



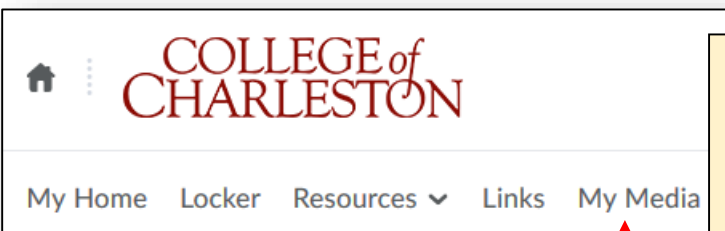
Using the My Media Tool in OAKS

Note: The **My Media** tool in **OAKS** can be accessed from the **My Home** page in **OAKS**. The **My Media** tool can be used to upload new media to **Kaltura** (*Kaltura is a media creation and management platform that is integrated into OAKS. It enables you to create/upload videos that can be viewed on any device*).

- Kaltura allows you to upload existing media, record from your webcam, easily turn presentations into video.
- You can use Kaltura to record presentations and other video Assignments.

****If MediaSite is required for use by your instructor to view course related content, get with your instructor for specific instructions on accessing that content.**

Inserting Media into My Media

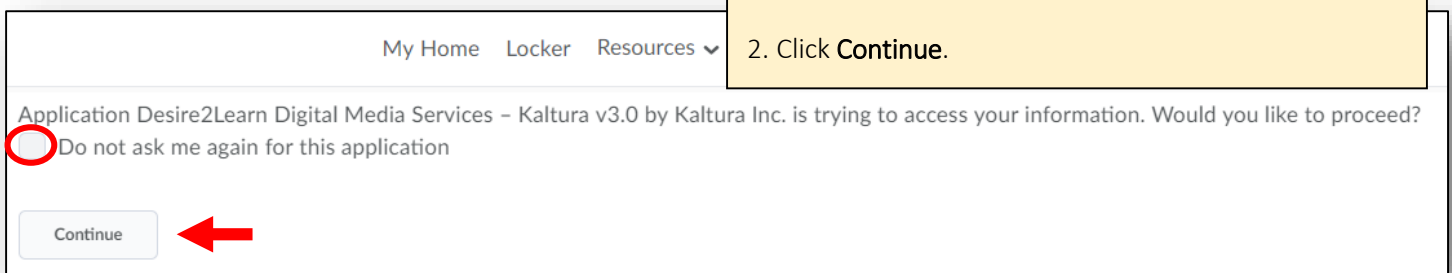


1. On the **My Home** page in **OAKS**, click the **My Media** link in the navigation bar.

****When you click on the **My Media** link in the navigation bar, you will be directed to log into OAKS again with your account information.**

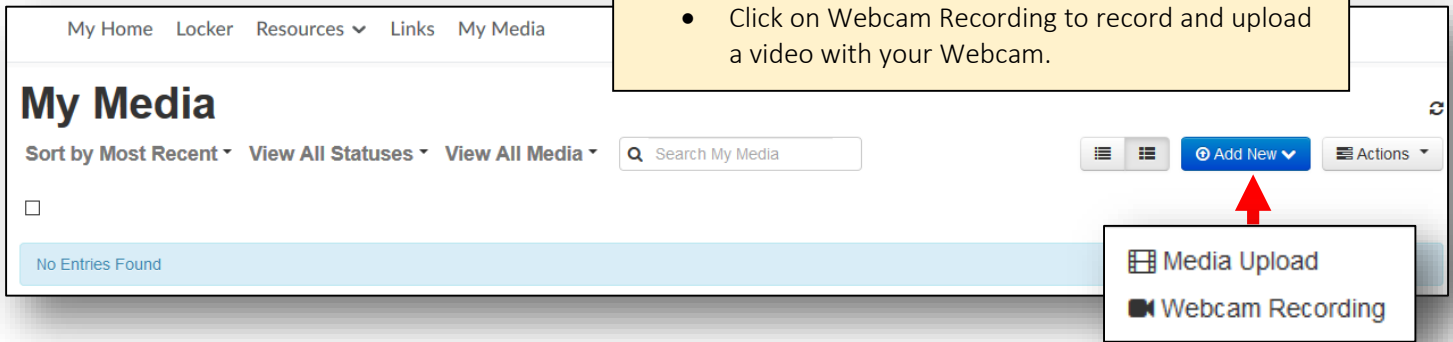
Once you are signed in, you will be prompted with an application request. If you do not want the question to be asked again, click the **Do not ask me again for this application box** (see screenshot below).

2. Click **Continue**.

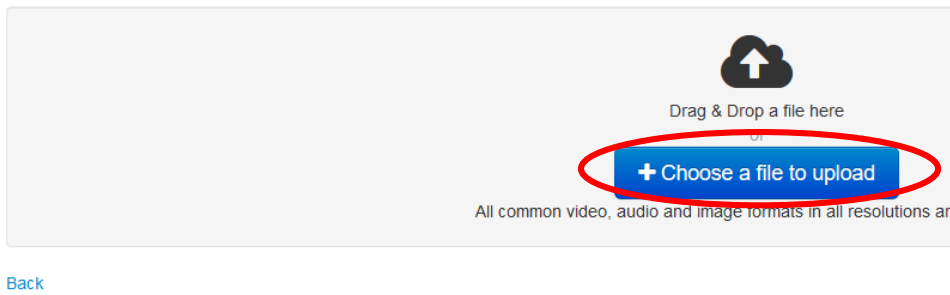


3. Click the **Add New**. The drop-down menu enables you to choose which kind of media file you want to upload:

- Click on Media Upload to upload a file from your computer
- Click on Webcam Recording to record and upload a video with your Webcam.



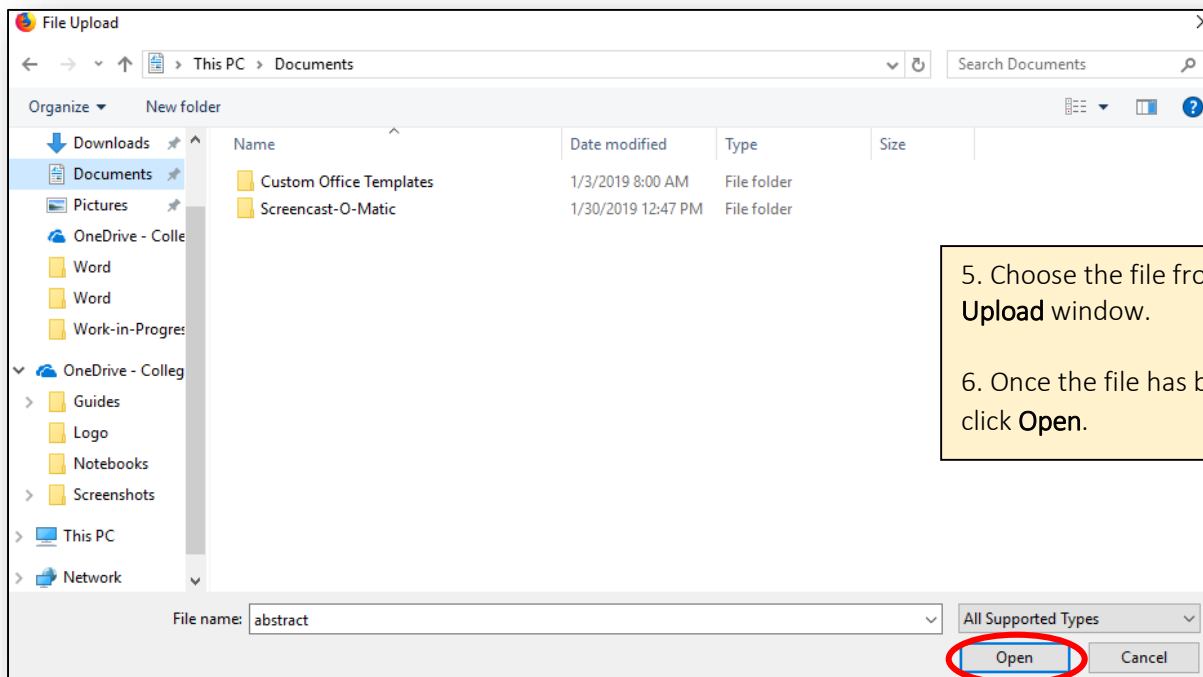
Upload Media



4. To upload a file, click the blue **+Choose a file to upload** button.

See the list below for common video/audio file formats that are accepted:

- .mp4
- .mov
- .avi
- .wmv



5. Choose the file from the **File Upload** window.

6. Once the file has been selected, click **Open**.

Upload Media

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

Please fill out these details:

Name:
(Required)

Description: Black ▾ **Bold** *Italic* Underline ☰ ☰ ☰ ☰ 🔄 🖼️

Tags:

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. ✕

- 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

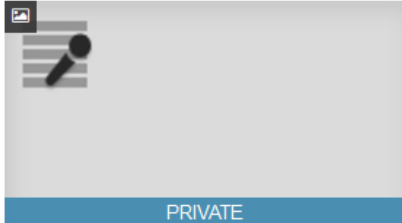
You will see the **Upload Completed** confirmation at the top of the screen.

7. Fill out the details of the upload (*Name, Description, etc.*)

8. Click **Save** then **Go to My Media**

My Media

Sort by Most Recent ▾ View All Statuses ▾ View All Media ▾

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When completed, you will see the uploaded video file in the **My Media** library.