How to Upload Videos in Media Gallery

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If Home is highlighted, click Media > Add Media

3] Add New > Media Upload If you have already saved a video on a computer

4] Choose a file to upload

5] Go to the folder where you saved the video > Select it >

6] Check if the upload is successful 100%
   Type the video's meaningful name in the Name box (mandatory)
   Type a short description in the Description box (optional)

   Type tags with a comma (,) after each tag to separate each (strongly recommended), for example your First Last Name, Course Name, Course ID or CRN (5 digits)

7]Save