How to share video material with others
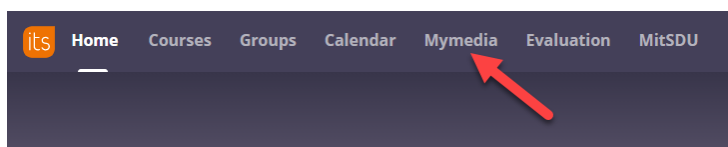
Target audience

- Students

This guide will show you how to apply and share video material in itslearning.

Here is a brief overview of

- Uploading videos
- Sharing videos with your teacher or fellow students
- Handing in videos as part of an assignment

Uploading videos

When uploading video material to itslearning, you must use the Kaltura/Mymedia feature, our SDU video platform. Click the tab *Mymedia.* Here you will be able to save, edit, and record videos.
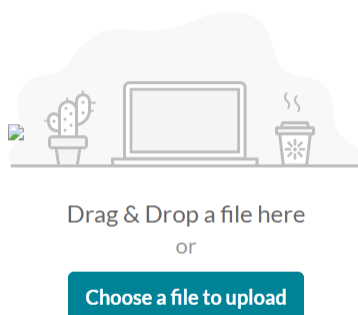

After opening *Mymedia* you must click

1. Add New
2. Media Upload

Now you can click "Choose a file to upload" or simply drag the file into the screen to upload it.

Drag & Drop a file here
or

Choose a file to upload

All common video, audio and image formats in all resolutions are accepted.

1. Fill in *Name*, *Description* and *Tags* (tag your own email address in order to be able to retrieve the video if requested by GDPR authorities)

2. Click *Save* to save your video. You can choose the *Private* status. The video will be available for others when added to a shared element (see below).

When the video has been uploaded, it can be accessed through the *MyMedia* tab and you can insert it into other itslearning elements.

Share your video with your teacher or your fellow students

To share your video with others you must insert it into an itslearning element. The easiest way to do so is adding it to the element called *Page.*

Your teacher must allow you to access a *Resource* folder in order for you to create a *Page* – perhaps he has already created a *page* for you in which you can insert your video – in that case you can jump to the section **Add contents to a page**.

Create new page

Click the tab *Resources* og choose the folder to which you have been given access – here "Student's files…":

Click *Add* to add a new element.

Choose what kind of element you want to add. Choose *Page*:

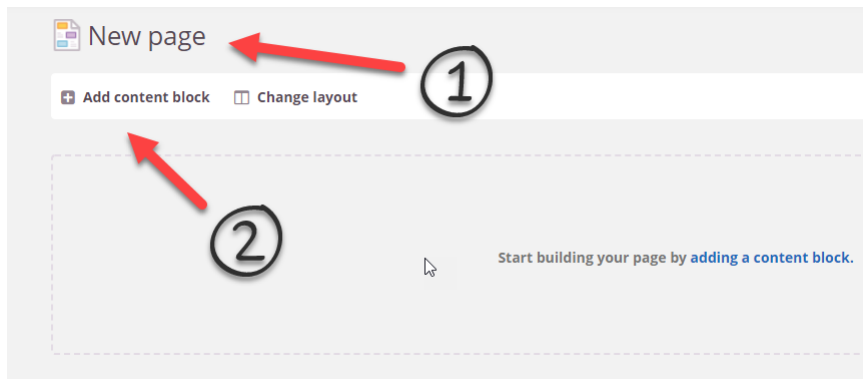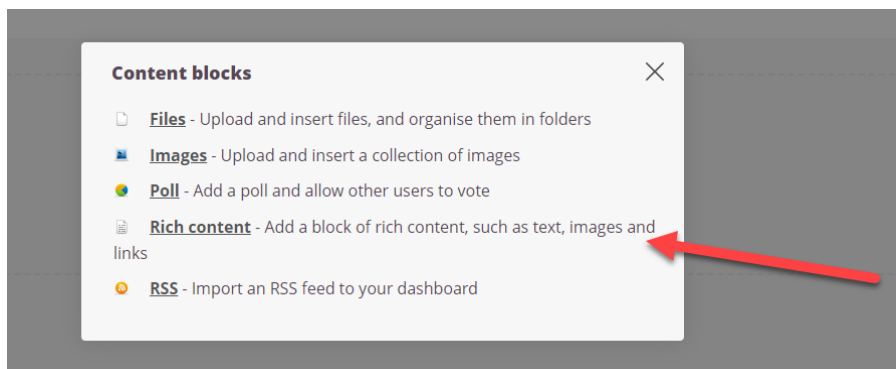**Add contents to a *Page***

Your *Page* has now been created. Now you must

1. Name your *Page* – click *New page* (skip this if the *page* has already been created by your teacher)
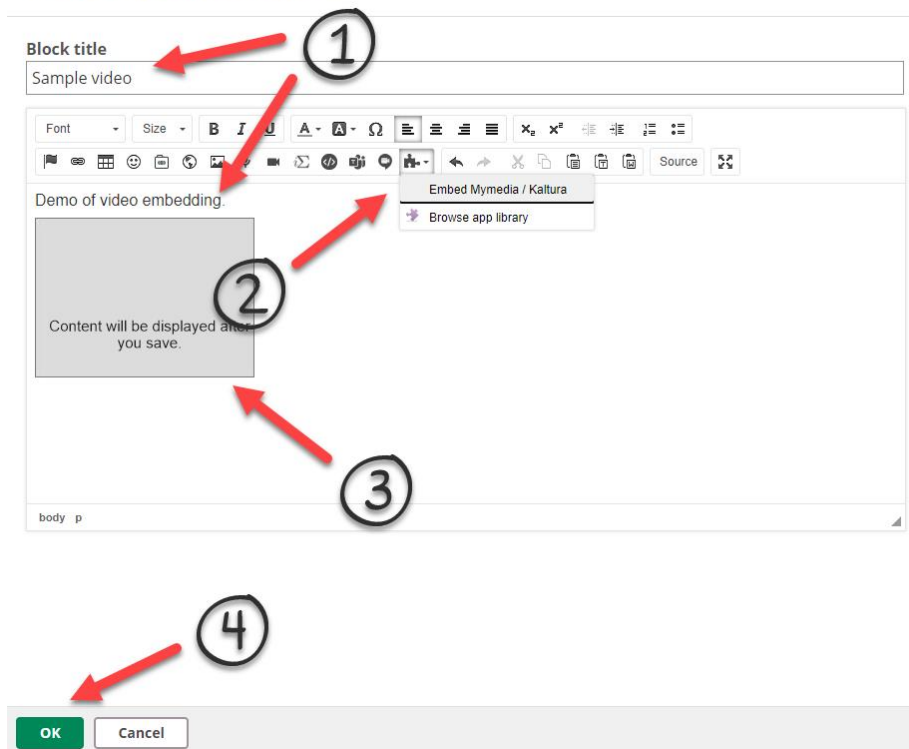2. Add contents to your *Page* – click *Add content block*

Now you can choose between different kinds of contents. Choose *Rich content* – this block allows you to combine text, images, videos etc.

Now you must

1. Name your element and write additional text (optional)
2. Imbed your video from *Mymedia*. Click *Add plugin content* (the puzzle icon) og choose *Embed Mymedia / Kaltura*. If you are using this button for the first time, you must add *Mymedia / Kaltura*. See the section **Add *Mymedia / Kaltura* to the *Add plugin content* button**. The Item **Choose video in Mymedia** will show you how to add a video to your *Page*
3. The video has now been added as preview.
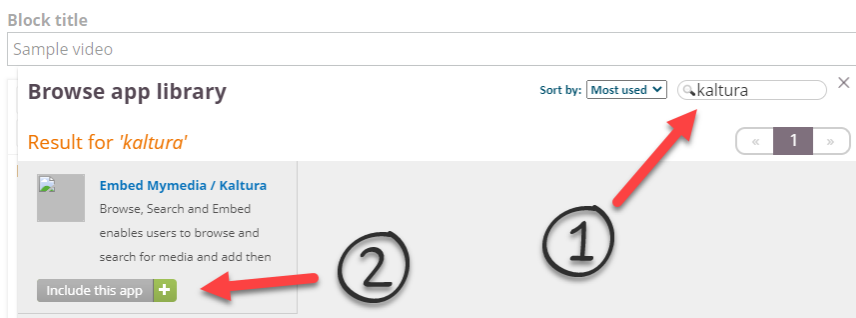4. Click OK to save when you have added all your videos.

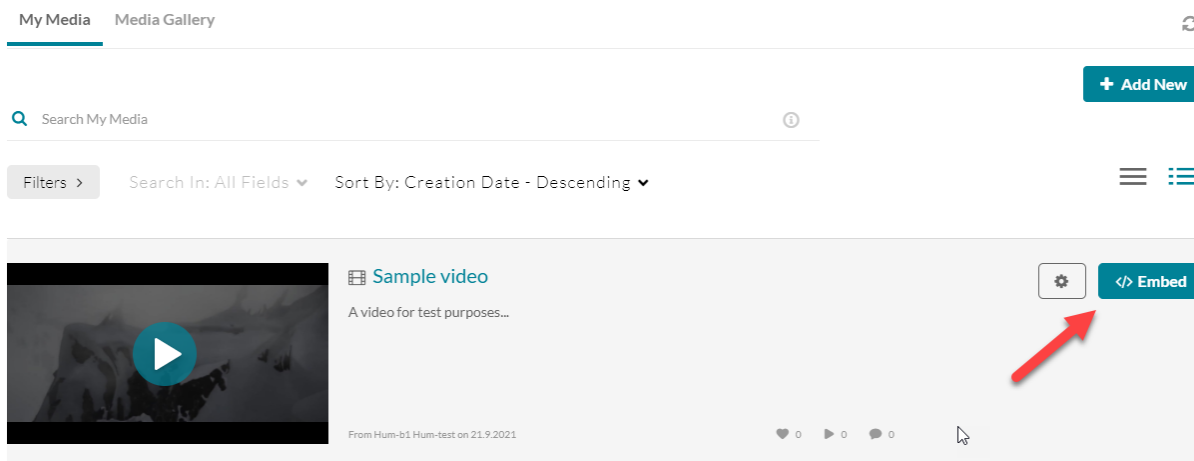**Add *Mymedia / Kaltura* to the *Add plugin content* button**

To access the added material from *Mymedia / Kaltura*, you must add this option. When clicking the *Add plugin content* button for the first time – or when choosing the *Browse app-library* – you can add or remove options. Add *Mymedia / Kaltura* by

1. searching for "Kaltura"
2. clicking *Include this app*

Choose video in Mymedia

Having clicked the *Add plugin content* botton, you will gain access to your uploaded video. Click *Embed* to add the video.

When you are done, click *Save*. Your video is now available to all who have been given access to the folder in which your video is embedded.
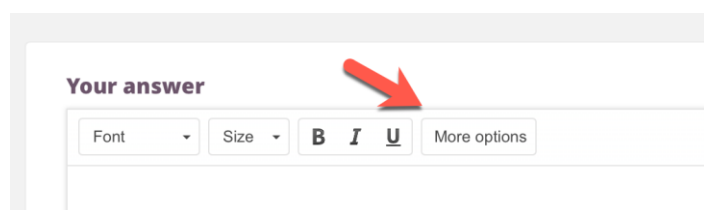
Hand in videos as part of an assignment

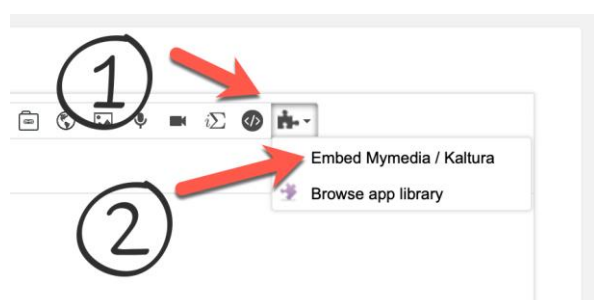If you need to hand in a video as part of an *assignment*, you can use the same procedure as above

- upload your video to Mymedia / Kaltura.
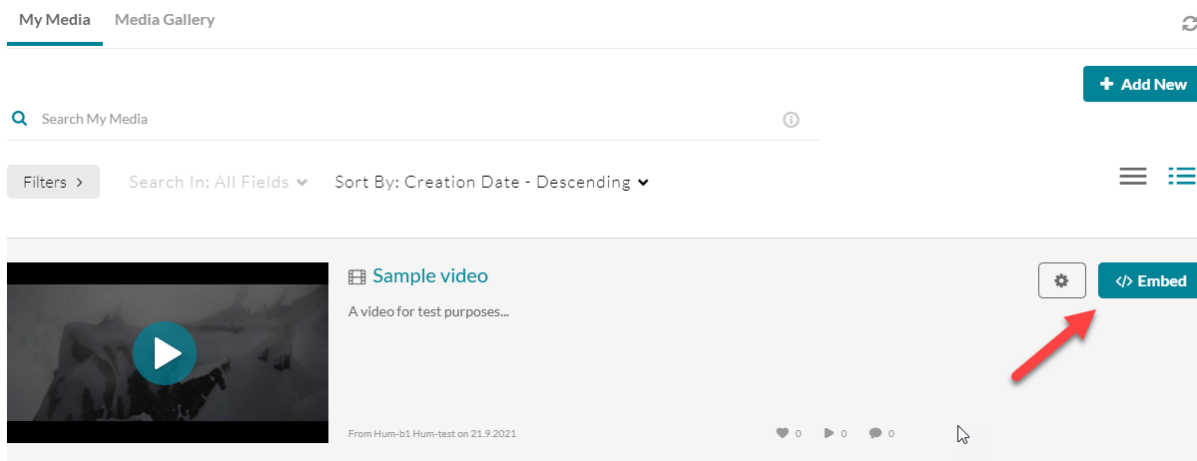- open your *assignment* and click *Answer assignment*.

Click *More options* in the top window

As soon as the menu item is open, you can click *Add plugin content* (the puzzle icon) and choose *Embed Mymedia / Kaltura*:

Your videos are now visible, and you can click *Embed* to add one of the videos.

A question will pop-up asking you if you want to submit as an assignment. Click "No, thanks" – it has nothing to do with your hand-in – it is a way of making it possible for your teachers to identify who has been watching the video.

You can add some text or other elements to your hand-in (optional). When you are done, click *Submit* to hand-in: