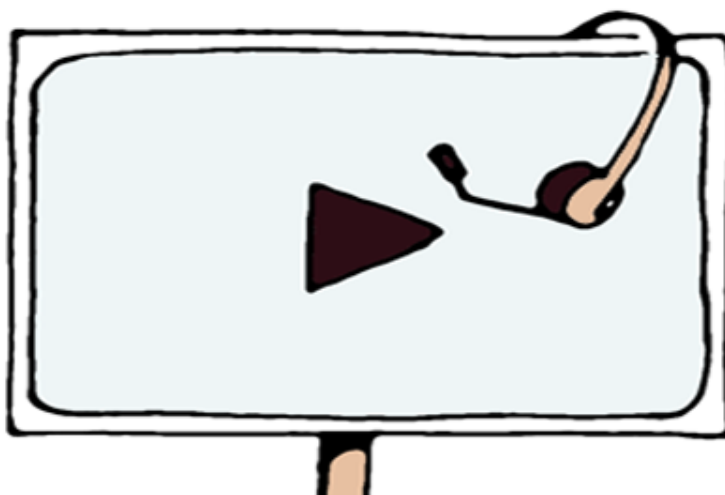




Share your media in Media Gallery in Absalon

Guide for students and teachers to Kaltura Media in
Absalon



Share your media in Absalon

This guide aims to make students to share media in Absalon. The service behind is called **Kaltura**. You can access your uploaded media files in 'My Media' in all courses in Absalon.

My media is your own private repository.

Media gallery is a shared media repository for the specific course.

About this guide:

The instructions are given in three columns: **Stage** is the steps you have to go through to perform a task, **Explanation** gives a short description of the individual step and **Navigation/Key** gives a hint of what to look for in the user interface, for example a button.



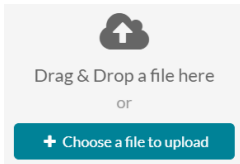
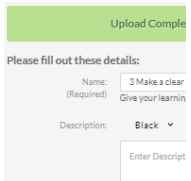

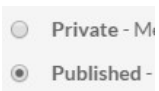

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Share your media in Absalon

Upload to My media

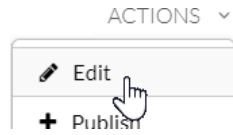
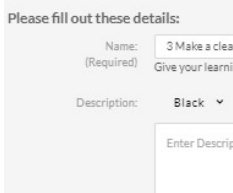

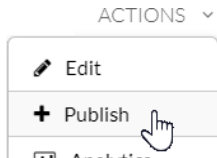
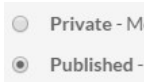
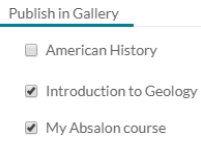

My media is your private media repository. You can upload any type of media file to My media and then publish or share it.

Stage	Explanation	Navigation/Key
Open your course	Find the course on Absalon, e.g. the Dashboard, to open it	
Find My media	You can find My media in the course navigation menu by scrolling down. (If it is hidden, go to 'Settings ⇒ Navigation')	<p>People</p> <p>My Media</p> <p>Media Gallery</p>
Go to 'Add new' and choose 'Media upload'	Choose to upload a new media file	
Choose media file	You can either drag and drop a media file or browse for the file. Most video, audio and image file formats can be uploaded. If you save now, your file is only visible to you (private).	
<p>Publish the media file When you have uploaded the media file, you must save some information to publish it in the same flow.</p>		
Fill out the form	When uploading, you can fill out a form with title, description, tags, subjects etc. The information is mandatory if you want to publish and share the media with other users. Remember to choose the right copyright license. Read more	
Save the information	Before you can publish (share content with others in courses), you must save the form you have just filled out.	
Publish the media	When you have saved the form, you can either publish it or keep the file private.	
Choose course(s)	Mark the course(s) where you wish to share the media.	<p>Publish in Gallery</p> <p><input type="checkbox"/> American History</p> <p><input checked="" type="checkbox"/> Introduction to Geology</p> <p><input checked="" type="checkbox"/> My Absalon course</p>
Save the information	When you save, you publish the media to the Media gallery of the selected courses. <i>Your teacher will probably have to approve the media for others to see it.</i>	

Share your media in Absalon

Publish a media file later

If you did not fill out the form and publish the media file when you uploaded, you can follow these steps. If you do not fill out the form, the media file can only be private.

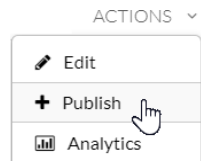

Stage	Explanation	Navigation/Key
Go to edit	Choose the media in My media . Find ACTIONS below the player and in the drop-down menu choose Edit.	
Fill out the form	In the Details tab, you can fill out the form with title, description, tags, subjects etc. The information is mandatory if you want to publish and share the media.	
Save the information	Before you can publish, you must save the information.	
Go to media	For the next step, you should leave the edit mode by clicking 'Go to media' or clicking on the title.	Go to media
Go to publish	Find 'ACTIONS' below the player and in the drop-down menu choose 'Publish'.	
Publish the media	Choose 'Published'	
Choose courses	Mark the courses where you wish to show the media*	
Save settings	When you save, you publish the media to the Media gallery of the selected courses. Your teacher shall probably <i>approve the media</i> for others to see it.	

***Please note!** When publishing a video to a Media Gallery, all users on the course can share the video by using the embed code.

Share your media in Absalon

Unpublish a media

If you no longer want to have a media file in the Media gallery, you can unpublish it.

Stage	Explanation	Navigation/Key
Go to publish	Open the video in My media and find ACTIONS below the video. In the drop-down menu, you will find Publish.	
Unpublish everywhere	Choose to mark the media as private in order to unpublish it everywhere	<input checked="" type="radio"/> Private - Media page <input type="radio"/> Published - Media pa
Save your choice	Confirm your choice by pressing Save	
Answer the question	When pressing OK, the media will disappear from all media galleries.	