



My Media Quicksheet

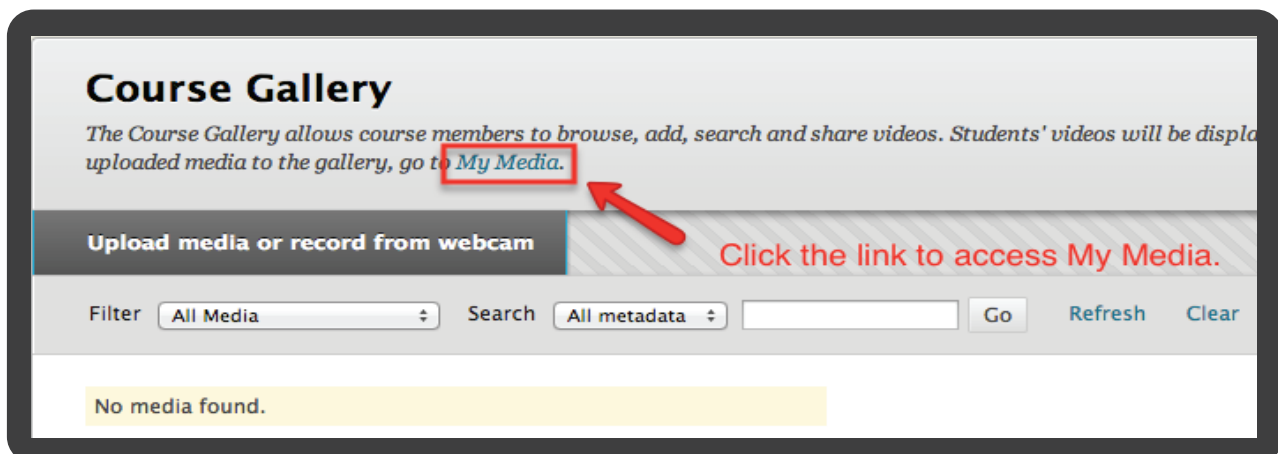
My Media enables users to view, upload, edit, and assign media to a specific course. Within My Media, a user can delete their own media and instructors can contribute videos to the Faculty Repository.

Best Practices

- When uploading a video assign video categories and add metadata to easily locate files later.
- Create a standard tag for your course and notify all course members about it.
- In regards to deleting a media file and ownership, please refer to **Manage and Share Content (How To)**.
- If you are an instructor leaving a course, transfer ownership of videos to another instructor by contacting **UBC IT Help Desk** at www.it.ubc.ca/contact/helpdesk.html.

Access (How to)

Access My Media from a Course Gallery or from the My Media module on My **Connect** Tab.



View and Functions



The available actions for users on this page include:

- **Upload media file or record and upload from webcam (A).**
- **View video(s) (B).**
- **Edit metadata and video viewing options (C).**
- Sort through **gallery (D)** of My Media files. Click on the video links in the gallery to view the video, access its metadata, and customize its options.
- **Allow other users to make clips (E)** of a video.
- Clip video files using the **clipping tool (F)**.
- **Delete media (G).**
- Add a media file to a Course Gallery with the **Add to Course Gallery button (H)**. When students add media to a Course Gallery from My Media, it is hidden until approved by instructors. This is used to moderate student uploads.
- (Faculty Members Only) **Contribute media to the Faculty Repository (I).**

The screenshot shows the 'My Media' interface. At the top, there is a button labeled 'Upload media or record from webcam' (A). Below this is a search bar and a filter dropdown set to 'All Media'. The main area is divided into two sections: a gallery on the left (D) and a video player on the right (B). The gallery lists three items: 'Clipping and Trimming - Kaltura KMC Tutorial (HD_720 - WEB (H264_2500)) (1).mp4', 'Ainatte Inbal Clip (HD_720 - WEB (H264_2500)).mp4 - Clip', and 'Kaltura MediaSpace 4 Video Overview (HD_720 - WEB (H264_2500)).mp4'. The video player shows a green screen with the text 'CHAPTER 2: PUBLISHING WORKFLOWS' and 'CLIPPING & TRIMMING'. Below the video player, the metadata for the selected video is displayed, including the title, duration, and upload date. At the bottom of the metadata, there are several action buttons: 'Delete Media' (G), 'Create Clip' (F), 'Contribute to Faculty Repository' (I), and 'Add to Course Gallery' (H). A checkbox labeled 'Allow others to make clips of this video' (E) is also visible. A red box highlights the 'Clipping' section, and a green box highlights the 'Add to Course Gallery' button.

Copyright

All media files must comply with Canadian Copyright Laws. Please visit copyright.ubc.ca.

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