Kaltura Media Uploader Guide

Section Topics:

Recording/Uploading Your Video to Kaltura – page 2

Posting Your Video in the Classroom – page 14


ACCESSIBILITY NOTE:

You may be asked to upload videos and your peers may be asked to review them. Our goal is to make those materials accessible to everyone regardless of disability. You may be asked to provide a transcript of your video for the use of your peers in the event that they cannot watch or hear the videos due to a disability.

Alternately, it is the responsibility of students with disabilities to request appropriate accommodations from the Office of Disability Services at your University within the first week of the course start date.

# Recording/Uploading Your Video to Kaltura

STEP 1:

To access Kaltura and load video through your Blackboard classroom, select "Back to Course Home" from the right slide out menu. After navigating to your Course Home page, locate and click "My Home Page" and the top of the page.
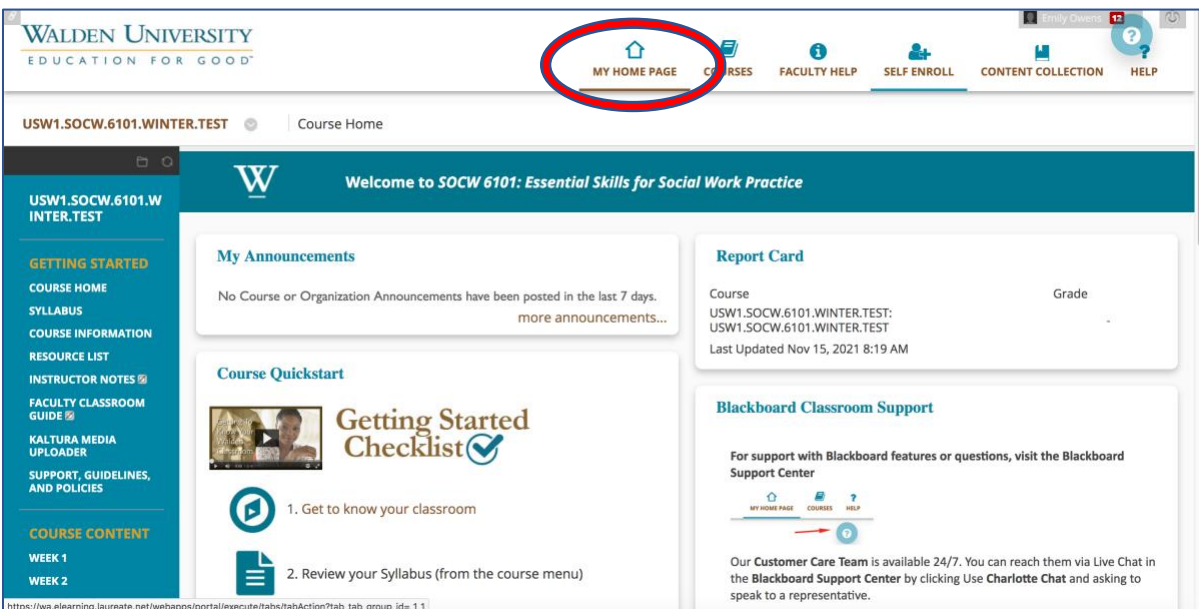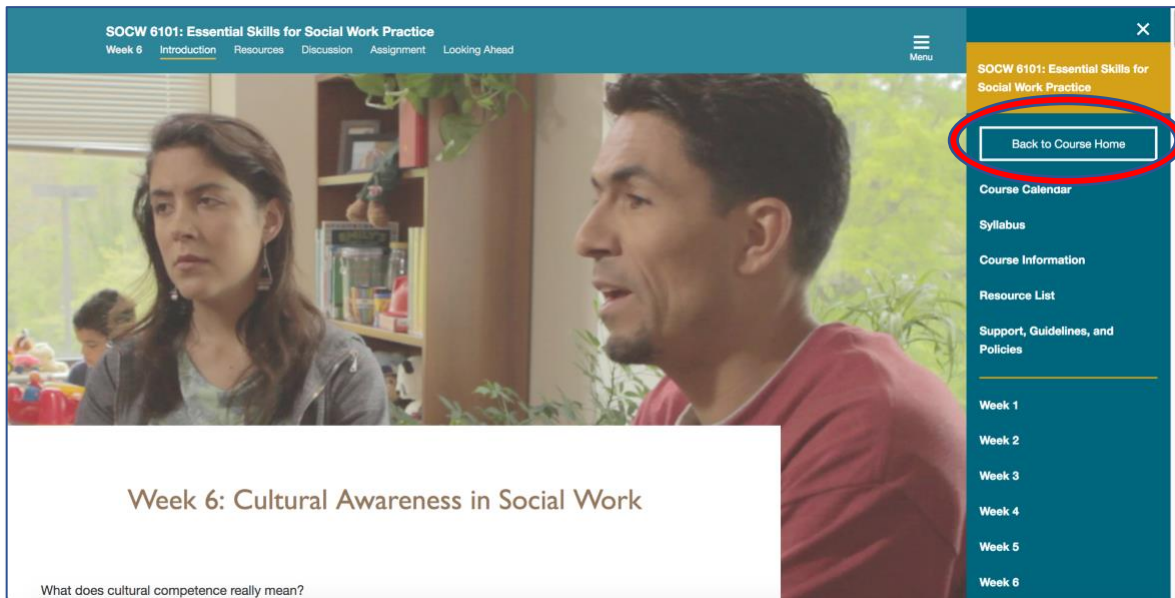
STEP 2:

Locate the My Media module. (Your view might differ slightly from the example.) Click the brown "My Media" option to enter the module, which is where you will access Kaltura.
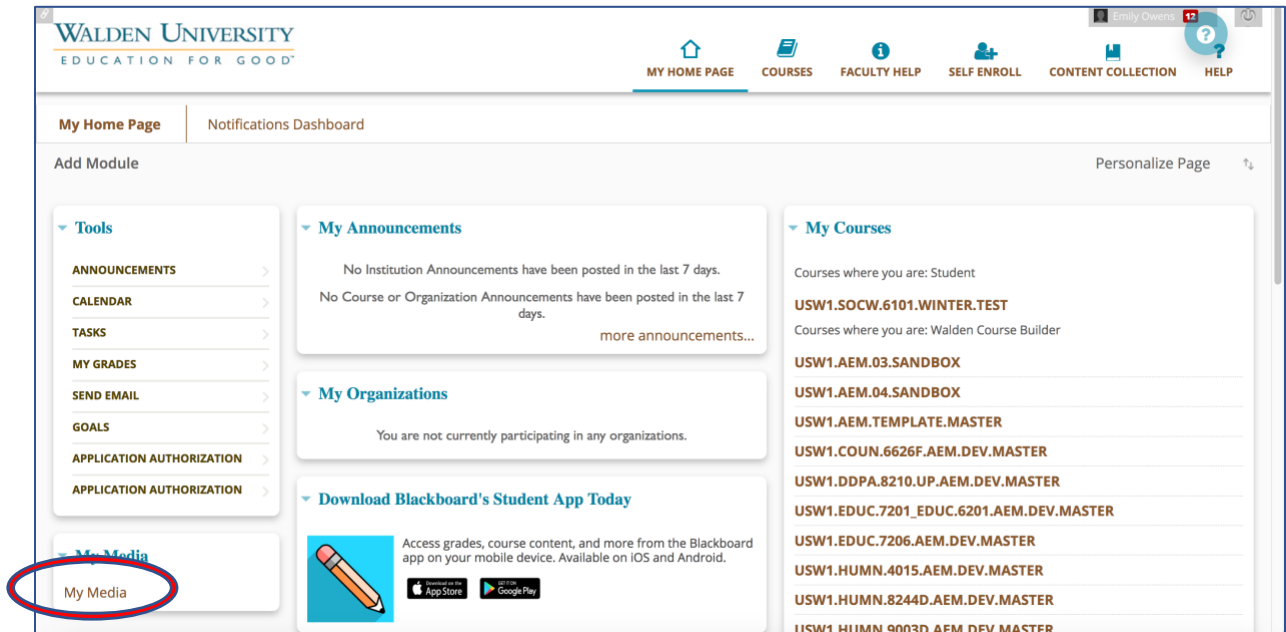
TIP:
- If you don't see the My Media module on your Blackboard Home Page, you can add it by clicking the "Add Module" button in the upper left corner. You will find it under the "Other" category.

STEP 3:

From this step forward, the steps vary depending on if you are recording directly into Kaltura via the Personal Capture tool or if you are uploading a pre-recorded video.

Whenever possible, it is recommended that you use the Personal Capture tool to reduce steps and limit complexity. The steps for using Personal Capture are directly below. However, if you have chosen to use another recording method (i.e. a phone), you can skip to Page 10's version of Step 3 to upload your already recorded video.
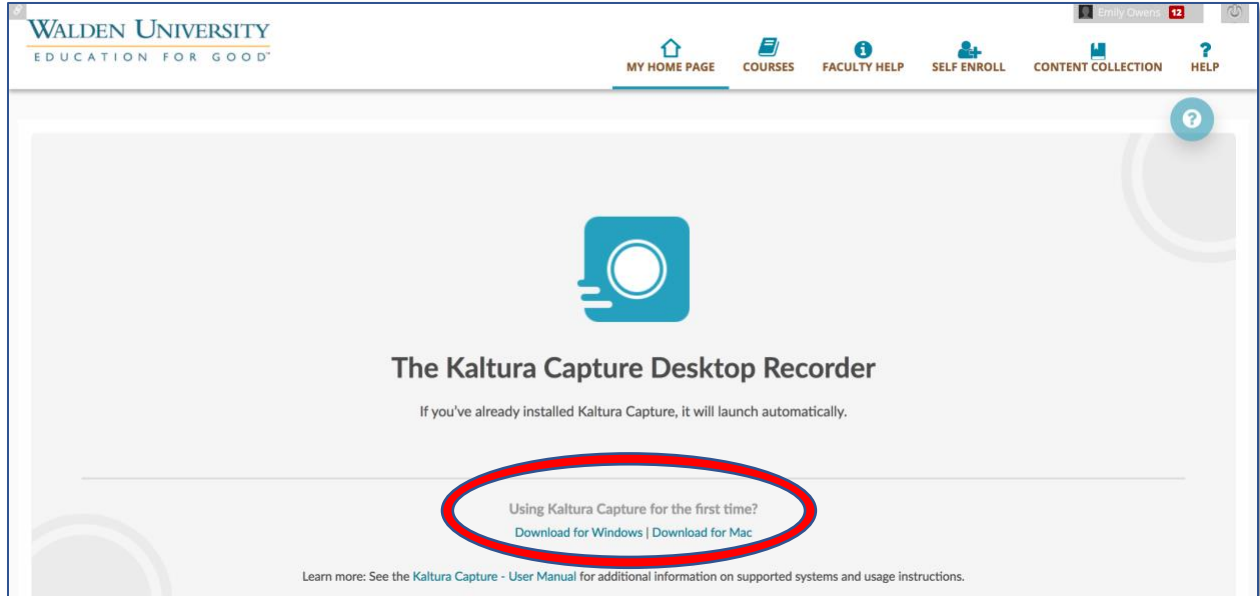
STEP 3 (Personal Capture):

Click "Add New" to access the dropdown menu and select "Personal Capture."
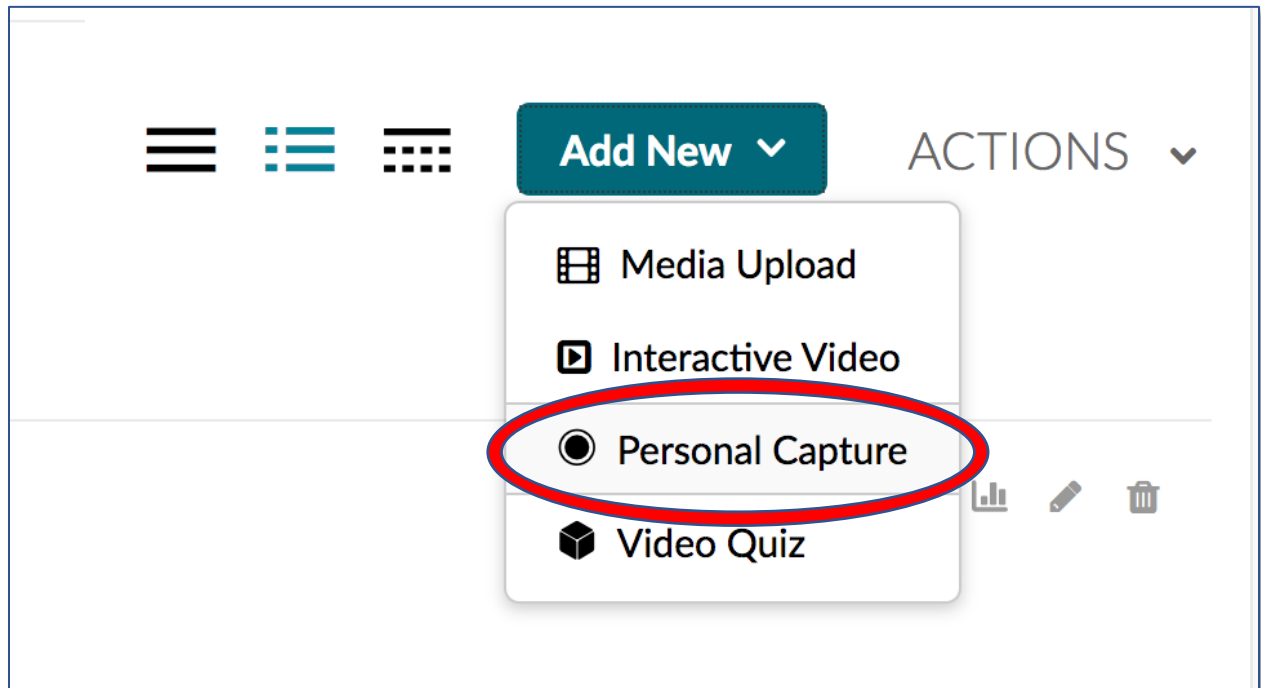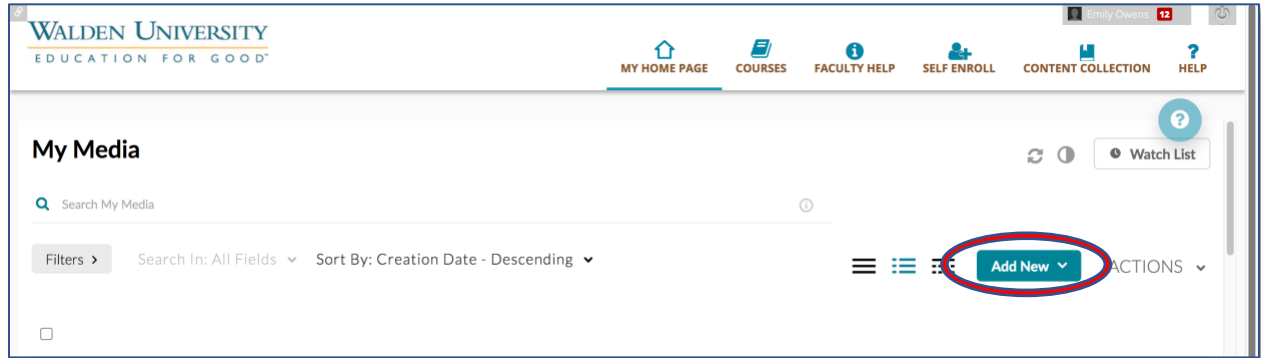

TIPS:
- If this is your first time using Personal Capture, you will need to download the Kaltura Capture Desktop Recorder. You will be prompted.
- After you have downloaded and installed, you might need to navigate back to the My Media page above and re-select "Personal Capture."
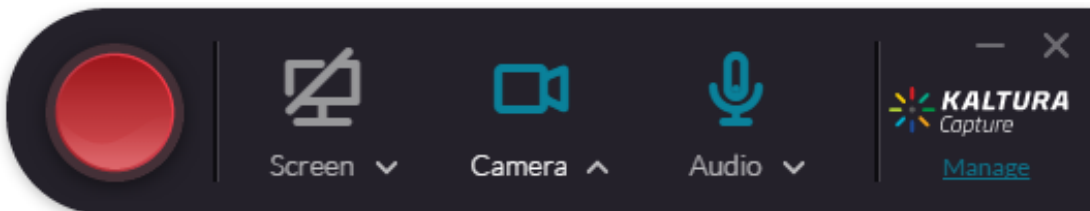
STEP 4 (Personal Capture):

When Personal Capture launches, it will default to settings that will record your screen, webcam, and audio. You can toggle settings on and off to control what is recorded. (See examples below.)

Default settings will record your screen, webcam, and audio:
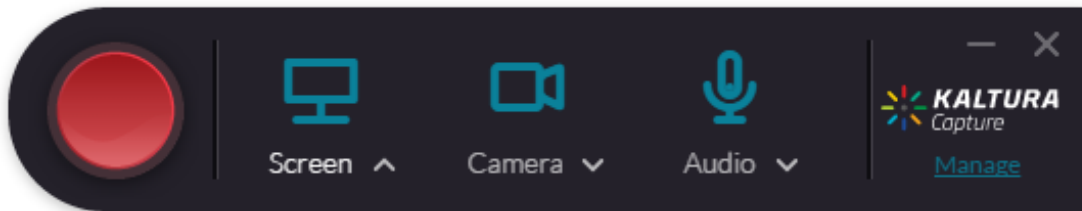
Example of modified settings to record your webcam and audio (no screen capture):

STEP 5 (Personal Capture):

Click the red button to start the recording with the selections that you chose. You will see a count down and then your recording will start.

TIPS:
- If you decide to cancel your recording during the countdown, click "Cancel."
- When the recording begins, the duration of your recording is displayed in the Recording Menu.

STEP 6 (Personal Capture):

When you are finished recording, click the Stop button (gray square). You will be asked to confirm that you want to stop the recording.

TIPS:
- You can pause your recording and resume if needed.
- Also, if you click stop by mistake, you can return to your recording, which will be paused until you click that you do not wish to stop.

STEP 7 (Personal Capture):

After the recording stops, you will be directed to an entry page. Enter the following information:

- Title (A default title will appear, but you should change this to be a more meaningful title.)
- Description
- Tags (These are keywords that will allow you to search for your video later. Examples might include the course ID or course name, the name of the assignment, topics covered in your video, etc.)
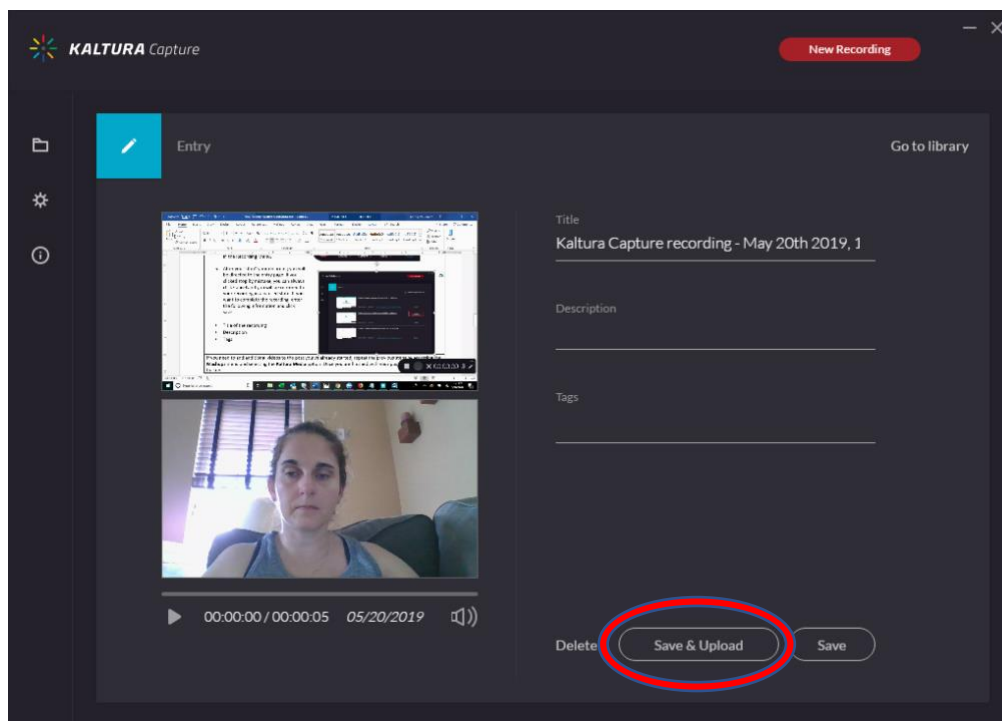
STEP 8 (PERSONAL CAPTURE):

Select one of the following options:
- **Play button** to review your recording.
- **Delete** to delete your entry.
- **Save & Upload** to make your video available in Blackboard. (NOTE: There are additional steps to post the video in the classroom. See the ***Posting Your Video in the Classroom*** section for steps on classroom placement.)
- **New Recording** to start a new recording.
- **Save** to save the information you entered on the page. (NOTE: This is NOT the same as Save & Upload. We recommend you select Save & Upload instead.)

TIP:
- If you only click Save on this page, you will need to click Upload from the library section in order to send the video to Blackboard.

STEP 9 (Personal Capture):

After selecting "Save & Upload" (or "Save" and "Upload" as a second step), a status bar will appear next to your video and show you the upload is in progress. After the complete upload, a popup message will appear to confirm a successful upload.

10% ─── ✕

✓ Recording was successfully uploaded to your media Click here to review and edit. ✕
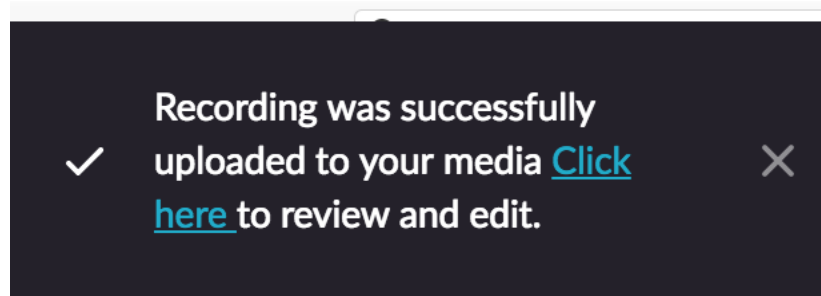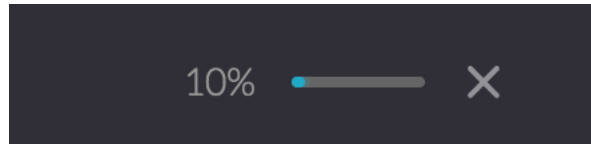
After several minutes, your video will be available in Blackboard for you to post in your classroom. To see that it's uploaded, return to the My Media page in Blackboard. You might need to refresh your view to see the new video, which should appear at the top of your video list. (Refresh button is circled in red below.)
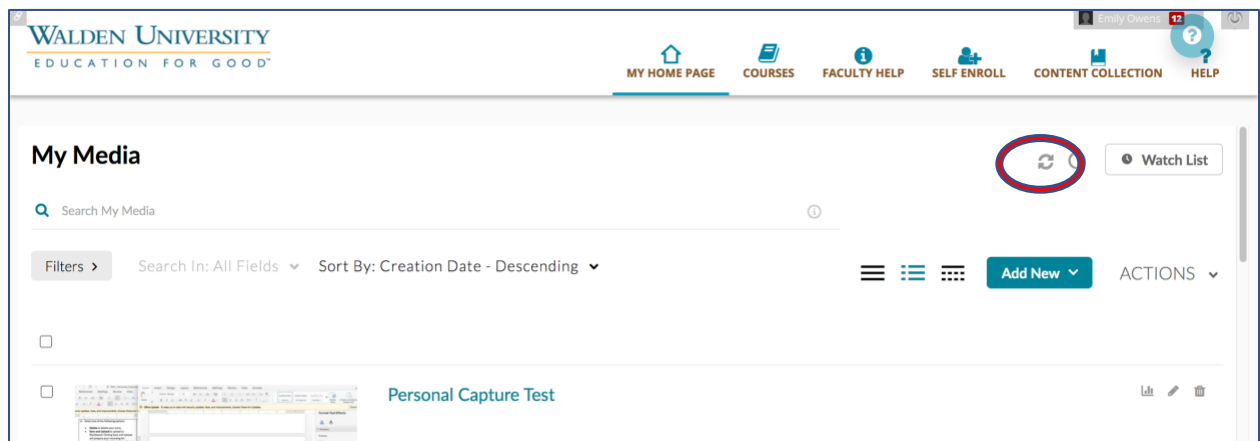
STEP 10 (Personal Capture):

Once the video is loaded into Kaltura, captions will automatically be generated for your video and will appear on the player once they are ready. (Processing times vary.)

TIPS:

- Once the captions are created, you can edit them if desired. To do that, please follow the steps in the *Kaltura Captioning Guide*.

This completes the section on recording to Kaltura using the Personal Capture tool. The steps for posting your recorded video to your Blackboard classroom can be found in the *Posting Your Video in the Classroom* section.

The steps below are only relevant to those that are uploading pre-recorded video to Kaltura (i.e. those that did not use the Personal Capture tool detailed above.)

[The rest of this page was left intentionally blank.]

STEP 3 (Video Upload):

Click "Add New" to access the dropdown menu and select "Media Upload."

TIPS:
- Before uploading your video to Kaltura, you will need to move the recorded file to your computer if it is not already there. (For example, if you record on your phone, you will need to transfer the recording to your computer before completing the steps below.)
- If your video was recorded sideways, please rotate it before upload to Kaltura.
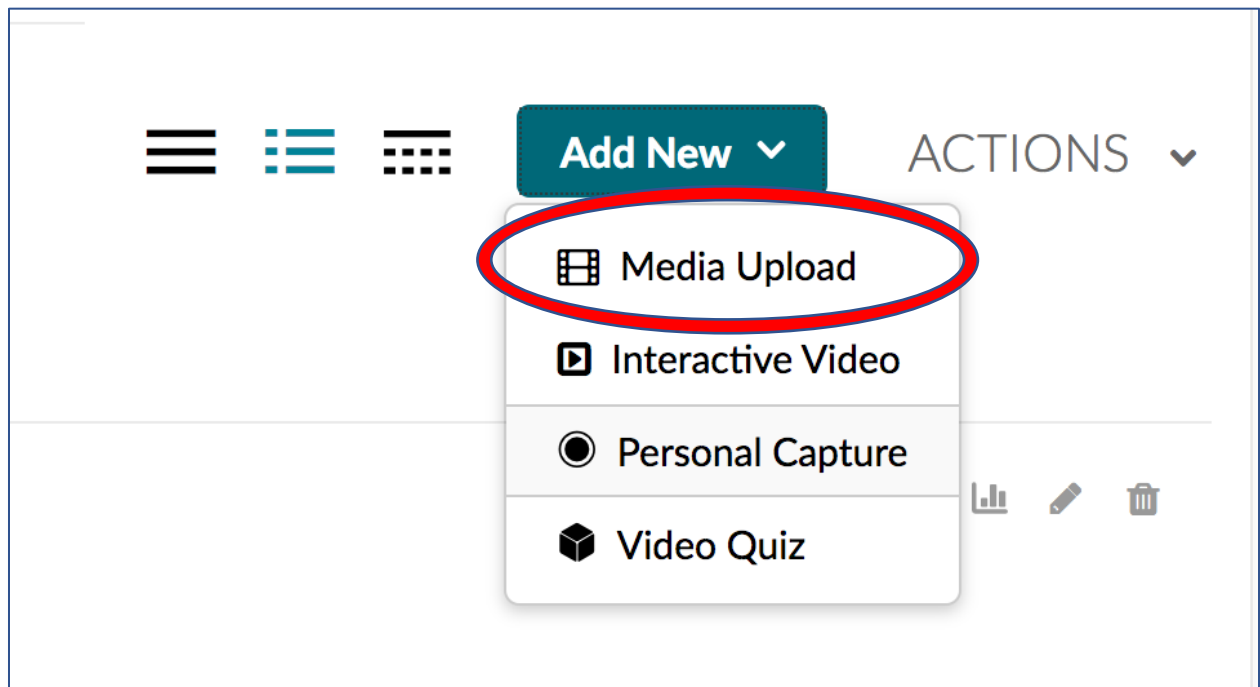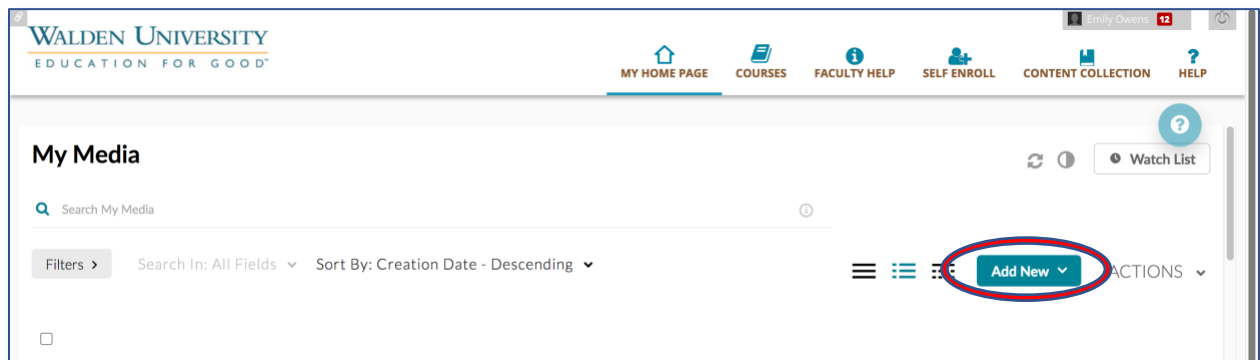
STEP 4 (Video Upload):

In the window that opens, click "Choose a file to upload." This will open a window, allowing you to navigate to the video file on your computer. Select the file and click "Open." (Alternatively, you can Drag & Drop the video file from your computer into the window below.)
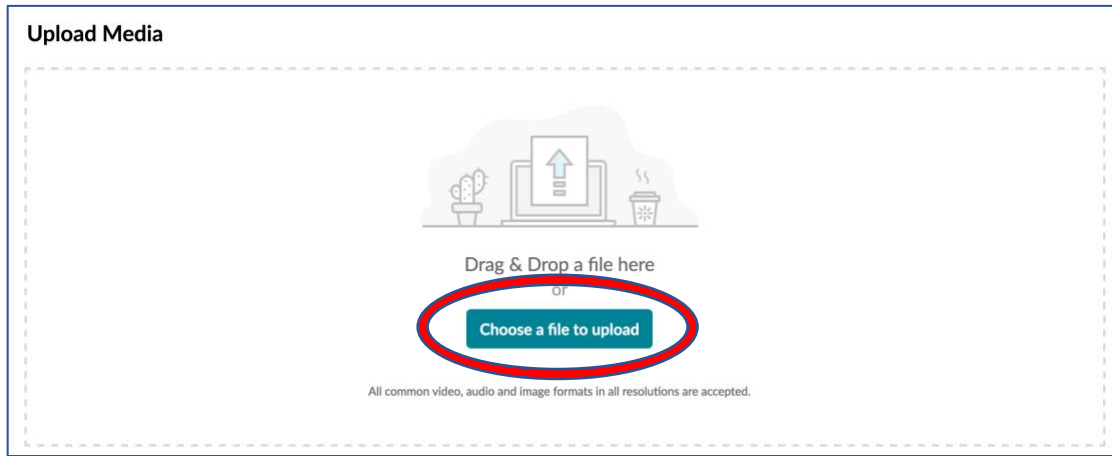
STEP 5 (Video Upload):

The file will upload, and you will be able to see the status in the progress bar. You can add information about the file, including a title, description, and tags (i.e. keywords). (The information you add helps to make the video more searchable.)

TIPS:
- Upload times will vary based on file size and internet connection speed.
- If you find you're having trouble getting the file to upload, please refer to the *Reducing the Size of a Video File* document for tips on compressing your video into a smaller file size.
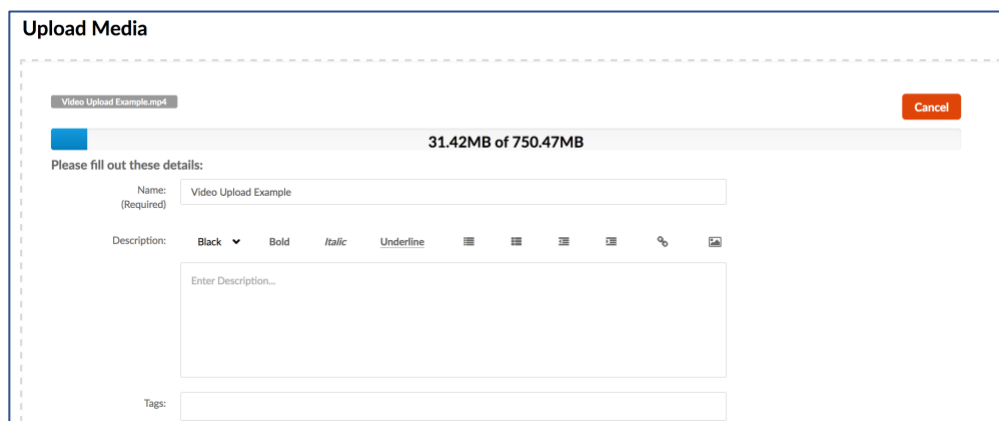
STEP 6 (Video Upload):

Once the video is finished uploading, you will get a message that the upload is complete. Scroll down and click "Save." You can then click "Go To Media."

Kaltura will need time to process the upload so you might see a processing graphic until the video is ready. You can click to refresh to check on its progress. Once it's ready, a video thumbnail will appear.

STEP 7 (Video Upload):

Once the video is loaded into Kaltura, captions will automatically be generated for your video and will appear on the player once they are ready. (Processing times vary.)

TIPS:
- Once the captions are created, you can edit them if desired. To do that, please follow the steps in the *Kaltura Captioning Guide*.

This completes the section on uploading pre-recorded video to Kaltura. The steps for posting your recorded video to your Blackboard classroom can be found in below in the *Posting Your Video in the Classroom* section.

[The rest of this page was left intentionally blank.]

Posting Your Video in the Classroom

IMPORTANT NOTE BEFORE YOU START:

This guide assumes that you have already recorded/uploaded your video to Kaltura. If you have not yet done that, **please refer to the *Recording/Uploading Video to Kaltura* section first.**
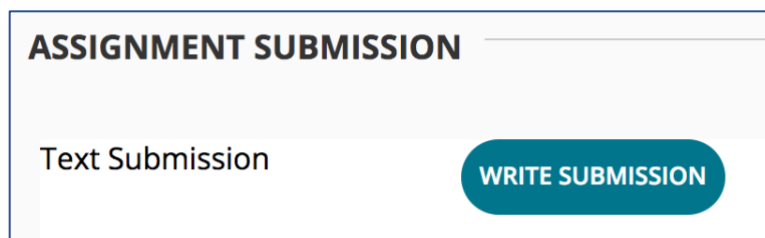
STEP 1:

In your classroom, navigate to the assignment or discussion where you want to post your video.
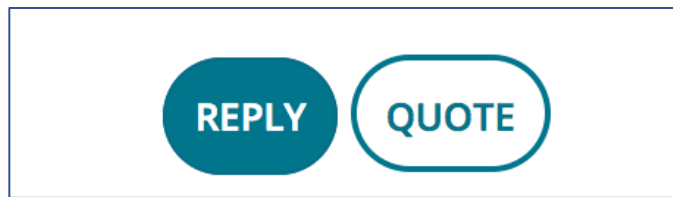
Assignment:

Select to submit:

> Submit Your Assignment by Day 7
>
> To submit your Assignment:
> Week 6 Assignment ›
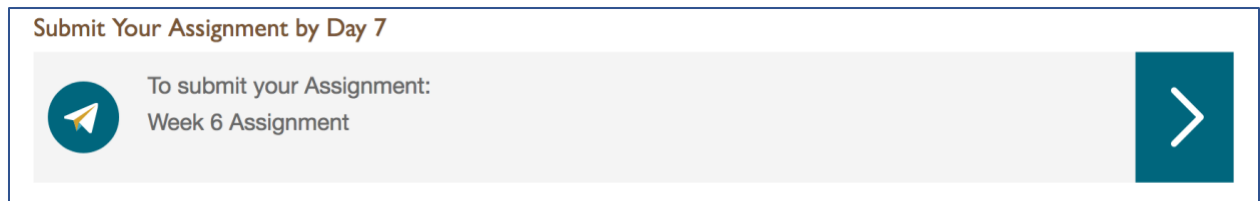
Click "Write Submission" to post:

> **ASSIGNMENT SUBMISSION**
>
> Text Submission **WRITE SUBMISSION**

Discussion:

Select to participate:

Post by Day 3 and Respond by Day 6

To participate in this Discussion:
Week 6 Discussion

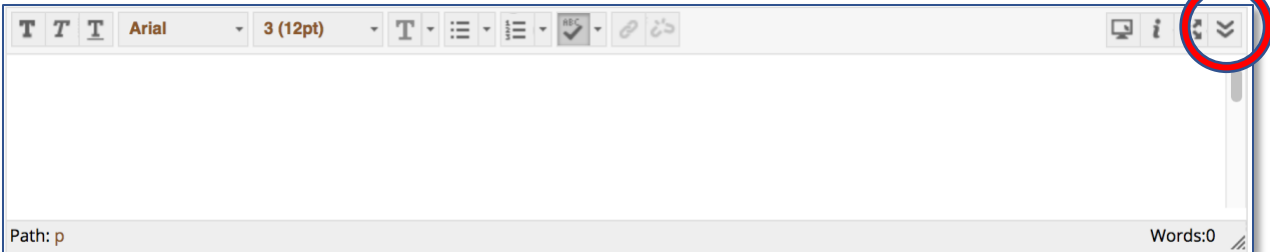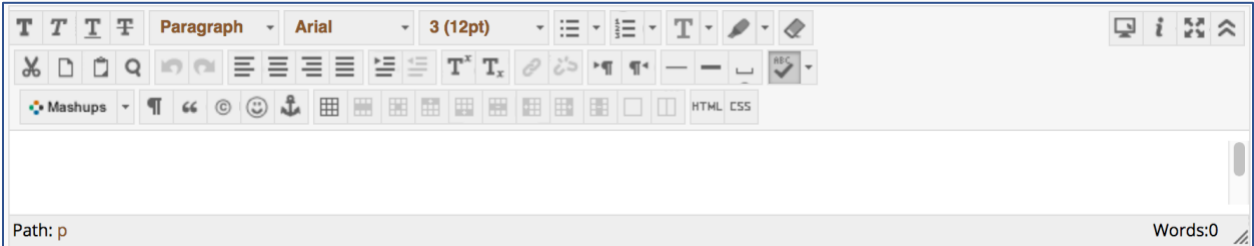Click "Reply" to post:

REPLY   QUOTE

STEP 2:

Once you see the text box, make sure you see all the tools by toggling all the tools open. To do this, click the double arrows in the upper right corner until you see all the tools (second image).
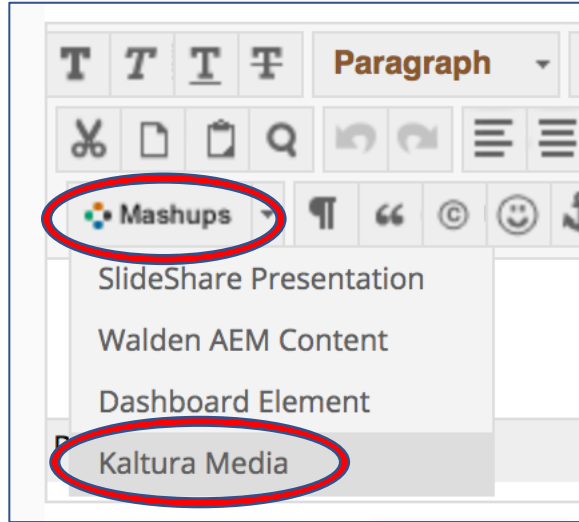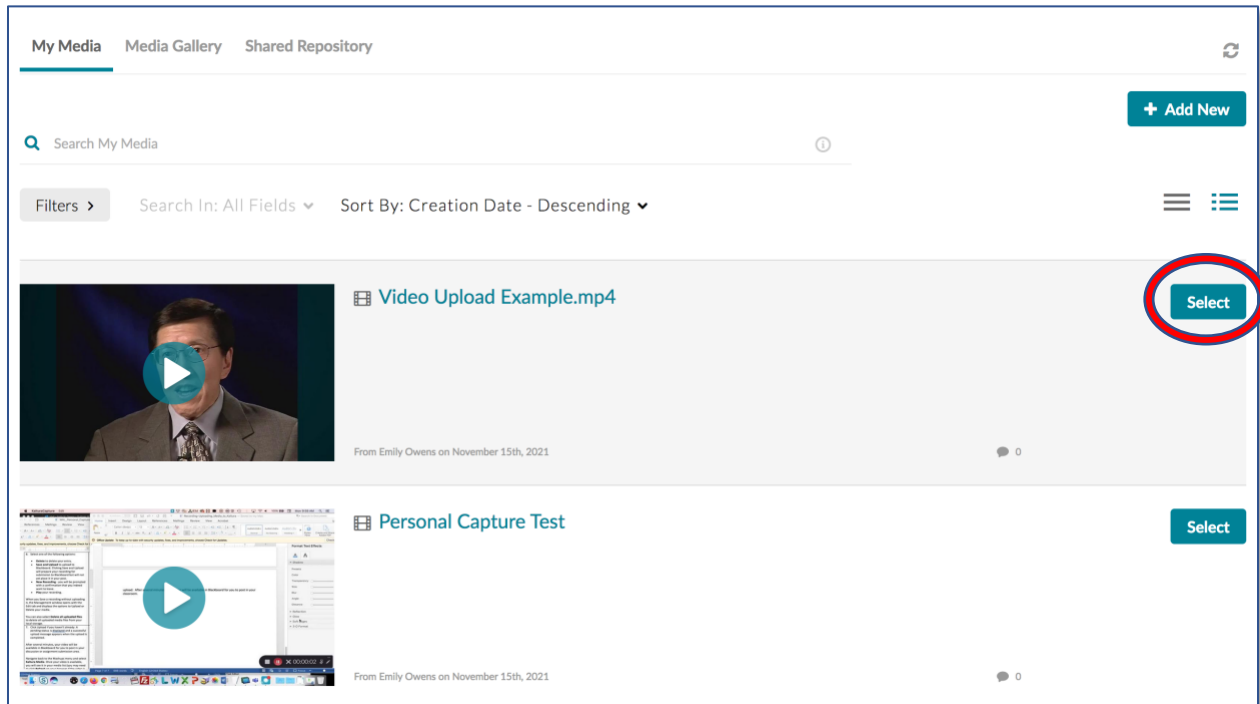
STEP 3:

Click "Mashups" and select "Kaltura Media" from the options.

STEP 4:

This will launch a new window that shows all the videos that you've recorded/uploaded to Kaltura. From this list, click "Select" next to the video you wish to post.

STEP 5:

After you select the video, you will be returned to the text box and your video will appear. You can expand the box for easier viewing by clicking and dragging the window from the bottom right corner. **NOTE: The video thumbnail might not show and instead you'll see a gray box (second image below). This is OK; the video will show when you submit your post.**
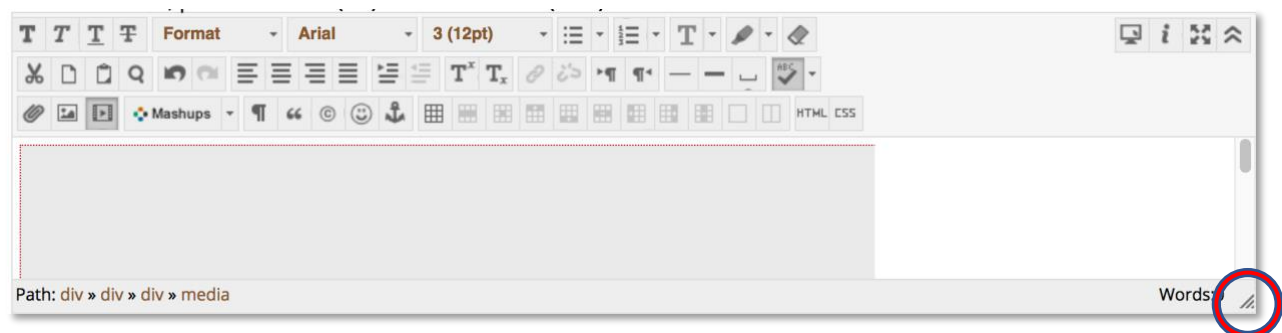
TIPS:

- You can add text to the post box before or after your video to add additional information or context to your post. If adding text before the video, it's easiest to add the text before selecting to insert the video.
- You can also add multiple videos to the same post by repeating the steps above. (Mashups > Kaltura Media > select video)
- It is suggested that you create a script of what you will say in your video prior to recording it. This will make the recording process much smoother. You can then upload that document to your Blackboard post to serve as a video transcript
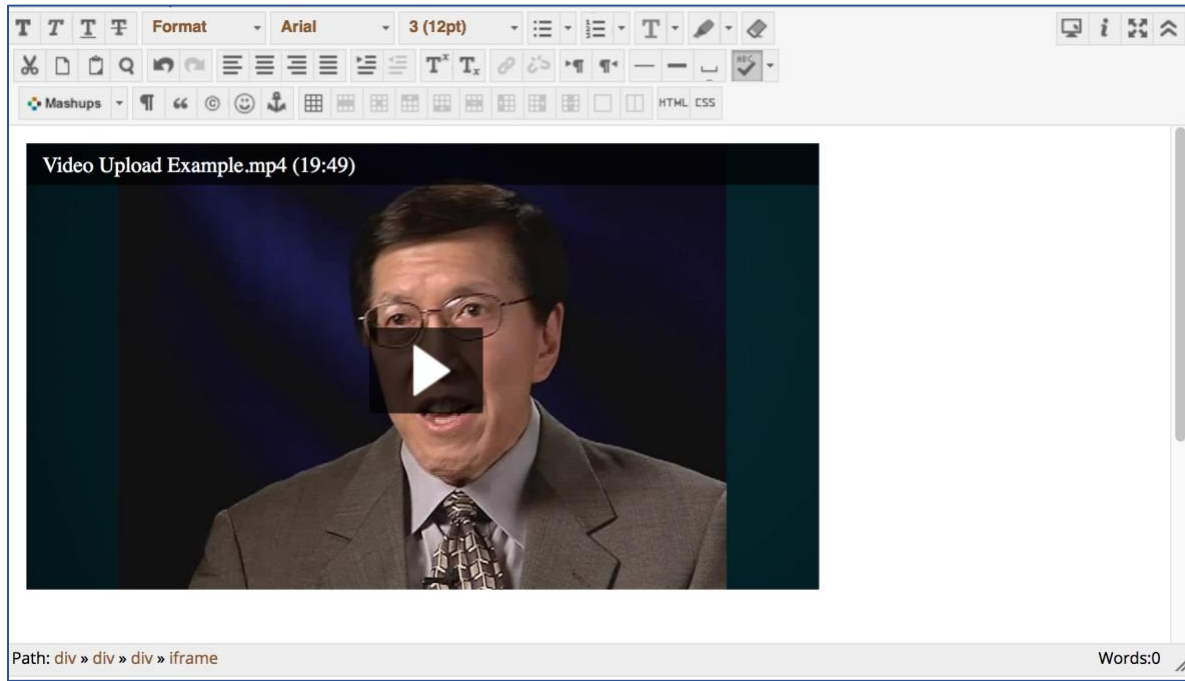
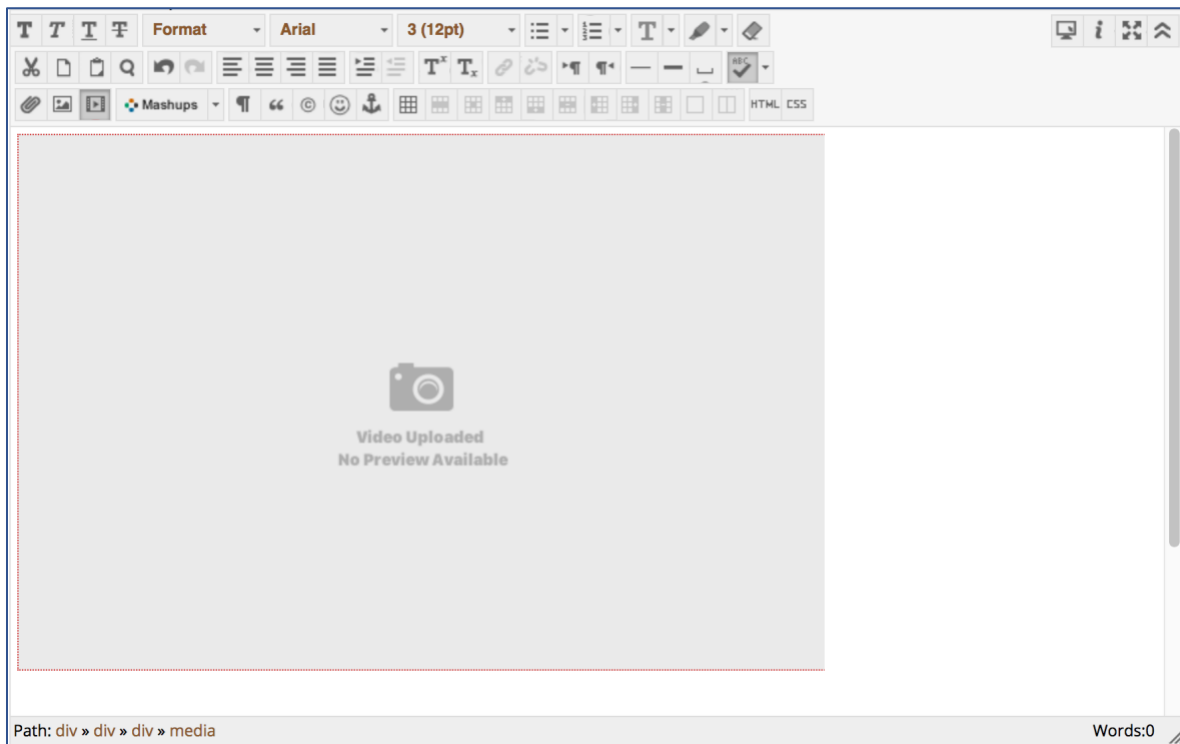## Assignment Example:
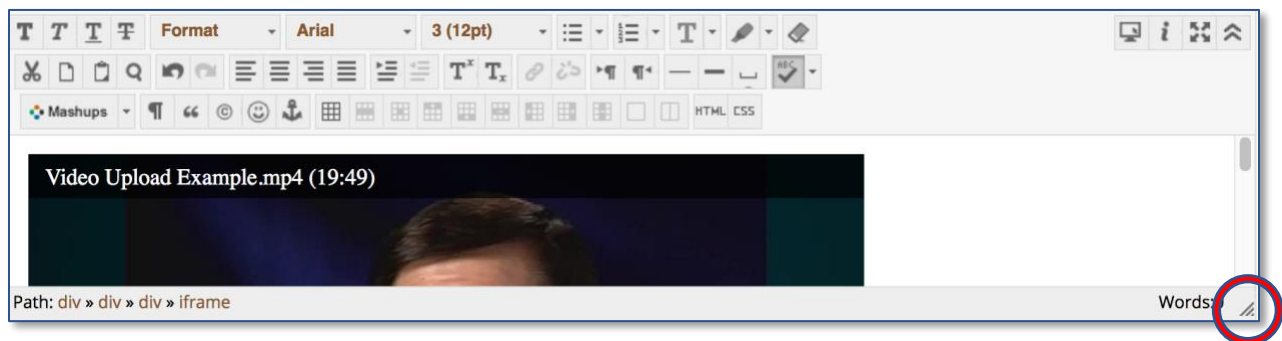
Discussion Example:

Assignment Example After Expanding Text Window:

Discussion Example After Expanding Text Window:

STEP 6:

Once you've added everything you wish to post to the text box, complete your post.

Assignment:

Click "Submit:"

*When finished, make sure to click **Submit**.*
*Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.*

CANCEL   SAVE DRAFT   SUBMIT

Discussion:

Click "Submit:"

CANCEL   SAVE DRAFT   SUBMIT

TIPS:

- You can upload a transcript of your video by clicking on the "Browse My Computer" button in the "Attach File" section.

Attach File   Browse My Computer   Browse Content Collection