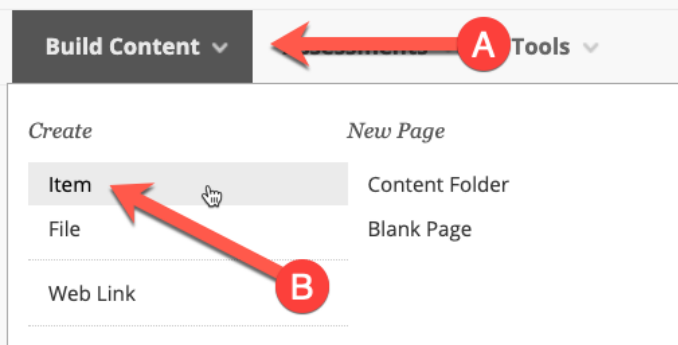
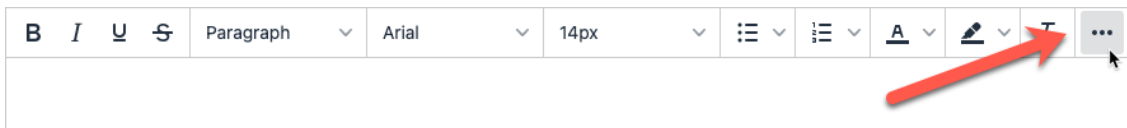


How to embed/insert your own videos into Blackboard

1. Make sure the video you want to use is already in the **My Media** area of Blackboard.
*NOTE: All of your Kaltura Capture recordings and all of your Zoom cloud recordings should automatically go into your My Media area. If your video isn't in My Media, or if you're unsure, refer to the **How to upload/publish videos into Blackboard** document from DEIS.*
2. Create a content item that provides access to the Text Editor. In this example, it's a regular Item, accessed by (A) hovering over the **Build Content** menu and then (B) clicking **Item**.

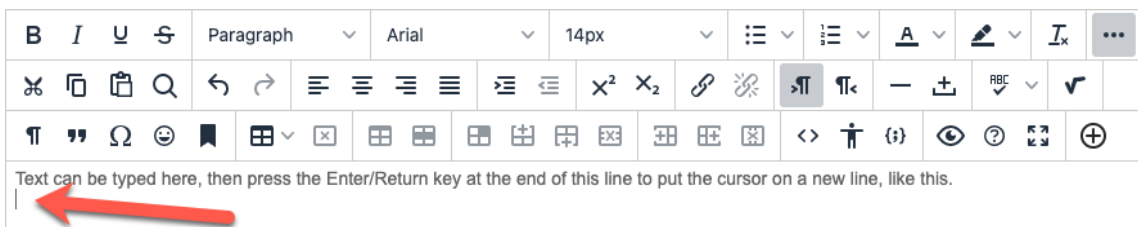


On the Create Item page, if the Text Editor toolbar looks like this ...



... click the ellipsis icon (...) on the far right to reveal all the Text Editor toolbar options.

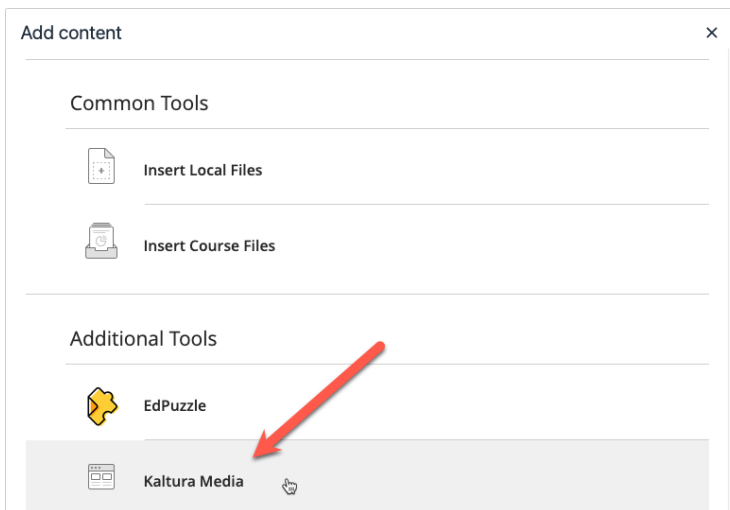
3. If you don't need to type in any text to go along with the video player, skip to step 4. If you need to type in any text to accompany the video player, do that *BEFORE* you insert the video in the Text Editor. Be sure to press the Enter/Return key on your keyboard after the end of the text, so that the blinking cursor is on its own line, separate from the lines of text.



- In the Text Editor tools, click the **Add content** icon (plus sign inside of a circle), which should be the last icon in the bottom row of tools.



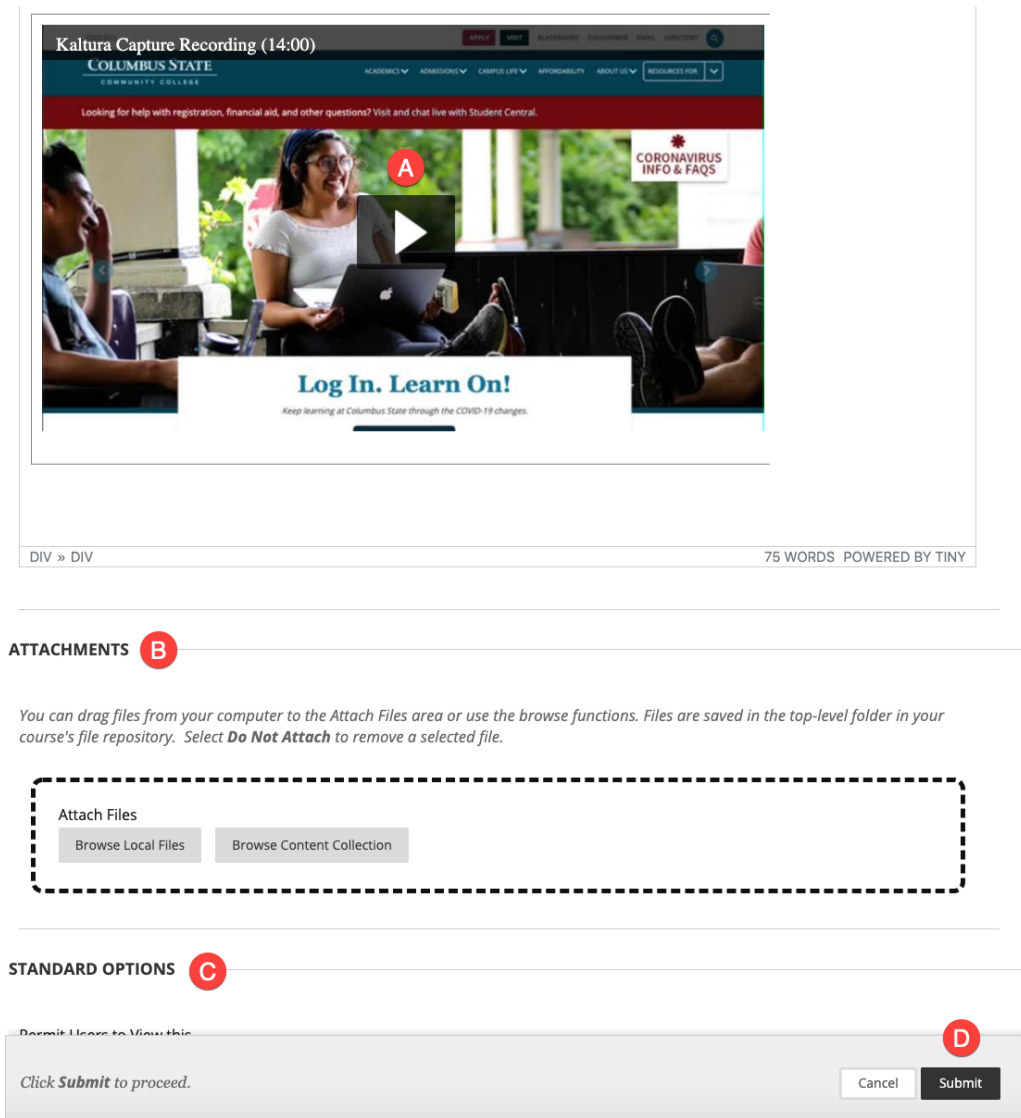
- A new “Add content” web browser window should pop up. Under Additional Tools, click **Kaltura Media**. *NOTE: Kaltura Media and My Media are the same thing.*



- A new Kaltura Media web browser window should pop up. Your videos from My Media should appear in reverse chronological order – with the most recently made/uploaded videos at the top – including their titles and creation dates. Find the video you want to embed in your course, then click the **Select** button to the far right of that video listing. You can also preview the video by clicking the Play button (triangle) on the thumbnail image to the left.



7. You should be returned to the previous webpage, and your My Media video player should be (A) displayed as a large image inside the Text Editor window. If desired, scroll down the webpage to the (B) ATTACHMENTS area or the (C) STANDARD OPTIONS area to include those extra Item features. Or, just skip all that and (D) click the **Submit** button to the lower right.



The screenshot shows a Blackboard Text Editor window. At the top, there is a header for "Kaltura Capture Recording (14:00)" and a navigation menu for Columbus State Community College. Below the header is a video player showing a woman working on a laptop. A red circle with the letter "A" is placed over the video player. Below the video player is a "Log In. Learn On!" banner. At the bottom of the video player area, there is a "DIV » DIV" label and "75 WORDS POWERED BY TINY".

ATTACHMENTS B

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files

Browse Local Files Browse Content Collection

STANDARD OPTIONS C

Permit Users to View this

Click **Submit** to proceed.

Cancel **Submit** D

8. Your video should now appear on the Blackboard content page within the Item as a large video thumbnail image. Click the Play button inside the thumbnail image to load the actual video player, then click the Play button again (one more time) to watch the video. You can use any video unlimited times in unlimited courses with course copies intact. Done!

If you have any questions or problems, please email teaching@csc.edu