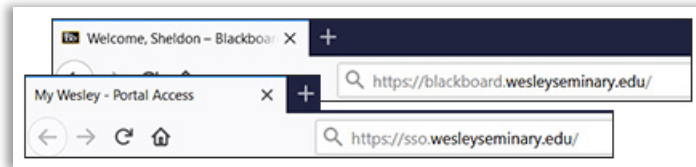


## Submitting a Video Assignment

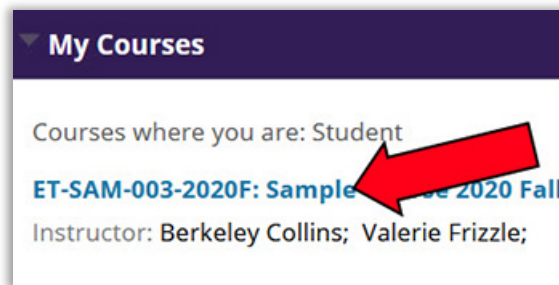
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Note: These instructions are for submitting only. If you have not created your video, please click the following links for [instructions on installing Kaltura](#) and [instructions on recording a video in Kaltura](#).

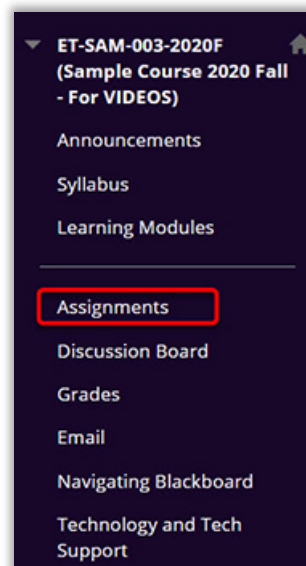
1. Log in to Blackboard at  
<https://sso.wesleyseminary.edu>  
or  
[blackboard.wesleyseminary.edu](https://blackboard.wesleyseminary.edu)



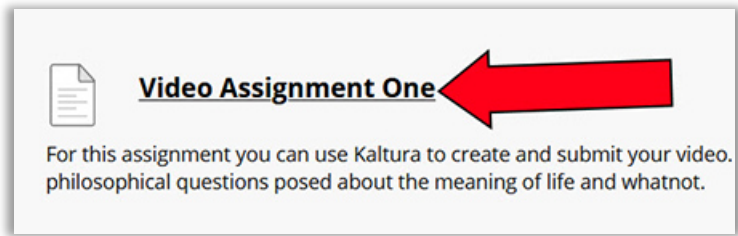
2. Enter your course.



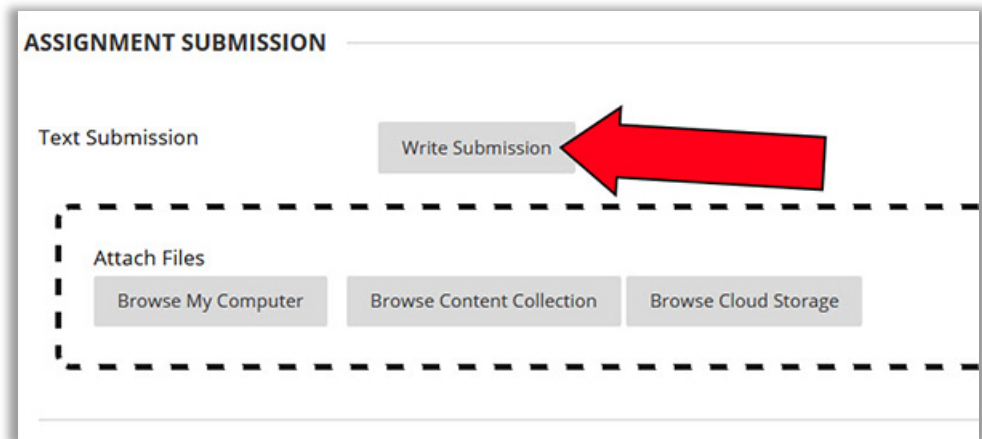
3. Click **Assignments** in the course Menu on the left.



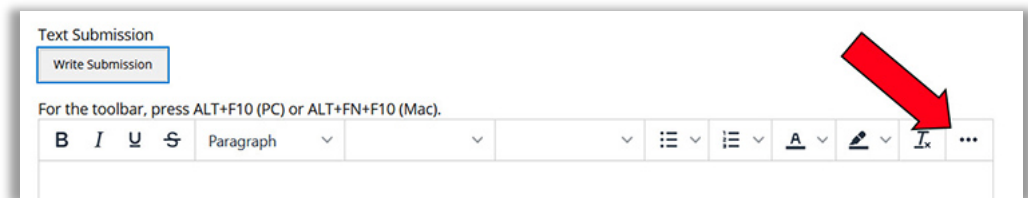
4. Click the title of the assignment you are submitting.



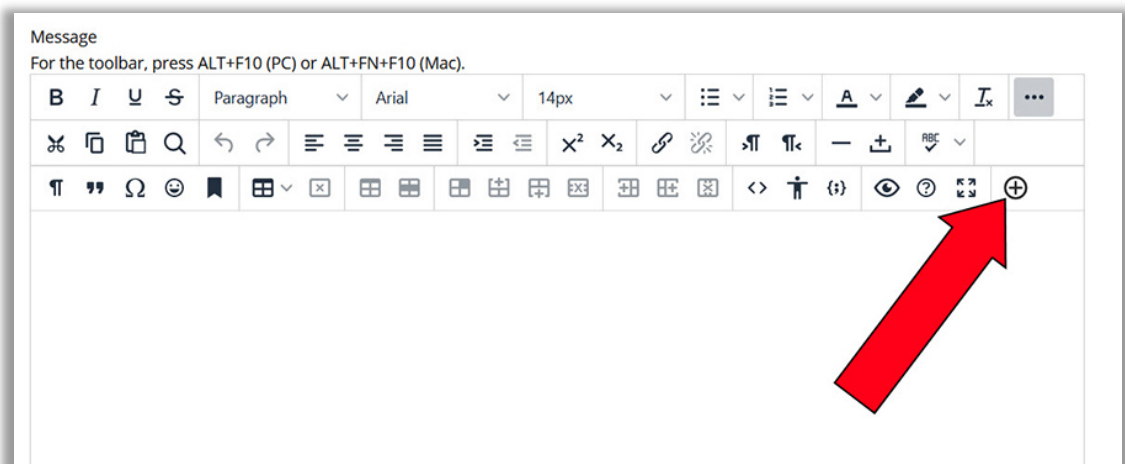
5. Click **Write Submissions**



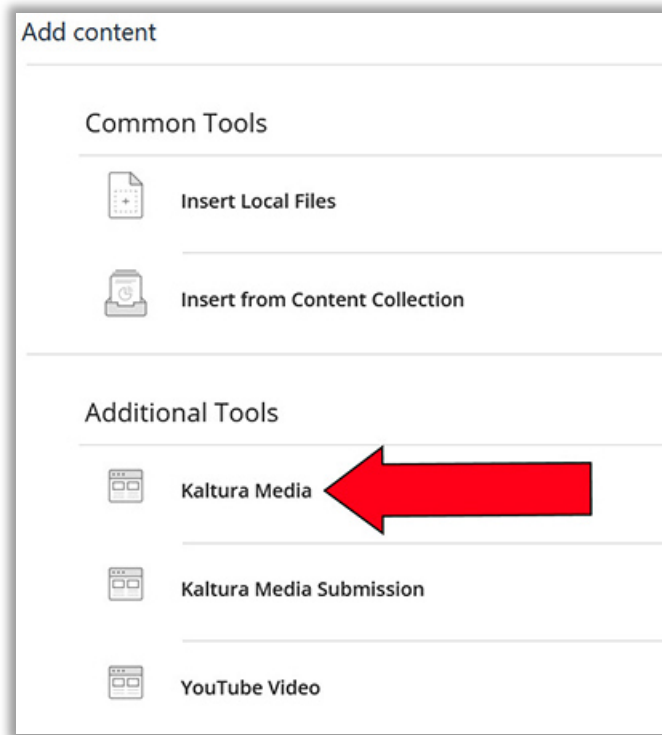
6. If you have never used the text editor, you may need to expand the menu. To do this, click the ellipsis to the far right



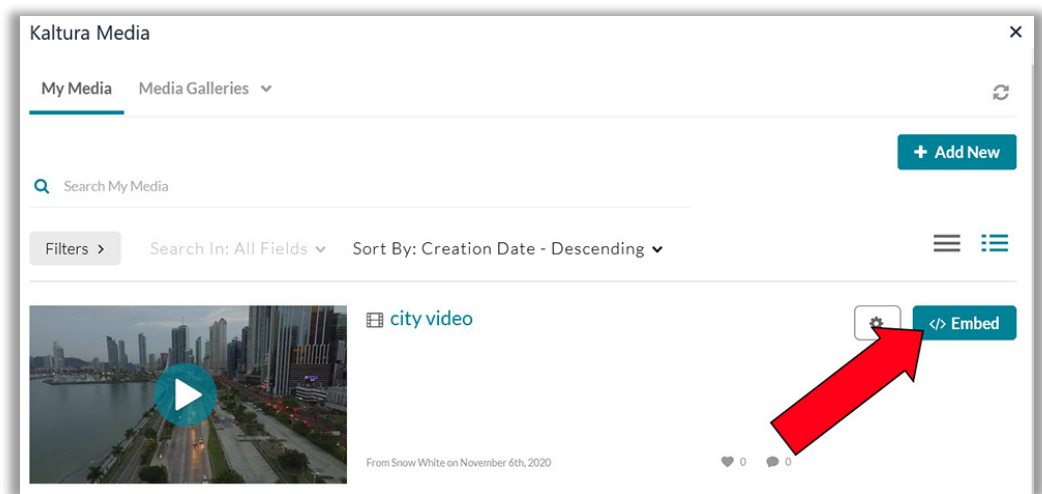
7. Click the plus sign in the circle, in the upper right.



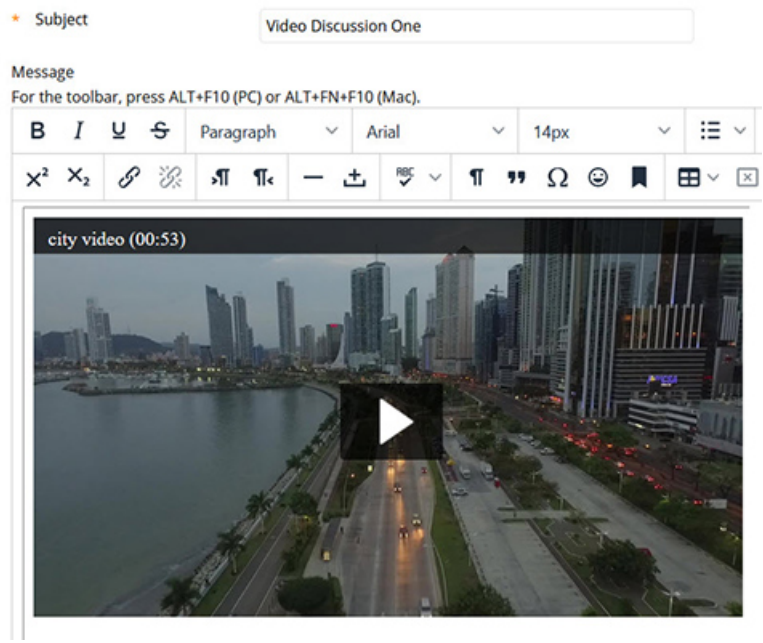
8. Click **Kaltura Media**



9. Locate the video you wish to submit in your MyMedia Library, and click **Embed**

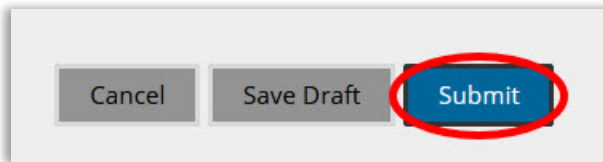


10. Your video will now show in the text editor.

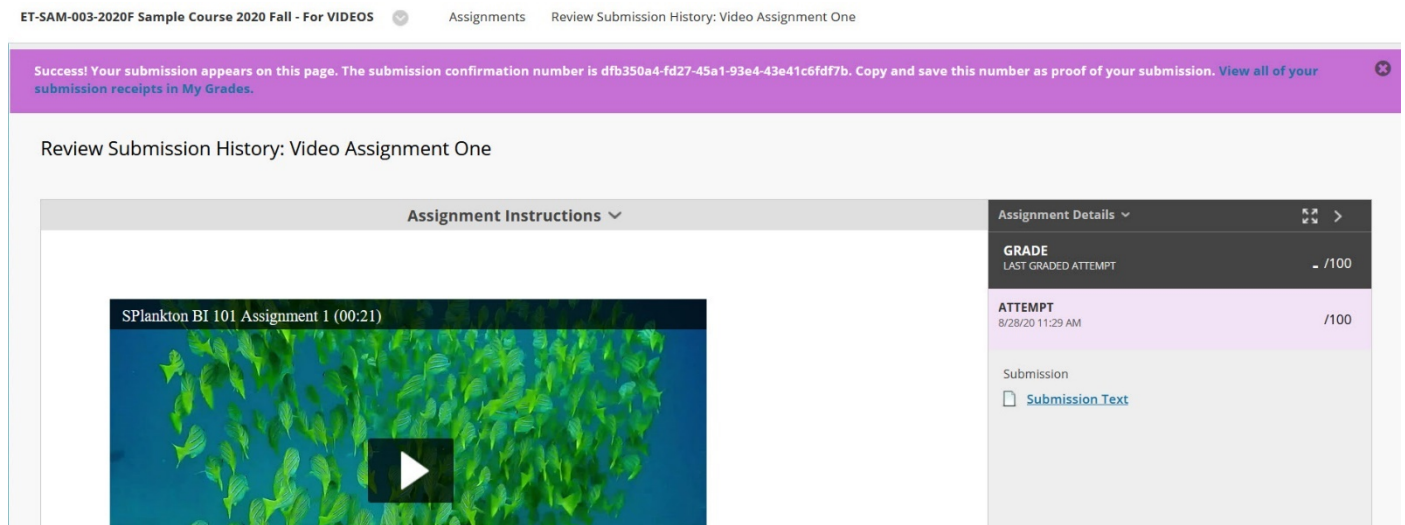


11. When you are ready, click **Submit** in the lower right

*Note: Do not click Save Draft. It tends to be unreliable*



12. You will see a fuchsia success indicator along the top of the screen letting you know your assignment was submitted. When your instructor grades your assignment, the numeric grade assigned will show in the Grade area on the right.



If you have any questions or problems, please contact Educational Technology at [edtech@wesleyseminary.edu](mailto:edtech@wesleyseminary.edu)