VANDERBILT **V** UNIVERSITY

Kaltura User Guide

for

Blackboard LMS

Introduction to the Kaltura Module

Kaltura's Video Building Block for Blackboard enables users to view, record, upload, publish, search, and share video directly from the Blackboard environment.

Main Features and Tools

Upload and Record
- Easy Video Uploading - Upload any type of media (video, audio, images, presentations) using a simple interface.
- Create webcam videos - Welcome messages, introductions, assignment instructions, simple demonstrations, and other webcam media.
- Screen Recording – Easily record the screen, along with audio and webcam feeds, to create and publish screencasts. Instructors and students can record and share lectures, presentations, software tutorials, and additional screencasts.
- Video Presentations – Create a synchronized view of a document and a video. Provision video presentations in My Media to simplify the process of adding presentations.

Organize, Publish
Publishing is the process of taking private content from My Media and publishing it to a Media Gallery or posting it in an inline text.
- My Media – Upload, manage, assign, and share content (based on permissions) with a private media library for each Blackboard user.
- Media Gallery – Search or view rich media assigned to a course if you are a member. Instructors or students can add media, with an option for student contributions moderation by instructors.
- Rich-text editor integration - Intuitively use rich media without time-consuming training, simply click on the "Embed Kaltura Media" link from within any Mashup Tool in Blackboard.

Overview of the Kaltura Module

My Media

My Media is a repository of single user's media, where each user has a personal searchable repository for viewing and managing private media content. Media items within My Media may be added to courses and embedded inline text item based on the user's enrollment. My Media is accessed from the Courses & Organizations tab.

Media Gallery

The course Media Gallery is a searchable gallery of media content of a specific course. The Media Gallery does not necessarily include all media that is used within the course in other contexts. Instead, the Media Gallery contains the content that was deliberately assigned to it.

The Media Gallery is intended to be used as a media syllabus for a course, as a social media repository of the course or in some cases for media assignments. The Media Gallery may be used simultaneously with media in context, as a standalone or not at all, depending on how the teacher and school prefer to use it.

The Media Gallery can be found in the Course Tools menu.

Interacting with Media

The My Media link appears in the Courses & Organizations tab. The Media Gallery is accessed through the Course Tools menu.

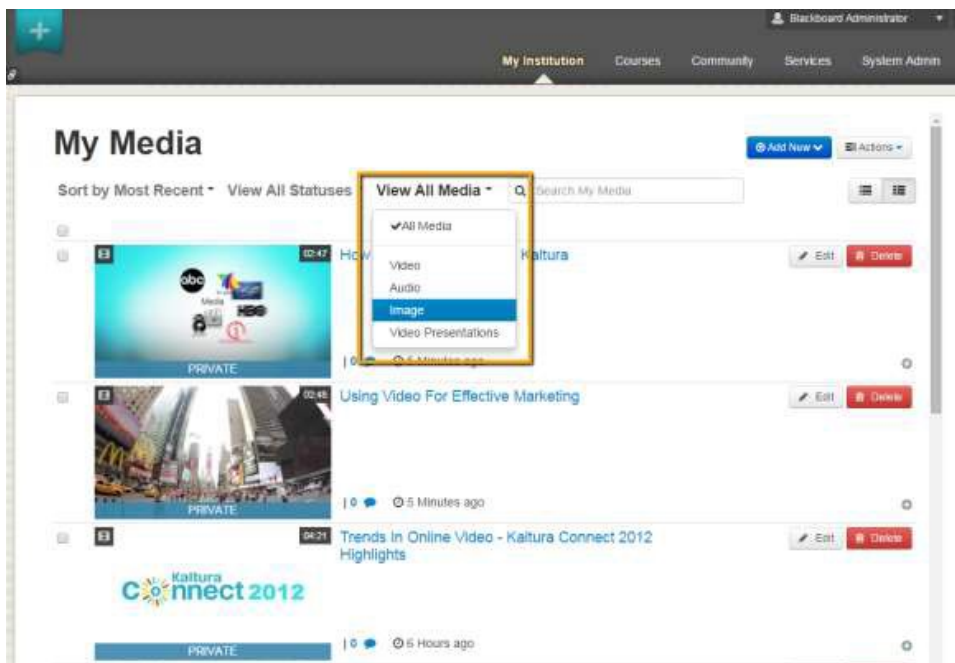In My Media and in Media Galleries, you can do the following:
- Filter the content
- Sort the content
- View content
- Comment on media
- Search media and captions

Displaying and Viewing Content

To filter content

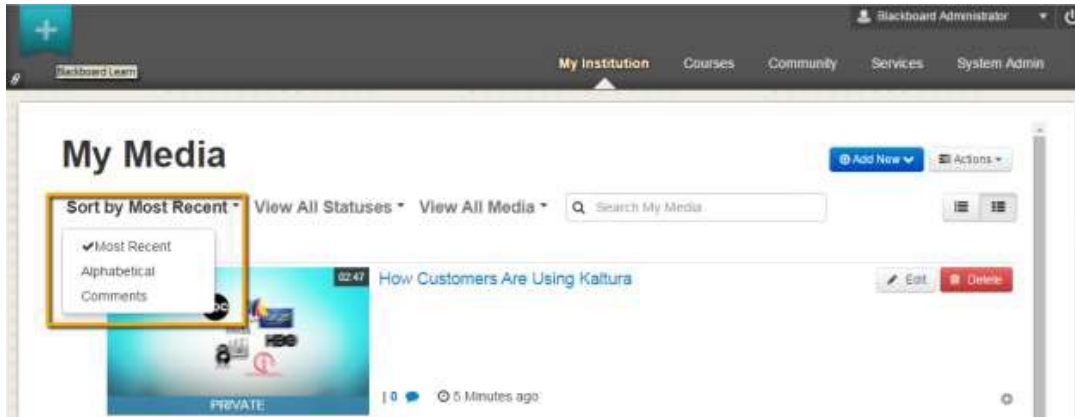In My Media and in Media Gallery, select an option from the View All Media drop down menu:
- All Media (videos, audio, and images)
- Video
- Audio
- Image
- Video Presentations

To sort content

In a My Media or in a Media Gallery, select one of the following: Sort by:
- Most Recent
- Alphabetical
- Comments - ordered by the number of comments

To view content

- In My Media or Media Gallery, browse to the media entry and click the thumbnail or the title of the content.
- Click Play in the media player. You can use options such as volume control, caption selection and full screen.
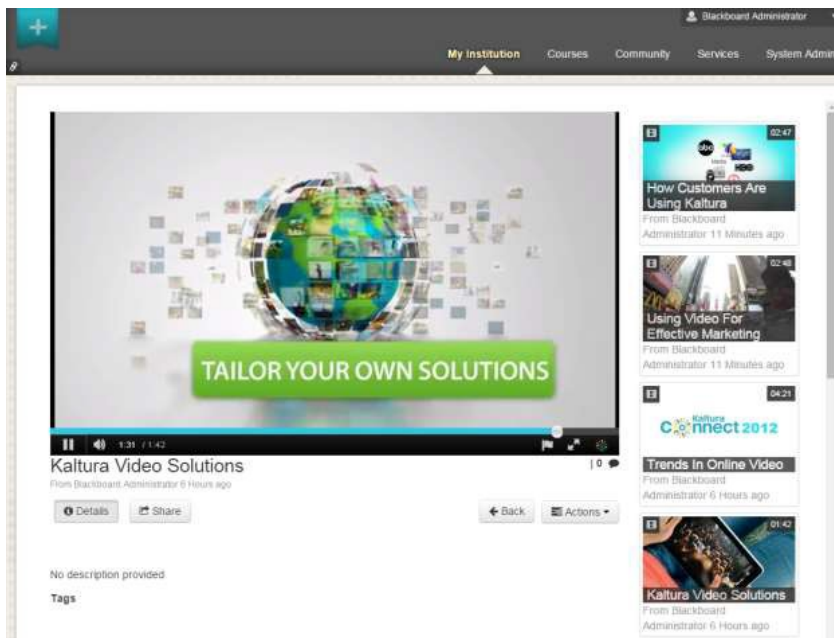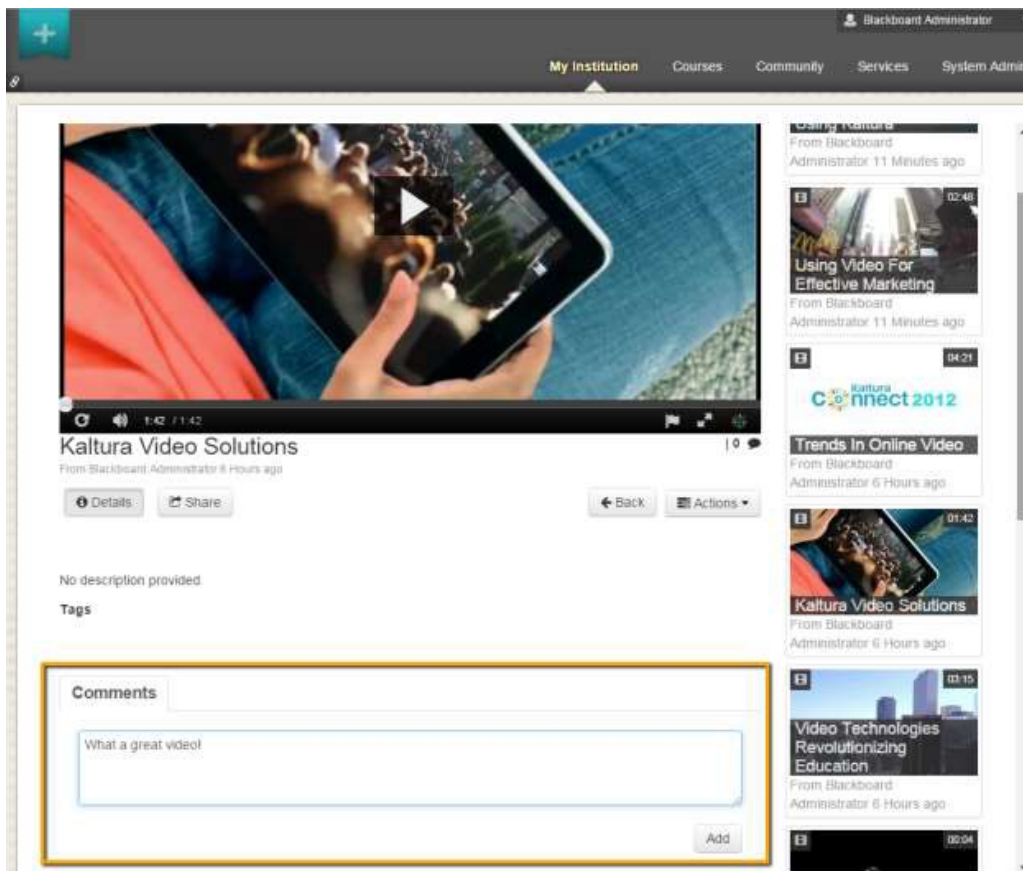
Commenting on Media

When comments are enabled on the account and on the specific media, you can:
- Comment on media
- View comments by other users
- Reply to existing comments
- Delete comments and replies

To comment on a media item

- Click a media thumbnail or title.
- In the Comments tab under the media player, enter a comment in the Add a Comment field and click **Add**.

To display comments

- Click a media thumbnail or title. If comments were entered, they are displayed in the Comments area under the media metadata.
- When a limited number of comments are displayed, click Load more comments to display additional comments.

To reply to a comment

- Click a media thumbnail or title.
- In the Comments tab under the media player, hover over a comment and click Reply.
- In the Add a Comment field, enter a reply and click Add. Your reply is displayed under the comment.

To delete a comment or reply

Note: You can delete a comment or reply only in the following cases: 1) You added the comment or reply, or 2) You are the media owner.

- Click a media thumbnail or title.
- In the Comments tab under the media player, hover over a comment or reply and click **Delete**.
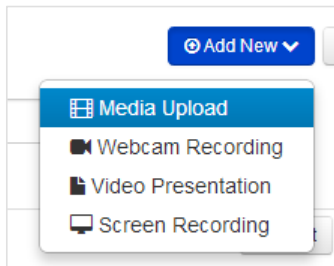- Click **Yes** to confirm the deletion.

Creating New Media

You can create new media from My Media and in Media Galleries by:
- Uploading media
- Recording from webcam
- Adding a Presentation
- Recording your screen

Uploading Media

You can upload media from the My Media or Media Gallery interface via the Add New menu.

To upload media from your desktop

1. Select Media Upload from the Add New dropdown menu. The Upload Media page is displayed.

2. Click Choose a file to upload.
3. In the Select file to upload window, select a media file to upload and click Open.
4. While the file is uploading, on the Upload Media page you can:
   a. Enter metadata information about the media and click Save.
   b. Mandatory fields are marked with an asterisk.
5. To view the media page when uploading is complete, select the media from My Media.

Video Status after Upload

After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion. If media is waiting for moderation, you cannot preview or publish it until it is approved. You can edit media information during conversion and while waiting for moderation.

Recording from Webcam

Use the Record from Webcam feature to create webcam media such as welcome messages, introductions, assignment instructions, simple demonstrations, and other recordings.

To record from a webcam

1. Select Webcam Recording from the Add New dropdown menu
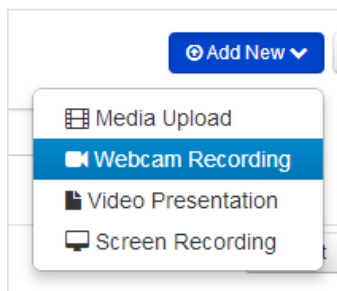
The Record from Webcam page is displayed.

2. In the Record from Webcam window, click Allow if a Flash player message is displayed.
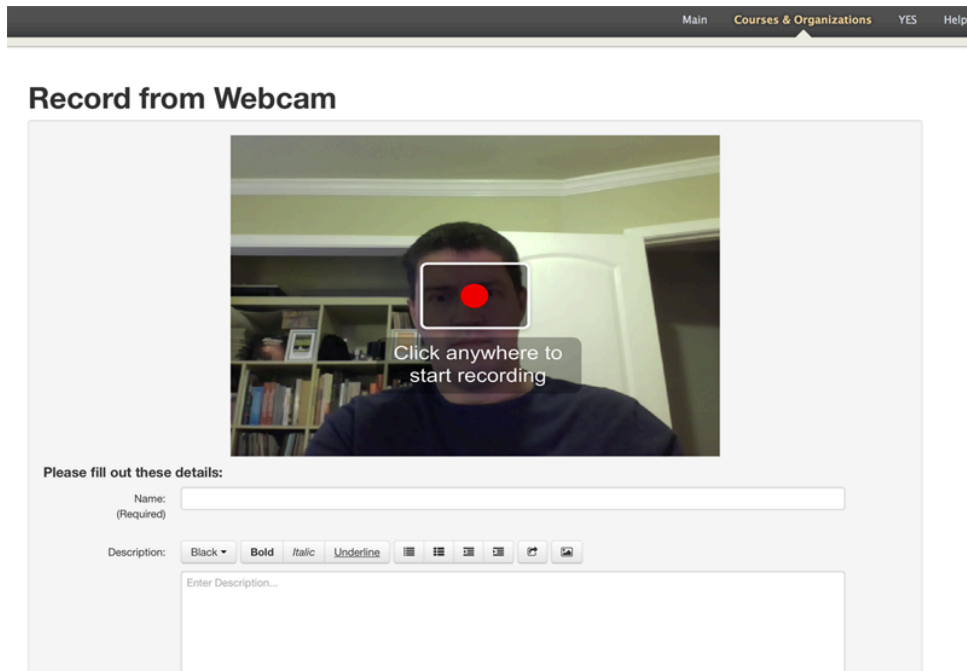
3. In the Record from Webcam window, click anywhere in the recording area to start recording. Click anywhere in the recording area to stop recording, and click Save.
4. Enter information about the media and click Save.
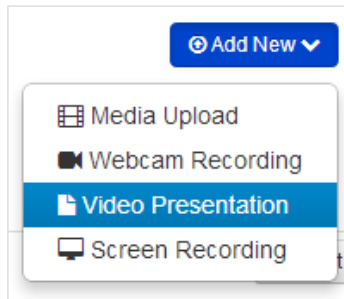
Adding a Video Presentation

A video presentation consists of a document and a video file, synchronized together, Document formats supported are: ppt/pptx, pdf, doc/ docx, xls/ xlsx.

After a document is uploaded, it is converted to a format suitable for display in the presentation. This may take a few minutes. After your content is ready it is displayed in the document list.

The video presentation feature enables content creators to synchronize video and specific slides in a slideshow or document and share the synchronized presentation.

To add a video presentation file

1. Select Video Presentation from the Add New dropdown menu.

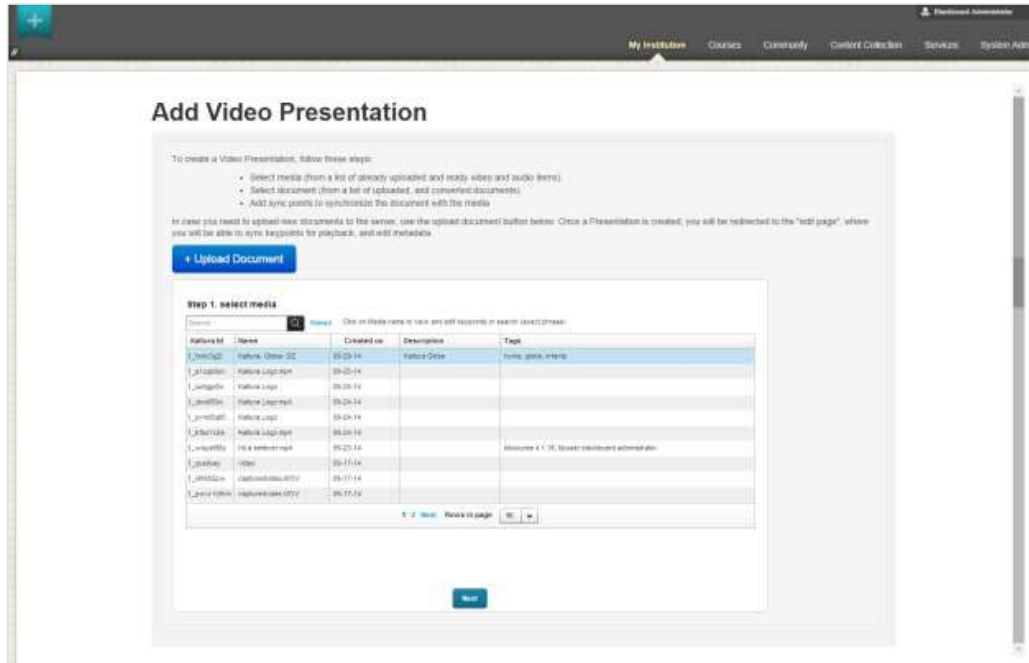The Add Video Presentation page is displayed.
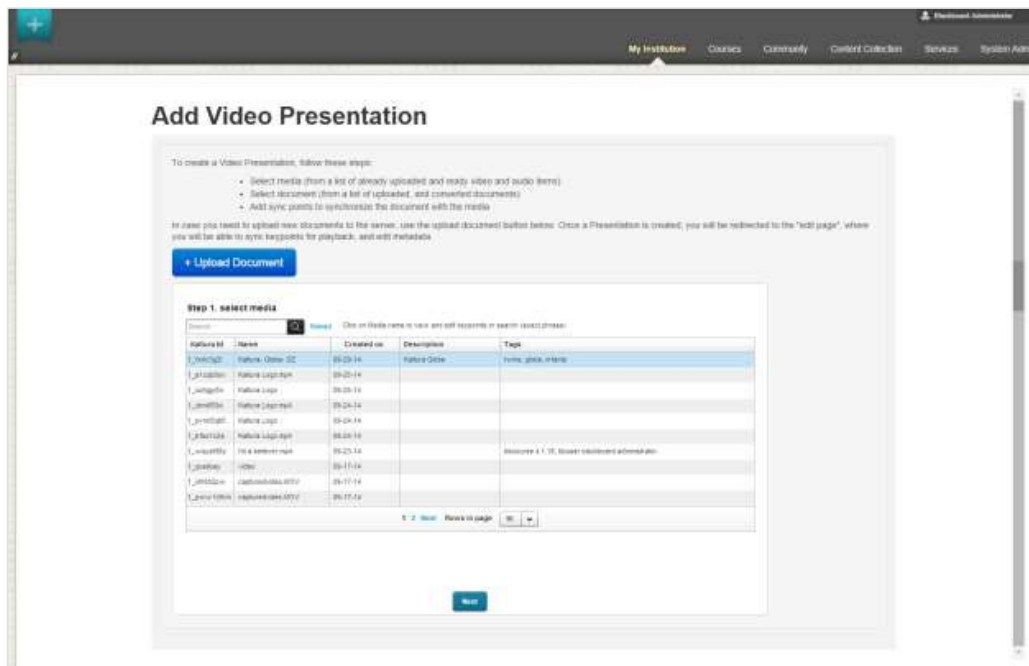
2. On the Add Video Presentation page, click Upload Document.
3. In the Upload Document window, click Browse your desktop.
4. In the Select file to upload window, select a document or presentation file to upload and click Open.
5. In the Upload Document window, enter information about the document and click Close.
6. In the Upload Document window, click Back to the video presentation creation flow (step 1) to continue creating a video presentation.

Note: After a document is uploaded, it is optimized for display in the presentation. You cannot use a document in a video presentation until optimization is complete.
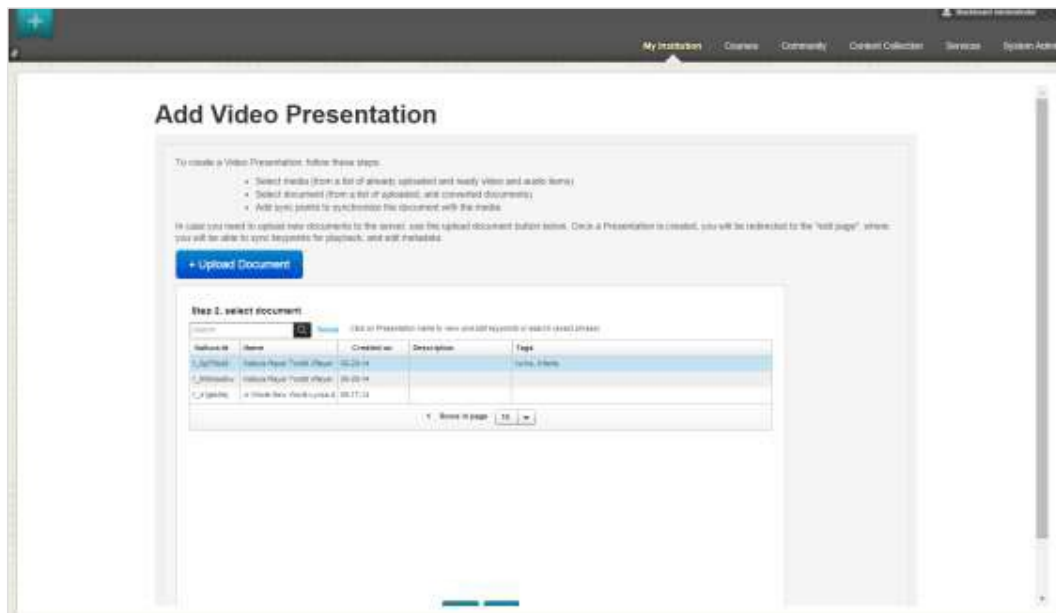
To select and synchronize files

1. On the Add Video Presentation page, select a media item from a list of available video and audio items, and click Next.
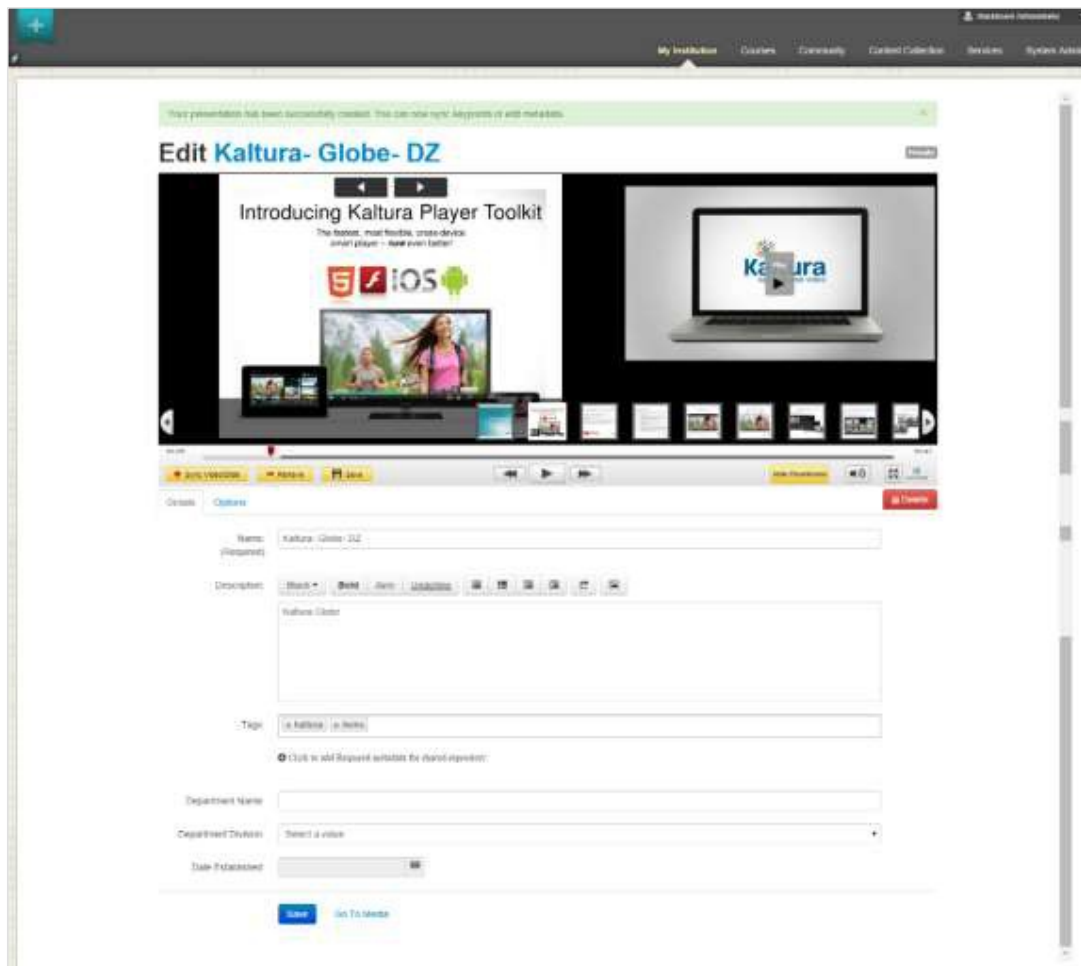

2. On the Add Video Presentation page, select an item from a list of available documents and presentations, and click Next to create the video presentation.

3. In the Edit Media window, synchronize the media and slides.

4. To start synchronizing the media with the slides, click Play in the media player.
5. When you reach a point that you want to synchronize:
   - Click the player to pause the playback.
   - Hover over the video to display the thumbnail carousel.
   - In the thumbnail carousel, select the slide to synchronize with the point where the playback paused, and click + Sync Video/Slide.

- o Click Play in the media player to continue synchronizing the playback with the slides.
- o Add and remove sync points as needed, and click Save.
- o In the Edit Media window, enter information about the video presentation and click Save.

Recording Your Screen

The following lists the basic workflow of how to record your screen:

- Select the Screen Recording option.
- Launch the Screen Recorder.
- Select the options and area to capture, and start recording.
- After recording, review the results and upload.
- After uploading, enter metadata.

To record your screen

1. Select Screen Recording from the Add New dropdown menu. The Screen Recording page is displayed.
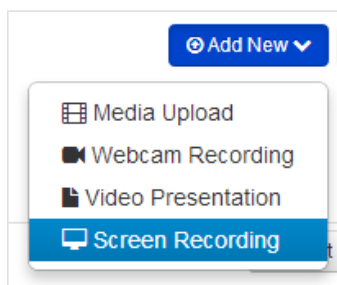
2. In the Screen Recording window, click **Launch the screen recorder.**
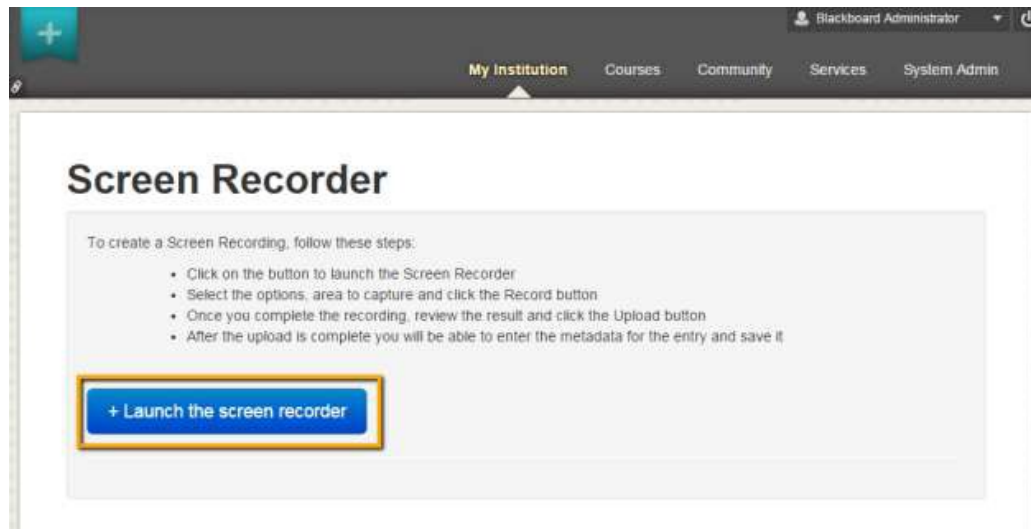
3. In the Screen Recorder, follow the instructions to record your screen:
   a. Drag and resize the frame to define the screen area to record and enter Alt-P or click the Record button to begin recording.
   b. Toggle Alt-P or the Record/Pause button to pause and continue recording.
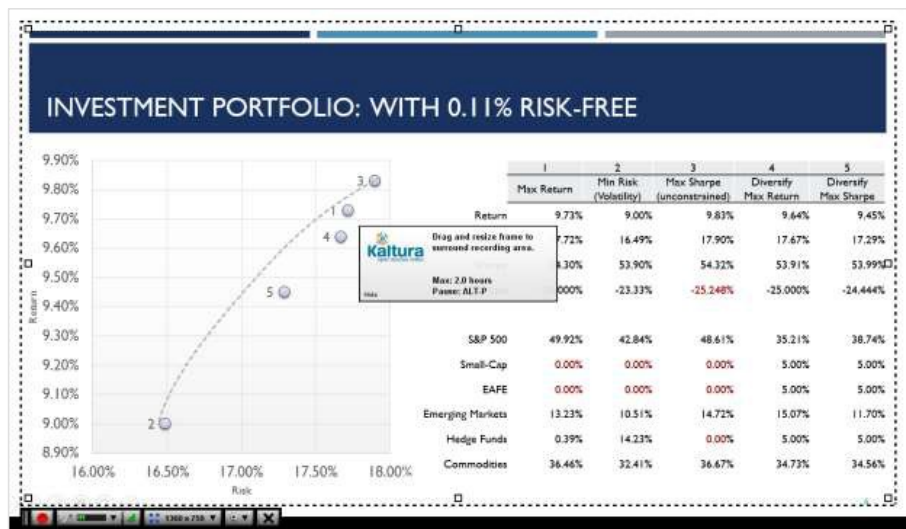
4. Click **Done** to finish recording.

5. Review your recording and click **Upload**.

6. When the upload is complete, click **Close**.

Managing Your Media

Your My Media page lists the media that you created. In addition to all normal interactions with media, as described in Interacting with Media when you open a media page, you can:

- Edit media
- Select a thumbnail
- Create a Clip
- Trim a Video
- Upload and manage captions
- Publish media items
- Disable or close comments

My Media is accessed from the Courses & Organizations tab.

Editing Media

To edit media

On your My Media page, click Edit for the media you want to edit.

The Edit Media page is displayed.

In the Edit Media window, you can:

- Edit information about the media.
- Choose clipping options and enable or disable comments
- Upload and manage your closed caption files for the media.
- Select a frame to use as the media thumbnail, such as when the media is included in a gallery.
- Trim your video.

Selecting a Thumbnail

There are three options to select a thumbnail for your content:

- Upload a thumbnail from your desktop and use it as the default thumbnail.
- Use the player to select the frame you want to use as your default thumbnail and then click on the Capture button.
- Select one thumbnail from ten automatically generated thumbnails of the selected video and set it as the default thumbnail.

To upload a thumbnail from your desktop

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Upload Thumbnail.
4. Upload a file from your desktop and click Open.

To grab a frame from the content as a thumbnail

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Select the Thumbnails tab and click Play.
4. Click Capture at the frame that you want to use as a thumbnail. The captured frame is saved automatically and used for the thumbnail.

To select an automatically generated thumbnail

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Automatically Generate.

Creating a Video Clip

When clipping is enabled on the account and for the specific media, you can create clips from existing videos. Each clip becomes its own media entry. The clipping tool enables you to edit your videos visually or by setting the start time and end time of your clip.

Clipping creates a new entry from an existing entry and allows you to specify the start and end time for the new entry. For example you can clip an entry that can be used to create a 2-minute intro video to a long lecture, or clip part of an entry, such as homework assignments. You can also clip a long lecture to several shorter clips divided by subjects.

Entries can be clipped by the media entry owner in My Media and by other users in a course Media Gallery, according to the media and course settings.

To create a video clip in My Media

1. Select My Media and then click Edit next to the entry you want to use to create a clip.
2. In the Edit Media window select Create Clip.

3. Use the trimming timeline or enter exact start and end times.

4. Press Play and click Set Starting Point of the video clip or alternatively, select the Start Time.
5. Select Set Ending Point as the endpoint of the video clip, or alternatively select the End Time.
6. Click Create Clip. The clipped content appears in My Media as a new entry.

To create a video clip in a course Media Gallery

1. To allow other users to create clips of a video entry, go to the entry Edit Page in My Media and under Options - Clipping check the "Everyone" checkbox.
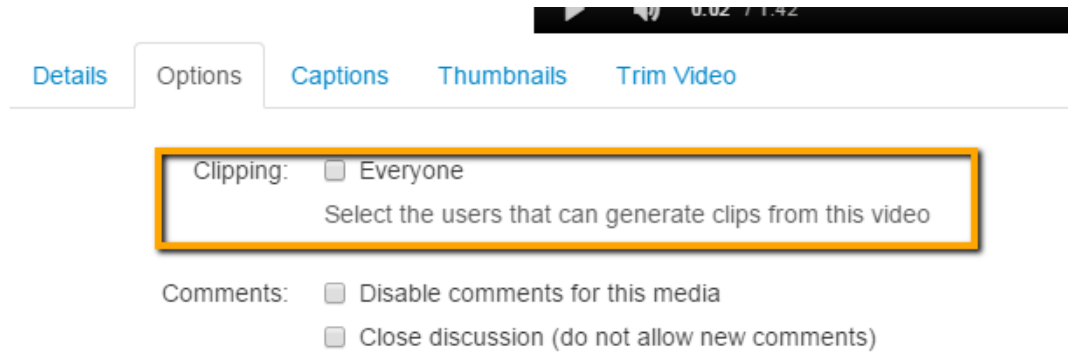
2. In Media Gallery click on an entry under Actions and choose Create Clip. This option always appears to the owner of the media.

Trimming a Video

You can trim out parts of video from the Edit Media page. The trimming tool enables you to edit your videos visually by setting the start time and end time of your media. Sometimes, you may want to trim the start and/or end of a video to remove redundant parts. Trimming is performed on the source media, modifying that video permanently. Trimming is only available to the owner of the video and is only accessible in My Media.

To trim a media entry

1. Select My Media and then click Edit next to the entry you want to trim,
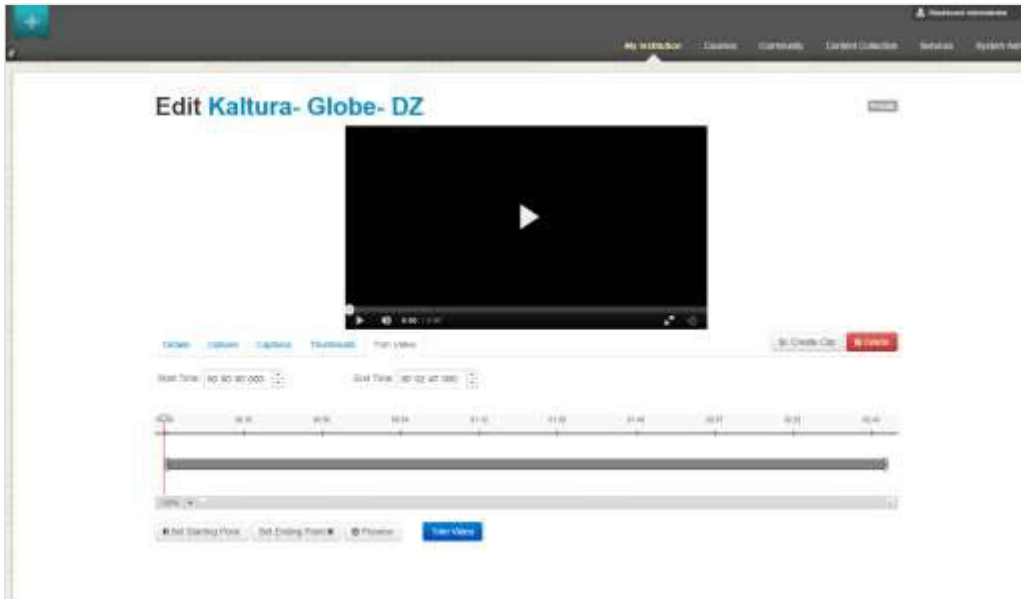2. In the Edit Media window select the Trim Video tab.
3. Use the trimming timeline or enter exact start and end times.
4. Press Play and click Set Starting Point of the video clip or alternatively, select the start time.
5. Select Set Ending Point as the endpoint of the video clip, or alternatively select the end time.
6. Click Trim video. The trimmed video appears in My Media.

Uploading and Managing Captions

You can upload caption files for your media items and manage the captions. Users can search the caption texts.

To upload captions

1. Select My Media and then click Edit next to the entry you want to add captions to.
2. In the Edit Media window select the Captions tab.
3. Click Upload captions file.

4. Click Browse and select an SRT or DFXP caption file.
5. Select the caption language.
6. Enter a label to display for the file in the caption selector. The caption selector displays caption options in the media player.
7. Click Save to upload the file.
8. The file is added to a table on the media page's Captions tab.

Note: To upload another file, click **Upload captions file** again and repeat from step 3.

Managing Captions

After you upload captions for a video, in the caption table you can:
- Modify the caption language or label
- Change the default caption file
- Delete a caption file
- Download a caption file

To modify the language or the caption selector label

1. Do one of the following:
   a. On your My Media page, click Edit for the media you want to edit.
   b. On the view entry page of an entry you uploaded, click Actions then Edit
2. Open the Captions tab to display the caption table.
3. In the caption table, click Edit and do the following:
   a. To change the language, select a new language in the Language column.
   b. To change the label, enter new text in the Label column.
4. Click Save to update the values

To change the caption file used by default in the media player

1. Do one of the following:
   a. On your My Media page, click Edit for the media you want to edit.
   b. On the view entry page of an entry you uploaded, click Actions then Edit
2. Open the Captions tab to display the caption table.
3. In the caption table, click on the Set as Default icon.

To delete a caption file

1. Do one of the following:
   a. On your My Media page, click Edit for the media you want to edit.
   b. On the view entry page of an entry you uploaded, click Actions then Edit
2. Open the Captions tab to display the caption table.
3. In the caption table, click on the Delete icon.
4. In the Confirm Remove window, click Yes to remove the caption file.

To download a caption file

1. Select My Media from the user menu.
2. Select a video and click Edit.
3. Click the Captions tab to display the caption table.
4. Click the Download icon.

Publishing Media

By default, all media that you upload is private. You can access private media on your My Media page.
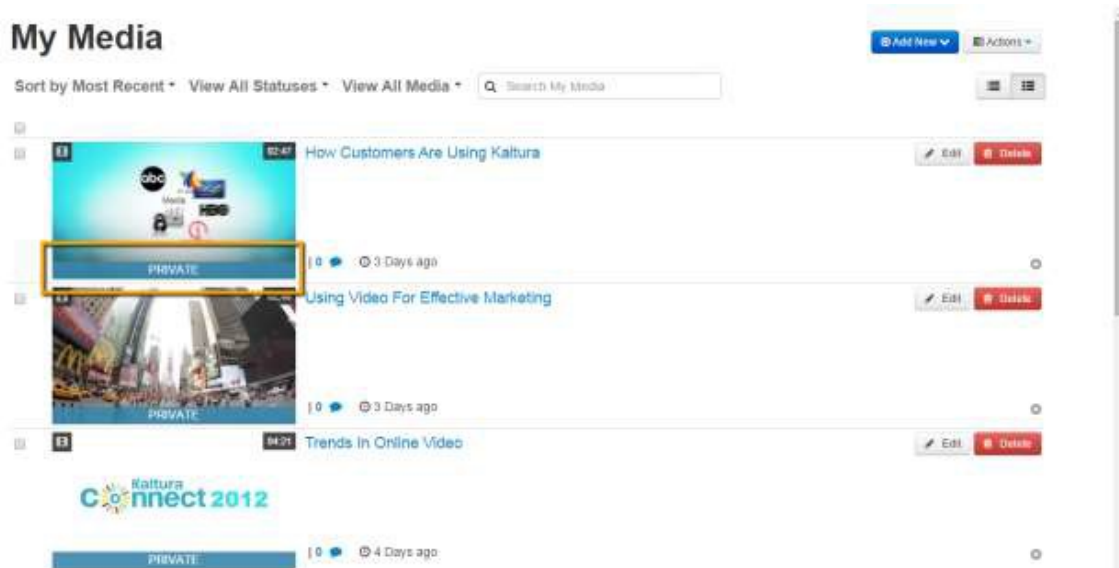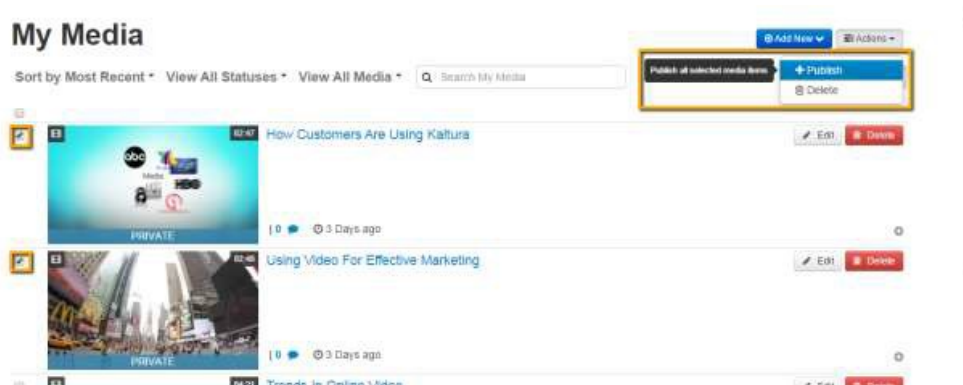

You can publish media from your My Media page:
- To multiple Media Galleries
- To the Faculty Repository (if enabled)
- Only when file conversion is complete and the media is not waiting for moderation

To publish one or more media items

1. On your My Media page, check the media items you want to publish and select Publish from the Actions menu.
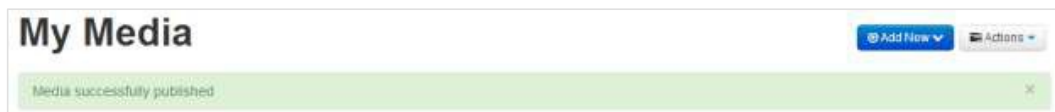
2. Click **Publish** and then check the courses where you want to publish content. Check Shared Repository (if enabled) and you want to publish your content to the shared repository.

Note: Publishing depends on your configuration. An admin can determine whether students can publish to course galleries. According to the configuration and data received, the list of courses that a user can publish to is displayed and can be chosen from.

3. Click **Save**. When the media is published, a notification is displayed at top of the page and the media will be available in the Media Galleries you selected and or the Shared repository if selected.

If the target Media Gallery is moderated by a Teacher, the media should appear as Pending in My Media until the Teacher approves the content. A Teacher may reject the media from being   included in the Media Gallery. In this case, the media appears as Rejected in My Media. If the target Media Gallery is not moderated, no label will appear for the media, indicating that the media is published. Students may have their uploaded content pending until approved by their teachers.

Disabling and Closing Comments

For each of your media items, you can:
- Disable the comment feature.
- Prevent additional comments.

To disable comments on a media item

1. On your My Media page click Edit for the video you want to edit.
2. Select the Options tab and select the Disable comments for this media checkbox.

To prevent additional comments on a media item

1. On your My Media page click Edit next to the video you want to edit.
2. Open the Options tab and select the Close discussion checkbox.
3. On the Comments tab of the media page, Discussion is closed is displayed and the "Add a Comment" text box is not displayed.

Managing a Media Gallery

By default, users assigned with a Teacher role in a Blackboard Learn course can manage the course Media Gallery. As the manager, you can perform actions that other users enrolled to the course (like students) cannot.

These actions include:
- Configure settings like the description of the Media Gallery
- Moderate the content added to the Media Gallery
- Remove content from the Media Gallery
- Access the Media Gallery Analytics page

All users enrolled to the course can:
- View approved content
- Browse and search the Media Gallery
- Add Media (pending the teacher's moderation)
- Remove media they have added

To edit the Media Gallery configuration and metadata (available to Course Managers)

1. In the Media Gallery, select Edit from the Actions drop down menu.
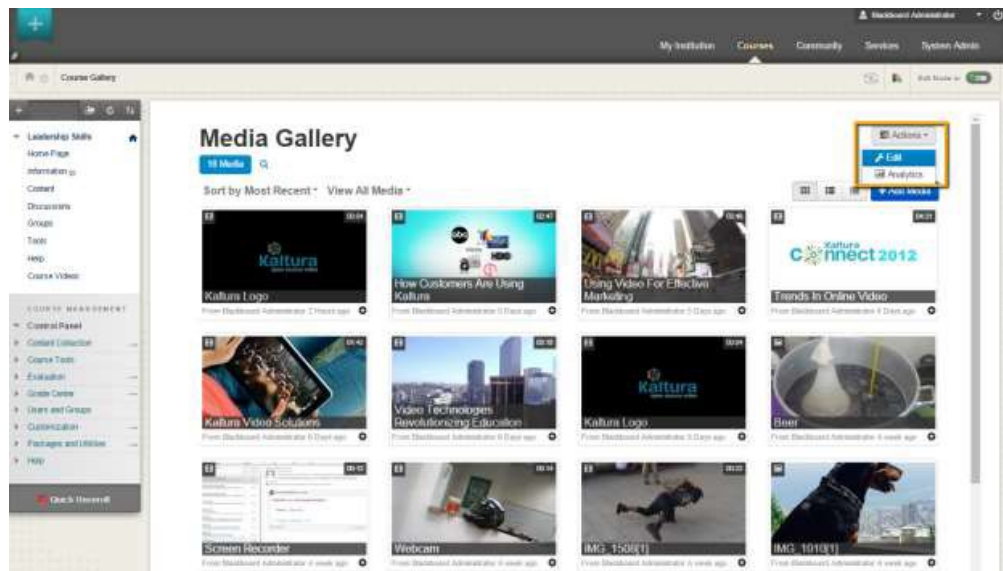
The Edit Media Gallery page is displayed.

2. Optional) Enter a description and tags for the Media Gallery for the course.
3. Select:
    a. Moderate content (media will not appear in the Media Gallery until approved by the faculty) allows you to determine whether content should be moderated. If moderation is disabled, everyone, including students, can publish content to the gallery.
    b. Enable comments in Media Gallery – Determines whether comments should be enabled in the gallery.
4. Click Save.

Publishing Media to a Media Gallery

You can publish media or upload new content from your desktop.

To publish media to a Media Gallery

1. Select Add Media button.

2. Filter your content. Select one or more of the following filtering options:
    a. Sort by Most Recent – Alphabetical, Comments
    b. View All Statuses – Private, Published, Pending, Rejected
    c. View All Media – Videos, Audios or Images, Video Presentations
3. Check the box(es) next to the media you want to add to the Media Gallery
4. Click **Publish**. The content will be added to the Media Gallery

To upload new media to a Media Gallery

1. Click the +Add Media button.
2. Click Add New.
3. Select the media type to add.
4. Continue as described in Creating New Media. The new media item/s are automatically published to the Media Gallery they are initiated from.

Moderating Content

Teachers and TAs may approve or reject content from the Media Gallery.

To approve and reject content that is pending moderation

1. In the Media Gallery, click on Browse Pending.
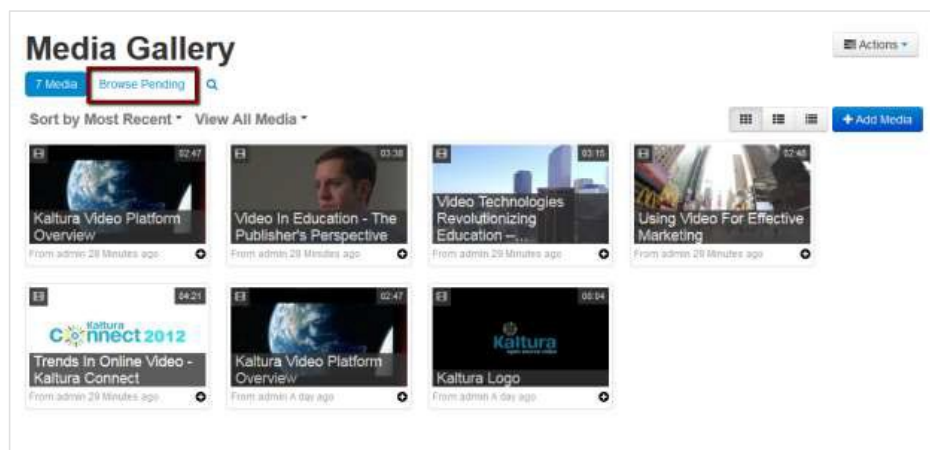
Note: If there are no media items pending moderation, the Browse Pending tab is not displayed.

2. Click on the thumbnail to view the media.
3. Click Approve or Reject for a specific media item or check multiple media items and click. Approve or Reject on the top (View All media) is for bulk approving or rejecting all media that has been selected.

Adding Media to a Course's Featured Media Gallery

To add the Featured Media Gallery to a course home page

1. In a course home page, click Add Course Module.
2. Click Other.
3. Under Featured Media Gallery click Add. The Featured Media Gallery is displayed in the course home page.
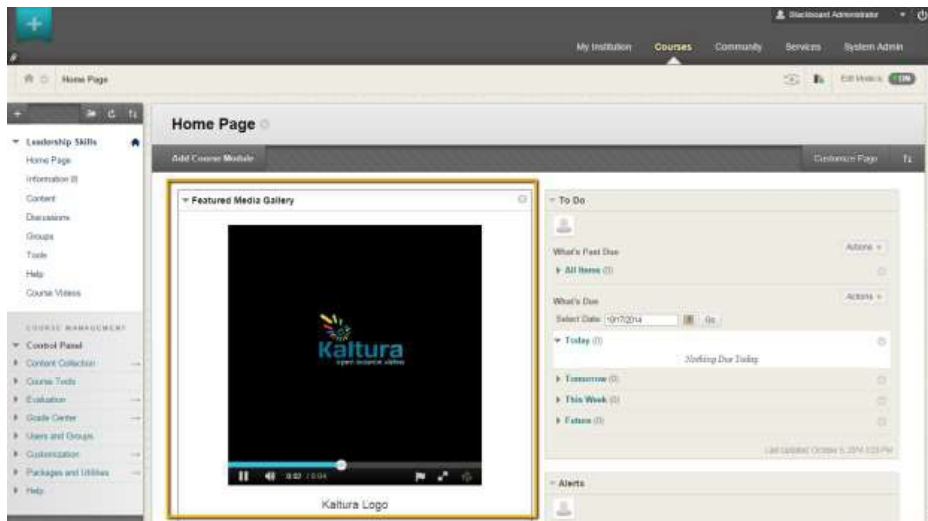
To add media to the Featured Media Gallery

1. As a course manager/teacher, go to a course's Media Gallery.
2. Under the entries you want to add to the Featured Media Gallery, click the Featured button. A filled star indicates the media is included in the Featured Media Gallery.
3. To remove an entry from the Featured Media Gallery, click the Featured button again. An empty star indicates the media is not included in the Featured Media Gallery.