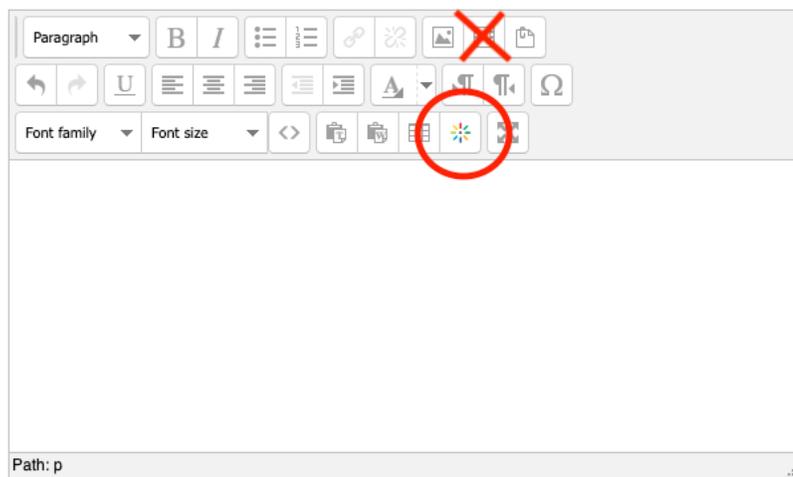**Uploading and Using Video in Moodle through Kaltura's MyMedia**

Add a video to your "My Media" space

1. Under the "Quick Links" tab click on "MyMedia (Kaltura)
2. Click on "Add New" and then "Media Upload"
3. Drag and drop your video into the square displayed or select it from your files
4. After upload finishes, on the next screen enter a name, description, and one tag then click on "Save". If you set the video to Private, it will not be visible by anyone until you add it to a resource
5. Then you can either upload more videos (scroll down to the upload window below), view the video you just uploaded (Go To Media), or go back to your list of media (Go To My Media)

Add video to a Moodle activity or resource

1. At the top of your course page click "turn editing on"
2. scroll down to the week where you want to post the video
3. click on "Add an activity or resource"
4. choose the resource to add (e.g. page)
5. In the editor click the button for "Embed Kaltura Media":



6. In the window that pops up click "Add New" and then "Media Upload" (it might take a minute to load the content)
7. Drag and drop your video into the square displayed or select it from your files
8. After upload finishes, on the next screen enter a name, description, and one tag then click on "save and embed" at the top of the page
9. The video is then ingested into Kaltura – this may take some time since the system is a bit overloaded right now
10. When the processing finishes and your video is visible click Embed Media at the bottom of the window
11. Your video link should be present on the main course page now
12. To remove the video you just delete the link

*(Note: do not use the button for "Insert Moodle Media" because those videos don't end up in Kaltura and there can be issues playing them back depending on what browser the student is using)*

Add a Kaltura Video Resource (stand-alone video)

1. At the top of your course page click "turn editing on"
2. Scroll down to the week where you want to post the video
3. Click on "Add an activity or resource"
4. Scroll down and select "Kaltura Video Resource" then "add"
5. In the form displayed enter a name in the field
6. Scroll down and select "add media"
7. In the window that pops up select "add new" then "media upload"
8. Drag and drop your video into the square displayed
9. After upload finishes, on the next screen enter a name and description then click on "save and embed" at the top of the page
10. Your video link should be present on the main course page now
11. To remove the video just delete the link

*In both cases instead of uploading a new video you can also select an existing video (step 6 in adding a video to a resource and step 7 in adding a Kaltura Video Resource)*