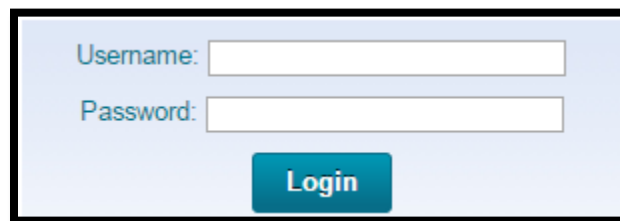## TUTORIAL

UPLOAD TO KALTURA MYMEDIA

Upload content into your Kaltura MyMedia personal video repository.

1. Open a browser (e.g., Firefox, Internet Explorer) to https://blackboard.pace.edu/.

2. Enter your Pace credentials and click **Login.**

3. On the **My Resource Page**, scroll down and click on a box called **My Media** where you can add edit, and delete videos in your own personal video repository.

4. Next, click on **Add New** (4.1) > **Media Upload** (4.2) under the My Media tab.

4.1

4.2
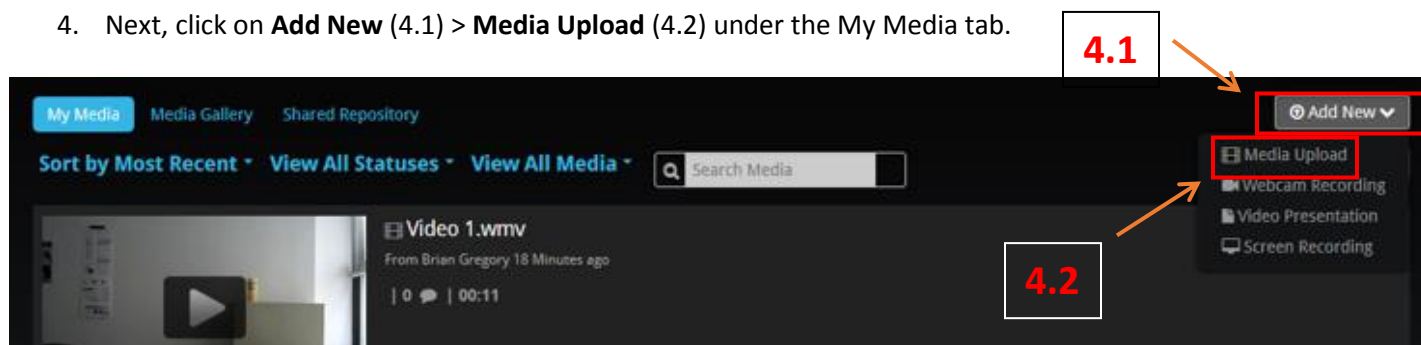
5. Click on "+Choose a file to upload" (5.1), navigate to the file on your local drive (5.2), and click open (5.3).

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Page **1** of **3**
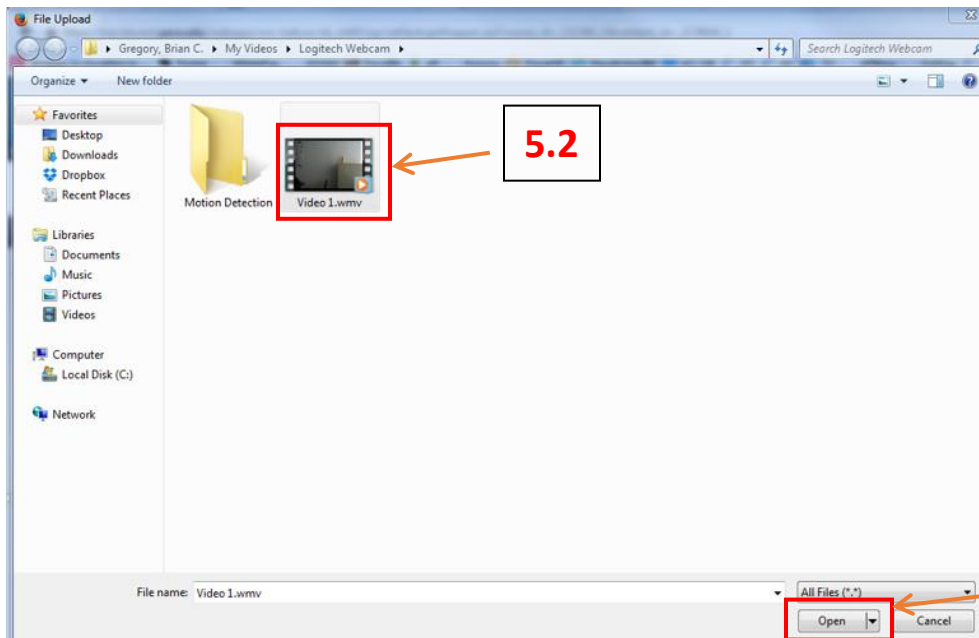
TUTORIAL

5.1
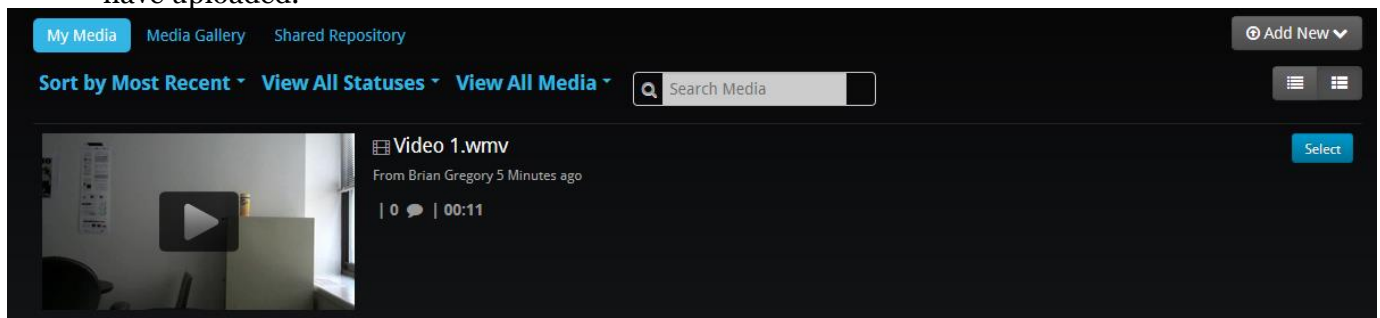
Upload Media

+ Choose a file to upload

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Back

5.2

5.3

Please Note: You can upload multiple videos from this screen.

6. You will now see the video(s) in your My Media Gallery, along with any other Media you have uploaded.

My Media | Media Gallery | Shared Repository | ⊕ Add New ⌄

Sort by Most Recent ⌄ | View All Statuses ⌄ | View All Media ⌄ | Search Media

▦ Video 1.wmv
From Brian Gregory 5 Minutes ago
| 0 💬 | 00:11

Select

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Page **2** of **3**

These videos can now be posted in Blackboard, captioned by ITS, etc.

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Page **3** of **3**

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