

kaltura

Go to Communications > My Media

Once at My Media, select “Add New” and chose “Media Upload”

This will allow you to select your file to upload.

You’ll then name it accordingly and add any description you want to it.

Once you hit “Save” you will want to mark the “Publishing Status” as “Published” to make sure the students can see it.

Don’t worry about publishing to a gallery – that part isn’t necessary.

After you’ve gotten it uploaded and published, go to the module in the course where you want the students to find the video.

Select “Existing Activities” and “Add Kaltura Video”

The window that pops up will show you the available videos. And from the looks of it, you can even upload a recording from that screen as well!