

How to host a Zoom recording on Blackboard

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Disclaimer: I've only started investigating this process just recently, so I'm still a beginner. Contact IS&T if you have followup questions!

Synopsis of the workflow:

Zoom can record videos and store them in the cloud. In order to post them to Blackboard, the video needs to be imported to BU's media storage site (Kaltura is the name of the hosting service, MyMedia is the BU resource name). In Blackboard, you can implement a Kaltura Tool that links your videos hosted on MyMedia to your course Blackboard site. Kaltura provides closed captioning for your videos.

Specific steps:

1. **Record the Zoom session**

This is a setting you can select when you schedule the meeting. *FYI* – you're not supposed to capture a student's face in the recording; Zoom has a setting that allows you to disable the recording feature from capturing a participant's face. The setting screen will also allow you to store the video either on your computer or in the Cloud. The Cloud feature incorporates a post-processing step that takes 15-45 minutes but compresses the file size; IS&T recommends recording to the Cloud.

2. **Download the video from the Cloud**

Navigate your web browser to: zoom.us. You'll need to log in with your BU credentials. Once logged in, either navigate to 'Recordings', or simply navigate to zoom.us/recording (I find this easier since I don't know how to find the link on the main zoom page...). Download your recording.

3. **If you haven't ever used Kaltura before**

... you need to sign in to mymedia.bu.edu. Everyone has a Kaltura account by default but my understanding is that it isn't activated until you initially sign into this site. This is a one-time process.

4. **If you haven't hosted Kaltura videos on Blackboard previously:**

- a. Sign into your course site on Blackboard.
- b. On the sidebar of your course site, locate and hover your mouse over the encircled + symbol (above 'Home Page', 'Contacts', etc).
- c. Select 'Tool Link'
- d. Select 'Available to Users'
- e. Give it a name (I prefer 'Lecture videos' but 'Kaltura videos' works as well)
- f. In the 'Type' field, scroll down to 'Media Gallery'
- g. Hit 'Submit'
- h. The end result should be a new option ('Lecture videos') in the sidebar that allows you/students to navigate to the videos from your MyMedia repository that you select for this site.

5. **Upload the videos to Blackboard:**

- a. Select the Media Gallery option from the sidebar ('Lecture videos'). The page title will be 'Media Gallery', once it loads.

- b. To import new media into your Media Gallery, select the “+ Add Media” button. Any media that you’ve already uploaded into MyMedia will appear, as well as the option to upload content from your local computer.
- c. To upload your recent Zoom recordings, select ‘ADD NEW’ → Media Upload
- d. Your video should now appear and be visible to the students.