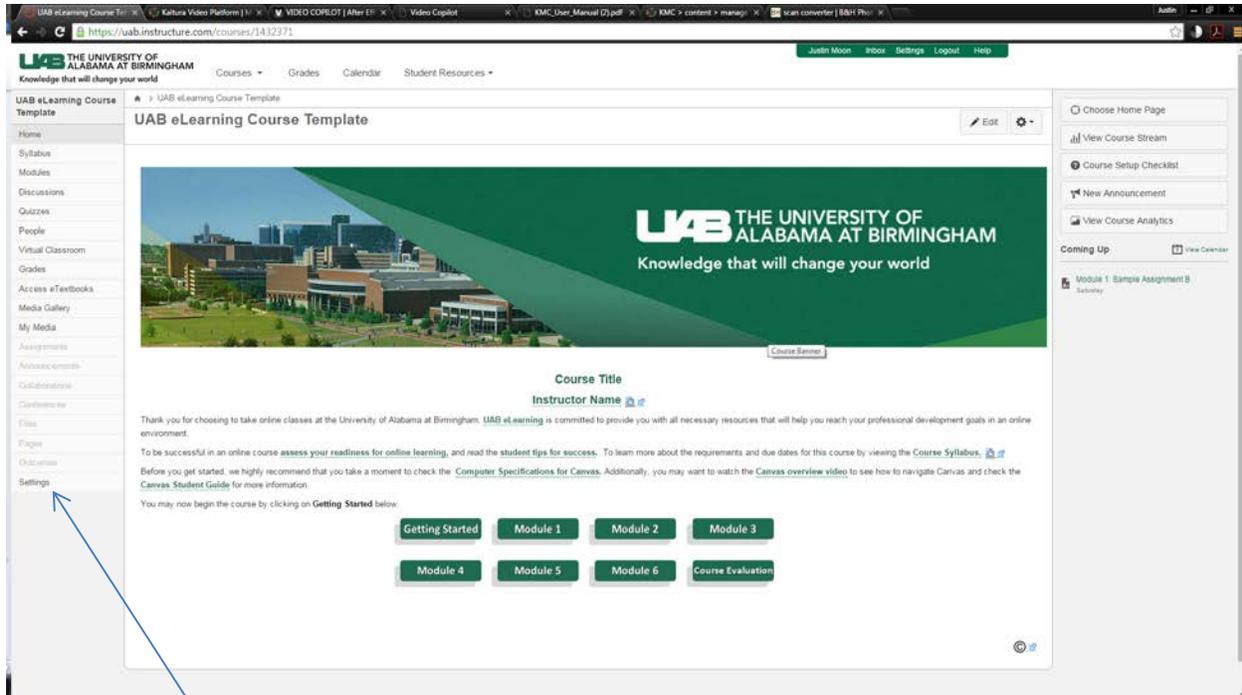


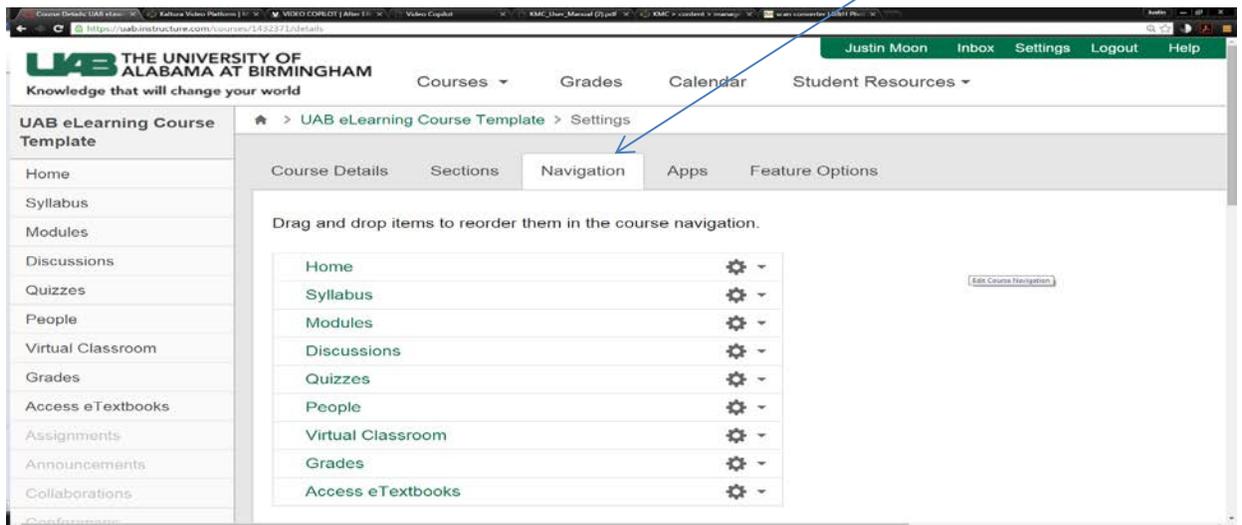
Introduction to Kaltura

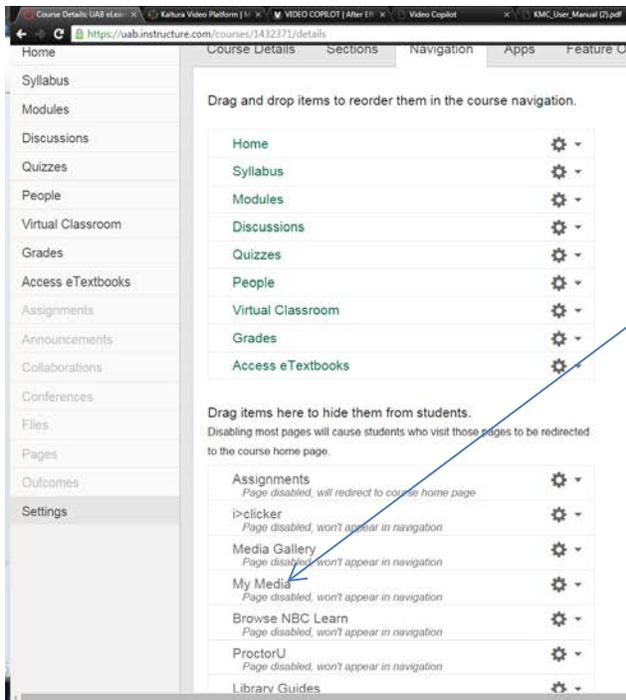
This introduction to Kaltura will provide information on how to access Kaltura from within Canvas, how to download the desktop recorder, and how to record, edit, and embed your media into Canvas using the Kaltura products.

1. Login to Canvas



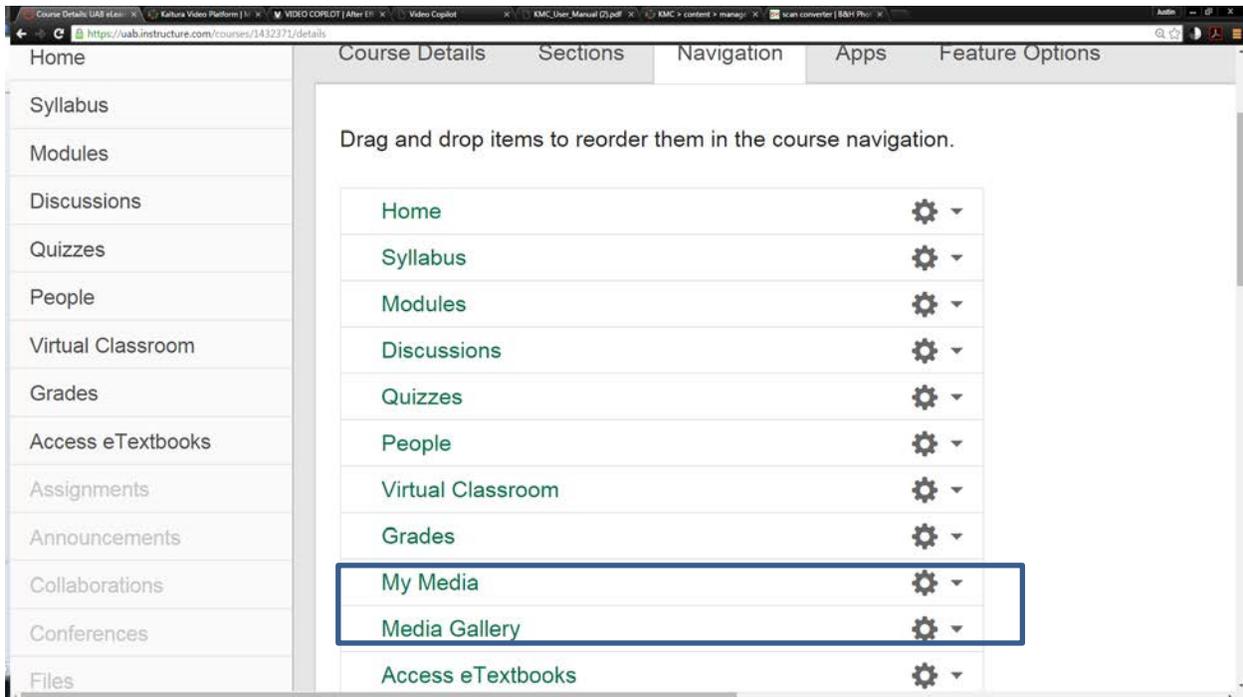
2. Click "Settings" in the left sidebar menu, and then select the Navigation tab.





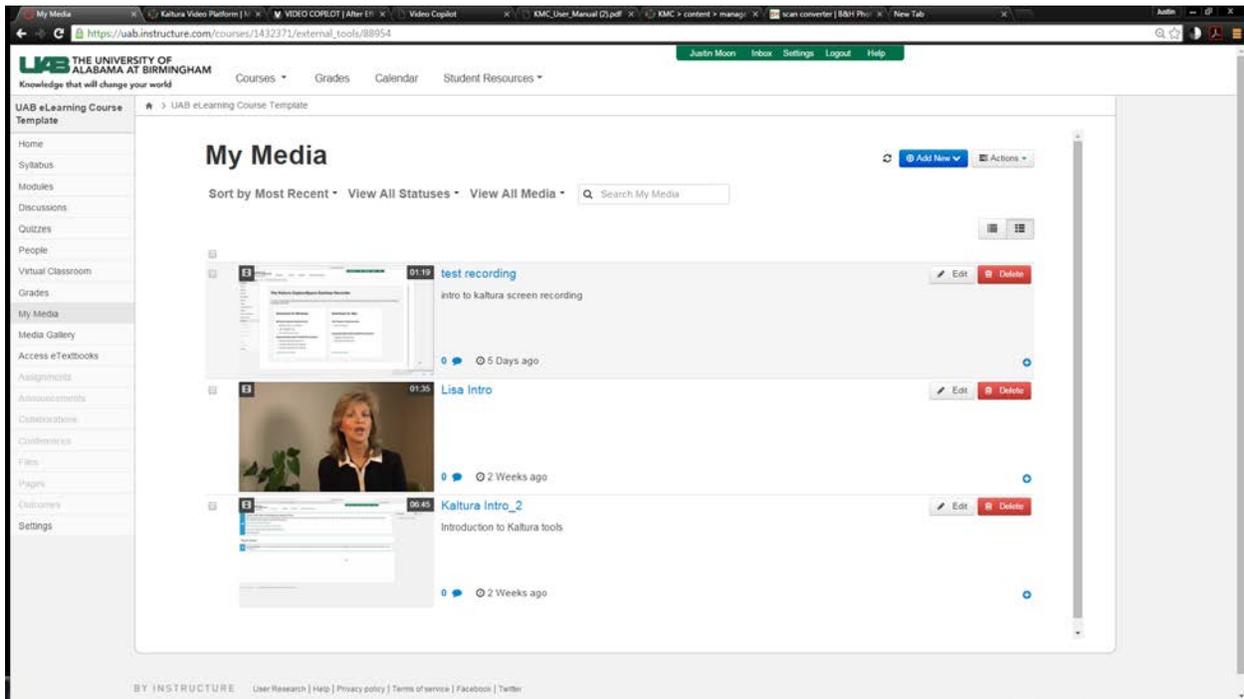
There are two lists here. The top list with the text in Green indicates active apps which are visible in the sidebar menu, and the bottom list with the grey text indicates apps that are available but not visible in the navigation menu to the left.

Drag My Media and Media Gallery from the bottom list to the top list.

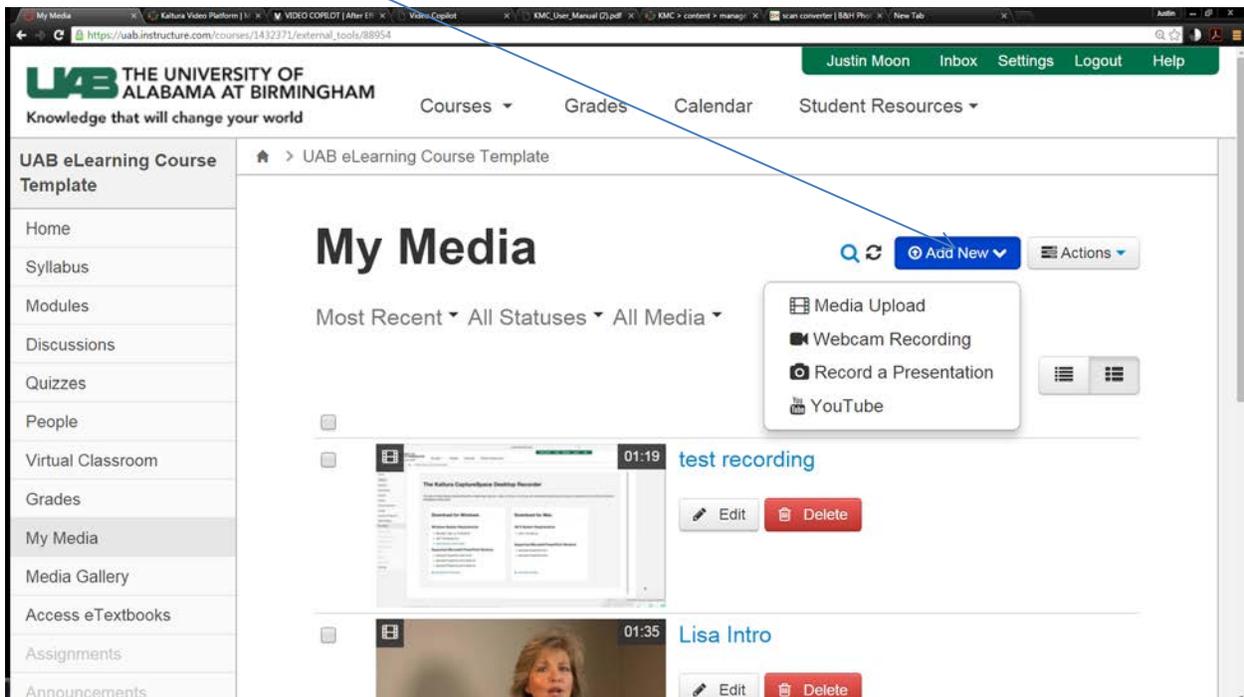


THEN CLICK SAVE. The My Media and Media Gallery will then be listed in your navigation menu on the left.

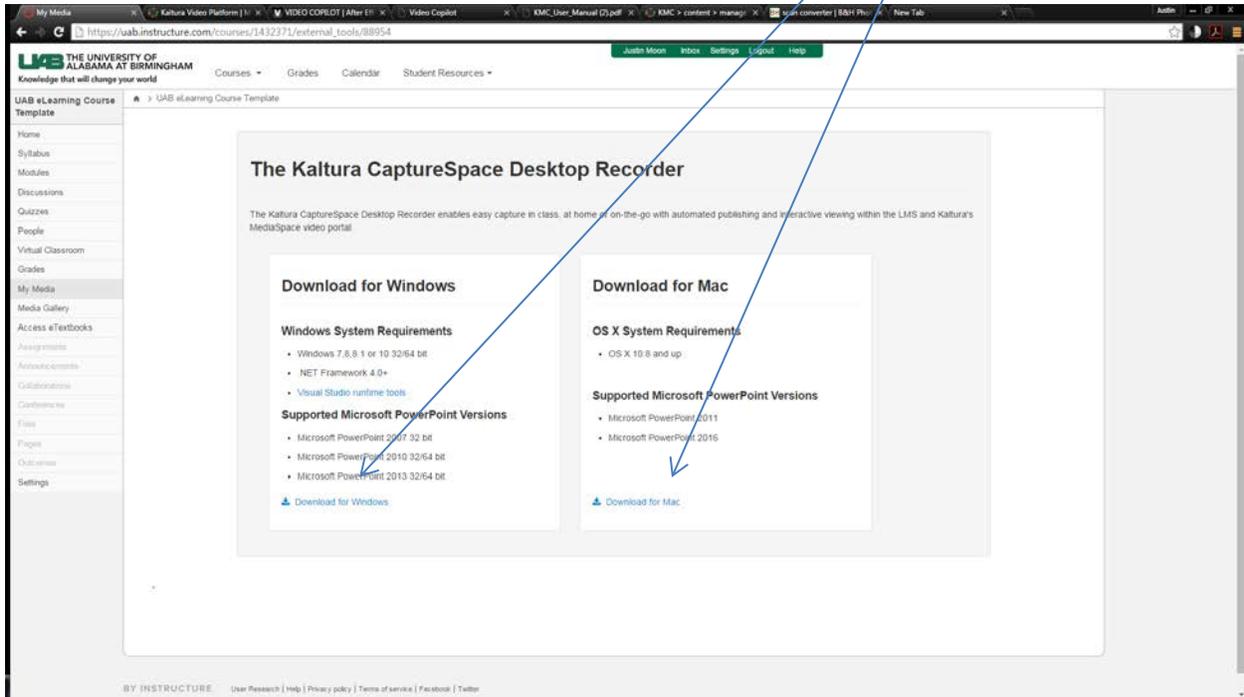
Selecting My Media from the navigation menu on the left will open the Kaltura portal.



Click the add new drop down



From this menu, you may choose to upload an existing recording, record from a webcam, or a screen recording, or import videos from youtube. If you have not already installed the desktop recorder, you will be shown a page containing links to download the installer for PC or MAC.

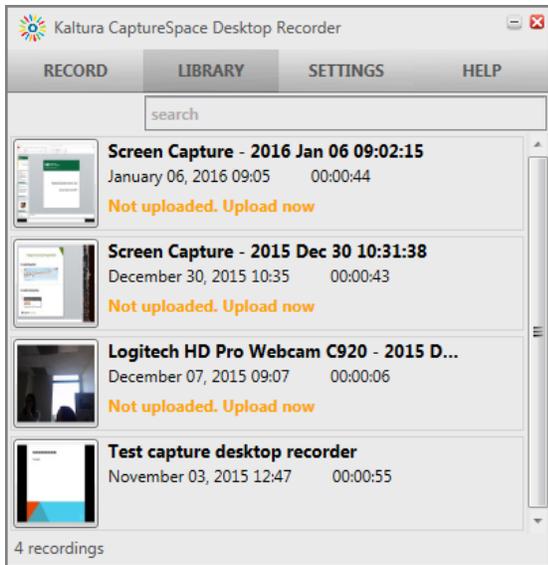


Once installed, you can launch the recorder from your desktop

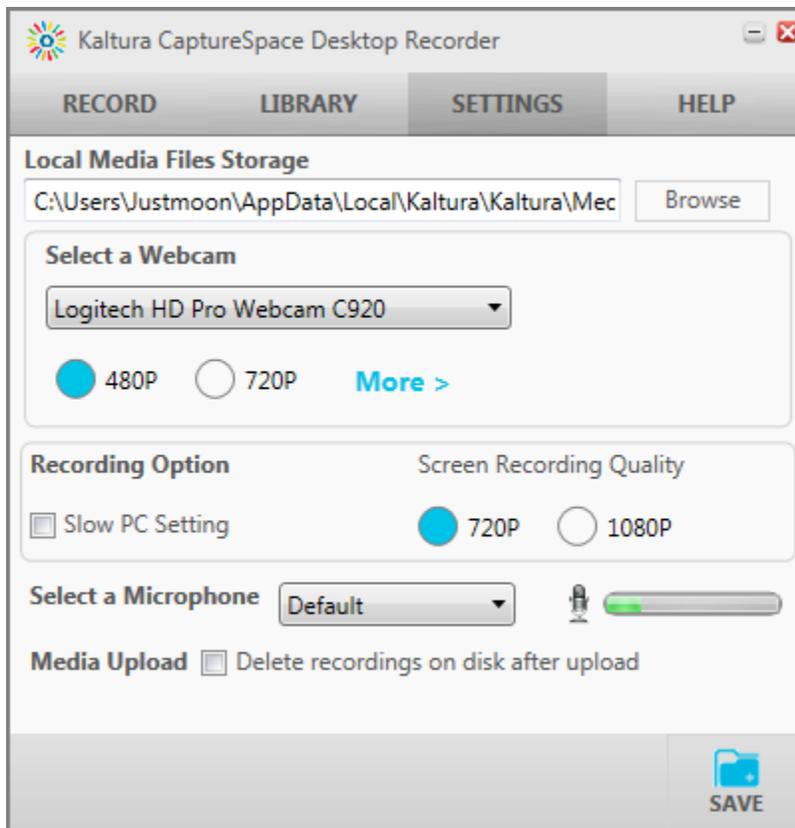


This shows the record tab, which offers the different types of recordings.

- 1) Screen and voice over
- 2) Screen and webcam
- 3) Webcam and voice over
- 4) Voice over

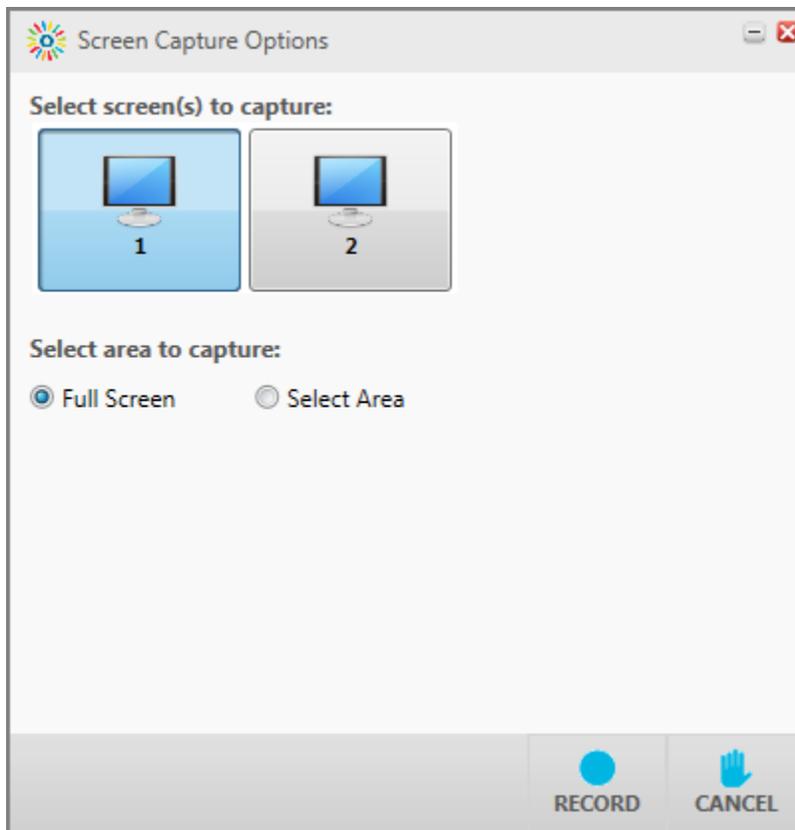


This is the library tab of the recorder, which displays your recordings

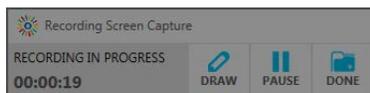


This is the Settings tab which displays the options for your connected devices and allows you to choose the sources for both the audio and video inputs which will be recorded.

You can select the quality of recording for both screen capture and webcam, and choose whether or not the recorded media will be held or deleted from your hard disk after the file is uploaded to your "my media."

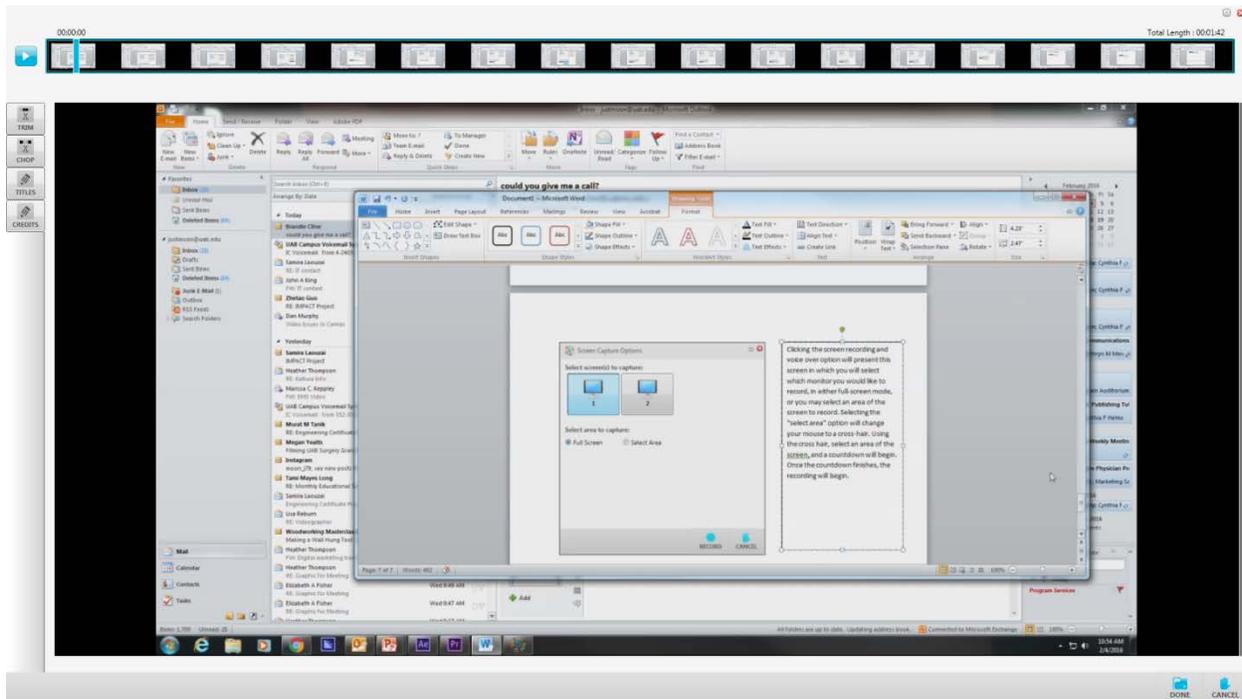


Clicking the screen recording and voice over option will present this screen in which you will select which monitor you would like to record, in either full-screen mode, or you may select an area of the screen to record. Selecting the “select area” option will change your mouse to a cross-hair. Using the cross hair, select an area of the screen, and a countdown will begin. Once the countdown finishes, the recording will begin.



These are your tools. You can annotate a screen recording using the draw tool if you wish, pause the recording, and resume the recording.

Once you are finished, click the “done” button in your tools, and the editor will open.



From here you can perform basic edits such as trimming the start and end of the clip, or lifting sections of the timeline out if you wish. Once you have added any edits, click done in the lower right corner.

 Upload Options -

Title

Description

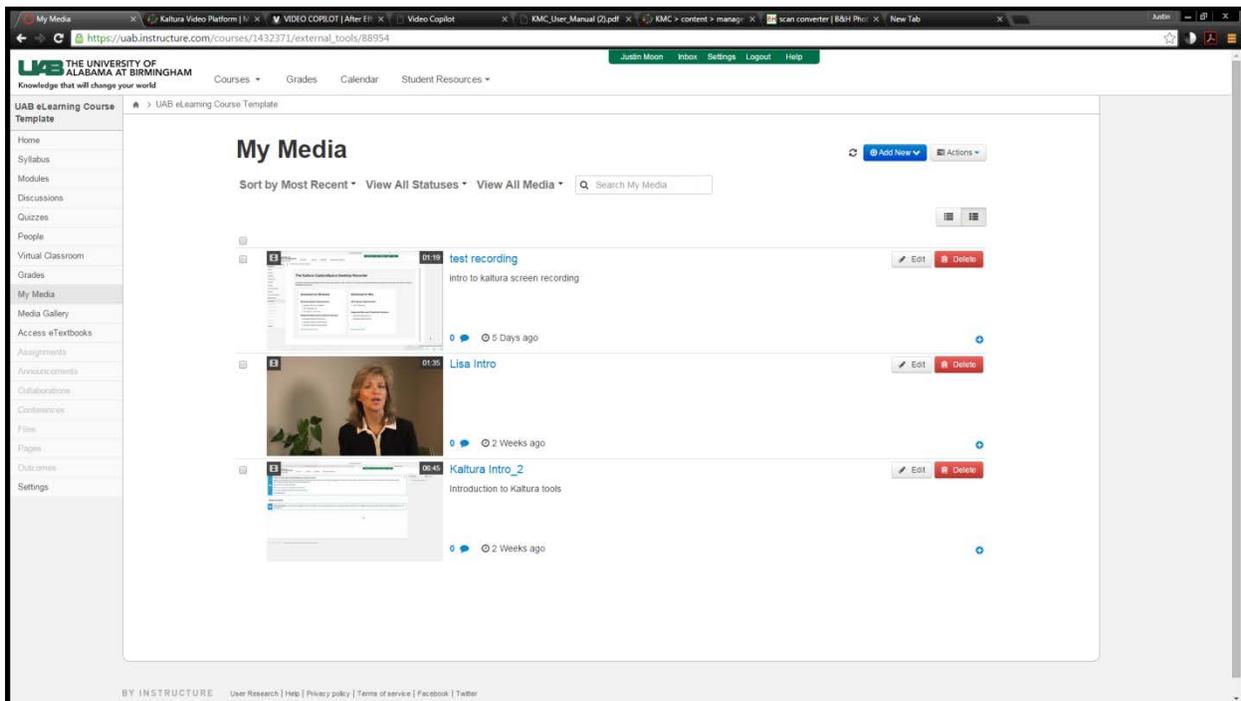
Tags
(Comma separated)

RECORDING LENGTH
00:01:42

 **UPLOAD**
  **PREVIEW**
  **SAVE**

You can enter a title, description, and tags for your recording in this screen. You may also preview your recording if you wish. Once you are satisfied with your presentation, click upload.

Your recording will then appear in the “my media” link in Canvas.

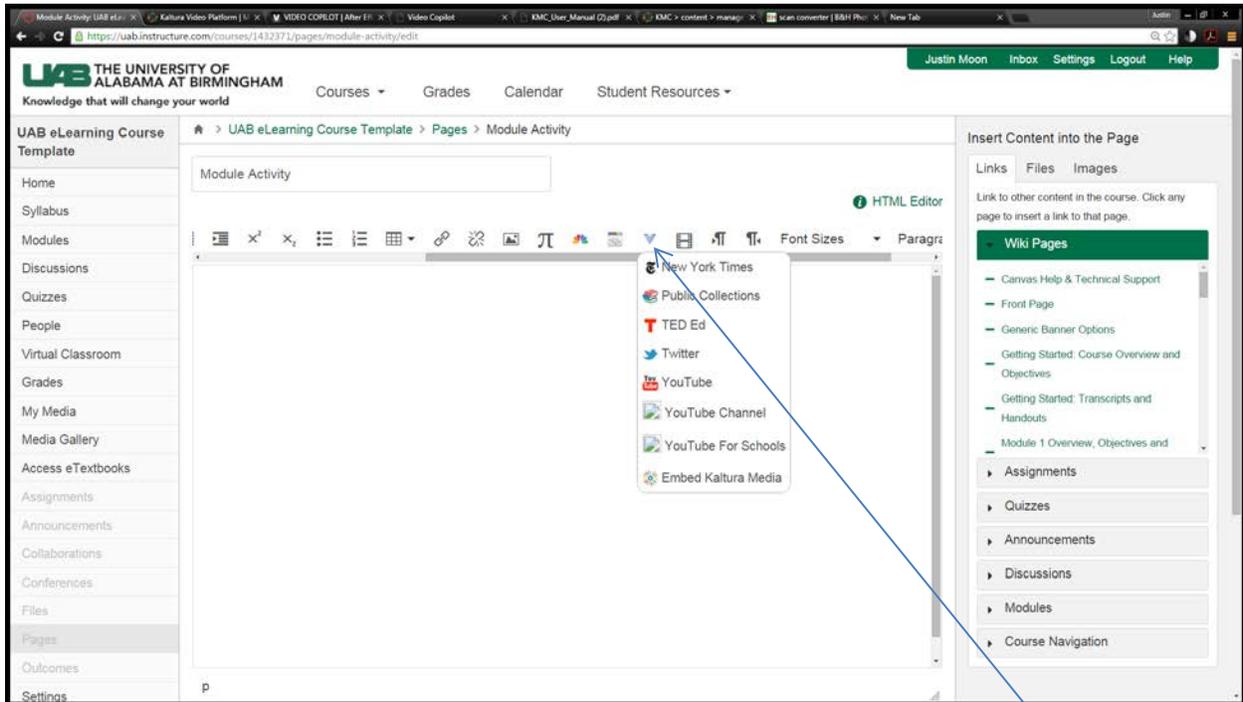


The screenshot shows the Canvas LMS interface. The top navigation bar includes the UAB logo and user information for Justin Moon. The left sidebar contains a navigation menu with 'My Media' selected. The main content area is titled 'My Media' and shows a list of three video uploads:

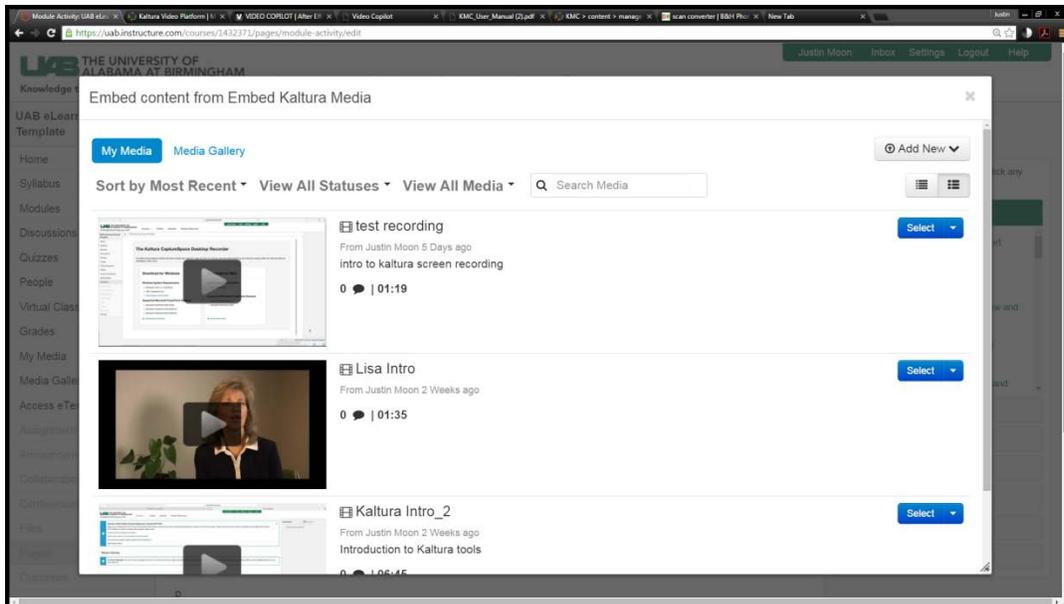
- test recording** (01:19): intro to kaltura screen recording, uploaded 5 Days ago.
- Lisa Intro** (01:35): uploaded 2 Weeks ago.
- Kaltura Intro_2** (06:45): Introduction to Kaltura tools, uploaded 2 Weeks ago.

Each video entry includes a thumbnail, a duration, a title, a description, and 'Edit' and 'Delete' buttons. The interface also features a search bar and sorting options at the top of the media list.

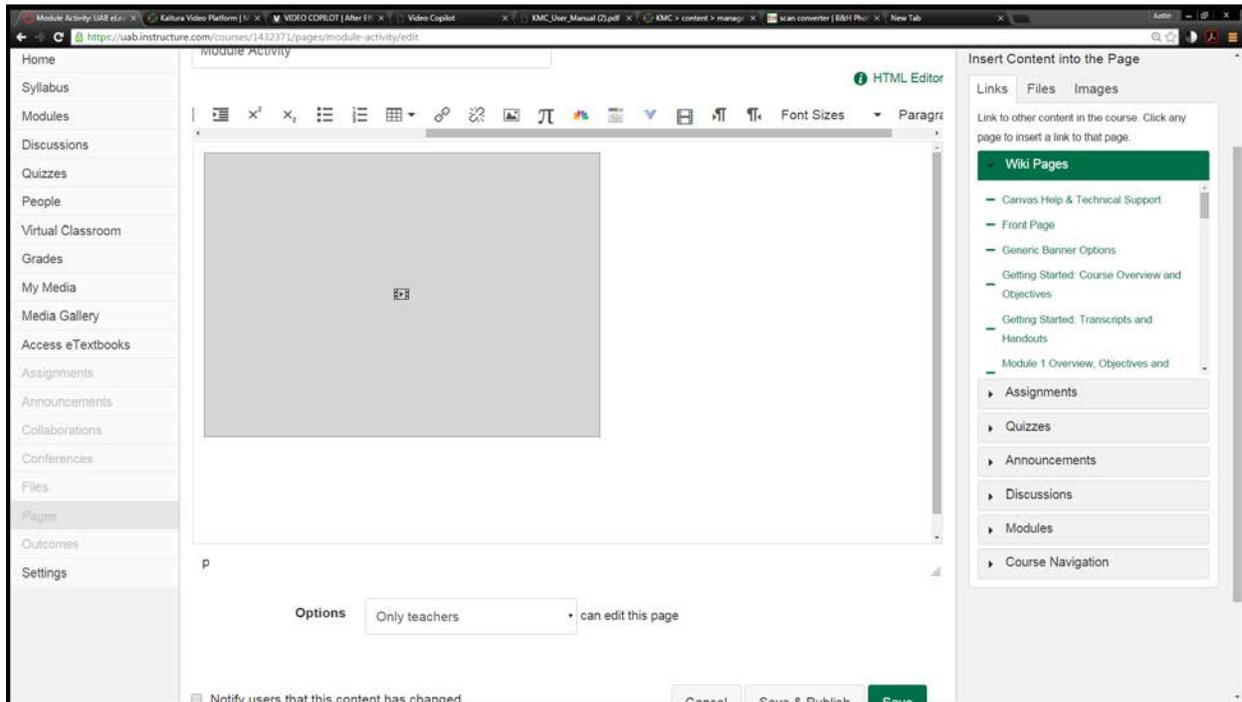
To add a video to your course, enter the content editor.



Under the “More external tools” option in the content editor, which is the blue down arrow you will see “embed Kaltura media.” Click this button.



From here you can select the recording you wish to embed. You may select a small, medium, or large version of the media from the dropdown on the right, or simply click the select button.



This is how the video will appear prior to clicking the save button. Once you save the edit, the video will appear in your course.