



INTRODUCTION TO KALTURA

Create and share videos and interactive media with students. This serves as an introduction to Kaltura Tools available in D2L/NS Online.

[Office of Online Learning](#)

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Introduction

This guide introduces NSCC faculty to the Kaltura tools available in D2L/NS Online. It details the five Kaltura features and describes how to use the “Insert Stuff” tool and the “Add Existing Activities” button to make media available to students.

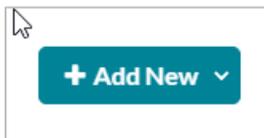
NOTE ABOUT CAPTIONING: NSCC’s Kaltura is set up to automatically close-caption all media.

Kaltura My Media

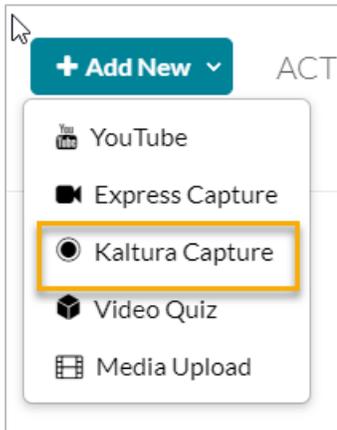
Using Kaltura My Media for the first time

The first time you use Kaltura in D2L/NS Online, you will need to give permission to D2L to run Kaltura, and you will need to download the Kaltura software to your computer. This section describes those steps.

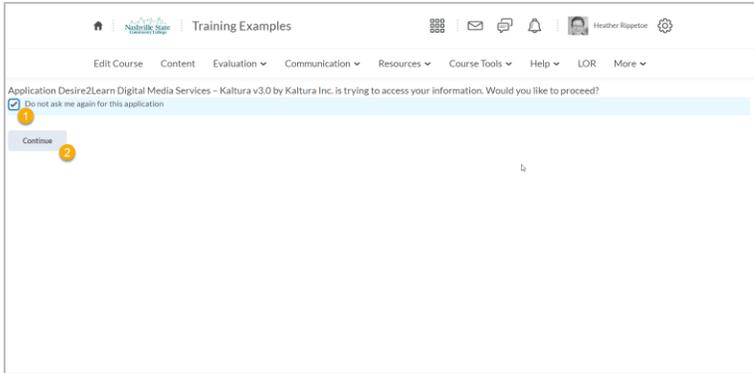
1. Log in to NS Online.
2. From the NavBar, select “Kaltura My Media.” NOTE: if this is not present on your NavBar, contact heather.rippetoe@nsc.edu for instructions on how to add this item to your NavBar.
3. Click the “Add New” button:



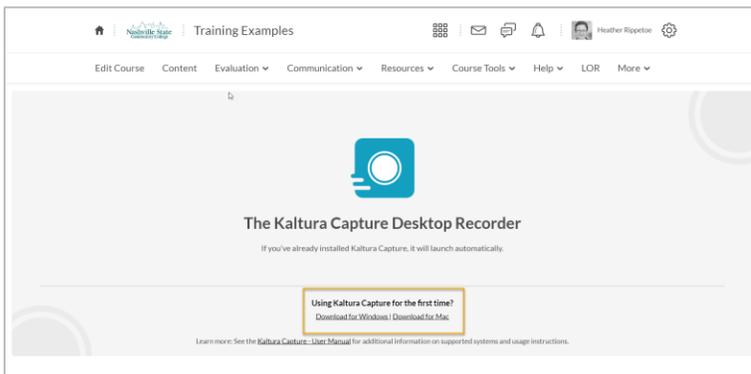
4. Select “Kaltura Capture”:



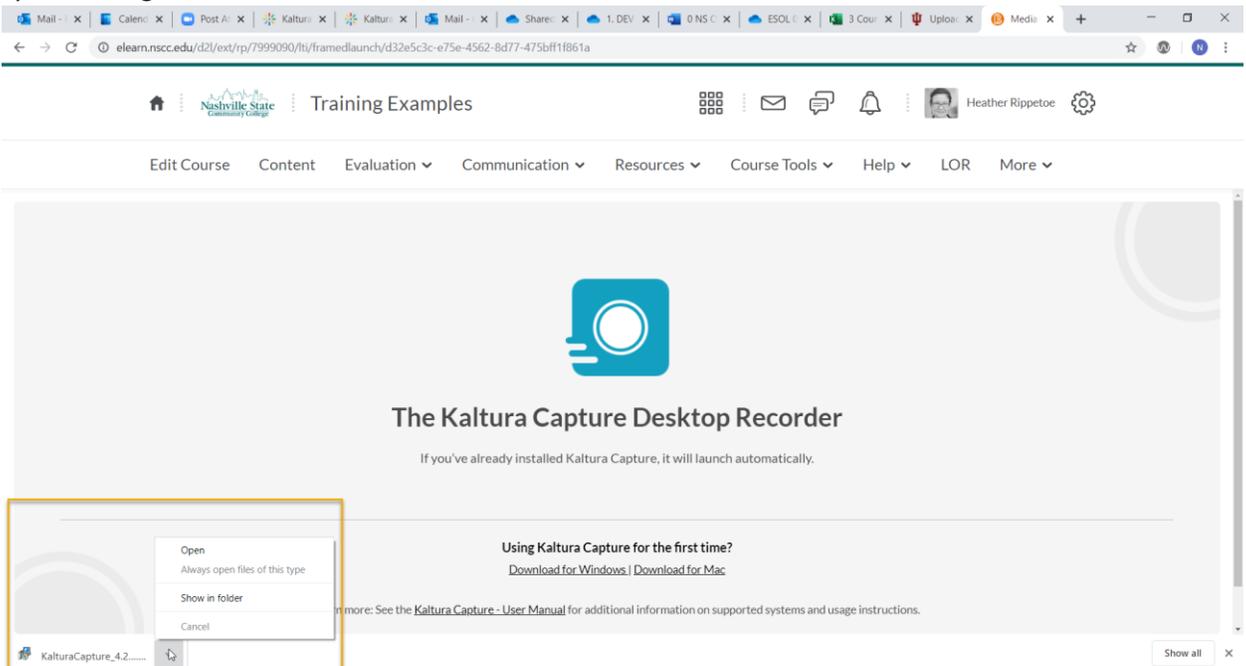
5. Click “Do not ask me again for this application,” then “Continue.”



6. Click the download for your operating system to download the Kaltura Capture software.



7. You will need to open and run the downloaded software. Here's what it looks like on a Windows system using Chrome:



Your computer will prompt you to install the software. Once you see the Finish dialogue box, the setup is complete, and you are ready to use Kaltura.

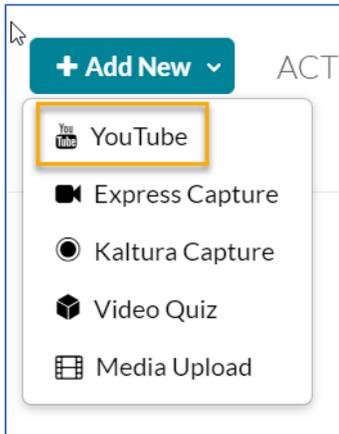
YouTube upload to Kaltura

NOTE: As of 30 July 2020, this feature is not working in Chrome. The two known issues are:

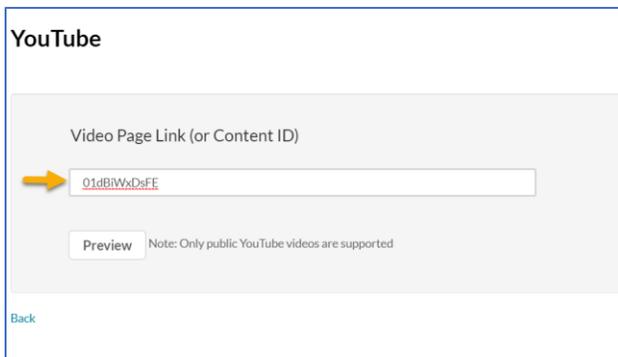
1. *Once loaded, instead of playing, the video simply spins as if it is loading.*
2. *Consequently, automatic closed-captioning is not working.*

Both of these issues are logged with Kaltura support and are in the process of being corrected. The workaround is to use Firefox.

1. Click “Kaltura My Media” from your NavBar.
2. Click “Add New” and select “YouTube.”

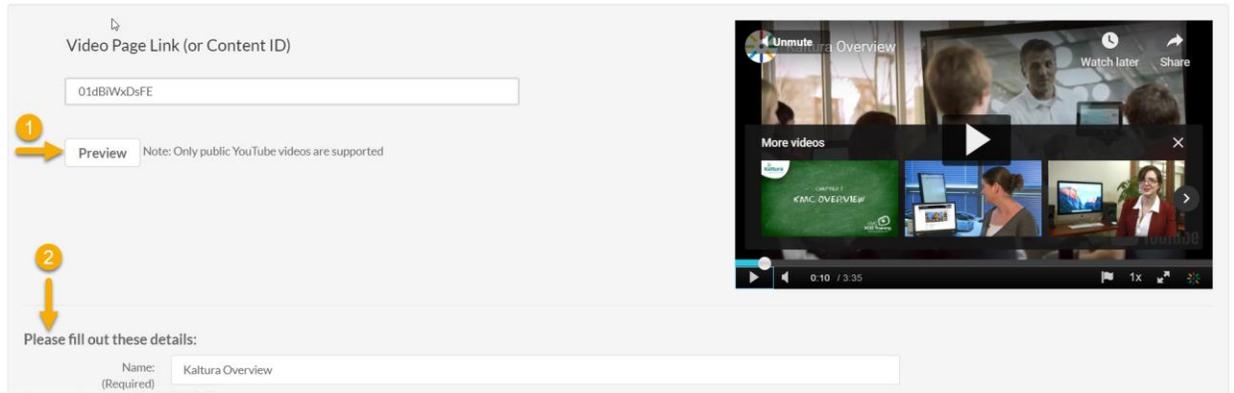


3. Paste the YouTube url:

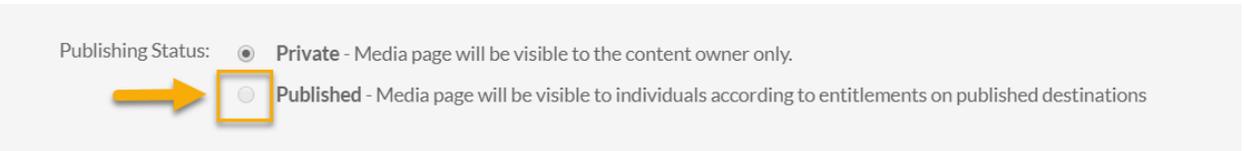


- Click "Preview" then complete the details of the video. Note that you will need to scroll down to complete all the details:

YouTube

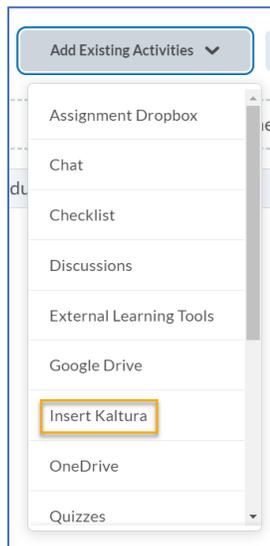


- Click "Save" then select the radio button for "Published." The video will now be available to add to your D2L/NS Online content areas and pages through the "Add Existing Activities" button and the "Insert Stuff" button.

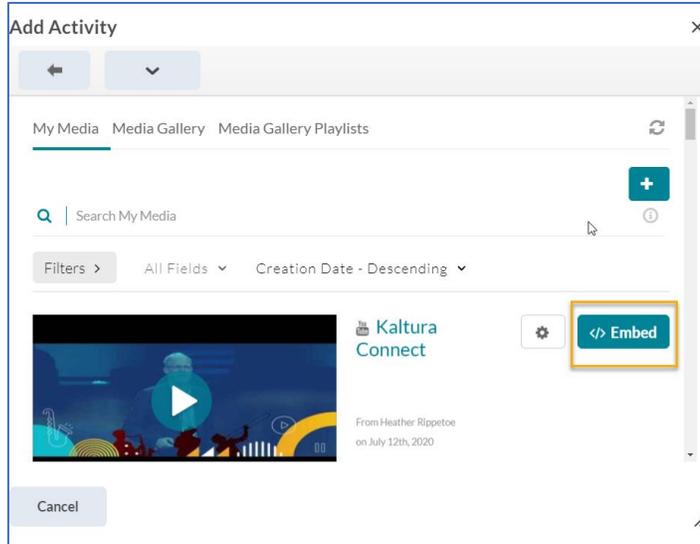


- To add via "Add Existing Activities":

In a Content area, click the "Add Existing Activities" button and select "Insert Kaltura":

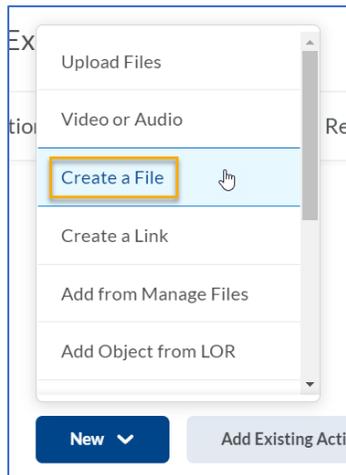


Select the media you wish to add and click "Embed":

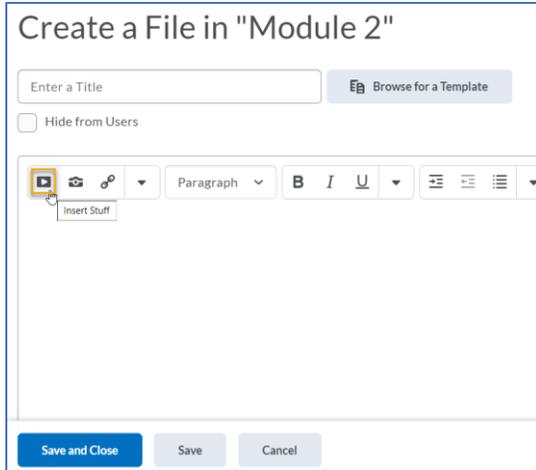


- b. Add media via “Insert Stuff.” NOTE: in this example, we will “Insert Stuff” from a new “Create a File,” but the “Insert Stuff” button is present everywhere you can add text and you see the html toolbar (e.g., News/Announcements, Discussions, directions for Assignment Dropbox, information for Quiz):

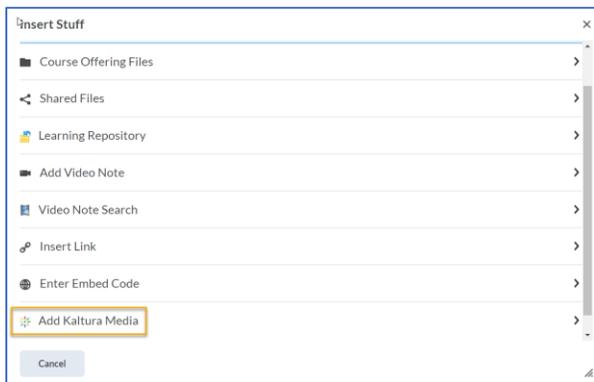
In “Content,” select “New” then “Create a File”:



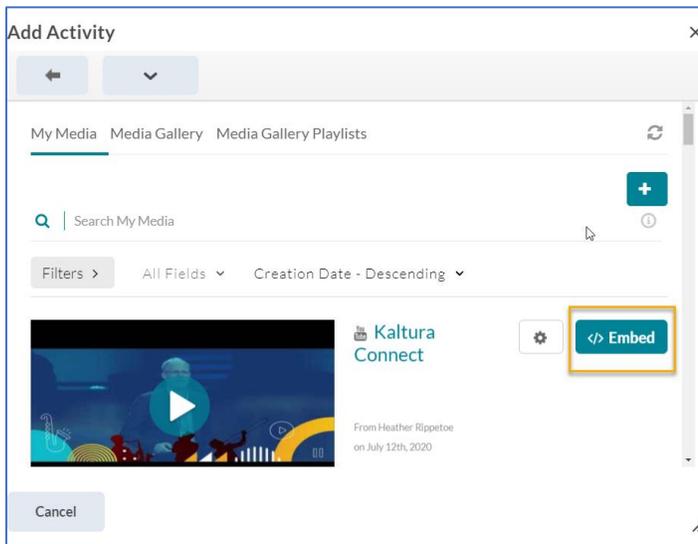
Click the “Insert Stuff” icon:



Click "Add Kaltura Media":



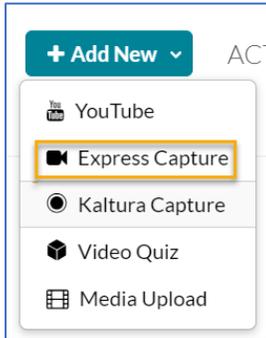
Select the media you wish to add and click "Embed":



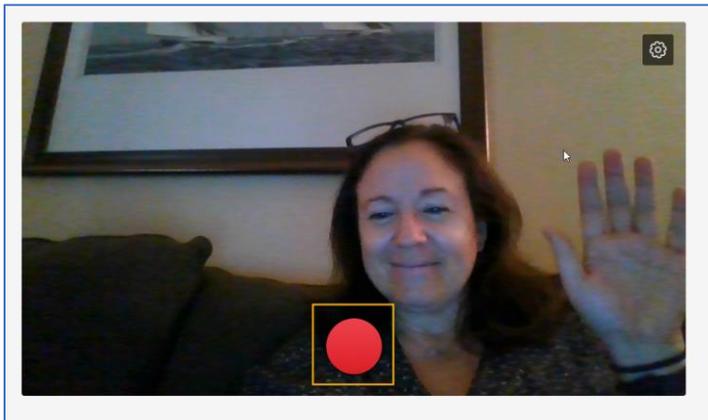
Kaltura Express Capture

Kaltura Express Capture is similar to D2L/NS Online's Video Note: it records your camera and your microphone, but it does not allow any screen captures. This is a good feature for saying "hello" to students or for providing an update weekly or for a special occasion. To use:

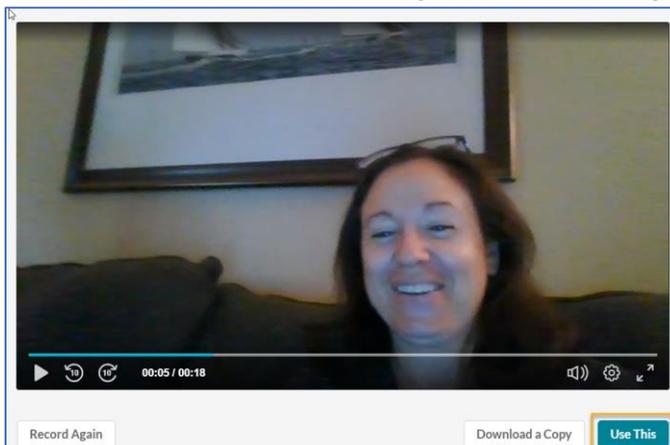
1. From your NavBar, select "Kaltura My Media."
2. Click "Add New" then "Express Capture":



3. Click the big red button (record button) to begin recording:



4. Click "Use this" to use the recording, or click "Record again" if you want to re-record:

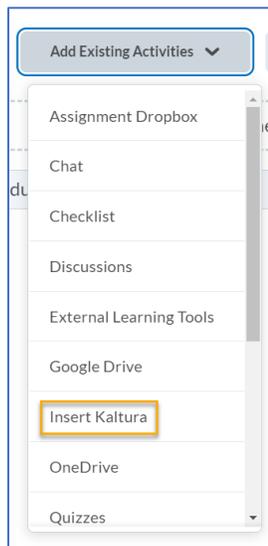


5. Re-name your recording, complete all the information, and remember to select the "Published" radio button:

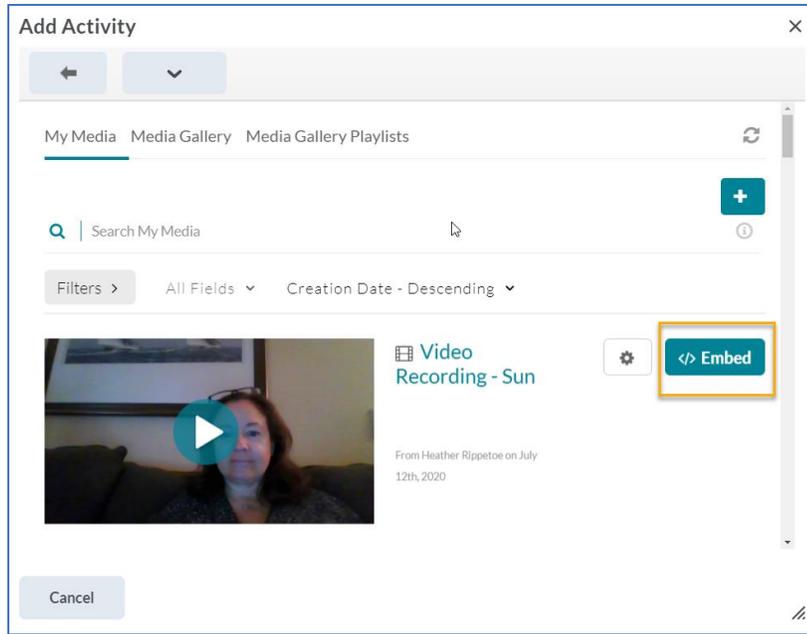
The screenshot shows the 'Record Media' interface. At the top, a green banner reads 'Upload Completed! Complete the required information for the uploaded media below.' Below this, a form titled 'Please fill out these details:' contains a 'Name' field with the text 'Video Recording - Sun Jul 12 2020 13:26:39 GMT-0500 (Central Daylight Time)'. A red circle with the number '1' and the text 'Rename the recording' points to this field. Below the name field is a 'Description' field with a rich text editor toolbar. A red circle with the number '2' and the text 'Complete the information. Remember to scroll down and select "Published"' points to the description field. At the bottom of the form, there are two radio button options for 'Publishing Status': 'Private - Media page will be visible to the content owner only.' and 'Published - Media page will be visible to individuals according to entitlements on published destinations'. The 'Published' option is selected and highlighted with a red box.

6. Use the “Add Existing Activities” or the “Insert Stuff” button to add the media where you like:
 - a. To add via “Add Existing Activities”:

In a Content area, click the “Add Existing Activities” button and select “Insert Kaltura”:

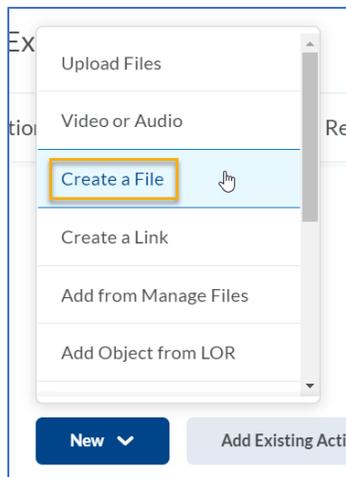


Select the media you wish to add and click “Embed”:

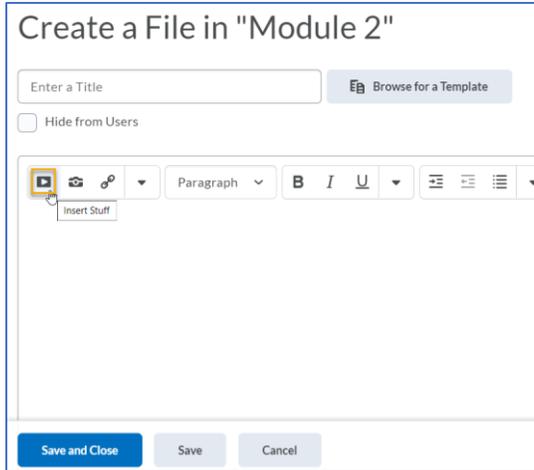


- b. Add media via "Insert Stuff." NOTE: in this example, we will "Insert Stuff" from a new "Create a File," but the "Insert Stuff" button is present everywhere you can add text and you see the html toolbar (e.g., News/Announcements, Discussions, directions for Assignment Dropbox, information for Quiz):

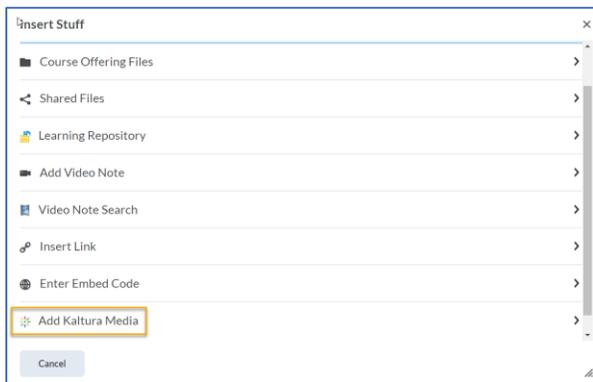
In "Content," select "New" then "Create a File":



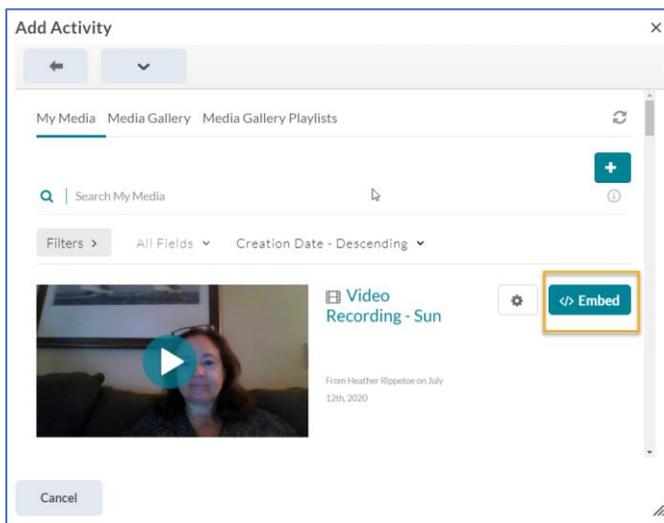
Click the "Insert Stuff" icon:



Click "Add Kaltura Media":



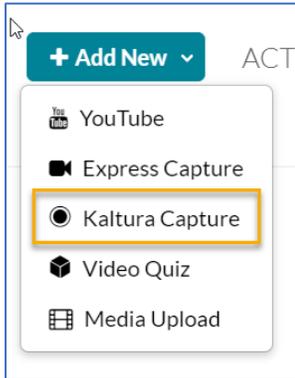
Select the media you wish to add and click "Embed":



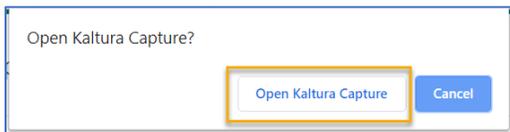
Kaltura Personal Capture

Before you begin, you may want to watch [this introductory video about how Kaltura Capture works](#) to record your screen, your image, and your voice. Know also that Kaltura has created a [Kaltura Capture user guide](#) you may wish to refer to. When you are ready to record your own videos, follow these steps:

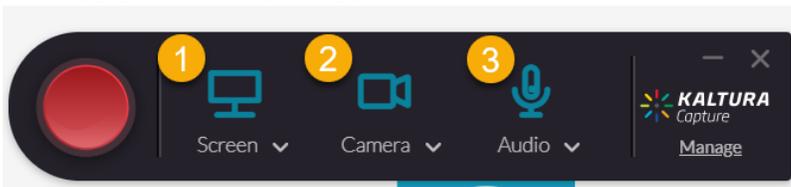
1. From the NavBar, select “Kaltura My Media.”
2. Click “Add New” and select “Kaltura Capture.”



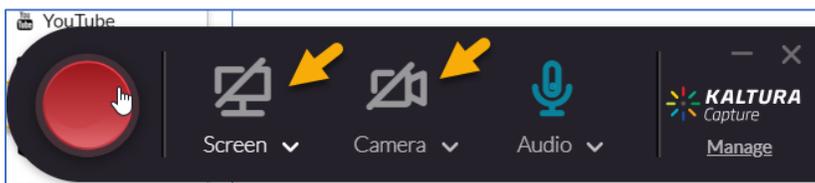
3. A dialogue box will open confirming that you want to run the Kaltura Capture software. Click “Open Kaltura Capture.”



4. The Kaltura Capture tool will appear on your screen. Notice it has three main inputs: (1) the screen, (2) the camera, and (3) the audio:



To control these inputs, click the action arrows next to the word “Screen,” “Camera,” or “Audio.” You will want to ensure your screen is set to the screen you want to record, the camera is using the camera you wish to record, and the audio feed is using the microphone you wish to use. Note: you can choose to not use one of the inputs by clicking your mouse over the icon you don’t wish to use:

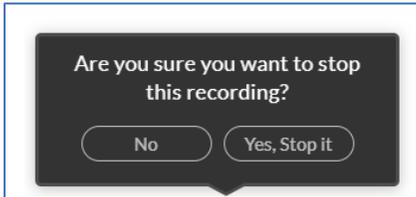


To record, click the red button. If you click the hyperlinked word “Manage,” you will see your local library of recordings. To get back to the tool, click “New Recording.”

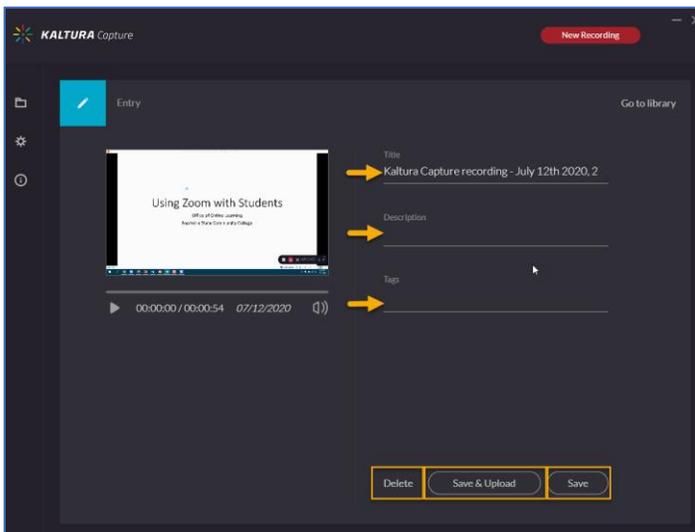
5. Click the red button to record. If you need to pause the recording, click the pause icon on the tool. If you need to stop the recording, click the white, square stop button:



When you click stop, the tool will ask you to confirm:

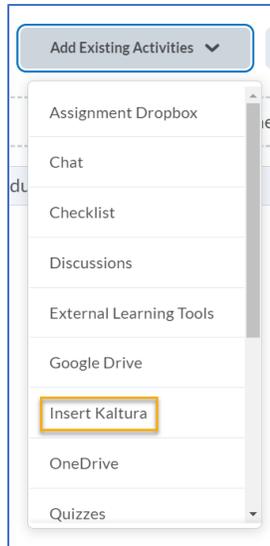


After recording stops, the tool will take you to your recording, and give you the option to rename the video, add a description, add tags, and either Delete, Save and Upload, or Save.

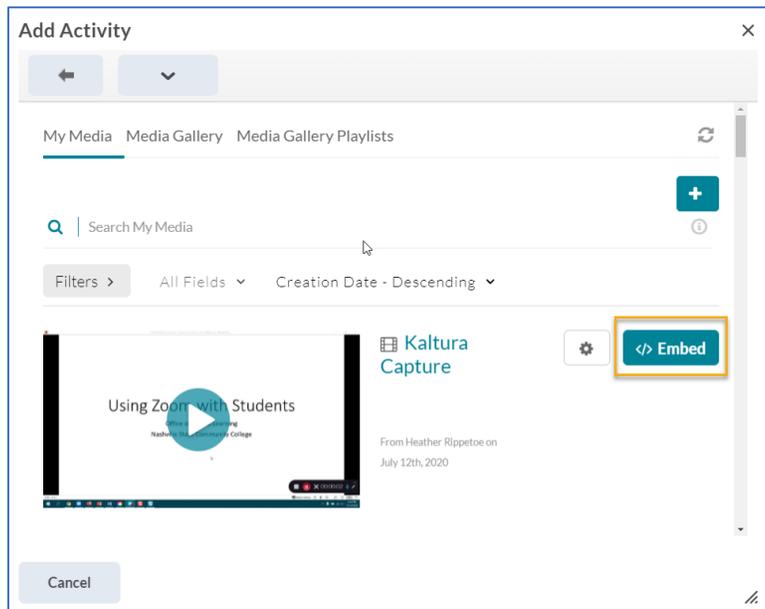


6. Use the "Add Existing Activities" or the "Insert Stuff" button to add the media where you like:
 - a. To add via "Add Existing Activities":

In a Content area, click the "Add Existing Activities" button and select "Insert Kaltura":

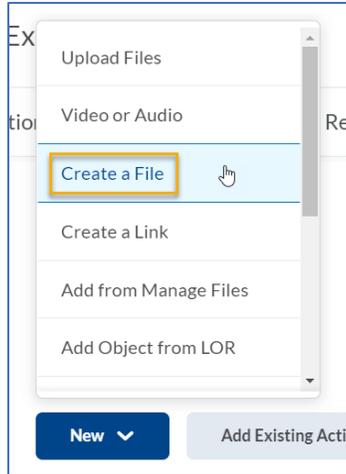


Select the media you wish to add and click “Embed”:

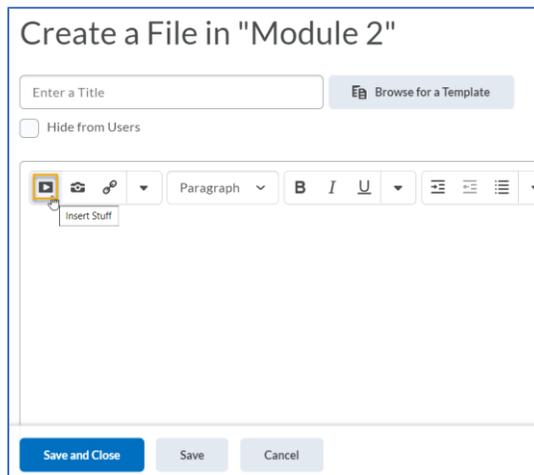


- b. Add media via “Insert Stuff.” NOTE: in this example, we will “Insert Stuff” from a new “Create a File,” but the “Insert Stuff” button is present everywhere you can add text and you see the html toolbar (e.g., News/Announcements, Discussions, directions for Assignment Dropbox, information for Quiz):

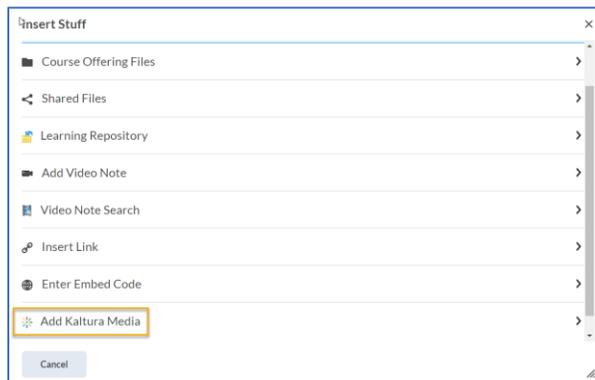
In “Content,” select “New” then “Create a File”:



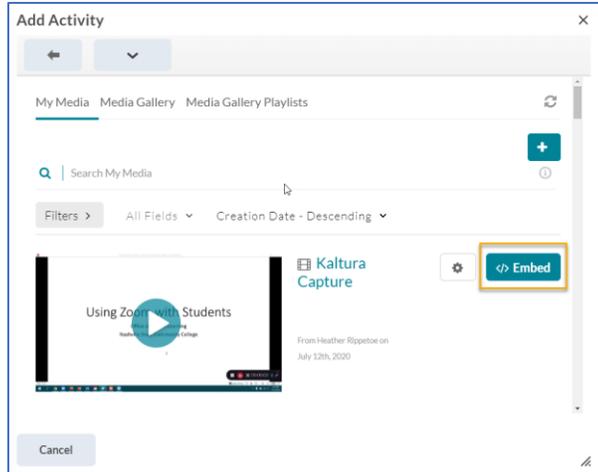
Click the “Insert Stuff” icon:



Click “Add Kaltura Media”:



Select the media you wish to add and click “Embed”:

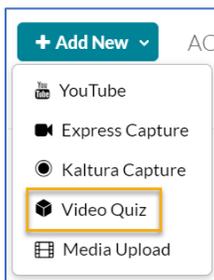


Video Quiz

To view an overview of making a video quiz (VQ) and seeing how it works for students, you may want to watch this [Kaltura video on creating a quiz](#). Additionally, Kaltura has created [a step-by-step quiz-making process](#) that is also available to the public.

To create a quiz, you must have an existing video. Here are the steps to creating a video quiz.

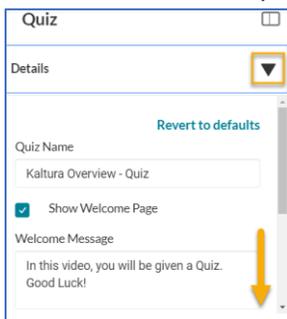
1. From the NavBar, select “Kaltura My Media.”
2. Click “Add New” and select “Video Quiz”:



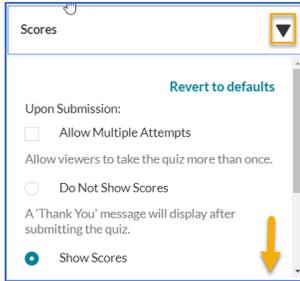
3. For the video you want to turn into a quiz, click “Select”:



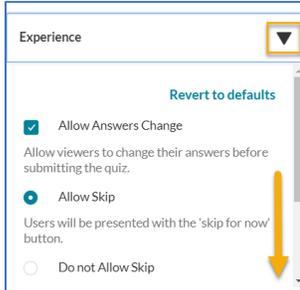
4. Click the “Quiz” action arrow to rename the quiz and leave a note for your students. Be sure to scroll down to see all your options:



5. Click the “Scores” action arrow to see options related to scores (scroll down to see them all):



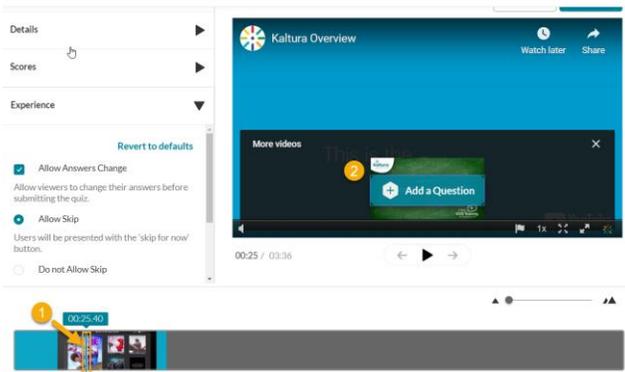
6. Click the “Experience” action arrow to see options related to the students’ experience of the quiz (scroll down to see them all):



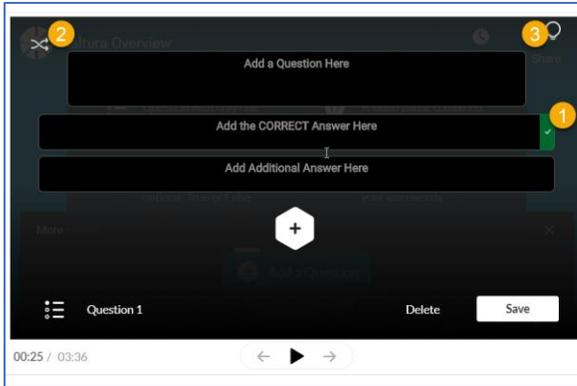
7. Scroll down to ensure you can see the player-bar at the bottom of the screen, as this is where you will move your cursor/line to enter quiz questions:



8. (1) Move the cursor/line to the place where you want to add a quiz question, and (2) click “Add a Question”:

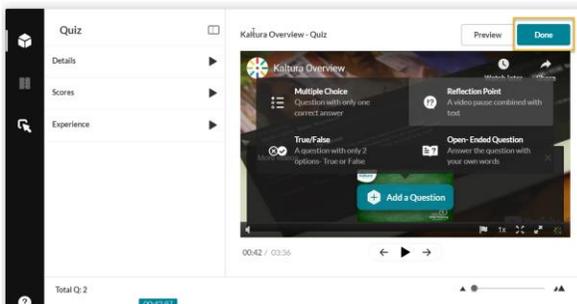


9. Choose the question type and add the question. Notice a few features: (1) the correct answer has a green checkmark, (2) the questions can be shuffled, and (3) this icon can be clicked to provide hints or feedback.



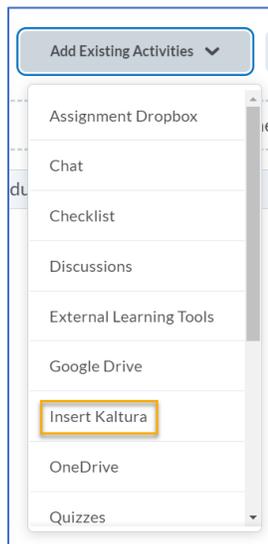
Be sure to click “Save” to save each question.

10. To finish editing and preview your quiz, click “Done”:

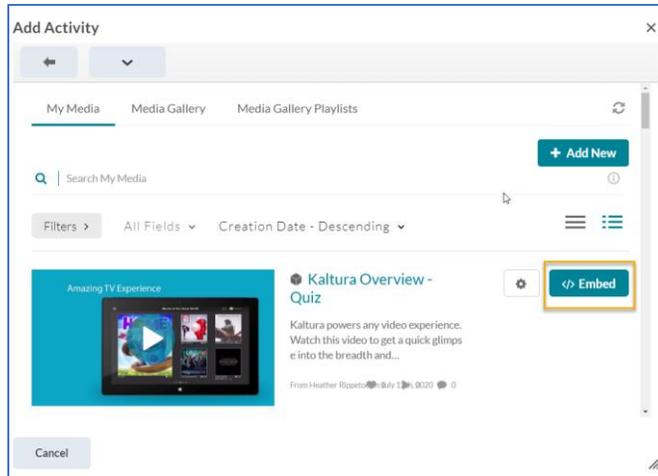


11. Use the “Add Existing Activities” or the “Insert Stuff” button to add the media where you like:
a. To add via “Add Existing Activities”:

In a Content area, click the “Add Existing Activities” button and select “Insert Kaltura”:

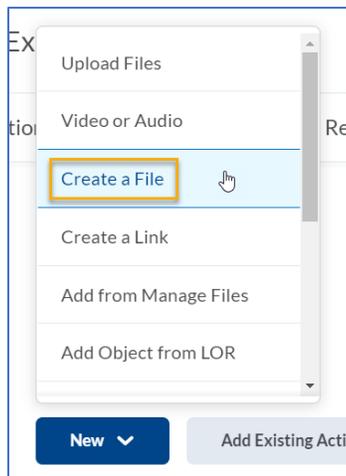


Select the media you wish to add and click “Embed”:

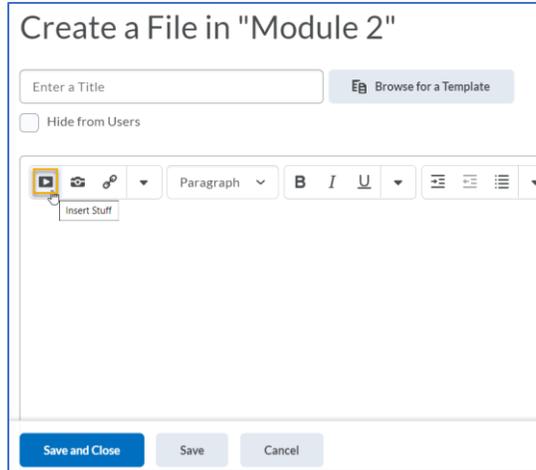


- b. Add media via “Insert Stuff.” NOTE: in this example, we will “Insert Stuff” from a new “Create a File,” but the “Insert Stuff” button is present everywhere you can add text and you see the html toolbar (e.g., News/Announcements, Discussions, directions for Assignment Dropbox, information for Quiz):

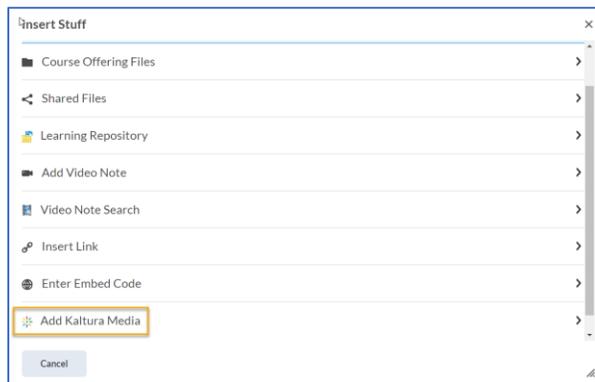
In “Content,” select “New” then “Create a File”:



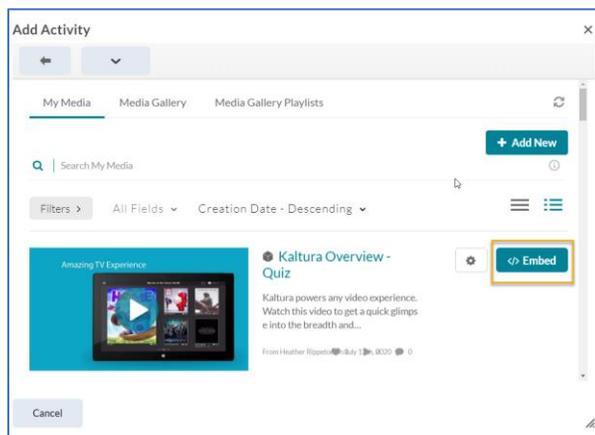
Click the “Insert Stuff” icon:



Click "Add Kaltura Media":

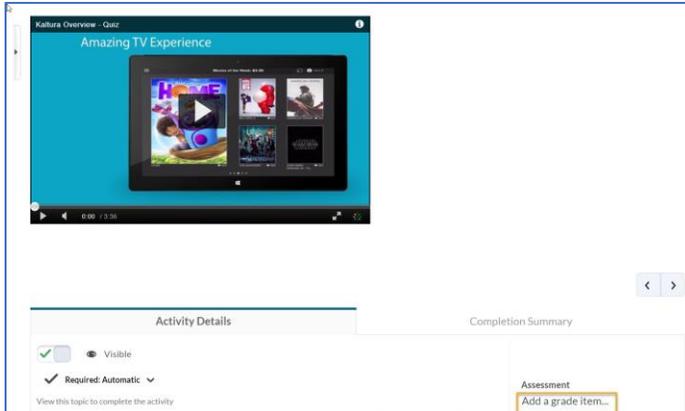


Select the media you wish to add and click "Embed":



Once the quiz is embedded, you can add the quiz item to the gradebook.

12. Click the title of the quiz, scroll down to the bottom right corner, and click "Add a Grade Item":

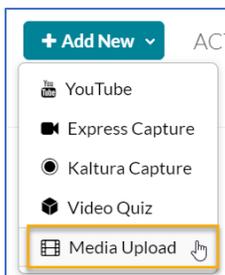


13. Follow the usual D2L/NS Online steps to create the grade item.

Media Upload

Have some .mp4s from Zoom or somewhere else that you'd like to use in D2L/NS Online? How about a picture or an audio file? You can easily upload such media into Kaltura and, if it's a video, Kaltura will close-caption it.

1. From the NavBar, select "Kaltura My Media."
2. Click "Add New" and select "Media Upload":

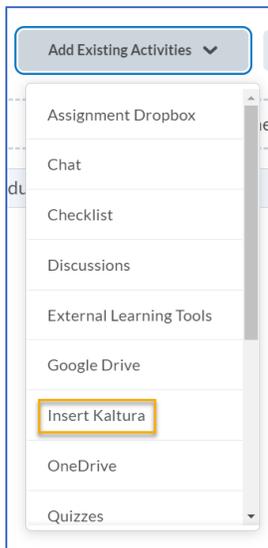


3. Either drag-and-drop or upload your media. Note that "All common video, audio and image formats in all resolutions are accepted." Once you have added the file, Kaltura will ask you to complete information for the file. Although only the name is required, entering as much information as possible will help distinguish the media for users. NOTE: the subtitle auto-generator will also generate tags.

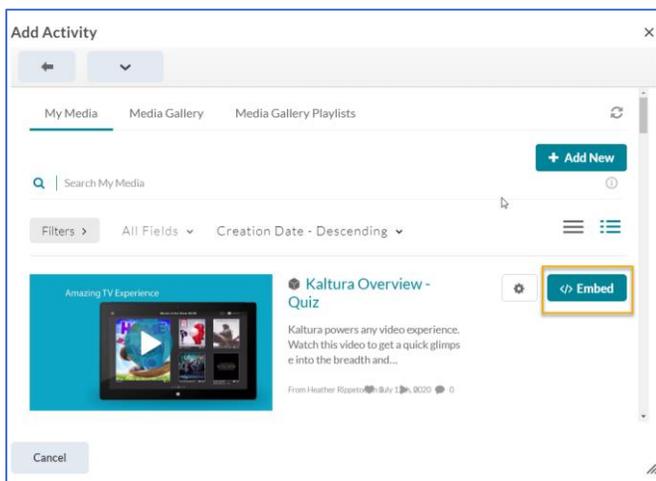
4. Use the "Add Existing Activities" or the "Insert Stuff" button to add the media where you like:

a. To add via “Add Existing Activities”:

In a Content area, click the “Add Existing Activities” button and select “Insert Kaltura”:

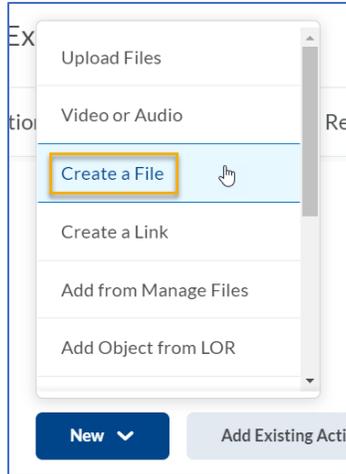


Select the media you wish to add and click “Embed”:

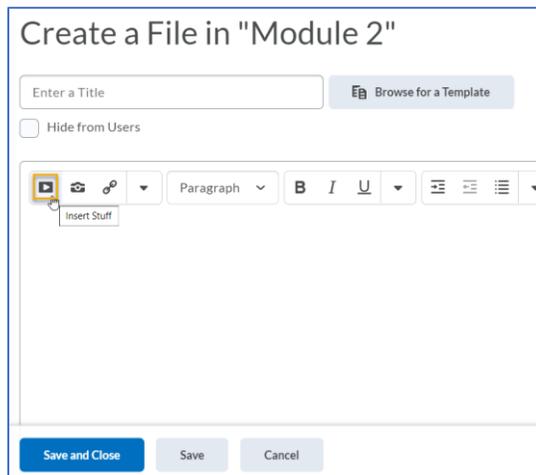


b. Add media via “Insert Stuff.” NOTE: in this example, we will “Insert Stuff” from a new “Create a File,” but the “Insert Stuff” button is present everywhere you can add text and you see the html toolbar (e.g., News/Announcements, Discussions, directions for Assignment Dropbox, information for Quiz):

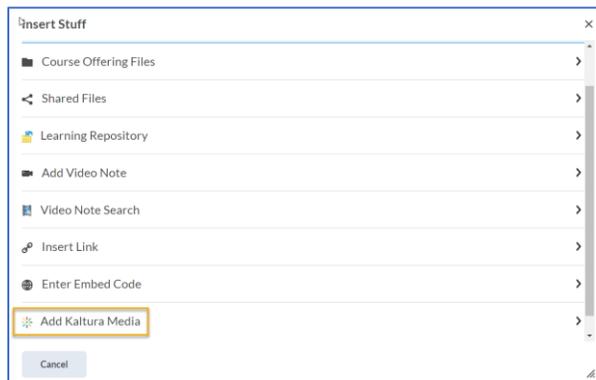
In “Content,” select “New” then “Create a File”:



Click the “Insert Stuff” icon:



Click “Add Kaltura Media”:



Select the media you wish to add and click “Embed”:

