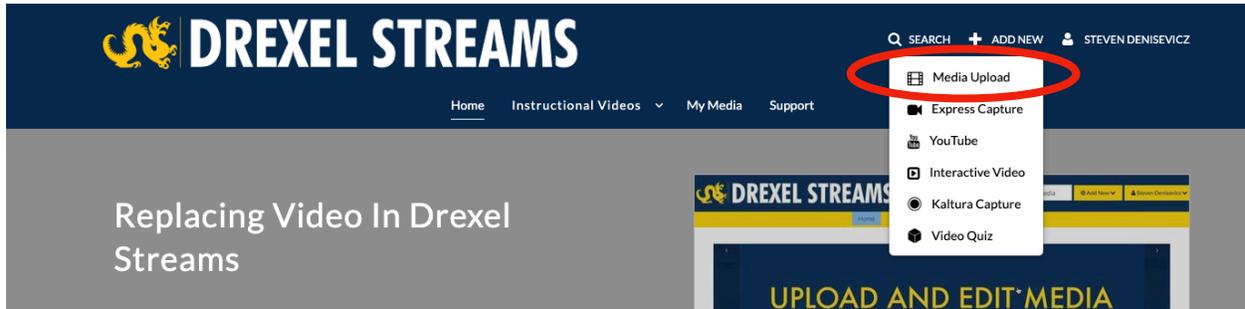


Uploading a Video to Drexel Streams

1. In Drexel Streams, click on the “+ Add New” button at the top right and choose “Media Upload”

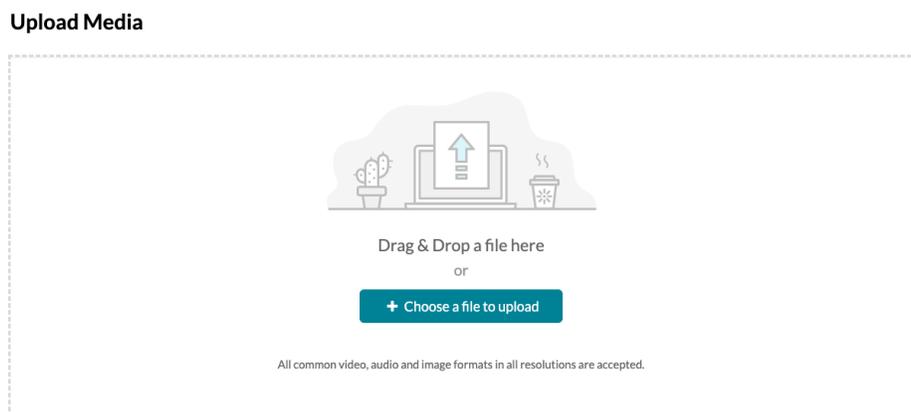


2. Read the terms and conditions, then click on the checkbox under the Terms and Conditions in Drexel Streams.

Drexel University is not responsible for content posted to Drexel Streams / Kaltura. You, the uploader, are solely responsible for your own content and the consequences of submitting and publishing your content on Drexel Streams / Kaltura. You affirm, represent, and warrant that you own or have the necessary licenses, rights, consents, and permissions to publish any content you upload. Drexel University may remove content, without notice. Depending on the reason for such removal, appropriate parties at the University may be notified.

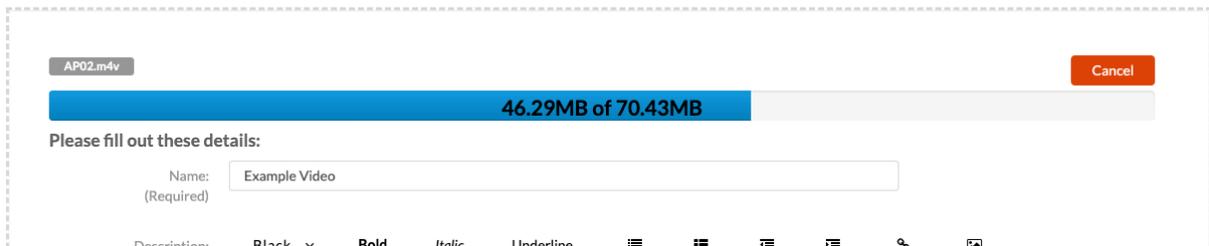
I agree to the above terms and conditions

3. Click on the “+ Choose a file to upload” button to pick a video file on your computer, or drag the video to the box from your computer.



4. The video will then begin uploading. Please do not leave the page until the upload is complete. This may take some time based on your internet speeds. Normally it can take

Upload Media



AP02.m4v Cancel

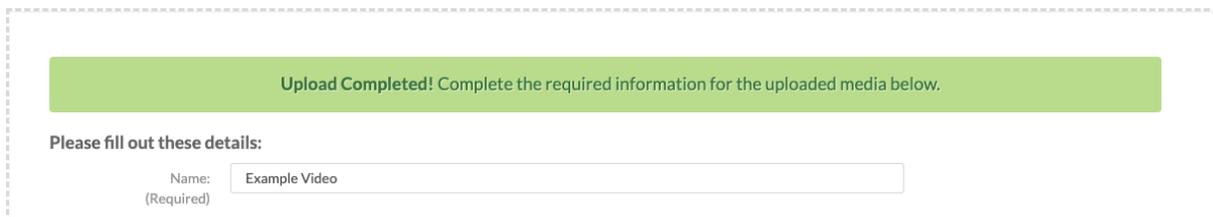
46.29MB of 70.43MB

Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline [List] [List] [List] [List] [Link] [Image]

up to the length of the video to upload. (For example, if your video is an hour long, it can take an hour to upload on certain connection speeds)



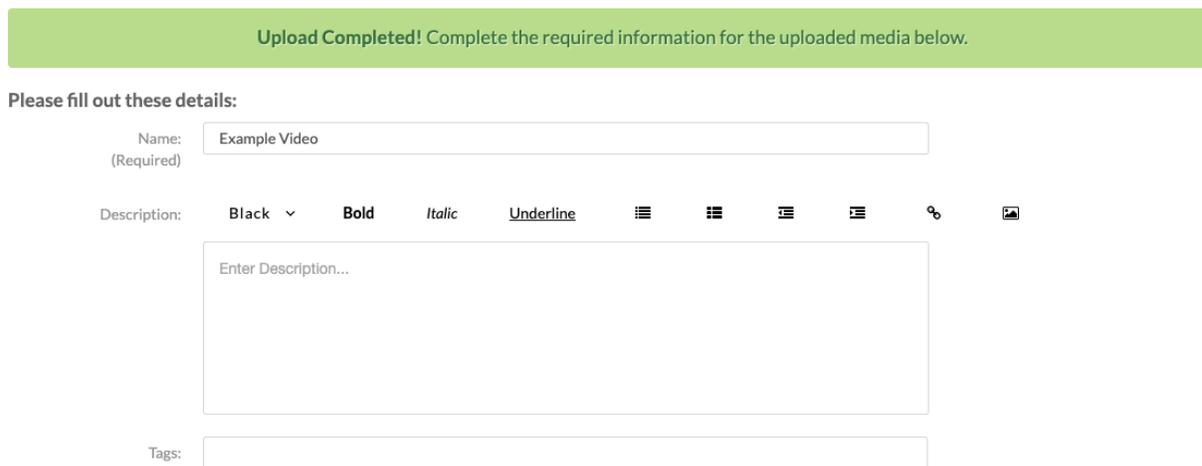
Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name: (Required)

5. Once finished the bar will become green

6. Type in a Name (Required) along with and Description (optional) and tags (optional) below. Because there is no folder structure in Drexel Streams, we recommend putting detailed tags in for your videos to help you locate them via the search functionality.



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

Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline [List] [List] [List] [List] [Link] [Image]

Enter Description...

Tags:

7. You will be presented with three options for whom can view the video below the tags.

- **Private** - Video can only be seen by the Owner in Drexel Streams. *This setting only pertains to Drexel Streams. Videos inserted using the “Mashup” tool in Blackboard through either the “Build Content” menu or when students submit assignments, will be visible in Blackboard by members of the class, even if a video is set to private in Drexel Streams.*
- **Unlisted** - Anyone, Drexel or otherwise, can access the video when given the URL or website of the video
- **Published** - Media can be seen by anyone with a Drexel Username/Password. When sharing, giving someone the URL would be the fastest way to share content. These videos can also be searched for in the Drexel Streams interface.

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled. ×

- 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

8. Click “Save” to confirm your changes

Save

Go To Media

Go To My Media

9. Click “Go To Media” to navigate to the video’s specific page.