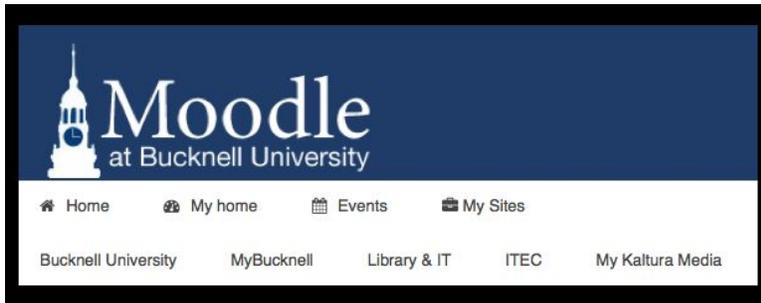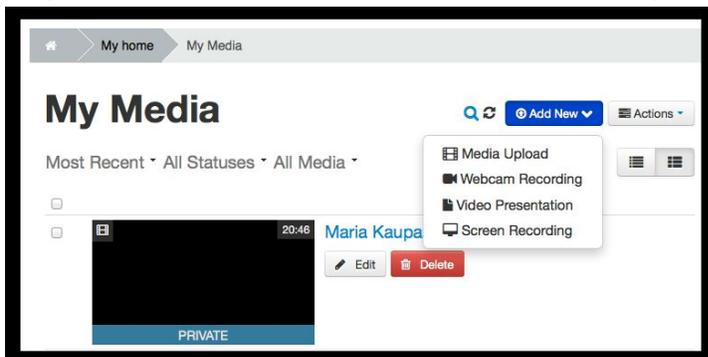# Moodle Video Galleries - Uploading and Publishing Instructions
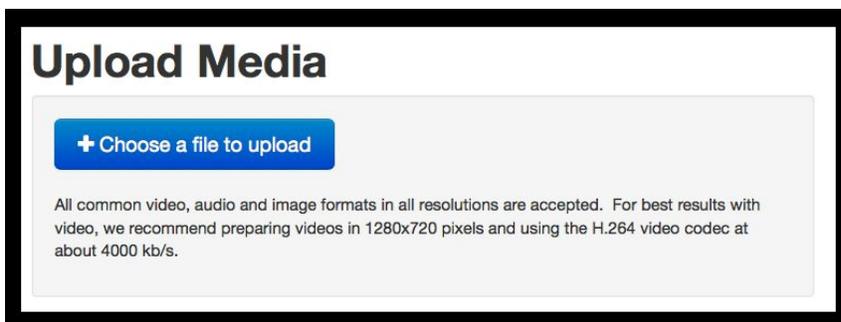
Uploading Files

Step 1. Go to your Moodle course site and click on the **My Kaltura Media** link from the menu bar.

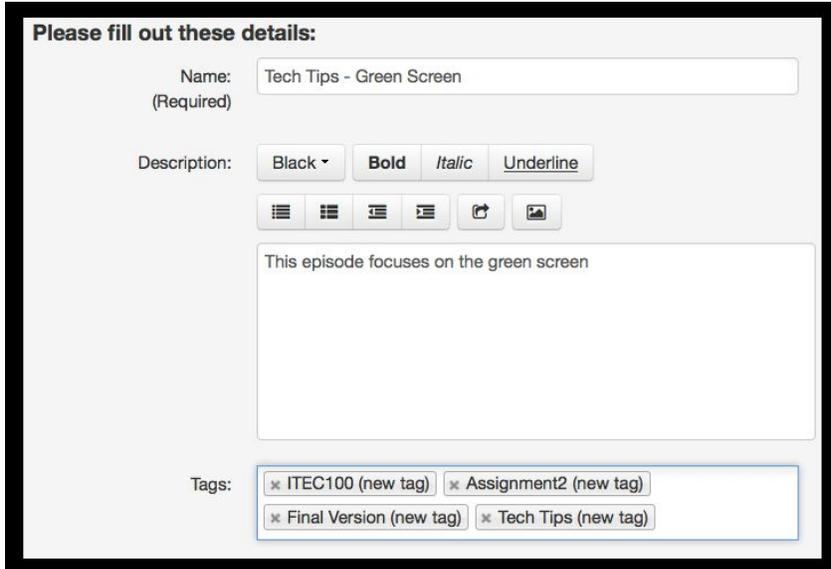**Step 2.** Click the **Add New** button, select **Media Upload**.

Step 3. Choose a file to upload.

Step 4. Select file from the Finder window, click **Open**. Fill in the various fields on the upload page. Please **rename** your file with a descriptive name, example: username_assignment_version.
Add tags to your file, example: course number, instructor name, assignment name.

Scroll down and click **Save**. You can now either go to the media, your My Media page or upload another file. It will take a few minutes for your video to be processed depending on the size of your video.

Publishing your Media

From your My Media page you will see a list of the files that you have uploaded, you can view in thumbnail or list view. Click on the file, the video will enlarge. From this page you have several options:

Share is used for obtaining embed code to add the file to a WordPress site or other website.

From the **Actions** drop down menu you can **Publish, Create Clip, Edit, or Delete** the file.
To Publish-
Step 1. Click the **Published** radial button
Step 2. Select the course that the video will be published to, be careful to add this to the correct course site.

Step 3. Click **Save** at the bottom of the selection field. Your video will now appear in the Kaltura Media Gallery of your Moodle course site.
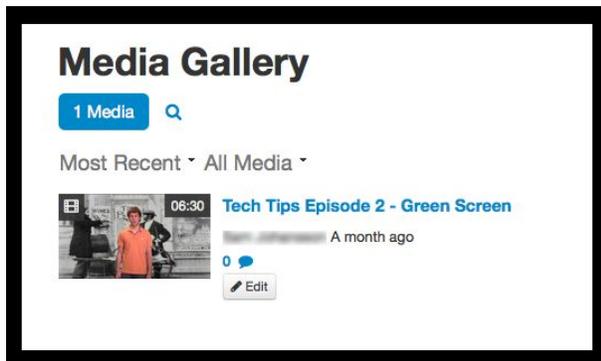
Create Clip - Sometimes you only want to publish a portion of the uploaded video, Create Clip will allow you to clip a portion of the video by setting new in and out points. Be sure to rename the new file so that you do not lose the original file. Follow the prompts on the page.

If you have questions about using Mediaspace, please contact *itec@bucknell.edu*.

Updated: 7/24/15