Student Tutorial: Embedding a Kaltura video into a discussion board

The second half of the video in this tutorial explains the process of embedding a Kaltura video into a discussion board. The following are the print instructions for this procedure.

1. Go to your forum. Click on Add a New Discussion topic.

2. Fill in the Subject line. Add the message you wish and then click “Return” or “Enter” on your keyboard. Make sure the cursor is below any text.

Click the Kaltura button in the toolbar.

3. This will bring up your My Media box. My Media is the repository for Kaltura videos. You will see all videos you have uploaded. Click the down arrow next to Select. This will allow you to choose the size of the video you wish to embed. Medium is a good size for discussion forums.

4. Click the Embed media button in the lower left corner of the screen.
5. This creates a hyperlink to your video.

Scroll to the bottom of your page and click **Post to forum**.

6. You will return to the discussion forum page. **Note:** It is important that you verify your video posted correctly! Click on the **Discussion** thread to see your post.

7. If your video loaded properly, then you will see a **Play** button both in the middle of your screen and in the lower left corner of the video box. Click it to test it.

If it does not play properly, then you have 30 min. to edit your submission. Click the **Edit** button in the lower right corner of the discussion thread.

8. If you happen to discover later (after the 30 min. grace period) that your video doesn’t play properly, just click the **Reply** button and redo your submission. Make a note in the thread that this is your corrected post.
9. If you have any questions or issues with submitting your videos, please contact your instructor first. You may also submit a helpdesk ticket through the Service desk ([http://servicedesk.mnu.edu/](http://servicedesk.mnu.edu/)). Select Learning Management System in the “Select Problem Type” box. Someone will respond to your issue as soon as possible.