

Kaltura is a cloud-based video hosting solution that is accessed through Blackboard. You can create new videos and upload existing videos into Blackboard. *For third-party material it is your responsibility to confirm with the library that you are not violating copyright.*

- I. [Create Recording on your PC/Mac \(\*\*Kaltura Capture\*\*\)](#)
- II. [Submit Video Assignment in Blackboard](#)
- III. [Upload a Kaltura Video to YouTube](#)

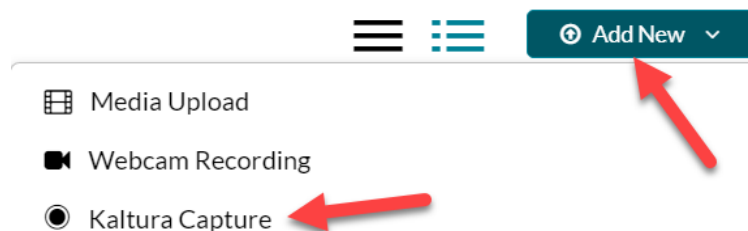
## I. Create Recording on your PC/Mac (Kaltura Capture)

Kaltura provides capture software that allows you to create a presentation recording your screen, audio, and webcam. To download **Kaltura Capture**:

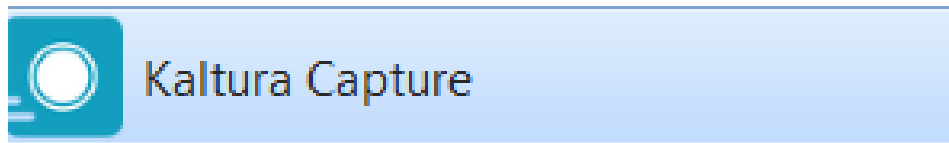
1. In Blackboard on the **My Institution** page (*not* inside your course), select **My Media**:



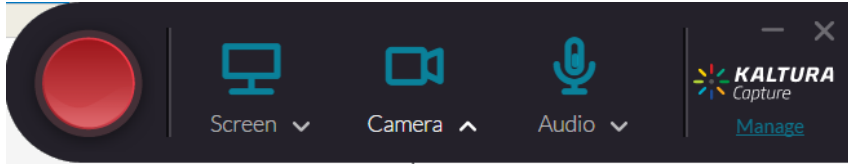
2. Click the **Add New** button, select **Kaltura Capture**, download and install:



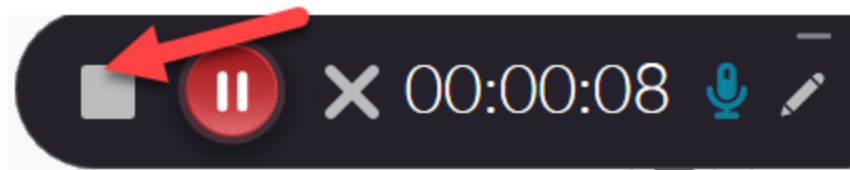
3. Open from your Programs menu (Windows) or Applications folder (Mac):



4. Select what you would like to be recorded (Screen, Camera, Audio). Click on the Camera and Audio icons to verify that your desired Webcam and Microphone is selected and properly being picked up.



5. Click the big **red** button to start recording.  
Tip: It's a good idea to first make and watch a short 20 second recording to verify that everything is working properly before you invest the time in making a longer recording.
6. Use the Kaltura toolbar to pause or stop the recording:



7. After playing back your recording to make sure it's alright, name it and click **Save and Upload** to upload it to Kaltura.

Further documentation on using Kaltura Capture can be found here:  
<https://knowledge.kaltura.com/kaltura-personal-capture>

## II. Submit Video Assignment in Blackboard

1. Log into Blackboard and navigate to the Assignment.
2. Select the **Write Submission** button:

## Upload Assignment: Video Assignment

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**ASSIGNMENT INFORMATION**

Points Possible  
**100**

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**ASSIGNMENT SUBMISSION**

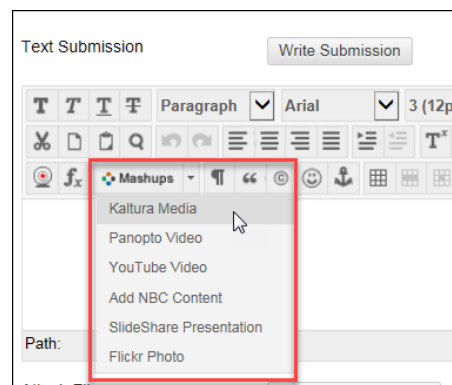
Text Submission

Attach File

[Write Submission](#)

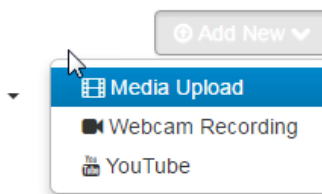
[Browse My Computer](#)

3. Select **Mashups** in the toolbar, then select **Kaltura Media**:

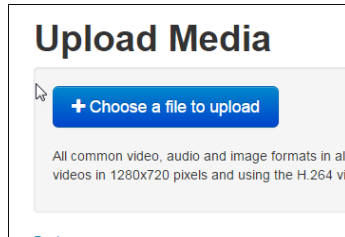


Note: If you do not see Mashups in the toolbar, expand the toolbar: 

4. Click the **Add New** button, then select **Media Upload**:



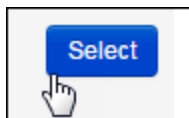
5. Use the **Choose a file to upload** button and select the video you want to add:



6. Wait until the Media is 100% uploaded. Complete the details. Click **Save**, then **Back to Browse and Embed**:

A screenshot of the "Upload Media" form. At the top, it says "Wildlife.wmv" and shows a green progress bar at "100% of 25.03Mb". Below this is a green banner that says "Upload Completed! Complete the required information for the uploaded media below." The form includes a text field for "Name: (Required)" with the value "Wildlife for tutorial". Below that is a "Description:" section with a rich text editor toolbar (Black, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Image) and a text area with the placeholder "Enter Description...". There is also a "Tags:" text field. At the bottom, there is a link "Click to add required metadata for shared repository". Two numbered circles are present: circle 1 points to the "Save" button, and circle 2 points to the "Back to Browse and Embed" link.

7. Your uploaded video will appear. Click **Select** next to the video and **Submit**:



### III. Upload a Kaltura Video to YouTube

You can find the mp4 file on your computer and upload that file to YouTube. Follow these instructions: <https://kb.wisc.edu/kaltura/page.php?id=75598>