

HyFlex Kaltura Classroom How To: Add Media onto Media Gallery on Blackboard

Some instructors may choose to add a recording or other media file from one course's Media Gallery to another course or section. To do so you can follow the steps below.

YOU MUST FIRST MAKE SURE YOU HAVE THE MEDIA GALLERY TOOL LINK ADDED TO YOUR COURSE MENU ON BLACKBOARD BEFORE FOLLOWING THESE STEPS. SEE GUIDE *HOW TO ADD KALTURA MEDIA GALLERY TO BLACKBOARD COURSE MENU*

1. Click **Media Gallery** on your Blackboard course menu (Figure 1)

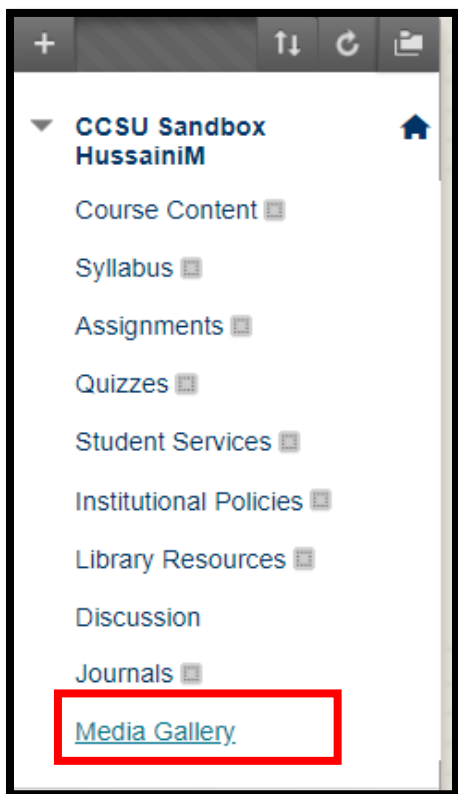


Figure 1

2. You will now see your Media Gallery, click **+Add Media** (Figure 2)

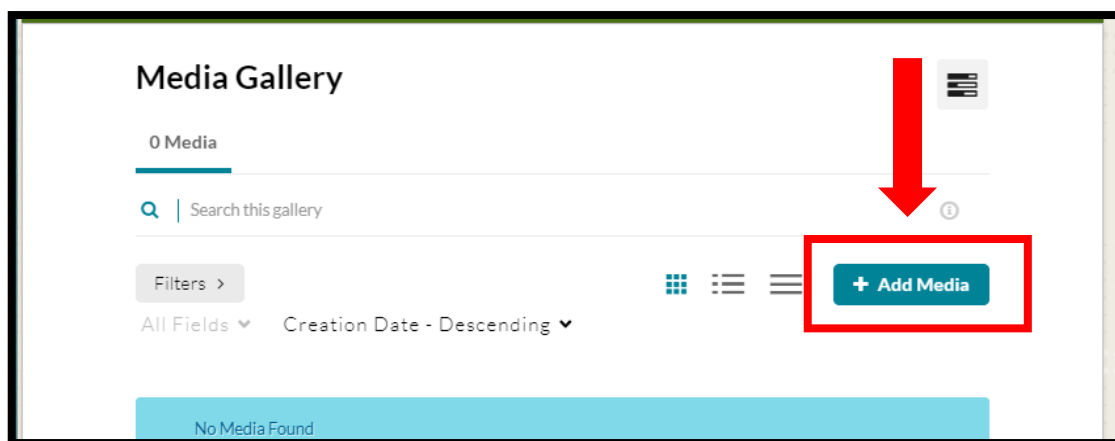


Figure 2

3. Select the **boxes** next to all the videos you would like to add to Media Gallery. Click **Publish** (Figure 3)

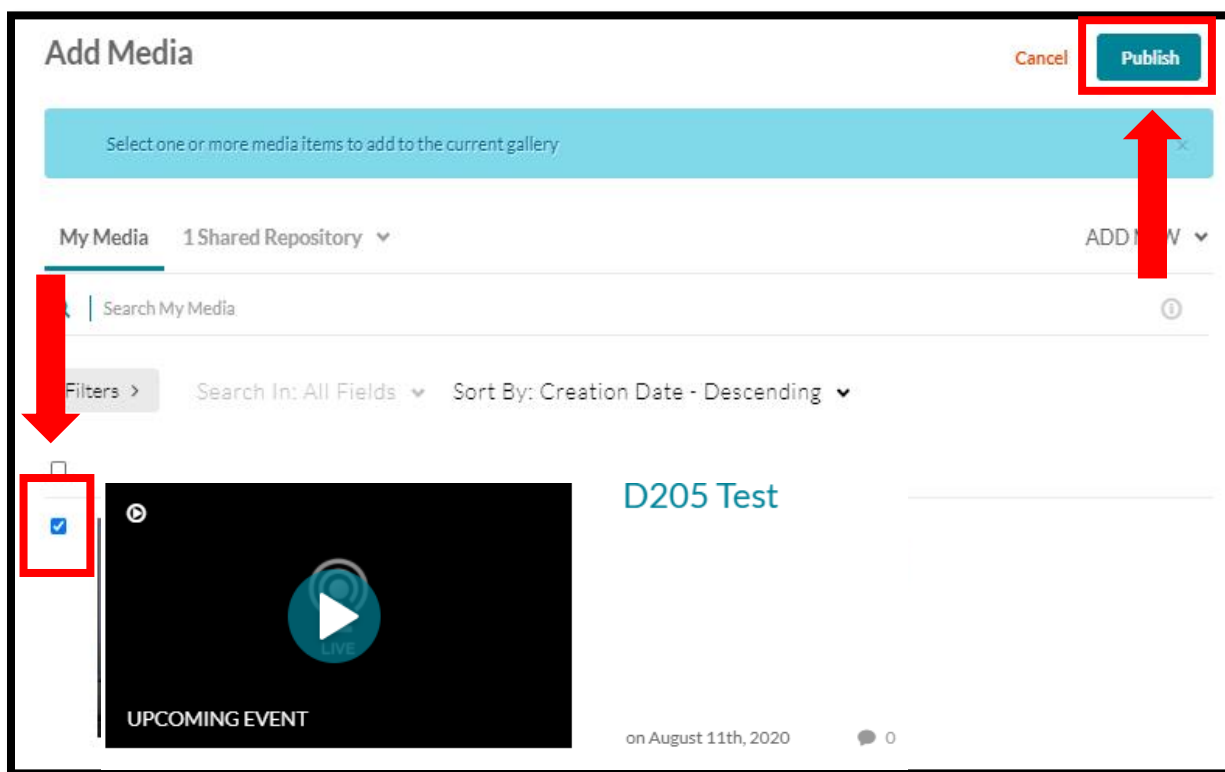


Figure 3

4. You will then see a light green banner above the media gallery confirming the publishing as shown below. Your video is now published to your Media Gallery (Figure 4)

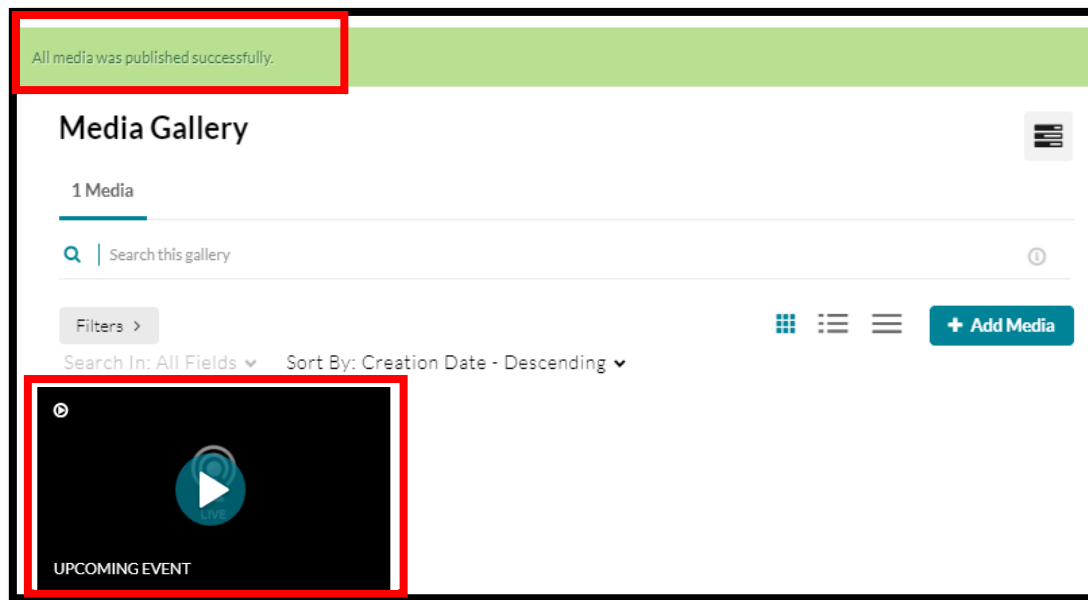


Figure 4

Your students can go to the Media Gallery and click on the recording/media to view it.