Manual Kaltura through Blackboard

Instructor manual

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**Kaltura Capture**

Kaltura Capture can be used to make recordings of your computer’s desktop and is a way to record your lectures in case you are not able to do a live lecture. You can, for example, have a PowerPoint presentation running while Kaltura Capture is running. Since Kaltura Capture also records audio, you can add the audio part of the lecture as well.

Though Kaltura Capture is available through the Kaltura integration within Blackboard, Kaltura Capture works best by using it as described by following the guide listed below: https://blogs.library.leiden.edu/fb-video/docs/manual-videoportal-university-leiden/kaltura-capture/

Recorded Kaltura Captures can be placed in your Blackboard course by following the steps described in the section “Kaltura within a Blackboard course”

**Log in to Blackboard**

1. Go to https://blackboard.leidenuniv.nl/
2. Log in with your standard ULCN name and password.

**My Media**

**Introduction My Media**

Below, all options in My Media are explained in short. How to use these options in detail is explained per option after the introduction.

1. On the My Institution page there is a link to the program ‘My Media’. Click this link.

2. In My Media there is an overview of all videos you have uploaded. If you have not used Kaltura before this overview will be empty.

3. At the top, you see the pull down menus that you can use to browse in My media. Above it is the search field.
4. On the top right hand side you will see 5 buttons. The one on the upper right is the refresh button. This updates the overview with the latest changes (if any).

5. The button “Add New.” Is used to add new videos in different ways. With Media Upload you can upload video footage as a file. With Webcam recording you can record a video with a webcam. With YouTube you can select a YouTube video to add to My Media. With Video Quiz you can add questions to your video.

6. On the far right you see the button Actions. Here two options are available: Publish and Delete. With Publish you can make a video available for a course. With Delete you can remove a video from My Media.

NOTE: When you remove a video from My Media it will automatically be removed from all locations you have made it available to. For instance: if you remove a video that you have used in an assignment it will no longer be available for that assignment. If that is too radical, there is a possibility to transfer ownership of the video to somebody else. Please consult the chapter on Advanced Settings of the Video portal manual for this.
7. On the right there are two more buttons. These you can use to change your list views for My Media. The right hand buttons only shows titles. The left hand button shows detailed information: description, image, number of likes, number of views, and numbers.

8. Once you have uploaded a video there are two options available: Edit and Delete. With Edit you can adjust the video settings. With Delete you remove the video from My Media.

**NOTE:** When you remove a video from My Media it will automatically be removed from all locations you have made it available to. For instance: if you remove a video that you have used in an assignment it will no longer be available for that assignment. If that is too radical, there is a possibility to transfer ownership of the video to somebody else. Please consult the chapter on Advanced Settings of the Video portal manual for this.

9. By clicking the video or the blue balloon of Comments, the video will open in a new screen. You can now see the details of the video or write a comment.

There are also some options available under Actions. More information is provided in the chapter Advanced Settings of the Video portal manual.
My Media: Add New

With this button you can add new videos in different ways. With Media Upload you can upload video footage as a file. With Webcam recording you can record a video with a webcam. With YouTube you can select a YouTube video to add to My Media. With Video Quiz you can add questions to your video.

Add New: Media Upload

Make sure you have the video you wish to upload available as a file.

1. Go to My Media.
2. Click Add New.
3. Select Media Upload.
4. Click in the next screen on: Choose a file to upload.
5. A separate window will open in which you can search for the video. Select the video and click Open.

Upload Media

6. Wait until the file has been uploaded completely. When the upload is successful the following message will appear.

Upload Media

7. Fill out the fields below the message. The name is automatically generated. You can edit the name if you wish. The fields Name and Description are required.

8. In the field Tags you can indicate key words that describe this video. Select faculty, language, and areas of interest.
9. Indicate at Creative Commons and Rights who owns the video copyright.
Creative Commons: https://creativecommons.org/share-your-work/licensing-types-examples/

10. Click Save at the bottom of the page.

11. The green message indicates that the video is now available in My Media. By clicking on Go To My Media you will get an overview. To make the video available for a course you select Published.
12. Select the course you wish to make the video available for. Click again on Save.

13. A message will now appear to inform you that the video is added to the Media Gallery for that course. By clicking on Go To Media you will get an overview. You can continue by clicking one of the tabs at the top of the page (for instance: My Institution).

Add New: Webcam Recording
For this you need the Flash browser plug-in.

1. Go to My Media.
2. Click Add New.
3. Select Webcam Recording.
4. A new screen will open (see below). By turning on your webcam and clicking the button **Allow** you can make a recording.

Add New: YouTube
First select the YouTube video you wish to add to the course environment. Make sure you have the URL available.

1. Go to My Media.
2. Click Add New.
3. Select YouTube.

4. Select the URL of the video you wish to make available.
5. Copy the URL into the text field. The URL will automatically change into a code.
6. Click Preview.

7. On the right the video will appear. Below you will see the video details.

8. The fields Name and Description are already filled out with the YouTube information. You can edit these fields if you wish. These fields are required.

9. When you scroll down the page you will see more fields. In the field Tags you can write the key words that describe this video. Select faculty, language, areas of interest.

10. Indicate in Creative Commons and Rights who owns the video copyright. In general the video copyright for a YouTube video will be available below the explanation on the website. Creative Commons: https://creativecommons.org/share-your-work/licensing-types-examples/
11. Click **Save**.

12. The “green” message indicates that the video is now available in My Media. By clicking on Go To My Media you will get an overview. To make the video available for a course you click on Published.

13. Select the course you wish to make the video available for. Click again on **Save**.
14. A message will now appear which will indicate that you have added the video to the course’s Media Gallery.
15. You can continue by clicking on **Go To Media**. You will enter an overview of your video.

**Add New: Video Quiz**

With an interactive video quiz (IVQ) it is possible to let the viewer answer some questions while playing the video. First choose and watch the video to whom you want to add your questions. Consider which questions (and answers) you want to add to the video. Make sure you also have feedback or a tip available to adjust to the question.

1. First upload the video of your choice (see chapter My Media: add new).
2. Go to **My Media**.
3. Click **Add New**.
4. Click **Video Quiz**.

5. Click the Select button next to the video you want to use to make your quiz.
6. Fill in the (required) fields and/or adjust the settings to your preferences.
7. To add questions to your video, click on the timeline (1) at the bottom of the screen and press the Add a Question button (2) on the video to add a question at this time index.

My Media: Actions
To use Actions you first have to select the correct video(s). You do this by ticking the checkbox on the left of the video.

Actions: Publish
With this option you make the video available in (one of) your courses

1. Go to My Media and select the video.
2. Click Actions.
3. Select Publish.
4. Click **Publish**.

5. You might get a message stating you need to complete all the required fields. In this case press **Edit** and make sure these are all entered correctly.

6. You can now see your courses. Select the course in which you want to make the video available.

7. Click **Save**. At the top of the page you will see a message that the video is now available for the selected course.

8. Below you can also see that the video is published and for which course. Click **Back** to return to **My Media**.

**Actions: Delete**

**NOTE:** When you remove a video from **My Media** it will automatically be removed from all locations you have made it available to. For instance: if you remove a video that you have used with an assignment it will no longer be available for that assignment. If that is too radical, there is a possibility to transfer ownership of the video to somebody else. Please consult the chapter **Advanced Settings** of the Video portal manual for this.

1. Go to **My Media**.
2. Click **Actions**.
3. Select **Delete**.
4. When you select the **Delete** option you always will get the question if you are sure about the removal. Click **Delete** again to remove the video. Click **Cancel** if you change your mind.

![Delete Confirmation](image)

5. If you get a “You are not allowed to delete this media” message, your video might still be published somewhere.

**Actions: Edit Quiz**

With these options you can change the preferences for your quiz and the quiz itself.

1. Go to My Media.
2. Click on the title of the video.
3. Click on the button **Actions** under the video and choose Edit Quiz. See *My Media: Add new* for more info.

**Actions: Analytics**

With this option you can view the statistics of your videos.

1. Go To My Media.
2. Click on the title of the video.
3. Click Action under the video and choose Analytics. Wait until the page is loaded. If you have made a quiz, here you can find the answers of the students to your questions.

### General Metrics

<table>
<thead>
<tr>
<th>Metric</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVG SCORE</td>
<td>100%</td>
</tr>
<tr>
<td>VISITS</td>
<td>9</td>
</tr>
<tr>
<td>PLAYS</td>
<td>4</td>
</tr>
<tr>
<td>VIEW DROP OFF</td>
<td>56%</td>
</tr>
<tr>
<td>AVG VIEW TIME</td>
<td>00:00:16</td>
</tr>
<tr>
<td>LIKED</td>
<td>0</td>
</tr>
<tr>
<td>COMMENTS</td>
<td>0</td>
</tr>
</tbody>
</table>

### Top Engaged Users

- Judith Jets
  - 4 Plays

### Quiz Users

- Judith Jets
  - 100% Correct

### Quiz Questions

- Vraag: Welke dieren heb je toe
  - Je hebt dit antwoord fout
  - 100% Correct

### Top Plays in Media Galleries

- No data
My Media: Edit

On the right of each video you will find the Edit button. With this you can view and adjust the video’s default settings. For a detailed explanation of this option you can consult the chapter Advanced Settings of the Video portal manual. After you have made your changes click Save and then Go To Media to return to the main window.

My Media: Delete

NOTE: When you remove a video from My Media it will automatically be removed from all locations you have made it available to. For instance: if you remove a video that you have used with an assignment it will no longer be available for that assignment. If that is too radical, there is a possibility to transfer ownership of the video to somebody else. Please consult the chapter Advanced Settings of the Video portal manual for this.

At the right of each video you will find the Delete button. With this you delete the videos one by one. If you wish to remove more than one video at a time you can best use Actions | Delete.

When you select the Delete option you always will get the question if you are sure about the removal. Click Delete again to remove the video. If you are not sure you can click Cancel.
Kaltura within a Blackboard course

1. Go to the Courses tab at the top of the page.
2. Here you will see an overview of the courses for which you are registered. Click the course you wish to review.

Embedding a video in Content

1. Click Content in the menu on the left.
2. Click Build Content. Select Kaltura Media in the drop down menu.
3. If you want to select a video from the videos which are now shown, go to step 16.

4. Click Add New on the right. You can choose what you want to upload here. Choose Media Upload to upload a file from your pc, and follow the steps below. For information on Webcam Recording, YouTube and Video Quiz, please refer to My Media sections in this manual.

5. In the next screen, click Choose a file to upload.

Upload Media

6. A new window will open, where you can select your video. Select the video and click Open.
7. Wait until the file has been uploaded. If the upload was successful, this notification will be shown:

**Upload Media**

8. Fill out the fields beneath the notification. Name will be filled out automatically. You can adjust it if needed. Name and Description are both mandatory.

9. For tags, fill out keywords which describe your video.

10. Select the faculty, language, and interest areas.

11. Indicate the copyrights of the video at Creative Commons and Rights.
    Creative Commons: [https://creativecommons.org/share-your-work/licensing-types-examples/](https://creativecommons.org/share-your-work/licensing-types-examples/)
12. Click Save at the bottom of the page. A notification will be shown at the top of the page:

Upload Media

Your changes have been saved.

13. Click Go to My Media at the bottom of the page.

Save       Go To Media       Go To My Media

**NOTE**: The video is not yet available in the course.

14. Click the Pencil icon on the right to select a video.

15. You can now add text to the text pane. Fill out the fields and click **Save**.
16. From the My Media tab, press the “/> Embed” icon on the right of the video you want to embed in the course.

17. Enter a title and description and press Submit.
18. Your video is now embedded into your course.
Embedding a video in Discussion Board

1. Click **Discussions** in the menu on the left.

2. Click **Create Forum**.
3. In the toolbar there is a button **Mashups**. Click this and select **Kaltura Media**.

4. A new window will open. If you wish to select a video from the options that are available to you now go to step 10. If you wish to create a new file you go to step 6.

5. Click **Add New** in the top right hand side. Here you can select what you wish to upload. Select **Media Upload** to upload an existing file and follow the steps below. To use the options Webcam Recording, YouTube and Video Quiz you can consult the chapter My Media in this manual.

6. A new window will open. Click **Choose a file to upload**.
7. Select the video you wish to upload and click Open.

8. Wait until the file has been uploaded completely. When the upload is successful the following message will appear:

9. Fill out the fields below the message. The name is automatically generated. You can edit the name if you wish. The fields **Name** and **Description** are required information.

10. In the field **Tags** you can indicate key words that describe this video.

11. Fill out the faculty, language, and areas of interest.
12. Indicate at Creative Commons and Rights who owns the video copyright.
Creative Commons: https://creativecommons.org/share-your-work/licensing-types-examples/

13. Click **Save** at the bottom of the page. This notification will be shown at the top of the page:

**Upload Media**

Your changes have been saved.

14. Click Back to Browse and Embed at the bottom of the page.

**NOTE:** the video is not available in the course yet.
15. Choose the video you wish to upload and click `<Embed>`.

![Video Embed](image)

16. You will now see your video in the “Description” field. You may also add or adjust the text in the text pane. Fill out the other fields as needed and click Submit on the right. A new forum will now be shown in the overview, with the video in it.

![Create Forum](image)

To create a thread, click the existing forum and then “Create thread”. The steps after that are the same as those above.
Assignments: video for instruction

1. Click **Content** in the menu on the left (or another option within which you would like to place an assignment).

2. Click **Assessments** and then **Assignment** in the drop down menu.
3. If your Instructions text pane looks like this, please click the arrows on the right:

4. Click the button **Mashups** in the toolbar and select **Kaltura Media**.

5. A new window will open. If you wish to select a video from the available options, you go to step 10. If you wish to create a new file you go to step 6.

6. Click **Add New** on the right. You can now choose what you would like to upload. Choose **Media Upload** to upload an existing file and follow the steps below. If you want to use the options Webcam Recording, YouTube and Video Quiz, please go to My Media in this manual.
7. Click Choose a file to upload in the next screen.

8. A new window will open. Select the video you wish to upload and click **Open**.

9. Wait until the file has been uploaded completely. When the upload is successful the following message will appear.
10. Fill out the fields below the message. The name is automatically generated. You can edit the name if you wish. The fields Name and Description are required information.

11. In the field Tags you can indicate key words that describe this video.

12. Select faculty, language, and areas of interest.

13. Indicate at Creative Commons and Rights who owns the video copyright. Creative Commons: https://creativecommons.org/share-your-work/licensing-types-examples/

14. Click Save at the bottom of the page. This notification will be shown at the top of the page:

Upload Media

Your changes have been saved

15. Click Back to Browse and Embed at the bottom of the page.
NOTE: the video is not available in the course yet

Select the video you wish to upload and click Embed.

16. You will now see the video in the field Instructions. You can also add/adjust text in the text pane. Fill out the other fields as needed and click on Submit on the right.

17. A new assignment will now be shown in the overview, with the video in it.

Assignments: Handing in a video
If you want students to hand in a video assignment, please use Pitch2Peer instead. If you don’t want to make use of peer review, please select the ‘Submission only’ option in your Pitch2Peer assignment.

Please note! Pitch2Peer is only used in some faculties. Please ask your faculty support for the situation at your faculty.
**Media Gallery**
The Media Gallery can give you an overview of all videos within your course.

**Availability**
You can make the Media Gallery available to your students as follows.

1. Go to the course.
2. In the menu on the left, click the plus sign at the top and then click **Tool Link**.
3. Select **Media Gallery** in the drop down menu. For **Name** fill in **Media Gallery** as well.
4. Click **Submit**.
5. **Media Gallery** will now be shown in the menu. If you click the arrow to the right of the menu button, you can select **Show Link**. This will make the Media Gallery available to students.

![Media Gallery Menu](image)

**Introduction to Media Gallery**
If you click the menu button Media Gallery, this will take you to this page:

![Media Gallery Page](image)

**Actions: Edit**

At the right top, you can see the button Actions. You can adjust the settings of the Media Gallery through Edit. For example, you can add a description or tags, determine whether all media should be checked by you or another instructor before publishing, and determine whether comments are allowed. To save the settings, click Save and then Back to Media Gallery.
At the top right, you can see the button Actions. You can view the analytics of all media through Analytics. This will show what has been watched, how many times, what different users did, etc.
Views

Below Actions, on the left there are three buttons. With these you can determine how you want to view the videos on your screen. The different views are displayed below. By clicking the plus signs next to or below the videos you can see more information about the videos.

NOTE: If you delete a video from My Media, it is automatically deleted from all places where you have embedded the video. For example: if you delete a video from My Media which has been embedded in an assignment, the video will no longer be available in the assignment. You can also pass on the ownership of a video. More information can be found in the chapter Advanced Settings of the Video portal manual.

Add Media

You can add videos to the Media Gallery through Add Media. If you click Add Media, a new screen will be opened:

You can see all videos which are in My Media on the left side. These are videos which are available to you to directly publish in the course. The checkmarks on the left indicate whether the video is already available in the Media Gallery of this course. If there is no checkmark yet, you can add the video to the Media Gallery like this:

1. Check the video.
2. Click Publish at the right top.
3. You will now automatically go to the Media Gallery. You will now be able to see the video which you have just added.

You may be able to see ‘Shared Repository’ at the left top. These are videos which have been shared with you through Kaltura. You can also publish these videos in the Media Gallery, in the same way as explained above.
You can also publish a video in the MediaGallery which is not available in My Media yet. To do this, you go to Add New at the right top.

You can now choose what you want to upload. Choose “Media Upload” to upload an existing file. Choose Webcam Recording to record a new video with your webcam. Choose YouTube to select a video from YouTube for publishing. Please refer to My Media in this manual for more information.

**Approving videos of students**

Students can also add videos to the Media Gallery if you have made the Media Gallery available. However, you have to approve the video before it will be available to other students. You will receive an email if a student has uploaded a video to the Media Gallery. You can then watch the video in the course and indicate whether you want the video to be published.

1. Go to the course in Blackboard.
2. Go to Media Gallery through the menu on the left.
3. You will see “1 Pending” at the left top. Click this to be able to see the student’s video.

4. You are able to watch the video by clicking it. You can then indicate on the right whether you want to add the video to the Media Gallery (Approve) or not (Reject).
Comments and likes in the Media Gallery

Below each video tile there are three icons. The heart indicates the number of likes, the eye the number of views and the text balloon the number of comments.

By clicking on the blue text balloon comment icon you open the video in a new screen and view it. In this window you can add a like or a comment yourself. The like button is in the left bottom corner below the video. On the bottom right you can return to the Media Gallery. At the bottom you can read other people’s comments and add responses yourself.
Error messages

This message can appear while uploading a video. It indicates that the selected video does not have the correct file form.

1. Make a copy of the video and save it to your PC. Try to upload this copy.
2. Convert the video to a different video file format.