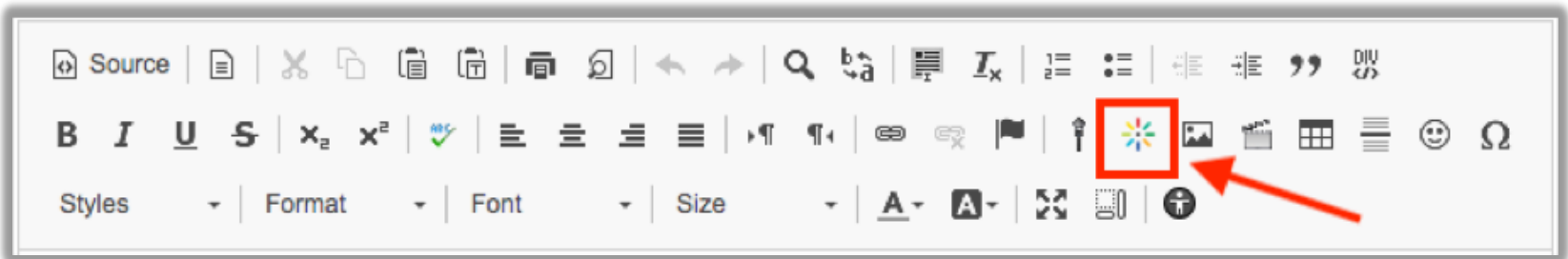# Embedding Media on Sakai

Instructional Technology | Fall 2019 | Sakai 12.6

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How to Embed Media on Sakai

- Once you have uploaded media files to your **My Media** tool on Sakai, you can easily embed them in other tools, such as Announcements, Forums, and Assignments, wherever the **Kaltura** icon is available on the rich text toolbar:

- You may edit the details of each file as needed.

- To help with troubleshooting technical issues, you are <u>required</u> to tag each of your media files with your Sakai username.

1. For the example, we will be embedding a video in the Forum tool.

2. To embed a media file, click on the Kaltura icon in the rich text tool bar.

3a. You will be able to browse all the files in your "My Media".

3b. You can search for certain words in titles, descriptions, and tags.

4a. Once you have found the media file, you can click "Select" to embed the file.

4b. Or you can click the Arrow and choose the size you want: Large, Medium, or Small.

5. The media file will now be embedded. Note: The video **cannot** be played yet.

6. When you have finished writing your post, click "Post".

7. Your media file now is embedded in your post and can be played.

Thank you!

For assistance, please contact:

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Instructional Design

Claremont School of Theology