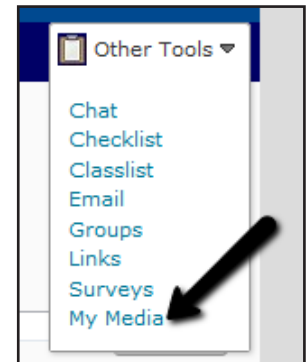


### D2L - Insert videos via My Media

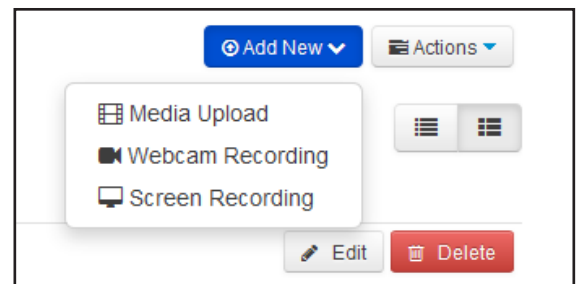
Every D2L user (students and faculty) has their own media space on the Kaltura streaming media server, called My Media, where their content is stored and can be managed. This integration allows instructors and students to upload video and audio files into their D2L courses. Students are able to use My Media to insert a media file within a discussion topic or when submitting an assignment to a dropbox.

#### Upload Media Using the Kaltura “My Media” Tool

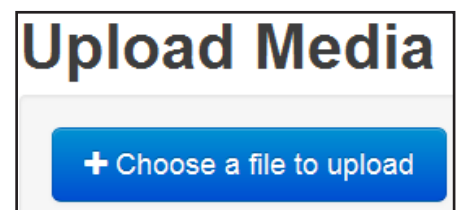
Create, edit and save your video using video editing software. Windows Movie Maker or imovie work well. UW-Stout offers tutorials on the use of these tools. When you are satisfied with your video open “My Media” in the “Other Tools” dropdown in D2L



Choose “Media Upload” in the “Add New” menu



Click “Choose a file to upload”



Find and select your video when the “Choose File to Upload” window appears

After the file is uploaded name your video

Click “Save”

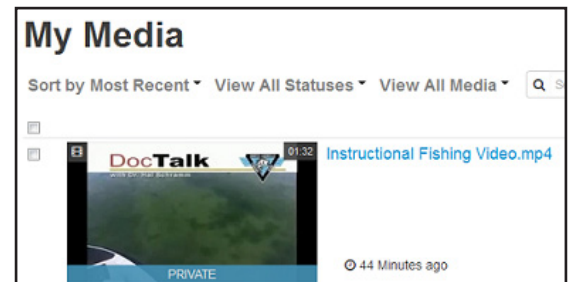
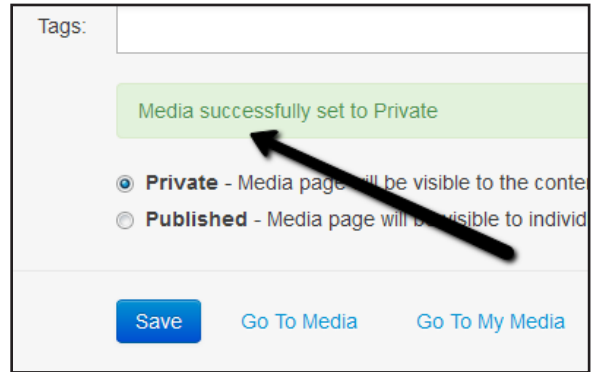


Look for the message “Media successfully set to Private”

Click “Go To My Media”

Verify your video is now in “My Media”

Close “My Media”

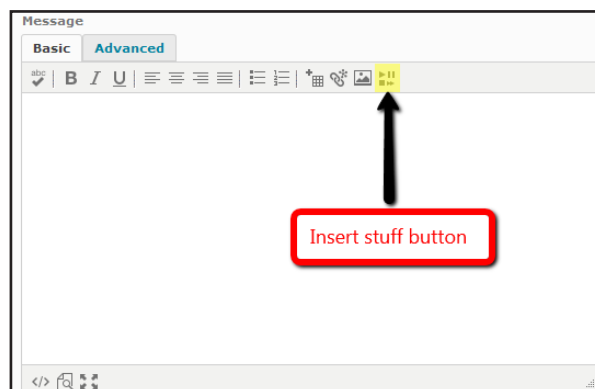


### Submitting your video to a D2L Discussion

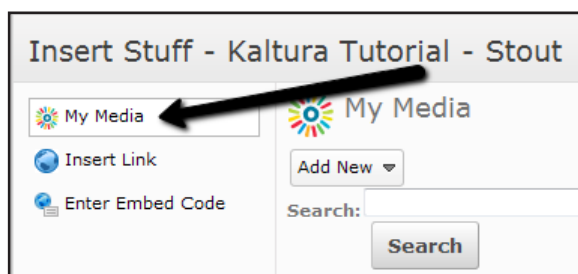
Open the discussion area that you would like to upload your video then click “Compose”

Enter a Subject

In the message area click on the “Insert Stuff” button

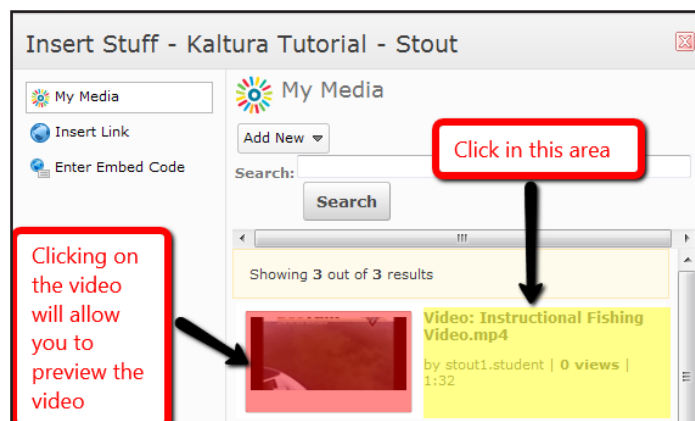


Click “My Media”



Single click your video in the select video area

Note: clicking on the video will preview the video but will not allow you to select the video



Click “Next”

Click “Insert”

Add a file if necessary

Click “Post”

### Submitting your video to a D2L Dropbox

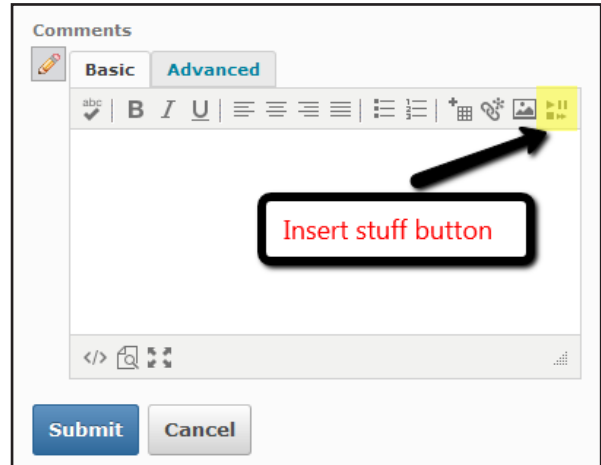
Open the dropbox that you would like to upload your video then click “Add a File”

Note: a file must be loaded into the D2L dropbox

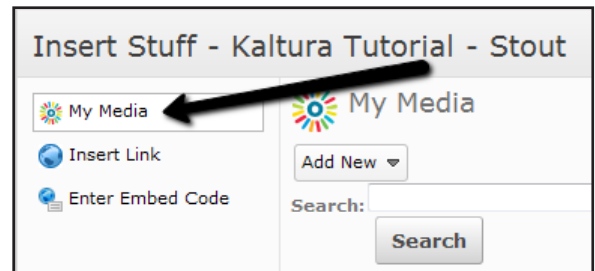
Upload a file and click “Done”

Click in the comments area

In the Comments area click on the “Insert Stuff” button

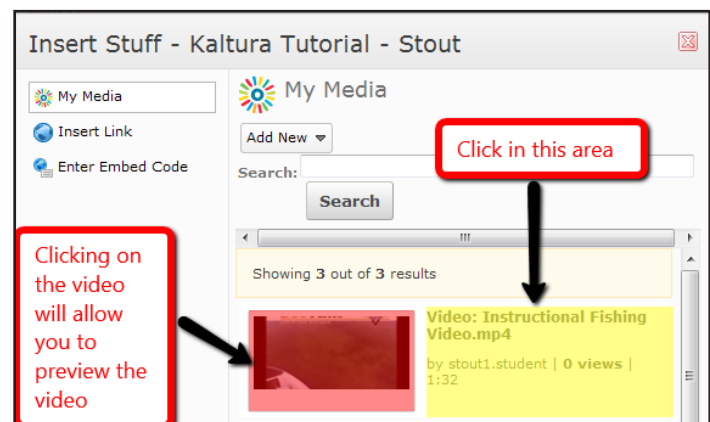


Click “My Media”



Single click your video in the select video area

Note: clicking on the video will preview the video but will not allow you to select the video



Click “Next”

Click “Insert”

Click “Submit”

Click “Post”

#### Things to consider:

- Easy Video Uploading - Upload any type of media (video, audio, images) using a simple interface.
- Create webcam videos - Welcome messages, introductions, simple demonstrations, and other webcam media.
- Screen Recording – Easily record the screen, along with audio and webcam feeds, to create and publish screencasts. Students can record and share lectures, presentations, software tutorials, and additional screencasts.
- Captions - Upload multi-lingual captions to reach international, multi-lingual, and hearing-impaired audiences while also enabling in-video search within the captions.