Preparation: Get <mark>video/audio ready first inside Kaltura MyMedia.</mark>

You cannot do the next steps without your video/audio ready in Kaltura MyMedia.

If you need to upload or create new video/audio without visiting the Kaltura MyMedia page, please check the step **5b]** below.

<mark>This example, from step 3], also applies to the content editor inside other editable areas such as **Discussions, Assignments, Announcements**, etc</mark>.

1] In any unit on the left menu, <mark>Create New</mark>. If you already have a page, skip this and next steps and go to step 3].

2] Page

Course Home   Content   Activities ⌄   Zoom Room   Feedback ⌄

Cascading Content Structure

What would you like to create?

New Lesson   Page   WebLink

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3] Insert Stuff in the content editor

Paragraph ⌄   **B** *I* U ⌄ A⟋ ☰ ⌄ ☰ ⌄   ▶‖ ⌘ 🖼

19px (... ⌄   🖋 ⊛ ≡¹²³ 🔍 </> ↺   nsert Stuff

4] Embed Kaltura Media

Insert Stuff

🖼 My Computer

🖼 Embed Kaltura Media

5a] If you already have the video/audio in Kaltura MyMedia, select it > Embed

5b] If you need to upload or create a new video/audio > Add New > Select Your Option

6] Check if the video/audio appears like this. If you have used the step 5b] above, it might take a few minutes (uploading & conversion time) to have the new video/audio appear. "Refresh Preview" if the video/audio does not load properly. If it looks okay, click "Insert".
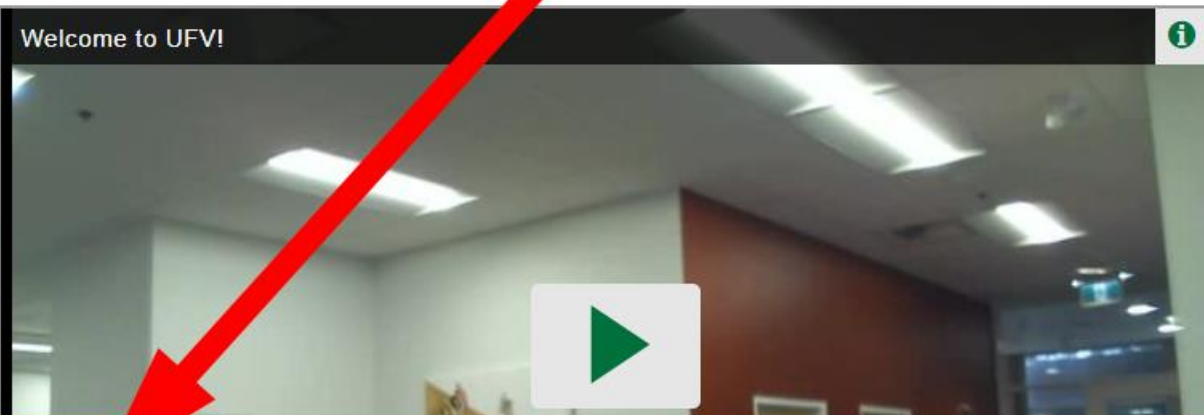
Insert Stuff

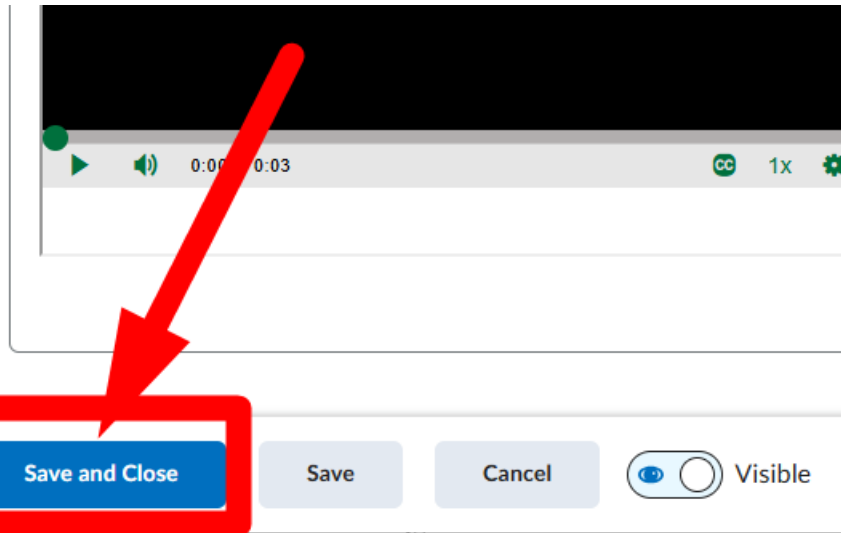Embed Kaltura Media
Properties

Refresh Preview

Welcome to UFV!

Insert   Back   Cancel

7] <mark>**Save and Close**</mark> **if the video/audio looks okay. The inserted video area might look blank after clicking "Insert". Just** <mark>**Save and Close even if it looks blank**</mark> **and check it out after this step.**