# Manual Kaltura through Blackboard

*Student manual*

*Version 1.4, March 2020 (updated screenshots, terminology and workflow)*

Applications management Blackboard  
Student and Educational Affairs (SEA)

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Log in to Blackboard
1. Go to https://blackboard.leidenuniv.nl/
2. Log in with your standard ULCN name and password

My Media

Introduction My Media
Below, all options in My Media are explained in short. How to use these options in detail is explained per option after the introduction.

1. On the My Institution page there is a link to the program ‘My Media’. Click this link.
2. In My Media there is an overview of all videos you have uploaded. If you have not used Kaltura before this overview will be empty.

3. At the top, you see the pull down menus that you can use to browse in My media. Above it is the search field.

4. On the top right hand side you will see 5 buttons. The one on the upper right is the refresh button. This updates the overview with the latest changes (if any).

5. The button “Add New.” is used to add new videos in different ways. With Media Upload you can upload video footage as a file. With Webcam recording you can record a video with a
webcam. With **YouTube** you can select a **YouTube** video to add to My Media. With **Video Quiz** you can add questions to your video.

6. On the far right you see the button **Actions**. Here two options are available: **Publish** and **Delete**. With **Publish** you can make a video available for a course. With **Delete** you can remove a video from My Media.

**NOTE**: When you remove a video from My Media it will automatically be removed from all locations you have made it available to. For instance: if you remove a video that you have used in an assignment it will no longer be available for that assignment. If that is too radical, there is a possibility to transfer ownership of the video to somebody else. Please consult the chapter on **Advanced Settings** of the Video portal manual for this.

7. On the right there are two more buttons. These you can use to change your list views for My Media. The right hand buttons only shows titles. The left hand button shows detailed information: description, image, number of likes, number of views, and numbers.

8. Once you have uploaded a video there are two options available: **Edit** and **Delete**. With **Edit** you can adjust the video settings. With **Delete** you remove the video from My Media.

**NOTE**: When you remove a video from My Media it will automatically be removed from all locations you have made it available to. For instance: if you remove a video that you have used in an assignment it will no longer be available for that assignment. If that is too radical, there is a possibility to transfer ownership of the video to somebody else. Please consult the chapter on **Advanced Settings** of the Video portal manual for this.

9. By clicking the video or the blue balloon of Comments, the video will open in a new screen. You can now see the details of the video or write a comment.
There are also some options available under Actions. More information is provided in the chapter Advanced Settings of the Video portal manual.
My Media: Add New

With this button you can add new videos in different ways. With **Media Upload** you can upload video footage as a file. With **Webcam recording** you can record a video with a webcam. With **YouTube** you can select a **YouTube** video to add to **My Media**. With **Video Quiz** you can add questions to your video.

Add New: Media Upload

Make sure you have the video you wish to upload available as a file.

1. Go to **My Media**.
2. Click **Add New**.
3. Select **Media Upload**.
4. Click in the next screen on: **Choose a file to upload**.

5. A separate window will open in which you can search for the video. Select the video and click **Open**.

Upload Media
6. Wait until the file has been uploaded completely. When the upload is successful the following message will appear.

![Upload Media]

7. Fill out the fields below the message. The name is automatically generated. You can edit the name if you wish. The fields **Name** and **Description** are required.

8. In the field **Tags** you can indicate key words that describe this video. Select faculty, language, and areas of interest.

9. 

10. Indicate at **Creative Commons** and **Rights** who owns the video copyright. 
    Creative Commons: [https://creativecommons.org/share-your-work/licensing-types-examples/](https://creativecommons.org/share-your-work/licensing-types-examples/)

11. Click Save at the bottom of the page.

![Creative Commons]

12. The green message indicates that the video is now available in **My Media**. By clicking on **Go To My Media** you will get an overview. To make the video available for a course you select **Published**.

![Published]

6
13. Select the course you wish to make the video available for. Click again on Save.

14. A message will now appear to inform you that the video is added to the Media Gallery for that course. By clicking on Go To Media you will get an overview. You can continue by clicking one of the tabs at the top of the page (for instance: My Institution).
Add New: Webcam Recording
For this you need the Flash browser plug-in.

1. Go to My Media.
2. Click Add New.
3. Select Webcam Recording.

4. A new screen will open (see below). By turning on your webcam and clicking the button Allow you can make a recording.
Add New: YouTube

First select the YouTube video you wish to add to the course environment. Make sure you have the URL available.

1. Go to My Media.
2. Click Add New.
3. Select YouTube.
4. Select the URL of the video you wish to make available.
5. Copy the URL into the text field. The URL will automatically change into a code.

6. Click Preview.

7. On the right the video will appear. Below you will see the video details.

8. The fields Name and Description are already filled out with the YouTube information. You can edit these fields if you wish. These fields are required.

9. When you scroll down the page you will see more fields. In the field Tags you can write the key words that describe this video. Select faculty, language, areas of interest.

10. Indicate in Creative Commons and Rights who owns the video copyright. In general the video copyright for a YouTube video will be available below the explanation on the website.
Creative Commons: [https://creativecommons.org/share-your-work/licensing-types-examples/](https://creativecommons.org/share-your-work/licensing-types-examples/)

11. Click **Save**.

12. The “green” message indicates that the video is now available in My Media. By clicking on Go To My Media you will get an overview. To make the video available for a course you click on Published.
13. Select the course you wish to make the video available for. Click again on Save.

14. A message will now appear which will indicate that you have added the video to the course’s Media Gallery.

15. You can continue by clicking on Go To Media. You will enter an overview of your video.

**Add New: Video Quiz**

With an interactive video quiz (IVQ) it is possible to let the viewer answer some questions while playing the video. First choose and watch the video to whom you want to add your questions. Consider which questions (and answers) you want to add to the video. Make sure you also have feedback or a tip available to adjust to the question.

1. First upload the video of your choice (see chapter My Media: add new).
2. Go to My Media.
3. Click Add New.
4. Click Video Quiz.
5. Click the Select button next to the video you want to use to make your quiz.
6. Fill in the (required) fields and/or adjust the settings to your preferences.

7. To add questions to your video, click on the timeline (1) at the bottom of the screen and press the Add a Question button (2) on the video to add a question at this time index.
**My Media: Actions**
To use Actions you first have to select the correct video(s). You do this by ticking the checkbox on the left of the video.

**Actions: Publish**
With this option you make the video available in (one of) your courses

1. Go to **My Media** and select the video.
2. Click **Actions**.
3. Select **Publish**.
4. Click **Publish**.
5. You might get a message stating you need to complete all the required fields. In this case press Edit and make sure these are all entered correctly.
6. You can now see your courses. Select the course in which you want to make the video available.
7. Click **Save**. At the top of the page you will see a message that the video is now available for the selected course.
8. Below you can also see that the video is published and for which course. Click **Back** to return to **My Media**.
**Actions: Delete**

**NOTE:** When you remove a video from **My Media** it will automatically be removed from all locations you have made it available to. For instance: if you remove a video that you have used with an assignment it will no longer be available for that assignment. If that is too radical, there is a possibility to transfer ownership of the video to somebody else. Please consult the chapter **Advanced Settings** of the Video portal manual for this.

1. Go to **My Media**.
2. Click **Actions**.
3. Select **Delete**.

4. When you select the **Delete** option you always will get the question if you are sure about the removal. Click **Delete** again to remove the video. Click **Cancel** if you change your mind.

5. If you get a “You are not allowed to delete this media” message, your video might still be published somewhere.
**My Media: Edit**

On the right of each video you will find the Edit button. With this you can view and adjust the video’s default settings. For a detailed explanation of this option you can consult the chapter **Advanced Settings** of the Video portal manual. After you have made your changes click **Save** and then **Go To Media** to return to the main window.

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**My Media: Delete**

**NOTE:** When you remove a video from My Media it will automatically be removed from all locations you have made it available to. For instance: if you remove a video that you have used with an assignment it will no longer be available for that assignment. If that is too radical, there is a possibility to transfer ownership of the video to somebody else. Please consult the chapter **Advanced Settings** of the Video portal manual for this.

At the right of each video you will find the **Delete** button. With this you delete the videos one by one. If you wish to remove more than one video at a time you can best use **Actions | Delete**.

When you select the **Delete** option you always will get the question if you are sure about the removal. Click **Delete** again to remove the video. If you are not sure you can click **Cancel**.
Kaltura within a Blackboard course

1. Go to the Courses tab at the top of the page.

2. Here you will see an overview of the courses for which you are registered. Click the course you wish to review.

Responding to a Discussion board with a video or comment

1. Click on the button Discussions in the menu on the left.

2. Click on the title of the forum.

3. Click Create Thread.

4. Fill out the fields Subject and Message.

5. To make the toolbar appear you can click on the double chevron on the left hand side (Show More).
6. In the toolbar there is a button **Mashups**. Click this and select **Kaltura Media**.

7. A new window will open. If you wish to select a video from the options that are available to you now go to step 13. If you wish to create a new file you go to step 8.

8. Click **Add New** in the top right hand side. Here you can select what you wish to upload. Select **Media Upload** to upload an existing file and follow the steps below. To use the options Webcam Recording and YouTube you can consult the chapter My Media in this manual.
9. A new window will open. Click **Choose a file to upload**.

10. Select the video you wish to upload and click **Open**.

11. Wait until the file has been uploaded completely. When the upload is successful the following message will appear:

12. Fill out the fields below the message. The name is automatically generated. You can edit the name if you wish. The fields **Name** and **Description** are required information.
13. In the field **Tags** you can indicate key words that describe this video.

14. Fill out the faculty, language, and areas of interest.

15. Indicate at Creative Commons and Rights who owns the video copyright.
   Creative Commons: [https://creativecommons.org/share-your-work/licensing-types-examples/](https://creativecommons.org/share-your-work/licensing-types-examples/)

16. Click **Save**.

17. Click on `</>Save and Embed` at the top of the upload page.

18. You will now see the video in the Description field. Click the **Submit** button on the right.

   A new thread is now available in the overview with the video embedded. By clicking this thread and then selecting Reply, a respond video can be placed using the same process.
Media Gallery
With the menu on the left you can go to Media Gallery.

Views
On the left there are three buttons. With these you can determine how you want to view the videos on your screen. The different views are displayed below. By clicking the plus signs next to or below the videos you can see more information about the videos.

Placing comments and likes in Media Gallery
Below each video tile there are three icons. The heart indicates the number of likes, the eye the number of views and the text balloon the number of comments.

By clicking on the blue text balloon comment icon you open the video in a new screen and view it. In this window you can add a like or a comment yourself. The like button is in the left bottom corner below the video. On the bottom right you can return to the Media Gallery. At the bottom you can read other people’s comments and add responses yourself.
Add Media
You can add videos to the Media Gallery through Add Media. If you click Add Media klikt, a new screen will be opened:

You can see all videos which are in My Media on the left side. These are videos which are available to you to directly publish in the course. The checkmarks on the left indicate whether the video is already available in the Media Gallery of this course. If there is no checkmark yet, you can add the video to the Media Gallery like this:

1. Check the video.
2. Click Publish at the right top.
3. You will now automatically go to the Media Gallery. You will now be able to see the video which you have just added.

You may be able to see ‘Shared Repository’ at the left top. These are videos which have been shared with you through Kaltura. You can also publish these videos in the Media Gallery, in the same way as explained above.

You can also publish a video in the Media Gallery which is not available in My Media yet. To do this, you go to Add New at the right top.

You can now choose what you want to upload. Choose “Media Upload” to upload an existing file. Choose Webcam Recording to record a new video with your webcam. Choose YouTube to select a video from YouTube for publishing. Please refer to My Media in this manual for more information.

With Media Upload you can upload video footage as a file. With Webcam recording you can record a video with a webcam. With You tube you can select a You Tube video to add to My Media. Here you can select what you wish to upload. Select “Media Upload” to upload an existing video file. With Webcam Recording you can record an item with your webcam. With YouTube you can publish a YouTube video. For further explanation how to do this go to the My Media section in this manual.
Error messages

This message can appear while uploading a video. It indicates that the selected video does not have the correct file form.

1. Make a copy of the video and save it to your PC. Try to upload this copy.
2. Convert the video to a different video file format.