How to upload/publish videos into Blackboard

NOTE: All your Kaltura Capture recordings and all your Zoom cloud recordings should automatically go into My Media. These instructions are for other video files you have on your device.

1. Make sure that your video file is ready to be uploaded. The My Media system should accept any of the following audio/video file formats:

    3GP, ARF (Webex), ASF, AVI, F4V and FLV (Flash video), MOV, M2V, M4V, MKV (Matroska), MP4, MPEG2, MPEG4, MXF, OGV (OGG), RM, QT (Apple QuickTime), and WMV (Windows Media)

    Use the highest-quality version of the video that's available, up to full HD (1920 by 1080 pixels in size, or 1080p). Also, if the video content is not your original work, be sure you have the proper copyright and intellectual property permissions from the publisher, producer, or third-party company/organization to put this video into Blackboard.
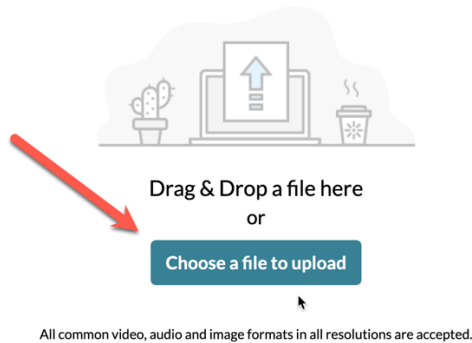
2. After logging into Blackboard, click the **Tools** link in the left navigation menu, then click the **My Media** box on the right side of the screen.

3. You should now be on the My Media page, which is where you can access CSCC's institutional video system — hosted by Kaltura — through Blackboard. If you've used Kaltura Capture to do screen recordings, or if you've created Zoom cloud recordings, you should see all those recording videos listed with thumbnail images below — in reverse chronological order, with newer videos on top. Next, (A) click the **Add New** button on the far-right side of the page, then (B) click **Media Upload** in the pop-up menu.
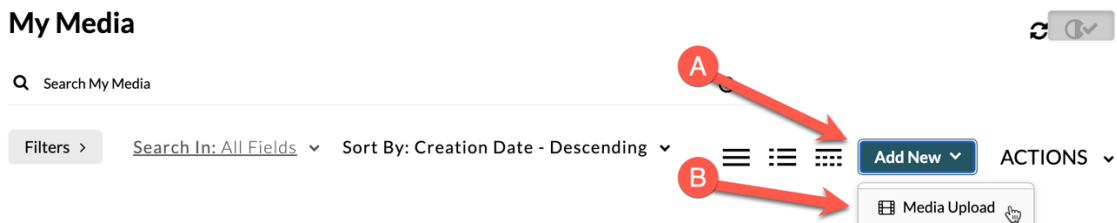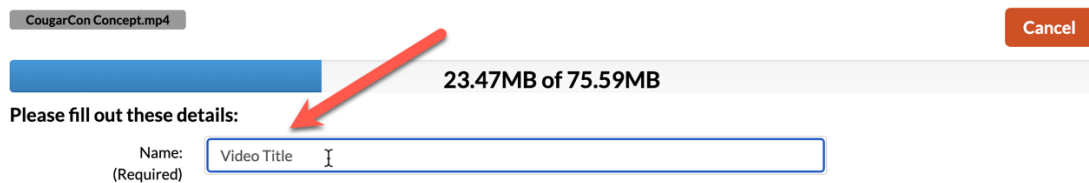
4. You should now be on the Upload Media page. Click the **Choose a file to upload** button to search for the video file on your device, and then select it from your device.


Drag & Drop a file here
or
Choose a file to upload

All common video, audio and image formats in all resolutions are accepted.

5. A progress bar should appear with the name of your video file in a small gray box on the far left. If you chose the wrong video, you can click the **Cancel** button on the far right.

As the video uploads, you can fill in the video details below. The only required field is **Name**, but you can also type in a brief optional description plus optional metadata tags.

CougarCon Concept.mp4   Cancel

23.47MB of 75.59MB

Please fill out these details:

Name: Video Title
(Required)

Wait until the video has completed uploading — when the progress bar says **Upload Completed** — before continuing. *NOTE: Please be patient, as uploading may take a long time.*

Upload Completed! Complete the required information for the uploaded media below.
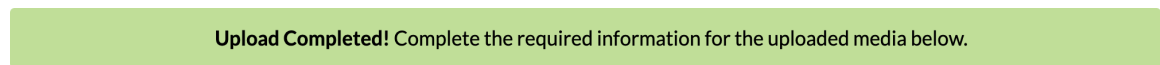
6. Once you've entered in all the information you want, click the **Save** button below.

Save   Go To Media   Go To My Media

A message should appear that says **Your changes have been saved**.

Your changes have been saved.
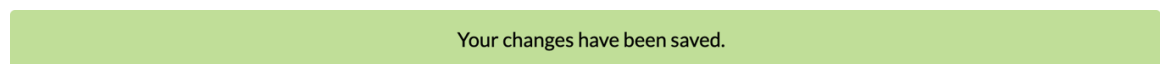
7. If you want to upload another video, scroll down the page then repeat steps 4 – 6. If you're finished uploading video content, click the **Go To My Media** text link. Done!

*To learn how to put these uploaded videos into your Blackboard course, refer to the **How to embed/insert your own videos into Blackboard** document available from DEIS.*

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