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
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**

![Image of Media Gallery page with instructions](image)

**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.