Blackboard (v9.1) for Employees
Publishing to Media Gallery

This document describes, for employees, how to publish previously recorded media to the Kaltura Media Gallery in Blackboard. If you do not see this tool, please review the Kaltura Availability document.

Brief Instructions

After logging into Blackboard:
- Access a course site and scroll down to the Control Panel.
- Click on “Course Tools”, then “Media Gallery”.
- Click on “Add Media” button.
- Select video(s)
- Click Publish

Process complete.

Detailed Instructions

1. From within a Blackboard course site, scroll down to the Control Panel and click on Course Tools.
2. Click on **Media Gallery**.

3. Click on the **Add Media** button to the right side of the screen.

4. Select video(s) from list using the checkboxes on the left.

5. Click on the **Publish** button.
6. After a few moments, the video appears in the Media Gallery.

The process of publishing a Kaltura video to the Media Gallery is complete.