Upload media in Blackboard (legacy)

Content updated: 01/12/2025

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.

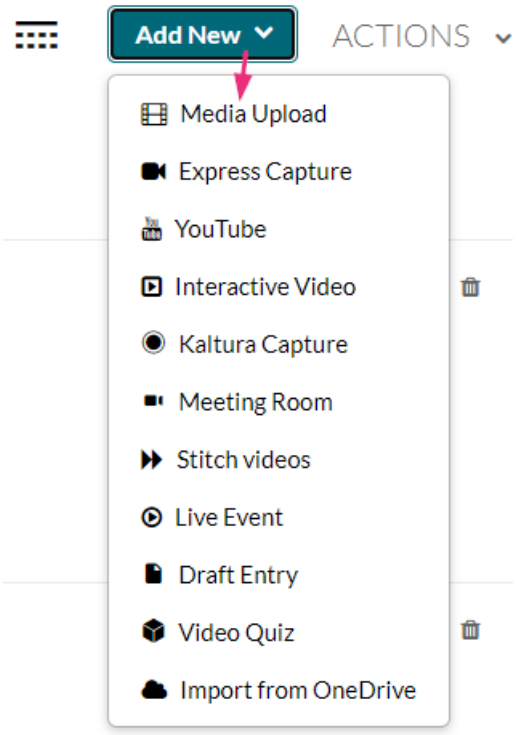
These instructions apply to the legacy **LMS Video** integration. If you're using LMS Video with Theming, please refer to the LMS Rich Media Extensions category.

Once you've uploaded your videos, you can set up the player to play them the way you want by adjusting the look, features, and controls to match your style and needs. To learn more, visit our article Introduction to Kaltura's V7 player.

Upload media

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

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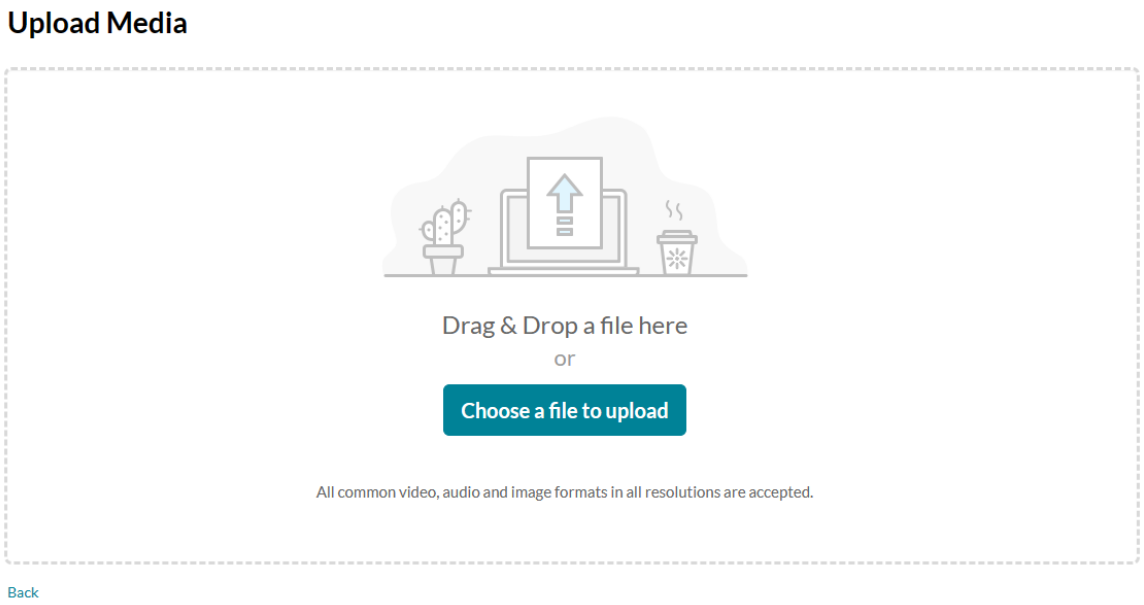


Depending on what is enabled on your application, your Add New menu may look slightly different. If there is an option missing, please contact your Kaltura administrator to discuss how to enable it.

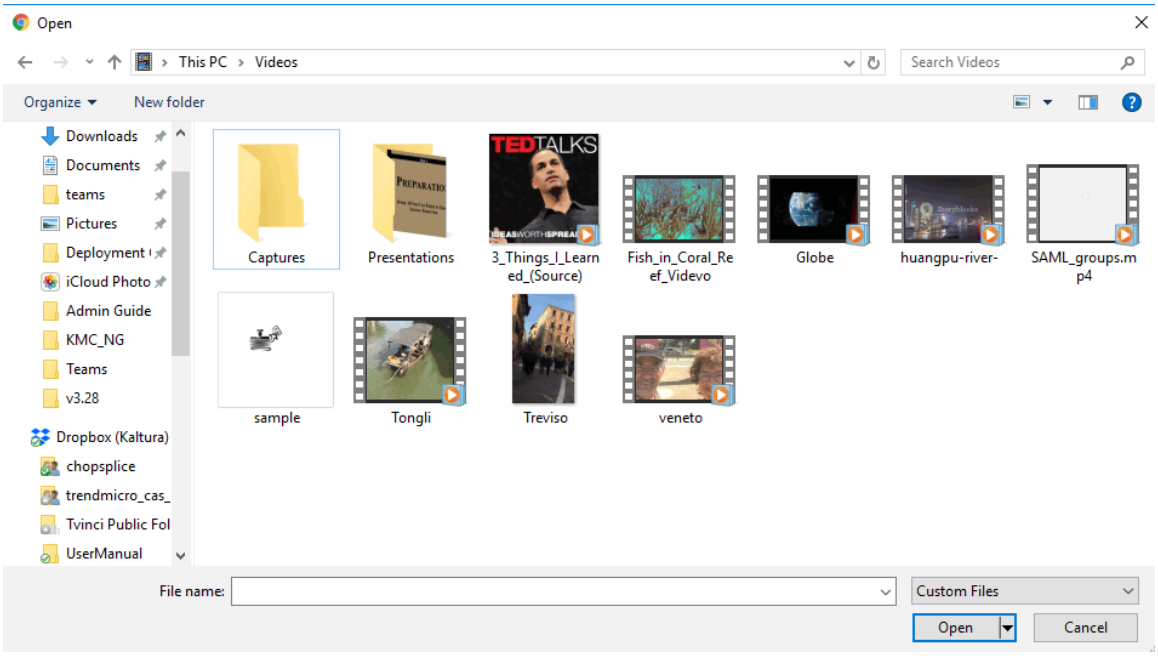
The **Upload Media** page displays.

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

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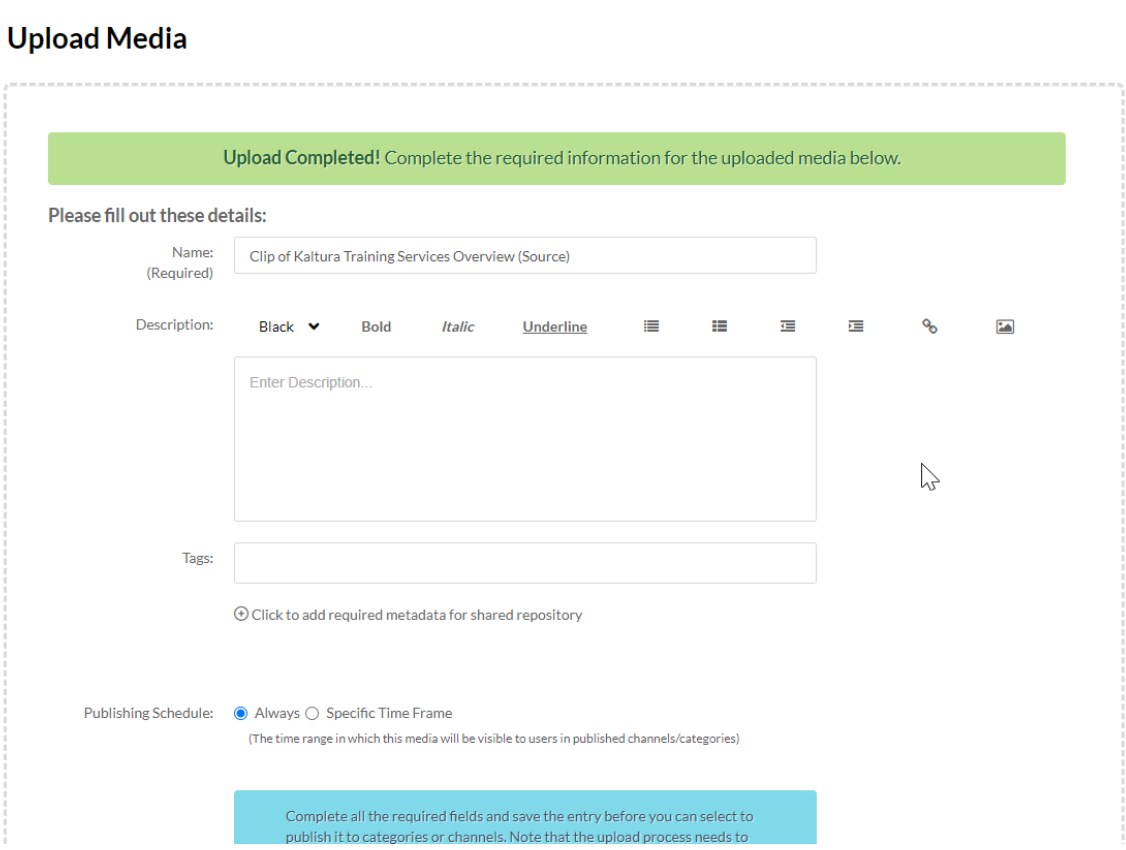
3. If you clicked **Choose a file to upload**, select a file from your computer and click **Open**.



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.*

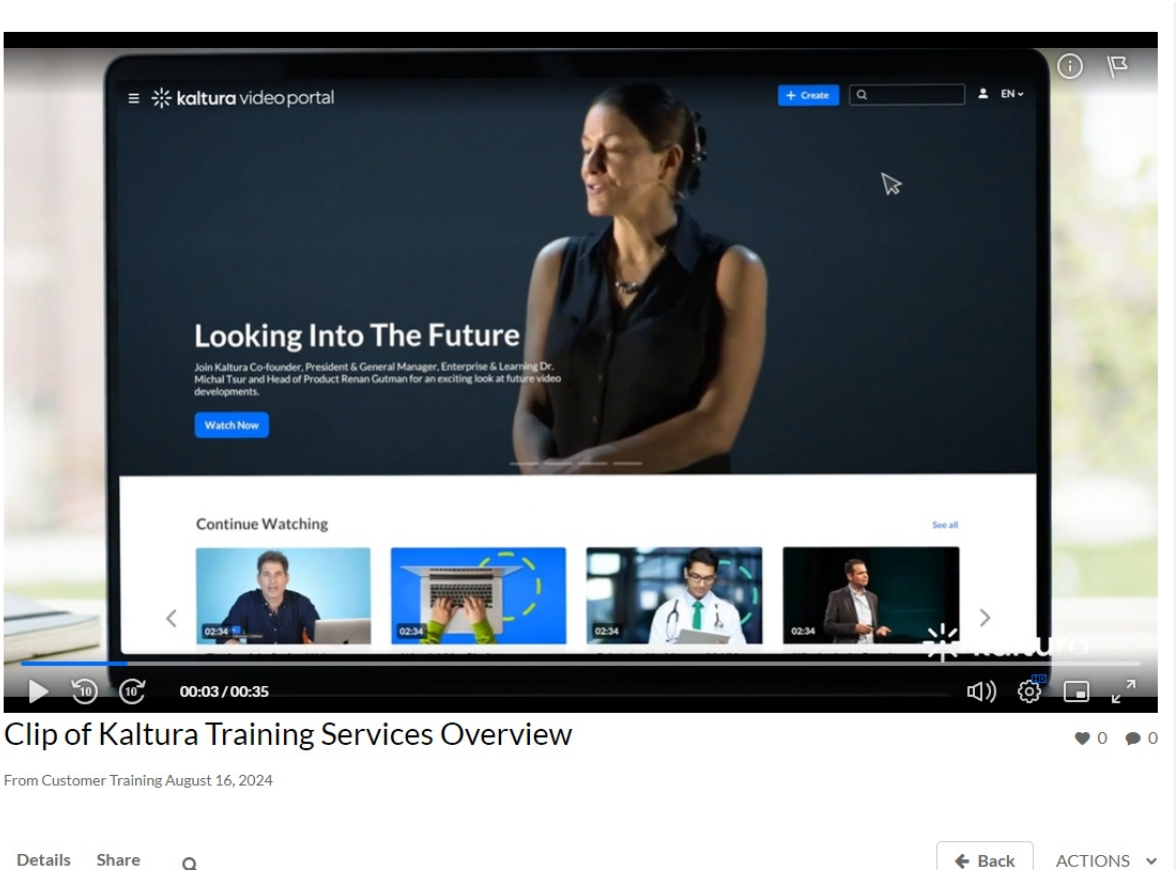
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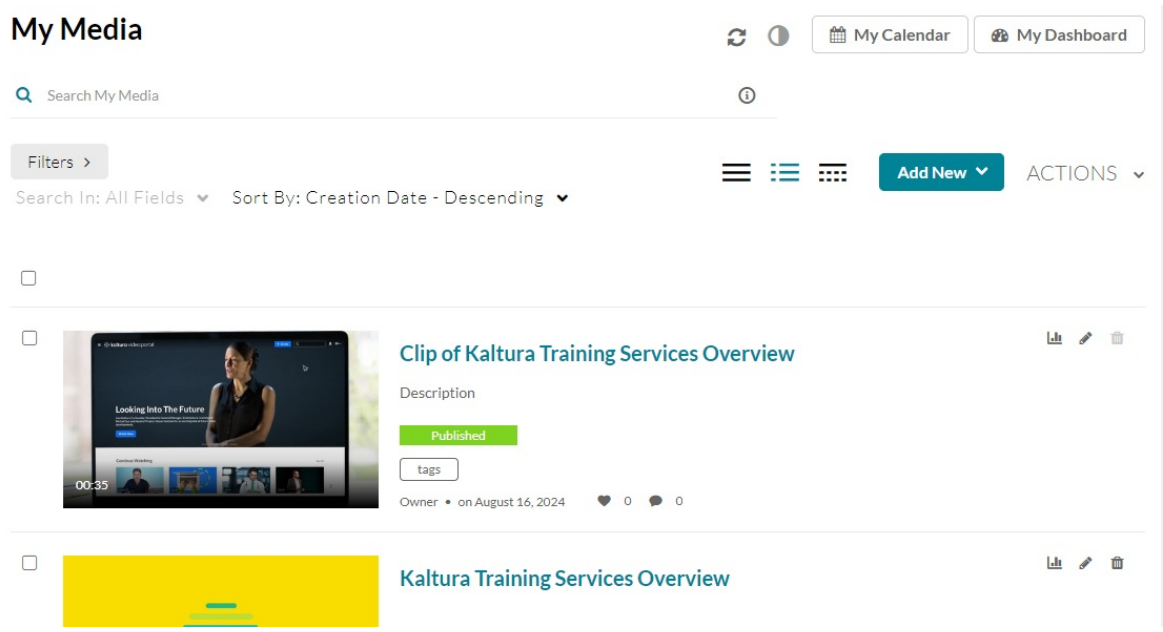
View your media

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:

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



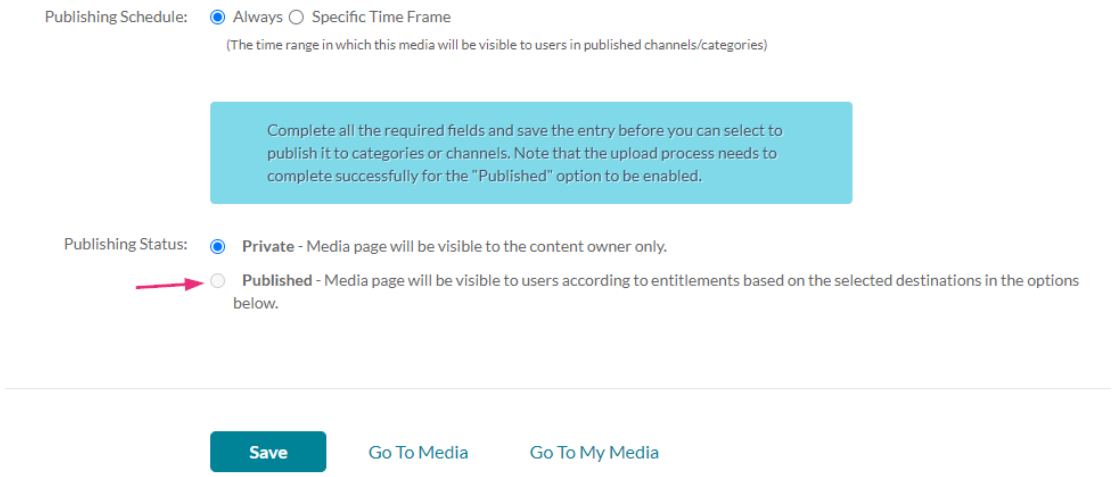
After a video or audio is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion. If an error occurs while uploading, please check your network connection.

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Publish your media

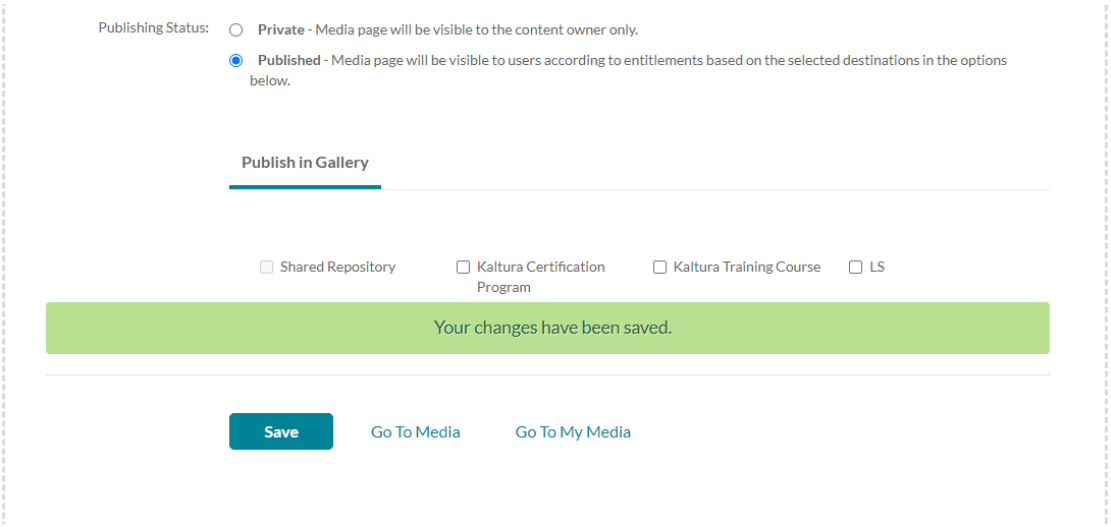
You can publish your media directly from the upload page.

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



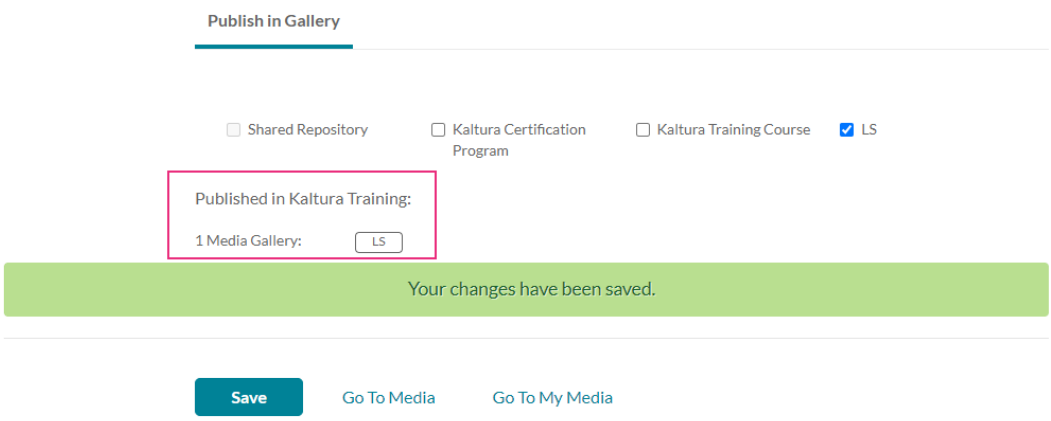
   An additional section displays.

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



3. After choosing an option, click **Save**.
   You can immediately see where the media was published.

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

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