Uploading Media to My Media in D2L – Kaltura Tutorial

This tutorial is designed for faculty who have previous experience using 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 steps involved when you wish to upload a video (or other media file, such as an image or an audio file) from your device into **My Media** in D2L so that you can then embed it into a D2L page, or add it to a playlist in your **Course Media** area. Note that there are a few ways to access My Media in D2L – see the tutorial *Setting up My Media (Kaltura) in D2L* for more information.
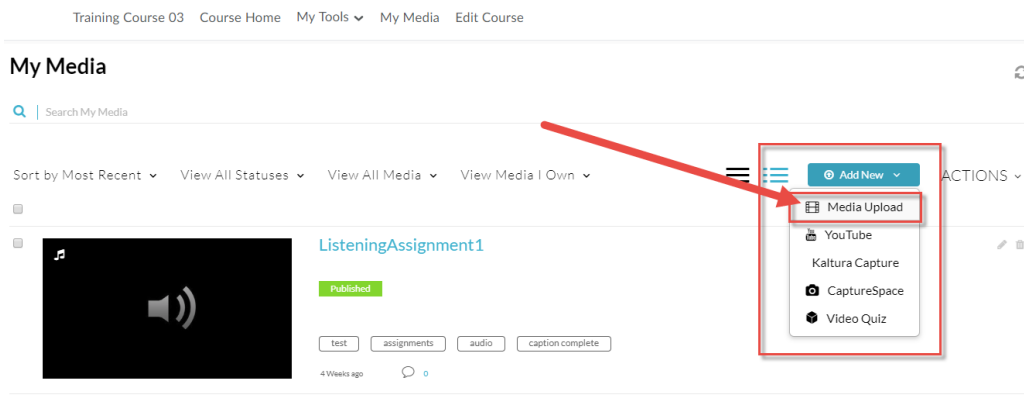
Steps

1. Go to your course in D2L.
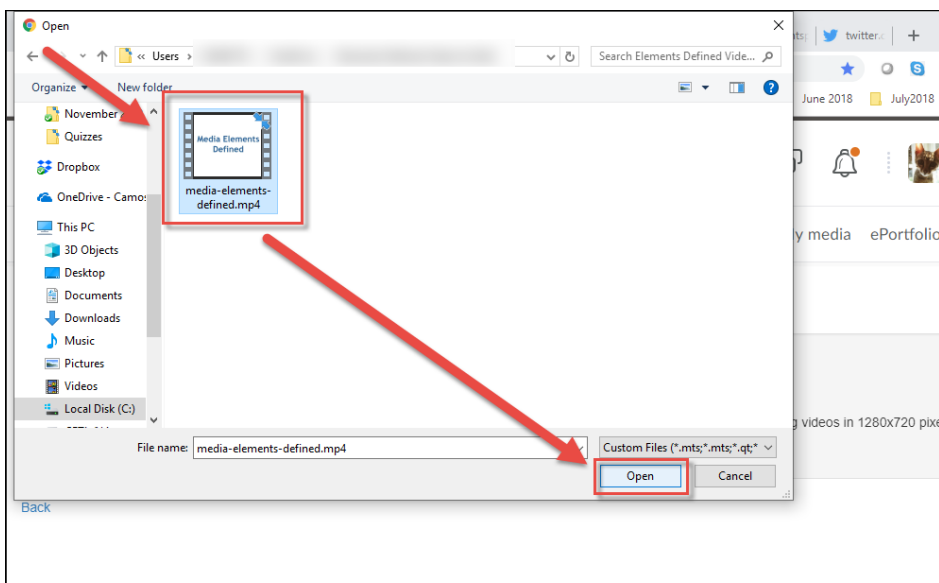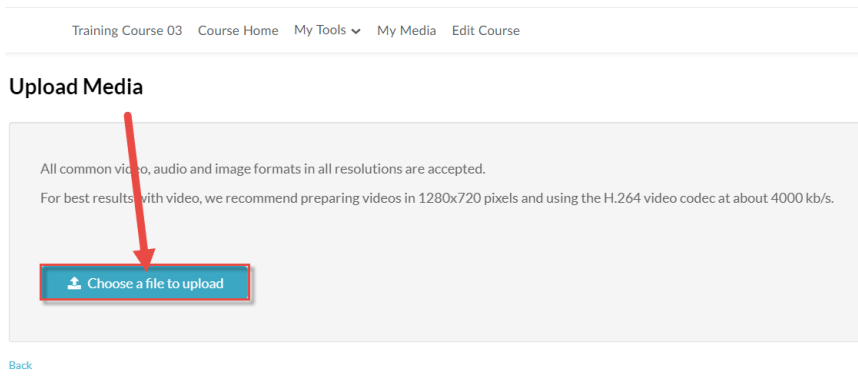2. Go to **My Media** to open your personal Kaltura space.

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).

6. Fill in the details as listed. You will be required to give your media 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 your students search for specific media files.

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

   Note that you do NOT need to **Publish** your video for it to be available for use in your course. 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.

Things to Remember

There are additional features you will want to set up before using your video in a course. See the tutorial *Adding Features to Your Kaltura Media* to learn more.