

# Kaltura Blackboard Building Block Essentials - Overview & Exercises

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## Let's Practice

Login to your Blackboard account.

## Upload

1. Go to "My Media", My Media will most likely be located in your dashboard under "Site home".
2. Click "Add New" and select "Media Upload".
3. Choose the file you want to upload and complete the upload process.

## Edit Entry

1. Go to your media page. Click on the “Actions” menu and select Edit.
2. Add a "training" tag via the "Details" tab.
3. Change the entry’s thumbnail by grabbing a frame from the video itself.
4. Add an attachment.

## **Publish to a Course**

1. Go to the course where you want to publish a video.
2. Click "Media Gallery".
3. Click “Add Media”.
4. Fill in the video's Name & Description.
5. Click Save.

## **How to Create a Course Playlist**

1. Go to the “Kaltura Media Gallery” tab. The Media Gallery will most likely be located under the “Current course” dashboard.
2. Click on the “Channel Actions” and select “Edit”.
3. In the Playlist tab click “Create new” > “Manual Playlist”.
4. Name the Playlist, add a Description and add the media.
5. Save the playlist.

## **Publish in Context**

1. Go to any course and add a content page (announcement, assignment, etc.).
2. In the rich text editor of the content page click “Kaltura Media”.
3. Select an entry from the list. You can choose from your My Media, Media Gallery and Shared Repositories”.
4. Click “Embed”. You can choose the embed settings by clicking on the “Embed Settings”.
5. Click Save.