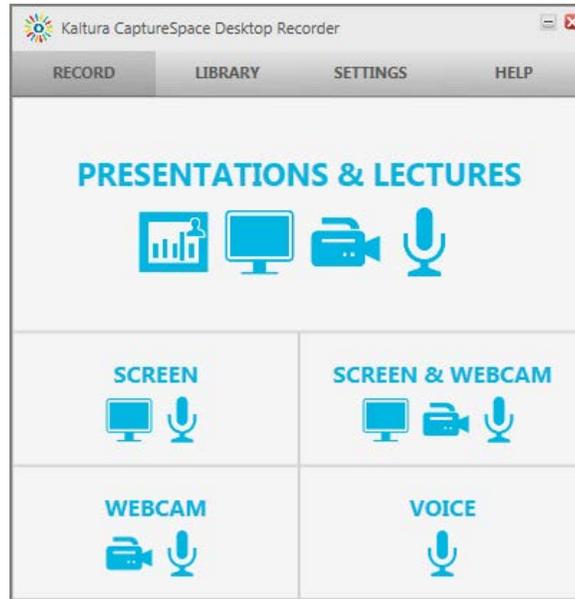
The first time you access CaptureSpace, you will be prompted to install it. Refer to these [download instructions](#).

Each time you launch CaptureSpace, you will receive a pop-up window similar to this one (may vary depending on your browser):

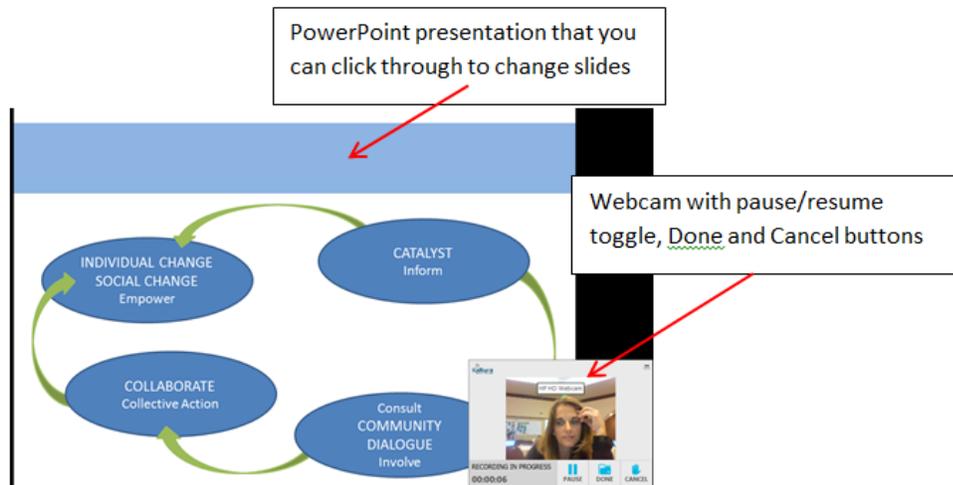


Once CaptureSpace launches, you will have several different recording options. Based on your needs you may choose from one of the following options:

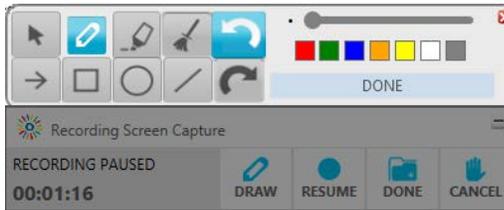
- **Presentation** – Upload a Power Point file to narrate or screen share in this mode along with your webcam/voice to create the ultimate presentation.
- **Record Screen and Voice** – Record all movements on your screen along with your voice.
- **Record Screen and Webcam Video** – Record all movements on your screen along with your webcam video.
- **Webcam Only** – Create a webcam video which will also capture your voice.
- **Voice Only** – Create an audio file.



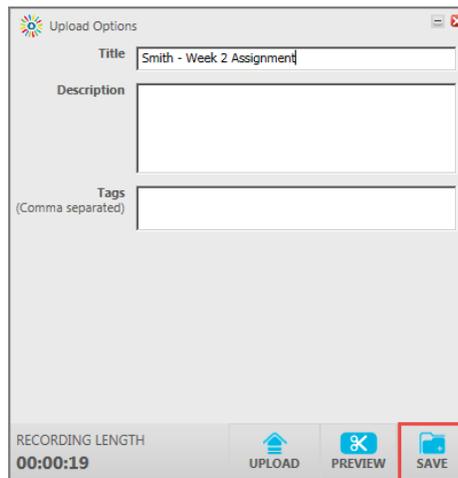
## Presentation View



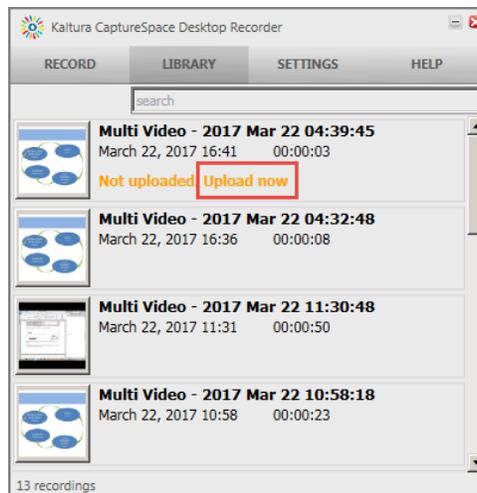
Drawing tools are available when recording the screen. The drawing tools can be used to draw freely on the screen during the recording. You can stress important points by drawing a circle around them, or highlight important aspects. Anytime during a recording, you can click on *Draw* to use the drawing tools. This option will not be available in Presentation mode.



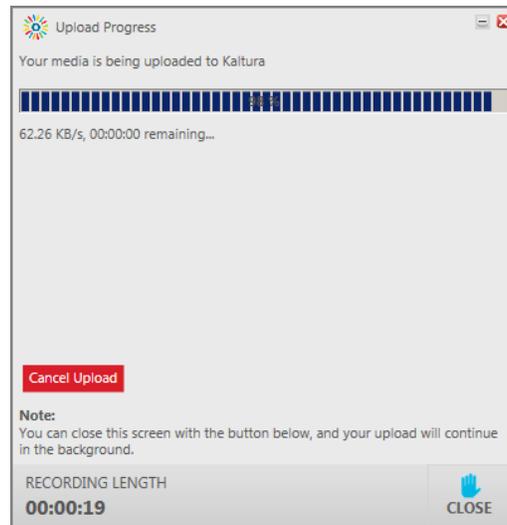
When you are finished with your recording, click the **Done** button. A preview will be displayed along with a few simple editing options. Click **Done** again to change the title of your media and add a video description and tags (optional). Then click the **Save** button.



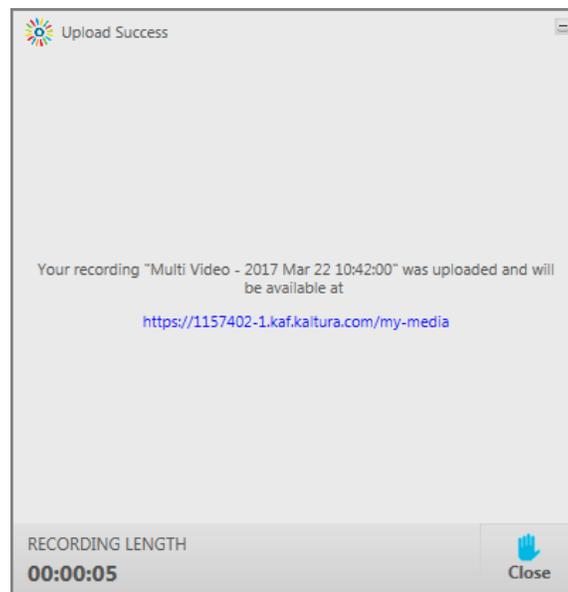
You must then upload your video. If you do not upload it right away, your video will remain saved within CaptureSpace indefinitely and you will have the ability to come back and upload it later.



The following screen will appear while your video is uploading. Click **Close** to remove this window. The upload will continue.

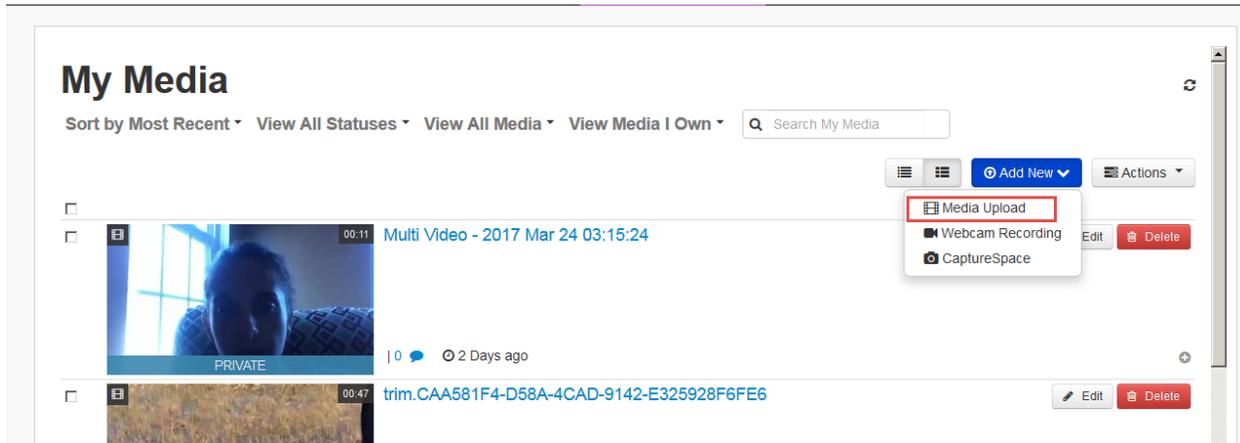


You should then receive a confirmation page when the upload is complete.

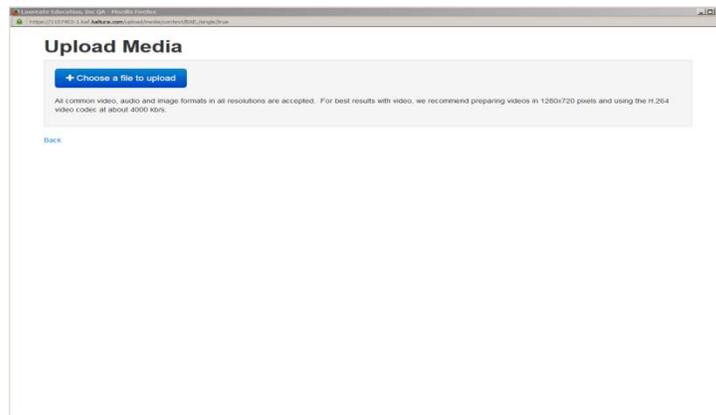


### **Adding New Media to Blackboard that was Recorded on Different Device (video camera, smartphone, etc.)**

1. Record your video. Refer to these [video recording tips](#).
2. Move the video from the recording device to your computer (typically via a USB cable). Following the instructions provided by the camera manufacturer. Note where you save the video on your computer.
3. Access the MyMedia module on your Blackboard home page and click the **Add New** button. Then click on **Media Upload** option.



4. Click on the "Choose a file to Upload" button.



5. Browse your computer for the desired file, select it and then click the **Open** button. All commonly used file formats will be accepted. Remember to keep files as small as possible to increase the likelihood of a successful upload. Refer to the "[Reducing the File Size of your Videos](#)" document that you have been provided for detailed instruction on how to make the files smaller if necessary. Upload time will depend on the size of your file and the speed of your internet connection.
6. Once the video has been uploaded, you can edit the name and add a description or tags. The name of the entry will default to the file name but you will likely need to change it to something more descriptive. Tags are one word or short descriptions of your video that will allow you to easily locate your video later on. Tags are optional but recommended. The Description is also optional but will provide viewers a preview of your video in textual form. Click the **Save** button and then click the "Go to My Media" link.

## Upload Media

Recording #12.mp4

100% of 5.9Mb

**Upload Completed!** Complete the required information for the uploaded media below.

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

**Please fill out these details:**

Name:   
(Required)

Description: Black **Bold** *Italic* Underline      

Tags:

Click to add required metadata for shared repository

Assign the media to one or more filters:

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Private - Media page will be visible to the content owner only.

Published - Media page will be visible to individuals according to entitlements on published destinations

[Go To Media](#) [Go To My Media](#)

### Upload another file

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

[Back](#)

## Adding Media to your Course

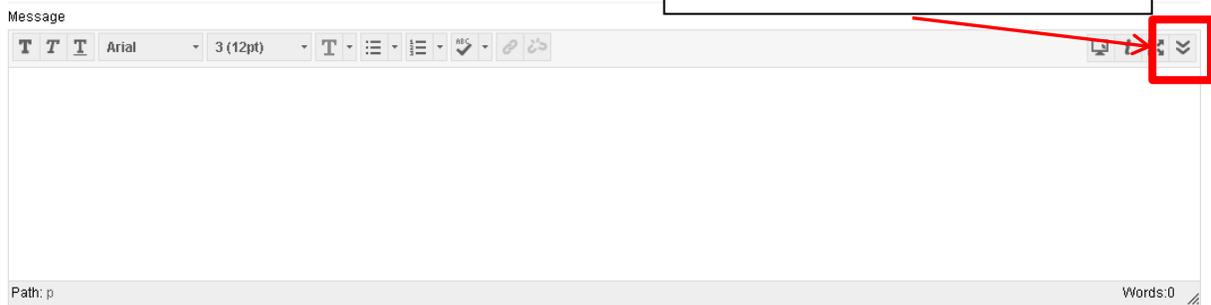
### Mashup Tool

Wherever you see the Blackboard Text Editor, you can add media using the Mashup button in the Text Editor. If you would like to reuse a video that you have previously posted or one that you've uploaded from CaptureSpace, can do this very easily. There's no need to re-record or re-upload your video.

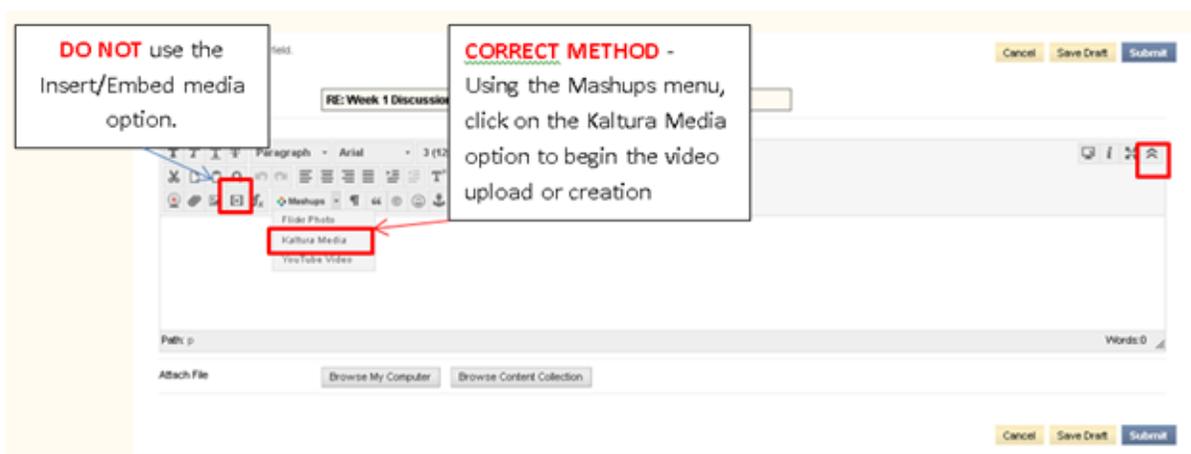
Students can add media via the Mashup Tool in:

- Assignments submission
- Discussion boards
- Messages
- Blogs
- Wikis

The first time you go to use the Mashup tool, you will likely need to click the "Show More" button which will provide you additional buttons for the text



The Mashups button is located in the third row of icons in the Blackboard text editor.



If you do not see the Blackboard text area which contains the Mashup tool, you may need to click the **Write Submission** button. This applies to Assignment submissions only (not Discussions).

**To submit your completed Media Assignment(s), do the following:**

If you have not already done so, click the **Week 2 Assignment** link. Once you have clicked on the link, fill in the **Submission** field with any pertinent information and attach your Assignment file by clicking on the **Add Mashup** button on the text editor menu bar, and select **Kaltura Media**. Then find the media file you saved as "WK2Assign+first initial+last name" and click **Open**. Finally, add any appropriate comments pertaining to your Assignment(s) in the **Comments** field. Be sure to attach all your media assignments. Finally click the **Submit** button to turn in your Assignment(s) for review.

For additional details on adding media in the classroom, please refer to the **Kaltura Media Uploader** page located in the left-navigation menu.

## ASSIGNMENT SUBMISSION

Text Submission

Write Submission

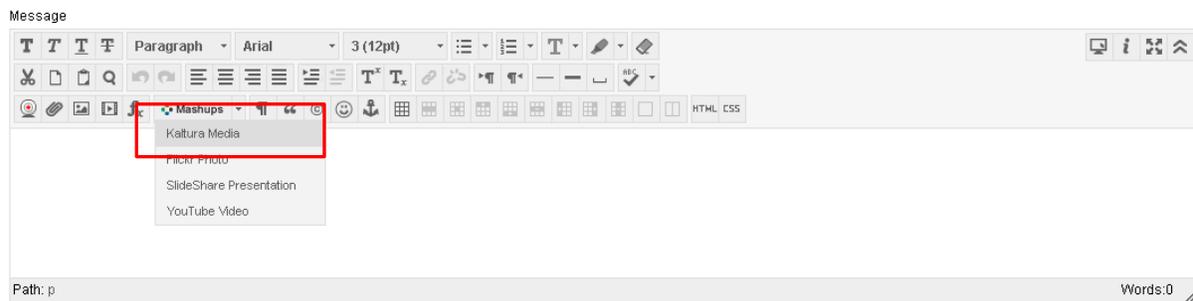
Attach File

Browse My Computer

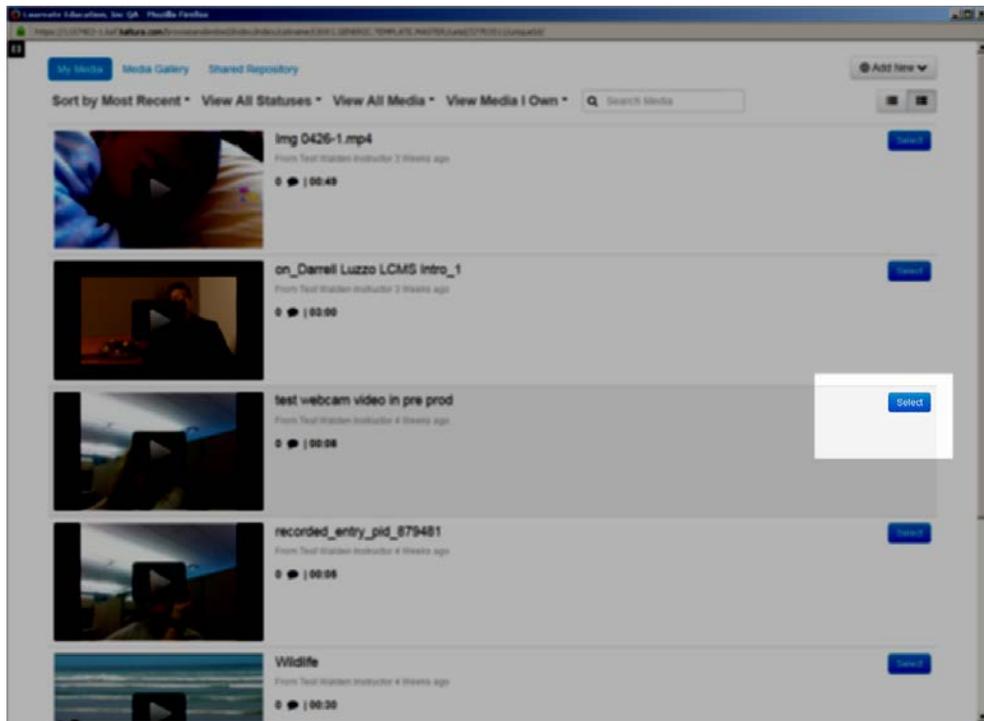
Browse Content Collection

## Placing your Videos

1. From the Mashup Tool, choose Kaltura Media.

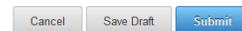


2. The My Media page will appear with all of the videos you have previously uploaded to Blackboard. Click the **Select** button that corresponds to the video you want to place into your post.



3. Your video will then be placed in the Blackboard text editor when you can add additional supporting text or files. If you need to add additional videos to the post you've already started, repeat the previous steps by accessing the **Mashups** menu and selecting the Kaltura Media option. Once you are finished with your post, click the **Submit** button.
4. A transcript of your video should be attached by clicking on the **Browse My Computer** button and selecting the appropriate file.

\* Indicates a required field.



\* Subject

Message

Format - Arial 3 (12pt)

Mashups

	<b>Name:</b> test webcam video in pre prod (00:08)
	<b>Duration:</b> 00:08
	<b>Added:</b> 11 Dec 2015 03:21 PM
	<b>Added By:</b> Test Walden Instructor
	<b>Description:</b>
	<b>Tags:</b>

Watch Media

Path: div > div > table > tbody > tr > td

Words: 25

Attach File



## Uploading Additional Videos

To add an additional videos to your post (if your assignment requires multiple videos), repeat the steps above beginning with choosing the Mashup Tool and then choose the **Kaltura Media** option. Follow the appropriate steps for uploading a new video, creating a webcam video, or re-using an existing video.

**Note:** You must add the additional videos to your post prior to submitting your post or assignment to your instructor. Once you click submit, you may no longer be able to make changes to your post or assignment.

## Video Recording and Uploading Tips

- Prepare a script of what you will say. This may come in handy if you need to provide a transcript of your video.
- If your camera records in HD (high-definition), be sure to turn this off if possible).
- Eliminate as much background noise as possible.
- When recording a video with your webcam, try to make eye contact with the camera instead of yourself on the screen.
- Make sure that you have sufficient background lighting. Alternately, if you are recording near a window, it may be best to close blind/curtains to avoid too much light.
- Always watch and listen to your video prior to uploading it for all to see.
- To upload a video from a mobile device you will first need to move the file to a computer and then upload it to Blackboard.
- The following file formats are accepted by the Kaltura Media uploader - flv, asf, qt, mov, mpg, avi, wmv, mp4, 3gp, f4v, m4v.
- If your file size is larger than 500MB (smaller if you are on a weak internet connection), you must attempt to decrease the size of the file. Instructions on how to do this can be found in the "[Reducing the Size of a Video File](#)" document that you have been provided.
- If your video is sideways, it is recommended that you [rotate it](#) prior to uploading it to Blackboard.

## Terms of Use

Please become familiar with the Walden Portal Terms of Use. Video uploads to Blackboard are subject to these terms that you have agreed to upon entering the Walden Student Portal for the first time. [http://ecampus.waldenu.edu/c/Student\\_Faculty/terms.html](http://ecampus.waldenu.edu/c/Student_Faculty/terms.html)

## Support

Students can contact the Student Support Team at 1-800-925-3368 or +1-612-925-3368 or email [support@waldenu.edu](mailto:support@waldenu.edu) for assistance with the Kaltura tool. For assistance with your recording device, please refer to the manufacturer's help site.