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)

Step 3: Save your Meeting(s).

Step 4: Start Your Session

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”.

![Record to the Cloud](image)

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.”

![Share Screen](image)

Step 7: Wrap up
When you’re done, use the red “End Meeting” button on the bottom right.

![End Meeting](image)

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.