Editing Media Information and Functions through My Media in D2L – Kaltura Tutorial

This tutorial is designed for faculty who have previous experience using D2L and who have uploaded media to **My Media** in D2L. 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 general steps involved when you wish to add information and functions to your media files, including closed captioning, attachments, and collaboration permissions edit a video (or other media file, such as an image or an audio file) using the **My Media** interface in D2L. *Note that some of the functions covered here are covered in more depth in other tutorials. These will be noted in the relevant steps*.

Steps

1. Go to your course in D2L.
2. Go to **My Media**.
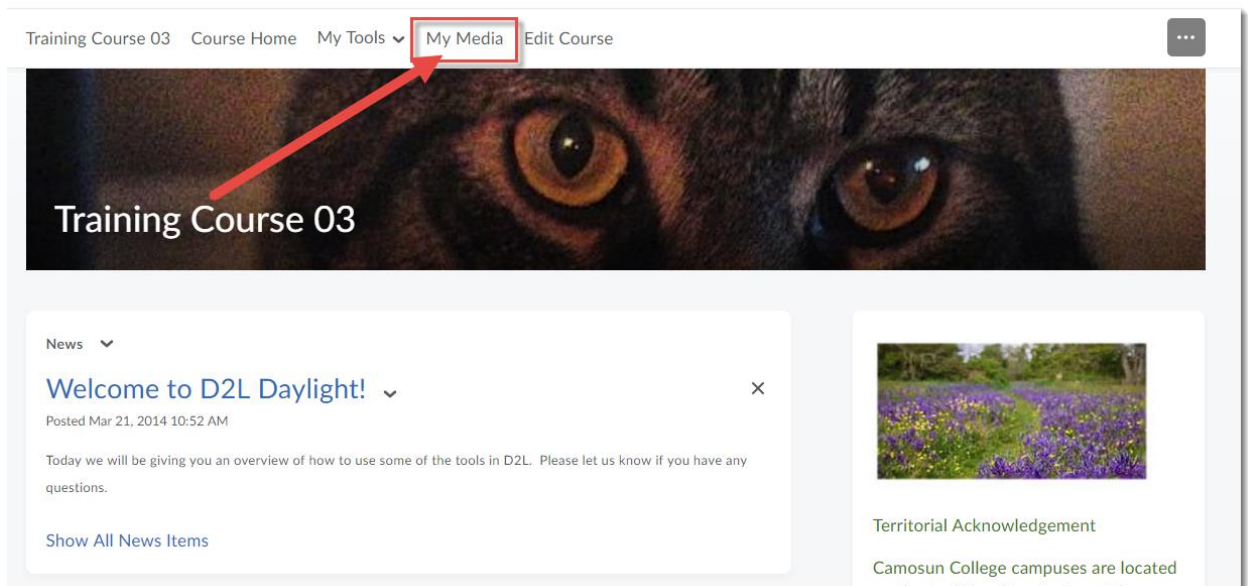
3. Click the **Edit** icon (the pencil) to the right of the media piece you wish to edit. For the purposes of this tutorial, we will work with a video.
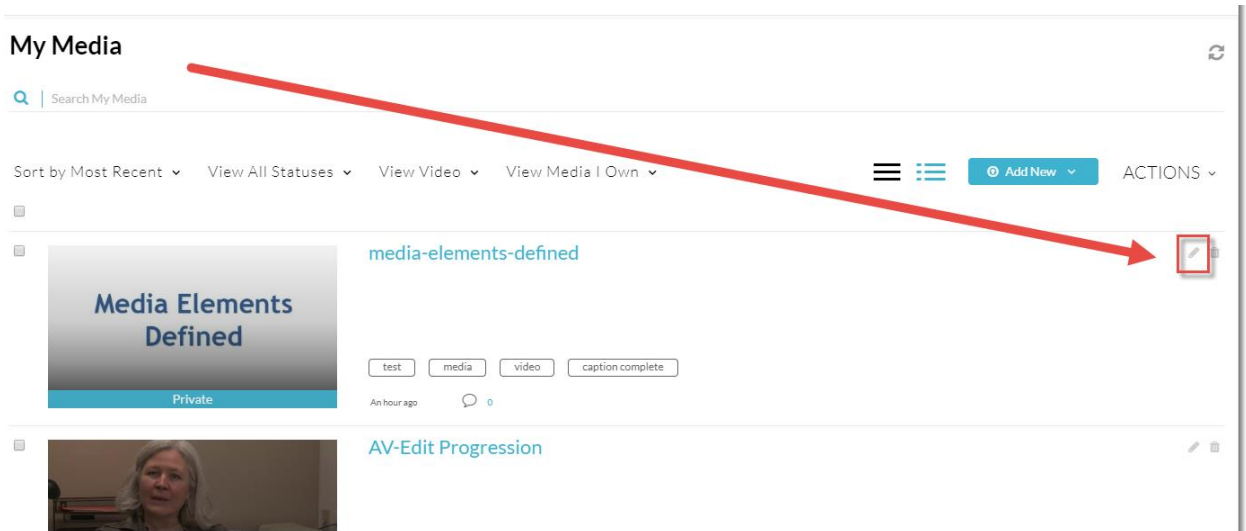

4. You will see the video at the top of the page, and under it a series of tabs which allow you to add important elements to your video. We will go through each of these tabs in turn, starting with the **Details** tab which appears by default. From the **Details** tab, you can edit the information you added when you uploaded your video: **Name**, **Description**, **Tags**, etc.
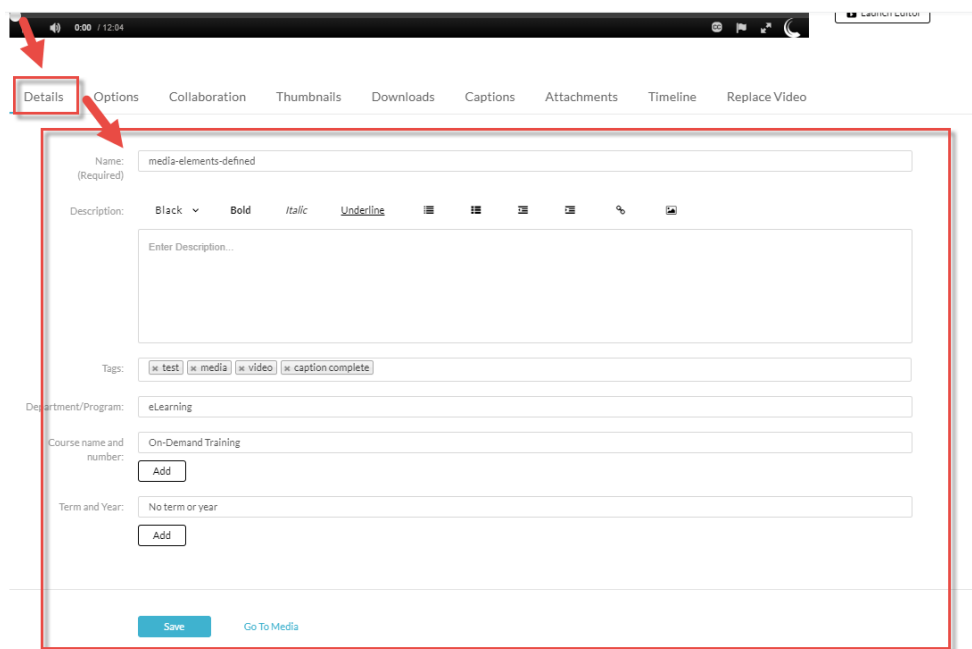
5. From the **Options** tab you can disable commenting or close commenting (for example, if you have asked students to comment on a video for a specific period of time, but don't want them to comment after and end date). Commenting is not a feature that will appear when you embed a video into the HTML editor in D2L. It will, however, appear if you add a video to the **Course Media** gallery. If you do not wish students to comment on a video, disable this feature.

You can also enable viewers to create clips. This means that students will be able to select **Create Clip** from the **Actions** drop-down menu when they are viewing the video in the Course Media Gallery. Students will only be able to save their clipped video as a copy, so it will have no impact on your original file.
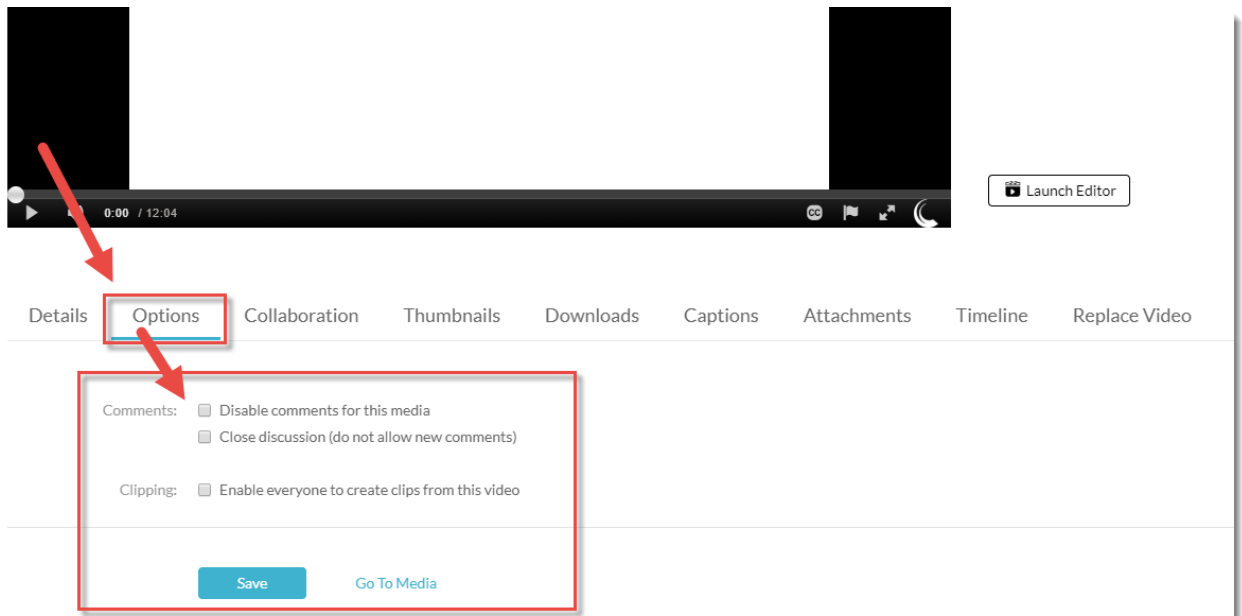
6. From the **Thumbnails** tab you can change the initial image you see before playing the video. You can **Upload a Thumbnail** image, **Capture** an image or allow Kaltura to **Auto-Generate** a thumbnail image for your video.
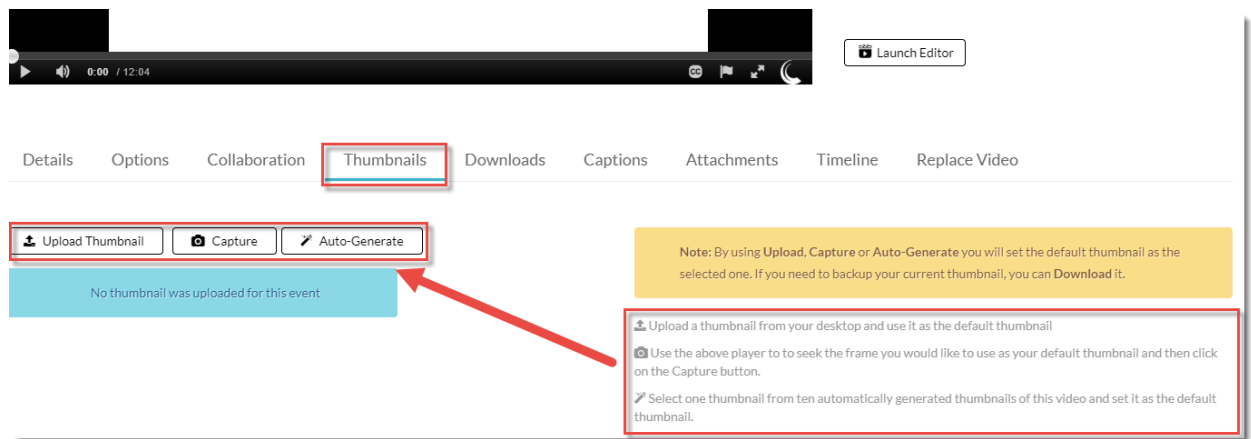

7. From the **Downloads** tab you can select **Source** to allow students to download your video. Download is disabled by default, so you only need to check this section if you wish to allow students to download your videos. This feature will only appear on videos shared in the **Course Media** gallery, not on a video embedded in Content.

    For more information on setting videos to Download, see the tutorial *Setting Kaltura Videos to Allow Downloads*.
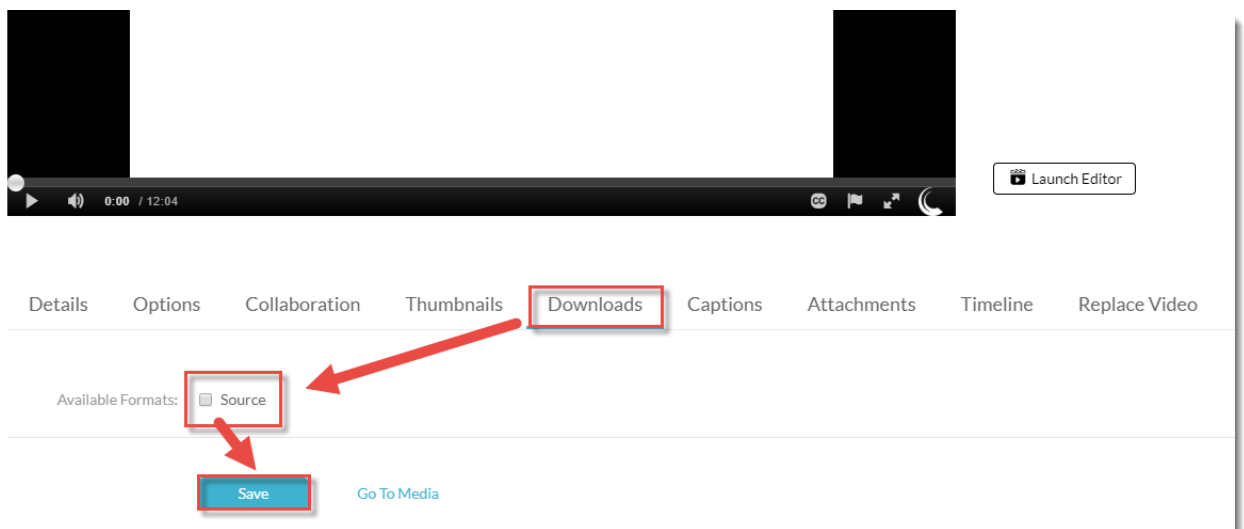
8. From the **Captions** tab you can upload a captions file you have created (or arranged to have created) outside of Kaltura, or Edit the current captions. Captions are added to your video automatically by Kaltura (they take a bit of time from after you have uploaded a video to be added) and you can see (and edit) the basic information about that captions file in this tab.

    For more information about Closed Captions in Kaltura, see the set of tutorials related to requesting, editing, and replacing Closed Captions.
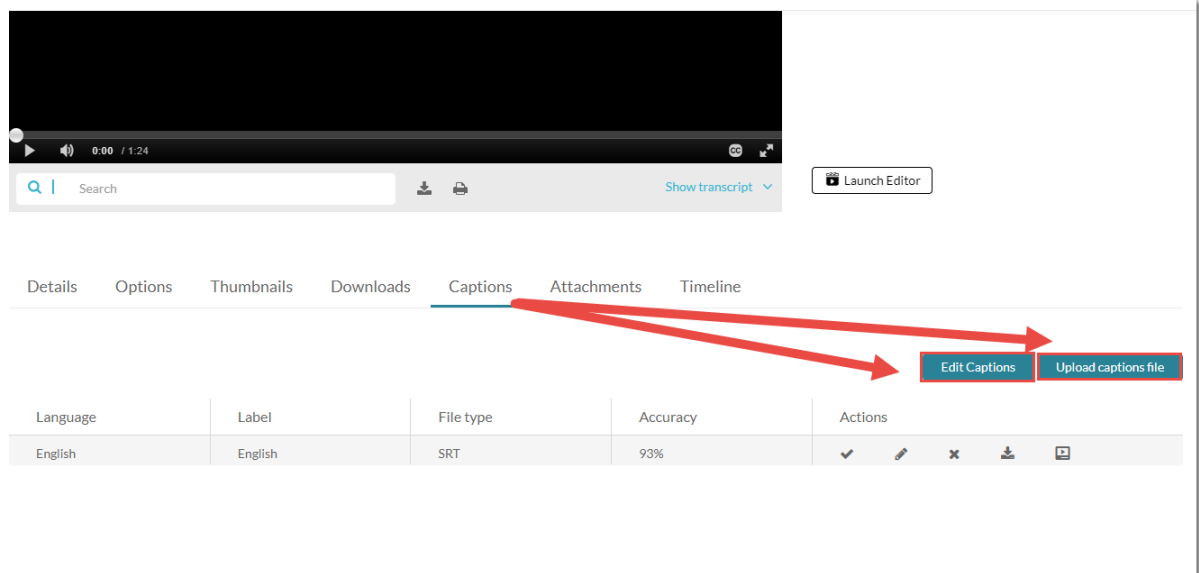

9. From the **Attachments** tab you can upload additional files you wish to have attached to the video, for example, a transcript, or a work-file for students to complete as they watch the video. Auto captions also create transcript files as attachments which can be seen listed in the **Attachment** tab view here.
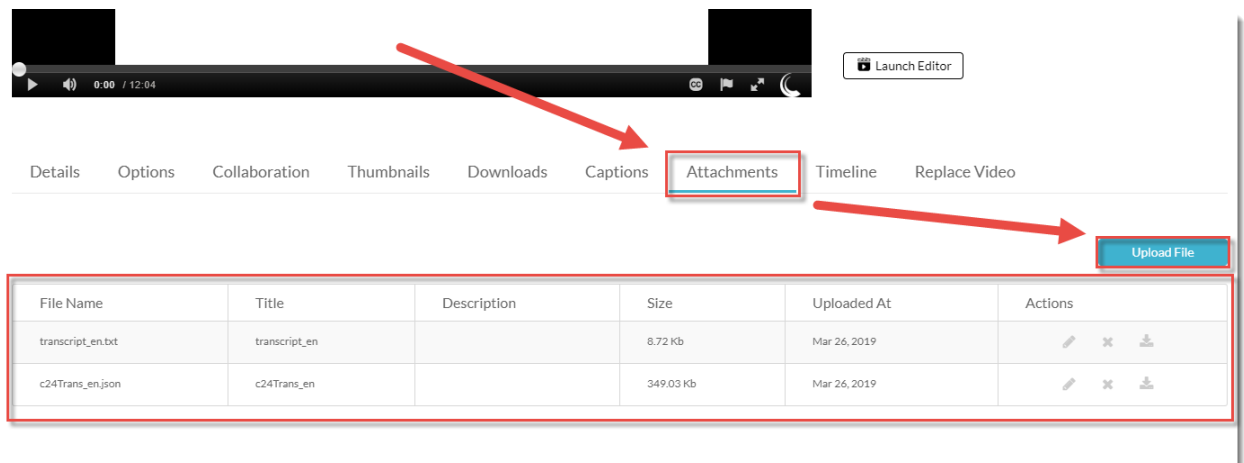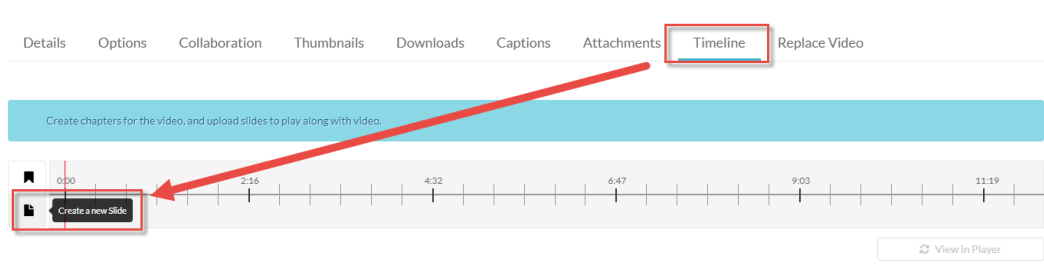
10. From the **Timeline** tab you can create Chapters for your video so that students can go to specific parts of a longer video, for example.
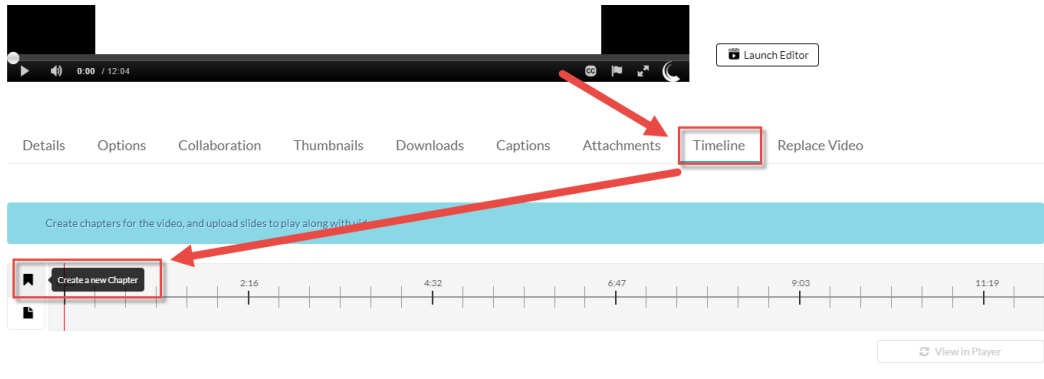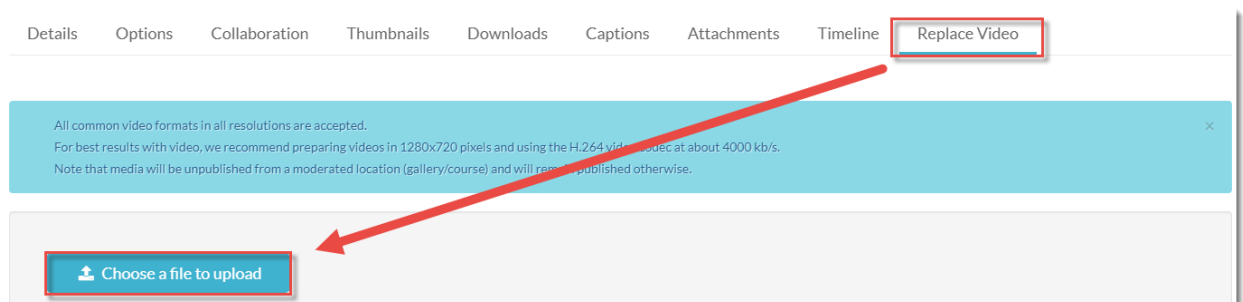

You can also upload slides to play with the video.

For more information on how to create chapters and upload slides, see the tutorial *Creating Chapters and Slides for your Video*.

11. From the **Replace Video** tab you can replace the video currently in place with another video, perhaps an updated version of the video you uploaded previously.

Things to Remember

Audio files will have all the same tab options as video, except for the **Replace** option. Images only have **Details**, **Options**, **Collaboration**, and **Attachments** tab options.