Use Course Media/Course Gallery in Kaltura

Kaltura is a powerful video sharing service that works directly in Blackboard. This tool allows you to upload videos, capture your screen/lectures and record from your webcam. Kaltura’s robust video player means your media is easily viewed in all major browsers.

The course media tool allows you to create a central repository of Kaltura media for an individual course. Students can access featured media from a module on the home page (Figure 1) and/or from a link in a content area (Figure 9).

To add the ‘Course Media’ module to the home page:
1. From the home page click on the ‘Add Course Module’ button near the top of the home page. (Figure 2)

2. Find the ‘Course Media’ section and click the ‘Add’ button.
3. The module will now appear on the homepage but it will be empty. To add a video to the homepage you must first add it to course media then make it featured content. (see below).

Add Content:

1. Click on the ‘More...’ link at the bottom right of the ‘Course Media’ module.

2. On the left you will see videos or other content that have been added to the Course Media. This is not necessarily the same as media that has been added to the course as an item or a mashup (Media added to the ‘Course Materials’; or ‘Discussions’ will not automatically show up in course media). Clicking on a video will make it appear on the right, where it can be played or its meta data edited.

3. To add content to the ‘Course Gallery’ click on the ‘Add Media’ button in the top left. (Figure 3)
4. You have a number of options for adding content to the ‘Course Media’ page:
   a. To choose content already uploaded to Kaltura select ‘Upload Media or Record Webcam’, and then click on ‘My Content’. The box that is displayed will search the videos you have in Kaltura. You can leave the box blank and hit search to show all your Kaltura Content.
   b. To record a new video from your webcam choose ‘Upload media or record webcam’, and then go to this guide step 4.
   c. To upload a preexisting video from your computer click on ‘Upload media or record webcam’, and then go to this guide step 5.
   d. To record your screen choose ‘Record your screen’ and then go to this guide and skip to step 4.

5. Once media has been added to Course Media it is NOT visible to students (see below).

Make content visible to students:

1. Content on the left will be labeled one of three ways (Figure 4):
   a) ‘Featured’ = Content appears on the course home page.
   b) ‘Hidden’ = Content is not visible to students
   c) no label = Content is visible to students only in the ‘Course Gallery’

![Figure 4](image)

2. To change the visibility of the content, click on the thumbnail on the left. It will appear on the right hand side in a large preview window. The options to make the content public will appear below the preview window.
3. Mark the checkbox next to ‘View Access:’ (Figure 5) to make the content visible in the course gallery page.

4. To make the content visible on the course home page, mark the checkbox labeled ‘Feature.’ Please note that you must enable ‘View Access:’ before ‘Feature:’ becomes visible.

**To add the ‘Course Gallery’ link to a content area:**

1. Turn on the Media Gallery tool. Navigate to the Control Panel > Customization and select ‘Tool Availability.’

2. Check the box to the right of ‘Media Gallery’ then click ‘Submit.’
3. Navigate to a content area in your course. Click the down arrow to expand ‘Tools’, then click ‘More Tools’ to expand further. Select ‘Media Gallery.’

4. The Course Media Gallery appears in the content area.
Notes on Students’ participation in Course Media Gallery:

1. If the ‘Course Gallery’ is activated on the home page students will have the opportunity to upload media.
2. They will see the ‘Add media’ button at the top of the screen.
3. The media will be hidden by default. To make video’s visible to students please see the above ‘Make content visible to students:’
4. If you ask students to upload video to the ‘Course Gallery’ you should make them aware that their videos will not be available immediately.