

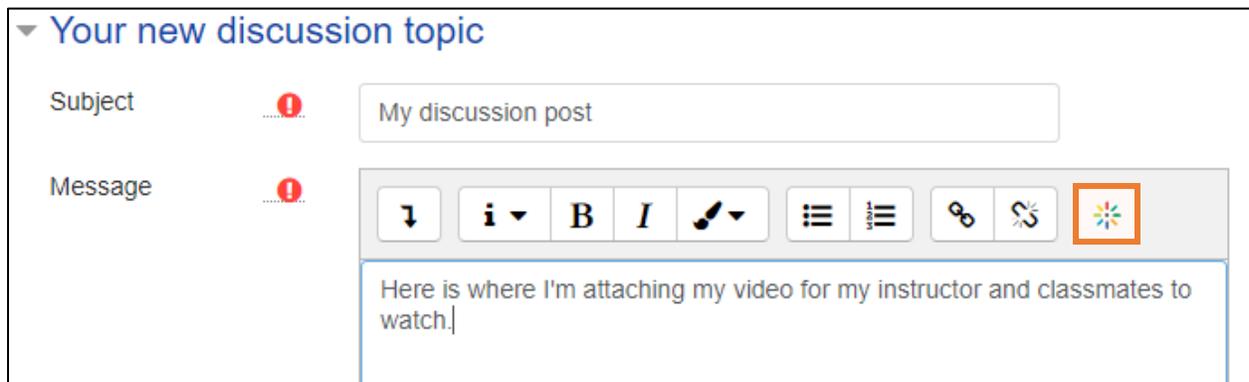
HOW DO I UPLOAD A VIDEO TO A DISCUSSION FORUM?

Moodle offers a powerful, built-in tool called Kaltura for creating and uploading video to a discussion. 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 attach it to the discussion forum.

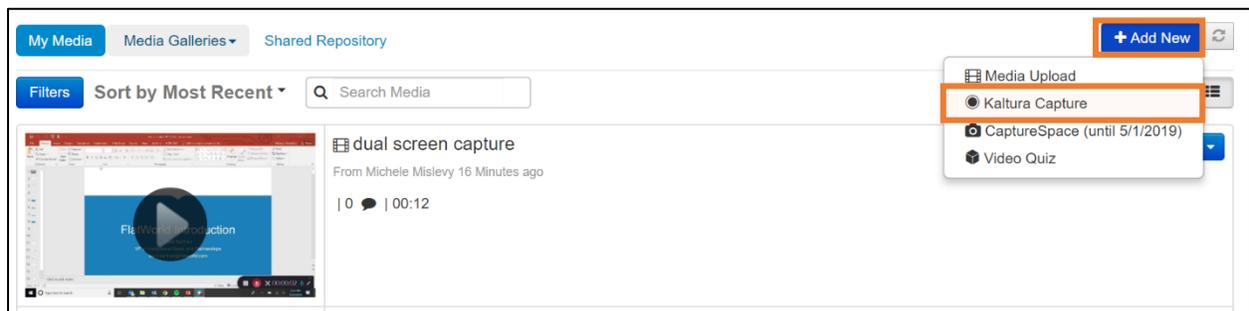
If you've used Kaltura in the past, please note that these are new instructions based on an updated version.

Note: if you have already recorded your video and just need to upload it, see directions at the end of this document.

Go into the discussion and create a post. Then **click** the [Kaltura symbol](#) to open the video options screen.



Click [Add new](#) and choose [Kaltura Capture](#).



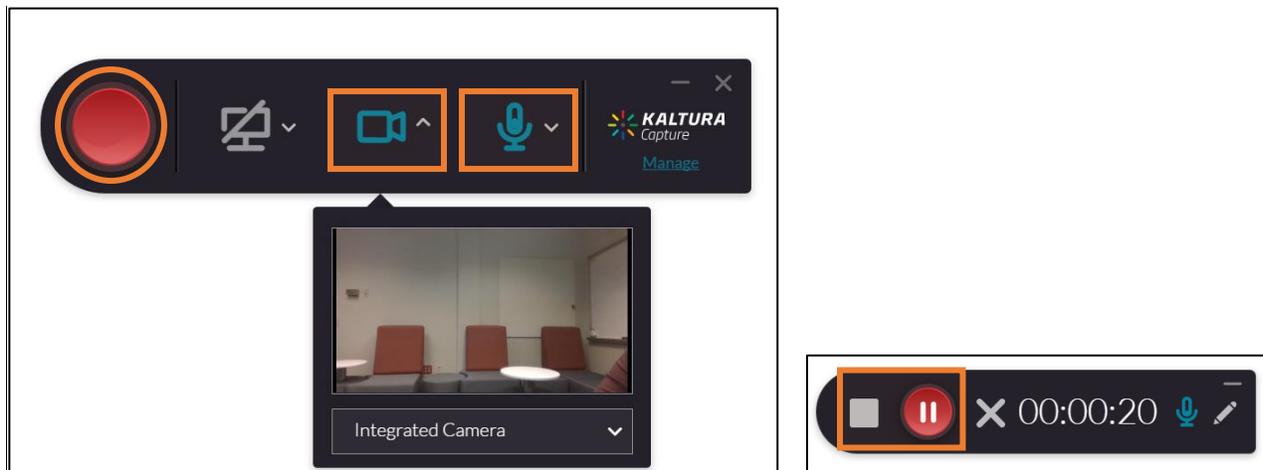
If this is the first time you are using Kaltura Capture to add a video, you will need to click Download to install the program. Follow the on-screen directions. If you have previously downloaded the software then it will launch immediately. Note: After downloading, you may need to close the browser window and click the Kaltura symbol again.

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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.



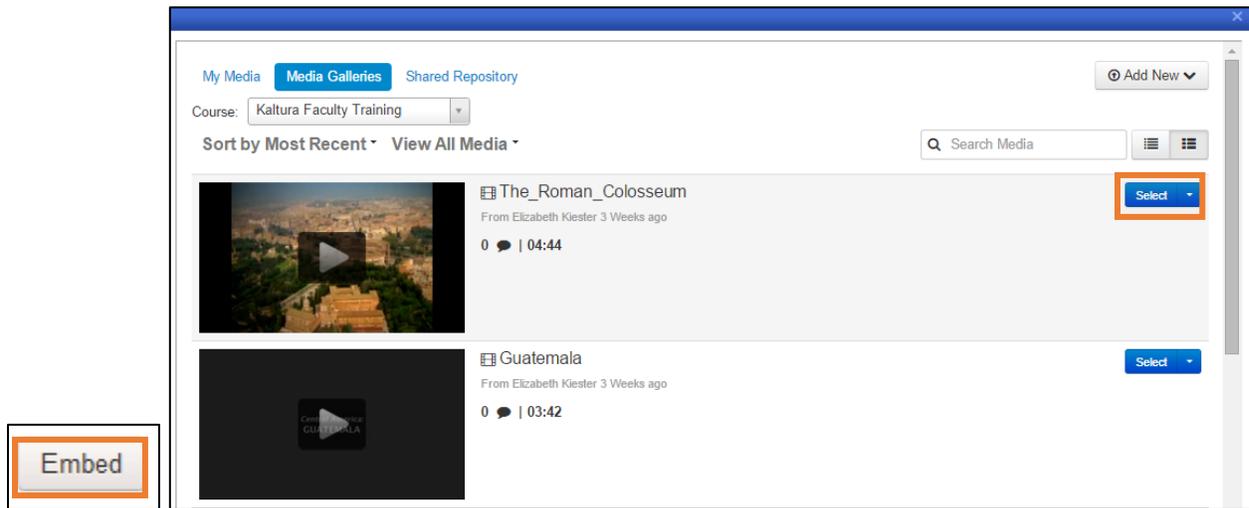
When you stop the recording, you'll be taken to the Save screen. Here you can preview your video and give it a title. If you aren't happy with the video, you can delete it and make a new recording, but remember that perfection isn't the goal. **Click *Save and upload*.**

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

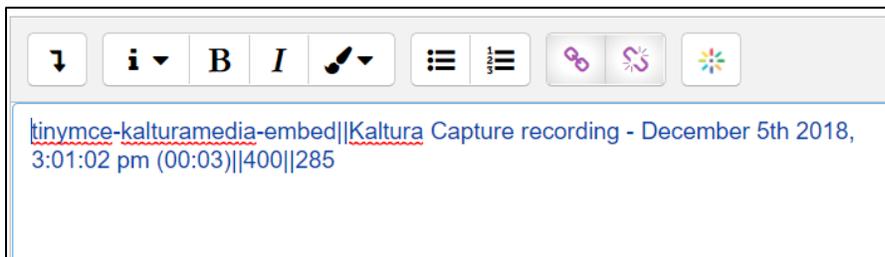
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You'll now be back in the discussion forum. Again, **click** the [Kaltura button](#) to go to your Media Gallery. This includes all videos you've made for any class.

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 the embed code appear in your discussion post.

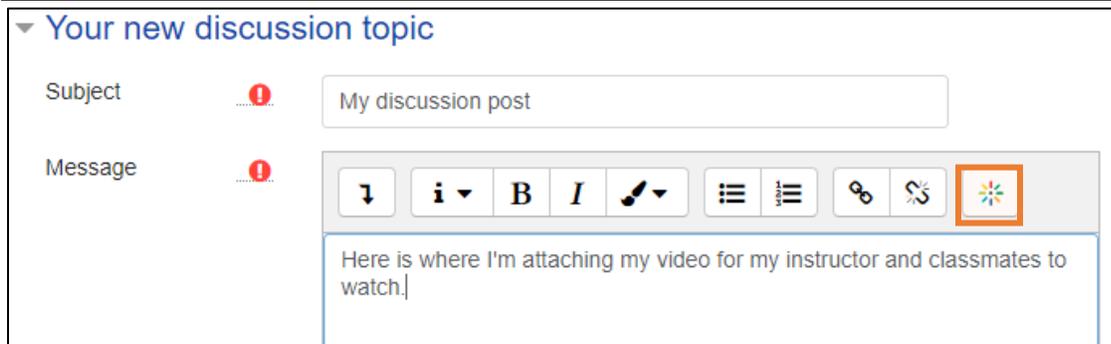


Click [Post to forum](#). When you or classmates click on your post, your video will appear.

Uploading a video you've already recorded

After recording your video, send it to your computer and save it there. Then, go into the discussion and create a post. **Click** the [Kaltura symbol](#).

HOW DO I UPLOAD A VIDEO TO A DISCUSSION FORUM?



▼ Your new discussion topic

Subject!

Message!



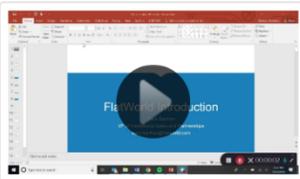
Here is where I'm attaching my video for my instructor and classmates to watch.

Click [Add new](#) and choose [Media upload](#).



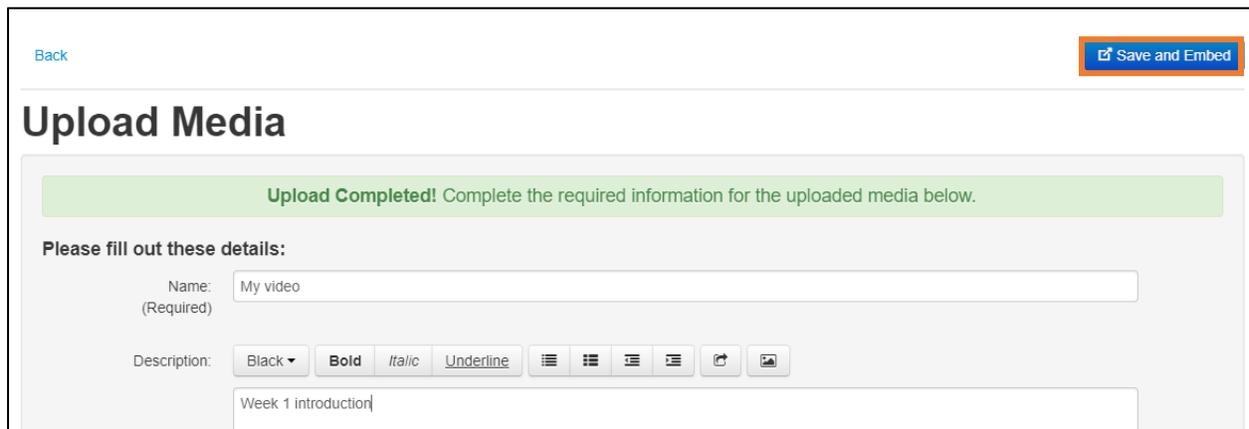
My Media Media Galleries Shared Repository [+ Add New](#)

Filters Sort by Most Recent Search Media

 dual screen capture
From Michele Mislevy 16 Minutes ago
| 0 | 00:12

- Media Upload
- Kaltura Capture
- CaptureSpace (until 5/1/2019)
- Video Quiz

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](#).



Back [Save and Embed](#)

Upload Media

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name:
(Required)

Description:





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 see the embed code in your discussion post. Click [Post to forum](#). When you or classmates click on your post, your video will appear.