

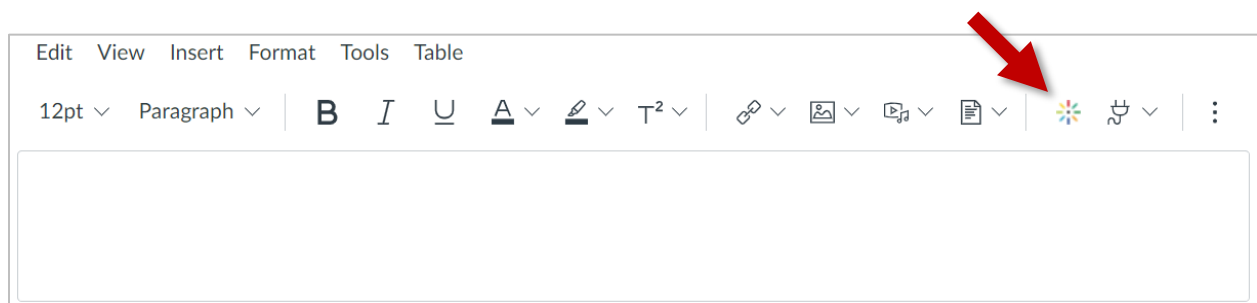
Using MyMedia in Canvas

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 or using the Rich Content Editor found throughout Canvas (shown below):

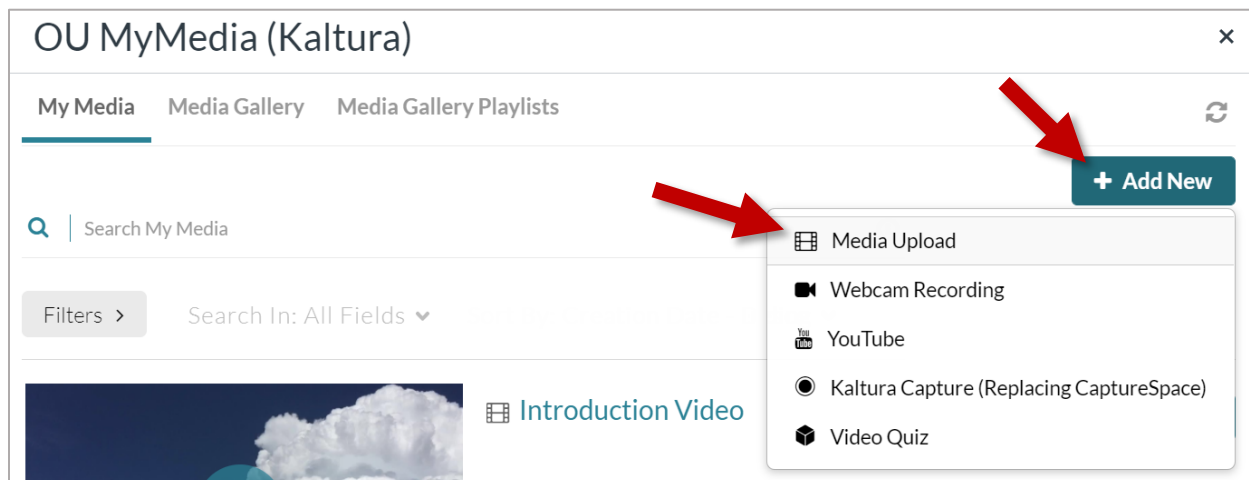
To access your MyMedia videos, click the **OU MyMedia (Kaltura)** icon in the Rich Content Editor. 



A window will appear with all the 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)

Introduction Video

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.

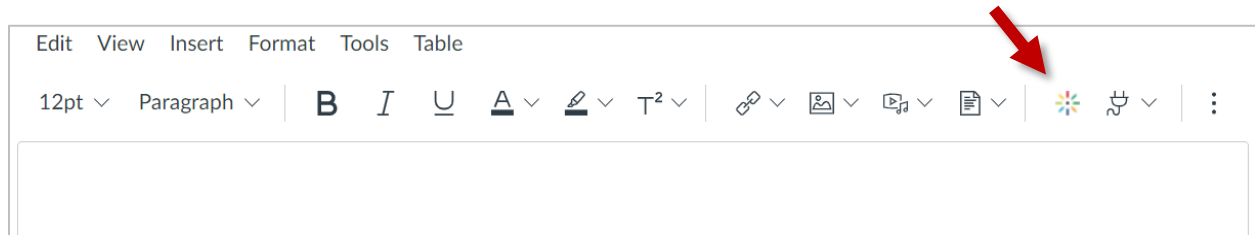


PART 2: EMBEDDING A VIDEO

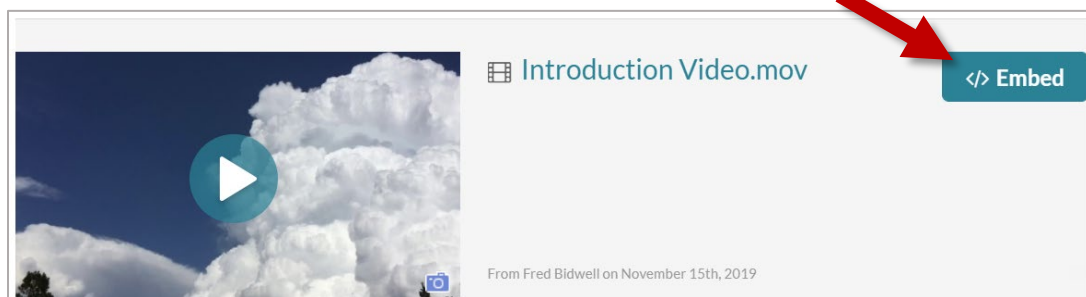
To embed a MyMedia video on a page in Canvas, click the **OU MyMedia (Kaltura)** icon



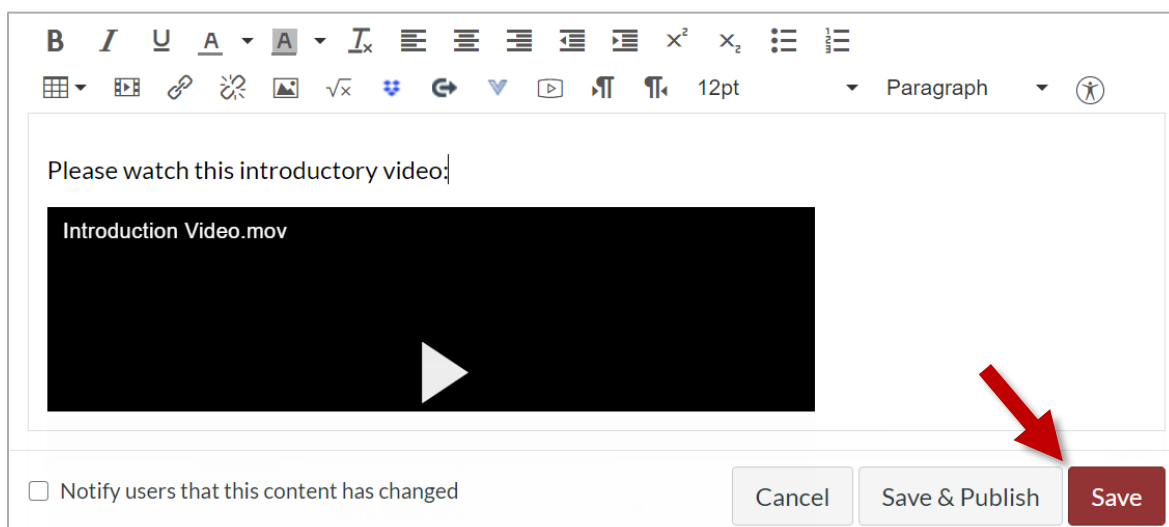
in the Rich Content Editor.



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)

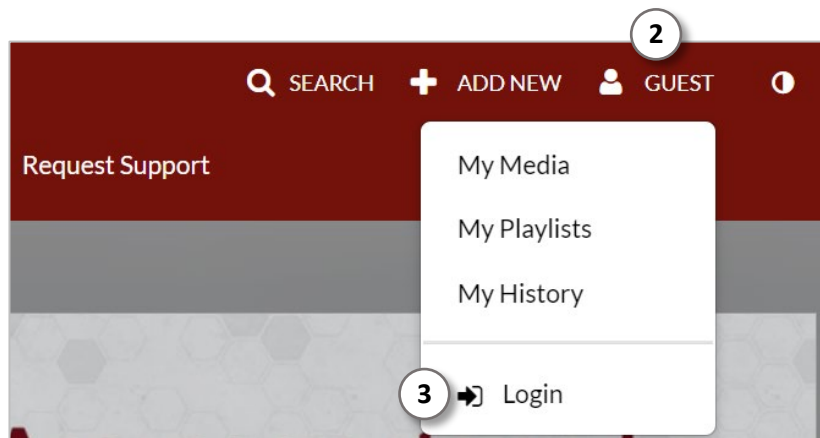
Videos uploaded to MyMedia have a privacy setting that controls who can view the video. By default, videos uploaded to MyMedia are set to *Private*, which means no one can view the video except the person who uploaded it.

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

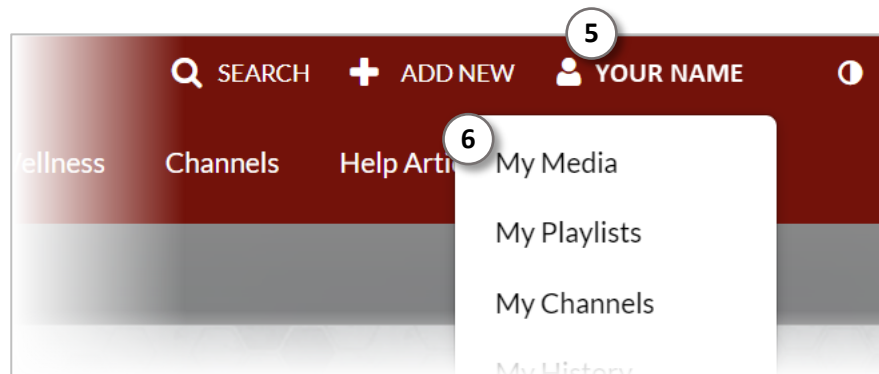
NOTE: If you embed a MyMedia video in Canvas using the method described above, you **DO NOT** need to change the privacy setting for embedding. You only need to change the privacy setting if you are sharing your video as a link.

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

Private

Owner • on June 9th, 2020


2 ACTIONS

3 Publish

+ Caption & Enrich

➡ Add to playlist

🗑 Delete

 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.

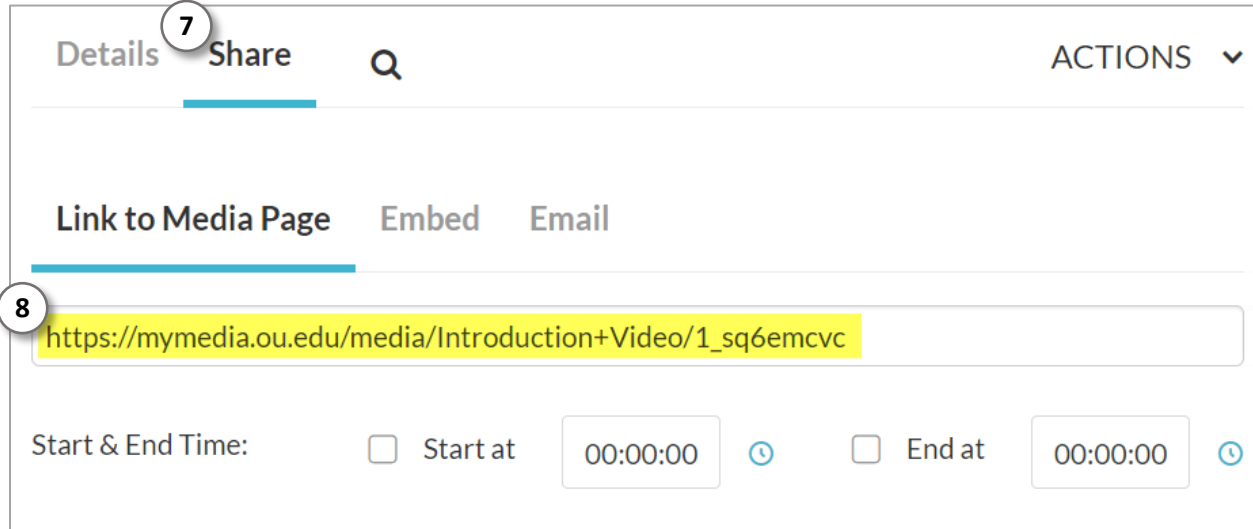
Published - Media page will be visible to individuals according to entitlements on published destinations

5

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 a magnifying glass icon to the right. The 'Share' tab is selected and highlighted with a blue underline. 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. At the bottom, there is a section for 'Start & End Time' with two radio buttons: 'Start at' and 'End at'. Both radio buttons are currently unselected. The 'Start at' radio button is followed by a time input field containing '00:00:00' and a clock icon. The 'End at' radio button is followed by a time input field containing '00:00:00' and a clock icon.

