

Adding Kaltura Media via the Rich Text Editor in Brightspace D2L

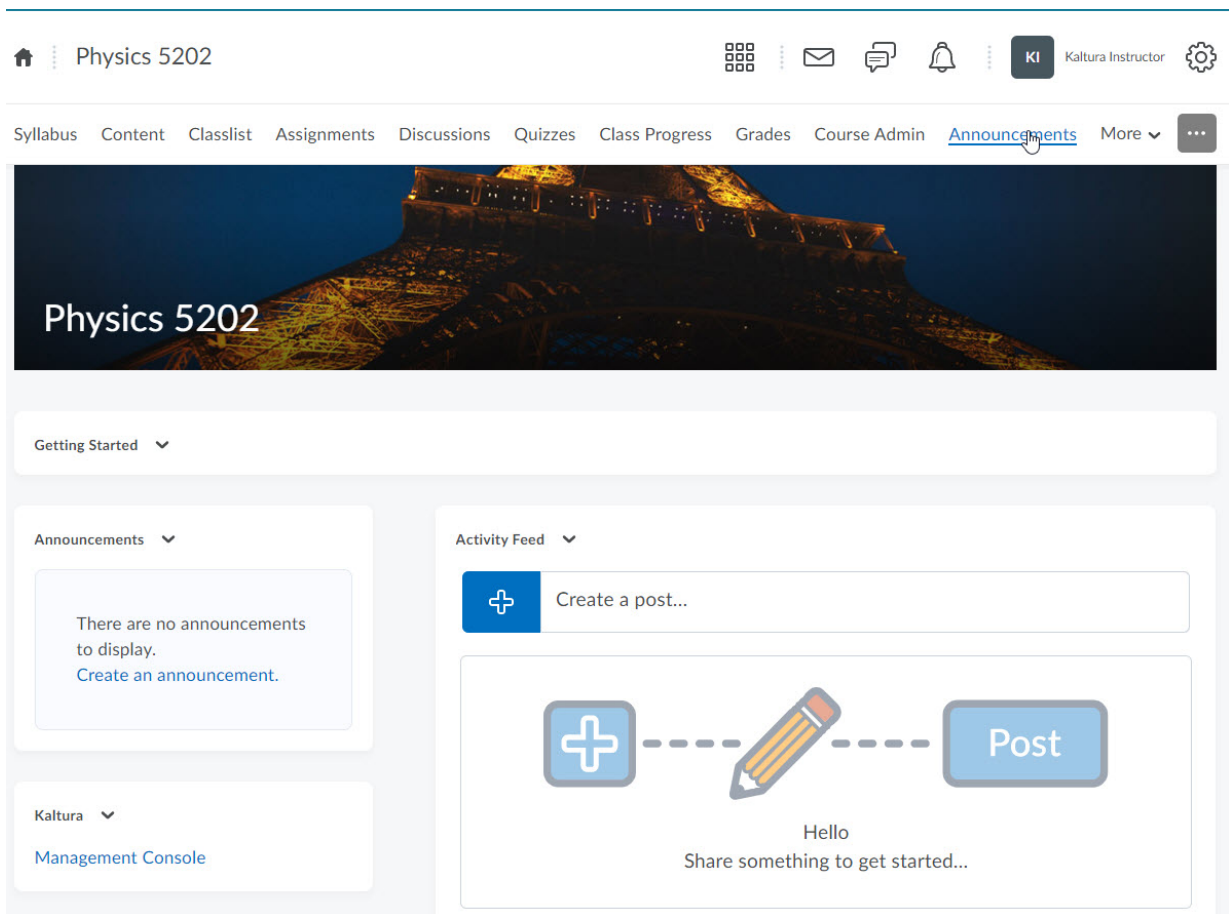
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Embedding Kaltura Media through the Rich-Text Editor

The KAF rich text editor integration may be used to embed media where the rich-text editor is available, such as in announcements, assignments, discussions, forums, etc.

To embed Kaltura media through the rich-text editor

1. Click on a menu item in which the rich-text editor is available. For the purposes of this article, we show a D2L user clicking on the Announcements menu item.



The page associated with that menu item displays. For the purposes of this article, we show the Announcements page.

Announcements

New Announcement More Actions ▾

There are no announcements to display. [Create an announcement.](#)





2. Click the button to add (here we clicked on the **New Announcement** button). The rich-text editor displays.


New Announcement

General

Headline *

Content *

Rich-text editor toolbar:  Paragraph ▾ **B** *I* U ▾  Font Family ▾ Size ▾   ...



Availability

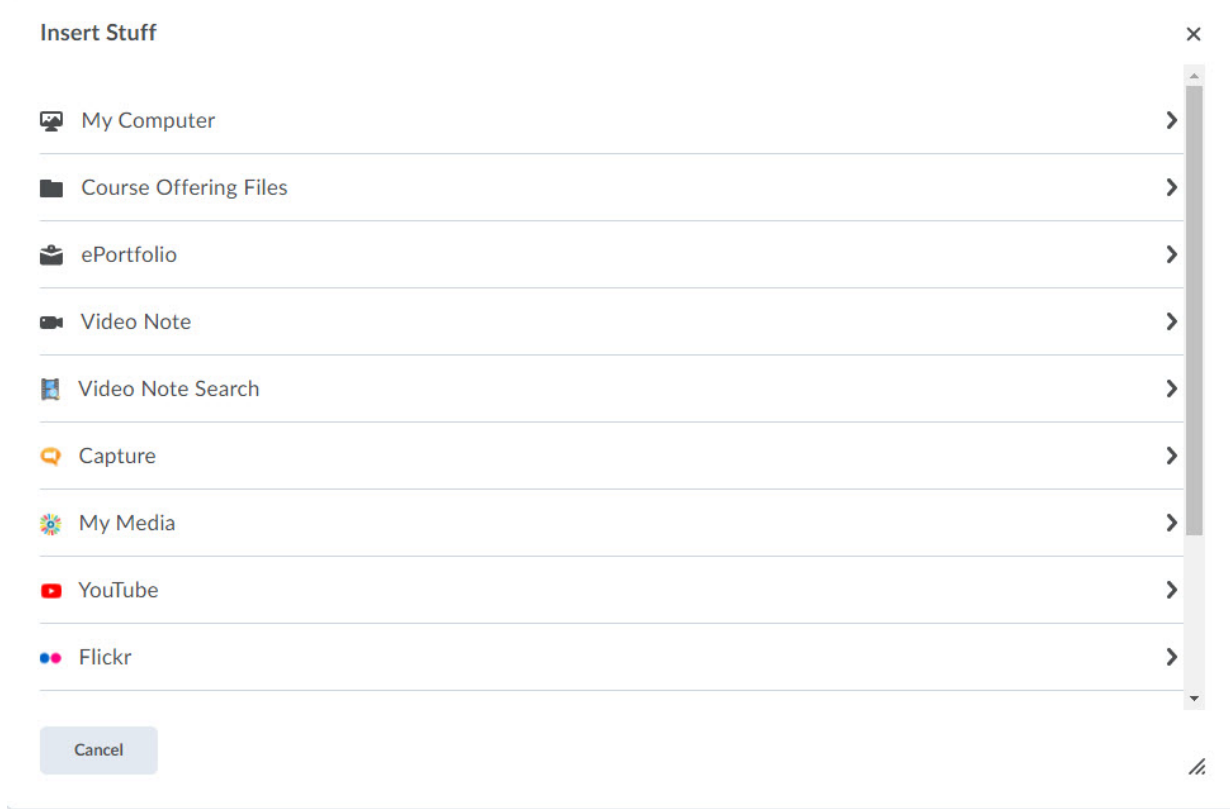
Show Start Date

Publish Save as Draft Cancel

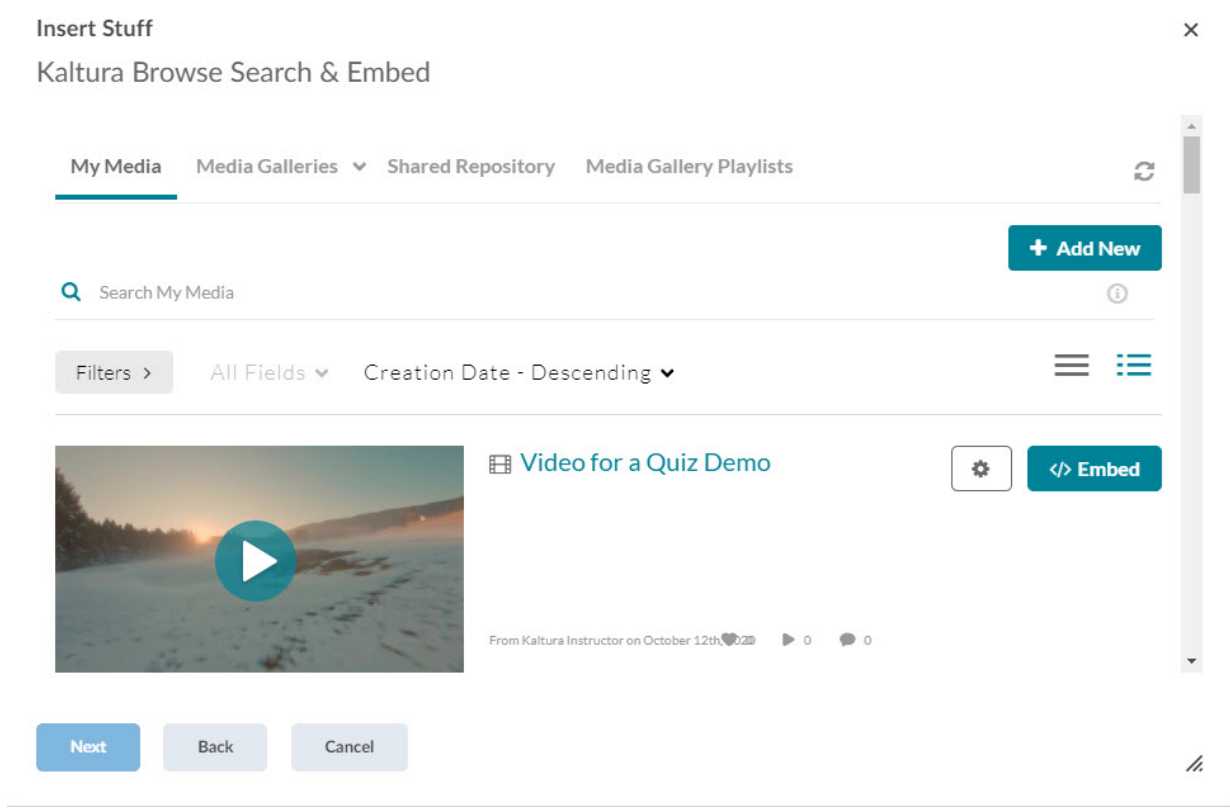
3. Click the **Insert Stuff** button.



The Insert Stuff window displays.





4. Scroll down and click on Kaltura Browse Search & Embed. The Embed Kaltura Media window displays.



A user can browse and search media to embed from My Media or from any other source configured (Media Gallery, Shared Repository, and Media Gallery Playlists, for example), then embed it into a content type of the hosting application.

Note: In order to embed Media Gallery Playlists,

- a. Your Administrator must enable the [channelplaylists module](#)
 - b. Your Administrator can (optionally) [set a dedicated playlist player](#), and
 - c. The Course Owner must [create a Media Gallery Playlist](#)
5. You can add new media or select from existing media.
- a. To add new media:
 1. Choose the appropriate source (for example, My Media, Media Gallery, Shared Repository, or Media Gallery Playlists). The Kaltura Media Search is available in every tab. For more information see the [KAF Search Functionality](#).
 2. Click the **+ Add New** button to see the list of options for adding media. See [My Media Upload/Add Media](#) for more information.
 3. After upload is complete, you change the embed settings by clicking on the Settings icon:  Access to change the embed settings depend on your site's configuration. If configured, you can select different players and player sizes that have been pre-configured by your system administrator for the type of media you choose to embed. See [note](#) about Save and Embed Settings.
 4. Click the **Save and Embed** button.
 - b. To select from existing media:
 1. Choose the appropriate source (for example, My Media, Media Gallery, Shared Repository, or Media Gallery Playlists). The Kaltura Media Search is available in every tab. For more information see the [KAF Search Functionality](#).
 2. For the desired menu item, you change the embed settings by clicking on the Settings icon:  Access to change the embed settings depend on your site's configuration. If configured, you can select different players and player sizes that have been pre-configured by your system administrator for the type of media you choose to embed. See [note](#) about Save and Embed Settings.
 3. Click the **Embed** button.
6. After media added or selected, you may:
- a. Type a topic title
 - b. Choose where to post this media
 - c. Add attachments
 - d. Make additional configurations related to posting time, comments, podcasts, and likes
7. Click **Save**.