

Upload media in Blackboard Learn

Last Modified on 12/17/2024 3:46 pm IST

28 This article is designated for all users.

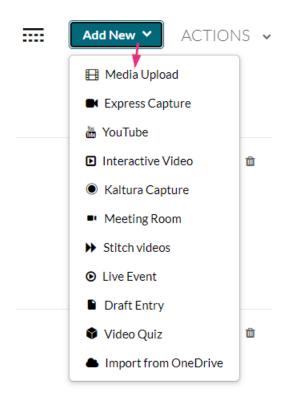
About

Uploading media from your desktop is simple and straightforward. Just follow the steps below to easily share your videos, audio files, and images.

: The instructions below are for non-Theming users. If you have Theming enabled, please refer to our article Upload media in KAF - Theming.

Upload media

 On your My Media page, click the Add New button to the right and select Media Upload.



: Depending on what is enabled on your application, your Add New menu may look slightly different. If there is an option missing, please contact your Kaltura administrator to discuss how to enable it.

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The **Upload Media** page displays.

2. Drag and drop your file or select **Choose a file to upload**.

Upload Media

| Drag & Drop a file here | |
|--|--|
| or | |
| Choose a file to upload | |
| All common video, audio and image formats in all resolutions are accepted. | |
| | |
| Back | |

If you clicked Choose a file to upload, select a file from your computer and click Open.

| 🟮 Open | | | | | | | |
|---|----------------|--|---------------------------------|-------------------------------|-------|----------------|-----------------------|
| This PC | > Videos | | | | ٽ ~ | Search Videos | ۶ |
| Organize 🔻 New folder | | | | | | | ■ • ■ (|
| Downloads Documents Documents Teams Pictures Deployment 1 Oction Cloud Photo | Captures | PREPARATION In Constanting Presentations | 3_Things_l_Learn ed_(Source) | Fish_in_Coral_Re ef_Videvo | Globe | huangpu-river- | SAML_groups.n p4 |
| Admin Guide KMC_NG Teams v3.28 | ± ² | | | | | | |
| Dropbox (Kaltura) chopsplice trendmicro_cas_ Tvinci Public Fol UserManual V | sample | Tongli | Treviso | veneto | | | |
| File name: | | | | | | Custom Files | ~ |
| | | | | | | Open 🔫 | Cancel |

4. While the file is uploading, you can enter the name, description and tags for the media.

Once the upload has finished, a success message displays: *Upload Completed! Complete the required information for the uploaded media below.*

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Upload Media

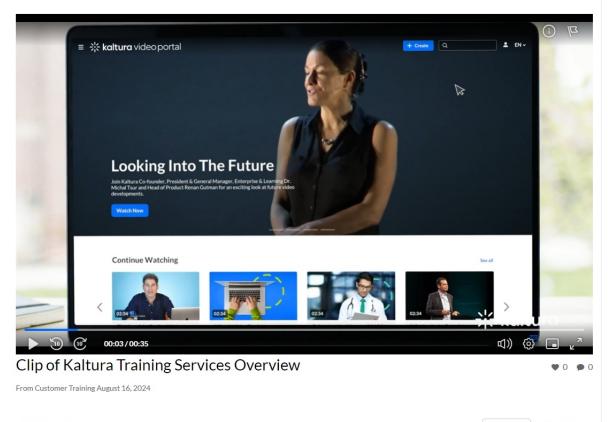
| ease fill out these de | etails: | | | | | | | | |
|------------------------|------------------|----------------|----------------|----------------|---|---|---|----------------|--|
| Name: (Required) | Clip of Kaltura | a Training Ser | vices Overvi | iew (Source) | | | | | |
| Description: | Black 💙 | Bold | Italic | Underline | ≣ | = | 1 | с _ю | |
| | Enter Descrip | otion | | | | | | | |
| | | | | | | | | N | |
| | | | | | | | | 2 | |
| Tags: | | | | | | | | | |
| | ⊕ Click to add r | equired meta | idata for shar | red repository | | | | | |
| | | | | | | | | | |

View your media

To view the media when uploading is complete, you can click either **Go to media** or **Go to My Media**.

Clicking **Go to media** will take you to the media page, as shown below:





Details Share Q

← Back ACTIONS ✓

Clicking Go to My Media will take you to your My Media page, as shown below:

| My Media | | 2 | 0 | 🛗 My Calenda | r 🙆 | My Dasl | hboard |
|------------------------------------|---|--------|------|--------------|-------|------------|--------|
| Q Search My Media | | 6 | | | | | |
| Filters > Search In: All Fields | n Date - Descending 🖌 | ≡ | ≔ | Add N | lew 🗸 | ACTI | ons . |
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| | Published tags Owner • on August 16, 2024 | | | | | | |
| - | Kaltura Training Services Overv | view | | | | <u>[.h</u> | d 🗇 |

: After a video or audio is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion. If an error occurs while uploading, please check your network connection.

Publish your media

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You can publish your media directly from the upload page.

1. Click the **Published** option (you must first click **Save**).

| Publishing Schedule: | Always O Specific Time Frame (The time range in which this media will be visible to users in published channels/categories) |
|----------------------|---|
| | 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. |
| Publishing Status: | Private - Media page will be visible to the content owner only. Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below. |
| | Save Go To Media Go To My Media |

An additional section displays.

2. Choose from the options available where you want to publish the media.

| 1 | Publishing Status: O Private - Media page will be visible to the content owner only. | | | | | | |
|---|--|---|--|--|--|--|--|
| | Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below. | | | | | | |
| | | | | | | | |
| | | Publish in Gallery | | | | | |
| | | | | | | | |
| | | Shared Repository Kaltura Certification Kaltura Training Course LS Program | | | | | |
| | | Your changes have been saved. | | | | | |
| | | | | | | | |
| | | Save Go To Media Go To My Media | | | | | |
| | | | | | | | |

3. After choosing an option, click **Save**.

You can immediately see where the media was published.



| Publish in Gallery | |
|---|---|
| Shared Repository | □ Kaltura Certification □ Kaltura Training Course ✔ LS Program |
| Published in Kaltura Training: 1 Media Gallery: LS | |
| Yo | our changes have been saved. |
| Save Go To Media | ia Go To My Media |

For more information about publishing media, visit our article Publish media.