

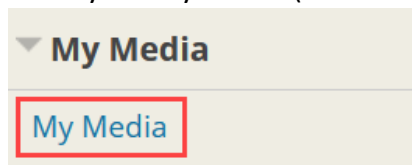
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- I. How to Add a Video to My Media
- II. How to Add a New Video to a Blackboard Course
- III. How to Add an Existing Video to a Blackboard Course

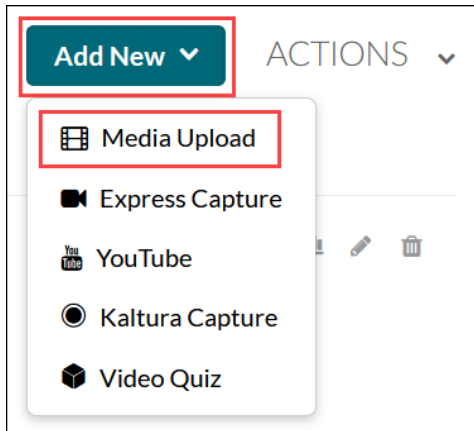
## I. How to Add a Video to My Media

1. Log into [blackboard.bentley.edu](https://blackboard.bentley.edu)\*
2. Go to your My Media (left hand side of the screen)

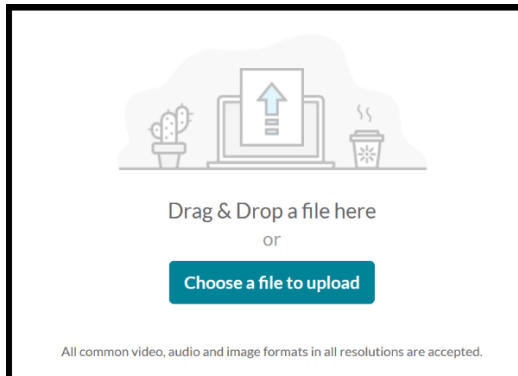


[Type here]

3. Select Add New, and then choose Media Upload

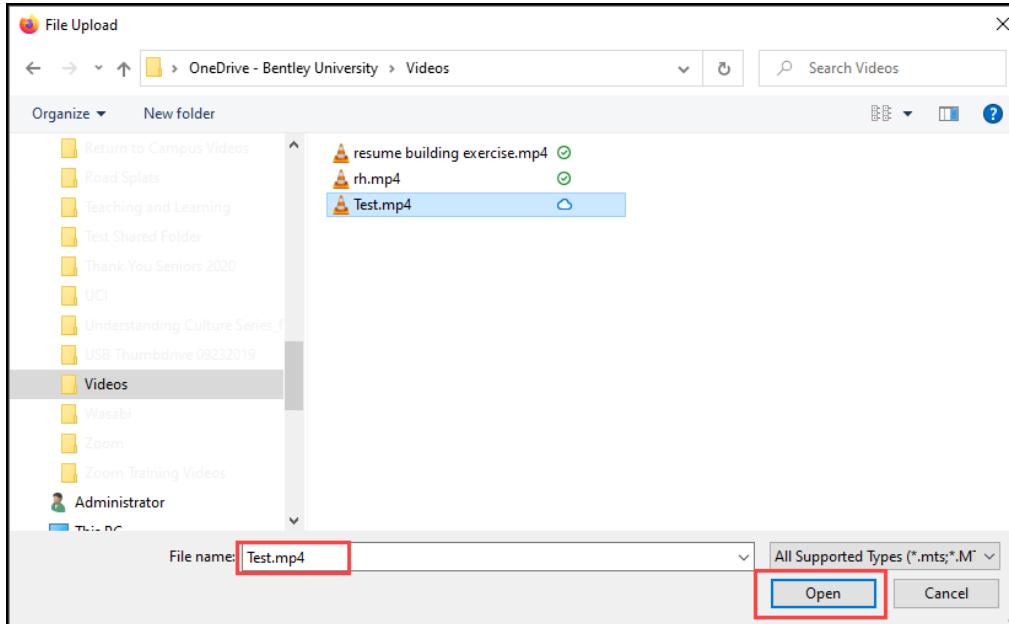


4. Drag and Drop the media file (.mp4, .mov, etc) into the window, or click Choose a File to Upload

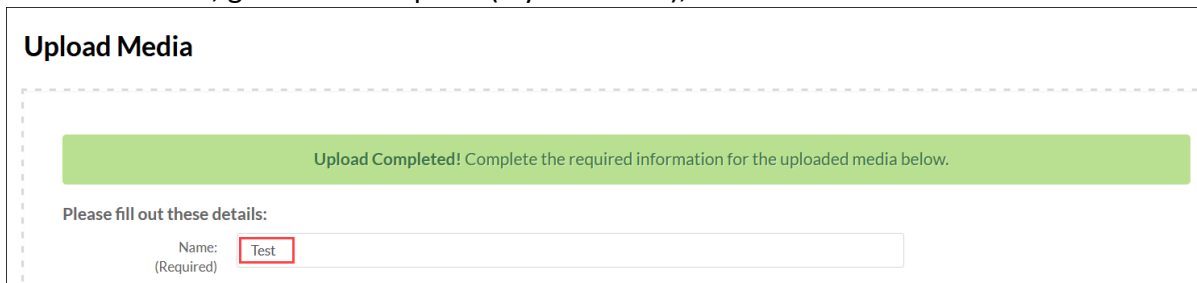


[Type here]

5. If you click Choose a File to Upload, navigate to the folder where your video resides, click on the video and choose Open



6. Name the video, give it a description (if you choose), then click Save



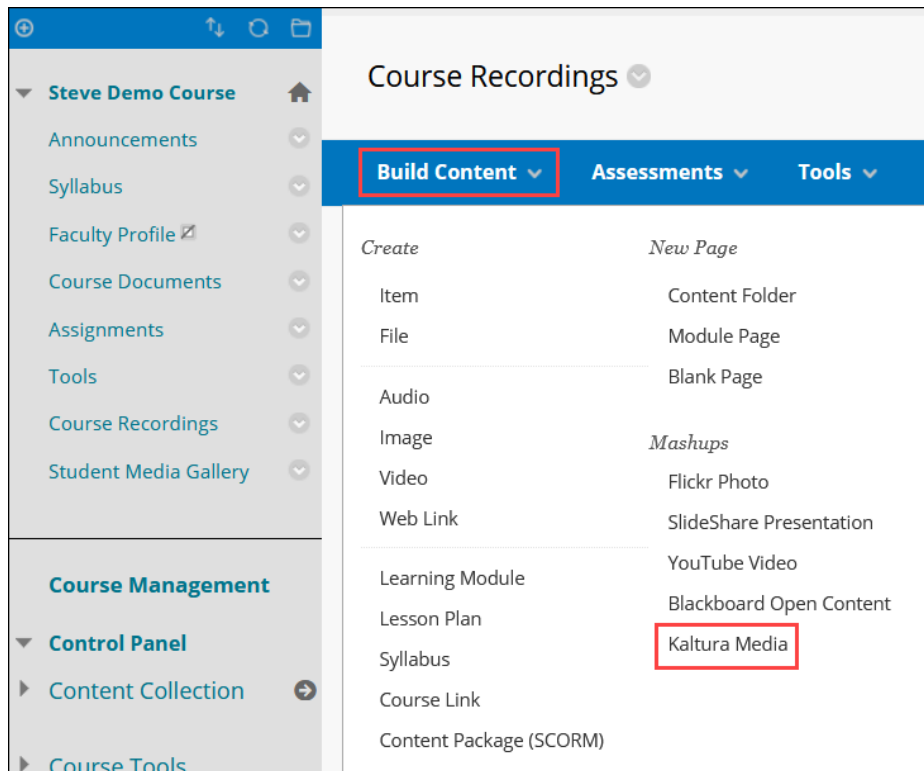
The image shows a form titled 'Upload Media'. A green banner at the top reads 'Upload Completed! Complete the required information for the uploaded media below.' Below this, the text 'Please fill out these details:' is followed by a form field for 'Name: (Required)' with the value 'Test' entered. The 'Name' field is highlighted with a red box.

Save

[Type here]

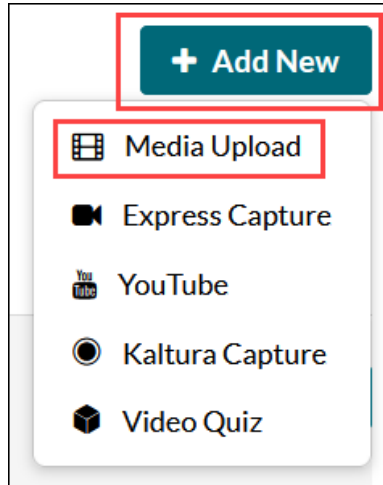
## II. Add a New Video to a Blackboard Course

1. Choose the folder where you'd like to put the video, then click Build Content and choose Kaltura Media

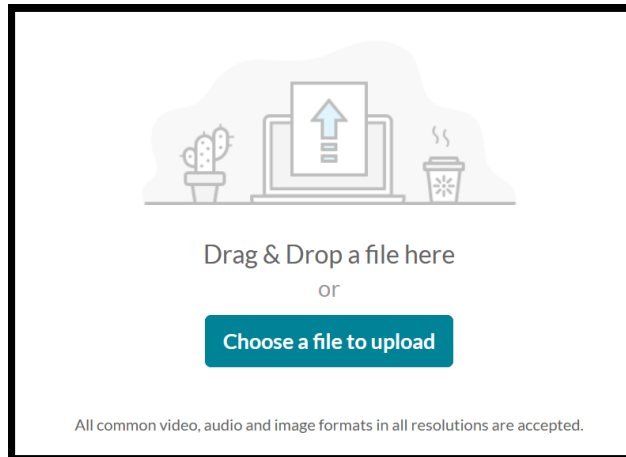


[Type here]

2. Select +Add New, and then choose Media Upload

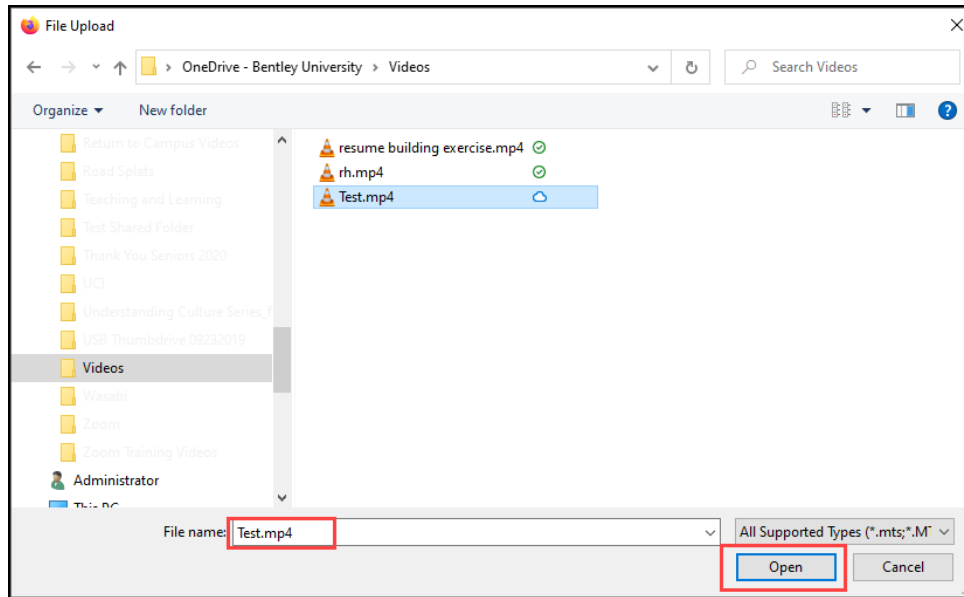


3. Drag and Drop the media file (.mp4, .mov, etc) into the window, or click Choose a File to Upload

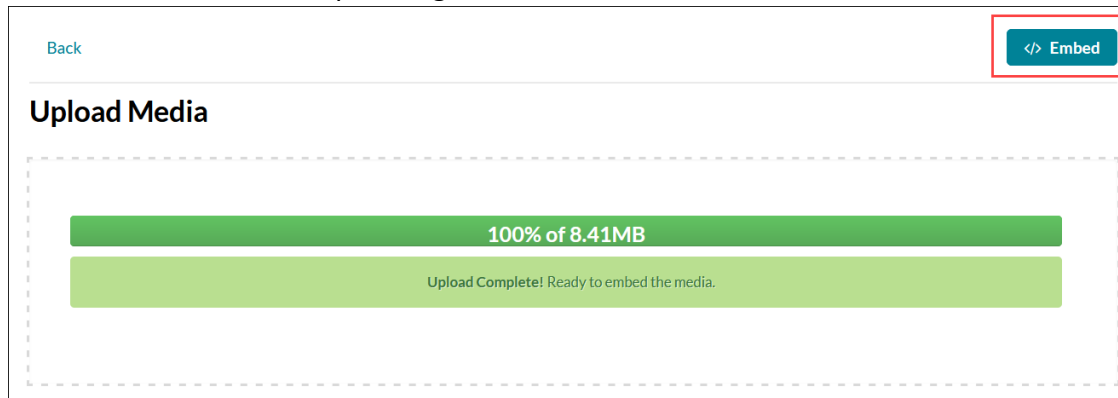


[Type here]

4. If you click Choose a File to Upload, navigate to the folder where your video resides, click on the video and choose Open



5. Once the video finishes uploading, click Embed



[Type here]


6. Give the video a title for your Blackboard course, fill out any other information (such as a description), and click Submit

\* Indicates a required field.

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**CONTENT INFORMATION**

\* Title

Color of Name   Black




































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**ADD KALTURA MEDIA CONTENT TO COURSE**

Name: Test

Description

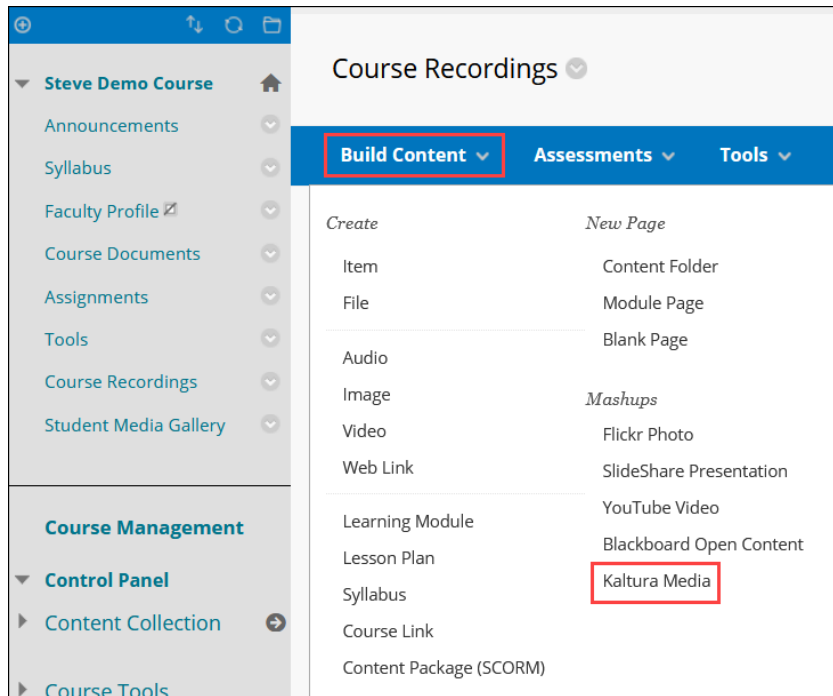
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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### III. Add an Existing Video to a Blackboard Course

1. Choose the folder where you'd like to put the video, then click Build Content and choose Kaltura Media

[Type here]



2. Find the video you'd like to add, and click Embed to the far right of the video





