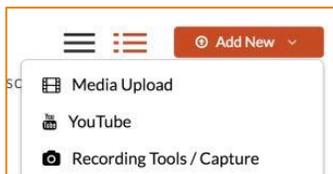


Quick Reference - How to Upload Media in Canvas

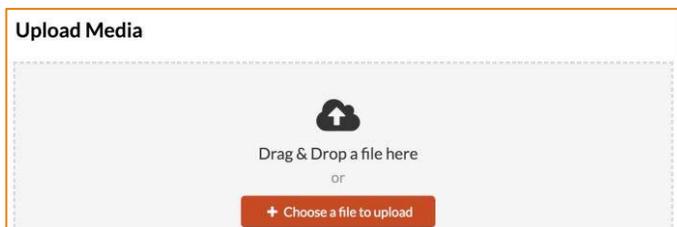
If you have recorded video outside of Canvas (i.e. using a phone, tablet, or computer) and would like to upload the video file, you can upload videos directly to MyMedia within Canvas.

Upload Media

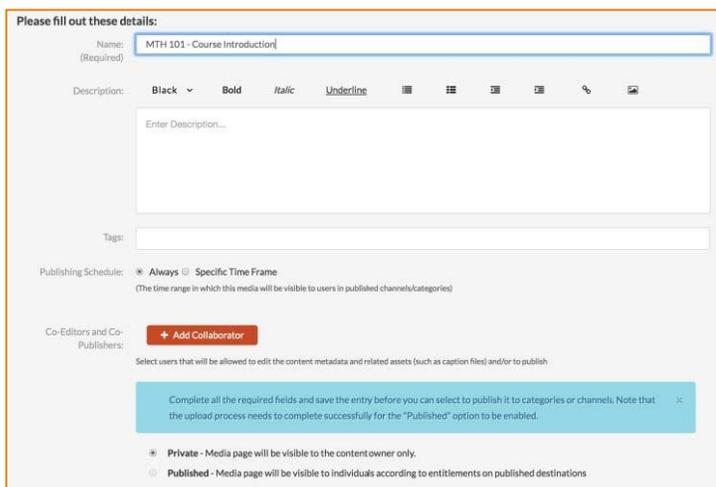
1. From the main menu at the left of Canvas, select 'My Media'.
2. Select the 'Add New' dropdown menu and then 'Media Upload'.



3. Review the terms and conditions and confirm them.
4. Choose a file to upload from your computer.



5. Give your recording a Name (course name and brief title), a brief Description (optional), and/or Tags (optional).
6. Leave the video as Private. (it can be shared with your instructor/classmates without making it public).
7. Select Save.



Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline      

Enter Description...

Tags:

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Co-Editors and Co-Publishers: [+ Add Collaborator](#)

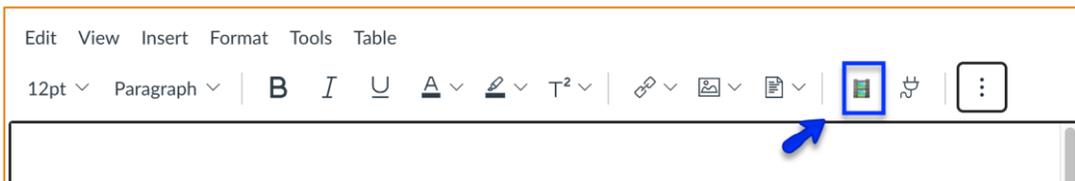
Select users that will be allowed to edit the content metadata and related assets (such as caption files) and/or to publish:

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

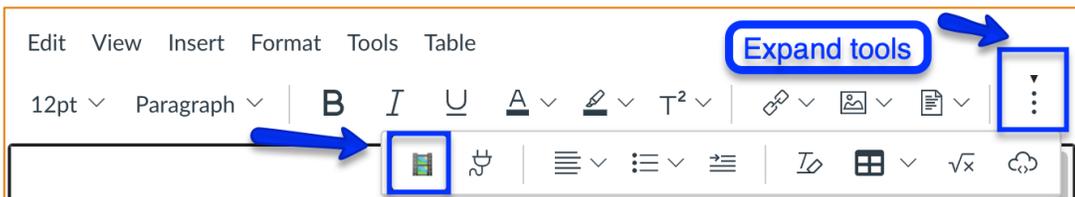
Private - Media page will be visible to the content owner only.
 Published - Media page will be visible to individuals according to entitlements on published destinations

Share the Media you created in Canvas (in an Assignment or Discussion)

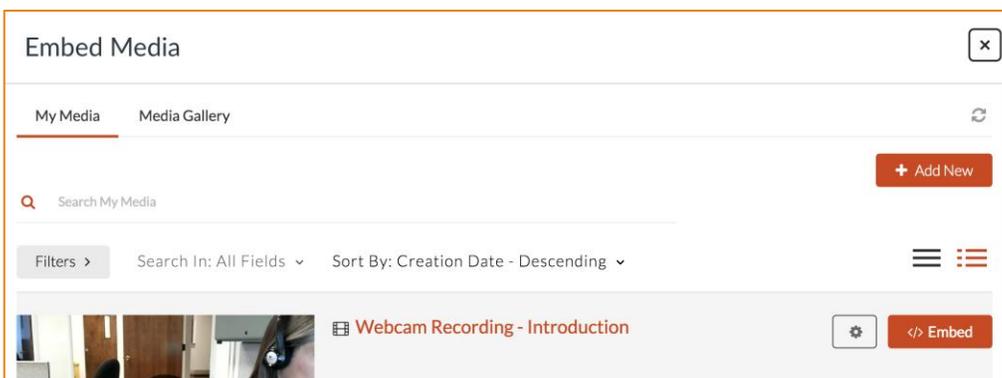
1. To add a recording to any area in Canvas select the Embed Kaltura Media Icon within the rich text editor.



If you do not see the Embed Kaltura Media Icon at first, select the triple dotted menu expansion button.



2. Click on `</>`Embed next to a recording to select it.



Support

Contact the [IS Service Desk](#) for help with Kaltura. Additional tutorials about Kaltura can be found at <https://learn.oregonstate.edu/kaltura>.

