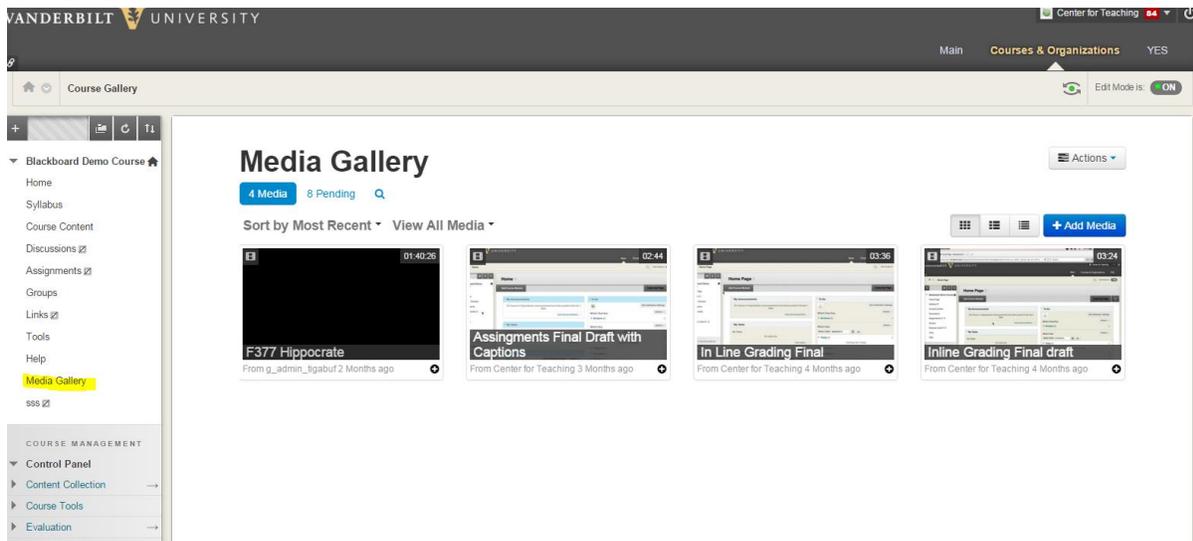# Kaltura Media
STUDENT GUIDE

This guide provides steps for students on how to create and post media using the Kaltura Media tool integrated into Blackboard.

There are three places to access and/or create Kaltura media in your Blackboard courses.

1. Media Gallery

The Media Gallery tab, which is only visible in courses where the instructor has enabled it, allows students to view all of the media made available by course participants. If the instructor or a student tags a video to make it available for the whole class, that media will appear here.
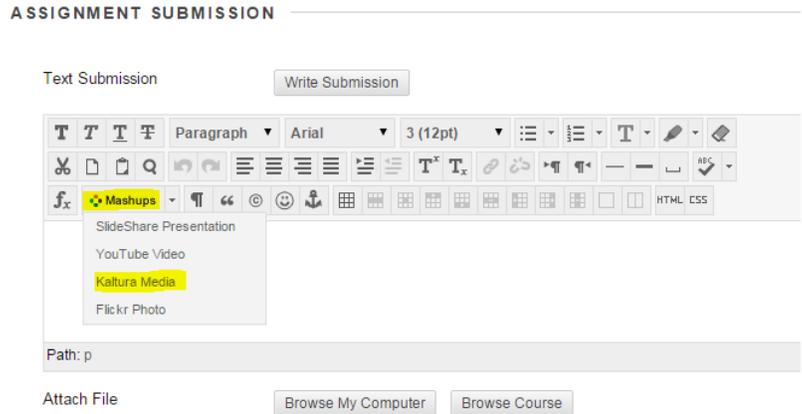

If there is no Media Gallery tab in the left-hand column, you can also reach the Media Gallery by clicking on Tools on the left-hand menu and then selecting Media Gallery.
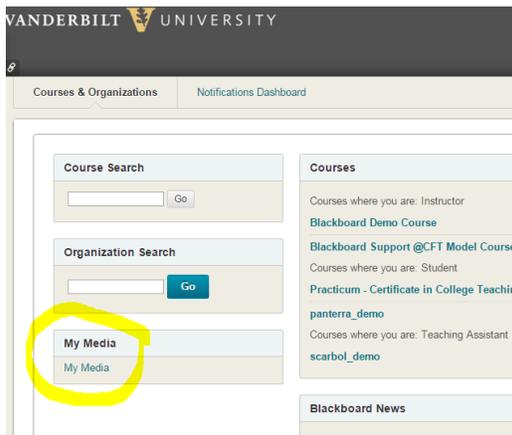
2. Mashup Tool -> Kaltura Media

You can use the text editor box in any part of Blackboard to add media. You can add screencasts, webcam videos, and presentations by clicking on the mashup tool, then selecting Kaltura Media. Follow the steps to add new or select from existing media. That media will then be embedded in your course. You can use this function in assignments, tests, discussion boards, or any content area where you can add text.

3. My Media

On the "Courses & Organizations" tab at the top right side of the screen, you can access your own media repository that includes all of the media you have created regardless of what course you created it for.

In the My Media area, you can create content by selecting the **Add New** button in the top right side of the screen. There are four options:

- A **Media Upload** will allow the user to upload all common video, audio, and image files.
- A **Webcam Recording** will allow the user to record video and audio with their webcam. This feature can also be used to record audio only by physically covering the webcam.
- A **Video Presentation** will link an audio file to a visual presentation, such as Powerpoint. The user can use this option to create a lecture that matches her speech to her Powerpoint slides.
- A **Screen Recording** will record the work that the user does on the screen of her computer along with audio.