Introduction to Kaltura

The Kaltura media content management system allows users to record, stream, and manage multimedia files. This industry-leading enterprise system offers many robust tools. This guide covers recording, basic editing, uploading, and embedding content in Kaltura from within the Canvas environment.

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Getting Started with My Media and Media Gallery

1. Login to Canvas, click on a course, and then locate My Media (A) and Media Gallery (B) in Course Navigation.

   a. **My Media** is where you will find all of your Kaltura content. This is user specific, so when a student clicks on My Media, they will see their content and not yours. All of your videos will appear here regardless of the course.

   b. **Media Gallery** is a location where you can publish course videos. This is course specific, so content published in one class will not appear in the Media Gallery of another course.

2. If My Media and Media Gallery are not visible in Course Navigation, they will need to be enabled.
   a. Click on **Settings** (A), located at the bottom of Course Navigation.
b. Click on **Navigation** (A). This page contains two sections. The top section (B) contains the items enabled in your course. This is what students see and can use in your course. The bottom section (C) contains the items available, but hidden from view.
c. Locate My Media and Media Gallery. Click and drag them individually to the top section.

d. Once the two items are move to the top, scroll to the bottom and click Save.

4. The first time you click on My Media, you will see a screen stating that Kaltura is requesting access to your account. Click **Authorize**.
Adding Media to My Media

Adding media to Kaltura is accomplished through the Blue Add New button. This allows users to upload existing media from your computer, create new content using the computer’s webcam, access Kaltura’s CaputreSpace for multiple screen recording options, bring in YouTube content, and create in-video quizzing that integrates directly into the Canvas gradebook.

Click the blue Add New button to bring media into Kaltura. Clicking on Add New (A) will open a drop down menu.

- **Media Upload** (B) is used when the media exists on your computer. Clicking on this will bring up a window to find the video on your computer.
- **Webcam Recording** (C) will use the computer’s webcam to record a video.
- **Record a Presentation** (D) will open a page with directions on installing a desktop recorder.
- **YouTube** (E) Import YouTube videos into Kaltura’s My Media.
- **Video Quiz** (F) allows you to add quiz questions to a video in your My Media.
Uploading Content from Your Computer

1. To add video that is on your computer, click on Add New (A) and Select Media Upload (B).

2. Next, click + Choose a file to upload

3. Locate the media in your File Explorer or Finder.

4. Add a Name (A), Description (B), and tags (C). Tags assist you with locating your videos. You can tag it with the subject, various content, class, etc. Click Save when you have finished (D).
Webcam Recording

1. To Record a video from your webcam, click **Add New (A)** and then **Webcam Recording (B)**

2. Select **Allow** access to camera and microphone.

3. Another window will appear. Click **Remember (A)** so that you can avoid the previous window next time. Click **Close (B)**

4. Click anywhere on the video to start recording.
5. To stop recording, click anywhere on the recording screen.

6. Below the video, you have the ability to add the Name (A), Description (B), and tags (C) to the video. At the bottom, click Save (D).

Record a Presentation using CaptureSpace

1. To Record a presentation, click Add New (A), and then Record a Presentation (B)
2. The first time you click on Record a Presentation, you will need to install the Kaltura CaptureSpace application. For a Windows based PC, choose the link on the bottom left. For an Apple computer, choose the link on the bottom right. When you click on Record a Presentation (B), this screen will always appear, but after installation, CaptureSpace will automatically open.

3. When the Application opens, you will have five options.
   - **Presentations and lectures** (A) will capture the screen, slides, webcam, and audio
   - **Screen** (B) will capture the screen and audio
   - **Webcam** (C) will capture the computer’s webcam and the audio
   - **Screen and Webcam** (D) will capture the screen, webcam, and audio.
   - **Voice** (E) will only record the audio
Click on Presentations & Lectures in the Record tab

1. Begin by selecting the webcam you would like to use (A). Up to 3 on a PC and 1 on a Mac. Choose the monitor to record (B). With Presentation on (C), Kaltura will capture the presentation slides. With this feature, you run your presentation from this application. Sound (D) allows you to capture the audio. Use the dropdown menu to select from available microphones. Click Record (E) to start recording the session.
2. Click Draw (A) to bring up the drawing tools. Select Pause (B) to take a break from recording. Click Done (C) when you are finished with the video. Click Cancel (D) to end the recording without saving.

3. Drawing tools are available to freely markup the screen when recording.

4. When you click done, an editing window will appear. To **trim** off the ends of the video, click Trim (A). Drag the blue handles (B) to adjust the areas to cut out. Gray areas, boxed in red, will be removed. Click the Play button (C) to view the video with the trim applied.
5. Click Apply (A) located in the lower right corner.

6. To cut a piece out of the middle, click Chop (A). Drag the blue handles (B) to adjust the gray area. Gray area, marked in red, will be removed. Click the Play button (C) to view the video with the chop applied.

7. Click Apply (A) located in the lower right corner.

8. Both Trim and Chop can be applied multiple times. When you are finished editing, click Done (A).

9. Click Edit original recording
10. Add your Title (A), Description (B), Tags (C), and click Upload (D) when you are done.

11. When the video has been uploaded, the screen will change with an Upload Success message at the top. Click Close.

12. Your video will now be in My Media. Depending on the length of the video uploaded, there may be a short delay before you will see it in Canvas.
Screen- Record the Screen and your Voice

1. Click on Screen in the Record tab.

2. Choose full screen or select area (A). When ready, click on Record (B) to start the recording.
3. Drawing tools are available when recording the screen. Use the tools to draw freely on the screen during the recording. You can stress important points by drawing a circle around them, or highlight important aspects. Click on Draw to use the drawing tools.

4. Click Done (C) when you are finished recording.

5. When you click done, an editing window will appear. To trim off the ends of the video, click Trim (A). Drag the blue handles (B) to adjust the areas to cut out. Gray areas, boxed in red, will be removed. Click the Play button (C) to view the video with the trim applied.

6. To apply the edit, click Apply (A) located in the lower right corner.
7. To cut a piece of the video out of the middle, click **Chop** (A). Drag the blue handles (B) to adjust the area to cut out. Gray area, marked in red, will be removed. Click the Play button (C) to view the video with the chop applied.

8. To apply the edit, click **Apply** (A) located in the lower right corner.

- Both Trim and Chop can be applied multiple times. When you are finished editing, click **Done** (A).

9. Titles (A) add text before the video. Credits (B) adds text to the end. Click directly on the slide (C) to modify the text. Click Apply (D) when you are done.
10. Click Edit original recording

![Edit original recording](image)

11. Add your Title (A), Description (B), Tags (C), and click **Upload (D)** when you are done.

![Upload options](image)
12. When the video has been uploaded, the screen will change with a Upload Success message at the top. Click Close.

![Upload Success](image)

13. Your video will now be in My Media. Depending on the length of the video uploaded, there may be a short delay before you will see it in Canvas.

**Screen and Webcam - Records screen, webcam, and audio**

1. Click on Screen & Webcam in the Record tab.

![Screen and Webcam](image)
2. Select whether to record the entire screen or only a selected area. To record a specific area of the screen, click on Select Area and drag your mouse to capture the desired area to capture. When ready, click on Record to start the recording.

3. Drawing tools (C) are available when recording allowing you to freely draw on the screen. You can stress important points by drawing a circle around them, or highlight important aspects. Anytime during a recording, you can click on Draw to use the drawing tools.

4. Click Pause (B) to take a break. Click Done (C) when finished recording. Cancel (D) will end the recording without saving the video.
5. When you click done, an editing window will appear. To **trim** off the ends of the video, click Trim (A). Drag the blue handles (B) to adjust the areas to cut out. Gray areas, boxed in red, will be removed. Click the Play button (C) to view the video with the trim applied.

6. Click Apply (A) located in the lower right corner.

7. To cut a piece out of the middle, click **Chop** (A). Drag the blue handles (B) to adjust the gray area. Gray area, marked in red, will be removed. Click the Play button (C) to view the video with the chop applied.

8. Click **Apply** (A) located in the lower right corner.
9. Both Trim and Chop can be applied multiple times. When you are finished editing, click Done (A).

10. Click Edit original recording

11. Add your Title (A), Description (B), Tags (C), and click Upload (D) when you are done.
12. When the video has been uploaded, the screen will change with an Upload Success message at the top. Click **Close**.

13. Your video will now be in My Media. Depending on the length of the video uploaded, there may be a short delay before you will see it in Canvas.

**Webcam- To record video only**

1. Click on Webcam in the Record tab.

2. You will be presented with a 5-second countdown, and then the recording starts. Click Pause (A) to take a break, Done (B) to end the recording, or Cancel (C) to stop and delete the recording.
3. When you click done, an editing window will appear. To trim off the ends of the video, click Trim (A). Drag the blue handles (B) to adjust the areas to cut out. Gray areas, boxed in red, will be removed. Click the Play button (C) to view the video with the trim applied.

4. To apply the edit, click Apply (A) located in the lower right corner.

5. To cut a piece of the video out of the middle, click Chop (A). Drag the blue handles (B) to adjust the area to cut out. Gray area, marked in red, will be removed. Click the Play button (C) to view the video with the chop applied.

6. To apply the edit, click Apply (A) located in the lower right corner.
• Both Trim and Chop can be applied multiple times. When you are finished editing, click Done (A).

7. Titles (A) allows you to add text before the video. Credits (B) adds text to the end. Click directly on the slide (C) to modify the text. Click Apply (D) when you are done.

8. Click Edit original recording
9. Add your Title (A), Description (B), Tags (C), and click Upload (D) when you are done.

10. When the video has been uploaded, the screen will change with a Upload Success message at the top. Click Close.
11. Your video will now be in My Media. Depending on the length of the video uploaded, there may be a short delay before you will see it in Canvas.

**Voice- Records audio only**

1. Click on Voice in the Record tab.

2. You will see a countdown before the recording begins
3. Use the Pause button to take a break from recording.

4. Click Cancel to exit without saving the recording.

5. Click Done when finished.

6. To cut out the edges of the video, click **Trim** (A). Drag the blue handles (B) to adjust the area to cut out. Gray area, marked in red, will be removed. Click the Play button (C) to listen with the trim applied.

7. To apply the edit, click Apply (A) located in the lower right corner.
8. To cut a piece of the audio out of the middle, click Chop (A). Drag the blue handles (B) to adjust the area to cut out. Gray area, marked in red, will be removed. Click the Play button (C) to listen with the chop applied.

9. To apply the edit, click Apply (A) located in the lower right corner.

10. Both Trim and Chop can be applied multiple times. When you are finished editing, click Done (A).

11. Click Edit original recording
12. Add your Title (A), Description (B), Tags (C), and click Upload (D) when you are done.

13. When the video has been uploaded, the screen will change with a Upload Success message at the top. Click Close.
14. Your audio file will now be in My Media. Depending on the length, there may be a short delay before you will see it in Canvas.

**Add a YouTube video**

1. Click Add New (A) and the select YouTube (B)

2. Enter the URL for the video and click Preview
3. The video will open in the window allowing you to view the video as well as add a Name, Description, and any tags. Click Save when you are done.
Making a Video Quiz

1. To create a Video Quiz, Click Add New (A) and then select Video Quiz (B)

2. When the screen refreshes, select the video to make into a quiz. This will duplicate the content so that your original video will remain.
3. Modify both the Quiz Name (A) and the Welcome Message (B) as needed. Students will see this when taking this quiz. The red box contains optional features you can turn on or off by checking or unchecking the boxes. Click **Apply** (C) to save and continue through all of the different optional settings.

4. To add a question, click on the play button to start the video.

5. When you want to add a question, click the Pause button. When the video pauses, click the big Plus icon in the center of the video player.
6. Enter your question in the dotted box labeled **Add a Question Here** (A). Enter the correct answer in the green box with the title, **Add the Correct Answer Here** (B). Add additional choices by adding text in **Add Additional Answer Here** (C). You can add more choices by clicking on the Plus button (D). Notice the blue Q (E) in the timeline indicating the location of the question. By default, the correct answer is at the top. To rearrange the order, hover over a choice to show the dots at the left end (Circled in red). Click and hold the choice to rearrange the order or click the arrows in the black circle (F) to randomize the order. By clicking on the light bulb (G), you can add either a hint or an explanation. Click **Save** (H) when you are ready to add another question or if you are totally done.

- The video will appear with the plus button in the middle. Repeat the steps above to add more questions.
Publishing Videos to Media Gallery

1. In Course Navigation, click on My Media.

2. Check the box(es) (A) to the left of the videos you would like to publish. Click Actions (B) and then click + Publish (C).
3. Click on Published (A) and the window will expand revealing your courses. Check the courses (B) where you would like the video to be viewable. Click Save (C).

4. Click on the Media Gallery in the course you chose.

5. The Media Gallery now contains the published video.
6. You can also publish videos into the Media Gallery by clicking the blue + button in the upper right.

*Depending on your monitor settings, some options may be different. When the screen is large enough, three viewing options will be available. Click A to organize the videos into a grid. Click B to view them in a detailed list. Click C to organize them into a compact list view. The + button in the above image will display as + Add Media (D).

7. Select the videos to add (A) to the gallery and click the + button (B) in the upper right.
Creating a Playlist

Creating a Playlist groups videos in a specific order.

1. In the Media Gallery, Click on Actions (A) and then select Edit (B) from the dropdown menu.

2. Click on the Playlists tab (A) and then click the Create new button (B). From the dropdown, select Manual Playlist (C)
3. On the window that opens, add a **title (A)**, **Description (B)**, **Tags (C)**, and then click **Add Media (D)**.
4. Click the **Add** button (A) to add videos to the playlist and then click **Save** (B).
Embedding Kaltura Videos in Canvas

In Canvas, you can add the video wherever you see the Rich Content Editor. This includes Pages, Assignments, Discussions, Quizzes, announcements, etc.

1. Click on the V (A) to open the dropdown menu and then choose Embed Kaltura Media (B). Depending on the apps installed in your course, you may have the Kaltura icon in place of the V.

2. A window will appear giving you access to the content in My Media. Locate the item and click on Select.
4. The window will disappear and bring you back to the Rich Content Editor. You will now have a gray box holding the place of your media. The box will be blue if it is selected for resizing, justification, or other formatting options.

5. Add in details to the assignment, quiz, or discussion and click Save and Publish at the bottom. The students will now be able to view the video.

Using Your Video Quiz

Instructors can add their video quizzes to any page, announcement, discussion, etc., and students will be able to watch the video and answer the questions. If you want the video quiz to report into the gradebook, the video quiz must be added as an assignment using the External Tool.

1. Click **Assignments** tab in the course navigation menu
2. Click **+Assignment** tab

3. Give your assignment a name, add details, and give it a point value.
4. Under Submission type, click on the dropdown menu (A) and select **External Tool** (B).

5. Click Find
6. Select **Kaltura Quiz** from the menu

7. Locate the Video Quiz and click select.
8. Click Select

9. Scroll down and modify other settings as desired. At the bottom, add a due date and click **Save** or **Save and Publish**.
Kaltura MediaSpace App
The Kaltura MediaSpace App allows you to easily capture media on your phone and upload it directly to My Media. From there, you may access the video in Canvas as well as mediaspace.uab.edu
Download the app today in the App Store and Google Play.

1. When you open the app, enter the UAB MediaSpace URL, MediaSpace.uab.edu (A) and touch Submit (B).

2. When the screen refreshes, touch the person icon (A) located in the upper right corner, and then touch Login (B)
3. Enter your BlazerID and Password and touch Log In.

4. Click the person icon (A) again and then select Media Upload (B).

5. Touch the + Choose a file to upload button.
a. **iPhone**- Touch **Take a Photo or Video** (A) to record something new, **Photo Library** (B) to upload something on your phone, or **More** (C) to access other sources such as your OneDrive. MediaSpace will ask you to allow access to your Photos and or Camera. Select okay.

![iPhone screenshot](image)

b. **Android**- Touch **Camera** (A) to record something new, **Android System** (B) to access an app that uses the camera, **Voice Recorder** (C) to record audio, or **Documents** (D) to access your files or online drives.

![Android screenshot](image)

*Android system may vary.*
6. Once you select or take a new image or video, you can enter in a **Name** (A), **Description** (B), and **Tags** (C). Click **Save** (D) to finish.

![Image of Kaltura interface](image)

**In Canvas**

1. Your video will now be located in My Media. In Canvas, you can add the video wherever you see the Rich Content Editor.
   a. Click on the **V** (A) and then choose Embed Kaltura Media (B)

![Image of Canvas interface](image)
b. A window will appear giving you access to the content in My Media. Locate the item and click on Select.

c. The window will disappear and bring you back to the Rich Content Editor. You will now have a gray box holding the place of your media. Clicking on the box will highlight it and allow for resizing and other editing features such as justification.
Actions Menu

The Actions Menu provides extra features for your media. Depending where you are in My Media, the Action Menu will have different features.

Please keep in mind that there are two action menus. One is located at the main My Media page. The other is located when accessing specific media.

My Media Action Menu

1. In Course Navigation, Click on My Media

2. From the main page, check the box on the left (A) to choose a video. Click on the Actions menu (B) to open the drop down menu. To publish the video in the Media Gallery, click Publish (C). Choose Delete (D) to remove the video from My Media.
Individual Media Action Menu

From My Media, click on the title of an individual video.

Click on the **Actions** (A) to open the drop down menu. **Edit** (B) will open up multiple editing features that includes Co-Editors and Co-Publishers, Chapters, Captioning, etc. **Publish** (C) will publish the media to a course’s Media Gallery. **Add Quiz** (D) opens the quiz creation function. **Create a Clip** (E) can duplicate the media or a portion of the media. **Analytics** (F) shows viewing data. **Delete** (G) removes the clip from My Media.
Edit

The Edit option contains multiple editing functions that include the tabs Details, Collaboration, Captions, Thumbnails, Timeline, and Trim.

Details

Under the details tab, users can Change the Name, Description, and add tags to the media. Click Save at the bottom to save any changes.
Collaboration - Adding a Co-Editor and Co-Publisher

- Co-Editor - A co-editor allows multiple people to work on the same video.
- Co-Publisher - A co-publisher has the rights to publish specific media.

1. When My Media opens, **click** on Edit located to the right of the video.

2. **Click** on Collaboration tab

3. **Click** on “+ Add Collaborator”

4. On the window the opens up, add the BlazerID of the person you wish to collaborate with (A). Click on the box for Co-Editor (B) and/or Co-Publisher (C), and then **click** “Add” (D).

*Note- For a user to appear in the Enter a Collaborator box (A), the user must have first logged into My Media and have authorized their account.*
Options

Click on the Options Tab. To allow others the ability to create clips from your video, check the Clippings box (A). Next to comments, you can disable students’ ability to comment on this video by checking the middle box (B). Videos can also be closed for comments by checking the box to the left of, Close discussion (C).

*Disabling students’ ability to comment hides the comment tab. Closing a video for comment displays, “Comments closed.”

Captions

To add a caption file to your video, click on the Captions tab. Click on the blue Upload captions file button and locate the file on your computer using the File Explorer or the Finder.

Automatic captioning is available through the Automatic Speech Recognition (ASR) service. This service only offers 80% accuracy. To enable automatic captioning for a Kaltura video, click to edit the video and tag the video with the following tag: captionasr and click save.

*If you would like to have more accuracy with your videos captions contact DSS and complete the Captioning and Transcript Request Form.
Thumbnails

A thumbnail is the image that users sees prior to playing the video. Kaltura has three options to customize the automatically generated thumbnail. Click **Upload Thumbnail** (A) to upload an image from your computer. Click **Capture** (B) to use the current frame in the player. Select **Auto-Generate** (C) to choose from ten Kaltura selected images from the media.

Timeline

Timeline has two main features, **Chapters** (A) and **Slides** (B). When either of these features are used, Kaltura creates a menu for the video. Using this menu, users can jump to specific chapters and or use a search box to locate specific descriptions or the text on slides.
Chapters

To add a chapter, click on the icon in the upper right (A). A chapter maker will appear that can be dragged left or right in the timeline. Users can also use the up and down arrows (B) to move the chapter. Add a chapter title (C), description (D), and tags (E) so that users can better locate and or search for content. Click Save (F) when finished. To delete the chapter, click Delete Chapter (G) located in the lower right.

The video now has a menu icon located in the upper left. Clicking on the three lines will open the menu.
Clicking again on the menu icon (A) will collapse the menu. Entering text in the search box (B) will search through the chapter titles, descriptions, and tags. Clicking directly on the chapter (C) will jump the video to that location.

**Slides**

The slides are a feature where users can view the slides in the player simultaneously with the video. Using the Navigation Panel, you can navigate the video using the slides, as well as use the search box.

The bottom page icon allows you to add presentation slides.
1. Clicking on the page icon (A) will open the Upload deck option below. Click on the up arrow (B) to start importing PowerPoint slides.

2. Depending on the aspect ratio of your video, choose Normal Resolution or Wide Resolution (A) and then click on Choose a file to upload (B). This will open either your File Explorer or Finder. Locate your file on your computer.

3. There will now be a blue icon below the timeline. Click, hold, and drag it left or right in the timeline to position. If you import a PowerPoint file with multiple slides, all slides will appear below the timeline evenly distributed.
4. Clicking on the small triangle below the page icon (A) will open a drop down menu. Choose **Upload Full Deck** (B) or **Upload Single Slide** (C). Choosing to **Upload a full deck** will follow the steps above.

5. If you choose to Upload a single image file as a slide, click Upload Single Slide (A). Click on the up arrow (B) to select the image. Enter a title (C) and a description (D). Information that is entered is searchable from the search box in the video menu. The timing position can be adjusted by dragging the slide icon or adjusting the up and down arrows (E). Enter search tags (F) and click save (G).
Trim Video

Trimming the video lets users remove or trim off the beginning and/or the end of video.

1. Click on the Trim Video tab and then click on the play arrow below.

1. Use the up and down arrows below Start Time or drag the marker to the left (A) to adjust the opening trim. To adjust the closing trim, use the up and down arrows below End Time or drag the marker to the right (B). Click Trim Video (C) when you are done.
Publish

The Publish option located in the Actions menu will publish videos into the Media Gallery. To get started, click on the Actions menu (A) and select Publish (B).

Click on Published (A) and the window will expand revealing your courses. Check the courses (B) where you would like the video to be viewable in the Media Gallery. Click Save (C).
Add Quiz

Add Quiz lets users turn the selected video into a quiz. Click Actions (A) and select Add Quiz (B).

1. You can modify both the Quiz Name (A) and the Welcome Message (B) that the students will see when taking this quiz. In the red box are optional features you can turn on or off by checking or unchecking the boxes. Click Apply (C) to continue to go through all of the different options.

2. To add a question, click on the play button to start the video.
3. When you want to add a question, click the Pause button. When the video pauses, click the big Plus icon in the center of the video player.

4. Enter your question in the box labeled **Add a Question Here** (A). Enter the correct answer in the green box with the title, **Add the Correct Answer Here** (B). Click **Add Additional Answer Here** (C), to add the second choice. Click the Plus button (D) to add more than two choices. A blue Q (E) will appear in the timeline indicating the position of the question in the video. By default, the correct answer is at the top. To rearrange the order, hover over a choice to show the dots at the left end (Circled in red). Click and hold the choice to rearrange the order or click the arrows in the black circle (F) to randomize the order. Click the light bulb (G), to add a hint or an explanation. Click **Save** (H) when you are ready to add another question or if you are totally done.

- The video will appear with the plus button in the middle. Repeat the steps above to add more questions.
Create Clip

Create Clip lets users create a new video based on a portion of one of their existing videos. From the Actions menu (A), click on Create Clip (B).

1. Click on the play button (A) to start the video. Click Set Starting Point (B) to set the beginning of the clip. Click play (A) again to start the video. Select Set Ending Point (C) to select the end of the clip. To fine tune the beginning and ending, use the up and down arrows to the left of Start time (D) and End time (E). You can also click on the lower Play button (F) to bring up a visual timeline to adjust.
2. If you chose to adjust by clicking the lower play button marked F above, click, hold, and drag the ends to the left or right to change the beginning and ending times.

3. Enter a Title (A), Description (B), and search tags (C). Users have the options to keep the clip private (D) or publish it to a course’s Media Gallery (E). Click Create Clip (F) when you are ready.
Analytics

Analytics shows data on play statistics. For Quizzes added as assignments using the external tool, question analytics will also be available. To get started, click on the Actions menu (A) and then choose Analytics (B).

**Visits** (A) shows the number of times the video was accessed. **Plays** (B) shows the number of times users played the video. **View Drop Off** (C) is a ratio of the number of 100% play-throughs divided by the total number of plays. **Average View Time** (D) shows the average length of time users watched the video. **Comments** (E) shows the number of comments posted.
When using a video quiz added as an external tool to an assignment, Kaltura provides extra analytical data. Overall user percentages are displayed under Quiz Users (A). Overall percentages of correct responses for each question are shown under Quiz Questions (B). Further data is available under the Quiz Questions link (C) and the Quiz Users link (D) at the top.
Data is organized by question with responses listed below. Click on the small triangle (A) to the left of each question to show or hide the data. Instructors can download a CSV file of the entire quiz by clicking on the Export to CSV link (B). Individual question data can be downloaded by clicking on the download icon below each question (C). Quiz data can also be printed by clicking on the Printable Version link (D) at the top. Individual question data can also be printed by clicking on the print icon (E) below each question.
**Quiz Users**

Clicking on the Quiz Users link at the top will display further data on how individual users answered the questions.

Data is organized by user displaying how each question was answered. Click on the small triangle (A) to the left of each user to show or hide its data. Instructors can download a CSV file of the entire quiz by clicking on the Export to CSV link (B). Individual user data can be downloaded by clicking on the download icon below each user (C). Print the quiz data by clicking on the Printable Version link (D) at the top. Individual user data can also be printed by clicking on the print icon (E) below each student’s name.