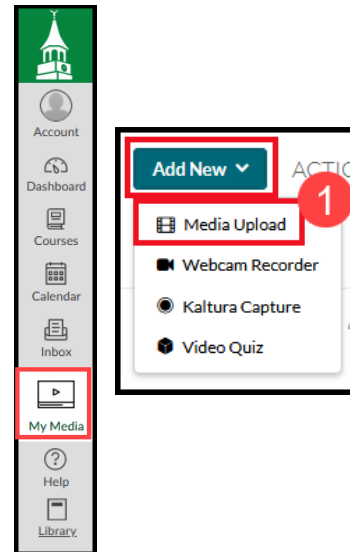


This documentation will cover steps on how to **Add New** and **upload a file to Kaltura**. If students are using a mobile device, they will need the Canvas Student App to login into Canvas. Currently, there are no limits to a file size uploaded to Kaltura. Keep in mind that large file sizes will take longer to process. For the full list of supported ingestion (Input) file formats and codecs, please refer to [What are the media file formats supported in Kaltura?](#)

Upload Media

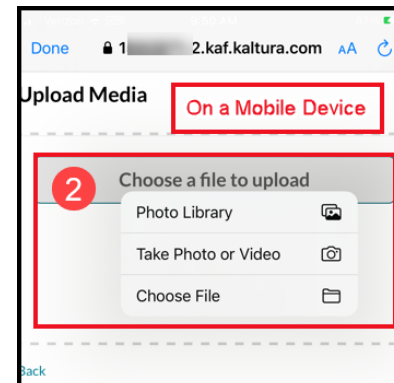
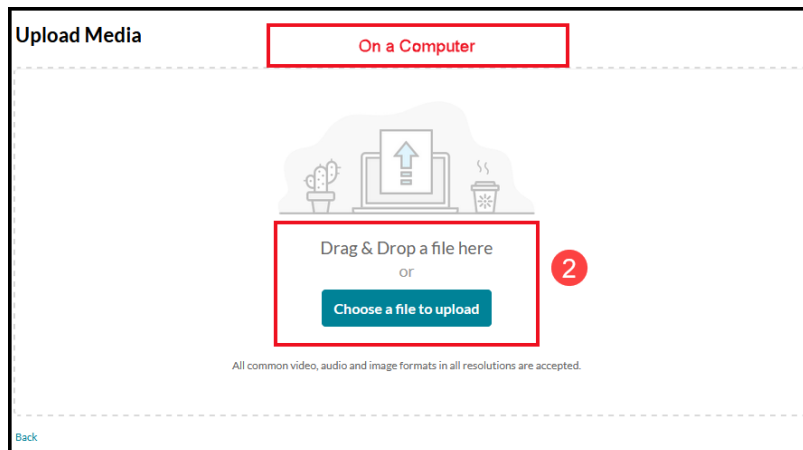
Students may already have a video on their computer or mobile device that they wish to submit to an assignment.

1. Go to **My Media** found on the global menu in Canvas.
From the menu click Media Upload.



2. An Upload Media page opens. On a computer, you may drag and drop a media file onto the screen or click the button to browse and locate your media file.

If on Mobile, you will click the button to choose a file to upload. You can pick from your Photo Library or other location or may choose to record from this spot.



Once media is uploaded to your “My Media” space, you can choose to edit if needed.

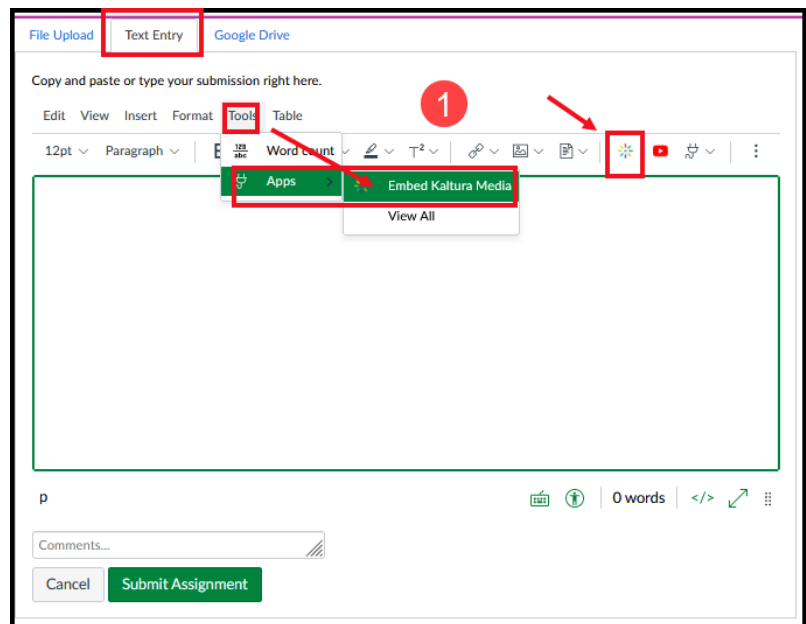
- Please review this tutorial on how to Edit parts of the timeline:
https://knowledge.kaltura.com/help/kaltura-video-editing-tools---editor-tab#multi_stream
- If you need to edit Captions, please review this information:
https://learning.kaltura.com/media/How+to+edit+captions/1_wgk4idbt/115993681

Use the directions below on how to submit to a Canvas assignment.

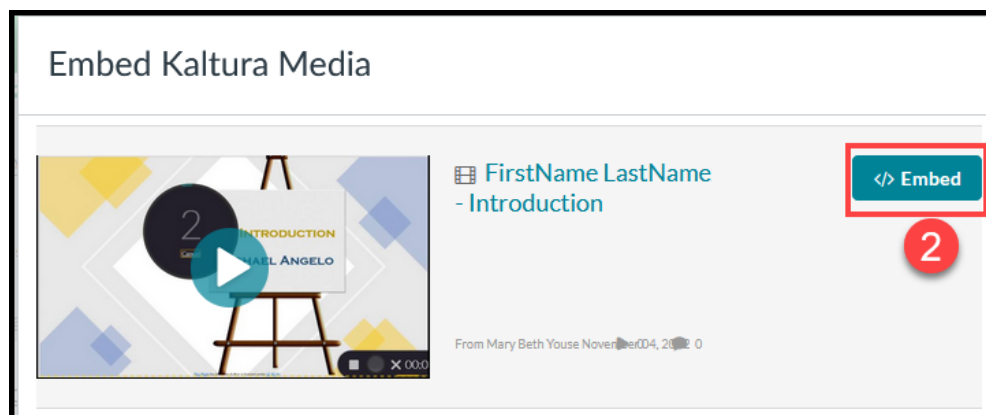
Submitting a Kaltura video in an Assignment:

1. Navigate to your Canvas Assignment.

- Click the green button **START Assignment**.
- Or, if you are in a Discussion Assignment, click Reply.
- **Using the Text Entry tab**, you will locate the Kaltura App from the Tools/App and find the Kaltura App from the menu.
- Or click the bottom row of the Rich Content Editor and click the starburst icon (Embed Kaltura Media) tool.



2. This will take you to your My Media repository, where you can **click the Embed button to add** your video.



3. Back at the Assignment level:

- Click **Submit Assignment**.
- OR, if you are in a Discussion, click **Post Reply**.

