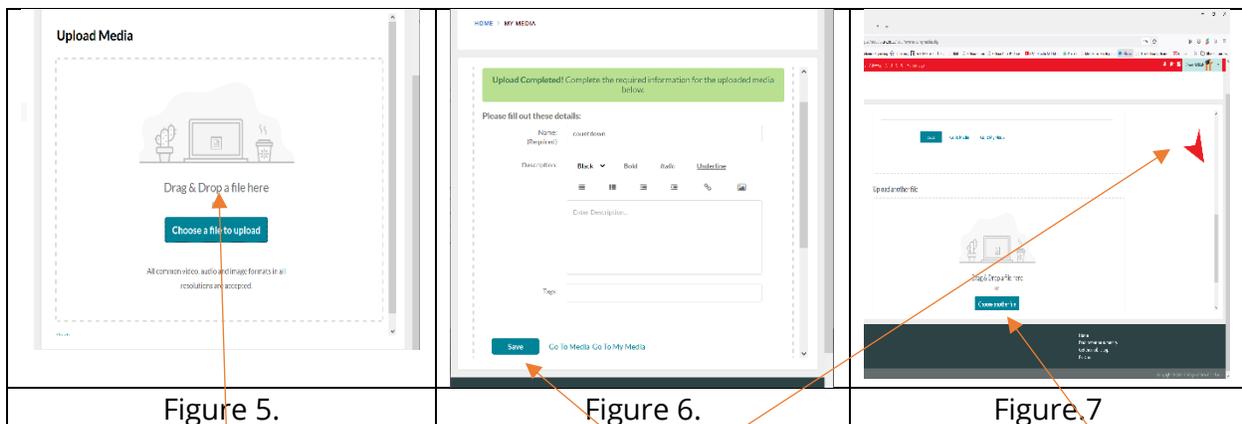


## Uploading Videos to Kaltura

1. Open Moodle
2. Click "My Media" in left column
3. Click "Add New" ▶▶▶
4. Click "Media Upload" this opens "Upload media."



5. "Drag & Drop" or "Navigate" to and choose file to upload Figure 5.
6. If needed change / add information then click "Save" Figure 6.
7. Upload more videos by scrolling down to the next "Upload Media" Figure 7. Or click "Go to Media."

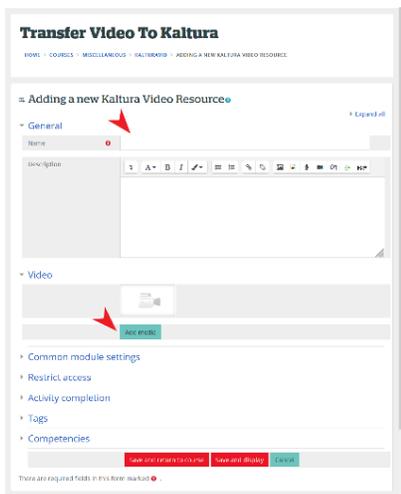
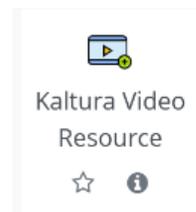
Media uploading and converting will take some time. Video is ready for use when its thumbnail appears in "My Media."

## Two simple ways to load videos into your Moodle Course.

Instructors can use either Kaltura video Resource in Moodle's "Activities" to add videos to the Moodle content section or embed a video into any text editor by clicking the Kaltura icon. 🌟

### Kaltura Video Resource

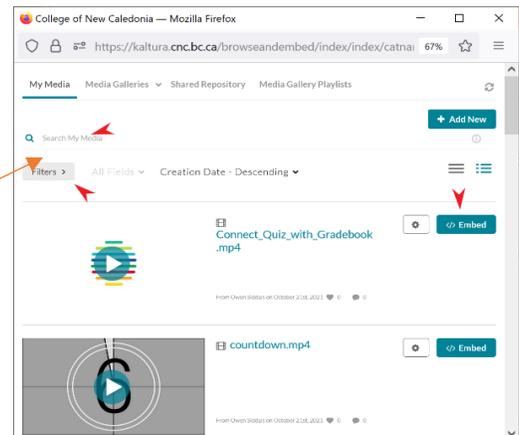
1. Open your course in Moodle
2. Turn Editing on
3. Click "Add an activity or resource."
4. Click on "Resources"
5. Click on "Kaltura Video Resource." ▶▶▶



◀◀◀ 6. The "name" field appears as a hyperlink in your course content section. Select a descriptive name. It can even include directions. i.e. "Watch this video..."

7. Click on the "Add Media" button. Moodle opens your "My Media" library.

8. \*Click "Embed" next to the video you wish to link to Moodle. ▶▶▶



**Figure. 8**

If you have numerous videos you can use "My Media's" search or filter functions to locate it.

**Figure. 9**



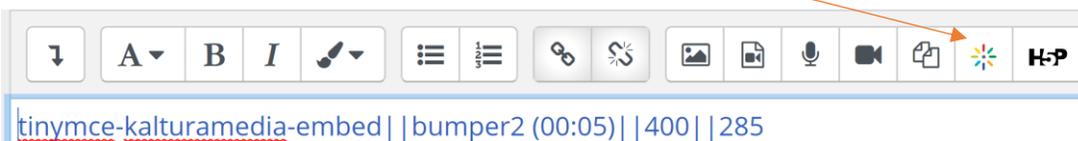
\*Clicking the gear icon next to the embed button opens various optional settings for the video.

## Using the Text editor to embed a video.

Teachers and students can embed videos in Moodle's text editors. Teachers have used this capability to create a video introduction to the course and more. If students are required to post introductory videos or videos that the instructor wishes all members of the class to see, many find setting up a forum the simplest solution. Students embed the video in their contribution and other students can see their colleague's videos.

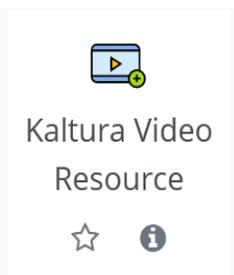
To embed videos;

1. Navigate to any text editor in Moodle.
2. If needed type any instructions or descriptions in the text field.
3. Press enter on your keyboard to put the cursor on its own line
4. Click on the  icon. This opens your "My Media" video storage area.
3. Click (Figure. 9) on the gear icon if you wish to add custom settings to the video and /or click the embed  button to embed the video into the text field.



You will see Kaltura has placed embed code into the text editor.

4. If in a Forum, click "Post to Forum" otherwise scroll down and click "Save and return to course."



### Kaltura Video Resource.

If your course requires students to upload video reports or other video assignments, use the built in "Kaltura Video Resource." Similar to the regular Moodle assignment, it creates a grade item in the Grade Book.

Students can then use all the tools provided with Kaltura to create a video to submit or upload a video. The video is stored in Kaltura not in Moodle. The student's "My Media" and the Video assignment will have links to the video.

## **DELETING VIDEOS FROM MOODLE**

Once you have successfully downloaded videos from Moodle and have them stored and re-linked into Moodle - delete the directly uploaded videos.

Delete the video items from your course's content sections, delete links, folders that contain the videos and embedded videos (usually in Labels or Pages.) Moodle automatically deletes all files not linked to courses.

Note: If the videos are linked in other courses than the one you've cleaned, they are out of that course but still in Moodle. If possible, please delete these videos if they are in other courses you can access.