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How to Upload Media in Canvas

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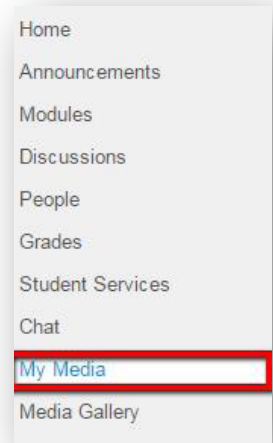
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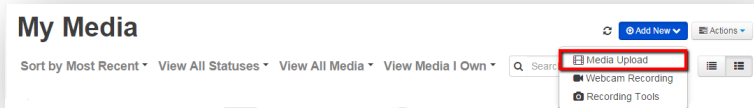
How to Upload Media in Canvas

Uploading existing audio and video from your computer into Kaltura so you can insert them into Canvas

If you do not see My Media and Media Gallery in your left Canvas course menu, click on Settings, then the Navigation tab, click and drag both My Media and Media Gallery into the top section, then click Save at the bottom of the page.



1. From the main menu, click on **My Media**.

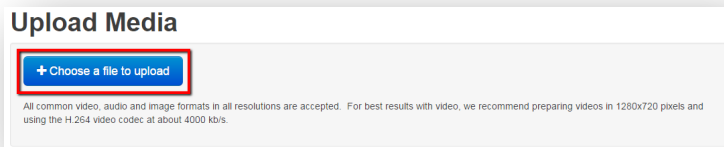


2. Select the **Add New** dropdown menu and then **Media Upload**.

By uploading this content, I acknowledge that it does not violate any of Oregon State University's policies, rules and regulations including but not limited to those pertaining to: [Accessibility](#), [Privacy](#), [Copyright](#), [Acceptable Use](#), [Information Security](#), and [Discrimination & Harassment](#).

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3. You'll be presented with a disclaimer about Oregon State University policies related to privacy, copyright, acceptable use, discrimination, and harassment. Check the box to agree to the terms and conditions.
4. Click **Choose a file to upload** to select a file from your computer.
 - All common video, audio, and image formats are accepted for upload. There is no limit on duration or file size, although larger files take longer to upload and are thus more susceptible to failure during upload.



5. As your file uploads give it a **Title**, brief **Description**, and/or **Tags** to help with searching.
6. Click **Save** at the bottom when you're satisfied with the information, even as the file is uploading (the upload will continue as long as you have not closed the browser window).
7. To add a saved recording to any area in Canvas select the **Embed Kaltura Media Icon** from the rich text editor.



8. Click on **Select**, then choose the appropriate options:
 - **Metadata** allows you to choose what items you'd like students to see with the video.
 - **Player Skin** allows you to choose between the standard default player and the one with an option to download
 - **Player Size** allows you to choose how big you'd like the video to be within the page.
9. Click **Embed**

