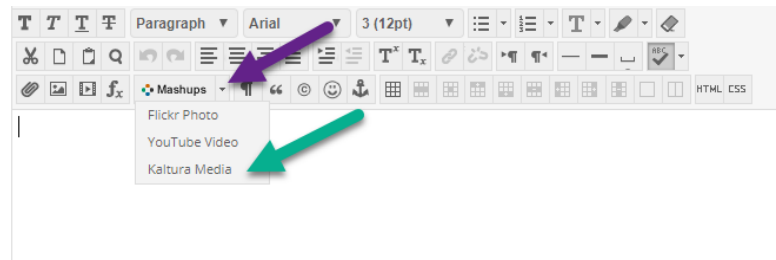**Job Aid Objective**: Provide faculty with the steps associated with embedding a Kaltura video into a course. Kaltura is video hosting program that is integrated with our LMS, Blackboard. It allows faculty and students to easily create and share their own video media.

Please note: A Kaltura video can be embedded anywhere you have a visual editor in Blackboard. This includes the following areas:
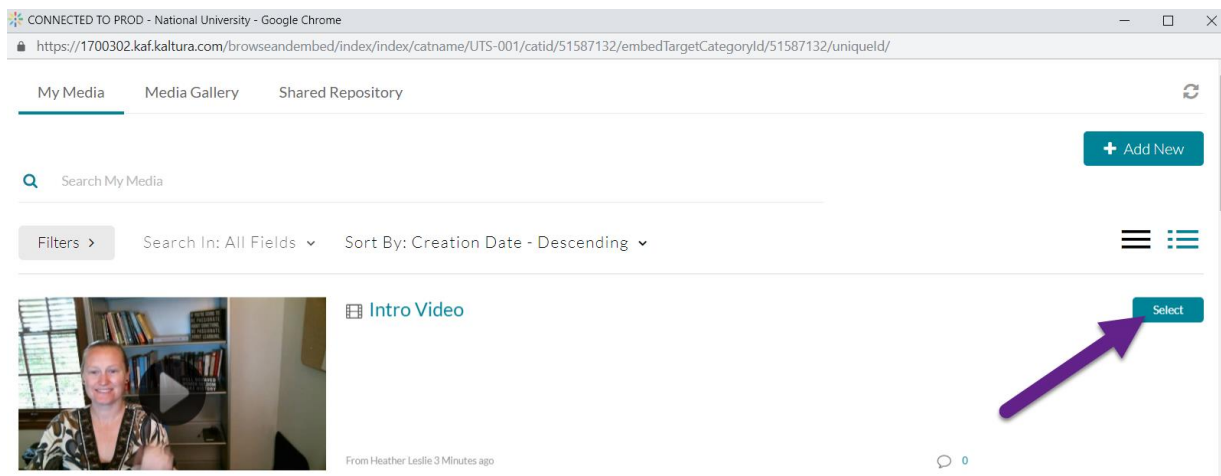
- Assignment Submission
- Threaded Discussion Response
- Essay Test Responses
- Blogs and Wikis

 *The **My Media** module on Blackboard homepage is *only* available for faculty. Students access their media repository from the Mash-up tool in the visual text editor.
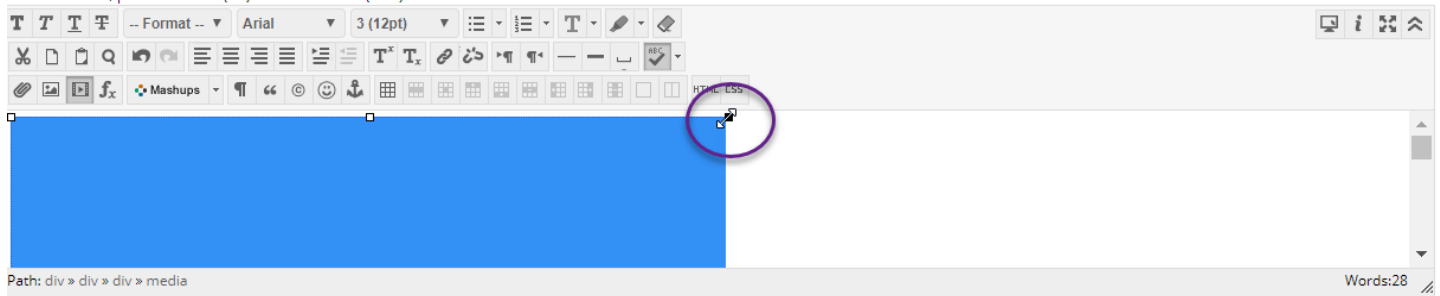
Step 1: After you have created your Kaltura video and are ready to embed your video into your course, click on the **MashUp** tool located in the third row of the visual editor tool bar. Then, select the **Kaltura Media** option.
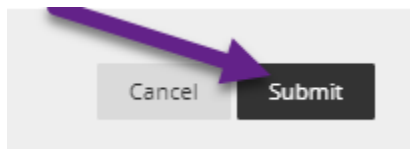

Step 2: A new window will open and you will select the video from My Media.

Step 3: The video will now be embedded in your visual editor. You may choose to resize the video by double-clicking the image and dragging the corner with your cursor.

Step 4: Click Submit

Your media will now be embedded into the content item. You can embed your media any other place in Blackboard that you have access to the Visual Editor.