Submit a media assignment in Moodle (legacy)

Content updated: 03/20/2025

This article is designated for students.

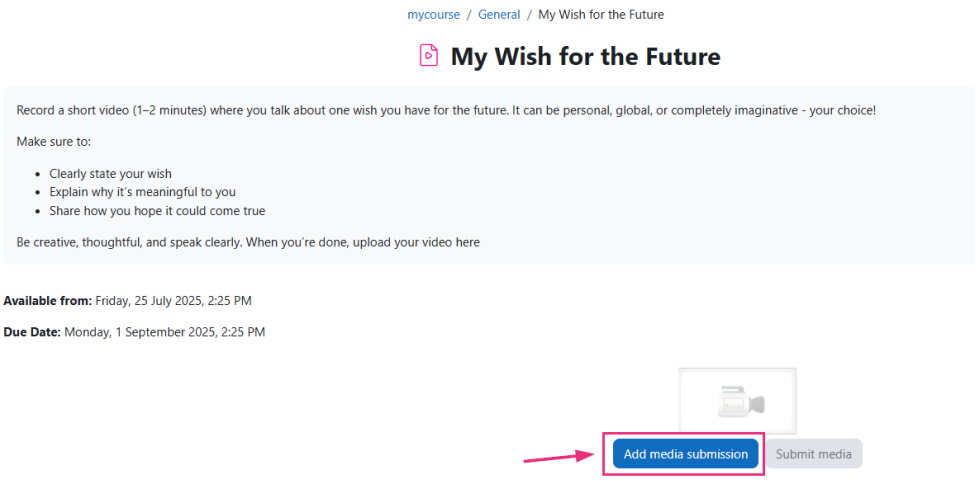
About

This guide walks you through how to submit a media assignment in Moodle.

Follow these steps to upload or select a video, review your submission, and finalize it. Once submitted, your video cannot be changed, so be sure to review your work before clicking **Submit**!

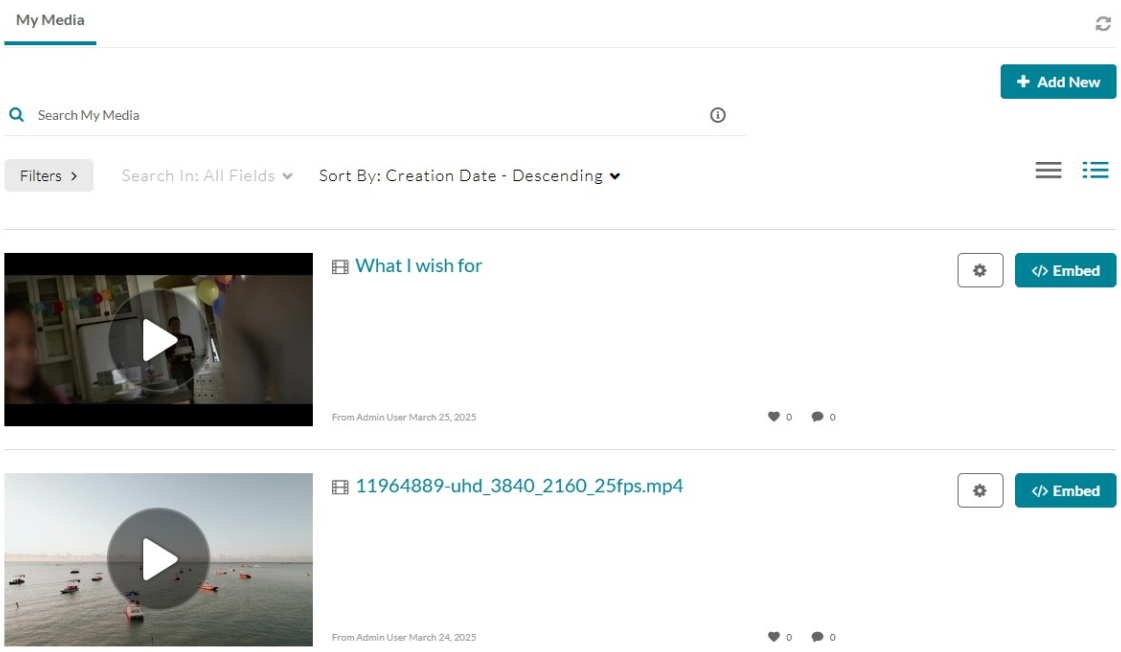
Submit a video assignment

1. Click the assignment link provided by your instructor.
2. On the assignment page, click **Add media submission**.

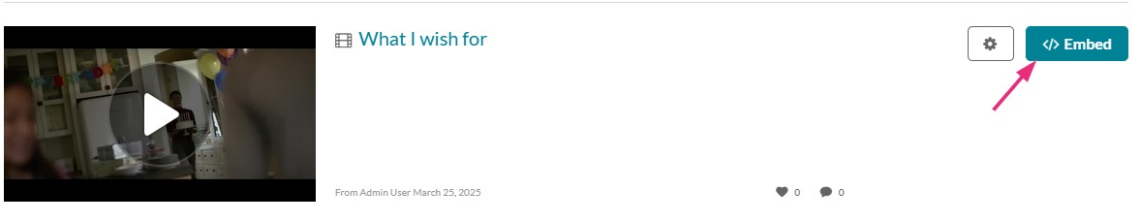


Your **My Media** opens.

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3. Click **Embed** next to the media you want to submit. Use the search bar and filters to quickly find the media you need. To add new media, click the **Add New** button at the top right. See instructions below for more details.

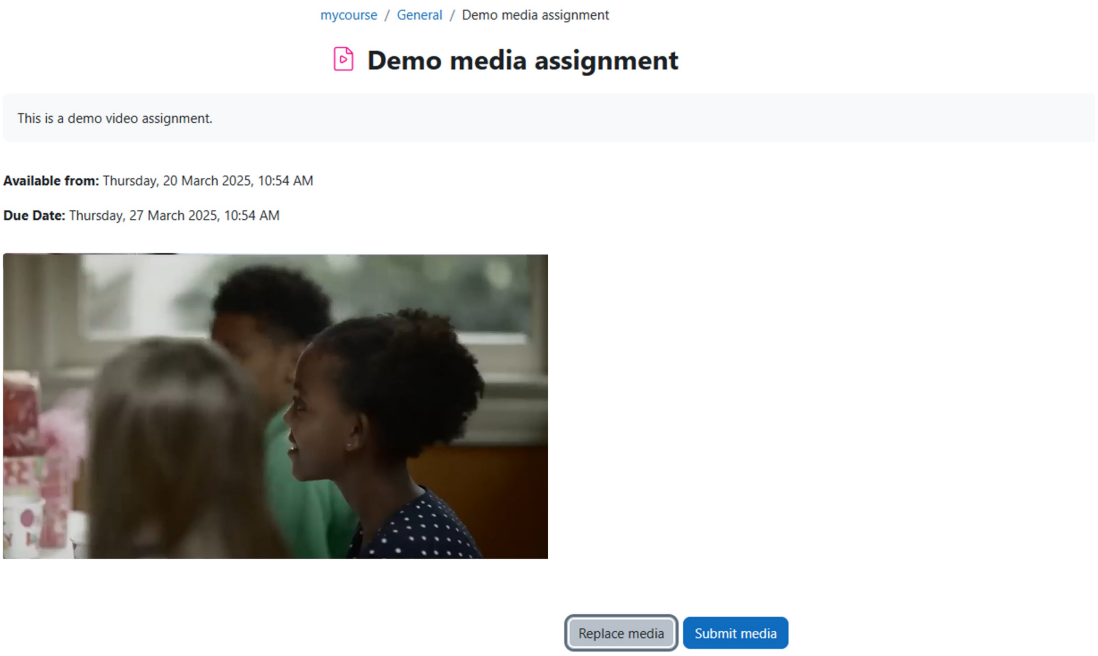


If you see a **gear icon** next to the **Embed** button, that means you can modify the video's settings before embedding it. See Configure video settings below for details.

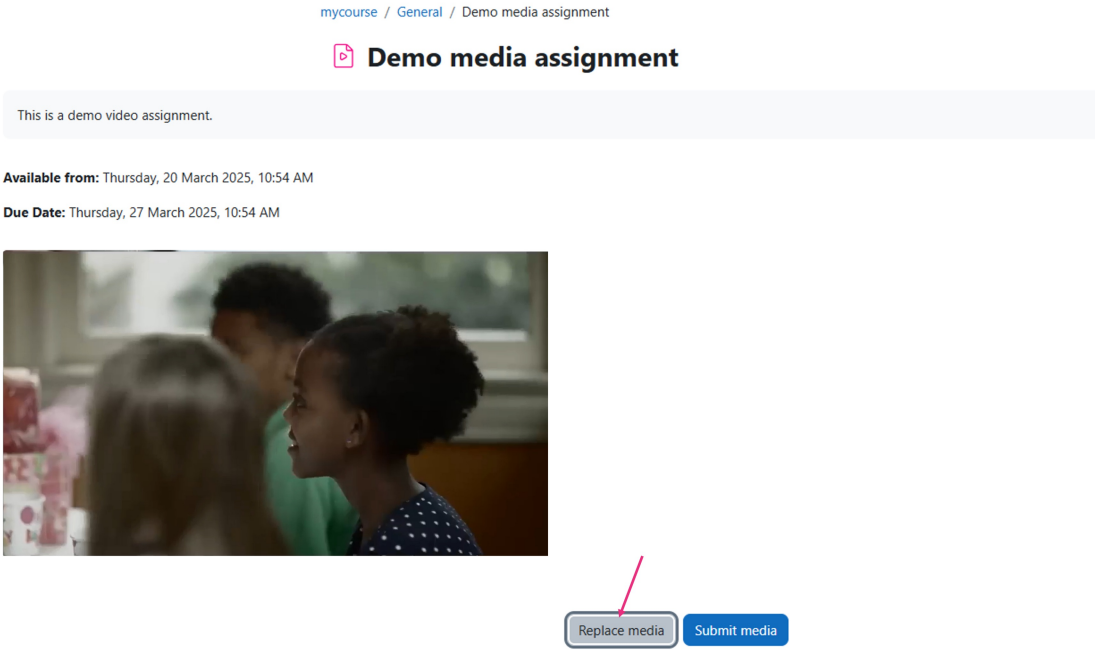


After clicking **Embed**, the media assignment page reloads with your chosen video.

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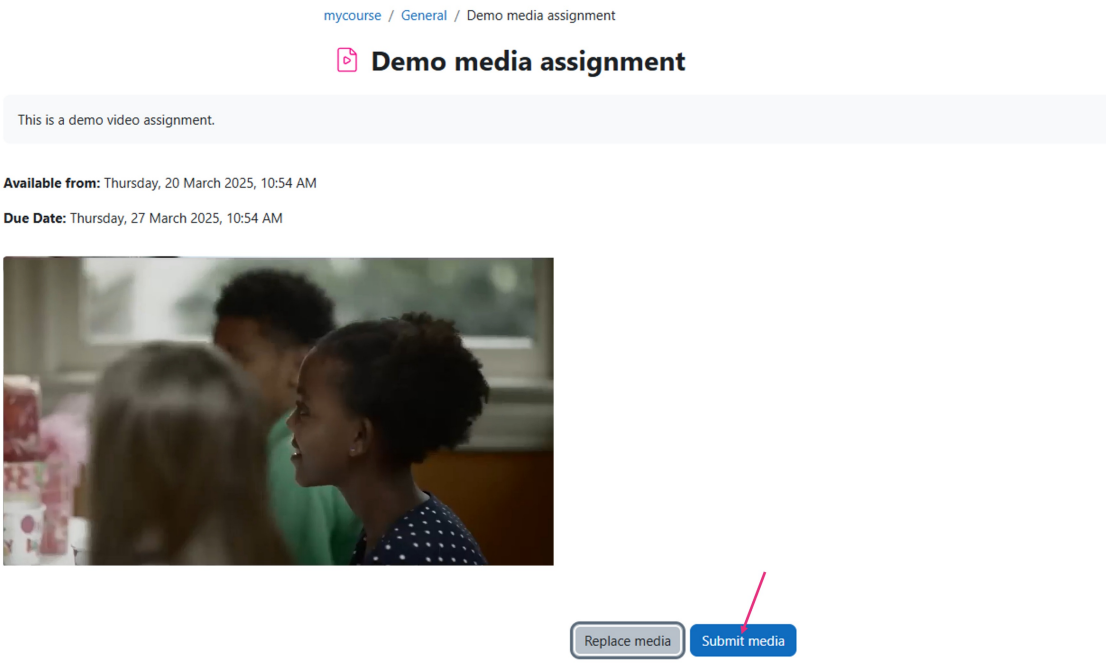
(Optional) If needed, you can change the video at this stage. Just click **Replace Media** and repeat the steps above.



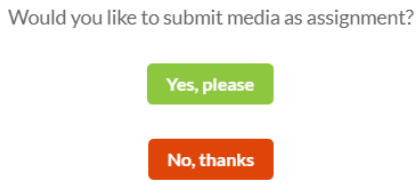
4. When you're ready, click **Submit media.**

After clicking **Submit media**, you cannot change the video.

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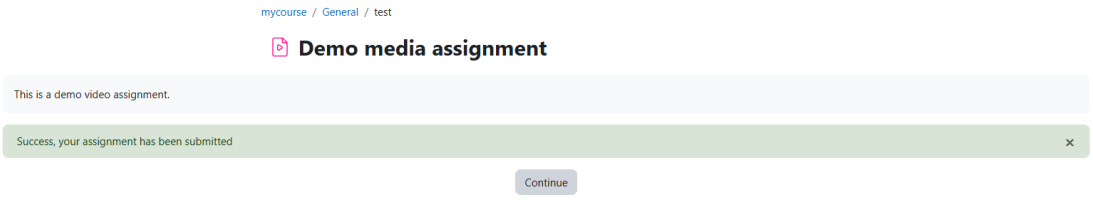


A pop-up window displays asking if you would like to submit the media as an assignment.



5. Click **Yes, please** to confirm the action.

   A success message confirms your submission.



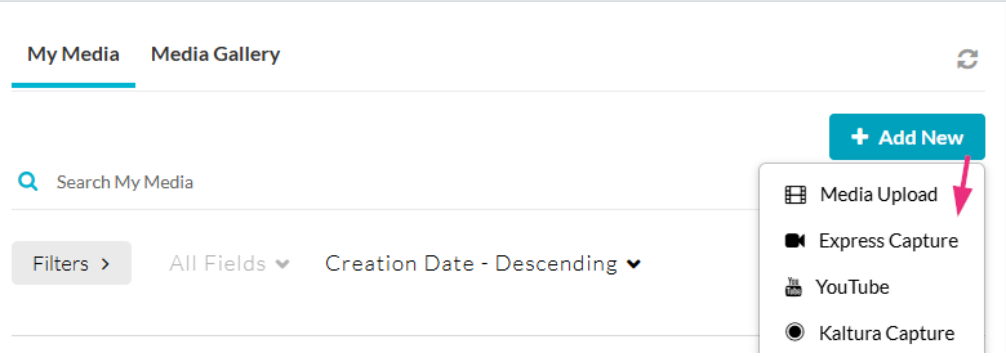
That’s it - good luck with your assignment!

Add new media

Need to upload or record a new video? Use one of the options in the **Add New** menu in the Kaltura embed window:

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- **Upload** (Visit our article Upload media for guidance.)
- **Express Capture** (Visit our article Express Capture for guidance.)
- **YouTube** (Visit our article Add a YouTube video for guidance.)
- **Kaltura Capture** (Visit our article Kaltura Capture for guidance.)



Configure your video settings

To customize your video before submitting, click the **settings icon** next to the media you want to embed.

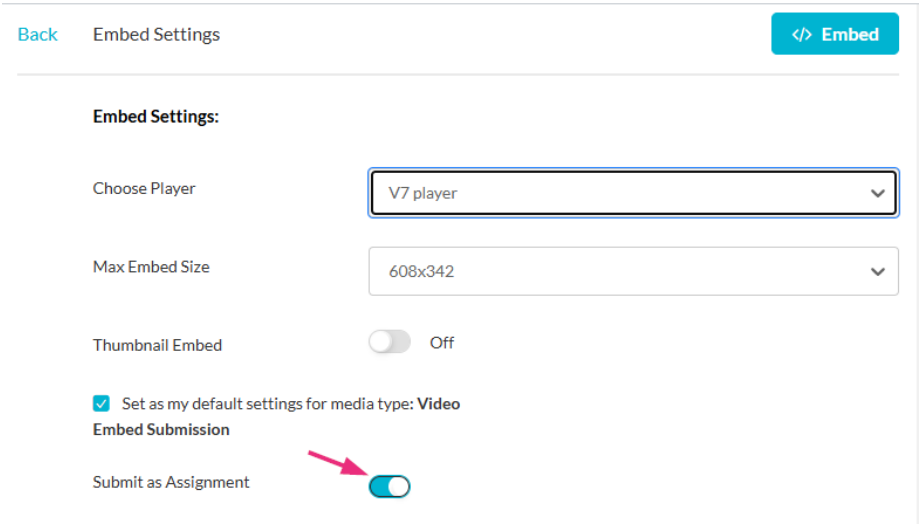


1. Choose from the available options:

- **Choose player**: Choose from pre-configured players. Your administrator defines the available players.
- **Max embed size**: Set the maximum display size of the embedded video. The default size in Canvas is 1200x720, but you can adjust it to fit your layout and design preferences.
- **Thumbnail embed**: Display a static preview image instead of loading the full video player immediately. This helps improve page load speed and gives users control over when to play the video.
- **Save these settings as default**: Enable this option to apply your selected embed settings automatically to future media embeds, streamlining the process for repeated use.

2. Enable the **Submit as Assignment** toggle button to embed the media as an assignment.

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3. Click **Embed** and proceed with steps 2-4 above.

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