

Assignments – How to Include My Media

Preparation: Upload **your video/audio files first into My Media.**

You cannot do the next steps without your video/audio files in My Media. [This PDF](#) shows how to upload video/audio files into My Media. If you need to upload or create new video/audio files without visiting the My Media page, please check the step **4b]** below.

1] Assignment Submission section > **Write Submission**

*Do not click the other buttons for **Attach Files**.*

ASSIGNMENT SUBMISSION

Text Submission

Write Submission

Please use this only.

Attach Files

Browse Local Files

Browse Content Collection

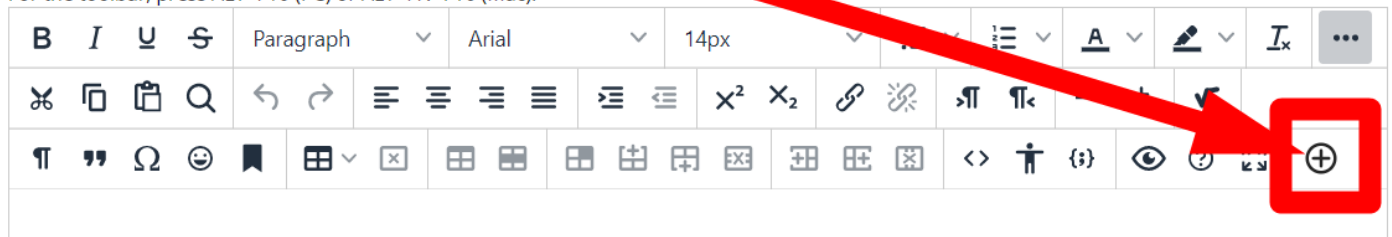
Browse Cloud Service

Do Not Use These, Please.

2a] **Plus icon in a circle** at the end of the toolbar. If you cannot see this plus icon, check the *step 2b]* below.

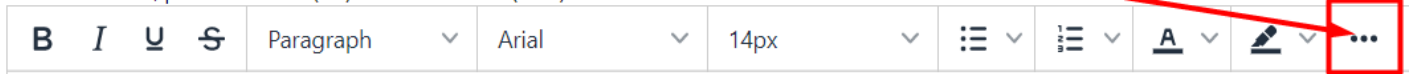
Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



2b) If no plus icon appears in the toolbar > More icon (three dots) at the end of the toolbar.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



3) Kaltura Media

Add content



Insert Local Files



Insert from Content Collection



Insert from Cloud Service

Additional Tools



Flickr Photo



Kaltura Media



SlideShare Presentation



YouTube Video

4a] If you already have the video/audio in My Media, find the video/audio > **Embed**



Welcome to UFV!

Enter description here.

From zz-testing-student11 zz-testin
g-student11 3 Years ago 0

</> Embed

4b] If you need to upload or create a new video/audio > **Add New > **Select Your Option****

If you
upload
or
create
new
videos

+ Add New

- Media Upload
- Express Capture
- Kaltura Capture

5] Check if the video/audio appears like this. If you have used the **step 4b] above, it might take a few minutes** (uploading & conversion time) to have the new video/audio appear.

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Embedded Kaltura Media

The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font face (Arial), and font size (14px). Below the toolbar is a video player. The video player has a dark header with the text "Welcome_to_UFV! (01:10)". The video frame shows a person in the foreground and a building with trees in the background. A large white play button is centered over the video. A red arrow points from the text "Embedded Kaltura Media" to the play button.

6] **Submit**

The screenshot shows a dialog box with three buttons: "Cancel", "Save Draft", and "Submit". The "Submit" button is highlighted with a red rectangular box. A red arrow points from the top-left corner of the box to the "Submit" button.

7] Check if you get this confirmation.

Success! Your submission appears on this page. The submission confirmation number is 02c11bf9-cf2a-411c-a2dd-75b1bc843036. Copy and save this number as proof of your submission. View all of your submission receipts in My Grades.

Review Submission History: Video Assignment #1

Assignment Instructions ▾

Assignment Details ▾ > ⌵

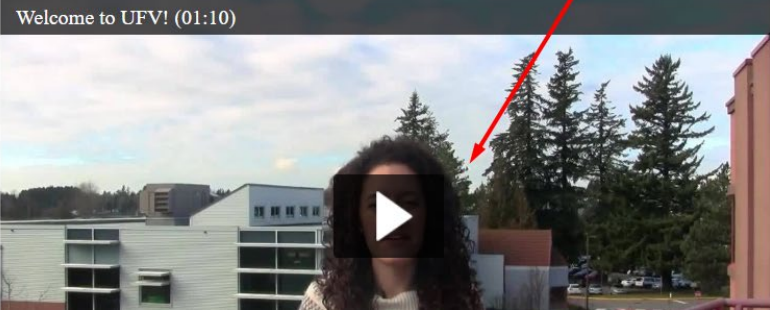
GRADE
LAST GRADED ATTEMPT - /100

ATTEMPT 5 (LATE) ▾ /100
2/27/20 10:22 AM

Submission
📄 [Submission Text](#)

OK Start New

Welcome to UFV! (01:10)



Revised by Soowook Kim on DEC 8, 2020.