NOVA SOUTHEASTERN UNIVERSITY
Office of Innovation and Information Technology

Uploading a Media File to Kaltura.

SharkMedia Assignment ①
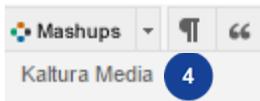
1. Click the Assignment link.

ASSIGNMENT SUBMISSION

Text Submission — Write Submission ②

2. Click **Write Submission**.
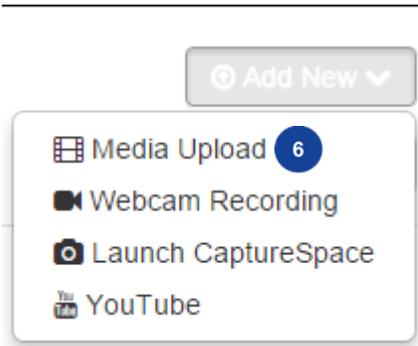
3. From the text editor, click the **Mashups** button.

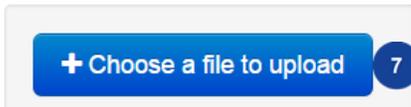Mashups
Kaltura Media ④

4. Select **Kaltura Media**.

⊕ Add New ⌄ ⑤

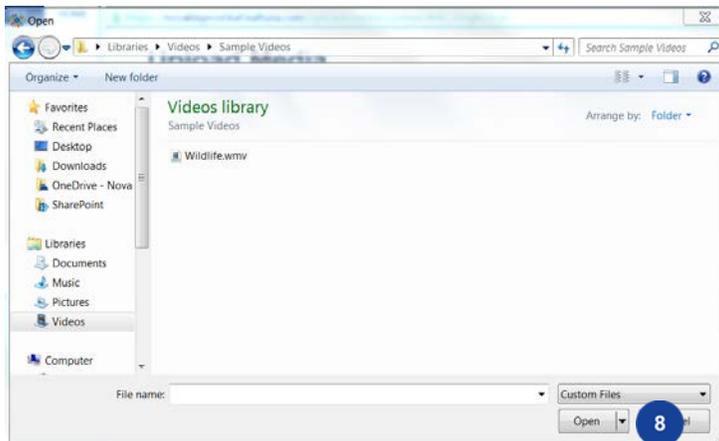5. A new window will open. In the top right corner, click the **Add New** button.
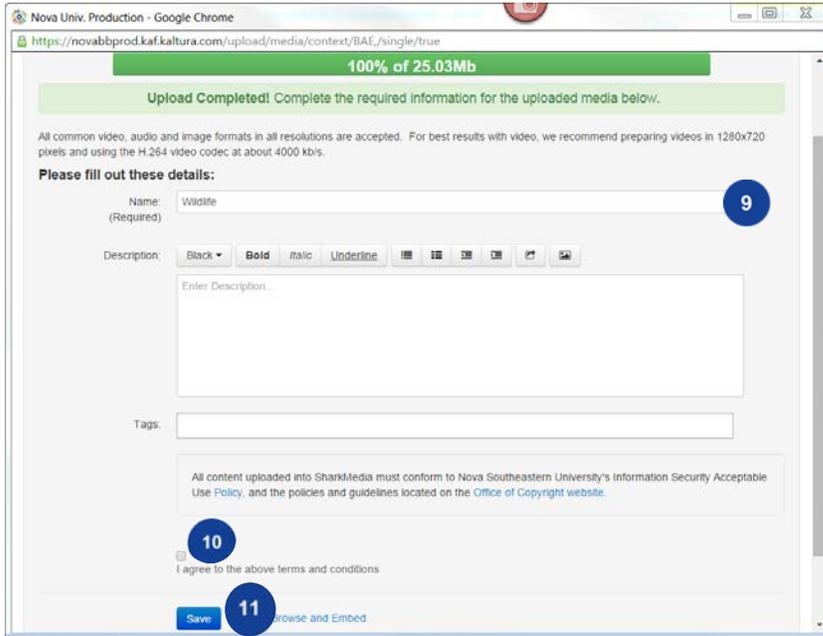
6. Select **Media Upload**.

7. Click the **Choose a file to upload** button.

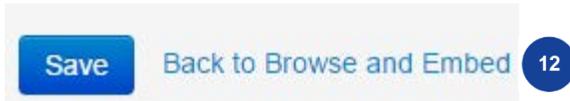

8. Select the desired file and click **Open**.

9. Enter a name for the upload.

10. Click the box to agree to the terms and conditions.

11. Click **Save**.

12. Click **Back to Browse and Embed**.

13. To the right of the desired upload click the **Select** button.

14. You will return to the assignment window. Edit any information about the upload in the textbox.

15. At the bottom of the page, click the Submit button.

16. You will receive a green submission message at the top of the page.