

How to Publish Videos in Media Gallery after Uploading them in My Media

Preparation

1] You have *already uploaded* videos in *My Media* with the step #1 through #6 of [this guide](#).

2] Now you'd like to *publish* them in your course's *Media Gallery*.

1] Your course shell's left menu > **Media Gallery**. If you **cannot find *Media Gallery*** or something like that on the left menu, please ask your instructor to create it.

ABOUT THIS COURSE

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Course Material

Media Gallery



2] Add Media

If "Home" is highlighted, click **Media** > **Add Media**

Media Gallery


Actions ▾

Home **16 Media** 🔍



Sort by Most Recent ▾ View All Media ▾

+ Add Media



3] Select videos to publish > Click Publish

Media Gallery

Home 28 Media


Add Media

Select one or more media items to add to the current gallery

My Media ⊕ Add New

Sort by Most Recent View All Media View Media I Own

Search My Media

 00:52 Choose Robotics at UFV

ufv youtube media gallery my media

8 Minutes ago

Cancel **+ Publish**

1 2


4] Check if you can see "All media was published successfully"

All media was published successfully.

Media Gallery

Home 28 Media

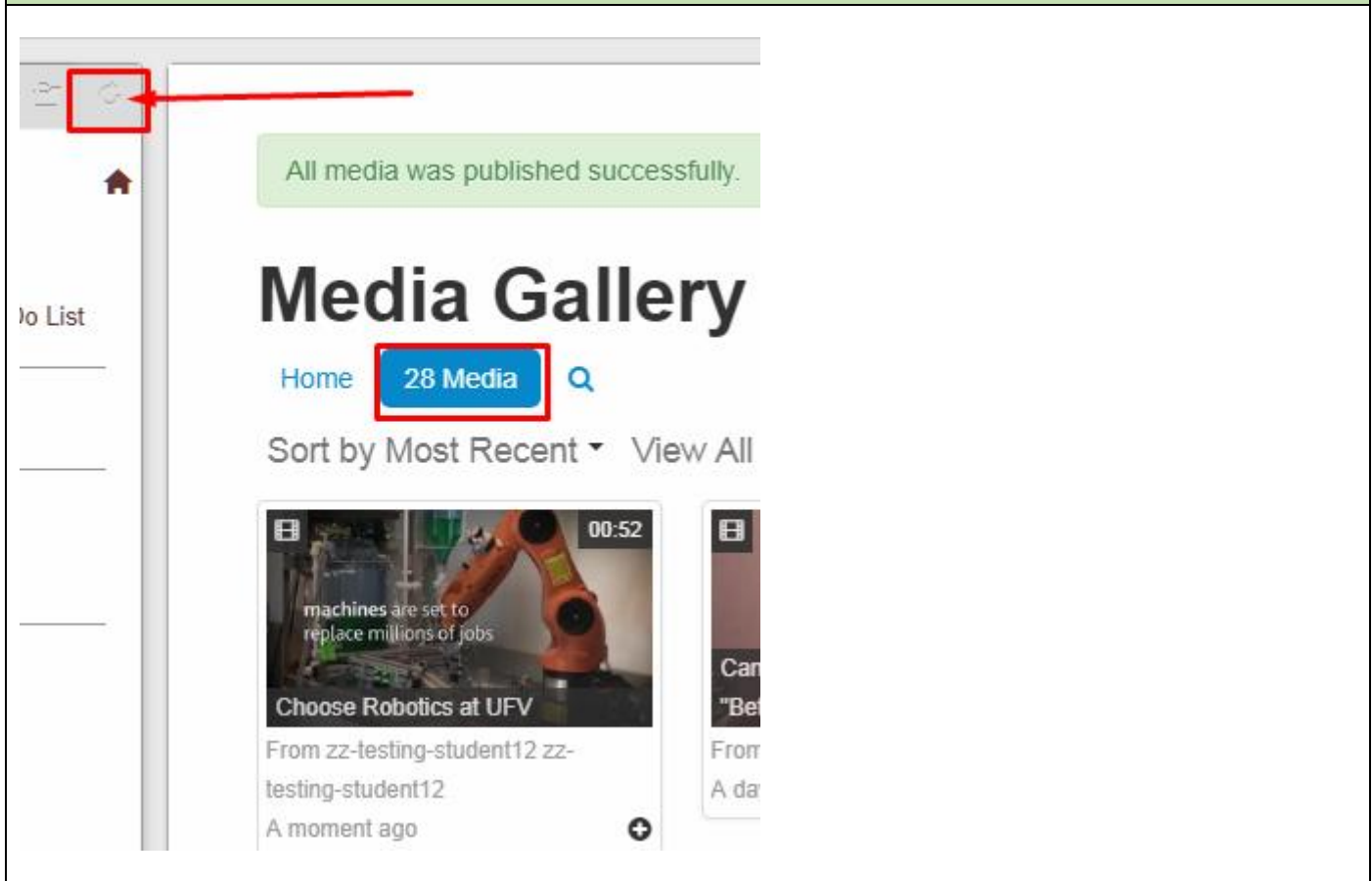
Sort by Most Recent View All

 00:52 Choose Robotics at UFV

From zz-testing-student12 zz-testing-student12

A moment ago

5] If you can't see the published videos or *Media's* number has not changed > **Refresh** (left menu's top right corner).



6] Check the published videos and *Media's* updated number.

