

LTU Play – How to upload media files in Canvas

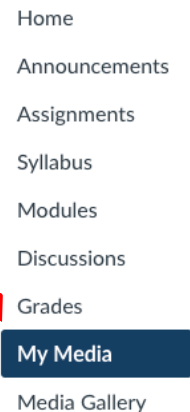
LTU Play is a media service based on the Kaltura media platform (<http://kaltura.com>) which is integrated with Canvas. LTU Play allows instructors to manage media from their computer and publish to Canvas course rooms.

Note: If and you do not see *My Media* and *Media Gallery* in your Canvas course menu on the left side in Canvas, click on Settings and then the Navigation Tab. Click and drag both My Media and Media Gallery to the top section, then click Save at the bottom of the page.

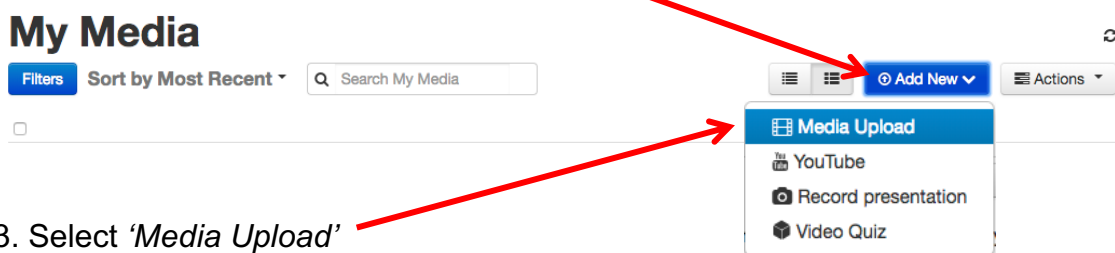
Step 1: Upload media from your computer to Canvas

These are the steps to upload existing media from your computer to Canvas:

1. From Canvas room main menu, click on 'My Media'.
'My Media' is you own private media library.

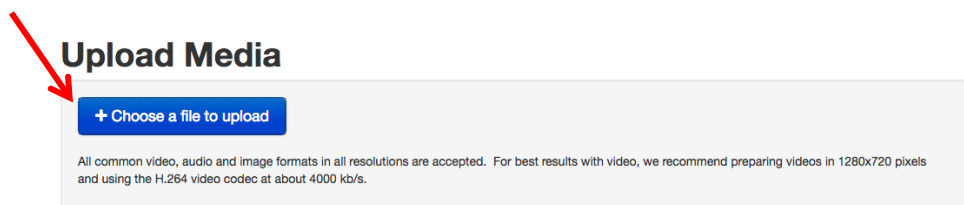


2. Select the 'Add New' dropdown menu



3. Select 'Media Upload'

4. Click 'Choose a file to upload' and select the file you want to upload from your computer.



5. As your file uploads, give your recording a Name. A brief Description, and/or Tags to facilitate with searches.

Upload Media

zoom_0.mp4

100% of 894Kb

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

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline

Tags:

6. Click 'Save' at the bottom when you are satisfied with the information, even though the file is still uploading (the upload will continue as long as you not closed your browser window).

Step 2: Add a recording to your Canvas course room.

You have two options: Either show your media in the Canvas room '*Media Gallery*' OR embed media from the Canvas rich text editor. Both options are shown below.

Option 1: Add media to 'Media Gallery' in Canvas

1. Click Media Gallery

2. Click Add media

V16

Home

Announcements

Assignments

Syllabus

Modules

Discussions

Grades

My Media

Media Gallery

Media Gallery

0 Media

No Media Found

Actions

+ Add Media

3. Tick the checkbox next to the media you want to publish (one or more) and click *Publish*


Media Gallery
0 Media


Add Media
Select one or more media items to add to the current gallery


My Media
Sort by Most Recent View All Statuses View All Media View Media I Own

Search My Media

☐ ☐ ☐

☐  Pedagogic during lunchbreak -Individuella betyg i grupparbeten
Fredrik Backlund och Rickard Garvare delar sig av sina praktiska erfarenheter och utmaningar från en helrenovering av LTU-kursen K7004 Kundfokuserad Produktutveckling.
pedagogy hpc
0 3 Minutes ago

☐  zoom_0.mp4
0 4 Hours ago


☐  LTU, Luleå tekniska universitet - Luleå University of Technology


The published media will be viewable to all participants in the Canvas course room.

The result look like this after publishing your media to Canvas '*Media Gallery*':

Media Gallery
2 Media

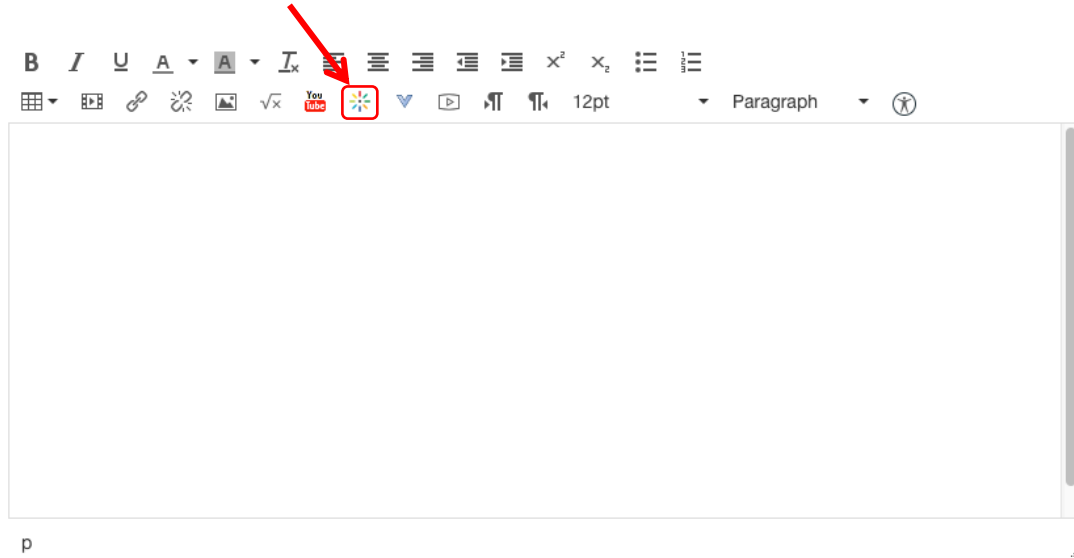
Sort by Most Recent View All Media

 zoom_0.mp4
From Jan Nyström 4 Hours ago

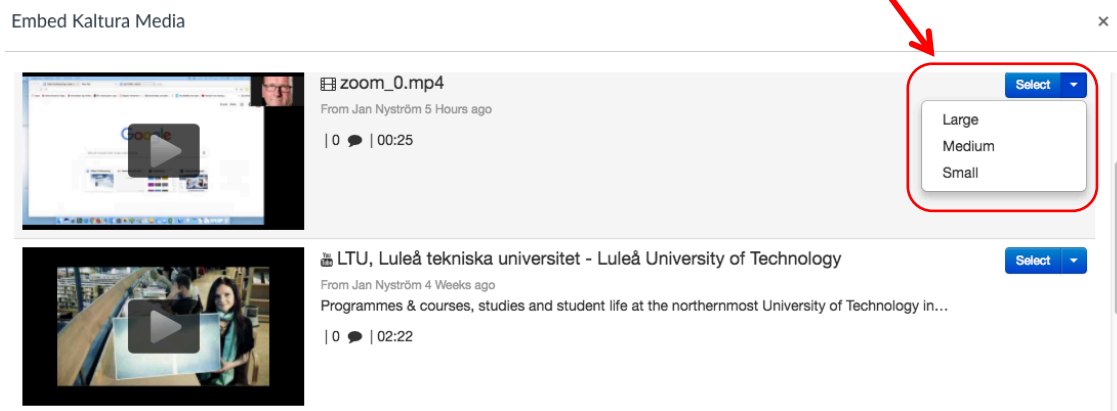
 LTU, Luleå tekniska universitet -...
From Jan Nyström 4 Weeks ago

Option 2: Publish your media with Canvas rich text editor and embed within Pages, Assignments, Discussions etc.

1. Click the Kaltura icon in the editor



2. Select the media you want to insert by choosing the size of your embedded media.



3. Your media is now embedded on the page and will be visible for course participants when you click *Save and publish*.

