Kaltura allows the instructor to store any video on a server to upload into a desired Blackboard course. This application can be used to enhance learning for distance, blended, and on-campus courses.

Recordings previously made in Tegrity, Camtasia, or other means, and saved to network file storage (S:\ drive) or local machine (C:\ drive) can be uploaded into Kaltura.

The Media Gallery (or Course Gallery—Kaltura uses both terms) allows instructors to set up a group of videos. These videos can be related by various metadata, such as tags. Instructors can make the videos available to students for viewing, or keep them hidden and then switch them “on” for students at the appropriate time.

**IMPORTANT:**

- Although you can add the Media Gallery link to any content area, it is always the SAME set of videos that are added. In other words, you CANNOT have separate media galleries to cover different topics. All you are doing is linking to the same tool, no matter in which content area it is linked from.

- The Media Gallery tool must be made available through the Tool Availability option of the Control Panel.

**Adding Course Media Gallery**

1. Navigate to a content area inside of Blackboard.

2. Click **Tools** in the top menu bar of the content area page.

3. Click **More Tools** to expand the list of options.
4. Select **Media Gallery**.

5. Type in a **Link Name**. **NOTE:** This is really just a link to the Media Gallery tool. You are not actually creating a content item.

6. Type in some **Text**, if desired. **NOTE:** If you have turned on Kaltura Mashups, you can add a Kaltura mashup here, along with a range of other attachments, if desired.

7. Select options for availability.

8. Click **Submit** when finished.
Once the Gallery has been created, you can choose which videos are available for students to view.

**ADD MEDIA TO THE COURSE MEDIA GALLERY**

Both instructors and students can add video clips to the Media Gallery. However, when students add video clips, the videos will NOT be visible to other students in the course until the instructor has made the clip public (see below in Editing the Course Media Gallery).

1. Click the link in the content area for your course media gallery.

2. Click **Add Media**.

3. Select an option for uploading a video clip.
   - These options are the same ones found in Step 6 of the documentation for uploading a video.
Once media has been added to the Gallery, it can be edited to show specific clips to students. You can also modify the title, the description, the tags, and other features of the video.

**EDITING THE COURSE MEDIA GALLERY**

The Course Media Gallery hosts any videos uploaded into Kaltura that have been assigned into the Kaltura. This is an option available when a video is uploaded (and can be edited later, if necessary).

By default, all videos will be marked as Hidden from the students.

To make a video visible to students:

1. Click the thumbnail for the video or click the link for the video to select it.
2. Select the checkbox for **Make this Item Public in Gallery** next to View Access.

   - Click **Edit** next to the name of the video, the Description, or the Tags field in order to modify that field.
   - When View Access is set to Public, you have additional options:
     - Select **Add to Gallery Module** on course home page if you want set the video as a Featured video on the course home page. **NOTE:** Students will only see this if the Course Media module has been enabled on the course home page. See documentation on Customizing the Blackboard Course Home Page for details.
     - Select **Display Embed Code** if you would like to give students the ability to view the code used to embed the video in a web page. When students click on the video in the Course Gallery, the embed code will become visible and can be copied and pasted into a web page. Students can then add the video to their own web pages to share the video.

To remove a video from the Course Media Gallery:
1. Click the thumbnail for the video or click the link for the video to select it.

2. Click **Remove from Course Gallery**.

   **NOTE:** The video can be added to the Course Gallery again. It is just removed from the gallery, not from the course.

To delete a video:

1. Click the thumbnail for the video or click the link for the video to select it.

2. Click **Delete Media**.

   **WARNING:** This will delete the media permanently from the course and from all other courses it is assigned to.

   **IMPORTANT:** Videos that have been uploaded into your course media gallery by students will NOT have the option to be deleted by the instructor. However, instructors can still remove the videos from the course media gallery and change their visibility to other students.

3. Click **OK** to confirm.