### Kaltura – Step by Step Instructions

**How to Record a Kaltura Webcam Video**

1. Log into Blackboard and navigate to the course where you want to place the webcam video.

   There are 3 places within a course where you can upload/record a new Kaltura video: the Course Gallery tool, the Kaltura Media tool, and the Mashup tool in the content editor. For step 2, choose A, B, or C, as appropriate.

2. **A. The Course Gallery** provides a central repository for all your Kaltura videos. If you record your webcam video here, you will need to take an extra step to place it in a content item, announcement, etc. Click “Course Gallery,” under “Course Tools” in the “Course Management Control Panel.”

3. **B. The Kaltura Media tool** allows you to add a Kaltura video directly to a content area. It is the most direct way to add a video to a Start Here or learning module content area. Navigate to the content area where you want the video to appear, let your cursor hover over the “Tools” dropdown menu and click “Kaltura Media.”

4. **C. The Mashup tool** allows you to add a Kaltura video anywhere you see the full content editor. Use this method if you want to add the video to a content item, discussion board post, or assignment feedback. Create or edit the item where you want the video to appear. In the content editor, click the “Mashups” button, and then click “Kaltura Media.”

5. Let your cursor hover over the “Add Media” button.

6. Click “Upload media or record from webcam.”

7. Click the “Webcam” tab.

8. If you see a “Adobe Flash Player Settings” pop-up, click “Allow.” You should now see your webcam image. If you don’t, you may need to use the dropdown menu to select the correct webcam.

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### Replace the Voice Authoring Tool!

The contract for Blackboard Collaborate is ending which means the Voice Authoring Tool is going away. Luckily, NKU has several other software solutions available for you to post audio/video messages for your students.

One of the best options is the Kaltura Webcam recorder. With this tool you can create short video clips, which can be used anywhere you see the content editor. Add the video clips to your Start Here page, content items, weekly announcements, or even assignment feedback.

Since the webcam tool records video, students will see you when they watch your video messages. Typically, students like this very much and report feeling more strongly connected to their teacher and the class than with plain audio messages. But, if you’re having a bad hair day or simply don’t want to record video, you can always cover your webcam with a dark cloth or piece of paper.

Having trouble following the instructions in this PDF? Contact the IT Help Desk at [http://oit.nku.edu/help.html](http://oit.nku.edu/help.html) or by phone at (859) 572-6911.
7. Click the “Record” button and deliver your video message.

8. When you are finished, click “Stop.” If you’d like to review your video, click “Play.”

9. Click the “Next” button.

10. Enter a “Title” and “Description” for your video. “Tags” help with searching; you can add them if you wish.

11. Click “Next.” The video will now be processed and uploaded to Kaltura servers.

12. A. For the Course Gallery, the video will now be added to the gallery as “Hidden.” Click the “Make this item Public in Gallery” checkbox so that students can view it. You will need to use the Kaltura Media tool or the Mashup tool if you’d also like this video to appear on a content area or in an item.

   B. For the Kaltura Media tool, give the item a “Title” and a “Description,” select the appropriate options, and click “Submit.” The Kaltura video will now appear as the last item on the content area.

   C. For the Mashup tool, select the appropriate options and click “Submit.” The video will now be part of the item. Click “Submit” again.