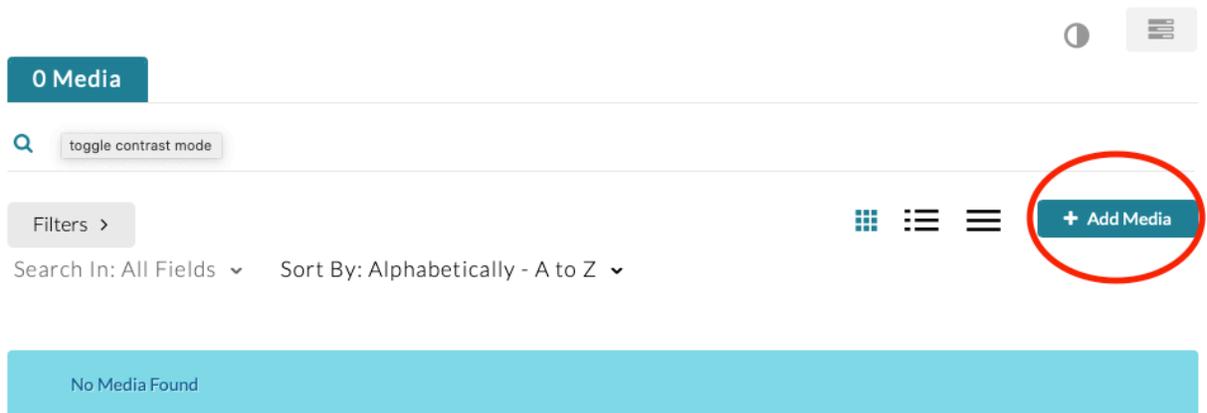


# Kaltura Media Gallery

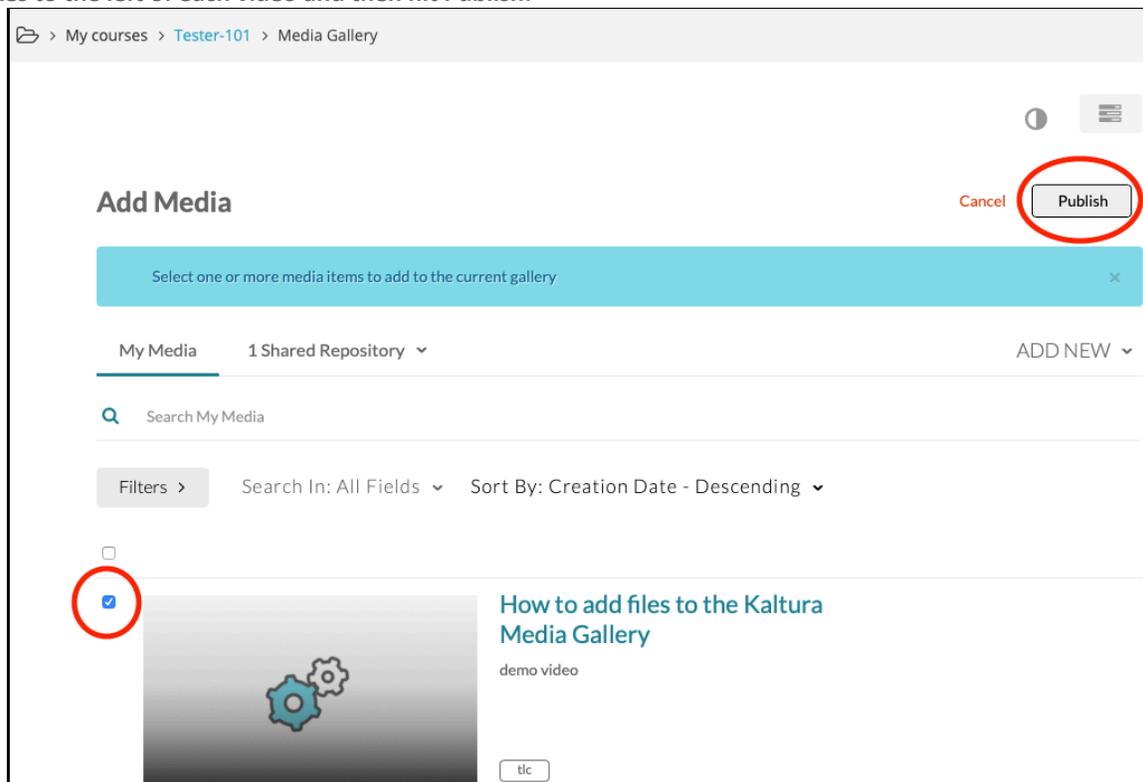
## Adding, Downloading and Managing Content

### ADDING A VIDEO TO THE KALTURA MEDIA GALLERY

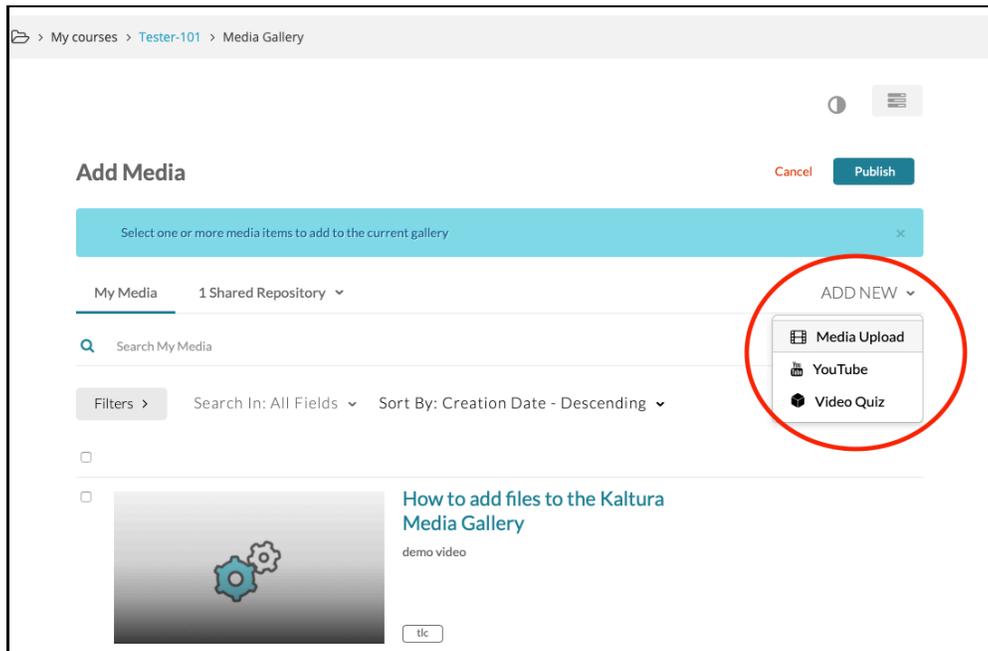
To add content to your Kaltura Media Gallery click the Add Media button:



From the next window either choose one or more previously uploaded videos from your My Media folder by checking the boxes to the left of each video and then hit Publish:

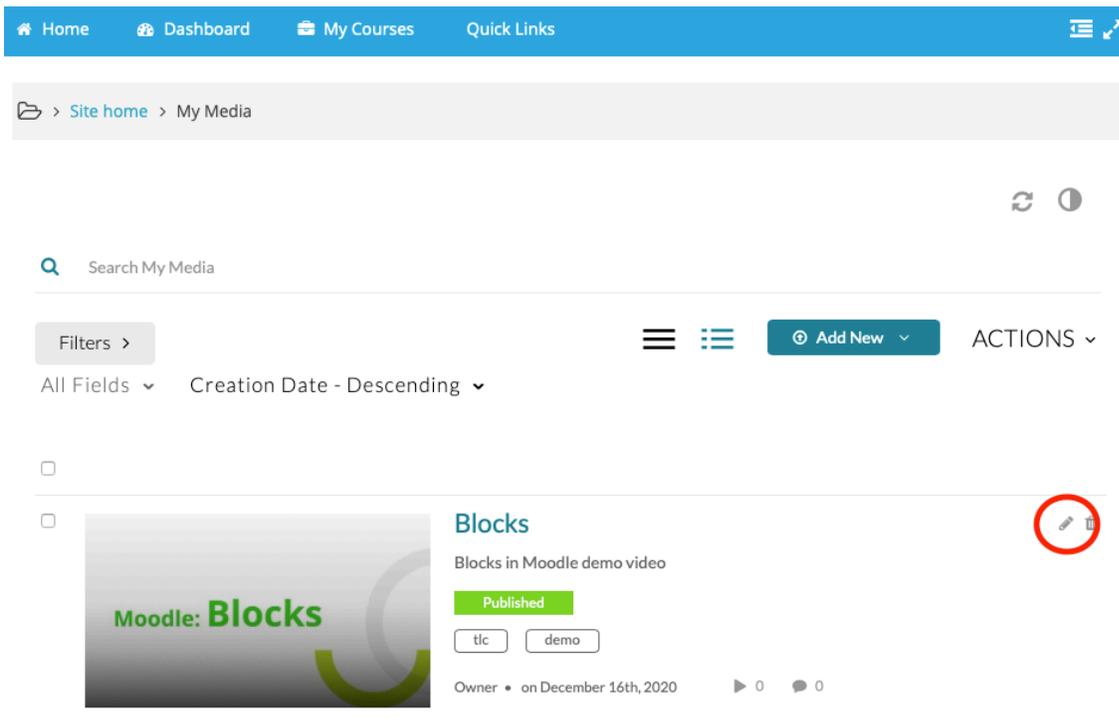


To upload a new video, click Add New. From the drop down menu choose Media Upload and either drag and drop your file in, or click the Choose File to Upload button to locate the file on your computer:

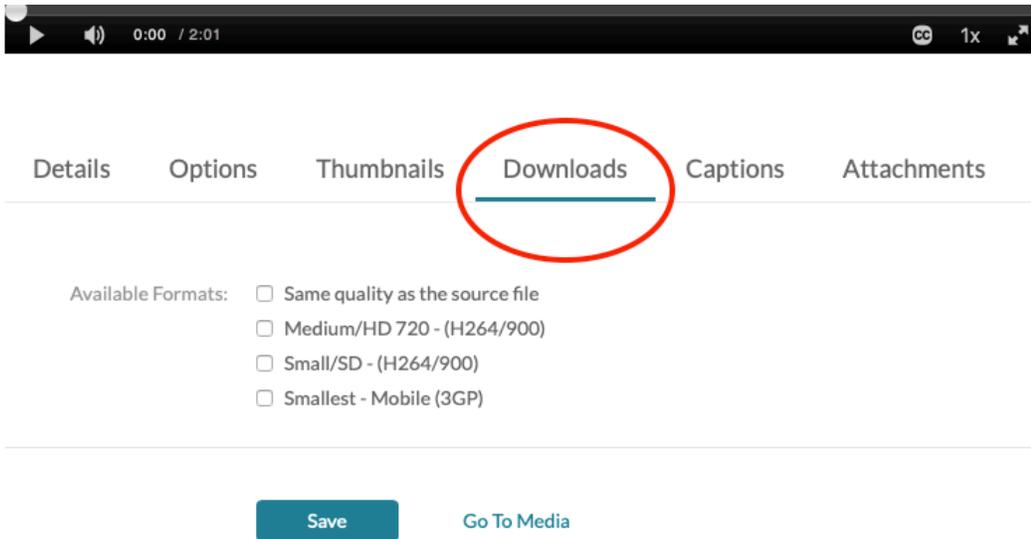


### ENABLING A SUBMISSION TO BE DOWNLOADED

Download settings is managed in the individual video's Edit Menu which you access through My Media. From your My Media page, choose the file you want to make downloadable, click Actions and then Edit. Alternatively, just click the little pen icon to the right of the video to go directly to the editing page:



In the Edit Menu, scroll down and choose the Downloads tab under the video:

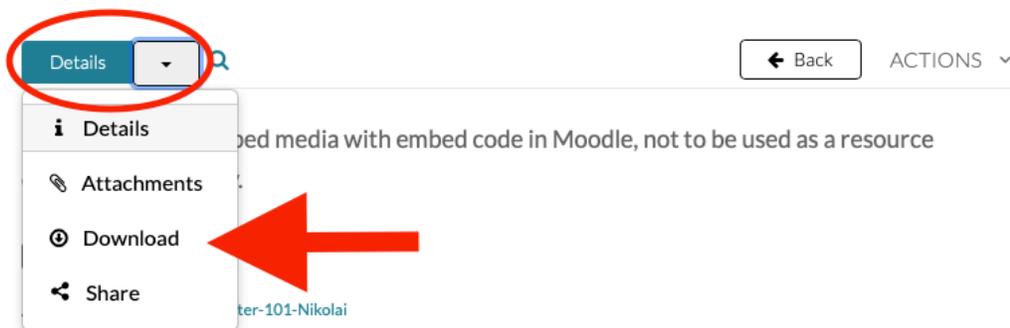


Check the preferred boxes to make your video available to be downloaded in the original size and/or smaller file sizes. Including a more compressed, but smaller file option is a good compromise for participants who are downloading on a slow internet connection.

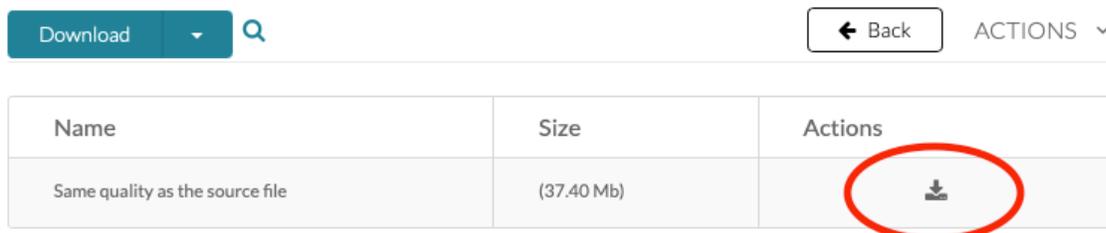
**Note:** Once you hit save, the video can be downloaded by others if it is added to a Kaltura Media Gallery. If it is not added to a Kaltura Media Gallery, it will only be downloadable by the video owner.

### HOW TO DOWNLOAD A VIDEO FROM THE KALTURA MEDIA GALLERY

If you have followed all the steps above and made your video downloadable and added the file to the Kaltura Media Gallery, any user with access to the Gallery can download it. In the Kaltura Media Gallery select the video you want to view/download, scroll down and find the Details drop down menu underneath the video, select Download:



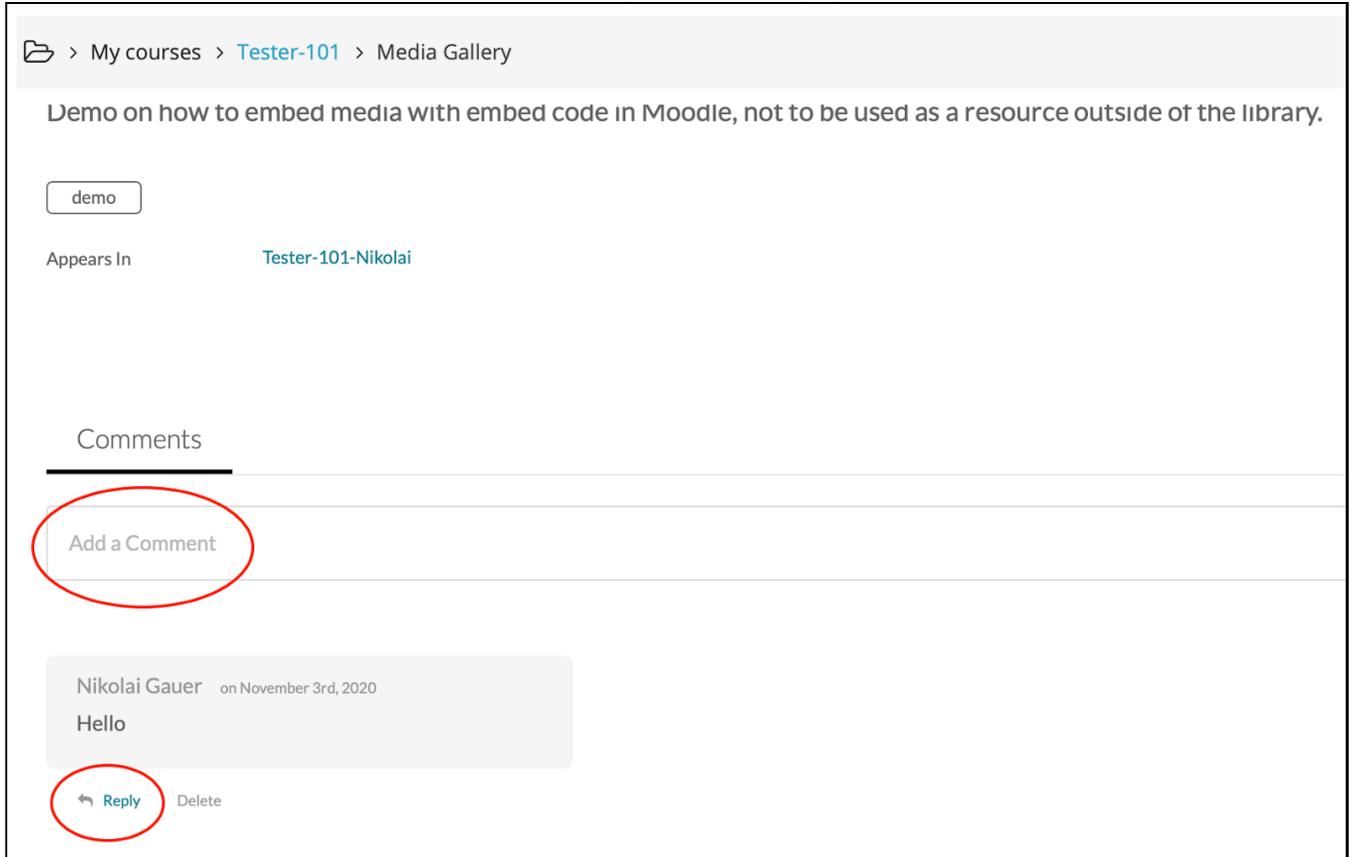
In the Downloads menu click the download button (in some cases you can choose from multiple sizes, 'Source' will always be the best quality version):



## HOW TO COMMENT ON SUBMISSIONS

To read comments or to make new comments on videos, just click a video in the gallery and scroll to the bottom of the page. Either post a new comment by writing in the comment text field or reply to a comment that's already there.

Comments are found underneath each video at the very bottom of the page:



The screenshot shows a Moodle interface for a video submission. At the top, there is a breadcrumb trail: > My courses > [Tester-101](#) > Media Gallery. Below this, the video title is "Demo on how to embed media with embed code in Moodle, not to be used as a resource outside of the library." A "demo" button is visible. Underneath, it says "Appears In" followed by a link to "Tester-101-Nikolai".

The "Comments" section is highlighted with a horizontal line. Below the line, there is a text input field with the placeholder text "Add a Comment", which is circled in red. Below the input field, there is a comment from "Nikolai Gauer" dated "on November 3rd, 2020" with the text "Hello". At the bottom of this comment, there are two buttons: "Reply" (with a left-pointing arrow icon) and "Delete", both of which are circled in red.