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.

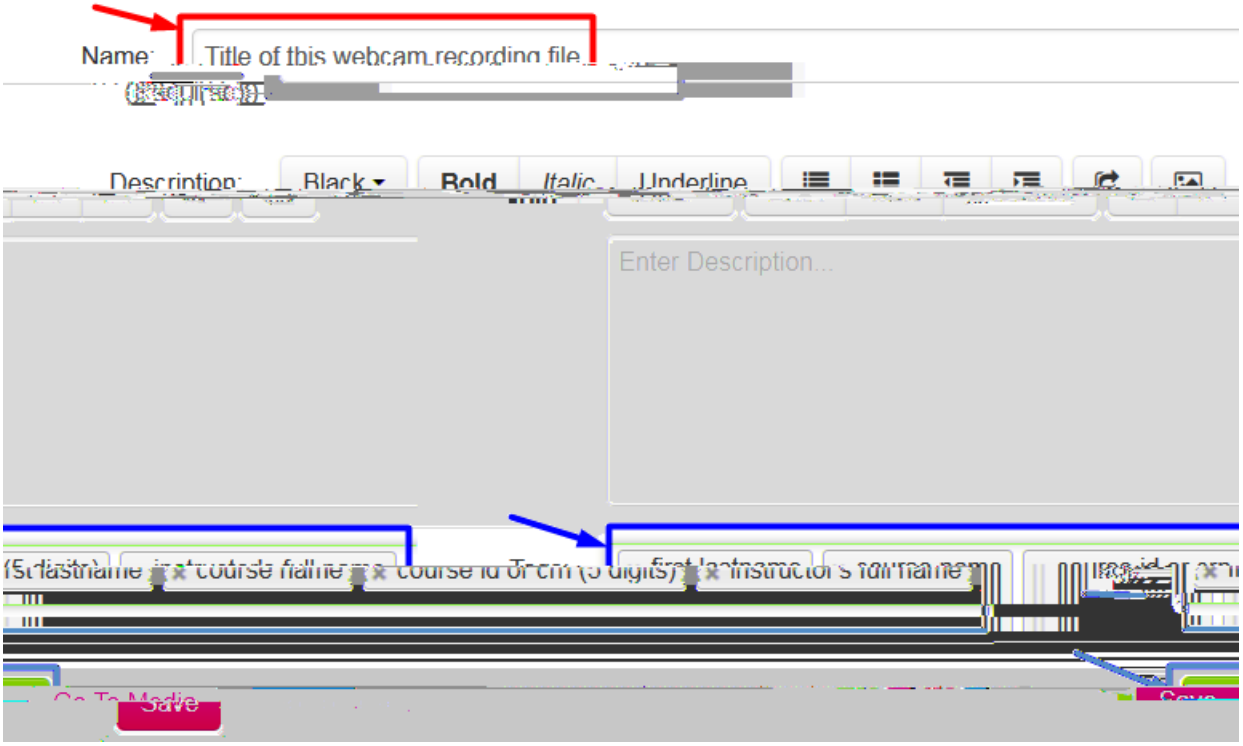
1] Your course shell's left menu > Media Gallery. If you cannot find *Media Gallery* or something like that on the left menu, please ask your instructor to create it.

3] Add New >

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.



10] Go to Media at the bottom.

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.