

TUTORIAL

POSTING A YOUTUBE VIDEO USING
KALTURA

Follow these instructions in order to post a YouTube video using Kaltura.

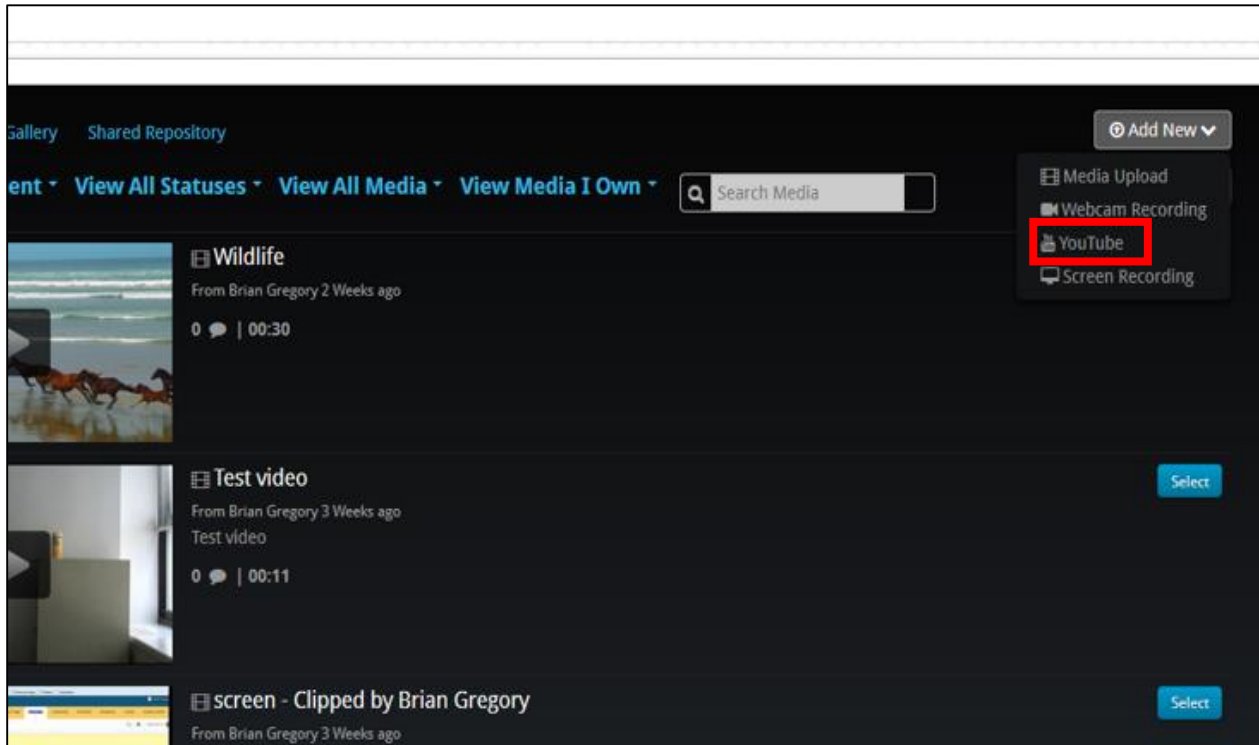
1. Open a browser (e.g., Firefox, Internet Explorer) to <https://blackboard.pace.edu/> and click on **My Media** from your **My Resource Page** (note: it may be on the bottom right-hand side of the page).

The screenshot displays the Blackboard My Resource Page interface. At the top, there is a yellow banner with the text "Add Module". Below this, the page is organized into several sections:

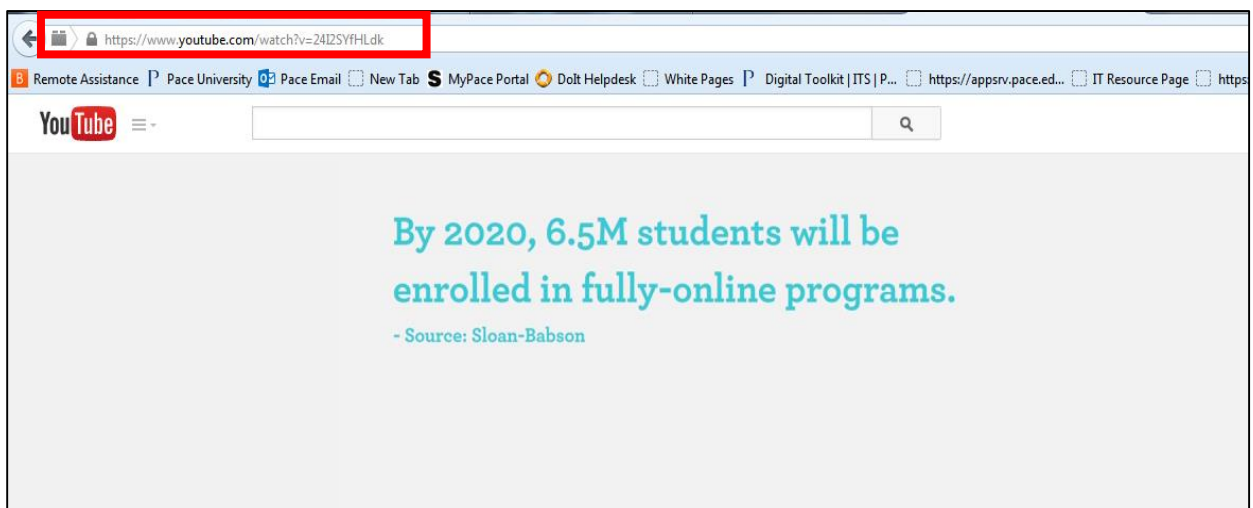
- Tools:** Includes links for My Grades, Send Email, User Directory, Address Book, Goals, and Course Materials.
- Services:** Lists various support services such as Information Technology Services, CTLT Faculty Resources, Pace University Information Technology Services, ITS Helpdesk, Schedule Explorer, Academic Calendar, Respondus Lockdown Browser, and Counseling Center.
- My Announcements:** Shows a message: "No Institution Announcements have been posted in the last 7 days." Below this, there are lists of announcements for "Academic Technology" and "JBlackwellTest".
- My Media:** A section with a blue header and a white box containing the link "My Media", which is highlighted with a red rectangular border.
- My Courses:** A vertical sidebar on the right side of the page listing various courses and announcements.

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2. Click **Add New** and click **YouTube**.



3. Navigate to the YouTube Clip you would like to use and copy the URL.



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- Paste this URL into the box provided and select "Preview" (*note: Kaltura will cut off everything except the ending unique video identifier of the URL you pasted*).
- You will see that the **name** and **description** of the video that were used in YouTube have been placed here for your convenience. You can edit these accordingly. Click **Save**.

Please fill out these details:

Name: (Required) 3 Steps to Getting Started with ePortfolio

Description: Black Bold Italic Underline [List Icons] [Link Icon] [Image Icon]

This playlist demonstrates the basics of using ePortfolio. If you need further help, please contact the Pace University Office of Academic Technology at acadtech@pace.edu.

Tags:

Complete all the required fields and save the entry before you can select to publish it to Media Galleries. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

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

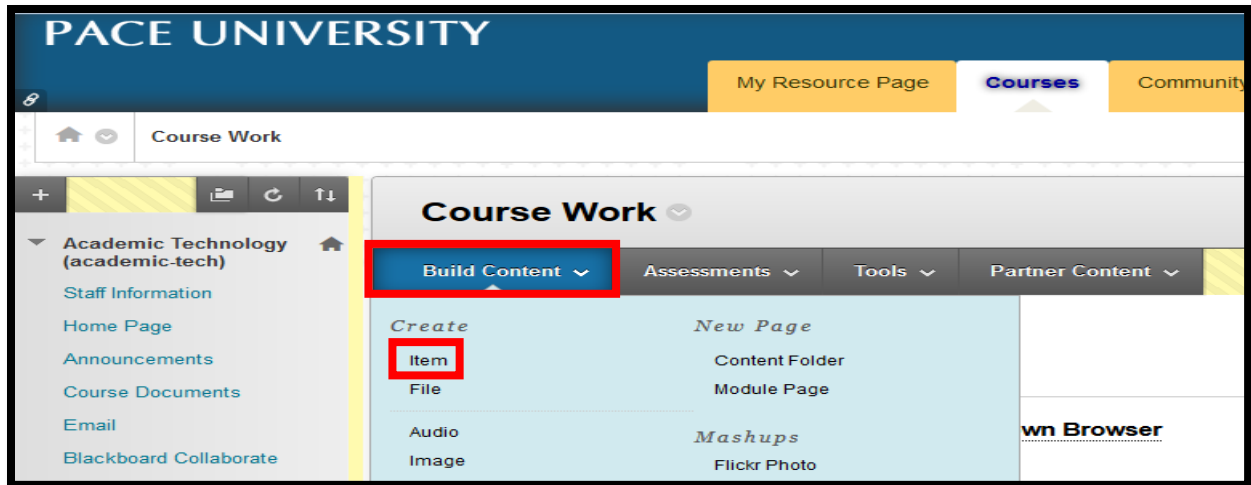
Save

- Next click on the Courses tab at the top of the Blackboard window and navigate to your course.

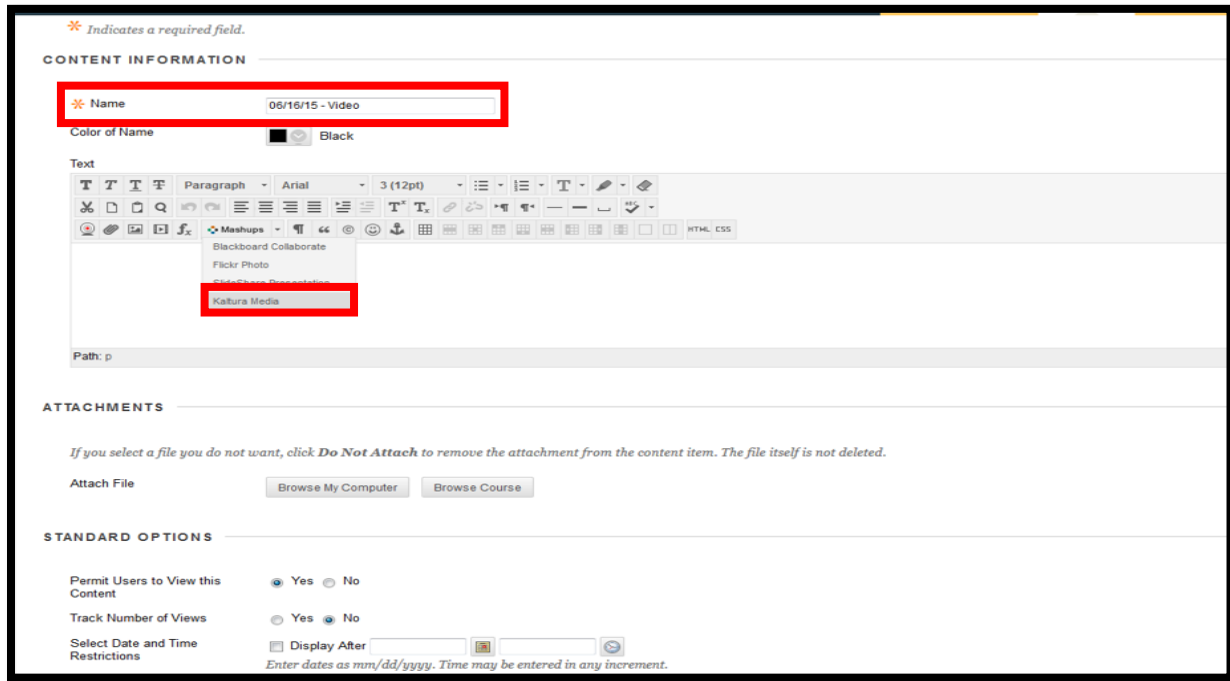


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- Choose a content area where you would like to upload the YouTube video (Announcements, Course Documents, Course Work, etc). Click **Build Content** and **Item**.

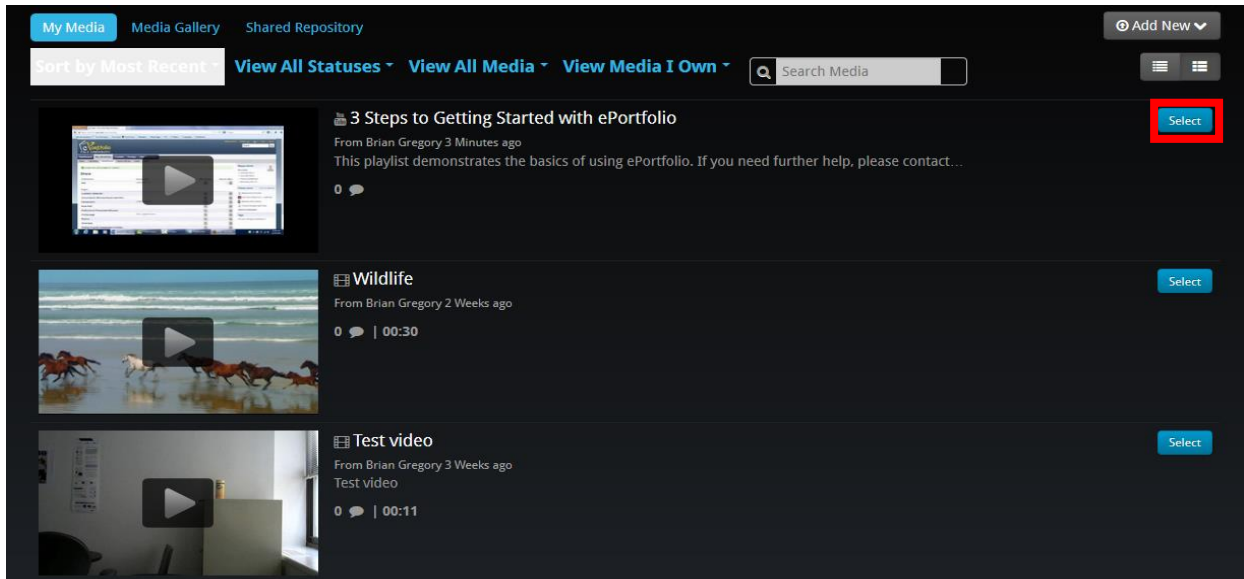


- Name the item and provide a description (as desired) and select **Mashups > Kaltura Media**.

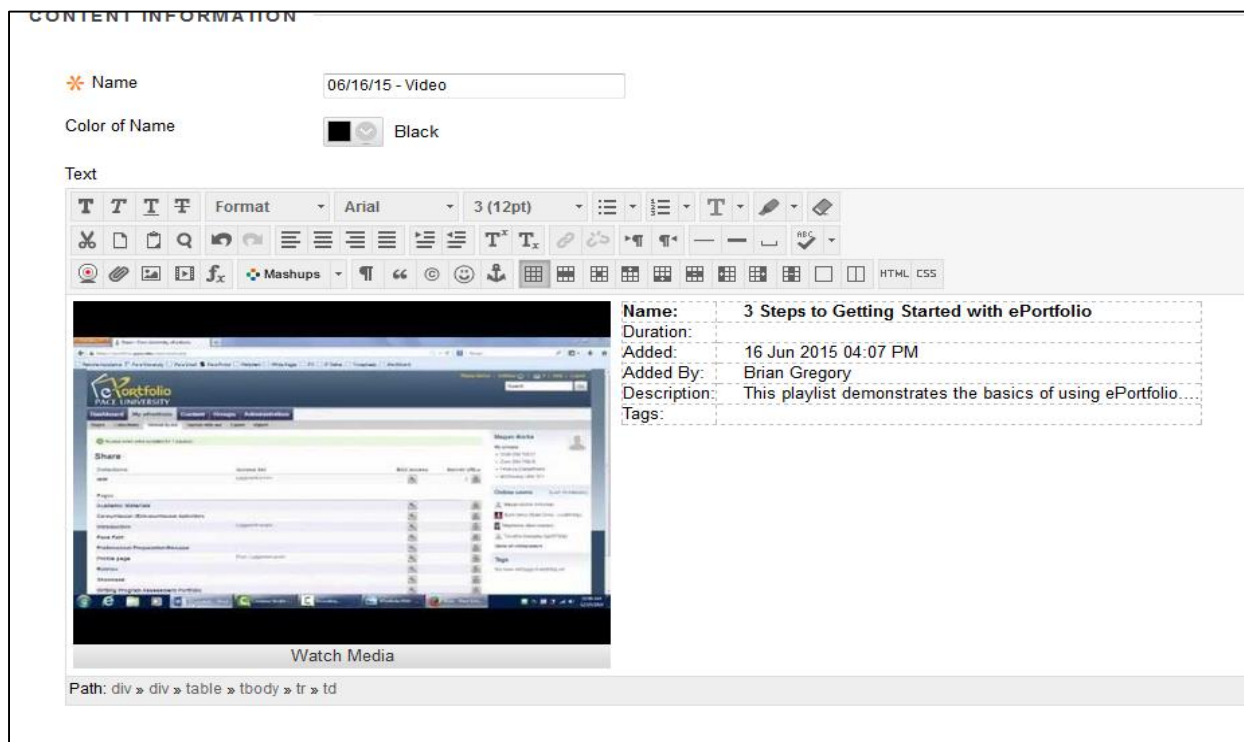


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- Click **Select** next to the YouTube video that you inserted.

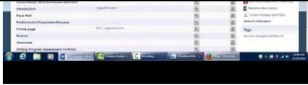


- Edit any of the metadata for the video in the table that you would like (as shown below).



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11. Scroll down and click **Submit**.



Path: div > div > table > tbody > tr > td Words: 31

ATTACHMENTS

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

STANDARD OPTIONS

Permit Users to View this Content Yes No
 Track Number of Views Yes No
 Select Date and Time Restrictions

Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed. Click **Cancel** to go back.