

bumc.bu.edu/bumc-emc

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Uploading Recordings from Zoom to Blackboard via Kaltura

Accessing Your Zoom Recording

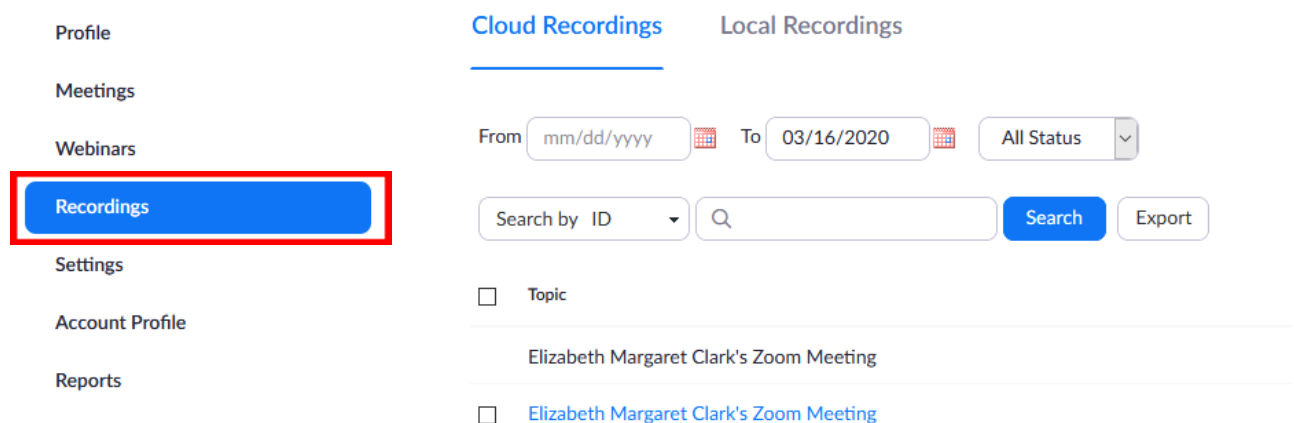
Once you've completed your Zoom recording, you need to get the file into Kaltura to be able to share to Blackboard.

If you saved the recording to the Cloud:

Login to bostonu.zoom.us with your Kerberos to access your account

Once logged in, navigate to the **Recordings** tab on the left-hand side of the screen

 Online Meetings IS&T: (617) 353-HELP Zoom: (888) 799-9666



Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Cloud Recordings Local Recordings

From mm/dd/yyyy To 03/16/2020 All Status

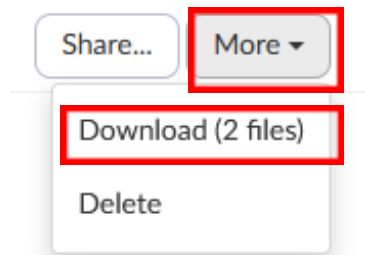
Search by ID Search Export

☐ Topic

Elizabeth Margaret Clark's Zoom Meeting

☐ Elizabeth Margaret Clark's Zoom Meeting

Next to your recording, click on “**More...**” and then “**Download**”. This will download the recording file locally to your computer.



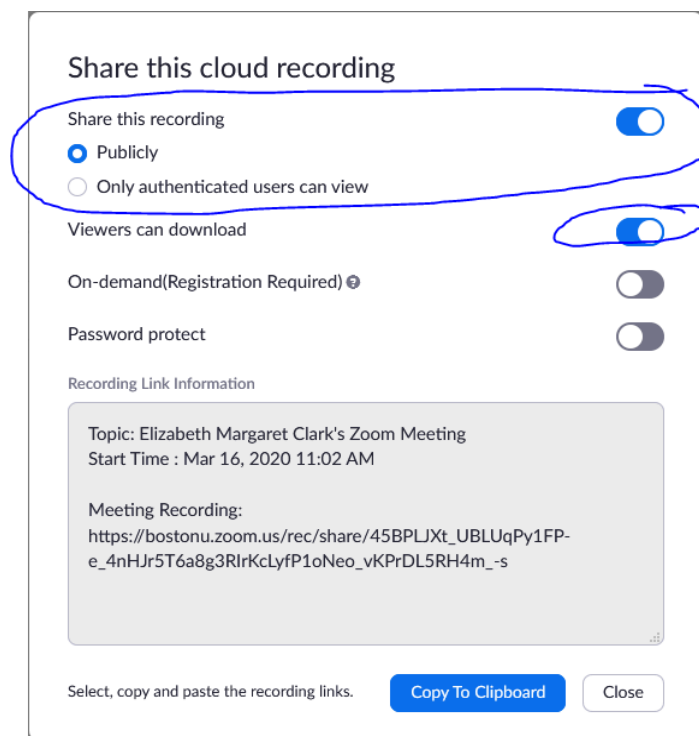
The file you wish to keep ends in **.mp4**.

What if you need to have someone else upload the file for you?

Click on “**Share...**” instead of “More...”



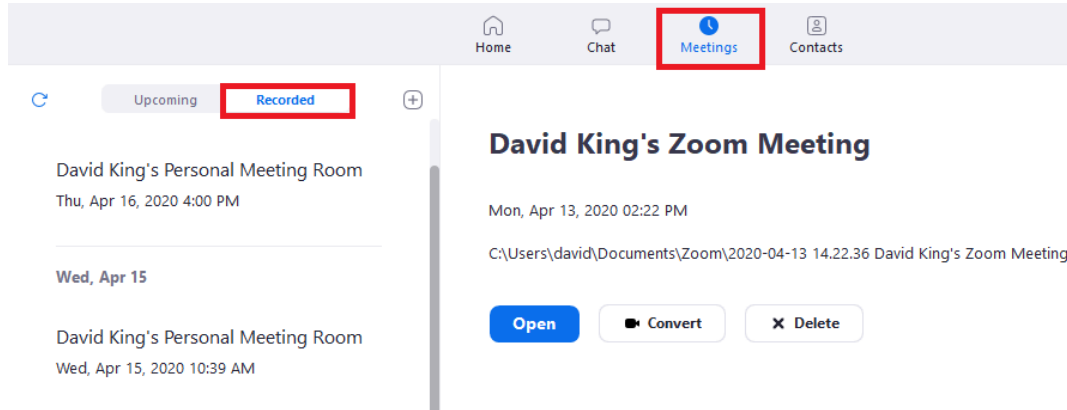
On the Sharing window that opens, select **Publicly** and that **Viewers can download**. That will allow the person who is managing the Blackboard site to download the recording so that they have it locally to upload to Kaltura.



If you saved the recording locally:

Navigate to your designated Zoom recordings folder.

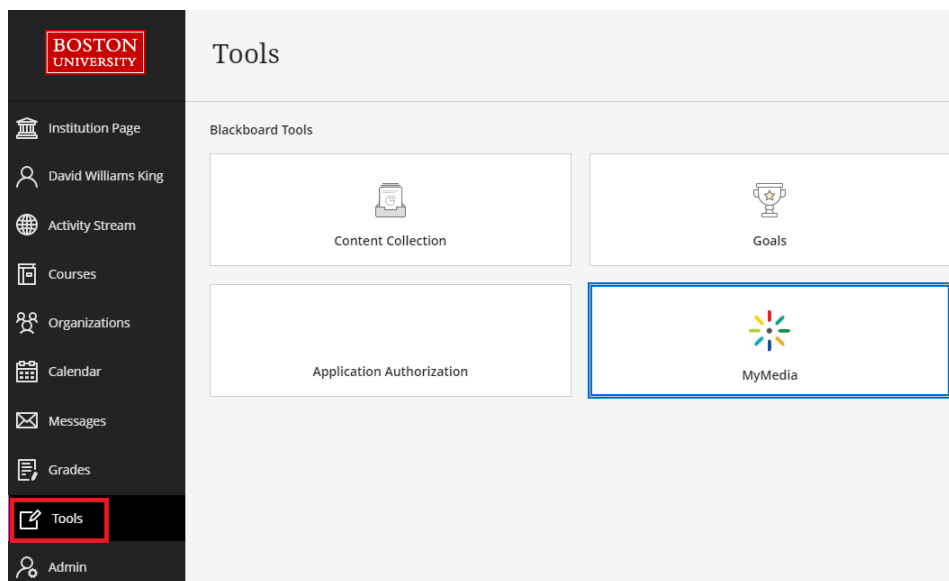
This folder can be found by logging into the Zoom application, clicking **Meetings**, then **Recordings**. Click the desired meeting, then click **Convert** if that appears. Otherwise, click **Open**. This will take you to the folder where Zoom recordings are saved. The file you want to upload is called “zoom_0” – a .mp4 file.



By default, Zoom recordings are stored in **Documents->Zoom**.

Uploading to Kaltura

Login to Blackboard (learn.bu.edu) and on the Homepage, click **Tools**.



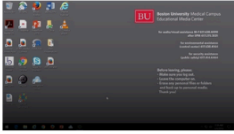


Click on **MyMedia**, which will then bring you to a list of your videos on Kaltura (if you've never used Kaltura then the list will be empty).

My Media

Search My Media




Filters > Search In: All Fields > Sort By: Creation Date - Descending > Add New > ACTIONS >

□

□  [PA Program - 4/6/18 - 8AM-11AM](#)  

Private

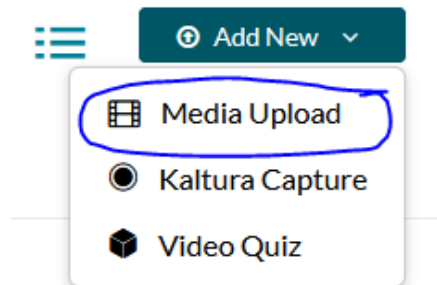
Owner • on April 6th, 2018 0

□  [Children at Play](#)  

Published


Owner • on February 8th, 2018 0

To upload your recording, click on **“Add New”** and then **“Media Upload”**

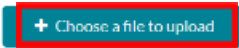


This will bring you to the **Media Upload** page. Click on **“+Choose a file to upload”** and then navigate to your recording file. It should be a **.mp4** file. Click on it and then click **“Open”** to upload it.

Upload Media



Drag & Drop a file here
or

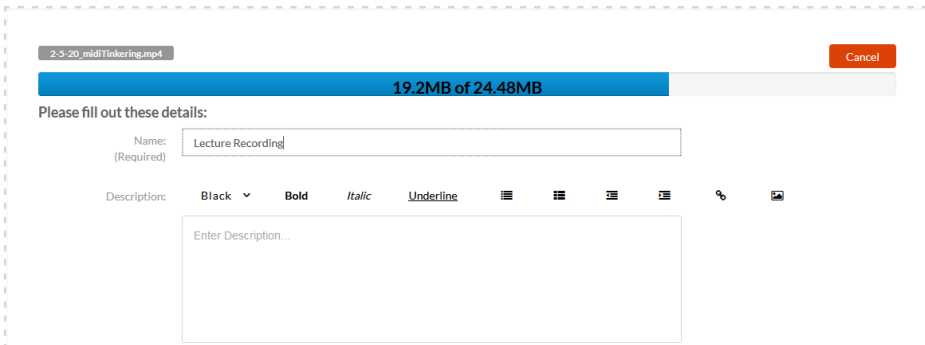
 Choose a file to upload

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

[Back](#)

This will bring you to the next **Upload Media** page. A progress bar will show you how far along your upload is. You'll also be able to name your recording.

Upload Media



2-5-20_midTinkering.mp4 Cancel

19.2MB of 24.48MB

Please fill out these details:

Name: (Required)

Description:

Black Bold *Italic* Underline

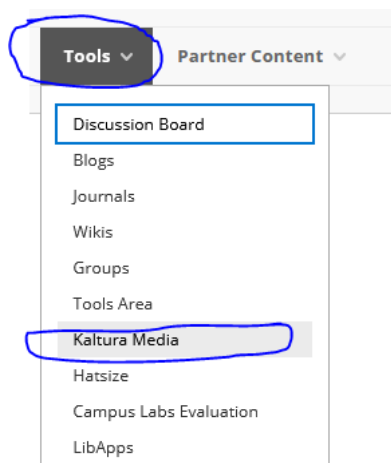
When the video has finished uploading, click **“Save”** at the bottom to save your video.

- ☒ **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

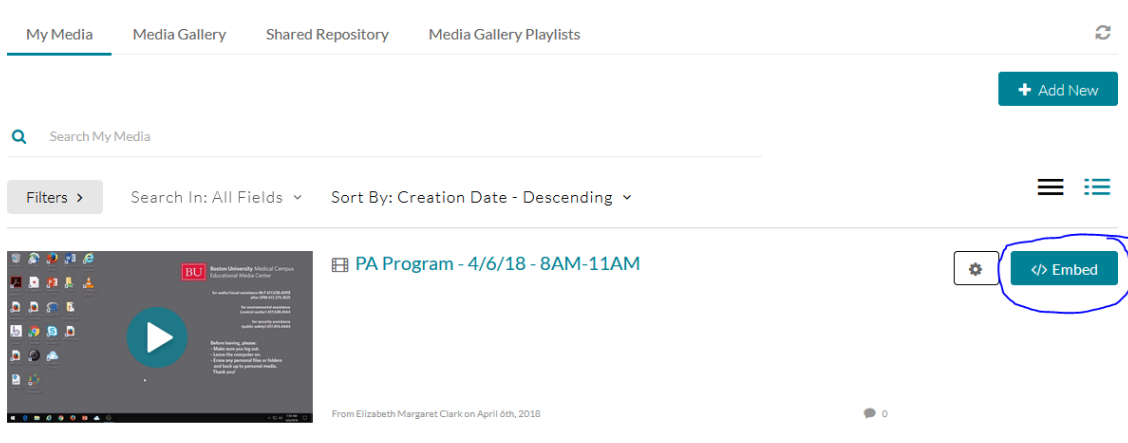
Save [Go To Media](#) [Go To My Media](#)

Post to Blackboard

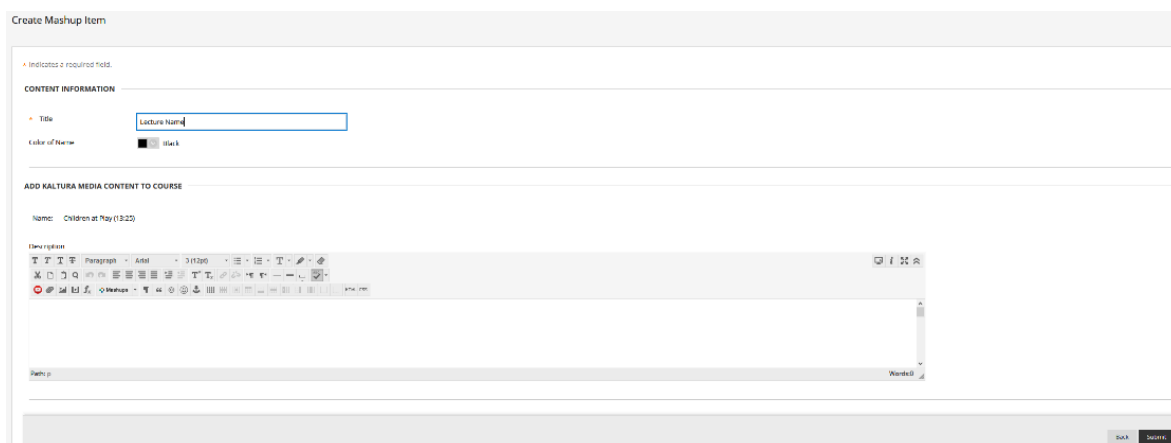
Navigate to the location on your Blackboard course where you would like the video to be posted. Then click on **Tools – Kaltura Media**.



This brings you to your My Media list. Locate your video and then click “Embed”.



Next, you’ll be brought to the usual Blackboard item creation screen. Name the video as it will appear to students on Blackboard and insert a description if needed. When you’re done, click “Submit”.



Your video should then appear on your Blackboard page as an embedded video.

