

Upload media in Blackboard Learn

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

28 This article is designated for all users.

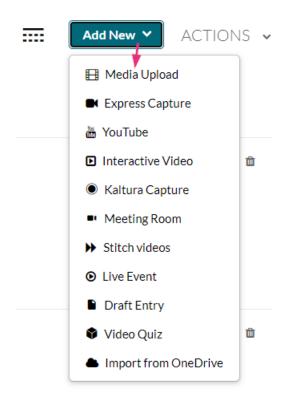
About

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

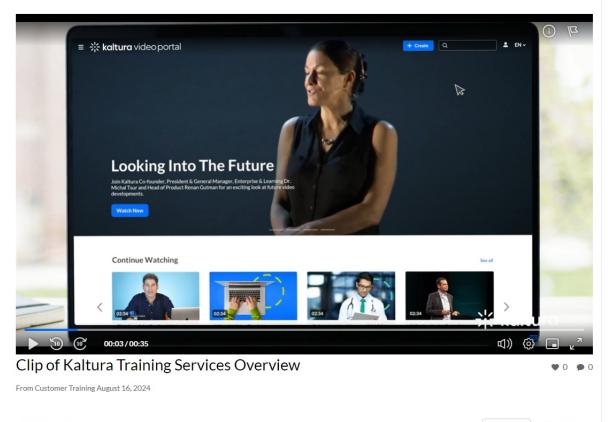
ease fill out these de	etails:								
Name: (Required)	Clip of Kaltura	a Training Ser	vices Overvi	iew (Source)					
Description:	Black 💙	Bold	Italic	Underline	≣	=	1	с _ю	
	Enter Descrip	otion							
								N	
								2	
Tags:									
	⊕ Click to add r	equired meta	idata for shar	red repository					

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						
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: 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.