

Publishing Kaltura Media in Canvas

Media stored in My Media can be embedded throughout Canvas or published to the Media Gallery of that course so that users can access the video. Media Gallery Settings can also be set to contain all media that has been embedded into the course. The guide shows how to do each of these options.

Click the links below to navigate this Guide.

[Choosing How to Publish Videos](#)

[Embedding Media in Canvas](#)

[Embed Options](#)

[Publishing Media to Media Gallery](#)

[Managing the Media Gallery](#)

[Choosing How to Share Videos](#)

There are a variety of ways media can be made available to students in a Canvas course. Instructors should consider the following information when choosing their particular method for their course(s).

Embedding media

Embedding Media in Canvas allows instructors to place media content in places like Canvas Pages, Assignments, Discussions, Quizzes, and Announcements. This allows the media content to be more than a watch only experience. Students can watch a video and have access to other information such as text, files, reflection questions, etc. Also embedding media allows instructors to organize the media in the desired place in the course. Access can be restricted to keep students from seeing the video until a certain date/time or until certain tasks have been completed. Embedding can also allow students to download videos if instructors choose that option. [Click here learn how to embed media.](#)

Publishing Media to Media Gallery

Publishing Media to the course's Media Gallery allows instructors to place all media content in one place. Students can search, filter, and sort through the media to find the desired content. Restricting student access to the content can only be done by publishing and or making media private by instructors. Although instructors can publish multiple videos to multiple courses in one quick process.

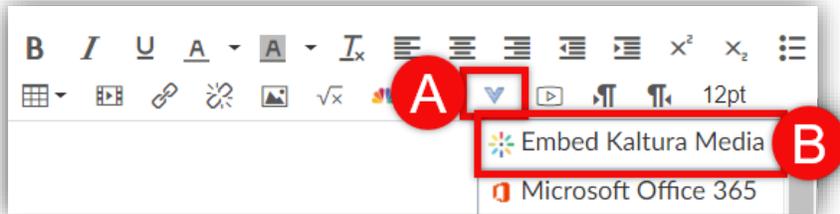
[Click here to learn how to publish media to the Media Gallery.](#)

Both Embedding and Publishing to the Media Gallery

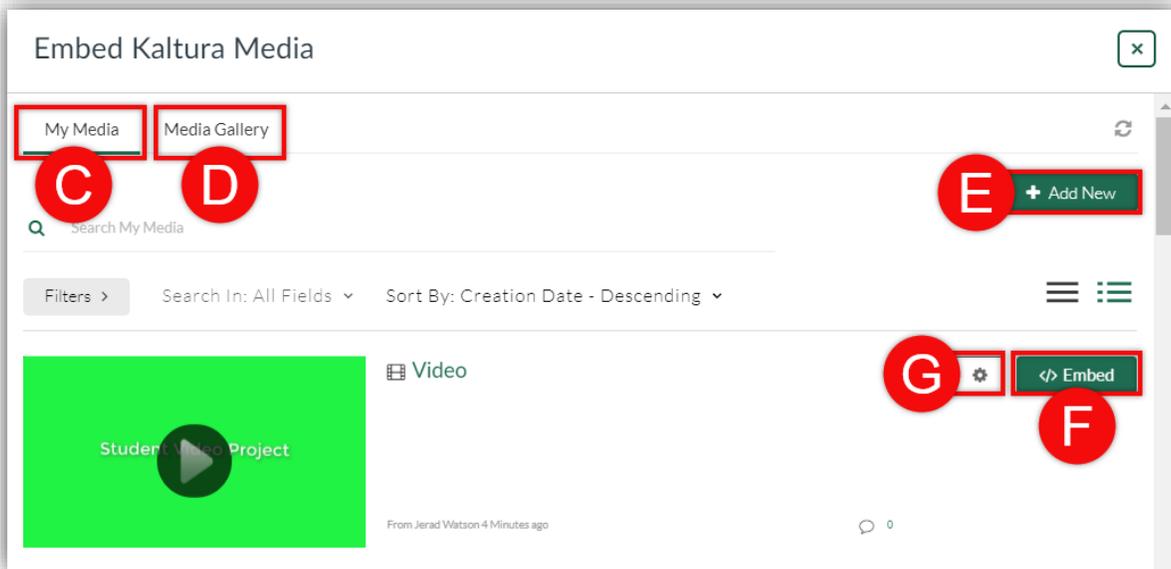
Finally, instructors can embed media into different places in the course and also have that media available in the Media Gallery. Redundancy is not a bad. Students would access the media where it is designed in the course but also be able to search, filter, and sort through all media in the course when desired. There is a Media Gallery setting that makes media automatically appear in the Media Gallery once it has been embedded anywhere in the course. [Click here to learn more.](#)

Embedding Media in Canvas

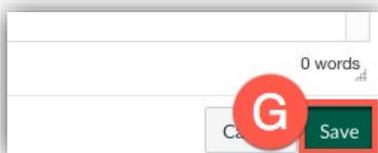
1. Login to Canvas, click courses, choose a desired course, and navigate to where you want to embed the media. Options include Pages, Assignments, Discussions, Quizzes, announcements, etc.
2. Move the insertion point to desired location in the textbox. Click on the **V** (A) to open the dropdown menu 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.



3. A window will appear giving you access to the content in **My Media** (C) and the course **Media Gallery** (D). Locate the media or click **+ Add New** (E). Click **Embed** (F) to embed selected video with the default settings or click the **Embed Settings** (G) gear to choose embed options. [Go to embed options.](#)



4. The window will disappear and bring you back to the Rich Content Editor. You will now have the media content inside the text box. Other items such as text, images, and files can be added to the text area. When all items and details have been filled out, click **Save** (G) at the bottom.



Embed Options

Users can customize a few options when embedding videos in Canvas.

1. Follow the directions above to pull up embed options.
2. Click the **Choose Player** (A) dropdown menu and choose desired player.
3. Options include Standard Player and Player with Download Option.
4. Click the **Max Embed Size** (B) dropdown menu to choose size of the media.
5. Options include 608x402 (large), 400x285 (medium), and 304x231 (small).
6. Turn either **Thumbnail Embed** (C) or Auto Play (D) On/Off.
7. Thumbnail Embed- Instead of loading the player, load a thumbnail that will load faster. After clicking on the thumbnail, the player will automatically start playing as the auto play is on by default. This option is very useful for pages where there are many Kaltura players, and you want to shorten the loading time.
8. Auto Play – Set this to start playing the video automatically when the page is visited.
9. Set the **Start & End Time** (E) if desired.
10. Users playing the video, will start and end watching the video according to the time you set.
Users will be able to watch the rest of the video. For a more restrictive playback, create a clip of the video.
11. Click the **Set as Default Settings** (F) checkbox if desired.
12. Use this check box to make these settings your new default. Once set for a media type, you will not need to enter the embed settings again for this type of media. You can simply click embed.
13. The timeline settings will not be saved as default.
14. Click **Embed** (G) and Save.

Embed Kaltura Media

Back Embed Settings

Embed Type

Choose Player Standard Player

Max Embed Size 608x402

Thumbnail Embed Off

Auto Play Off

Set as my default settings for media type: Video

Start & End Time

Start at End at

Select a start and / or end time for this embed. Note: users will still be able to play the entire media.

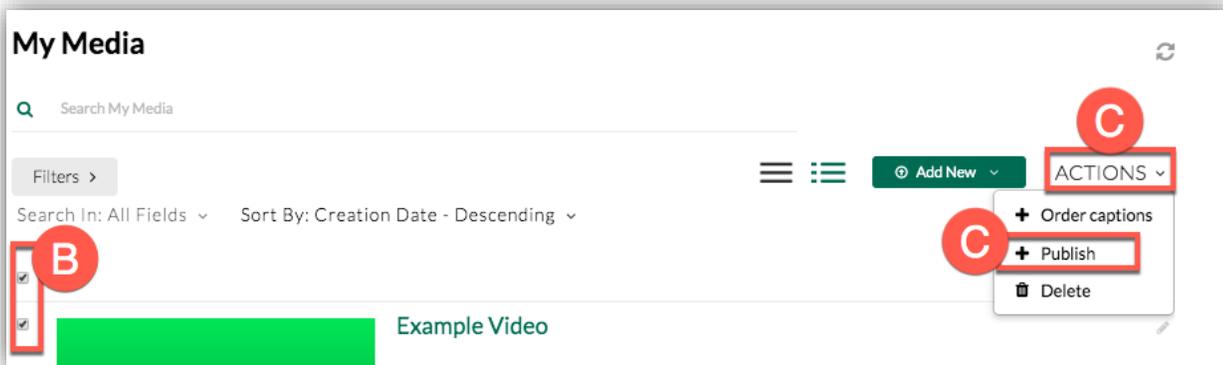
Embed

Publishing Media to Media Gallery

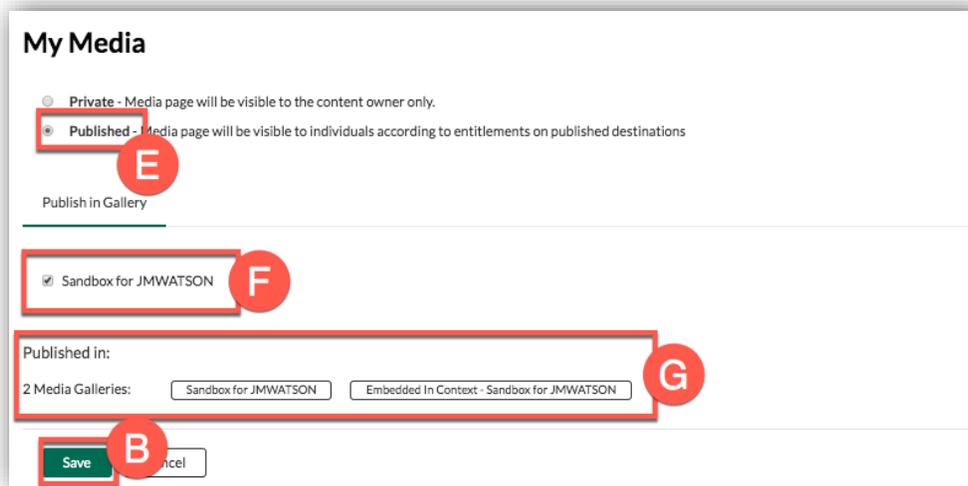
1. Login to Canvas, click courses, choose a desired course, and click **My Media** (A) in the course navigation.



2. Check the **box(es)** (B) to the left of the video(s) you would like to publish. Click **Actions** (C) and then click **+ Publish** (D).



3. Click **Published** (E) and the window will expand revealing your courses. Check the **course(s)** (F) where you would like the video to be viewable by students. Places the Media is already available will be displayed beside **Published in:** (G). Click **Save** (H).



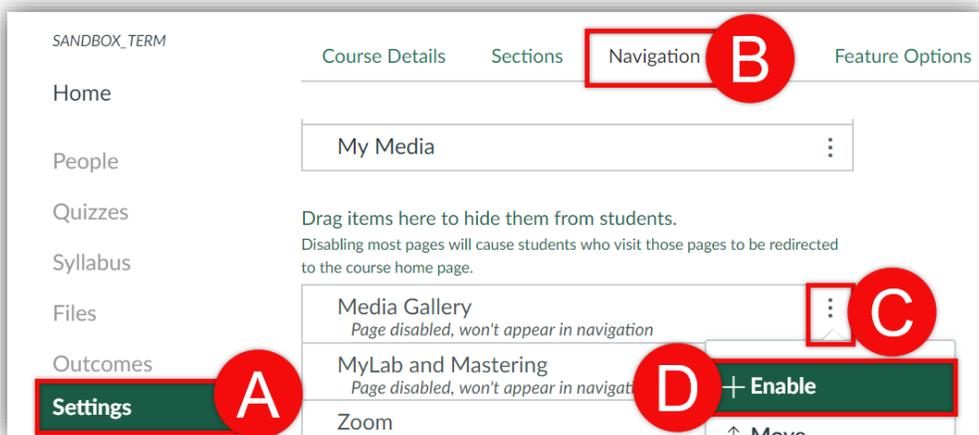
4. Media can be accessed by clicking **Media Gallery** (I) in the course navigation of the course you published the video to.

Managing the Media Gallery

The Media Gallery allows users to sort, filter and search the media published in that course's Media Gallery. Instructors can also edit the Media Gallery settings for the course.

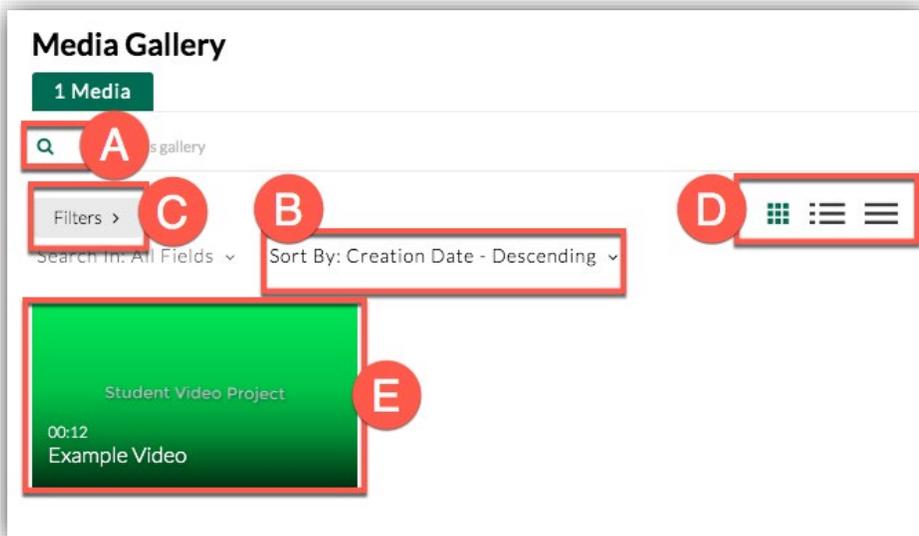
Enable Media Gallery

1. If Media Gallery isn't already enabled in the course, click **Settings** (A) in the course navigation, then click the **Navigation** (B) tab at the top of the page. Click the **vertical ellipsis** (C) to the right of Media Gallery and choose **Enable** (D). Finally click Save at the bottom of the page.



Viewing Options

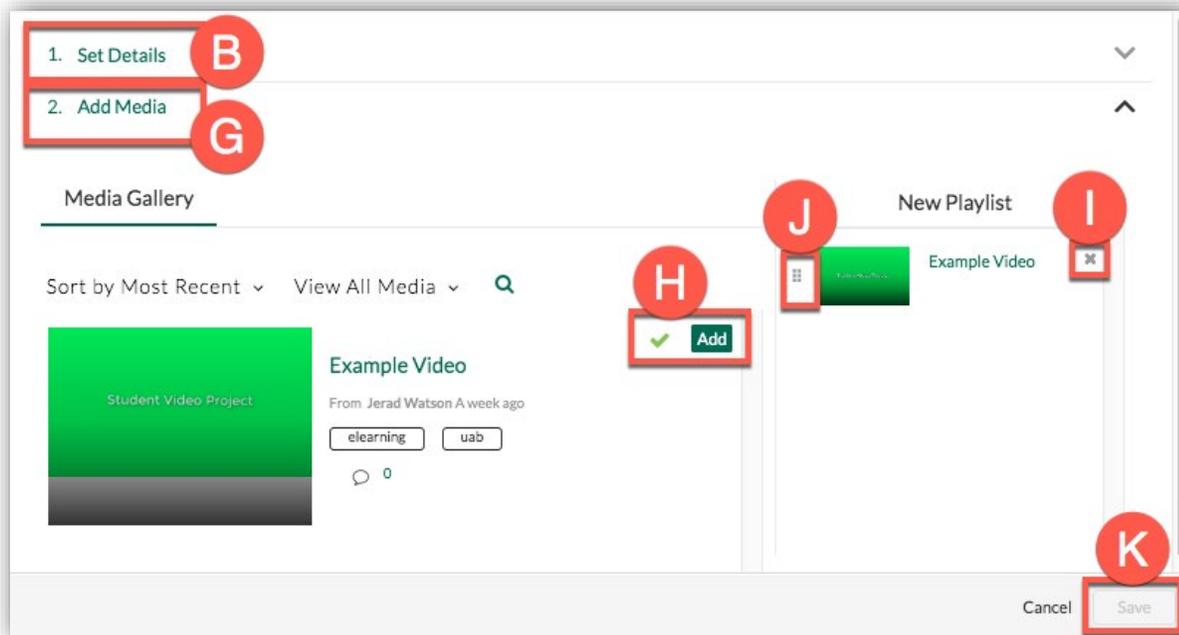
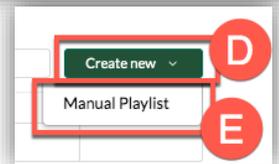
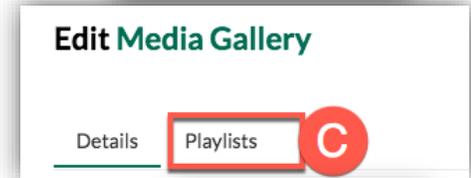
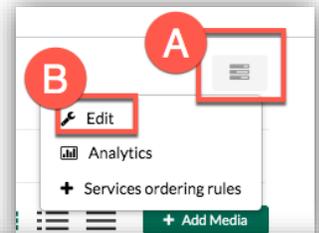
1. Click the **Magnifying Glass** (A) at the top to search through published media. Once a word has been searched, users can filter the results by metadata, captions, or chapter information.
2. Click **Sort Media** (B) to choose to sort the available media by title, publish date, or amount of comments.
3. Click **View** (C) to filter by media type (Audio, Video, Quiz, Image)
4. Choose how to display the media by clicking the desired **View icon** (D) at the top right. Options include Grid, Detailed list, and Compact list.



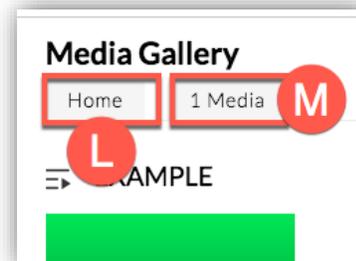
Creating a Playlist and Edit Media Gallery Settings

Instructors wanting to control the order of media in the Media Gallery and create one or more playlists and organize the media as desired. Follow the directions below to create a playlist.

1. Access Media Gallery in a Canvas course, click **Actions** (A) at the top right of the screen, then click **Edit** (B).
2. Click the **Playlist tab** (C) at the top of the screen.
3. Click **Create New** (D) at the top right, then choose **Manual Playlist** (E).
4. Enter details such as name, and tags by clicking **Set Details** (F). Then click **Add Media** (G).
5. Add media to the playlist by clicking **Add** (H). It will then appear in the playlist on the right.
6. Remove media from a playlist by clicking **Remove** (I) or re-order the media by clicking the **Re-Order arrows** (J) and dragging the media to the desired location. Click **Save** (K) when finished.



7. The **Home page** (L) of the Media Gallery will display the playlist you created. Students can click the tab with **# Media** (M) to show all media in the Media Gallery



Edit Media Gallery Settings

1. Click the **Details tab** (A) to access the Media Gallery settings.
2. **Descriptions and Tags** (B) can be edited or inserted for searching purposes.
3. Check the **Moderate Content checkbox** (C) to keep students from publishing media into this gallery without your approval.
4. Check the **Enable Comments checkbox** (D) to allow commenting below media.
5. Check the **Keep Comments Private to Media** (E) to allow comments private in media gallery.
6. Check the **Display Embedded Media checkbox** (F) to have Kaltura automatically post media to the media gallery once you embed it somewhere in the course.
7. Click **Save** (G) to save any changes made.

The screenshot shows the 'Edit Media Gallery' interface. At the top left, there are two tabs: 'Details' (labeled A) and 'Playlists'. Below the tabs is a rich text editor for the 'Description' field (labeled B), which includes a toolbar with options like 'Black', 'Bold', 'Italic', 'Underline', and a 'Tags' input field. Below the description field are four checkboxes under the 'Options' section: 'Moderate content (media will not appear in media gallery until approved by the gallery manager)' (labeled C), 'Enable comments in Media Gallery' (labeled D), 'Keep comments private to Media Gallery' (labeled E), and 'Display embedded media in this Media Gallery' (labeled F). At the bottom left, there is a 'Save' button (labeled G) and a 'Back to Media Gallery' link.