

Upload videos to itslearning

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Upload a video to Mymedia

1. Record the video.

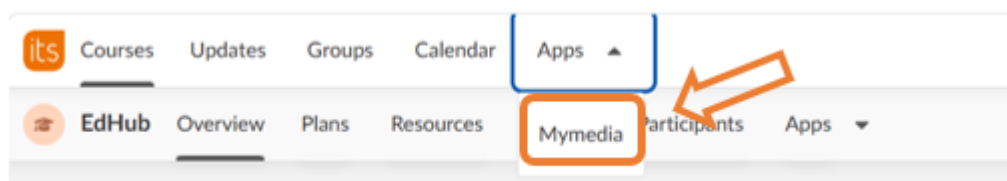
Zoom: If the video is recorded on Zoom, and Cloud-recording is enabled, then the video will automatically be uploaded to the Mymedia gallery of the person who created the meeting.

☒ Automatically record meeting
☐ Locally ☒ In the cloud

Kaltura Capture: Under Mymedia, you can use Kaltura Capture to record a video. You can find instructions on [Teach Online](#) → Kaltura Capture

PowerPoint: Record your presentation and share it with students. Find guides for this at [Teach Online](#) → Microsoft Office 365

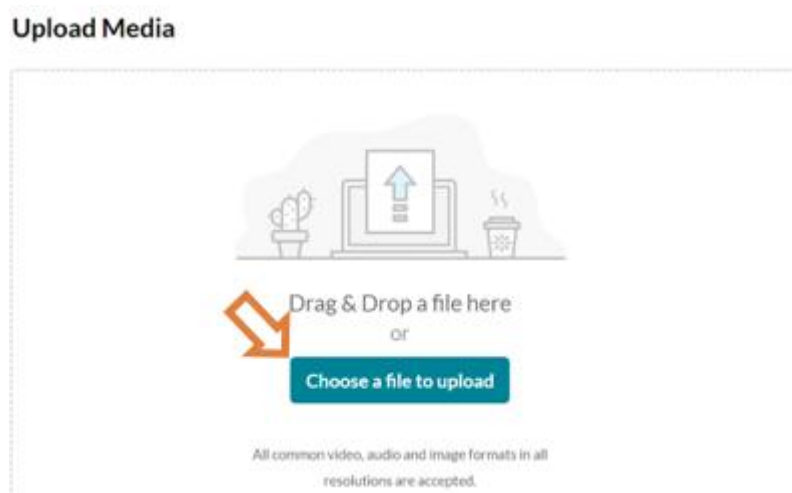
2. Log in to sdu.itslearning.com.
3. Click on *Apps* and then *Mymedia*.



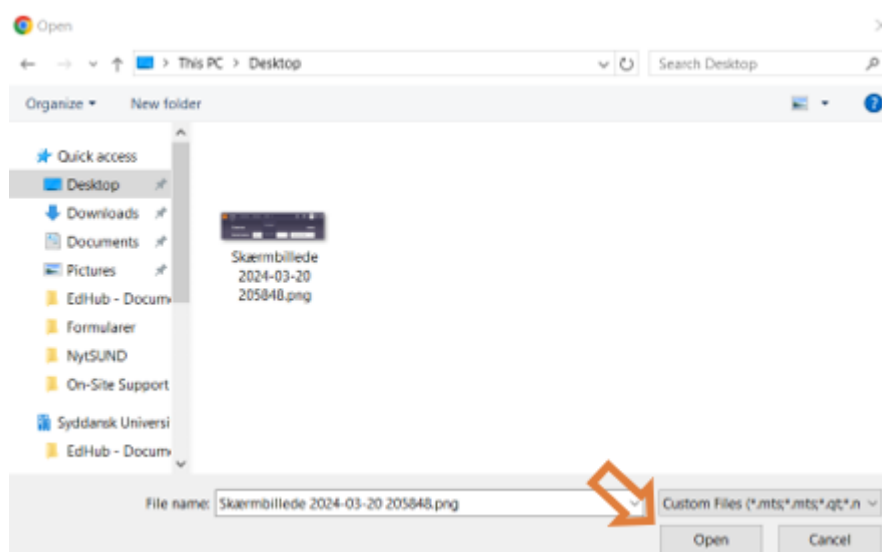
4. If your video is not automatically uploaded, you can manually upload it by clicking on *Create* and then *Upload*.



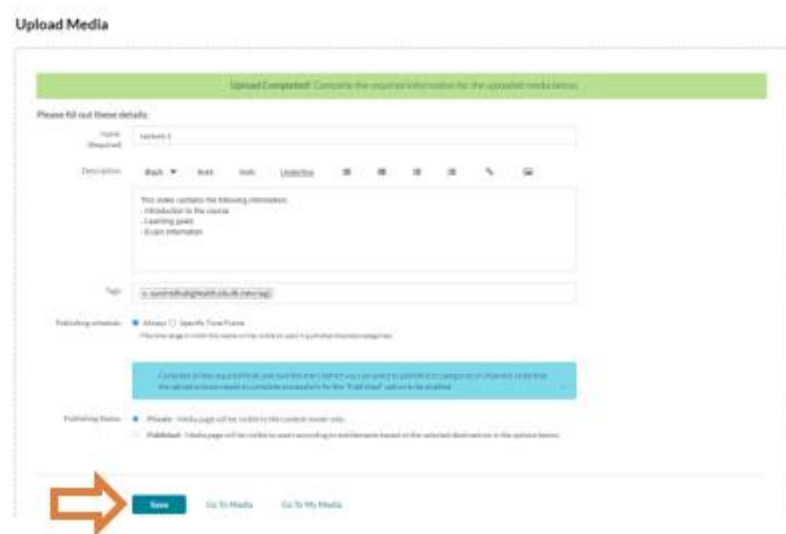
5. Click on *Choose a file to upload*.



6. Select the file you want to upload and click on Open.
[Where to find Kaltura Capture videos locally on my computer.](#)



7. Fill out *Name*, *Description* and *Tags* (tag your e-mail address, so the video can be found for GDPR-purposes).
8. Click on *Save*.



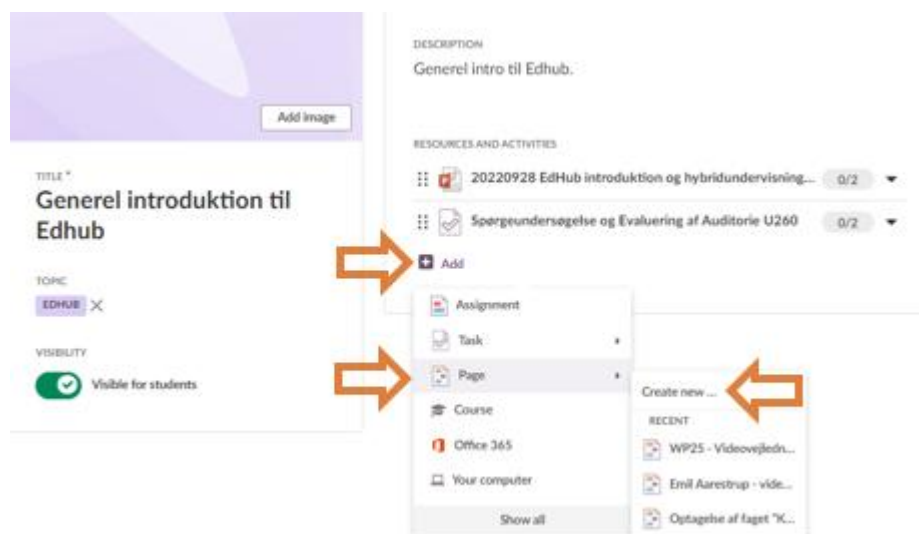
Add a video to a *Page*

A *Page* in itslearning is a flexible content page which can contain videos, files, links, etc.

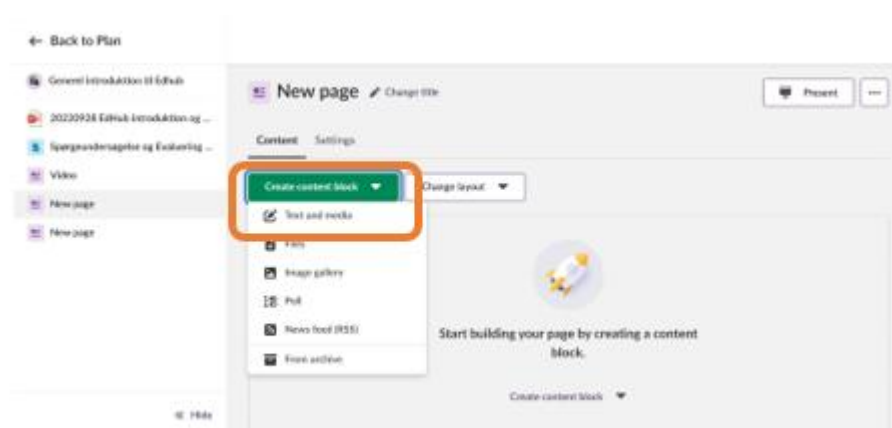
With a *Page* you can structure your content, so it is more manageable for the students, and you can add an instruction or other material alongside the video.

1. Open the *Plan* you want to add a video to.

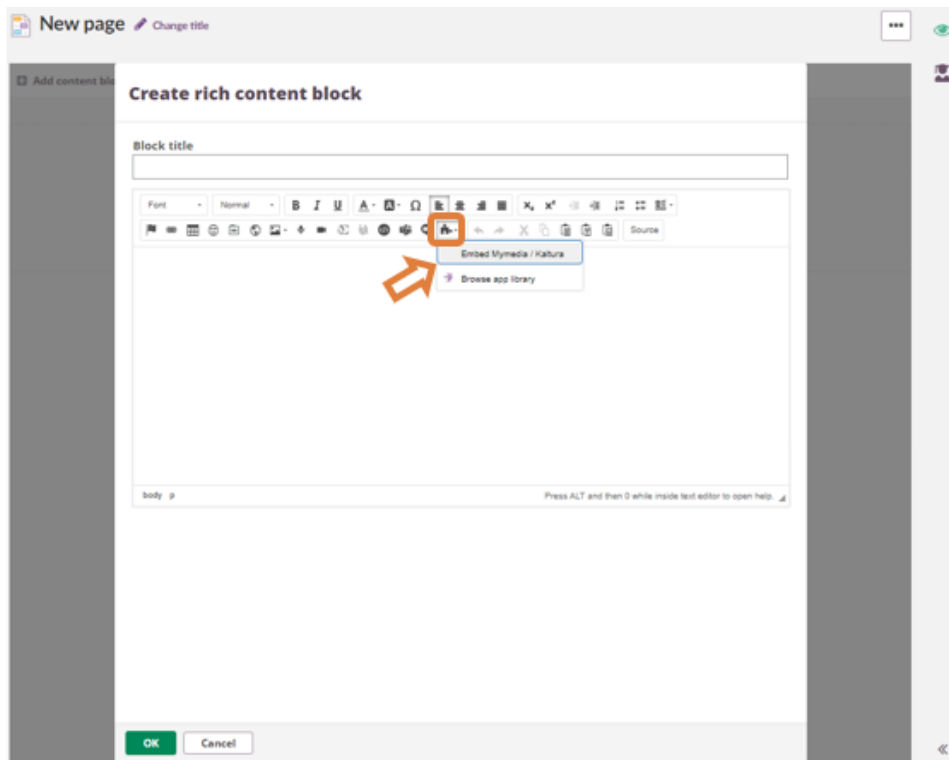
2. Click on *Add* → *Page* → *Create new...*



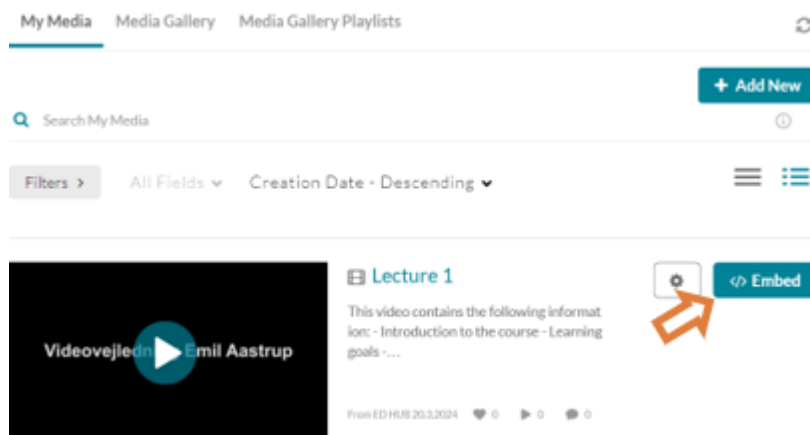
3. Click on *create content block* and *text and media*



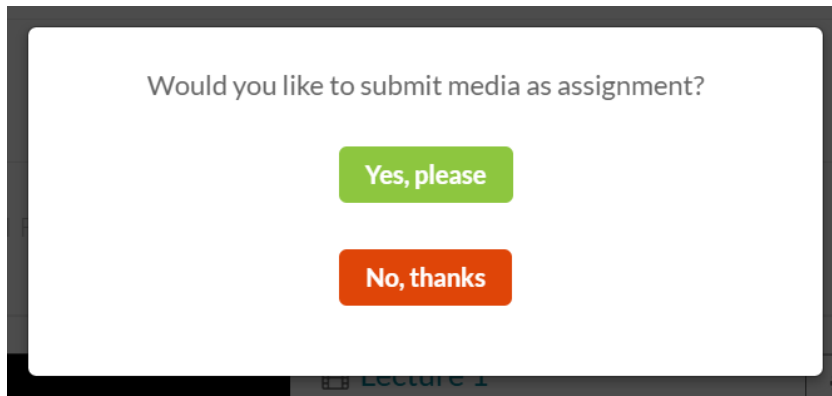
4. Click on the icon, which is shown on the image below, and then click on *Embed Mymedia / Kaltura*.



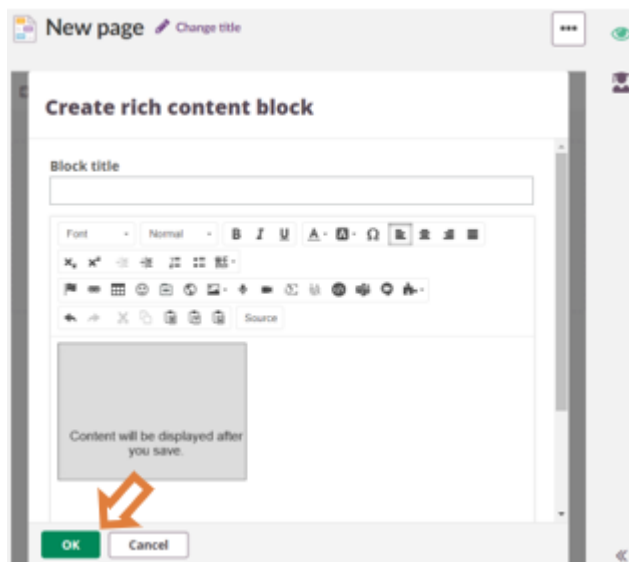
5. Click on *Embed* next to the video you want to upload.



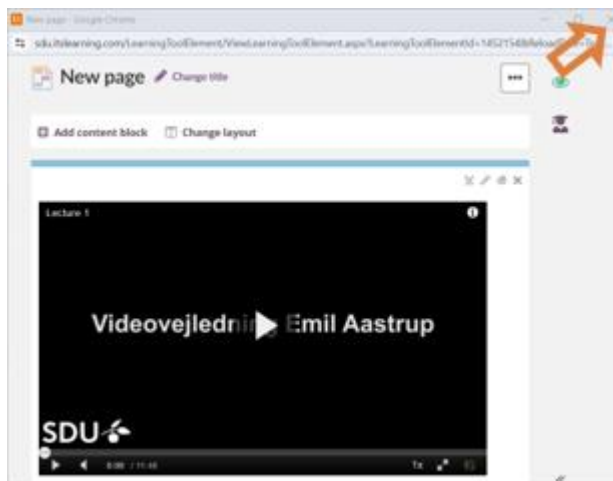
6. Click on either *Yes, please* or *No, thanks* (*Yes, please* is only to be used by students who are participating in an exam activity).



7. Click on *OK*.

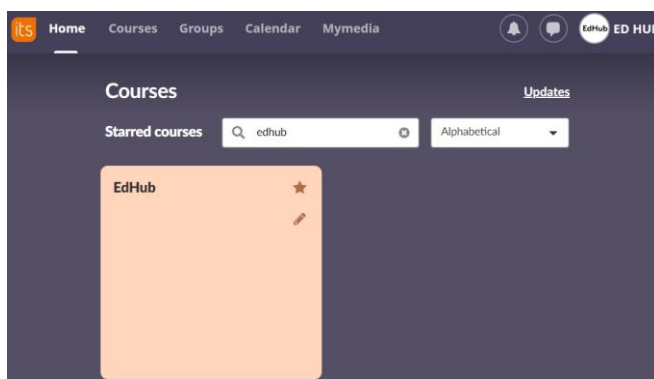


8. Close the window.

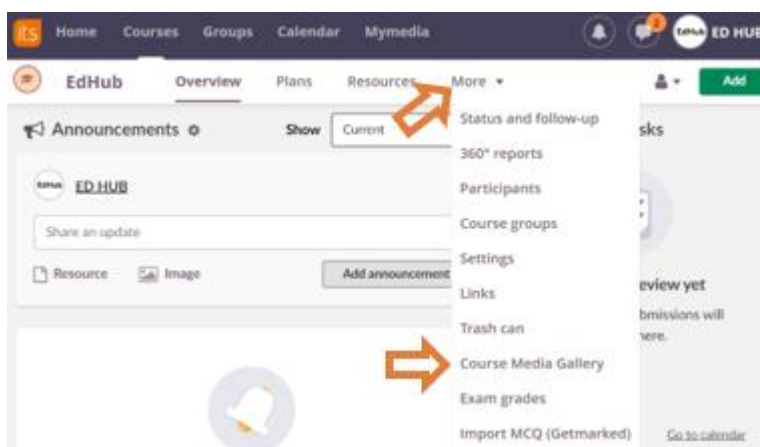


How to use *Course Media Gallery* in the individual Courses

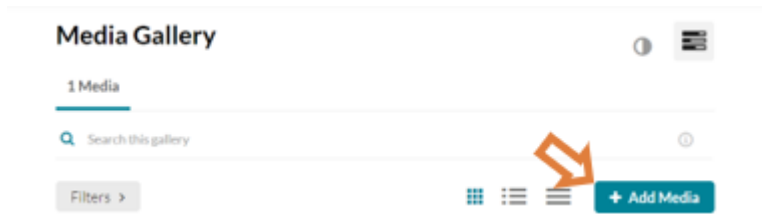
1. Go to the relevant *Course*.



2. Click on *More*, and then *Course Media Gallery*.



3. Click on *Add Media*.



4. Tick the box next to the video you want to upload.

5. Click on *Publish*.



How to comment a video in *Course Media Gallery*

When a student or teacher opens a video in *Course Media Gallery*, they will see a page where they can comment on either a specific part of the video or add a comment to the video in general.

1. Click on the video you want to comment on.

Media Gallery

2 Media

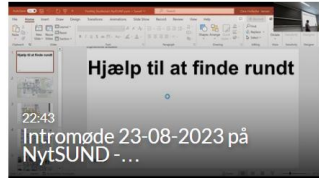
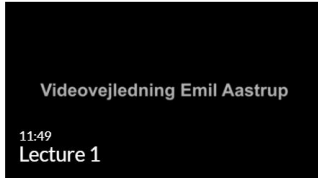
Search this gallery

Filters >

All Fields ▾ Creation Date - Descending ▾



+ Add Media



2. Write your comment. If you do not check the box that says “Add comment”, your comment will apply to the video in general. If you wish to comment a specific part of the video, pause the video at the time stamp where you want to comment, write your comment, and check the box “Add comment at xx:xx”.
3. Click on *Add*.

Comments

Add a Comment

☒ Add comment at 00:14

Add