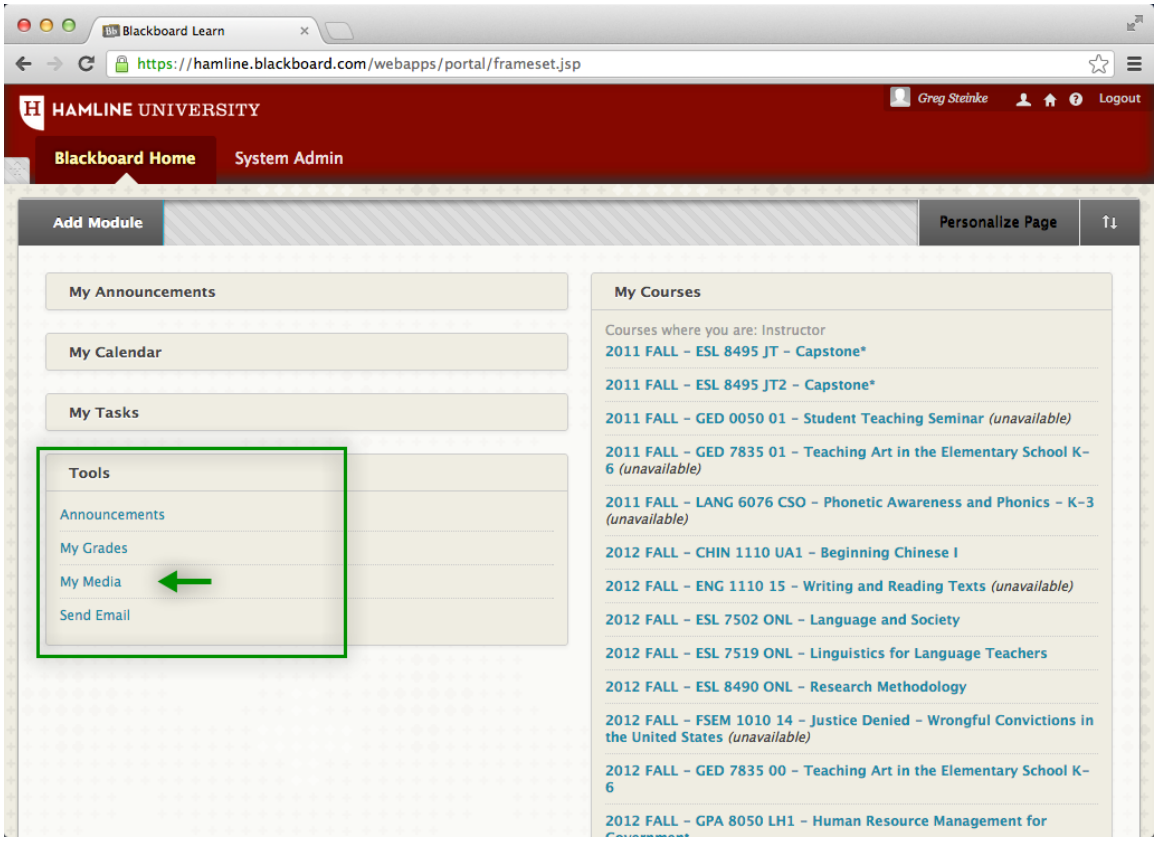
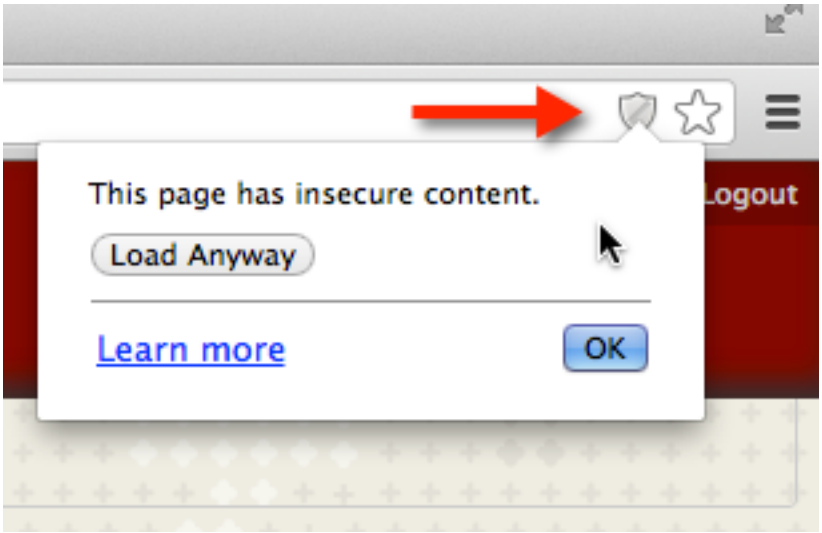
My Media: Managing your Media in Blackboard

Faculty and students can upload videos, manage all of their video content, and send videos to courses in Blackboard by accessing the Kaltura **My Media** link on the Blackboard Home page.

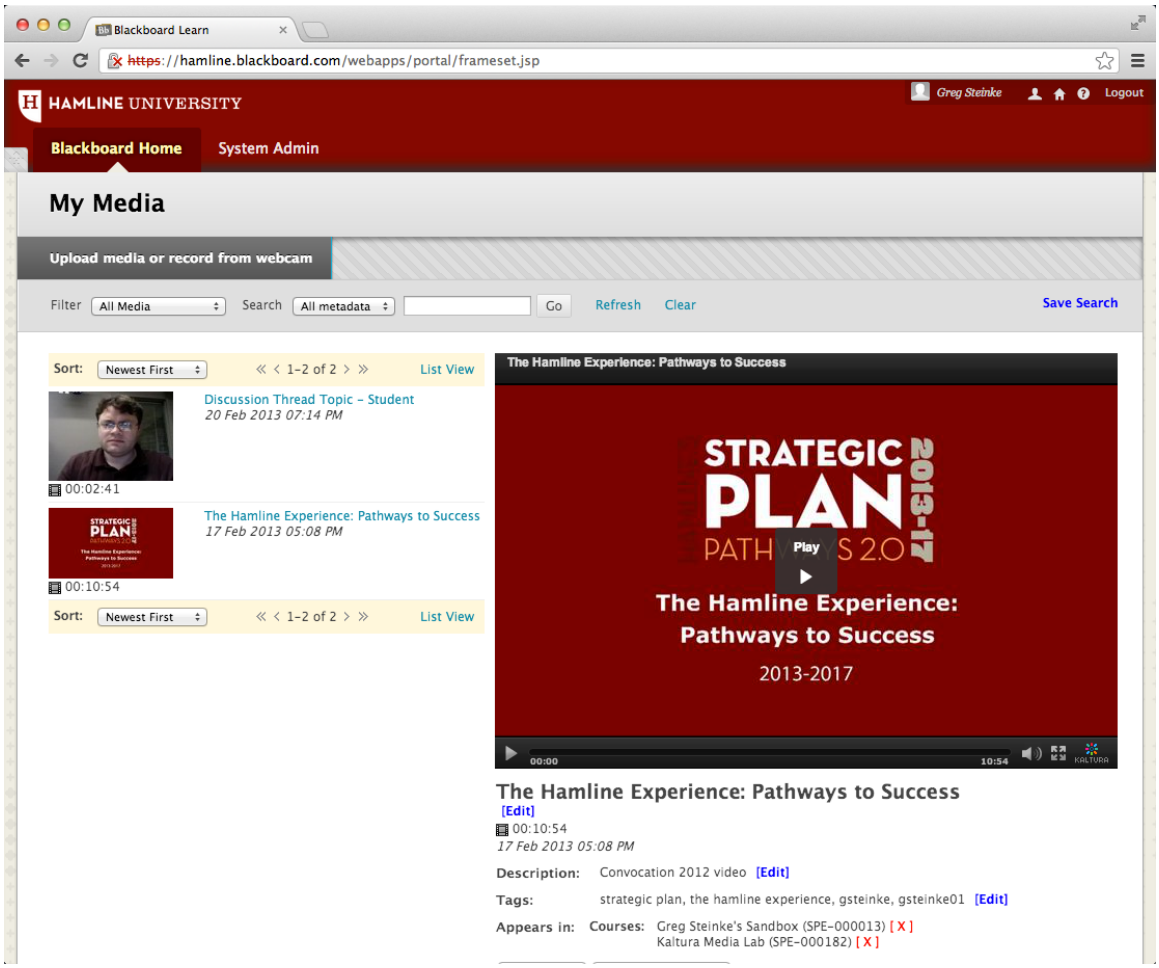


To get started uploading media to the Kaltura **My Media** video repository tool in Blackboard, please follow these steps:

{ Note } The first thing that you should know about using Google Chrome (the main browser that Hamline U. supports) and Blackboard, is that Chrome will, by default, block "insecure" content. A lot of the tools in Blackboard, like YouTube and Kaltura videos will not show up initially because Chrome sees this as insecure content. The video content is secure, they are just not delivered through an https connection, but rather an http connection. The Blackboard site is on an https server and Kaltura and YouTube content are delivered on an http server. So, anytime Chrome sees mixed https and http content, it will block the media. To resolve this issue, look for a shield icon near the top-right of the url address bar. If you see a shield icon, click on it and choose **Load Anyway**.



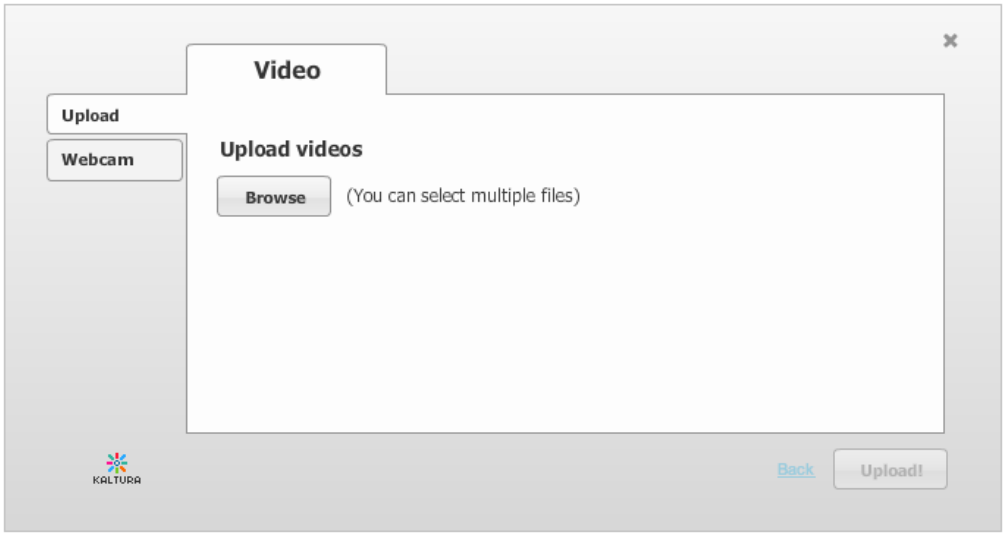
The page will refresh and you will have to navigate back to the Kaltura or YouTube content, but now that content will show up for you.



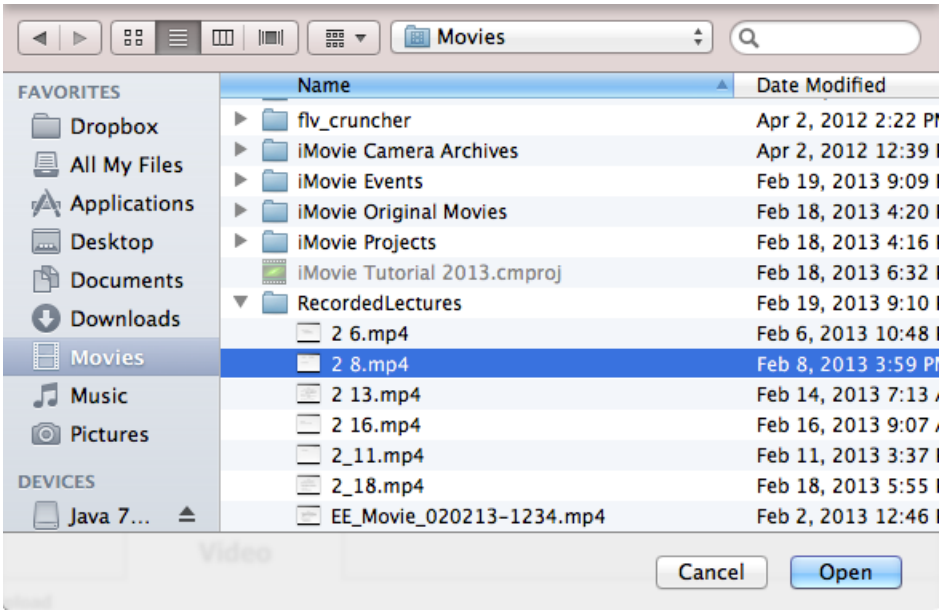
After clicking **Load Anyway**, the page will refresh and now you will see the video window show up, which was initially blocked by Google Chrome.

1. To upload a video or use your webcam to record a message, click on the **Upload media or record from webcam** button.

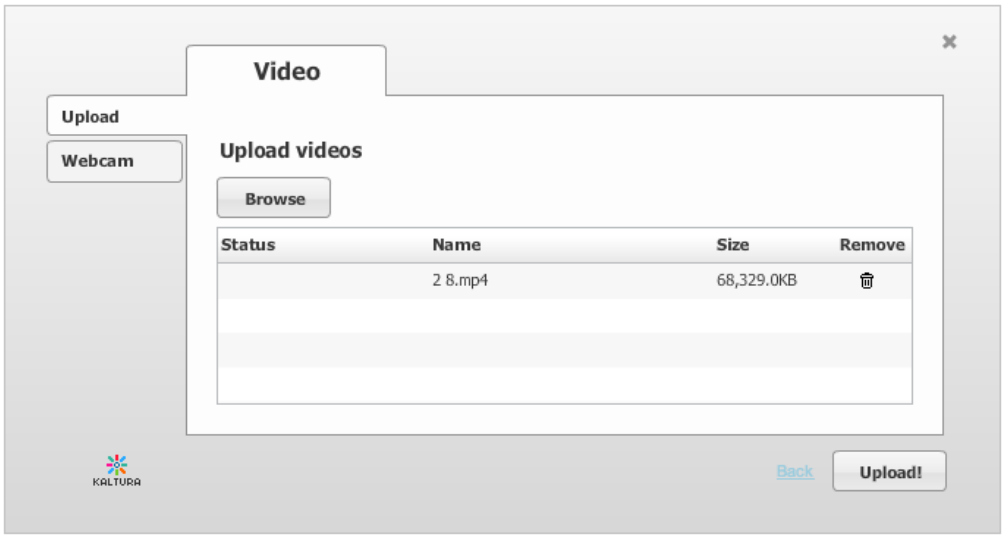
2. To upload a video, click on the **Upload** tab and click on **Browse** to find a video on your computer.



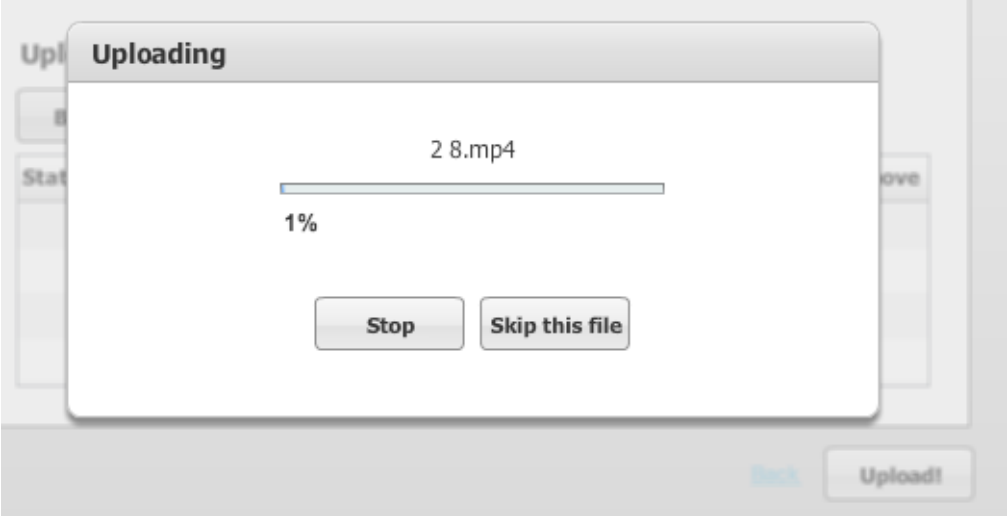
Once you find the video file that you want to upload, click on the **Open** button. Don't worry about the format of the video, Kaltura supports a plethora of video formats.



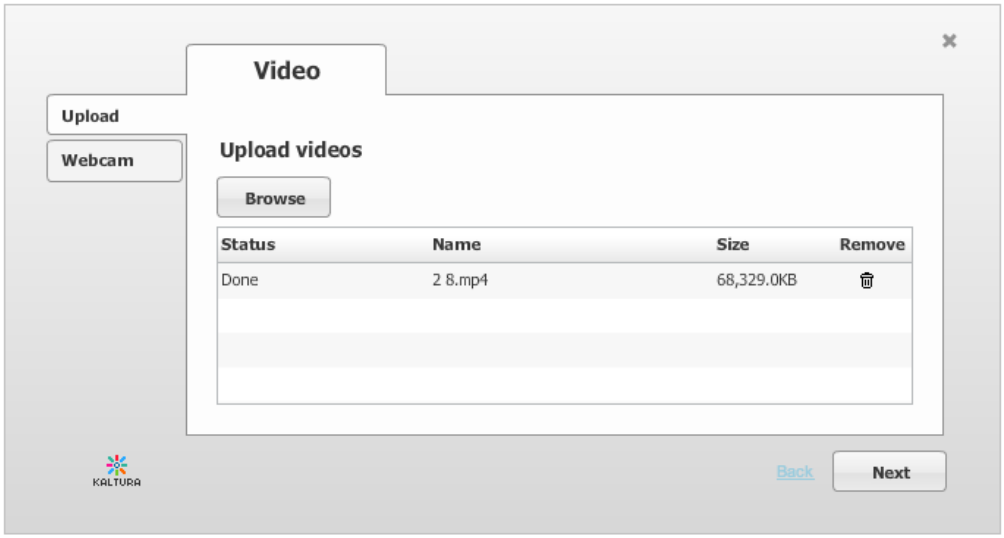
3. Next, click on the **Upload!** button to upload the video to your Kaltura **My Media** tool.



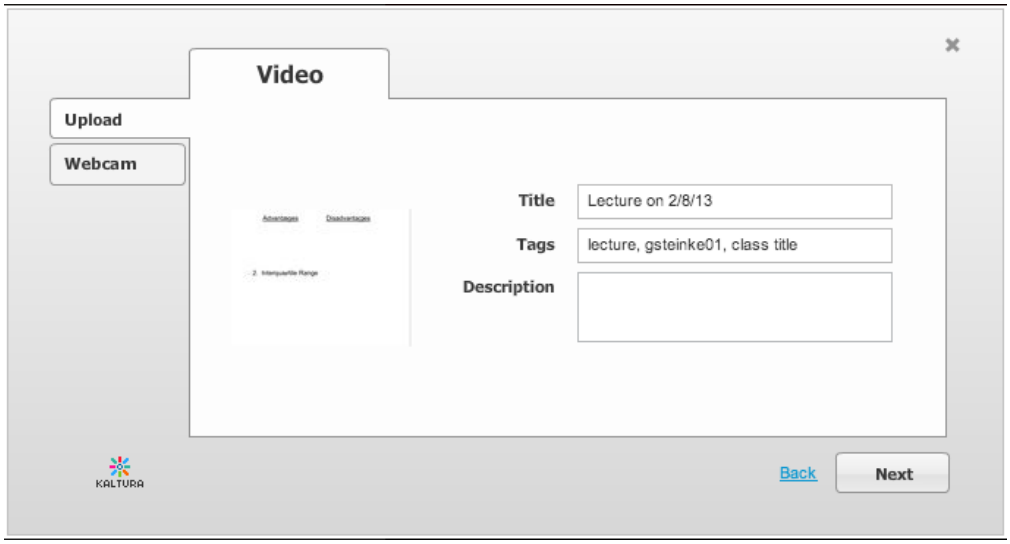
The video will upload.



Once the video is uploaded, click on the **Next** button to add information to your video clip.

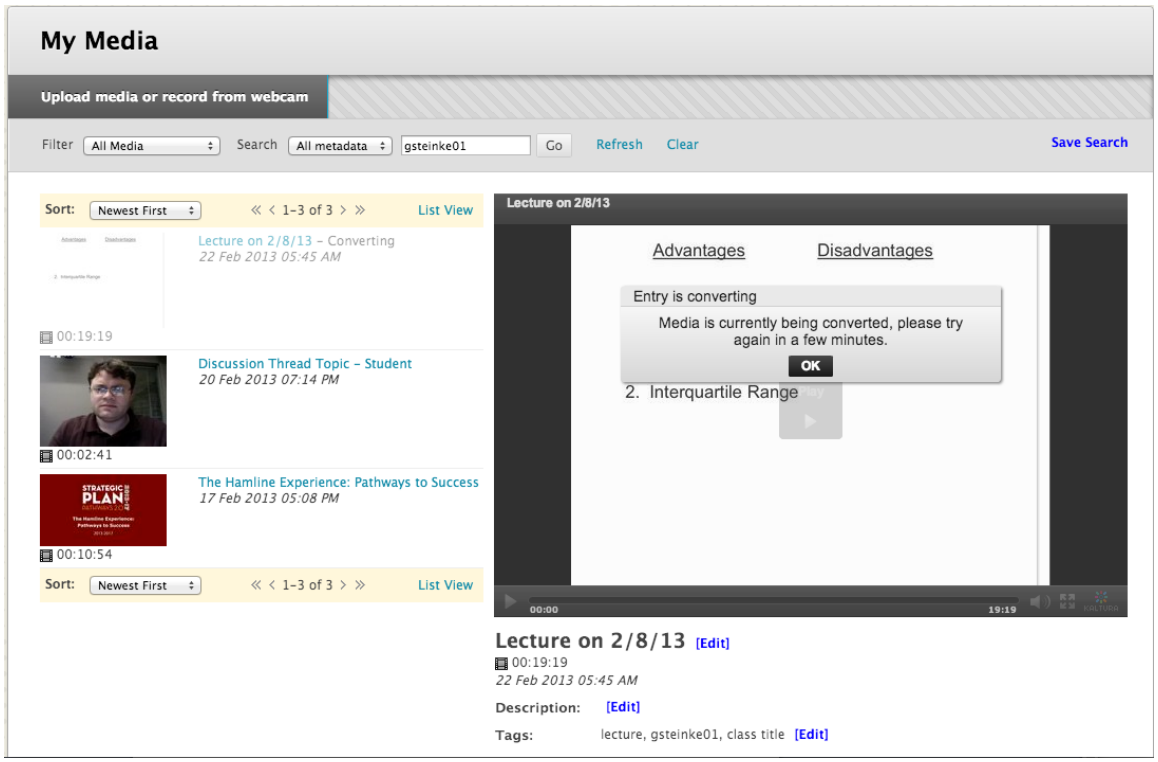


Add a **Title**, any **Tags**, and a **Description** to your video and click **Next** when you are finished adding information to your video. The text that you add for the **Tags** field will help you find your video when you search for it (separate tags with commas). I tend to add my Hamline username, the title of the video, and any other information that I think will help me search for the content at a later time.



4. Your video is now available in your **My Media** space.

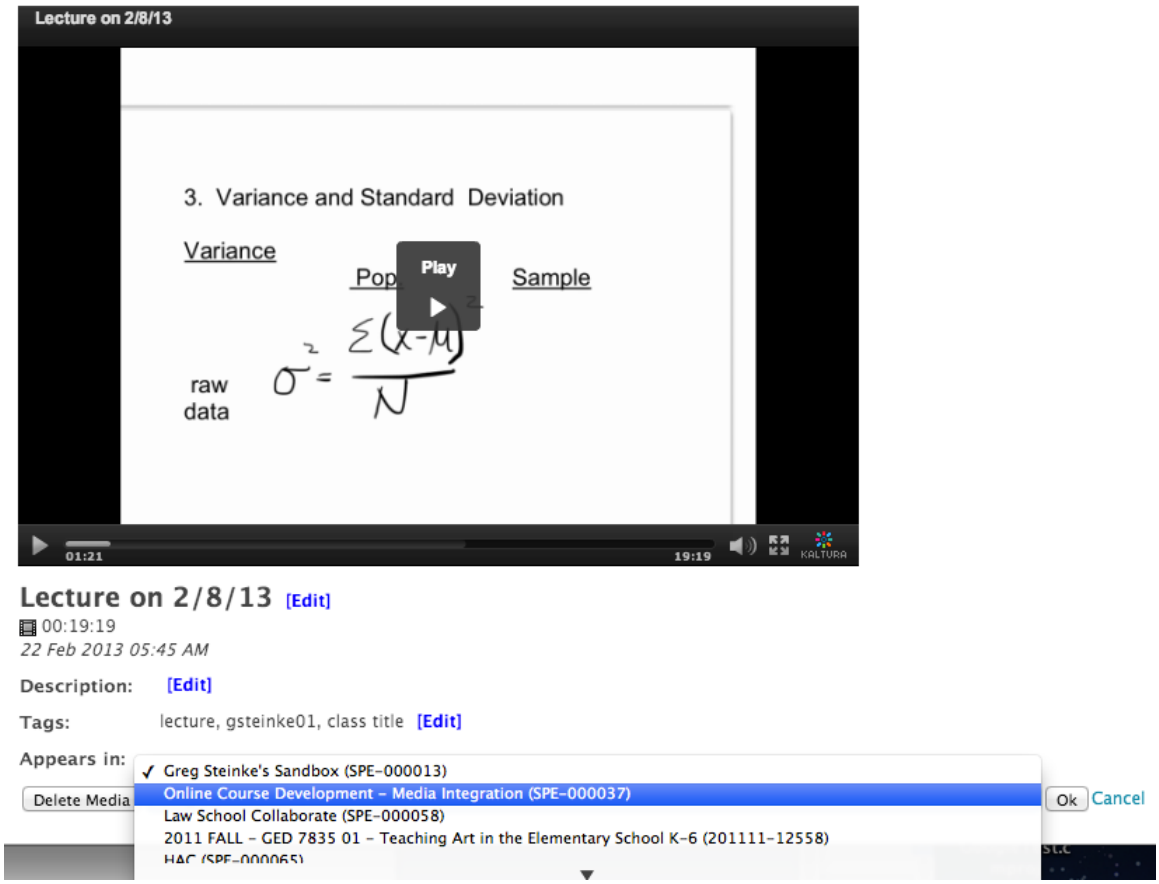
{ Note } It may take a few minutes for your video to process initially, but once it does it will be available to you to use.



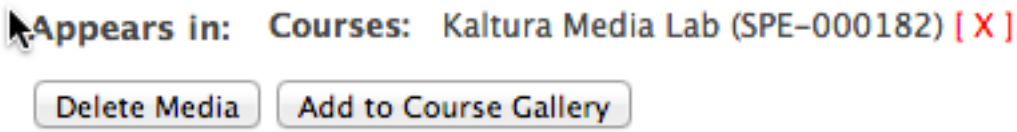
Now you can choose to send your video to a specific course that you are enrolled in (student) or teaching (faculty).

To send your video to a course, follow these next steps:

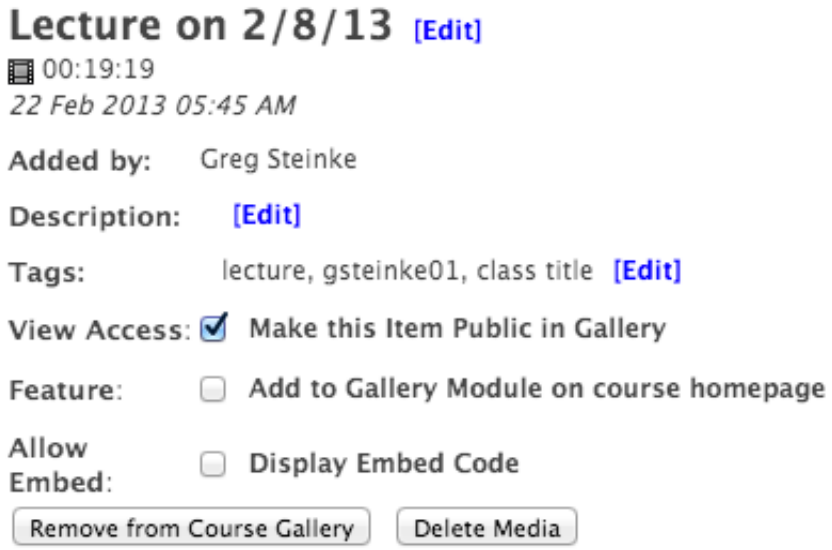
1. In your **My Media** space, select a video and under the video window click on



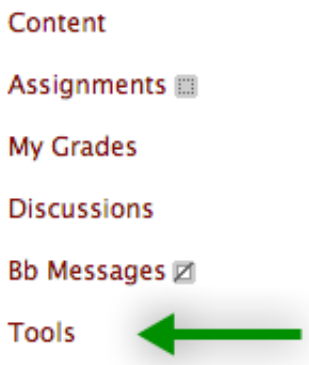
the **Add to Course Gallery** button and scroll to a course that you want to send the video to and click **Ok**. Now the video is available in the course that you chose.

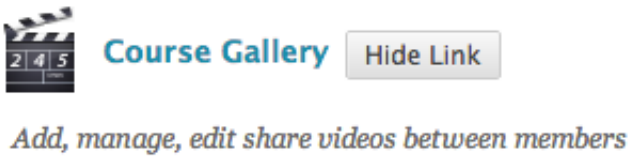


{ And yet another Note } If you are a student and you send a video to a course from your **My Media** space, you will need to inform your professor that you added the video, since the professor will not receive a notification that a new video is available in the **Course Gallery** and any video that a student sends to a **Course Gallery** are set to **Hidden** by default. The professor will have to make the video available to the **Course Gallery**, by selecting the video and checking **Make this Item Public in Gallery**, under the **View Access** option.



To access the **Course Gallery**, click on the Tools menu located on the left menu of the course. The **Course Gallery** is listed among all the other Blackboard tools.





And that's how you use the Kaltura My Media tool within Blackboard. Have fun uploading and managing your video content!