

Uploading a Video to Canvas

1. On your Dashboard, select **Help** from the left-hand menu.
2. Select **Enroll in Canvas Instructor/Staff Orientation Course**.
3. If you are already enrolled return to your Dashboard. Otherwise, **Enroll**.
4. Select **Help** again.
5. Select **My Media (Kaltura)**.

You can also access your **My Media** through any of the courses you are teaching. If you do not see **My Media** in the navigation menu of your course, follow the instructions at [Managing Course Navigation Links](#) to add it to your course.

6. Select **Add New**. This will display a drop-down menu.
7. Choose **Media Upload** from the list of options.
8. Select **Choose a file to upload**.
9. Choose the video file from your computer and select **Open**.
10. Select **Save**.
11. Select **Go to My Media**.

Your video will be uploaded, but it will still be processing at this point. During periods of high activity (beginning/end of semester), this can take longer. Feel free to leave this page and come back to it later; the media will continue processing in the background.