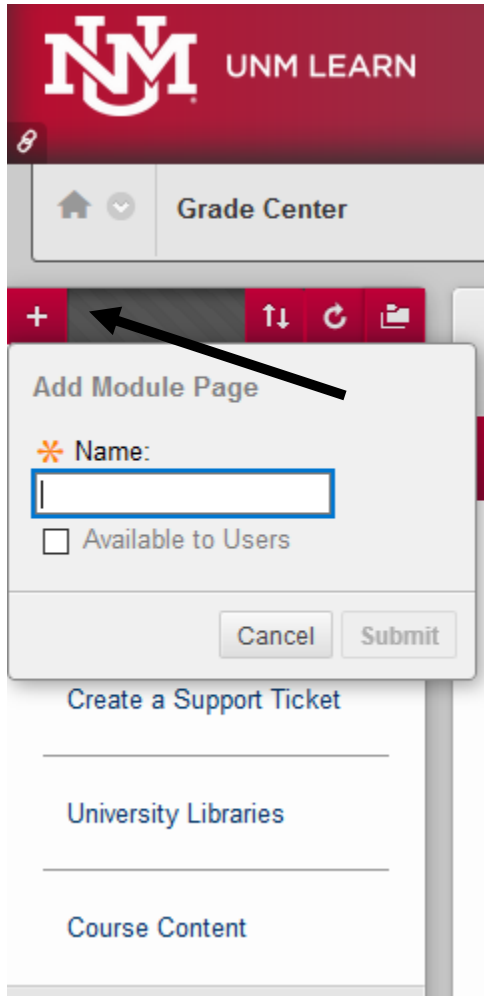# Kaltura How To

I. To Add Kaltura to Your Course

-To add Kaltura Capture Space Lite to your Blackboard course shell, click on the + sign at the top left corner and select Module. Name your module "My Media". Click Submit

*You do not have to make it available to users since this is only a storing space for all Kaltura videos.


-Click on your newly added link called "My Media" to add the application to your course. You will now have the option to add a new course module.

-When you click on the "Add Course Module" button, all the tools and applications available will appear. Click the add button for "My Media". You may have to scroll down to find it. After you click to add the "My Media" tool, scroll down to the bottom of the page and click "OK"

My Media

My Media (More)…

Add

-You will now have access to Kaltura from this newly added link.

My Media ⌄

Add Course Module
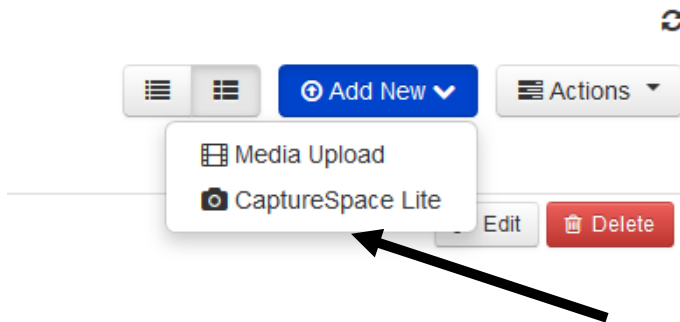
▼ My Media

My Media
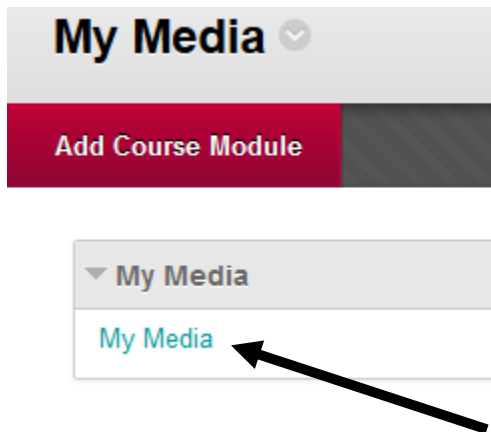
-If you have used Kaltura before, your videos will appear on this page. If not, you will see a blank page with an "add new" button up on that top right.

My Media

Filters   Sort by Most Recent ▾   🔍 Search My Media   ☰ ▦   ⊕ Add New ⌄   ☰ Actions ▾
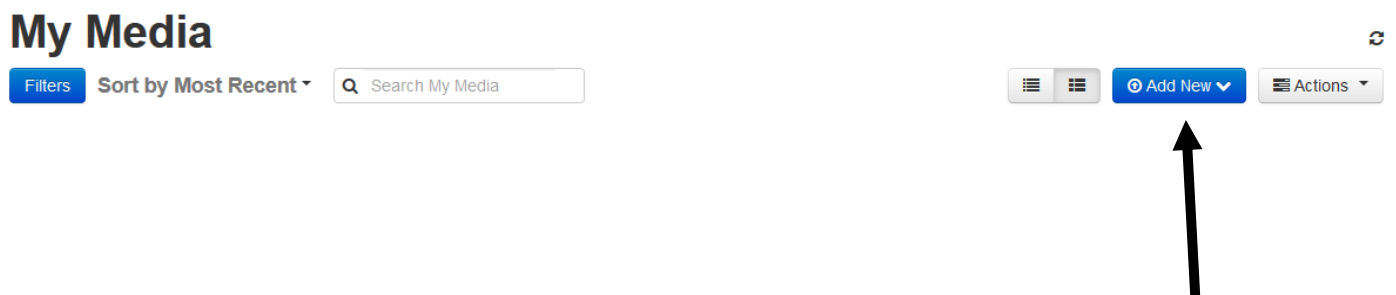
II. To Add a Video

-To add a new video, click on "Add New". Then, click on Capture Space Lite.

-When you click on Capture Space Lite, you will see the options to download Kaltura Capture Space Lite.
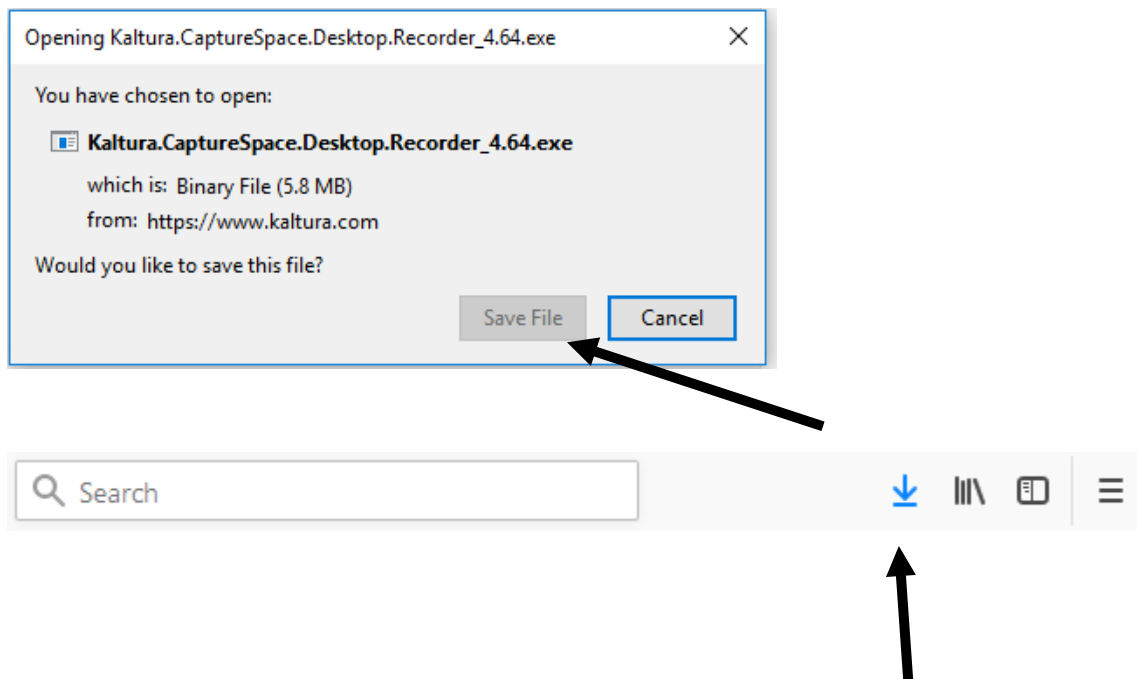
-If you already have the application, your recorder will automatically open and you can ignore the download prompts. **(Skip to Section IV)**

-If you are using Kaltura for the first time, download the application by following the prompts given.
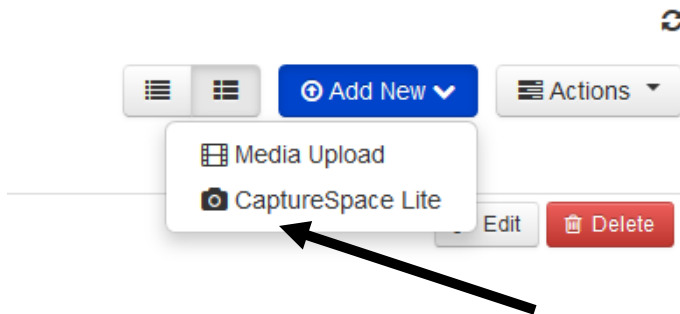
III. To Download Kaltura

-Click "Save File" and open the file.

*In Firefox, you may have to click on the download arrow up at the top of your address bar.
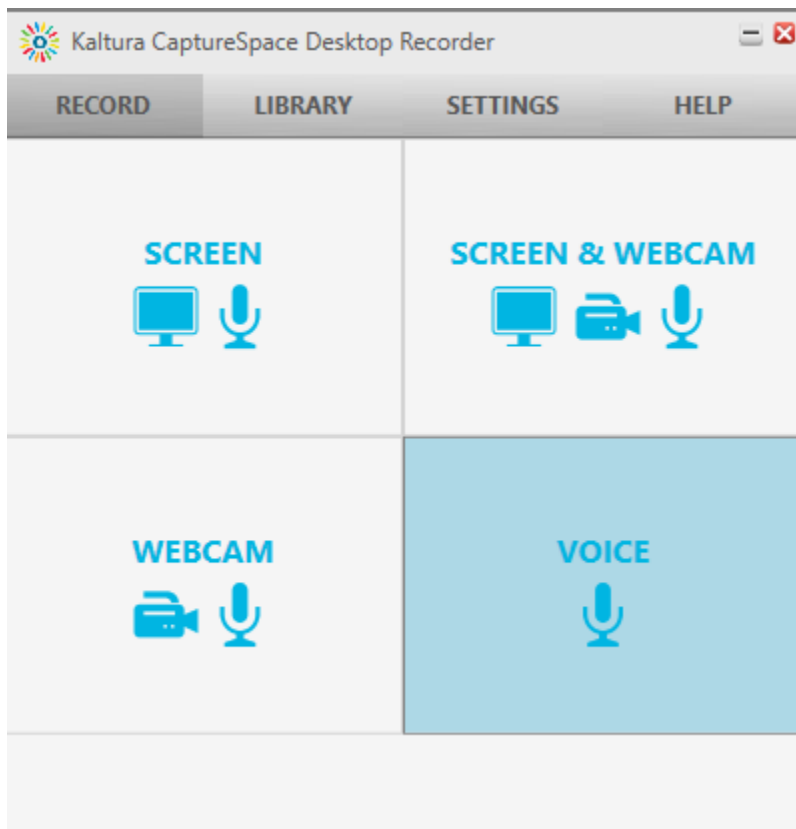
IV. To Add a Video (Part II)

-To add a new video, click on "Add New". Then, click on Capture Space Lite.

-If the application is already installed, your recording options will pop up. Choose the type of recording you wish to create.

For screencasts, you can use screen and microphone. If you wish to record your lecture you can choose one of the options with the video camera.

-When you choose and option you will be prompted to choose a screen or select the area you want to record. If you have more than one screen, you will have to select the screen you want to record. If you only want to record part of your screen, you can select and area to record. Click Record to get started.
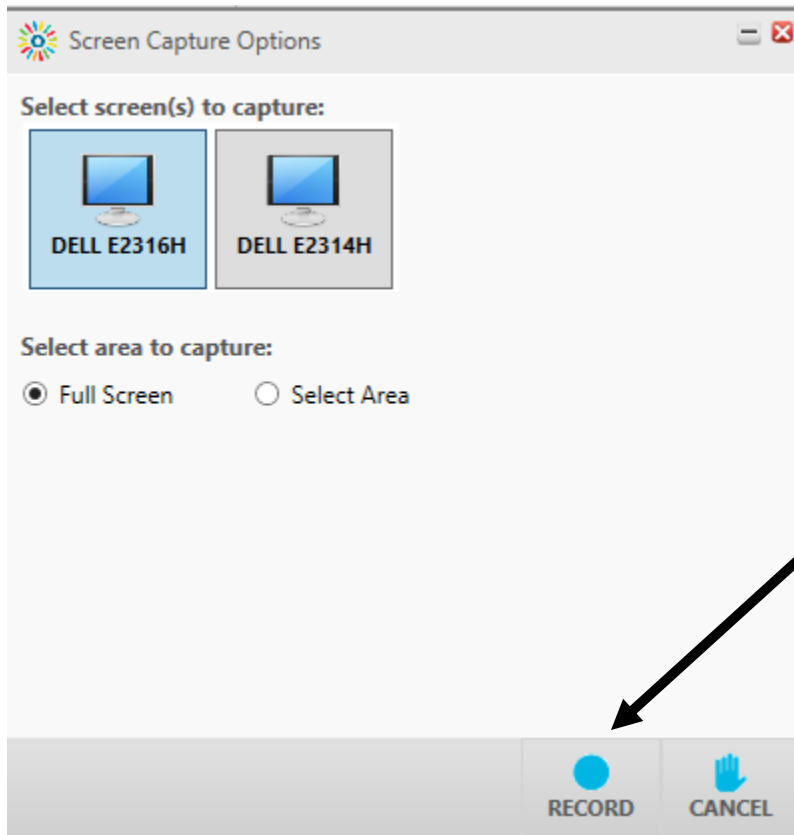

-Once you are recording, the timer will begin.
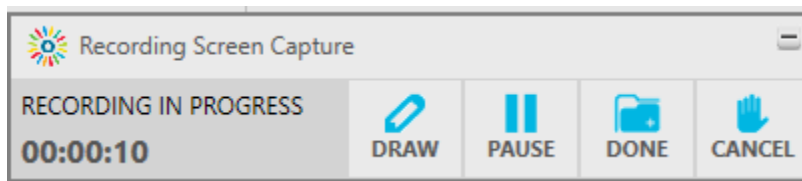
-When you have finished your recording, you can click done or cancel if you want to discard the recording.

-The video will pop up when you click done to allow you to edit and save. You have the ability to chop or trim a portion of your video, add titles, and credits if you wish. Once you are happy with you video, click "Done" at the bottom right corner.
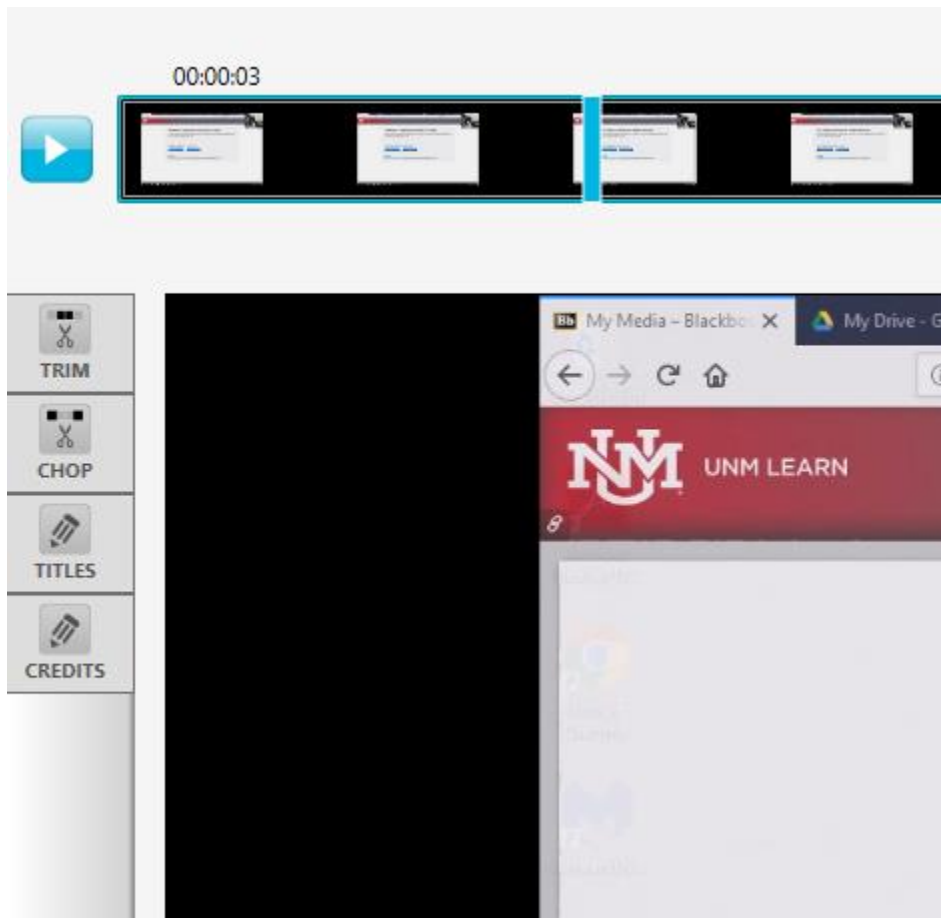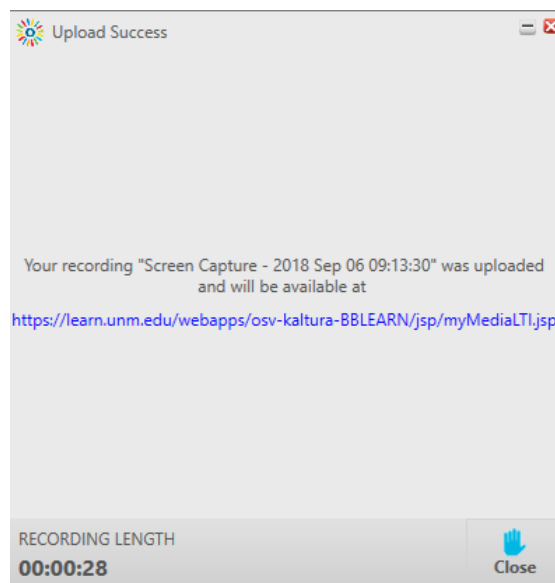

-A new box will pop up that allows you to rename and save the video.
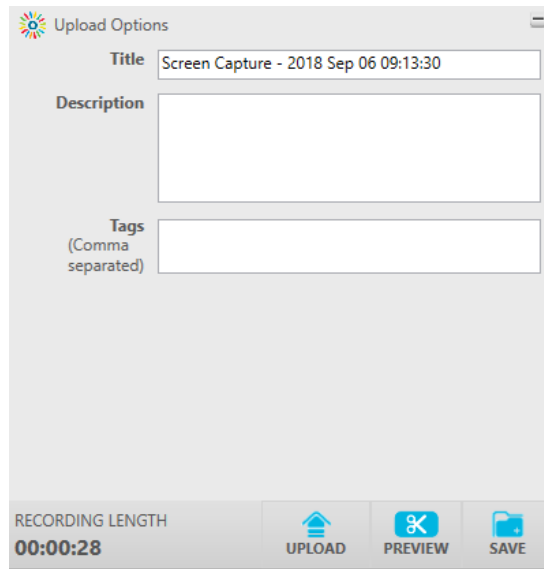
-After you click "Save", the program will prompt you to upload your video. Click "upload now".
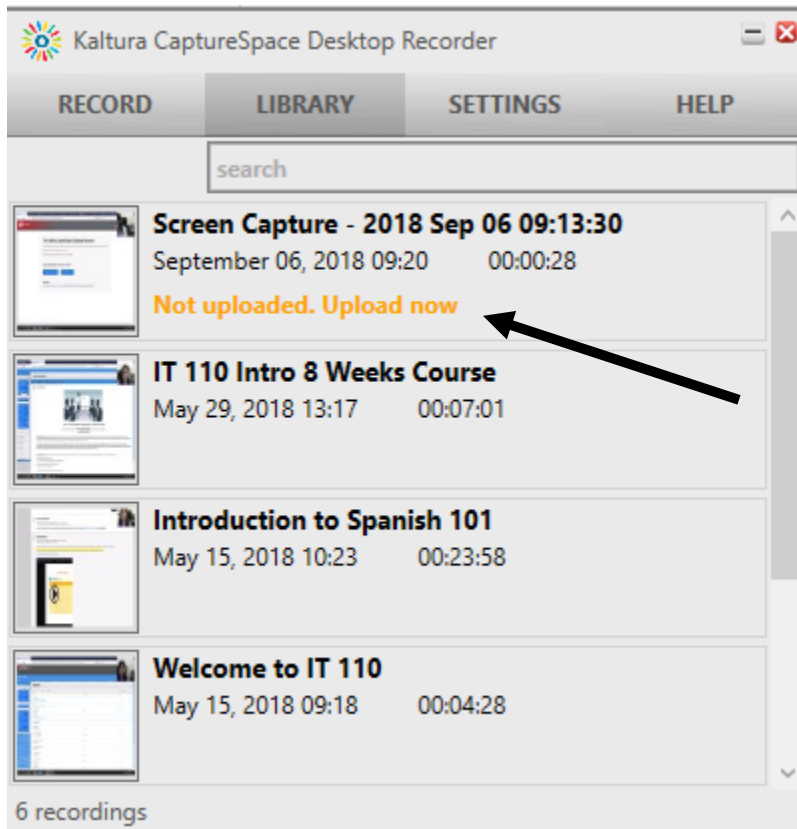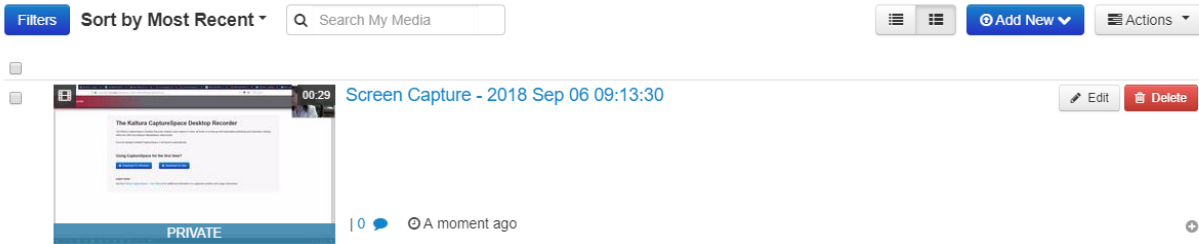

-Once your video is uploaded you will get a URL for your video. This URL will take you to Blackboard. Log in with your Blackboard credentials.
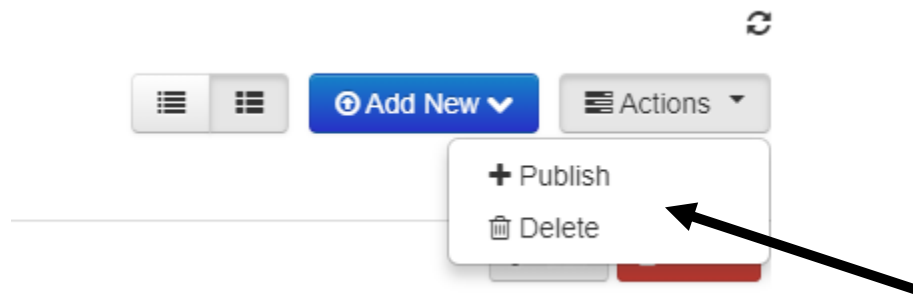
-Once logged in, you should see your new video which is currently private. If the video is not there, be sure to click the refresh button *in Blackboard*, to display your new video.

V. To Publish your video

-To publish your video, choose the video you wish to publish and click on the actions button. Choose the "Publish" option.

-You can now select the published option and select the class in which you wish to publish your video. Click "Save".

VI. To Release the Video to Your Students

-Go to the course where you would like to publish your video. Click on "Build Content" and select "Kaltura Media".
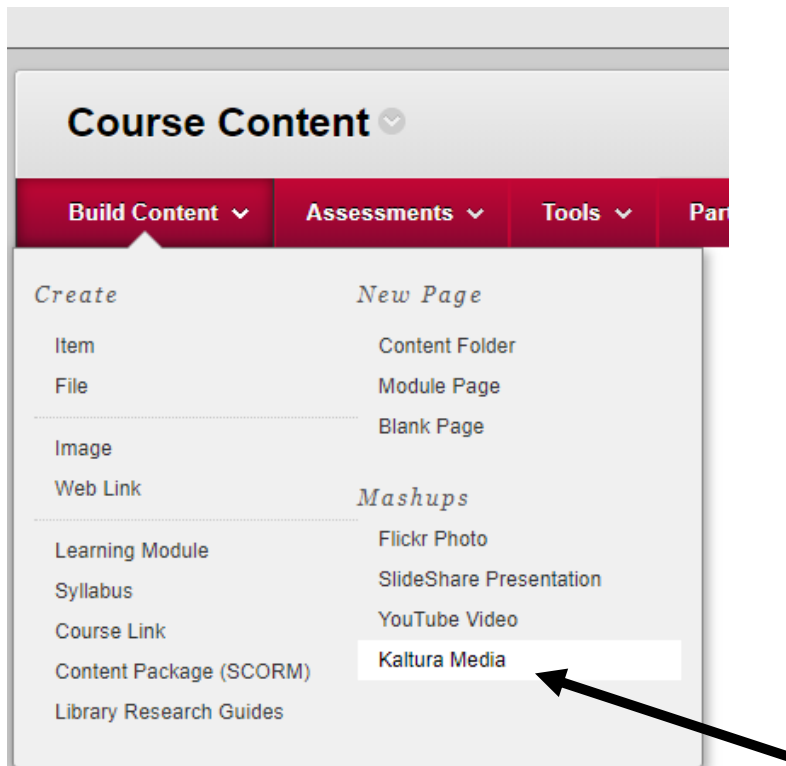
-You will now see the videos you have recorded so far with Kaltura. Select the one you want students to see and it will be published in the area you determined.

*If you don't see you video, you can click the refresh button *in Blackboard* to update your videos.