

How to Upload & Publish Videos in My Media

Preparation

- A) Please use a **fast, wired** network connection.
- B) If your browser ([Chrome](#), etc.) doesn't work, please use [Mozilla Firefox](#) instead.
- C) It's recommended to *save a video first on your computer*. Please check *step 2]* below.
- D) If your video is *too big to upload*, please compress it with [Handbrake](#).

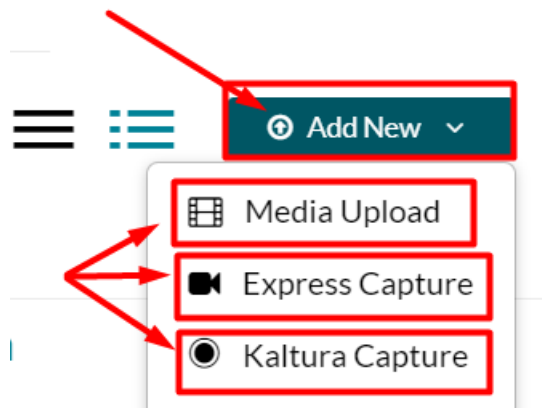
1] **Tools** (on the left menu) > **Kaltura myMedia**

The screenshot displays the Blackboard interface for UFLV. On the left is a dark navigation menu with the UFLV logo at the top. The menu items include: Institution Page, zz-testing-student1..., Activity Stream, Courses, Organizations, Calendar, Messages (with a red notification badge '8'), Grades, Assist (with a blue 'NEW' badge), Tools (highlighted with a red box and a red arrow pointing to it), and Sign Out. The main content area is titled 'Tools' and contains a section for 'Blackboard Tools' with three tiles: 'Portfolios', 'Application Authorization', and 'Kaltura myMedia' (highlighted with a red box and a red arrow pointing to it).

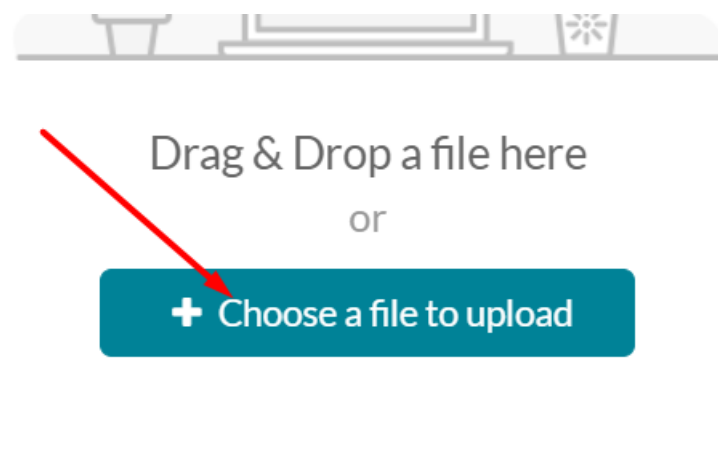
2] Add New

- > **Media Upload** if you have *already saved a video on a computer*.
- > **Express Capture** if you use your webcam to create a video now.
- > **Kaltura Capture** if you use the “Kaltura Capture” program.

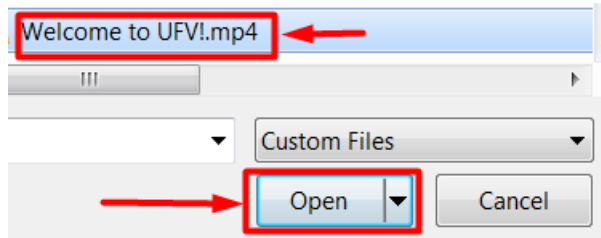
The next steps are for **Media Upload**.



3] Choose a file to upload (for **Media Upload** in step 2] above)



4] Go to the folder where you saved the video > Select it > **Open**



5] Check if the upload is successful = **100%**

Type the video's **meaningful title** in the **Name** box (**mandatory**).

Type a short description in the **Description** box (**mandatory** for publishing).

Type **Tags** and hit the "**ENTER**" key (**mandatory** for publishing).

Use a comma (,) after each tag to separate each tag.

Check if it's 100% → **100%** of 12.94Mb

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

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Please fill out these details:

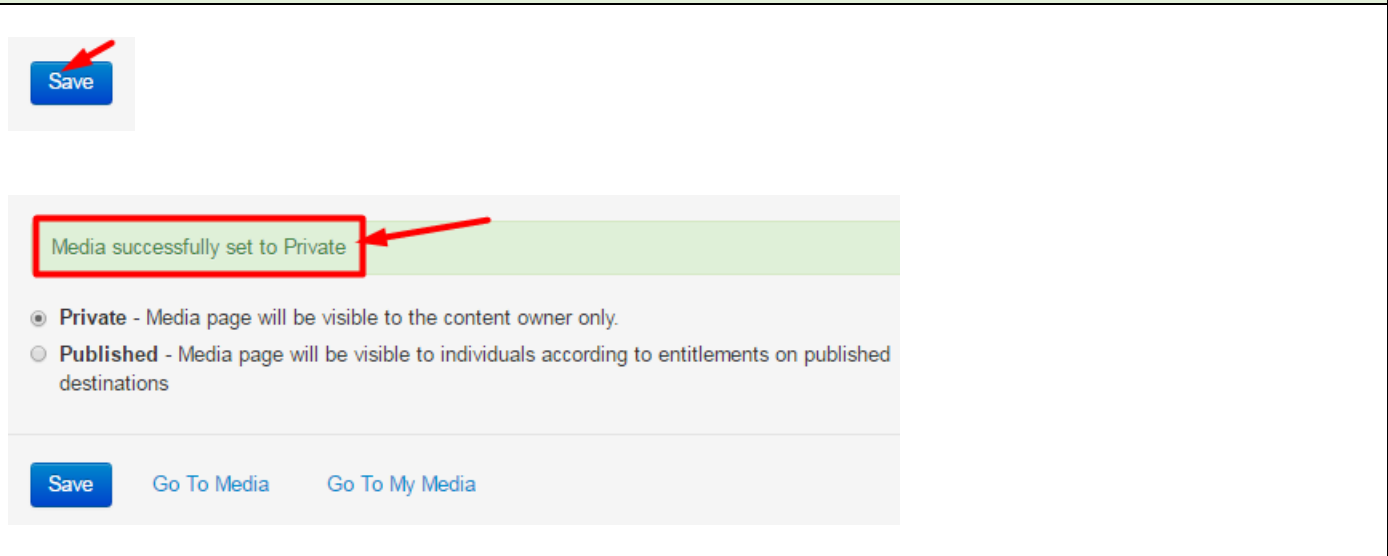
Name: (Required) Welcome_to_UFV!

Description: (Required) **Mandatory for publishing**
cmns 101 → any short description

Tags: (Required) **Mandatory for publishing**
* Required To Publish
cmns 101 → Type and hit the "ENTER" key. A box around the text should appear like this.

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

6] **Save** > Make sure you get this notice: **“Media successfully set to Private.”**



A screenshot of a user interface. At the top left, there is a blue button labeled 'Save' with a red arrow pointing to it. Below this, a green notification banner displays the text 'Media successfully set to Private' with a red box around it and a red arrow pointing to it. Underneath the notification, there are two radio button options: 'Private - Media page will be visible to the content owner only.' (which is selected) and 'Published - Media page will be visible to individuals according to entitlements on published destinations'. At the bottom, there is another blue 'Save' button and two links: 'Go To Media' and 'Go To My Media'.

7] **Optional (to Publish in Media Gallery):**

> **Published** to have your video published in your course’s Media Gallery

> **Select** one or more courses

> **Save**



A screenshot of a user interface for selecting courses. At the top, a green notification banner says 'Media successfully set to Private'. Below it, there are two radio button options: 'Private - Media page will be visible to the content owner only.' and 'Published - Media page will be visible to individuals according to entitlements on published destinations'. The 'Published' option is selected and has a red box around it with a red arrow pointing to it. Below the options is a 'Publish in Gallery' button. A dashed horizontal line separates this section from the course selection section below. In the course selection section, there are four checkboxes for courses: 'ADED-405-AB1', 'CHEM-113-C#A Fall 2016', 'ADED-350-AB1', and 'ADED-210-IS1'. Below these are two more checkboxes: 'Developing Tests & Assignment' and 'SOWK-300-AB1'. Both of these checkboxes are checked and have red boxes around them with red arrows pointing to them. At the bottom, there is a blue 'Save' button with a red box around it and a red arrow pointing to it, and two links: 'Go To Media' and 'Go To My Media'.

8] This step applies to *step 7]* above.

Published In: *Viewable* in your course's *Media Gallery*

Pending In: After the instructor *approves* this video, it will appear in *Media Gallery*

The screenshot shows a video management interface. At the top, there are two checkboxes: 'Developing Tests & Assignment' (unchecked) and 'SOWK-300-AB1' (checked). Below these, there are two sections: 'Published in:' and 'Pending in:'. The 'Published in:' section shows '1 Media Galleries:' with a button labeled 'Developing Tests & Assignment'. The 'Pending in:' section shows '1 Media Galleries:' with a button labeled 'SOWK-300-AB1'. To the right of the 'Published in:' section, there is a yellow box with blue text that says 'Viewable in this course shell's Media Gallery'. To the right of the 'Pending in:' section, there is a yellow box with red text that says 'When this course's instructor approves this video, it will appear in the course shell's Media Gallery'. At the bottom left, there are three buttons: 'Save', 'Go To Media', and 'Go To My Media'. Arrows point from the 'Developing Tests & Assignment' button to the 'Viewable...' box and from the 'SOWK-300-AB1' button to the 'When this course's...' box.