Use the My Media Repository in Kaltura

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

The My Media tool is a central repository in which you can track and organize all of your Kaltura content. From My Media, you can search the content you have in Kaltura, delete media, update titles and other data, and add a media to the course gallery.

To access My Media:

1. Go to the ‘My Page’ tab in Blackboard.

2. If you do not see the ‘My Media’ module, click on the add module button near the top of the page. Then find ‘My Media’ in the list and click the ‘Add’ button. The My Media module should now appear in the ‘My Page’ tab.

3. Click on ‘My Media’ to open it.

4. You will see a list of all the content you have in Kaltura on the left hand column. On the right you will see the currently selected video in a preview window.

Figure 1

image (Figure 2)
Adding media to Course Gallery:
1. Once you have a video or other content selected it will appear on the right.
2. Scroll down below the video and click the ‘Add to Course Gallery’ (Figure 2) button.

3. Choose the appropriate course from the pull down list of all your courses and select ‘Ok.’ (Figure 3)

Note: your video will not be viewable on the home page until the instructor makes it a featured item, to learn more about the Course Gallery see this [guide](#).

Editing Title, Tags and Meta Description:
1. Once you have a video selected it will appear on the right.
2. Click on the ‘[Edit]’ link next to the Title, Tags or Descriptions. (Figure 4)
3. Use the text field that becomes available to input or change the information.
Note: The ‘Appears in: Course:’ will reflect only the files that have been added to the course gallery, not the files that have been added to the course as a content item.

4. Click ‘Save.’

**Figure 4**

**Searching My Media:**

1. The My Media area allows you to search everything you have uploaded to Kaltura via Blackboard. (Figure 5)

2. The filter lets you search only certain subsets of the content in your My Media.
   - All Media = searches all of your media
   - Appears in Course = brings up a list of your courses to choose from
   - Included in Faculty Repository = the faculty repository is not currently set up
     (an option for faculty only)
   - Saved Search = allows you to search with a previously saved set of search criteria

**Figure 5**
3. You can choose to search by only the title, only the tags or if you choose all metadata the title, tags and description will be searched.
4. Once you have found the video you are looking for click on it and it will appear on the right hand side of the page in a preview window.