# Setting Up My Media (Kaltura) in D2L – Kaltura Tutorial

This tutorial is designed for faculty who have previous experience using D2L, including adding items to a course Navbar and My Tools drop-down menu. For further information, please contact elearning@camosun.ca for assistance.

Scenario 1: Adding My Media to your NavBar

This tutorial will cover the steps involved when you wish to add the link to **My Media** to the NavBar in your D2L course. Note that if **My Media** is linked on your NavBar or **My Tools** drop-down menu, students will also have access to their own media space in Kaltura. This will NOT have an impact on *your* **My Media** space.

Steps

1. Go to your course in D2L.
2. Hover your mouse over the Navbar, and click on the three dots that appear at the top, right, and select **Customize this Navbar** (note, if you have already customized your Navbar, you will select **Edit this Navbar**).
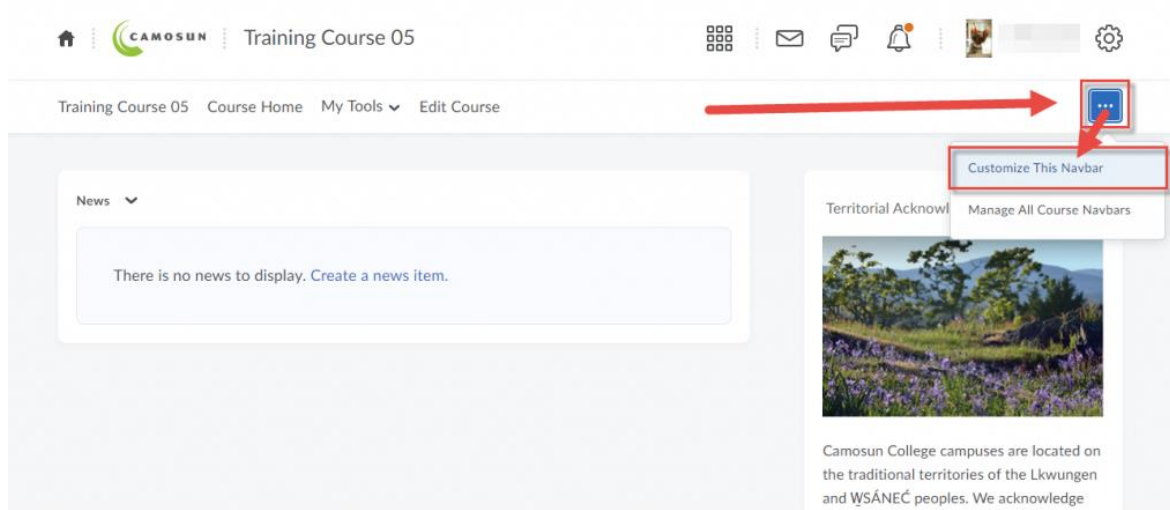
3. Change the **Name** of your Navbar if you like, then in the Links area, click **Add Links**.

Training Course 05   Course Home   My Tools ⌄   Edit Course

Edit Navbar

Name *

Training Course 05 Navbar

▸   Edit description

Links

| Training Course 05 | Course Home | My Tools ⌄ | Edit Course |

Add Links

☐ Enable Icon-Based Navbar

Theme

Camosun upgrade 10.3

Save and Close   Save   Cancel

4. In the **Add Links** box, scroll down until you find **My Media**, click the select box next to it, and click **Add**.

Add Links   ✕

☐ **Logged in as**

Includes the user's name in the navbar using the format "Logged in as [username]."

☐ **Manage Files**

Provides access to the Manage Files tool

☐ **My Home**

Provides access to the homepage of the organization. Note that the homepage is set by the organization, and may be subject to change.

☑ **My Media**

☐ **My Tools**

For the Course home

☐ **My Tools**

For the Course home

☐ **News**

Provides access to the News tool.

☐ **Pager**

Add   Cancel

5. Move the new navbar link as needed (click and hold your mouse button on the new link and move around the navbar), then click **Save and Close**. Your new link will now appear in your Navbar.

Scenario 2: Adding My Media to your My Tools drop-down menu

This tutorial will cover the steps involved when you wish to add the link to **My Media** to the **My Tools** drop-down menu on the NavBar in your D2L course. Note that if **My Media** is linked on your NavBar or **My Tools** drop-down menu, students will also have access to their own media space in Kaltura. This will NOT have an impact on *your* **My Media** space.

Steps

1. Go to your course in D2L.
2. Click **Edit Course.**
3. Click **Navigation and Themes**.
4. Make sure you have already created custom NavBar for your course (see *Customizing your Navigation Bar* for more information). Then click **Custom Links**.
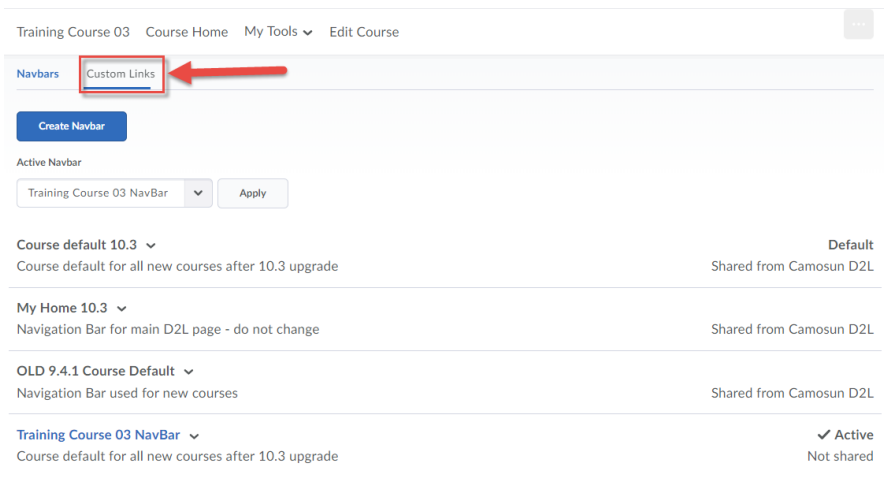
5. Click **My Tools**.
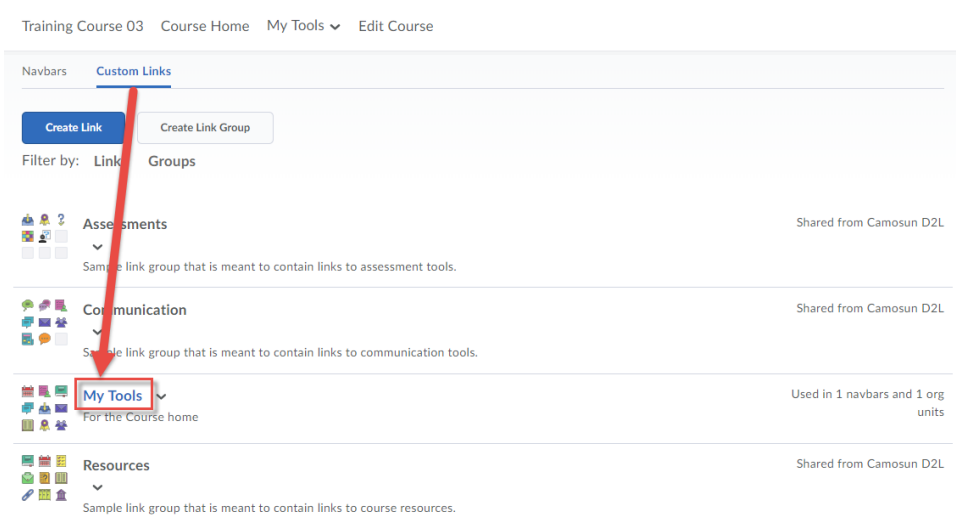
6. Scroll down to the **Links** area and click **Add Existing Link**.
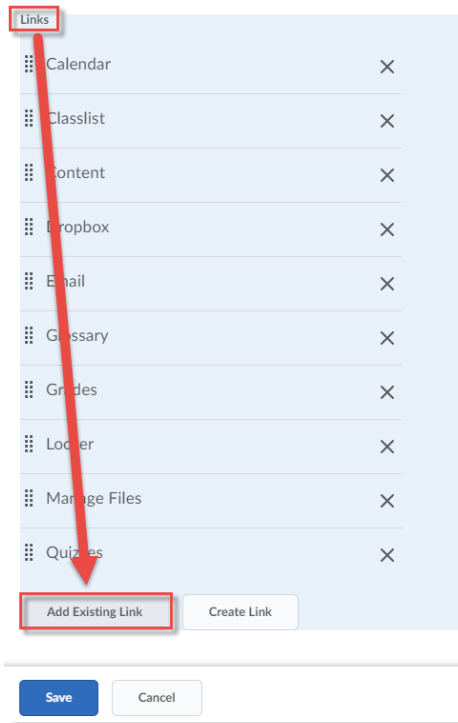
7. Scroll down until you find **My Media**, click the select box next to it, and click **Add**.
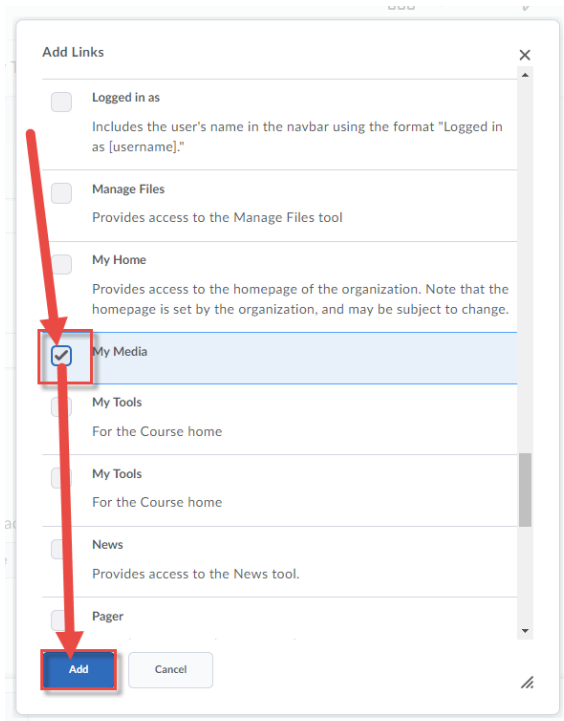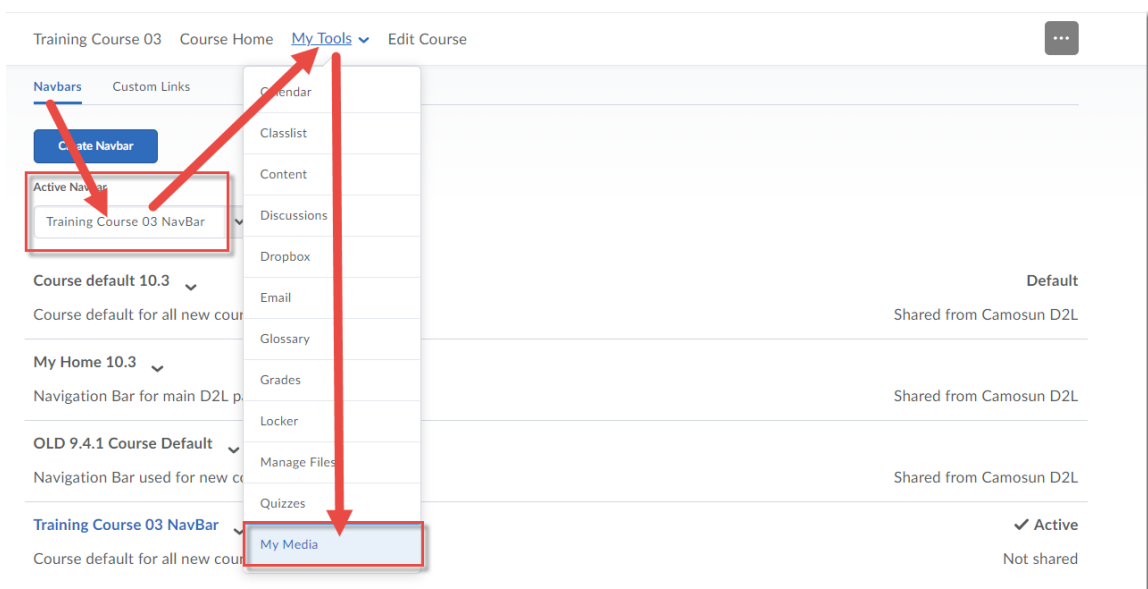
8. Click **Save**.
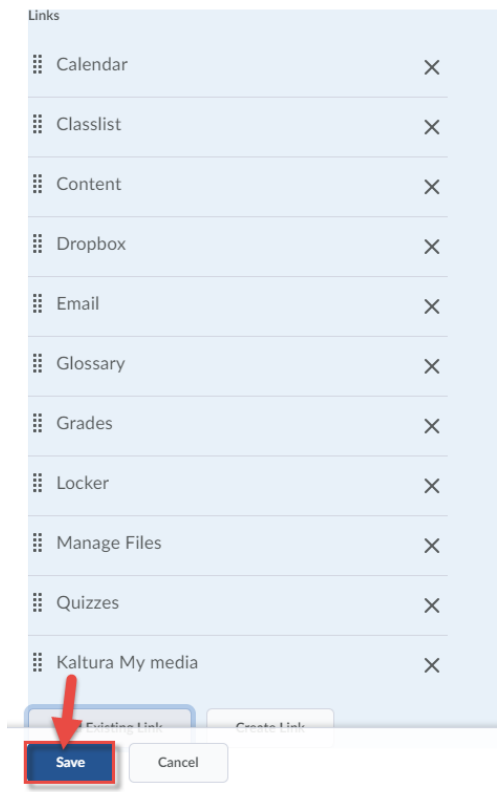
9. Click Navbars and make sure your NavBar is selected as Active in the **Active Navbar** drop-down menu. You will then see the **My Media** link appear in your My Tools drop-down menu.
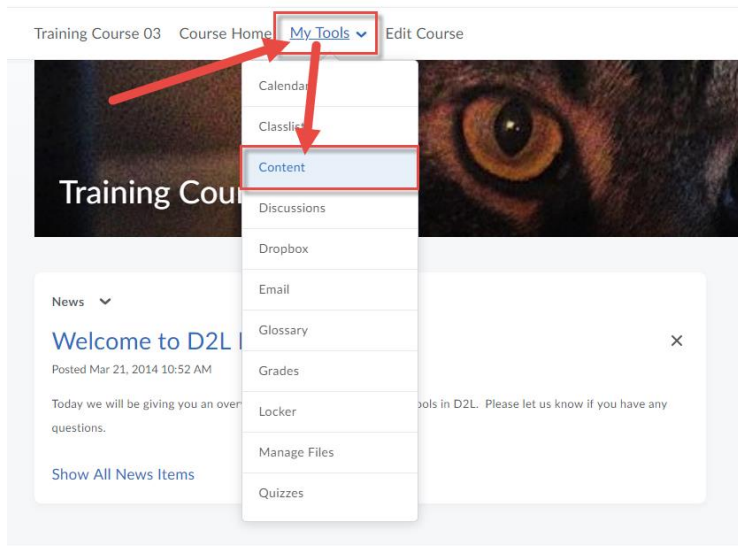
Scenario 3: Adding My Media in a draft Topic in Content

This tutorial will cover the steps involved when you wish to add the link to **My Media** to a draft Content Topic – this will mean that students will not have access to their own **My Media** space through your course site.

Steps

1. Go to your course in D2L.
2. Click **My Tools** and select **Content.**

3. Click the title of the Module you would like to add your draft Topic to. For the purposes of this tutorial, we have added a Module called Kaltura Videos, and set it to **Draft**.
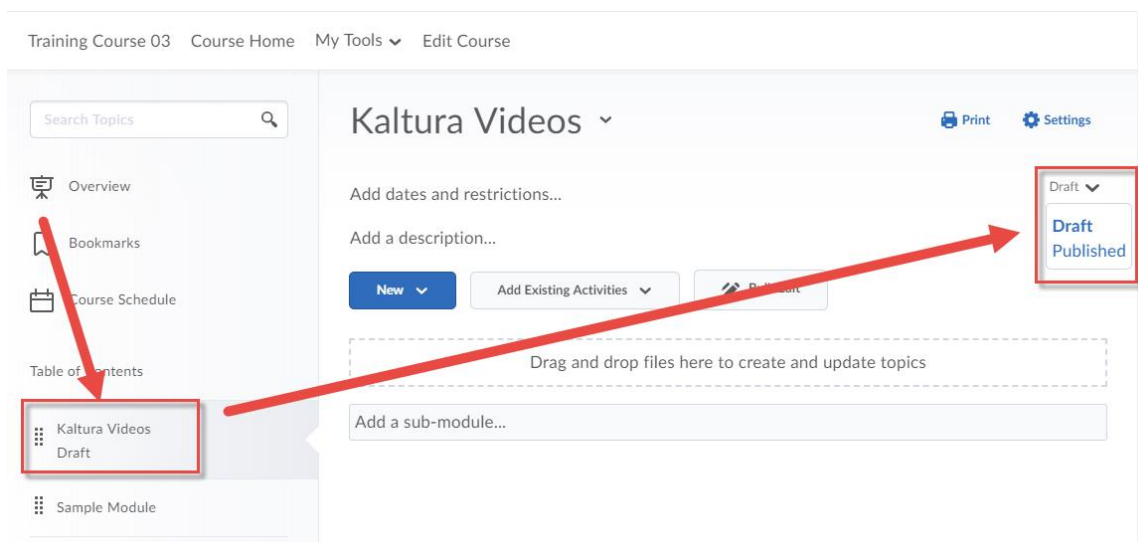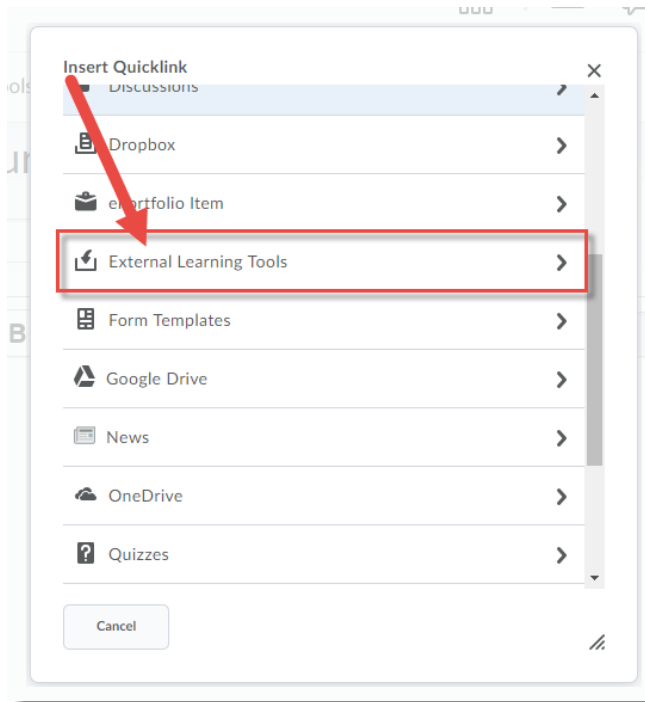
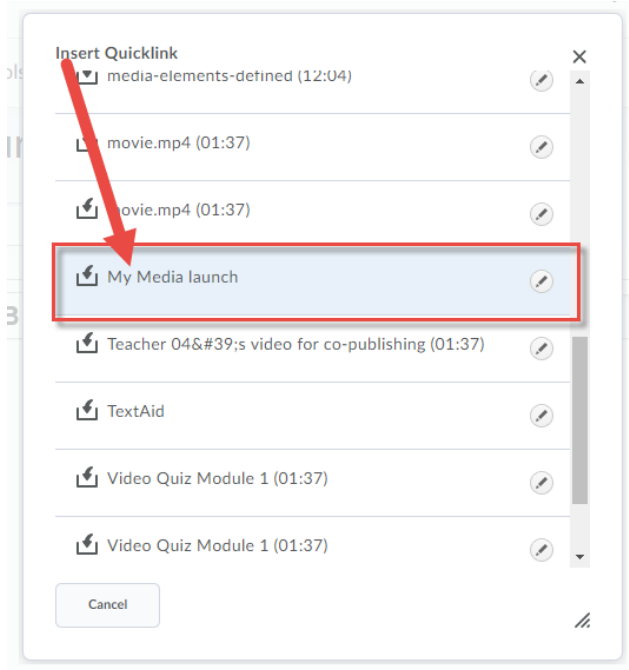4. Click **New** and select **Create a File**.
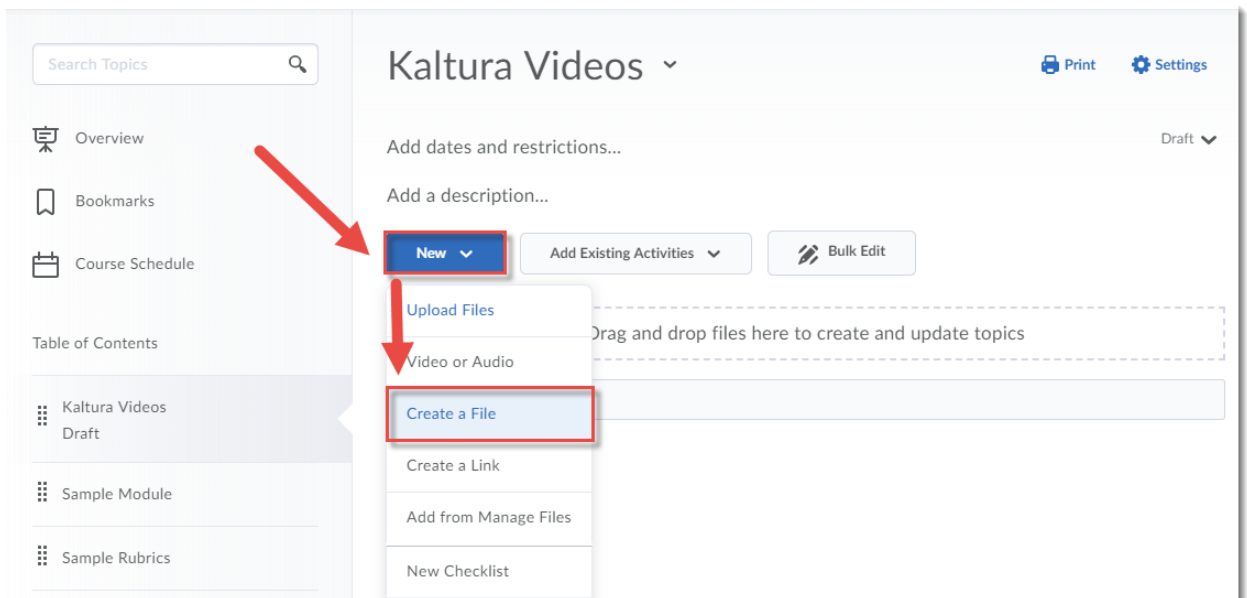
5. Give your Topic a **Title**. Then, in the HTML editor box, click **Insert Quicklink**.
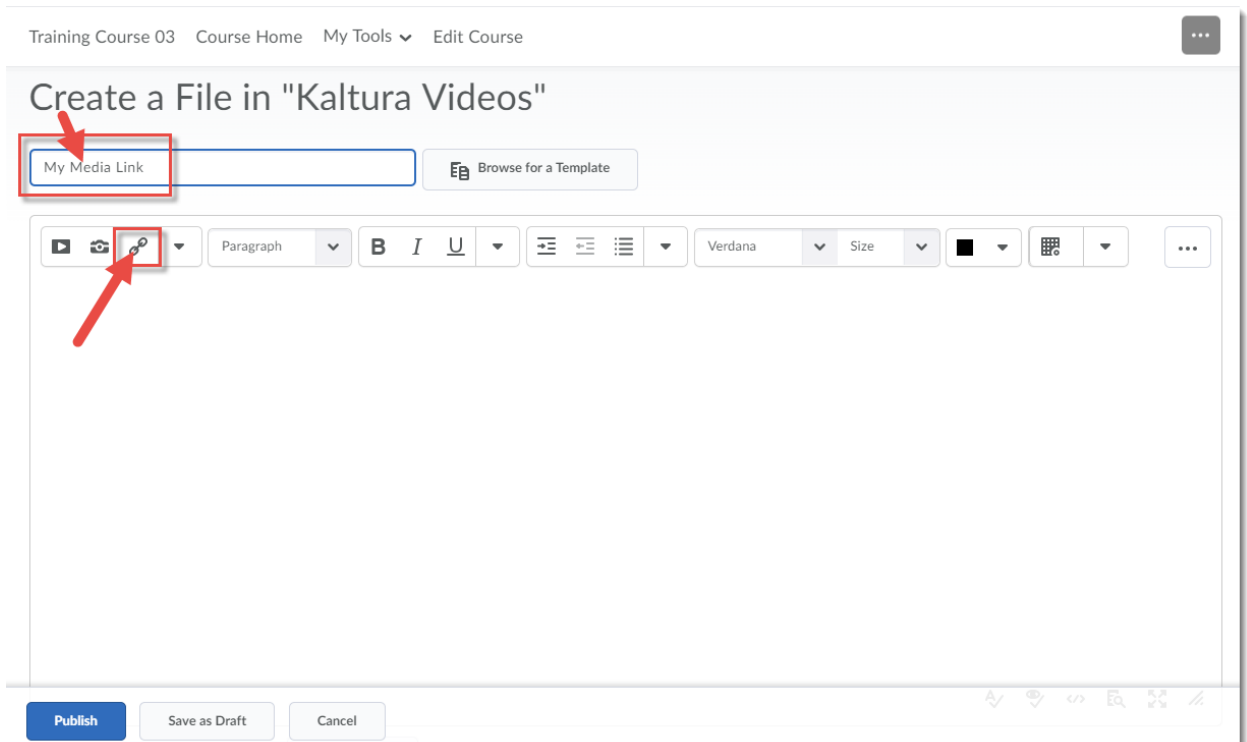
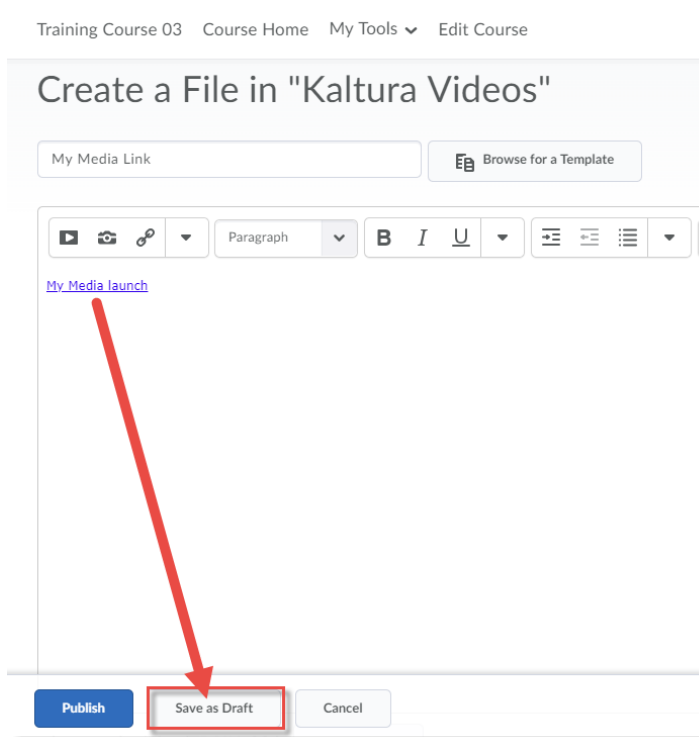6. Scroll down, and click **External Learning Tools**.

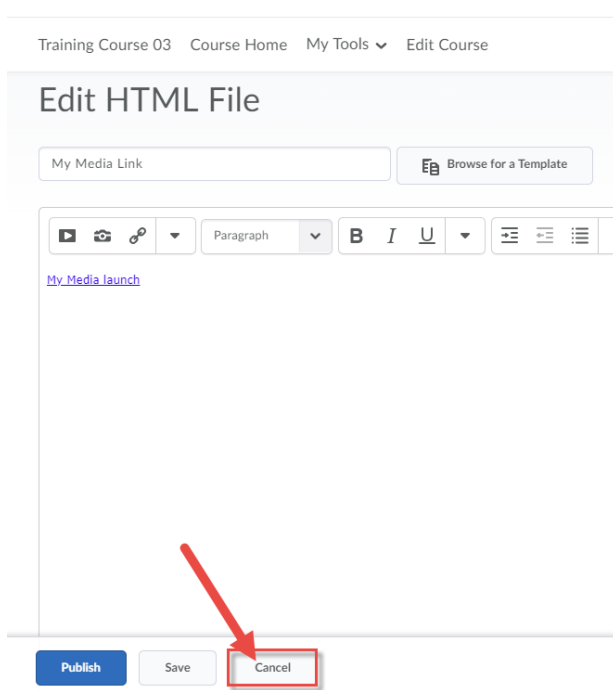7. Click **My Media launch** (you may need to scroll down).

8. Click **Save as Draft**.

9. Click **Cancel**.

10. Click the **My Media launch** link, and the **My Media** space will open in the Topic window.
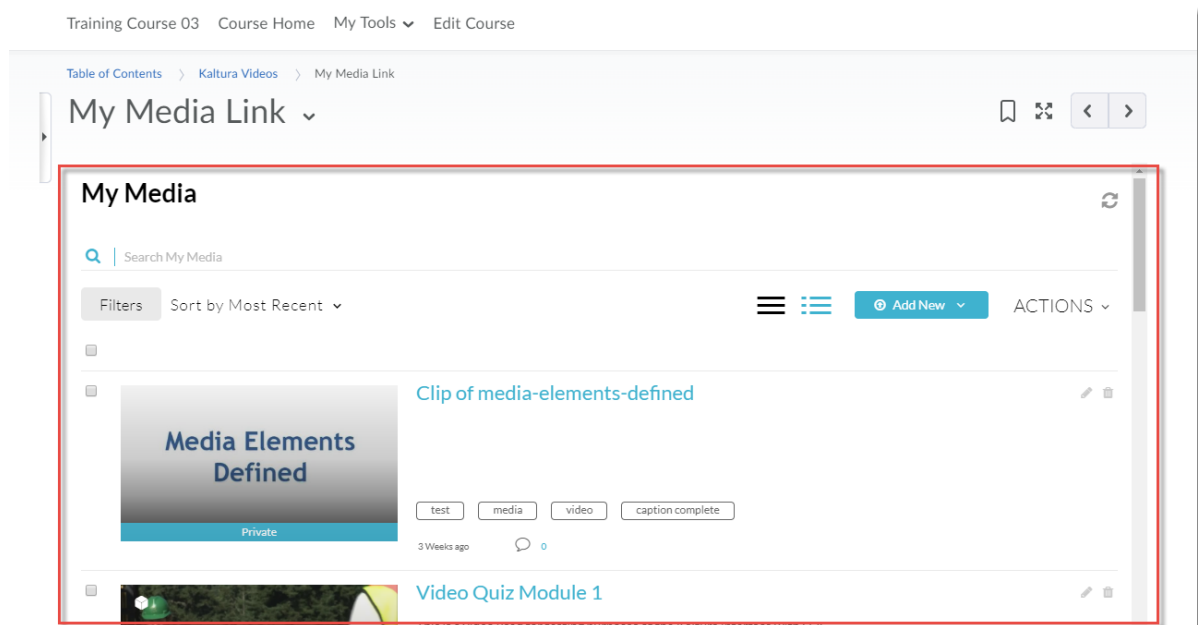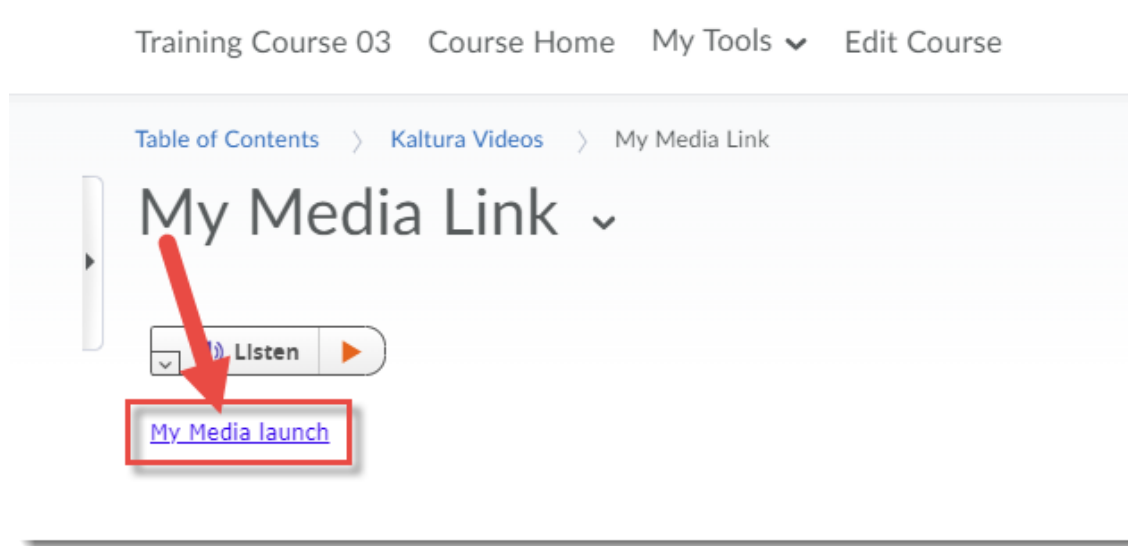
Things to Remember

If you need more help creating Topics in the Content tool, see the tutorial *Creating Modules and Topics in the Content Tool* for more information.