How to place media in D2L using Kaltura:

1. Login to D2L
2. Select desired class
3. Click on discussions
4. Click on the discussion topic

5. Select Option 1(Start a New Thread) or Option 2(Discussion Thread)

**Option 1:**
1. Click on Start a New Thread

**Option 2:**
1. Click on any Discussion Thread
2. Click on Reply to Thread

**Next Instruction for Option’s 1 & 2**

6. Click on the Insert Stuff Icon

7. Click on My Media

8. Click on Webcam Recording or Screen Capture
9. Select Option 1 (Webcam Recording) or Option 2 (Screen Capture)

**How to do a webcam recording:**

1. Click Allow

2. Click Close

3. Click Record

4. Click Stop when your video is complete
How to do a Screen Capture:

1. Click Launch the Screen Recorder

2. Select “Fullscren” to capture your entire screen and press record to begin recording

3. Click on the Kaltura toolbar screen capture icon to pause/stop the recording

4. Click done when complete
5. Click upload on the top right hand corner of the Kaltura screen

6. Click Close on the top right hand corner of the Kulchara screen.

7. Fill in the information in relation to your video. Select next when this page is complete.
8. Click insert, located in the left hand corner of the Kaltura screen

9. Click Save and Close, located in the left hand corner of the Kaltura screen