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.

Using a tool called Kaltura Personal Capture is the easiest way to add video to your classroom. It allows you to create a webcam video, screen capture video, PowerPoint narration video and an audio-only recording. It is highly recommended that you use Personal Capture whenever possible. If for some reason you have to create a video on a camera and then upload it using the Kaltura uploader, follow the instructions starting on page 6. Keep in mind that videos recorded on a mobile device or video camera are typically larger in size and more difficult to upload. You may need to reduce the size of your video prior to uploading it.

Contents

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. Kaltura will automatically caption all of your videos. Refer to the [Kaltura Captioning Job Aid](#) for more information.

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 Personal Capture 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 Personal Capture 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 Personal Capture).
   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.
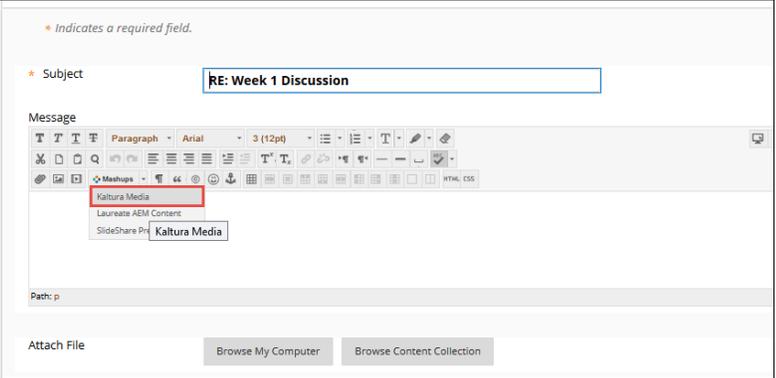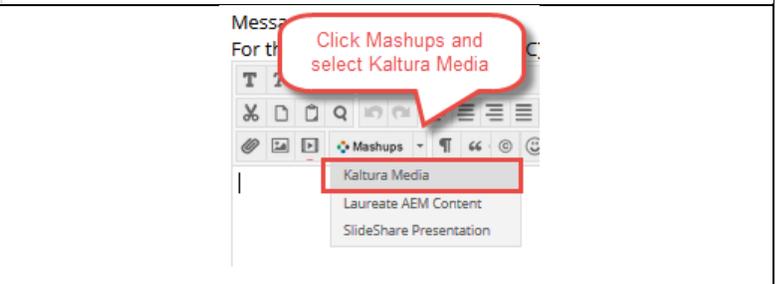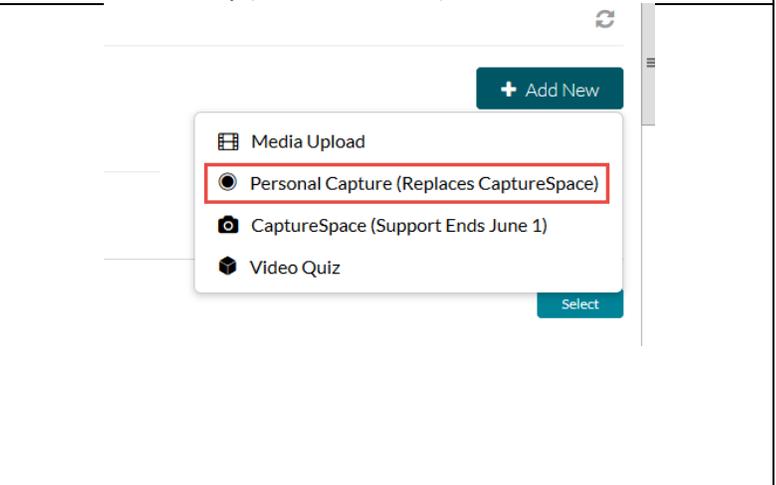Step 4: Attach transcripts to your post in Blackboard.
   A. It is suggested that you create a script of what you will say in your video prior to recording it. This will make the recording process much smoother. You can then upload that document to your Blackboard post to serve as a video transcript.

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

Kaltura Personal Capture is the easiest way to create and upload videos to your classroom. This tool simplifies the recording and upload process by compressing and uploading at rates faster than a recording from a smartphone or camera. This assists to eliminate the number of steps needed for upload. This tool is supported on Windows and Mac operating systems. It is currently not available on mobile.
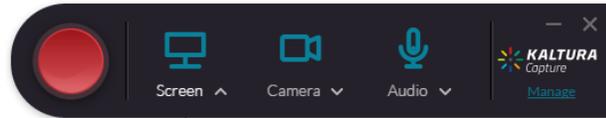
Accessing Personal Capture from Blackboard and Recording a Video

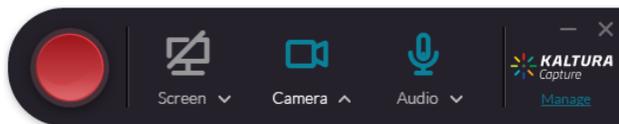|	
1. Navigate to the location of the classroom where you are required to post your video (discussion, assignment area, etc.) You will use the Mashups menu to begin the upload process. Click on the Mashups menu and select Kaltura Media.	*Indicates a required field.* ★ **Subject** RE: Week 1 Discussion **Message** Mashups ▾ ¶ “ ⊙ ☺ ⚓ **Kaltura Media** Laureate AEM Content SlideShare Pr **Kaltura Media** Path: p **Attach File** [Browse My Computer] [Browse Content Collection]
2. The Mashups menu is located in the third row of icons in the Blackboard text editor. The first time you go to use Mashup tool, you will likely need to click the "Show More" button on the top right to provide the Mashup option.	Messa For th — *Click Mashups and select Kaltura Media* ⬦ Mashups ▾ ¶ “ ⊙ ☺ **Kaltura Media** Laureate AEM Content SlideShare Presentation
NOTE: 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).	
3. The Kaltura MyMedia page will open. From the **+ Add New** menu, click on the **Personal Capture** option. The first time you launch Kaltura Personal Capture, you will be prompted to install it on your computer. You can then launch it from your computer at any time or via Blackboard from the Mashups menu.	**+ Add New** ▦ Media Upload ⦿ Personal Capture (Replaces CaptureSpace) 📷 CaptureSpace (Support Ends June 1) ◈ Video Quiz [Select]

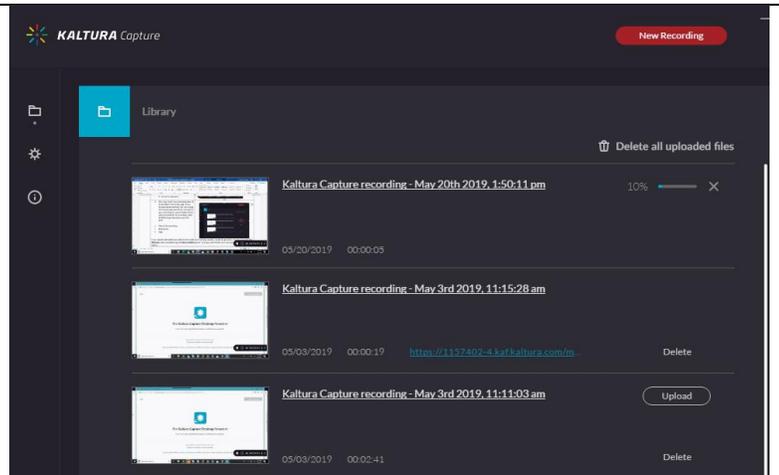|	
4. The default recording option will be your screen and webcam. Click the red button to start recording. If you choose not to record your screen, click the monitor icon to de-select the screen recording option. • You will see a count down and then your recording will start. • If you decide to cancel your recording during the countdown, click Cancel. • When the recording begins, the duration of your recording is displayed in the Recording Menu.	Settings to record your screen, webcam and audio: Settings to record your webcam and audio (no screen capture):
5. When you are finished recording, click the Stop button (gray square). After you stop your recording you will be directed to the entry page. If you clicked stop by mistake, you can return to your recording which will be paused. If you want to complete the recording, enter the following information and click Save: • Title of the recording • Description • Tags (keywords that will allow you to search for your video later)	
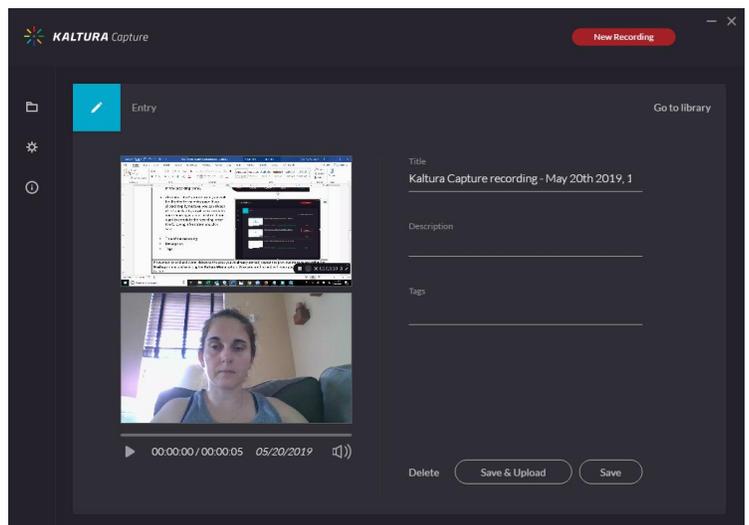
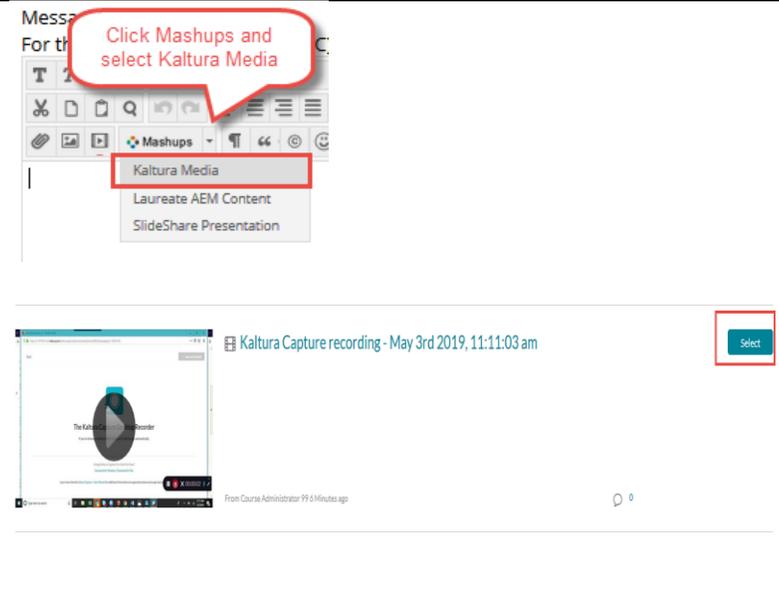|	
6. Select one of the following options: • **Delete** to delete your entry. • **Save and Upload** to upload to Blackboard. Clicking Save and Upload will prepare your recording for submission to Blackboard but will not yet place it in your post. • **New Recording** - you will be prompted with a confirmation that you indeed want to leave. • **Play** your recording. When you Save a recording without uploading it, the Management window opens with the Edit tab and displays the options to Upload or Delete your media. You can also select **Delete all uploaded files** to delete all uploaded media files from your local storage.	
7. Click Upload if you haven't already. A pending status is displayed and a successful upload message appears when the upload is completed. After several minutes, your video will be available in Blackboard for you to post in your discussion or assignment submission area. Navigate back to the Mashups menu and select **Kaltura Media**. Once your video is available, you will see it in your media list (you may need to click **Refresh** on your browser if the video is not yet visible). Click **Select**. It will then be placed in your post.	
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.	

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.
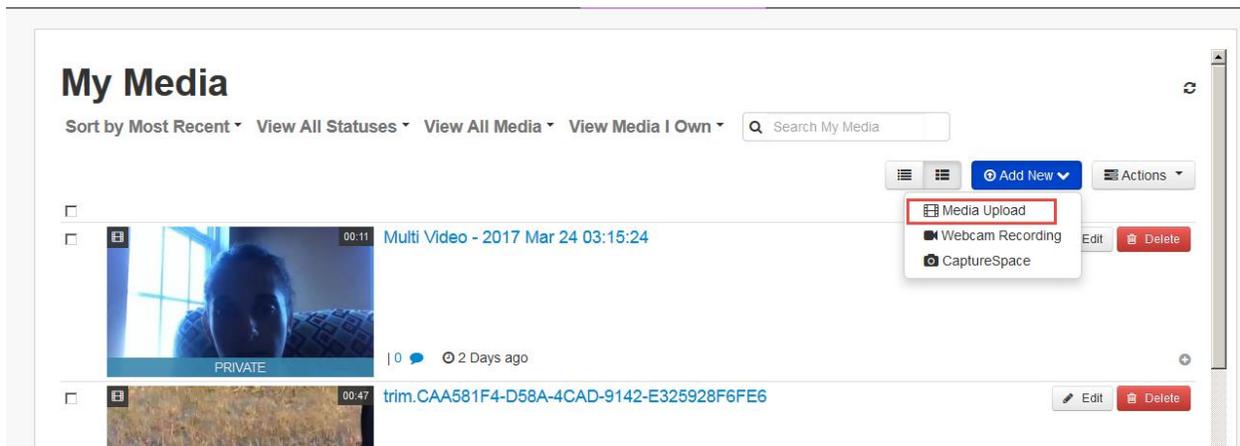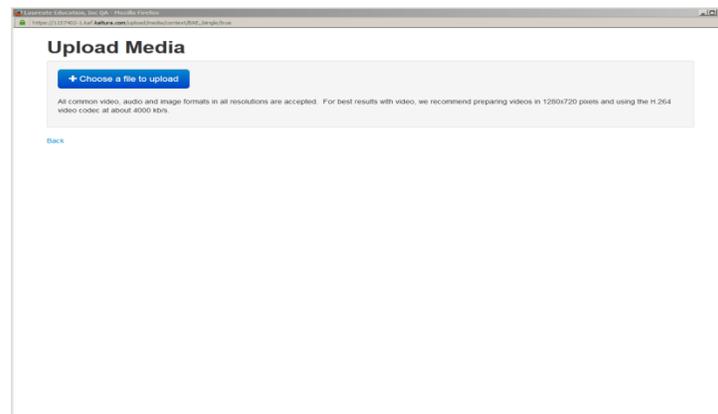

4. Click on the "Choose a file to Upload" button.

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)   Recording #12

Description: Black ▾ | **Bold** | *Italic* | Underline | ≔ ≔ ≔ ≔ | ↰ | 🖼
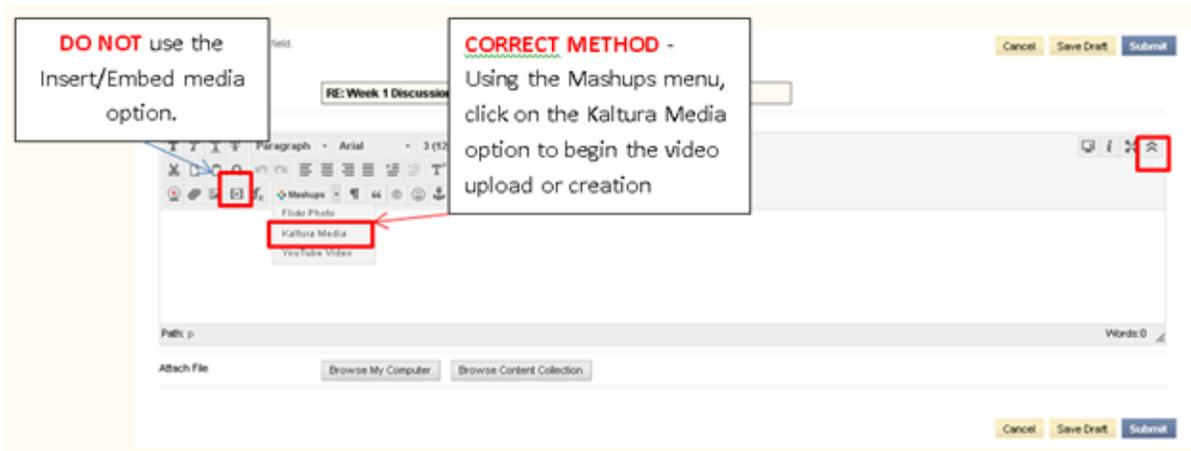
                 Enter Description...

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

Save   Go To Media   Go To My Media

Upload another file

+ Choose 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 Personal Capture, 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

Message

T T T   Arial   ▾   3 (12pt)   ▾   T ▾ ☰ ▾ ☰ ▾ ✓ ▾   🔗 ⛓

Path: p   Words:0

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).

Placing your Videos

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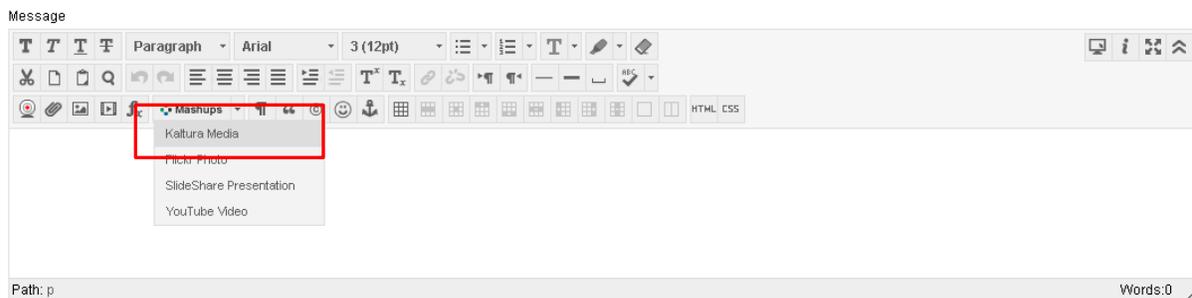
2. The My Media page will appear with all of the videos you have previously uploaded to Blackboard. Click the **Select** button that corresponds to the video you want to place into your post.
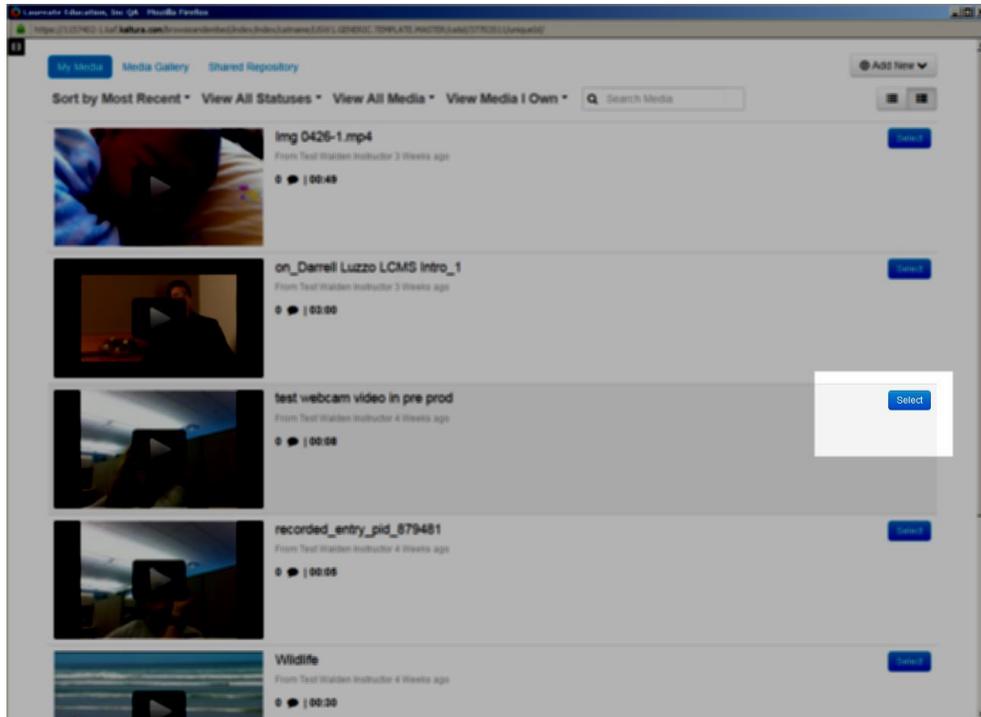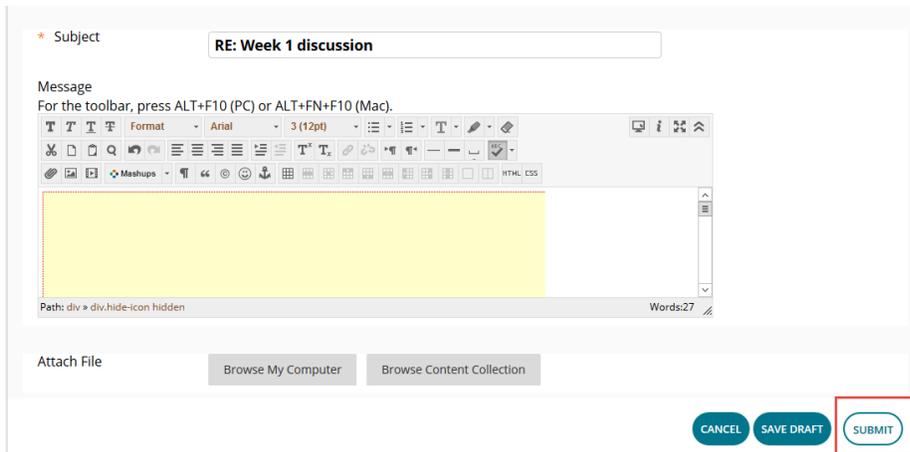

3. Your video will then be placed in the Blackboard text editor when you can add additional supporting text or files. If you need to add additional videos to the post you've already started, repeat the previous steps by accessing the **Mashups** menu and selecting the Kaltura Media option. Once you are 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.
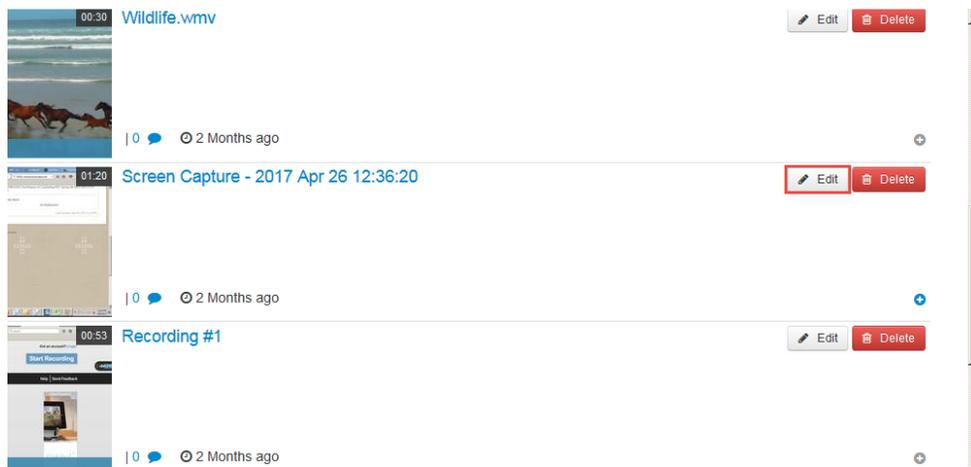
Subject

RE: Week 1 discussion

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

Path: div » div.hide-icon hidden   Words:27

Attach File   Browse My Computer   Browse Content Collection

CANCEL   SAVE DRAFT   SUBMIT

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.

Editing and Downloading Your Videos

00:30	Wildlife.wmv	Edit Delete
	| 0 ⊘ 2 Months ago	
01:20	Screen Capture - 2017 Apr 26 12:36:20	Edit Delete
	| 0 ⊘ 2 Months ago	
00:53	Recording #1	Edit Delete
	| 0 ⊘ 2 Months ago	

Closed Captioning

Closed captions are automatically created and should be 80% accurate. To order captions for videos that were uploaded prior to the captioning implementation or to edit the captions on a video that you created, refer to the Kaltura Captioning Job Aid.

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

Support

Students can contact the Customer Care Team at 1-800-925-3368 or +1-612-925-3368 or email support@mail.waldenu.edu for assistance with the Kaltura tool. For assistance with your recording device, please refer to the manufacturer's help site.