

# How to Record & Submit a Video in Moodle

With our Kaltura media service, you can upload an existing video file or record a new video directly in Moodle. Your video can then be shared with your peers through a discussion forum or submitted privately to your instructor through an assignment drop box.

**Before you begin:** It is recommended that you use Chrome or Firefox browser for uploading video.

## Step 1: Upload or Record Your Video Using Kaltura Media

To access Kaltura in Moodle, select “My Media” from the header menu. This is your personal media library. It can be accessed from anywhere in Moodle.

Select “Add New.” There are three options to pay attention to:

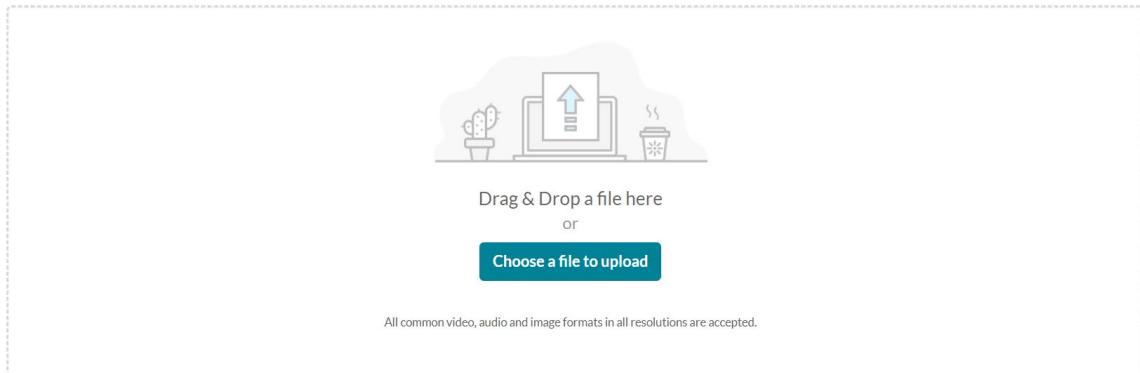
1. **Media Upload** to upload an existing video file from your computer
2. **Express Capture** to quickly record your webcam and microphone
3. **Kaltura Capture** to record your webcam, microphone, and computer screen (download required)

The screenshot shows the Moodle user interface. At the top, the navigation bar includes the Thompson Rivers University logo and links for 'Dashboard', 'My courses', and 'My Media'. A red circle with the number '1' highlights the 'My Media' link. Below the navigation bar, the page title is 'Student1 Test: My Media'. The main content area is titled 'My Media' and features a search bar, filters, and a list of media items. A red box highlights the 'Add New' button, with a red circle containing the number '2' next to it. The 'Add New' button has a dropdown arrow. Below the button, there is a list of media items, including a video thumbnail with a duration of 02:39 and a 'Published' status. The video thumbnail shows a close-up of a bookshelf. The interface also includes a 'Watch Later' button and an 'ACTIONS' dropdown menu.

## Media Upload

If **Media Upload** is selected, you will be prompted to select a file from your computer to be uploaded to your My Media space. Be sure to save your changes. If you choose to upload a video, you can skip ahead to Step 2.

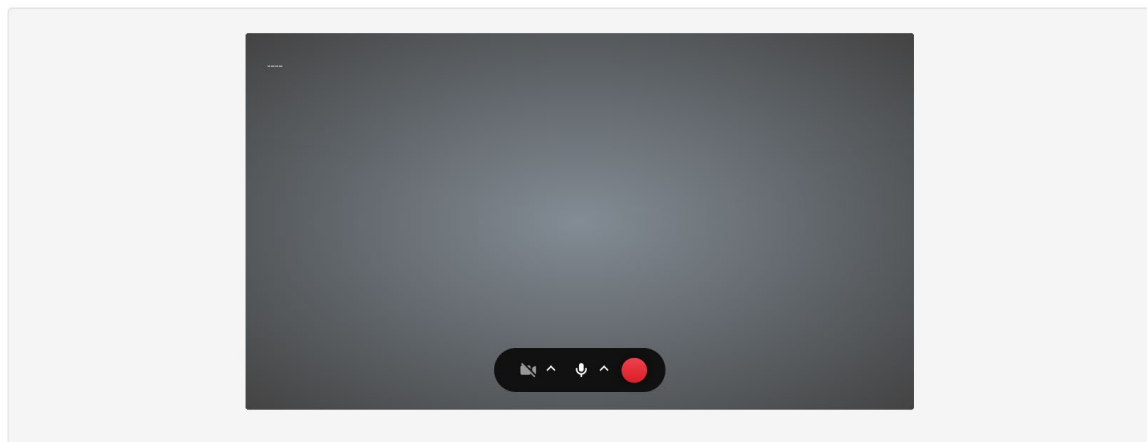
### Upload Media



## Express Capture

**Express Capture** is ideal for short introductory videos, as it only captures your webcam and microphone. The toolbar at the bottom allows you to configure your camera and microphone settings. Press the red button to begin your recording.

### Record Media

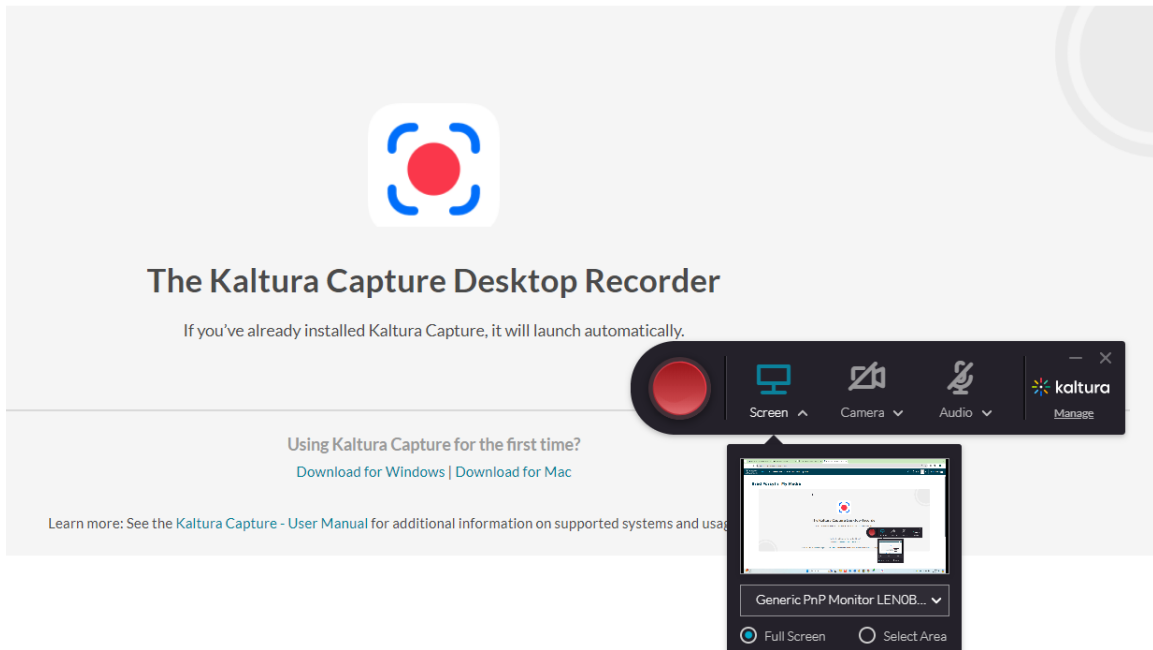


After you have finished recording your video, you will have the opportunity to review it and then choose to redo or save your video.

## Kaltura Capture

Kaltura Capture is a more robust recording option, giving you the option to record your camera, microphone, and your screen. This is handy if you are recording a project that includes presentation slides, for example.

Note that Kaltura Capture requires you to download the application to your computer. Once opened, you will have access to a moveable tool bar where you can configure your screen selection, camera, and microphone. Press the red button to begin recording.



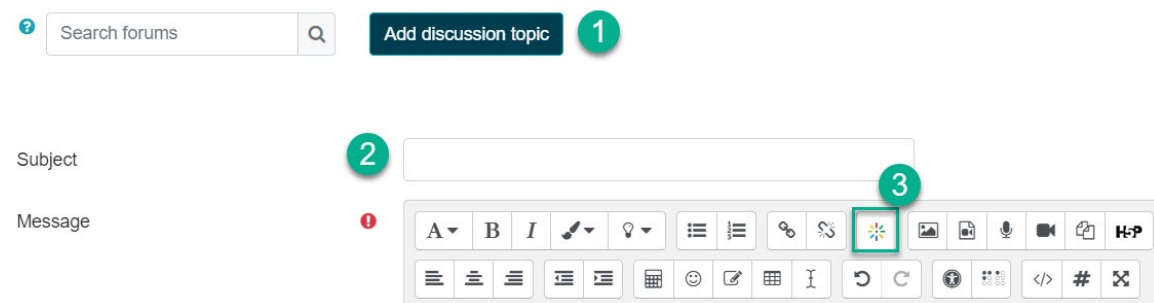
When you are done your recording, press the stop button. Give your video a title and click "Save & Upload." Your video will become accessible in your My Media space in Moodle once it has completed uploading. Note that this may take up to a few hours depending on the length of your video.

## Step 2: Submit Your Video

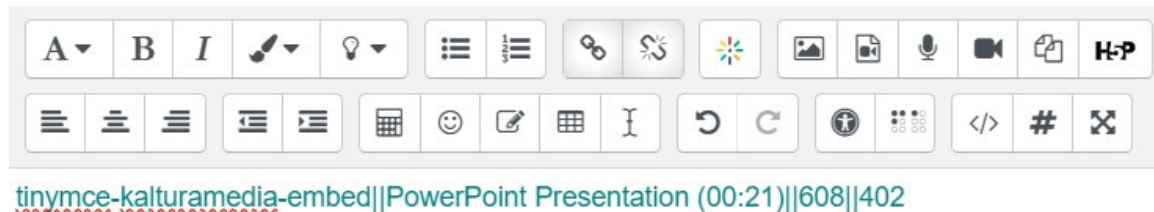
Once your video has been uploaded or recorded in Kaltura, you can then share it in Moodle.

### Sharing to a Discussion Forum

You may be asked to share your video to a Discussion Forum activity, to be viewed by your classmates. First, click on the discussion forum. Next, click the “Add discussion topic” button. Give your post a subject (e.g. “My Introduction”). In the text editor, click on the “Embed Kaltura Media” button.



A pop-up window will appear. Find your video in your My Media list, and click “Embed.” You will see the embed code in the text editor.



Click “Post to forum” to share your video.


### Submitting Your Video to an Assignment Drop Box

#### Access Your Assignment & Begin Your Upload

Find your assignment drop box activity. From within the assignment, scroll to the bottom to view your submission status. If no assignment has been submitted, you will see “no submissions have been made yet.”

Select the “Add submission” button to begin the process of attaching your video.

# Video Presentation Project

 [Add submission](#)

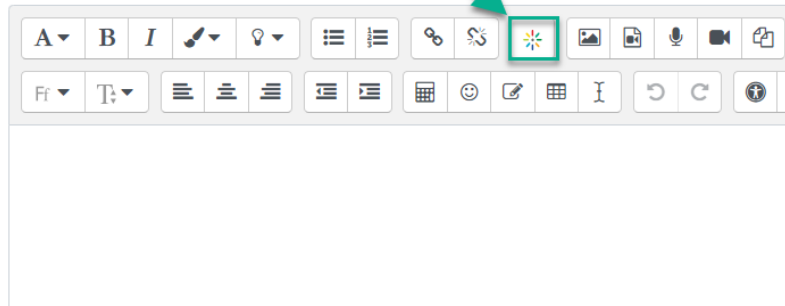
## Submission status

<b>Submission status</b>	No submissions have been made yet
<b>Grading status</b>	Not graded
<b>Last modified</b>	-
<b>Submission comments</b>	<a href="#">▶ Comments (0)</a>

Instead of uploading a file, select the “Embed Kaltura Media” button in the text editor.

### ▼ Add submission

Online text



The image shows a rich text editor toolbar. The 'Embed Kaltura Media' button, which features a colorful starburst icon, is highlighted with a green square and a green arrow pointing to it from the top right.

Depending on the device you are using, a new tab or window should open displaying the options highlighted below. Find your video in your My Media list and click “Embed.” If you did not follow the steps above to add your video to Kaltura, you can select “Add New” during this step to upload or record a video. Be sure to save your changes.

My Media Media Galleries Shared Repository

+ Add New

Search My Media

Filters Search In: All Fields Sort By: Creation Date - Descending

Kaltura Capture Demo

PowerPoint Presentation

Embed

Embed

## Review Submission Status & Submit

After uploading your video, you will have the opportunity to review your submission status. Note that your submission status is now in a draft stage, and you can preview your video. This means that your assignment has **not** been submitted yet. From here, you can edit or remove your submission.

Select “submit assignment” to complete your submission.

Submit assignment Edit submission Remove submission

### Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Monday, 16 September 2024, 4:00 PM
Online text	<p>+</p>

## Self-Declaration & Confirmation of Submission

To confirm your submission, you will first need to self-declare that your assignment submission is your own work by selecting the declaration checkbox.

Select “Continue” to confirm your submission.

### Confirm submission

This assignment is my own work, except where I have acknowledged the use of the works of other people. !

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

[Continue](#) [Cancel](#)

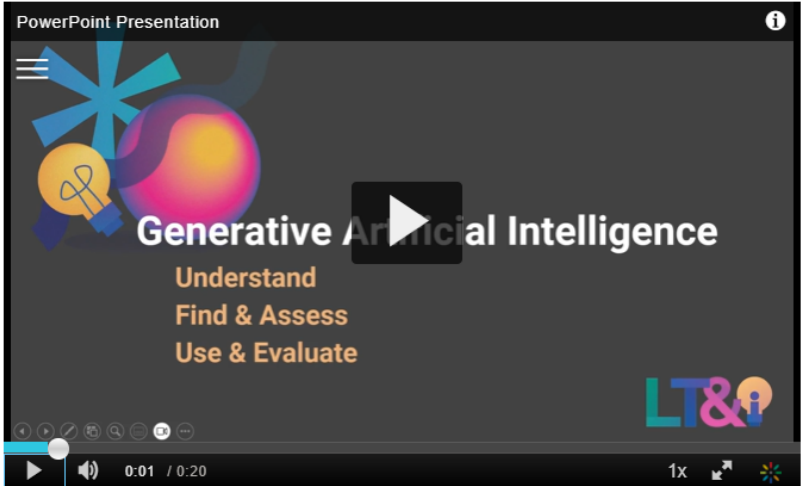
## Review Your Submission Status (Again)

Once your assignment has been submitted, your submission status will now display as “submitted for grading.”

You can also review your grading status, your file submission, and add any relevant comments to your submission.

You can return to review your submission status at any time by scrolling to the bottom of the assignment.

## Submission status

Submission status	Submitted for grading
Grading status	Not graded
Last modified	Monday, 16 September 2024, 4:02 PM
Online text	<p style="text-align: center;">+</p> <div data-bbox="581 1367 1378 1850"></div>