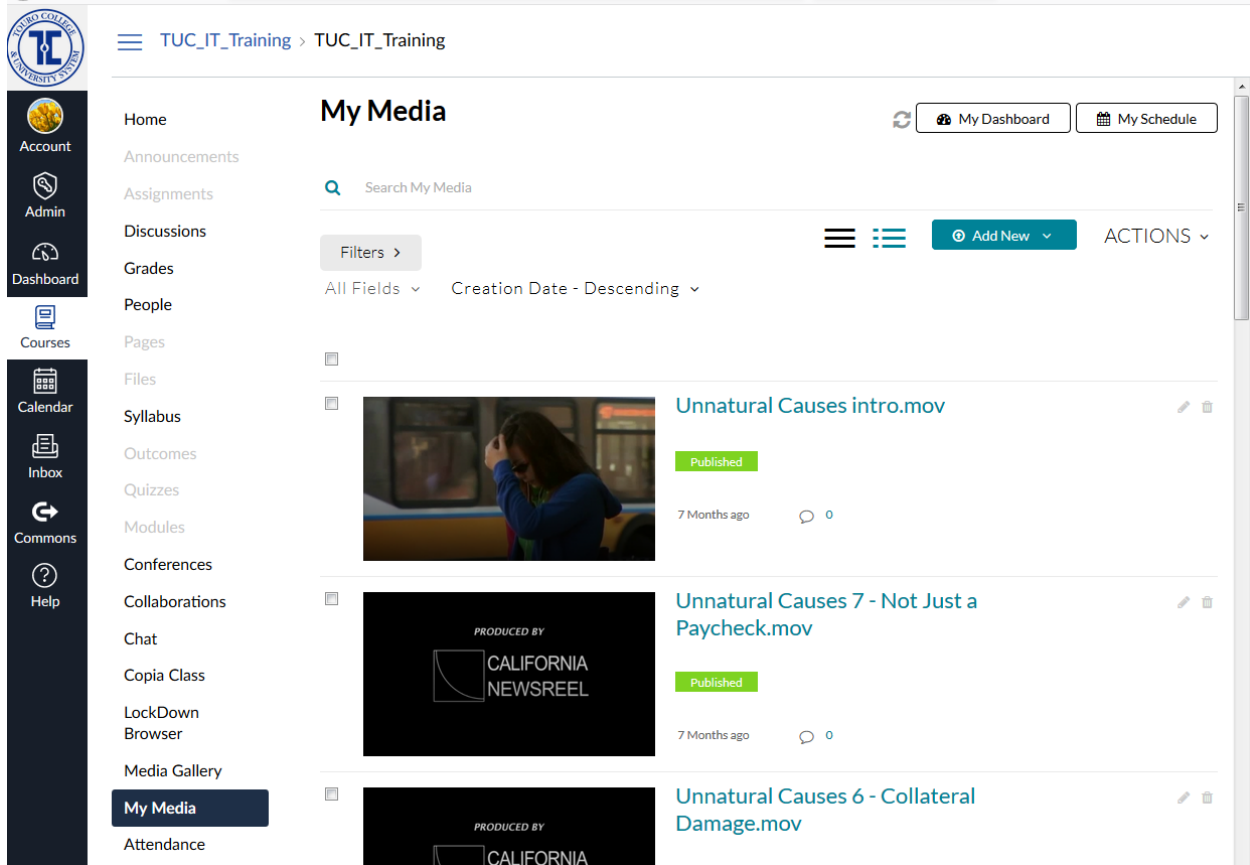
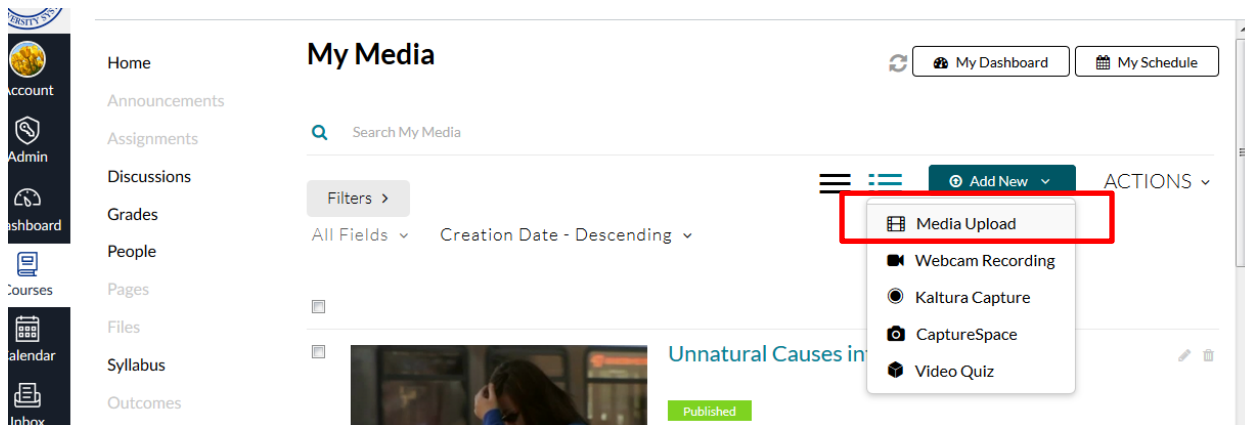




1. Go to the course that you would like to upload the video to. Then go to my Media.



2. Go to Media Upload





- 3. You can drag & drop a file or choose a file from a location to upload.

The screenshot shows the 'Upload Media' interface. On the left is a navigation menu with items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, and Conferences. The main area is titled 'Upload Media' and contains a large dashed box representing the upload area. Inside this box, there is a cloud icon with an upward arrow, the text 'Drag & Drop a file here or', a blue button with a plus sign and the text '+ Choose a file to upload', and the text 'All common video, audio and image formats in all resolutions are accepted.'

- 4. The file has completed the upload process.

The screenshot shows the 'Upload Media' interface after a successful upload. The left navigation menu is expanded to show additional options: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main area shows a progress bar for 'zoom\_0.mp4' at '100% of 22.72MB'. Below the progress bar is a green message box that says 'Upload Completed! Complete the required information for the uploaded media below.' Underneath is a section titled 'Please fill out these details:' with a form. The form includes a 'Name: (Required)' field with the value 'zoom\_0', a 'Description:' field with a rich text editor (containing options for Black, Bold, Italic, Underline, bulleted list, numbered list, link, and image), and a text area with the placeholder 'Enter Description...'.



5. Go to My Media to locate your video.

Discussions      All Fields ▾      Creation Date - Descending ▾

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat


Copia Class

LockDown  
Browser

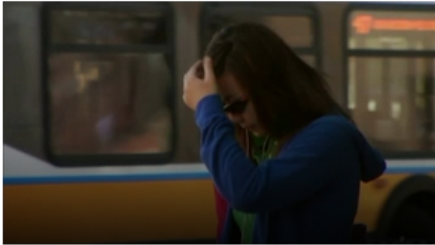
Media Gallery

**My Media**


---

 **zoom\_0.mp4**  
3 Minutes ago      0

---

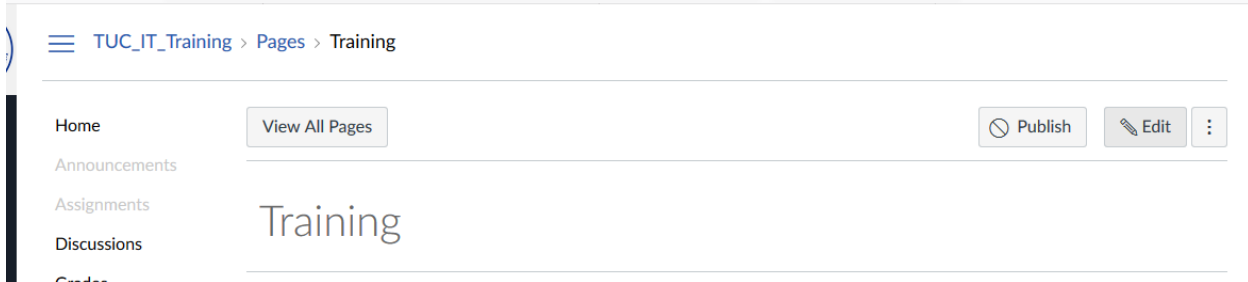
 **Unnatural Causes intro.mov**  
Published  
7 Months ago      0

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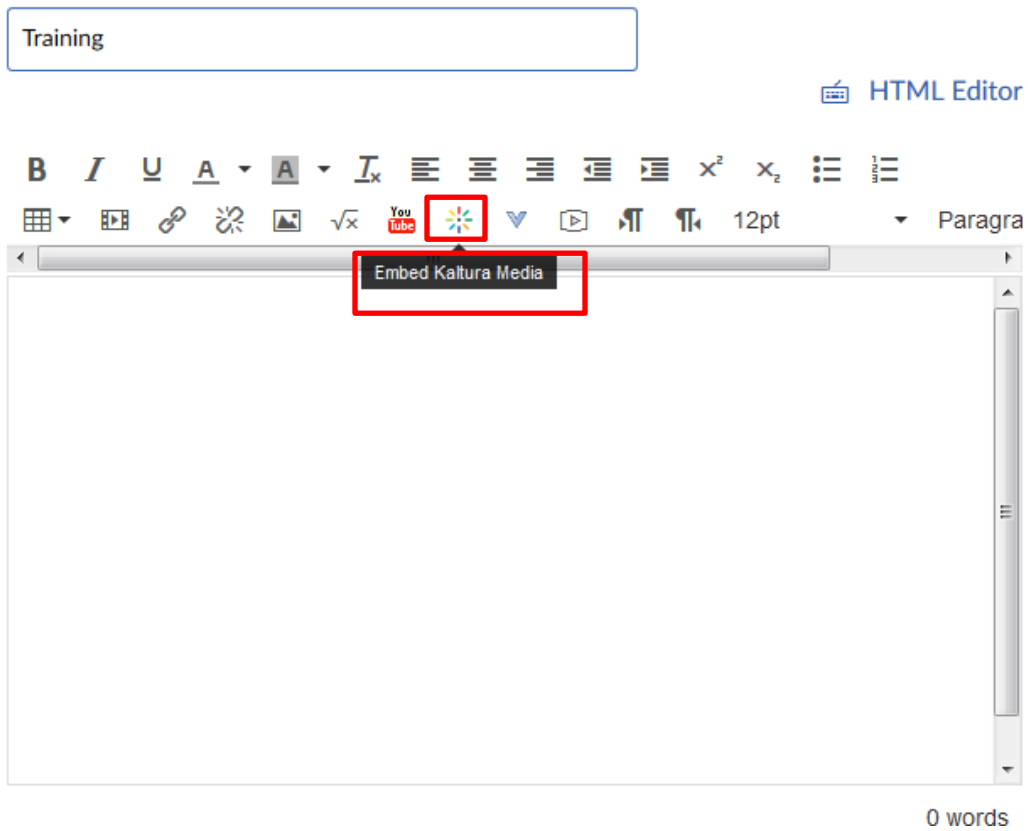
 **Unnatural Causes 7 - Not Just a Paycheck.mov**  
Published



6. To one of the pages in the course, click on edit



7. Click on the Kaltura Media icon to locate the video.





8. You can continue adding videos from here if you like.

