

# Kaltura Extension for Moodle Essentials- Overview & Exercises

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## Let's Practice

Login to your Moodle account.

## Upload

1. Go to "My Media". (My Media maybe located in the navigation bar under "Site Home".
2. Click "Add New".
3. Select "Media Upload".
4. Choose the file you want to upload and complete the upload process.

## Edit Entry

1. Go to your media page, click on the “Actions” menu and select Edit.
2. Add a "training" tag via the "Details" tab.
3. Change the entry’s thumbnail by grabbing a frame from the video itself.
4. Add an attachment.

## **Publish to a Course Media Gallery**

1. Go to My Media.
2. Check one entry.
3. Click on the “Actions” menu and select “Publish”.
4. Check the box of the course you want to publish to.
5. Click Save.

## **How to Create a Course Playlist**

1. Go to the “Media Gallery” tab.
2. Click “Channel Actions” and select "Edit".
3. In the Playlist tab click "Create new" > "Manual Playlist".
4. Name the Playlist, add a Description and add the media.
5. Save the playlist.

## **Publish in Context**

1. Go to any course and add a new content page (announcement, assignment, etc.).
2. In the rich text editor of the content page click "Embed Kaltura Entry".
3. Select an entry from the list . You can choose from your My Media, Media Gallery and Shared Repositories"
4. Click “Embed” . You can choose the embed settings by clicking "Embed settings".
5. Click Save.