

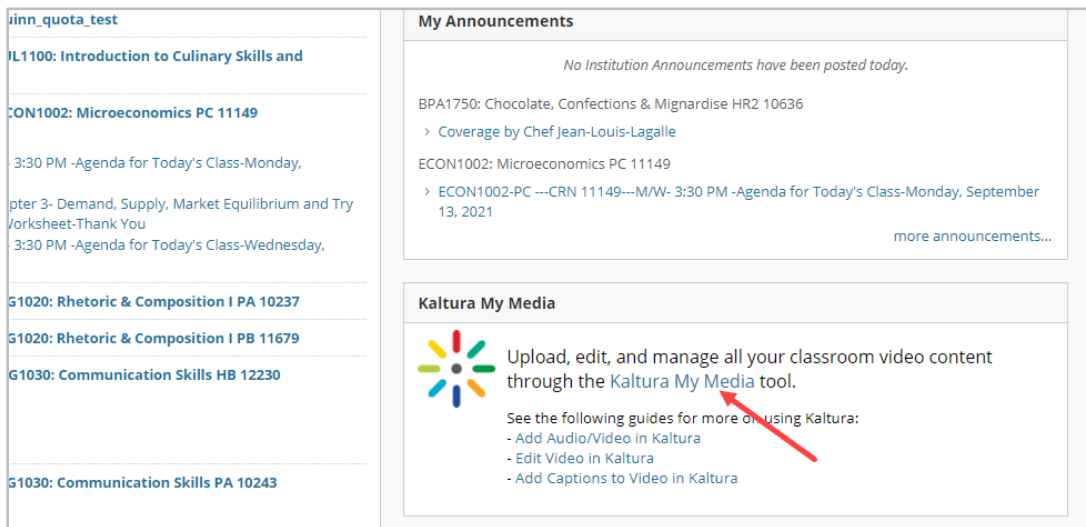
KALTURA MY MEDIA

My Media is a private space in ulearn where you can upload, store and manage media content. From My Media, you can publish video and audio to one or more course Media Galleries at once.

Instructions

To add a video to your course (such as an item, assignment, discussion board, etc.) see the [Add Audio or Video Files into Kaltura](#) userguide.

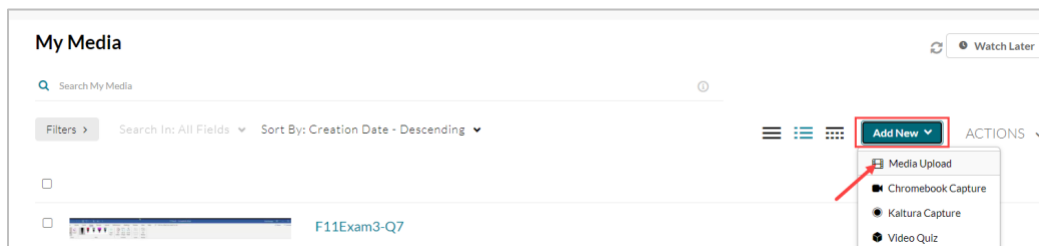
1. To access My Media, log into [ulearn](#) and click on the **Kaltura My Media** link from the ulearn homepage.



The screenshot shows the ulearn homepage with a sidebar on the left containing course listings such as 'CUL1100: Introduction to Culinary Skills and...' and 'ECON1002: Microeconomics PC 11149'. The main content area is divided into two sections: 'My Announcements' and 'Kaltura My Media'. The 'My Announcements' section contains a message: 'No Institution Announcements have been posted today.' followed by two announcements for BPA1750 and ECON1002. The 'Kaltura My Media' section features a colorful logo and the text: 'Upload, edit, and manage all your classroom video content through the Kaltura My Media tool.' Below this, it lists guides for 'Add Audio/Video in Kaltura', 'Edit Video in Kaltura', and 'Add Captions to Video in Kaltura'. A red arrow points to the 'Add Audio/Video in Kaltura' link.

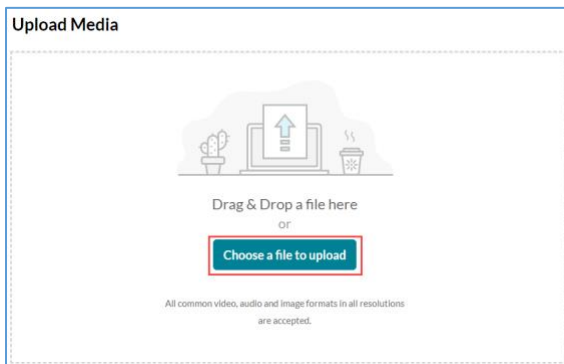
Add Media to My Media

1. To add a media clip, click on Add New and select **Media Upload**.

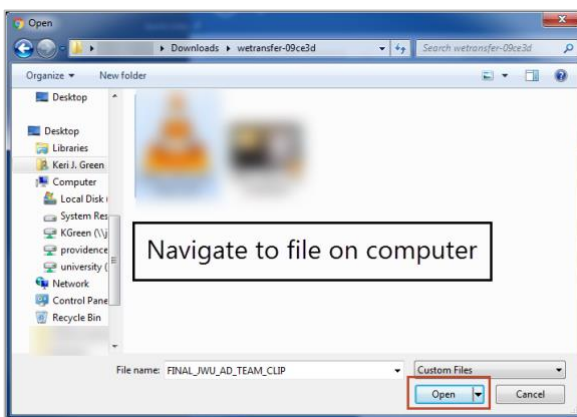


The screenshot shows the 'My Media' interface. At the top, there is a search bar and a 'Watch Later' button. Below the search bar, there are filters and sorting options. The main area shows a list of media items, with one item titled 'F11Exam3-Q7' visible. On the right side, there is an 'Add New' dropdown menu that is open, showing options: 'Media Upload', 'Chromebook Capture', 'Kaltura Capture', and 'Video Quiz'. A red arrow points to the 'Media Upload' option.

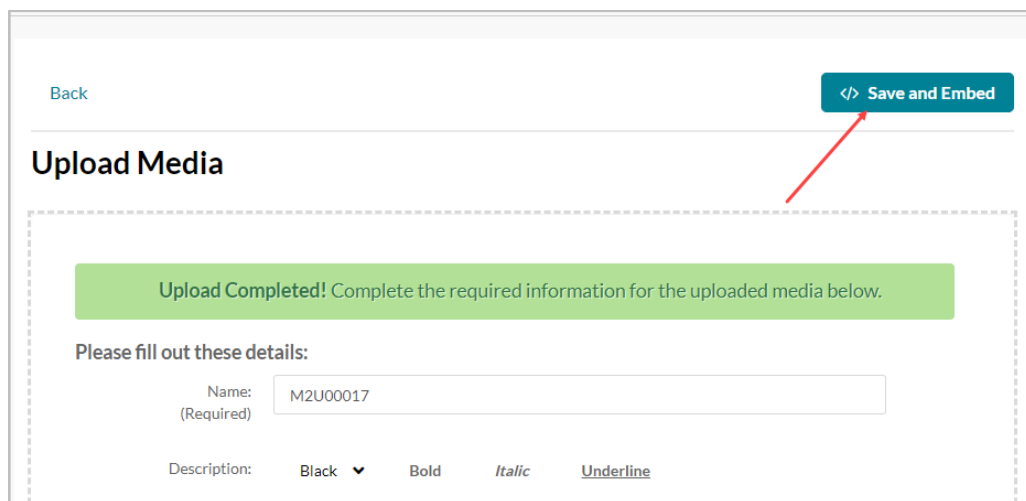
2. Click on **Choose a file to upload**.



3. In the window that pops up, navigate to the video or audio file to be uploaded. Select the file and click **Open**.



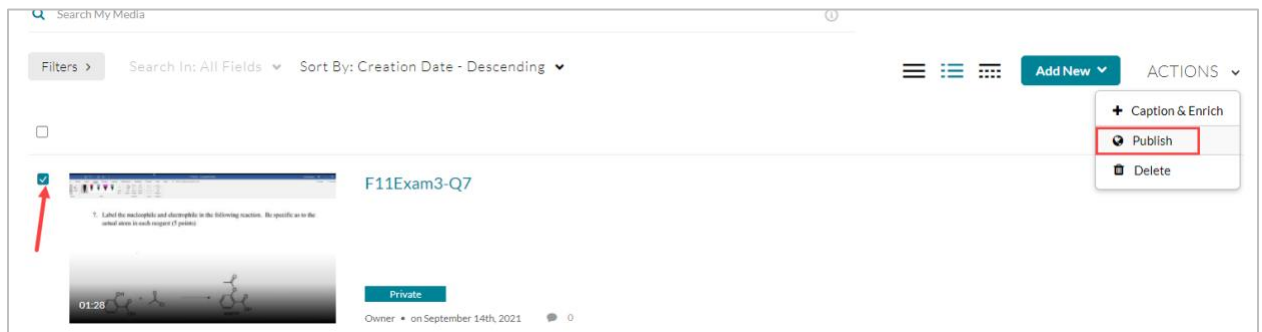
4. The file will upload and show a green notification when the upload is complete. Edit the **Name** for the video or audio file and click **Save and Embed**.



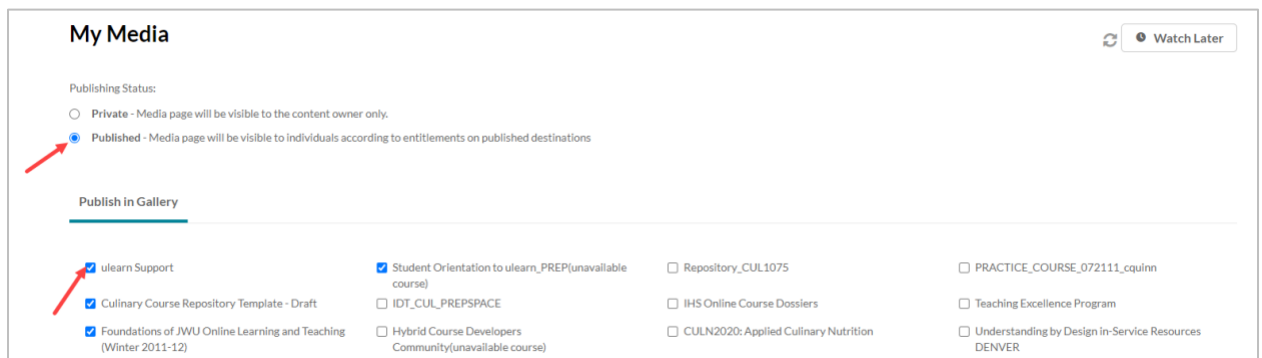
Publish Media to ulearn Course Gallery

Media items in the My Media tab are only visible to you. In order to make them public, you will need to post the media as an item in your course or publish it to a Course Gallery. Each ulearn course has its own Course Gallery. You can publish a media item to one or more Course Galleries at the same time.

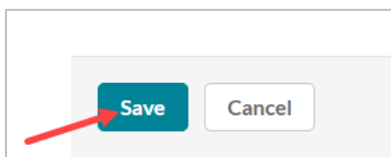
1. To publish a media item, check the box next to the video. From the Actions tab, select **Publish**.



2. Select **Publish** under Publishing Status. Check the boxes next to the galleries where you want to add the video.

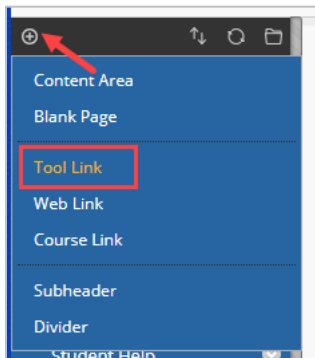


3. Click **Save**.

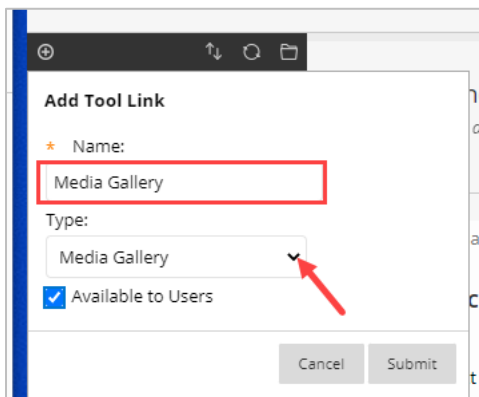


Add a link to the Media Gallery on the ulearn course menu

1. To add a link to the Media Gallery in your ulearn course, click on the **Add Menu Item** (+ sign) at the top of the menu and select **Tool Link**.

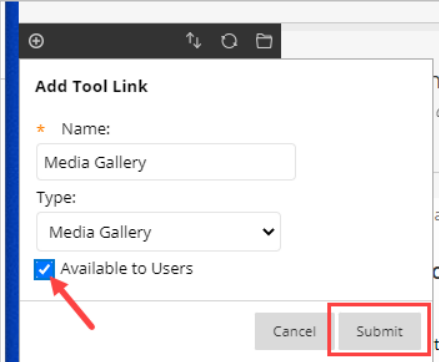


2. Provide a name for the Media Gallery. From the Type drop down menu, select Media Gallery.



3. Check the box next to Available to Users. Click **Submit**.

KALTURA MY MEDIA



Add Tool Link

* Name:
Media Gallery

Type:
Media Gallery

Available to Users

Cancel Submit

- For more information on editing a video and adding captions, see these userguides:
[Editing Kaltura Videos](#)
[Add Captions to a Video](#)