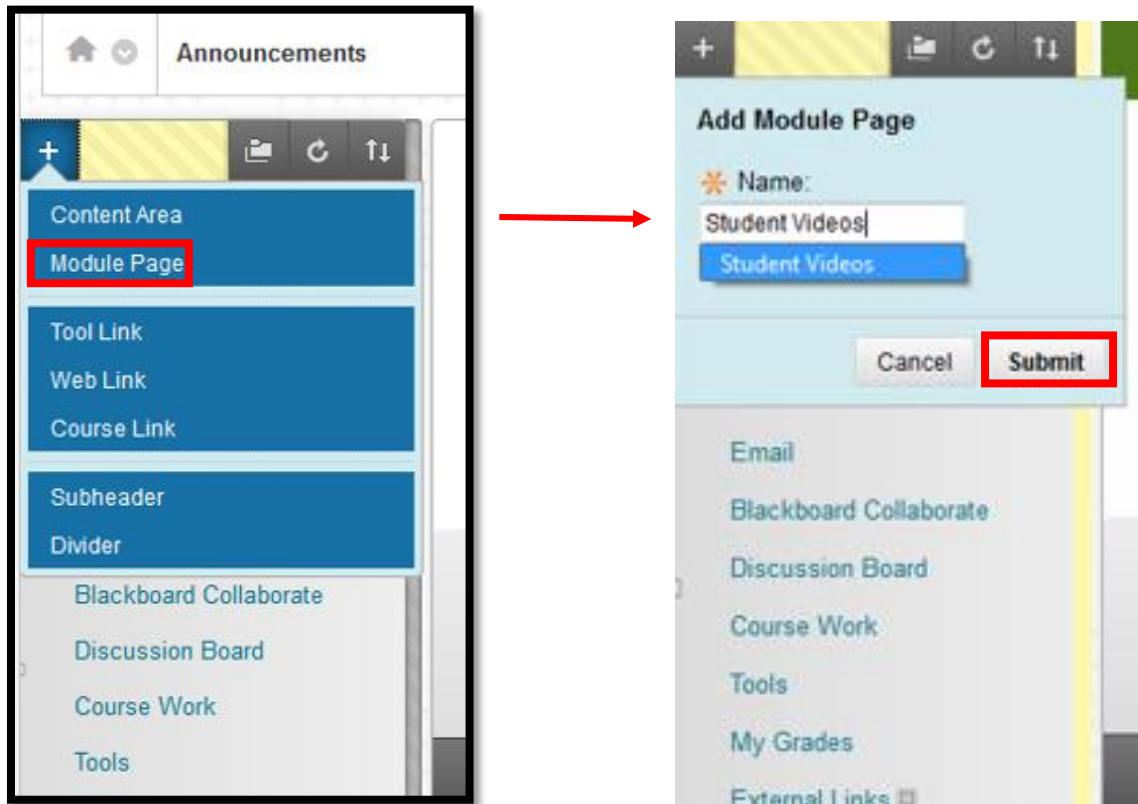


TUTORIAL**ALLOWING STUDENTS TO SHARE
KALTURA VIDEOS**

Follow these steps to allow your students to share video files using Kaltura.

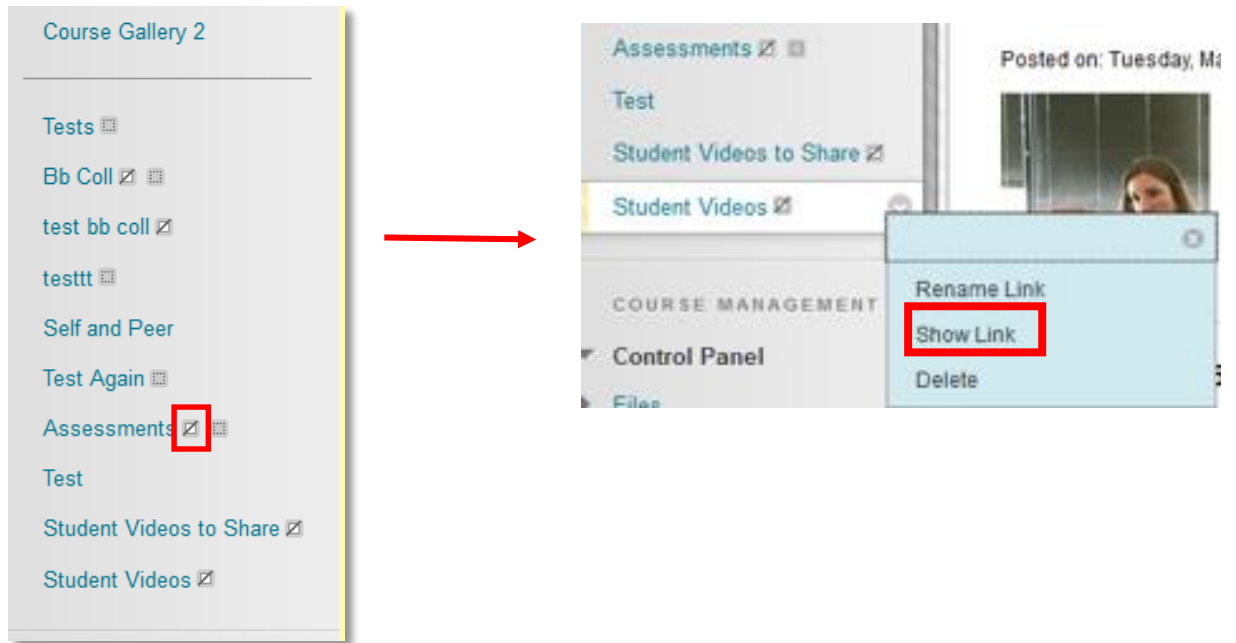
<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

1. On the homepage of your Blackboard course create a new Module page, name it, and click **Submit**.

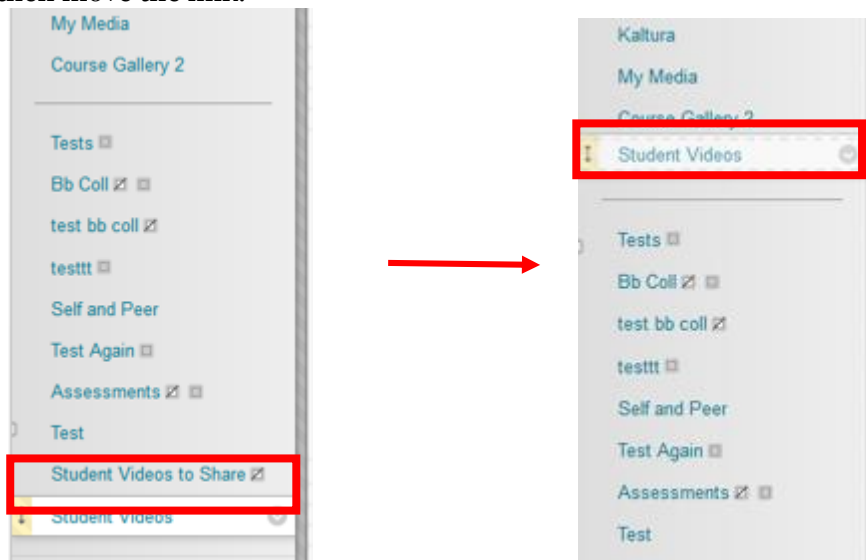


TUTORIAL

- The new link will be at the bottom of the left-hand column. A white box with a grey line going through it indicates that this module is not visible to students in the course. Scroll over the right of the page link you created until you see the downward-facing arrow and click **Show Link**.

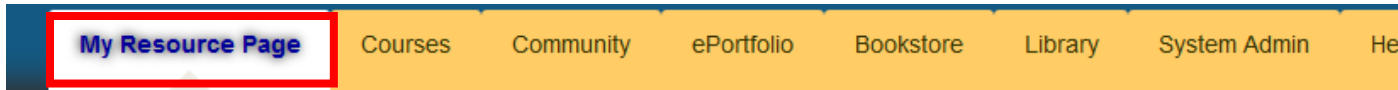


- You can then move this link to where you would like it in your course menu. Hover over it and move your mouse to the left-hand side of the text until you see the cursor change and then move the link.

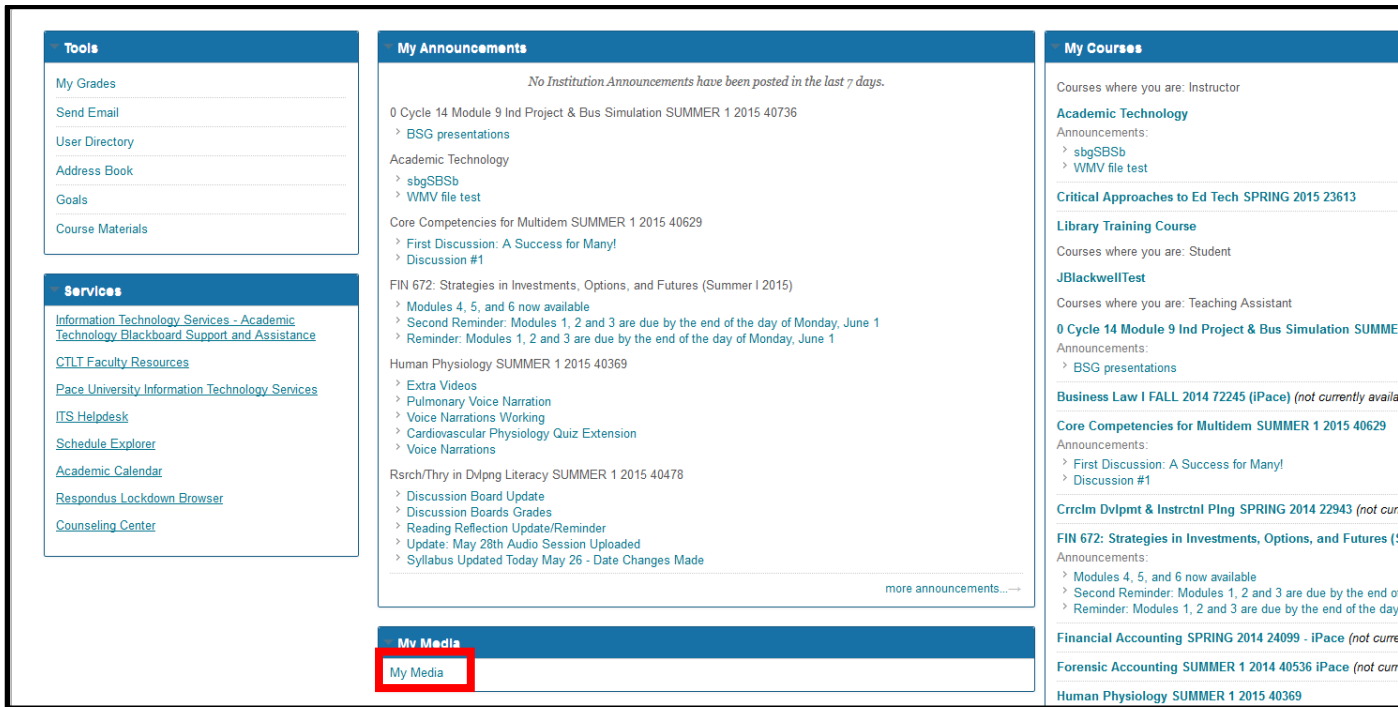


TUTORIAL

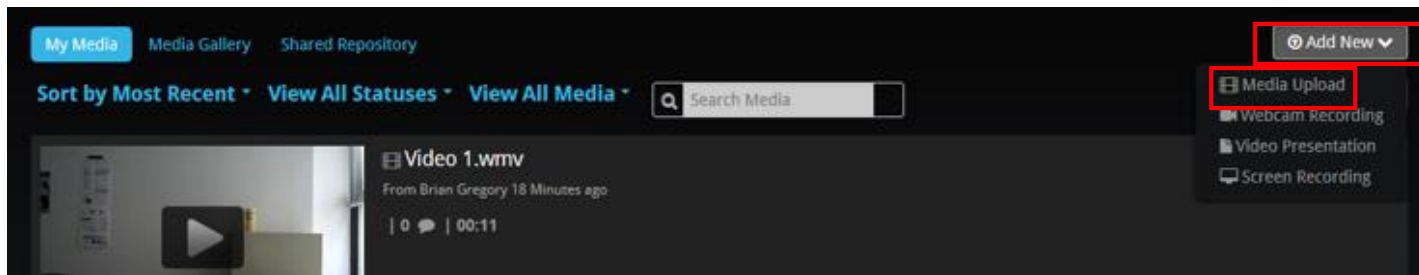
- To upload videos and make them downloadable, go to the **MyMedia** repository, which is the personal video repository in Kaltura. In order to do this, click on the **My Resource** **Page** link as shown below.



- Then navigate to **MyMedia**.



- Next, click on **Add New > Media Upload** under the My Media tab.



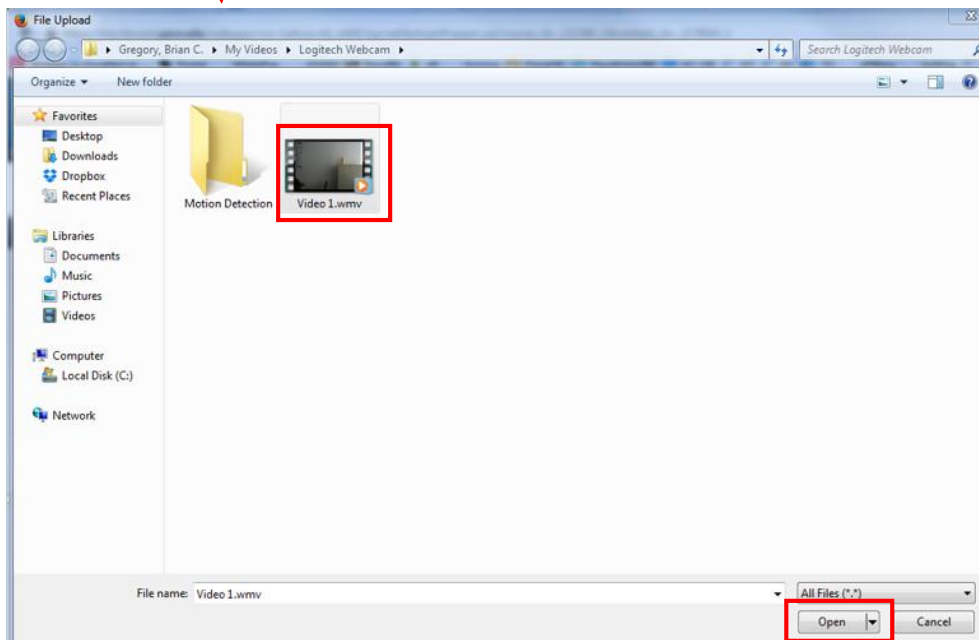
TUTORIAL

7. Click on **+Choose a file to upload**, navigate to the file on your local drive, and click open.

Upload Media

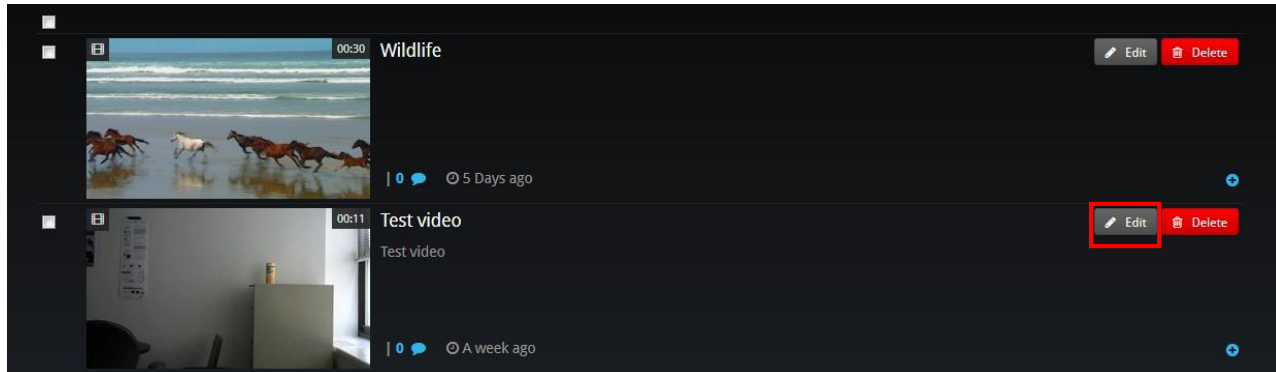
[+ Choose a file to upload](#)

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.

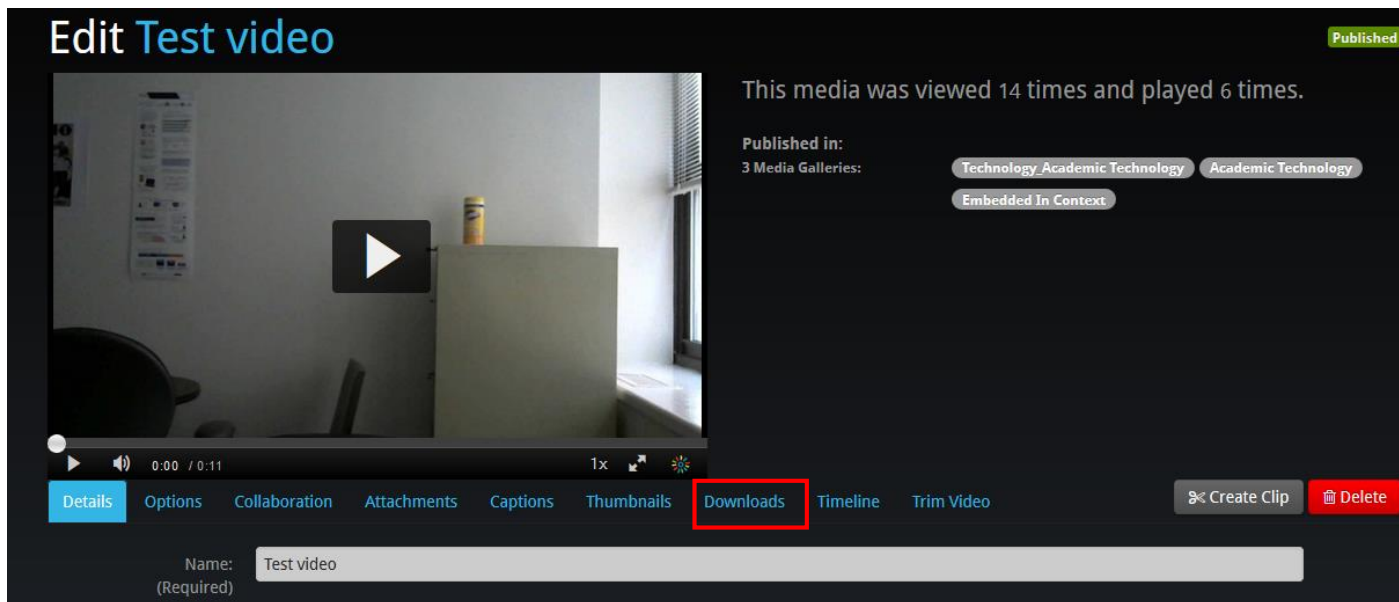
[Back](#)

TUTORIAL

- You will now see the video in your My Media Gallery, along with any other Media you have uploaded. Press **Edit**.

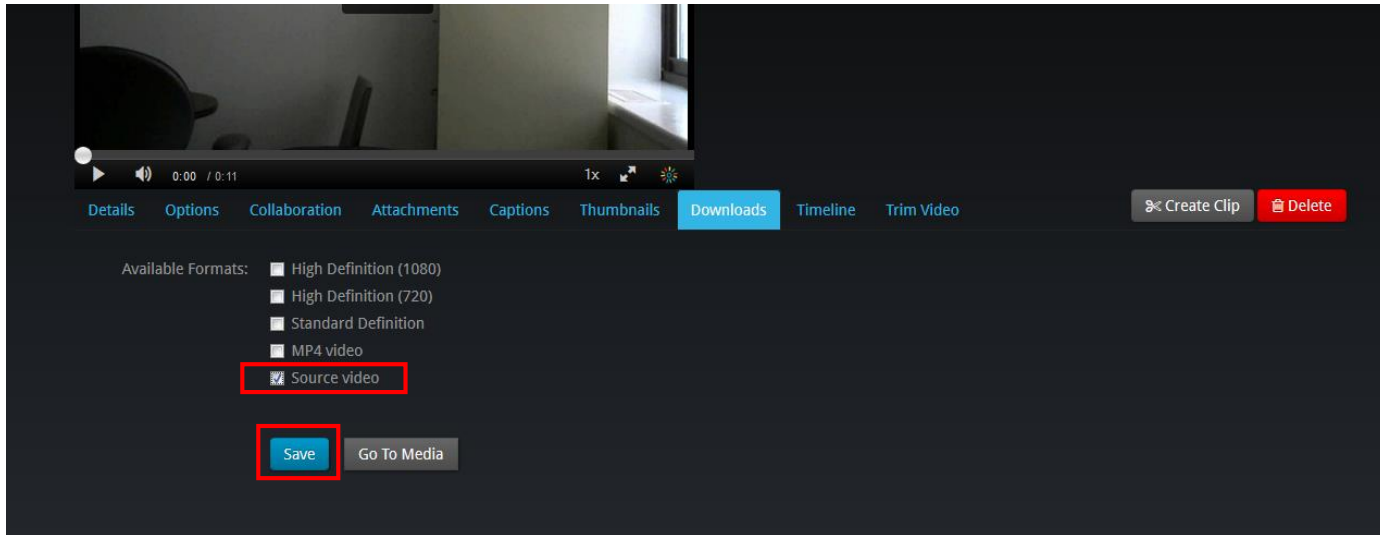


- Click on the **Downloads** menu button.



TUTORIAL

10. Choose the file type(s) that you would like to make available to others and click **Save**.



11. Navigate back to **MyMedia** through the **My Resource Page**, as detailed in step #4.

12. Put a checkmark next to the video that you would like to share, select the **Actions** menu from the top-right of the screen, and choose **+Publish**. Select the course(s) that you would like to publish. **Save**.

TUTORIAL

My Media

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

[Publish in Gallery](#)

| | | | |
|---|--|---|---|
| <input type="checkbox"/> Shared Repository | <input type="checkbox"/> Learning Commons Planning Committee NYC | <input type="checkbox"/> Suggest Program | <input type="checkbox"/> Action Plan Documents |
| <input type="checkbox"/> PMDP | <input checked="" type="checkbox"/> Academic Technology | <input type="checkbox"/> Academic Technology | <input type="checkbox"/> Writing in the Disciplines JANUARY INTERSESSION 2015 10031(unavailable course) |
| <input type="checkbox"/> Critical Approaches to Ed Tech SPRING 2015 23613 | <input type="checkbox"/> Learning Blackboard | <input type="checkbox"/> Experimental Psychology II SPRING 2015 20288 | <input type="checkbox"/> Confucius Institute |
| <input type="checkbox"/> Money and Banking SPRING 2015 21286 | <input type="checkbox"/> Web Dsgn for Non-Profit Org SPRING 2015 20675 | <input type="checkbox"/> JBlackwellTest | <input type="checkbox"/> Library Training Course |
| <input type="checkbox"/> Core Competencies for Multidem SUMMER 1 2015 40629 | <input type="checkbox"/> Human Physiology SUMMER 1 2015 40369 | <input type="checkbox"/> FIN 672: Strategies in Investments, Options, and Futures (Summer I 2015) | <input type="checkbox"/> Managerial Finance SUMMER 1 2015 40605 |
| <input type="checkbox"/> 0 Cycle 14 Module 9 Ind Project & Bus Simulation SUMMER 1 2015 40736 | <input type="checkbox"/> Rsrch/Thry in Dvlpng Literacy SUMMER 1 2015 40478 | | |




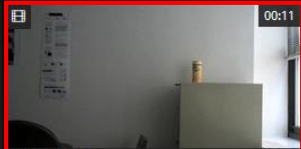
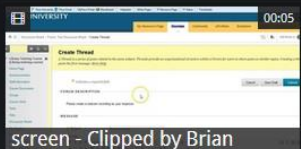
Published in:
3 Media Galleries:

13. Navigate back to the course and the **Student Videos** section where you will see your video in the **Media Gallery**.

Media Gallery

5 Media

Sort by Most Recent View All Media

| | | | |
|---|--|---|--|
|  <p>Meg's Presentation From Megan Burke 5 Days ago</p> |  <p>Wildlife From Brian Gregory 5 Days ago</p> |  <p>My Test in My Media From Antonio Soares 6 Days ago</p> |  <p>Test video From Brian Gregory A week ago</p> |
|  <p>screen - Clipped by Brian Gregory From Brian Gregory A week ago</p> | | | |

TUTORIAL

14. Click on the video and choose the **download** button, which will allow you (and others) to download your video in the formats you selected in step #10.

The screenshot shows a video player interface. The video title is "Test video" and it is from "Brian Gregory A week ago". The video player has a progress bar at 0:00 / 0:11. Below the video player, there are buttons for "Details", "Share", and "Download". The "Download" button is highlighted with a red box. Below these buttons, there is a table with the following content:

| Name | Size | Actions |
|--------------|-----------|--------------------------|
| Source video | (3.44 Mb) | Download |

Below the table, there is a "Comments" button. On the right side of the video player, there is a sidebar with video thumbnails and titles: "Wildlife From Brian", "My Test From Anton", and "screen - Gregory From Brian".

My Notes: