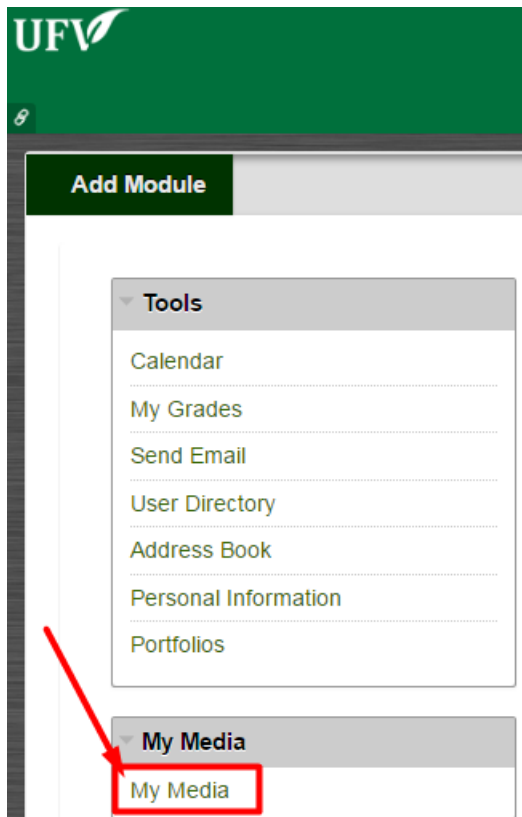
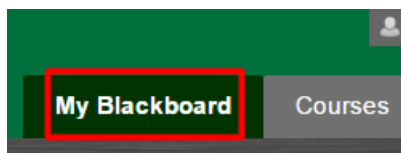


# How to Upload & Publish Videos in My Media

## 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](#).

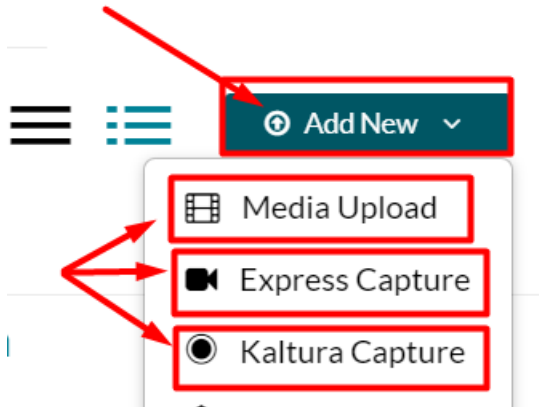
1) **My Blackboard** > **My Media** (usually on the left side, under "Tools"). If you cannot find it, find it somewhere else in My Blackboard. If "My Media" module is not added yet, you need to add it first by clicking "Add Module".



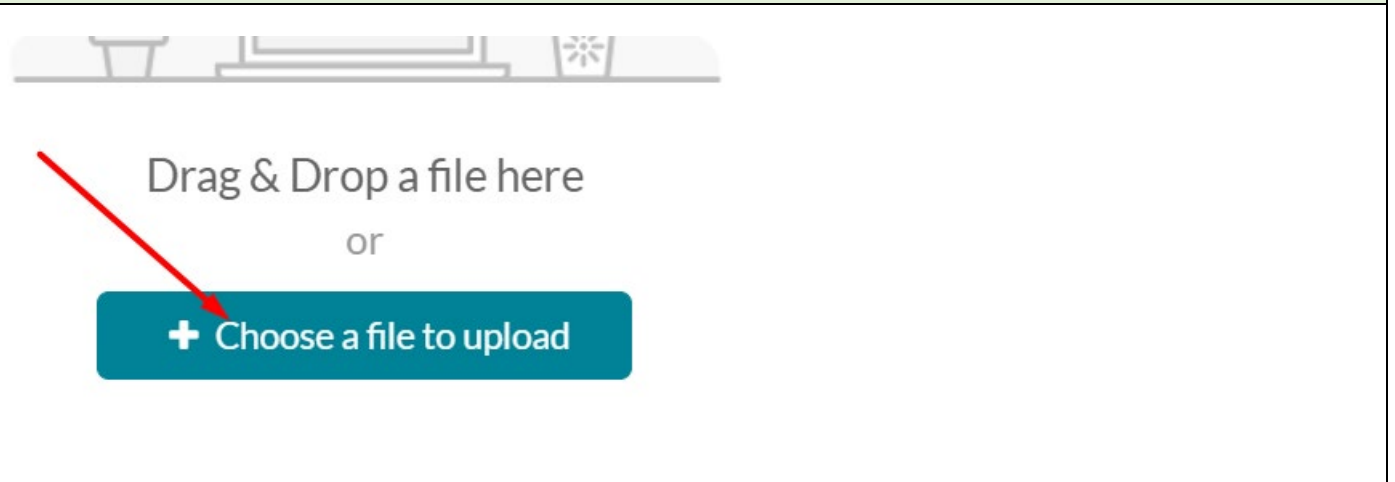
## 2] Add New

- > **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.

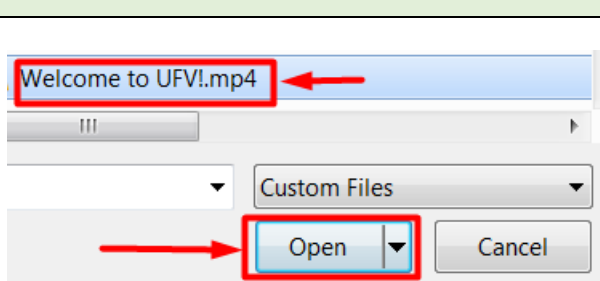
The next steps are for **Media Upload**.



## 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)

Mandatory for publishing

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

any short description

\* Required To Publish

Tags:

Mandatory for publishing

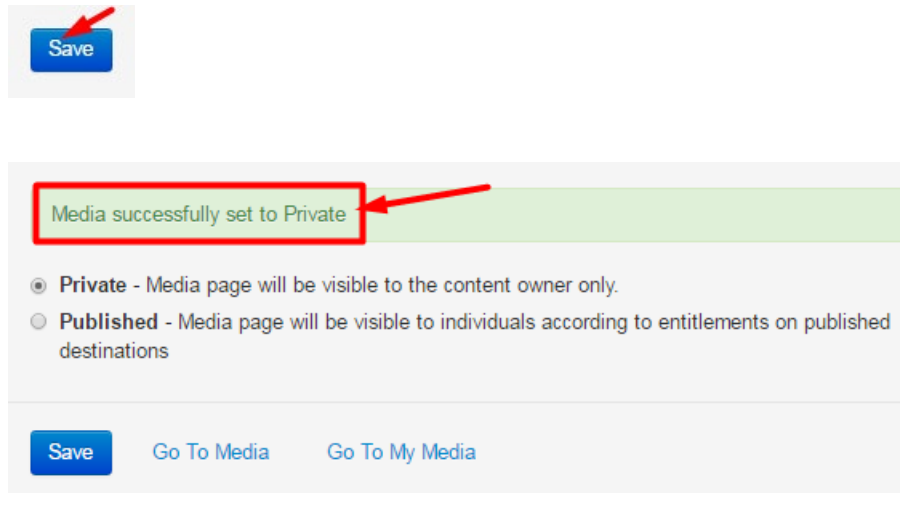
\* Required To Publish

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.”



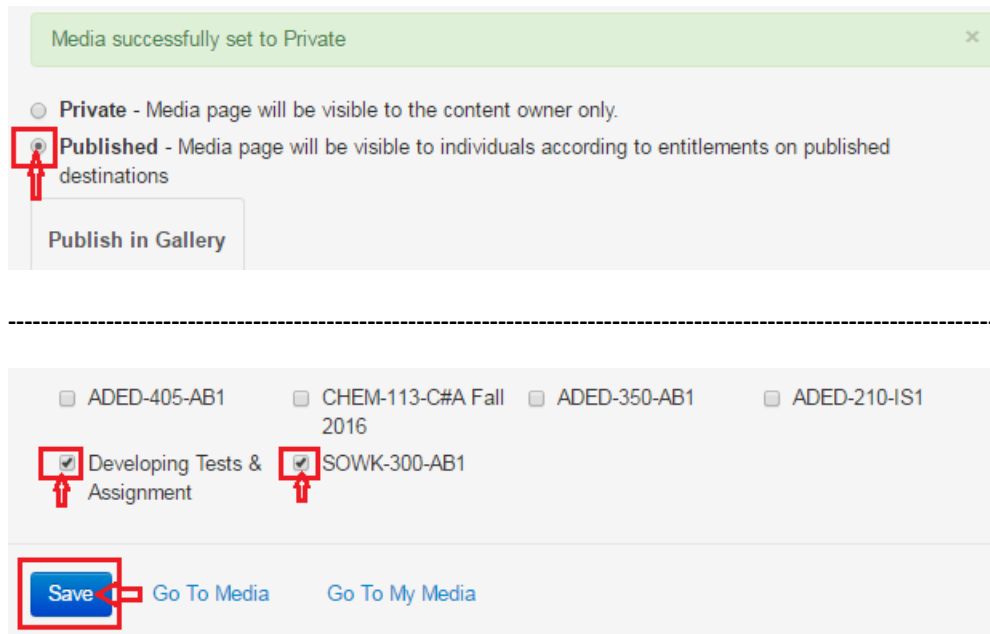
A screenshot of a user interface. At the top left, there is a blue button labeled "Save" with a red arrow pointing to it. Below this, a green notification banner displays the text "Media successfully set to Private" with a red box around it and a red arrow pointing to it. Underneath the notification, 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 showing the "Published" option selected. At the top, a green notification banner says "Media successfully set to Private" with a close button. Below it, the "Published" radio button is selected and highlighted with a red box and an upward-pointing red arrow. A "Publish in Gallery" button is visible below the options. A dashed horizontal line separates this section from the course selection area below. In the course selection area, several courses are listed with checkboxes: "ADED-405-AB1", "CHEM-113-C#A Fall 2016", "ADED-350-AB1", and "ADED-210-IS1". Below these, "Developing Tests & Assignment" and "SOWK-300-AB1" are listed with checked checkboxes, each also highlighted with a red box and an upward-pointing red arrow. At the bottom, there is a blue "Save" button highlighted with a red box and a left-pointing red arrow, along with "Go To Media" and "Go To My Media" links.

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 this, 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 the text 'Viewable in this course shell's Media Gallery'. To the right of the 'Pending in:' section, there is a yellow box with the text 'When this course's instructor approves this video, it will appear in the course shell's Media Gallery'. At the bottom, 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.