

Moodle - Kaltura - Upload Media to Kaltura My Media

At the end of this document, users will be able to upload media (video, audio) to their Kaltura My Media.

TECHNICAL REQUIREMENTS

- Kaltura works best with Mozilla Firefox. Versions of Google Chrome released after September 1, 2015 are no longer compatible with the software that runs Kaltura. Safari will only work if third party cookies are enabled. [Follow the University of Connecticut's directions](#) to enable third party cookies to use Kaltura with Safari.
- Make sure that your Adobe Flash is up to date and any Adobe Flash plugins are installed.
- For Mac computers, Java SE 6 is the Java client that runs best with Kaltura. The [download file](#) needed is provided by Apple.

Accessing My Media



To access your **My Media** tool, click on your name, then click **My Media**.

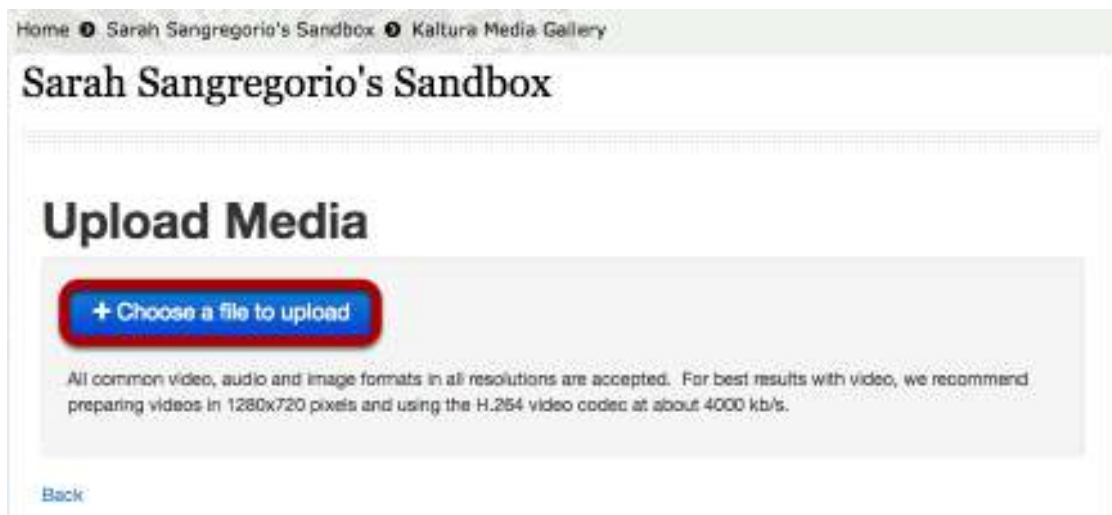


This will open your **Kaltura My Media**.

When you have recorded videos, they will appear here. You can access any of your videos for use in any of your courses on Moodle.

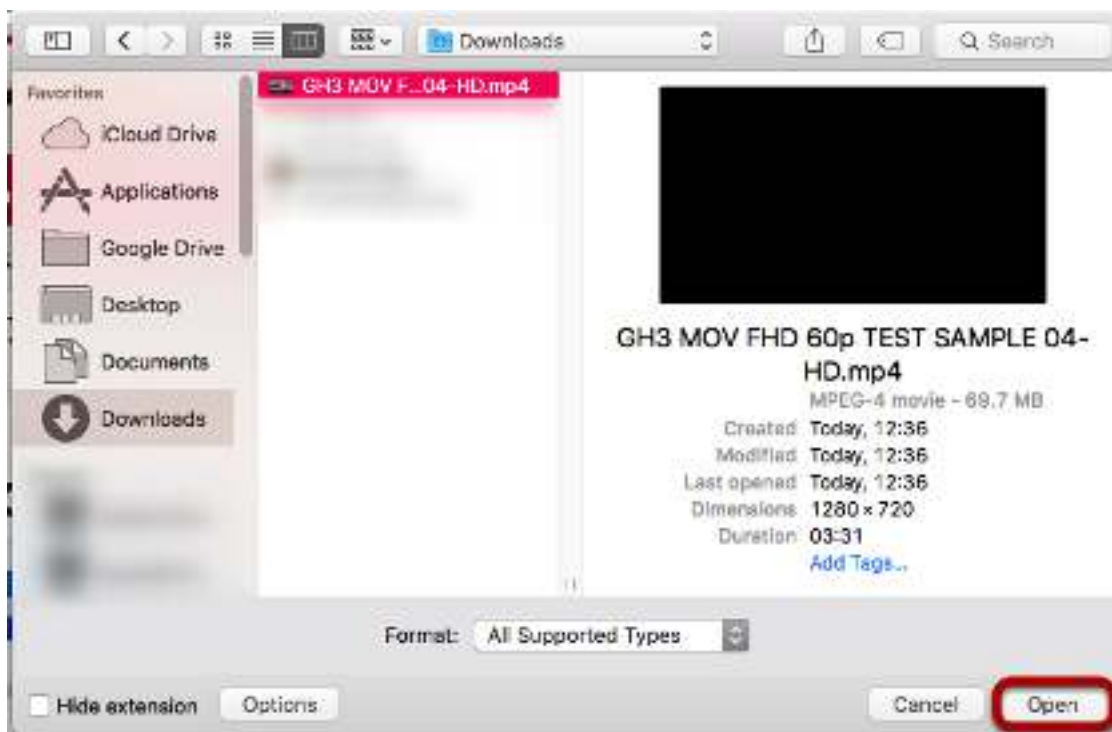
To add media into Kaltura, click the **Add New** button, then click **Media Upload**.

Media Upload



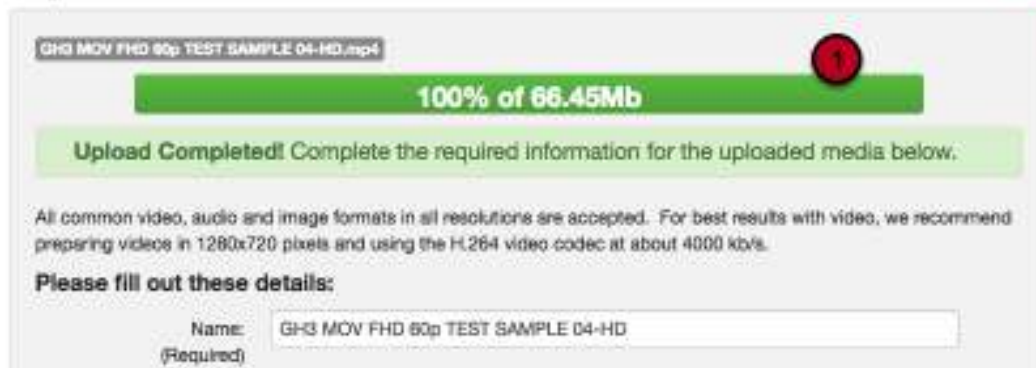
Media Upload is used for already-existing media to be uploaded to your course. Click the blue button **Choose a file to upload** to select your media.

All common video, audio and image formats in all resolutions are accepted.



This will bring up your computer hard drive. Select the file you wish to upload and click **Open**.

Upload Media



GH3 MOV FHD 60p TEST SAMPLE 04-HD.mp4

100% of 66.45Mb

Upload Completed! Complete the required information for the uploaded media below.

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Please fill out these details:

Name:

(Required)

The file will then start to upload. When the blue bar turns green and it states **Upload Completed**, scroll down and complete the rest of the details.



Sarah Sangregorio's Sandbox

Please fill out these details:

1 Name:

(Required)

2 Description:

3 Tags:

1. Fill out the name of the media. It will default to the file name of the media uploaded. This area is required. The following areas are optional.

2. Add a description of the content.

3. Add any tags. Tags help you organize your files by associating them with one category. Type the word or letters with which you wish to tag your media - ex. BIO101 - and select the tag that appears that matches your designation.

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Upload another file



Scroll to the bottom and click **Save**.

You also have the option to:

1. Go to the **Media Page** and change further settings for the media uploaded. **See *Media Options in Kaltura* document for more information.**
2. Go back to your **Media Gallery**. **See *Media Gallery in Kaltura* document for more information.**
3. Continue to upload more media by clicking on the **Choose Another File** option.