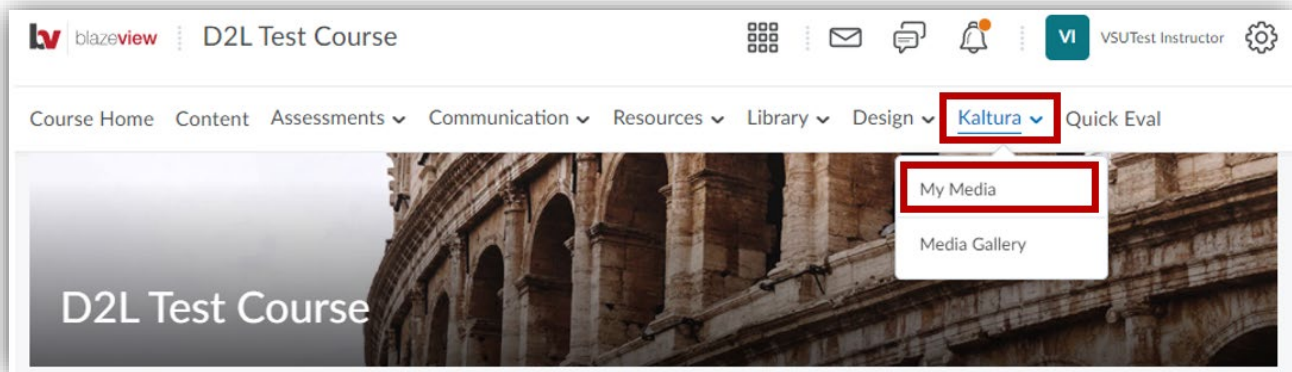


How to Add Kaltura Videos in a BlazeVIEW Course

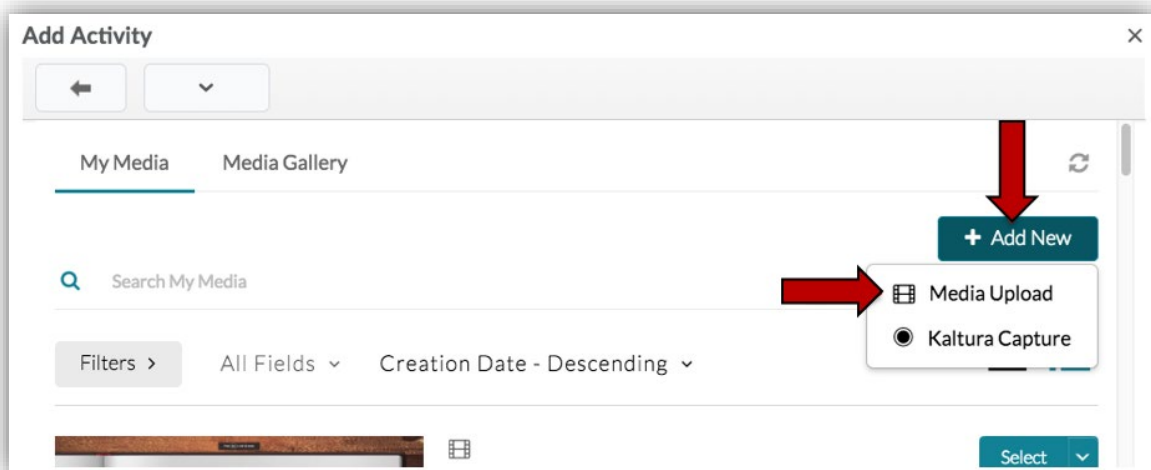
Kaltura videos can be published through Kaltura Media Gallery, or embedded in a Content module in your BlazeVIEW course. Complete the steps to add videos to your course.

Upload a Video to Kaltura My Media

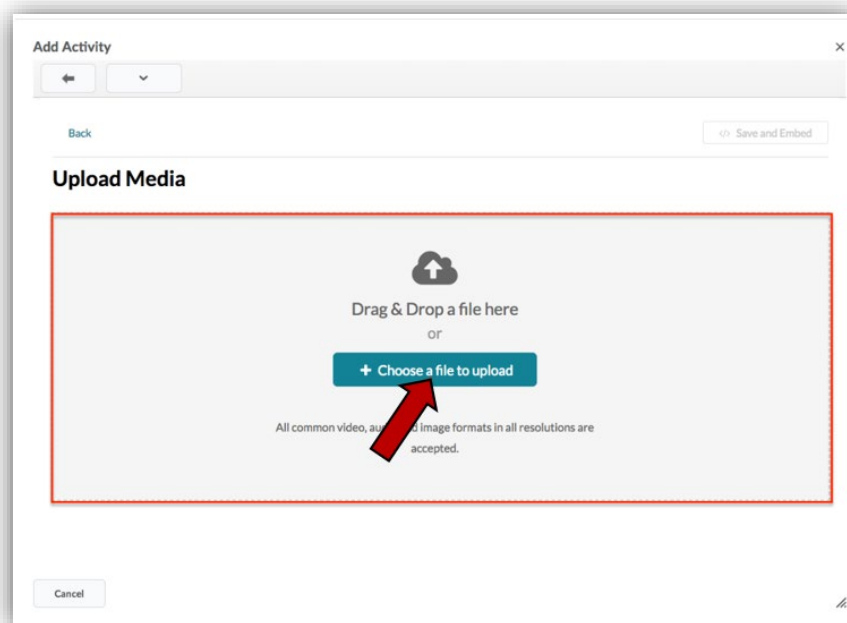
1. If the video you wish to add to your course has not been uploaded into Kaltura My Media, select **Kaltura** from the Navbar, then select **My Media**.



2. Click **Add New**. Then, select **Media Upload**.



3. Either **Drag and Drop** a file within the Upload Media area or click **Choose a file to upload** and locate the video file you wish to upload.



4. Once the file upload is completed, you have the option to add a **Description** before **Saving**.

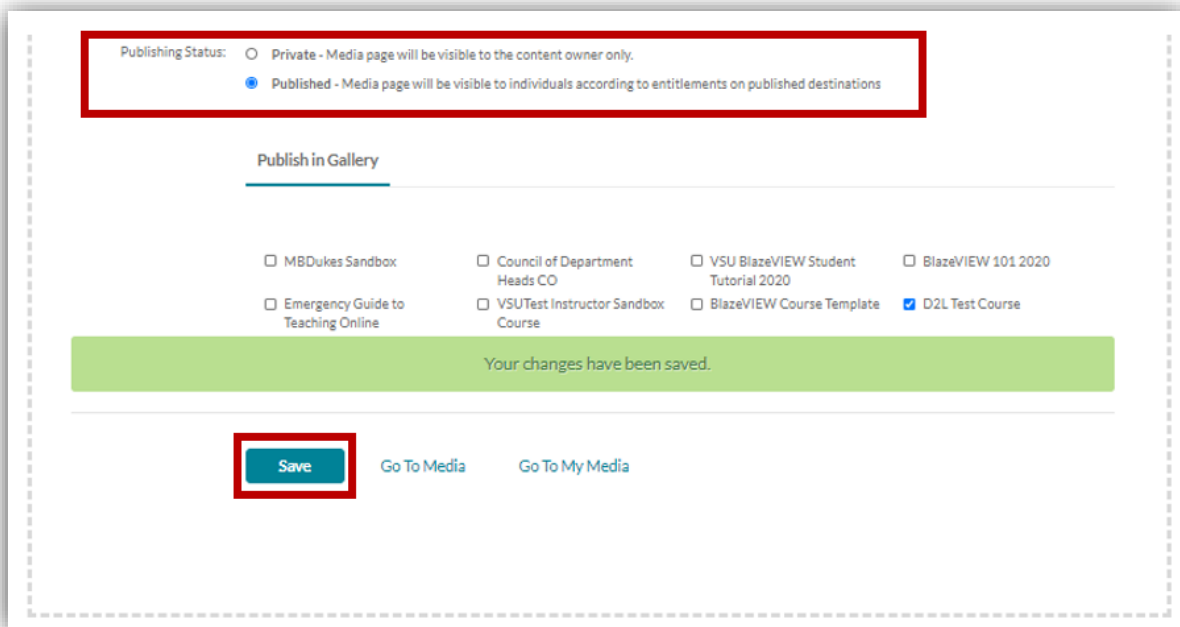
The screenshot shows a form titled "Upload Completed! Complete the required information for the uploaded media below." The form has several sections:

- Name (Required):** A text input field containing "Navigating and Adding Content in BlazeVIEW".
- Description:** A rich text editor with a toolbar (Bold, Italic, Underline, etc.) and a text area containing "Video demonstrating how to navigate and use the tools in BlazeVIEW." This section is highlighted with a red box.
- Tags:** A text input field.
- + Add Collaborator:** A button.
- Co-Editors and Co-Publishers:** A section with a sub-header "Select users that will be allowed to edit the content metadata and related assets (such as caption files) and/or to publish".
- Notification:** A blue box with the text: "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."
- Publishing Status:** Two radio buttons: "Private - Media page will be visible to the content owner only." (selected) and "Published - Media page will be visible to individuals according to entitlements on published destinations".
- Buttons:** At the bottom, there's a "Save" button (highlighted with a red box), "Go To Media", and "Go To My Media" buttons.

Publishing a Kaltura Video in the Kaltura Media Gallery

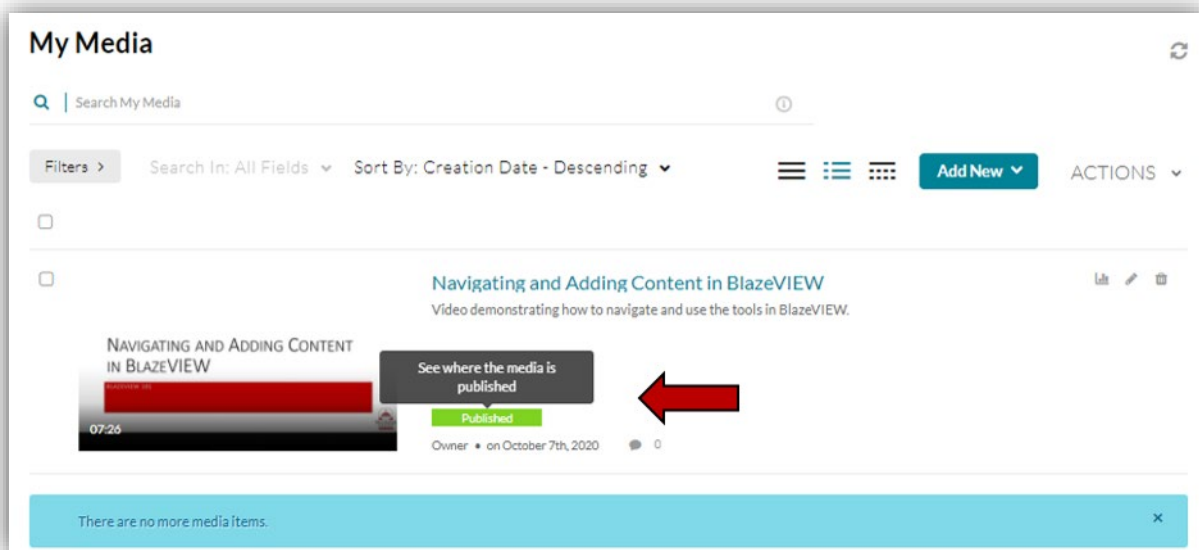
After saving the uploaded video, you can publish the video in your course.

1. Select the **Published** option. Then, under Publish in Gallery, check the checkbox next to the course or courses where you want the video to be available. Select Save to complete this step.

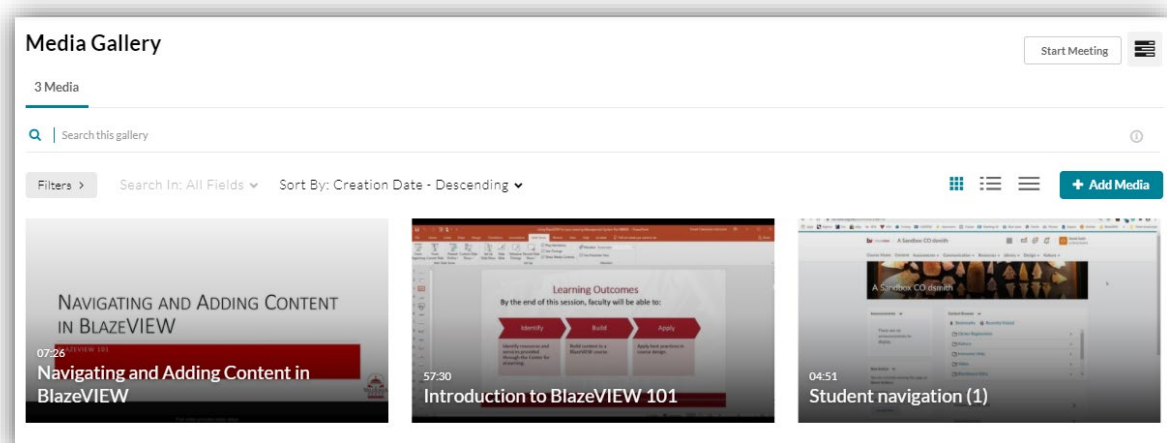
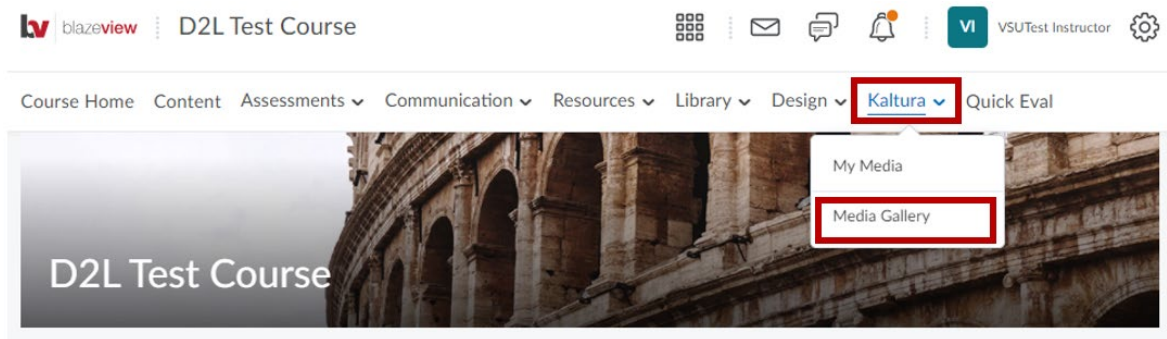


The screenshot shows the Kaltura publishing interface. At the top, the 'Publishing Status' section is highlighted with a red box. It contains two radio buttons: 'Private - Media page will be visible to the content owner only.' (unselected) and 'Published - Media page will be visible to individuals according to entitlements on published destinations' (selected). Below this is the 'Publish in Gallery' section, which lists several courses with checkboxes. The 'D2L Test Course' checkbox is checked. A green bar below the list states 'Your changes have been saved.' At the bottom, the 'Save' button is highlighted with a red box, along with 'Go To Media' and 'Go To My Media' buttons.

2. Navigate to Kaltura My Media to review the uploaded video and verify the location where the video will be published by selecting the Published button next to the video.

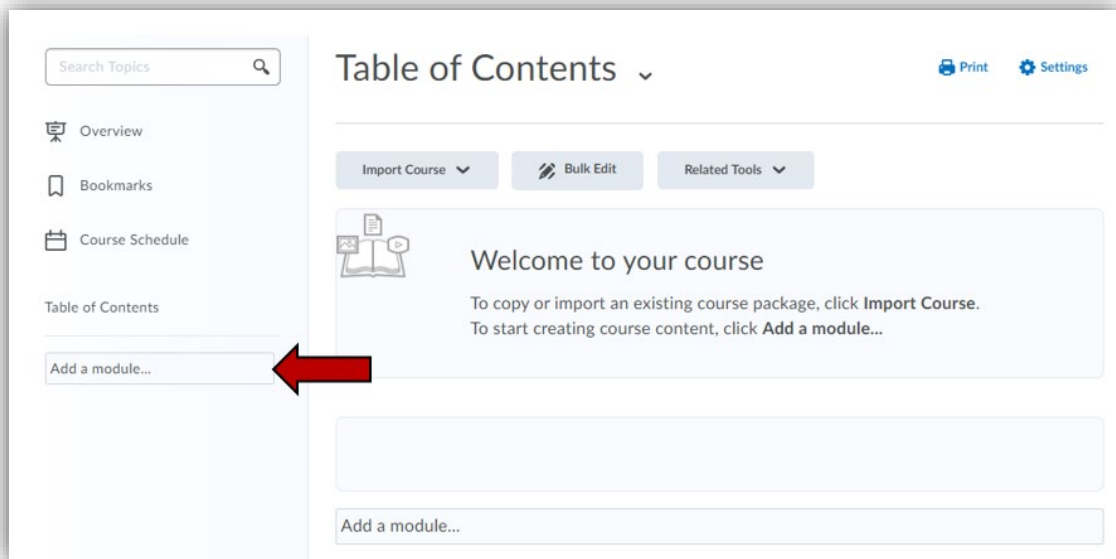


3. Students will be able to access the video by selecting **Kaltura** from the Navbar, and then selecting the **Media Gallery**.

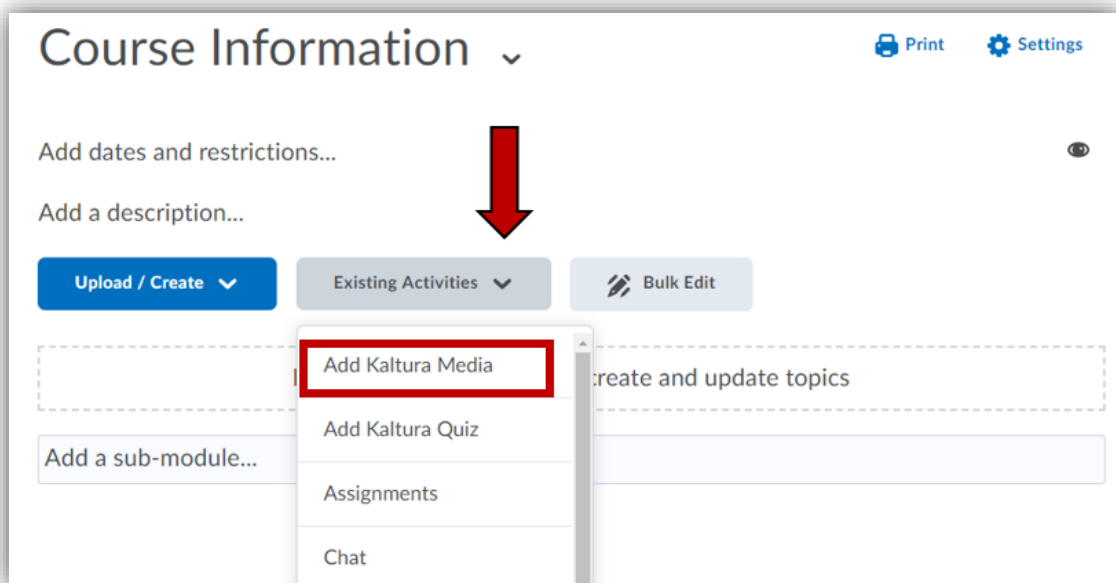


Adding a Kaltura Video to a Content Module

1. To begin the process of uploading media within the Content tool, first, click **Content** from your course Navbar.
2. Create a module by clicking **Add a module...** and typing a module name. Or, select an **existing module**.

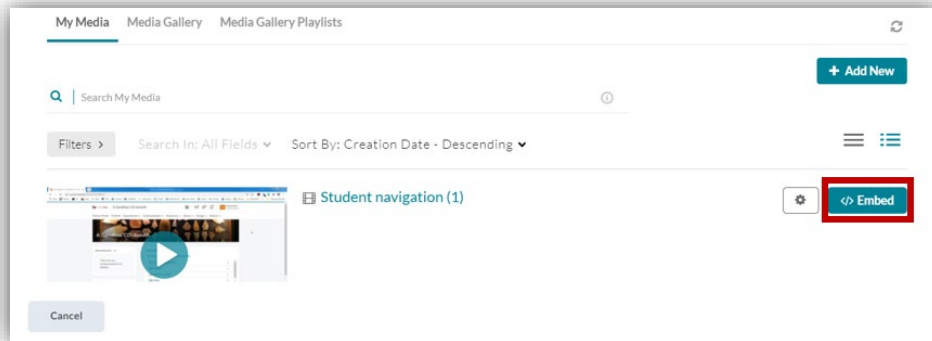


3. Once you are within the module, click **Existing Activities**. Then, select **Add Kaltura Media**.

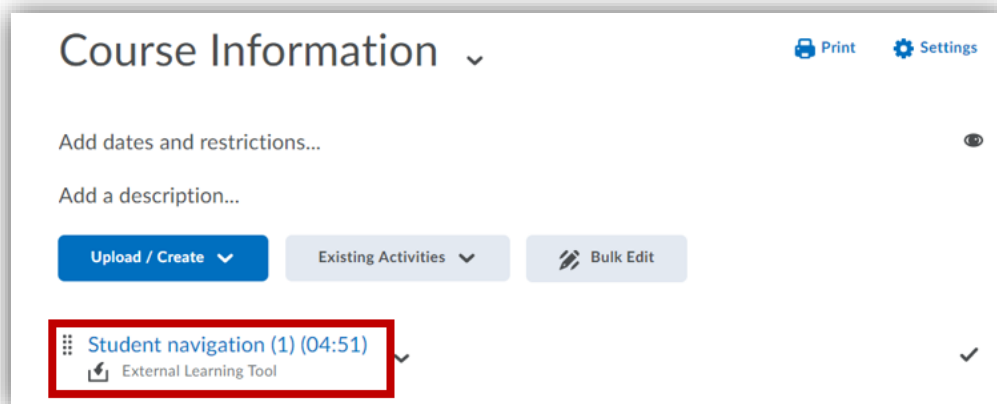


If the Video Has Already Been Uploaded to My Media:

4. Locate the video from the list and click on the **Embed** button at the right of the video link.

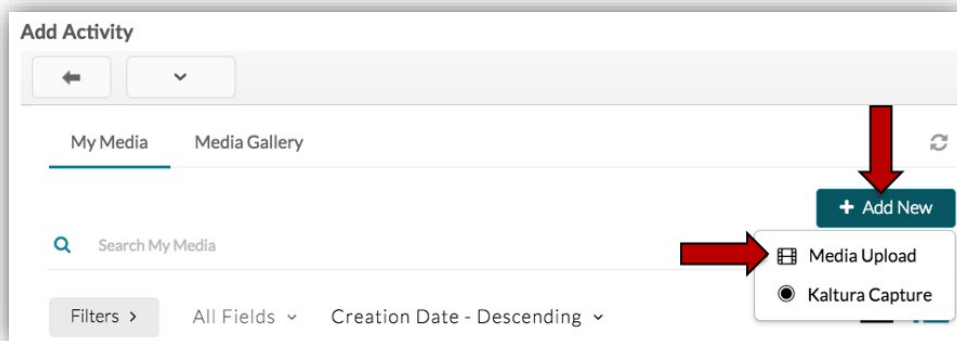


5. The video will be linked in the course module as an External Learning Tool.

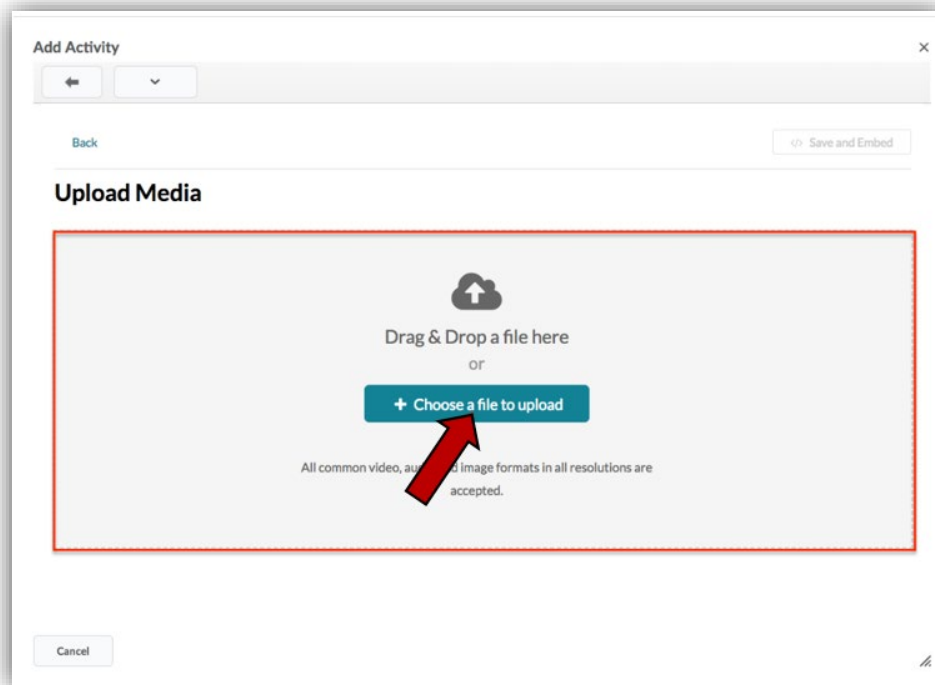


If the Video has not been Uploaded into Kaltura My Media

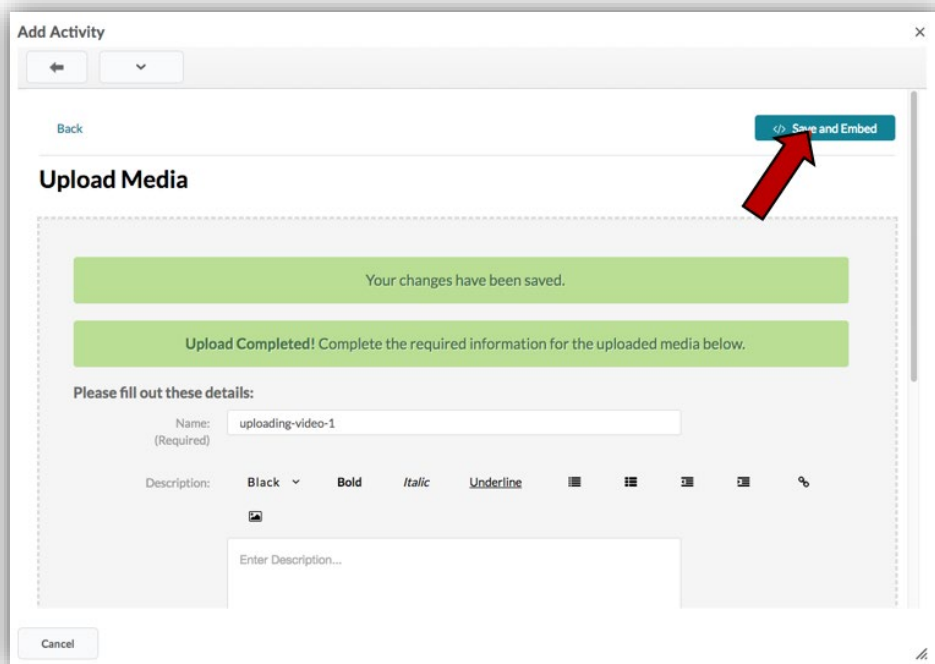
4. Click **Add New**. Then, select **Media Upload**.



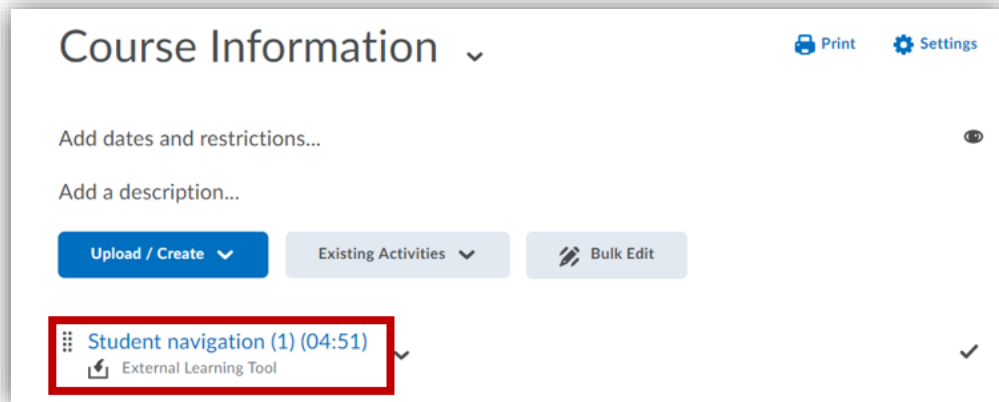
5. Either **Drag and Drop** a file within the Upload Media area or click **Choose a file to upload** and locate the video file you wish to upload.



6. Once your file has uploaded, click **</> Save and Embed**.



7. Your uploaded media should now be featured within the Content tool within your selected module.



For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.
For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit GeorgiaVIEW Help Center.

