Uploading Videos to Blackboard Learn

- **Upload clips to KSUtube first**
    - http://ksu.tube.kent.edu/
  1. Use your Flashline ID and password to log in.
  2. Click "choose file"
    - Valid file types include: mov, wmv, avi, mpg, rv, rm, ram, flv, mp4, m4v, mp3, wav, wma, mts.
    - Files must be less than 1GB in size. The limit is twice the size of Pearson.
    - File names cannot contain special characters i.e.: &, #, ', !, etc.
  3. Click "upload!"
  4. General Settings
    - Name video
    - Add description
  5. Security Settings
    - Select "Require Password"
    - Type in a password
  6. Advanced Settings
    - You must click on "Advanced Settings" to open the tab
    - Select 320x240 under "4:3 Standard"
  7. Click "Submit"
  8. You will receive a confirmation email once the video is ready with a link to the video. It may take around 20 minutes.

- **Copy embed code from KSUtube**
  1. Click the link to the video in the confirmation email.
  2. Enter your password to view the video.
  3. Copy the "Embed Code" by pressing CTRL-C (on Windows) or Command-C (Mac)

- **Login to Blackboard Learn**
    - http://learn.kent.edu/
  1. Use your Flashline ID and password to log in
  2. Choose the course you want to upload the video for.
  3. Navigate to where your instructor wants you to submit the file.
  4. Click on the toggle code button that looks like a pair of left and right arrows, such as <>. When you hover over the button, it will say "Toggle HTML Source Mode."
  5. Paste the Embed Code by pressing CTRL-V (on Windows) or Command-V (Mac)
  6. Scroll down and click "Submit"