

Discussion Board – 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.

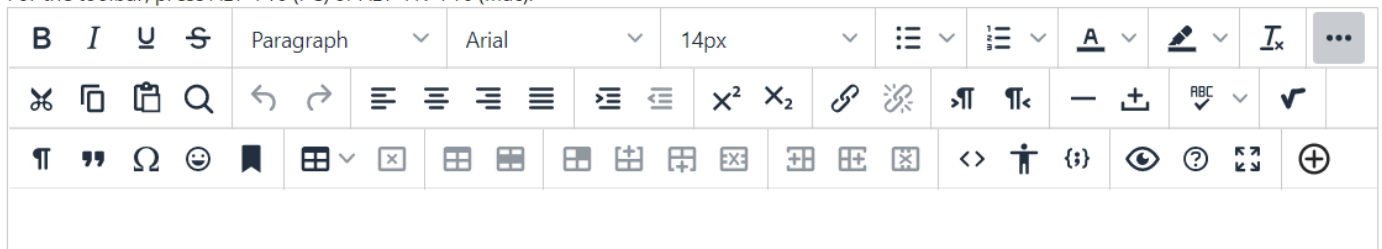
This example applies to the text editor inside other editable areas such as Assignments, Blogs, Journals, Wikis, Items, etc.

1] Go to the text editor by choosing *Create Thread, Reply, Edit, etc.*

* Subject

Message

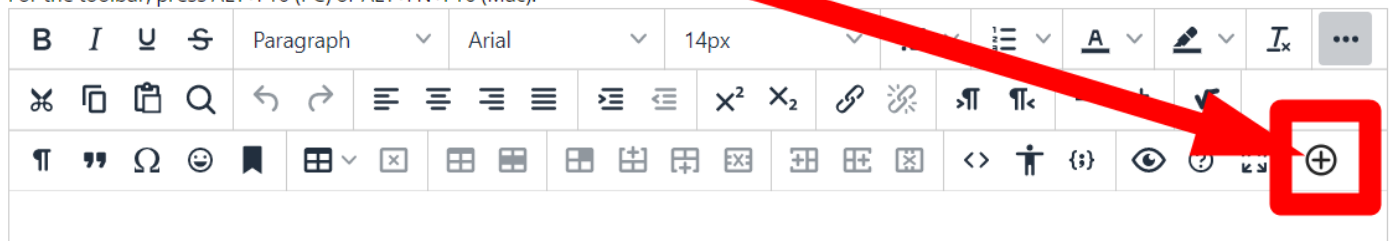
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



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

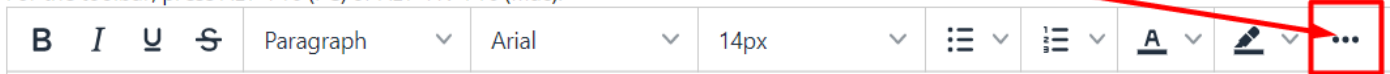
Text

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

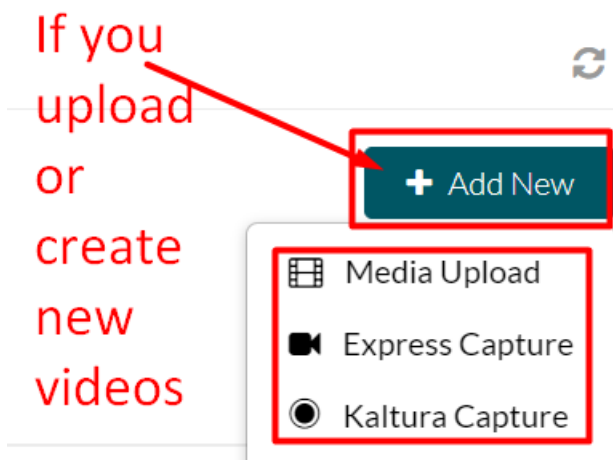


YouTube Video

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



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



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 text label 'Text' and a note: 'For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)'. Below this is a comprehensive toolbar with various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font style (Arial), font size (14px), list creation, indentation, text color, background color, and text background color. Below the toolbar is a video player. The video player has a title bar that reads 'Welcome_to_UFV! (01:10)'. The video frame shows a person in the foreground and a building in the background. A large white play button is centered over the video. A red arrow originates from the text 'Embedded Kaltura Media' and points directly to the play button.

6] **Submit**

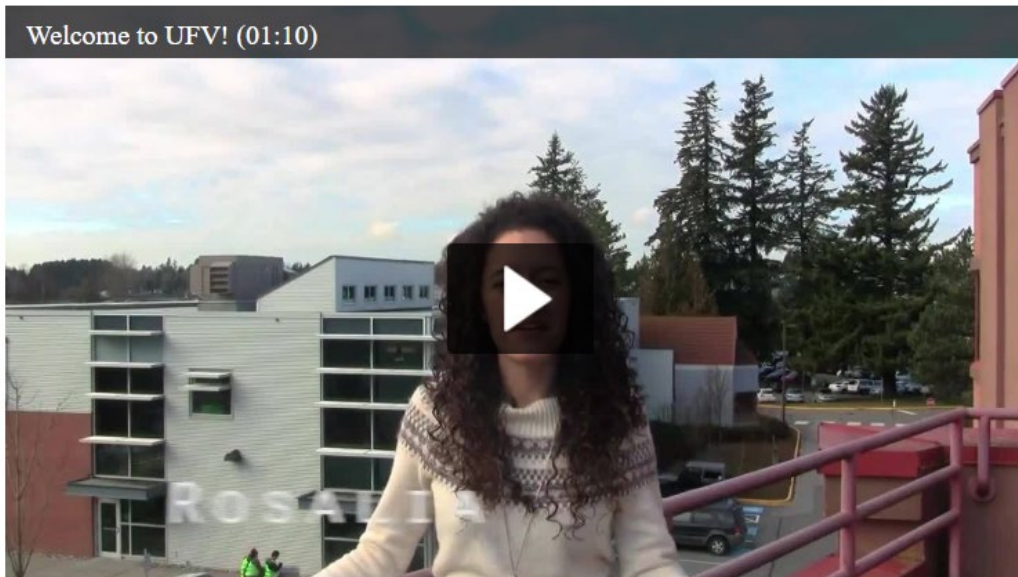
The screenshot shows a dialog box with three buttons: 'Cancel', 'Save Draft', and 'Submit'. The 'Submit' button is highlighted with a red rectangular box. A red arrow points from the top-left corner of the 'Submit' button towards the center of the button.

7] Check if you can see the video preview.



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RE: video 3



Revised by Soowook Kim on DEC 8, 2020.