



# Vanderbilt University Center for Teaching



## Kaltura Workflow

This document provides a recommended workflow for using Kaltura in a course. Your media lives in **My Media**. Upload and create all of your media there. You can then publish your media to a course via the course **Media Gallery** or embed it in various locations in the course via **Insert Stuff**.

This workflow includes 3 areas inside Brightspace: My Media, Media Gallery, and Insert Stuff.

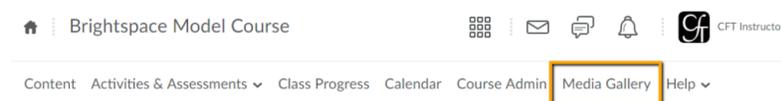
- 1.) Upload or create media in **My Media**.

Click **My Media** from the Brightspace homepage.  
Click **Add New** to begin uploading or creating media.



- 2.) Now that you have media uploaded to My Media, you can publish this media in multiple locations within the course. One consideration is to use the **Media Gallery** inside the course. The Media Gallery serves as a central location in the course where all Kaltura media can be viewed by the course users.

Click **Media Gallery** in the course navbar.  
Click **Add Media**.  
Select desired media, click **Publish**.





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- 3.) An additional place for inserting media in a course is the text box editor. This can be found anywhere in a course that allows typing, for instance: content description, discussion post, assignment instructions, or quiz question. The text box editor has a button called **Insert Stuff**. This button will allow you to insert your Kaltura media.
- Click the **Insert Stuff** icon in the text box editor.
  - Click **My Media** from the left-hand menu.
  - Select** the desired media, then click **Next**.
  - Click **Insert**.
  - Click **Update**.

