

Blackboard  
At ODU

May

2019



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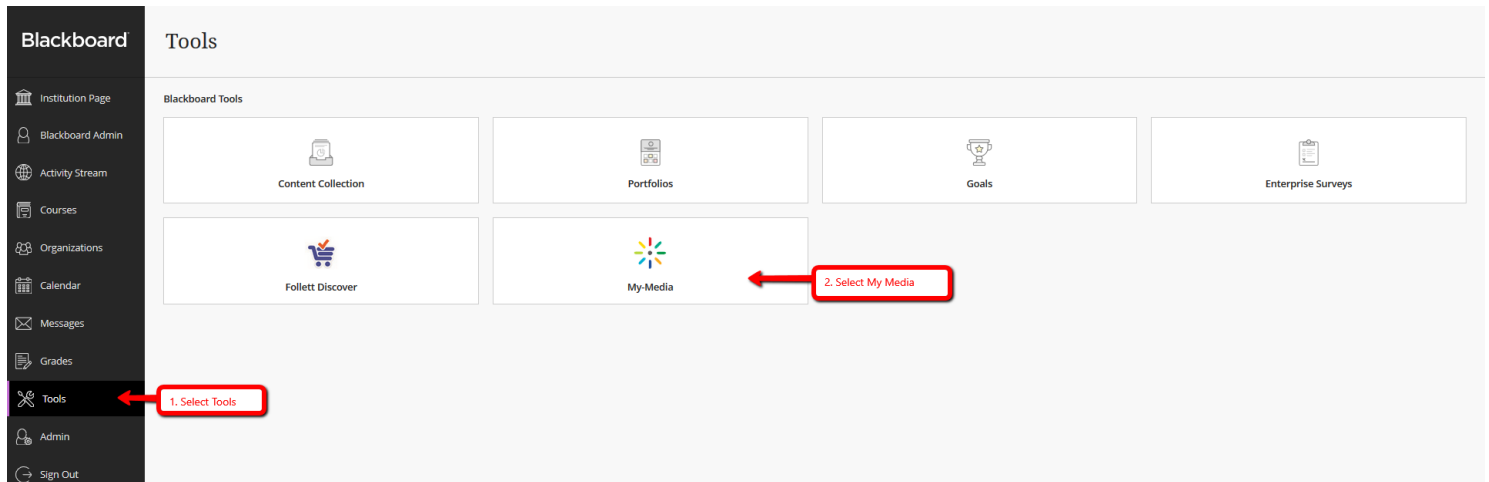
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## Kaltura

The Kaltura LTI for Blackboard is an extension that allows users to share, post, edit, and upload videos from their webcam, computer, or record their screens. Media can be displayed within a course, assignment, or an embedded link.

## My Media

My Media is your personal media repository to edit, upload, manage, clip, or share video content. To access Select **Tools** then **My Media** link.



## Adding Media

Select **Add New** then **Media Upload** to upload media to your repository. You can upload media, record from your webcam, video presentation or record your screen. Video recordings made from within [Zoom](#) will also appear here after they are transferred/transcoded.

## My Media

Search My Media

Filters > Search In: All Fields > Sort By: Creation Date - Descending >

⊕ Add New

- Media Upload
- Webcam
- Screen Capture +
- Video Quiz

Search Courses in Blackboard Ultra

On the Courses page you can locate all your courses. Use the search bar to filter courses by semester '201830' for Summer 2019, '20910' for Fall 2019 and select "all courses" and "current courses" to locate courses more...

3 Months ago

Private

Search Courses in Blackboard Ultra

On the Courses page you can locate all your courses. Use the search bar to filter courses by semester '201830' for Summer 2019, '20910' for Fall 2019 and select "all courses" and "current courses" to locate courses more...

Published

3 Months ago

## Media Upload

To upload select **Media Upload**, choose a file to upload and browse to locate desired media.

### Upload Media

Drag & Drop a file here  
or

⊕ Choose a file to upload

All common video, audio and image formats in all resolutions are accepted.







After selecting the desired media provide the details, then **Save**. Select to go to **Media** or **My Media** after completion.

## Upload Media

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name:

Description: **Black** **Bold** *Italic* Underline      

Tags:

Complete all the required fields and save the entry before you can select to publish it to categories or channels. 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

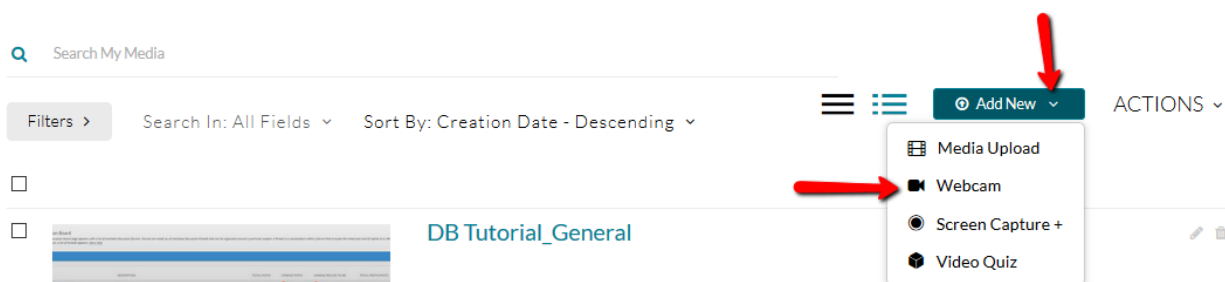
[Save](#) [Go To Media](#) [Go To My Media](#)

Once the video is uploaded, it will be listed under *My Media*. It can then be published to a course if desired.

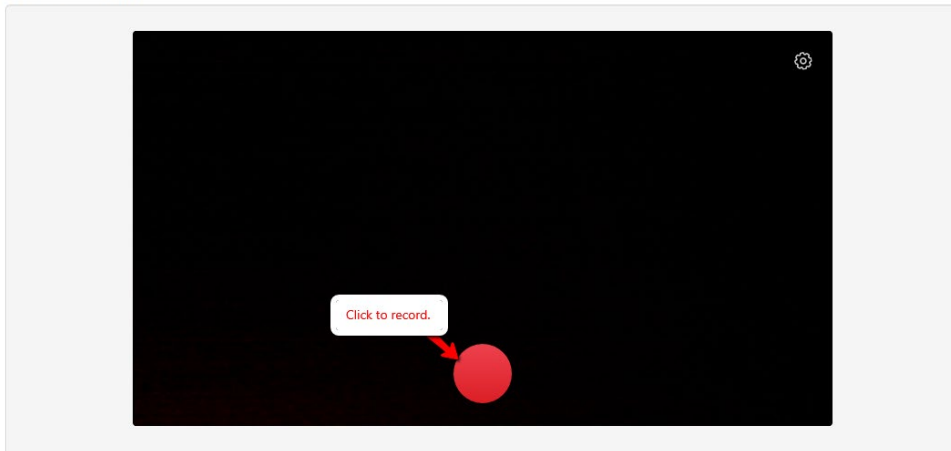
# WebCam Recording

To record from WebCam select **WebCam**, you may need to select Allow in your browser settings to share the camera and microphone.

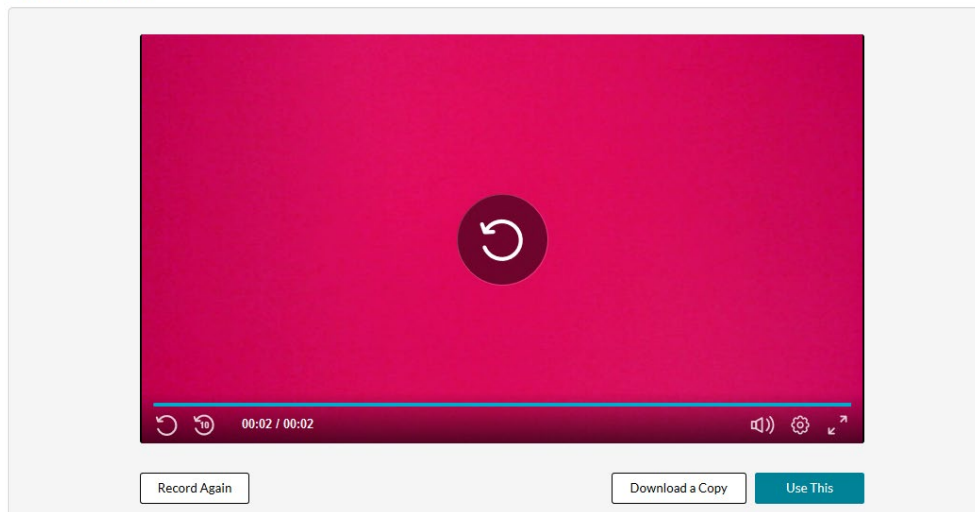
## My Media



## Record Media



## Record Media



Click **Use this**.

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name:

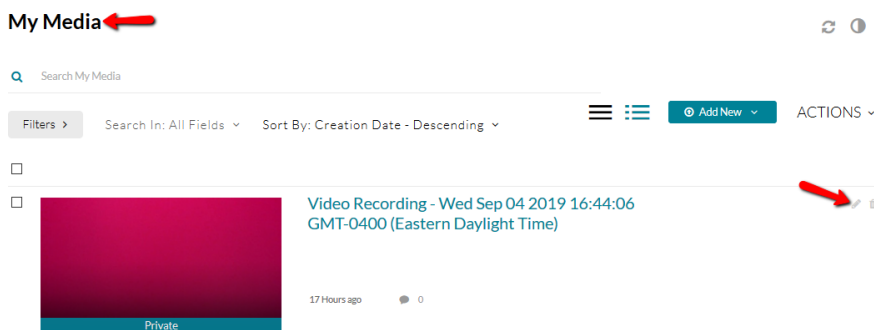
Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Enter Description...

Tags:

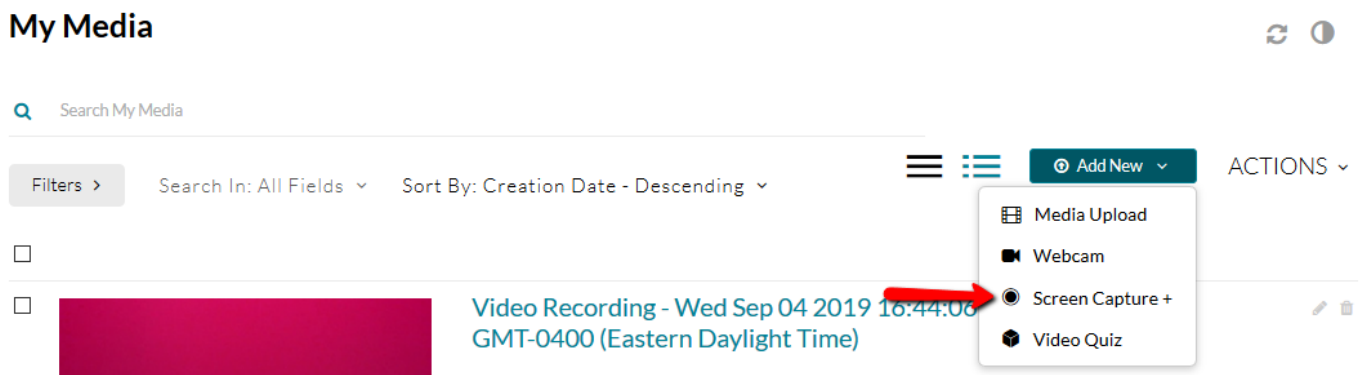
Private - Media page will be visible to the content owner only.  
 Published - Media page will be visible to individuals according to entitlements on published destinations

Once uploaded, it will be listed under *My Media*. It can then be published to a course if desired or edited by using the pencil icon located next to the video in *My Media*. See section on [Editing](#) for more information.



## Screen Capture +

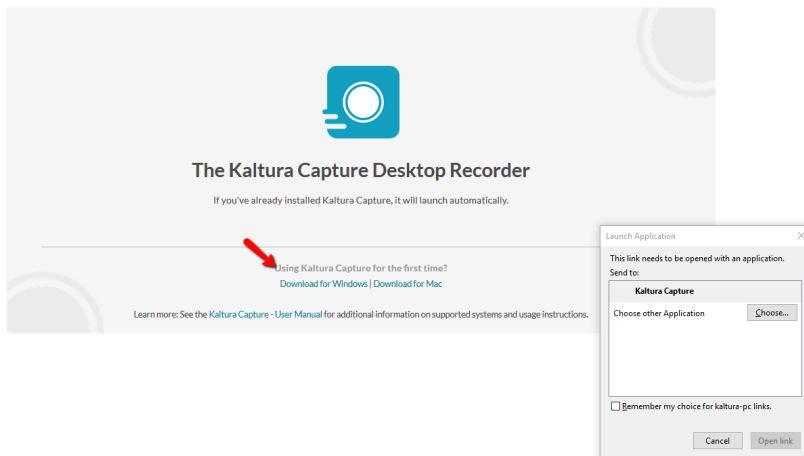
Screen Capture allows you to record your screen and post it to your *My Media*.





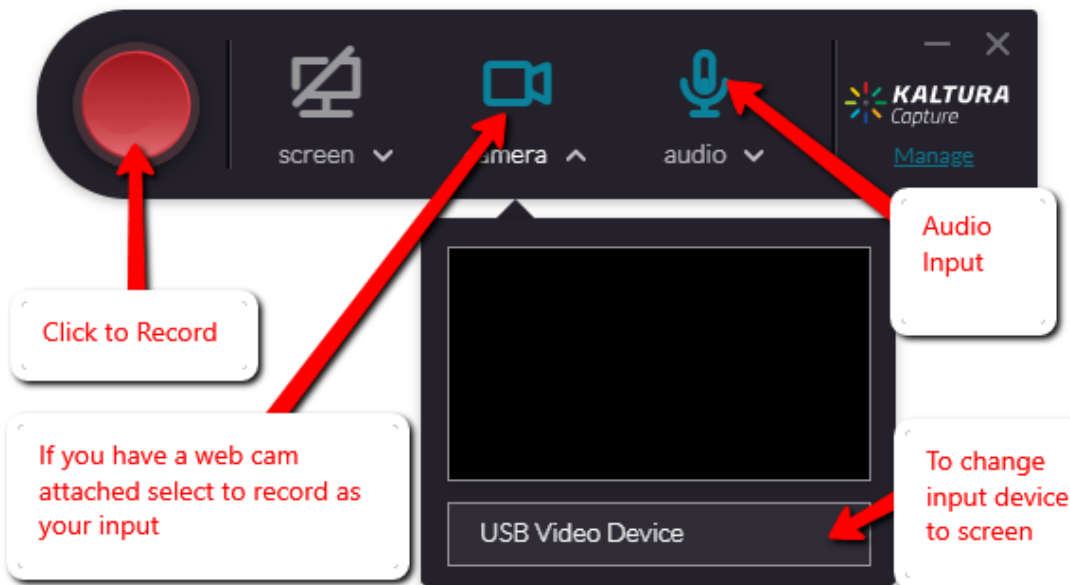
# Kaltura

If not previously installed, the system will prompt you to download the software.

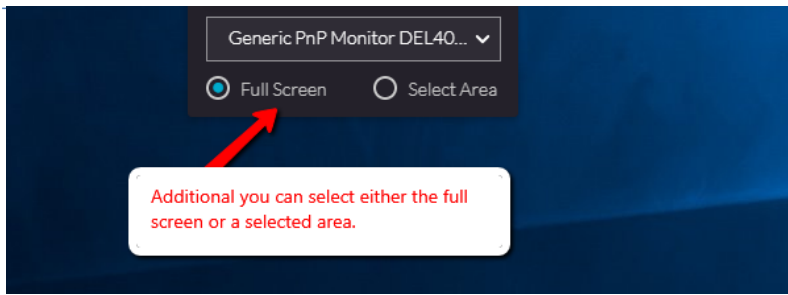


Once installed a box will pop up, with **Kaltura Capture**. Click on – **Kaltura Capture**, then click **open link**.

The Kaltura Capture Recorder will appear on the screen.



# Kaltura



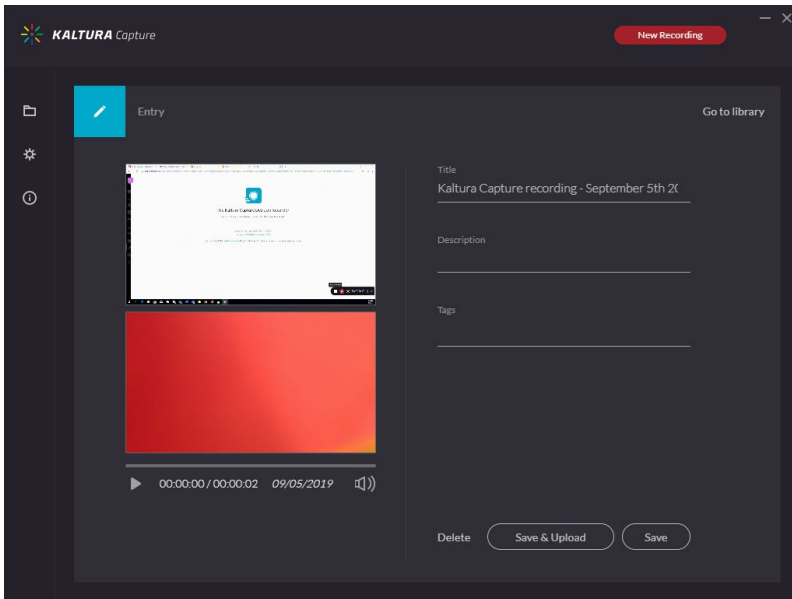
Click to **record**. A countdown will appear so you can prepare for the recording.



Once finished click **Stop** to end recording.



Kaltura Capture Window will display recording thumbnail. You can (should) add a title Description or Tags to help identify the recording and its contents.

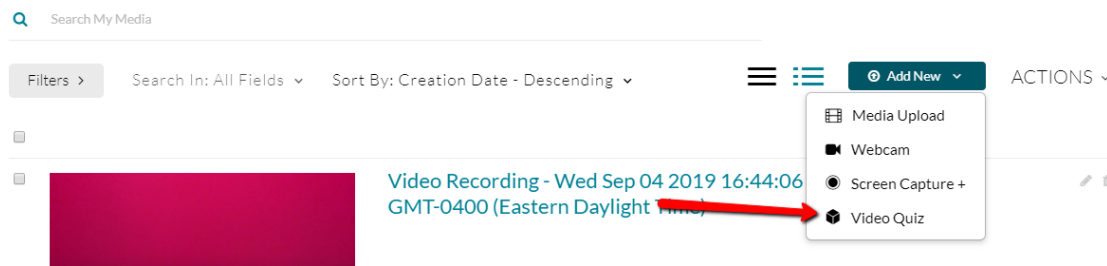


Click **Save**. Or **Save & Upload** to add to **My Media**. Click **delete** to remove recording.

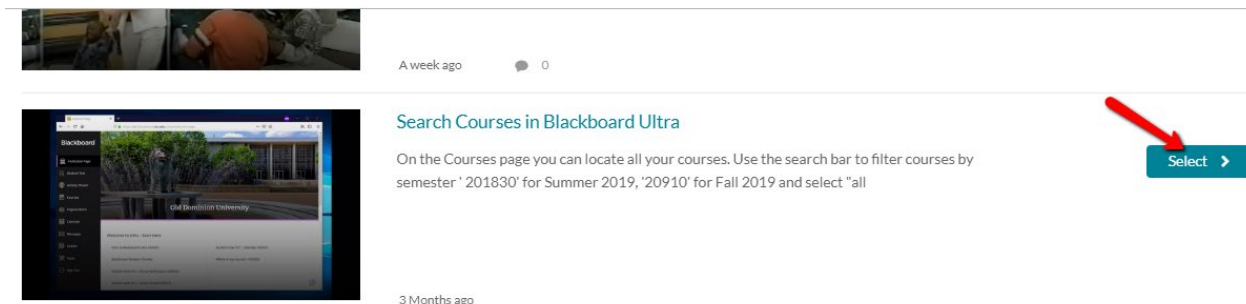
## Video Quiz

Using an existing video, quizzes can be added to increase the effectiveness. Questions can be added at any point in the video. Results can also be included in the Blackboard Grade Center if desired. To create a video quiz

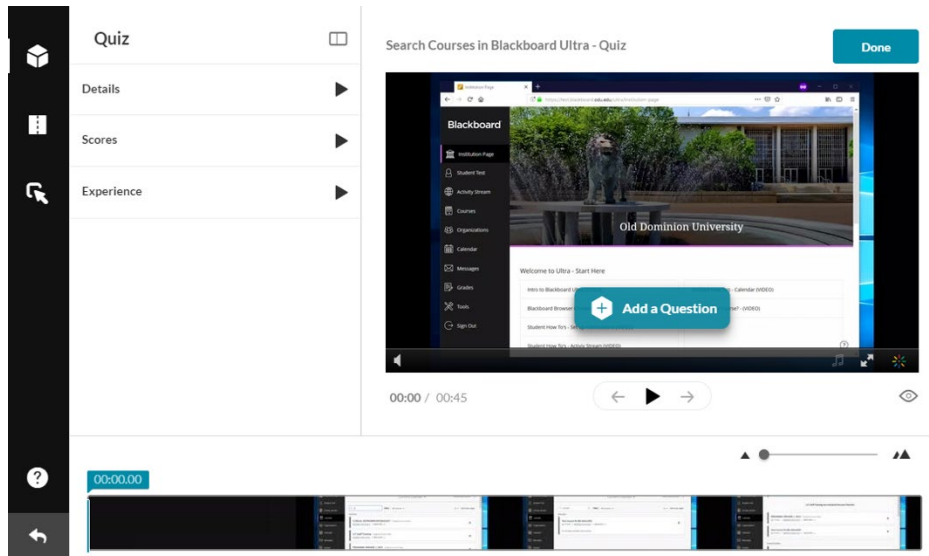
### My Media



1. Click **add new** then **Video Quiz**
2. Choose the **Select** button next to a video from the list that you wish to add a quiz too



3. As the video plays, click **Add a Question** to add questions at the points in the video a quiz is desired. Select from the different question types of Multiple Choice, Reflection point, T/F or open-ended questions.



4. Quiz Details -Provide a course name and Message

5. Scores – Do not show scores; Show Scores. Include Answers

6. Experience –

- A. Allow Answers Change - Allow viewers to change their answers before submitting the quiz.
- B. Allow Skip - Users will be presented with the 'skip for now' button.
- C. Do not Allow Skip - Users must submit an answer before proceeding forward.

When finished click Done.

7. Click **Actions** and Select **Publish** to add to a course.

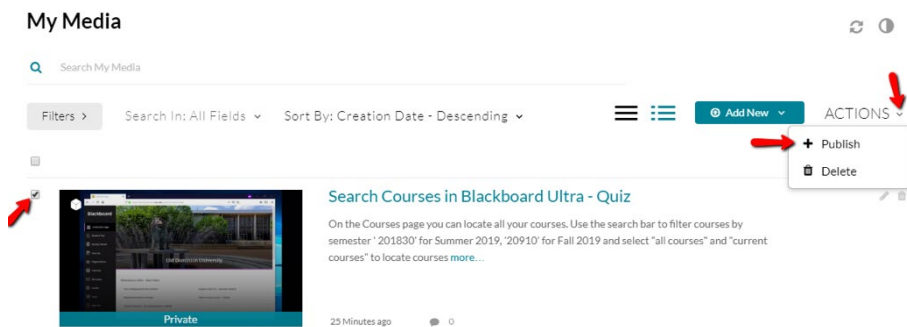
8. Click **Published** and place a check in the box next to the course name desired.

9. Click **Save**. Video is added to the Media Gallery for the course.

## Publish Media

All media in My Media is private unless you publish it and make it available. Media Can be published from *My Media* in *Blackboard*. To publish a video

1. Place a check mark in the box to the left of the video you wish to publish .
2. Click **Actions** then **Publish**



3. Select the course from the list to publish the video.
4. Click **Save**.
5. Confirmation is posted that Media has been published Successfully.

## My Media



- 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

## Edit Media Options

All saved media in you're my Media space will have a number of associated options such name, description, tags, thumbnails, the ability to download and much more. To edit the options associated with any video, click on the pencil icon to the right of the video



## Edit Options shown

Name:

Description:

Tags:

[Save](#) [Go To Media](#) [Delete Entry](#)

**Details-** Change/update Video Name. Add in a Description or Tags.

**Options** – Set options for Comments and Clipping

**Collaboration** – Change the video owner and/or set Collaborations

**Thumbnails** – Select a thumbnail for your Video

**Downloads** – Set source for Video Downloads

**Captions - Upload** Caption file

**Attachments** – Add any attachments

**Timeline - Create** chapters for the Video, and upload slides to play along with video

**Replace Media** – Replace media file.

**Launch Editor** – Use to create clips

**Note: Deleting media** from My Media will also delete it from **ALL** courses it is assigned to.

## Media Gallery

The Media Gallery is a searchable and sortable display of all media content assigned to a course, and allows instructors to add, edit and analyze media.

To enter the Media Gallery

1. Select the course you wish to display media
2. In the control panel select **Course tools**
3. Then **Media Gallery**.
4. It can also be accessed directly from the main menu under **Tools**.

From the Media Gallery faculty also have the option to:

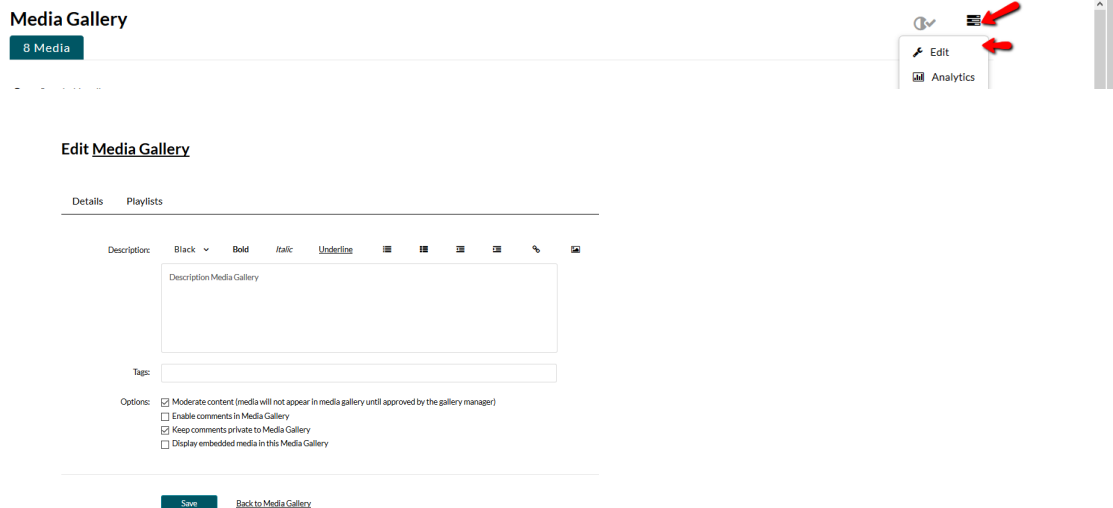
- **Add Media** (See [Adding Media](#))
- **View Analytics:** Display reports that help you understand how media is used in the course. (See [Analytics](#))
- **Make this item public in gallery:** Display or hide the media to all course members (by default, media is *hidden* to course members and only faculty and content creators see the media in the gallery, content must be made available for students to view. )
- **Remove** from Course Gallery
- **Delete media** (if viewer is the content owner)
- **Edit** metadata (Title, Tags, and Description)
- Create **clip** (if enabled and if the viewer is the content owner, or the configuration and the owner allowed it).

## Actions Channel

Media Gallery Actions channel allows you to edit your media gallery, make play list, and view Media Analytics.

Edit

Click the Actions channel button and select edit.




Set Description and tags if desired.  
Select from Options. **Save** to Confirm changes.









## Playlist

Create Playlist from videos in Media Gallery. To begin click on **Playlist** as shown below.

### Edit Media Gallery

Details **Playlists** 

---

Description: **Black** **Bold** *Italic* Underline      

Description Media Gallery

Tags:

Options:  Moderate content (media will not appear in media gallery until approved by the gallery manager)  
 Enable comments in Media Gallery  
 Keep comments private to Media Gallery  
 Display embedded media in this Media Gallery

---

[Save](#) [Back to Media Gallery](#)


1. Click **Create New** – Manual Playlist.

### Edit Media Gallery

Details **Playlists**

---

0 Playlists

[Create new](#) 

Title	Type	Description	Entries	
-------	------	-------------	---------	--

2. Set Details to include Title Description and Tags.

### Create a Manual Playlist

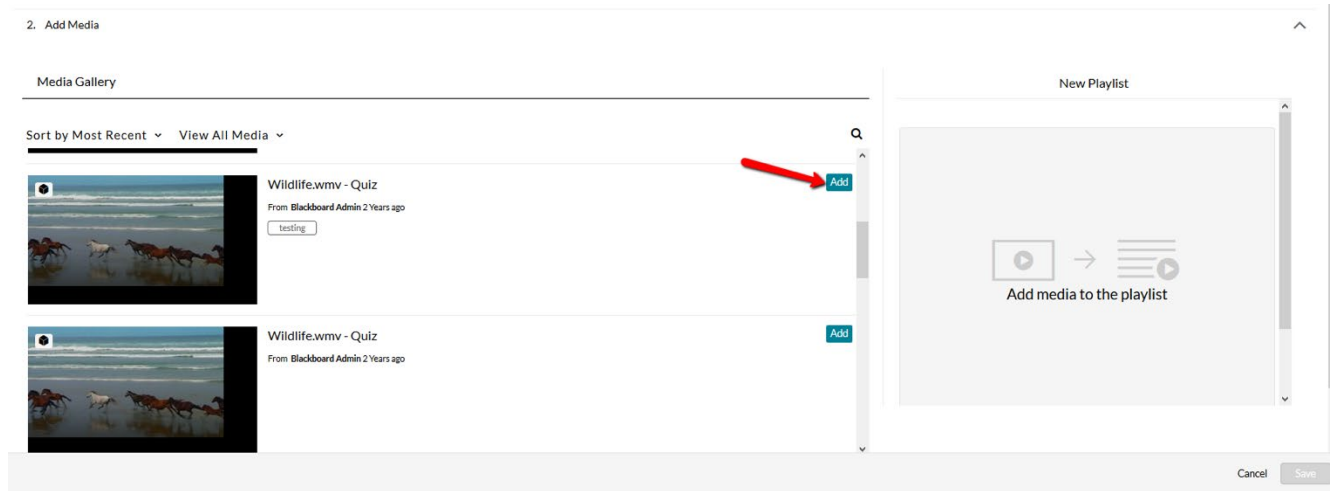
1. Set Details

Title:   
(Required)

Description:

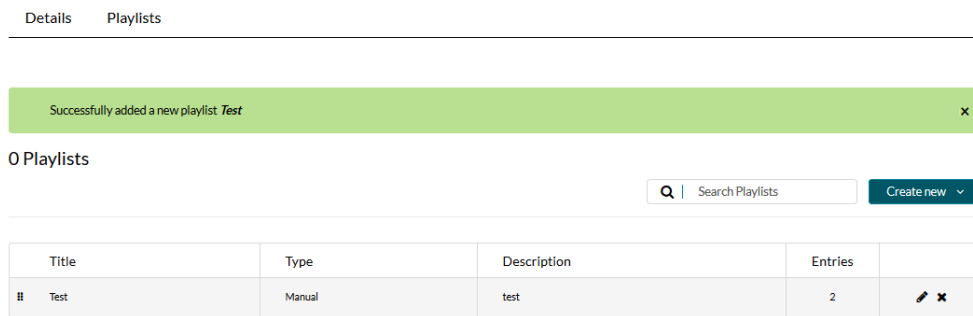
Tags:

### 3. Click to **add** Media.

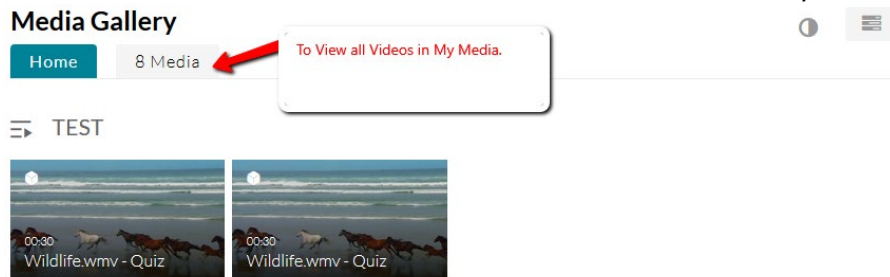


**Save.** Playlist are shown.

### Edit Media Gallery



4. Click **details** to return.
5. Click **Back to Media Gallery** to return to Media Gallery page.
6. You will see the playlist videos.
7. Click the **Media** tab to see all vides in Media Gallery.



## Analytics

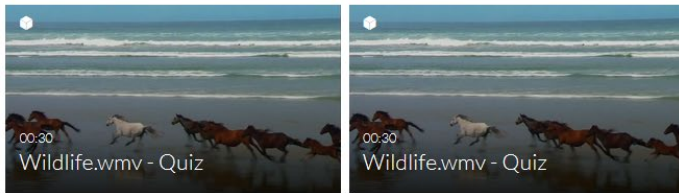
The course media reports allow you to see who viewed videos as well as how often videos are viewed. Reports can be viewed from the Media Gallery. Under control panel select **Course tools** and **Media Gallery**.

Navigate to the the Media Gallery Home page

### Media Gallery

Home 8 Media

TEST



Analytics Displayed Below.

Dashboard Media Engagement Contribution LAST 30 DAYS

MEDIA ITEMS	USER ENGAGEMENT AND CONTRIBUTION
9 MEDIA	1 WATCHED <span>NEW</span>
2 VIEWED <span>NEW</span>	1 CONTRIBUTED <span>NEW</span>
0 PLAYS <span>0%</span>	

MOST POPULAR MEDIA [View All](#) TOP ENGAGED USERS [View All](#) TOP CONTRIBUTORS [View All](#)

TOP ENGAGED USERS	TOP CONTRIBUTORS
Blackboard Admin 0 Plays	Blackboard Admin 2 Contributions

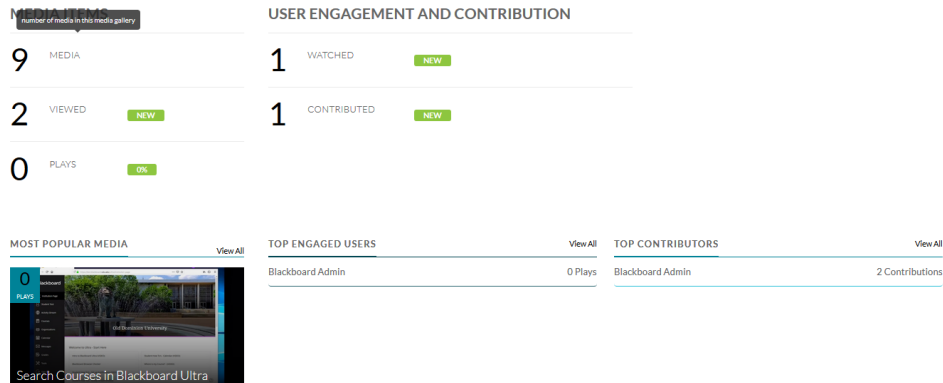
Date range can be adjusted

Dashboard Media Engagement Contribution LAST 30 DAYS

LAST 7 DAYS  
✓ LAST 30 DAYS  
LAST 120 DAYS  
LAST 365 DAYS  
CUSTOM

MEDIA ITEMS	USER ENGAGEMENT AND CONTRIBUTION
9 MEDIA	1 WATCHED <span>NEW</span>

Hoover your mouse over each area to see a description of field.



## Media Analytics Report

The media analytics report lists all the content available in the course Media Gallery. For each media entry, the number of plays is displayed, total view time, average view time and the average drop-off rate.

## Engagement Analytics Report

The engagement analytics report lists all the users enrolled to the course that have viewed at least one video from the Media Gallery. For each user, the total view time, average view time and average drop off-rate are presented.

## Contribution Analytics Report

The contribution analytics report lists all the users that contributed content to the Media Gallery. To view Media, Engagement and Contribution Reports. From the Media Gallery Analytics page, select the desired report by clicking its corresponding tab

## Media Detailed Entry Report

The Media detailed entry report displays the list of all the users that viewed the selected media entry.

## Engagement Detailed Entry Report

The Engagement detailed entry report displays the list of all the media entries viewed by the selected user.

## Contribution Detailed Entry Report

The Contribution detailed entry report lists all media contributed by the selected user.

## Printing Analytics Reports

To print a report

- In a report or detailed entry report, click the Printable Version button. A new browser tab with a printable report version is displayed.
- Click Print to print the page

## Exporting Analytics Reports to A CSV

To export a report to CSV

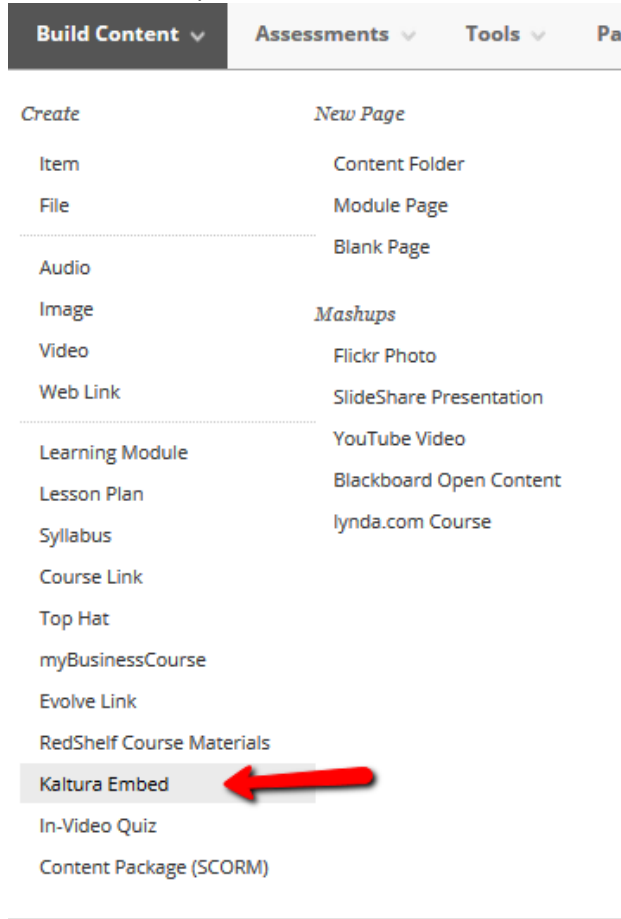
- In a report or detailed entry report, click the Export to CSV button. Depending on your browser definitions you may be prompted to save the file to a local directory.

## Kaltura Embed

Kaltura has two ways to embed videos into the course. Please see below.

### Kaltura Embed – Video Link

1. Navigate to the course in which to place your video.
2. Select the content area to place the video. i.e. Assignments, Documents, Ec.
3. Select From the Top **Build Content**. Then **Kaltura Embed**.

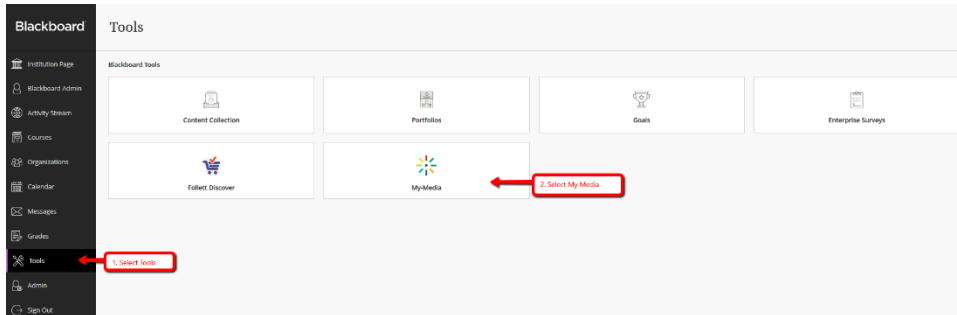


4. Click – **Select** to link in Video.
5. Video now appears as a link on the page

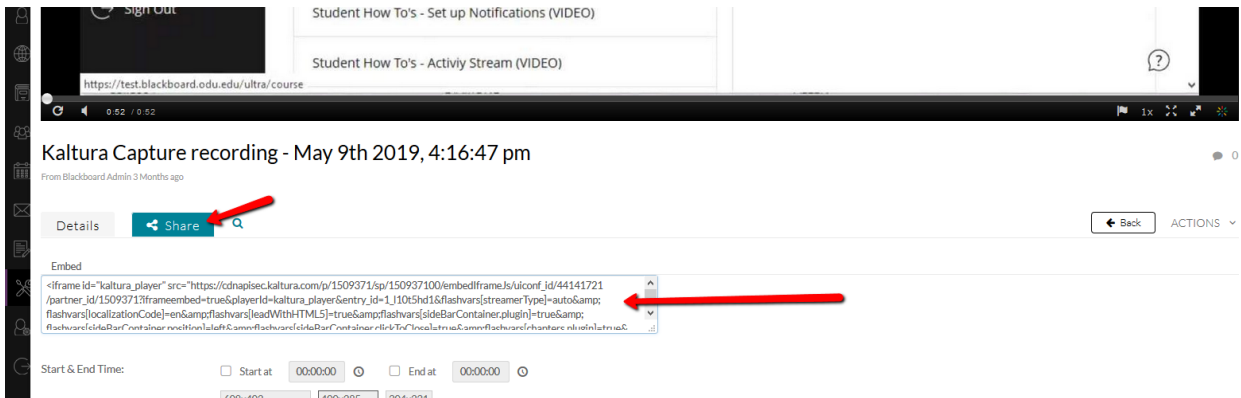
## Kaltura Embed – Video Player Embed

These steps will place the video player on the course page.

- 1 Log into Blackboard Select tools and My Media.

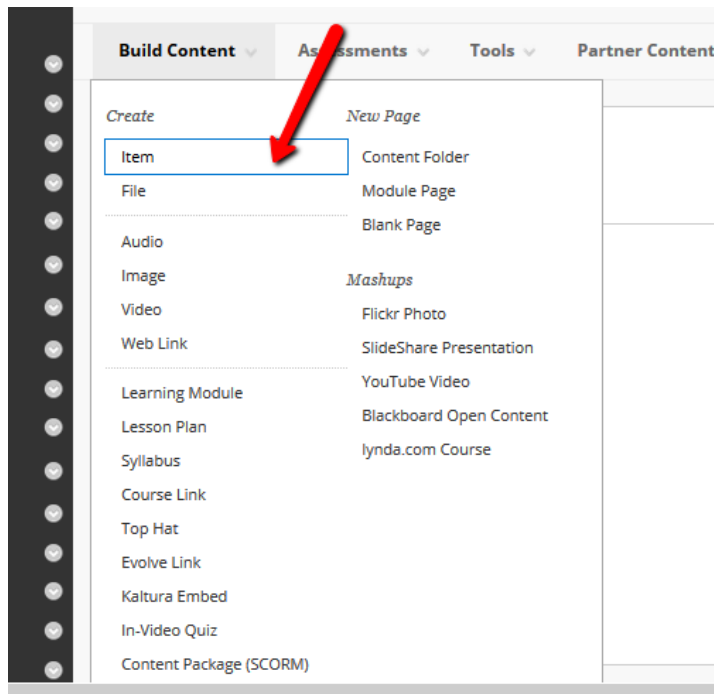


- 2 Select Video form the listing to embed in courses.
- 3 Scroll to the video details, select **Share** and copy the embed coding.



- 4 Click the purple 'x' in the upper left corner to return to the Blackboard Landing page.
- 5 Select **Courses**.
- 6 Select the course to embed the video
- 7 Select from the course menu the area to which embed he video

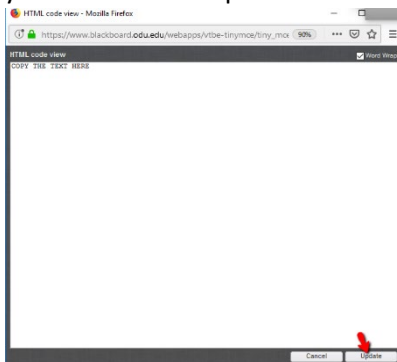
8 Click on **Build Content** then **Item**.



Click **HTML**



Copy the text from step 4 into the HTML Editor. Then Click **Update**





Provide Details about content then **Submit**.

Create Item  
A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. [More Help](#)


\* Indicates a required field.

**CONTENT INFORMATION**

\* Name

Color of Name

Text  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Path: p Words:0

**ATTACHMENTS**

Click Submit to proceed. Cancel

Your Item is now listed on the page

## Viewing Zoom Recordings in Kalutra

Zoom Recordings are stored in the users [My Media](#) in Blackboard. Recordings from Zoom can take up to 24 hours to appear in the Users' My Media. To view recordings Log in Blackboard and Select [My Media](#).

For questions or concerns regarding Kaltura please contact [itshelp@odu.edu](mailto:itshelp@odu.edu).