

TUTORIAL

POSTING A WEBCAM VIDEO IN THE DISCUSSION BOARD

Please follow these steps to post a video in the discussion board in Blackboard.

http://help.pace.edu/ PLV: 914 773 3338 NYC: 212 346 1421

1. Navigate to the discussion board and click on the discussion board name.

Discussion Board Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. <u>More Help</u>			
Create Forum			
Delete			
Forum	Description	Total Posts	
Introductions	Please post a video or text introducing yourself here.	1	
Delete			

2. Then click Create Thread.

Forum: Introductions Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be se			
Create Thread	Subscribe		
	No items found.		



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3. Enter in a Subject and then click Mashups and then Kaltura Media.

FORUM DESCRIPTION	FORUM DESCRIPTION				
Please post a video or text introc	Please post a video or text introducing yourself here.				
MESSAGE					
-X Subject	my video introduction				
Message					
T T <u>T</u> T Paragraph	• Arial • 3 (12pt) • ⋮ • ⋮ • ┇ • T • ✔ • ◆				
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Mashups •	¶ 46 @ 🕄 🎝 🏥 🗰 📰 📰 📰 📰 📰 📰 📰 📰				
Blackboard Co	laborate				
Flickr Photo					
SlideShare Pre	SlideShare Presentation				
Add NBC Conte	Add NBC Content				
Kaltura Media					
Path: p					

4. Navigate to the discussion board and create a forum. Add a subject title. Inside the message area, click **Mashups** and choose **Kaltura Media**.



Work toward greatness.

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PACE UNIVERSITY				
9	My Resource Page Courses Community ePortfolio Bookst	ore Library System Admin Help		
♠ ⊙ Discussion Board > Foru	orum: Media & Gender Discussion Board > Create Thread	🖸 🕨 Edit Mode is: 👀 🥐		
+ C 11 Academic Technology A (academic-tech) Staff Information	Create Thread A Thread is a series of posts related to the same subject. Threads provide an organizational structure within a topics. Creating a thread posts the first message. <u>More Help</u>	Forum for users to share posts on similar		
Home Page Announcements Course Documents Email	* Indicates a required field.	Cancel Save Draft Submit		
Blackboard Collaborate Discussion Board	Content for Media & Gender DIscussion board			
Course Work Tools	MESSAGE			
My Grades	* Subject			
External Links 🗉	Message			
Assignments	T T T F Paragraph → Arial → 3 (12pt) → Ξ → Ξ → T → → 	₽ i 23 ≪		
New blog				
Reflections	@ Ø ■ I f Mashups - G ③ ♣ II I			
Tech Journals	Blackboard Collaborate Flickr Photo			
Video	SlideShare Presentation			
test bb coll recording	YouTube Video			
Groups	Kaltura Media			

5. Click Add New and choose Webcam recording.

My Media Gallery Shared Repository	O Add New ✓
Sort by Most Recent Yiew All Statuses Yiew All Media Search Media	I Media Upload III Webcam Recording
No Entries Found	Screen Recording

6. Click **Allow**. It may take a few moments to connect to the Webcam.



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Record from Webcam

7. Right click inside of the video box (Ctrl-click on Mac computers) and click on Settings.



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8. Then click the **microphone icon** to select your mic from the drop-down menu and set your microphone level, and then click **Close**.

Record from Webcam
Adobe Flash Player Settings Microphone (HD Webcam C310) Record Volume: Click anywhere to start recording
Please fill out these details:
Name: (Required)

- 9. Next, click anywhere to start recording, then click anywhere again to stop recording and fill out the details as prompted.
- 10. When finished recording, click the **Save** button as shown below.





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11. Click Back to Browse and Embed.

Record from Webcam					
Upload Completed! Complete the required information for the uploaded media below.					
Please fill out these o	details:				
Name: (Required)					
Description:	Black - Bold	<i>Italic</i> <u>Underline</u>			
Tags:	Enter Description				
	Save Back to Bro	owse and Embed			

- 12. Click **Select** next to the appropriate video.
- 13. Click Embed.
- 14. Click Submit.