

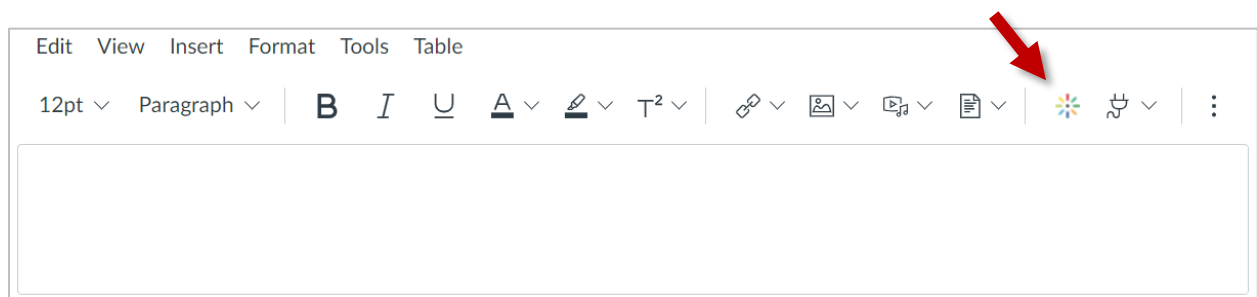
# Using MyMedia in Canvas

## PART 1: UPLOADING A VIDEO

MyMedia is OU's video resource and works similarly to YouTube in many ways. You can upload videos, change privacy settings, get a link or embed code for your video, and more.

MyMedia can be accessed by logging in with your OU credentials at [mymedia.ou.edu](http://mymedia.ou.edu) or using the Rich Content Editor found throughout Canvas (shown below):

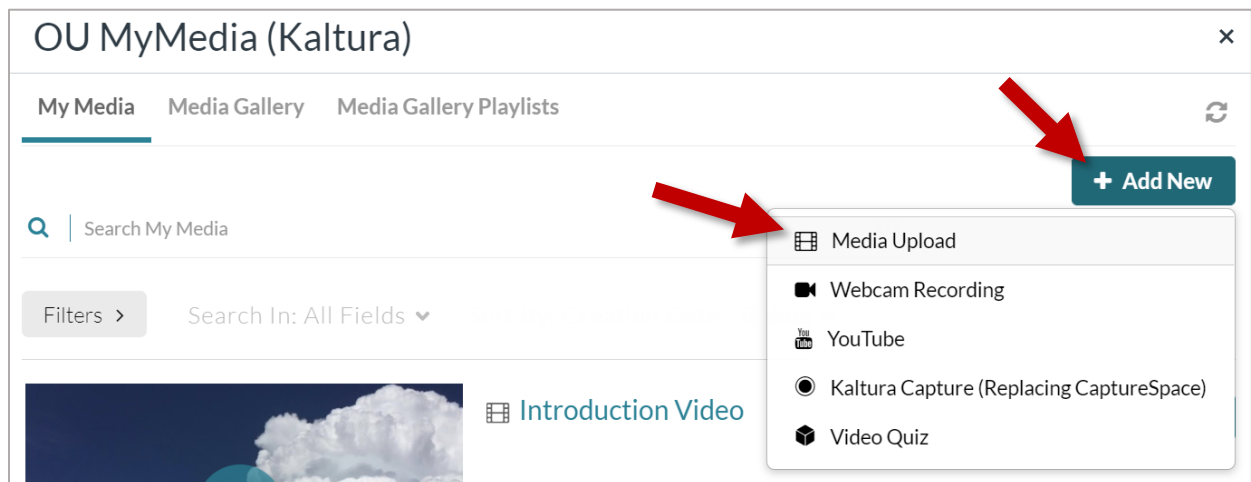
To access your MyMedia videos, click the **OU MyMedia (Kaltura)** icon in the Rich Content Editor. 



A window will appear with all videos you have upload to MyMedia.


To upload a new video, click **Add New** in the upper-right corner of the window.

Then click **Media Upload**.



You can drag and drop your video file into the **Upload Media** box or click **Choose a file to upload** and navigate to the file you wish to upload.

## Upload Media



Drag & Drop a file here  
or

Choose a file to upload

While the video is uploading, enter a **Name** for the video. Be sure to include the course title in the **Name** to help you identify it later.

When the video has uploaded, click **Save and Embed** to immediately embed the video. To save the video for later, scroll down and click **Save**.

</> Save and Embed

## Upload Media

**Upload Completed!** Complete the required information for the uploaded media below.

**Please fill out these details:**

➔
Name:  
(Required)

Description:
Black ▼
Bold
*Italic*
Underline
☰
☰
🖼️

Enter Description...

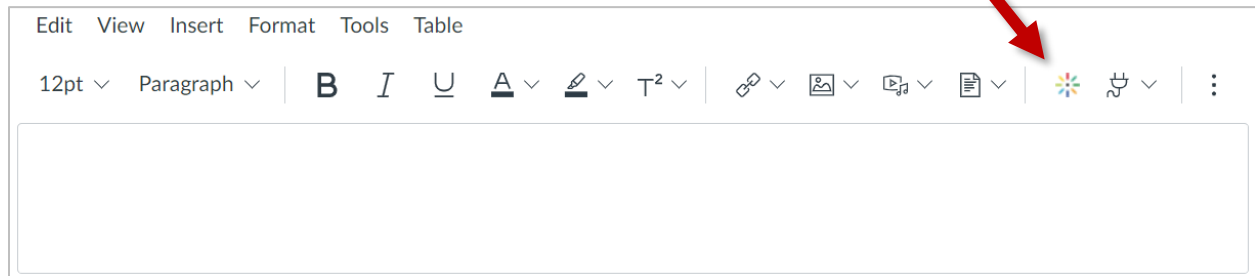
It will take up to an hour or more for the video to finish processing and be able to view.

## PART 2: EMBEDDING A VIDEO

To embed a MyMedia video on a page in Canvas, click the **OU MyMedia (Kaltura)** icon

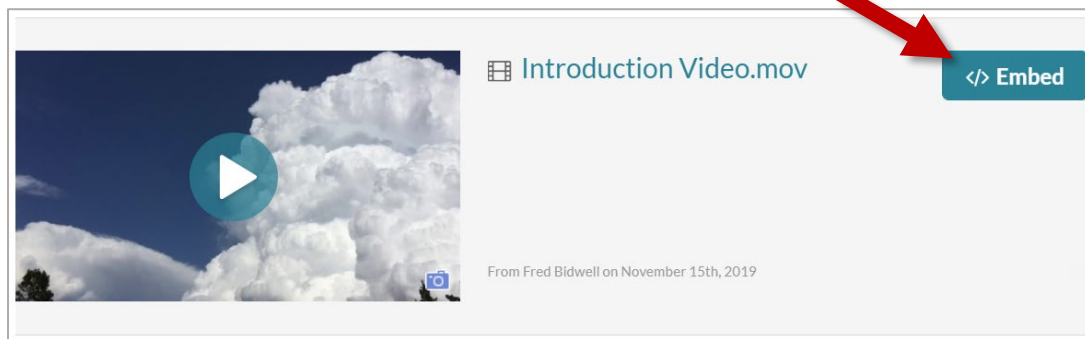


in the Rich Content Editor.

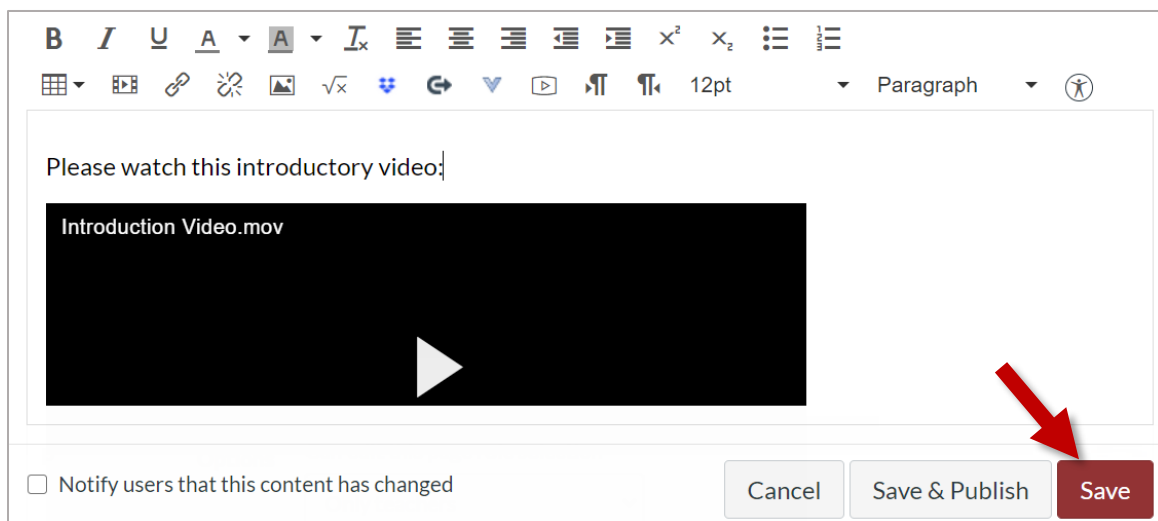


When the window appears with all videos you have upload to MyMedia, find the video you wish to embed.

Click **Select** or **Embed** for the video you wish to embed.



The video will now appear in the Rich Content Editor. Be sure to write some introductory text for your video. Remember to click **Save** when you are finished.



## PART 3: USING MYMEDIA LINKS (OPTIONAL)

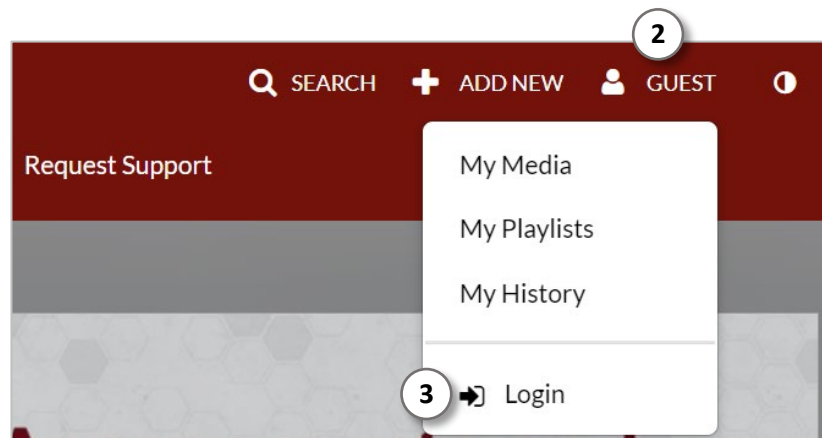
Videos uploaded to MyMedia have a privacy setting that controls who can view the video. By default, videos uploaded to MyMedia are set to *Private*, which means no one can view the video except the person who uploaded it.

To send someone a link to your video, you must first change the privacy setting to *Unlisted*.

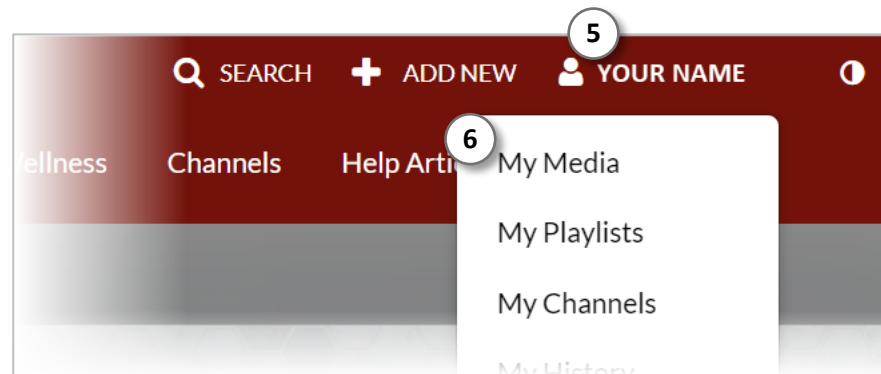
**NOTE:** If you embed a MyMedia video in Canvas using the method described above, you **DO NOT** need to change the privacy setting for embedding. You only need to change the privacy setting if you are sharing your video as a link.

### LOGGING IN TO MYMEDIA

1. Go to <https://mymedia.ou.edu/>
2. Click **Guest** in the upper-right corner of the page.
3. Click **Login** in the dropdown menu that appears.
4. Login with your OU credentials.



5. Once you are logged in, click your name in the upper-right corner where **Guest** used to be.
6. In the dropdown menu that appears, click **My Media**.



### CHANGING THE PUBLISH SETTINGS

On the next page, you will see a list of all your uploaded videos. To the right of the thumbnail for each video, you will see the publish status of the video (e.g. *Private*, *Unlisted*, or *Published*).

1. Check the box to the left of each video for which you wish to change the publish settings.
2. Click **Actions**.
3. In the dropdown menu that appears, click **Publish**.

Filters > Sort By: Creation Date - Descending

1  CAS-1113 Week 1 - Quiz

2 ACTIONS

- + Caption & Enrich
- 3 Publish
- Add to playlist
- Delete

Private

Owner • on June 9th, 2020

0 0 0

2  YouTube Video Quiz

The first video on YouTube. Maybe it's time to go back to the zoo?

4. Click **Unlisted**.
5. Click **Save**.

## My Media

Publishing Status:

4  Private - Media page will be visible to the content owner only.

Unlisted - Media page will be visible to anyone with a link to the page.

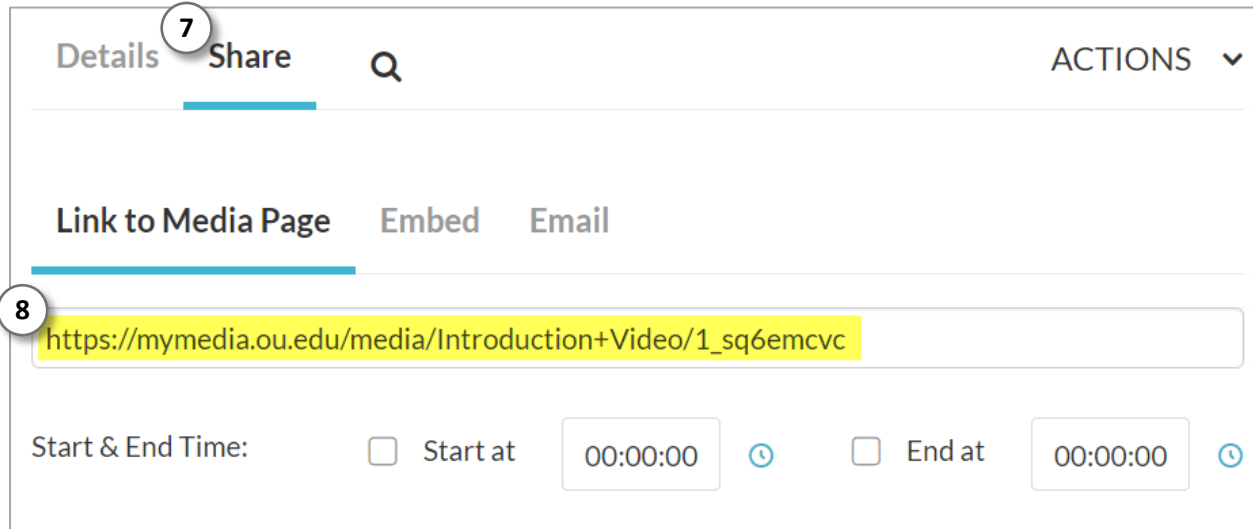
Published - Media page will be visible to individuals according to entitlements on published destinations

5 Save Cancel

You will be taken back to the list of your videos in MyMedia.

6. Click on the video you wish to share. The video will open on a new page.

7. Below the video, click **Share**.
8. The link to the video will appear under **Link to Media Page**. Copy this link. This is the link you will share for your video.



The screenshot shows a video sharing interface. At the top, there are tabs for 'Details' and 'Share', with 'Share' being the active tab. A magnifying glass icon is visible next to the 'Share' tab. To the right, there is an 'ACTIONS' dropdown menu. Below the tabs, there are three options: 'Link to Media Page', 'Embed', and 'Email'. The 'Link to Media Page' option is selected and highlighted with a blue underline. Below this, a text box contains the URL: [https://mymedia.ou.edu/media/Introduction+Video/1\\_sq6emcvc](https://mymedia.ou.edu/media/Introduction+Video/1_sq6emcvc). At the bottom, there is a section for 'Start & End Time' with two radio buttons: 'Start at' and 'End at'. Both are currently unselected. The 'Start at' radio button is followed by a time input field showing '00:00:00' and a clock icon. The 'End at' radio button is followed by a time input field showing '00:00:00' and a clock icon.

