



# Getting Started with Kaltura

Kaltura is a cloud-based video management application and is integrated with Canvas, IU's new learning management system. It allows users to view, record, upload, publish, search, and share video and audio files directly from their Canvas course sites. Users can easily upload and record media (including screen casts and web cam recordings), organize and share their content, and view and interact with their media via captions, comments, and more.

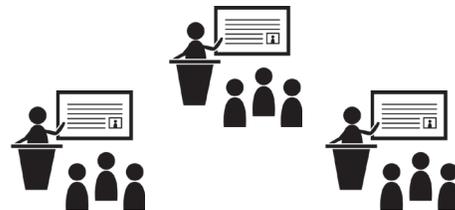


In Canvas, you will see two buttons for Kaltura: **Media Gallery** and **My Media**. Your Media Gallery contains course-specific content, whereas My Media contains content for all your courses. Content in My Media can be published to galleries for multiple courses. This guide will tell you how to upload and view media, as well as how to set student uploads to be viewable only to you.

## Media Gallery Course-Specific Content



## My Media Content for All Courses



## Possible Scenarios for Using Kaltura

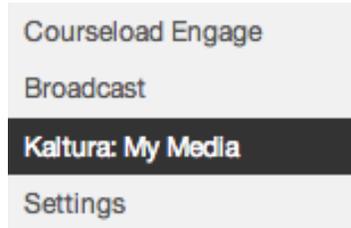
- A faculty member wants to share videos for the whole class to view and use for assignments/discussions.
- Students upload videos for others in the class to view.
- Students upload videos that only the instructor is supposed to see.

## Ideas for Kaltura Video Use

- Create an introductory video of yourself and the class. You could also give students an assignment to introduce themselves. Doing so is especially helpful for online-only courses.
- Provide a visual explanation of concepts to help students make connections. You could record a step-by-step visual walk-through to a problem many students have had difficulty with, for example.
- Use the video for a guided lesson. Require students to answer questions you provide, or perhaps have them develop research topics for class work based on the video. Doing so will make them active participants rather than passive viewers.
- Use video for an in-depth discussion starter in class.
- Use videos to spur critical thinking—for example, have students watch videos that present opposing viewpoints and compare and contrast them. They could research the credibility of the video creators and even create their own videos to support their own position on the issue.

# How to Upload & View Media

1. Go to your Canvas course. In the left navigaton bar, select Kaltura: My Media.



2. You are now in the “My Media” area, which is your personal storage space for any media you upload. Click on the “Add New” blue button in the upper right corner of the page.

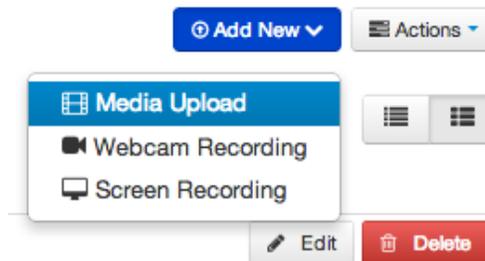
## My Media



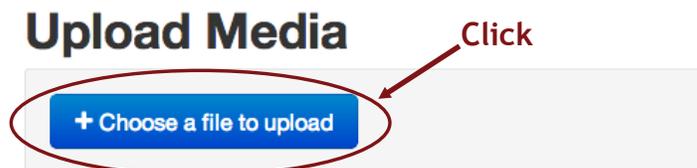
Sort by Most Recent ▾ View All Statuses ▾ View All Media ▾

No Entries Found

3. From the drop down list, select “Media Upload.”



4. Click the “Choose File to Upload” button.



5. Navigate on your computer to where the media file that you want to upload is located and select it.

- 6. While the file is uploading, you can give the file a cleaner name instead of the file name that is automatically inserted. You can also:
  - a. Add a description of the file (optional)
  - b. Add tags for easy searching later (optional)
- 7. Once the video has finished uploading, you will see a confirmation notice at the top that says the upload is complete.

**NOTE**—Even though the upload is complete here, there will be some rendering that will need to be done on the server side that may not allow your video to be available for viewing for a certain period of time. This time is based on the file size and type of the video you have uploaded.

**Please fill out these details:**

Name:  (Required)

Description:  **Black** **Bold** *Italic* Underline

Tags:

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

- 8. Leave the “Private” selection as is. You will designate where this video will be viewed after a few more steps. Click “Save.”
- 9. Select “Published.” A list of available Canvas courses that you are an active participant of will now appear. Select the course or courses that you would like to publish your media to. You can publish to multiple sites at once.

**Private** - Media page will be visible to the content owner only.

**Published** - Media page will be visible to individuals according to entitlements on published destinations

Assignments & Grading     Bloomington Advocacy Course     Anthropology 101     Intro to Geology: Modules Sample Course

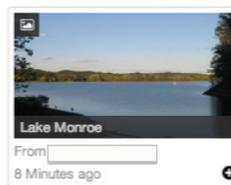
- 10. Click “Save.” Once it has processed, you will see at the bottom a message that confirms the locations that the media will be published to.
- 11. In the left navigation bar, click on the Kaltura: Media Gallery tool. You will now see the media you have published to the course for the other participants to view.

## Media Gallery

Media gallery for this course.

3 Media

Sort by Most Recent ▾ View All Media ▾



Actions ▾

+ Add Media

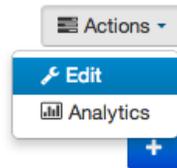
# Setting Your Gallery for Instructor-View Only

Use these directions to adjust your settings so that students may upload videos viewable only to you and not their peers. These settings are ideal for having students submit private assignments that should not be commented on by fellow students.

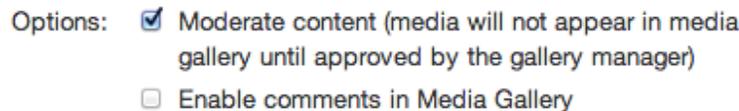
1. Go to your Canvas course. In the left navigation bar, select Kaltura: Media Gallery.



2. In the upper right corner of the page, click on the “Actions” dropdown button and select “Edit.”



3. You can provide a description of what the gallery is, but this is optional. To set the gallery so that no one but the instructor can see the uploaded media, check the “Moderate Content” box. Uncheck the “Enable comments in Media Gallery” box.



4. Click “Save.” You will see the “Information Saved” bar at the top.



5. You can then click on the “Back to Media Gallery” link.



6. The gallery is now set to allow students to upload media that will not be seen by others in the class except for the instructor.
7. Once a student has uploaded a video, the instructor will access and view the video by first clicking on the “Kaltura: Media Gallery” tool in the left navigation bar.

**NOTE**—When students upload their media, the Media Gallery tool will not show their uploaded media to them.

8. In the upper left, click on “Browse Pending” or “Pending.” This will now show you all the student submissions up this point.
9. To watch a submission, click on the media to play it. You can expand it to a larger size, if you like.
10. If the instructor wants to make the video available for others in the course to view, click on the green “Approve” button, which allows it to be viewed by everyone in the course. If the instructor wants to keep the media hidden, then do nothing with the “Approve” or “Reject” buttons.