

# Item – How to Include My Media (Faculty Only)

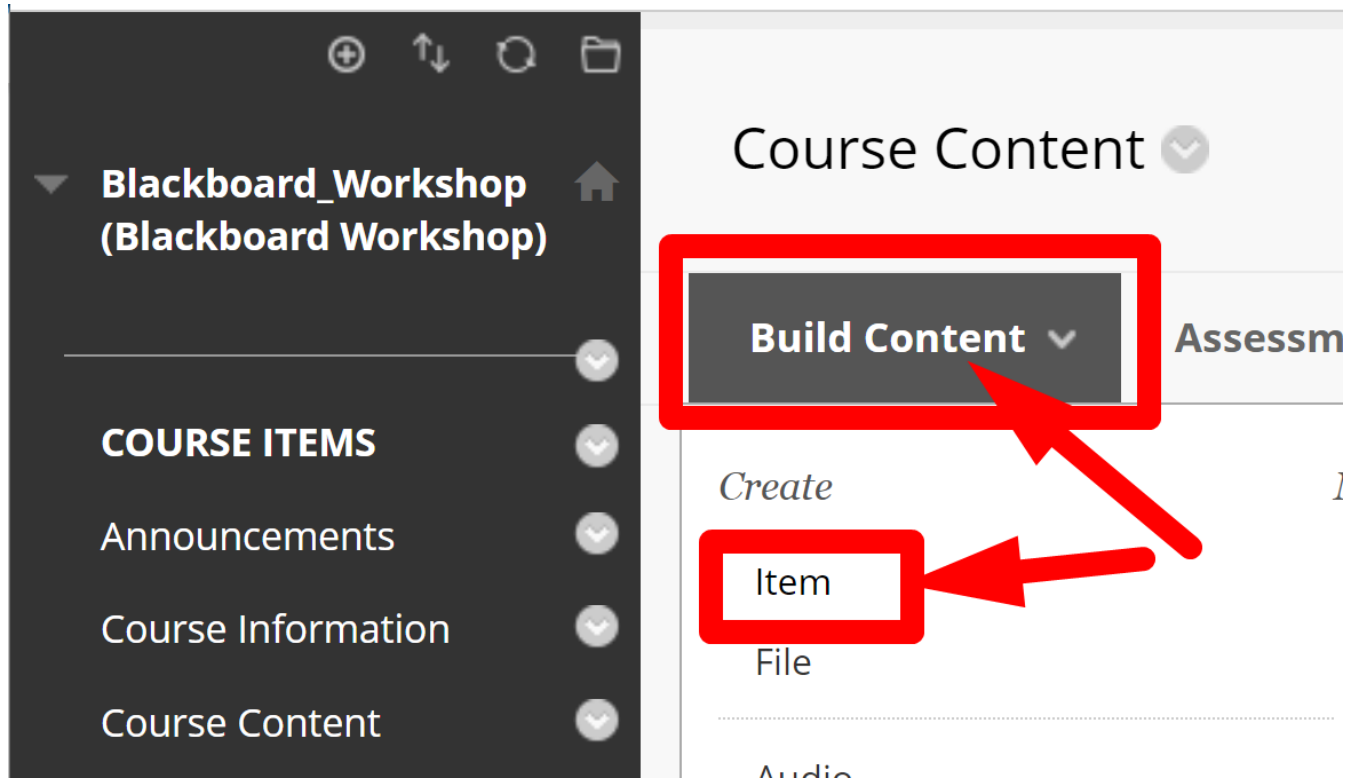
Preparation: Get **video/audio ready first inside Kaltura myMedia.**

You cannot do the next steps without your video/audio files ready in Kaltura myMedia.

If you need to upload or create new video/audio files without visiting the Kaltura myMedia page, please check the step **4b]** below.

This example also applies to the **content editor** inside other editable areas such as **Announcements, Assignments, Tests, Blogs, Journals, Wikis, etc.**

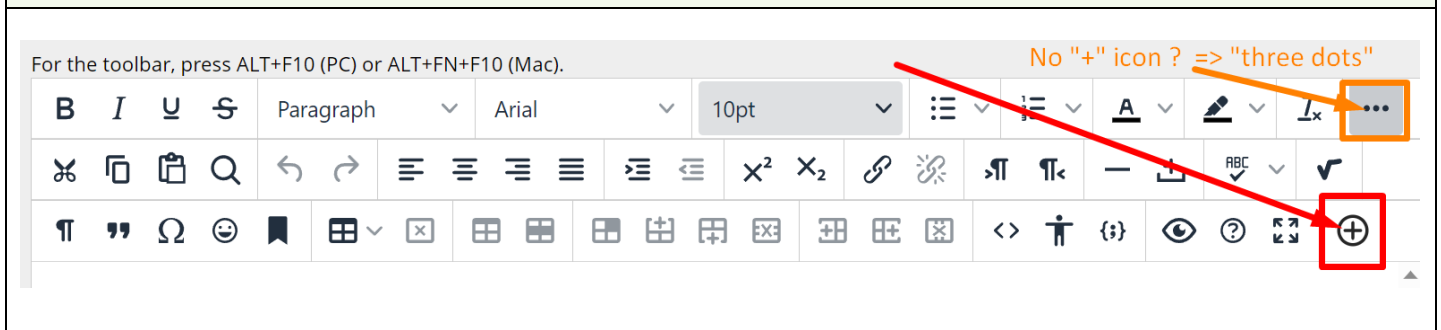
## 1] **Build Content** > **Item**



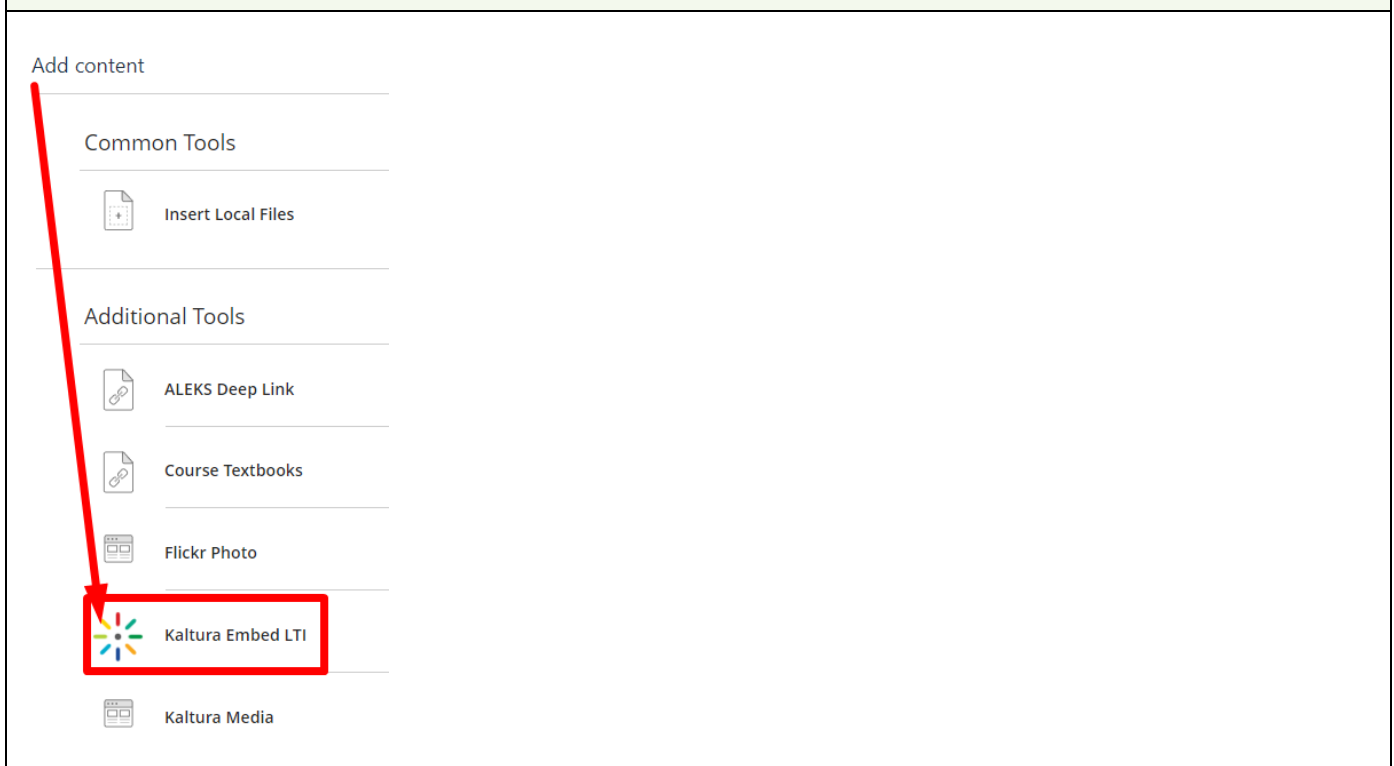
The screenshot displays the Blackboard Course Content interface. On the left is a dark sidebar with navigation options: 'Blackboard\_Workshop (Blackboard Workshop)', 'COURSE ITEMS', 'Announcements', 'Course Information', and 'Course Content'. The main area shows 'Course Content' with a dropdown arrow. A red box highlights the 'Build Content' dropdown menu, which is open to show options: 'Create', 'Item', 'File', and 'Audio'. A red arrow points from the 'Build Content' box to the 'Item' option, which is also highlighted with a red box. The word 'Assessm' is partially visible on the right side of the interface.

2] **+** (plus) icon in a circle at the end of the toolbar.

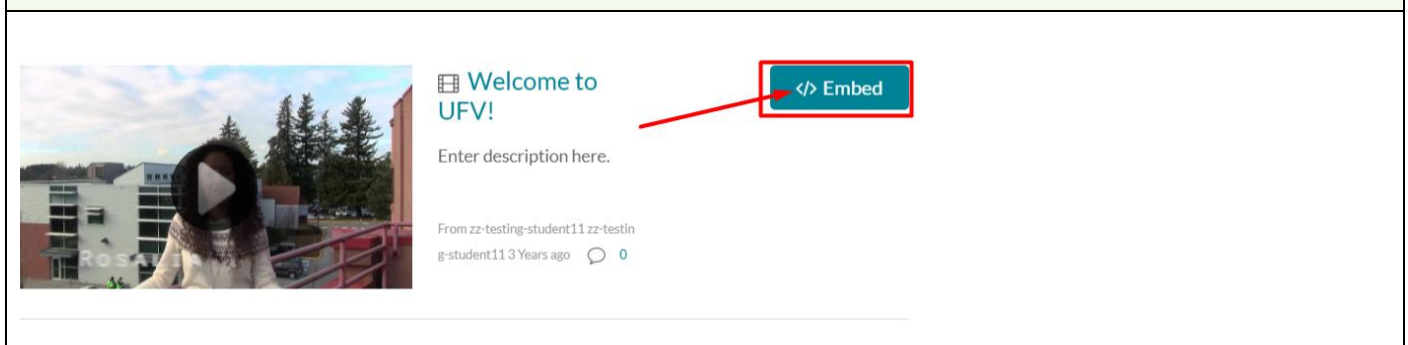
No **+** (plus) icon? => **"three dots"** at the end to expand the toolbar



### 3] **Kaltura Embed LTI**

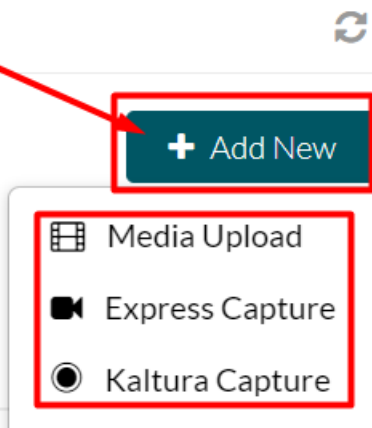


4a] If you already have the video/audio in My Media, find the video/audio > **Embed**



**4b] If you need to upload or create a new video/audio > Add New > Select Your Option**

If you  
upload  
or  
create  
new  
videos

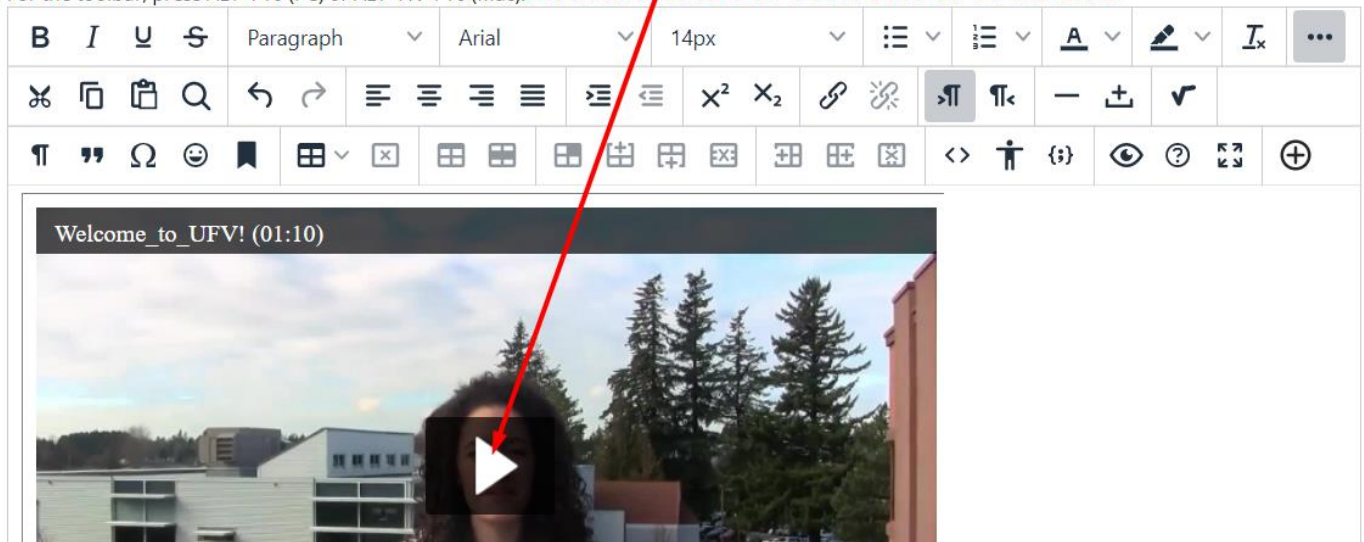


**5] Check if the video/audio appears like this. If you have used the step 4b] above, it might take a few minutes (uploading & conversion time) to have the new video/audio appear.**

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

**Embedded Kaltura Media**



## 6] Submit

Cancel

Save Draft

Submit

## 7] Check if you can see the video preview.



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RE: video 3



Revised by Soowook Kim on JAN 09, 2024.