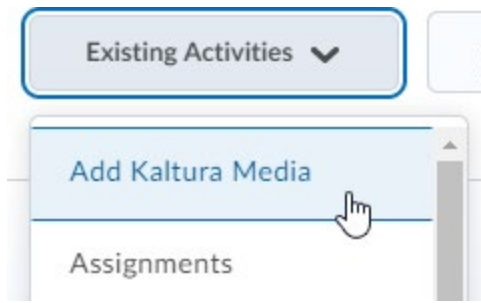# Add Kaltura Media in the Brightspace Content Tool
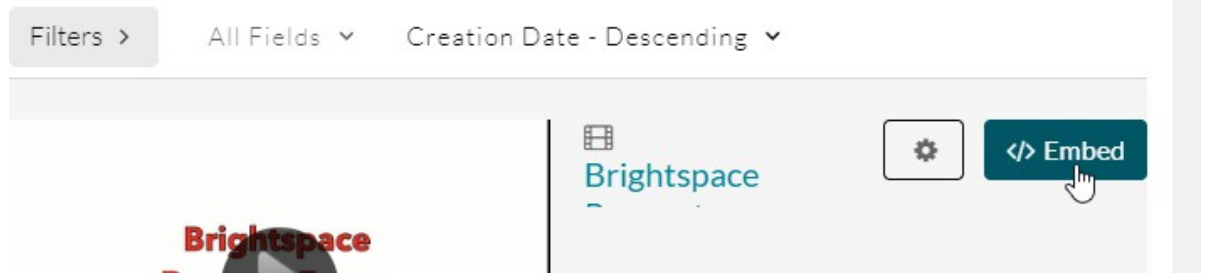
A New Way to Add Kaltura MediaSpace Items in Content

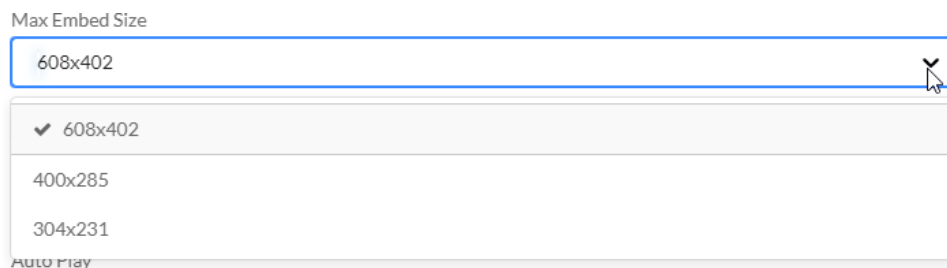### For Media You Have Already Uploaded to your My Media

1. In **Course Materials > Content**, click **Existing Activities > Add Kaltura Media**

2. From your My Media collection, choose the media item you want

3. To use the default embed settings, just click **Embed**

    a. To make changes to the settings, click on the gear, which allows you to choose the size of the embed if desired
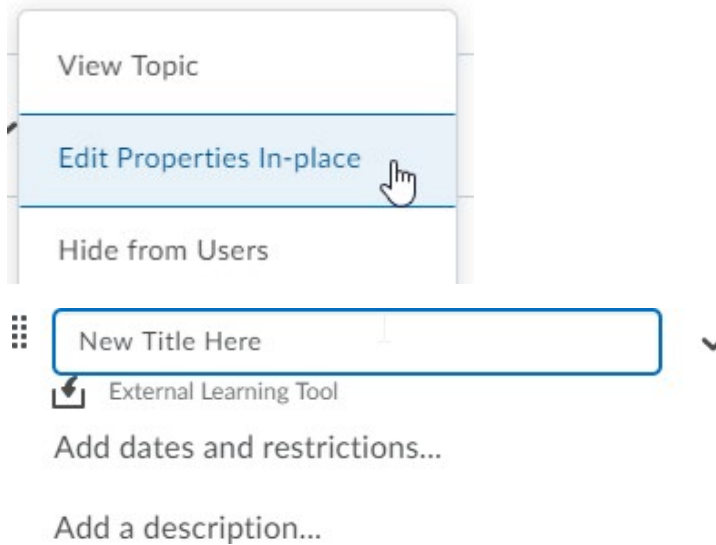

    b. When you're done choosing settings, click the **Embed** button

4. Your media item will appear as a content item, using the video title as its title

Brightspace Request Forms 202010 (01:01)
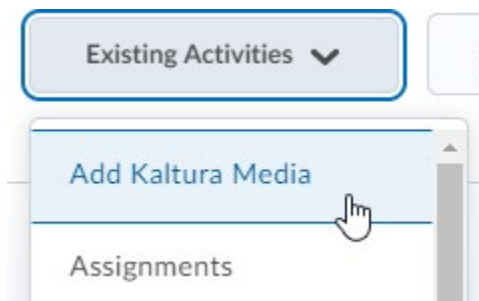External Learning Tool

5. If you want to change the title, click the dropdown menu and choose Edit Properties In-Place, click on the title, type a new one, and press Enter to save
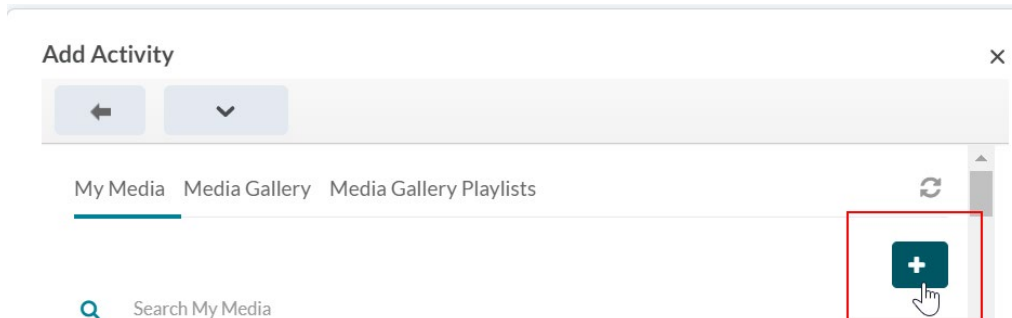

View Topic

Edit Properties In-place

Hide from Users

New Title Here
External Learning Tool

Add dates and restrictions...

Add a description...

For New Media (Not Yet Uploaded)

1. In **Course Materials > Content**, click **Existing Activities > Add Kaltura Media**

Existing Activities

Add Kaltura Media

Assignments

2. Click the plus sign icon

Add Activity   ✕
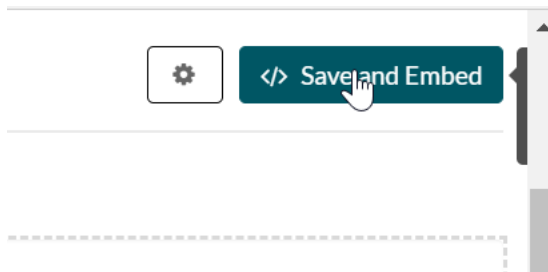
My Media   Media Gallery   Media Gallery Playlists

+

Search My Media

3. Choose **Media Upload**
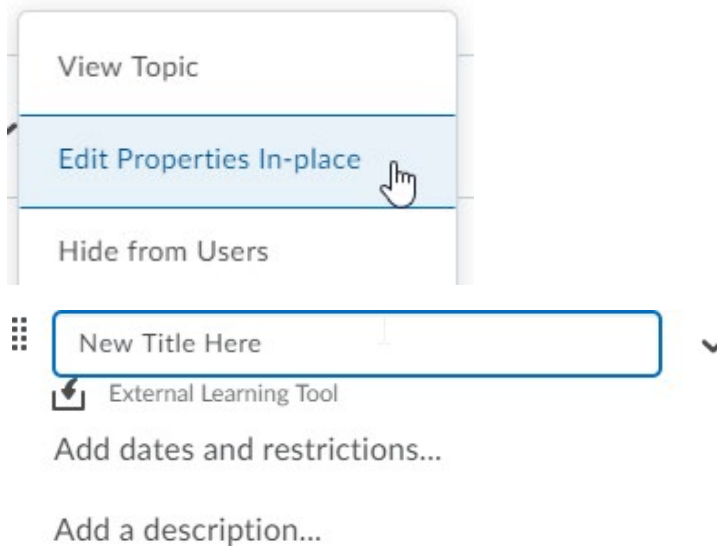4. Agree to the Terms and Conditions and click "Choose a file to upload"

5. Locate the media file on your hard drive and click **Open**
6. Type in a Name, and a Description and Tags, if desired
7. Click **Save and Embed** to insert the item in Content

6. Your media item will appear as a content item, using the video title as its title

7. If you want to change the title, click the dropdown menu and choose Edit Properties In-Place, click on the title, type a new one, and press Enter to save

Does this method work everywhere in my course?

This method only works in the Content tool. Anywhere else in your course that has the **HTML Editor**, you can still use the Insert Stuff method. **Click here for more information.**