UNIVERSITY OF MIAMI
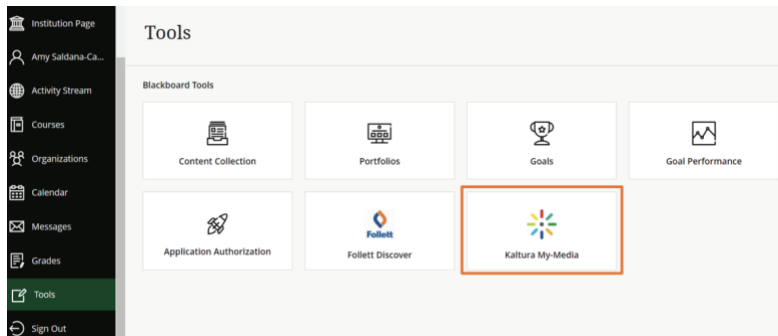**DEPARTMENT of INFORMATION TECHNOLOGY**

Upload Class Collaborate Recordings to Kaltura

Need technical support? If you have questions related to the information provided on this tip sheet, please contact the Learning Platforms Team: learningplatforms@miami.edu.

Upload Class Collaborate Recordings to Kaltura within Blackboard Learn

1. Once you are logged in to Blackboard (courses.miami.edu), select Tools from the Ultra Base Navigation menu located on the left-hand side.

2. From the Tools page, select Kaltura My-Media

3. Click the Add New button and select Media Upload.

4. Navigate to the video (.mp4 file) you want to upload and double-click it to upload it.

5. Add other details (e.g. Name, Description) as needed.

6. Scroll down and click the Save button, below the upload area.

7. Under the upload area, click the Go to My Media button.

8. Your uploaded video will now be visible in your My Media page, ready to linkt your course or share externally.