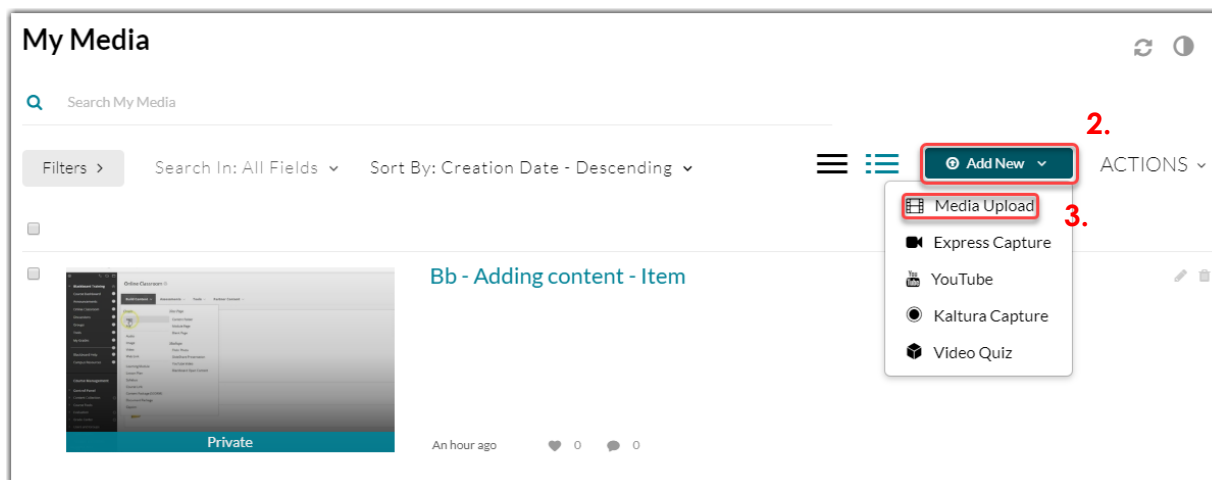
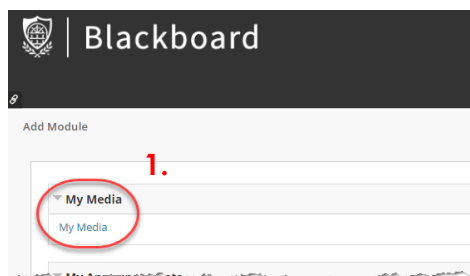
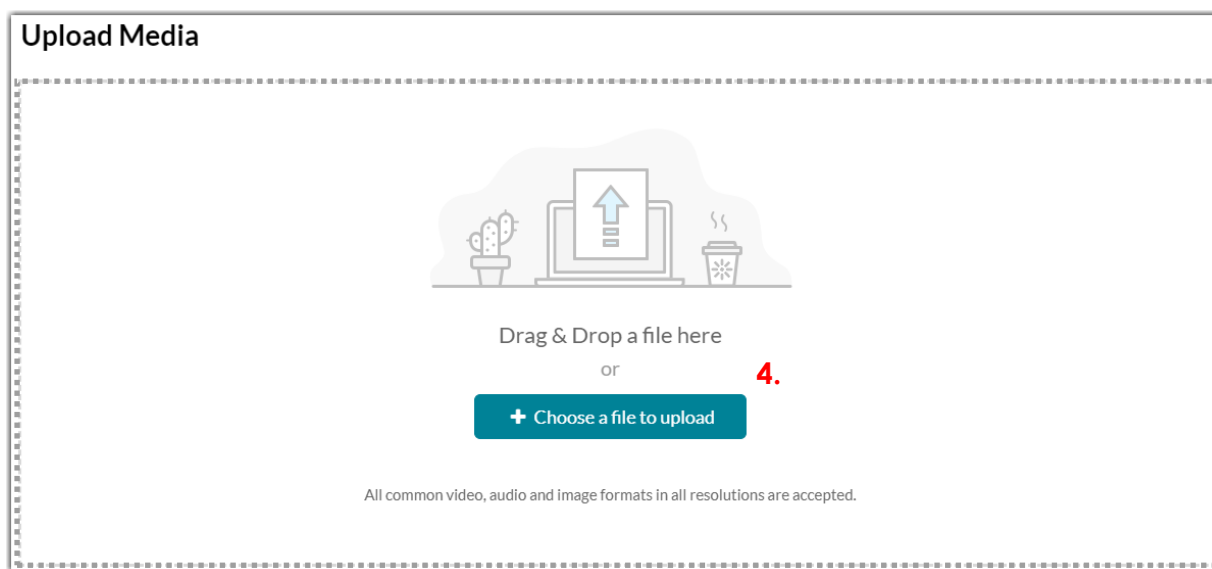


Uploading videos to My Media

1. Login to **Blackboard** and click **My Media (1)** on the My Institution page.
2. After the My Media page opens, click the **Add New (2)** button.
3. Click **Media Upload. (3)**



4. Select your file by clicking the **+Choose a file to upload (4)** button or drag and drop a file within the dashed outline.



5. While the video is uploading, you can change the filename **(5)**, if desired.
6. Click in the Description box **(6)** and add a description of the video. Font options (color, bold, italics, underline, etc.) are available.
7. Add tags (keywords) **(7)** to easily identify/filter your video.

You may only have one or two videos now. Adding descriptions and tags will allow you to easily find the videos you want when you have many more!

Upload Media

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

Please fill out these details:

5. Name:

Description: Black ▼ **Bold** *Italic* Underline ☰ ☰ ☰ ☰ 🔗 🖼️

6.

7. Tags:

Ⓞ Click to add required metadata for shared repository

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

8.

9. [Go To Media](#)

10. [Go To My Media](#)

8. Click **Save (8)** after making changes.
9. **Go To Media (9)** —opens a page displaying only the media just uploaded.
10. **Go To My Media (10)** —opens a page with a thumbnail/listing of all media uploaded/recorded that is associated with the current username account.

