

# Uploading a Video to Kaltura

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For videos saved on your computer, you can upload through Kaltura My Media in Blackboard or MediaSpace. All common video, audio and image formats are accepted.

You can upload to Kaltura in four main ways:

- In the global menu on the left hand side of Blackboard, choose Tools, then select UAA Kaltura - My Media. Click the Add New button and choose Media Upload from the dropdown menu.
- In your Blackboard course content area, click Build Content, then select UAA Kaltura - Browse, Search & Embed. Click the Add New button and choose Media Upload from the dropdown menu.
- In a content item with a text editor in Blackboard, click the plus sign on the expanded toolbar to Add Content, then select UAA Kaltura - Browse, Search & Embed. Click the Add New button and choose Media Upload from the dropdown menu.
- Outside of Blackboard in Mediaspace (<https://mediaspace.uaa.alaska.edu/>), Click the Add New button and choose Media Upload from the dropdown menu.

When you open Media Upload from any of these locations, it will open a new screen that says Upload Media. You can drag and drop a file from your computer into the dashed box, or select the Choose a file to upload button, and navigate to where your video file is located on your computer.

As it uploads you can fill in the name and description, then give the file “tags” to assist in locating this later. It’s recommended to tag your videos with UAA, your department/course number, and your name or username. When you’re done, select Save.

**Need help? Talk to an Instructional Designer!**

Email [uaa\\_design@alaska.edu](mailto:uaa_design@alaska.edu) or [book an appointment](#).

# Uploading a Video to Kaltura (Ultra)

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For videos saved on your computer, you can upload through Kaltura My Media in Blackboard or MediaSpace. All common video, audio and image formats are accepted.

You can upload to Kaltura in Ultra in four main ways:

- In the global menu on the left hand side of Blackboard, choose Tools, then select UAA Kaltura - My Media. Click the Add New button and choose Media Upload from the dropdown menu.
- In your Ultra course content area, click the plus sign to add content, select Content Market, then select UAA Kaltura - Browse, Search & Embed. Click the Add New button and choose Media Upload from the dropdown menu.
- In a content editor in Ultra, click the plus sign to Insert Content, then select Content Market, and choose UAA Kaltura - Browse, Search & Embed. Click the Add New button and choose Media Upload from the dropdown menu.
- Outside of Blackboard in Mediaspace (<https://mediaspace.uaa.alaska.edu/>), Click the Add New button and choose Media Upload from the dropdown menu.

When you open Media Upload from any of these locations, it will open a new screen that says Upload Media. You can drag and drop a file from your computer into the dashed box, or select the Choose a file to upload button, and navigate to where your video file is located on your computer.

As it uploads you can fill in the name and description, then give the file “tags” to assist in locating this later. It's recommended to tag your videos with UAA, your department/course number, and your name or username. When you're done, select Save.

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