

ASUPlay

ASUPlay is a repository to add content for either public, restricted, or private consumption. Videos may be stored and displayed in channels, playlists, and shared with specific users.



Most Popular

Figure 1: ASUPlay library

Available Roles

- **Member:** Can access a channel or gallery but cannot add new content.
- **Contributor:** Can add content to a channel or gallery.
- **Moderator:** (Applies to channels only) In addition to the Contributor permission, can moderate content.
- **Manager:** (Applies to channels only) In addition to the Contributor permission, can moderate channel content and access channel settings, including change metadata, edit members, change appearance, and delete channel.

Channels

- **Open:** All users are entitled to access the category (anonymous or authenticated, depending on the configuration of your site) but only specific users are entitled to contribute content.
- **Restricted:** All authenticated users are entitled to access the category, but only specific users are entitled to contribute content.
- **Private:** Only specific users are entitled to access the channel and to contribute content.

Adding Content to a Channel

To upload media into ASUPlay you have several options including: upload of pre-recorded media, webcam recordings, video presentations, and screen recordings. Each of these methods is explained in more detail below.

Media Upload

If you have pre-recorded media that you want to appear in your channel you would use the media upload. It does not matter what file type you load in Kaltura because it will get transcoded into multiple file types that can be played on different devices.

***Note: A video cannot be more than 2G in file size.**

To get started:

1. Navigate to the **Channel** you want to add content to.
2. Select on the **Add Media** button.

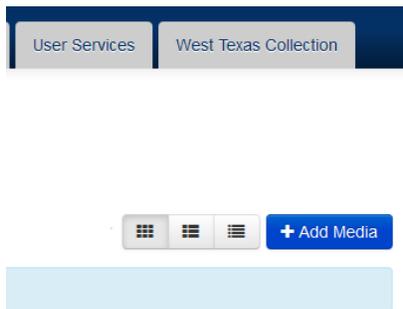


Figure 2: Adding Media

3. Select the **Add New** drop down menu.
4. Select **Media Upload**.
5. Select the **Choose a file to upload** button.
6. Locate the video you want to load.
7. Select **Open**.
8. Type in a **Name**, **Description**, and **Tags** (Tags should include department name and keywords. Separate each Tag by a comma.) for the video.
9. Choose the **Save** button.

Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Please fill out these details:

Name:
(Required) ASU Play - Angelo State Videos

Description:
Black **Bold** *Italic* Underline [List Icons] [Share Icon] [Image Icon]

Tags:

Figure 3: Name, Description, and Tags

***Note: The video is automatically uploaded to your channel.**

Recording from Your Webcam

Record from Webcam may be used to record messages to students, a short introduction to a lesson, or provide a subject lecture. Make sure that your webcam and microphone are plugged in.

To begin recording your session, follow the instructions below:

1. Navigate to the **Channel** you want to add content to.
2. Select the **Add Media** button.
3. Select the **Add New** drop down menu.
4. Select **Webcam Recording**.

***Note: You may see a note on the screen about allowing Kaltura access to your microphone or webcam. Make sure to select the Allow button.**

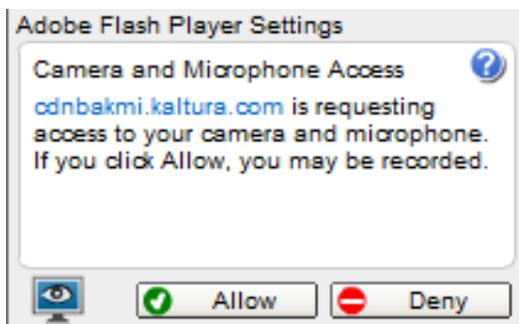


Figure 4: Adobe Flash Player Settings

5. Click anywhere on the screen to start the recording.

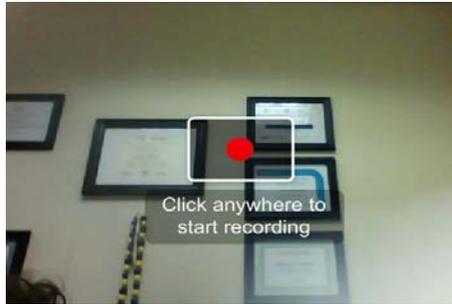


Figure 5: Click anywhere on the screen to start recording.

6. When you are done recording, simply click on the screen to stop the recording.
7. Make sure to fill in the **Name**, **Description**, and **Tags**.
8. Click the **Save** button and video will load into your channel.

Screen Recorder

Screen Recorder can be used to capture anything on your screen such as websites, resources, or specific software that users may not have on their machines. To begin recording your screen follow the instructions below:

1. Navigate to the **Channel** you want to add content to.
2. Select the **Add Media** button.
3. Select the **Add New** drop down menu.
4. Select **Screen Recording**.
5. Click on the **Launch the Screen Recorder** button.

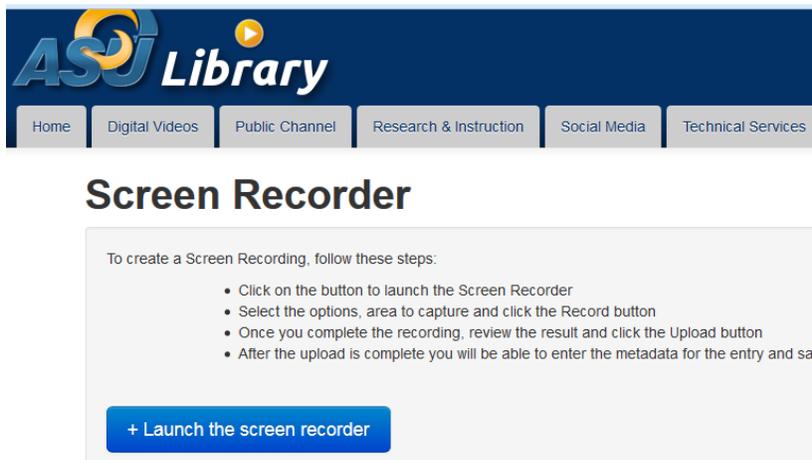


Figure 6: Launching the Screen Recorder

***Note: The latest Java must be installed so that the screen recorder will launch.**

6. The **Recording** window will now appear. You may set the screen to the size you want to record.

***Note: If you want to record any audio you must do this while the screen is being captured.**

7. When you are ready for the recording, select the **Record** button.
8. The window will count down and then it will begin recording.
9. Once the recording is completed, select the **Done** button.

***Note: You may also restart the recording if needed (which starts the recording over from the beginning).**

10. When you are ready to publish the video fill in the **Title**, **Description**, and **Tags**.

Video Options

There are several options to select once your video has been loaded successfully into ASUPlay. This next section will discuss those options in detail.

Details

The details button is currently showing you a list of the information you provided during your video creation/upload. This section shows the description, tags, what channel the video appears in, and a comments box that may be used to add additional information.

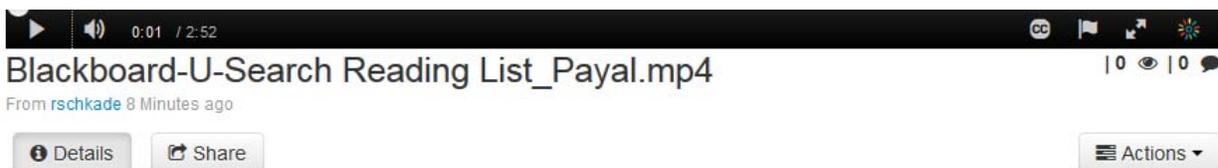


Figure 7: Details

***Note: If this information was provided it will appear in this section. To make any changes to the Details section you will have to edit the video.**

To edit the details section, simply navigate to the **Actions** button (located to the far right of the image above) and select **Edit**. You may now make changes to the description, tags, and channel location.

Sharing a Video

Sharing the video is a great way to post this video on a web page or share a link with other users. Simply select the **Share** button to gain access to the link or embed code.

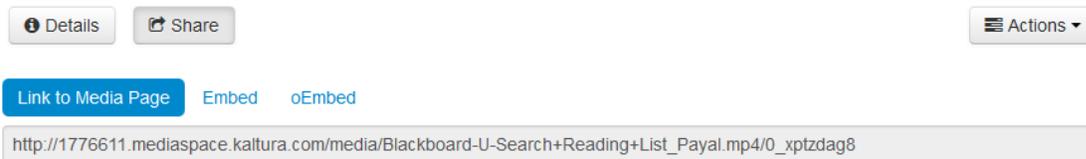


Figure 8: Sharing a Video

Actions

In the **Actions** drop down menu, you will see publishing, editing, and deleting options. The next section will discuss each of these options in more detail.

Publish

Select the style of availability you wish to grant your video.

- **Private** - Media page will be visible to the content owner only.
- **Unlisted** - Media page will be visible to anyone with a link to the page.
- **Published** - Media page will be visible to individuals according to entitlements on published destinations.

If you select **Published**, another drop down menu will appear with two options. **Publish in Category** or **Publish in Channel**. If you have access to multiple channels/categories you will have the ability to publish between other channels.

***Note: At the bottom of the screen you will see what category the video is published in.**

Editing a Video

The edit option allows you the ability to make changes to the video, add captions, create clips, or even trim the video down. As noted above this is also the section where you would add any information that you skipped in the upload phase. These items include **Name, Description, and Tags**.

1. To edit the video go to the **Trim Video Tab** from the **Edit** menu under **Actions**.
2. Select the start time in which you want to make the video adjustments. You may also use the **Set Starting Point** and **Set Ending Point**.
3. Make sure to **Preview** the video before you decide to trim the video.
4. Once you are satisfied with the video you may select **Trim Video** to make the final adjustments.

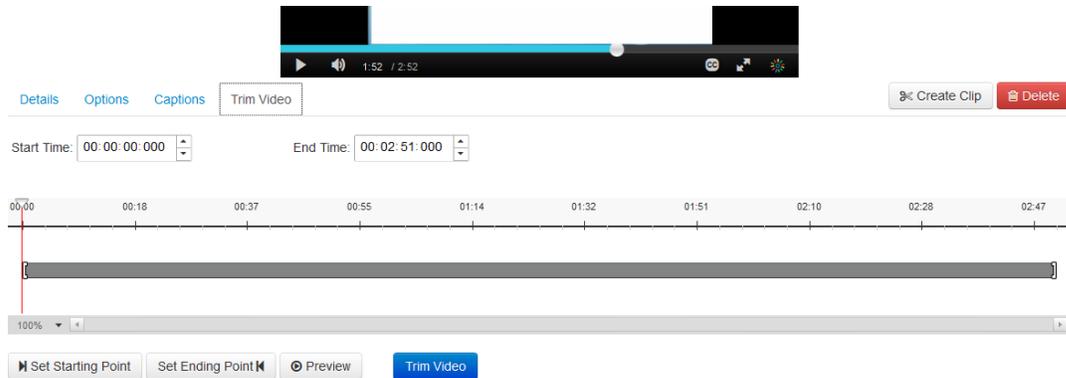


Figure 9: Trimming a Video

Deleting Videos

The delete option allows you the ability to remove videos. The video will be removed from your channel and the back end storage site (KMC).

1. Go to the **Actions** drop down menu.
2. Select the **Delete** option.



Figure 10: Deleting a Video

***Note: Once the video is deleted it cannot be retrieved.**

Creating a Clip

Creating Clips is a great way to create a 'sneak-peak' to an upcoming video. Clips are stand-alone videos and separate from the original video.

To create a clip:

1. Go to the **Actions** drop down menu.
2. Select the **Edit** option or select **Create Clip**.
3. Clip the video to the appropriate clip size and content.
4. Save the video. Make sure to add the **Title**, **Description**, and **Tags**.

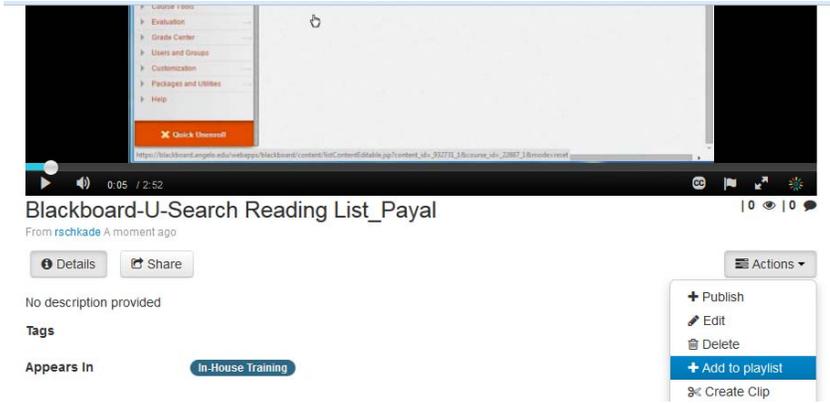


Figure 11: Creating a Clip