KALTURA - VIDEO RECORDING IN BLACKBOARD

Kaltura is the video repository for the University of Cincinnati. When adding a video to a Blackboard course, Kaltura will be the tool used to create and store the video. By default, when creating a video it will be only viewable by the creator and is FERPA, HIPPA, and TEACH Act compliant ready. In the steps below we will create a video recording that can later be added in a course.

Please keep in mind that you will need a video camera and microphone to successfully complete these steps. You will also need the latest version of Java installed on your computer. You can verify your version of Java [here](https://www.java.com). Finally, as always, you will need to visit https://bblearn.uc.edu and login using your UC Central Login account to access Blackboard.

**Step 1:** Click the *My Media* link under tools on the left hand side of the screen.

![My Media link](image)

**Step 2:** Click the *Add Media* button.

![Add Media button](image)

**Step 3:** Click the *Upload media or record from webcam* button.
Step 4: You will be greeted with a screen where you can Upload or use your Webcam to create a video. We will be using our webcam, so click Webcam.

Step 5: Then click Select a webcam to select the webcam on your computer. Note that you may be asked to Allow access to your Camera and Microphone. Click Allow to proceed.

Step 6: You will now see yourself in the preview window. Click the Record button under the preview window to start recording.

Step 7: To complete your recording click stop and then the next button.

Step 8: You will now be prompted to enter a title and description for your video.

Step 9: Then click the next button to save your video. The video will begin processing. The amount of time to process will depend on the length your recording.

Step 10: Congratulations, your video is now listed on the My Media page and ready for use.