

UNIVERSITY OF HARTFORD

FACULTY CENTER FOR LEARNING DEVELOPMENT

Getting Started with Kaltura

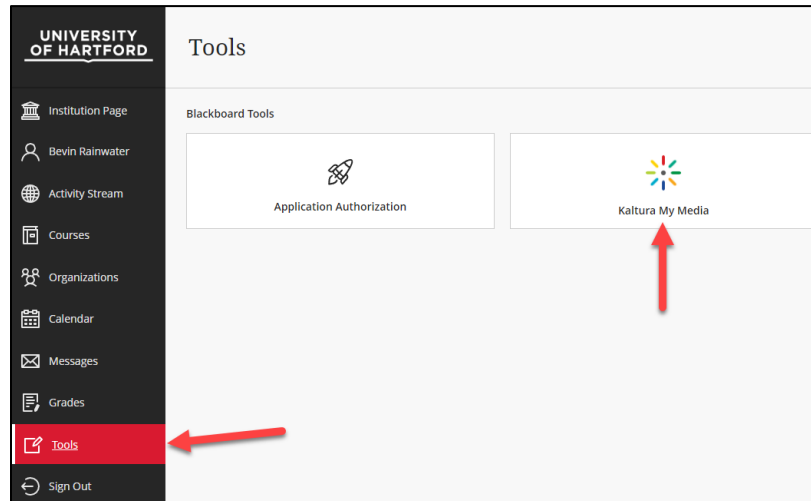
Kaltura is an in-house video and audio server similar to YouTube and is designed for publishing and sharing large media files, such as audio and video files. It can be used to share video lectures, instructional videos, and helps centralize campus media by providing ‘one-stop media shopping’ for students and faculty. Kaltura is user-friendly and intuitive, and uploaded videos are organized into libraries that can be shared with others. Since videos are streamed bit-by-bit to the viewer, rather than downloaded to a person’s computer, they are better protected. Kaltura videos can be accessed from a website, a playlist, or directly within Blackboard courses, providing an easy way to share videos or audio files with students in a class. Videos and audio files should **NEVER** be uploaded directly to a Blackboard course, as they consume a lot of space and may cause you to exceed your course quota or for the campus to exceed its overall Blackboard storage quota.

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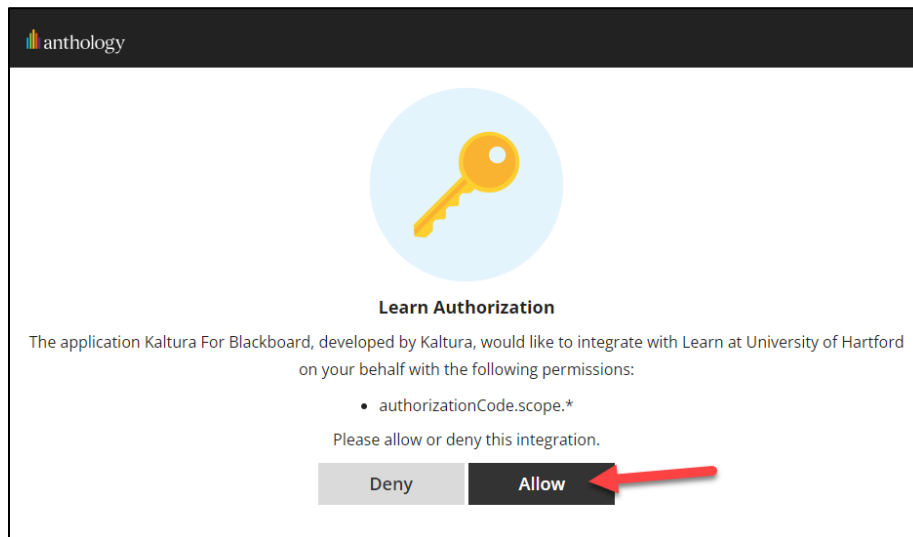
Setting up and accessing Kaltura My Media

1. Log into Blackboard using your UHART username and password.
2. On the main menu, go down to Tools → Kaltura My Media



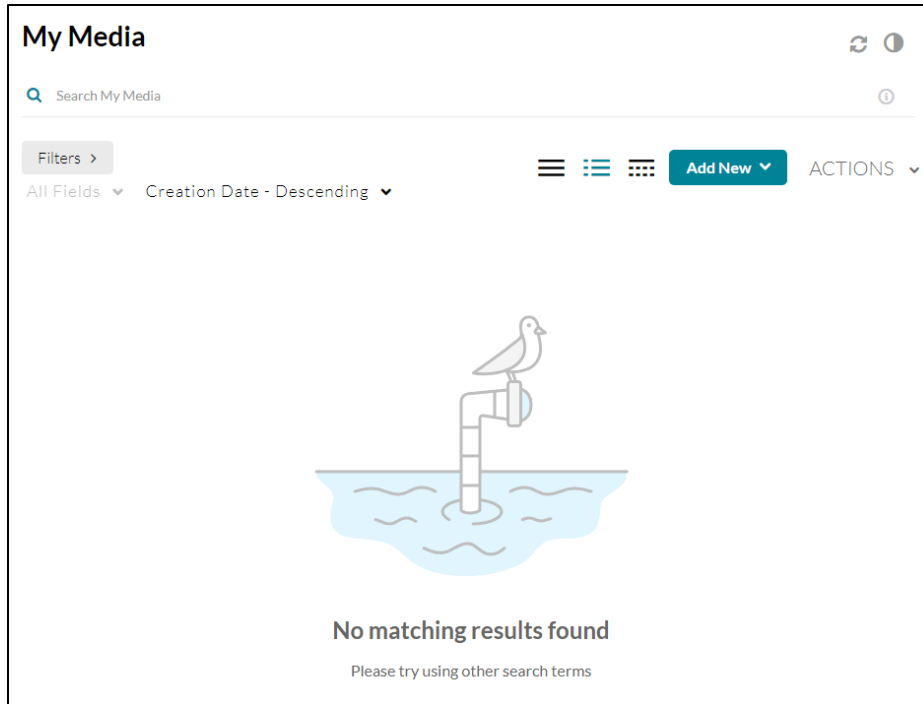
Kaltura My Media under Tools

3. The first time you access Kaltura, it will ask you to authorize the integration. Click **Allow**.



Allow the Integration

4. Once you have authorized Kaltura, it will put you into the media library. You will not have to authorize this login account again.
5. At first, you will see nothing in My Media, but as you upload or create video or audio files, they will appear here. This is where your media will be housed and managed.

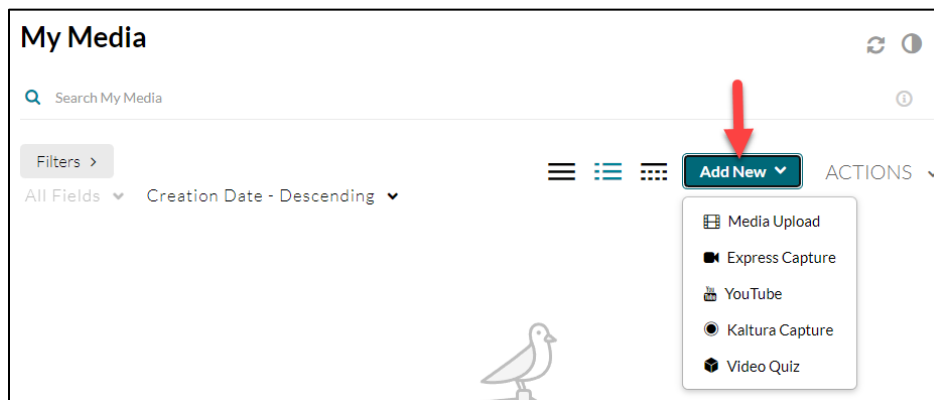


Kaltura My Media

Adding Media to My Media

In the My Media window, under **Add New**, you have several options for adding content:

- **Media Upload** – upload videos or audio files
- **Express Capture** – record yourself speaking to students (webcam and microphone only)
- **YouTube** – bring over YouTube videos to share with your students
- **Kaltura Capture** – this is a lecture capture solution that allows you to use your webcam and microphone, share your screen or apps, as well as document cameras, etc.
- **Video Quiz** – this allows you to create a quiz from a video uploaded to Kaltura.



Add New and choose what you would like to add or create

Media Upload

1. If you aren't there already, go to tools on the main Blackboard menu → **Tools** → **Kaltura My Media**. My Media contains all your uploaded videos and is also where you can upload additional videos.
2. Click **Add New** → **Media Upload**.
3. Click **Choose a file to upload** or drag and drop your video or audio file into the dotted line area.
4. Browse your computer, find your file, then click **Open**.
5. In the Upload Media box, fill out the details such as name, description, and tags (useful for searching later). The only required field is Name. When done, click **Save**.
6. From here, you can choose to upload another file, preview the file by clicking **Go to Media**, or return by clicking **Go to My Media**.

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name: (Required) Input name of video here

Description: Black Bold Italic Underline [List Bulleted] [List Numbered] [List Check] [List X] [List Plus] [List Minus] [List Arrow] [List Refresh] [List Undo] [List Redo]

Add a description if you choose

Tags: LAH325 (new tag)

Co-Editors and Co-Publishers: + Add Collaborator

Select users that will be allowed to edit the content metadata and related assets (such as caption files) and/or to publish

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Publishing Status: Private - Media page will be visible to the content owner only. Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

5 Save 6 Go To Media Go To My Media

Media Upload Page

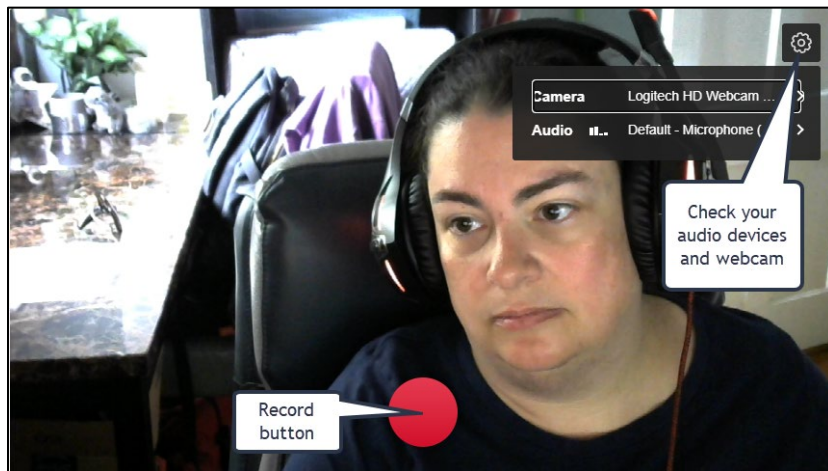
NOTE:

Media Upload is also available within your Blackboard course. See the section on *Embedding Media in Blackboard Courses*, and review directions for either Original Course View or Ultra Course View.

Express Capture

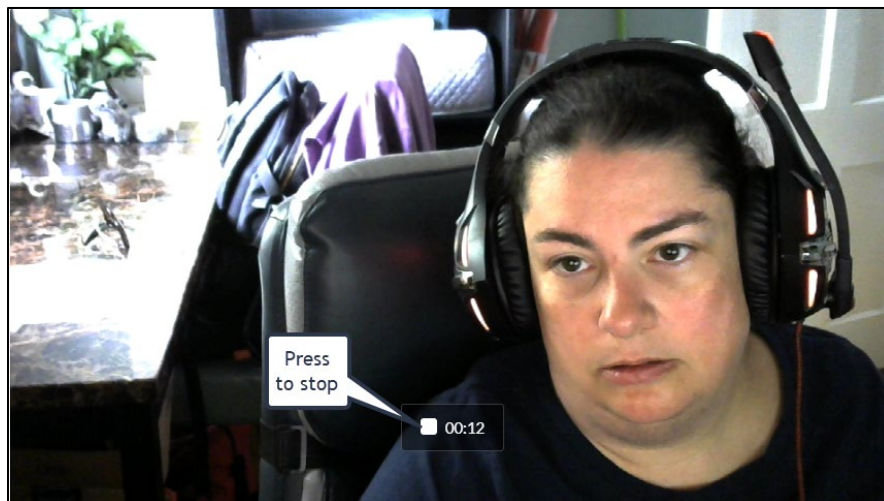
The Express Capture tool solely allows you to record your webcam and microphone. It is helpful when you just want to record a quick message to your students.

1. If you aren't there already, go to tools on the main Blackboard menu → **Tools** → **Kaltura My Media**.
2. Click **Add New** → **Express Capture**
3. In the upper right-hand corner, click the gear icon to check your webcam and that your microphone/audio devices are working.



The Express Capture Tool

4. Click the big red button to start. A countdown will begin.
5. Click the square next to the time to stop the recording.



Stop the Recording

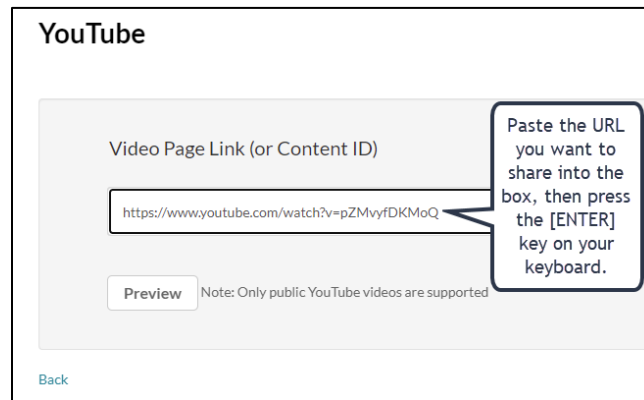
6. When done, you can either: **record again**, **download a copy**, or **Use This**.

7. Clicking **Use This** will take you into the *Record Media* page, where you add your video name, description and any tags you want. When done, click **Save → Go to My Media** to return to your *My Media* page. Your recording will appear here.

YouTube

Want to show a YouTube video to your class, but don't want the messy ads? You can bring **publicly shared** videos into Kaltura for embedding in your courses.

1. If you aren't there already, go to tools on the main Blackboard menu → **Tools → Kaltura My Media**.
2. Click **Add New → YouTube**
3. Paste the URL to the video you want to add to Kaltura and press the [ENTER] key. It will shorten the URL automatically. Press the [ENTER] key again or click Preview to see your video.



Paste the URL you want to share into the box, then press the [ENTER] key on your keyboard

4. Fill out any details you want to show to your students, such as Name, Description and Tags, then click **Save**. Then click **Go To My Media**. Your video will appear there.

Kaltura Capture

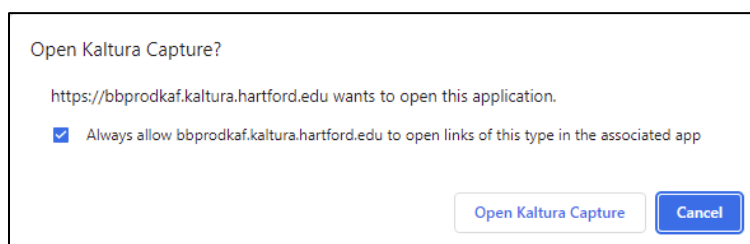
Kaltura Capture is a lecture capture solution, allowing you to voice-over PowerPoints or anything else on your screen. As an added benefit, you can also capture your webcam and also a document or classroom camera too. This feature does require an application to be downloaded and installed. If you want to use this on a classroom computer, reach out to ITS at helpdesk@hartford.edu so they can install it for you. To install it on your own personal computer, you will need to have administrator privileges. If you don't, contact ITS. It can be installed on a Mac or PC computer. You only need to install it one time on your computer, then it will put an icon on your desktop to use for future use.

1. If you aren't there already, go to tools on the main Blackboard menu, then **Tools → Kaltura My Media**.
2. Click **Add New → Kaltura Capture**



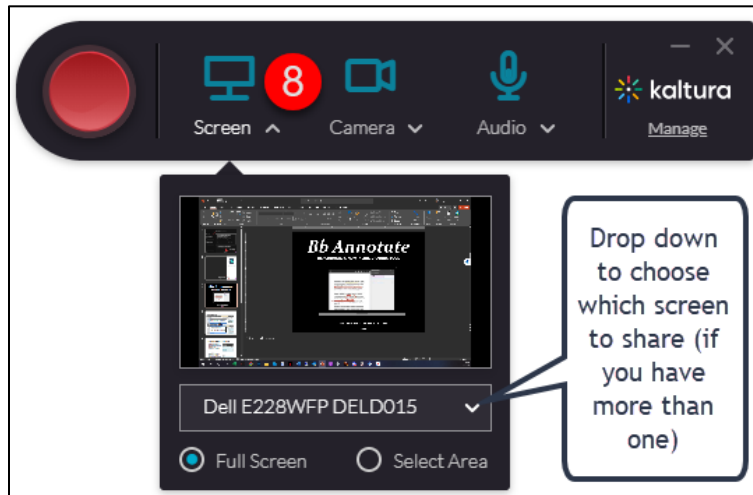
Click Download for Windows or Download for Mac

3. Click **Download for Windows** or **Download for Mac** accordingly.
4. Save the file to your downloads area, then run the installer app and follow the prompts.
5. Click the big red X in the upper left to close the Kaltura app in Blackboard.
6. Go back into **Kaltura My Media → Add New → Kaltura Capture**.
7. A pop-up will appear asking you to open Kaltura. Check the box to Always allow, then click **Open Kaltura Capture**.



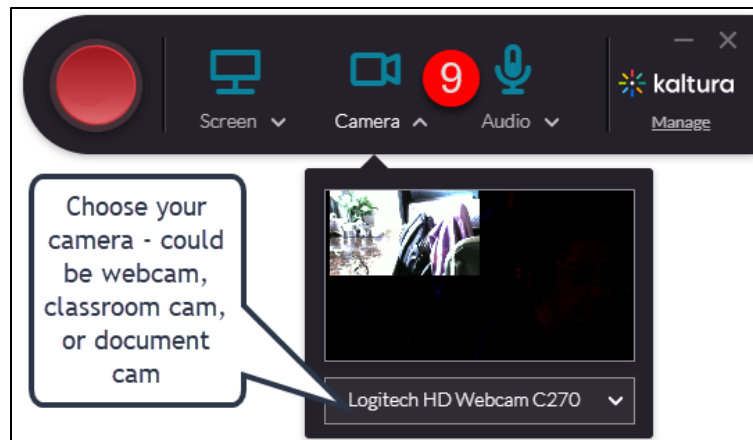
Check Always Allow and then Click Open Kaltura Capture

8. Choose your screen or a select area of a screen.



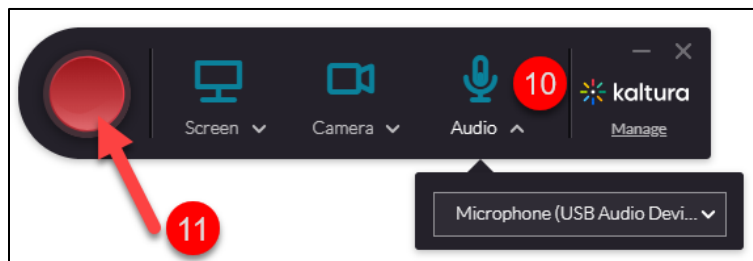
Drop down and choose which screen to share (if you have more than one)

9. Choose your camera.



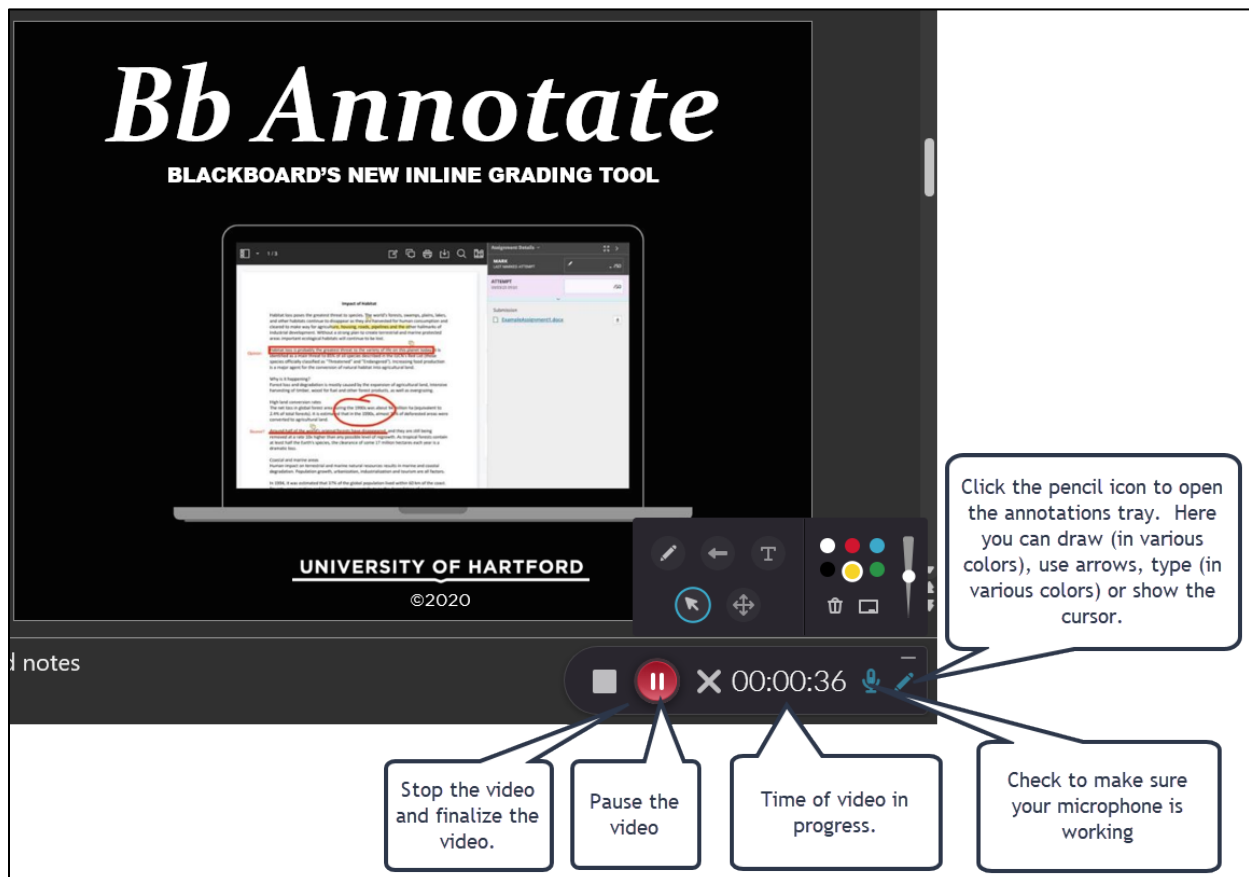
Drop down and choose which camera to share.

10. Choose your microphone.



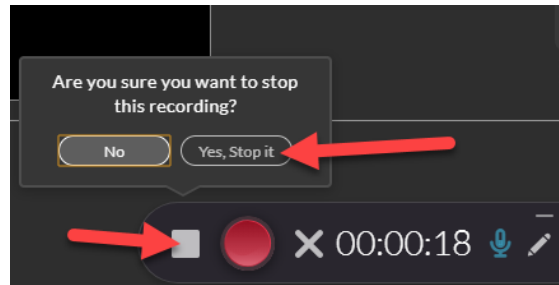
Drop down and choose your microphone

11. When ready to record, click the big red button. A countdown will begin. Be sure to have any materials you wish to show students open and ready on the screen you will be sharing.
12. The record window will then appear, and you can begin speaking. Note that the recording will record anything on your screen or the region you select ***including the capture controls***. Be sure to make sure you do not have anything on your screen that you do not want to be recorded. There are some options available while recording:
 - **Stop** – This will stop the video and begin the finalization process
 - **Pause** – take a momentary break in recording, click the button again to resume
 - **Timer** – The amount of time of your recording will show up in the lower right corner
 - **Microphone** – check to make sure your microphone is working and not muted.
 - **Annotation Tray** – Click the pencil icon if you want to mark up your screen while recording, the annotation tray has basic tools for drawing or writing text and creating arrows. You can change the color of these. Additionally, you can show the cursor or four-way arrows to point things out. To close the annotation tray, click the pencil icon again.



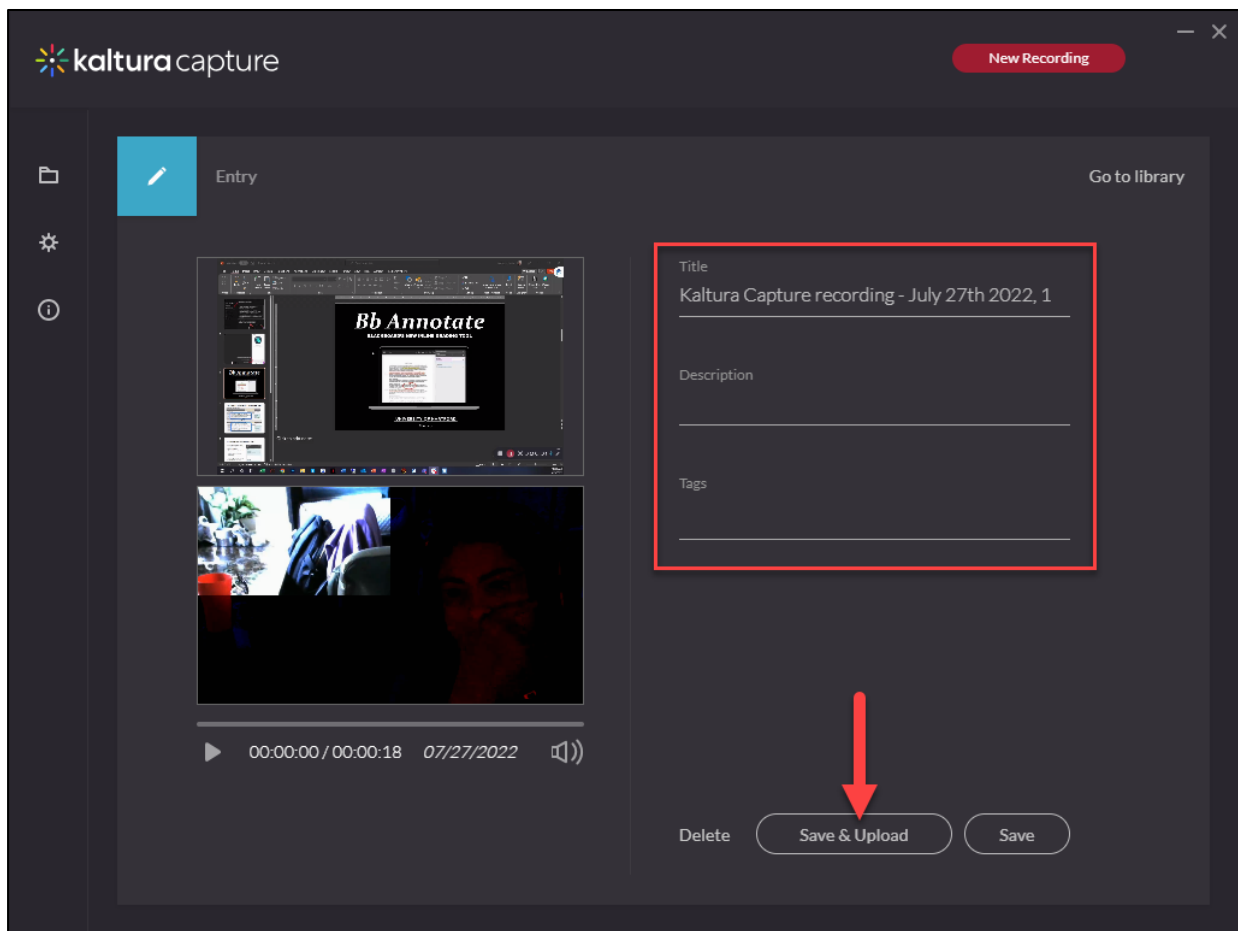
Recording in Kaltura Capture

13. When you are done recording, click the square stop button. A prompt will appear asking if you are sure you want to stop recording. Click **Yes, Stop It**.



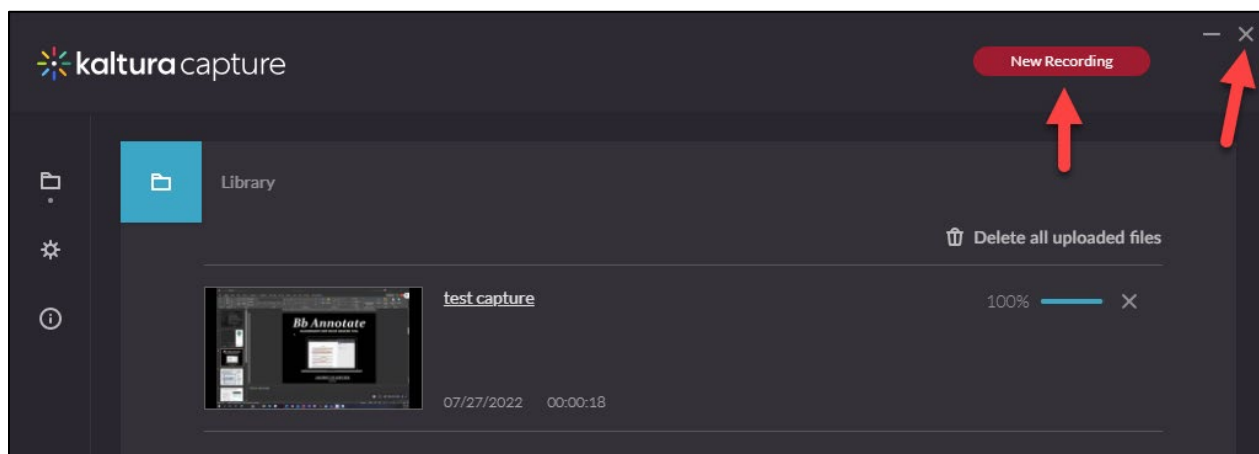
Stop the Recording

14. On the next page that appears, you can rename the Title, add a description, and tag your video. You have some options at the bottom: Delete, Save & Upload, Save. Click **Save & Upload** if you want to upload your video to your Kaltura My Media page and then be able to share it in your courses.



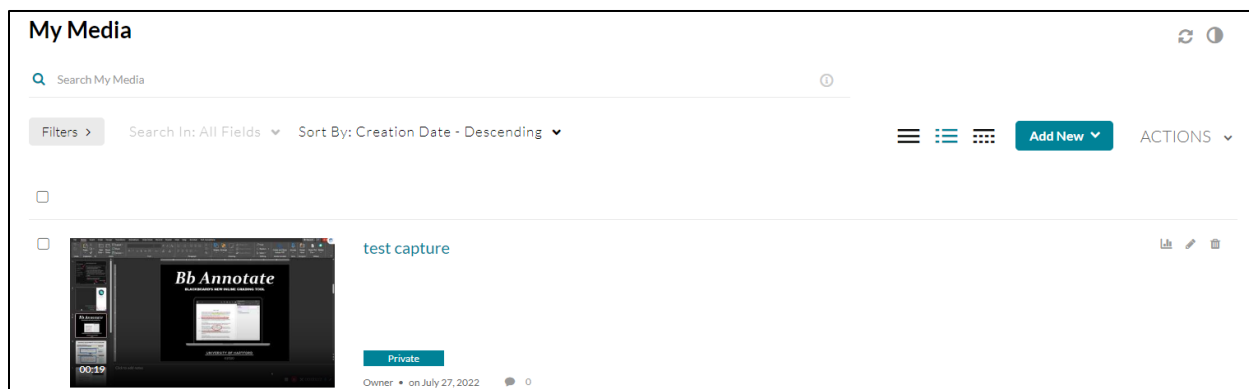
This is a capture of two screens showing Title, Description, Tag, and Save & Upload

15. A progress meter will show the progress of your upload on the next page. When you are done, you can either start a new recording, reupload, delete or close the window.



Progress Uploading, Start a New Recording, or Close the Window When Done

16. Return to the Kaltura My Media page in Blackboard to see your new video appear there. You may have to give it a few moments and/or refresh the page for it to appear.



Your Recording Appears on the My Media Page

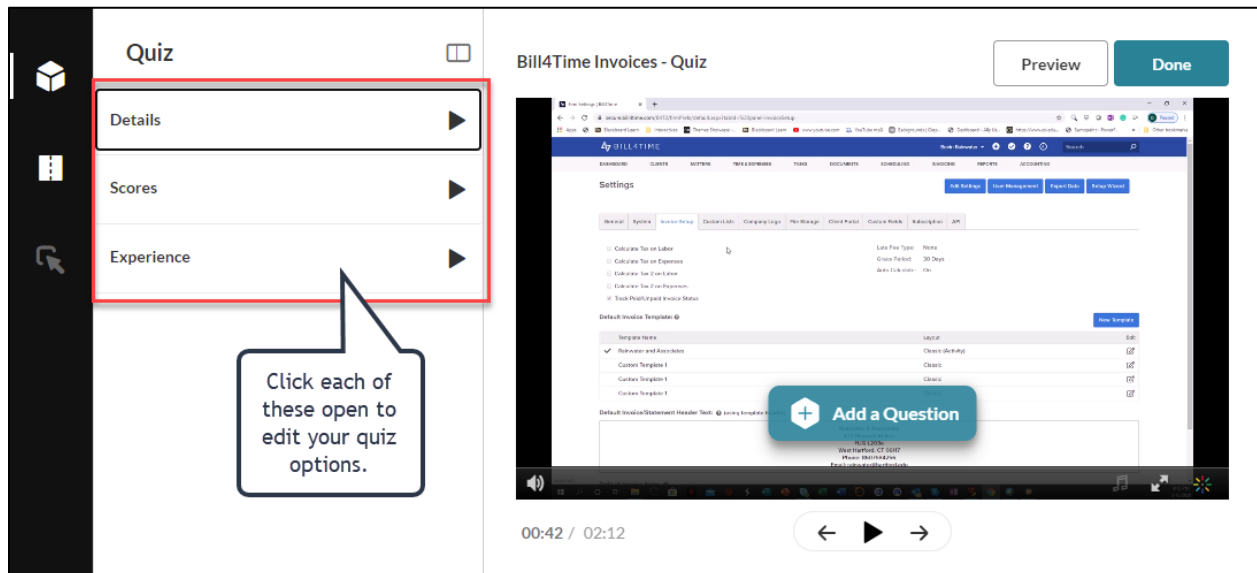
Video Quiz

A video quiz allows you to embed questions into a video you have already created. Providing an in-video quiz with immediate feedback allows the student to take an active role and engages students in their own learning. Monitoring their own understanding of the lesson builds confidence and insight and prepares them for any future assessments. Using quizzes in videos allows you to also ensure that your students are viewing the videos and creates a gradable item in Blackboard.

1. If you aren't there already, go to tools on the main Blackboard menu → **Tools** → **Kaltura My Media**.
2. Click **Add New** → **Video Quiz**
3. A list of your videos will appear, **Select** the video you wish to make into a quiz.
4. The **Quiz** window will appear.

Edit Quiz Settings

The settings pane appears on the left of the quiz window. Here you can view and change the details, how the quiz is scored, and the students' viewing experience. Click open the panels for **Details**, **Scores**, and **Experience** and change the settings accordingly.



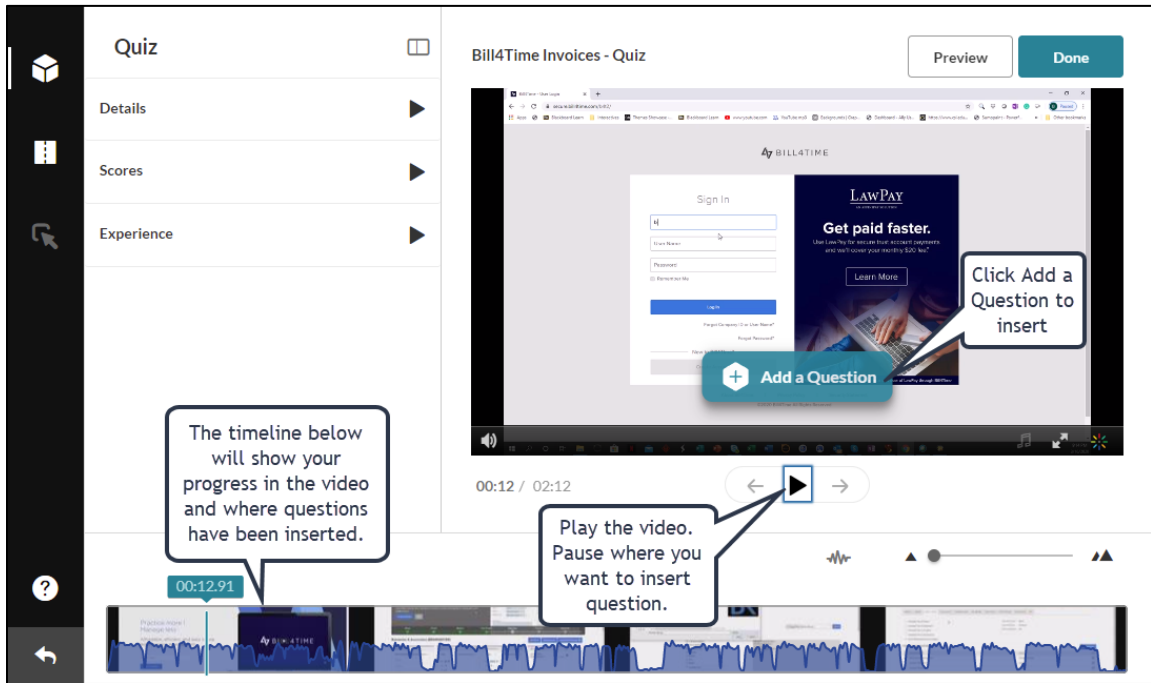
The Quiz Settings Pane on the Left of the Quiz window

Add Quiz Questions

Adding a question gives you four options:

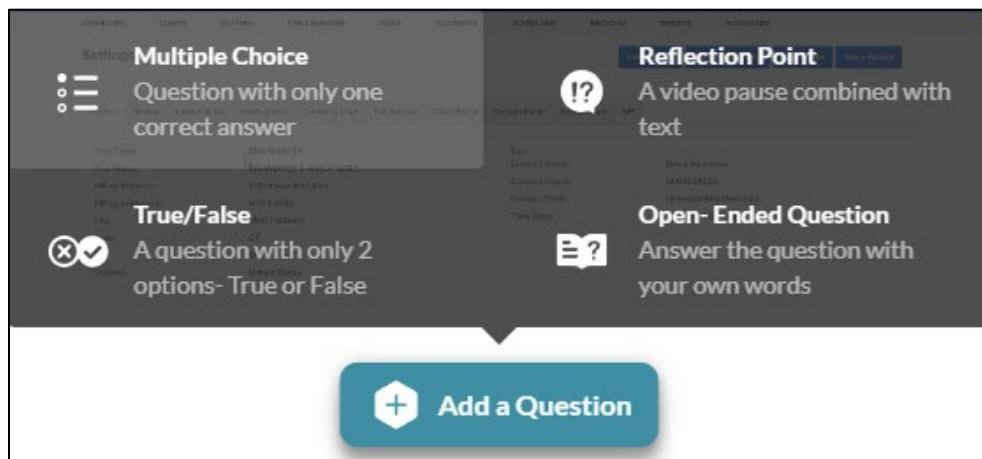
- **Multiple Choice** – Question with only one correct answer
- **True/False** – A question with only 2 options – True or False
- **Reflection Point** – A video pause combined with text

- **Open-Ended Questions** – Answer the question with your own words
 1. Play the video and then click the **Add a Question** button to add a question to the video. The video will pause, and the question will be inserted into the timeline where you clicked the **Add a Question** button.



The Quiz Interface

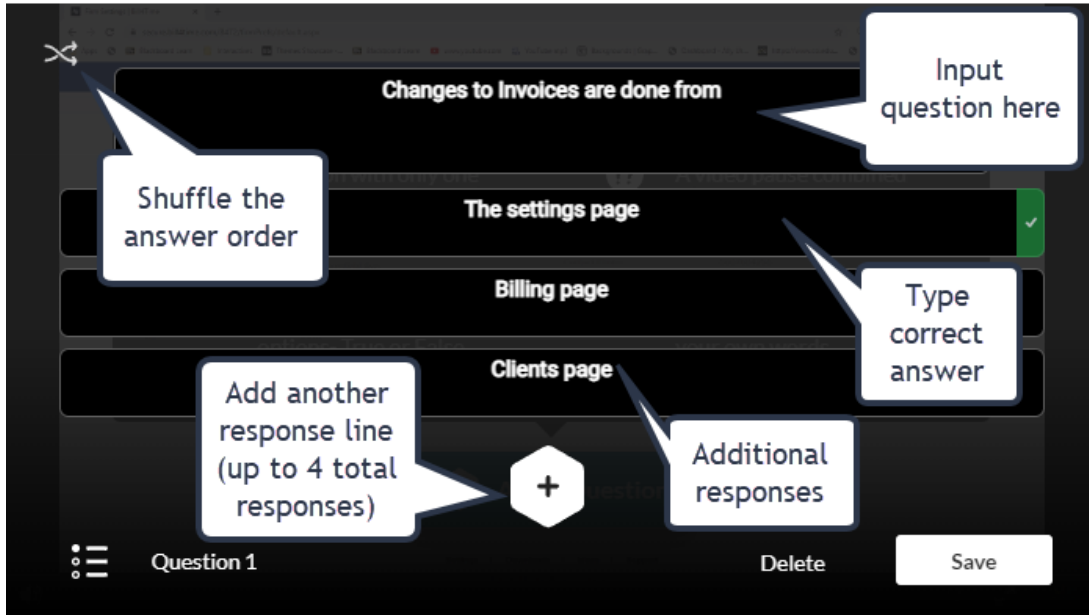
2. Click on one of the question types to begin creating your questions.



Quiz Question Types

Multiple Choice

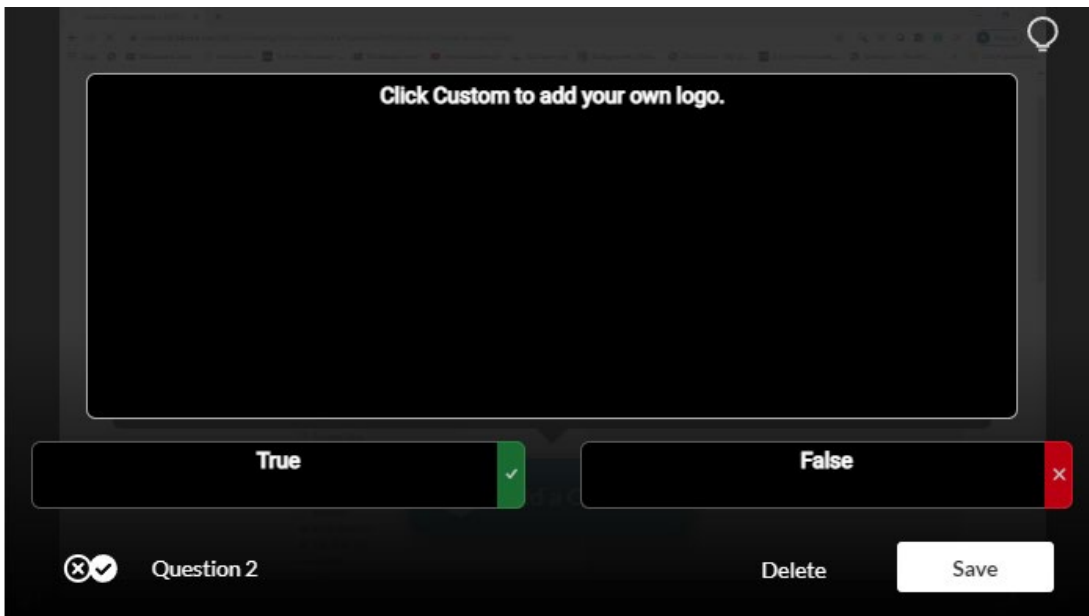
Add your question, correct answer and any additional answers you want to appear to the students. To add more than two responses, click the + icon. You can optionally also shuffle the answer order by clicking the icon in the upper left corner. When done, click **Save**.



Multiple Choice Question Type

True/False

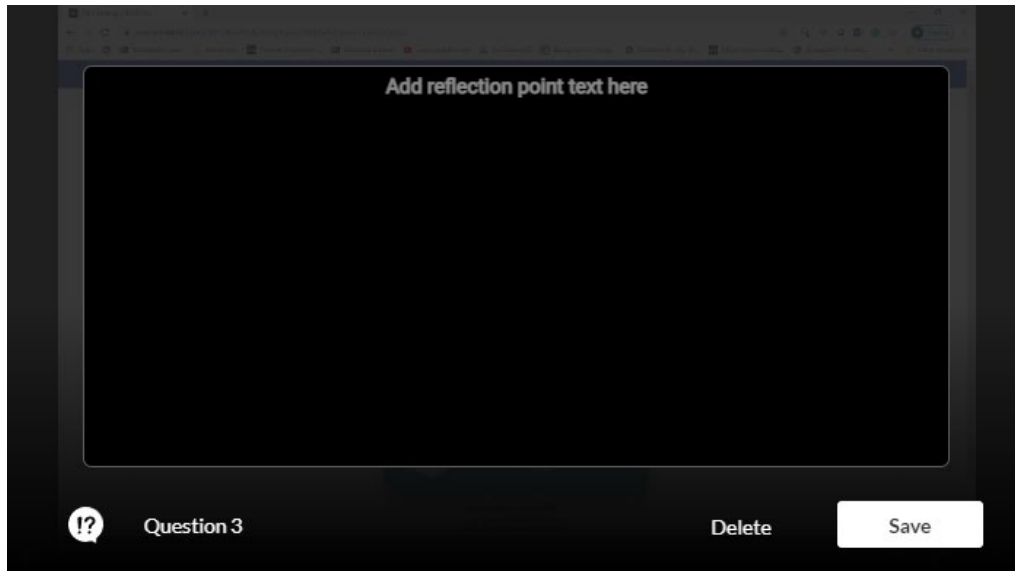
Input your question into the box, then select True or False. When done, click **Save**.



True/False Question Type

Reflection Point

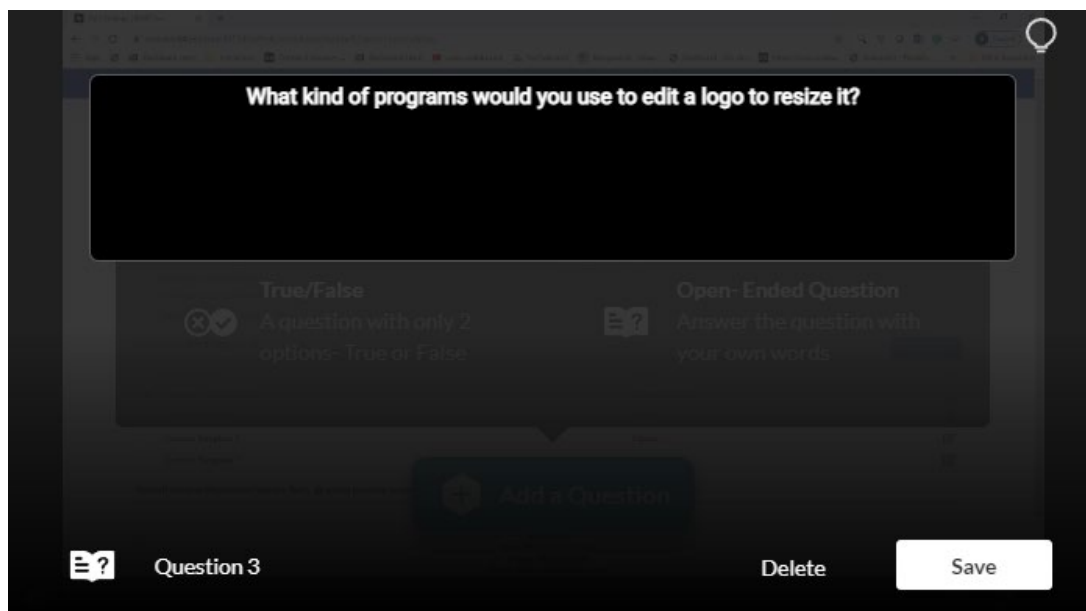
In the box, type in what you want your students to reflect on. Reflection points require no response. It just pauses the video playback and asks them to think. When done, click **Save**.



Reflection Point Question Type

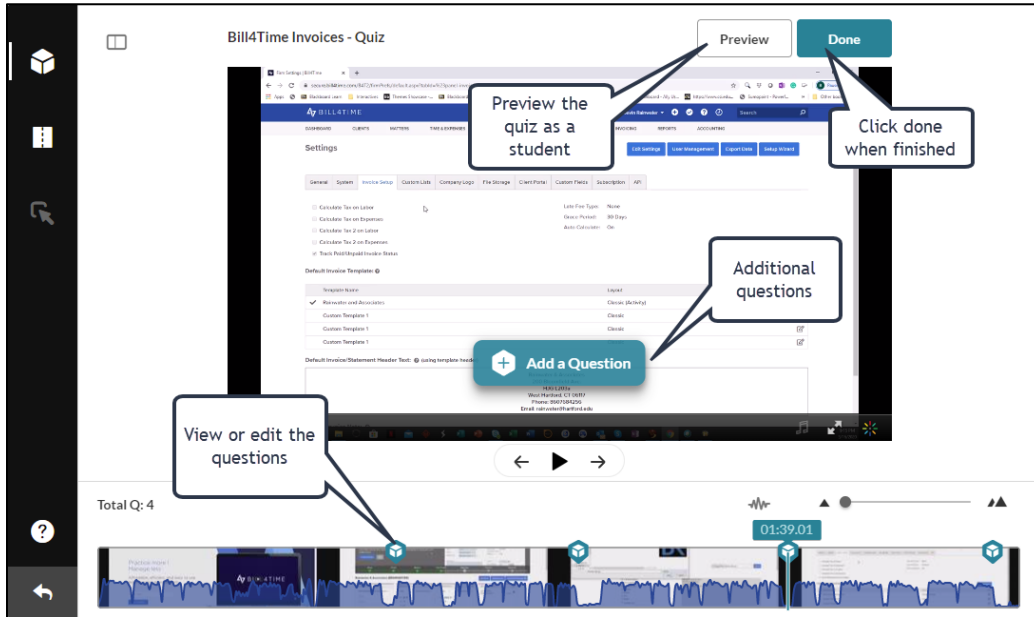
Open-Ended Question

Open-ended questions allow your students to type in a response to a prompt. Maybe instead of providing a multiple-choice question or true/false question, you want to challenge them to think deeper, then use this question type. Type in your question, then click **Save**.



Open-Ended Question Type

- As you create questions, they appear in the timeline below. You can edit any of the questions by clicking on the little box in the timeline. You can add additional questions by clicking **Add a Question**. You can see what the quiz looks like as a student by clicking **Preview**.



Edit Questions, Add Questions, Preview the Quiz

- When finished, click **Done**. You will then be prompted to **Preview, Go to Media Page,** or **Edit Quiz**.

Embedding Media in Blackboard Courses

Original Course View

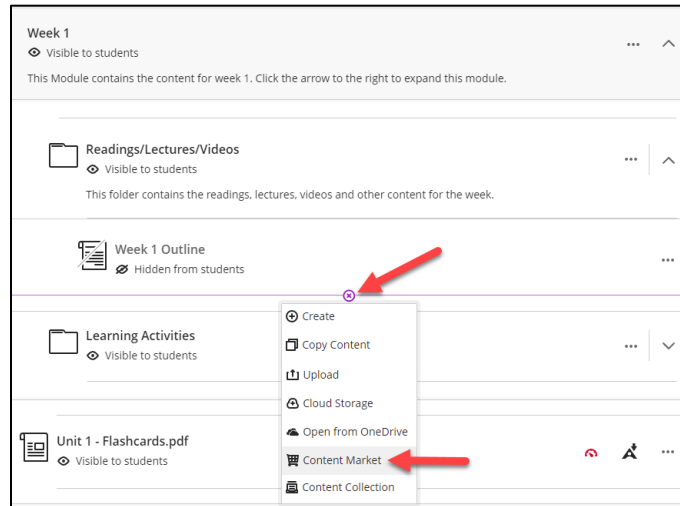
- Go into your Blackboard course (Original Course View)
- Click on **Recordings, Course Documents,** or another content area you wish to put the video. Be sure that Edit Mode is "ON."
- Click **Build Content → Kaltura Embed Tool**.
- Find the video you wish to link to, then click the **</> Embed** button.
- The video will appear as a link at the bottom of your content area. You can then edit it if you wish to add additional text in the description box. Click the link to view the video.



The Video Appears at the Bottom of your Blackboard Content Area

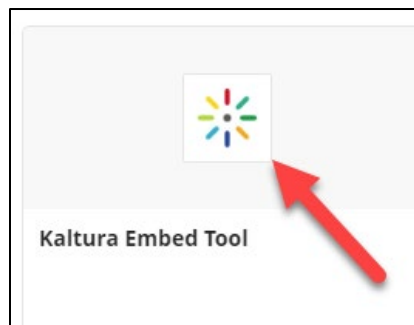
Ultra Course View

1. Go into your Blackboard course (Ultra Course View)
2. Go into the content area where you want to link your video/audio file, click the + button → **Content Market**



Click the + button and then Content Market

3. Scroll down and select the **Kaltura Embed Tool**.



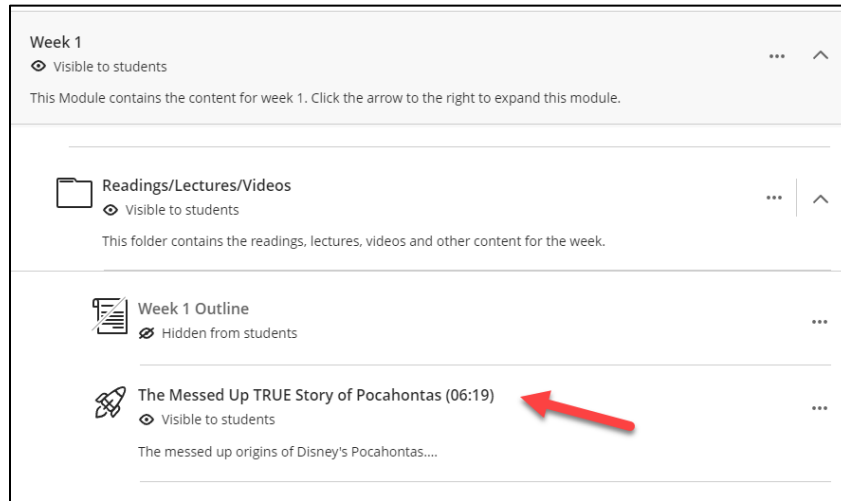
Select Kaltura Embed Tool

4. Find the video or audio file you'd like to link to, then click the </> **Embed** button next to it.



Click Embed Next to the Video or Audio File you want to link to

5. Your video or audio file will appear in the content area where you have embedded it.

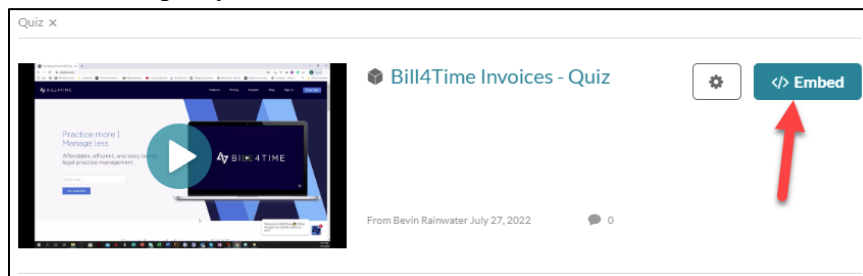


Your Video or Audio File Appears in the Course

Embedding Kaltura Quizzes in Blackboard Courses

Original Course View

1. Go into your Blackboard course (Original Course View)
2. Click on **Recordings, Course Documents**, or another content area you wish to put the video. Be sure that Edit Mode is "ON."
3. Click **Build Content** → **Kaltura Video Quiz**.
4. Find the video quiz you wish to link to, then click the **</> Embed** button.



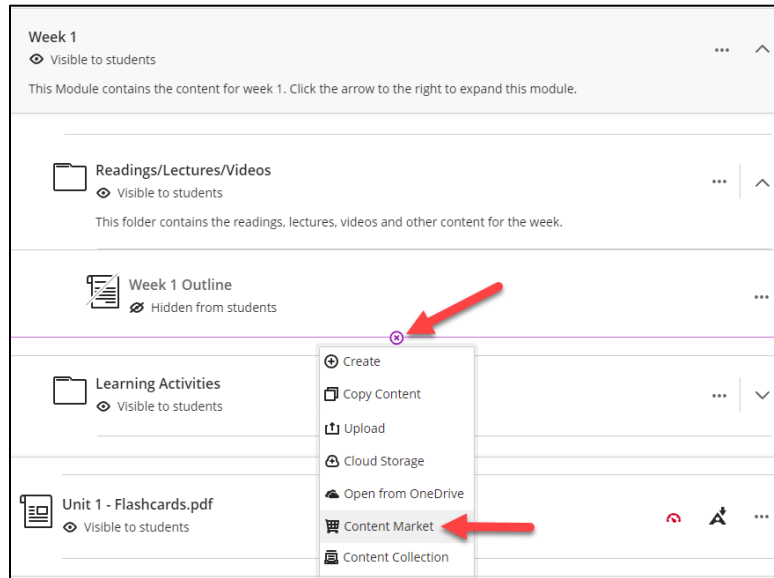
Select the Kaltura Video Quiz you wish to deploy in your class

5. The video quiz will appear as a link at the bottom of your content area. You can then edit it if you wish to add additional text in the description box. Click the link to view the video quiz.

NOTE: Any Kaltura Video Quizzes added into Blackboard courses will automatically generate a column in the grade center. Multiple-choice and True/False question types are automatically gradable and will show a grade. Open-ended question types will require you to go into the full grade center and view the responses and grade them.

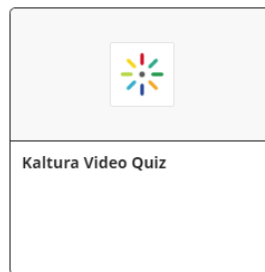
Ultra Course View

1. Go into your Blackboard course (Ultra Course View)
2. Go into the content area where you want to link your video/audio file, click the + button → **Content Market**



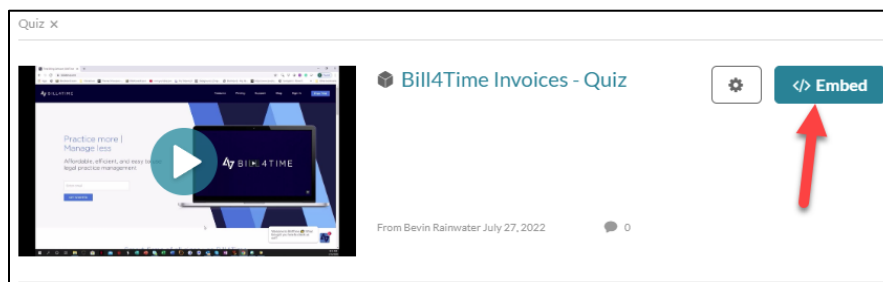
Click the + button and then Content Market

3. Scroll down and select the **Kaltura Video Quiz**.



Select Kaltura Video Quiz

4. Find the video quiz you wish to link to, then click the </> **Embed** button.



Select the Kaltura Video Quiz you wish to deploy in your class

5. The video quiz will appear as a link at the bottom of your content area. You can then edit it if you wish to add additional text in the description box. Click the link to view the video quiz.

NOTE: Any Kaltura Video Quizzes added into Blackboard courses will automatically generate a column in the grade center. Multiple-choice and True/False question types are automatically gradable and will show a grade. Open-ended question types will require you to go into the full grade center and view the responses and grade them.

Student Video Submissions

Students can submit videos through normal Blackboard assignments. Create your assignment as you usually would, then include the following directions for the assignment (you can copy and paste the below directly into your assignment).

Student Submissions in Original Course View

If you have already narrated over your PowerPoint and exported it as a Video:

1. Click on the link for this assignment.
2. Click **Write Submission**.
3. Expand the toolbar by clicking ... (if you don't see multiple lines)
4. Click the + button at the very end of the menu --> scroll down and find **Kaltura Embed Tool**.
5. In the *My Media* page, click the **Add New** button --> **Media Upload**
6. Navigate to where you have saved your video file (e.g. mov, avi, mp4 file) and attach it.
7. On your *My Media* page, find the video then click the </> **Embed** button to the right of it.
8. Finish submitting your assignment in Blackboard.

If you have not already made a video of your PowerPoint, you can record it directly in Kaltura by following these steps:

1. Click on the link for this assignment.
2. Click **Write Submission**.
3. Expand the toolbar by clicking ... (if you don't see multiple lines)
4. Click the + button at the very end of the menu --> scroll down and find **Kaltura Embed Tool**.
5. In the *My Media* page, click the **Add New** button --> **Kaltura Personal Capture**.
6. Download and use the Kaltura tool on a Mac or PC to record your video. Click **Done** when finished to send it to the Kaltura *My Media* page.
7. On your *My Media* page, find the video then click the </> **Embed** button to the right of it.
8. Finish submitting your assignment in Blackboard.

Student Submissions in Ultra Course View

The directions for submission in Ultra Course view are slightly different.

If you have already narrated over your PowerPoint and exported it as a Video:


1. Click on the link for this assignment.
2. Click in the Submission box at the bottom of the assignment
3. Click the + button at the very end of the menu --> Content Market --> scroll down and find **Kaltura Embed Tool**.
4. In the *My Media* page, click the **Add New** button --> **Media Upload**
5. Navigate to where you have saved your video file (e.g. mov, avi, mp4 file) and attach it.
6. On your *My Media* page, find the video then click the **</> Embed** button to the right of it.
7. Finish submitting your assignment in Blackboard.

If you have not already made a video of your PowerPoint, you can record it directly in Kaltura by following these steps:

1. Click on the link for this assignment.
2. Click in the Submission box at the bottom of the assignment
3. Click the + button at the very end of the menu --> Content Market --> scroll down and find **Kaltura Embed Tool**
4. In the *My Media* page, click the **Add New** button --> **Kaltura Personal Capture**.
5. Download and use the Kaltura tool on a Mac or PC to record your video. Click **Done** when finished to send it to the Kaltura *My Media* page.
6. On your *My Media* page, find the video then click the **</> Embed** button to the right of it.
7. Finish submitting your assignment in Blackboard.

Automatic Captions

Our in-house streaming media server has automatic captioning enabled for all videos uploaded to Kaltura. Kaltura is a place to house your videos or audio content for linking into Blackboard, or other websites. All new videos uploaded to Kaltura will be automatically captioned.

Once your video shows up as *Ready* in your Media Library, you should notice a thumbnail of the video with the  icon in the lower right corner (if you had checked Auto Captions).

Automatic captions done in Kaltura are usually within 95-100% accuracy (for native English speakers) when speech is audible, but it is always a best practice to check the captions and edit where necessary.

Edit Captions in Kaltura

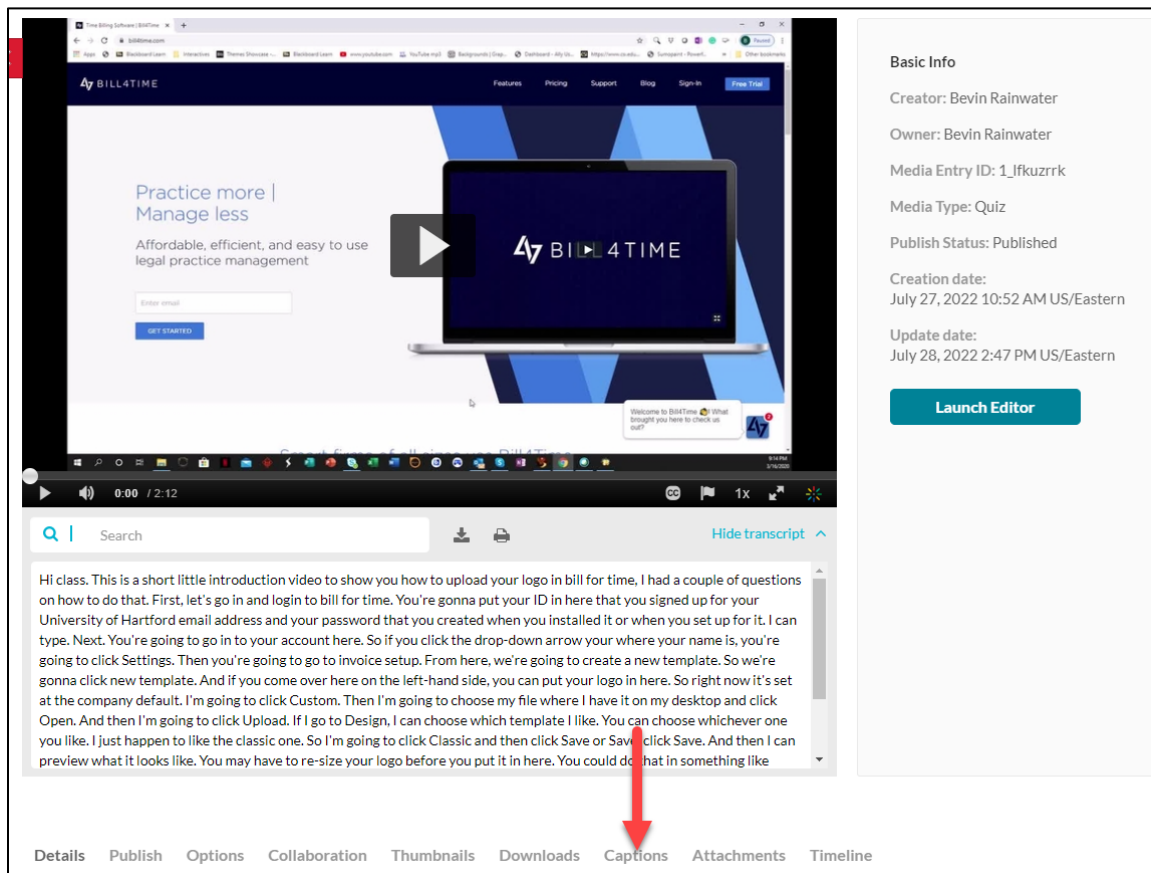
Because no automatic captions are perfect, you will sometimes need to edit the captions file. To do so:

1. If you aren't there already, go to tools on the main Blackboard menu → **Tools** → **Kaltura My Media**. My Media contains all your uploaded videos and is also where you can upload additional videos.
2. Click the pencil icon to the right of the video for which you wish to edit the captions.



Click the Pencil Icon to Edit the Video

3. Your video will appear with the transcript right below it. Below the transcript, click the **Captions** tab.



Basic Info

Creator: Bevin Rainwater

Owner: Bevin Rainwater

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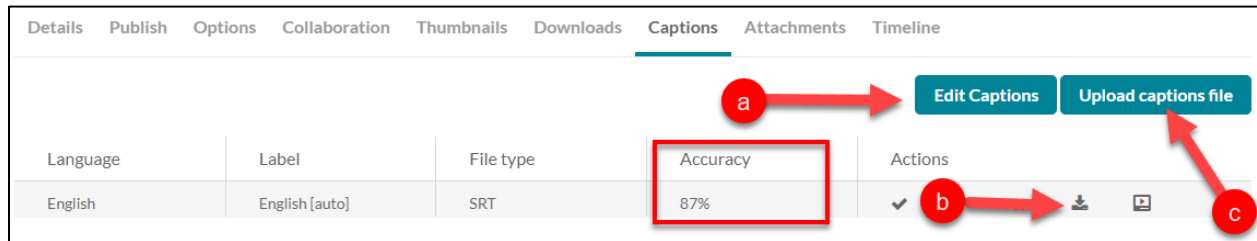
[Launch Editor](#)

Hi class. This is a short little introduction video to show you how to upload your logo in bill for time, I had a couple of questions on how to do that. First, let's go in and login to bill for time. You're gonna put your ID in here that you signed up for your University of Hartford email address and your password that you created when you installed it or when you set up for it. I can type. Next, you're going to go in to your account here. So if you click the drop-down arrow your where your name is, you're going to click Settings. Then you're going to go to invoice setup. From here, we're going to create a new template. So we're gonna click new template. And if you come over here on the left-hand side, you can put your logo in here. So right now it's set at the company default. I'm going to click Custom. Then I'm going to choose my file where I have it on my desktop and click Open. And then I'm going to click Upload. If I go to Design, I can choose which template I like. You can choose whichever one you like. I just happen to like the classic one. So I'm going to click Classic and then click Save or Save, click Save. And then I can preview what it looks like. You may have to re-size your logo before you put it in here. You could do that in something like

Details Publish Options Collaboration Thumbnails Downloads **Captions** Attachments Timeline

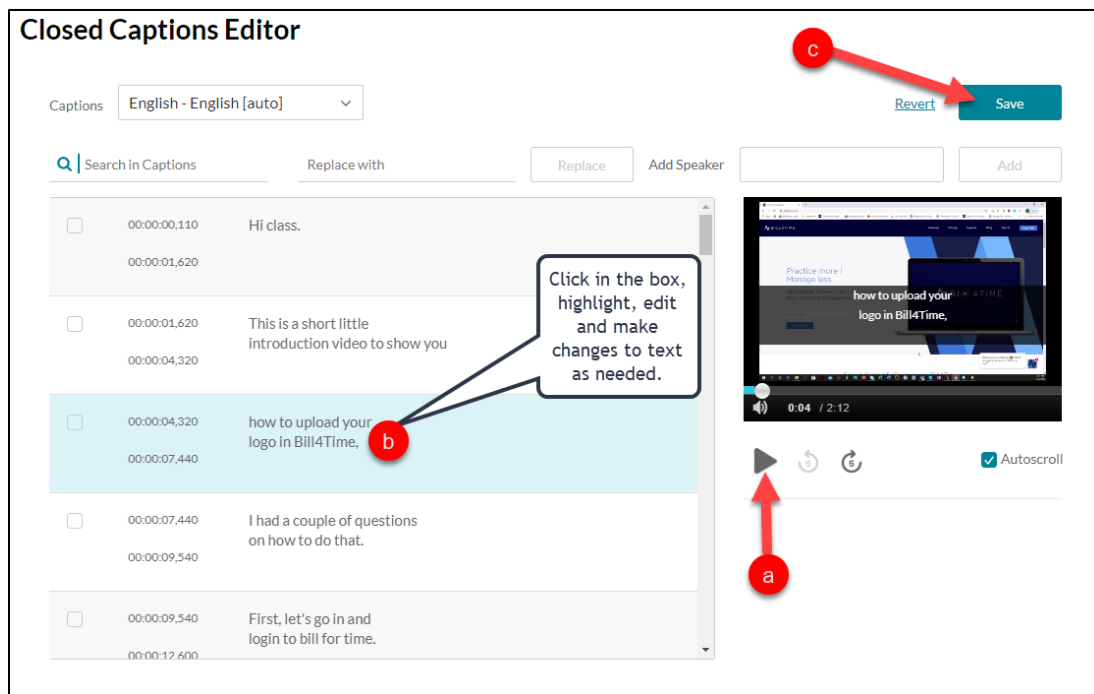
Click the Captions Tab

4. A panel will pop-up at the bottom that shows the accuracy of your captions. You have a few options:
 - a. **Edit Captions** – opens the internal editor to edit your captions online.
 - b. **Download Captions File** – Download the file and then edit it offline or send off for editing.
 - c. **Upload Captions** – allows you to upload a captions file you have edited offline or had done elsewhere.



Caption Options

5. To use the internal editor, click the **Edit Captions** button (as shown above).
6. Editing captions is easy.
 - a. Play the video to listen to the audio
 - b. Click in the text boxes on the left to highlight text, edit and make changes to text as needed.
 - c. Click **Save** when done.



Play the video, edit the Captions, and Save

7. It will ask you if you are sure. When done, hit the **Back** button in the upper right. Your updated captions will be published automatically. You can then close the video window.

Sharing Kaltura Videos to External Websites and/or E-mail

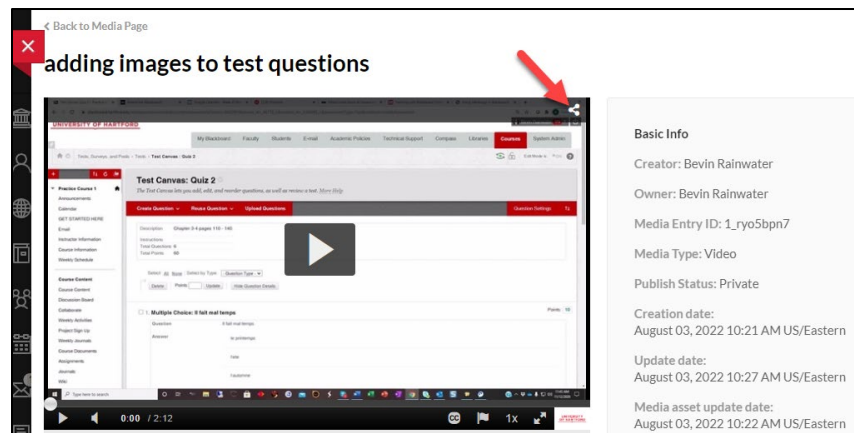
You can share videos you create or upload to Kaltura outside of Blackboard. Perhaps you want to share it to SharePoint, the University (or some other) website, or send it to someone in an email. To do so:

1. If you aren't there already, go to tools on the main Blackboard menu → **Tools** → **Kaltura My Media**.
2. Click the **Edit** (pencil) button next to the video you want to share.



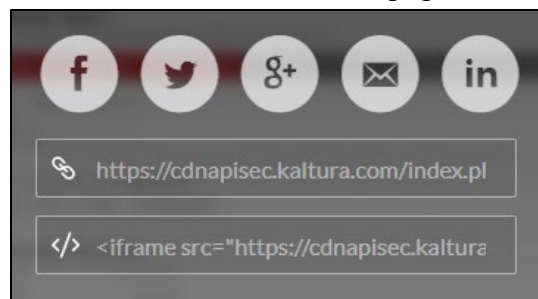
Click the Edit Button

3. In the upper right corner of the video preview, click the share icon.



Click the Share Icon

4. You will then be asked how you want to share it. You can share the video to Facebook, Twitter, Google+, Email, and LinkedIn. Or you can get the direct URL link and share the link or use the embed code to embed it into a webpage.



Sharing Options

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty with login issues should contact 860.768.4357. Faculty and Staff needing training and support using Blackboard or other instructional technologies, should contact FCLD.

Phone: 860.768.4661 **Email:** fld@hartford.edu

Website: <http://www.hartford.edu/fld>

Student Blackboard Support

The following is student support for Blackboard only, including password resets and login issues. If you can't remember your email password and you have enrolled in the password reset tool with security questions, you can go to <https://hartford.edu/reset> and set a new one. Contact the helpdesk if you need further assistance.

Phone: 860.768.4357 **Email:** helpdesk@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, Compass).

Phone: 860.768.4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: 860.768.4357

Website: <http://www.hartford.edu/mts>