How to submit a video assignment in Blackboard (legacy)

Content updated: 05/22/2025

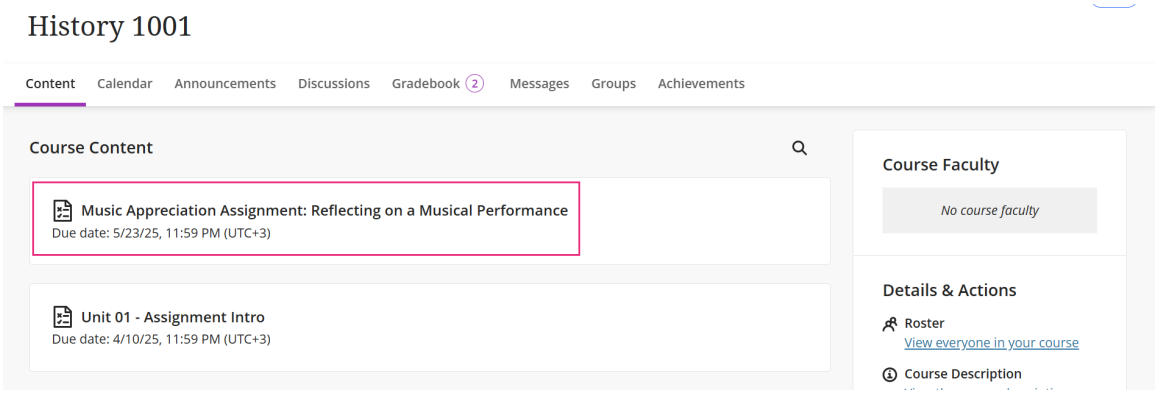
This article is designated for students.

About

This guide shows you how to submit a media assignment in Blackboard. You'll learn how to upload or select a video, review your submission, and finalize it. Once submitted, your video cannot be changed, so double-check before clicking **Submit**!

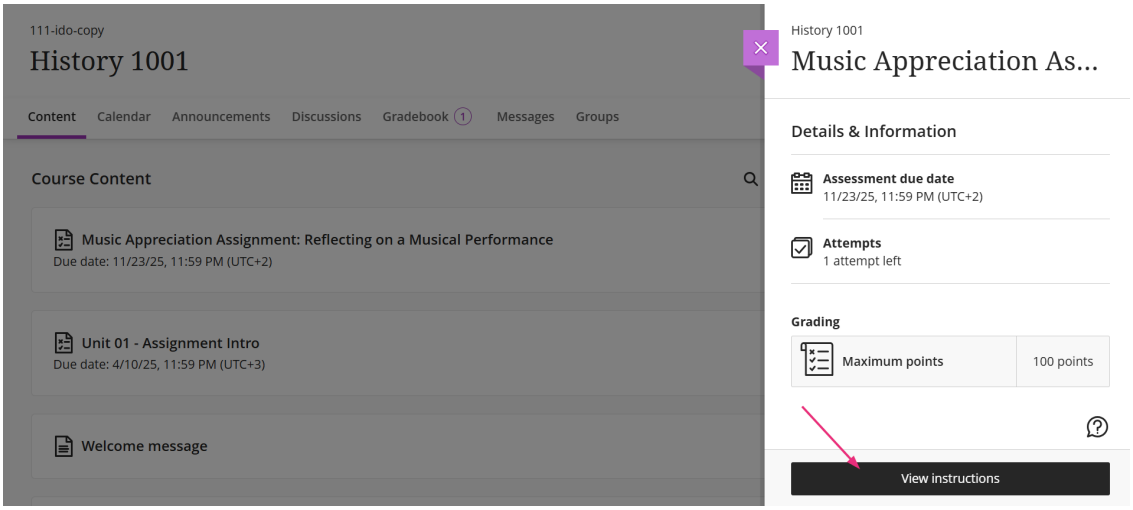
Submit your assignment

1. Go to your course and click on the media assignment provided by your instructor.



   The assignment page opens (it may look different from our example, depending on how it's set up).

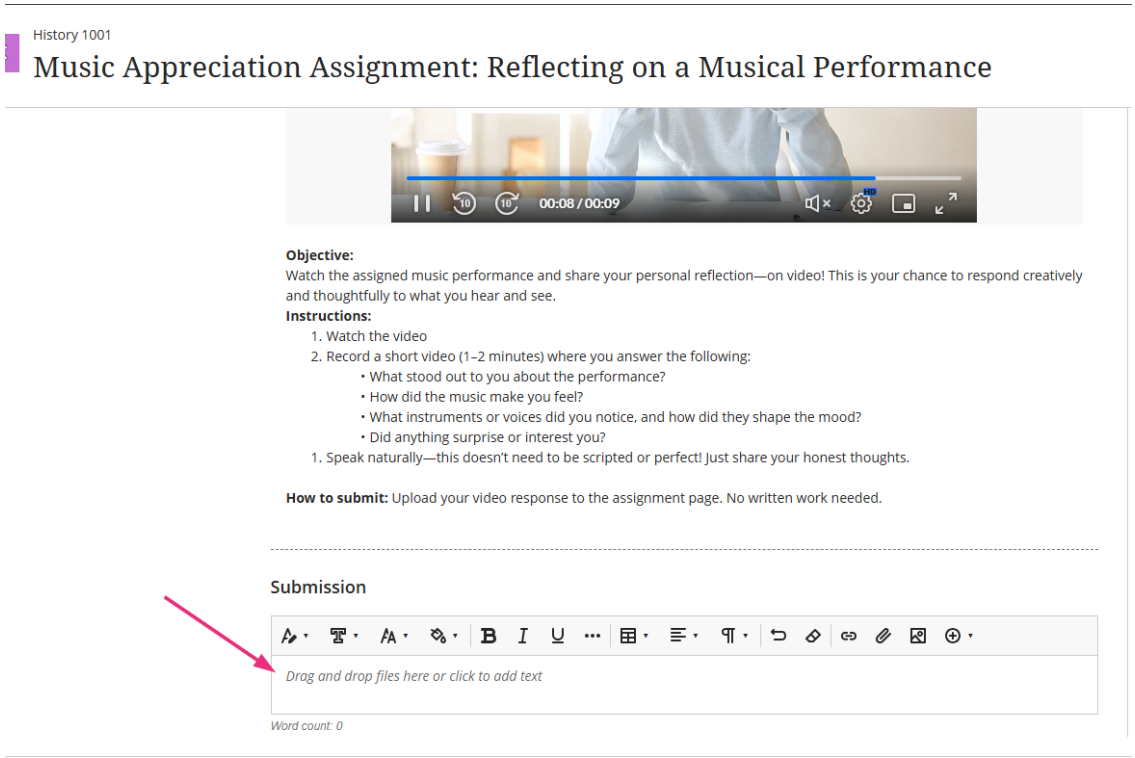
2. In the right-hand pane, click **View instructions**.



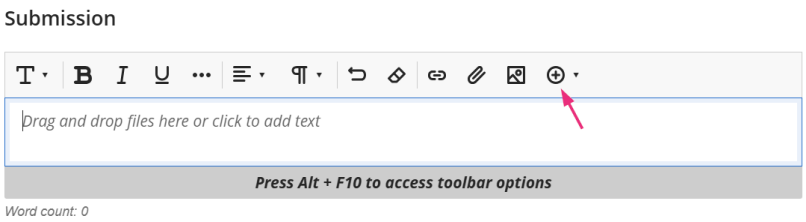
Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

The assignment page displays.

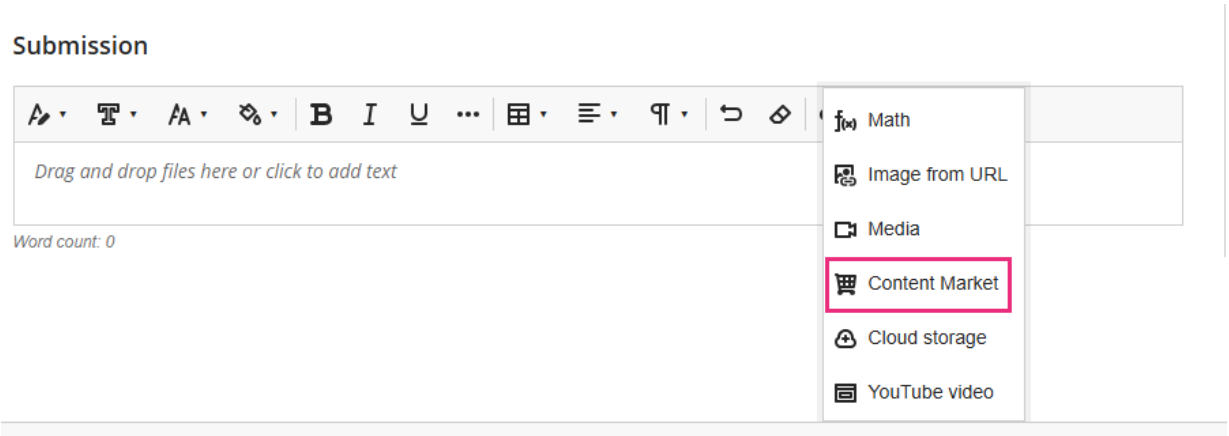
3. Click inside the **Submission** box to activate the text editor.



4. Click the **+** icon at the far right of the toolbar.



5. Select **Content Market** from the menu (this may be named differently in your institution).

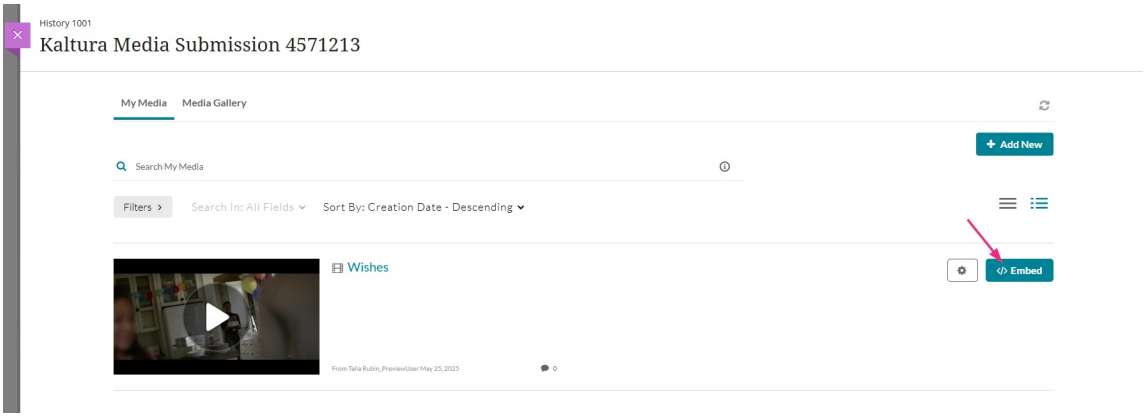


Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

6. In the Institution Tools list, click the Kaltura Video tile.

   The media embed page displays.

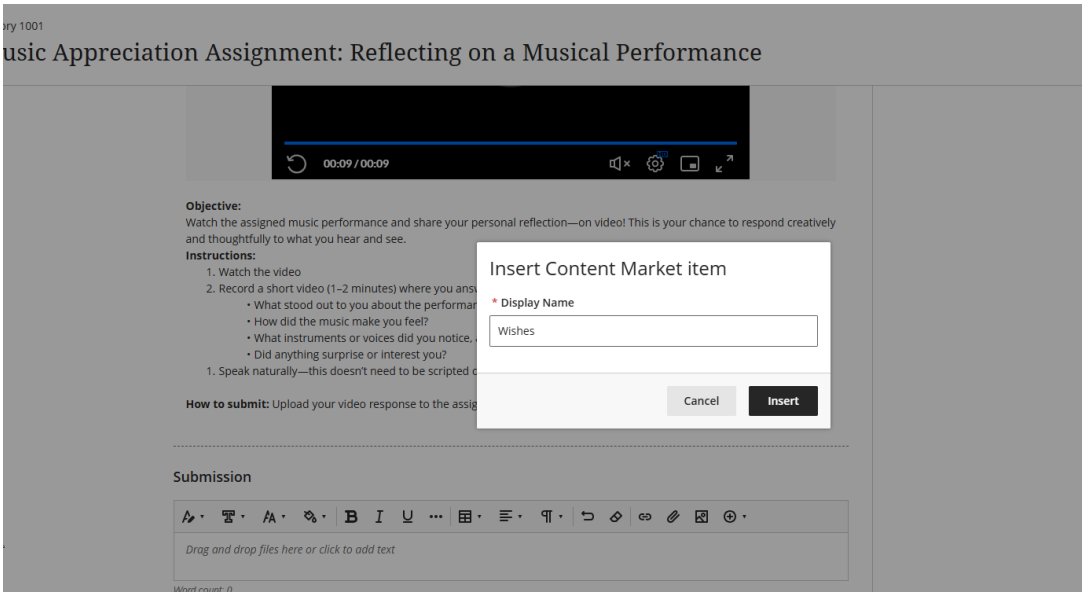
7. Click the **Embed** button next to the media you want to embed. You can also use the search bar and filters to quickly find the media you need. If you would like to upload or create new media, see Add new media below.



If you see a **gear icon** next to the **Embed** button, that means you can modify the video's settings before embedding it. See Configure video settings below.

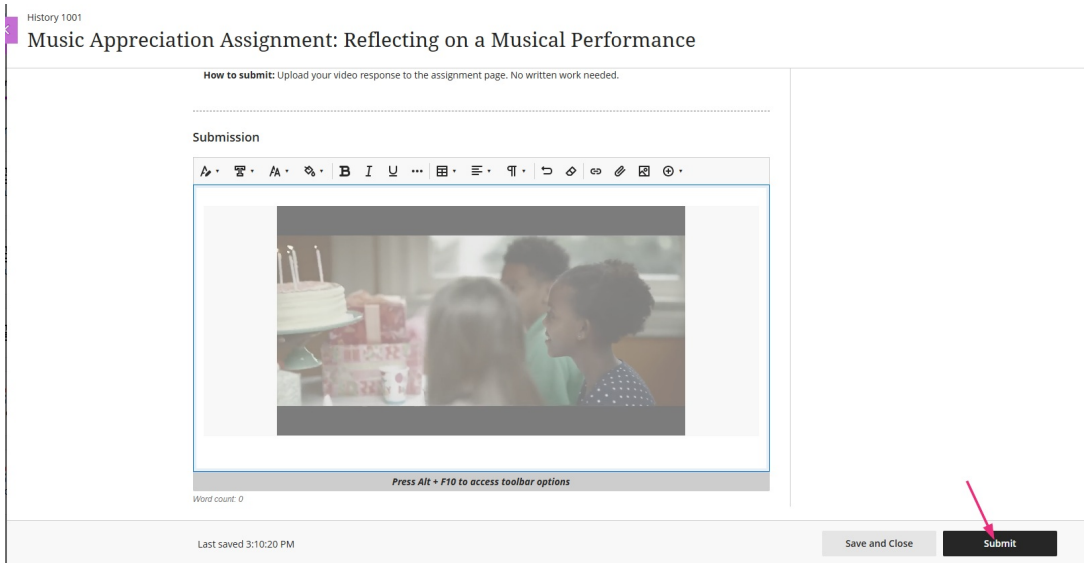


A pop-up window displays. You can edit the display name if needed, then click **Insert**.



Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

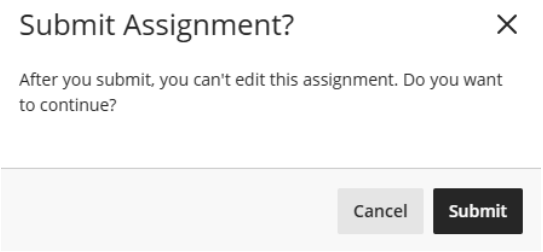
After you click **Insert**, you will see your video previewed in the Submission panel.



8. When you're ready to submit your assignment, click **Submit**. You can also click **Save and Close** to save your assignment but not submit it for a grade (for example, if you need to complete other parts of the assignment before submitting).

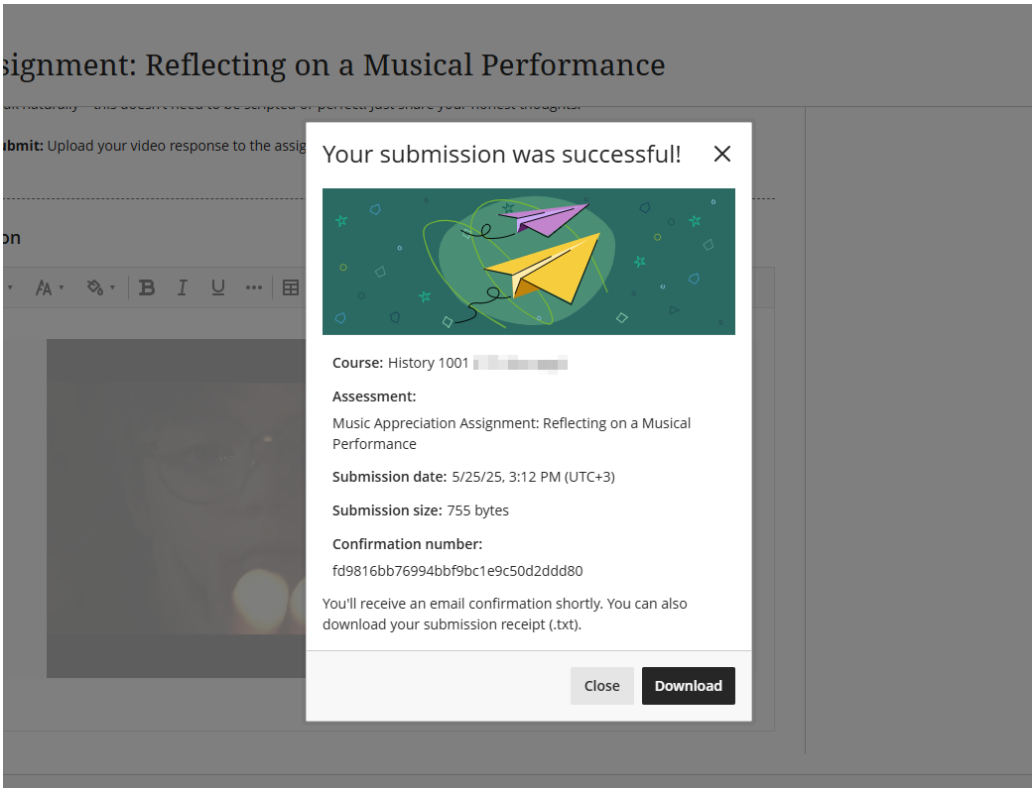
   A confirmation message displays.

   After clicking **Submit media**, you cannot change the video.



   A success message confirms your submission.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

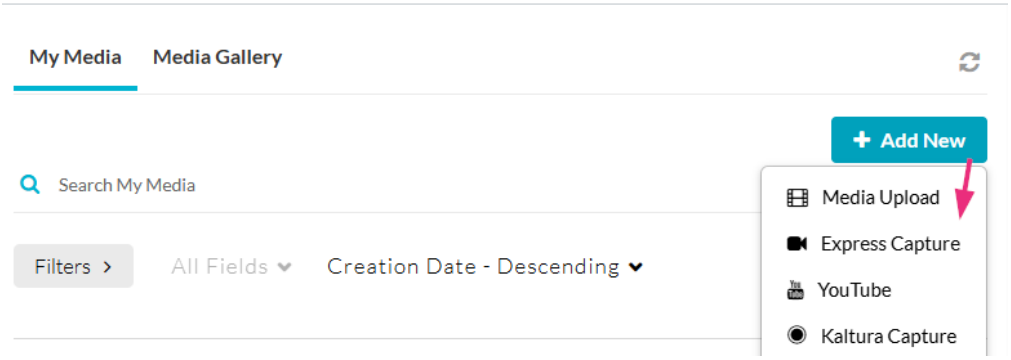


Your instructor can now view your video.

Add new media

Need to upload or record a new video? Use one of the options in the **Add New** menu in the Kaltura embed window:

- **Upload** (Visit our article Upload media for guidance.)
- **Express Capture** (Visit our article Express Capture for guidance.)
- **YouTube** (Visit our article Add a YouTube video for guidance.)
- **Kaltura Capture** (Visit our article Kaltura Capture for guidance.)



Customize your video settings

To customize your video before submitting, click the **settings icon** next to the media

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

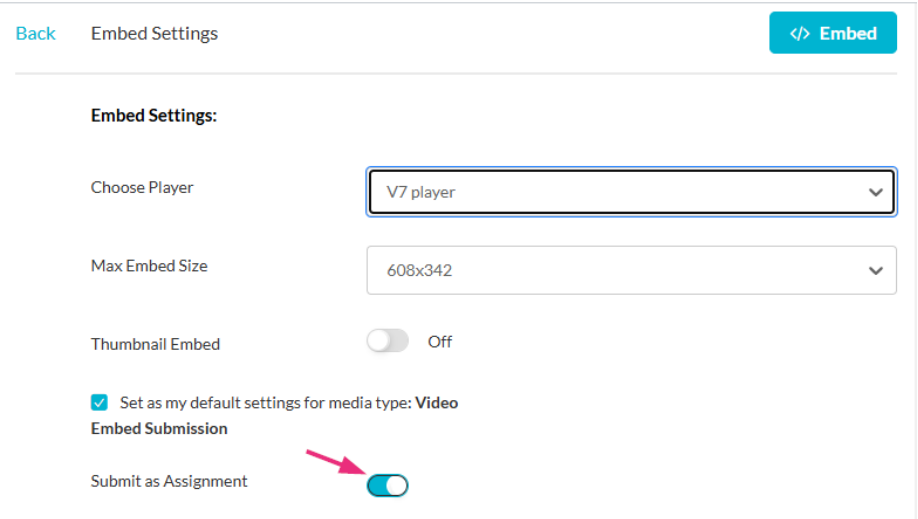
you want to embed.



1. Choose from the available options:

- **Choose player**: Choose from pre-configured players. Your administrator defines the available players.
- **Max embed size**: Set the maximum display size of the embedded video. The default size in Canvas is 1200x720, but you can adjust it to fit your layout and design preferences.
- **Thumbnail embed**: Display a static preview image instead of loading the full video player immediately. This helps improve page load speed and gives users control over when to play the video.
- **Save these settings as default**: Enable this option to apply your selected embed settings automatically to future media embeds, streamlining the process for repeated use.

2. Enable the **Submit as Assignment** toggle button to embed the media as an assignment.



3. Click **Embed** and proceed with steps 7-8 above.

Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.