NORTH ISLAND COLLEGE

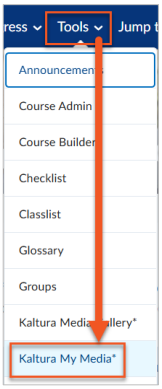
Upload a Video to Kaltura My Media

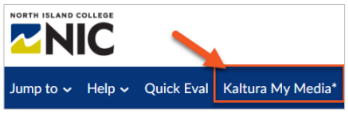
Create Your Own Video Library and Submit Videos to Assessments

Follow the steps below to upload a video file (e.g., .MP4) to your Kaltura My Media collection. You can upload media to your Kaltura collection from within Brightspace and then embed it within your course.

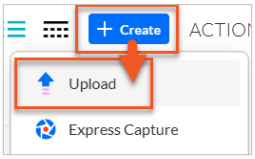
1

Open Brightspace and navigate to **Kaltura My Media**. ***NOTE:** Kaltura My Media can be accessed from the Brightspace homepage as well as from within your Brightspace course.*



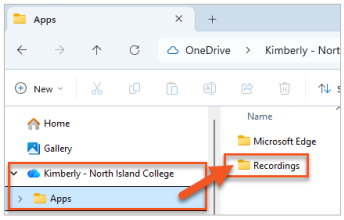


Click the blue **Create** button and select **Upload**.



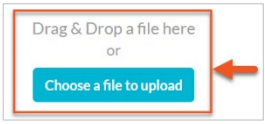
2

To locate a Teams recording, open your file manager app on your device. Locate your OneDrive and go to Apps > Recordings.
***NOTE:** Teams recordings are saved as .MP4 files and automatically uploaded to the Recordings folder on your OneDrive.*



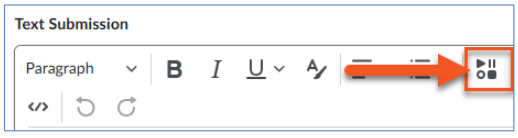
3

Drag and drop your file into the designated area **or** click **Choose a file to upload**. Click **Save**.

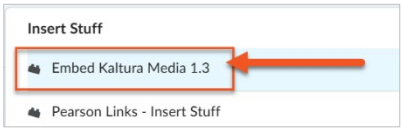


4

Open your Brightspace course. Select the assessment where you want to submit your video. From the **Text Submission** editor, click on the **Insert Stuff** icon.

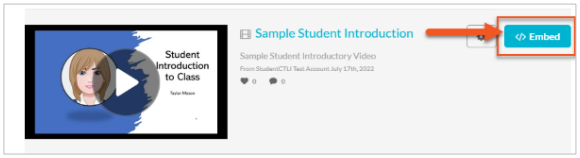


Select **Embed Kaltura Media 1.3** from the menu.



5

Choose your video from Kaltura My Media and click **Embed.** Click **Insert** and then **Submit**.





Questions: Contact Student Technical Services