

# CLAREMONT SCHOOL OF THEOLOGY

## How to Upload Media to Your Sakai Media Gallery

Instructional Technology | Fall 2019 | Sakai 12.6

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# 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 Home page for Claremont School of Theology. The browser address bar shows <https://sakai.cst.edu/portal/site/~sakaisupport>. The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, 18-19 Courses, and 19-20 Courses. The main header features the Claremont School of Theology logo and a 'Home' dropdown menu, which is circled in red. Below the header, the 'Overview' section is visible, containing a 'Message Of The Day' and a 'Welcome to Sakai!' message. The left-hand menu is also visible, with 'My Media' highlighted in red and a red arrow pointing to it. The right-hand side of the page includes a 'Calendar' section for July 2019, a 'Recent Announcements' section, and an 'Announcements' section. The URL at the bottom of the page is <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>.

**CLAREMONT SCHOOL OF THEOLOGY**

Home Administration Workspace Course Sandbox KF Sandbox KF

**OVERVIEW**

Message Of The Day

Options

**Welcome to Sakai!**

Sakai is the official learning management system of Claremont School of Theology. CST Instructors use this system to engage students and facilitate learning in traditional, face to face, intensive, hybrid, and online format courses.

**First time logging in?** Once your CST student profile is created, your Sakai logins will be automatically created for you. To log in for the first time, click **Forgot Password** link on the left-hand menu from the homepage, and submit your CST email. You can then check your CST email address (or other email address, if you are not a CST student) for your username and password.

**System Announcements**

**No System Announcements**

**If you are experiencing any issues, please send a support ticket to the CST Help Desk**  
at <http://csthelppdesk.freshdesk.com/support/home>.

**Need support?**

If you have forgotten your password or would like to reset it, use the **Forgot Password** link on the lefthand menu from the homepage. Check the email inbox connected with your Sakai account for password

**Calendar**

Options Publish (private)

**July 2019**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

**Recent Announcements**

**Announcements**  
(viewing announcements from the last 10 days)

View All

There are currently no announcements at this location.

## 2a. Click on the “Add New” button.

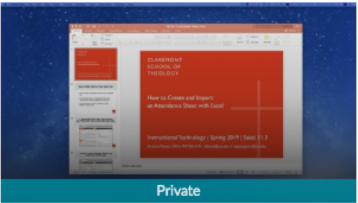


The screenshot shows the Sakai LMS interface for Claremont School of Theology. The browser address bar displays the URL: <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The top navigation bar includes links to Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, 18-19 Courses, and 19-20 Courses. The main header features the Claremont School of Theology logo and the Sakai logo. The left sidebar contains a menu with items: Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media (highlighted), and Help. The main content area is titled 'MY MEDIA' and includes a search bar, filters, and sorting options. A red arrow points to the 'Add New' button, which is circled in red. Below the button, there are two media items: 'Kaltura Capture recording - April 15th 2019, 3:28:25 pm' and 'Example with Deepak'. Each item has a thumbnail, a title, a description, and tags.

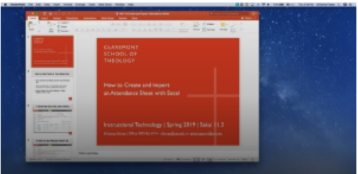


**CLAREMONT SCHOOL OF THEOLOGY**

**MY MEDIA**

Search My Media

Filters > Search In: All Fields > Sort By: Creation Date - Descending > **Add New** > ACTIONS >

☐  **Kaltura Capture recording - April 15th 2019, 3:28:25 pm**    
Private gallery media size +17 More  
3 Months ago 0

☐  **Example with Deepak**    
Example video blah lecture cetera +6 More



## 2b. Then choose “Media Upload”.

The screenshot shows the Sakai LMS interface for a user named 'sakai.cst.edu'. The browser address bar displays the URL: <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, 18-19 Courses, and 19-20 Courses. The main header features the Claremont School of Theology logo and a 'sakai' logo. Below the header, a navigation menu lists 'Home', 'Administration Workspace', 'Course Sandbox KF', and 'Sandbox KF'. The left sidebar contains a list of navigation items: Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media (highlighted), and Help. The main content area is titled 'MY MEDIA' and includes a search bar, filters, and sorting options. A red arrow points from the 'Add New' button to the 'Media Upload' option in the dropdown menu. The 'Add New' button is highlighted with a red box, and the dropdown menu is also highlighted with a red box. The dropdown menu contains three options: 'Media Upload', 'Kaltura Capture', and 'Video Quiz'. The main content area displays a list of media items, including a video titled 'Kaltura Capture recording - April 15th 2019, 3:28:25 pm' and another titled 'Example with Deepak'.

**CLAREMONT SCHOOL OF THEOLOGY**

**My Media**

Search My Media

Filters > Search In: All Fields > Sort By: Creation Date - Descending >

**Actions**

- Add New >
- Media Upload
- Kaltura Capture
- Video Quiz

**Kaltura Capture recording - April 15th 2019, 3:28:25 pm**

Private

gallery media size +17 More

3 Months ago 0

**Example with Deepak**

Example video

blah lecture cetera +6 More

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

The screenshot shows a web browser window with the URL <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The page is titled "MY MEDIA" and features a sidebar with navigation links: Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media (highlighted), and Help. The main content area is titled "Upload Media" and contains a large dashed box for file upload. Inside this box, there is an illustration of a laptop with an upward arrow, a cactus, and a coffee cup, with the text "Drag & Drop a file here" below it. A red arrow points from the left towards this area. Below the dashed box, there is a button labeled "+ Choose a file to upload" and a note stating "All common video, audio and image formats in all resolutions are accepted." A "Back" link is located at the bottom left of the main content area.

**MY MEDIA**

**Upload Media**

Drag & Drop a file here

or

[+ Choose a file to upload](#)

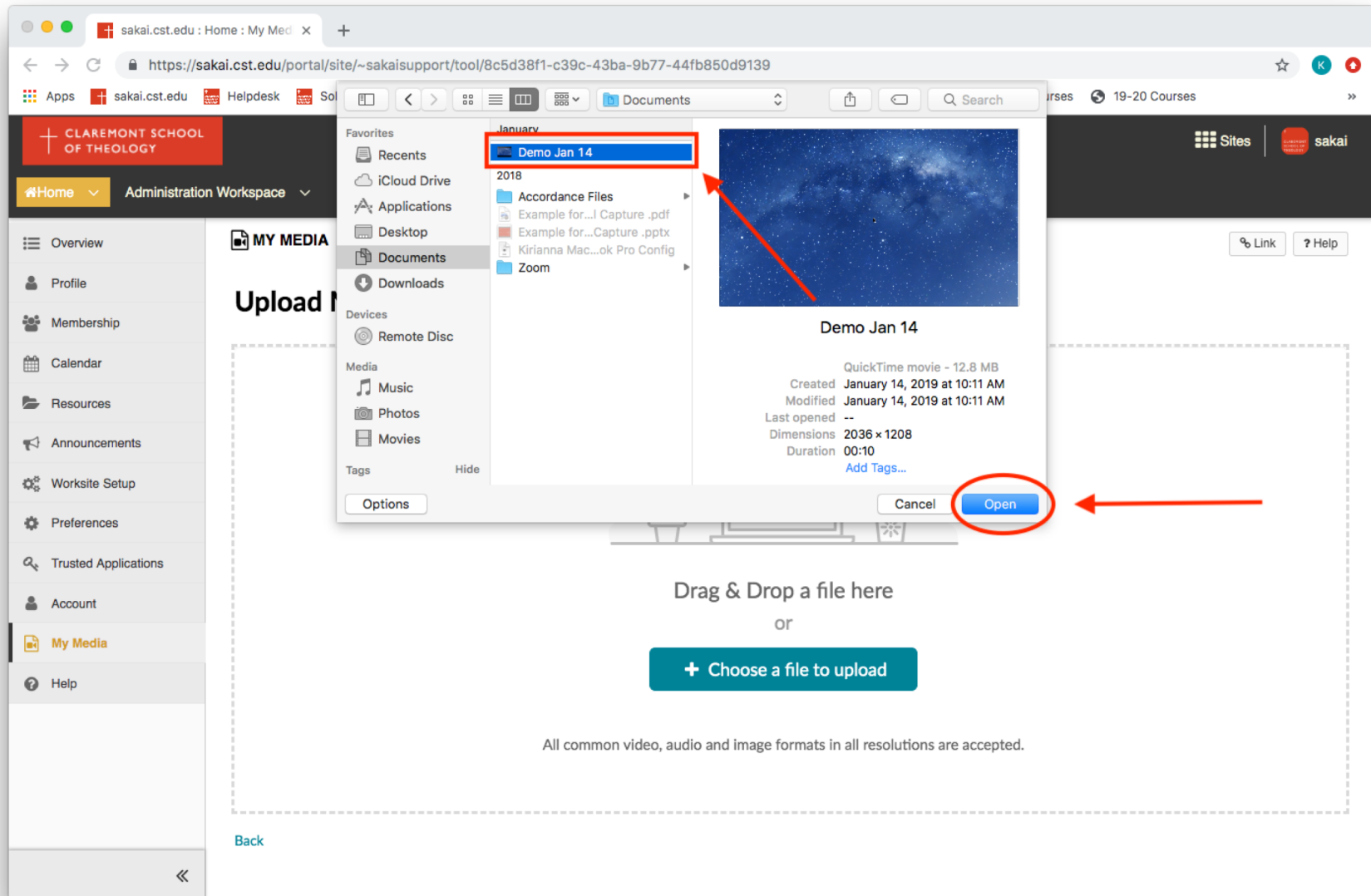
All common video, audio and image formats in all resolutions are accepted.

[Back](#)

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

The screenshot shows a web browser window with the URL <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The page is titled "MY MEDIA" and features a sidebar with navigation links: Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media (highlighted), and Help. The main content area is titled "Upload Media" and contains a large dashed box with an illustration of a laptop, a cactus, and a coffee cup. Below the illustration, the text "Drag & Drop a file here" is displayed, followed by "or" and a blue button with a white plus icon and the text "Choose a file to upload". A red arrow points to this button. 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 located at the bottom left of the page.

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



# 5. Your media will begin to upload to Kaltura.

sakai.cst.edu : Home : My Media

https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139

Apps sakai.cst.edu Helpdesk Solutions Longsight Support Kaltura Portal KMC KAF Login Data Longsight 18-19 Courses 19-20 Courses

CLAREMONT SCHOOL OF THEOLOGY

Sites sakai

Home Administration Workspace Course Sandbox KF Sandbox KF

Overview Profile Membership Calendar Resources Announcements Worksite Setup Preferences Trusted Applications Account My Media Help

MY MEDIA

Link Help

Upload Media

Demo Jan 14.mov

639KB of 12.24MB

Cancel

Please fill out these details:

Name: (Required) Demo Jan 14

Description: Black Bold Italic Underline

Enter Description...

Tags:

\* Required To Publish

Co-Editors and Co- Add Collaborator

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

The screenshot displays the Sakai LMS interface for Claremont School of Theology. The browser address bar shows the URL: <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The top navigation bar includes links to Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, 18-19 Courses, and 19-20 Courses. The main header features the Claremont School of Theology logo and the Sakai logo.

The left sidebar contains a menu with the following items: Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media (highlighted), and Help.

The main content area is titled "MY MEDIA" and "Upload Media". It shows a file named "Demo Jan 14.mov" with a progress bar indicating "4959KB of 12.24MB". A red box highlights the form fields for editing the media details:

- Name:** (Required) Demo Jan 14
- Description:** Black, Bold, Italic, Underline, Bulleted List, Numbered List, Table, Link, Image. Enter Description...
- Tags:** sakaisupport

A note at the bottom of the red box states: "\* Required To Publish".

The bottom of the page shows a URL bar with the address: [https://1836621.kaf.kaltura.com/entry/add-collaborator/entryid/\\$entry](https://1836621.kaf.kaltura.com/entry/add-collaborator/entryid/$entry) and a button labeled "Add Collaborator".

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

The screenshot shows a web browser window with the URL <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The page is titled "MY MEDIA" and "Upload Media". A progress bar indicates that "Demo Jan 14.mov" is 4959KB of 12.24MB. Below the progress bar, there is a form to fill out details. The "Name" field is "Demo Jan 14". The "Description" field has a rich text editor with options for Black, Bold, Italic, Underline, and bulleted/numbered lists. The "Tags" field is highlighted with a red box and contains the tag "sakaisupport". A red arrow points to the "Tags" field. The "Tags" field is labeled "Tags:" and has a red "x" icon next to the tag. Below the tag, it says "\* Required To Publish".

CLAREMONT SCHOOL OF THEOLOGY

Home Administration Workspace Course Sandbox KF Sandbox KF

Overview Profile Membership Calendar Resources Announcements Worksite Setup Preferences Trusted Applications Account My Media Help

MY MEDIA

Link Help

Upload Media

Demo Jan 14.mov

4959KB of 12.24MB

Cancel

Please fill out these details:

Name: Demo Jan 14 (Required)

Description: Black Bold Italic Underline

Enter Description...

Tags: sakaisupport

\* Required To Publish

Add Collaborator

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

The screenshot shows the Sakai media upload interface for Claremont School of Theology. The browser address bar shows the URL: <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>. The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, 18-19 Courses, and 19-20 Courses. The main content area has a 'Tags' field with a placeholder '\* Required To Publish'. Below this is a 'Co-Editors and Co-Publishers' section with an '+ Add Collaborator' button and a note: 'Select users that will be allowed to edit the content metadata and related assets (such as caption files) and/or to publish'. 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.' The visibility options are:   
• ☒ 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   
A red arrow points to the 'Private' option. Below the visibility options are three buttons: 'Save', 'Go To Media', and 'Go To My Media'. The 'Save' button is circled in red, and a red arrow points to it. At the bottom, there is a section for 'Upload another file'.

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 caption files) 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



# 8. Your new media is now in your “My Media” tool on Sakai.

Browser window showing the Sakai LMS interface. The address bar displays the URL: <https://sakai.cst.edu/portal/site/~sakaisupport/tool/8c5d38f1-c39c-43ba-9b77-44fb850d9139>.

The header includes the Claremont School of Theology logo and navigation links: Home, Administration Workspace, Course Sandbox KF, and Sandbox KF.

The left sidebar contains a menu with the following items: Overview, Profile, Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Trusted Applications, Account, My Media (highlighted), and Help.

The main content area is titled "MY MEDIA" and displays a list of media items. The first item, "Demo Jan 14", is highlighted with a red box. It features a thumbnail image of two interlocking gears, a title "Demo Jan 14", a status "Private", and a user attribution "sakaisupport". The second item, "Kaltura Capture recording - April 15th 2019, 3:28:25 pm", features a thumbnail image of a Kaltura interface, a title "Kaltura Capture recording - April 15th 2019, 3:28:25 pm", a status "Private", and a user attribution "sakaisupport".

The bottom of the page includes a footer with the Claremont School of Theology logo and the text "CLAREMONT SCHOOL OF THEOLOGY".

# Thank you!

For assistance, please contact:

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Instructional Design

Claremont School of Theology