

Uploading a Video to Kaltura (video.kent.edu)

Kaltura (video.kent.edu) is a streaming media site that allows you to upload and share video content. It is available for use by all Kent State University faculty, staff, and students.

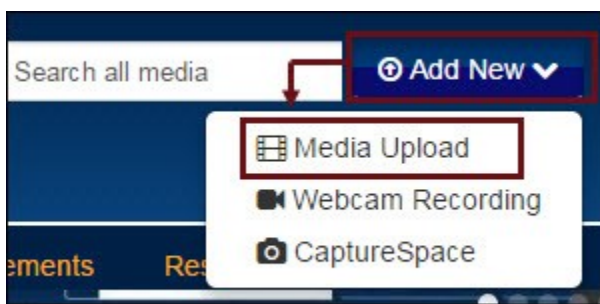
1. Open your web browser and navigate to <https://video.kent.edu>.
2. Click the **FlashLine Login** button in the top right corner and select **Login** from the drop-down menu.



3. Type in your **FlashLine username** and **password**, then click **Sign In**.



4. Click **Add New** in the top right and select **Media Upload** from the drop-down menu.



5. Click the **Choose a file to upload** button.

Upload Media

+ Choose a file to upload

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

6. A dialog box will pop up. **Locate and select the video file** you want to upload, then click **Open**. Your video will be uploaded.
7. Fill in the **name** for the video. Add a description and tags (optional).

Upload Media

uploadfile.mp4




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
Upload Completed! Complete the required information for the uploaded media below.

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Please fill out these details:

Name:
(Required)

Description: **Black** **Bold** *Italic* Underline     



Tags:

Scheduling: Any Time Specific Range

8. Select your desired publishing setting (private, unlisted, or published).

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Private - Media page will be visible to the content owner only.

Unlisted - Media page will be visible to anyone with a link to the page.

Published - Media page will be visible to individuals according to entitlements on published destinations

[Save](#) [Go To Media](#) [Go To My Media](#)

Note: You can mark videos as private and still embed them in your Blackboard course using the Kaltura Media mashup. This will ensure that ONLY students enrolled in that course can view your videos.

Your video has now been uploaded to Kaltura (video.kent.edu). You can click on the Go to Media button to view your video.