

# Uploading a video (or audio file) to a D2L Discussion Post using the My Media tool (v10.3)

This tutorial will show you how to upload and embed a video (or audio file) into a Discussion Post using the My Media tool.

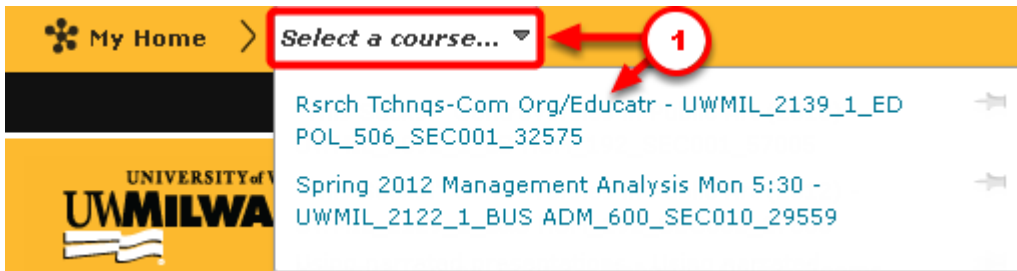
You may consider printing this tutorial and referencing it as you work. A printable PDF version of this tutorial can be found here: <https://db.tt/Lxcmj3wa>

## **Before you begin, you must:**

- For STUDENT access to the My Media tool: If you do not see your course under the [MCStdnt] role (see Step #1 – Option #2), your instructor has not provided access to the tool.
- A video (or audio file) that you have created that is LESS THAN 2GB file size (For best results with video, it is recommend that you prepare the video at a resolution of 1280×720 using the H.264 video codec at about 4000 kbps).

**Instructors should see the following tutorial on providing student access to the My Media Tool: <http://uwmltc.org/?p=7860>**

## **Step #1 – Option #1 (preferred method)**



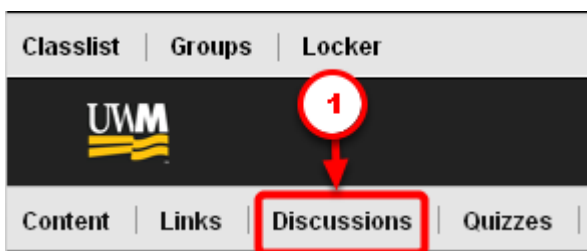
1. Log in to D2L (<http://d2l.uwm.edu>). Pull-down the [Select a course] menu, and select your course.

## Step #1 – Option #2



1. Log in to D2L (<http://d2l.uwm.edu>). If you choose to find your course under the [My Courses] list, click the [MCStdnt] button next to [Role:].

## Step #2



1. Once you are in your course site, click on [Discussions] in the upper navigation bar.

## Step #3

Topic	Threads	Posts	Last Post
<a href="#">Post your discussion assignment here</a>		24 (24)	

1. Click on the appropriate Discussion topic or this assignment.

## Step #4



1. Click the [Start New Thread] button.

## Step #5

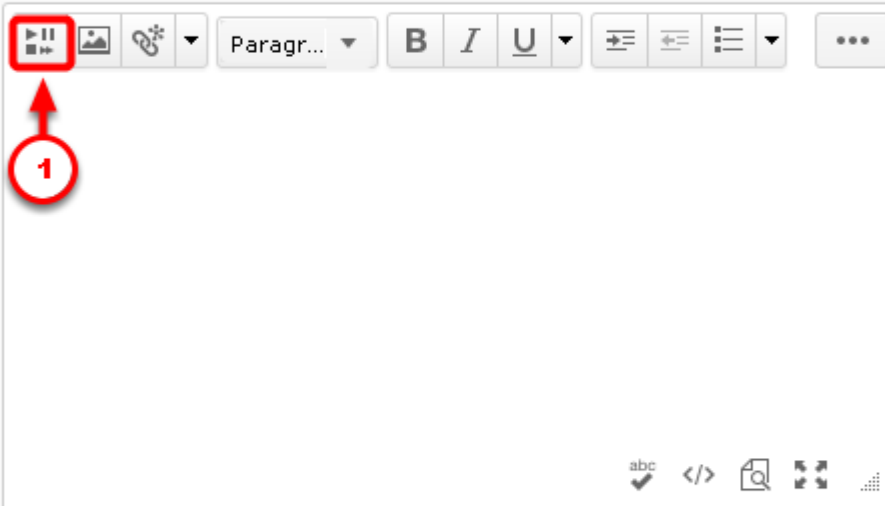
## Post your discussion assignment here ▾

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Add a description ...

Enter a subject



The screenshot shows a rich text editor toolbar. The first icon on the left is highlighted with a red box and a red arrow pointing to it from a red circle containing the number '1'. This icon represents the 'Insert Stuff' feature. Other icons in the toolbar include an image icon, a link icon, a paragraph style dropdown, bold (B), italic (I), underline (U), bulleted list, numbered list, and a more options menu (three dots). At the bottom right of the editor area, there are icons for text color (abc), code (</>), search (magnifying glass), and a grid icon.

Pin thread  [Subscribe to this thread](#)

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Post to: **Week 15: Final Reflection**

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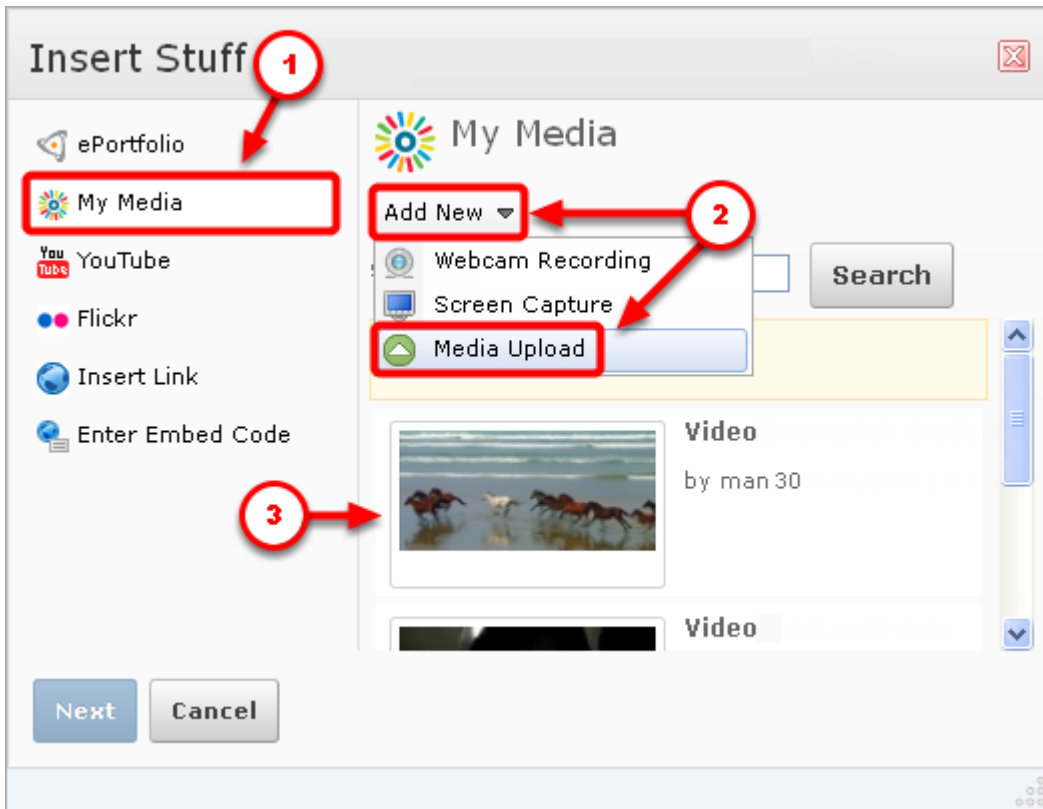
[Post](#)

[Save as Draft](#)

[Cancel](#)

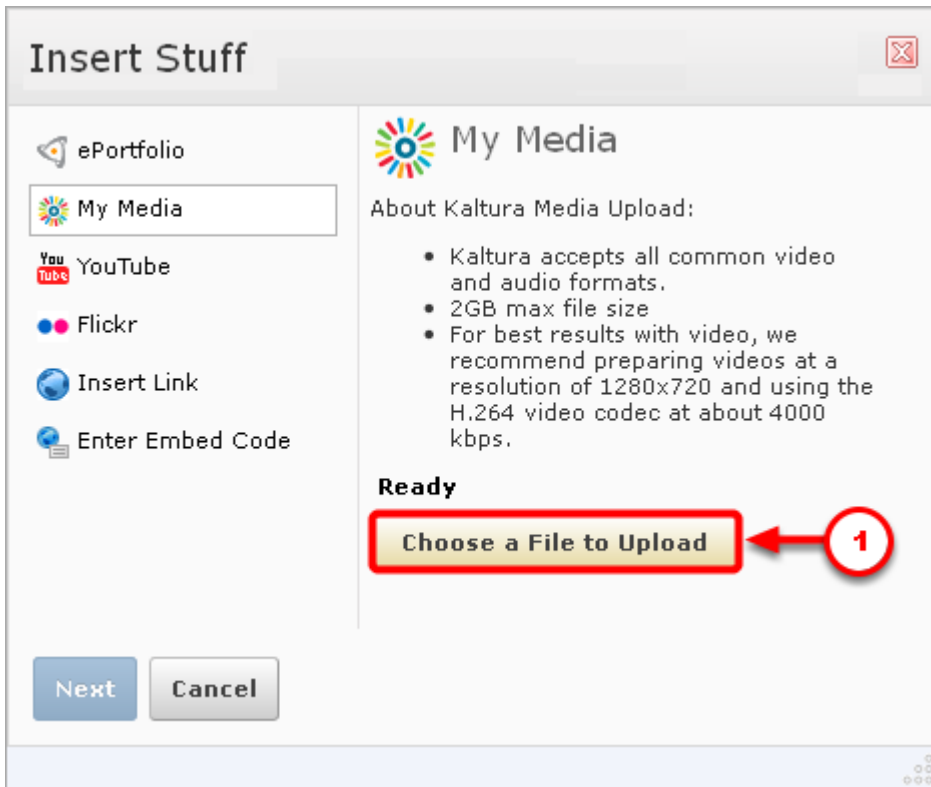
1. In the editor, click the small icon that looks like a play, stop, rewind, and fast forward button, called [Insert Stuff].

## Step #6



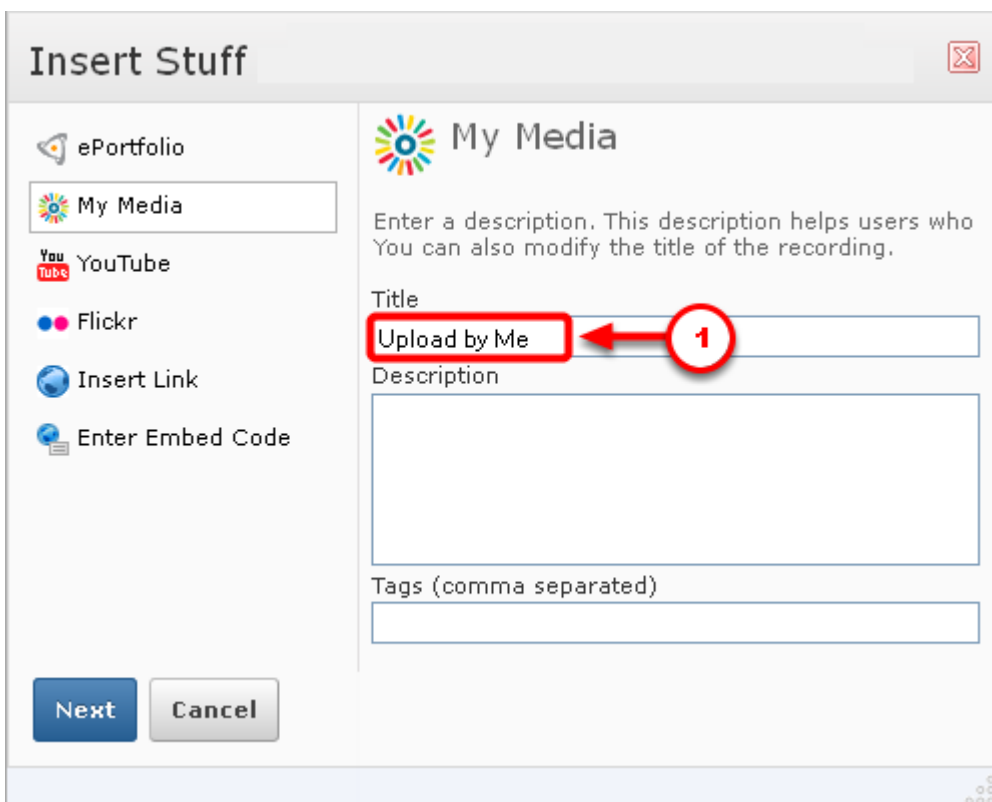
1. A new window will pop up. Click the button [My Media].
2. **To embed a video (or audio file) that you have ALREADY uploaded, identify the media from the list and click the title. Skip to Step #9.**
3. **To upload a NEW video (or audio file), pull down the [Add New] menu and click [Media Upload]. Continue to Step #7.**

## Step #7



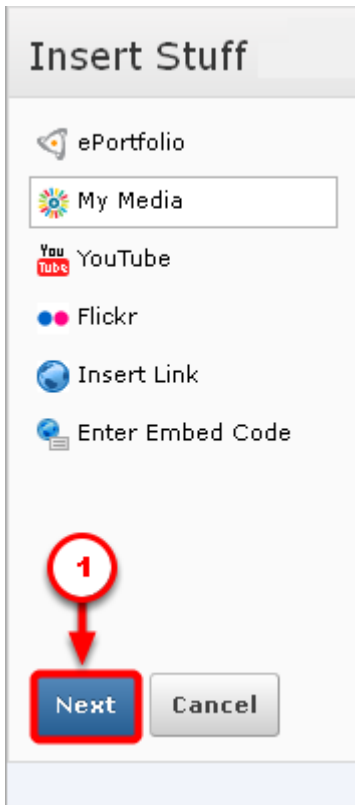
1. Click [Choose a File to Upload]. Browse to the location on your computer where you have saved your file and select the file.

## Step #8



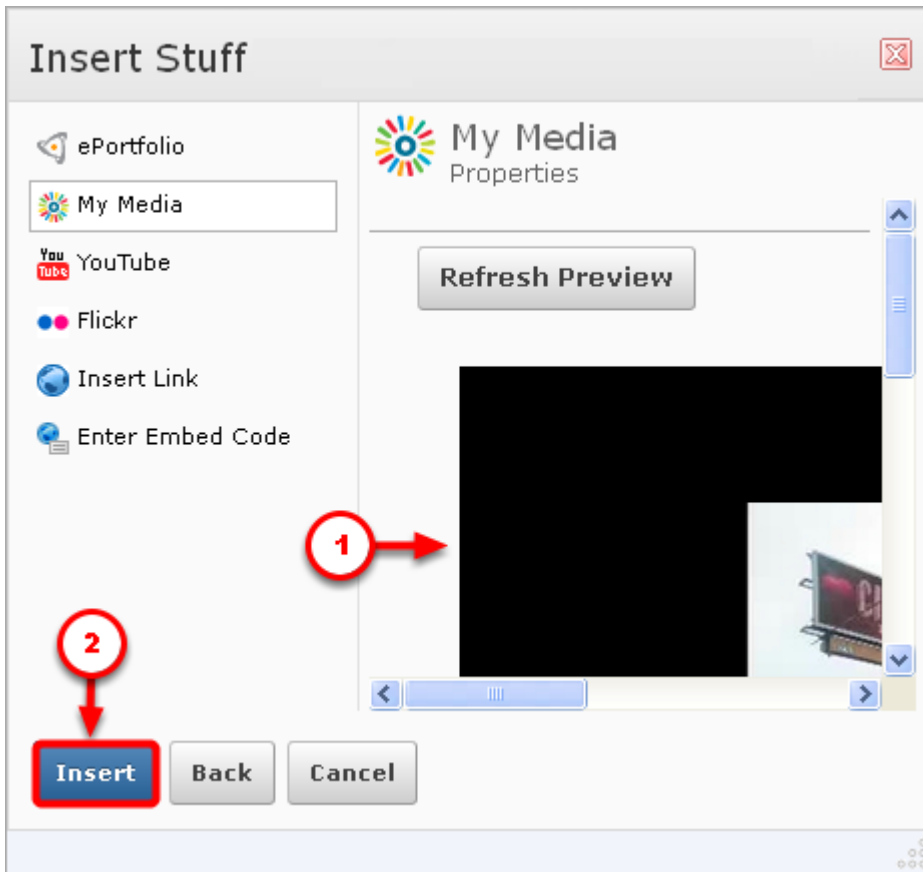
1. Enter a [Title] and an optional [Description] for the media asset.

## Step #9



1. Click [Next].

## Step #10



1. You will see a preview of your video (or audio file).
2. Click the [Insert] button.

## Step #11



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Add a description ...

My video

2

3

to: **Week 15: Final Reflection**

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**Post** Save as Draft Cancel

1. Once you return to the [New Message Details] page, make sure that you have entered a [Subject] for your post.
2. You can add additional text to the [Message], if desired.
3. Click [Post].

## Step #12



## My video project report ▾

Created by Amy Mangrich on May 30, 2014 11:06 AM



00:00 / 05:43



[Reply to Thread](#)

Click on your discussion post to see your media. You (and your peers) can control the play and volume from here.