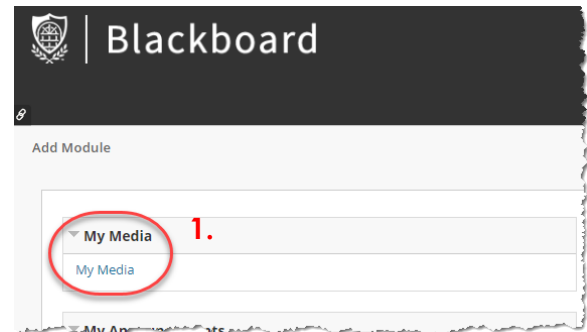


Using Kaltura Media Gallery in Blackboard to Upload User Videos

1. Login to **Blackboard** and click **My Media (1)** on the Institution page.
2. Click the **Add New** button.
3. Click **Media Upload**.
4. Select your file by browsing—click **Choose a file to upload**—or drag and drop within the dashed outline.
5. While uploading, you can change the filename if desired, add a description, and/or tags.
6. Click **Save** after any changes.



After uploaded to **My Media**, a video can be shared on Blackboard:

Instructors:

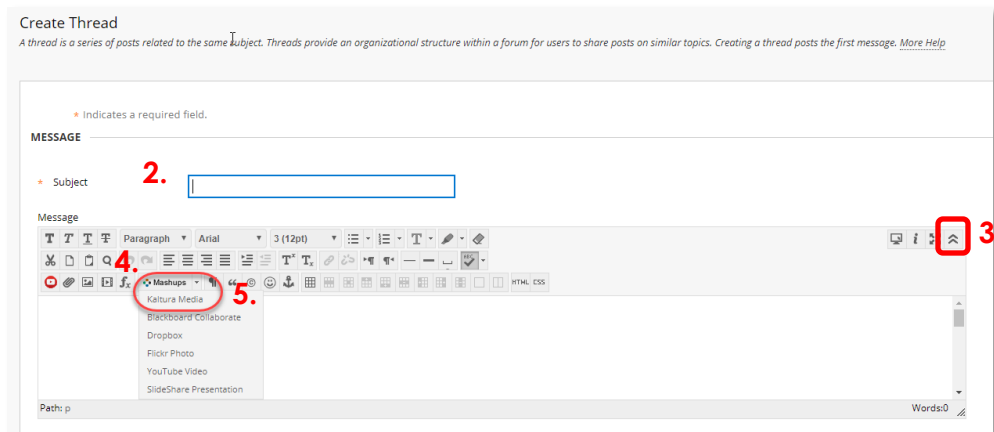
- embed the video into lessons
- add the video to Discussion Boards
- create a video quiz

Students:

- add the video to Discussion Boards
- submit as an assignment

Adding a Video to a Discussion Board

1. On the Discussion Board, select the discussion board forum you want to add a thread to.
2. Click **Create Thread**.
3. In the Message area, enter a subject **(2)**, make sure the text editor is expanded **(3)**, click Mashups **(4)** and select Kaltura Media **(5)**.



4. The Kaltura My Media window will open. If you have already uploaded your video, click **Select** next to the video to add. If you have not previously uploaded your video, click the **Add New** button and follow the instructions in the section above beginning with **step 3**.
5. After inserting the video, click the **Submit** button below the text editor box.

Videos you create and upload can be used in Blackboard anywhere there is a text editor box!
Include a video using the Mashup button—select **Kaltura Media!**

