

How to Upload Videos with Express Capture in Media Gallery

Preparation

- A) Please use a **fast wired** network connection.
- B) If your browser (Chrome, etc.) doesn't work, please use [Mozilla Firefox](#) instead.
- C) If your webcam video is *too big to upload*, please *save it first with your own webcam software on your computer* and then check [this document](#) instead.

1] Your course shell's left menu > **Media Gallery**. If you **cannot find Media Gallery** or something like that on the left menu, please ask your instructor to create it.

ABOUT THIS COURSE

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Course Material

Media Gallery

2] Add Media

If "Home" is highlighted, click **Media** > **Add Media**

Media Gallery

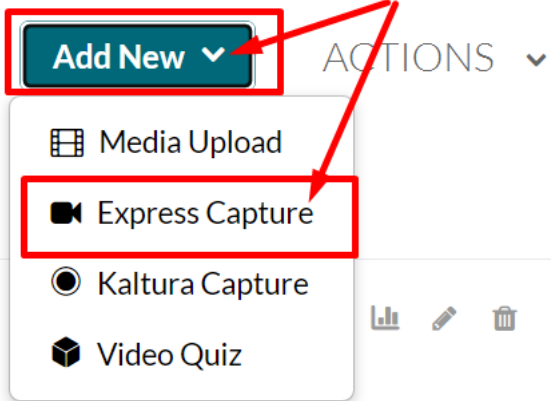
Actions ▾

Home 16 Media 🔍

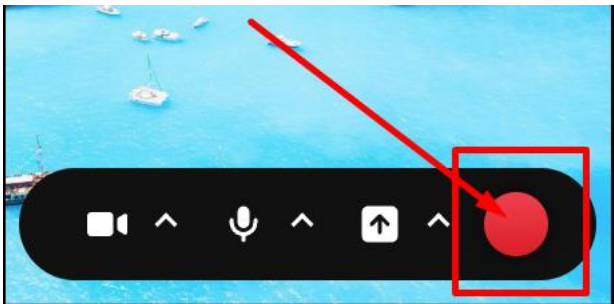
Sort by Most Recent ▾ View All Media ▾

+ Add Media

3] Add New > Express Capture



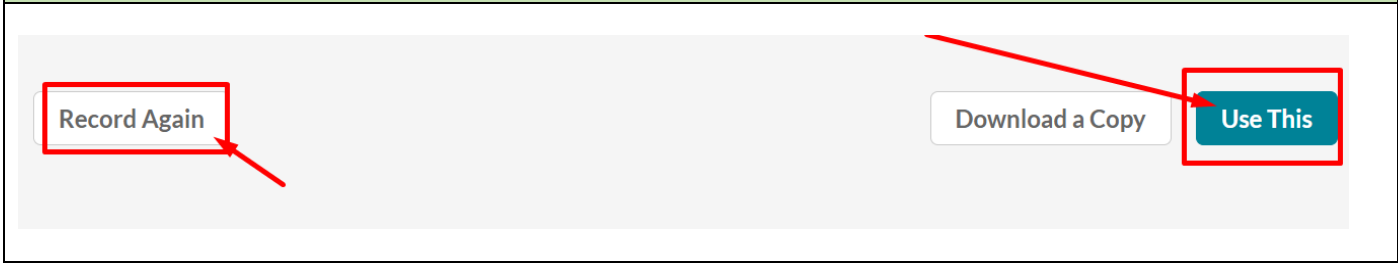
4] Click the start recording button



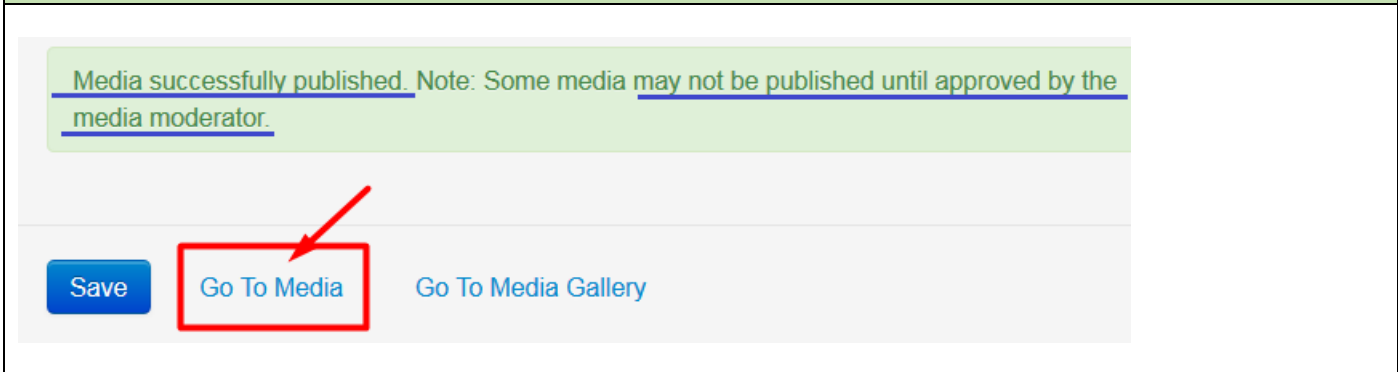
5] Click the stop recording button



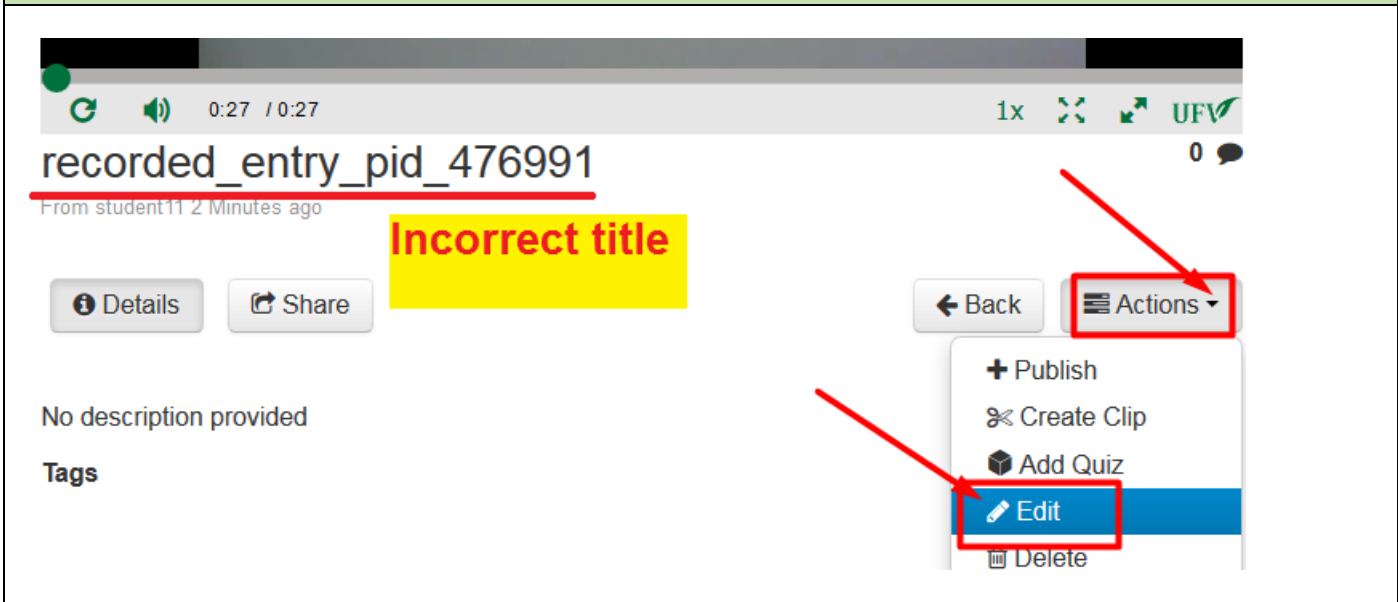
6] If the recording is okay > click **Use This**. If it is not okay, click **Record Again**.



7] **At the bottom**, check the message in the green box. **Go to Media**.



8] If you see an incorrect title, **Actions** > **Edit**



9] Check if you can see "Upload Completed!"

Fill in the **Name** box (mandatory).

Fill in the **Description** box (mandatory).

Fill in the **Tags** box (mandatory).

Save at the bottom.

The screenshot shows a form with the following elements:

- Name:** (Required) [Title of this webcam recording file] - This field is highlighted with a red box and a red arrow.
- Description:** [Enter Description...] - This field has a rich text editor toolbar above it with options for Black, Bold, Italic, Underline, bulleted list, numbered list, link, unlink, share, and image.
- Tags:** [× first lastname] [× course name] [× course id or crn (5 digits)] [× instructor's full name] - This row of tags is highlighted with a red box and a red arrow.
- Buttons:** [Save] [Go To Media] - The Save button is highlighted with a red box and a red arrow.

10] **Go to Media** at the bottom.

The screenshot shows the bottom of the form with two buttons:

- [Save]
- [Go To Media] - This button is highlighted with a red box and a red arrow.

11] Check if you have the correct title. **PENDING** means your instructor needs to approve your video later. After it is approved, it will appear in Media Gallery.



Revised by Soowook Kim on JAN 09, 2024.