

Kaltura

The My Media is where all the Kaltura video content is stored for the course. You may manage the visibility, creation, and removal of content through the gallery. In order to access My Media, a module must be made to contain My Media. To create the My Media module that will be displayed in the course menu column at the left of the page:

1. Select the blue plus sign at the top of the Course Menu at the left of the page and select **Module Page**.

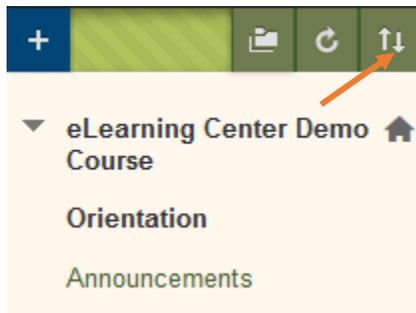


Figure 1: Shows the icon that allows you to add modules to the Course Menu.

2. Provide a name for the module that describes its function (ex. My Media, Kaltura Media) and select **Submit**. The newly created module will be located at the bottom of the Course Menu directly about **Course Management**.
3. Make the module available to students or leave the link hidden by selecting the check box directly to the right of the module name.
4. Open the newly created module and select **Add Course Module**. This will allow you to add **My Media** to the module.
5. In the search bar towards the left of the screen type "My Media" and select **Go**.
6. Select **Add** underneath **My Media** and select **OK** at the bottom right to return to the module page.

***Note: The Windows 10 browser Edge and Google Chrome versions 45+ do not function with Kaltura. They do not support java or plug-ins.**

Adding Content to the My Media

1. Begin by accessing the course you would like to add media.
2. Navigate to the **Course Menu** and open the module that contains **My Media**.
3. Select **My Media** and select the **Add New** button in the top right of the screen.

You may choose to **Media Upload**, **Webcam Recording** or record your screen by selecting **CaptureSpace Lite**. The next section will cover the media options.

Media Upload

If you have a video that you have already recorded and you would like to use this in your course, then Media Upload is the option you want to choose. The video does not have to be in a specific video file format.

To get started:

1. Navigate to the **Course Menu** and open the module that contains **My Media**.
2. Select **My Media** and select the **Add New** button in the top right of the screen.
3. Go to the **Course Tools** Section.
4. Choose **Media Upload**.
5. Under the **Upload Media** tab, select the **Choose a file to upload** button.
6. Locate the video you want to load.
7. Select **Open**.
8. Select the **Upload** button.
9. Make sure to give the video a title, description, and add tags, and select **Save**.
10. Once the video is completed, it will appear in **My Media**.

****Note: By default, the video is hidden. Refer to Hidden Content to change the status.***

Recording from Webcam

When recording from your webcam you may record messages to students, a short introduction to a lesson, or provide a subject lecture. To begin recording your session, follow the instructions below:

1. Navigate to the **Course Menu** and open the module that contains **My Media**.
2. Select **My Media** and select the **Add New** button in the top right of the screen.
3. Select **Webcam Recording**.
4. Select **Record**.
5. Select **Stop** when you are through recording.
6. Enter a **Title**, any **Tags**, and a **Description** for the video. (**Tags** help users search for your content.)
7. Select the **Save** button and the video will load into your **My Media**.

****Note: By default, the video is hidden. Refer to Hidden Content to change the status.***

CaptureSpace Lite

The CaptureSpace Lite feature gives you multiple different options. From this feature, you are able to record your screen, record your screen with the webcam, or just record your voice. You can also access the webcam through the CaptureSpace Lite feature. To begin recording your screen follow the instructions below:

1. Navigate to the **Course Menu** and open the module that contains **My Media**.
2. Select **My Media** and select the **Add New** button in the top right of the screen.
3. Choose **CaptureSpace Lite**



Figure 2: Shows the CaptureSpace Lite Desktop Recorder

***Note: You may need to update your java in order for this to work.**

4. The **Kaltura CaptureSpace Recorder** box will appear.
5. To record your screen, select **Screen**.
6. When you are ready to begin recording, select the **Record** button.
7. The window will count down (3, 2, 1) and then begin recording.
8. To pause, press Alt P on your key board.
9. Once paused, the **Recording Screen Capture** box will appear.

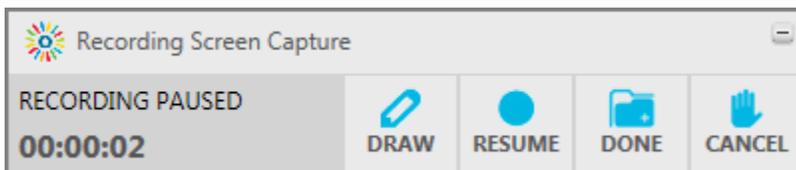


Figure 3: Shows the Recording Screen Capture box

10. Once the recording is completed, select **Done**.
11. You can now preview the video, and when satisfied, select **Done**.

***Note: You can also record you screen and webcam, just webcam, or just your voice by following the same steps and clicking on the desired icon from the Kaltura CaptureSpace Desktop Recorder box. You may also restart the recording if needed.**

12. When you are ready to publish the video fill in the **Title**, **Description**, and **Tags**.
13. Select **Upload**.
14. Select **Close** to the Kaltura player window after the video has been processed.
15. Once the video has been published, the video thumbnail image will appear in **My Media**.

Hidden Content

Hidden content is content that is in the course via the course gallery and is not available to students. When content is converted and added it appears as 'hidden' in the Course Gallery. Before an instructor can add the content to a designated area in the course they must make the content available. To make content available for use in the course:

1. Navigate to the **Course Menu** and open the module that contains **My Media**.
2. Select **My Media** to view a list of your loaded media files.
3. Select the title of the video you want to modify, which will open the video.
4. Underneath the video on the right, select the **Actions** dropdown menu and select **Publish**. Additional options will become available beneath the video.
5. Select **Published** and then choose what course you would like to publish the video in under **Publish in Gallery**. Select **Save**.
6. The words "**Private**" will no longer appear under the movie title. Now the content may be added to the course.

Deploying Content

Instructors may add content to the course by loading a video into Kaltura Media, upload a video in My Media, or choose to record from a webcam or quick screen capture. Once the media has been added to the course, the instructor will need to deploy the content for student viewing.

Adding Media as a Standalone Content Item

When an instructor adds content to the course through the Kaltura Media Tool, they are adding a video as a standalone content item. This would be comparable to adding a YouTube video to your Blackboard Course.

1. Access course and select a **Content Area** to add media.
2. Select the **Build Content** button.
3. Choose **Kaltura Media** from the drop down menu.
4. You can either add media that is already in **My Media**, or you can select **Add New** to upload new media or record from the webcam.

****Note: If you want to use CaptureSpace Lite you will have to access it through My Media.***

5. Once the media is in **My Media**, press the blue **Select** button.
6. Create a **Title** for the content.
7. Optionally add text in the text editor.
8. Make sure to choose your desired **Options**.
9. Select **Submit** to add the media content to the content list and to the course gallery if selected. The video will appear as a thumbnail image.

Removing Content

There are several reasons why content needs to be removed or suspended from Kaltura. When removing content, be sure that this content does not need to be reused at a later time. To remove content:

7. Navigate to the **Course Menu** and open the module that contains **My Media**.
8. Select **My Media**.
9. To delete a video from **My Media**, select **Delete** to the right of the video. This will delete the video from all courses and permanently from **My Media**.
10. To remove a video from a course but keep it on **My Media** for later use:
 - a. Select the video title
 - b. Select **Actions** underneath the video select **Publish**. More options will appear beneath the video.
 - c. Change the selection from **Published** to **Private**. This will remove the video from all courses, but it will remain in **My Media**.

****Note: When a video is suspended (not public) the video is still accessible in the gallery and can be changed from hidden to public. Once the content is public it can be made available to students.***