

How to Upload & Publish in Kaltura MyMedia

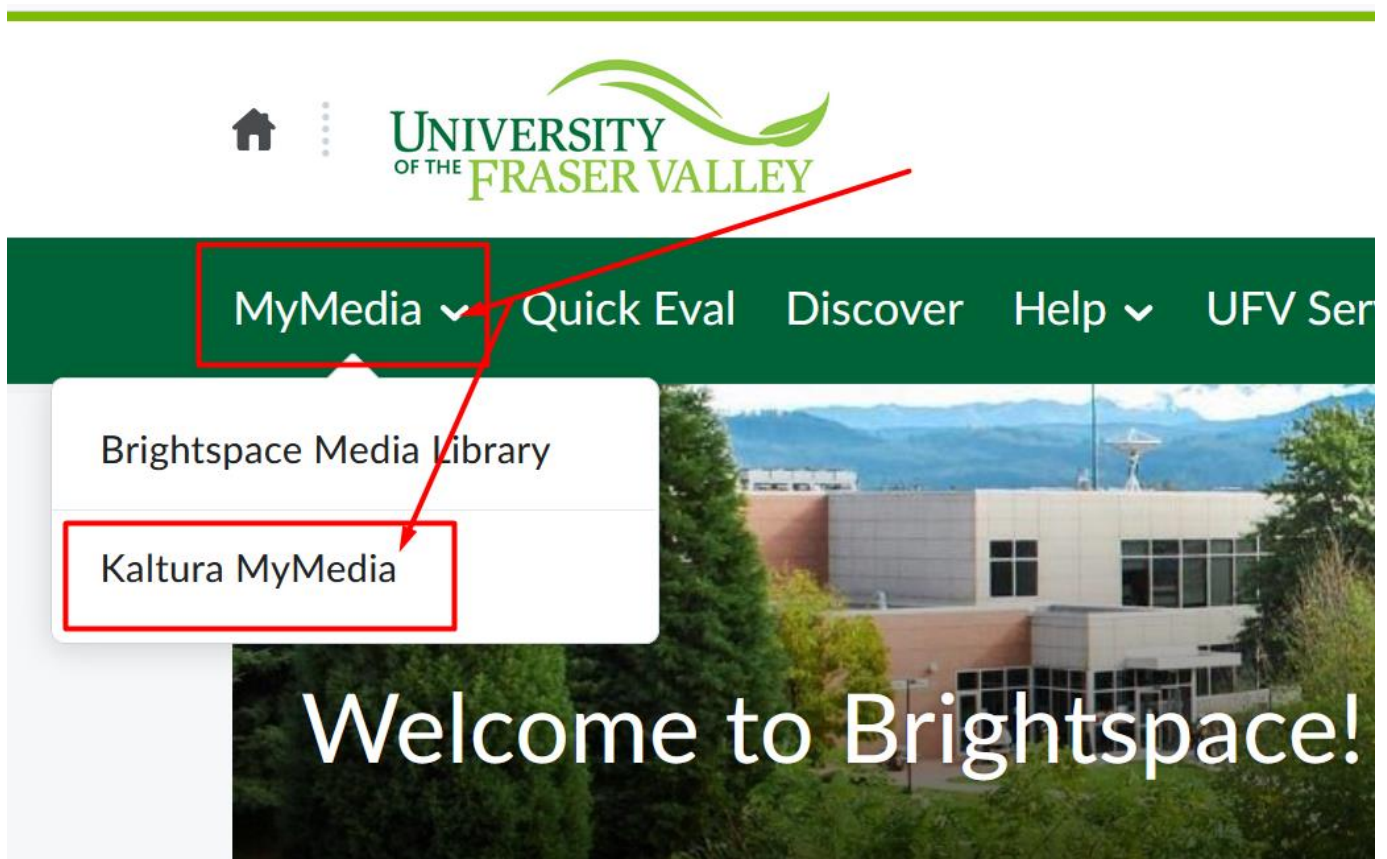
Email: askTLC@ufv.ca

Video: video.ufv.ca

Preparation

- A] Please use a **fast, wired** network connection.
- B] If your browser ([Chrome](#), etc.) doesn't work, please use [Mozilla Firefox](#) instead.
- C] It's recommended to *save a video first on your computer*. Please check *step 2]* below.
- D] If your video is *too big to upload*, compress it with [Handbrake](#) or any other tool.

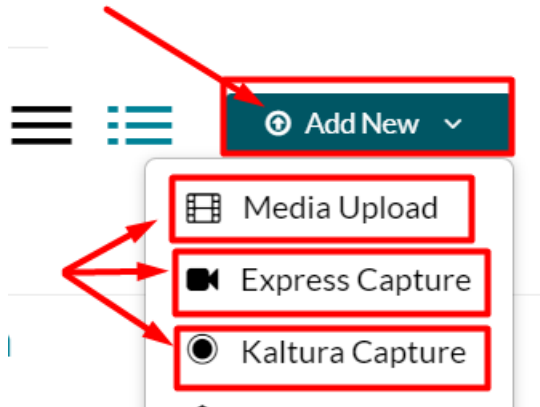
1] [Brightspace Main Homepage](#) > [MyMedia](#) > [Kaltura MyMedia](#)



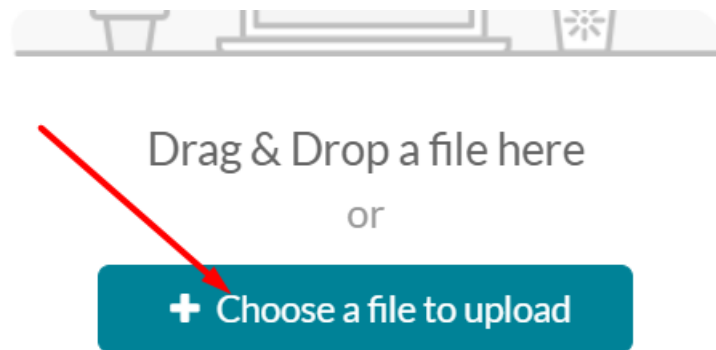
2] Add New

- > **Media Upload** if you have *already saved a video on a computer*.
- > **Express Capture** if you use your webcam to create a video now.
- > **Kaltura Capture** if you use the “Kaltura Capture” program.

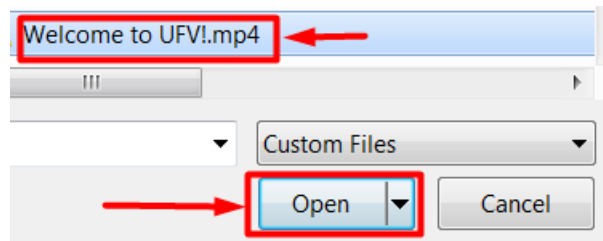
The next steps are for **Media Upload**.



3] Choose a file to upload (for **Media Upload** in step 2] above)



4] Go to the folder where you saved the video > Select it > **Open**



5] Check if the upload is successful = **100%**

Type the video's **meaningful title** in the **Name** box (**mandatory**).

Type a short description in the **Description** box (**mandatory** for publishing).

Type **Tags** and hit the **"ENTER"** key (**mandatory** for publishing).

Use a comma (,) after each tag to separate each tag.

Check if it's 100% **100%** of 12.94Mb

Upload Completed! Complete the required information for the uploaded media below.

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Please fill out these details:

Name: (Required)

Description: **any short description**

Tags: **Type and hit the "ENTER" key. A box around the text should appear like this.**

Mandatory for publishing

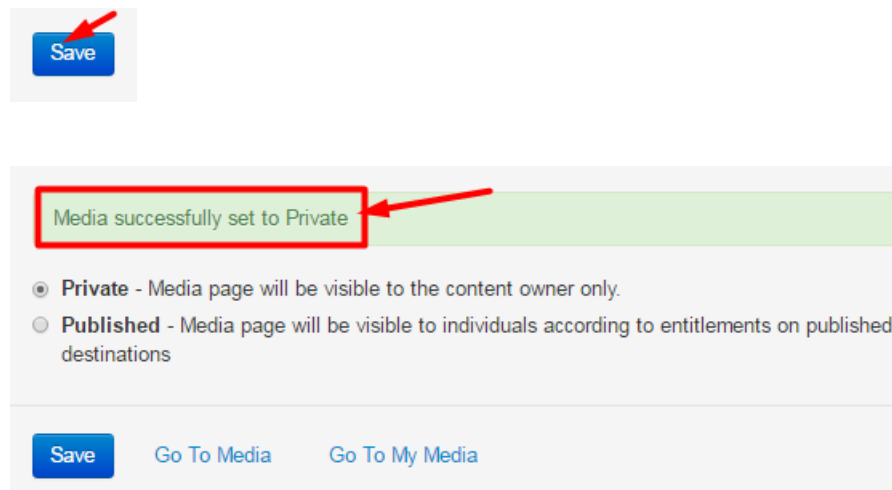
Mandatory for publishing

* Required To Publish

* Required To Publish

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

6] **Save** > Make sure you get this notice: “Media successfully set to Private.”



Save

Media successfully set to Private

☒ Private - Media page will be visible to the content owner only.

☐ Published - Media page will be visible to individuals according to entitlements on published destinations

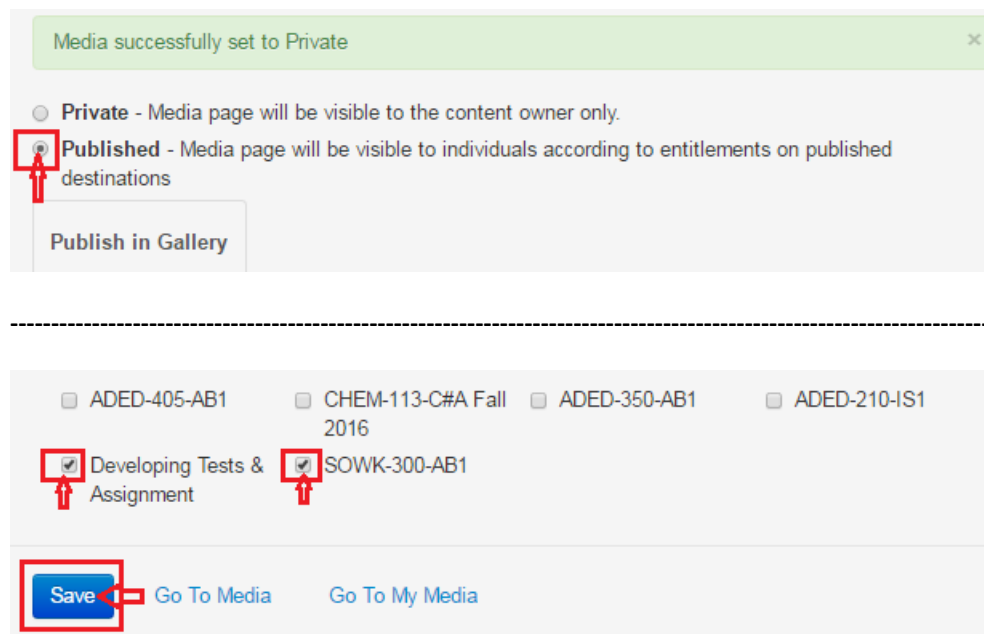
Save Go To Media Go To My Media

7] **Optional** (to Publish in Media Gallery):

> **Published** to have your video published in your course's Media Gallery

> **Select** one or more courses

> **Save**



Media successfully set to Private

☐ Private - Media page will be visible to the content owner only.

☒ Published - Media page will be visible to individuals according to entitlements on published destinations

Publish in Gallery

☐ ADED-405-AB1 ☐ CHEM-113-C#A Fall 2016 ☐ ADED-350-AB1 ☐ ADED-210-IS1

☒ Developing Tests & Assignment ☒ SOWK-300-AB1

Save Go To Media Go To My Media

8] This step applies to *step 7]* above.

Published In: *Viewable* in your course's *Media Gallery*

Pending In: After the instructor *approves* this video, it will appear in *Media Gallery*

The screenshot shows a video management interface. At the top, there are two checkboxes: 'Developing Tests & Assignment' (unchecked) and 'SOWK-300-AB1' (checked). Below these, there are two sections: 'Published in:' and 'Pending in:'. The 'Published in:' section shows '1 Media Galleries:' with a button labeled 'Developing Tests & Assignment'. The 'Pending in:' section shows '1 Media Galleries:' with a button labeled 'SOWK-300-AB1'. To the right of the 'Published in:' section, there is a yellow box with the text 'Viewable in this course shell's Media Gallery'. To the right of the 'Pending in:' section, there is a yellow box with the text 'When this course's instructor approves this video, it will appear in the course shell's Media Gallery'. At the bottom, there are three buttons: 'Save', 'Go To Media', and 'Go To My Media'.

☐ Developing Tests & Assignment ☒ SOWK-300-AB1

Published in:
1 Media Galleries: Developing Tests & Assignment

Pending in:
1 Media Galleries: SOWK-300-AB1

Viewable in this course shell's Media Gallery

When this course's instructor approves this video, it will appear in the course shell's Media Gallery

Save Go To Media Go To My Media