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

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

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