

Kaltura FAQ for Students

What is Kaltura?

Kaltura is a media management software that is used to record audio, screen capture, webcam videos and upload them or existing media from your device to Kaltura My Media in Canvas.

Terminology

- **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 it to the course Media Gallery, as opposed to recording a video in the Media Gallery.

How can I create a Kaltura account?

Login into Canvas and go to Courses. Select a course and click on My Media on the global course navigation bar. It will redirect you to your automatically created account on Kaltura Mediaspace.

What does Kaltura My Media allow me to do?

1. Add New (Content)

- 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 in a particular course can access the course-related media published by both instructors and/or students in Kaltura Media Gallery. Many instructors publish videos for the course

inside the Media Gallery. Instructors can also allow students to publish videos inside the course Media Gallery.

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 do I upload a video?

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 can I 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 any relevant information you would like to associate with the video (name, description, tags and select the publishing status). Finally click on the save button. Now the YouTube video can be seen in your Kaltura My Media.

What is Kaltura Capture?

Kaltura Capture is a tool to record videos in Kaltura.

To record your videos using Kaltura Capture in Canvas, 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 Canvas. 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 can I record videos using Kaltura Capture?

Go to **My Media -> Add New -> Kaltura Capture**.

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 do I save recorded videos in Kaltura Capture?

Once the recording is completed, click on the stop recording button. Now fill out the title, description and tags then click on **Save** or **Save and Upload** option.

What is the difference between “save” versus “save & upload” in Kaltura Capture?

- 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?

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

Go to **My Media** -> **Add New** -> **Express Capture**.

How can I edit captions in Kaltura?

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

1. From your My Media page, select the existing media for which you wish to edit captions.
2. Click the **Actions** drop-down menu and select Caption and Enrich.
3. 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.
4. The caption editor will open. Edit the desired caption in the text field at the center of the page.

How can I edit my videos?

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 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.

You can visit the Kaltura Knowledge Center here: : <https://knowledge.kaltura.com>

Kaltura Student Training Videos:

<https://astate.mediaspace.kaltura.com/channel/Student%2BVideo%2BResources/298602042>

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