# HOW DO I SUBMIT A VIDEO TO AN ASSIGNMENT?

Moodle offers a powerful, built-in tool called Kaltura for creating and uploading video to an assignment. Kaltura Capture is a free program that you simply download one time and use anytime to create videos. You then upload the video to Kaltura and submit it to the assignment.

If you've used Kaltura in the past, please note that these are new instructions based on an updated version.

If your instructor has created a Kaltura Media assignment, you'll see this screen when you click the assignment. **Click** *Add media submission*. It may take some time for the Kaltura page to load.

**Click** *Add new* and **choose** *Kaltura Capture*.
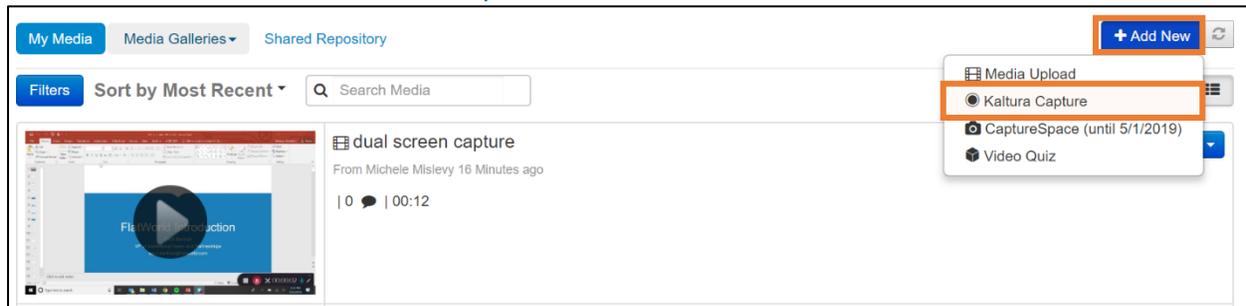
If this is the first time you are using Kaltura Capture to add a video, you will need to click Download to install the program. Follow the on-screen directions. If you have previously downloaded the software then it will launch automatically.

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There are two views in Kaltura: the recording tool and the manage window. In the manage window, you need to click New Recording in the upper right to launch the recording tool.

Click to toggle on and off the webcam and microphone. Click the down arrow to bring up the preview screen. To begin recording, click the red button. To pause or stop, click the appropriate button on the timer in the lower right of the screen.
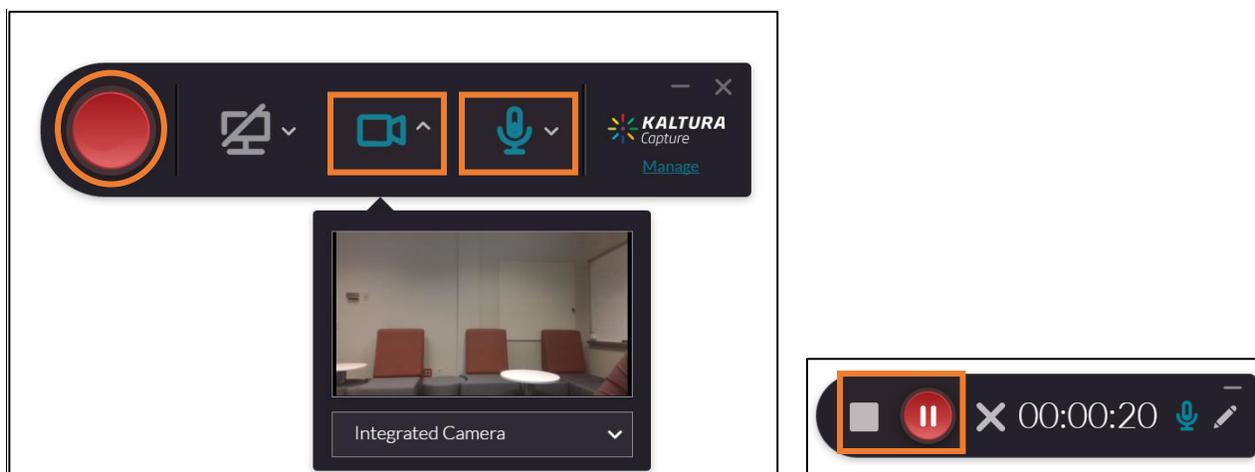

When you stop the recording, you'll be taken to the Save screen. Here you can preview your video and give it a title. If you aren't happy with the video, you can delete it and make a new recording, but remember that perfection isn't the goal. **Click** *Save and upload*.

When the progress bar indicates that the upload is complete, **close** both that window and the Kaltura Capture window.

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You'll now be back in the assignment. Again, **click** the Kaltura button to go to your Media Gallery. This includes all videos you've made for any class.

To the right of the video you want to upload, **click** *Select* and **choose** *medium*. On the Preview screen, **click** the *Embed* button at the lower left. Note: the thumbnail of your video may not show yet in the preview. If the screen shows an error message, proceed regardless.
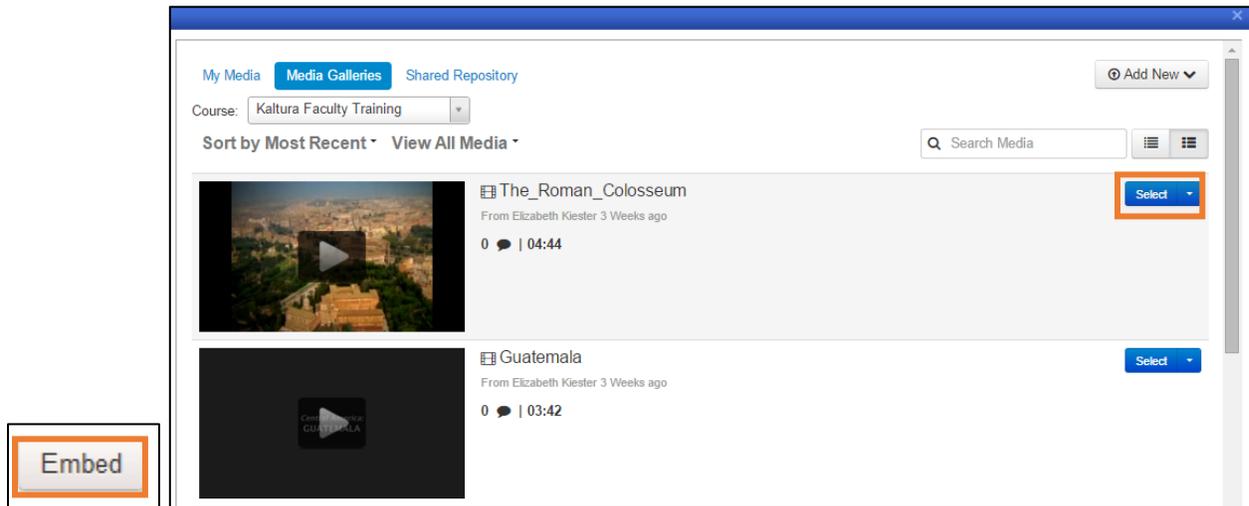
You'll now see your video on the assignment submission page. **Click** *Submit media* and *Continue*. Your presentation is now submitted to the assignment.
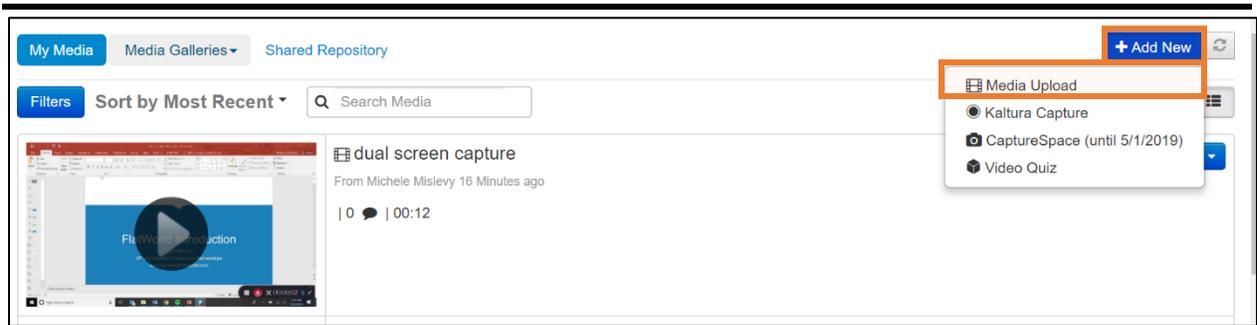
Submitting a video you've already recorded

After recording your video, send it to your computer and save it there. Then, click the assignment. Click Add media submission. It may take some time for the Kaltura page to load.
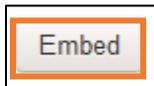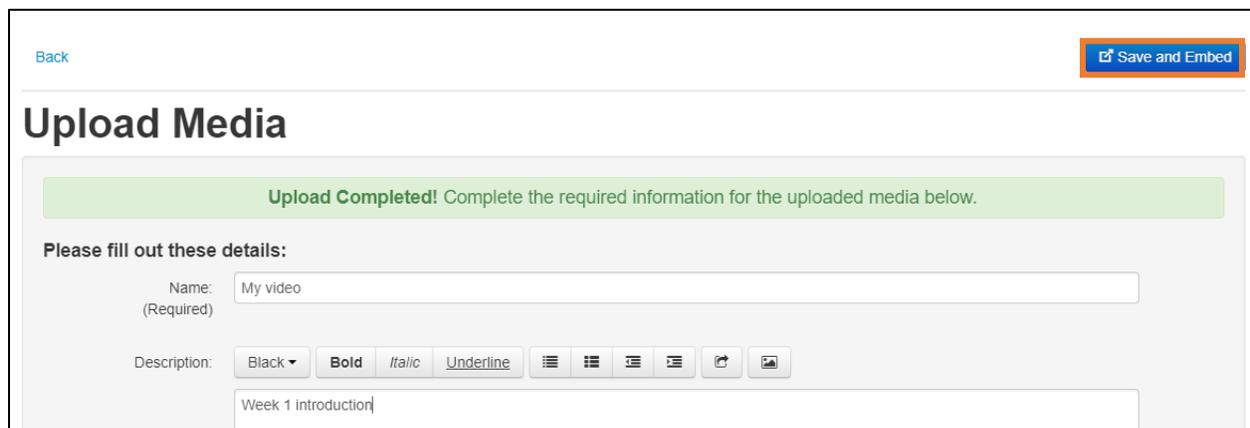

Click *Add new* and **choose** *Media upload*.

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Follow the on-screen directions to upload your video file. On the Upload Media page, give the video a title and short description. **Click** *Save and Embed*.

 On the Preview screen, **click** the *Embed* button in the lower left.
Note: the thumbnail of your video may not show yet in the preview. If the screen shows an error message, proceed regardless.

You'll now see your video on the assignment submission page. **Click** *Submit media* and *Continue*. Your presentation is now submitted to the assignment.