

Tunxis Distance Learning Documentation

How to Upload your mp4 file to Kaltura (within Blackboard).

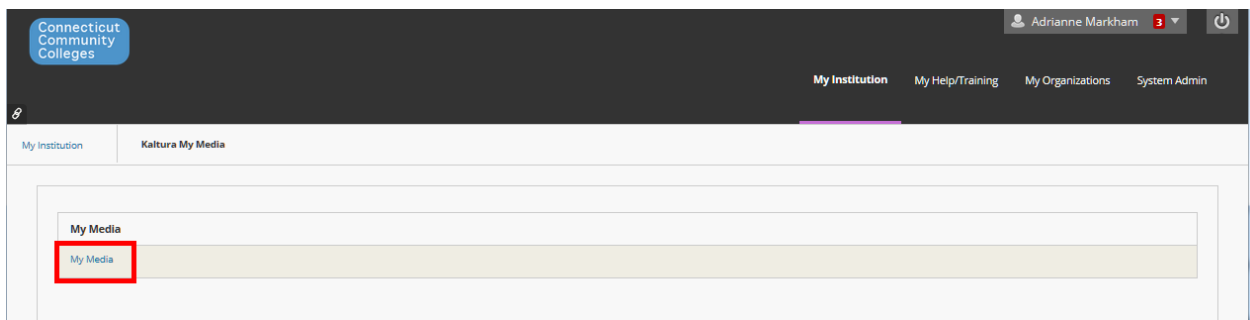
Once you've narrated and converted your PowerPoint file, you will likely want to upload it to Blackboard using Kaltura.

Uploading your narrated PowerPoint files to Kaltura:

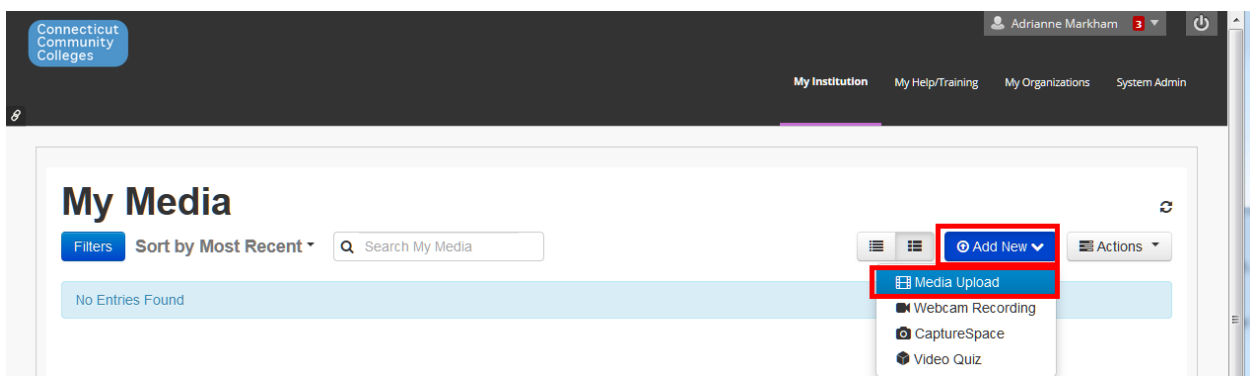
1. From the Blackboard **My Institution** tab, click on the **"Kaltura My Media"** option



2. Click on **"My Media"**

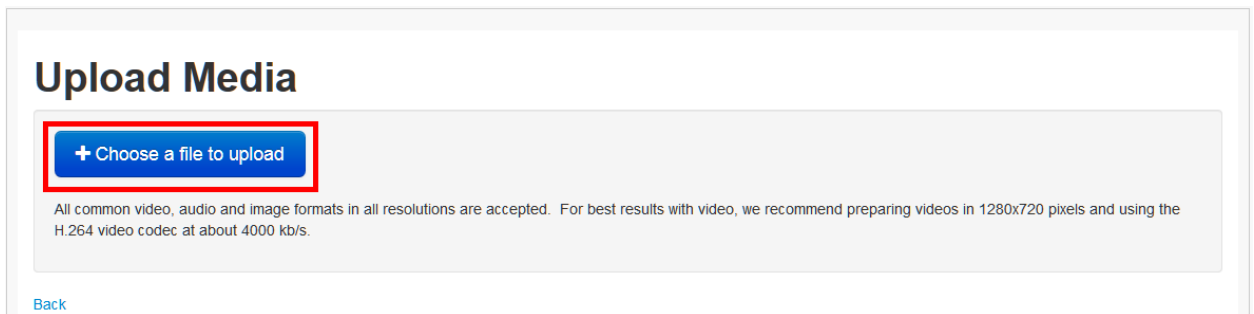


3. Click on **"Add New"** and then select **"Media Upload"** from the drop down menu.

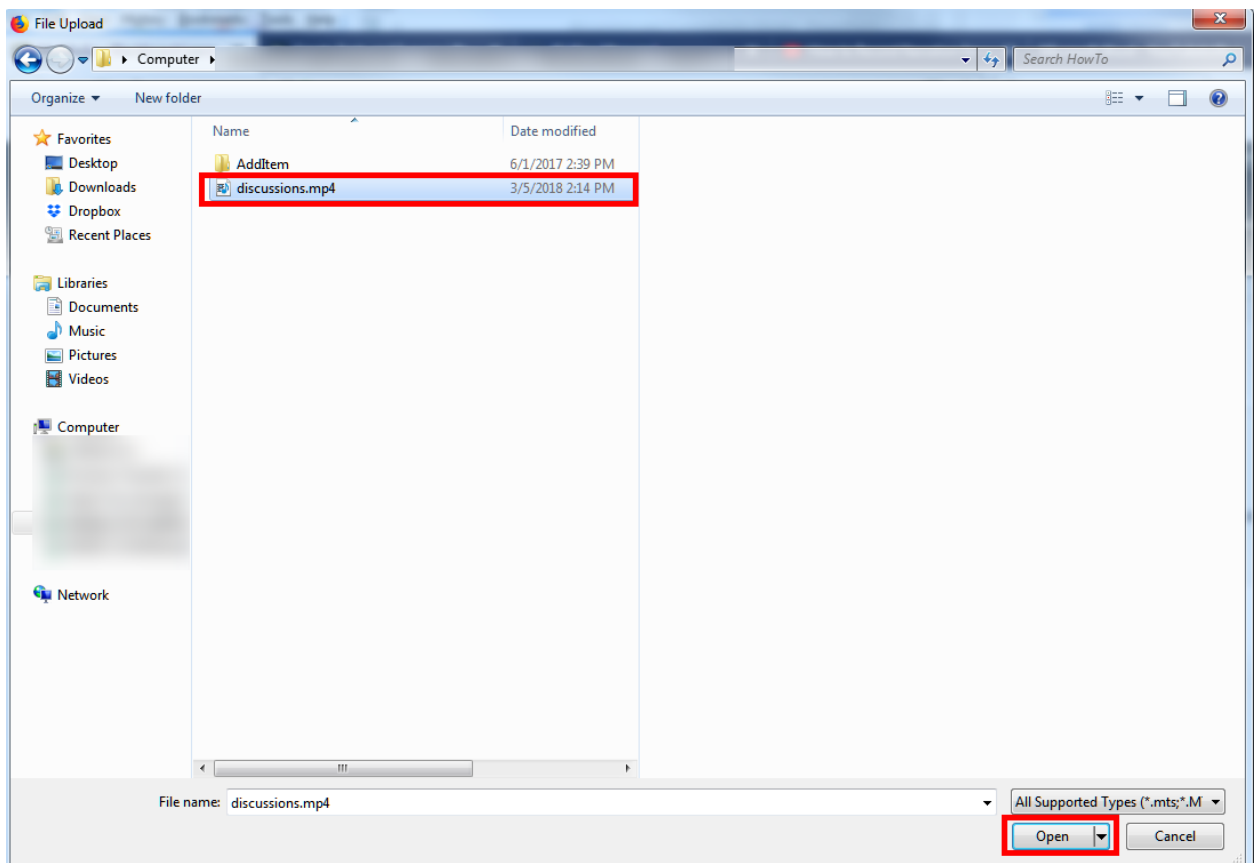


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4. Click on “Choose a File to Upload”



5. Navigate to the location on your computer where the file exists and **select it**. Choose “Open”.



6. Your file will begin uploading – you can begin to enter or alter the settings for this file:
 - a. Name: (enter or alter a name for your file)
 - b. Description: enter a description of your file
 - c. Tags: enter tags that will help in a search of media files
7. Make your File “**Private**” or “**Published**” (explanation of each is located on the Blackboard page)
8. When your file has been uploaded, click “Save”

You will see a green bar appear that says “**Your changes have been saved.**”

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discussions.mp4 Cancel

7.44Mb of 115.34Mb

All common video, audio and image formats in 1080p resolutions are accepted. For best results use videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

discussions.mp4

100% of 115.34Mb

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name: (Required) discussions You can change the name of your uploaded file here.

Description: Black **Bold** *Italic* Underline

You can enter a description here.

Tags: You can add "Tags" that will help searches for this content here.

You can make your content private or published

Private - Media page will be visible to the content owner only.

Published - Media page will be visible to individuals according to entitlements on published destinations

Save

Tags:

Media successfully set to Private

Private - Media page will be visible to the content owner only.

Published - Media page will be visible to individuals according to entitlements on published destinations

Your changes have been saved.

Save [Go To Media](#) [Go To My Media](#)

9. Click on the **“My Institution”** tab and then on **“My Institution”** from the sub menu.

Connecticut Community Colleges

Adrienne Markham

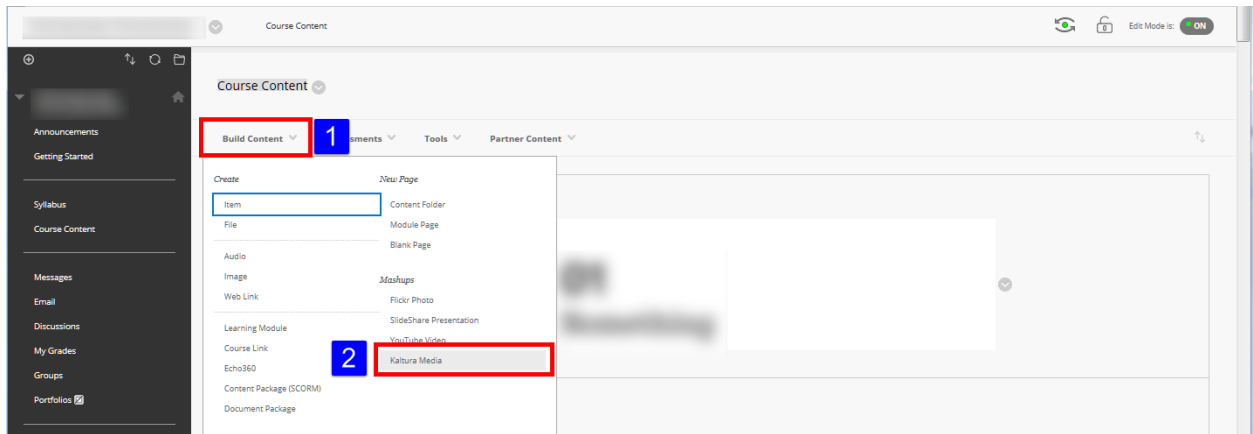
My Institution My Help/Training My Organizations System Admin

My Institution

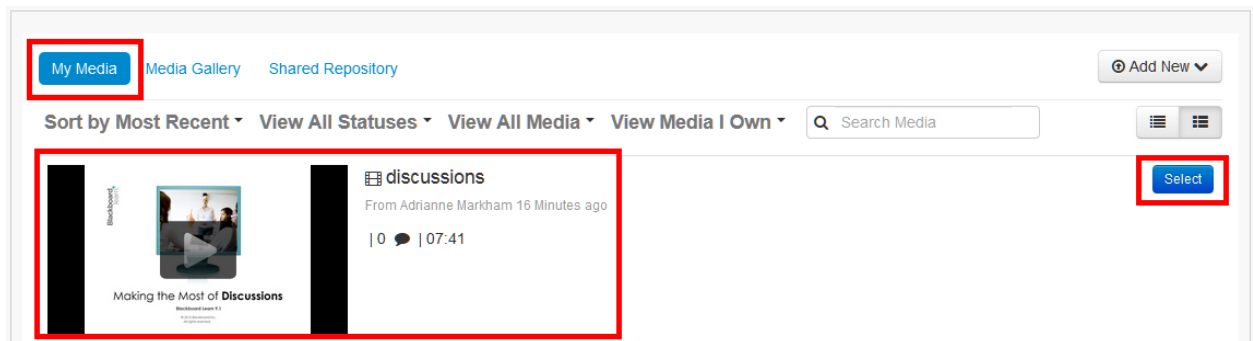
My Media

My Media

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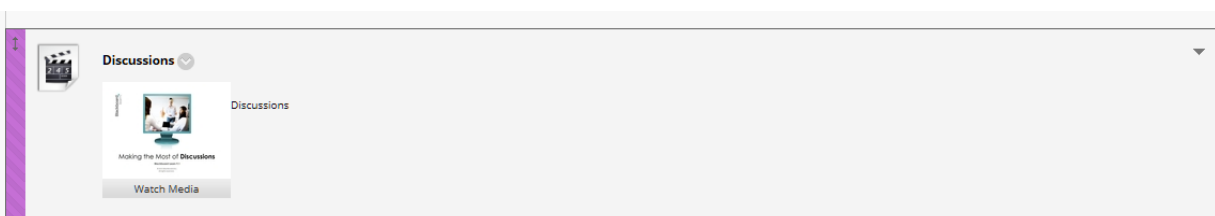


10. Select the file you just uploaded and choose **“Select”**.



11. Give your file a name (this is the name the students will see in Blackboard). Give your file a description and click **“Submit”**.

12. Your file will be added to your Content Area (or learning module) and you can reorder as you see fit.



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• Indicates a required field.

CONTENT INFORMATION

• Title

Color of Name

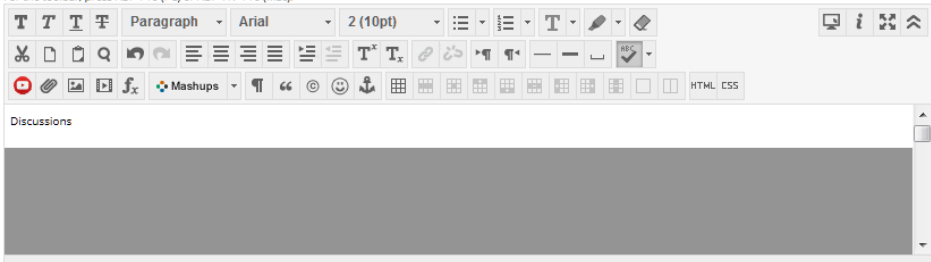
ADD KALTURA MEDIA CONTENT TO COURSE

 Name: discussions (07:41)

Making the Most of Discussions

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Discussions

Path: p Words:1