

## 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.

Forum	Description	Total Posts
<b>Introductions</b>	Please post a video or text introducing yourself here.	1

2. Then click **Create Thread**.

**Forum: Introductions**

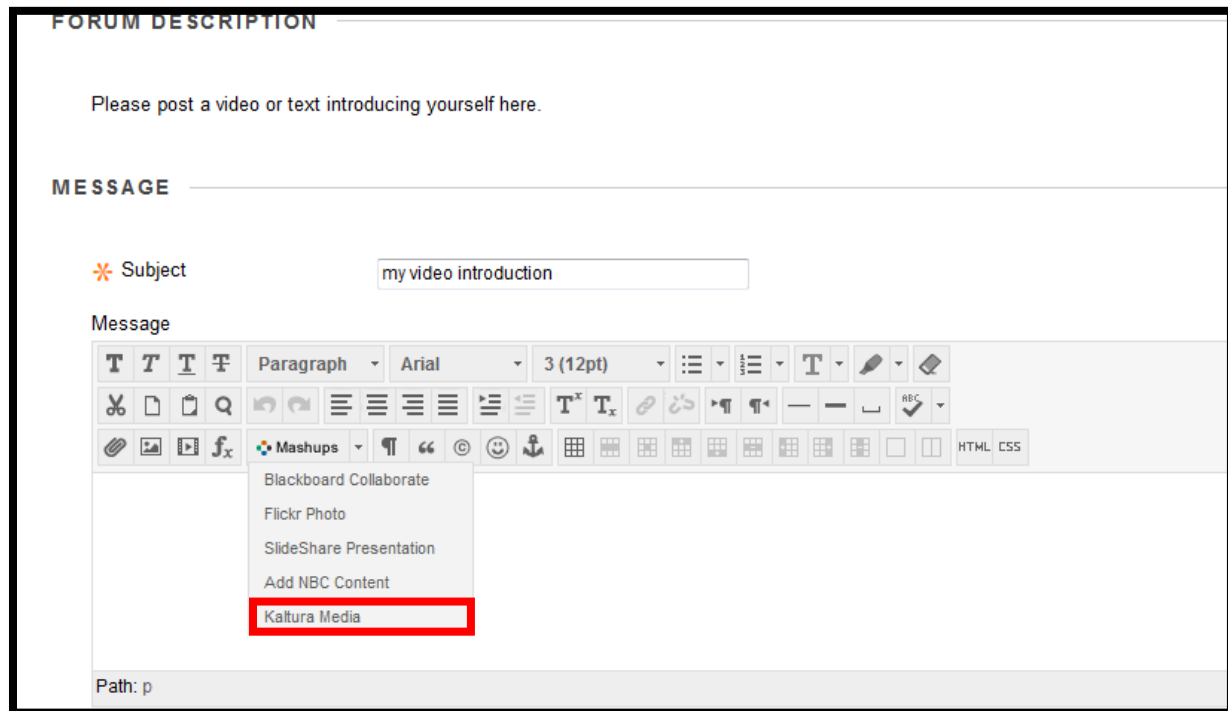
Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be se...

Create Thread Subscribe

No items found.

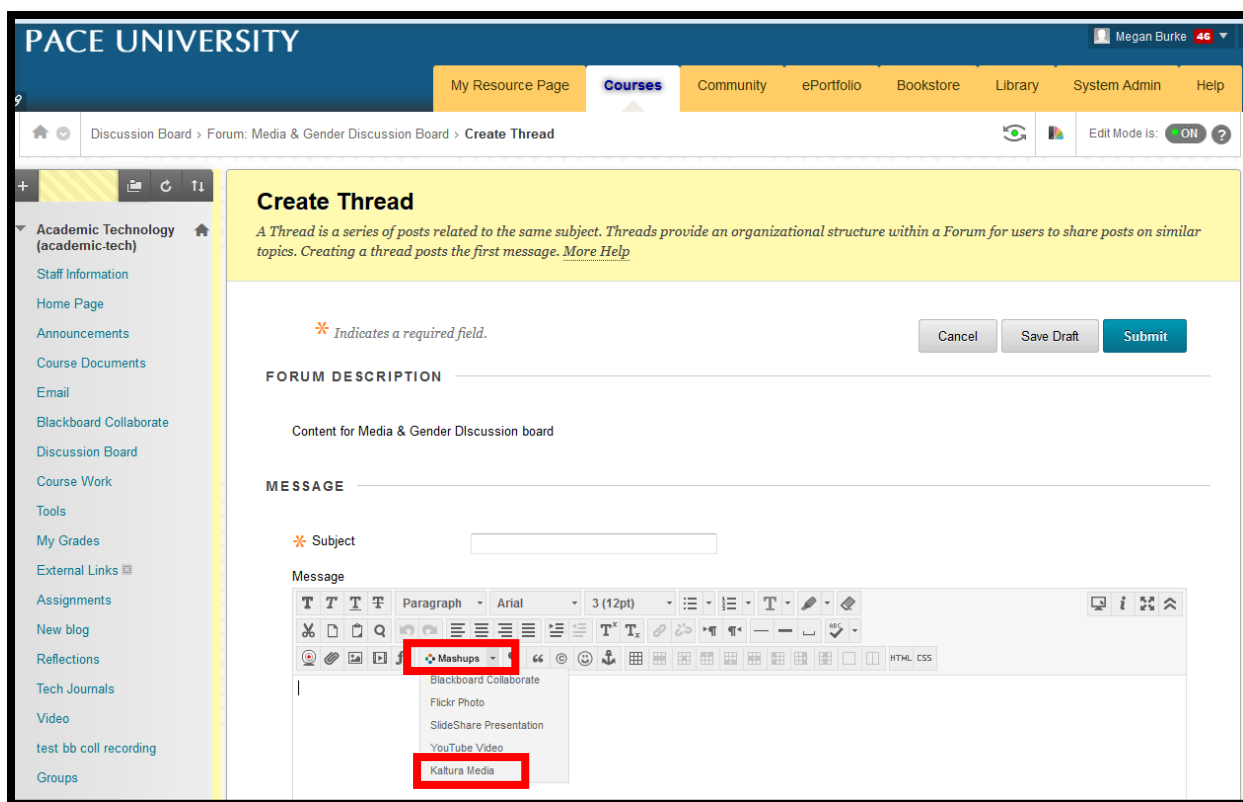
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3. Enter in a Subject and then click **Mashups** and then **Kaltura Media**.

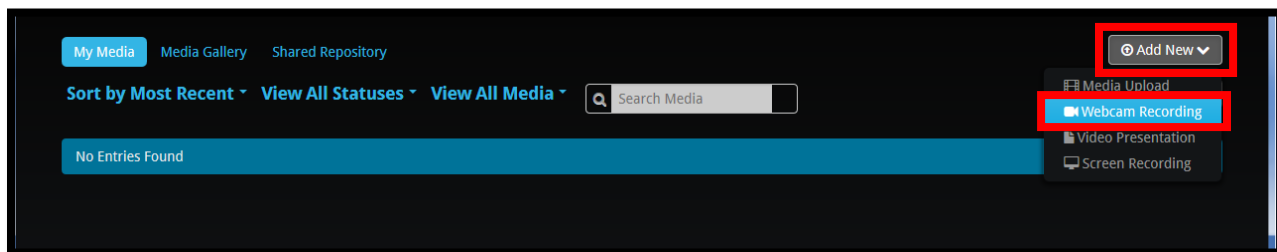


4. Navigate to the discussion board and create a forum. Add a subject title. Inside the message area, click **Mashups** and choose **Kaltura Media**.

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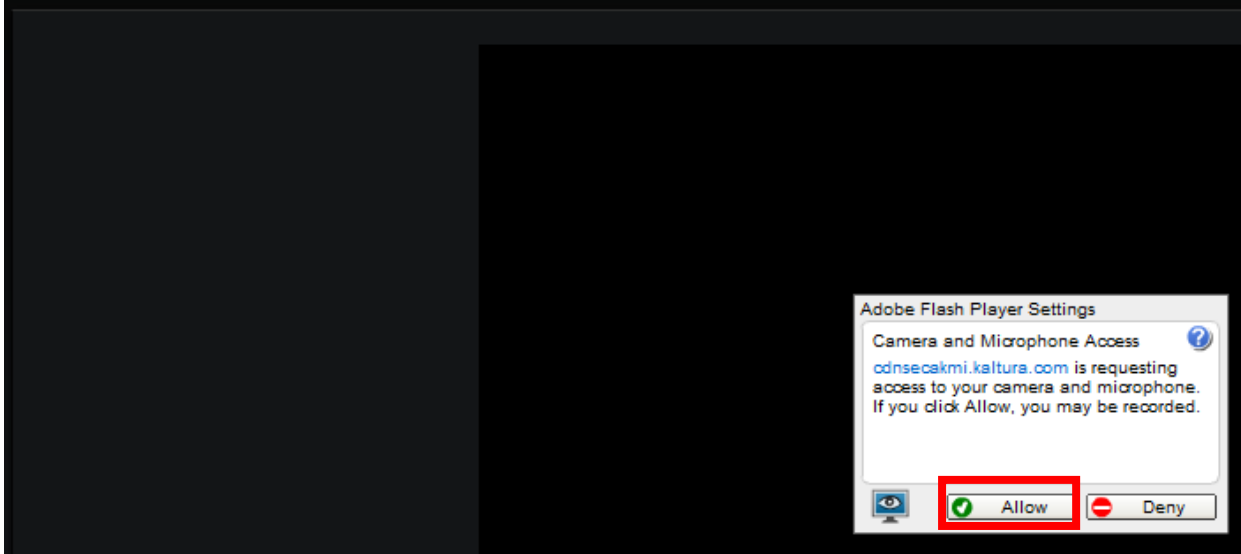
5. Click **Add New** and choose **Webcam recording**.



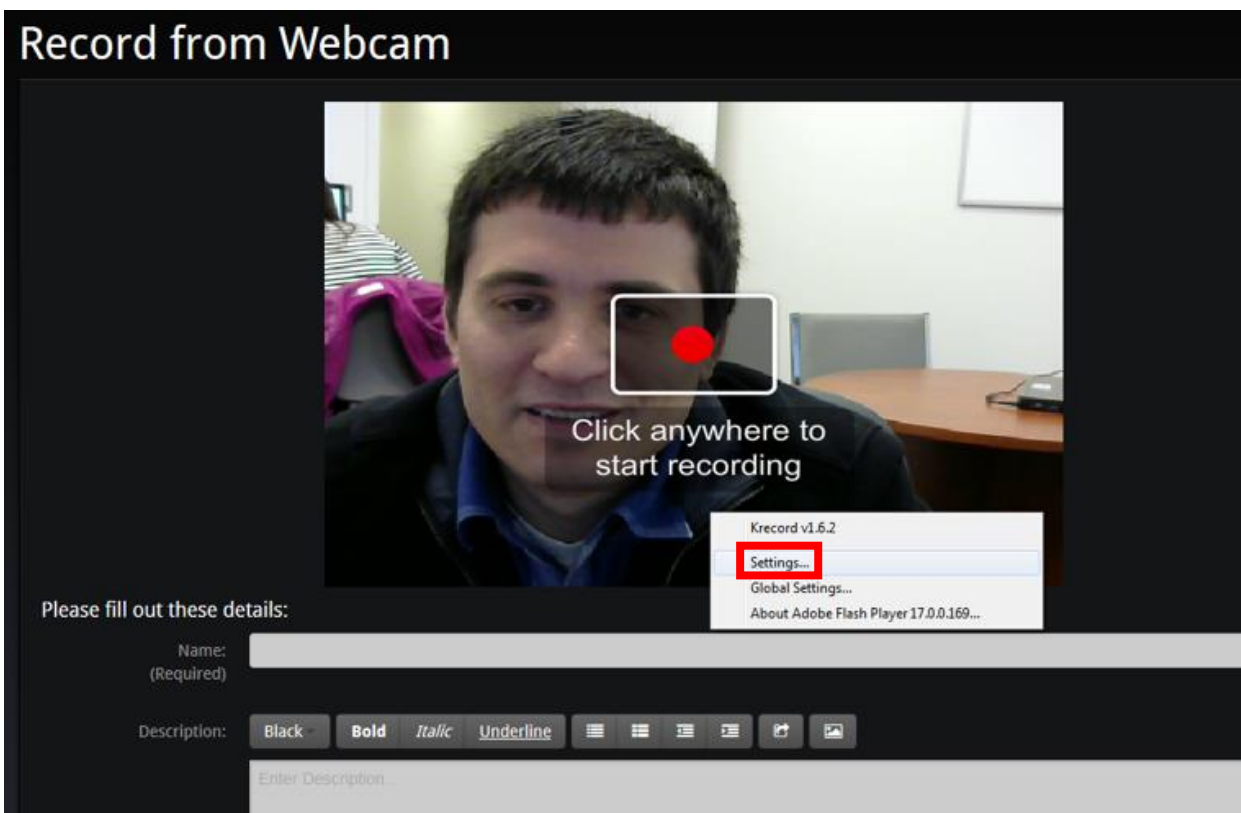
6. Click **Allow**. It may take a few moments to connect to the Webcam.

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## Record from Webcam



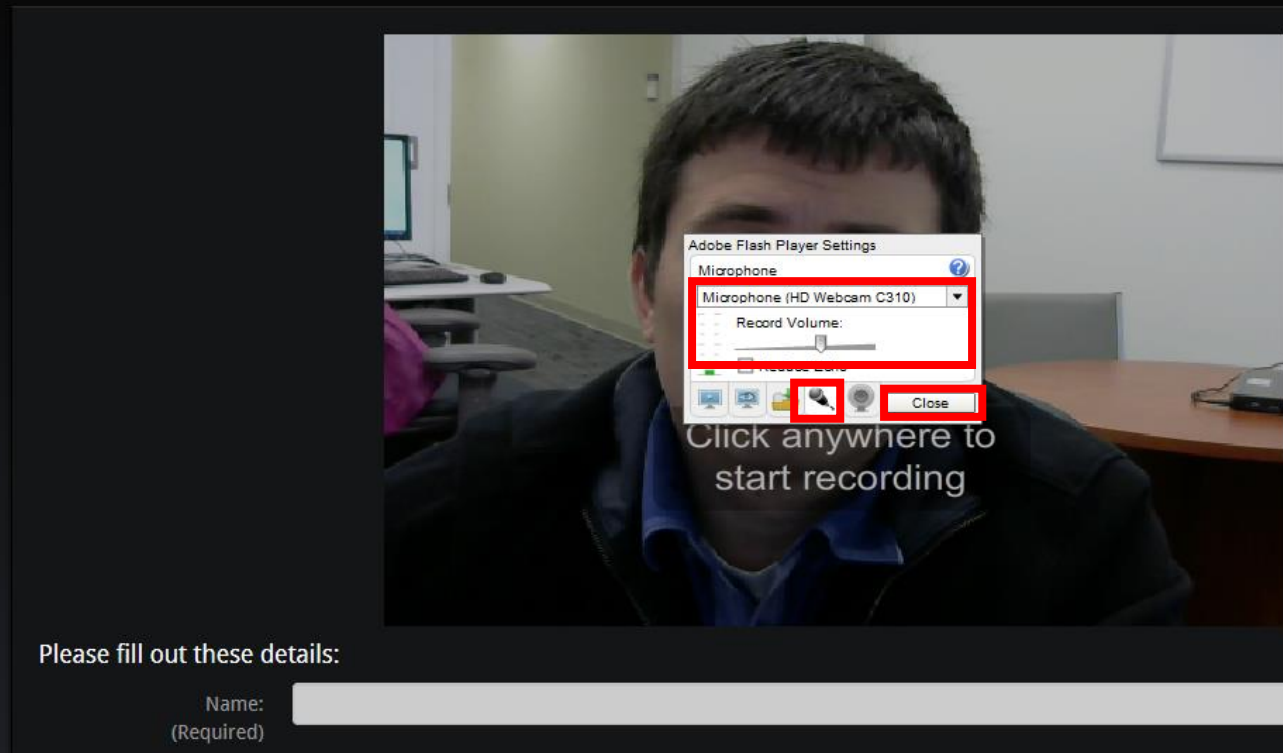
7. Right click inside of the video box (Ctrl-click on Mac computers) and click on **Settings**.



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- 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



Please fill out these details:

Name:

(Required)

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



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11. Click **Back to Browse and Embed**.

The screenshot shows a web interface titled "Record from Webcam". At the top, a green banner reads "Upload Completed! Complete the required information for the uploaded media below." Below this, the text "Please fill out these details:" is followed by three input fields: "Name: (Required)", "Description:" (with a rich text editor toolbar), and "Tags:". At the bottom, there are two buttons: "Save" and "Back to Browse and Embed". A red arrow points from the "Back to Browse and Embed" button back to the instruction above.

12. Click **Select** next to the appropriate video.

13. Click **Embed**.

14. Click **Submit**.