

# KALTURA BASICS

## *Accessing, Uploading, and Embedding in Canvas*

The following will provide you with a brief overview of USF's media hosting platform, Kaltura. This will give you a breakdown of its functions, its benefits, and how to start using it immediately to enhance your course.



## WHAT IS KALTURA?

Kaltura is a media hosting platform for you to store and present video, audio, and images, but its capabilities extend beyond basic video hosting. With Kaltura, instructors can embed quiz questions directly into their video content, divide video into chapters, create playlists, and monitor student viewing activity through powerful analytics. Captions are automatically generated and easily edited. These are just a few of its capabilities, and this overview will highlight uploading and embedding your media and the player tools - captions, interactive/downloadable transcripts, and the search field.

## HOW TO ACCESS KALTURA

Kaltura adds two links in the left navigation panel of every course, **My Kaltura** and **Course Kaltura**.



## MY KALTURA VS. COURSE KALTURA

### *My Kaltura*

**My Kaltura** is the repository of your videos, which you can access from every course. This is only visible to you and students will not see it.

## Course Kaltura

**Course Kaltura** is the repository of course specific videos. If you choose to use it, this serves as a centralized space for all of the videos deployed within the course. You have the option to disable this, if preferred. The advantage of Course Kaltura is that it provides your students with the convenience of a single place for all media for that course and allows you to create playlists as well (covered in the Kaltura Playlists tutorial).



*Kaltura may ask you to authorize the program. Go ahead and do so.*

## ADDING A VIDEO

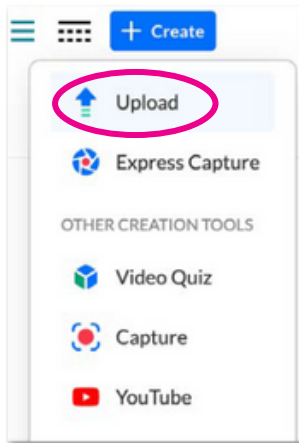
1

Once inside My Kaltura, you can add a video by selecting the **+ Create** Button.



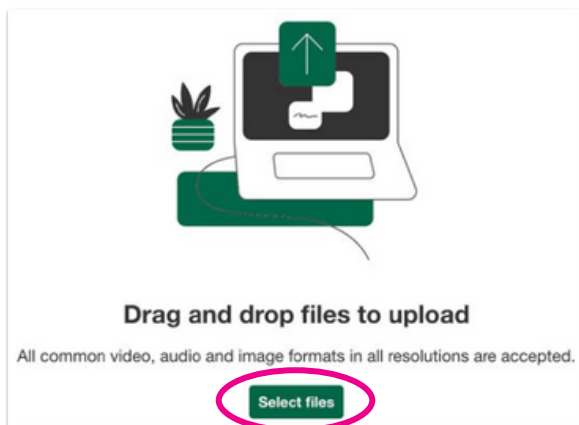
2

You will be offered a variety of choices. Select **Upload**.



3

Browse for your video by clicking **Select files** or drag the file into the designated area.

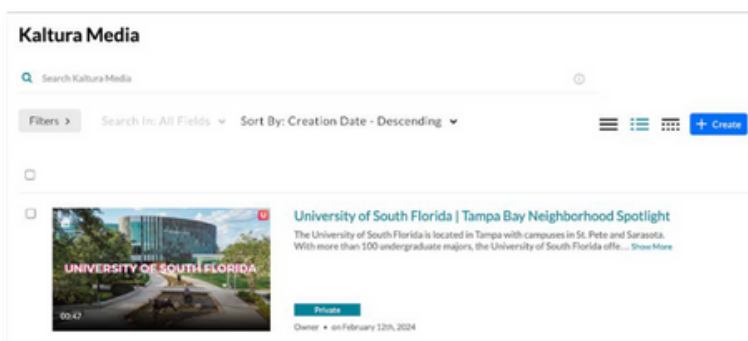


4

While the video is uploading, you can click **Edit** and add the name, description, and tags. The description appears on your My Kaltura or the Course Kaltura page. Make sure to save.

5

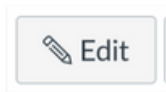
Once the upload is complete, your video will then appear on the Kaltura Media page under **My Kaltura**. If the video is long, you may see a message saying the media is still processing.



## EMBEDDING A VIDEO

1

Once the video has been uploaded to My Kaltura, the final step is to deploy the video within your course by embedding into a Canvas page. To do this, go to the Page within your course and select the **Edit button** at the top right of the page.



2

This opens the Rich Text Editor. Choose the **plug icon** in the editing tools. If it's not visible, click the 3 dots (...) at the end to show hidden options.

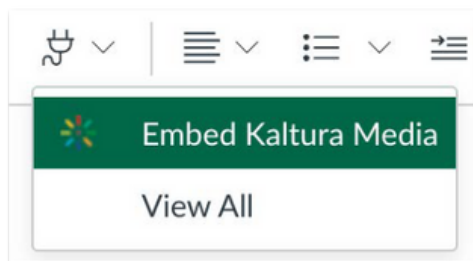


Edit View Insert Format Tools Table



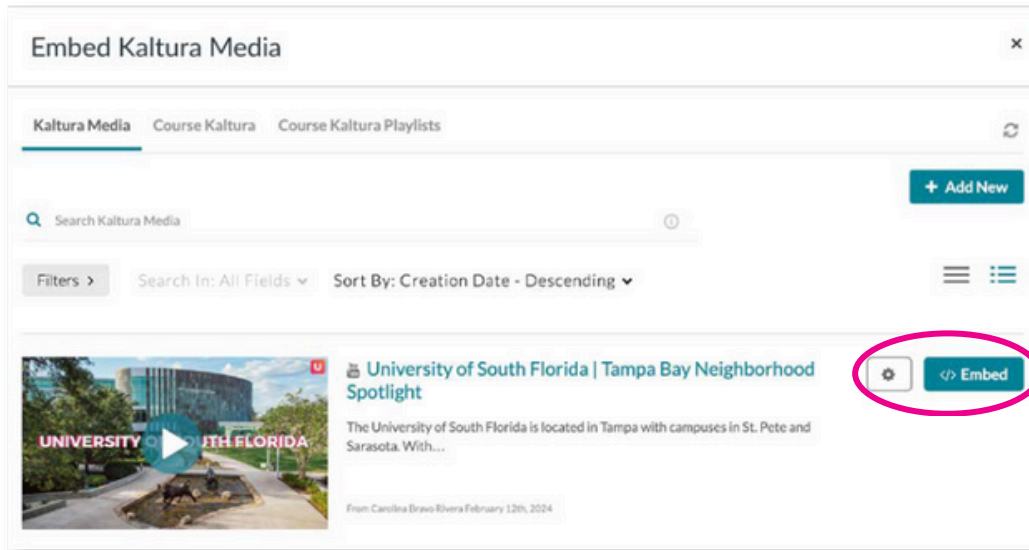
3

This opens a dropdown that includes **Embed Kaltura Media**. Choose this option.



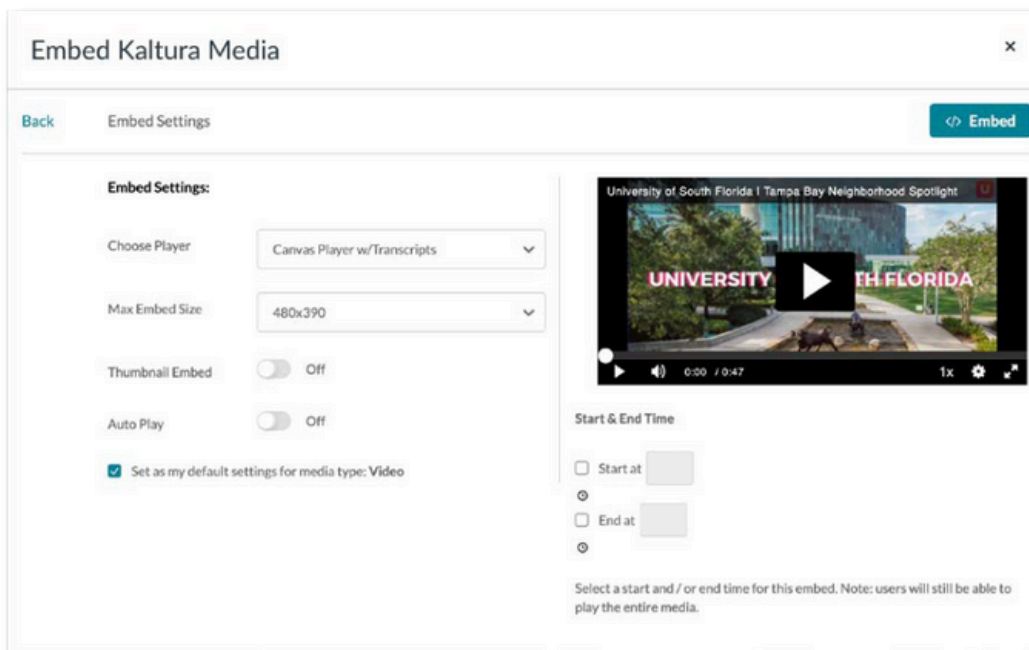
4

This opens the **Embed Kaltura Media** window. You can embed the video with the default settings by selecting the **Embed button**, or you can click the gear icon to open the **Embed Settings**.



5

Within the settings, you have several options, including video size, start/end time, and auto play (not recommended). Once you've chosen your options, select **Embed**.



6

The final video will then appear on your Canvas page. Kaltura automatically captions your video. When the captions are ready, the small CC button (1) will appear at the bottom of your video.

*The video player has a number of features, including:*

- (2) Search field
- (3) Downloadable/printable transcript
- (4) Interactive version of the transcript allowing the student to click on a word or phrase and go to that point within the video. The interactive transcript is accessible by selecting the Show transcript button

