

Steps for Uploading a Video or Audio File to a Discussion Forum

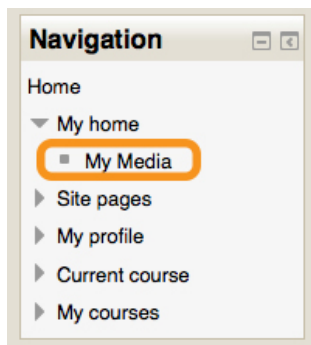
Overview

Your instructor may direct you to upload video to a Discussion Forum for peer review and feedback. An example would be uploading a speech video. Southeast Community College uses a product called Kaltura that works with Moodle to embed video file links right into the Discussion Forum. Although the steps below describe uploading video, the same process works for audio files. Just use the Audio tab instead of the Video tab when uploading.

Uploading Video to Moodle

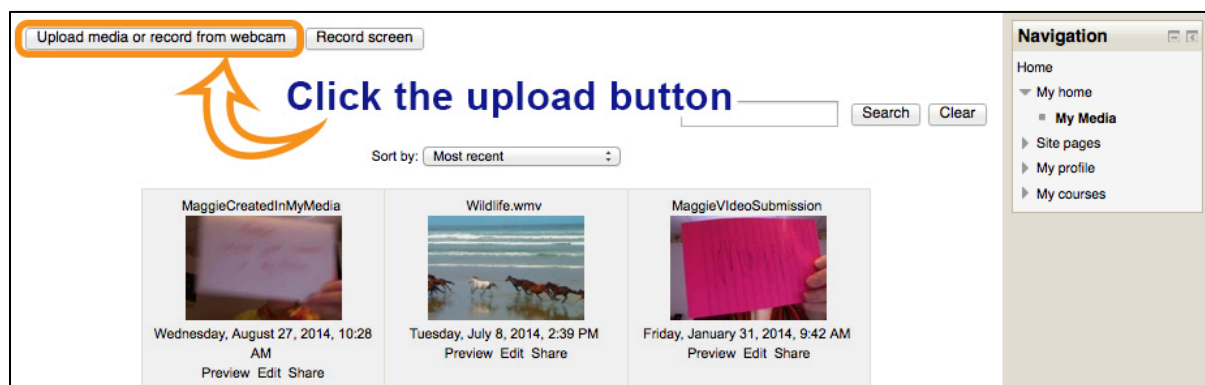
Step 1

Open the course, find the **Navigation block** (usually on the right-hand side of the screen), and click triangle left of **My home** to reveal the **My Media** link. Click **My Media**.



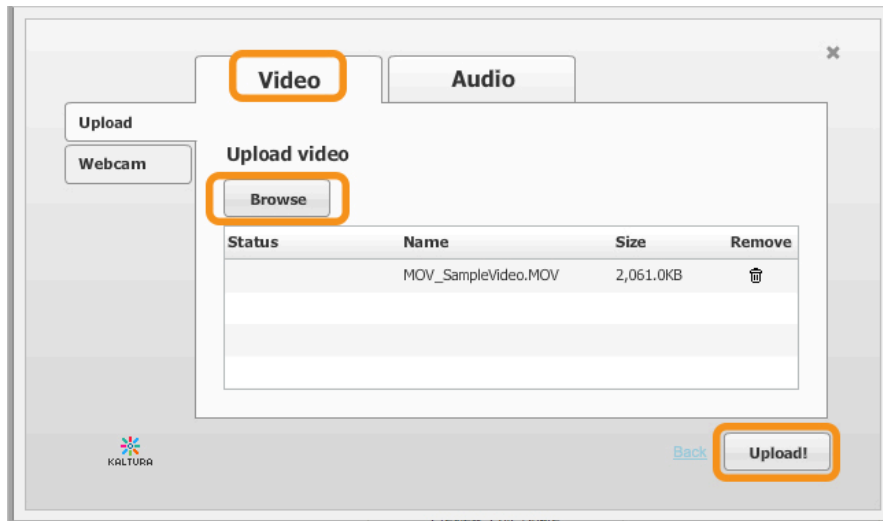
Step 2

Click the button titled **Upload media or record from webcam**.



Step 3

On the video tab choose **Upload**, **Browse** the computer for the video to be uploaded, and **Upload!** the video after it shows up in the **Status** menu.



Step 4

When the **Status** menu displays the upload as **Done**, click the **Next** button.

Step 5

A thumbnail image of the video will be displayed along with Title, Tags, and Description fields. If the title should be changed, do so. If all is in order, click **Next**.

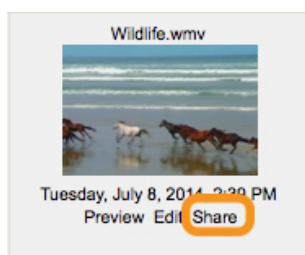
Step 6

An **Upload Success** menu will appear. Click **Continue**.

- 5 The video should display in the My Media list. It must be shared with the course to make it available from within the course.

Step 7

To share, click on the **Share** link below the video.



Step 8

In the **Video Details** menu on the Share tab, **check the box** next to the course where the video needs to be placed and **Save & exit**. Then, click **Continue** when prompted that the video changes have been saved.



Inserting Video into a Discussion Forum

Step 1

Go into the Discussion Forum that requires the video upload and **Add a new discussion topic**.

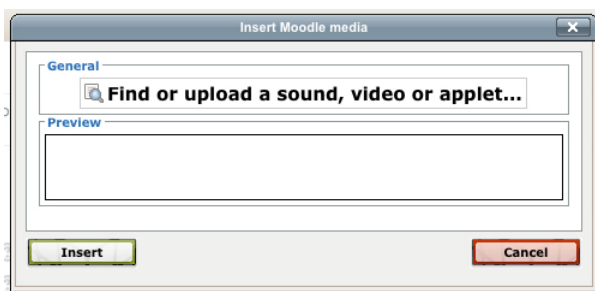
Step 2

After reading the instructions provided in the Discussion Forum, add a **Subject**. To insert video, in the **Message** field click the **Insert Moodle media** icon.



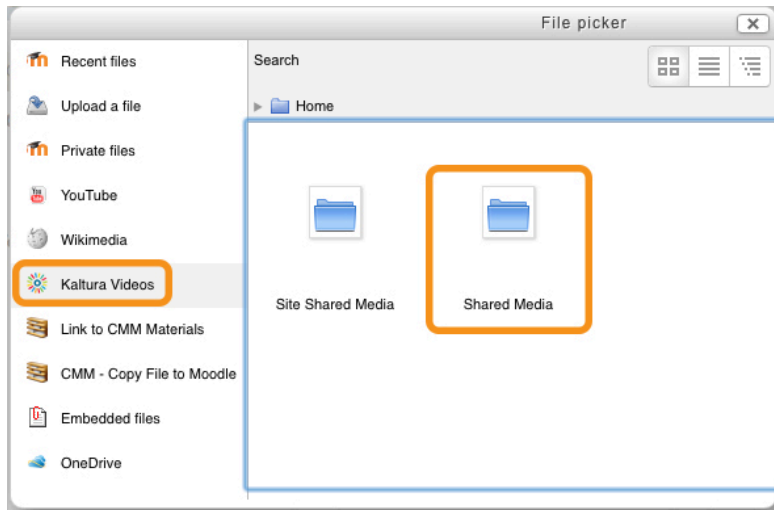
Step 3

In the window that opens, click **Find or upload a sound, video or applet . . .**



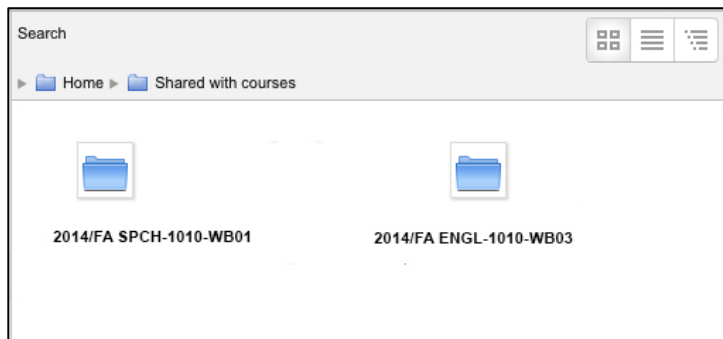
Step 4

The **File Picker** opens. In the left-hand column, click **Kaltura Videos** and click the **Shared Media** folder to open it.



Step 5

Open the folder with the proper course name on it.



Step 6

The shared video should be available in the folder. **Double click** the video to choose it and choose **Select this file**.

Step 7

You are returned to the **Insert Moodle media** window. The Preview may not be available. Click the **Insert button**.

Step 8

In the Message box, a link will appear instead of the actual video. This is correct. Click **Post to forum** to save the message.







▼ Your new discussion topic

Subject*

Message*


Paragraph

B *I* **—**


     

[Wildlife.wmv](#)

Path: p » a

Subscription 

There are required fields in this form marked *.

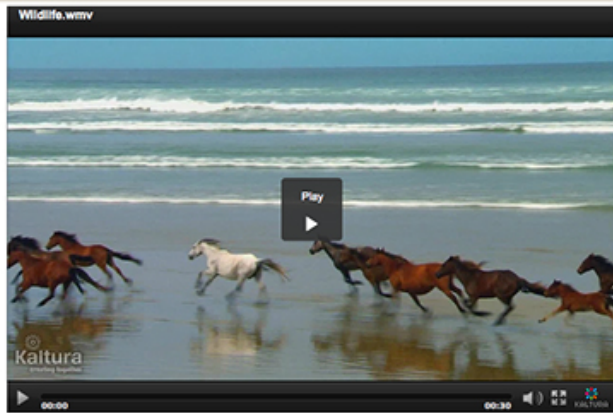
 Below is an example of what the saved message will look like as a post in the Discussion Forum.

Video Group Work

Display replies in nested form

My Speech Video
by Maggie (Mags) Moodle - Wednesday, September 10, 2014, 11:41 AM

Wildlife.wmv



00:00 00:30

Edit | Delete | Reply