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| Description:  This workshop will introduce participants to using the Kaltura Media Tools in Blackboard. It will give the participant a basic overview of Kaltura and how to use many of its functions. It will also help establish a foundation for further exploration of creating and using video content in Blackboard with Kaltura.  Duration:  1 hour    Format of workshop  F2F | Objectives:   * Build and deploy media in Blackboard * Discover the shared repository and select media for course content * Develop a gradable video assignment in your course |

**Agenda**

1. Welcome
   1. Attendance sign-in
   2. Introduction
      1. What is Kaltura and why should I use it?
      2. What is it for? What isn’t it for?
2. Demonstration - Institution Level
   1. My Media
      1. Upload Media
      2. Create new media with CaptureSpace
         1. Download
         2. Settings
         3. Explain each record option
         4. Demo 'Presentations and Lectures' tool
         5. Edit screen
            1. Trim
            2. Chop
            3. Titles
         6. Titles, descriptions, and tags
      3. Searching My Media
      4. Adding to a course gallery
   2. Faculty Video Repository
      1. Searching the Faculty Repository
      2. Contributing to the Faculty Repository
      3. Additional metadata
3. Demonstration – Course level
   1. Adding content via Build Content Tab
   2. Adding content via the WYSIWIG Toolbar
   3. Adding a Course Gallery to your Course Menu
   4. Develop a gradable video assignment
      1. Discussion Boards
      2. Blogs
      3. Assessments
4. Additional Resources
   1. Official Kaltura Knowledge Center:  
      <http://knowledge.kaltura.com/>
   2. Contact [multimedia@wilmu.edu](mailto:multimedia@wilmu.edu) for support. (Please specify which workshop.)