# Use Kaltura for Video Assignments

Learners may use Kaltura to upload videos to their assignments or discussions in Brightspace. Kaltura allows you to upload your videos securely so that it may be seen only by your instructor, or only by your instructor and classmates.

Videos uploaded via Kaltura to an *assignment* are only viewable by your instructor; videos uploaded to a *discussion* can be watched by anyone with access to that discussion forum.

* **Login** to D2L Brightspace and **open** the course you would like to submit your video to.
* If you are submitting a video to an assignment, **click** on the **name** of the assignment in the appropriate module. Alternatively, **click** **Course Tools** and **select Assignments** from the drop-down to locate the assignment*.*

 

* If you are submitting a video to a discussion, **click** on the **name** of the discussion in the appropriate course module. Alternatively, **click** **Course Tools** and **select Discussions** from the drop-down to locate the discussion*.*



* In the submission area, **click** the **Insert Stuff** button near the center of text box menu.



* **Click Add Kaltura Media**.



* **Click** **+Add New** near the top-right side of the screen and **select** **Media Upload** from the drop-down.


* **Drag and drop** the **video file** from your computer into the pop-up window or **click** **+Choose a file to upload** to search for the file. You may need to **scroll** in the pop-up window to see all available options. Your video will then upload.



* If the screen changes and you cannot see the upload options, **refresh** the screen and **click** on the **Add Stuff** icon again. Your video will have uploaded.
* Your video will process in Kaltura. Allow a few minutes for the video to be converted by Kaltura. **Click** the **Refresh** icon at the upper right of the Add Kaltura Mediascreen to **check** video conversion progress.



* Once the video is ready, **click** the **</>Embed** button to the right of your video.



* You can **preview** the video if you would like. **Click** **Insert** to add the video to the assignment or discussion.



* The video is added to the submission window. You may choose to **add** text or other content at this time. When you are finished, **click** **Submit.**

