

## **Kaltura Student FAQs**

### **What is Kaltura?**

**Kaltura** can be used to record audio, screen capturing, webcam videos, and upload them or existing media from your device to Kaltura My Media in Blackboard.

### **Terminology (Difference between Kaltura My Media and Kaltura Media Gallery)**

- **My Media** is a collection of all the videos you've recorded or uploaded with the Kaltura tools.
- **Media Gallery** is the place, within a course, where professors may post videos for you to view. If you are asked to record and post a video, the professor may ask you to post the video in the Media Gallery. We still recommend recording the video from your **My Media** account and then publishing to the course Media Gallery, as opposed to recording a video in the Media Gallery.

### **How to create a Kaltura account?**

Login into **Blackboard** and go to **Tools**, select **Kaltura My Media LTI**. It will redirect you to the LTI Launch page. Click on the **link** on the LTI Launch page. This will automatically create your Kaltura account.

### **What are the features available in Kaltura My Media?**

- 1. Add New**
  - Media Upload
  - Express Capture
  - YouTube
  - Kaltura Capture
  - Video Quiz
- 2. Actions**
  - Caption & Enrich
  - Publish
  - Delete
- 3. View Analytics**
- 4. Launch Editor**

### **What are the features available in Kaltura Media Gallery for students?**

Students registered with the particular course can access the course-related media published by both instructors or a co-student named as Kaltura Media Gallery. Here students can view the videos published by their course instructor and can also upload their own videos from Kaltura My Media to the course.

#### **Add New->Add Media**

- Media Upload
- Express Capture
- YouTube
- Video Quiz

### **What is Publishing Status?**

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.

### **How to upload content?**

The **Media Upload** is used to **upload** or **drag and drop** a file from a computer to My Media. All common video, audio, and image formats in all resolutions are accepted. If a user wants to add a video to Kaltura which they have previously recorded on the computer, they can use the upload content feature.

Kaltura My Media > Add New > Media Upload > Drag & Drop file or choose to upload from your computer

### **How to upload a YouTube video?**

The YouTube feature in my media is used to upload public YouTube videos to Kaltura My Media. Go to My Media-> Add New-> YouTube-> Video Page Link (or Content ID)-> Paste the YouTube video Link-> Click on Preview.

Fill out the name, description, tags and select the publishing status. Finally, click on the Save button. Now the YouTube video can be seen in the Kaltura My Media.

### **What is Kaltura Capture?**

To record your videos using Kaltura Capture in Blackboard, use the Kaltura Capture Desktop Recorder application. **Kaltura Capture Desktop Recorder** is an application that makes it easy for users to create and upload videos to Kaltura through Blackboard. This software is available for Windows or Mac.

If you've already installed Kaltura Capture Desktop Recorder, it will launch automatically. If not, install the application before using Kaltura Capture.

### **How to record videos using the Kaltura Capture Desktop Recorder application in My Media?**

Kaltura My Media > Add New > Kaltura Capture

If you've already installed Kaltura Capture Desktop Recorder, it will launch automatically. Now click on the new recordings. A new window will be opened with options to select appropriate content to be recorded (screen, camera, and audio). Select the type of content to be recorded and click on the red button to start recording.

### **How to save recorded videos in the Kaltura Capture Desktop Recorder application?**

Once the recording is completed, click on the stop recording button. Now fill out the title, description, and tags then click on the save and upload option. The newly recorded video will be uploaded to Kaltura My Media.

### **What is the difference between save, save, and upload in the Kaltura Capture Desktop Recorder application?**

If you click on **save**, the videos will be saved to the Kaltura Capture Desktop Recorder application library and cannot be seen in Kaltura My Media. You can later upload the videos to Kaltura my media from the library by clicking on the upload option.

If you click on **save and upload**, the videos will be saved to the Kaltura Capture Desktop Recorder application library and uploaded to Kaltura My Media.

### **What is Express Capture?**

Go to Kaltura My Media-> Add New-> Express Capture

The Express Capture enables recording content directly from the browser without the need to install any additional software. The recorded content can be saved to My Media or Media Gallery.

### **How to edit captions in Kaltura?**

To edit the already existing captions for the uploaded videos follow the instructions below.

1. Login into blackboard and click on **Kaltura my media** in **tools**.
2. It will redirect to the **My Media** page.
3. Select the existing **media** for which you wish to edit captions.
4. Click the **Actions** drop-down menu and select Caption and Enrich.
5. The resulting table will display one row for each of the recording's caption tracks. The Edit icon is displayed for all completed captions. Click **edit** in the right-most column to edit the desired captions.
6. The caption editor will open. Edit the desired caption in the text field at the center of the page.

### **How to launch a video editor?**

If the user wants to launch the editor.

Kaltura My Media -> Click on the edit button on the right-hand side of the video-> Launch Editor

### **What are the features available in Video Editor?**

In the video editor, users can trim and cut the videos.

#### **Trim edges**

If the user wants to trim videos

Kaltura My Media -> Click on the edit button on the right-hand side of the video-> Launch Editor-> At the bottom, you can select set in set out to trim the timeline.

#### **Remove a part (cut out from timeline)**

Kaltura My Media -> Click on the edit button on the right-hand side of the video-> Launch Editor-> At the bottom click on split and delete the timeline.

## **Hotspots**

Kaltura My Media-> Click on the edit button on the right-hand side of the video-> Launch Editor-> Hotspots-> Add Hotspot->Add Text-> Add URL->Done.

- If the user wants to jump to the timeline.

Kaltura My Media-> Click on the edit button on the right-hand side of the video-> Launch Editor-> Hotspots-> Add Hotspot->Add Text-> Time in this video->Done.

## **What is Kaltura Knowledge Center?**

Kaltura Learning is a new video portal based on Media Space. Contained on the portal are short "How To" tutorial videos, covering the various workflows present in the Kaltura product.