

#### 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 <u>https://blackboard.pace.edu/</u> and click on **My Media** from your **My Resource Page** (*note: it may be on the bottom right-hand side of the page*).

Tools	My Announcements	T My C
My Grades	No Institution Announcements have been posted in the last $\gamma$ days.	Course
Send Email	Academic Technology	Acade
User Directory	> Youtube 2	Announ
Address Book	Youtube Test     Youtube Test	> Test
Goals	<ul> <li>The thing about this thing</li> </ul>	Yout Yout
Course Materials	JBlackwellTest	> The
	> new video	Critica
	more announcements→	Library
· Services		Courses
Information Technology Services - Academic Technology Blackboard Support and Assistance	My Media	JBlack
CTLT Faculty Resources	My Media	> new
Pace University Information Technology Services		Courses
ITS Helpdesk		Busine
Schedule Explorer		Crrclm
Academic Calendar		Financ
Respondus Lockdown Browser		Forens
Counseling Center		Manag



### TUTORIAL

2. Click Add New and click YouTube.

Int * View All Statuses * View All Media * View Media I Own *	a repository	⊕ Add New ✔
Image: Second secon	All Statuse	I Media Upload ■ Webcam Recording I YouTube I Screen Recording
0 🗩   00:11	From E	Select
	0 9	

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





- 4. 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*).
- 5. 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**.

		76S
Please fill out these de	stails:	
Name: (Required)	3 Steps to Getting Started with ePortfolio	
Description:	Black Bold Italic Underline 🗮 🏣 😇 🖼	
	This playlist demonstrates the basics of using <u>ePortfolio</u> . 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.	×
	<ul> <li>Private - Media page will be visible to the content owner only.</li> <li>Published - Media page will be visible to individuals according to entitlements on published destinations</li> </ul>	
	Save	

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





### TUTORIAL

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

PACE UNIVE	RSITY						
8		My Res	ource Page	Courses	Community		
n 🔿 Course Work							
+ C tu	Course Wo	rk 🗢					
(academic-tech)	Build Content 🗸	Assessments 🗸	ments 🗸 🛛 Tools 🗸		ntent 🗸		
Home Page	Create	New Page					
Announcements	Item Content Folder						
Course Documents	File	Module Pag	le				
Email	Audio	Mashups		wn Bro	owser		
Blackboard Collaborate	Image	Flickr Photo	1				

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

* Indicates a required j	field.	
	OE/16/15 - Video	
Taut	Black	
$T T T T F Parag \mathcal{L} \Box \Omega = 0 0 (0 \ 0 \ 0 0)$	raph     - Arial     - 3 (12pt)     - Ξ - Ξ - Ξ - Φ - Φ       ε     Ξ = Ξ = Ξ = Ξ = T <sup>*</sup> T <sub>*</sub> P = P = P = Φ - Φ     - Φ - Φ       • Mashups     - ¶     4 @ @ Φ     Ξ Ξ Ξ Ξ Ξ = Ξ     - Φ = Φ	
	Ilclar Photo Marchano Descantation Catura Media	
Path: p		
If you select a file you do	o not want, click <b>Do Not Attach</b> to remove the attachment from the content item. The file itself is not deleted.           Browse My Computer         Browse Course	
ANDARD OPTIONS		
Permit Users to View this Content	s 🐵 Yes 💿 No	
Track Number of Views	💿 Yes 💿 No	
Select Date and Time Restrictions	Display After     Image: Solution of the second secon	

help.pace.edu Last Updated: May 19, 2017



### TUTORIAL

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

My Media Media Gallery Shared Rep	ository	⊕ Add New ∨
Sort by Most Recent * View All St	tatuses * View All Media * View Media I Own * Q Search Media	
	<ul> <li>3 Steps to Getting Started with ePortfolio</li> <li>From Brian Gregory 3 Minutes ago</li> <li>This playlist demonstrates the basics of using ePortfolio. If you need further help, please contact</li> <li>P</li> </ul>	Select
	El Wildlife From Brian Gregory 2 Weeks ago 0 ●   00:30	Select
	Test video From Brian Gregory 3 Weeks ago Test video 0	Select

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

		06/16/15 -	Video													
Color of Name		в	lack													
Text																
TTTFF	ormat	- Arial	- 3	(12pt)	- 33	= -	± -	Т	- 🖉	- 🖉	>					
% D D Q #		EEE	⊧≡ ≝	$\mathbf{T}^{x} \mathbf{T}_{x}$	8 20	≻qŢ	۹			HBC .	÷					
	- Mashups	- ¶ 66	© 3	\$ 1							] [					
						Nan	ne:	- 1	3 Ste	eps to	Ge	etting Starte	d with	ePort	folio	
						Dura	ation:	1								
+ +			1.00.00			Add	led:	1	16 J	in 201	5 04	4:07 PM				
- Berteinsteine F. Austreauty - Percinet & Seath	or moter manage 71	Flore Tracket Pattor	4		Statistics in the	Add	led B	V: 1	Briar	Greg	ory					
Contfolio				test	100	Des	cripti	on:	This	playlis	st de	emonstrates	the ba	sics of	using eF	ortfolio.
Forthered Services Content (100	ages ( Advertund advert					Tag	S:	- T-							<b></b>	
There cannot send that there are not	tame dans			Magar Balla			*****									
Share				-	-											
Designations	designed that		and an other	<ul> <li>Constitution</li> <li>Constitution</li> </ul>												
	Contraction of the local division of the loc		N 18	Contractor man												
Property and property of the local data				Challeng Laboratory	Las annual and											
Envertices Sciencements interiors			5 8	11 to 1 million												
and the second s	Lawrence .		8 8		-											
Publication Programmer Balling			5 8													
contra page	Per la generation		5 8	Tops												
The second se			A 8	We have not page 1 of												
STREET TO AND ADDRESS TO THE OWNER	-		5	-												
		Carlos and	2 Centerin		T AT Groups											
	Mat	tch Media														



#### TUTORIAL

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

An and a set of a set	Vatch Media	
Path: div » div » table » tbody »	r »1d	Words:31 //
ATTACHMENTS		
If you select a file you do not	want, click <b>Do Not Attach</b> to remove the attachment from the content item. The file itself is not deleted.	
Attach File	Browse My Computer Browse Course	
STANDARD OPTIONS Permit Users to View this Content	⊛ Yes ⊙ No	
Track Number of Views	⊘ Yes ⊛ No	
Select Date and Time Restrictions	Display After  Display After  Enter dates as mm/dd/yyyy. Time may be entered in any increment.  Display Unti  Enter dates as mm/dd/yyyy. Time may be entered in any increment.	
Click <b>Submit</b> to proceed. Cl	ick Cancel to go back.	Cancel Submit