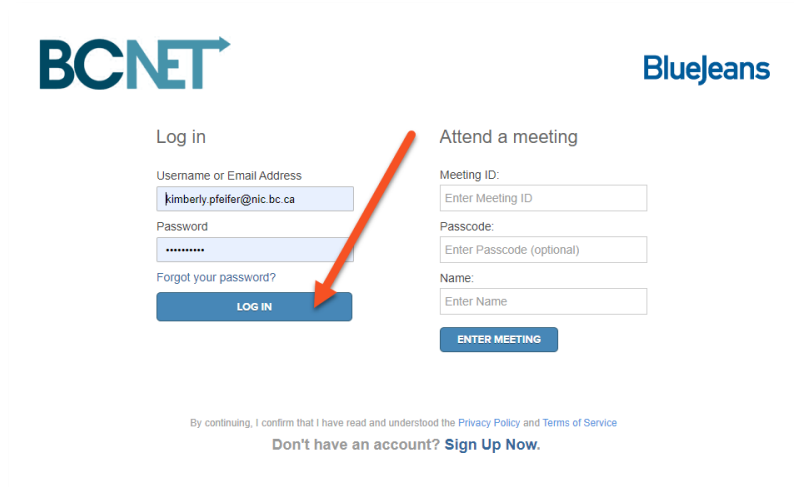


# How to Move BlueJeans Recordings to Kaltura My Media



## Where do I find my BlueJeans Recordings and how do I download them?

1. Log into BCNET: <https://bcnet.bluejeans.com/?next=/scheduling/>



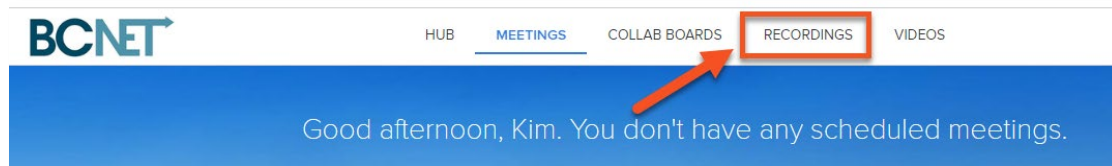
The screenshot shows the BCNET BlueJeans login interface. On the left, there is a 'Log in' section with fields for 'Username or Email Address' (containing 'kimberly.pfeifer@nic.bc.ca') and 'Password'. Below these is a 'LOG IN' button, which is highlighted with a red arrow. On the right, there is an 'Attend a meeting' section with fields for 'Meeting ID', 'Passcode', and 'Name', and an 'ENTER MEETING' button. At the bottom, there is a link to 'Sign Up Now'.

Moving your recordings from BlueJeans to Kaltura My Media is a 2-step process:

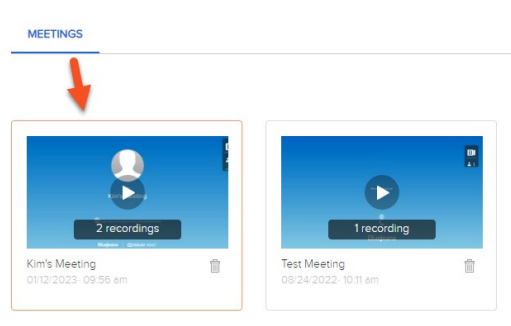
1. Download BlueJeans recordings (mp4 format) from BCNET
2. Upload recordings (mp4s) to Kaltura My Media

*\*If you have multiple recordings, there is an option for bulk-download. See pages 5-7 of this handout for further instruction.*

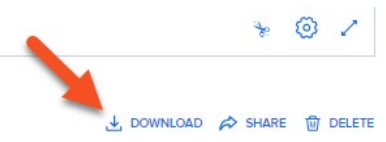
2. Click on the Recordings tab.



3. Select the recording you'd like to download.

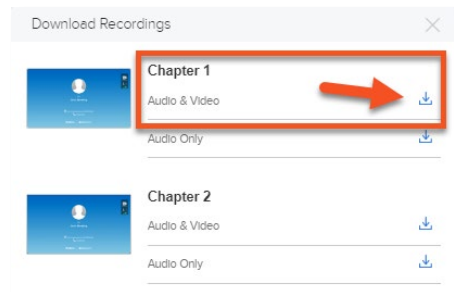


4. Click Download



5. Select the file you'd like to download.

For example, one or all of the chapters (if there are any) and either Audio & Video or Audio Only.



**Note:** your files will be automatically saved to your computer's Downloads folder

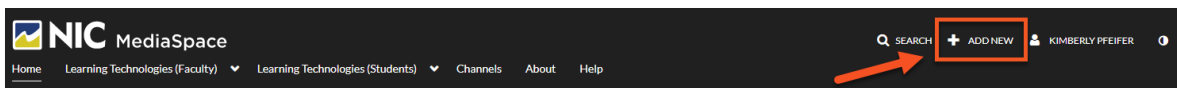
# How to Move BlueJeans Recordings to Kaltura My Media

## How do I upload my BlueJeans recordings to Kaltura?

1. Log into Brightspace: <https://mycourses.nic.bc.ca/d2l/home> OR, Log into NIC Media Space: <https://video.nic.bc.ca/>
2. Click on 'Kaltura My Media' (if in Brightspace)



Click on 'Add New' (if in NIC MediaSpace)

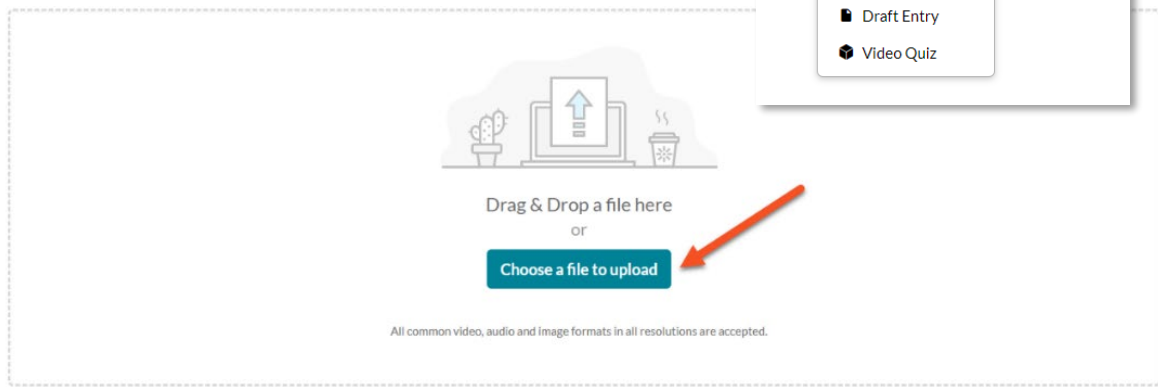


[Click here](#) to watch a 1:42 minute video that demonstrates how to access Kaltura My Media via these two locations.

## Brightspace Path

1. Once in 'Kaltura My Media' click on 'Add New > Media Upload', and either drag and drop the mp4 file of your BlueJeans recording from your computer's downloads folder or click 'Choose File to Upload' and navigate to the file.

### Upload Media



# How to Move BlueJeans Recordings to Kaltura My Media

2. Once your media has finished uploading, name the recording and add tags. Tags are important as they allow you to filter your search when attempting to locate videos in your Kaltura My Media gallery. For example, you may want to add the course code as a tag name to any recordings that are related to that course. Click 'Save'.

**Upload Media**

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name:  (Required)

Description: **Black** **Bold** *Italic* Underline

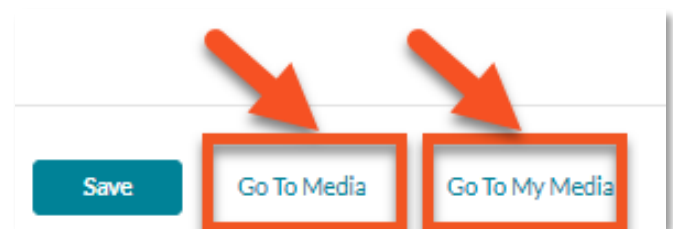
Enter Description...

Tags:    
Please enter 3 or more characters

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Publishing Status:  Private - Media page will be visible to the content owner only.  
 Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

3. Once you've saved it, you can either click on 'Go To Media' to view the recording you've just uploaded, or you can click on 'Go to My Media' to view your Kaltura My Media Gallery.

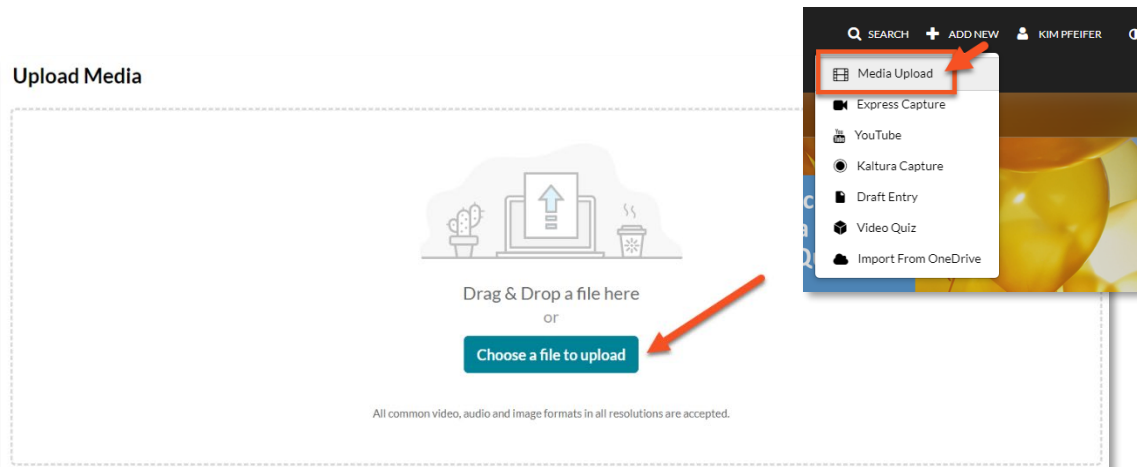


[Click here](#) to watch a 3:09 minute video on the Teach Anywhere website that demonstrates how to add a video to Kaltura My Media via Brightspace.

# How to Move BlueJeans Recordings to Kaltura My Media

## NIC MediaSpace Path

1. From the NIC MediaSpace site, click on 'Add New > Media Upload'. This launches the same upload window that pops up when you click on 'Add New > Media Upload' from your Kaltura Media Gallery in Brightspace.



2. Follow steps A-C that are outlined below (same steps in the Brightspace Path workflow)
  - A. Drag and drop the mp4 file of your BlueJeans recording from your computer's downloads folder or click 'Choose File to Upload' and navigate to the file.
  - B. Name your video and add relevant tags.
  - C. View uploaded media by clicking on either 'Go to Media' or 'Go to My Media'.

[Click here](#) to watch a 1:49 minute video on the Teach Anywhere website that demonstrates how to add a media via NIC MediaSpace.

## Where can I go for Help?

If you have any issues either downloading your BlueJeans recordings from BCNET or uploading to Kaltura My Media, please submit a NIC Service Desk ticket <https://servicedesk.nic.bc.ca/> under Teaching, Learning and Classroom Support in the Support Catalog > Brightspace and Kaltura.

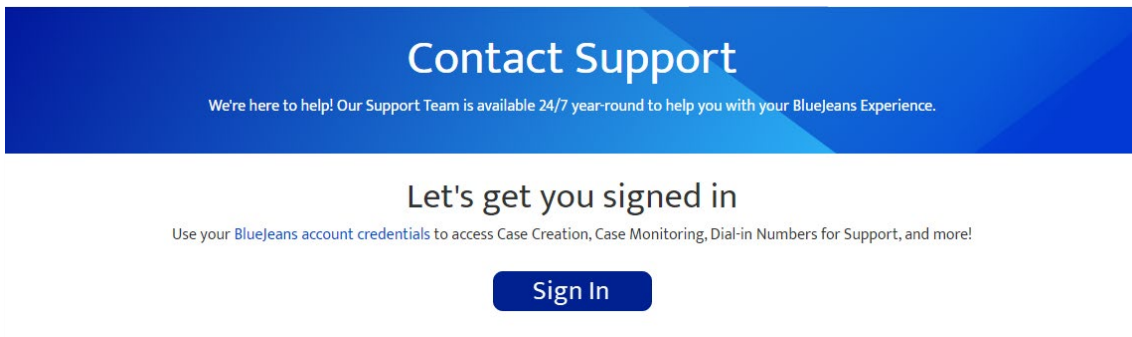
You can also visit the [Kaltura: Brightspace](#) page or the [Kaltura: NIC MediaSpace](#) page on the [Teach Anywhere website](#).

# How to Move BlueJeans Recordings to Kaltura My Media

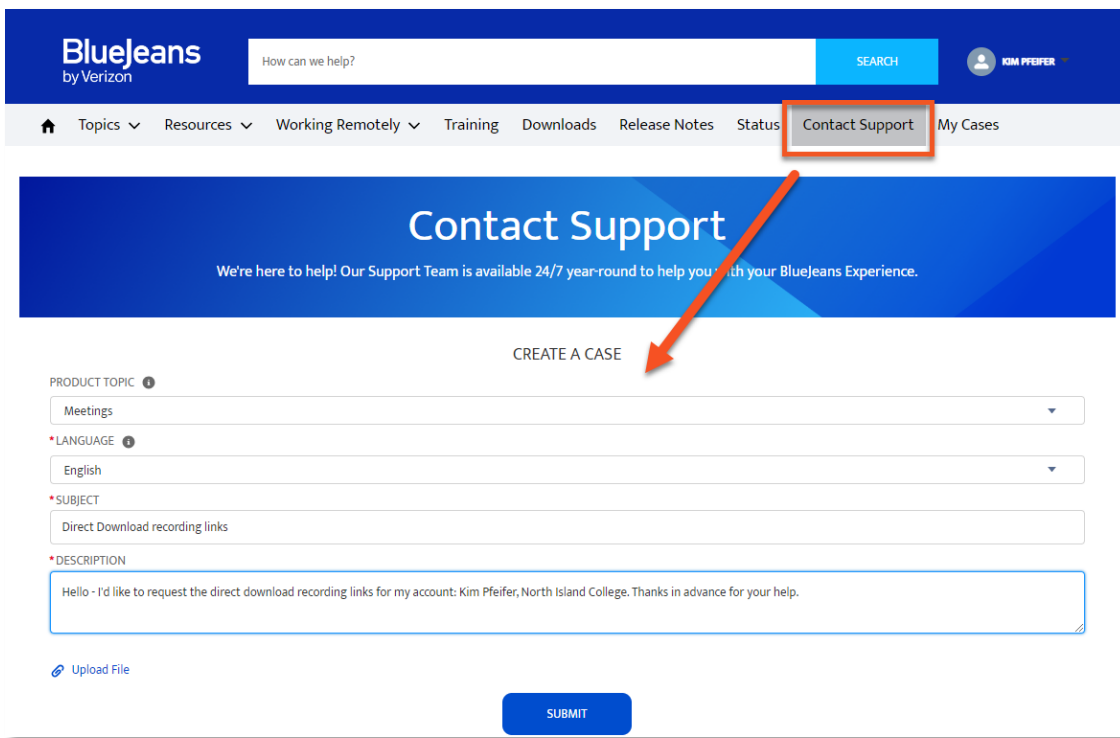
## How do I bulk-download recordings?

Before you can bulk-download your BlueJeans recordings, you need to [contact the BlueJeans support team](#) and request a list of your direct download links from your account. You will be prompted to sign in using your NIC BlueJeans account information. Follow the steps below or click this [link](#) to BlueJeans' website for instructions.

1. Sign in to your BlueJeans account.

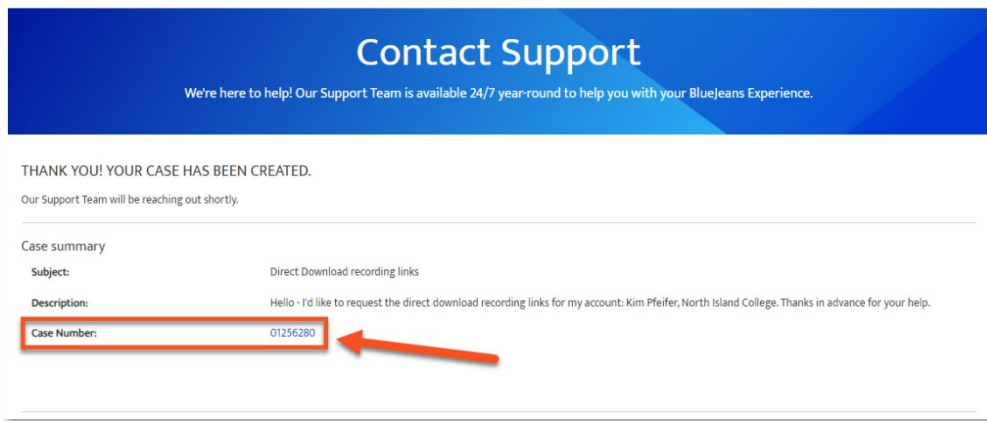


2. Once you've signed in, click on the 'Contact Support' menu tab and create a case.

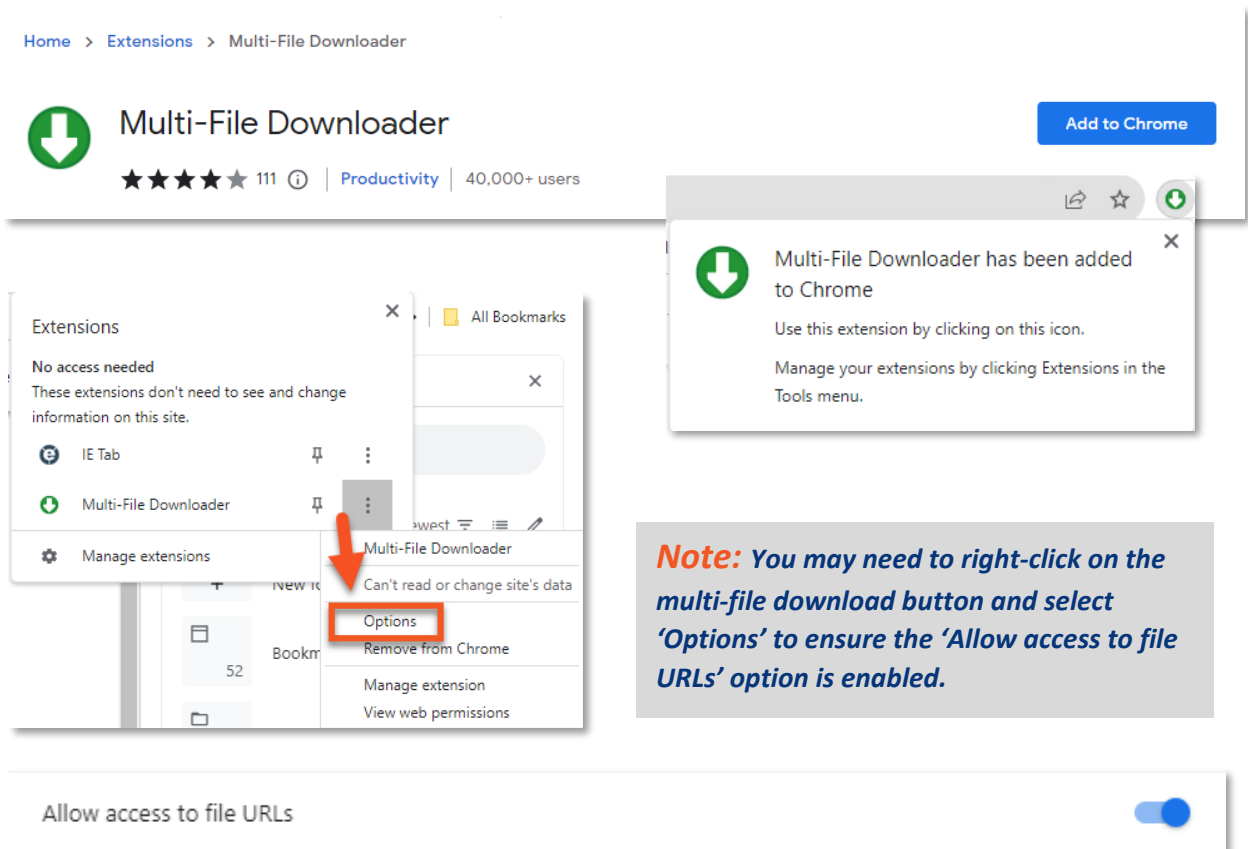


# How to Move BlueJeans Recordings to Kaltura My Media

- You will be assigned a case number, and an email will be sent to your NIC email address.

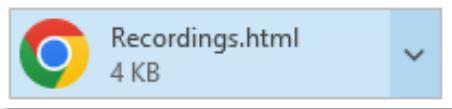


- Once your request has been processed, you will receive another email with an .html file attached that contains links to your BlueJeans recordings. In order to process them, you will need to download a 'bulk downloader' app or a 'multi-file downloader' browser extension like [this one for Chrome](#).

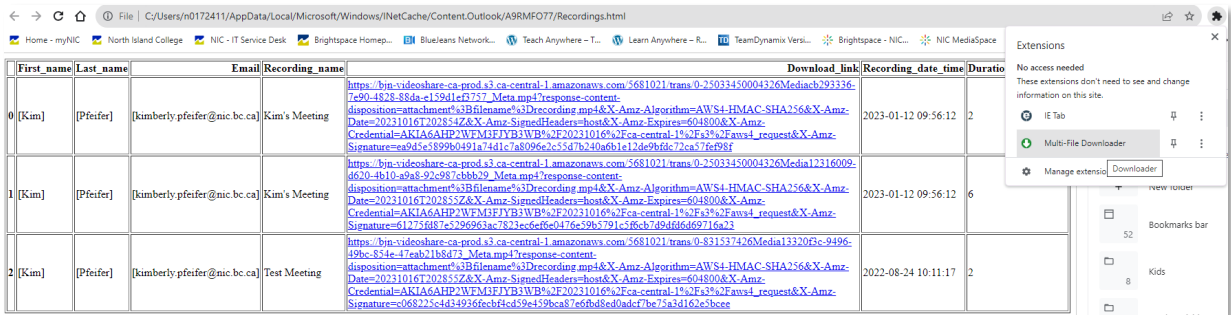


# How to Move BlueJeans Recordings to Kaltura My Media

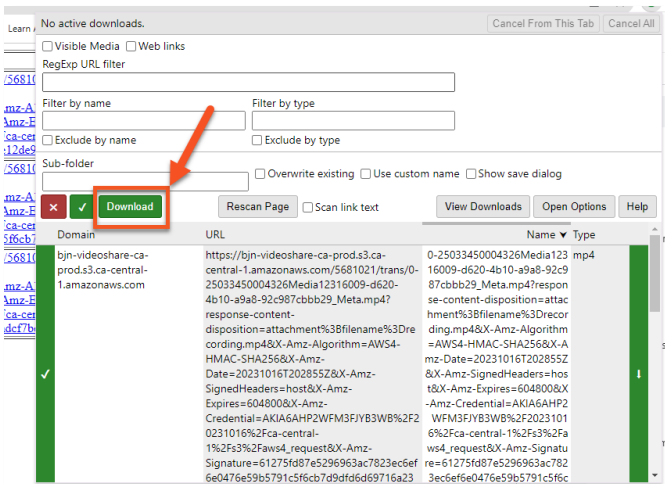
- Now that your multi-file downloader has been installed, you can open the .html file that was emailed to you from BlueJeans.



- The file will open in your browser, where you will be able to utilize your 'multi-file downloader' extension by clicking on the extension in the extension list.



- The multi-file downloader will launch, click 'Download'.



- Your recordings will be downloaded as MP4 files to the 'Downloads' folder on your computer from where you can upload them to your 'Kaltura My Media' collection.

