

SUBMITTING A VIDEO ASSIGNMENT IS A TWO-STAGE PROCESS:

- FIRST UPLOAD YOUR VIDEO ASSIGNMENT INTO MY MEDIA
- SECOND GO TO THE ASSIGNMENT SUBMISSION PAGE AND EMBED THE UPLOADED VIDEO FROM MY MEDIA INTO THE ASSIGNMENT SUBMISSION ONLINE TEXT AREA

HERE ARE THE STEPS:

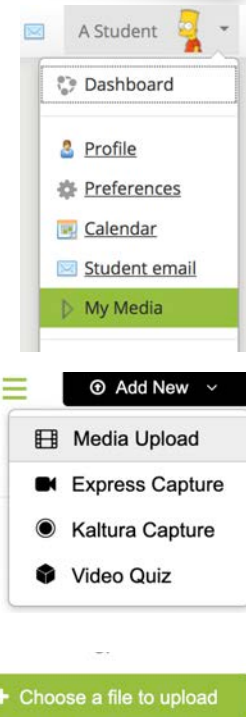
1. UPLOAD VIDEO

1. SELECT [YOUR NAME] TOP RIGHT ON ANY SCREEN IN MOODLE, THEN FROM THE DROP DOWN MENU, SELECT MY MEDIA

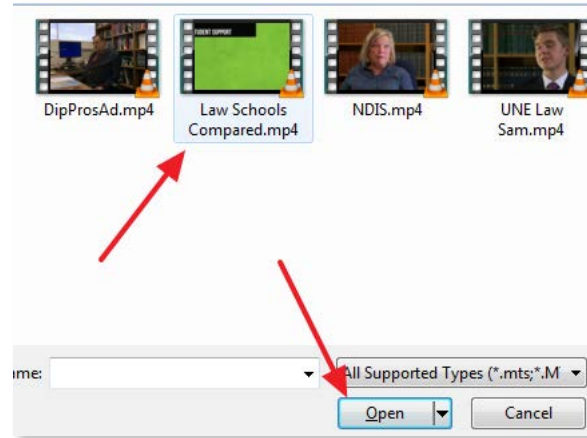
2. SELECT ADD NEW, THEN SELECT MEDIA UPLOAD FROM THE PULL-DOWN MENU

Express Capture for videos less than 3 minutes and Kaltura Capture app for presentations are also available

3. SELECT + CHOOSE A FILE TO UPLOAD



4. A FILE PICKER WILL APPEAR, CHOOSE A FILE AND SELECT OPEN



Keep browser window open while uploading

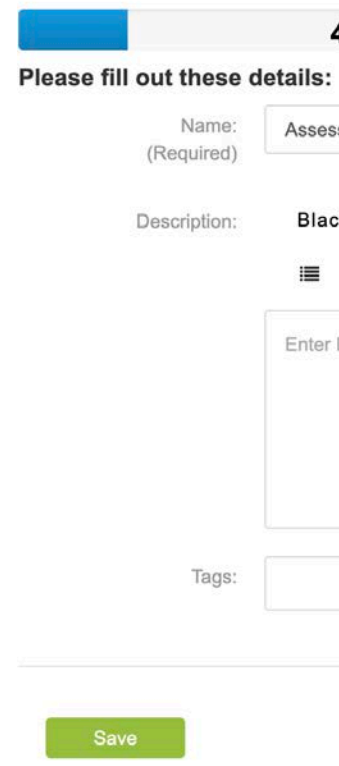
Do not let device sleep during upload

5. WHILE THE MEDIA IS UPLOADING, ENTER THE NAME OF THE MEDIA INCLUDE UNIT OR SITE NAME AND ASSIGNMENT NAME

DESCRIPTION, AND TAGS MAY BE ADDED

6. SELECT SAVE

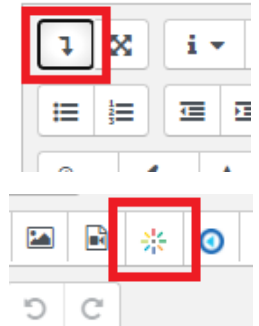
Video only appears in My Media after it has uploaded and processed



2. EMBED IN ASSIGNMENT

NOW THAT THE VIDEO IS IN MY MEDIA, IT IS EASY TO ADD THE MEDIA IN THE ASSIGNMENT SUBMISSION

7. GO TO THE ASSIGNMENT SUBMISSION PAGE, IN THE TEXT ENTRY EDITOR, CHOOSE TOGGLE TOOLBAR FOR THE EXTENDED OPTIONS

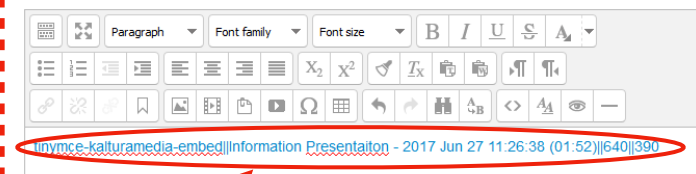


8. SELECT EMBED KALTURA MEDIA, YOUR MY MEDIA LIST WILL OPEN IN A NEW WINDOW

9. WITH THE CORRESPONDING SELECT BUTTON, SELECT YOUR UPLOADED VIDEO



10. A PREVIEW OF THE EMBED MEDIA APPEARS. SELECT EMBED MEDIA (YOU MAY NEED TO SCROLL)



Link text will be inserted. The media does not preview in the text edit window.

Add any other text etc. required without changing the link

Finish submitting the assignment as for any assignment— Good luck!

