Using the Course Media Gallery in D2L – Kaltura Tutorial

This tutorial is designed for faculty who have previous experience using D2L, who have uploaded media to **My Media** in D2L, and who know how to add tool links to their NavBar or My Tools drop-down menu. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you wish to add a video (or other media file, such as an image or an audio file) to your **Course Media** space in D2L. Note that the **Course Media** space is also referred to as the *Course Gallery* within **Course Media**.

Steps

1. Go to your course in D2L. Add the link for **Course Media** to your NavBar or My Tools drop-down menu.

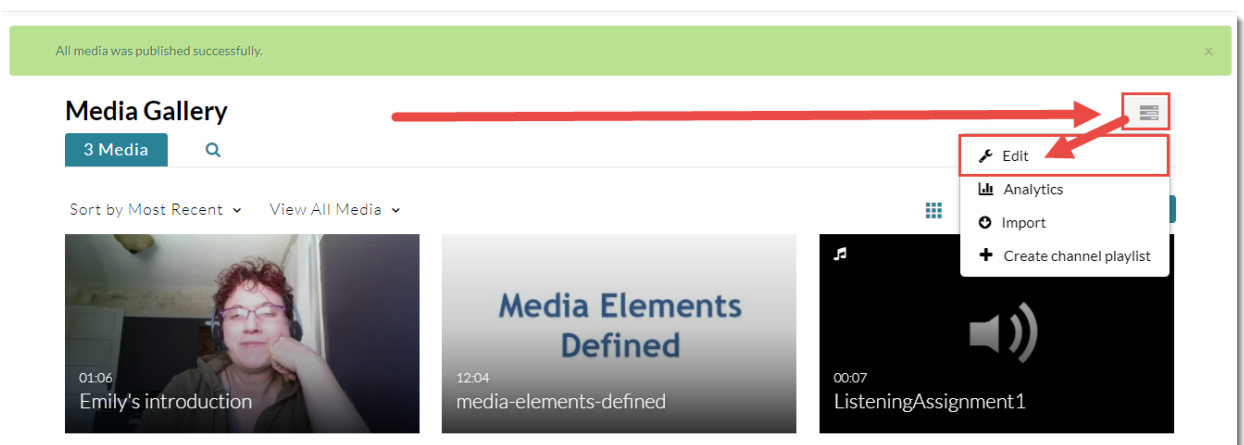2. Click **Course Media**. For the purposes of this tutorial, the link is on the NavBar.

3. To add a video to your **Course Media** gallery (called Media Gallery below), click **Add Media**. If you already have playlists in your Course Media gallery, you will need to click the **Media** tab first.
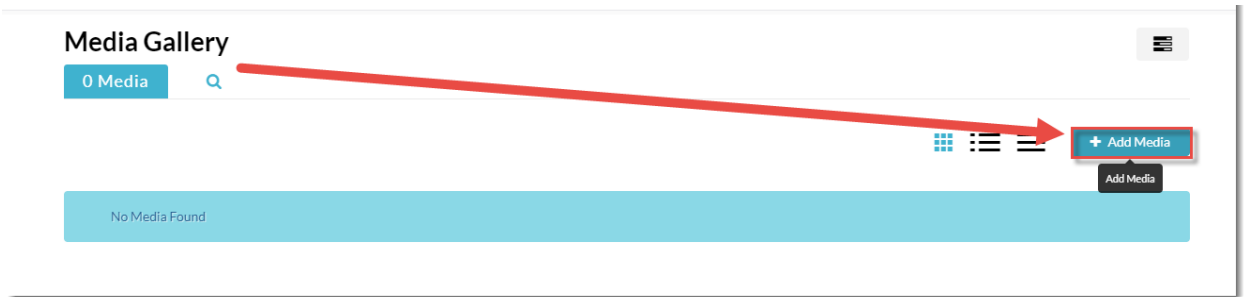
4. Select the media piece you want to add, and click **Publish**. You can select, one, multiple or all media pieces.
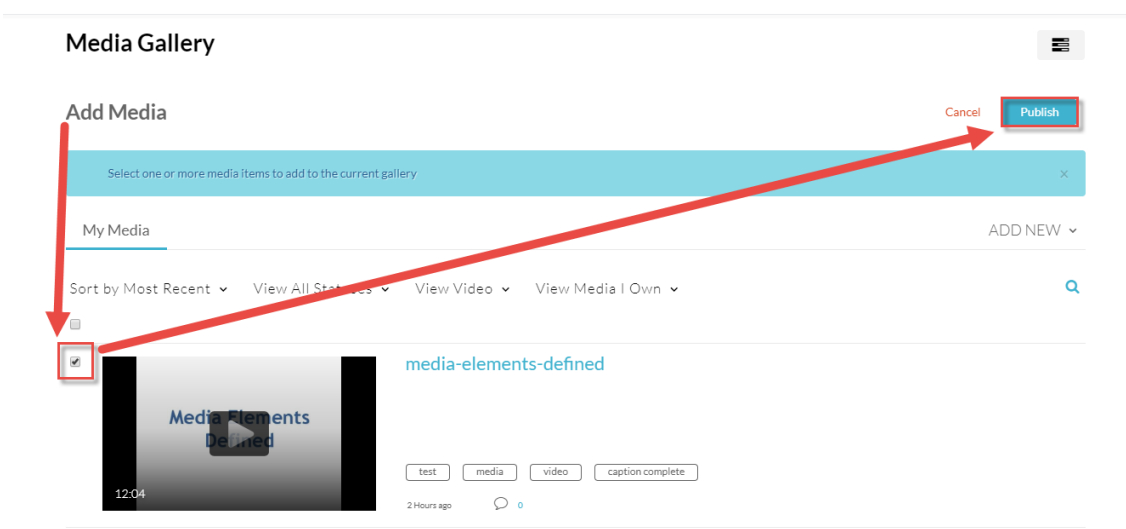
5. To add options to the whole **Course Media** gallery area, click the **Channel Actions** menu at the top right above the **Add Media** button, and select **Edit**.

6. Add a **Description** and **Tags** for your Course Media gallery, and select your **Options**.

Moderate content prevents others (for example, students) from adding media to the Course Media Gallery without your approval.

Enable comments in Media Gallery allows students to add comments to media within the Media Gallery. This is useful if you are using the Media Gallery for student presentations and want other students to comment on presentation videos.

Keep comments private to Media Gallery means that comments on a video will not appear anywhere else that video appears.

You can also create Playlists of your Kaltura media in the **Course Media** space. Playlists are covered in the tutorial *Creating Playlists in the Course Media Gallery*.

Click **Save** when you have finished editing your **Course Media** details.

7. Manage your view of the **Course Media** space by using the **Sort** or **View** (All, Video, Quiz, Audio, Image) options.
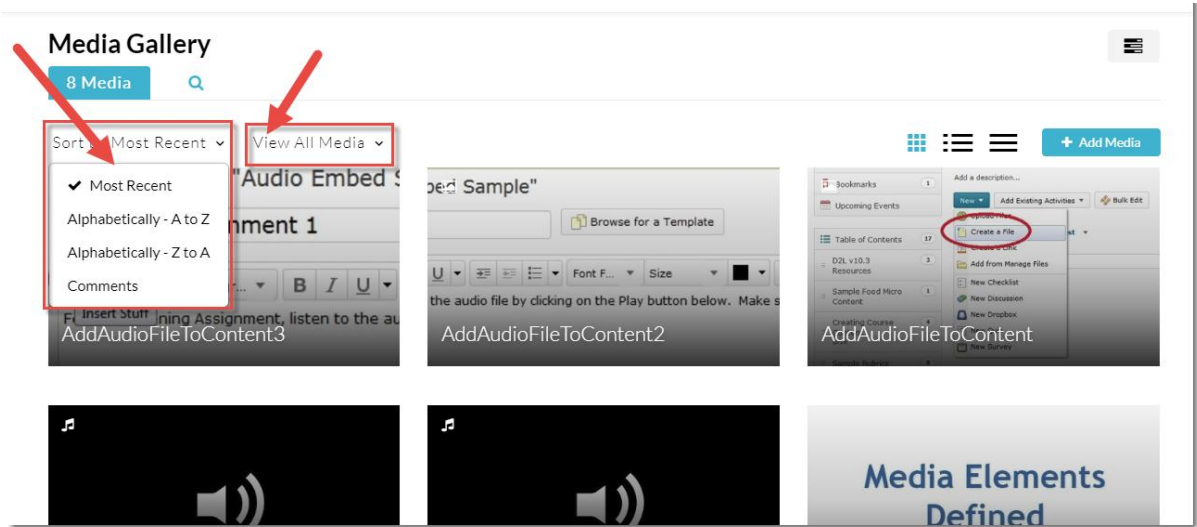
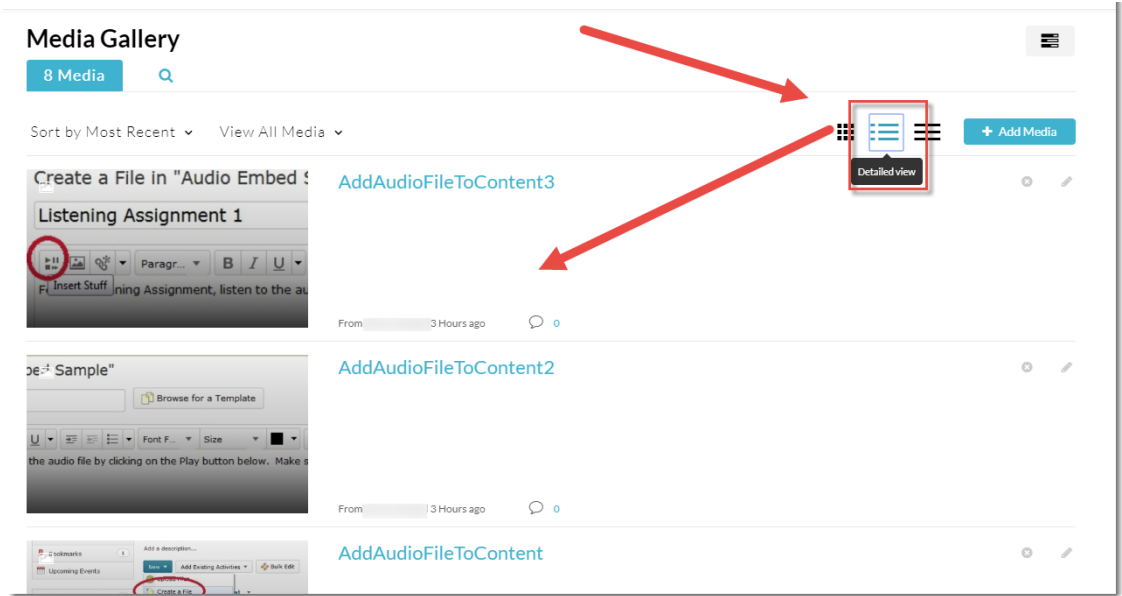You can also use the three icons to the left of the **Add Media** button to arrange media by:
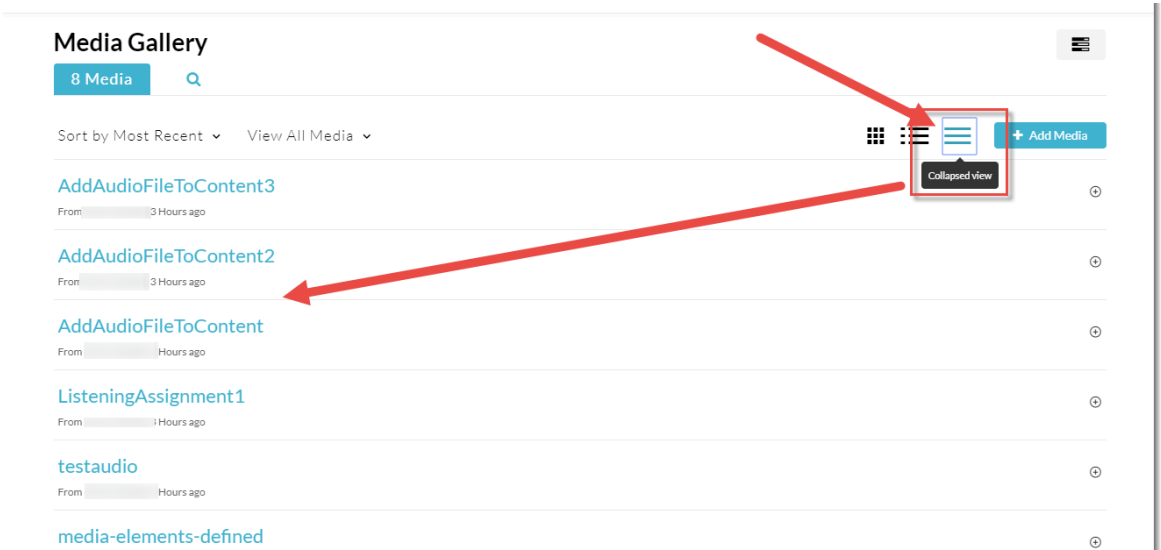
- **Grid View**
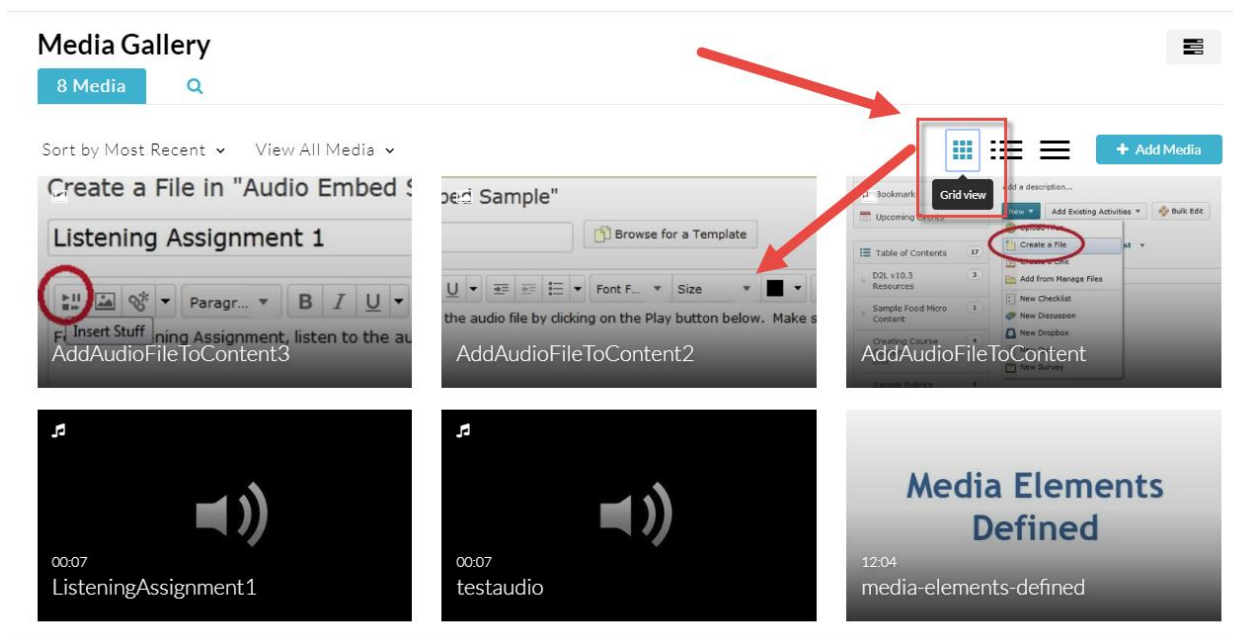
- **Detailed View**

- **Collapsed View**

Things to Remember

<mark>The **Course Media** space is specific an individual course in D2L. This means that you will need to set up your Course Media for *each* D2L site you have.</mark>

You can also upload media (videos, audio files, etc.) directly into the **Course Media** space. When you do this, the media you add will also appear in your **My Media** space.