

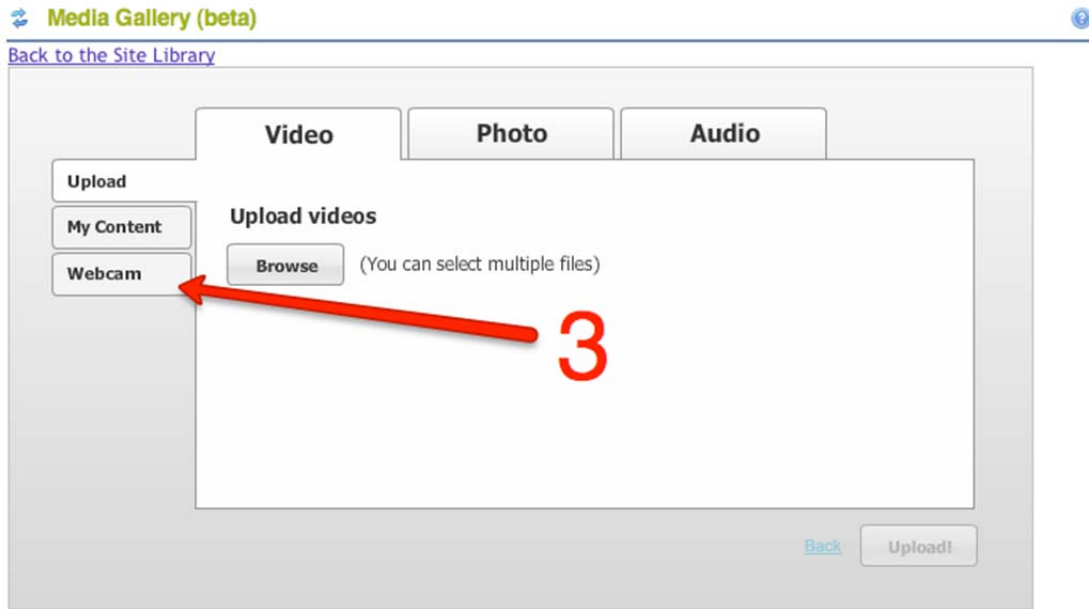
Instructions for creating a video introduction of yourself

After logging into your course site:

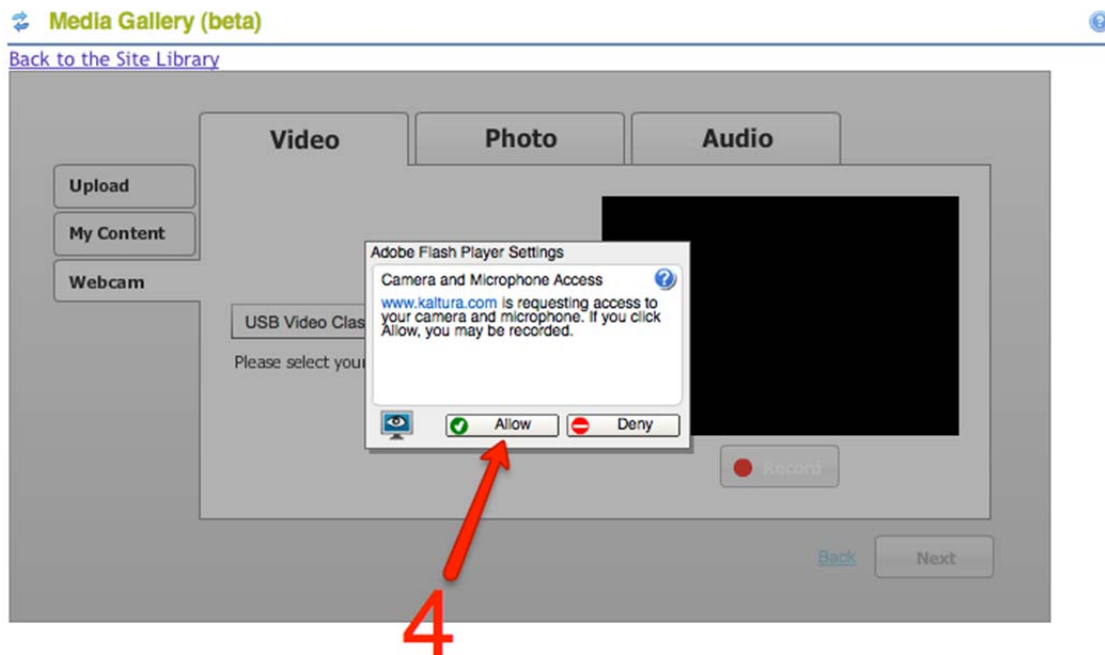
1. Select the **Media Gallery (beta)** tool from the left column
2. Click the **Upload new media** hyperlink

The screenshot displays the Sakai LMS interface for a course site. The top navigation bar features the Duke University logo on the left, the user name 'Marc Sperber (mas54@duke.edu)' and a 'Logout' link on the right. Below this, a course navigation bar shows 'My Workspace', 'Distance Ed SIG @ DU', 'Ed Tech Overview 1 1380', 'PUBPOL.166.01.F12', 'My Active Sites', and 'Exit Student View'. The main content area is titled 'Media Gallery (beta)' and has two tabs: 'Collections' and 'Site Library'. Under 'Media Collections', there is a blue message box that reads: 'No collections. No media collections have been created. Upload new media to the Site Library.' Below this message, it says 'Go to the Site Library to browse all media.' A red arrow labeled '1' points to the 'Media Gallery (beta)' tool in the left sidebar. Another red arrow labeled '2' points to the 'Upload new media' link in the message box. The footer of the page includes 'Duke University', 'Powered by Sakai', and copyright information: '(c) sakaiproject.org. All rights reserved. Sakai - 2.7.1 - Sakai 2.7.1 - Server duke_109'.

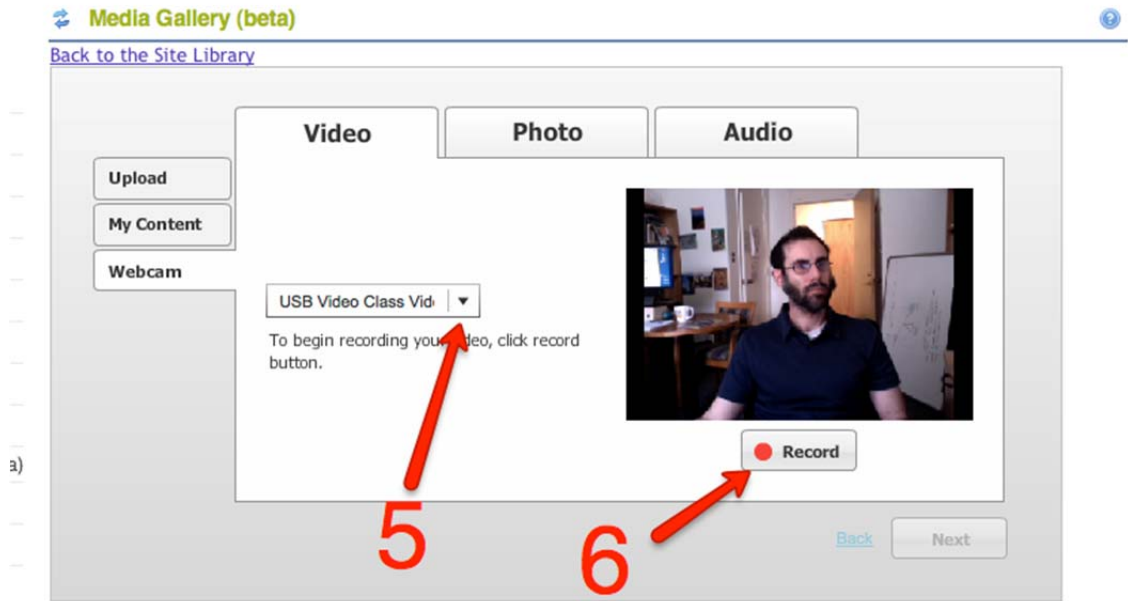
3. Select **Webcam**



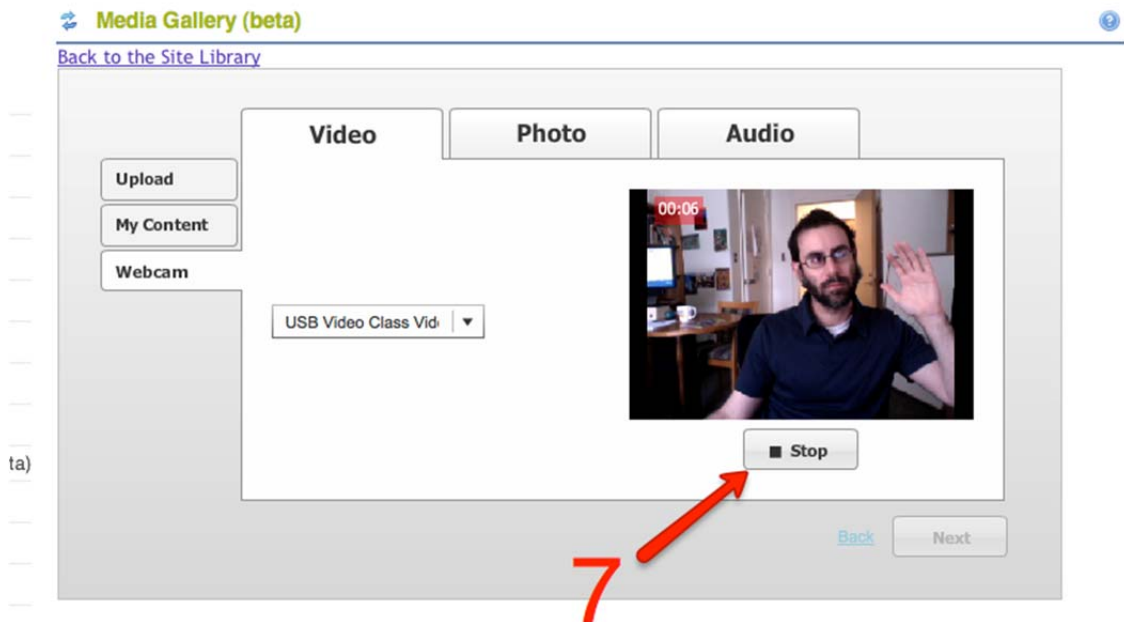
4. Click the **Allow** button to allow www.kaltura.com to access your camera and microphone



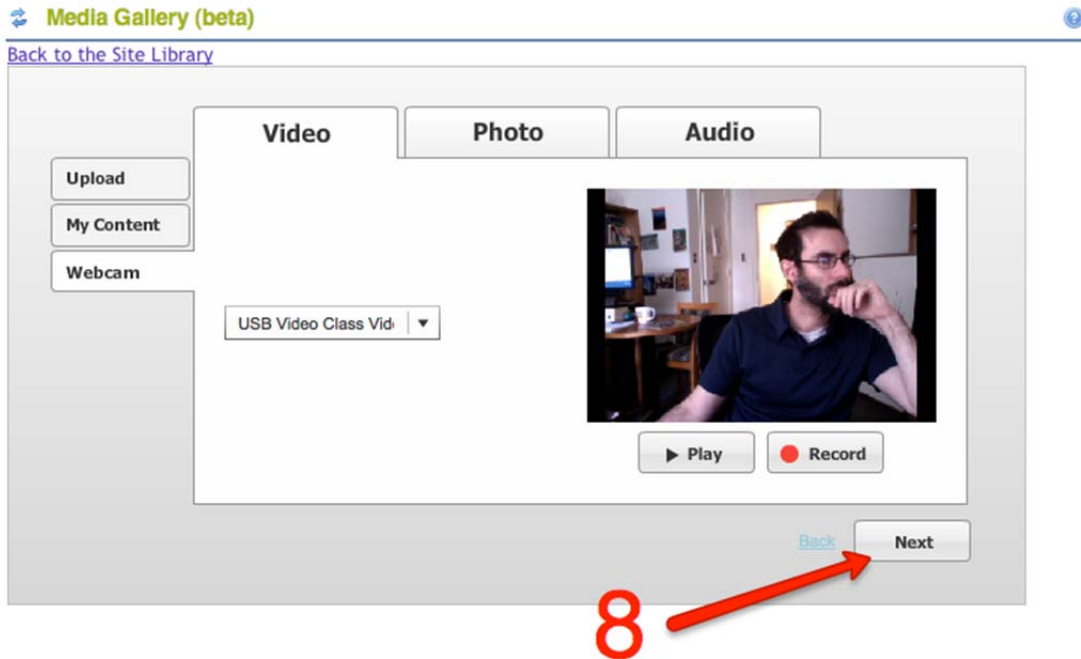
5. Select your webcam from the dropdown list
6. Click the **Record** button and introduce yourself



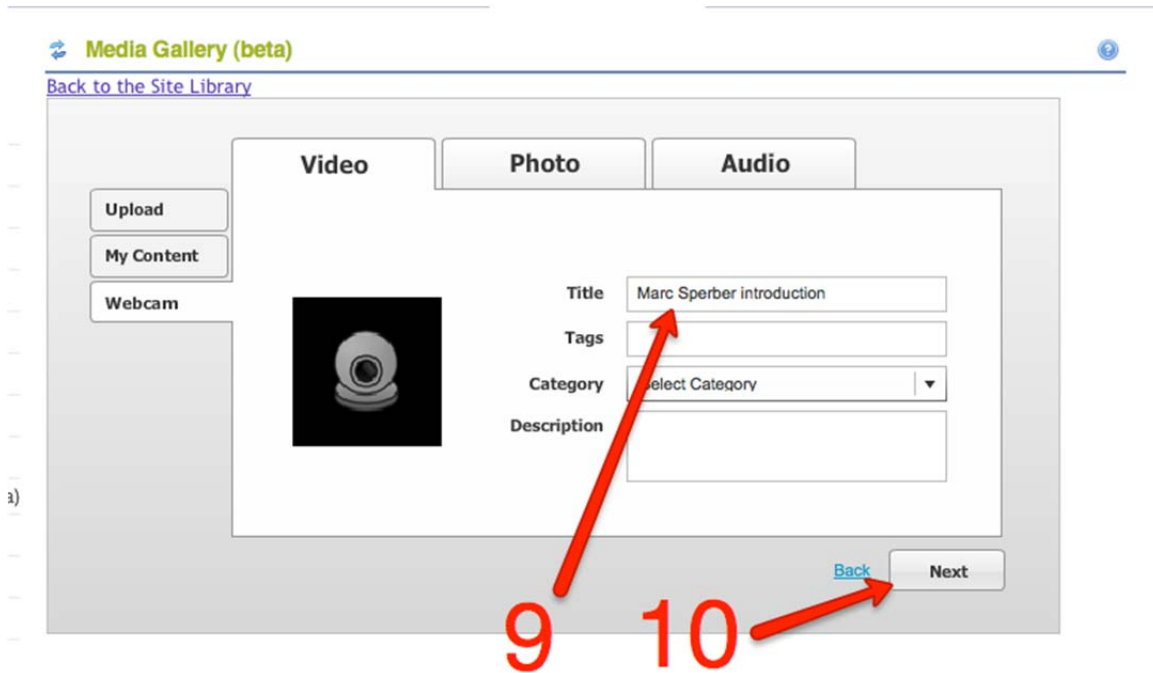
7. Click the **Stop** button when finished



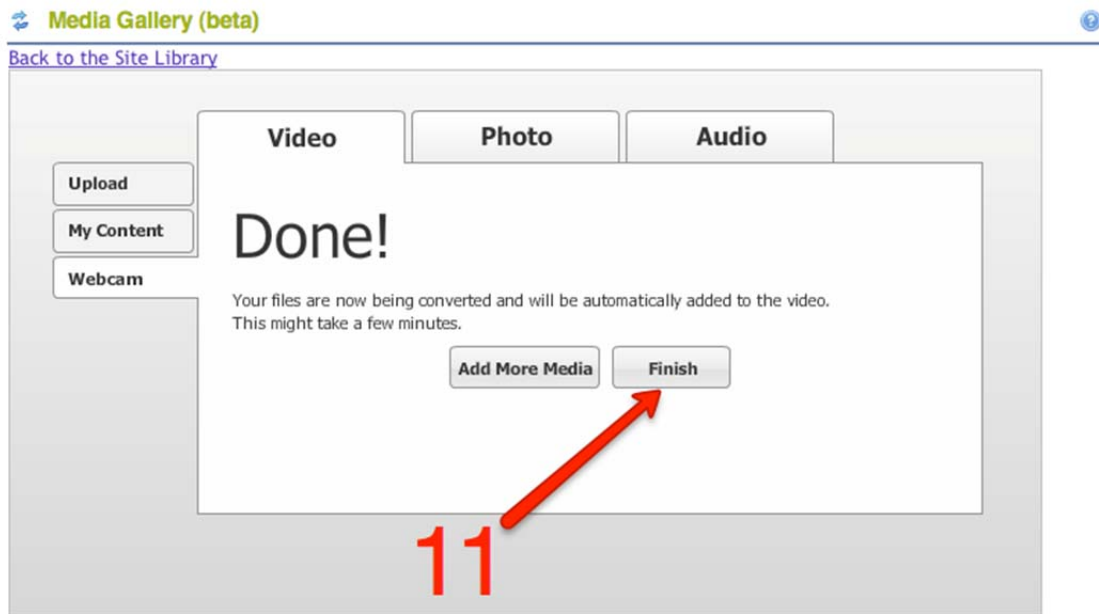
8. Click **Next**



9. Type your name in the “title” field. You may leave the other fields blank and you do not have to select a “category.”
10. Click the **Next** button.



11. Click **Finish**



Note: You will notice that your video is marked as “private,” that is okay. Only instructors or TAs can change the setting to “public,” and we will do so to newly recorded videos at least once per day.

2. Click on a media item to view/play it. To make new media available within your site, click Upload New

