# ACADEMIC TECHNOLOGY (ITS)

PACE UNIVERSITY
*Work toward greatness.*

## TUTORIAL

## POSTING A YOUTUBE VIDEO USING KALTURA

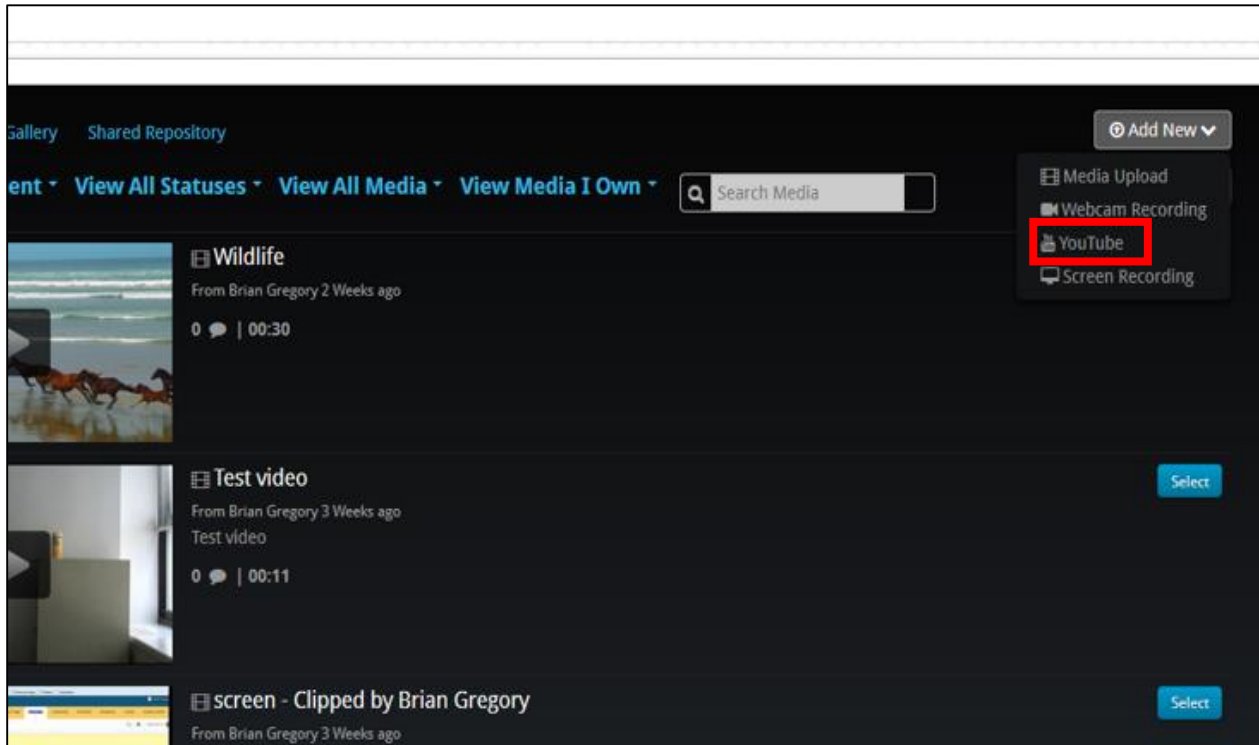**Follow these instructions in order to post a YouTube video using Kaltura.**

1. Open a browser (e.g., Firefox, Internet Explorer) to https://blackboard.pace.edu/ and click on **My Media** from your **My Resource Page** *(note: it may be on the bottom right-hand side of the page).*

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2.  Click **Add New** and click **YouTube.**



3.  Navigate to the YouTube Clip you would like to use and copy the URL.

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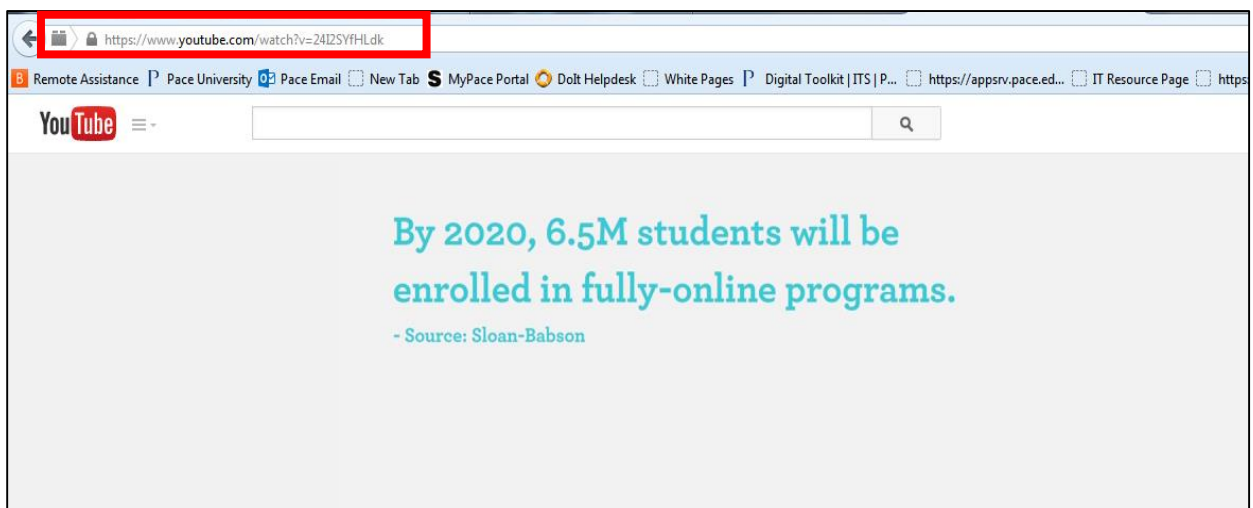
4. Paste this URL into the box provided and select "Preview" *(note: Kaltura will cut off everything except the ending unique video identifier of the URL you pasted).*

5. You will see that the **name** and **description** of the video that were used in YouTube have been placed here for your convenience. You can edit these accordingly. Click **Save.**



6. Next click on the Courses tab at the top of the Blackboard window and navigate to your course.

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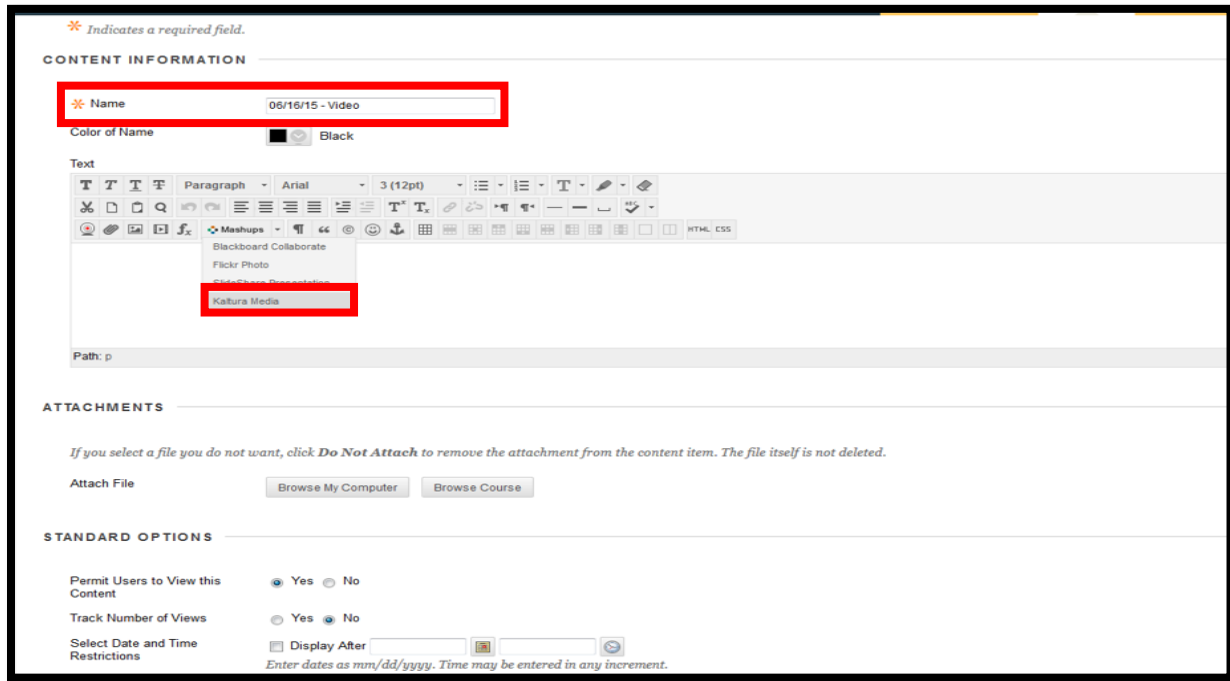914 773 3664 (PLV)
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7. Choose a content area where you would like to upload the YouTube video (Announcements, Course Documents, Course Work, etc). Click **Build Content** and **Item.**
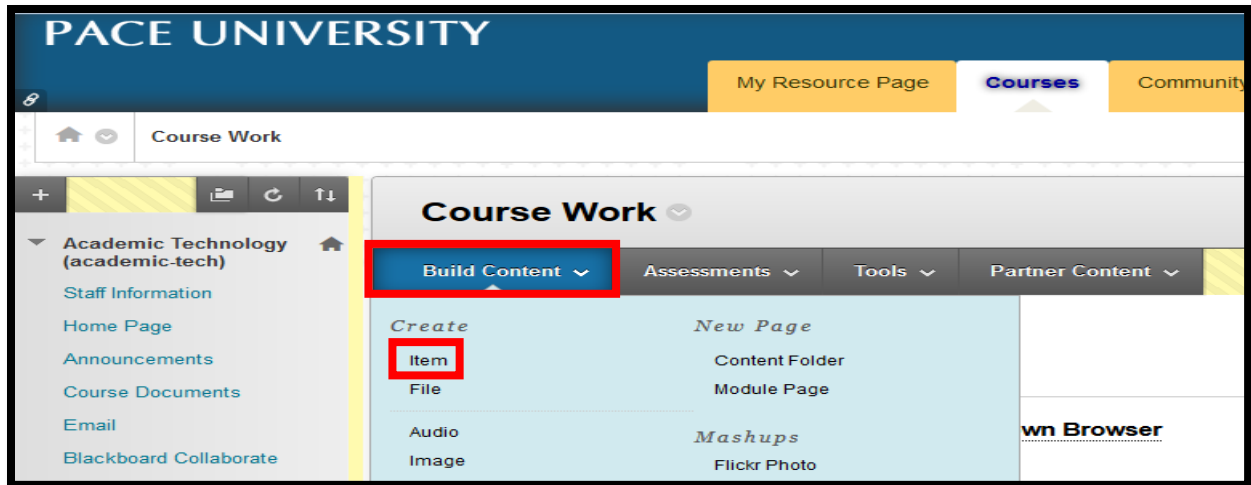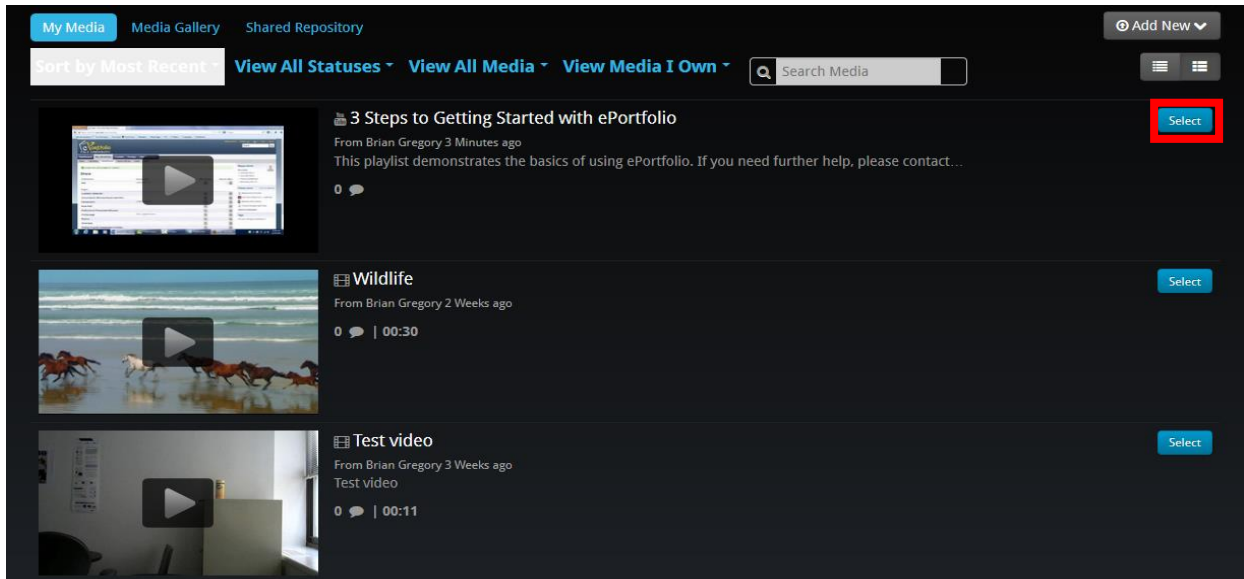


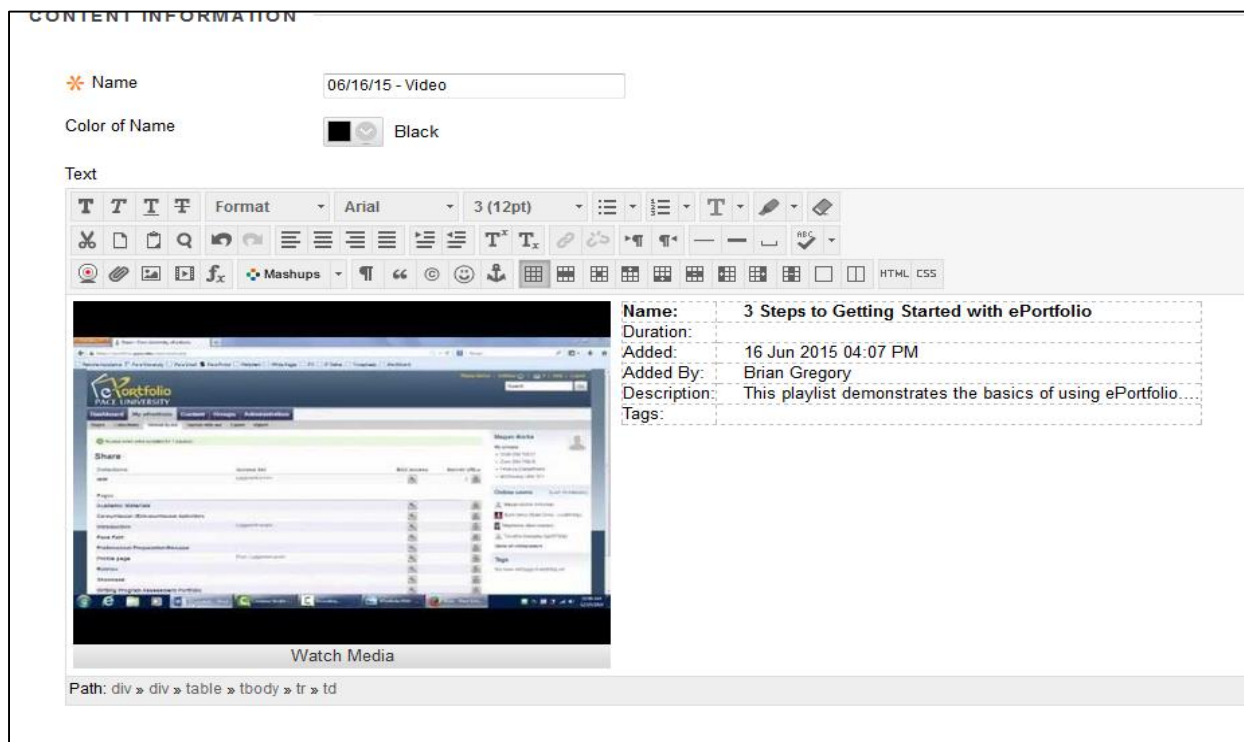8. Name the item and provide a description (as desired) and select **Mashups > Kaltura Media.**

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9. Click **Select** next to the YouTube video that you inserted.
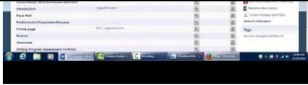


10. Edit any of the metadata for the video in the table that you would like (as shown below).

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11.  Scroll down and click **Submit.**

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