

Publication of media/lectures within Learn

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Observe!

The new name “**Play**” substitutes the former: “Play: My Media” and “My Media” that might occur in this guide.

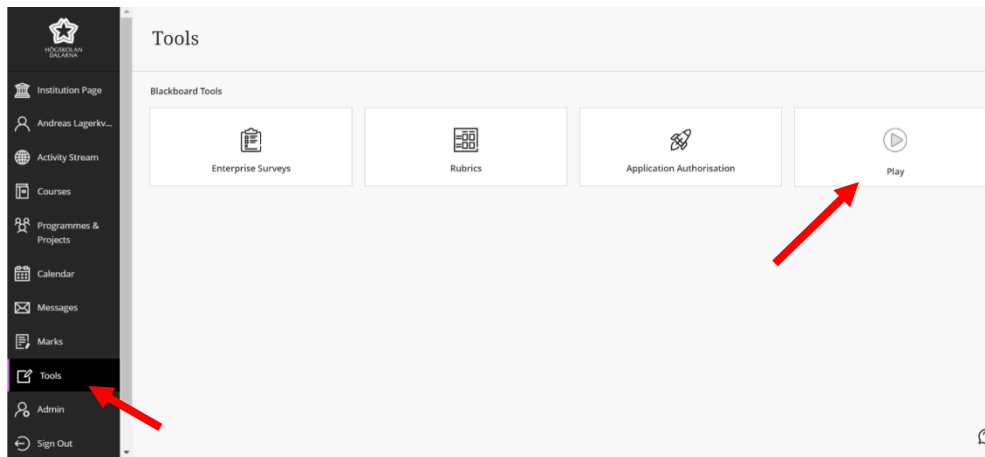
1. Guidelines (For both Students and Teachers)

There are several ways that one can publish media within Learn and with this document we want to highlight our recommended method.

A preposition to add media in Learn is that your media is stored in “[Play](#)”. Teachers can [input links](#) from **Play** straight into course materials. Students and Teachers can add [embedded media](#) from the text editor available in assignments, blogs and forum’s etc. It is also possible for a teacher to add a media gallery that both students and teachers can add media to, in those cases we recommend “[Course gallery](#)”.

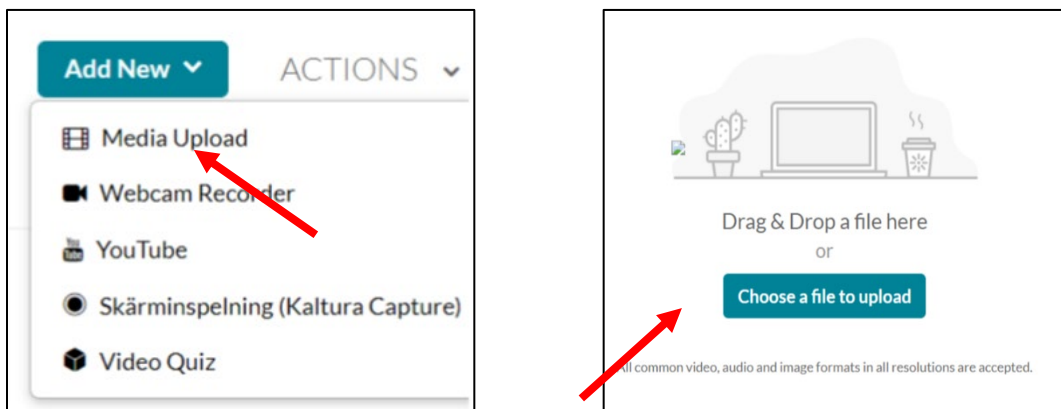
2. To upload new media within Learn (For both Students and Teachers)

You can access your media from the start menu in Learn Obs! The start menu is visible as long as you aren't in a specific course room. Go to tools and then **Play**, to access your personal storage (sound, video & pictures).



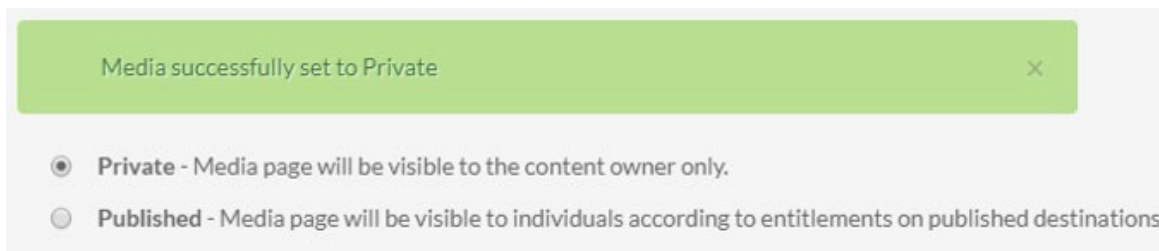
Picture 1 The tools view in Learn

In **Play** click on **Add New** -Media Upload to upload a new media. Choose which file either by drag and drop or by clicking **+ Choose a file to upload**.



Picture 2 View of the menu for adding media

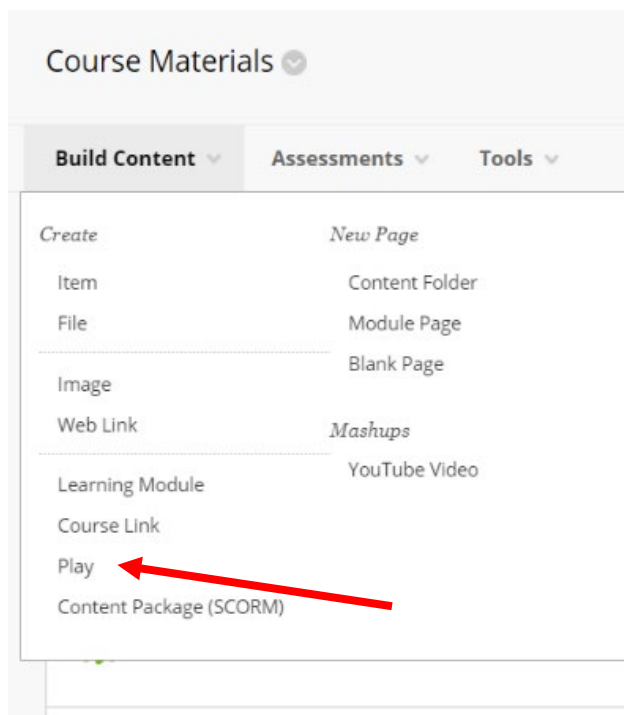
Find your media file. If for example, it is a recording from Zoom it is saved in mp4-format in the folder Zoom in **My documents**. You can upload different types of media (video, pictures and sound). Fill out all the fields in the form that appears after your media uploads. Then choose to keep your media **private** and save the form. Now your media are uploaded and are ready for publishing.



Picture 3 View of the setting of privacy, if set to private only you can access the media

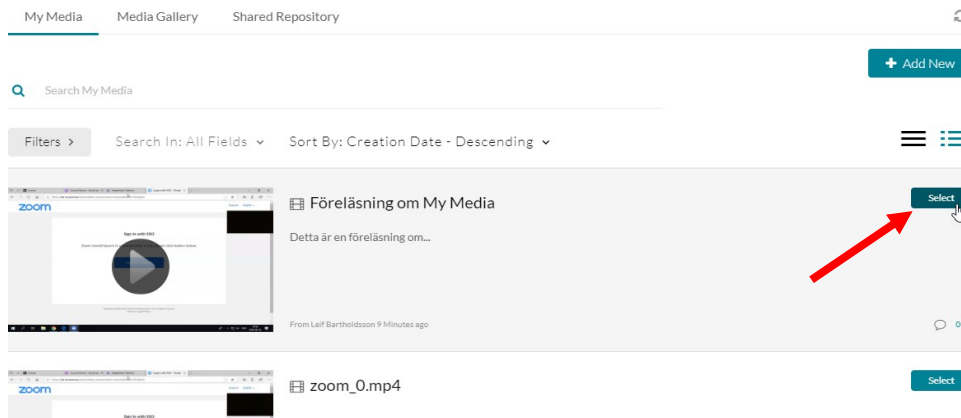
3. Publication of lectures in a course within Learn (Only for Teachers)

To publish a lecture/media in your course we recommend **Play**. In the picture below you can see where to find it if you are in the Course Materials folder. Click on **Build Content** and then **Play**.



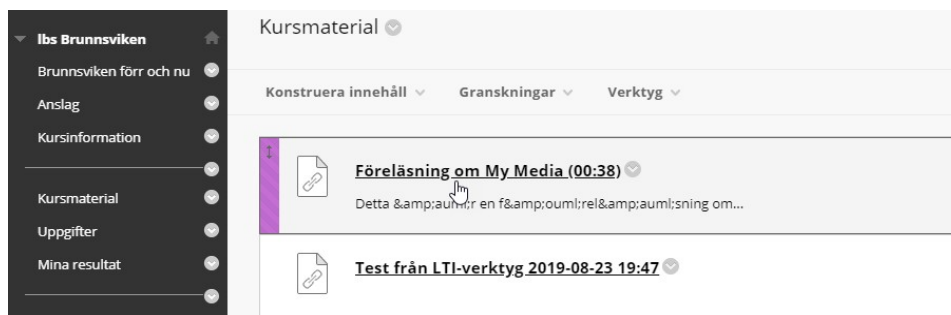
Picture 4 View of build contents and how to add media through Play

Choose your media by clicking Select for each media you wish to add.



Picture 5 View of how to select files from Play

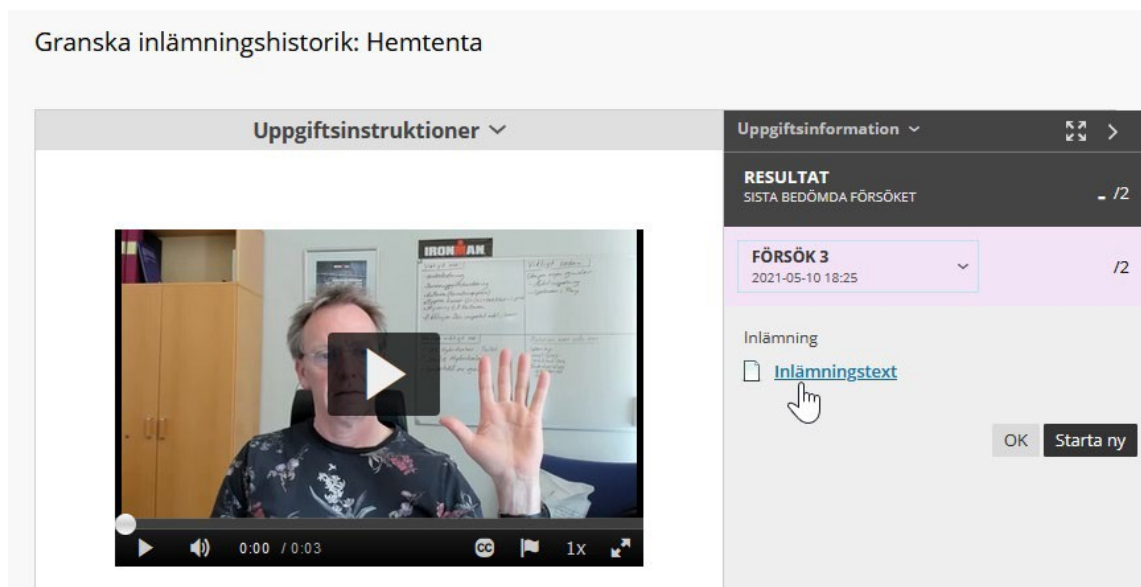
A link to your media will now be added in the folder where you clicked on **Build Content**. The links will be located last in the list but you can move them by holding down the left mouse button on the link and dragging it to the new location.



Picture 6 View of the drag and drop of links

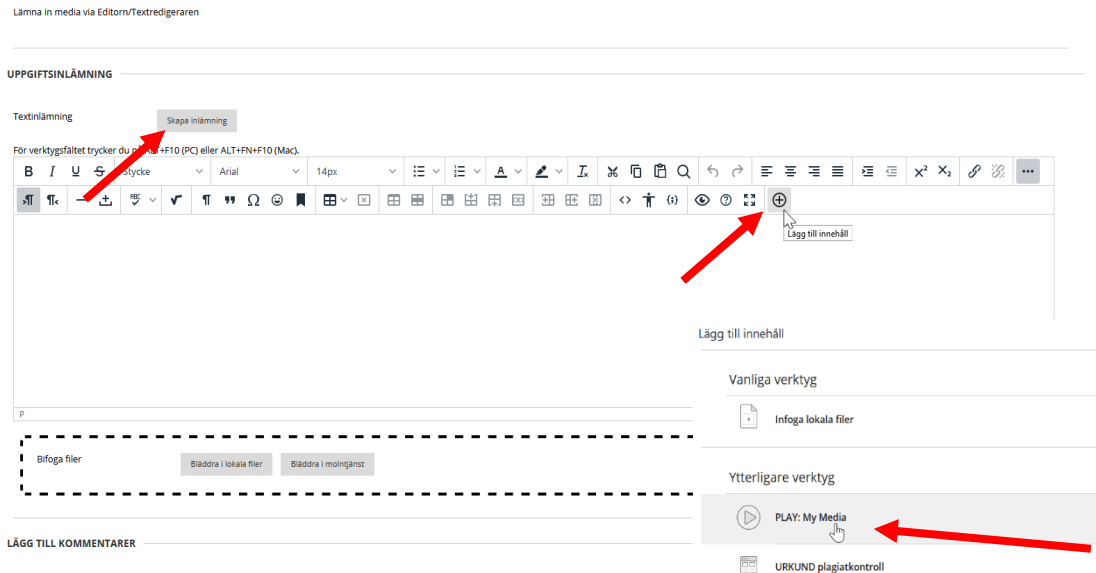
4. Publish as embedded media (Mostly for Students, but also possible for Teachers)

As a student, we recommend that you publish your media through the text editor (Textsubmisson) "Write submission". You can access it on assignments, blogs and forums e.t.c. Below you can find an example of a video added as a hand-in on an assignment:

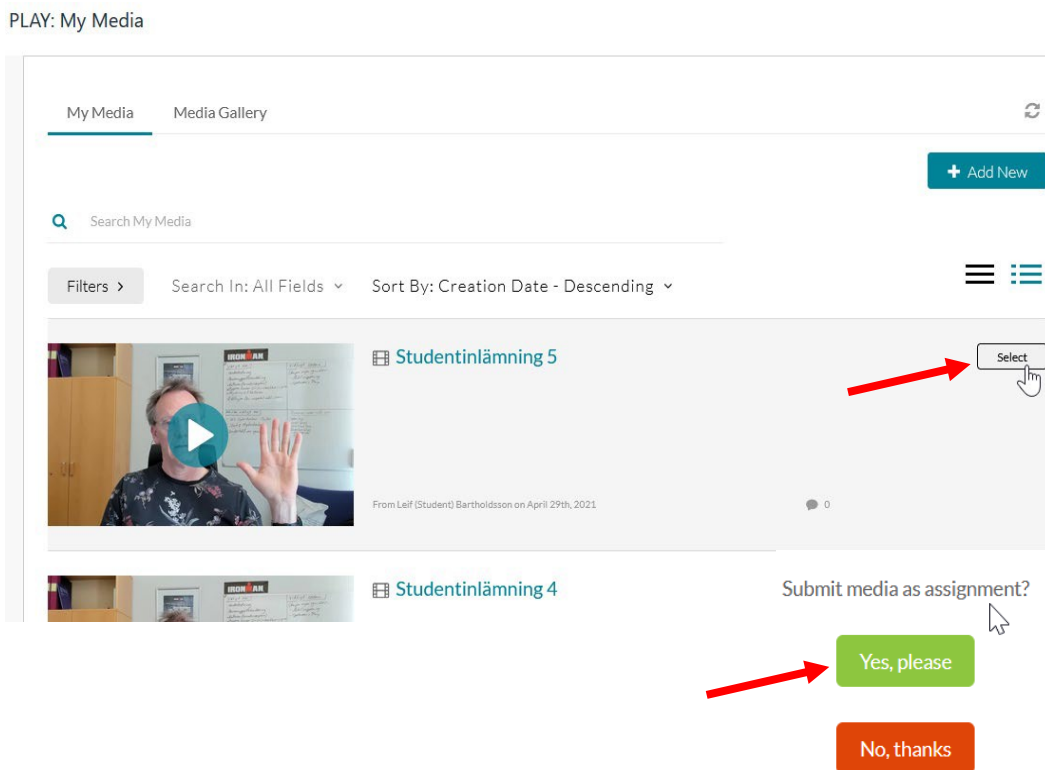


Picture 7 View of a hand-in of a video for an assignment

When you are in the text editor, see arrows below, click on the **plus sign in the circle** and choose to add media through **Play**. Choose your media in play by clicking **Select** and then press **Yes, please**. Repeat this step for each file you wish to submit.



Picture 8 View of where to click to add media in the text editor



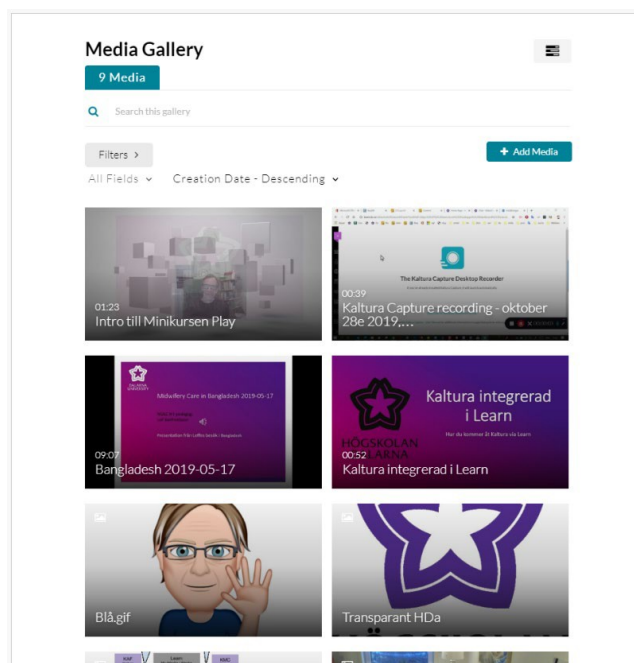
Picture 9 View of where to click to include your media in the assignment

5. Publish media in Course gallery (For Teachers, Students gain access after the teacher opens it for the course)

Both students and teachers can publish media in a course under the **Course Gallery** menu. Note that the headline is hidden for students until the teacher activates it.

The teacher activates it by clicking on the arrow on the right of the menu text and choosing **show link**.

In the course gallery, both teachers and students can add media. But there is a slight difference in the way the media is published for students and teachers. That is a function which the teacher needs to set up for each course room individually.



Picture 10 View of media gallery

This manual has been created at the NGL-centre. If you wish to highlight some errors in the document or have any suggestions of improvement, please contact us via e-mail: support@du.se.