



## Kaltura Video

### Adding Attachments

- Kaltura allows you to add downloadable attachments to videos. You can add the attachment to the video in either your “My Media” area or a course’s “Media Gallery”. Regardless of where you add the attachment, it will propagate out to everywhere that particular video is located.

*Instructions continued on next page*

Step 1: Go into a course in D2L and locate the video in either your “My Media” or “Media Gallery”. For this example, we’re accessing the video from “My Media”. Click on the video title that you wish to add an attachment to, then click “Actions” and then “Edit”.

The screenshot shows the D2L course interface for 'Demo\_Course'. At the top, there are navigation links: Course Home, Content, Assignments, Discussions, Quizzes, Classlist, Grades, University Resources, Kaltura Video, and More. The main content area features a video player for 'Kaltura Red'. The video player has a red background with a central play button icon. Below the video player, the title 'Kaltura Red' is shown, followed by 'From CLT Instructor 2 Hours ago'. There are 'Details' and 'Share' buttons. Below that, it says 'No description provided'. To the right of the video player, there is an 'ACTIONS' dropdown menu. The 'Edit' option is highlighted with a red box. A red arrow points to the 'ACTIONS' dropdown with the text 'Click here first'. Another red arrow points to the 'Edit' option with the text 'Then click here'.

Step 2: Click the “Attachments” tab and select “Upload File”. You’ll then be directed to locate the file you wish to upload. You can also give it a descriptive title and/or description (both are optional) to better inform the students of the nature of the attachment.

*Instructions continued on next page*

Step 3: Click “Save”. You’re taken back to the media page where you should see information regarding the attachment. Students can then download the attachment by accessing the media through the course “Media Gallery” area.

CLAYTON STATE UNIVERSITY Demo\_Course

Course Home Content Assignments Discussions Quizzes Classlist Grades University Resources Kaltura Video More

Kaltura Red

Edit: Kaltura Red

Private

Launch Editor

Details Options Collaboration Thumbnails Captions Attachments Timeline

The information was saved successfully

Upload File

File Name	Title	Description	Size	Uploaded At	Actions
Inserting Video into Discussions or Assignments - ...			651.88 Kb	Jul 26, 2018	

Congratulations! You’ve just successfully added an attachment to a video.