

CLAREMONT
SCHOOL OF
THEOLOGY

How to Upload Media to Your Sakai Media Gallery

Instructional Technology | Fall 2019 | Sakai 12.6

Kirianna Florez | Office 909.962-6744 | kflorez@cst.edu or sakaisupport@cst.edu

How to Upload Media from Computer

- You can upload video, photo, and audio files from your computer to your **My Media** tool.
- Uploading media is a multistep process. Do not leave or close the upload window before the upload process is complete.
- **My Media** accepts the following files:
 - Video:** flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, mv4, 3gp
 - Photo:** jpg, jpeg, bmp, png, gif, tif, tiff
 - Audio:** mp3, wav, mp4, wma, wmv, mov
- To help with troubleshooting technical issues, you are required to **tag** each of your media files with **your Sakai username**.

I. Go to your Home page and click on the “My Media” tool.

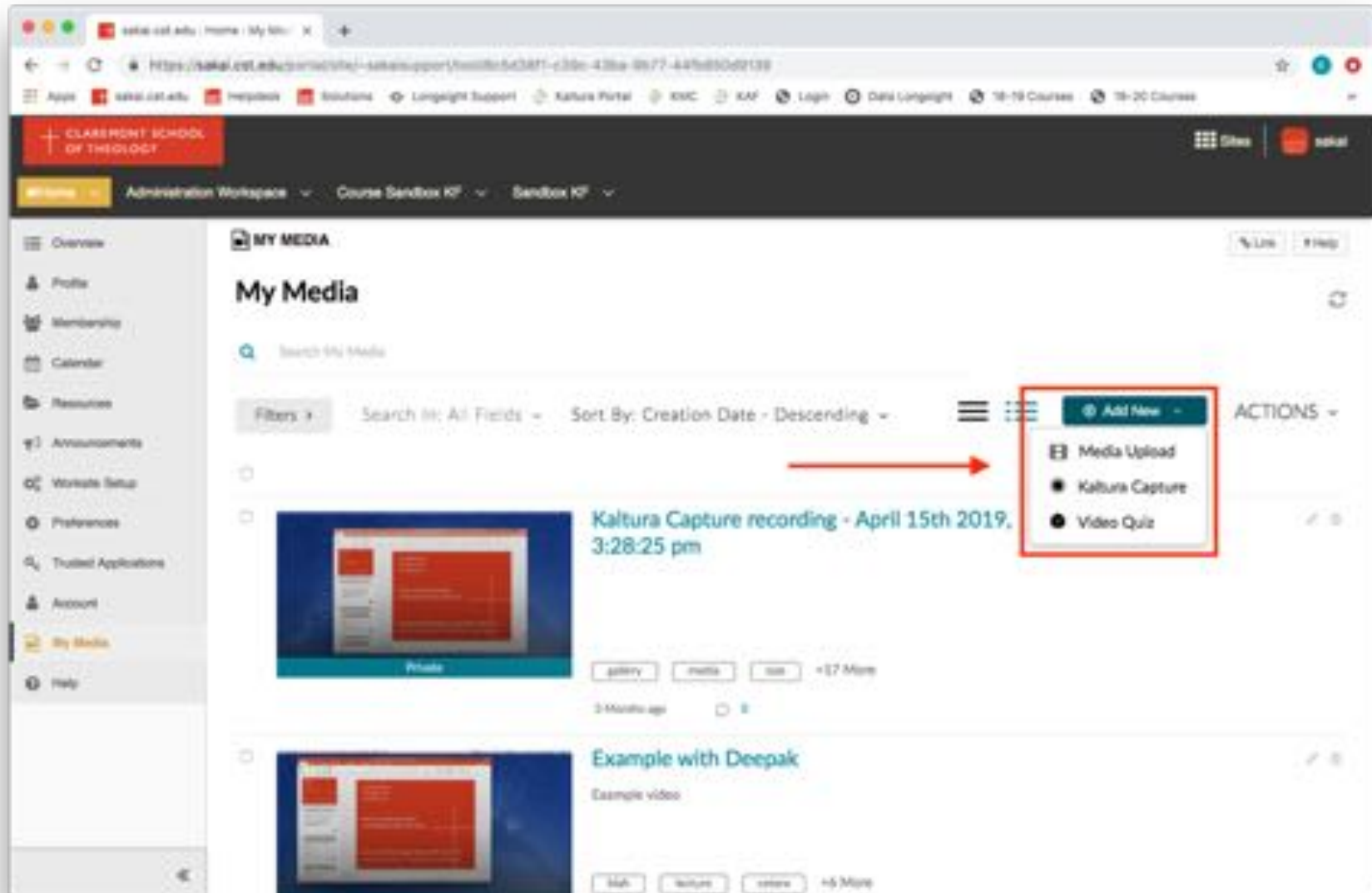
The screenshot shows the Sakai LMS home page for Claremont School of Theology. The browser address bar shows <https://sakai.cst.edu/~sakaisupport/>. The top navigation bar includes links for Home, Administration Workspace, Course Sandbox KF, and Sandbox KF. The left-hand menu is visible, with the 'My Media' tool highlighted in orange. A red arrow points from the 'My Media' tool to the 'Overview' section of the page. The 'Overview' section contains a 'Welcome to Sakai!' message, a 'System Announcements' section with no announcements, and a 'Need support?' section. The right-hand side of the page features a calendar for July 2019 and a 'Recent Announcements' section.

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2a. Click on the “Add New” button.

The screenshot shows the 'My Media' interface in Sakai LMS. The page title is 'My Media' and it includes a search bar and filter options. The 'Add New' button is highlighted with a red circle and a red arrow pointing to it. The page displays a list of media items, including a video recording titled 'Kaltura Capture recording - April 15th 2019, 3:28:25 pm' and an 'Example with Deepak' video. The interface includes a sidebar with navigation options like Overview, Profile, Membership, and My Media.

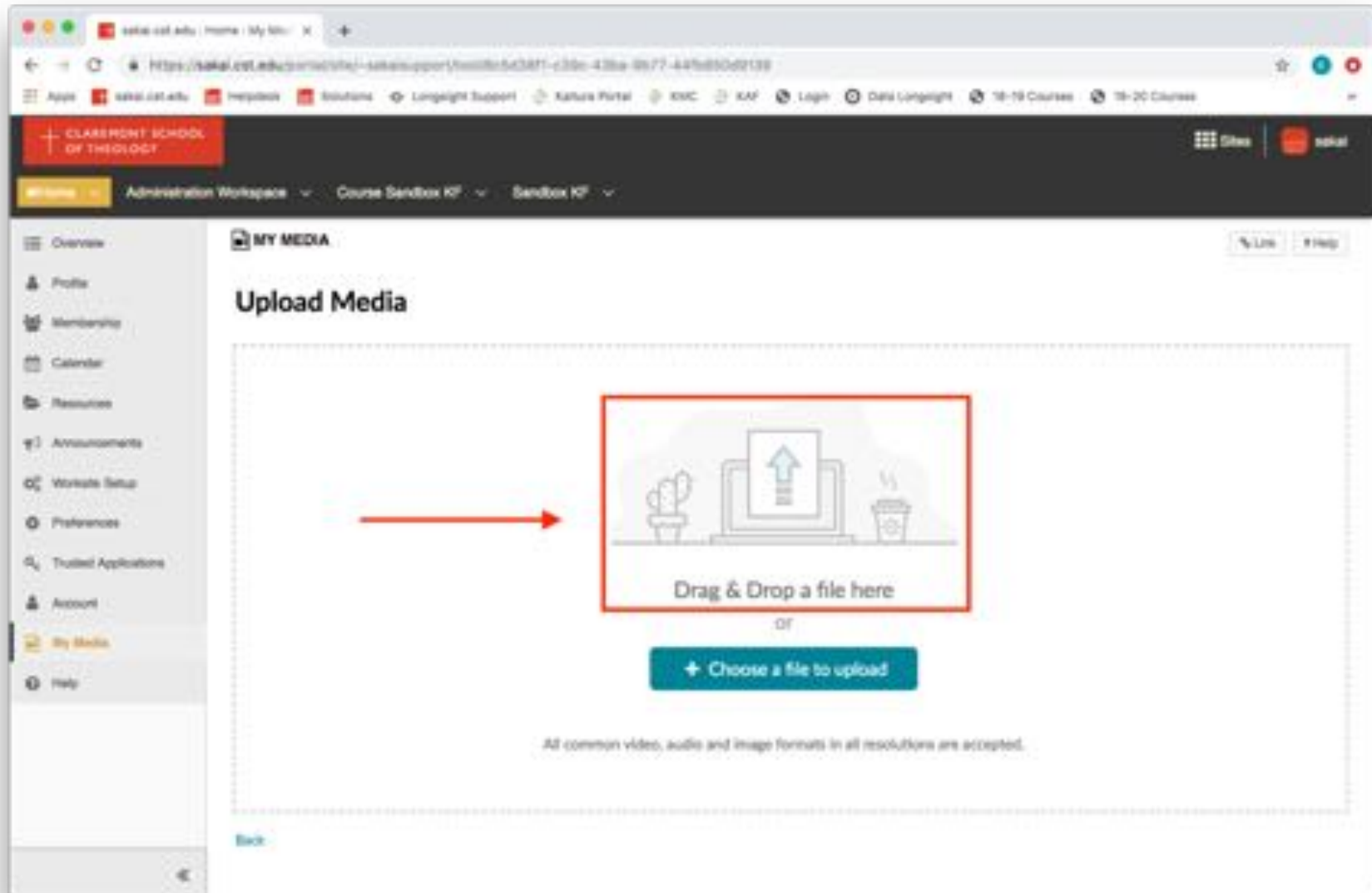
2b. Then choose “Media Upload”.



The screenshot shows the 'My Media' interface in Sakai LMS. The page title is 'MY MEDIA' and 'My Media'. A search bar is present. Below the search bar, there are filters and sorting options: 'Search in: All Fields', 'Sort By: Creation Date - Descending'. A red arrow points from the sorting options to the 'Add New' dropdown menu. The 'Add New' menu is open, showing three options: 'Media Upload', 'Kaltura Capture', and 'Video Quiz'. The 'Media Upload' option is highlighted with a red box. Below the menu, there are two media items listed: 'Kaltura Capture recording - April 15th 2019. 3:28:25 pm' and 'Example with Deepak'.

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3a. You can “Drag and Drop” your media files onto the page.

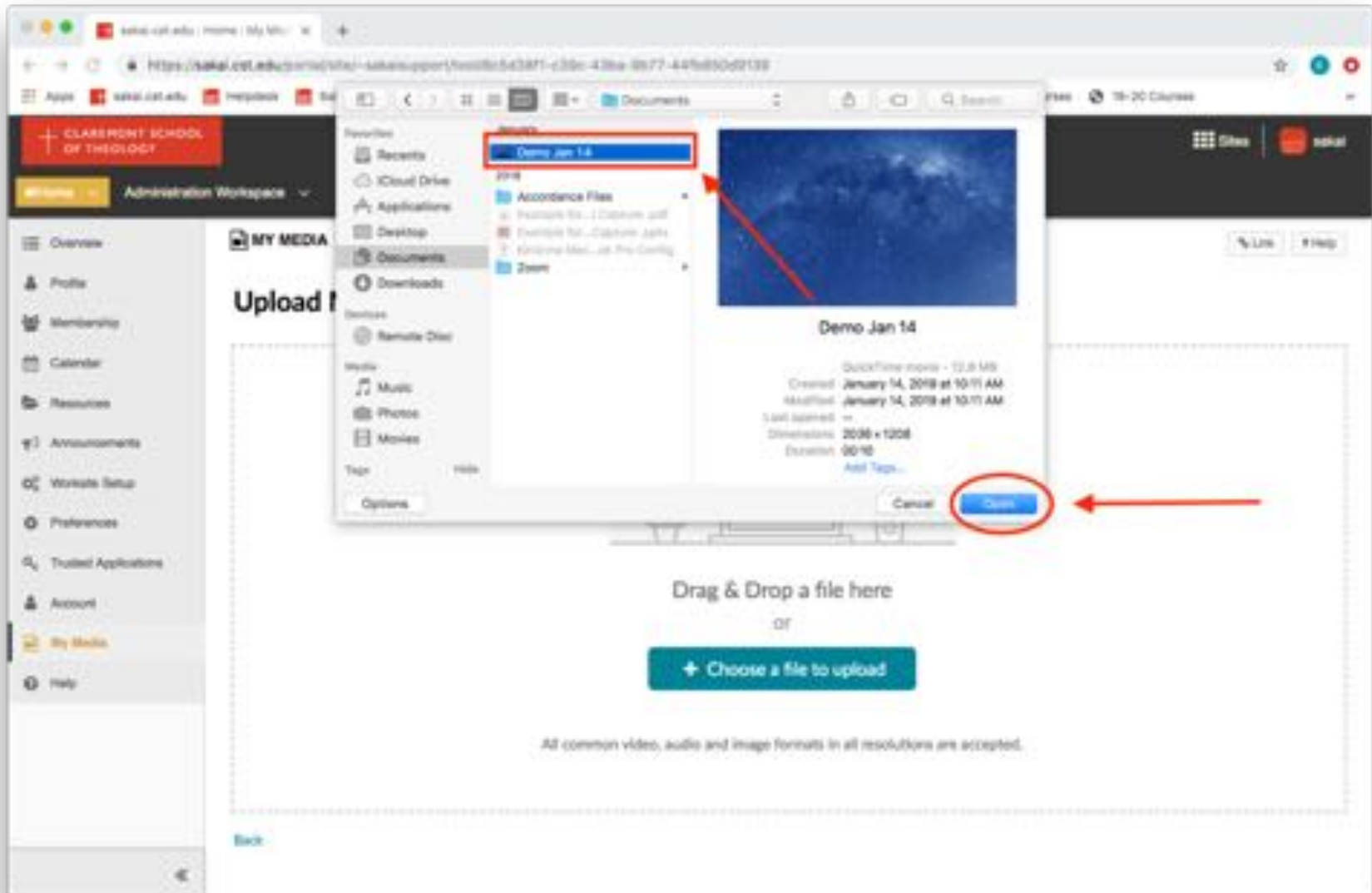


The screenshot shows a web browser window displaying the 'MY MEDIA' section of a user interface. The browser's address bar shows a URL starting with 'https://sakai.csul.edu'. The page header includes the 'CLAREMONT SCHOOL OF THEOLOGY' logo and navigation links for 'Home', 'Administration Workspace', 'Course Sandbox KF', and 'Sandbox KF'. A sidebar on the left contains a menu with items like 'Overview', 'Profile', 'Membership', 'Calendar', 'Resources', 'Announcements', 'Workspace Setup', 'Preferences', 'Trusted Applications', 'Account', 'My Media', and 'Help'. The main content area is titled 'MY MEDIA' and 'Upload Media'. It features a large dashed-line box containing a red-bordered area with an illustration of a laptop, a cactus, and a coffee cup. A red arrow points to this area, which contains the text 'Drag & Drop a file here'. Below this is a teal button with a plus sign and the text '+ Choose a file to upload'. At the bottom of the dashed box, it states 'All common video, audio and image formats in all resolutions are accepted.' A 'Back' link is visible at the bottom left of the dashed box.

3b. Or you can click the “Choose a file to upload” button.

The screenshot displays the 'MY MEDIA' section of a web application. The main heading is 'Upload Media'. Below this, there is a large dashed rectangular area intended for file uploads. In the center of this area is an illustration of a laptop with an upward-pointing arrow on its screen, flanked by a cactus and a coffee cup. Below the illustration, the text reads 'Drag & Drop a file here' followed by 'or' and a blue button with a white plus sign and the text '+ Choose a file to upload'. A red arrow points from the left towards this button. At the bottom of the dashed area, it says 'All common video, audio and image formats in all resolutions are accepted.' The left sidebar contains a list of navigation items: Overview, Profile, Membership, Calendar, Resources, Announcements, Workspace Setup, Preferences, Trusted Applications, Account, My Media (highlighted), and Help. The top navigation bar includes the Claremont School of Theology logo, a 'Sites' menu, and a user profile icon. The browser's address bar shows the URL 'https://sakai.csl.edu.com/sakai/sakai-support/...' and the page title is 'Administration Workspace - Course Sandbox KF - Sandbox KF'.

4. Choose the file you want to upload, then press “Open”.



The screenshot shows a web browser window with a URL starting with <https://sakai.csl.edu>. The page displays the "CLAREMONT SCHOOL OF THEOLOGY" logo and a navigation menu on the left. The main content area is titled "MY MEDIA" and "Upload". A file explorer window is open over the upload area, showing a file named "Demo Jan 14" selected. The file details are: QuickTime movie - 12.8 MB, Created: January 14, 2018 at 10:11 AM, Modified: January 14, 2018 at 10:11 AM, Dimensions: 2048 x 1028, Duration: 00:10. The "Open" button in the file explorer is circled in red, and a red arrow points to it. Another red arrow points from the "Demo Jan 14" file in the file explorer to the "Open" button. Below the file explorer, the upload area contains the text "Drag & Drop a file here" and a button labeled "+ Choose a file to upload". At the bottom of the upload area, it states "All common video, audio and image formats in all resolutions are accepted."

5. Your media will begin to upload to Kaltura.

The screenshot displays the 'MY MEDIA' section of a web application. The main heading is 'Upload Media'. A progress bar is visible, showing a blue segment on the left and the text '639KB of 12.24MB'. Below the progress bar, there is a 'Please fill out these details:' section with a 'Name' field containing 'Demo Jan 18', a 'Description' field with a rich text editor toolbar, and a 'Tag' field. A red arrow points to the progress bar. The interface includes a sidebar with navigation options like Overview, Profile, Membership, and My Media. The top navigation bar shows the user is logged in as 'sakal' and is in the 'Administration Workspace'.

6a. You may now edit the information for your media.

The screenshot displays the 'Upload Media' interface within the Sakai LMS. At the top, the browser address bar shows the URL: <https://sakai.csl.edu/sakai-support/1000005433711-c30c-43ba-9677-4476d50d2139>. The page header includes the Claremont School of Theology logo and navigation links for 'Administration Workspace', 'Course Sandbox KF', and 'Sandbox KF'. The left sidebar contains a navigation menu with items like Overview, Profile, Membership, Calendar, Resources, Announcements, Workspace Setup, Preferences, Tracked Applications, Account, My Media, and Help. The main content area is titled 'MY MEDIA' and 'Upload Media'. A progress bar indicates '4959KB of 12.24MB' with a 'Cancel' button. Below the progress bar, a red box highlights the 'Please fill out these details:' section, which includes:

- Name (Required):** Demo Jan 14
- Description:** A rich text editor with a toolbar containing options for Black, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, and Unlink. The text area contains the placeholder 'Enter Description...'
- User:** sakai-support

A note at the bottom of the red box states '* Required To Publish'.

6b. Remember, you must include a **tag** with your **Sakai Username**.

The screenshot shows the 'Upload Media' interface in Sakai. At the top, there's a progress bar indicating '4959KB of 12.24MB' uploaded. Below this, a form titled 'Please fill out these details:' contains several fields:

- Name (Required):** A text input field containing 'Demo Jan 14'.
- Description:** A rich text editor with a toolbar (Black, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink) and a text area containing 'Enter Description...'
- Tag:** A text input field containing 'sakai support'. This field is highlighted with a red box, and a red arrow points to it from the left. Below the field is the text '* Required to Publish'.

The interface also features a 'Cancel' button in the top right of the form area and a 'Add Collaborator' button at the bottom.

7. Choose whether to make your media “Private” or “Published”, then “Save.”

The screenshot shows a web browser window with the URL <https://sakai.cst.edu/sakai/support/forums/5432811-e38c-43ba-8677-4476d83d2139>. The page is titled "CLAREMONT SCHOOL OF THEOLOGY" and features a navigation bar with links to Home, My Site, and various support and course pages. The main content area is a form for media management. It includes a "Tags" field, a "Co-Editors and Co-Publishers" section with an "Add Collaborator" button, and a "Private" vs "Published" selection. The "Private" option is selected and highlighted with a red box and an arrow. Below this, the "Save" button is circled in red and also highlighted with an arrow. The "Go to Media" and "Go to My Media" buttons are also visible. A blue informational box states: "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."

Tags:

* Required to Publish

Co-Editors and Co-Publishers: [+ Add Collaborator](#)

Select users that will be allowed to edit the content metadata and related assets (such as captions) and/or to publish.

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.

Published - Media page will be visible to individuals according to entitlements on published destinations.

[Save](#) [Go to Media](#) [Go to My Media](#)

Upload another file

Thank you!

For assistance, please contact:

Kirianna Florez

Office (909) 962-6744

Email: kflorez@cst.edu | sakaisupport@cst.edu

Instructional Design

Claremont School of Theology