

# MyMedia: How to Add Express Capture Videos

## Preparation

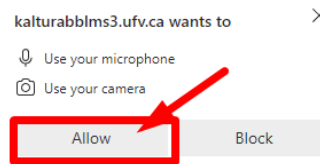
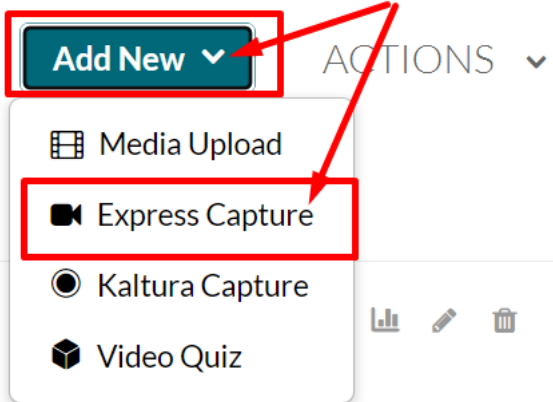
- A) Please use a **fast** network connection.
- B) If your browser ([Chrome](#), etc.) doesn't work, please use [Mozilla Firefox](#) instead.
- C) Please have your webcam and microphone ready.
- D) **30 minutes** is the **maximum** recording time for **Express Capture**.

## 1] MyClass main page > **Tools** (on the left menu) > **Kaltura myMedia**

The screenshot displays the UFV MyClass main page. On the left is a dark sidebar menu with the UFV logo at the top. The menu items include: Institution Page, zz-testing-student1..., Activity Stream, Courses, Organizations, Calendar, Messages (with a red notification badge containing the number 8), Grades, Assist (with a blue 'NEW' badge), Tools (highlighted with a red box and a red arrow pointing to it), and Sign Out. The main content area is titled 'Tools' and contains a section for 'Blackboard Tools' with three cards: 'Portfolios', 'Application Authorization', and 'Kaltura myMedia'. The 'Kaltura myMedia' card is highlighted with a red box and a red arrow pointing to it.

2] **Add New** > **Express Capture**

Click **“Allow”** if it asks for **Mic & Camera**

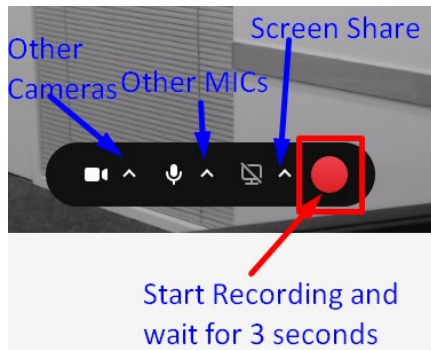


3] **Start** recording (red button) and **wait for 3 seconds** before start talking.

Other cameras and mics can be selected, if any.

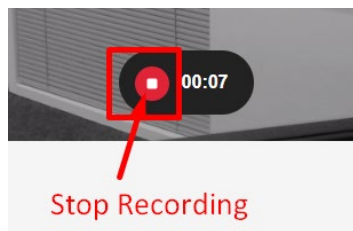
“Screen Share” for showing your app (e.g., PowerPoint) or screen **simultaneously**.

**30 minutes** is the **maximum** recording time for Express Capture.



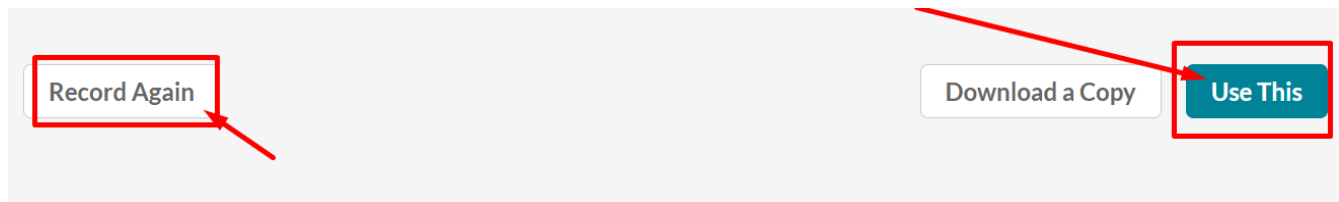
4] **Stop** recording (red button) when you are done.

**30 minutes** is the **maximum** recording time for Express Capture.



5] **Play** the video first.

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

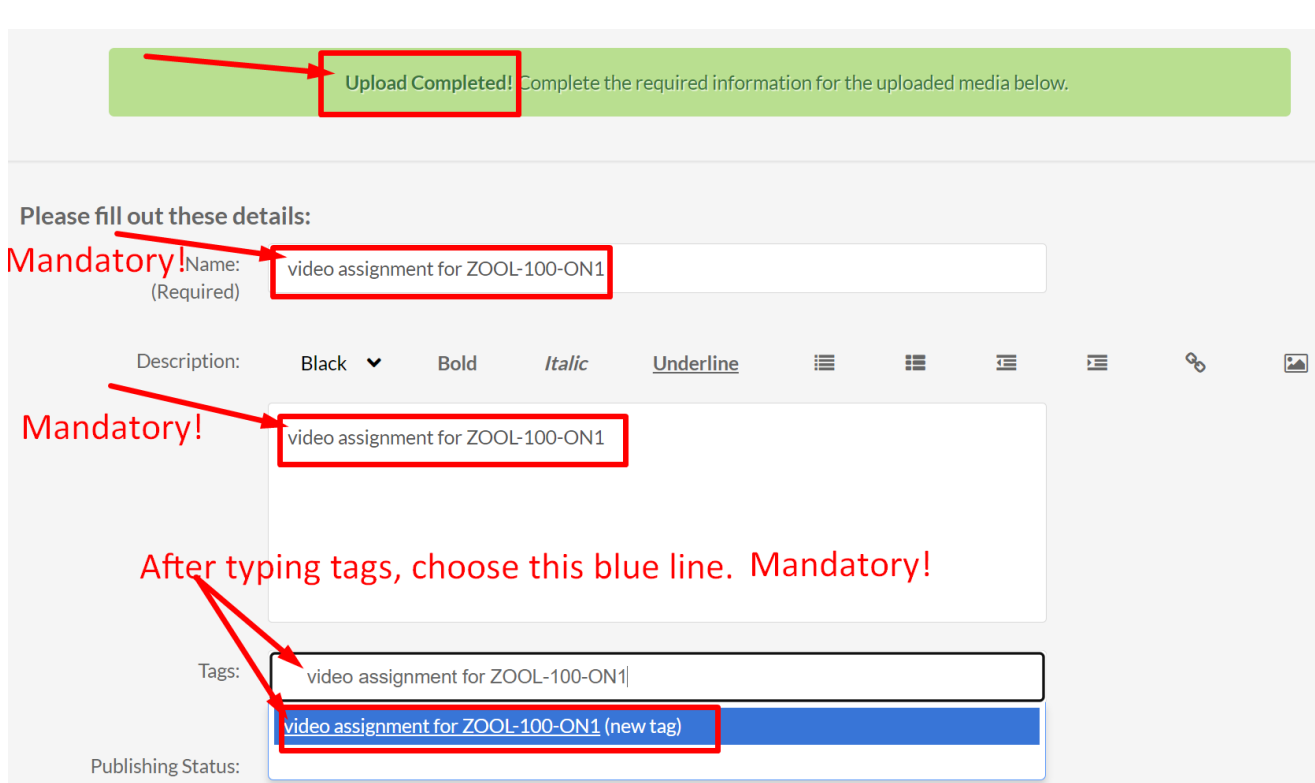


6] Check if you can see **"Upload Completed"** or **100%** at the top.

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

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

Fill in the **Tags** box (**mandatory**). After typing a new tag, click the **blue line** below.



7] **Save** > Make sure you get this notice: **“Your changes have been saved.”**

Click **“Go To My Media”** to check the video.

The screenshot shows a user interface for managing media. At the top, there is a 'Tags' field containing the text 'x video assignment for ZOOL-100-ON1'. Below this is the 'Publishing Status' section, which has two radio button options: 'Private - Media page will be visible to the content owner only.' (which is selected) and 'Published - Media page will be visible to users according to entitlements based on the in the options below.' Below the status options is a green horizontal bar with the text 'Your changes have been saved.' At the bottom of the interface, there are three buttons: 'Save', 'Go To Media', and 'Go To My Media'. Red boxes highlight the 'Save' and 'Go To My Media' buttons, and red arrows point from these buttons to the 'Your changes have been saved.' message.

Revised by Soowook Kim on AUG 24, 2023.