# Media Management using My Media

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About Kaltura

Kaltura is a video management and creation tool that is integrated directly into Blackboard. You can use Kaltura to create course videos, conduct video discussion boards, record lectures, and create video presentations for use in Blackboard. The Kaltura tools integrated into Blackboard can be used by faculty and students. The guide below will help you get started.

Getting Started: Accessing My Media

1. Log in Blackboard using Gallaudet credentials, go on the left side of the screen under Tools menu, go down to My Media
2. My Media page will open. You will have the following options:
   a. Add New
      i. Media Upload: upload a video
      ii. CaptureSpace: create and edit a video using an app
   b. Actions
      i. Publish: insert a video in a course
      ii. Delete: delete a video
   c. Sort, View All Statuses, View All Media, View Media I Own: My Media views
   d. Edit: edit a video
   e. Delete: delete a video
   f. See where media is published: find the courses a video is published in

   NOTE: if this is your first time accessing My Media, your media page will be empty. If this is not your first time, you will see videos listed where “No Entries Found” is.

How to Add (Upload) New Videos

Go to Add New and select either

a. Media Upload: *this option requires a video already on your computer*

b. CaptureSpace: *this is the option to create and edit a video*

**Media Upload**

1. Click on **Add new** and in drop down menu, click on **Media Upload**.

2. Click on **Choose a file to upload**

**Upload Media**

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.
3. A dialog box will appear, locate & select the video and click on Open

4. My Media will upload the video. When you see a green box with “Upload Completed”, your video is uploaded successfully. Enter details as needed. Click **Save** when complete
5. After saving, your video is successfully set to Private. To publish your video to a course, click on **Published** and check the course(s) to publish your video to. Click **Save**.

6. The video has been successfully published. Click on **Go to Media** (it will open the video) or **Go to My Media** (it will go to My Media gallery)

**CaptureSpace**

1. Click on **CaptureSpace**.
2. If you have not downloaded CaptureSpace to your computer, you will see this page. Download the Kaltura CaptureSpace Desktop Recorder (choose Windows for PC, Mac for Mac). For more instructions on how to install or to launch CaptureSpace, please see “How to Install-Launch CaptureSpace” tutorial.

3. Launch the CaptureSpace Desktop Recorder. When it is launched a message will appear:

4. Record your video
   a. Presentations & Lectures: create & edit a video using the webcam with a power point or screen recording simultaneously
   b. Screen: create & edit a video using screen recording
   c. Screen & Webcam: create & edit a video using screen recording with a webcam simultaneously
   d. Webcam: create & edit a video using webcam
   e. Voice: create & edit a video using voice

NOTE: For more information on how to use CaptureSpace, See “How to Use CaptureSpace” Tutorial
Presentation & Lectures
Set options for the Camera, Screen Capture, Presentation, and Sound. Click Record. When finished, press Done and then Upload.

Screen / Screen & Webcam
Select Full screen or Select Area then click on Record. When finished, press Done and then Upload.
Webcam
The Recording will give a 5 sec countdown and then begin recording. When finished, press Done and then Upload.

Voice
The Recording will give a 5 sec countdown then begin recording. When finished, press Done and then Upload.

5. When you are done recording and editing, there will be an option to upload, preview, save.

NOTE: If you have not saved or uploaded your video, DO NOT close the CaptureSpace Recorder. You will lose your work. Save your video!

NOTE: You MUST be connected to the internet before uploading. Upload ONLY when you are on a reliable internet connection. It is HIGHLY recommended that you SAVE your video at all times. When you are connected to the Internet and ready to upload, then proceed. If you are not connected to the Internet and you try to upload, it will fail. If you then close the CaptureSpace Recorder, you will lose your work!
6. If you choose to save your video, it will be saved on your computer until it has been uploaded.
   f. Note the "Not Uploaded" message in orange; the video has not been uploaded. Click the pencil icon to upload.
   g. The pencil icon: Click to Edit Record Details
   h. The X icon: Click to Delete Record

7. Click on the back button or refresh icon on your browser to return to My Media. *NOTE: it takes up to 20 minutes before a video is available in My Media. Please be patient.*

8. The video will appear in My Media in Blackboard. It is set as Private. **Publish** your video to the course(s). *For instructions how to Publish, go to the Using Actions in My Media: Publish page*
How to Watch a Video in My Media

1. To watch a video, click on the Blue link

2. A page with the video will open. The video will automatically start playing. To stop it, click pause.
3. To Publish the video to a course in Blackboard, click on the Actions button and click on + Publish in the drop down menu.

4. Click **Published**, select the check box(es) next to the course(s) and click on **Save**.
5. A green box “Media successfully published” will appear. Your video will appear in your course(s)’ media gallery for your students to view. Click Back to return to the main My Media gallery.
Using Actions in My Media

Click on Actions button, the following options appears:

- Publish: **Insert a video(s) from My Media to a course(s)’s media gallery in Blackboard**
- Delete: **Delete a video from My Media. NOTE: this will delete the video from all courses you have it published in.**

### Publish

1. Click on the checkboxes next to the videos to select videos then click on Actions button and choose Publish from the drop down box
2. Select Published and check the courses then click on Save

1. Click on the checkbox(es) next to the video(s) to select video(s) and then click on Actions and Delete

2. A dialog box will appear asking for confirmation of delete of the videos. Click Delete

3. Your video(s) are deleted.
How to Edit Videos

1. Click on Edit

2. Edit Video, Options:
   a. Details – edit Name, add Description, Tags and Metadata
   b. Options – enable clippings and comments
   c. Collaboration – allow other Users to edit and publish video
   d. Attachments – upload a file to attach to the video
   e. Captions – upload captions file (SRT and DFXP formats)
   f. Thumbnails – upload, capture, or auto-generate thumbnails
   g. Downloads – allow downloads of the video
   h. Timeline – create chapters and upload slides to play along with video
   i. Replace Video – upload from desktop or url to replace the video
   j. Trim Video – make the video shorter
   k. Create Clip – create a clip from the video
   l. Delete – delete the video
Details
Edit the Name, Enter Description and Tags, Click to add Metadata and click on Save

Options
Click on the checkboxes of desired options and click Save

Collaboration
Click on + Add Collaborator to add other users to allow editing and publishing

NOTE: if you allow editing, be aware that this means your video will be edited by other people. It is recommended you create a copy of your video for others to edit. ALWAYS keep at least one copy of a video for yourself.
My Media

Kaltura: Media Management

### Attachments
Click on Upload File to attach files to the video

No Attachments have been added to media

### Captions
Click on Upload Captions File to add captions to the video

No Captions have been added to media

### Thumbnails
Choose Upload Thumbnail, Capture or Auto-Generate to add thumbnails to the video

No thumbnail was uploaded for this event

### Downloads
Click on the checkbox next to Source File to allow downloads of the video and then click Save.

Available Formats:

- Source File

### Timeline
Use the Bookmark option to create chapters and the Paper icon to upload slides

Create chapters for the video, and upload slides to play along with video.

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Replace Video
Click on the + Upload from Desktop or + Upload from URL to replace the video

Trim Video
Set a Starting Point and Set an Ending Point to trim the video

Create Clip
Set a Starting Point and an Ending point, enter details and click on Create Clip to create a clipping.
How to Delete Videos

1. Click on Delete (red button) to the right of the video

2. A dialog box will pop up asking for confirmation of delete. Click Delete.

3. The video is deleted. NOTE: this means the video will be removed from your course(s) as well. Please ensure to have a copy of the video on your desktop if needed.
Sort, View Status, View by type, View by Publish or Edit

Under My Media are options to sort or view your media

A. Sort by Most Recent: Most Recent, Alphabetical, Comments
B. View all Statuses: View by Private, Published, Pending, Rejected
C. View all Media: View by Video, Audio, Image
D. View Media I own: View by Media I own, I can Publish, or I can Edit

Sort by Most Recent
Click on Sort by Most Recent and choose Alphabetical or Comments from the drop down menu

View all Statuses
Click on View All Statuses and choose videos that are Private, Published, Pending, or Rejected
View all Media
Click View All Media and view files that are Video, Quiz, Audio or Image.

View Media I own
Click View Media I own and view media that you own, media you own and shared with you that you can publish to courses, media you own and shared with you that you can edit.
How to see where (which courses/organizations) a video is published

To verify the courses the video appears in, click on the small blue + circle

The small blue + circle will become a small blue – circle and the Published in: information will appear.
How to change the view while playing a presentation in a video

Click on a video with a presentation, in the video screen there will be icons in the top
1. Picture in Picture
2. Side by Side
3. Single View
4. Toggle View
5. Navigation

Picture in Picture
View a presentation with a video playing as picture in picture
**Side by Side**
View the presentation and the video in a split screen.

**Single View**
View the presentation only or the video only.
Toggle View
When in Single view, click on Toggle view to switch between Presentation and Video

Navigation
When in Single View, Click on the Navigation Button to see the Presentation Timeline