

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).

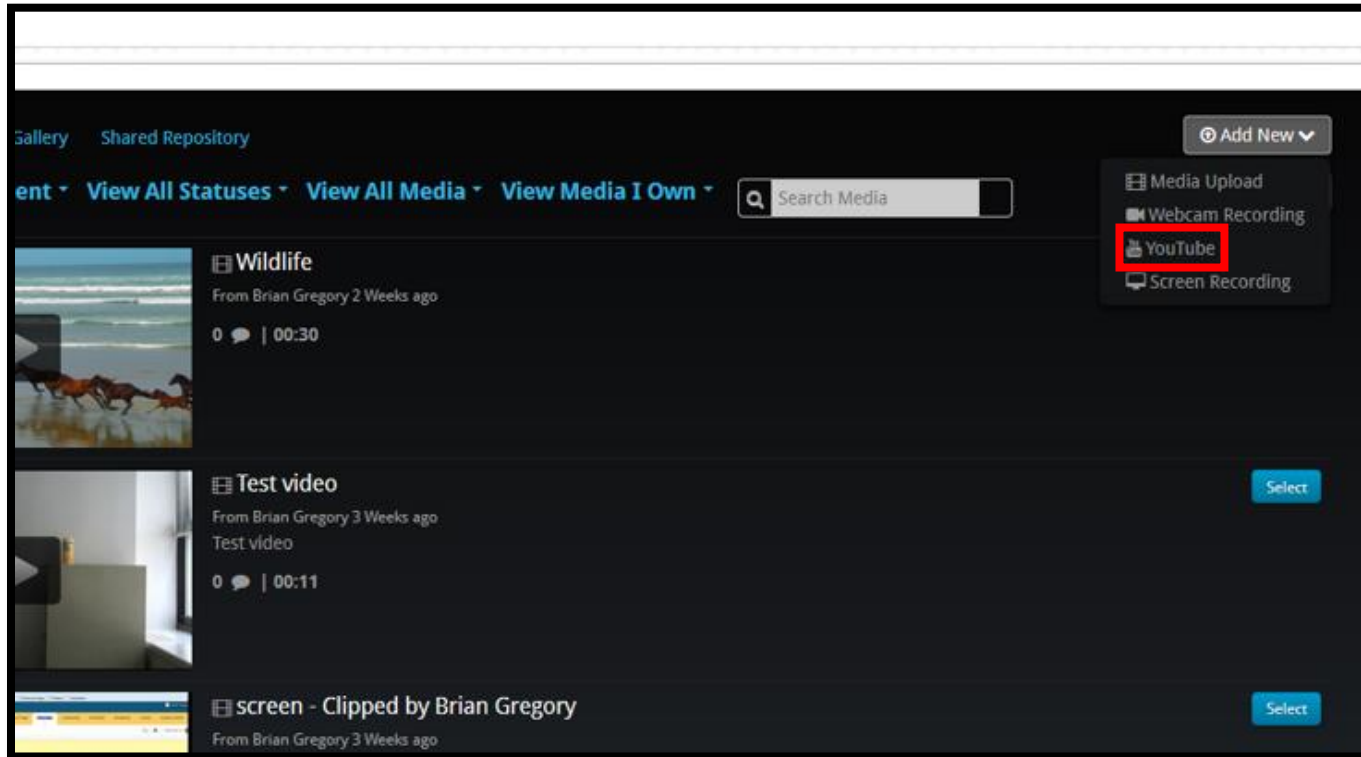
The screenshot displays the Blackboard My Resource Page interface. At the top, there is a yellow banner with the text 'Add Module'. Below this, the page is organized into several sections:

- Tools:** My Grades, Send Email, User Directory, Address Book, Goals, Course Materials.
- Services:** Information Technology Services - Academic Technology Blackboard Support and Assistance, CILT Faculty Resources, Pace University Information Technology Services, ITS Helpdesk, Schedule Explorer, Academic Calendar, Respondus Lockdown Browser, Counseling Center.
- My Announcements:** No Institution Announcements have been posted in the last 7 days. Academic Technology: Youtube 2, Test, Youtube Test, Test 6-5-15, The thing about this thing. JBlackwellTest: new video. more announcements...→
- My Courses:** Courses where you are currently enrolled. Academic Technology: Youtube 2, Test, Youtube Test, Test 6-5-15, The thing about this thing. Critical Approach. Library Training Center. Courses where you have previously enrolled. JBlackwellTest: new video. Courses where you are currently enrolled. Business Law I Fall. Crrclm Dvlpmt & I. Financial Account. Forensic Account. Managerial Finan. Courses on other sites. BbTest.

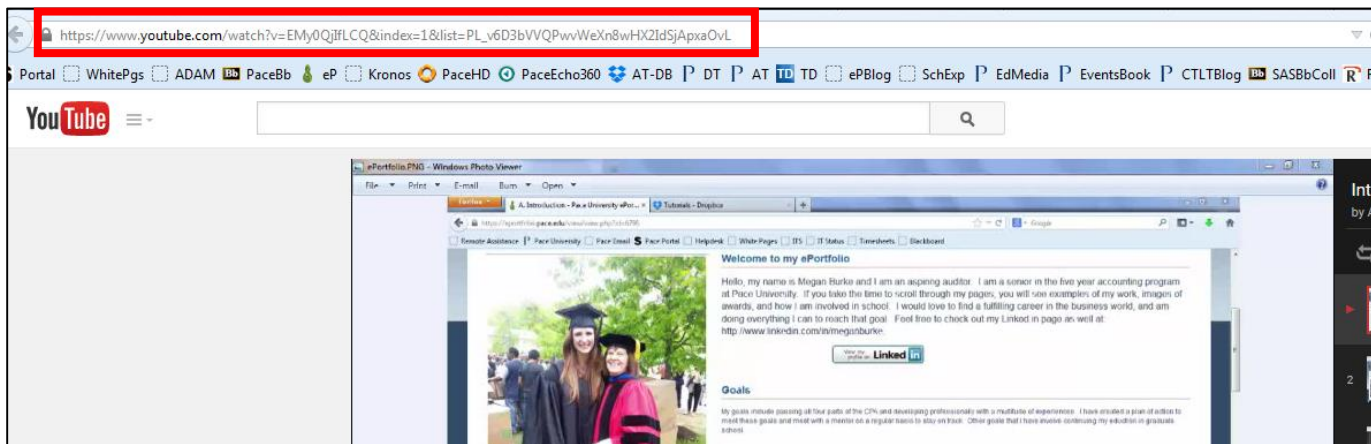
The 'My Media' link is highlighted with a red box, indicating the next step in the tutorial.

TUTORIAL

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



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



TUTORIAL

- 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*).
- 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**.

Please fill out these details:

Name: (Required)

Description:

Tags:

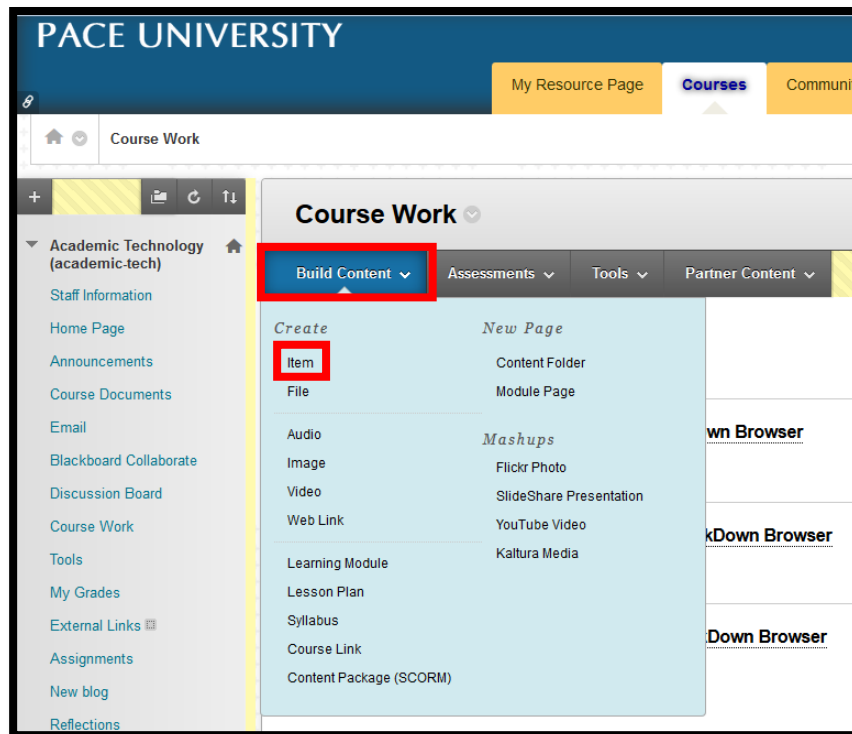
Complete all the required fields and save the entry before you can select to publish it to Media Galleries. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Private - Media page will be visible to the content owner only.

Published - Media page will be visible to individuals according to entitlements on published destinations

- Next click on the **Courses** tab at the top of the Blackboard window and navigate to your course.
- Choose a content area where you would like to upload the YouTube video (Announcements, Course Documents, Course Work, etc). Click **Build Content** and **Item**.

TUTORIAL



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

* Indicates a required field.

CONTENT INFORMATION

* Name

Color of Name Black

Text

Paragraph Arial 3 (12pt)

Mashups

Blackboard Collaborate

Flickr Photo

SlideShare Presentation

Kaltura Media

Path: p

ATTACHMENTS

If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach File

STANDARD OPTIONS

Permit Users to View this Content Yes No

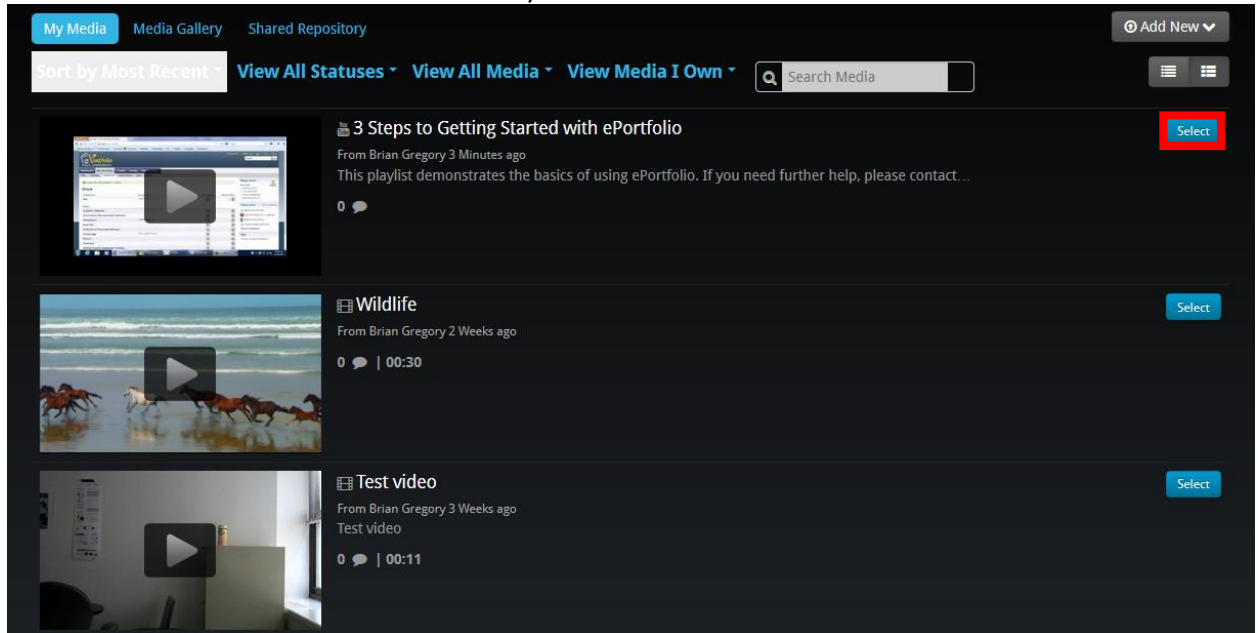
Track Number of Views Yes No

Select Date and Time Restrictions Display After

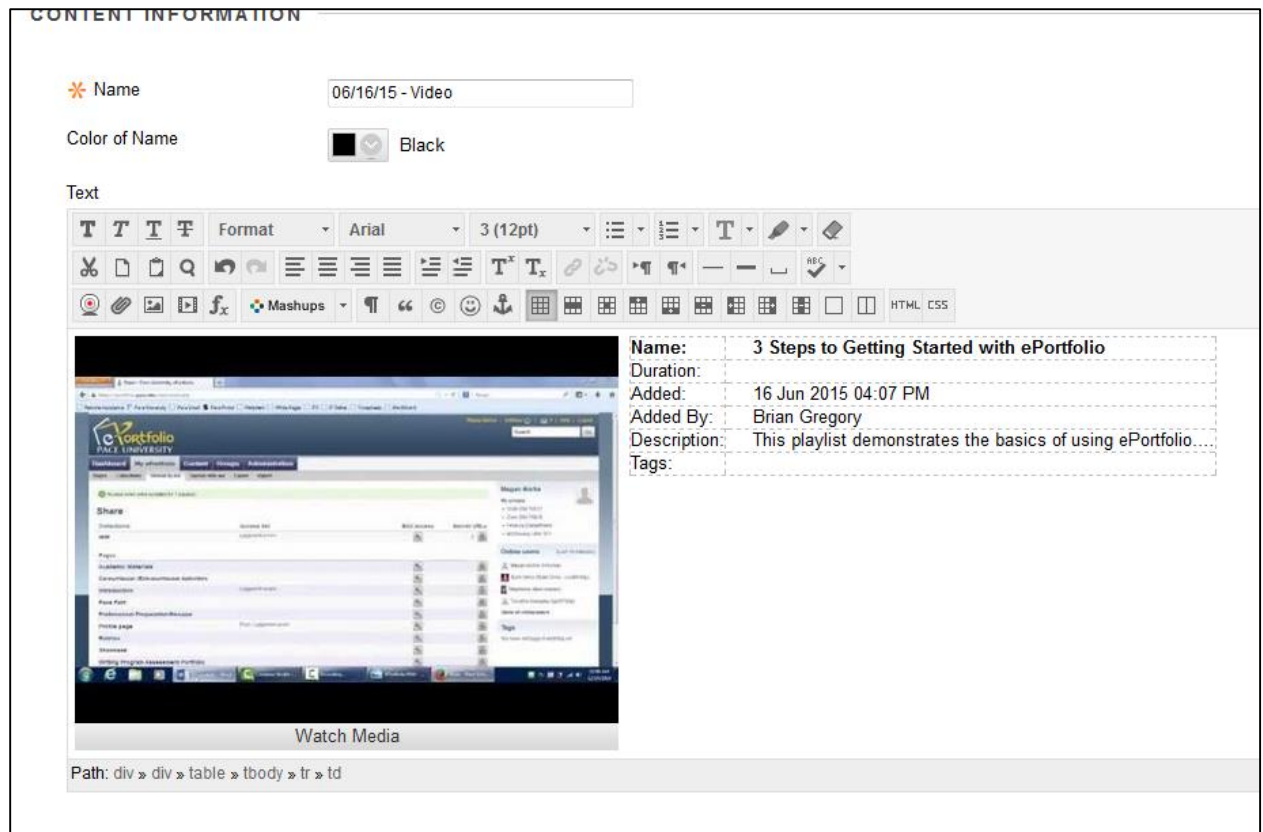
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

TUTORIAL

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).



TUTORIAL

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

Watch Media

Path: div > div > table > tbody > tr > td Words: 31

ATTACHMENTS

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

*Click **Submit** to proceed. Click **Cancel** to go back.*

My Notes: