

Steps for Uploading a Video or Audio File to a Moodle Assignment

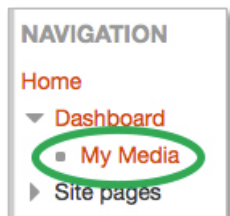
Overview

Southeast Community College uses a product called Kaltura that works with Moodle to embed video file links into course content. Your instructor may direct you to upload video to a standard Assignment activity (📄) instead of the Kaltura Media Assignment (📺). Below are the instructions. Although the steps below describe uploading video, the same process works for audio files.

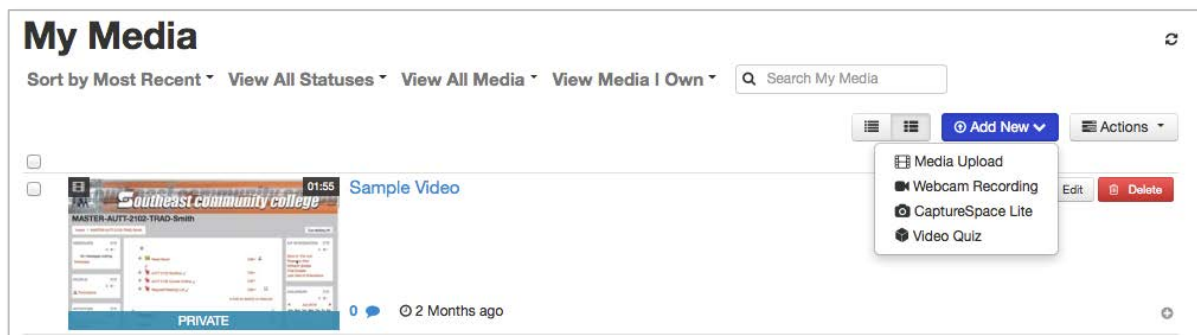
Part One--Add Video to Moodle's My Media

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**.



My Media opens. Below is a sample My Media screen with the **Add New** menu open.



Step 2

Click the blue **Add New** button and choose **Media Upload**.

Step 3

On the screen that appears, click the blue **Choose a file to upload** button and navigate to the video file.

Upload Media

+ Choose a file to upload

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Step 4

Upload the file.

Step 5

On the screen that appears, add a **Name** for the video. The other fields on the form are optional. Do not change the default setting of **Private**. **SCROLL DOWN** and click the blue **Save**

Upload Media

MOV_SampleVideo.MOV

100% of 2061Kb

Upload Completed! Complete the required information for the uploaded media below.

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Please fill out these details:

Name: (Required)

Description: **Optional**

Tags: **Optional**

Date: **Click to add a date (optional)**

Complete all the required fields and save the entry before you can select to publish it to Media Galleries. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Do not modify → **Private** - Media page will be visible to the content owner only.
 Published - Media page will be visible to individuals according to entitlements on published destinations
If using a Webcam, make sure to click the Save button on the video above.

Be sure to save →

button.

Step 6

After clicking the blue **Save** button, scroll back to the top of the screen, check to ensure that the changes have been saved.

Upload Media

Your changes have been saved.

Step 7

Return to the bottom of the screen and click **Go To My Media** to return to the My Media screen.



The video should be in the list of My Media items.

Part Two--Inserting Video into a Moodle Assignment

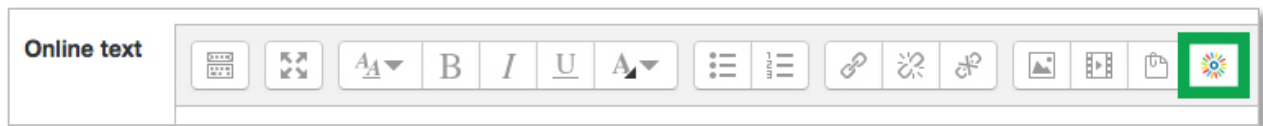
Step 1

Go into the Assignment that requires the video upload and choose **Add submission**.

Step 2

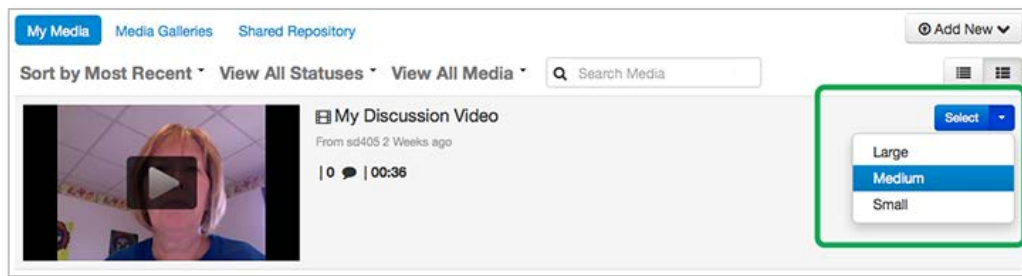
An online text box should open that displays the HTML editor. To insert video, in the **Online text**

field click the **Kaltura media** icon .



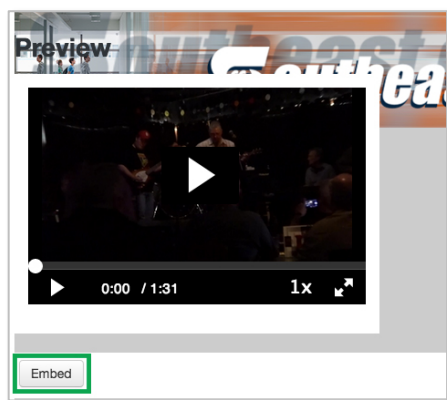
Step 3

The **My Media** window opens. Find the media item to submit. Use the arrow to the right of the blue **Select** button to open the pulldown menu to choose the media item size to submit. (Typically, **Medium** is an appropriate setting.)

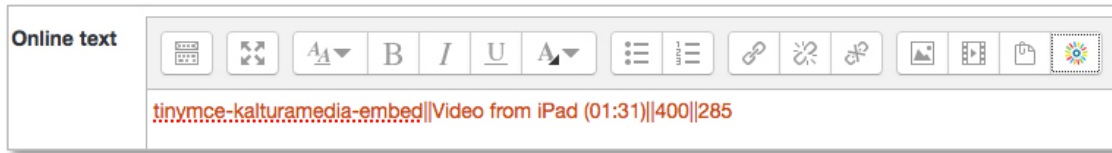


Step 4

A new window will open that loads the image of the video. When the thumbnail appears, choose **Embed media** in the lower left.



Note: The actual video will not show in the message box, but you should see orange text which is the embed code for the video. Below is an example.



Step 5

Scroll down and click **Save changes**. Your submission should display on the main assignment screen.

