Vanderbilt University
Center for Teaching

Brightspace SUPPORT @CFT

<u>Submitting a Large Video file
for an Assignment</u>

Brightspace assignments will allow you to record or upload small media files, but there may be an assignment that requires a much larger file. Brightspace has a tool called Kaltura that will process this for you. There are a few steps to this process, so read through the guide thoroughly.

- Step One: Upload your video file to My Media (Kaltura)
- Step Two: Link your Kaltura video to the assignment

Upload your video file to My Media (Kaltura)

1. Record your video using the recording tool and device of your choice. This may be easiest to do using the camera app on your mobile device, or by using Kaltura Capture on your computer as shown in this guide.

2. Navigate to the Brightspace dashboard and select the **My Media** tab at the top of the page.
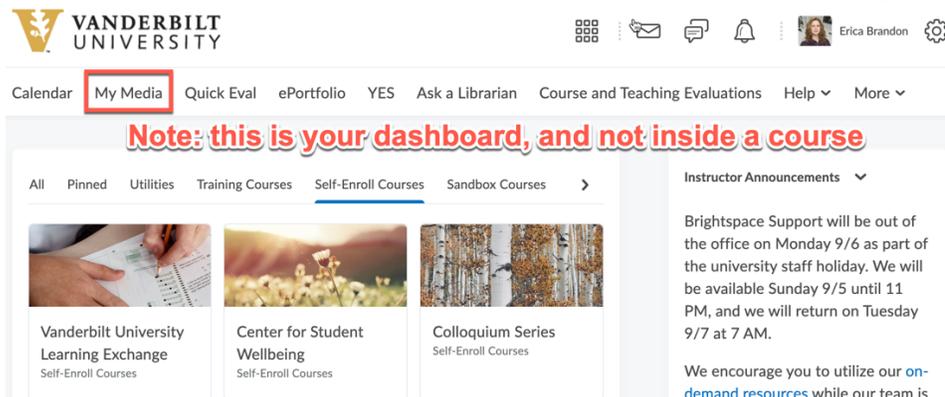
3. Select **Add New** and then **Media Upload.**

Updated September 2021
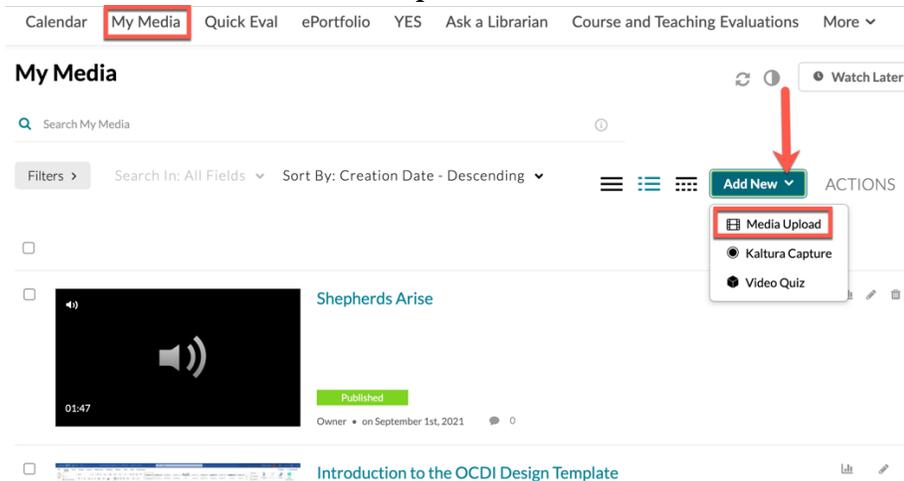
4. Navigate to your video file and fill out the information. **Be sure to add your instructor as a collaborator so they can view the video.**

Calendar   My Media   ePortfolio   YES   Ask a Librarian   Course and Teaching Evaluations   Help ⌄   Self Registra

Upload Media

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

Please fill out these details:

Name: (Required)
Nick Cave Feat - Live Performance

Description:
Black ⌄   Bold   *Italic*   Underline   ☰   ☷   ☲   ☱   🔗   🖼

This is a description of my video

Tags:
× musicians   × art   × social justice (new tag)

Co-Editors and Co-Publishers:
+ Add Collaborator

Select users that will be allowed to edit the content metadata and related assets (such as caption files) and/or to publish

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

5. You will see a message when the video has uploaded successfully.

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Step Two: Link your Kaltura video to the assignment

6. Go into your course assignment submission page. Find the Insert Stuff icon to link to your Kaltura upload.
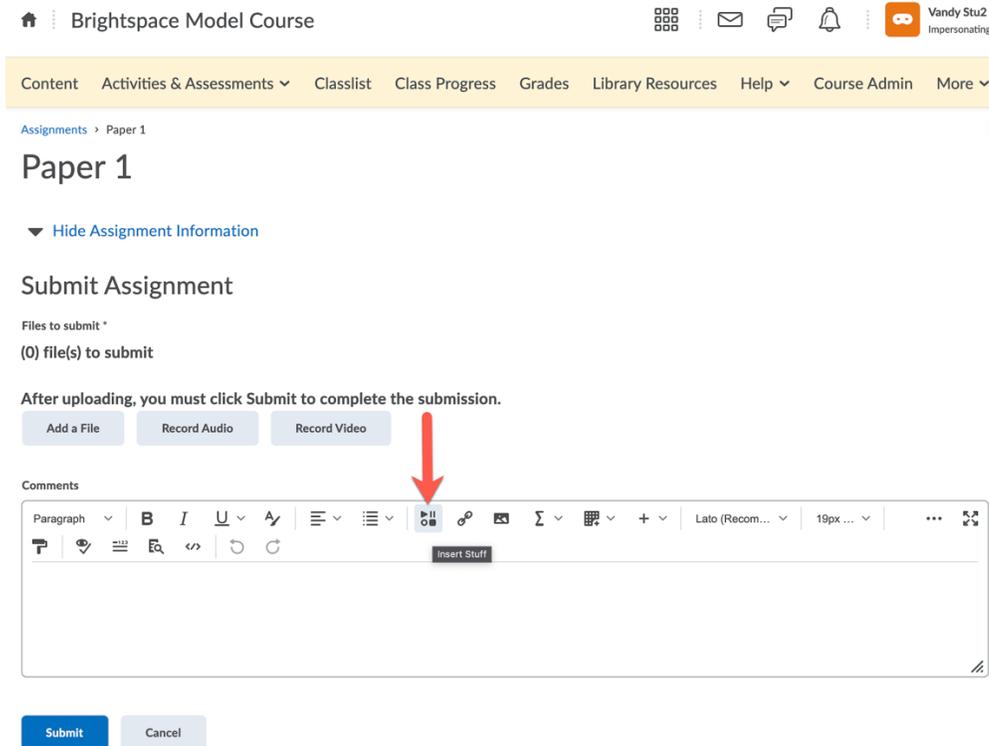
7. Scroll to the bottom of the list in the pop-up and choose **Insert Kaltura.**

   Insert Kaltura

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8. **Select** your video and **Insert** it into the assignment field. You'll see it displayed as a media player. You can also add text in the field. Be sure to **Submit** your assignment.

Assignments › Paper 1

Paper 1

▼ Hide Assignment Information

Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

| Add a File | Record Audio | Record Video |

Comments

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Hi Professor, here is the full video. Let me know if you have any problems viewing it. Thanks.

Nick Cave Feat - Live Performance   ⓘ

NICK CAVE
FEAT.

▶ ◀)) 0:00 / 1:43:53 |◀ 1x ⤢ ⤢ ✳

| **Submit** | Cancel |