Kaltura Media Uploading, Usage, and Embedding / Instructor Version

The purpose of this guide is to show the steps needed to use the built-in **Kaltura Embed** feature i to upload content for use within discussion boards, assignments, and for display purposes through embedding within a content folder. This will include how to use **Collaborate** downloads in **Kaltura** and the new **Express Capture** feature through a built-in webcam. These visual steps are in sequence and are followed by a brief description of each step. Each section will be accompanied by a short video to help you along the way.

Uploading Media into Kaltura Media
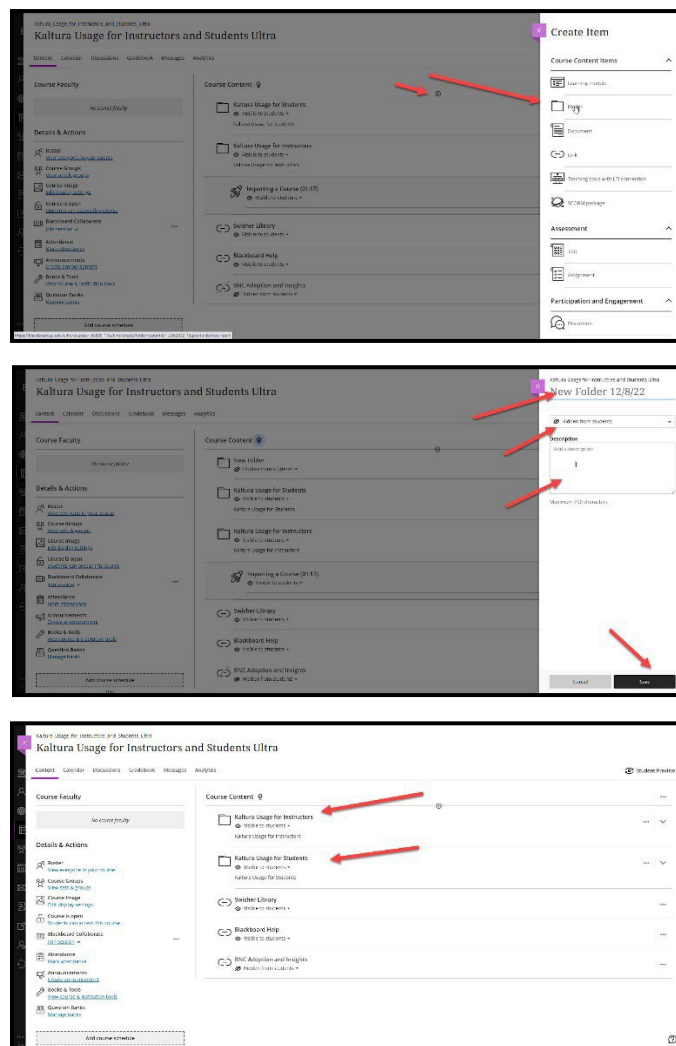
Depending on where you want to place the media, you will need to select the appropriate course menu folder previously created. This is completed by choosing the + sign to the right of the **Course Content** title, selecting create, choosing **Folder** as the option under **Create Item,** and finally adding titling and descriptions accordingly. This should be done for each **Week or Content** section needing a folder.
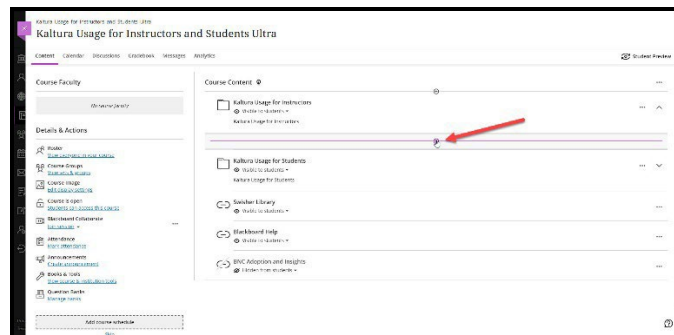
You will then click on the appropriate folder to add media from Kaltura. The folder will slightly open and you will see a + sign. You will click on the + sign to access the menu of options.
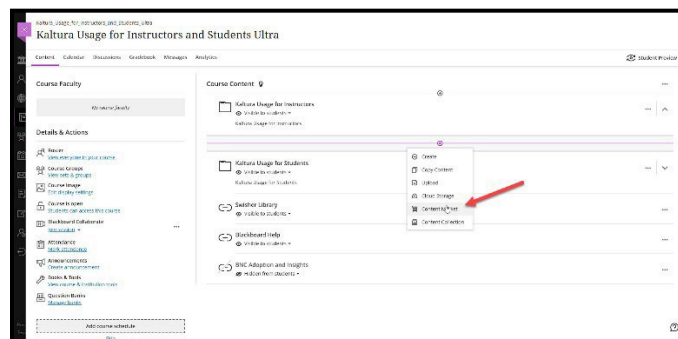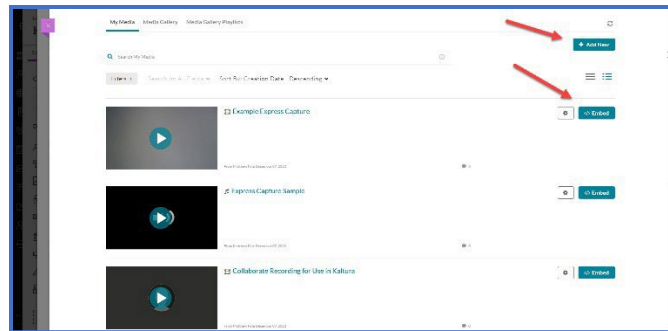

The next step is to choose the **Content Market.** This will take you to all available content plug-ins for Bb Ultra.
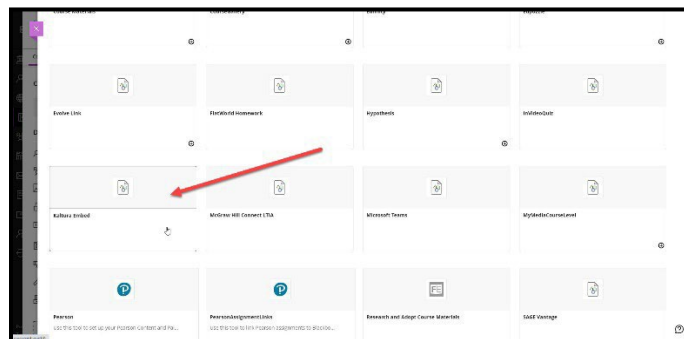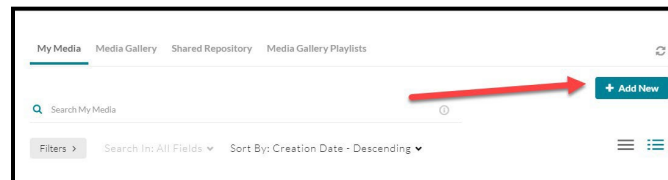

Scroll down to **Kaltura Embed** and choose this option.

*** Video Link – Creating Folders and Accessing Kaltura Embed**

When the interface opens you will have any previously uploaded media populate. You will then choose **Add New** if new content needs to be added**.**

You will then select the **Add New** button and make the correct selection for the type of video you will be uploading to share. The media upload is for recorded video, express capture, which uses your connected webcam to record a segment, and the video quiz option, which allows you to add segments with assessments built into the video to check for student comprehension. Each of these will embed the same way.
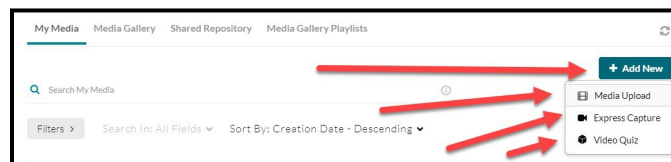
When selecting the media upload option from the **Add New** button, you can directly drag the file into the window or **choose a file to upload** button to upload and archive the video for use in the class.
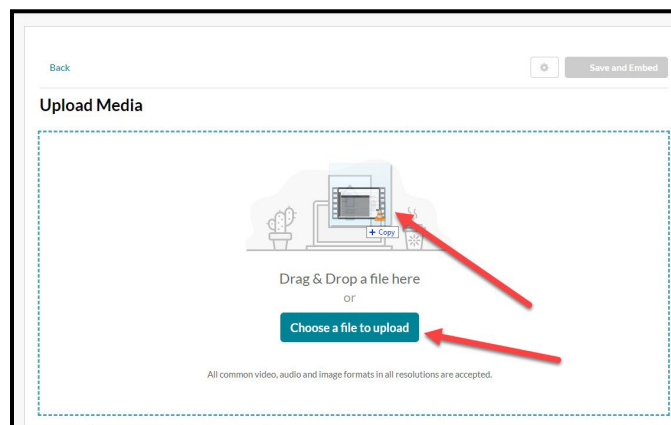
Once the video has been uploaded, you will need to give the file an accurate name and a description if you choose.

Make sure once the video has been uploaded and titled correctly, you save the upload.

During the process of uploading, the video will need to be converted and you will see two cog wheels rotating during this process of encoding. The video link below will show you the process of uploading into Kaltura Media.
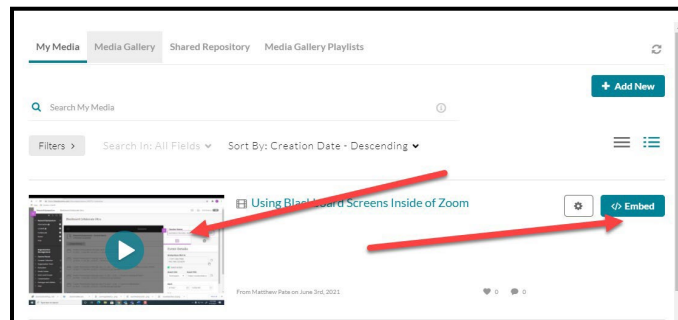
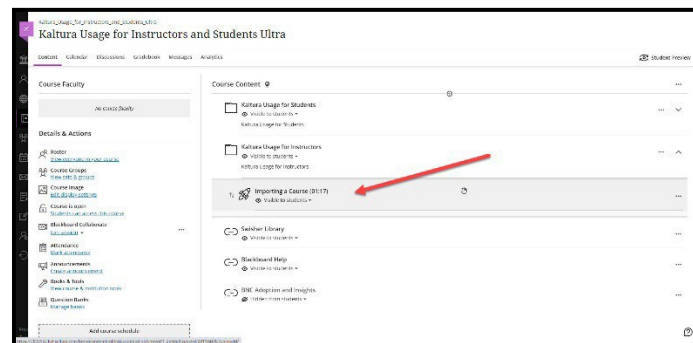*** Video Link – Uploading Video and Embedding inside of an Ultra Course Content Folder**

Embedding into a Course Content Folder

Now that the video has been uploaded and named, you will see it in a built-in player on the left side. The advantage of this format of media embedding is that you have live player control, and you can adjust the window size display to your preference using the cog wheel settings feature.

Next, you will **select Embed** from the right-hand side button and proceed to add the naming convention for your students to see in the Kaltura module you add to the week.

As a reminder, make sure you are in the correct course folder. Adding your naming convention that will be displayed in the module heading.


Once you have completed all the steps, the video will be embedded. You will notice that the rocket ship icon displays that a video is present. When clicked on, a new player window will open. These videos will remain in the Kaltura repository until they are permanently deleted. The advantage of uploading in Kaltura is that these become permanent archive videos so when courses are copied the video links do not break.

*** Video Link – Uploading Video and Embedding inside of an Ultra Course Content Folder**

**Using a Kaltura Video within a Discussion Board**

Now that the video has been uploaded to Kaltura Media, you can use this video inside a Discussion Board forum to promote active engagement. The process requires a few extra steps in the instructional sequence.
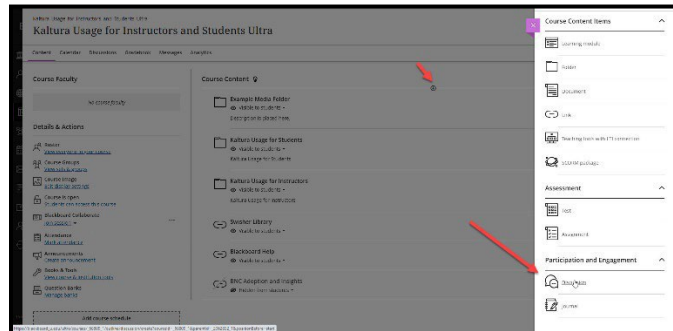

You will click the + sign to the right of **Create Content** and proceed down to **Discussion** under the **Course Content** Items title.
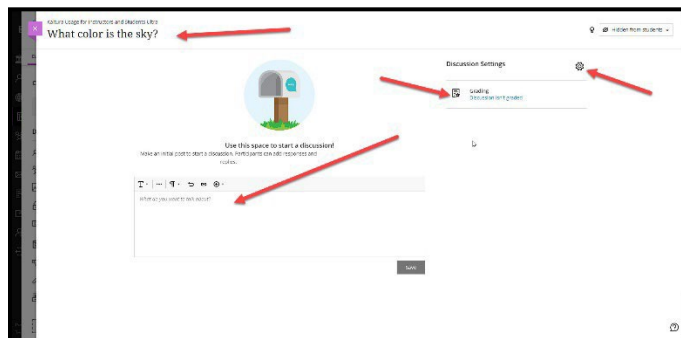

Add the titling, description, or assignment/forum information, and then choose the settings wheel at the far-right-hand corner of the interface. This will populate a list of options to modify grading and accessibility.
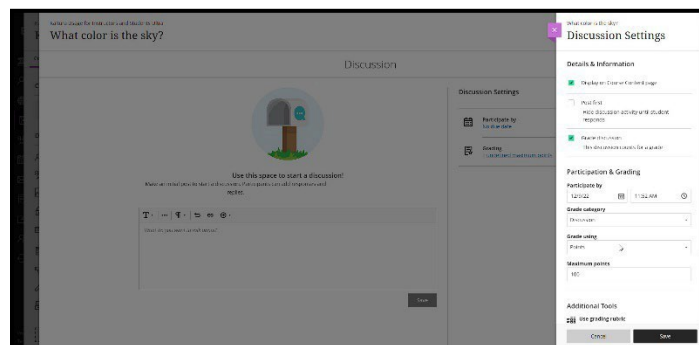

Once you have the settings adjusted, you can add a media clip to the **Discussion Forum**. Make sure you save all the changes in the **Discussion Settings**.
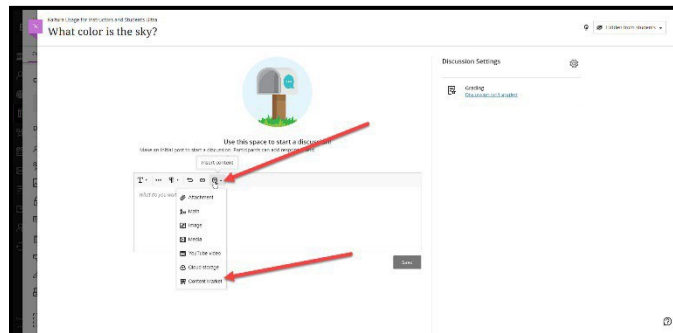
Within the **Discussion** post area, you will select the + sign and proceed to **Content Market**. You will need to scroll down to **Kaltura Embed, Select, and the Kaltura Media** interface will launch. Here you can add video clips if needed or embed files like in the previous set of instructions.
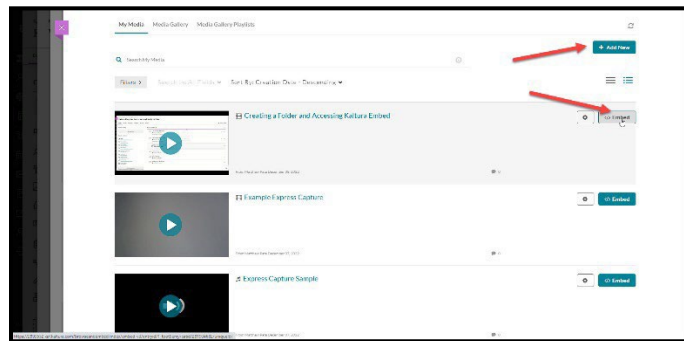
You will need to select **Embed** and this will place the video component into the forum for viewing.
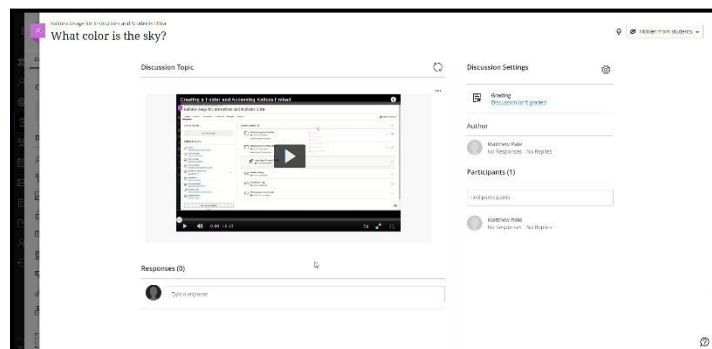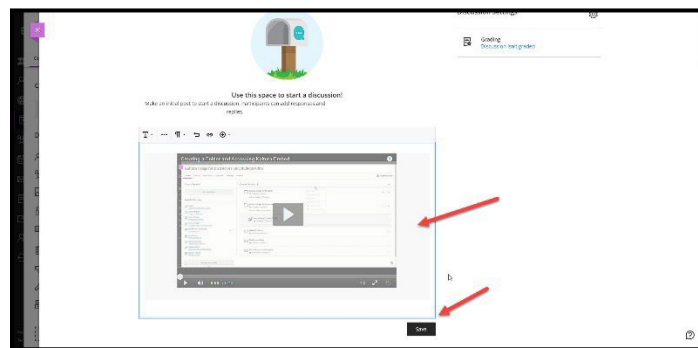
From this point, the video has been embedded into the forum example.
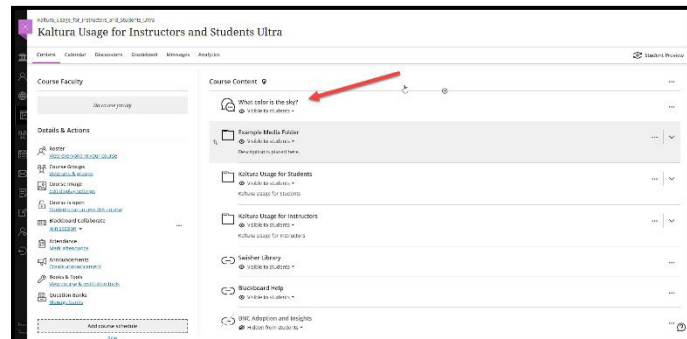
The **Discussion Board** post will now show at the top of the class content and can be dragged into the **Course Folder**. This can be tricky, so go slow and allow folders to open while you drag on top of them. The video does not appear as a video thumbnail until you access the **Discussion** forum.

* **Video Link – Creating a Discussion Board and Embedding Video in Ultra**

Filtering Your Media Library

One very important step when adding video clips to Kaltura is to make sure you learn to filter your content. What commonly happens is that when the video is shared by colleagues, it shows up in your Kaltura feed and can make the embedding process more difficult. By selecting only your video, you are considered the owner from the standpoint of Kaltura Media. The link below shows the simple process.

* **Video Link – Filtering Your Media Library**

Downloading Video from Collaborate, Uploading to Kaltura, and Embedding into a Course Module

As you become more familiar with Kaltura, you will want to upload all Collaborate video, .mp4, .wav., and .mov files to have permanent links throughout your present and future courses. Adding video to the **Content Collector** leads to broken links when courses are copied incorrectly and eventual deletion once the annual content is removed to free up Blackboard storage space.
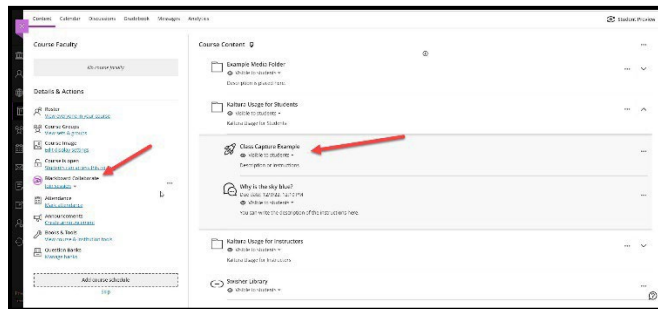
Collaborate location and example of an installed video clip download.
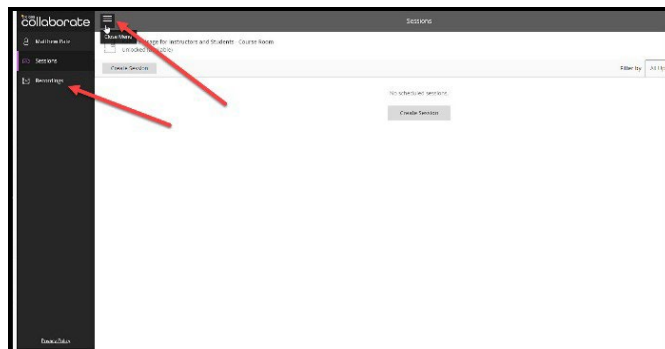
On the left-hand side of your Collaborate recording, you will see the 3 horizontal lines referred to as the hamburger menu. Here you will select the menu and open all recorded sessions.
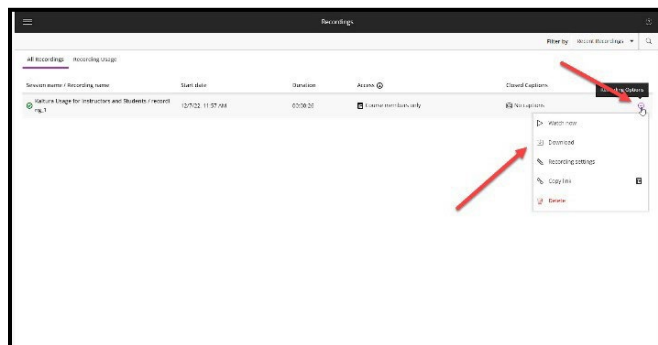
Once the recordings populate, you will choose the recording options on the right. This is located within the round circle with 3 ellipse dots inside. Proceed down to download, click, and this will begin the process of transferring the clip into your **Downloads** folder. The final steps are a duplicate of how you would upload and embed the video in Kaltura. The video link below will take you through the entire process. The video that is uploaded and embedded will initially encode before the clip is available for use. This is dependent on the length of the Collaborate session.

* **Video Link – Using Collaborate, Downloading Recording, and Embedding Video in Ultra**

**Using Express Capture in Kaltura Media**

The purpose of **Express Capture** is to record segments directly from Kaltura Media. You will access Kaltura Media the same way you would upload a video clip to embed.
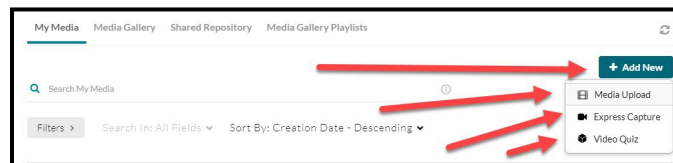

Once you have chosen **Kaltura Embed** from the **Content Market**, you will select **Add New** and choose **Express Capture** from the options. This will open the recording window for you to live capture, record, and embed in one place.
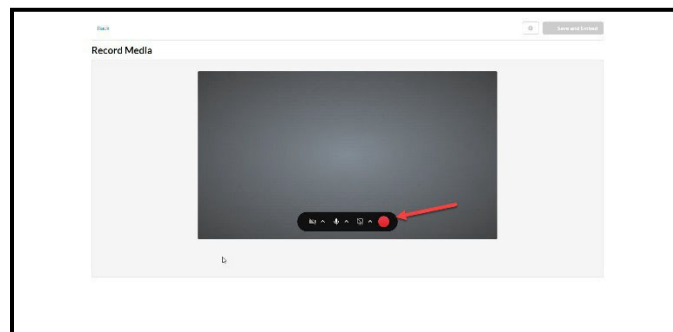
Please make sure the video and audio are active. The red record button can record both audio and video. If you choose to only record the audio, make sure you turn off the camera function.
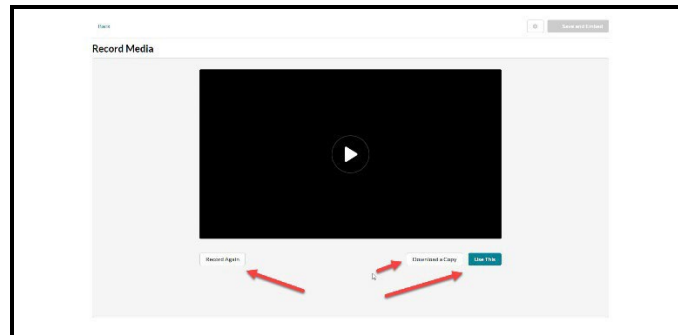
After the video is recorded, you have the option to record again, use this version to embed or download a copy. When you choose the **Use This** option, you have two choices, to save into the media repository or to save and embed into the created course folder. In this step, you will be able to add titling and any descriptive information about the video captured.
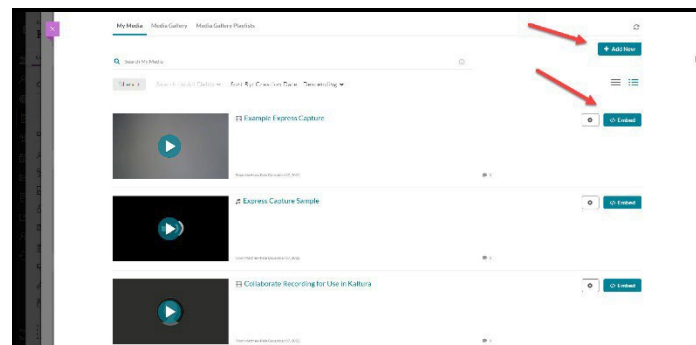
Once you save the **Express Capture**, it will be available to embed into the folder of your choice. Video can be stand-alone and not added to a course folder.

* **Video Link – Using the Express Capture**