

## How to submit a video assignment in Blackboard

Last Modified on 06/13/2025 5:16 pm IDT

28 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.

History 1001	
Content Calendar Announcements Discussions Gradebook (2) Messages Groups Achieven	ments
Course Content	Q Course Faculty
Music Appreciation Assignment: Reflecting on a Musical Performance Due date: 5/23/25, 11:59 PM (UTC+3)	No course faculty
Due date: 4/10/25, 11:59 PM (UTC+3)	Details & Actions
	G Course Description

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**.





The assignment page displays.

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

History 1001 Music Appreciation Assignment: Reflecting on a Musical Performance

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	Objective:
	Watch the assigned music performance and share your personal reflection—on video! This is your chance to respond creatively
	Instructions:
	1. Watch the video
	2. Record a short video (1–2 minutes) where you answer the following:
	What stood out to you about the performance?     How did the music make you feel?
	What instruments or voices did you notice, and how did they shape the mood?
	Did anything surprise or interest you?
	<ol> <li>Speak naturally—this doesn't need to be scripted or perfect! Just share your honest thoughts.</li> </ol>
	How to submit: Upload your video response to the assignment page. No written work needed.
	Submission
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4. Click the + icon at the far right of the toolbar.

Submission
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Drag and dr	op file	es here	e or ci	lick to ad	dd text							1			
Press Alt + F10 to access toolbar options															
Vord count: 0															

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

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Drag and drop files here or click to add text	Image from URL
Vord count: 0	📑 Media
	🕎 Content Market



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.

		+ Add New
Q Search My Media	٥	
Filters > Search In: All Fields Y Sort By: Creation D	ate - Descending 🕶	
■ Wishes		C Embed
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Embed

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

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Objective: Watch the assigned and thoughtfully to Instructions? 1. Watch the wi 2. Record a sh What - How - What - How - Und 1. Speak natur How to submit: U	I music performance and share your p what you hear and see. deo irt video (1-2 minutes) where you ans stood out to you about the performar lid the music make you feel? instruments or volces did you notice, i yihing surprise or interest you? lily—this doesn't need to be scripted o sload your video response to the assig	ersonal reflection—on videol This is your chance to respond creatively Insert Content Market item * Display Name Wishes Cancel Insert
Submission	r 🗞 • 🖪 I U ••• 🖻	· 특· ୩· ㄱ & ☞ @ 전 @·



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

How to submit: Upload your video response to the assignment page. No written work needed.	
Submission	
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Press Alt + F10 to access toolbar options	1

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.

A success message confirms your submission.

# 🔆 kaltura



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.)

My Media	Media Gallery		Ĉ
Q Search My	Media		+ Add New
Filters >	All Fields  Creation Date - Descending		Express Capture
			<ul><li>YouTube</li><li>Kaltura Capture</li></ul>

### Customize your video settings

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



#### you want to embed.

⊞ What I wish for		C Embed
From Admin User March 25, 2025	♥ 0 ● 0	

- 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.

Back	Embed Settings		Embed
	Embed Settings:		
	Choose Player	V7 player	~
	Max Embed Size	608x342	~
	Thumbnail Embed	Off	
	Set as my default settings for me Embed Submission	edia type: Video	
	Submit as Assignment		

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