

Uploading Kaltura Video Submissions

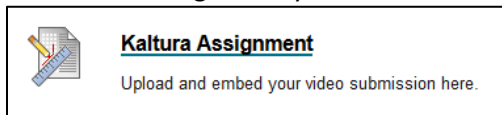
Introduction

Follow the steps below to learn how to submit a video file in myCourses using Kaltura. This tutorial assumes that the video file you are uploading has already been transferred from your camera/phone to your computer. If it has not, please copy the video file to your computer before you begin.

[A video version of this tutorial is also available.](#)

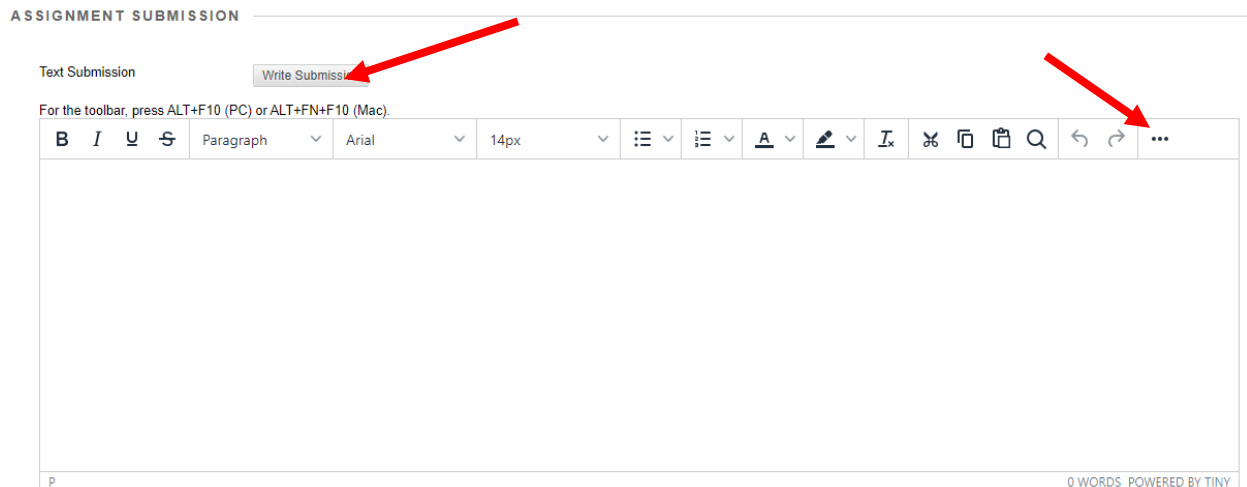
Step 1:

Click on the assignment you would like to submit.



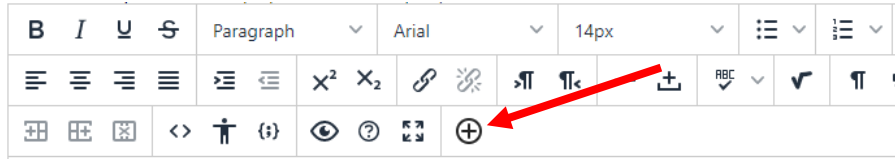
Step 2:

Click the “**Write Submission**” button, and then use the **...** button to expand the text editor so that all rows of buttons are visible (if they are not already be visible.)



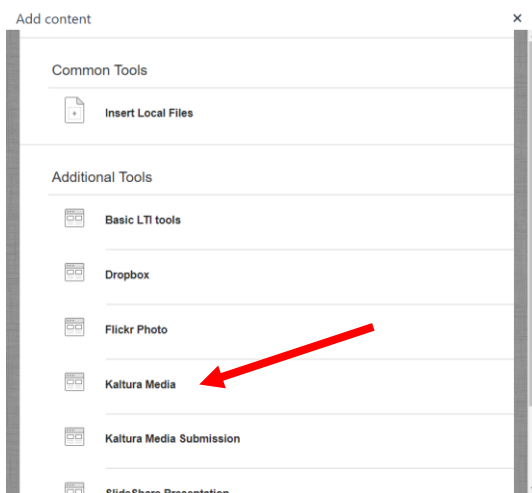
Step 3:

Click the (+) button on the bottom row of the text editor.



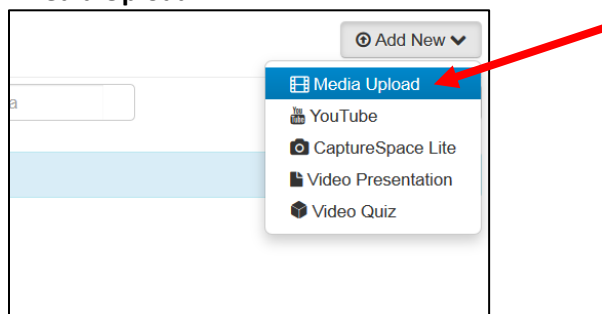
Step 4:

Click “Kaltura Media.”



Step 5:

Click the “Add New” button in the upper-right corner of the window that appears and then choose “Media Upload.”



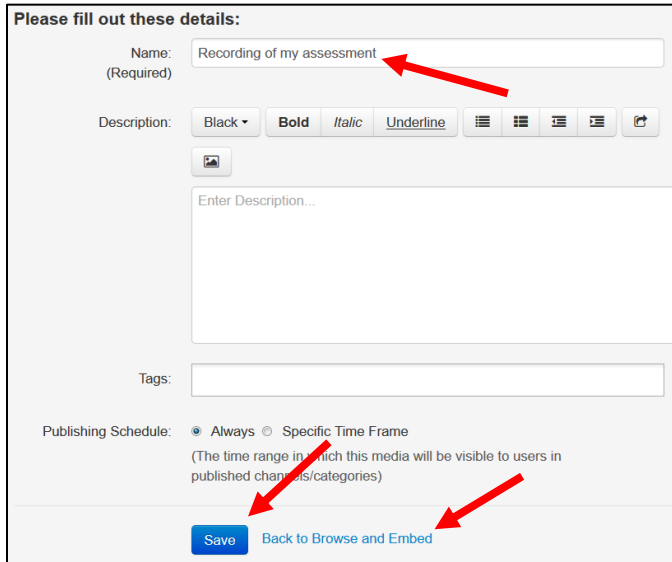
Step 6:

Click the **“Choose a file to upload”** button, and then search for the video file saved on your computer. Once you find the video file, **double-click on it.**



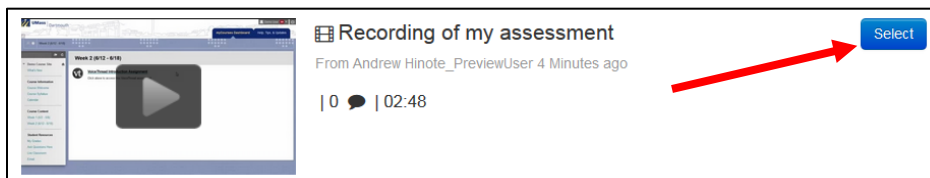
Step 7:

After the video finishes uploading, enter a name for your video and click the **“Save”** button. Once your video saves, click **“Back to Browse and Embed.”**



Step 8:

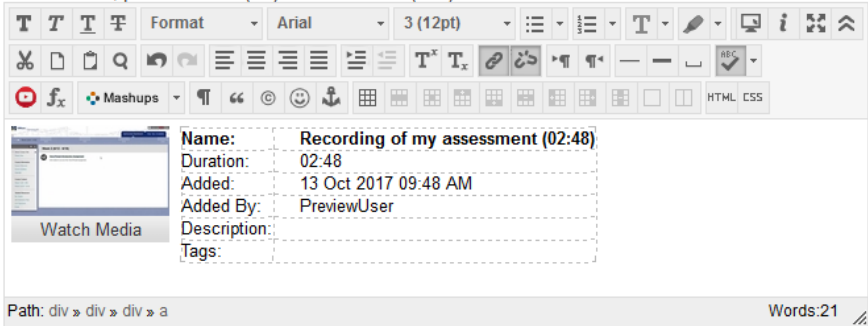
Click **“Select”** to the right of your newly uploaded video. The Kaltura Media window will close and you should see your video embedded in the text submission area.




ASSIGNMENT SUBMISSION

Text Submission

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



The screenshot shows a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a media preview window with the following details:

	Name: Recording of my assessment (02:48)
	Duration: 02:48
	Added: 13 Oct 2017 09:48 AM
	Added By: PreviewUser
	Description:
	Tags:

Path: div » div » div » a Words:21

Attach File

Step 9:

Click the **“Submit”** button to submit your assignment.

Conclusion

We hope this guide was helpful.

24/7 email, live chat, and phone support for myCourses is available at umd.echelp.org.