

# How to Upload Videos with Express Capture in Media Gallery

## Preparation

- A] Please use a **fast wired** network connection.
- B] If your browser (Chrome, etc.) doesn't work, please use [Mozilla Firefox](#) instead.
- C] If your webcam video is *too big to upload*, please *save it first with your own webcam software on your computer* and then check [this document](#) instead.

- 1] Your course shell's left menu > **Media Gallery**. If you **cannot find** *Media Gallery* or something like that on the left menu, please ask your instructor to create it.





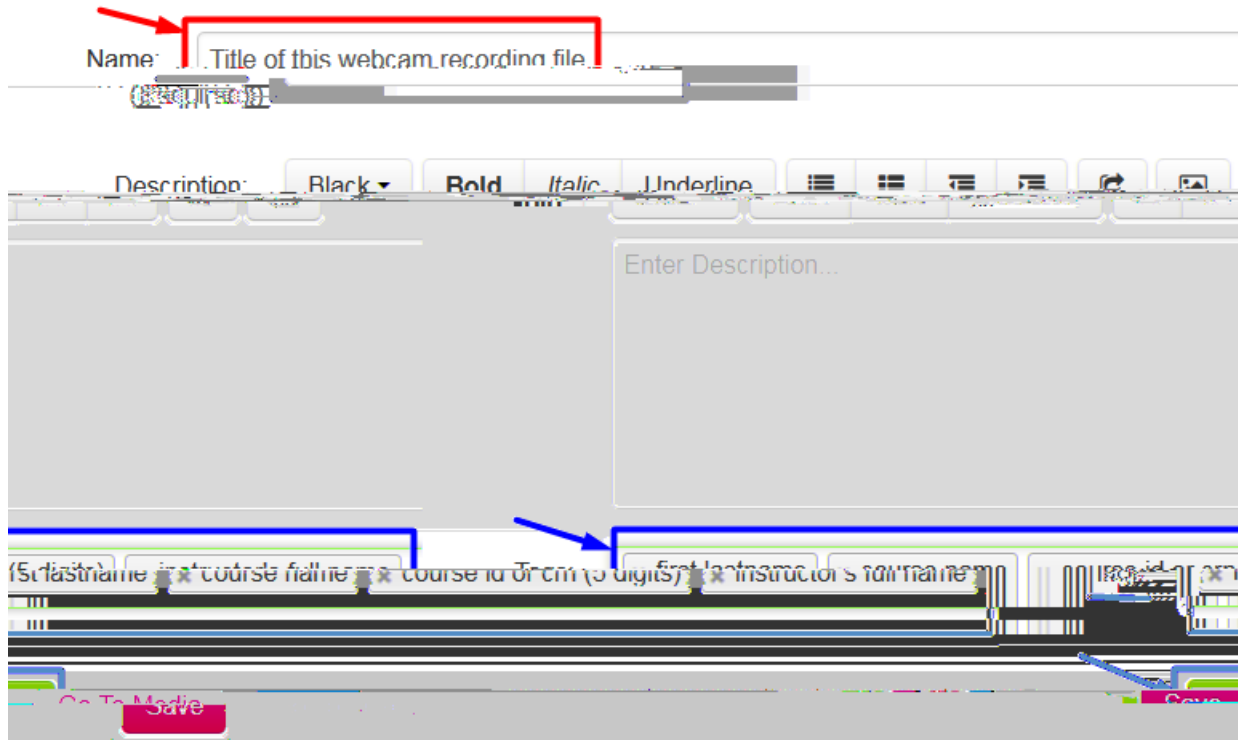
9] Check if you can see "Upload Completed!"

Fill in the Name box (mandatory).

Fill in the Description box (mandatory).

Fill in the Tags box (mandatory).

Save at the bottom.



The screenshot shows a form with the following fields and elements:

- Name:** A text input field containing ". Title of this webcam recording file". A red arrow points to the field, and a red box highlights the text.
- Description:** A large text area with a toolbar above it. The toolbar includes buttons for "Black", "Bold", "Italic", "Underline", and other text formatting options. The text area contains the placeholder "Enter Description...".
- Tags:** A row of input fields for tags, with the first one containing "(S) lastname" and the second containing "course".
- Buttons:** At the bottom, there are "Go To Media" and "Save" buttons.

10] Go to Media at the bottom.



The screenshot shows a close-up of the "Go To Media" button, which is highlighted with a red box and a red arrow pointing to it. The "Save" button is also visible to the left.

11] Check if you have the correct title. **PENDING** means your instructor needs to approve your video later. After it is approved, it will appear in Media Gallery.



Revised by Soowook Kim on JAN 09, 2024.