How to share video material with others

- Students

SDU

February 2024

This guide will show you how to apply and share video material in itslearning
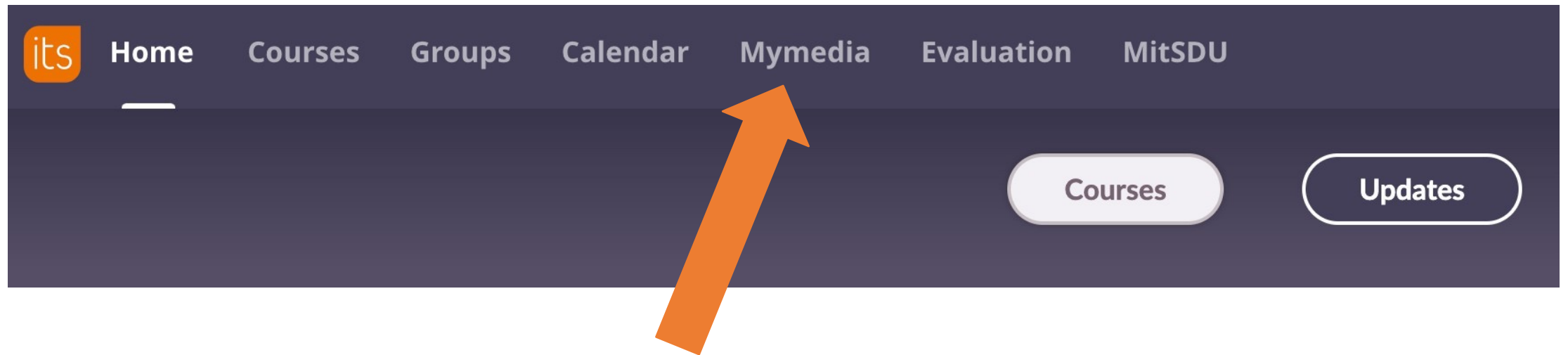
Here is a brief overview of

1. Uploading videoes

2. Sharing videoes with your teacher or fellow students
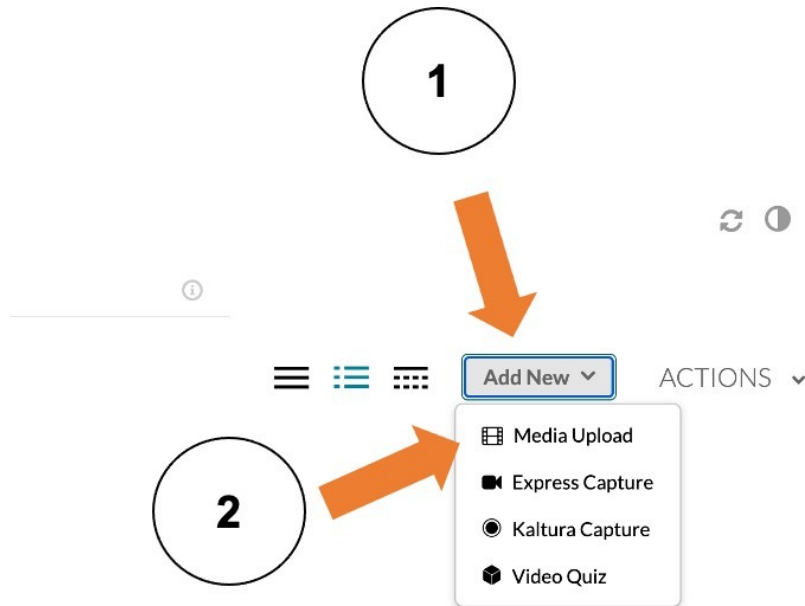
3. Handing in videos as part of an assignment

SDU

1. Uploading videoes

When uploading video material to itslearning, you must use the Mymedia feature, our SDU video platform. Click the tab 'Mymedia' Here you will be able to save, edit and record videoes.
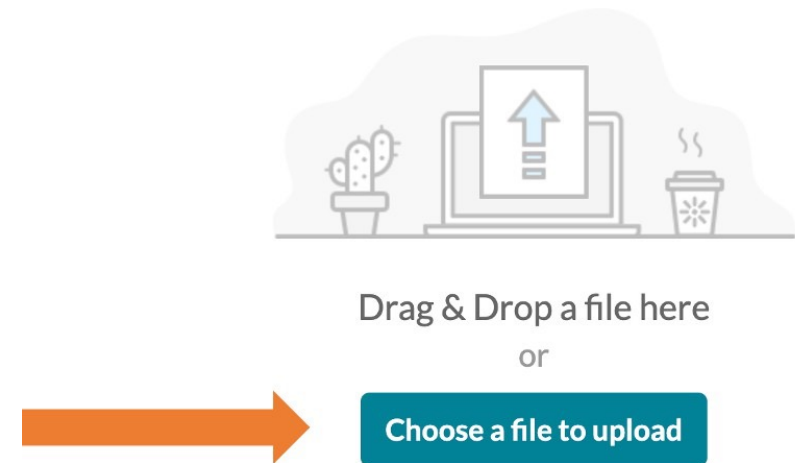
1.

After opening Mymedia you must click 'Add New' and then 'Media Upload'

2.

You can now click 'Choose a file to upload' or simply drag the file into the screen to upload it

3.

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)

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

Please fill out these details:

Name:
(Required)   test

Description: Black ⌄   **Bold**   *Italic*   <u>Underline</u>

Enter Description…

Tags:

Publishing Schedule: ● Always ○ Specific Time Frame

(The time range in which this media will be visible to users in published channels/categories)

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.   ×

Publishing Status: ● **Private** - Media page will be visible to the content owner only.
○ **Published** - Media page will be visible to individuals according to entitlements on published destinations

Save   Go To Media   Go To My Media

4.

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. When the video has been uploaded, it can be accessed through the 'Mymedia' tab and you can insert it into other itslearning elements
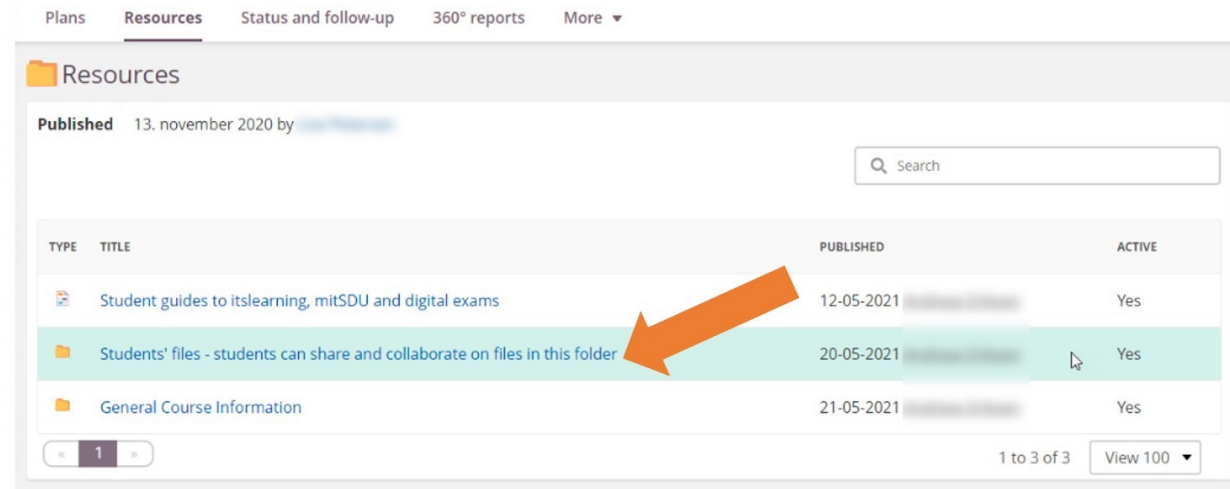
5

2. 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
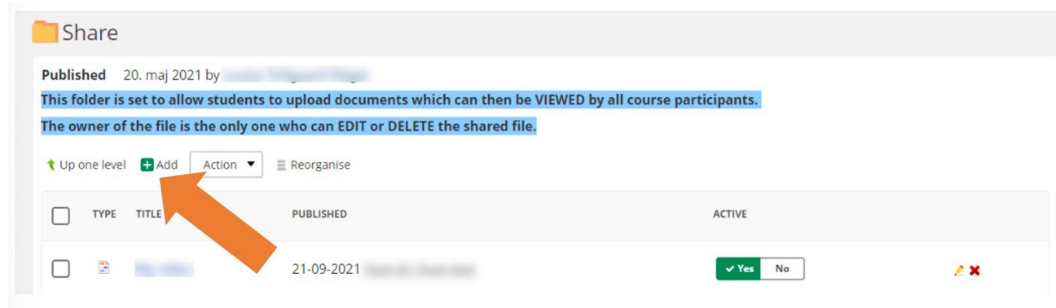
1.

To create a new page, click the tab 'Resources' and choose the folder to which you have been given acces
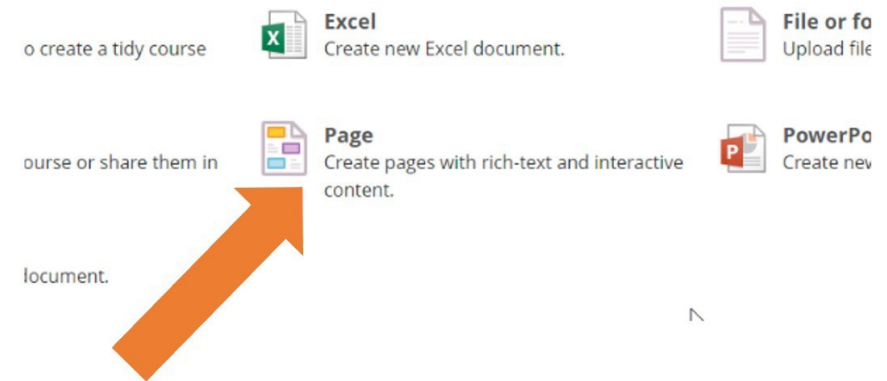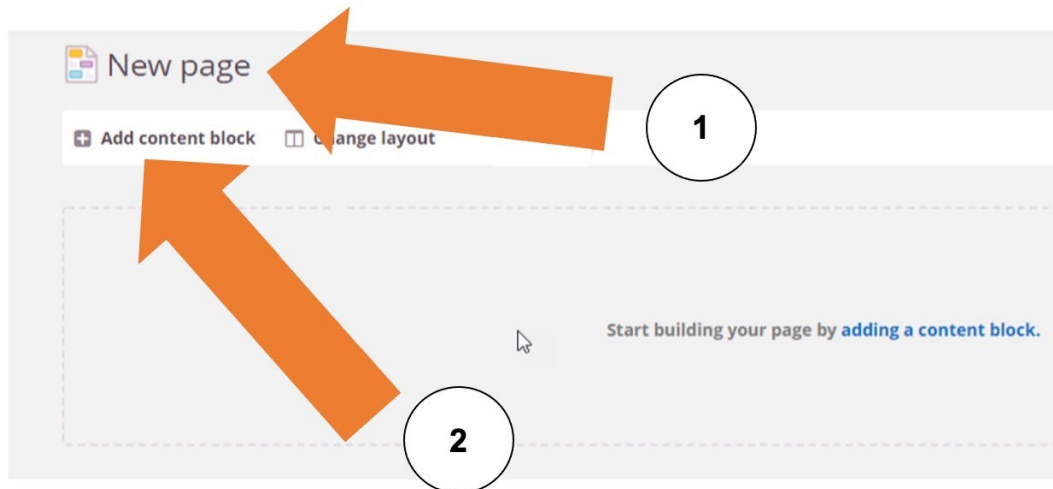
2.

Click 'Add' to add a new element

3.

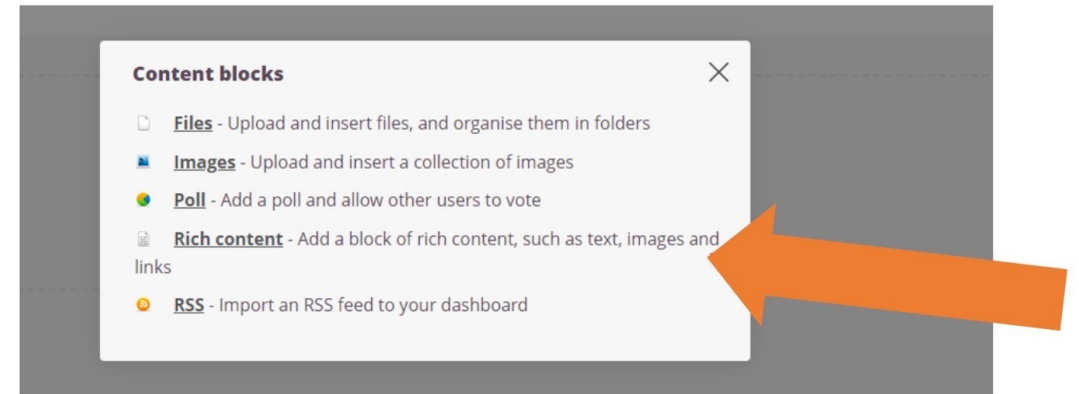Choose what kind of element you want to add. Click on 'Page'

4.

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'

5.

Now you can choose between different kinds of contents. Choose 'Rich content' – this block allows you to combine text, images, videos etc.
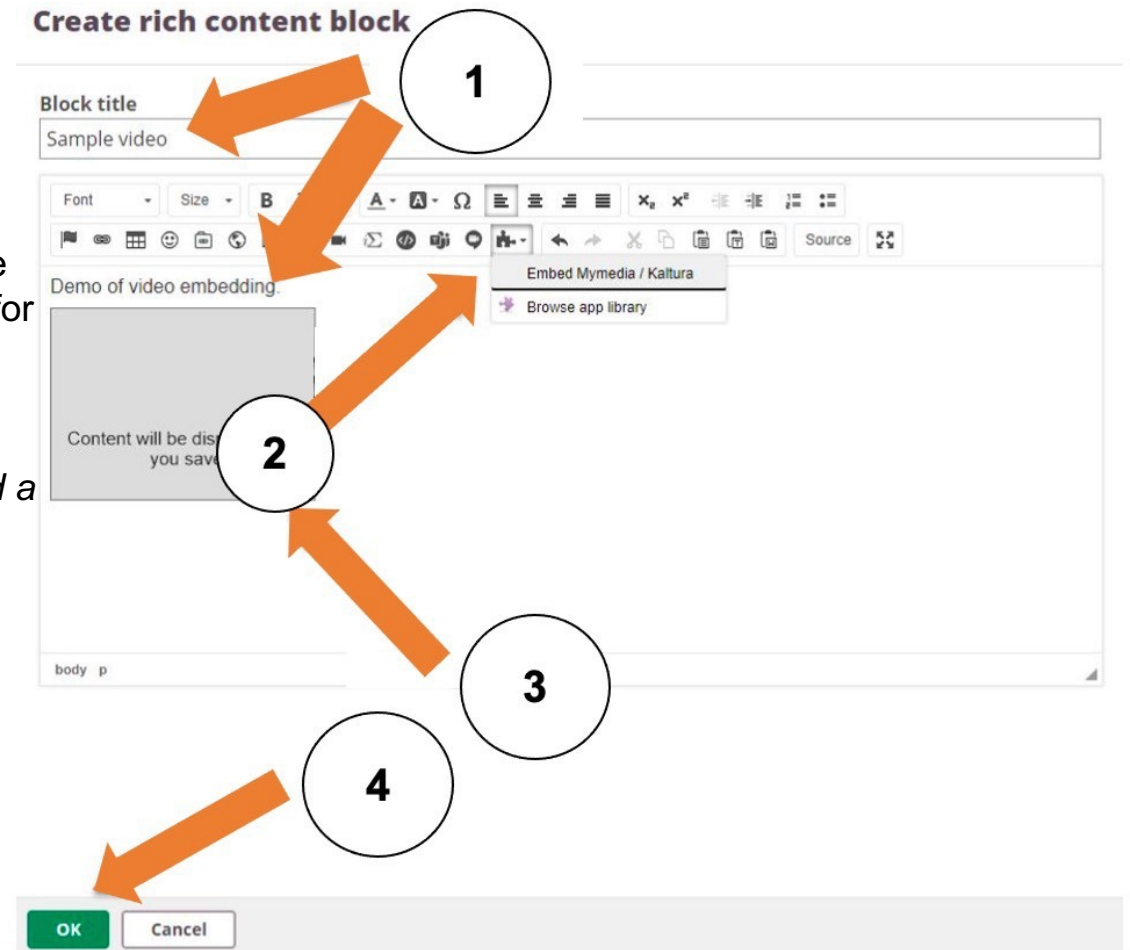
6.

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 (next slide).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

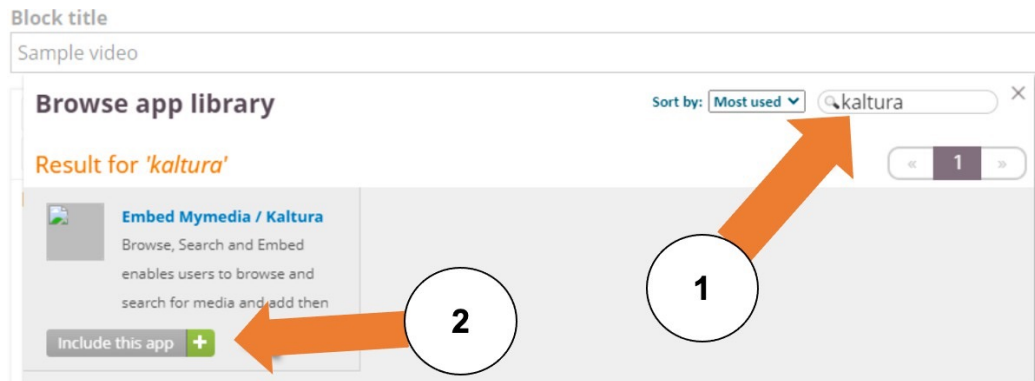**4.** Click 'OK' to save when you have added all your videos

7.

Add Mymedia 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 by

1. Searching for 'Kaltura'
2. Click '*Include this app'*

8.

Choose video in Mymedia

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
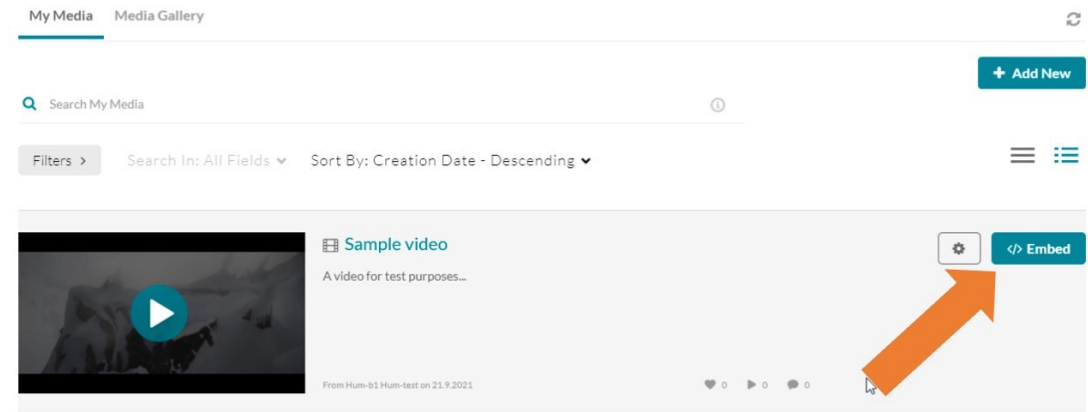

When you are done, click Save. Your video is now available to all who have been given access to the folder in which your video is embedded.
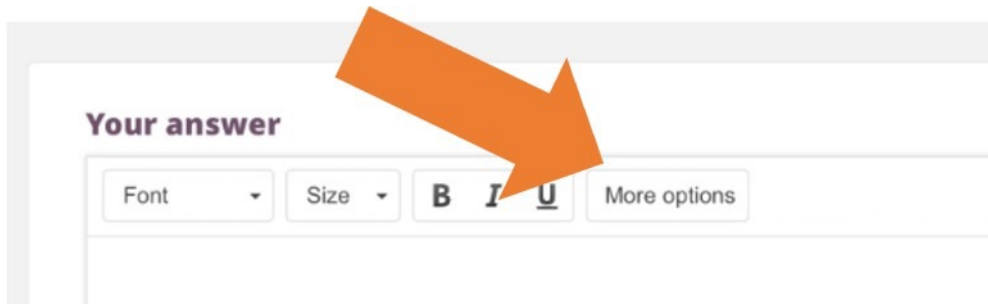
3. Hand in videos as part of an assignment

1.

If you need to hand in a video as part of an assignment, you can use the same procedure as already mentioned. You can also open your 'Assignment' and click 'Answer assignment'
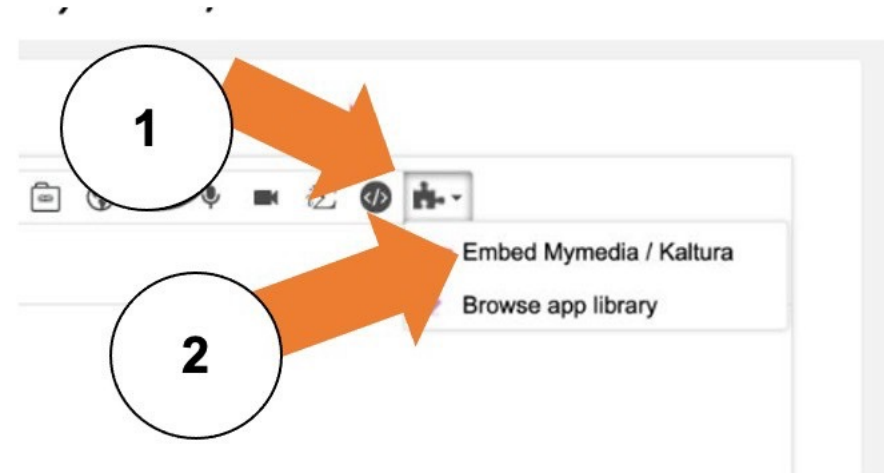
Answer assignment

2.

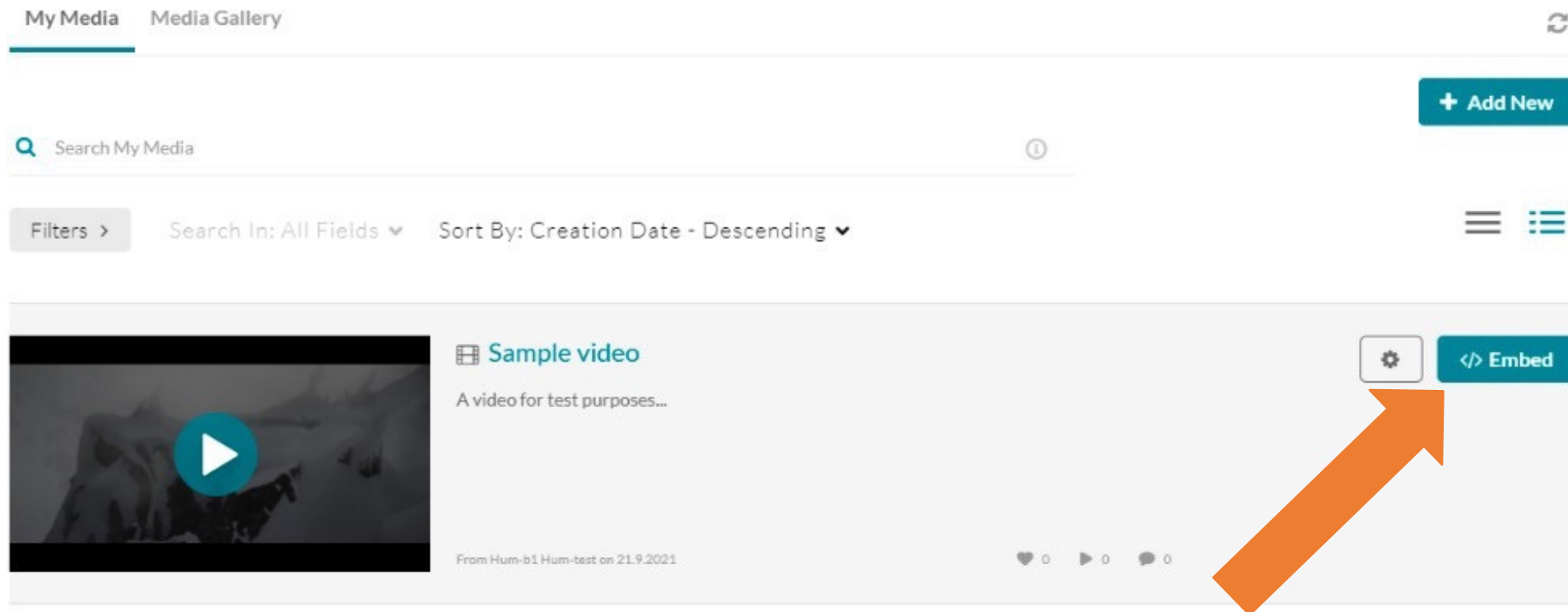Click 'More options' in the top window

3.

As soon as the menu item is open, you can click 'Add plugin' (the puzzle icon) and choose 'Embed Mymedia'

4.

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

5.

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

Would you like to submit media as assignment?

Yes, please

No, thanks

6.

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

Submit   Save as draft   Cancel