

How to manage videos on Blackboard - Faculty

Pre-recording lectures material and uploading it to Blackboard is a great way to provide lecture content to your students.

However, Blackboard is **NOT** equipped to upload large video files. Adding video files to your Blackboard content will take up space in your Blackboard capacity. This will prohibit your ability to upload files in the future.

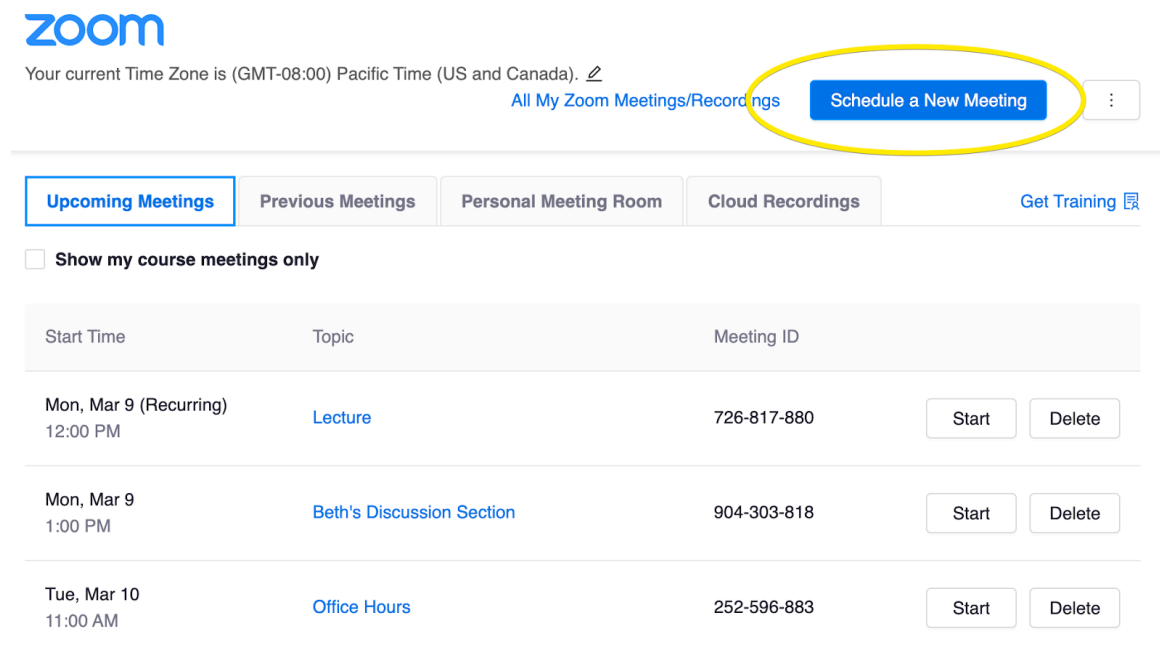
If you are using Zoom to record your lectures, and are utilizing the Zoom integration within Blackboard, we recommend you do the following:

Using the Blackboard LTI

Step 1: Login to Blackboard at blackboard.liu.edu and navigate to your course

Step 2: Schedule your Meeting within your Blackboard Course

(See instructions at <https://it.liu.edu/tutorials/blackboard> on how to use zoom within Blackboard)



The screenshot shows the Zoom web interface. At the top, the Zoom logo is displayed. Below it, the text reads "Your current Time Zone is (GMT-08:00) Pacific Time (US and Canada).". To the right of this text is a link "All My Zoom Meetings/Recordings" and a blue button labeled "Schedule a New Meeting", which is circled in yellow. Below this is a navigation bar with tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Cloud Recordings". There is also a "Get Training" link. Below the navigation bar is a checkbox labeled "Show my course meetings only". The main content area is a table with columns for "Start Time", "Topic", and "Meeting ID". The table contains three rows of meeting information, each with "Start" and "Delete" buttons.

Start Time	Topic	Meeting ID		
Mon, Mar 9 (Recurring) 12:00 PM	Lecture	726-817-880	Start	Delete
Mon, Mar 9 1:00 PM	Beth's Discussion Section	904-303-818	Start	Delete
Tue, Mar 10 11:00 AM	Office Hours	252-596-883	Start	Delete

Step 3: Save your Meeting(s).

Step 4: Start Your Session

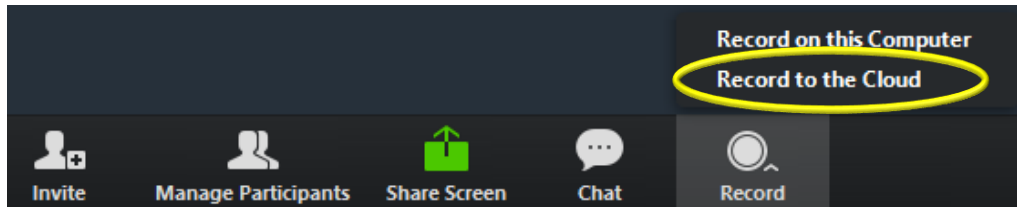


This is a close-up of the meeting list from the previous screenshot. It shows the first row: "Mon, Mar 9 (Recurring) 12:00 PM", "Lecture", "726-817-880", and two buttons: "Start" and "Delete". The "Start" button is circled in yellow.

When it prompts you, allow it to open Zoom.

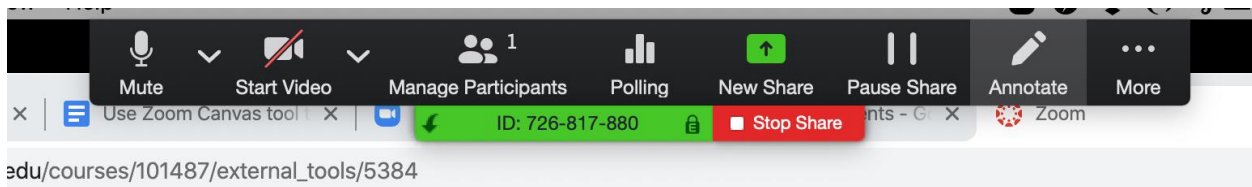
Step 5: Record your Session

You'll see the following bar at the bottom of the screen. This is where you will select to record your meeting to the "Record to the Cloud".



Step 6: Share your slides

You'll also see **Share Screen** on this bottom menu. When you launch this, you'll see options to share your whole desktop, a specific window, or a "whiteboard" you can draw on. (If you don't see your slides, try making sure they're open in the background, and try again.) Once you're presenting, a top menu will appear with more options, including Annotation and the ability to "Stop Share."



Step 7: Wrap up

When you're done, use the red "End Meeting" button on the bottom right.



If you recorded, your meeting will be uploaded within a few hours depending on the length. **You and your students** can access the recording from Blackboard -> Zoom -> Cloud Recordings Tab.

