

## Uploading Media to My Media in D2L – A Student Kaltura Tutorial

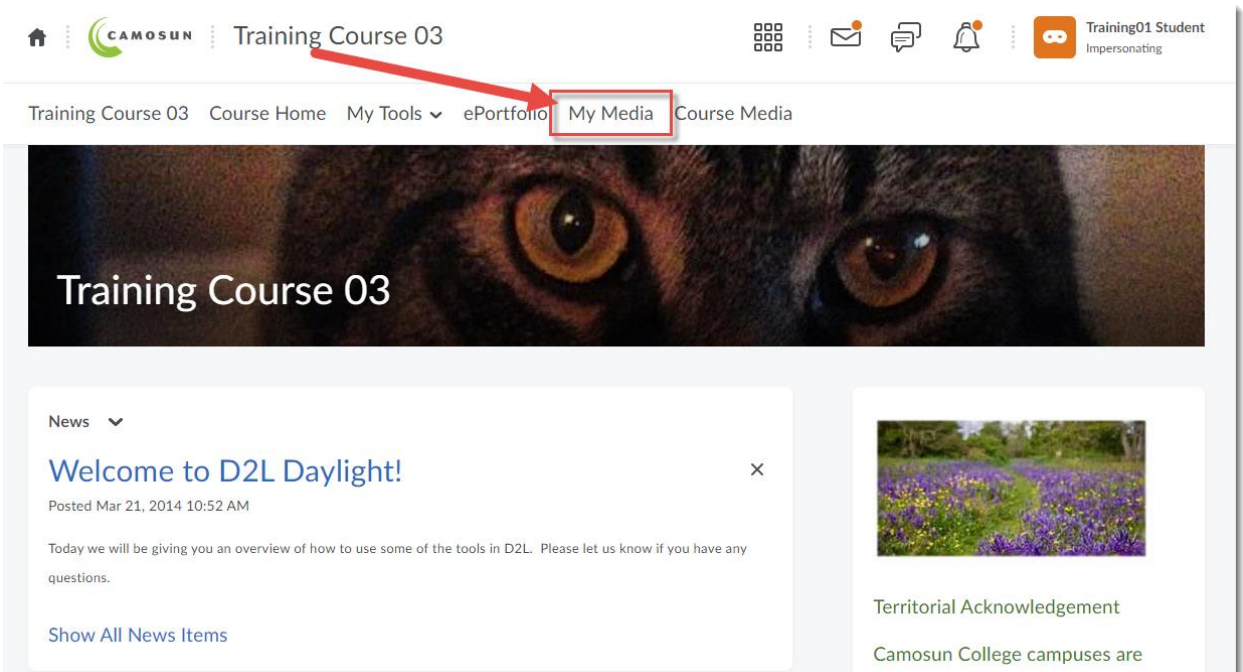
As students, you can upload videos and audio files to **My Media** (Kaltura) for use in Discussions and Assignments, if your instructor has enabled **My Media**. For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for assistance.

### Scenario

This tutorial will cover the steps involved when you wish to upload a video (or audio file) from your device into Kaltura's **My Media** area in D2L so that you can then embed it into an Assignment folder, or into a Discussion post (covered in separate tutorials).

### Steps

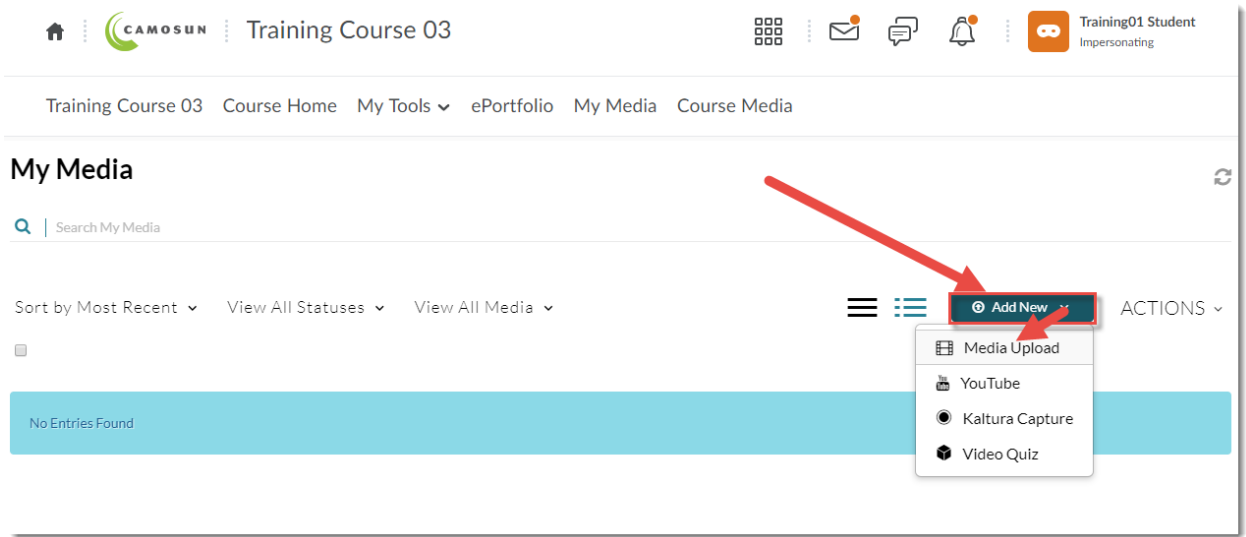
1. Go to your course in D2L.
2. Go to **My Media** (it may be a link on the NavBar or in the **My Tools** drop-down menu) to open your personal Kaltura space. If you do not see a **My Media** link, talk to your instructor as they will have to add a link for you.



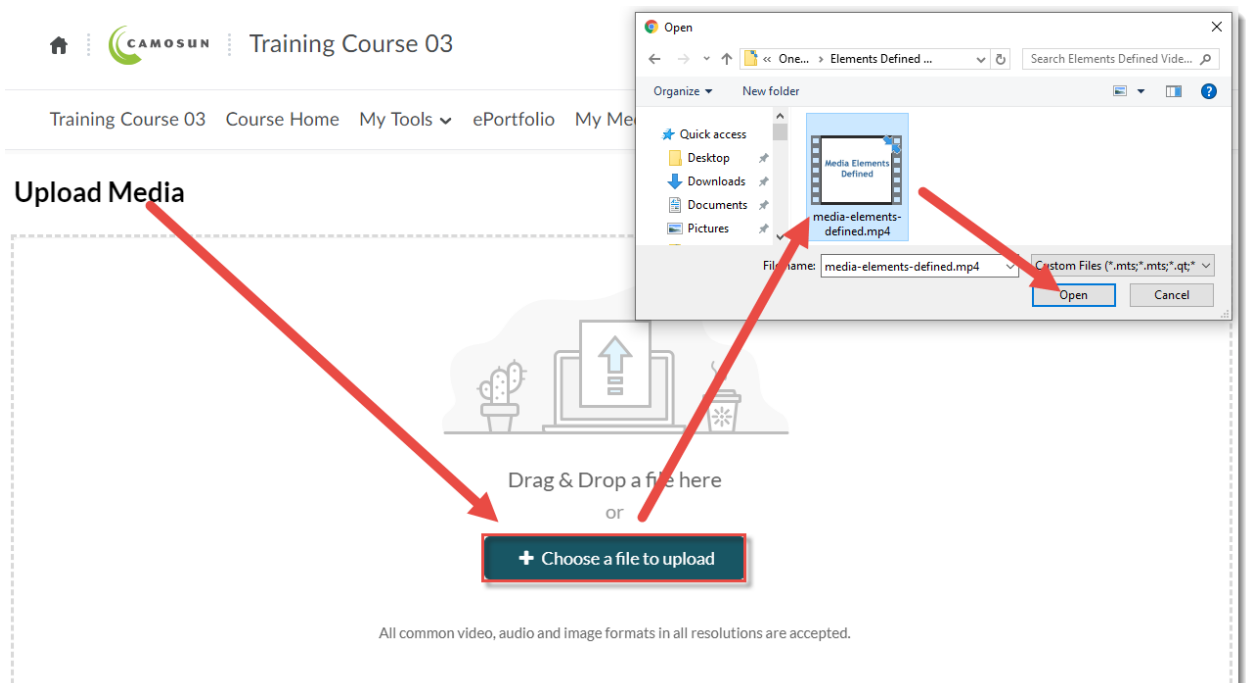
The screenshot shows the D2L course interface for "Training Course 03". The navigation bar includes links for "Training Course 03", "Course Home", "My Tools", "ePortfolio", "My Media", and "Course Media". The "My Media" link is highlighted with a red box and a red arrow. Below the navigation bar is a banner image of a bear's face with the text "Training Course 03". There is also a news item titled "Welcome to D2L Daylight!" and a section for "Territorial Acknowledgement".



3. Click **Add New**, and select **Media Upload**.



4. Click **Choose a file to upload**, find the video file you want to upload from your device, and click **Open**. All common video, audio and images format are accepted. Only one file can be uploaded at a time.



5. It may take a bit of time for the video file to upload – the bar at the top of the screen will track the upload, and let you know when the upload is complete (as shown in the second image).

The screenshot shows the 'Upload Media' interface in a web application. At the top, there is a navigation bar with 'CAMOSUN' and 'Training Course 03'. Below this, there are links for 'Training Course 03', 'Course Home', 'My Tools', 'ePortfolio', 'My Media', and 'Course Media'. The main heading is 'Upload Media'. A red arrow points to a progress bar for the file 'media-elements-defined.mp4', which is currently at 4912KB of 44.22MB. Below the progress bar, there is a 'Cancel' button. Underneath, the text 'Please fill out these details:' is followed by a form with a 'Name' field (required) containing 'media-elements-defined', a 'Description' field with a rich text editor toolbar (including Bold, Italic, Underline, and list icons), and a 'Tags' field.

The screenshot shows the 'Upload Media' interface after the upload is complete. A green notification bar at the top says 'Upload Completed! Complete the required information for the uploaded media below.' A red arrow points to this bar. Below the notification, the text 'Please fill out these details:' is followed by the same form as in the previous screenshot, with the 'Name' field containing 'media-elements-defined' and the 'Description' field empty.



- Fill in the Details as listed. You will be required to give your video file a **Name**, and we highly recommend adding information to the **Description**, **Tags**, and the additional fields to help you filter/sort your media files as you build your collection, and to help you search for specific media files in the future.

Tags are words that can be used to search for specific media files, so think of terms that would most likely be used by you to search for your video.

*Keep your video **Private*** - you do NOT need to **Publish** your video for you to embed it into Assignments or Discussions. Click **Save** when you have filled in all the details (you can edit this information later if needed). Your media file has now been saved to **My Media**, meaning that it is available for you to use in any of your D2L courses.

Please fill out these details:

Name:  (Required)

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

This video discusses the terminology of media, for example, what is a video, a podcast, a graphic, etc.

Tags:

Department/Program:

Course name and number:

Term and Year:

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.

Private - Media page will be visible to the content owner only.

Published - Media page will be visible to individuals according to entitlements on published destinations

