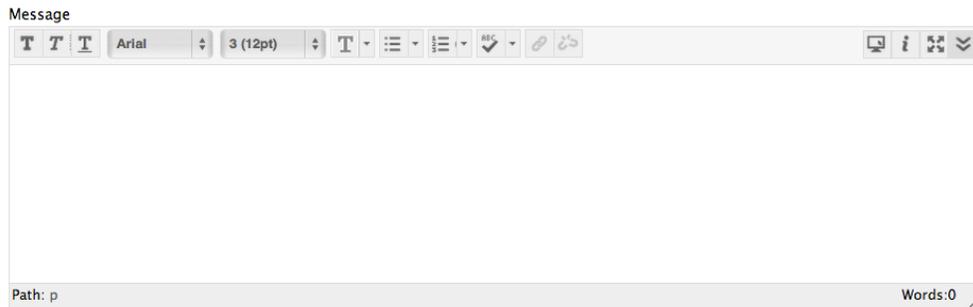


Instructions for Uploading Your Video Recording Using Kaltura and the Discussion Board **For Students**

1. In your MyGateway course, locate the discussion board where you will record or upload your video clip.
2. Click the “Create Thread” button and give your message a subject, as you are instructed.
3. In the Message text box, you should see three rows of buttons that allow you to format the message. If you only see one row of buttons, click the down arrows/chevrons in the far right corner to reveal the second and third row of buttons, as shown in this picture:

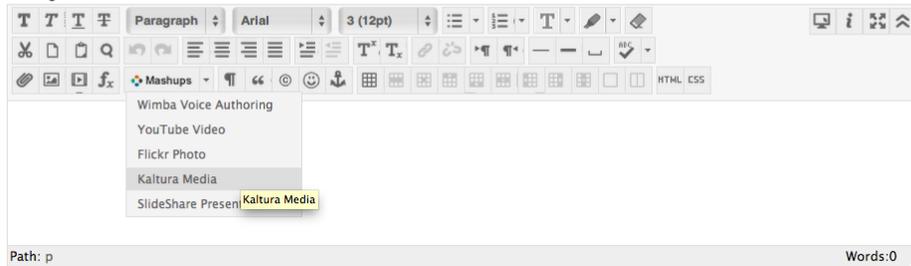


This will reveal all three rows of buttons, as shown here:

2. Message

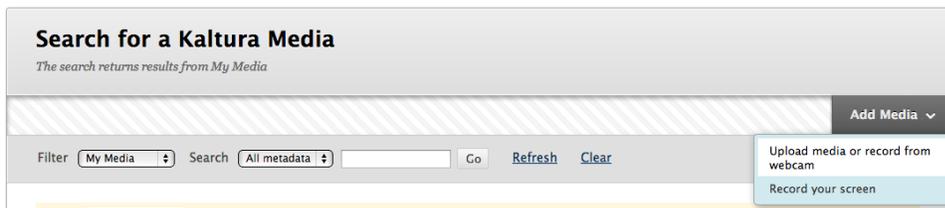
✱ Subject

Message

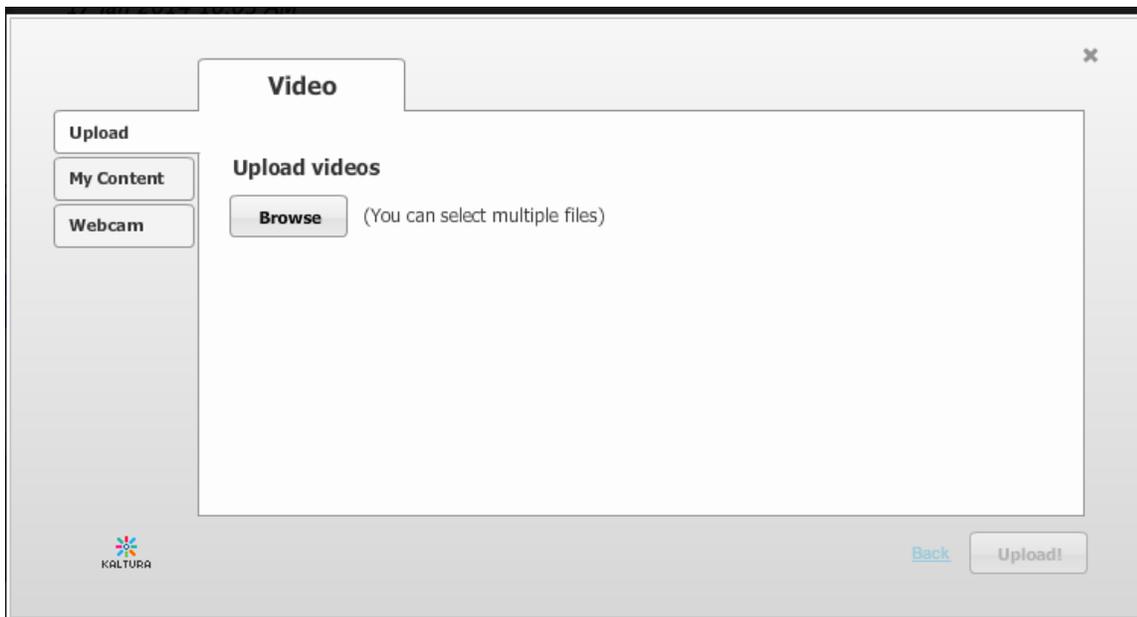


4. You should now see all of your options – look in the third row of buttons for the pull-down menu called “Mashups” to select Kaltura Media.
5. A pop-up window will appear (assuming you haven’t suppressed pop-up windows) to prompt you to search for Kaltura Media.
6. In the far right hand corner of that pop-up window, you’ll see the “Add Media” button. Click it to reveal options.

7. Select “Upload media or record from webcam.”



8. If you are recording a comment, click “Webcam” tab and ensure that your webcam is connected and operating. Continue by recording. If you are uploading a pre-recorded video, choose Upload and browse to upload your recorded video. Then click Upload! Depending on your Internet connection, this could take some time. Do not stop this upload process – let the video completely upload before you continue.



9. When it has finished uploading, the “Upload!” button will change to say “Next.” Click “Next,” when prompted.
10. Give your video a title, as your assignment instructions guide you, then click Next.
11. You’re almost done! Click the final Submit button on the page that appears to return to the original page where you began to create your discussion board thread. At this point, you can continue to add text to explain your video or simply click “Submit” to save your thread to the discussion board.