

# Getting Started with Kaltura

Tennessee Tech University

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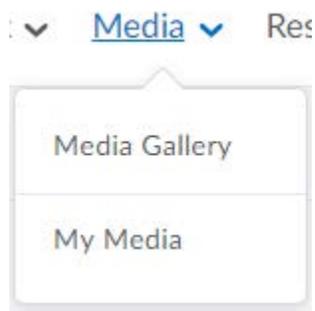
## What is Kaltura?

Kaltura is a powerful new media management tool that we are excited to bring to the Tennessee Tech University campus. Kaltura integrates directly into iLearn so you will be able to upload media files directly and share them with any students or faculty that have access to iLearn. In addition, every piece of media will be automatically machine captioned with up to 80% accuracy. Kaltura also brings with it new ways to capture your screen or record presentations. Finally, Kaltura is available to anyone who

has access to iLearn, students included. This guide will explain the different components to the Kaltura integration with iLearn and how to use them.

## What is My Media and Media Gallery?

The two main components of Kaltura are My Media and the Media Gallery. Both will be accessible from the iLearn navigation bar. There is now a new drop-down in the navigation bar labeled Media which will house both My Media and the Media Gallery.



## My Media

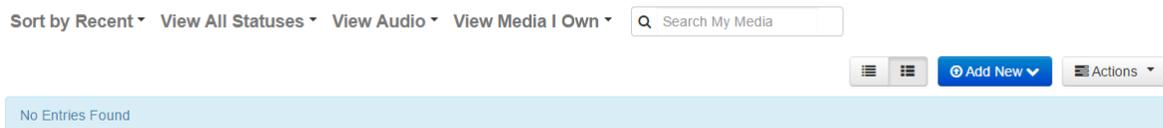
My Media is where all the media you have uploaded to Kaltura and have been granted access to is stored. When you upload a video into Kaltura, it will be stored in My Media. My Media is also tied to your account, not your class. That means no matter what class you are in your My Media storage goes with you.

### Accessing My Media

- Select on **Media** in the navigation bar
- Select **My Media**.

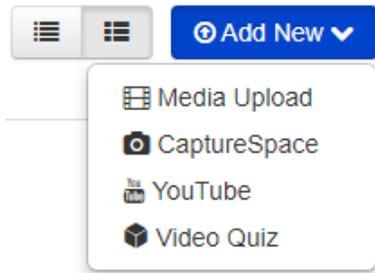
The first time you access My Media you will be prompted to allow Kaltura to access your account. Once it has been approved you will be brought to the My Media screen.

## My Media



## Adding media to My Media

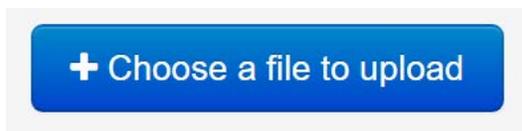
- Select the **Add New** button on the right side of the My Media screen.
- After clicking this button, you will see a drop down with 5 different choices:
  - Media Upload
  - CaptureSpace
  - YouTube
  - Video Quiz



### Media Upload

Media upload is where you will upload any media that you have already created. This can include videos, audio recordings, and images.

- Select **Media Upload**
- Select the blue button labeled, **Choose a file to upload**.



- Choose the file you want to upload and click **Open**.
- You will see a progress bar at the top of the screen showing your upload progress. You must stay on this screen until it says, **Upload Completed**.
- Enter the information for the video.
  - **Name** of media (required)
  - **Description** of the media
  - Enter **Tags** that can help students quickly search and find media that is associated with specific topics.
  - Select if you would like the item to be **Private** (only visible to you) or **Published** (allows you to share with others).

We recommend titling your video something easy for the students to understand and then elaborating in the description. Everything that you type in on this screen is searchable by the students. If you have a lot of media these descriptors will make discoverability much easier. Tags will also aid in that.

### *Tags*

Tags are useful tools for organizing and categorizing your media. You can tag multiple pieces of media with the same tag so that a student will pull up all relevant media when they search for it.

Example: “I am currently teaching a course on the brain and behavior. I have uploaded several videos and images discussing the transfer of neurotransmitters from one cell to another.” If you tag all those various pieces of media with the tag, “Neuron” when students search for that term it will bring up all related media with that tag.

### **CaptureSpace**

CaptureSpace is a new tool specifically designed to allow the creation of high-quality recordings from your desktop. With CaptureSpace you will be able to record your desktop screen, webcam, microphone, and much more.

### *Accessing CaptureSpace*

- Choose **CaptureSpace** from the *Add New dropdown menu*.

### *Downloading and Installing the CaptureSpace Client*

The first thing you will see is the CaptureSpace Download Screen, pictured below.

# The Kaltura CaptureSpace Desktop Recorder

The Kaltura CaptureSpace Desktop Recorder enables easy capture in class, at home or on-the-go with automated publishing and interactive viewing within the LMS and Kaltura's MediaSpace video portal.

## Download for Windows

### Windows System Requirements

- Windows 7, 8, 8.1 or 10 32/64 bit
- .NET Framework 4.0+
- [Visual Studio runtime tools](#)

### Supported Microsoft PowerPoint Versions

- Microsoft PowerPoint 2007 32 bit
- Microsoft PowerPoint 2010 32/64 bit
- Microsoft PowerPoint 2013 32/64 bit

[Download for Windows](#)

## Download for Mac

### OS X System Requirements

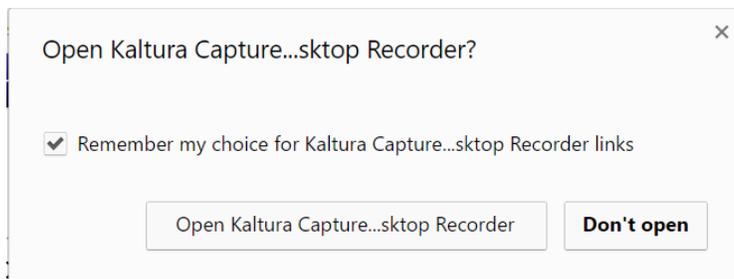
- OS X 10.8 and up

### Supported Microsoft PowerPoint Versions

- Microsoft PowerPoint 2011
- Microsoft PowerPoint 2016

[Download for Mac](#)

- Choose whether to Download for Windows or Download for Mac.
  - On a Windows computers you may need to select **Save File**.
  - On a Mac you it should download automatically.
- After downloading, make sure to install the CaptureSpace client. You should not need administration privileges to install this software.
- Once installed, go back to My Media and select **CaptureSpace** from the *Add New drop-down menu*.
  - Depending on the web browser you are currently using you may have to allow CaptureSpace to be opened by a link.
  - In Google Chrome, it looks like the below image and appears at the top of the page.



## *Options for CaptureSpace*

After CaptureSpace has opened you will be given 5 Options:

- Presentations & Lectures

- Screen
- Screen & Webcam
- Webcam
- Voice



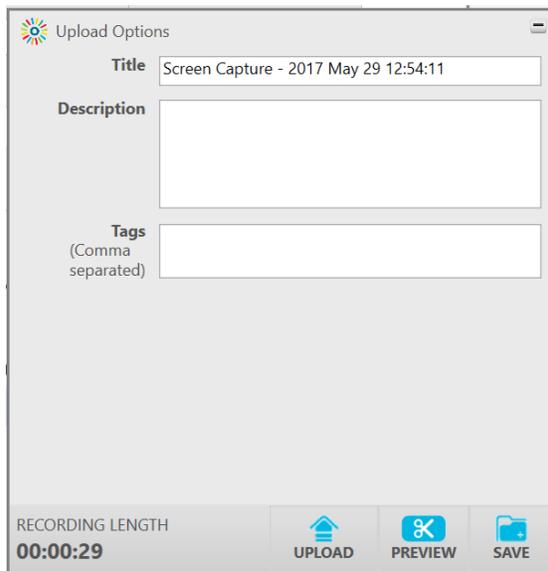
The latter 4 options (Screen, Screen & Webcam, Webcam, and Voice.) will record a video like the one that our current screen recording software, TechSmith Relay. [Presentations & Lectures](#) will be detailed below.

### *Recording in CaptureSpace*

- Once you have started recording the recording controls will minimize to your taskbar.
- If you want to bring up the controls just click the CaptureSpace icon  on the taskbar.

After you have recorded a video you will be given the option to edit your video. You can Trim (edit the end or beginning) and Chop (cut a section out of the middle). In addition to editing your video, you will be able to add a title slide to the beginning of your video and a credit slide to the end of your video. See the Advanced Kaltura Guide for more information on editing videos.

- After you are done, editing your video you will have the option to title it, add a description, and tag it.

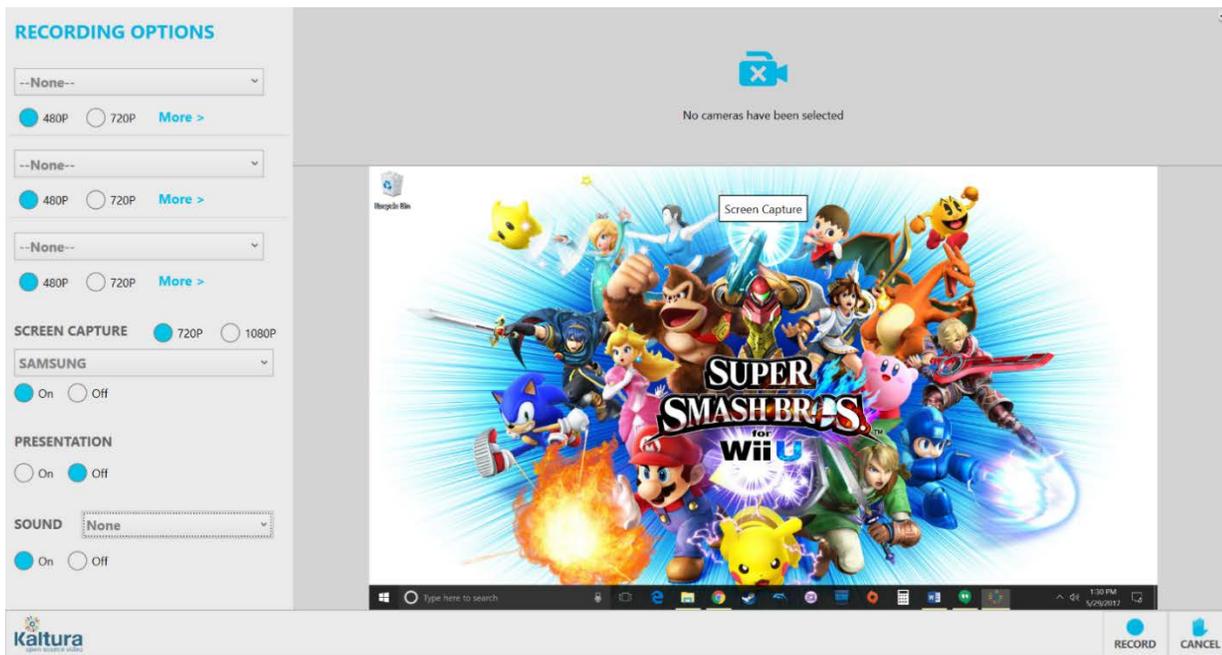


- You will see three (3) options at the bottom of this screen:
  - **Upload** to My Media
  - **Preview** the video
  - **Save** it to your computer for later uploading.
    - If you choose to save your video it will appear under the library tab in CaptureSpace.
    - From there you will have the option to upload it to **My Media**.

### [Presentations & Lectures](#)

Presentations & Lectures (P&L) is the premier video recording option in CaptureSpace. It will allow you to record from multiple inputs at once. Do you have a webcam, a document camera, and you want to record your screen? It can record all of those at the same time. The student can even choose which feed they want to watch when they watch the videos. It will allow you and your students the most flexibility when it comes to video recordings.

- Select **Presentations & Lectures**
- To the left of your screen, you will be asked what input devices you want to use.
  - The first three are for video inputs (**BEST OPTIONS TO CHOOSE**)??
  - *Screen Capture* allows you to choose which screen you want to record.
  - *Presentation* allows you to upload a presentation in lieu of recording your screen.
  - *Sound* determines which microphone is recorded.



After you have chosen, what you want to record the rest of the process is identical to the steps described under the [Recording in CaptureSpace section](#). For more information on CaptureSpace check out the available resources in the [CaptureSpace User Guide](#) and the [CaptureSpace Video Walkthrough](#).

## YouTube

Adding media from YouTube is as easy as copying and pasting a YouTube link.

- Select **YouTube** from the *Add Media dropdown*
- You will be taken to the Insert YouTube page.

### YouTube

- Copy the link from YouTube and paste it here and hit **Preview**.
- You should see a page, like the one seen when you [upload your own media](#). The title and description will be filled in with whatever the original YouTube video had in those fields.

After saving, this video is added to your My Media and will have all the same options as a piece of media that you created. However, this is a link to the original video, not a copy. Due to that, you will

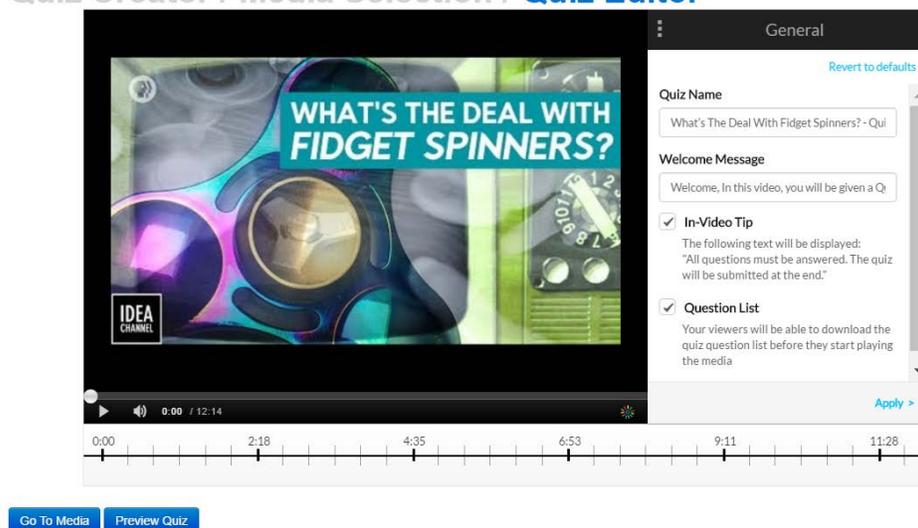
not have to worry about any copyright issues with the video, but if the original video goes offline so will your link.

## Video Quiz

Video Quiz is somewhat different from the other media options. Video Quiz allows you to take a video that you already have in My Media and layer a quiz on top of it. The quiz questions are multiple choice and appear at the specified time during the video. Depending on the options, you choose students can be required to answer the questions before moving on.

- Select **Video Quiz** from the *Add New dropdown*
- Select the media that you want to layer the quiz on top of by clicking the blue **Select** button on the right side of the screen.
- After selecting your media, you will be taken to the **Quiz Editor**.

### Quiz Creator / Media Selection / Quiz Editor



### Setting up your Video Quiz

- First you will want to name your video quiz, by default it takes the original name of your video and adds a quiz to the end.
- You can also write a custom welcome message that will appear at the beginning of your video, by entering text into the box, "Welcome Message".
- By default, the In-Video Tip and Question List checkboxes are selected.
- Click **Apply**
- After applying your setting there are several pages of options that, you can adjust for your quiz. To continue to the next page just hit **Apply** at the bottom right.

- Once you have applied all your settings you are ready to add questions. Follow the steps below to add a question.

### *How to Add a Question*

1. Start playing the video by selecting the Play button on the bottom left of the video.
2. Pause where you want a question to be added.
3. Press the '+' button  in the middle of the video screen to add a question and related answers.
4. Make sure the correct answer goes into the box labeled “Add the CORRECT Answer Here”. It is the one that is at the top with a lime green border.
5. If you want to shuffle your answers for students, make sure to hit the **Shuffle Icon**  in the top left corner of the page.
6. The **Bulb icon**  in the top right is useful for giving an explanation for why an answer is correct or giving hints.
7. **Save it!**
8. You can continue adding questions using these steps throughout the video. You can fast forward using the slider if you know where you would like to place a question in the video.

Once you are done adding questions to your quiz you can view the video

- Select the **Preview Quiz** button to view the video with the questions
- Save it and go to it by clicking the **Go to Media** button.

**NOTE:** Creating a Video Quiz will not delete or overwrite your original video, instead, it will make a copy of it and place that copy in your My Media.

## Media Gallery

The Media Gallery is for videos that you want to share with your class. Videos posted to the Media Gallery will be visible to everyone who has access to your class. The Media Gallery is the primary way you will make media visible to your class and is specific to each class so videos shared to it will not be available in any other class. If allowed, students can also publish media in the Media Gallery.

# Media Gallery

0 Media 0 Pending

Actions

+ Add Media

No Media Found

To import content from another media gallery you manage, [click here](#)

## Publishing Media to the Media Gallery

- Select **Add Media** on the right side of the *Media Gallery*.
- That will take you to the Media Selections page.

### Media Gallery

0 Media

Actions

#### Add Media

Cancel + Publish

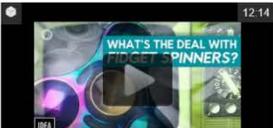
Select one or more media items to add to the current gallery

My Media

Add New

Sort by Most Recent View All Statuses View All Media View Media I Own

Search My Media

 12:14

What's The Deal With Fidget Spinners? - Quiz  
Invasion of the Fidget Spinners Support us on Patreon! <https://patreon.com/pbsideachannel> We got merch! <http://bit.ly/1U8fS1B> Tweet us! <http://bit.ly/pbsideachanneltwitter> Idea Channel

- Check the box to the left of every video you would like to add to this specific course.  
**TIP:** If you have lots of videos feel free to search for the appropriate ones using the search bar on the right.
- After selecting the appropriate videos click **Publish** in the top right-hand corner and that will Publish the selected videos in that specific course.

**NOTE:** Remember Media Galleries are specific to each course so if you want to share something to multiple courses you will need to repeat these steps or import from another Media Gallery.

## Import from another Media Gallery

If you have a Media Gallery set up in another course, you can copy that Media Gallery into a new course.

- Go to the new course in iLearn.
- Select the **Media Gallery** from the Media dropdown in the Navbar for the new course.

- In the empty Media Gallery, you will see an option that says, **To import content from another media gallery you manage, click here.**

To import content from another media gallery you manage, [click here](#)

If you click on this option you will be prompted to select which course Media Gallery you would like to copy and it will fill your new Media Gallery with the exact same content as the selected Media Gallery, provided you own or have access to all media in that gallery. It does not give you options of choosing which material you want to copy. It will copy everything.

## Removing media from the Media Gallery.

To remove media files from your Media Gallery

- Go to the specific course Media Gallery
- Select the small **Plus icon**  below the thumbnail to the piece of media, a hidden menu will open.
- Choose to **Remove** that piece of media.



## Student Videos in the Media Gallery

Students have access to all the same tools for creating, editing, and managing media that faculty members do. However, the student procedure for sharing media to Media Galleries is slightly different.

Students will follow the exact same steps found in [Publishing Media to the Media Gallery](#), but their videos will not immediately show up in the Media Gallery. Student files need approval before they become visible to the class.

To approve student media

- Go to your Media Gallery
- Click on the Pending link on the left. This link is only visible if you have media that needs approval.

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### Media Gallery

3 Media 1 Pending 🔍

- Select the videos that you want to Approve and hit the Approve button on the right.



Student media only needs approval if you want it visible to the whole class. If you just want to review & grade student media you can view them while they are pending without the need to approve them. After review you can leave them pending or reject them. If the media is rejected it will no longer be visible to you.