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What is Kaltura

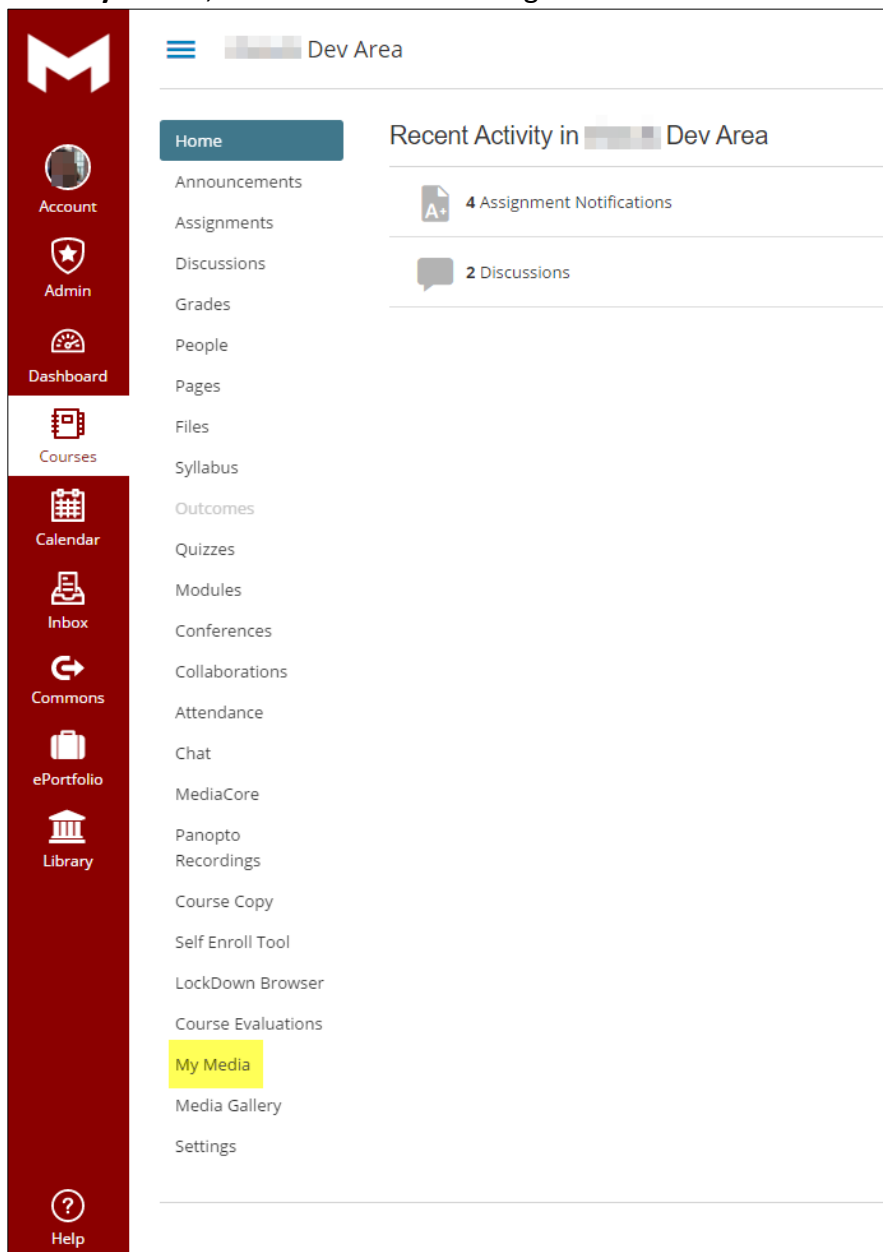
Kaltura is a media streaming server that is integrated into Canvas. Kaltura allows you to upload, create, edit, share, and store media (i.e., video and audio). Media that exists in Kaltura is private to the instructor and can be embedded into any course in Canvas for student viewing. In addition to faculty access to Kaltura, students can use Kaltura to complete multimedia assignments.

My Media

My Media follows you throughout Canvas. You can access all your videos regardless of which course you're logged in to.

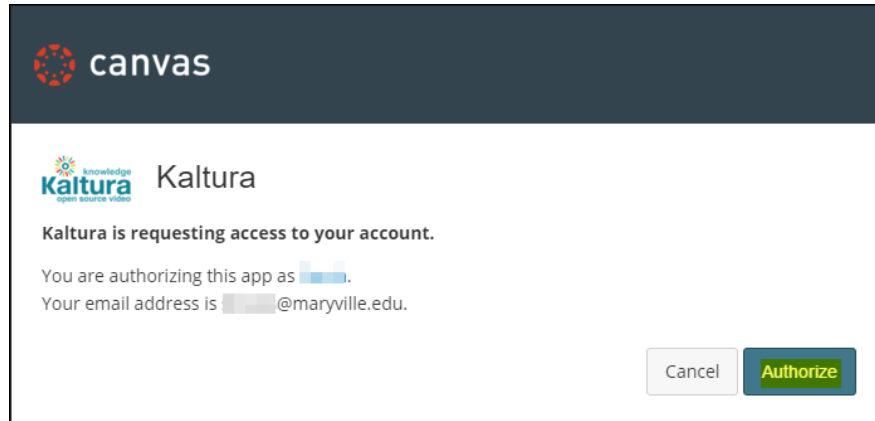
To access My Media

1. Log in to any of your courses in Canvas.
2. Click **My Media**, from the left-hand navigation menu.

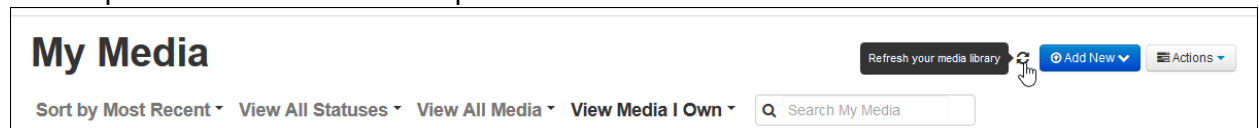


The screenshot displays the Canvas LMS interface. On the left is a dark red navigation sidebar with a white 'M' logo at the top. Below the logo are icons and labels for: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, ePortfolio, Library, and Help. The main content area has a header with a hamburger menu icon, a user profile picture, and the text 'Dev Area'. Below the header is a 'Home' button and a list of navigation items: Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, Chat, MediaCore, Panopto, Recordings, Course Copy, Self Enroll Tool, LockDown Browser, Course Evaluations, **My Media** (highlighted in yellow), Media Gallery, and Settings. On the right side of the main content area, there is a section titled 'Recent Activity in Dev Area' which shows '4 Assignment Notifications' and '2 Discussions'.

3. When you first access the tool, you must authorize it to access your Canvas account. Click **Authorize**.



My Media provides different search options.



You can:

- Sort by Most Recent
- View All Statuses
- Sort your videos by *Private*, *Published*, *Pending*, or *Rejected* statuses
- View All Media: Sort by *Video*, *Audio*, or *Image*
- View Media I Own: Sort by *Media I Can Publish* or *Media I Can Edit*

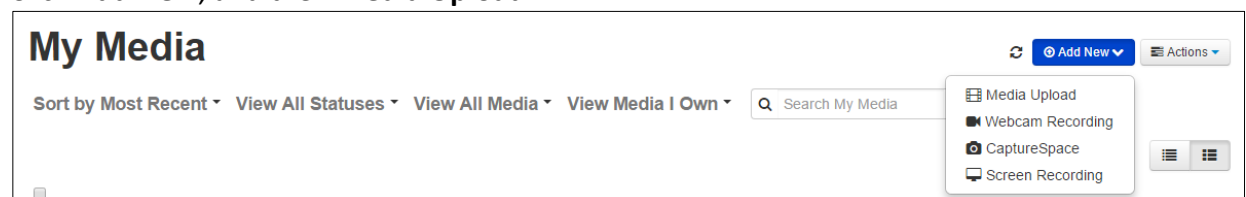
Upload Media

Kaltura allows you to create:

- Media Uploads
- Webcam Recordings
- CaptureSpace Projects
- Screen Recordings

To perform a media upload

1. Click **Add New**, and then **Media Upload**.



2. Click **Choose a file to upload**.

Upload Media

+ Choose a file to upload

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

[Back](#)

3. Once the file is uploaded, complete the form. Please note that students can still view your recordings marked *Private*. Private means the video won't be visible in the [Media Gallery](#).

Upload Media

Financial Ratios Lecture.mp4

100% of 17.96Mb

Upload Completed! Complete the required information for the uploaded media below.

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Please fill out these details:

Name: (Required)

Description:

Black
Bold
Italic
Underline
List
Link
Image

Tags:

Complete all the required fields and save the entry before you can select to publish it to Media Galleries. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

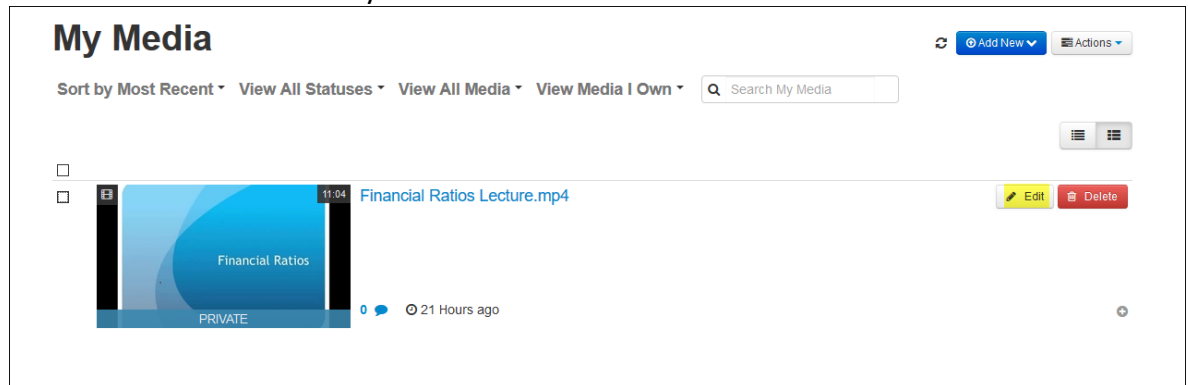
☒ **Private** - Media page will be visible to the content owner only.
☐ **Published** - Media page will be visible to individuals according to entitlements on published destinations

Save
Go To Media
Go To My Media

4. Type a tag(s) for easier searching, and then press **Enter**. Continue adding tags, as desired.
5. Click **Save**.
6. View the video by clicking **Go To Media** or view and edit the video by clicking **Go To My Media**.

Editing Videos

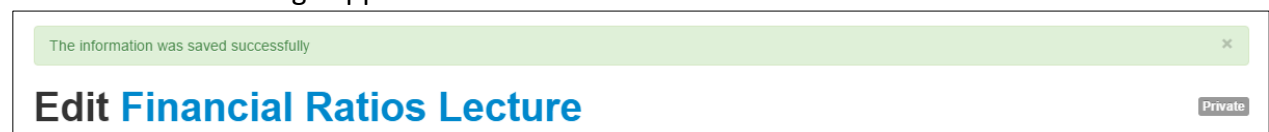
1. Click **My Media**.
2. Click **Edit** next to the video you want to edit.



Details Tab

1. Complete the form, and then click **Save**.

2. A confirmation message appears.

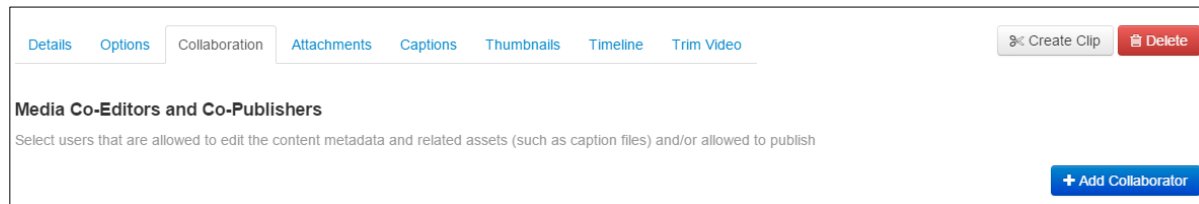


Options Tab

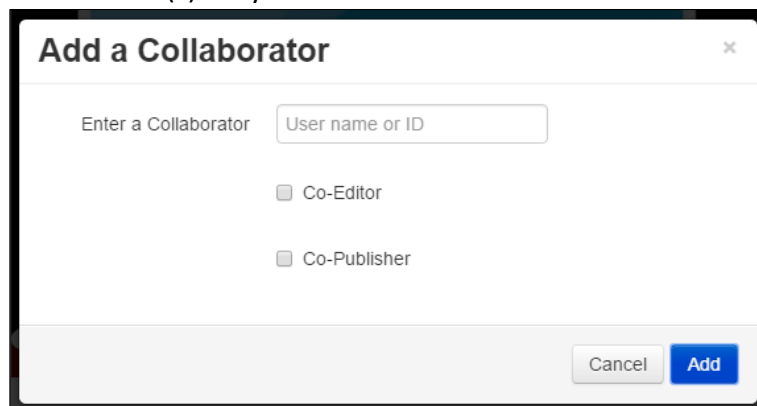
Select desired options, and then click **Save**.

Collaboration Tab

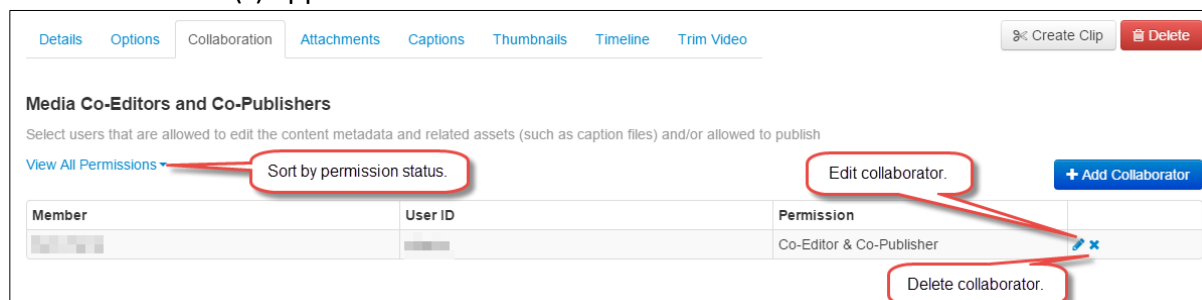
1. Add an individual you authorize to edit or publish your content by clicking **Add Collaborator**.



2. Type a Canvas username or Maryville ID number.
3. Select a role(s) for your collaborator: *Co-Editor* or *Co-Publisher*.

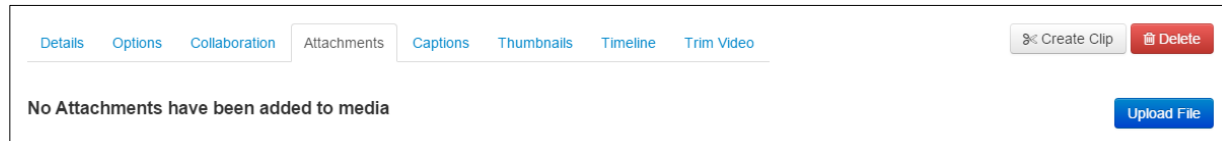


4. Click **Add**.
5. Your collaborator(s) appears.



Attachments Tab

1. Upload a file to attach to the video for users to download by clicking **Upload File**.



2. Search for a file to add by clicking **Select File**.

Upload Attachment

+ Select File

Title:
Provide end-users with a more descriptive title for this file (optional)

Description:
Provide end-users with a brief description of this files content (optional)

Cancel
Save

3. Type a **Title** and **Description** of the file, and then click **Save**.

Upload Attachment

test_presentation.ppt

100% of 229Kb

Upload Completed!

Title:
Provide end-users with a more descriptive title for this file (optional)

Description:
Provide end-users with a brief description of this files content (optional)

Cancel
Save

4. Your attachment appears.

Details
Options
Collaboration
Attachments
Captions
Thumbnails
Timeline
Trim Video
Create Clip
Delete

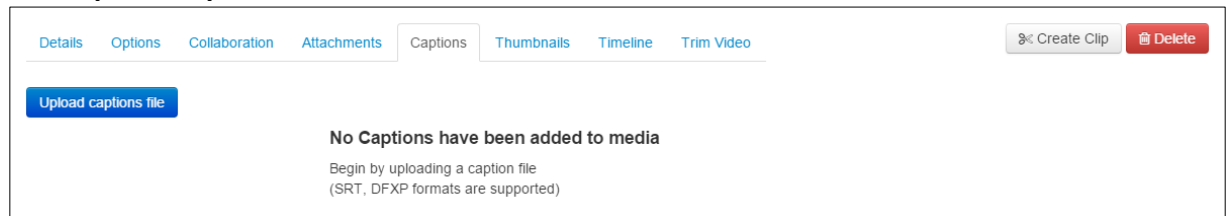
The information was saved successfully

File Name	Title	Description	Size	Uploaded At	Actions
test_presentation.ppt	Test Attachment	This is a test attachment to accompany the video.	229.00 Kb	Feb 10, 2016	<div> Download the file. </div> <div> Edit the title and description. </div> <div> Delete the file. </div>

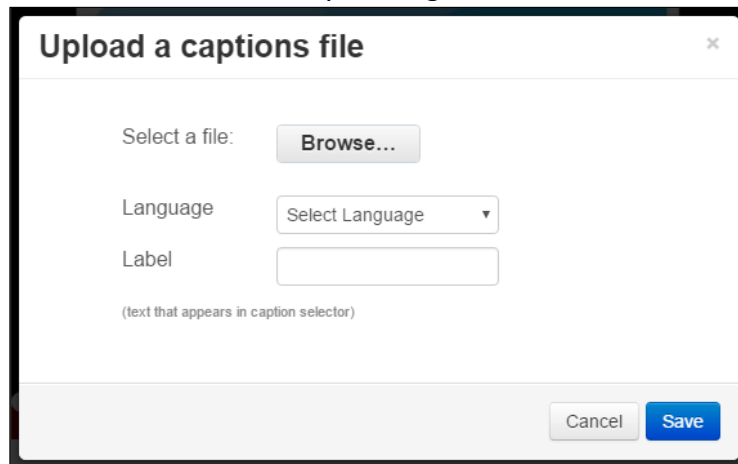
Captions Tab

Add captions to your video by uploading a captions file.

1. Click **Upload captions file**.



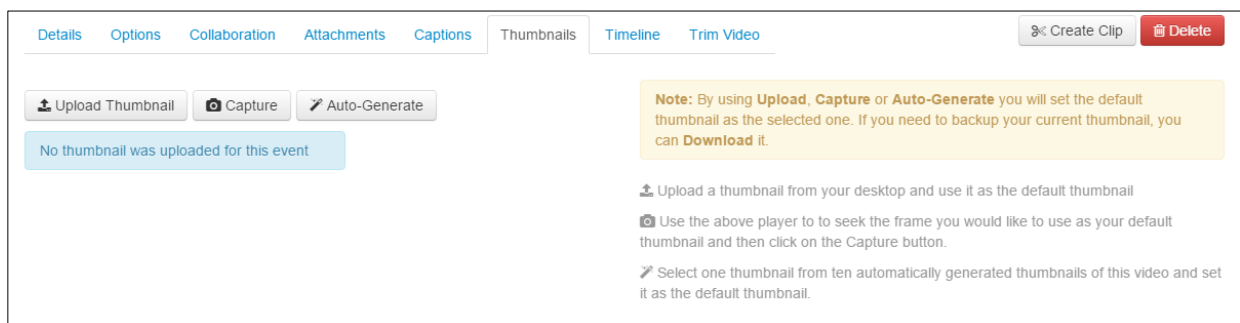
2. Search for a file to add by clicking **Browse**.



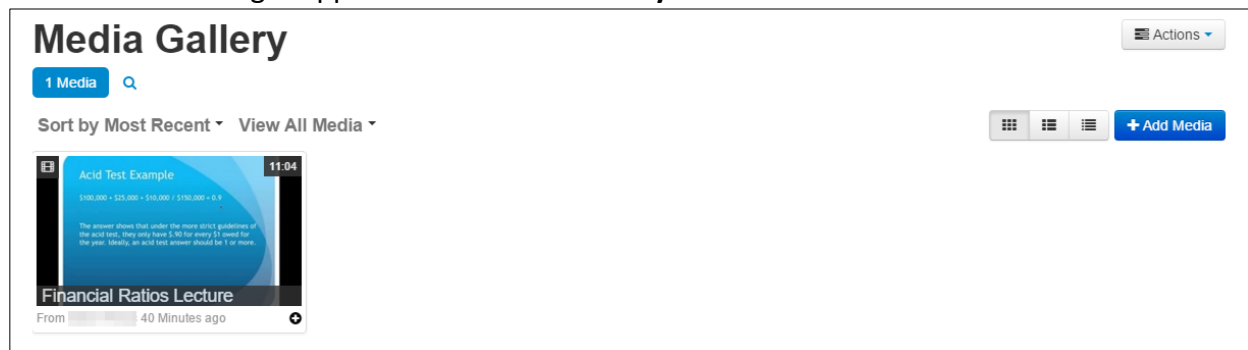
3. Select a **Language**, and then type a **Label**.
4. Click **Save**, when finished.

Thumbnails Tab

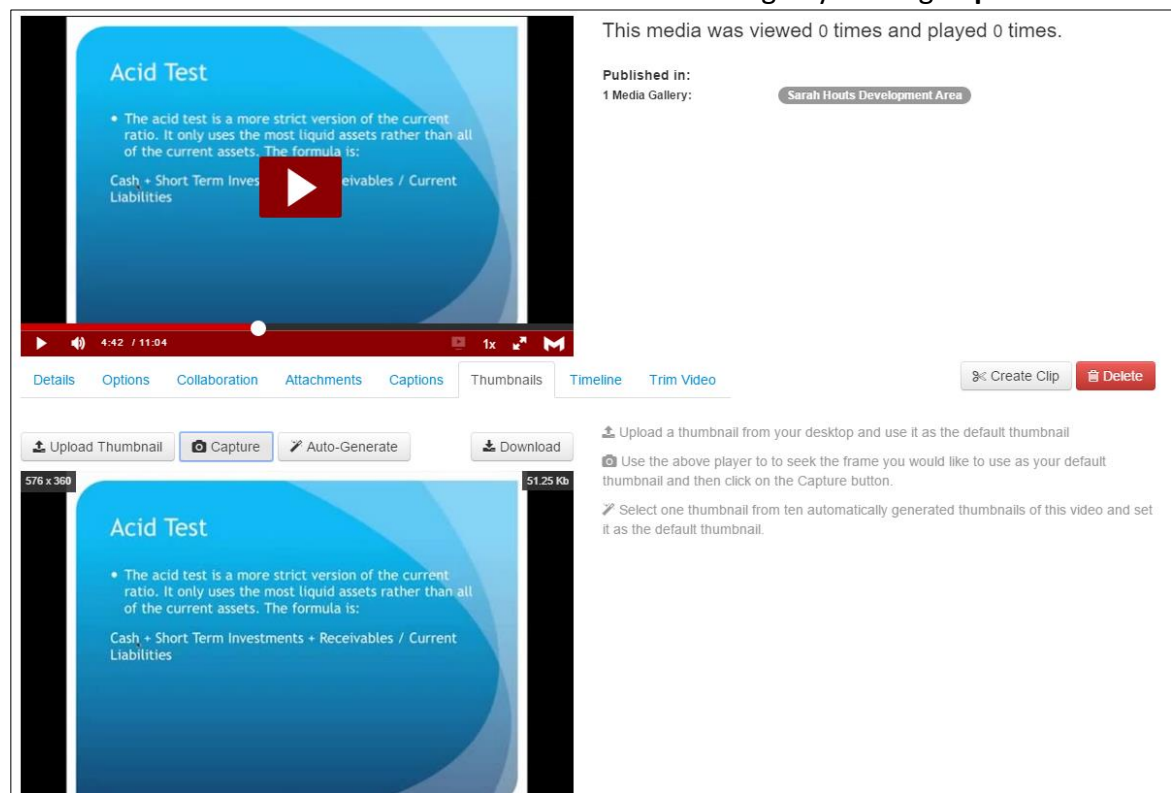
Upload or select a thumbnail image that appears in the list of recordings in the **Media Gallery**. If you do not designate a thumbnail image, the default image is the first frame of the video.



The thumbnail images appear in the **Media Gallery** list.



- Select a frame from the video to use as the thumbnail image by clicking **Capture**.



1. Click the video to play it and find a frame to use as the thumbnail image.
2. When you find a frame, click the video to pause it.
3. Click **Capture** to use that frame as the thumbnail image.

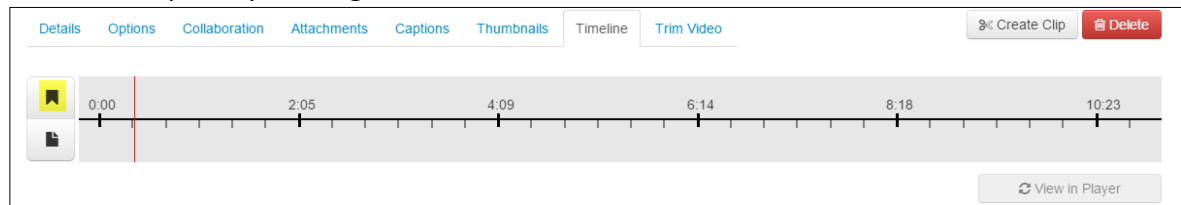
- Select a thumbnail image from an auto-generated list of images by clicking **Auto-Generate**.
- Download the thumbnail image by clicking **Download**.

Timeline Tab

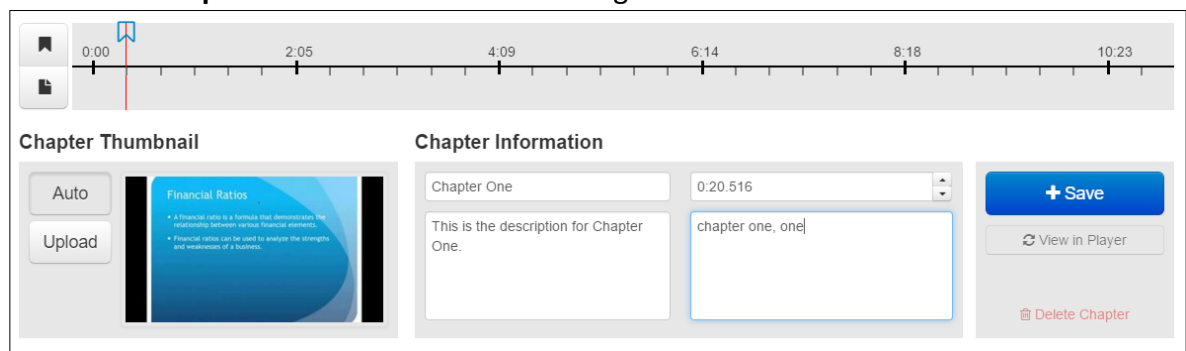
Create video chapters or upload slides to play with the video. Click the timeline to view the timestamp in the video player.

Creating a Chapter

1. Create a chapter by clicking the bookmark icon.



2. Click **Auto** or **Upload** to select a thumbnail image.



3. Type the **Chapter Title**.
4. Type the **Chapter Description**.
5. Use the arrows to set the time the chapter begins.
6. Type search tags, if desired. Separate each tag with a comma. Tags are beneficial for searching for recordings on a specific topic.
7. Click **Save**, when finished.
8. Add another chapter by clicking the bookmark icon again.

Trim Video Tab

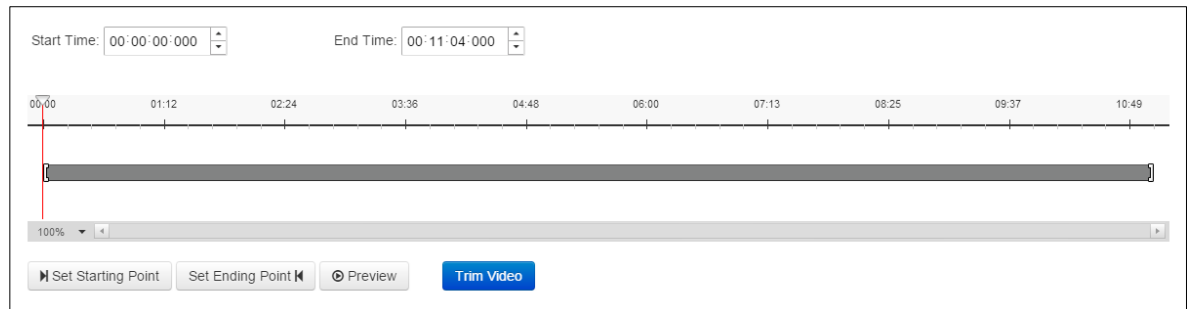
Trim time off the beginning and/or end of your video.

There are two ways to trim time off your video.

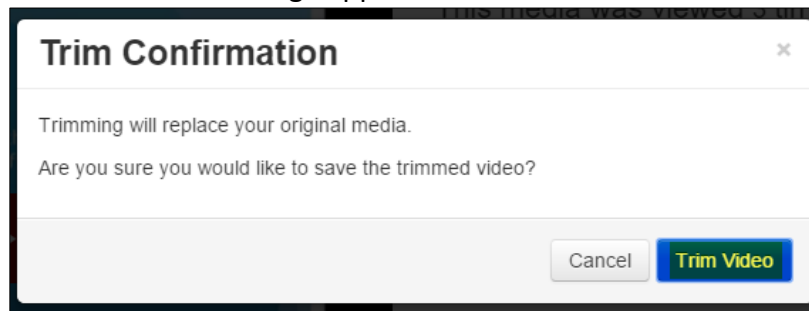
1. Click the arrows next to **Start Time** and/or **End Time**.

—or—

Click the timeline to place a mark where you want to start or end your video. Click **Set Starting Point** and **Set Ending Point**, as appropriate. Notice the video in the preview adjusts according to your changes. The time in the **Start Time** and **End Time** boxes also adjust.



2. Preview your changes by clicking **Preview**. You can make adjustments as needed.
3. Click **Trim Video**, when finished.
4. A confirmation message appears. Click **Trim Video**.



5. It will take a few minutes for your changes to be processed.

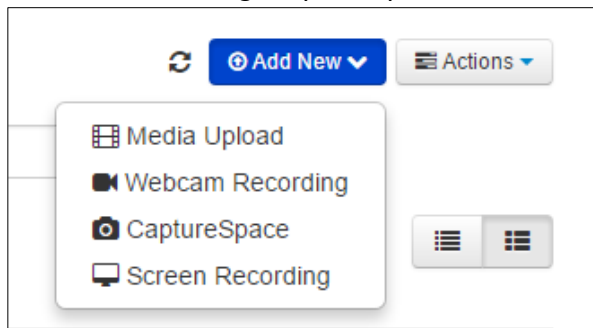
Viewing Videos

From **My Media**, you can view a video by clicking the thumbnail image or the video name.

Add New List Options

Access the **Add New** list from **My Media** in Canvas.

1. From your Canvas course, click **My Media** from the left-hand navigation.
2. Click the **Add New** list. There are four options in the **Add New** list: *Media Upload*, *Webcam Recording*, *CaptureSpace*, and *ScreenRecording*.

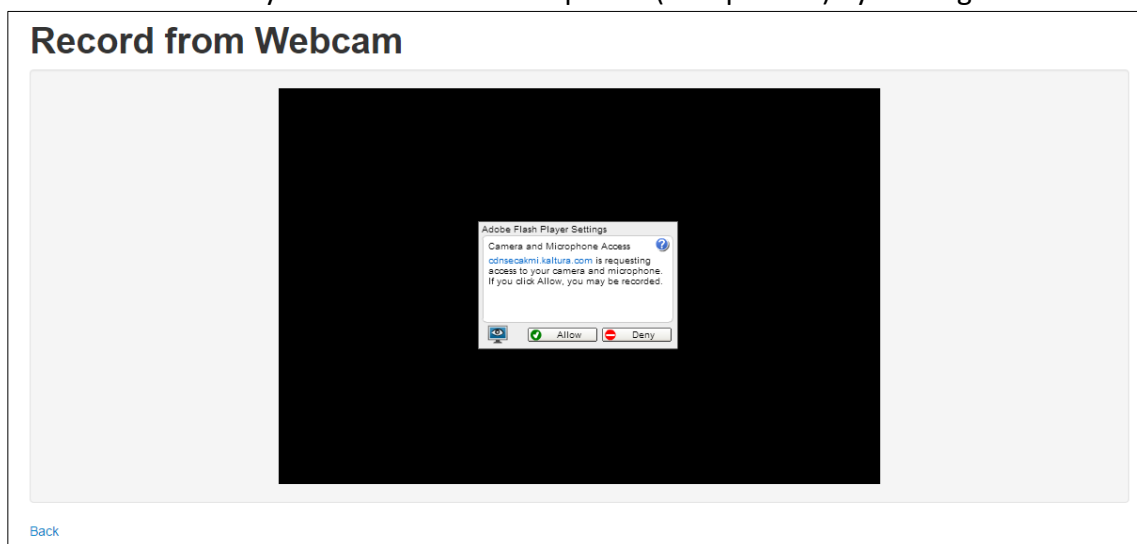


Media Upload

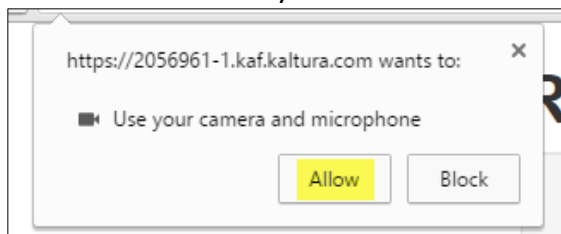
Upload a video to **My Media** by clicking **Media Upload**.

Webcam Recording

1. Record a video using your webcam by clicking **Webcam Recording**.
2. Authorize access to your camera and microphone (if requested) by clicking **Allow**.



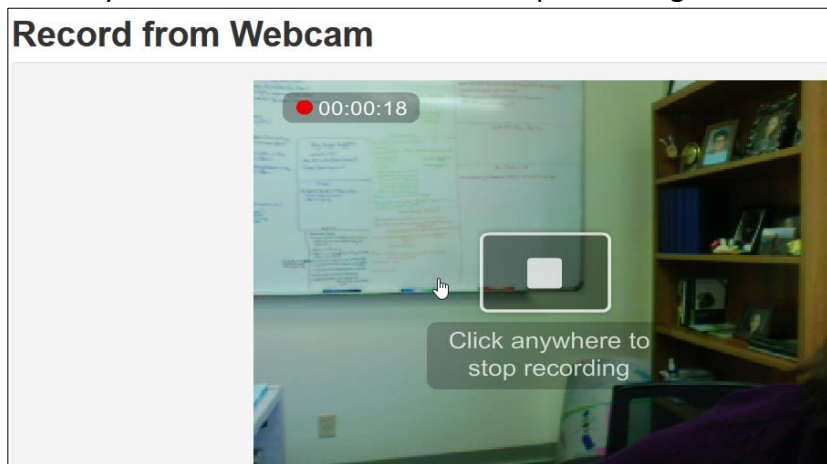
3. Allow **Kaltura** to use your camera and microphone by clicking **Allow**.



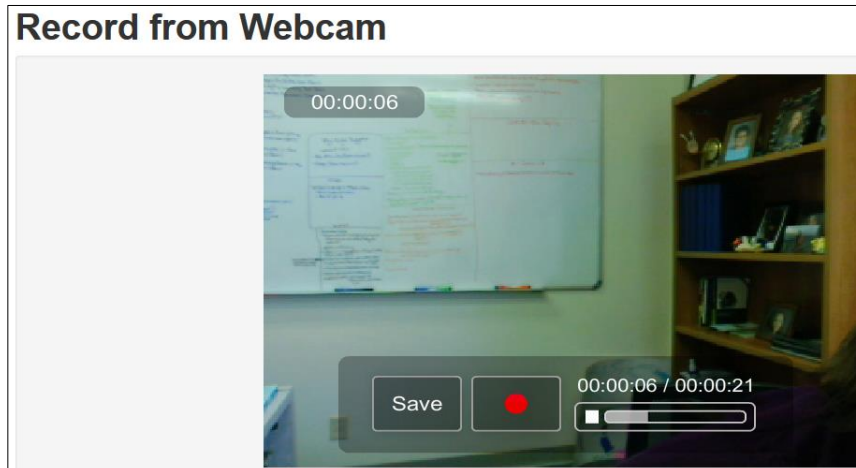
4. Click anywhere in the video screen to start recording.



5. Click anywhere in the video screen to stop recording.



6. Re-record your video by clicking the record button. Or, click **Save** from the video.



7. A confirmation message appears when your upload is complete.

Upload Completed! Complete the required information for the uploaded media below.

- Complete the form, and then click **Save**.







Record from Webcam

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name:

(Required)

Description: Black **Bold** *Italic* Underline      

Enter Description...

Tags:

Complete all the required fields and save the entry before you can select to publish it to Media Galleries. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

☒ **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

[Save](#)
[Go To Media](#)
[Go To My Media](#)

CaptureSpace

CaptureSpace is a desktop recorder, which allows you to create, publish, and view Kaltura recordings.

- Click **CaptureSpace** from the **Add New** list.
- Click **Download for Windows** or **Download for Mac**. If you're using a Maryville computer, [contact the Help Desk](#) for assistance with downloading the recorder.

The Kaltura CaptureSpace Desktop Recorder

The Kaltura CaptureSpace Desktop Recorder enables easy capture in class, at home or on-the-go with automated publishing and interactive viewing within the LMS and Kaltura's MediaSpace video portal.

Download for Windows

Windows System Requirements

- Windows 7,8,8.1 or 10 32/64 bit
- .NET Framework 4.0+
- [Visual Studio runtime tools](#)

Supported Microsoft PowerPoint Versions

- Microsoft PowerPoint 2007 32 bit
- Microsoft PowerPoint 2010 32/64 bit
- Microsoft PowerPoint 2013 32/64 bit

[Download for Windows](#)

Download for Mac

OS X System Requirements

- OS X 10.8 and up

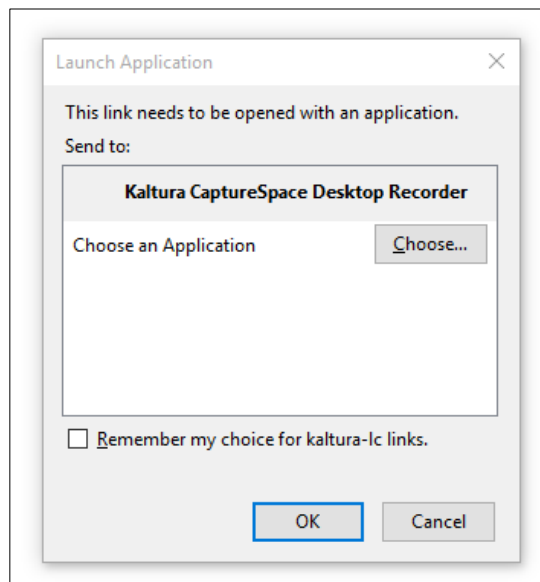
Supported Microsoft PowerPoint Versions

- Microsoft PowerPoint 2011
- Microsoft PowerPoint 2016

[Download for Mac](#)

- Follow the instructions for downloading the recorder.
- Once downloaded, click **My Media** from the left-hand navigation menu in Canvas
- Click **CaptureSpace** from the **Add New** list.

6. Click **OK**.



7. The **Kaltura CaptureSpace Desktop Recorder** opens.

8. Choose the type of recording you want to create from the **Record** tab. Your choices include:

- Presentations & Lectures
- Screen
- Screen & Webcam
- Webcam
- Voice

Presentations and Lectures

1. Record your screen or a presentation with or without audio and video by clicking **Presentations & Lectures**.



2. Configure your **Recording Options**.

RECORDING OPTIONS

Logitech QuickCam Fusion

☒ 480P
☐ 720P
[More >](#)

--None--

☒ 480P
☐ 720P
[More >](#)

--None--

☒ 480P
☐ 720P
[More >](#)

SCREEN CAPTURE
☒ 720P
☐ 1080P

DISPLAY 1 (Primary)

☒ On
☐ Off

PRESENTATION
☐ On
☒ Off

SOUND
Default

☒ On
☐ Off

3. Select your camera, or **None** if recording without video.
4. Select whether to capture your screen or a presentation. If capturing a presentation, click **Browse** to upload your presentation.
5. Select your sound device, or **None** to record without audio.
6. Click **Record**, when ready.

RECORDING OPTIONS

--None--

☒ 480P
☐ 720P
[More >](#)

--None--

☒ 480P
☐ 720P
[More >](#)

--None--

☒ 480P
☐ 720P
[More >](#)

SCREEN CAPTURE
☒ 720P
☐ 1080P

DISPLAY 1 (Primary)


☐ On
☒ Off

PRESENTATION
[Browse](#)

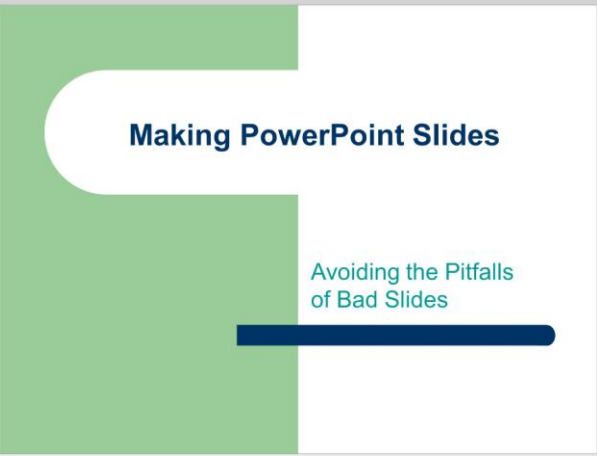
☒ On
☐ Off

SOUND
Default

☒ On
☐ Off






No camera have been selected

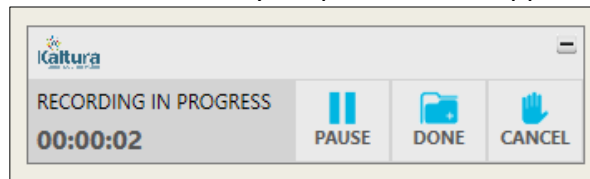


Making PowerPoint Slides

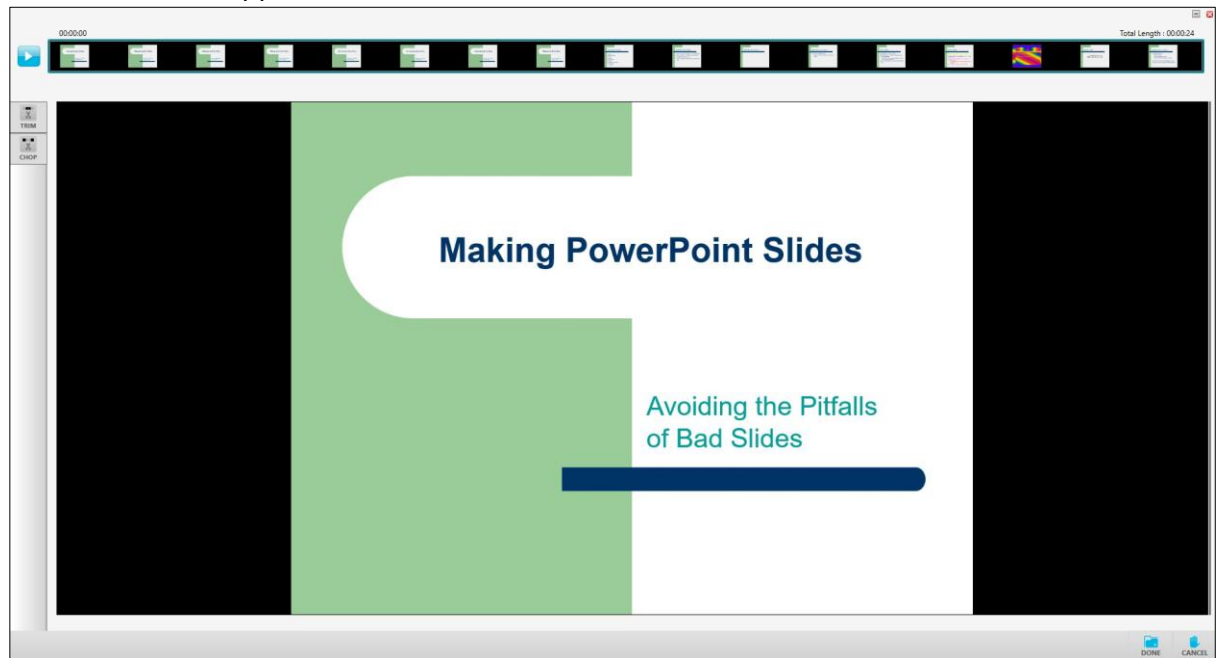
Avoiding the Pitfalls of Bad Slides

7. The status bar and your presentation appear.



8. Click **Done**, when finished.
9. The video editor appears.



10. Play your recording by clicking the play button.
11. Trim the beginning or end of your recording by clicking **Trim**. Or, cut specific sections from your recording by clicking **Chop**.

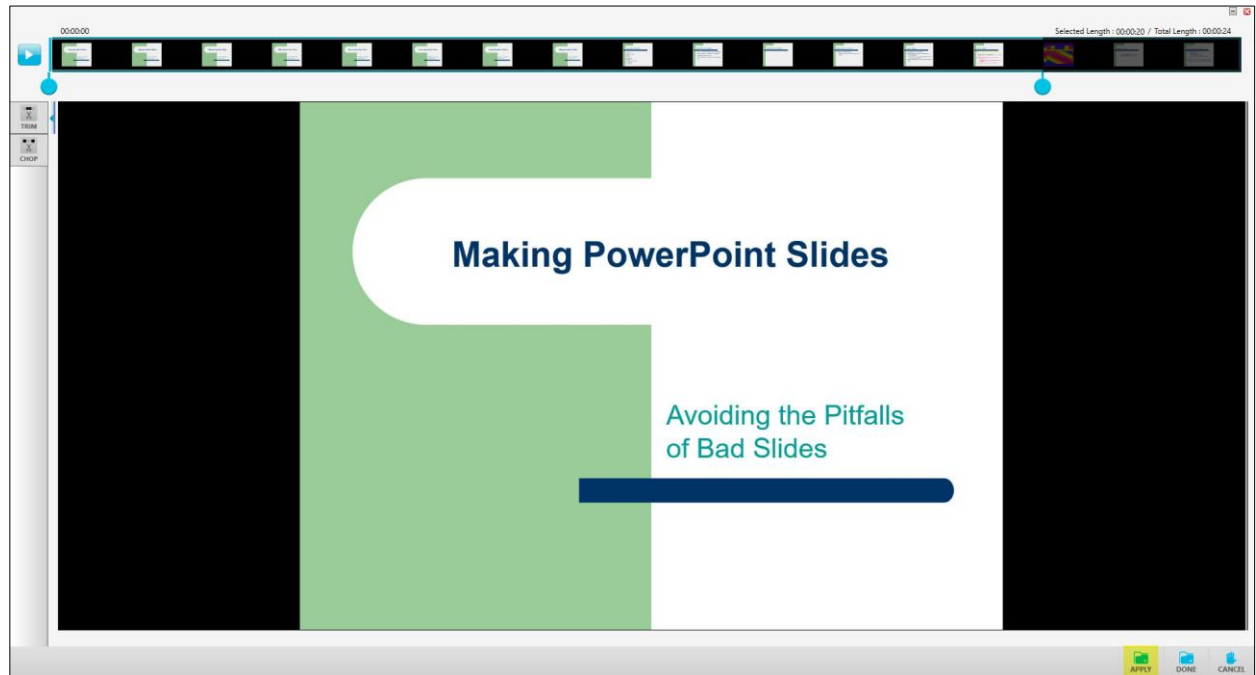
Trim

1. Drag the dials to set a trim area. The area being trimmed appears grayed out.



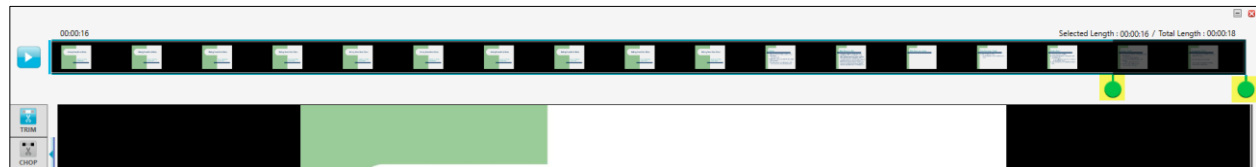
2. Click **Apply**, when finished trimming.

- The changes are not permanent until you click **Done**. Click **Done**, when finished editing.



Chop


- Drag the dials to set the area to chop. The area being chopped appears grayed out.



- Click **Apply**, when finished.
- The changes are not permanent until you click **Done**. Click **Done**, when finished.

Upload Options

- Type a title in the **Title** text box.


Upload Options

Title

Multi Video - 2016 Feb 18 12:10:11

Description

Tags
(Comma separated)

RECORDING LENGTH

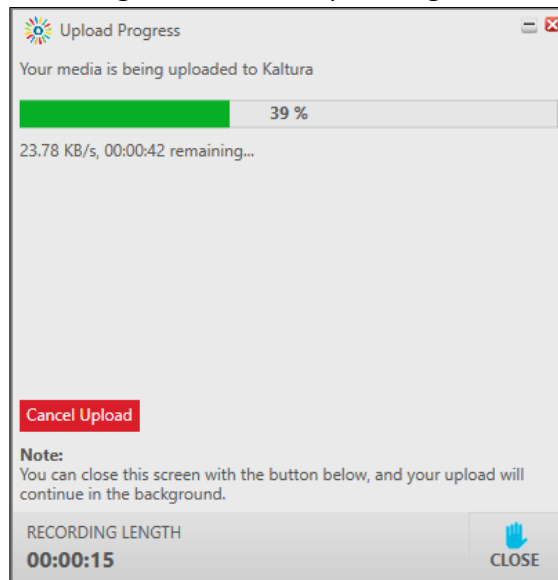
00:00:15

UPLOAD

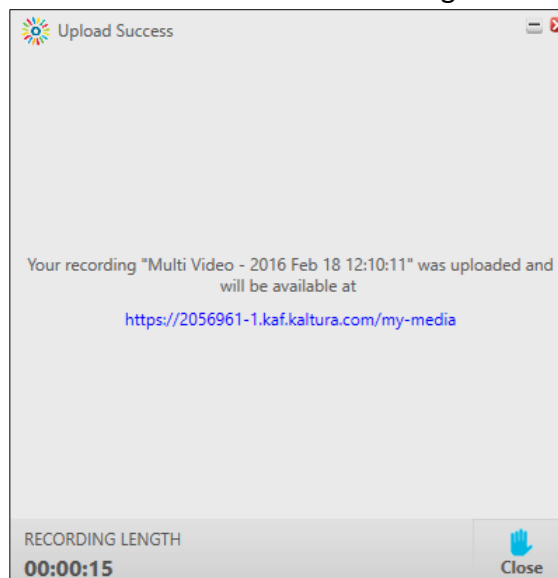
PREVIEW

SAVE

2. Type a description for your recording in the **Description** text box.
3. Add search tags, if desired, in the **Tags** text box. Tags are beneficial for searching for recordings on a specific topic.
4. Click **Upload**, when finished. You can also click **Preview** to preview your recording. Or, upload your recording later by clicking **Save**.
5. Click **Close**. Or, click **Cancel Upload** to cancel your upload. If you click **Close**, the recording will continue uploading.



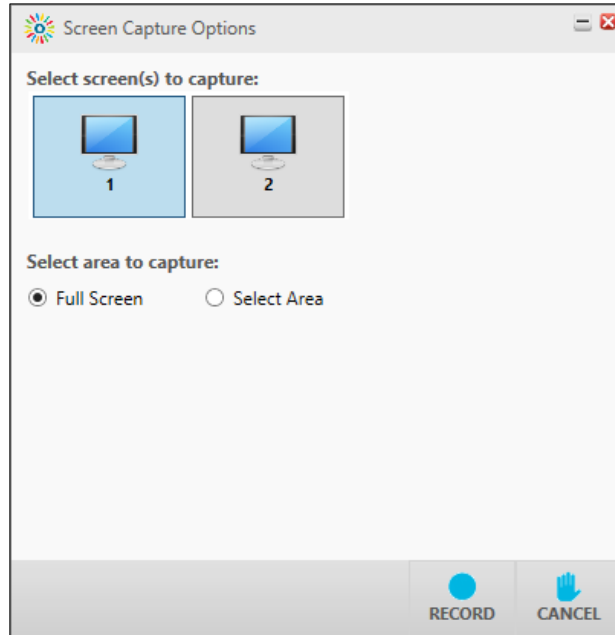
6. A confirmation message appears after the upload process finishes if you do not click **Close**. Click **Close** from the message.



7. Your recording is available in **My Media** and is *Private* until you publish it. Private means the video won't be visible in the [Media Gallery](#).

Screen

1. Capture your screen and audio by clicking **Screen** from the **Record** tab.
2. Select **Full Screen** or a **Select Area**, and then click **Record**.



3. The **Screen Capture** status bar appears.
 - Click **Draw** to use annotation tools on your screen.
 - Click **Pause** to pause the recording.
 - Click **Done**, when finished.
 - Click **Cancel** to cancel the recording.
4. Preview your recording by clicking the play button. Trim the beginning or end of your recording by clicking **Trim**. Or, cut specific sections from your recording by clicking **Chop**.

Trim

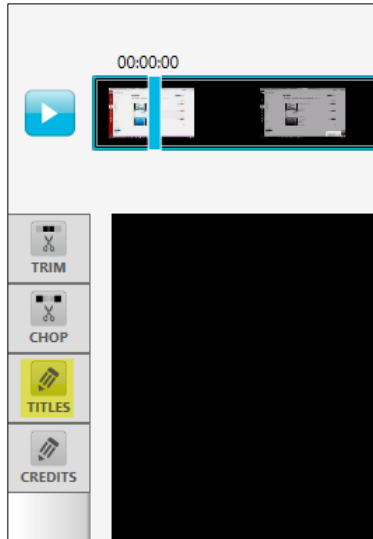
1. Drag the dials to set a trim area. The area being trimmed appears grayed out.
2. Click **Apply**, when finished trimming.
3. The changes aren't permanent until you click **Done**.

Chop

1. Drag the dials to set the area to chop. The area being chopped appears grayed out.
2. Click **Apply**, when finished.
3. The changes aren't permanent until you click **Done**.

Titles

1. Add a title slide to your screen capture recording by clicking **Titles**. The title slide appears as the first slide of your recording.



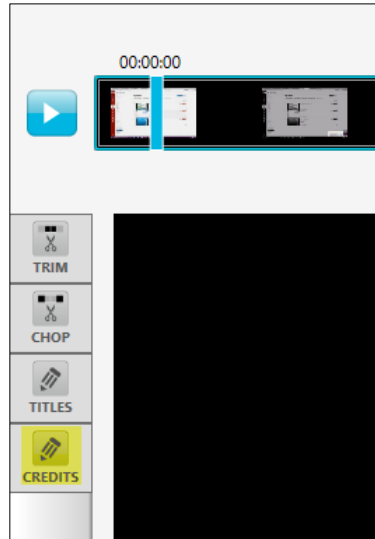
2. Click the arrows to select your preferred design, and then click the **Title** and **Description** text boxes to add your own information.



3. Click **Apply**, when finished.

Credits

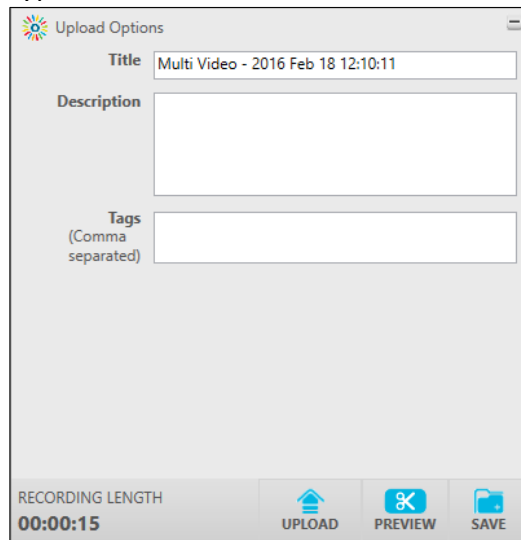
1. Add a credit slide to your screen capture recording by clicking **Credits**. The credit slide appears as the last slide of your recording.



2. Click the arrows to select your preferred design, and then click the **Title** and **Description** text boxes to add your own information.
3. Click **Apply**, when finished.
4. Click **Done**, when finished editing.

Upload Options

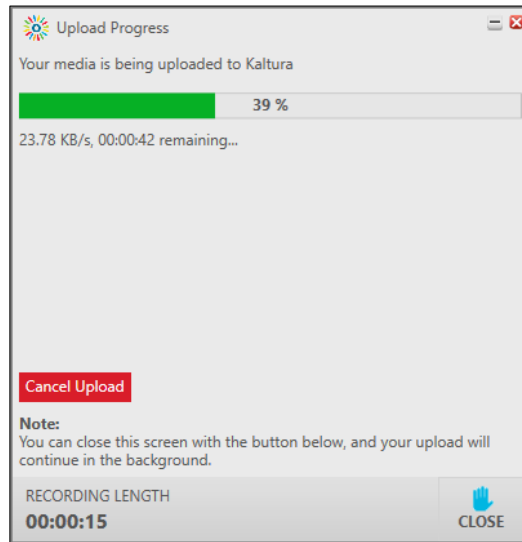
1. Type a title in the **Title** text box.



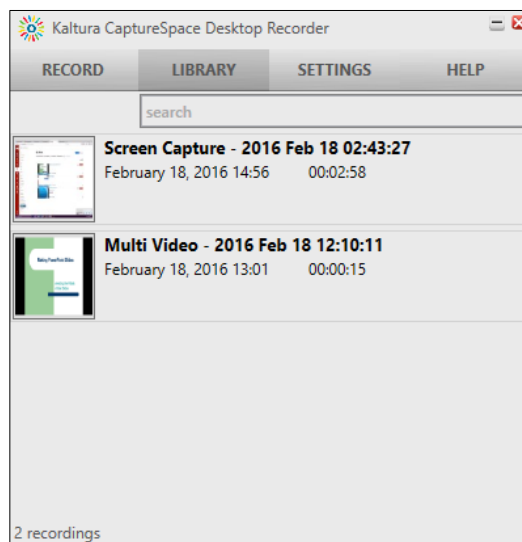
The screenshot shows the 'Upload Options' dialog box. It has a title bar with a colorful icon and the text 'Upload Options'. Inside the dialog, there are three text input fields: 'Title' (containing 'Multi Video - 2016 Feb 18 12:10:11'), 'Description' (empty), and 'Tags' (with a placeholder '(Comma separated)'). At the bottom of the dialog, there is a 'RECORDING LENGTH' section showing '00:00:15'. Below this, there are three buttons: 'UPLOAD' (with a house icon), 'PREVIEW' (with a magnifying glass icon), and 'SAVE' (with a folder icon).

2. Type a description for your recording in the **Description** text box.
3. Add search tags, if desired, in the **Tags** text box. Tags are beneficial for searching for recordings on a specific topic.
4. Click **Upload**, when finished. You can also click **Preview** to preview your recording. Or, upload your recording later by clicking **Save**; your recording appears in the **Library** tab.

5. Click **Close**. Or, click **Cancel Upload** to cancel your upload. If you click **Close**, the recording will continue uploading.



6. Your recording appears in the **Library** tab when the upload process finishes if you do not click **Close**. Click **Close**.



7. Your recording is available in **My Media** and is **Private** until you publish it.

Screen and Webcam

Record your screen, video using your computer's webcam, and audio by clicking **Screen & Webcam**. Follow the same steps as you would to record your [Screen](#) to record your *Screen & Webcam*.

Webcam

1. Record video using your computer's webcam and audio by clicking **Webcam** from the **Record** tab.
2. The **Webcam Capture** status bar and video preview window appears.
 - Click **Pause** to pause the recording.
 - Click **Done**, when finished.
 - Click **Cancel** to cancel the recording.
3. Preview your recording by clicking the play button. Trim the beginning or end of your recording by clicking **Trim**. Or, cut specific sections from your recording by clicking **Chop**.

Trim

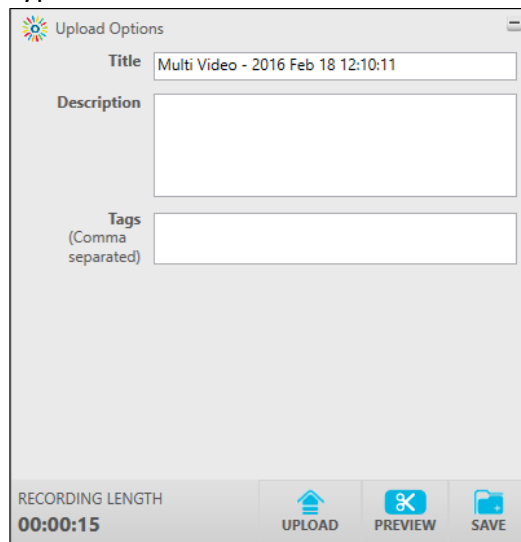
1. Drag the dials to set a trim area. The area being trimmed appears grayed out.
2. Click **Apply**, when finished trimming.
3. The changes aren't permanent until you click **Done**.

Chop

1. Drag the dials to set the area to chop. The area being chopped appears grayed out.
2. Click **Apply**, when finished.
3. The changes aren't permanent until you click **Done**.
4. Click **Done**, when finished editing.

Upload Options

1. Type a title in the **Title** text box.



Upload Options

Title: Multi Video - 2016 Feb 18 12:10:11

Description:

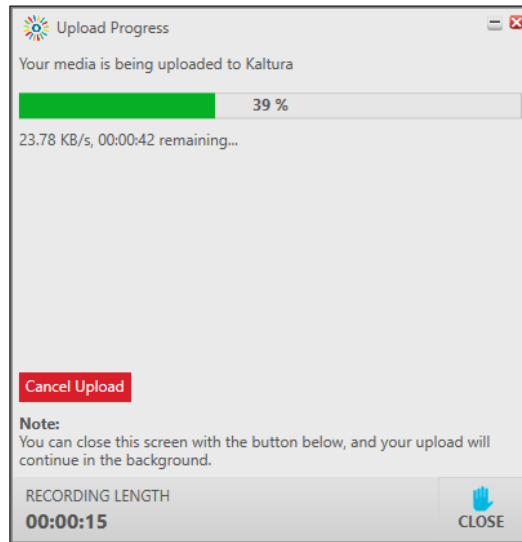
Tags (Comma separated):

RECORDING LENGTH: 00:00:15

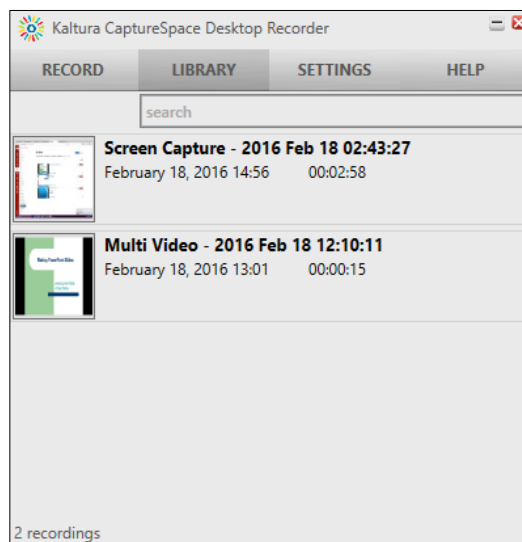
UPLOAD PREVIEW SAVE

2. Type a description for your recording in the **Description** text box.
3. Add search tags, if desired, in the **Tags** text box. Tags are beneficial for searching for recordings on a specific topic.
4. Click **Upload**, when finished. You can also click **Preview** to preview your recording. Or, upload your recording later by clicking **Save**; your recording appears in the **Library** tab.

- Click **Close**. Or, click **Cancel Upload** to cancel your upload. If you click **Close**, the recording will continue uploading.



- Your recording appears in the **Library** tab when the upload process finishes if you do not click **Close**. Click **Close**.



- Your recording is available in **My Media** and is **Private** until you publish it. Private means the video won't be visible in the [Media Gallery](#).

Voice

- Record audio by clicking **Voice** from the **Record** tab.
- The **Voice Recording** status bar and video preview window appears.
 - Click **Pause** to pause the recording.
 - Click **Done**, when finished.
 - Click **Cancel** to cancel the recording.
- Preview your recording by clicking the play button. Trim the beginning or end of your recording by clicking **Trim**. Or, cut specific sections from your recording by clicking **Chop**.

Trim

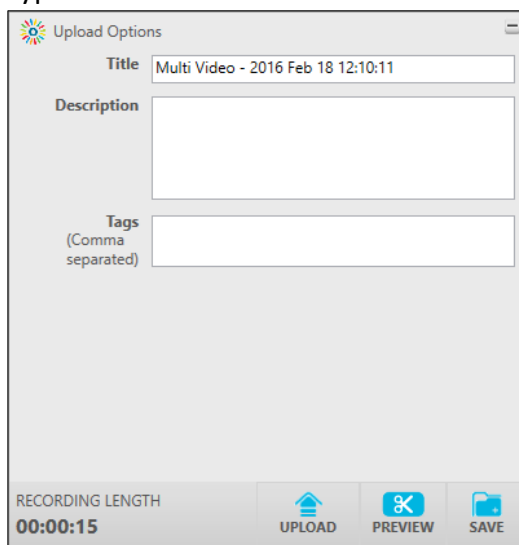
1. Drag the dials to set a trim area. The area being trimmed appears grayed out.
2. Click **Apply**, when finished trimming.
3. The changes aren't permanent until you click **Done**.

Chop

1. Drag the dials to set the area to chop. The area being chopped appears grayed out.
2. Click **Apply**, when finished.
3. The changes aren't permanent until you click **Done**.
4. Click **Done**, when finished editing.

Upload Options

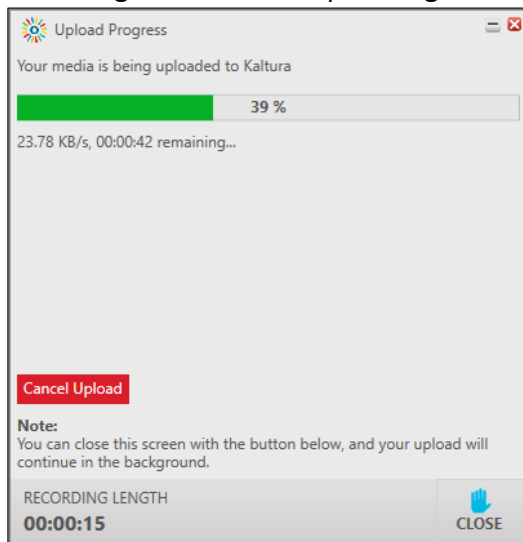
1. Type a title in the **Title** text box.



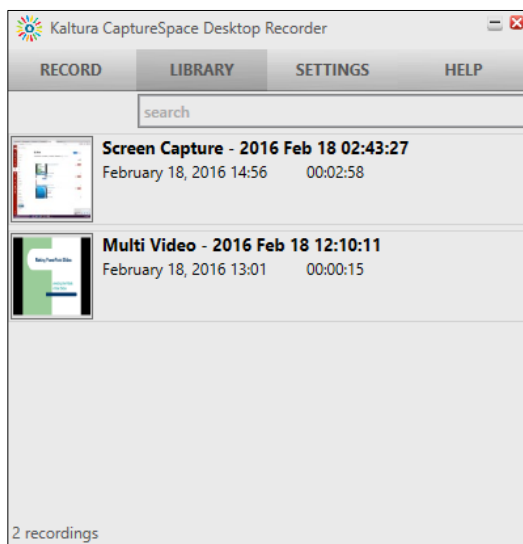
The screenshot shows the 'Upload Options' dialog box. It has a title bar with a Kaltura logo and the text 'Upload Options'. Inside, there are three text input fields: 'Title' (containing 'Multi Video - 2016 Feb 18 12:10:11'), 'Description' (empty), and 'Tags (Comma separated)' (empty). At the bottom, there is a 'RECORDING LENGTH' section showing '00:00:15' and three buttons: 'UPLOAD' (with an upload icon), 'PREVIEW' (with a play icon), and 'SAVE' (with a save icon).

2. Type a description for your recording in the **Description** text box.
3. Add search tags, if desired, in the **Tags** text box. Tags are beneficial for searching for recordings on a specific topic.
4. Click **Upload**, when finished. You can also click **Preview** to preview your recording. Or, upload your recording later by clicking **Save**; your recording appears in the **Library** tab.

5. Click **Close**. Or, click **Cancel Upload** to cancel your upload. If you click **Close**, the recording will continue uploading.



6. Your recording appears in the **Library** tab when the upload process finishes if you do not click **Close**. Click **Close**.

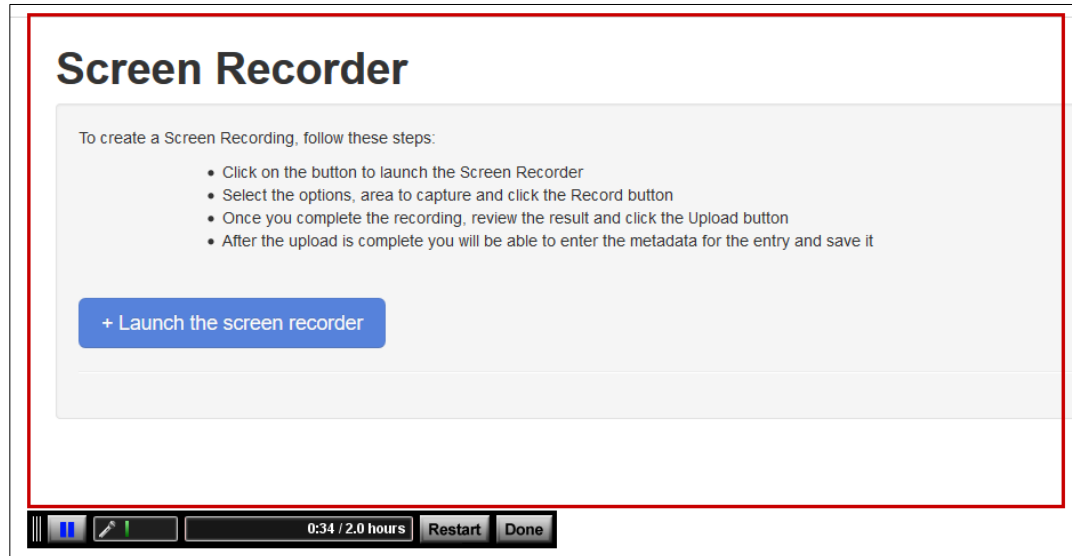


7. Your recording is available in **My Media** and is **Private** until you publish it.

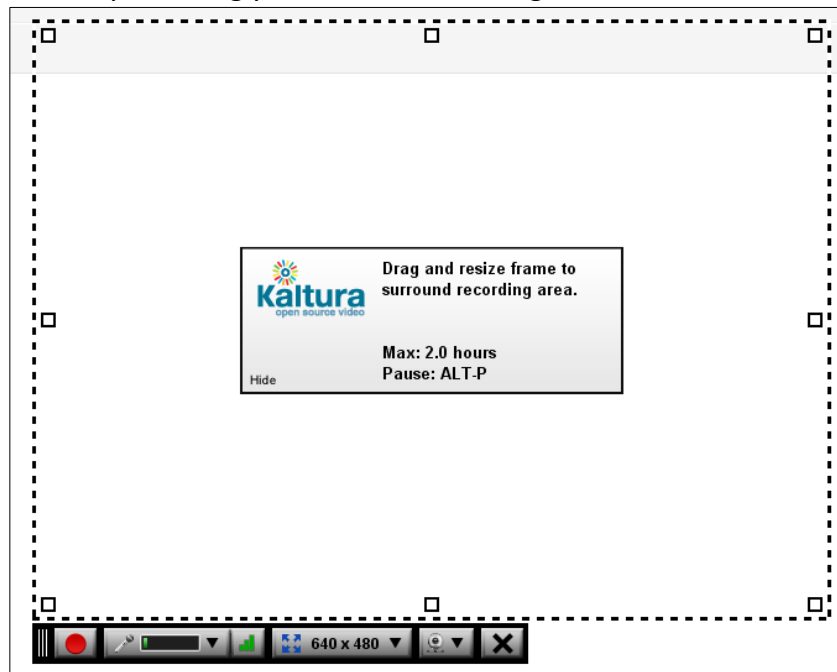
Screen Recording

Screen Recording is another options under the **Add New** list, and is separate from CaptureSpace. Use Firefox or Safari to create a screen recording. The screen recording feature will not work with Chrome.

1. Click **Launch the screen recorder**.

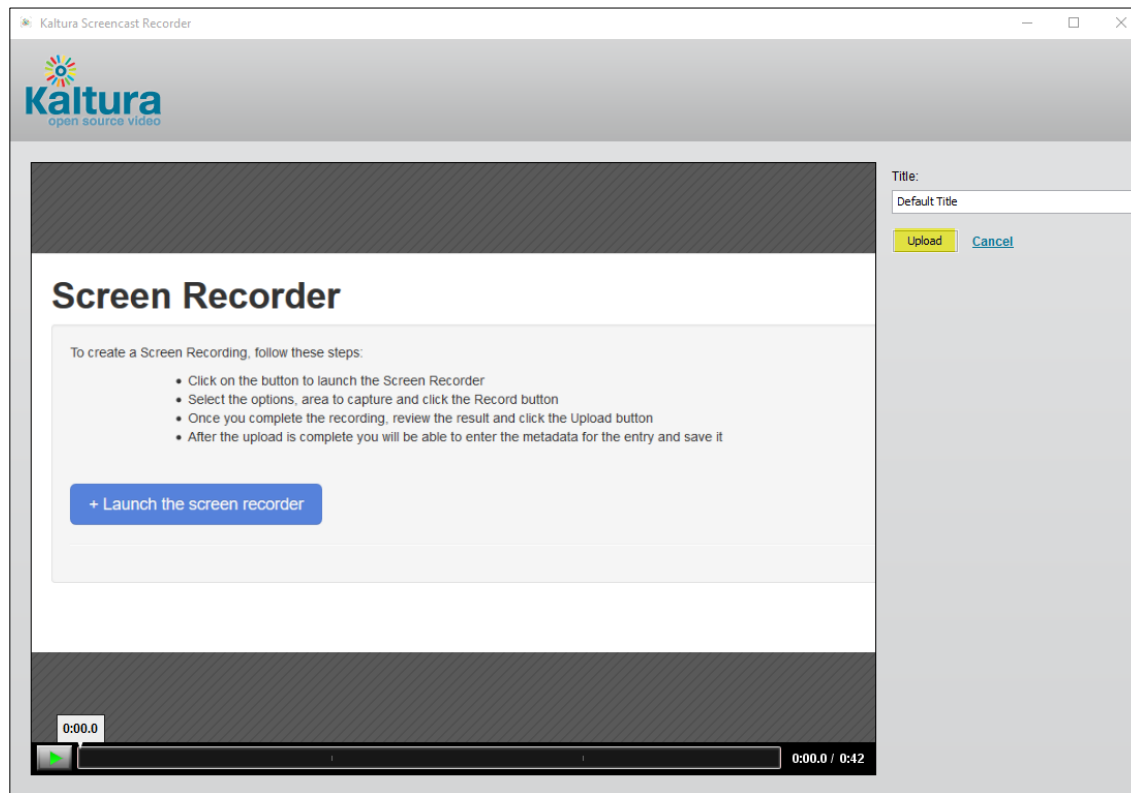


2. Click **Run**, if prompted.
3. Select any options, drag the frame to resize the area of the capture. You can move the frame by hovering your mouse over the grid lines until a four-headed arrow appears.

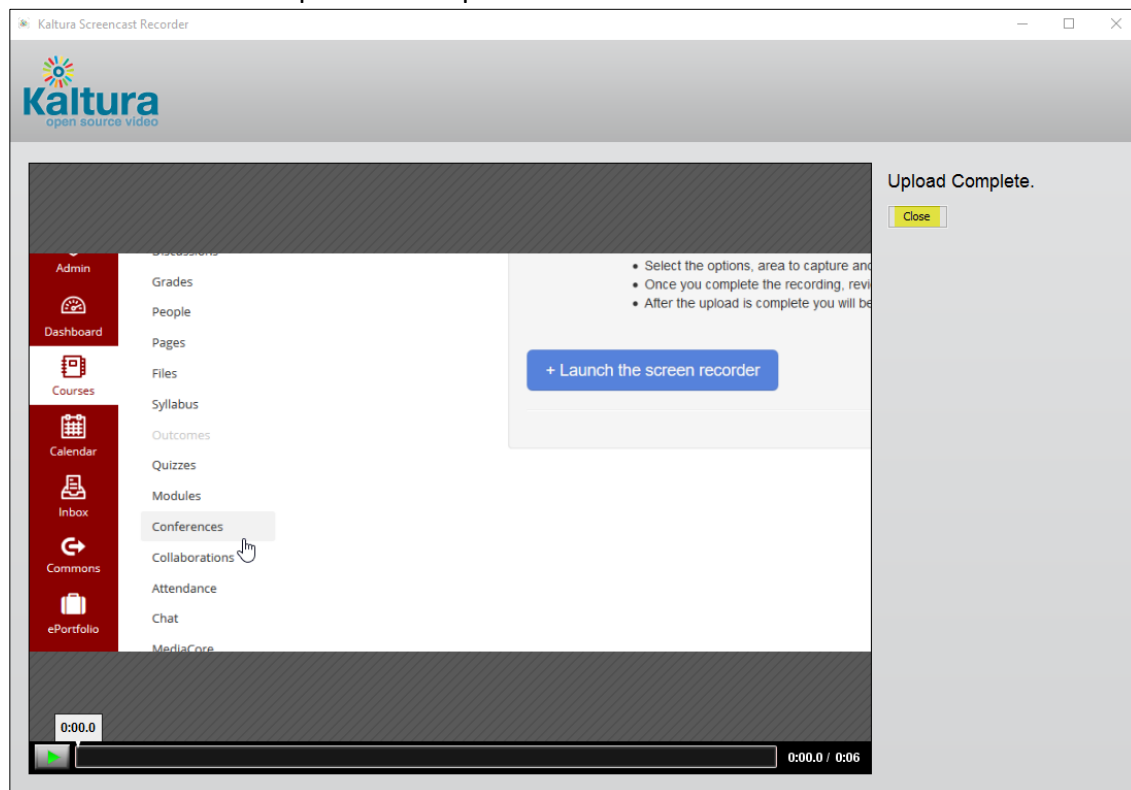


4. Capture your screen by clicking the record button. Pause the recording at any time by clicking the pause button, and then click **Restart**.
5. Click **Done**, when finished.

6. Type a title in the **Title** text box. Preview your screen recording by clicking the play button.









7. Click **Upload**.
8. Click **Close** when the upload is complete.



9. Complete the form, and then click **Save**.

Please fill out these details:

Name:
(Required)

Description: Black ▾ **Bold** *Italic* Underline      

Tags:

Complete all the required fields and save the entry before you can select to publish it to Media Galleries. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

☒ **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

Save [Go To Media](#) [Go To My Media](#)

10. Your screen recording appears in **My Media**.

Actions List


The **Actions** list in **My Media** allows you to **Publish** or **Delete** a recording.

To publish a recording

1. Select the checkbox to select a recording.

My Media ↻ + Add New ▾ ⚙ Actions ▾

Sort by Most Recent ▾ View All Statuses ▾ View All Media ▾ View Media I Own ▾

☐ ☒  02:58 Screen Capture - 2016 Feb 18 02:43:27 Edit Delete

Test Title
This is a test screen capture recording.

PRIVATE 0 A moment ago

2. From the **Actions** list, click **Publish**.

3. Select **Published**, which makes your recording visible in the **Media Gallery** for that course.

My Media ↻ + Add New ▾ ⚙ Actions ▾

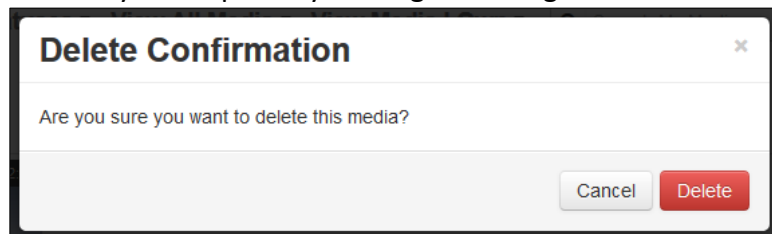
☒ **Private** - Media page will be visible to the content owner only.
☐ **Published** - Media page will be visible to individuals according to entitlements on published destinations

Save **Cancel**

4. Click **Save**.

To delete a recording

1. Select the checkbox to select a recording.
2. From the **Actions** list, click **Delete**.
3. Confirm your request by clicking **Delete** again.



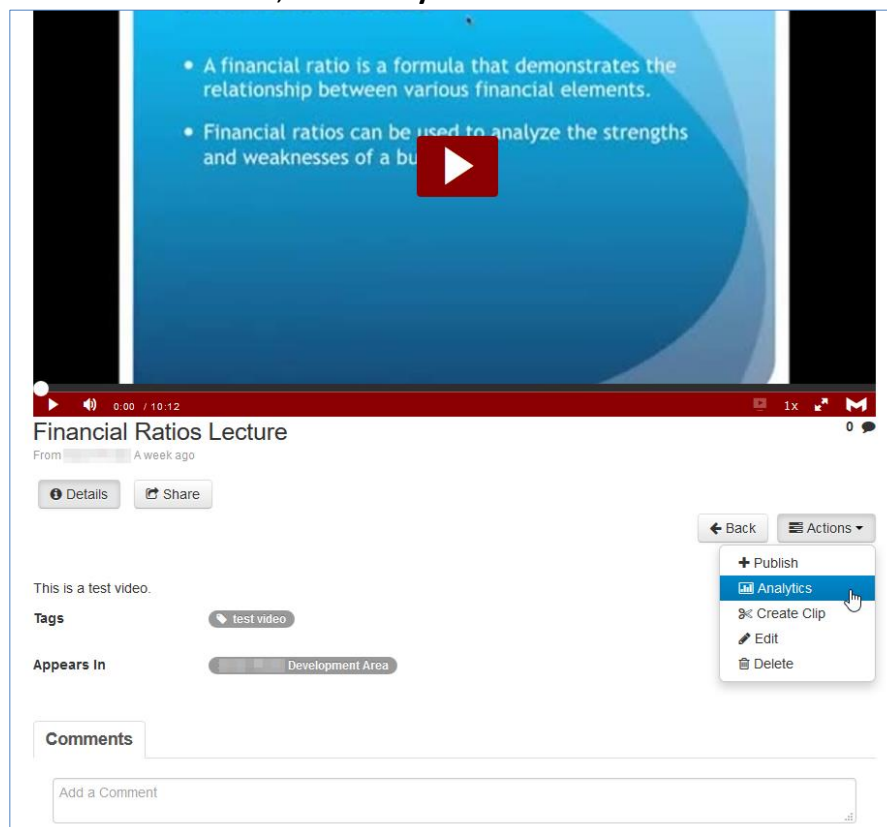
Analytics

Kaltura provides general analytics on a recording. You can see:

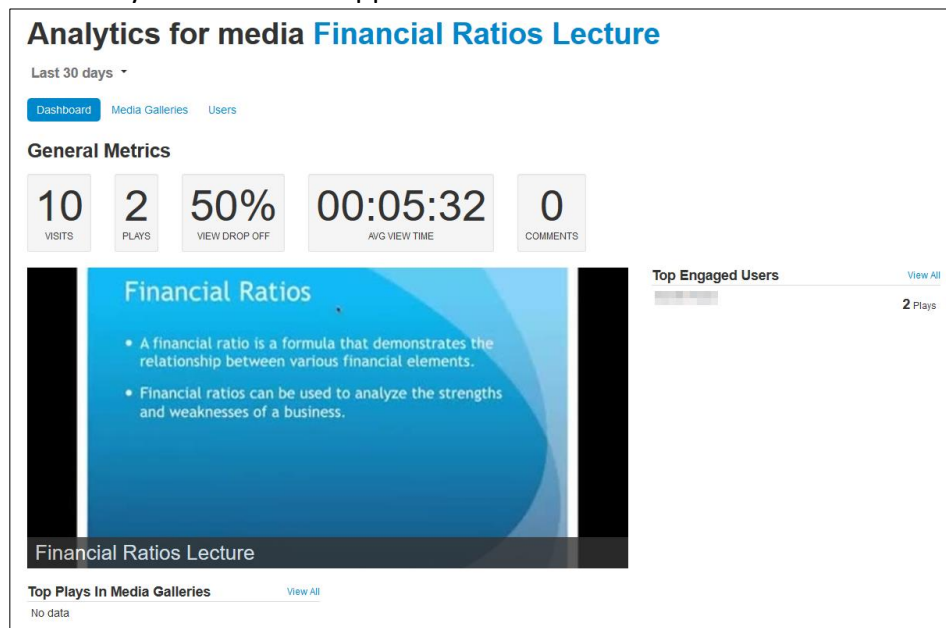
- The number of visits a recording had.
- The number of plays a recording had.
- The percentage rate a viewer stopped watching a recording.
- The average time a viewer watched a recording.
- The number of comments a recording received.
- The names of viewers and their viewing information.

To view recording analytics

1. Click **My Media**.
2. Click a recording.
3. From the **Actions** list, click **Analytics**.



- Your analytics dashboard appears.



- Access a list of viewers and their information by clicking **Users**. Export the information by clicking **Export to CSV**. Filter the timeframe of visits by clicking the date list.



Analytics for media Financial Ratios Lecture

Last 30 days ▾

Dashboard Media Galleries **Users**

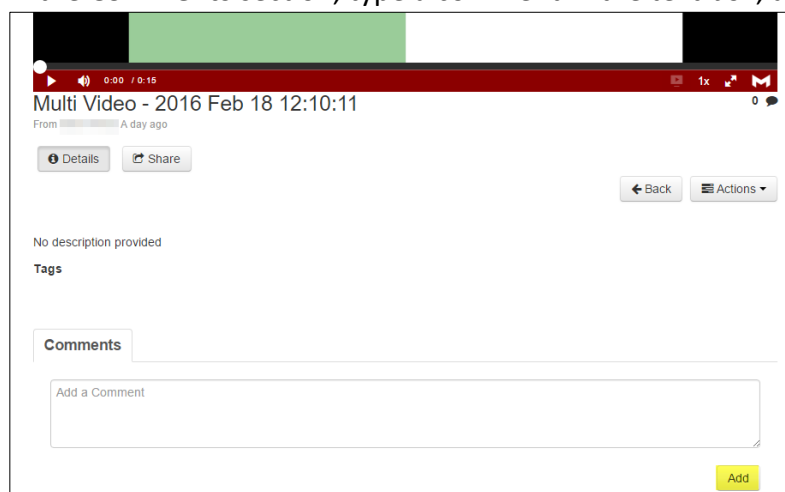
[Export to CSV](#) [Printable Version](#)

User	Plays	Visits	Plays to Visits Ratio	Avg. Drop-Off	Avg. View Time	Total View Time
	2	10	20%	50%	00:05:32	00:11:04

Video Comments

To comment on a recording

- Click the recording.
- In the **Comments** section, type a comment in the text box, and then click **Add**.



Multi Video - 2016 Feb 18 12:10:11

From A day ago

[Details](#) [Share](#) [Back](#) [Actions](#)

No description provided

Tags

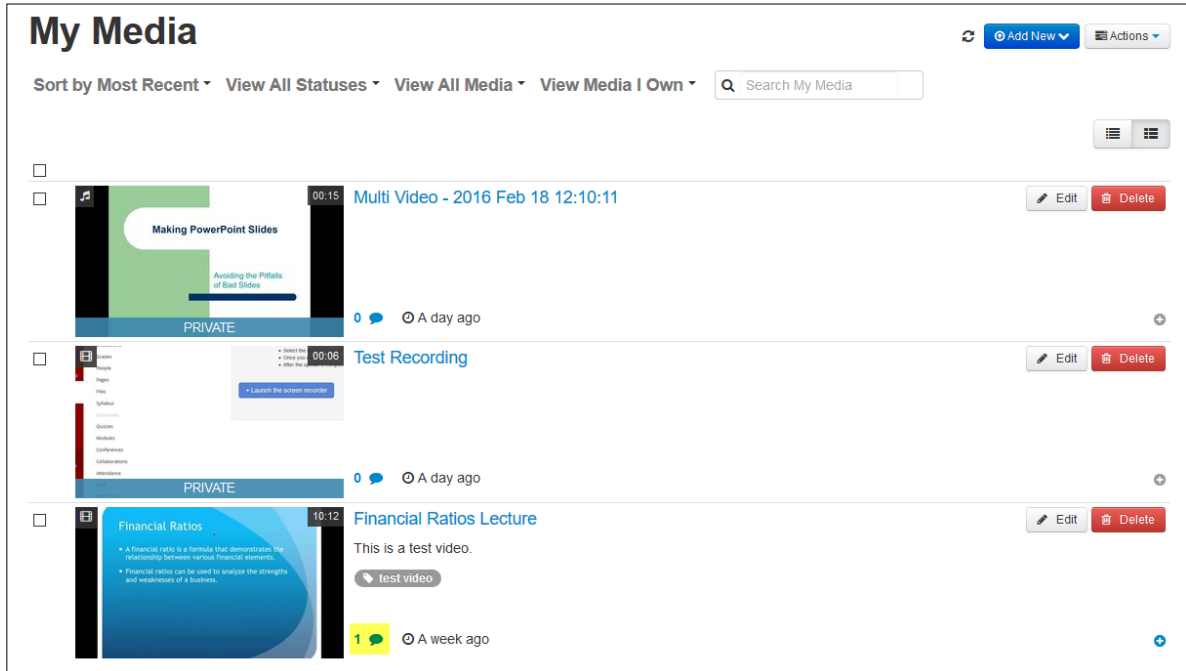
Comments

Add a Comment

[Add](#)

To view comments

When viewers comment on your video, a notification appears on your **My Media** dashboard.



My Media

Sort by Most Recent ▾ View All Statuses ▾ View All Media ▾ View Media I Own ▾ Search My Media

Multi Video - 2016 Feb 18 12:10:11

0 A day ago

Test Recording

0 A day ago

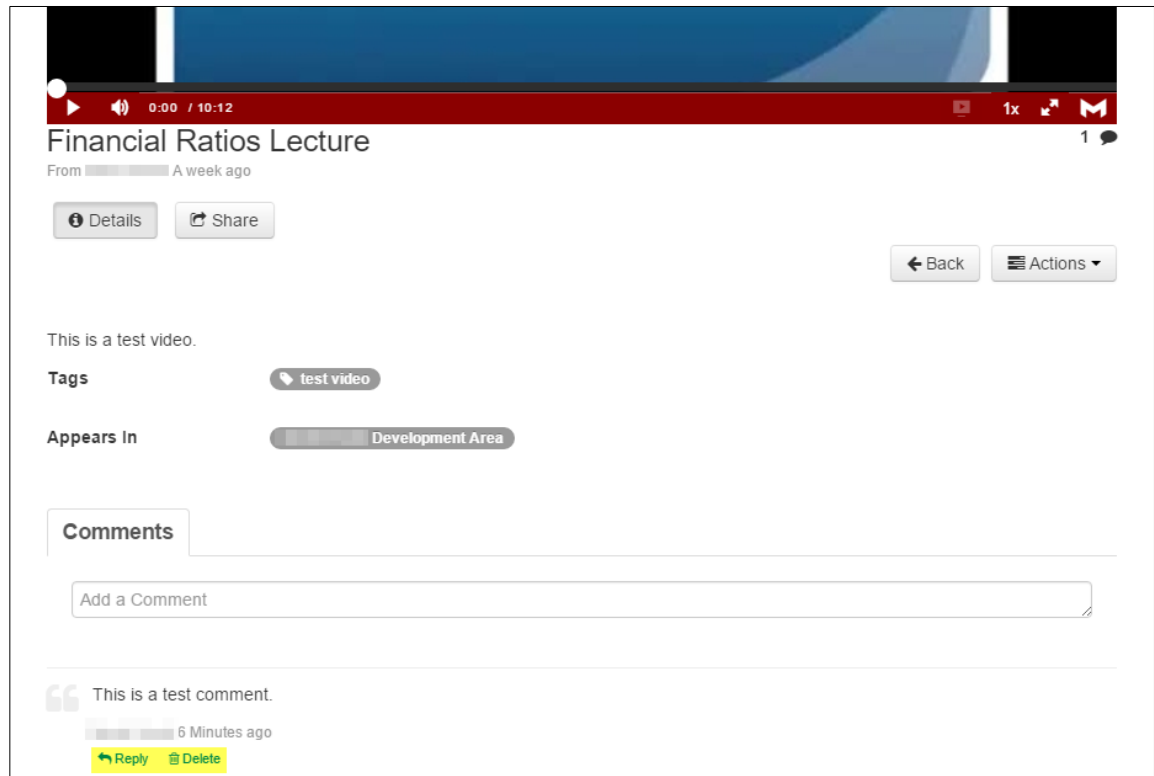
Financial Ratios Lecture

This is a test video.

test video

1 A week ago

1. Click the recording. Comments appear in the **Comment** section.
2. Reply to the comment by clicking **Reply**. Or, delete the comment by clicking **Delete**.



Financial Ratios Lecture

From A week ago

Details Share

Back Actions ▾

This is a test video.

Tags test video

Appears In Development Area

Comments

Add a Comment

This is a test comment.

6 Minutes ago

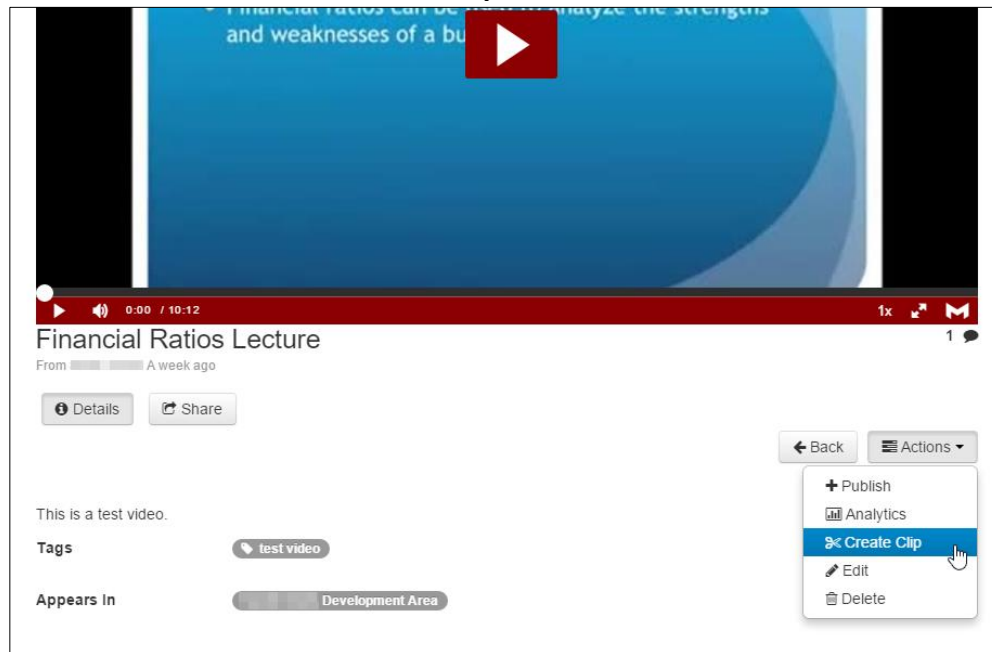
Reply Delete

Video Clips

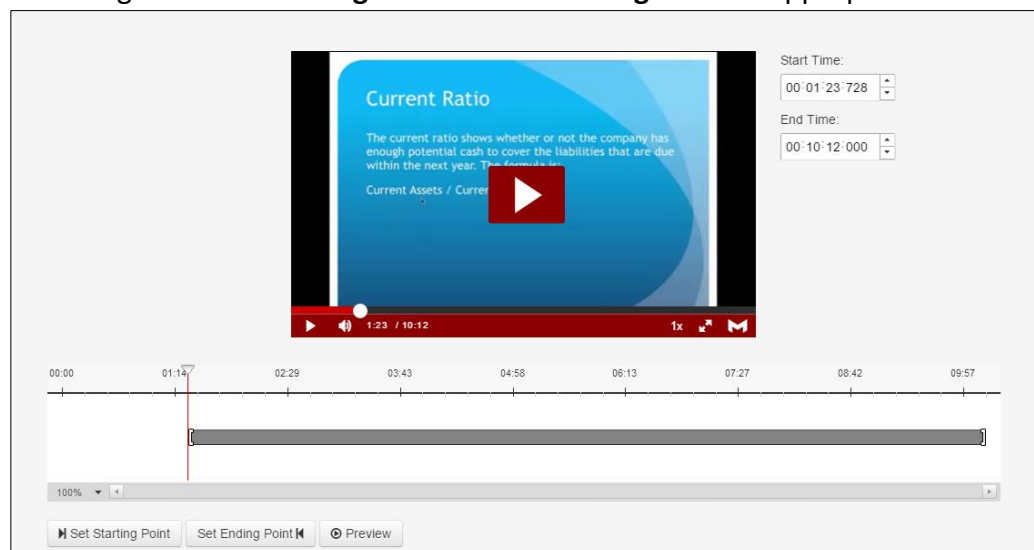
Create a shorter clip of your recording. Clips can only be created from **Published** recordings.

To create a clip

1. Click the video.
2. From the **Actions** list, click **Create Clip**.









3. There are two ways to clip your recording.
 - a. Click the arrows next to **Start Time** and/or **End Time**.
 - or–
 - b. Click the timeline to place a mark where you want to start or end the recording. Click **Set Starting Point** and **Set Ending Point** as appropriate.



4. Notice the video in the preview adjusts according to your changes. The time in the **Start Time** and **End Time** boxes also adjust. Click **Preview** to preview your changes. You can make adjustments as needed.
5. Complete the form, and then click **Create Clip**, when finished. You won't be able to publish the recording until it has processed. It will take a few minutes for your changes to be processed.

Set the range of your clip, complete the metadata and save:

Name: (Required)

Description: Black ▾ **Bold** *Italic* Underline      

Tags:

Complete all the required fields and save the entry before you can select to publish it to Media Galleries. Note that the upload process needs to complete successfully for the "Published" option to be enabled. ✕

☒ **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

[Create Clip](#) [Go To My Media](#)

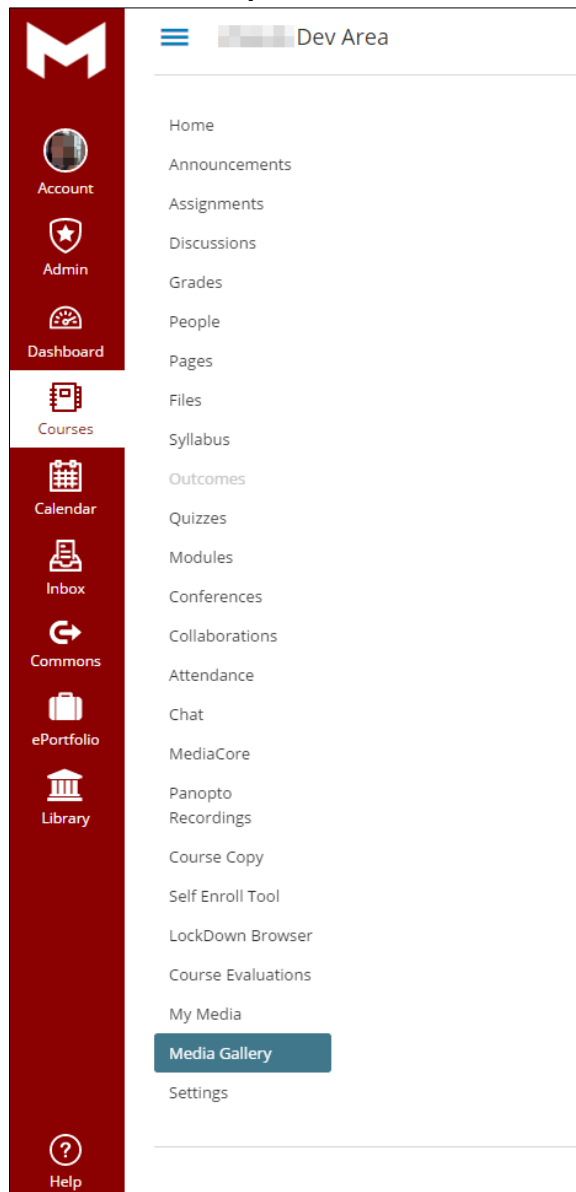
6. Click **Go to My Media** to view the clip, or to publish it.

Media Gallery

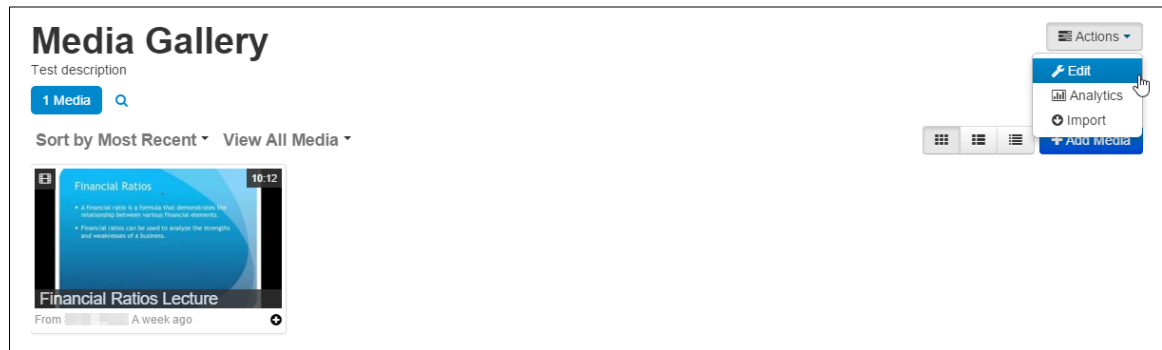
Recordings that are **Published** (not Private) appear in the **Media Gallery** for the course the recording was created/uploaded in. A benefit of the Media Gallery is that it allows you to create playlists and import recordings from your other Canvas courses.

Editing Your Media Gallery

1. Click **Media Gallery**.



- From the **Actions** list, click **Edit**.



Details Tab

- Type a description for your gallery in the **Description** text box.

Edit Media Gallery

Details Playlists

Description: Black ▾ **Bold** *Italic* Underline ☰ ☷ ☶ ☵ 🔗 🖼️

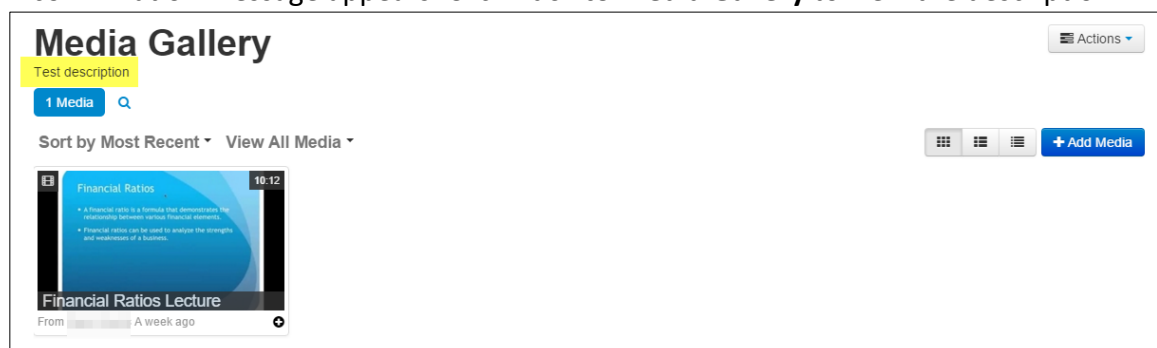
Test description

Tags:

Options: ☐ Moderate content (media will not appear in media gallery until approved by the gallery manager)
☒ Enable comments in Media Gallery
☒ Keep comments private to Media Gallery

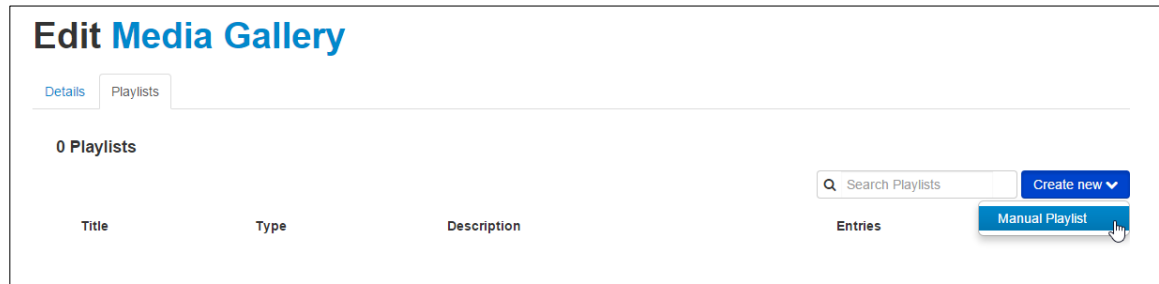
Save [Back to Media Gallery](#)

- Type search tags, if desired. Separate each tag with a comma. Tags are beneficial for searching for recordings on a specific topic.
- Select options, if desired.
- Click **Save**, when finished.
- A confirmation message appears. Click **Back to Media Gallery** to view the description.

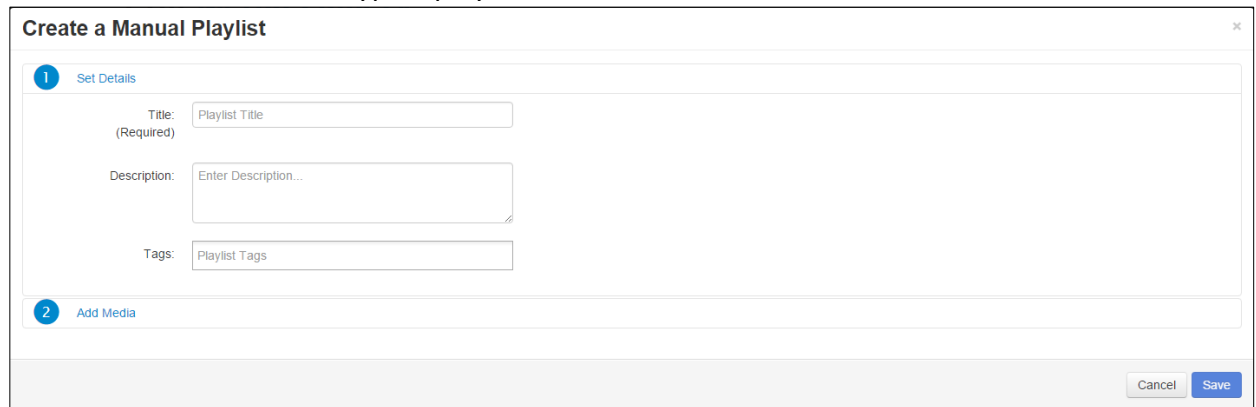


Playlists Tab

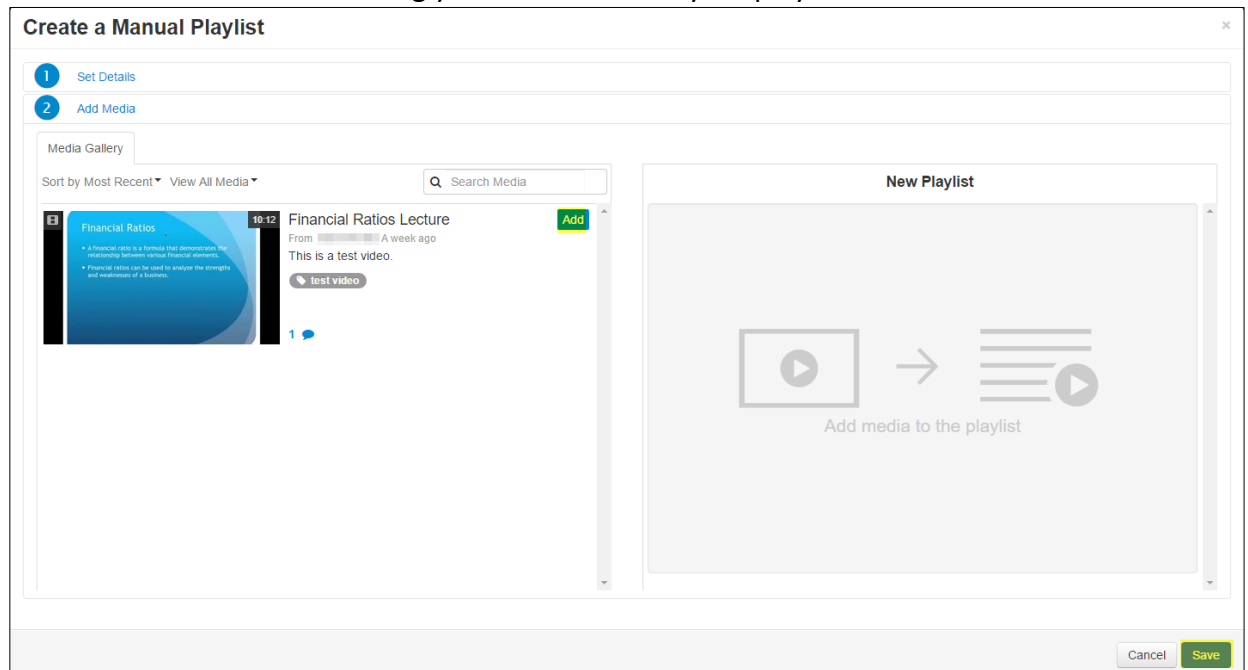
1. Create a playlist by clicking the **Create new** list, and then clicking **Manual Playlist**.



2. In the **Set Details** section, type a playlist title in the **Title** text box.



3. Type a playlist description in the **Description** text box.
4. Type search tags, if desired. Separate each tag with a comma. Tags are beneficial for searching for playlists on a specific topic.
5. Click **Add Media**.
6. Click **Add** next to each recording you want to add to your playlist.



7. Click **Save**, when finished.

8. The playlist appears in the **Playlists** tab.
 - Edit a playlist by clicking the pencil icon next to it.
 - Delete a playlist by clicking the **x** next to it.
 - Reorder the playlists by hovering your mouse over the arrows until it turns into a four-headed arrow. Drag the playlist to reorder the list.

Edit Media Gallery

Details Playlists

Successfully added a new playlist **test 2**

2 Playlists

Search Playlists Create new

Title	Type	Description	Entries
Test 2	Manual	test test	1
Test Playlist	Manual	test test test	1

Importing a Recording into Your Media Gallery

1. From the **Actions** list, click **Import**.

Media Gallery

Test description

1 Media

Sort by Most Recent View All Media

Financial Ratios 10:12

Financial Ratios Lecture

From A week ago

Actions

- Edit
- Analytics
- Import
- Add Media

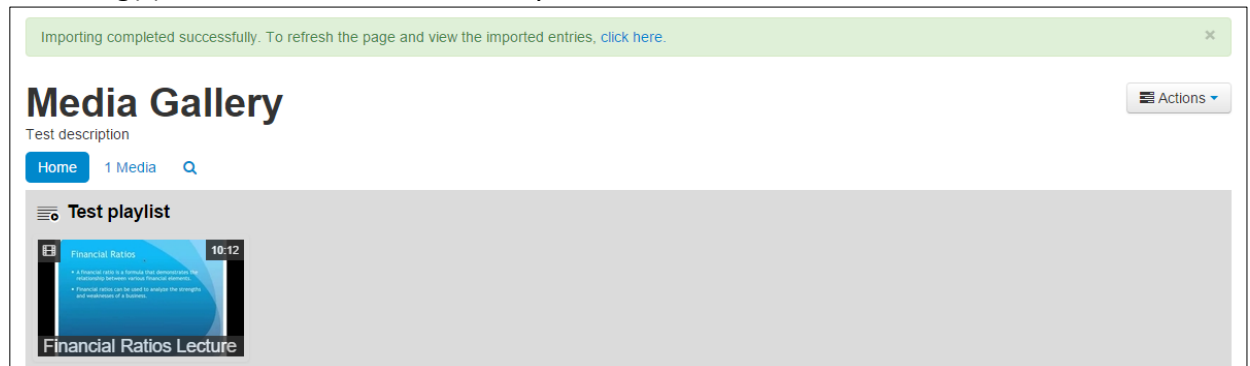
2. Select the Media Gallery to import recording from, and then click **Import**.

Select the media gallery you want to import entries from

☐ Digital World Essentials

Cancel Import

- It will take a few minutes for your import to complete. A confirmation message appears once the import is finished. Refresh the page to view the imported recording(s) in the course's Media Gallery.



Embedding a Recording in Canvas: Faculty

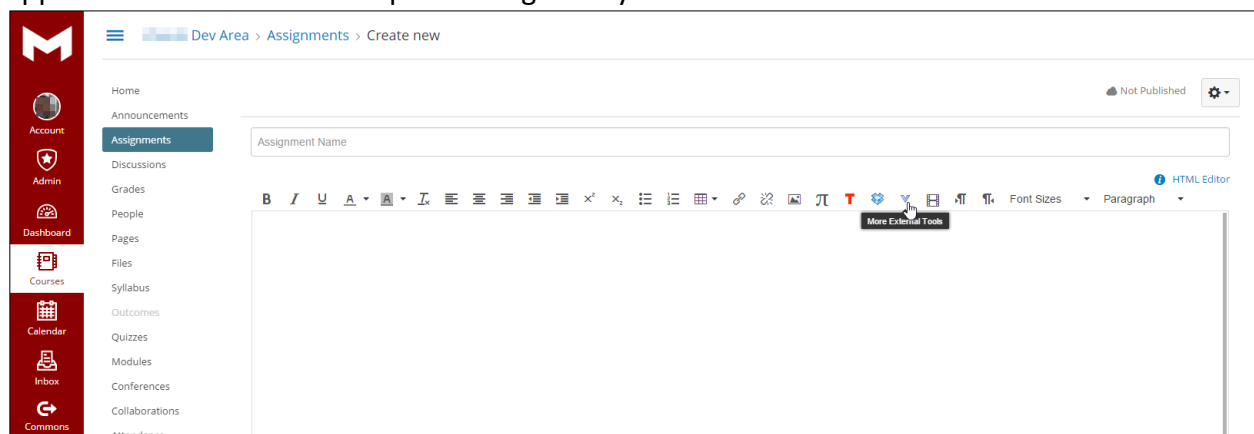
You can embed a recording directly into a Canvas announcement, assignment, discussion post, or module. Basically, you can embed a recording anywhere there is a rich text editor in Canvas. Embedded recordings can be Private or Published. *The benefit of embedding a recording directly into Canvas is that the recording will copy from course to course.*

To embed a recording into an assignment

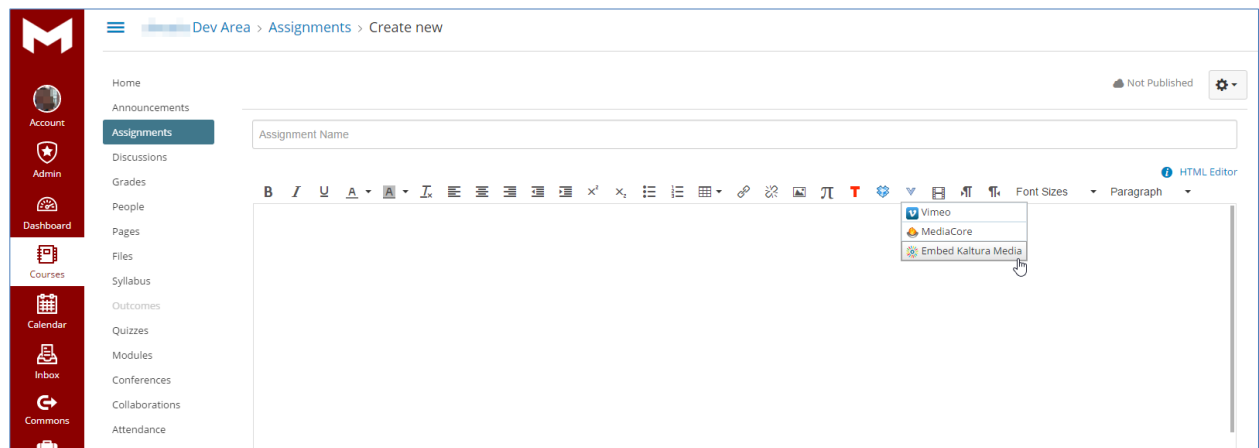
- Log in to your course in Canvas.
- Click **Assignments**.
- Click **+ Assignment**.



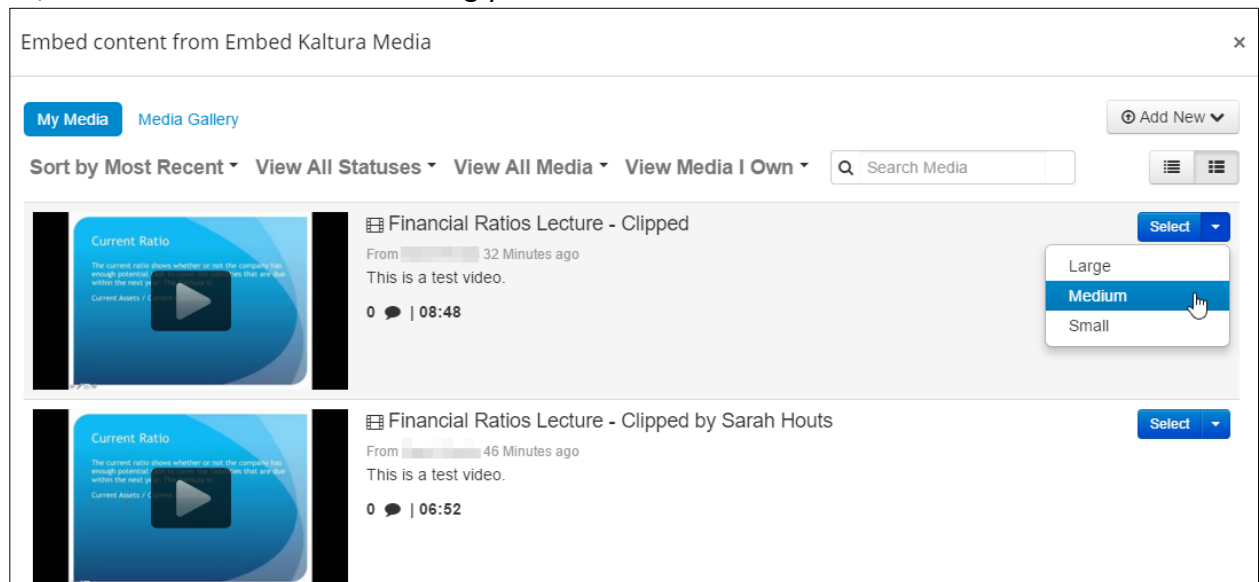
- Type a title in the **Assignment Name** text box.
- In the assignment description text box, click the **More External Tools** icon, which appears as a caret. Follow steps 5 through 9 anywhere there is a rich text editor.



6. Click **Embed Kaltura Media**.



7. Choose the display size from the list, which is indicated by the arrow next to **Select**. Or, click **Select** next to the recording you want to embed. The default size is **Medium**.



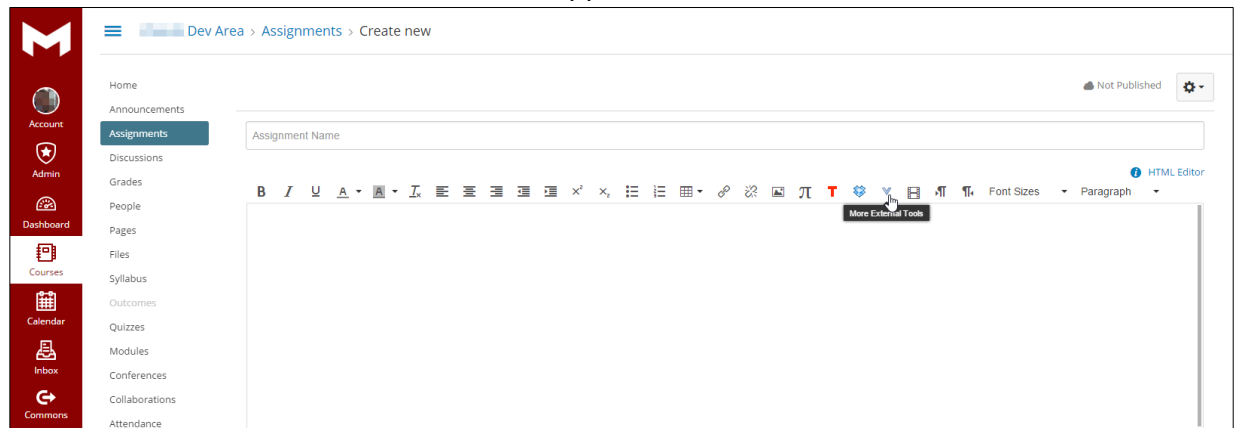
8. Continue typing in the description text box, if desired, and then configure the assignment settings as normal.
9. Click **Save & Publish** or **Save**, when finished.

Creating and Embedding a Recording in Canvas: Students

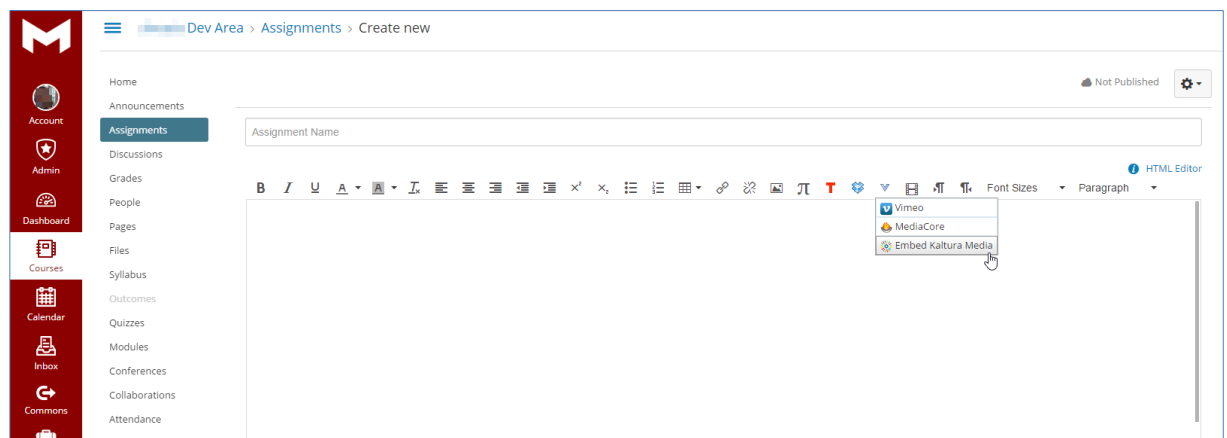
Creating a Recording in Canvas

You can create a recording from anywhere there is a rich text editor in Canvas.

1. Click the **More External Tools** icon, which appears as a caret.



2. Click **Embed Kaltura Media**.



3. There are four recording options in the **Add New** list.

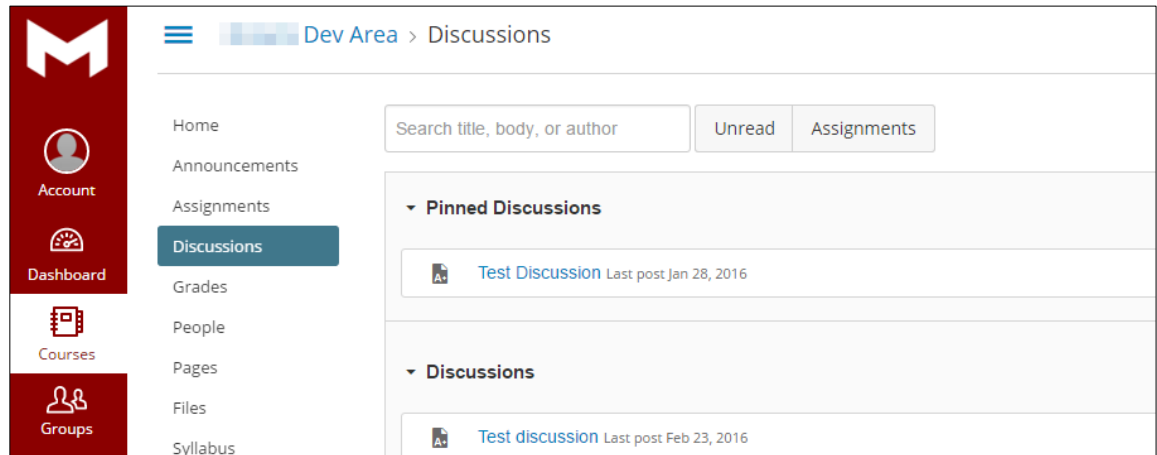
- [Media Upload](#)
- [Webcam Recording](#)
- [CaptureSpace](#)
- [ScreenRecording](#)

Embedding a Recording in Canvas

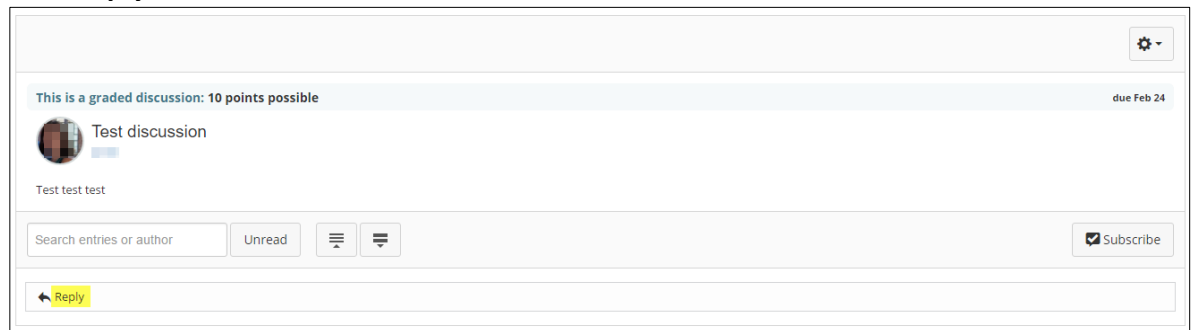
You can embed a recording directly into a Canvas assignment or discussion post. Basically, you can embed a recording anywhere there is a rich text editor in Canvas.

To embed a recording into a discussion

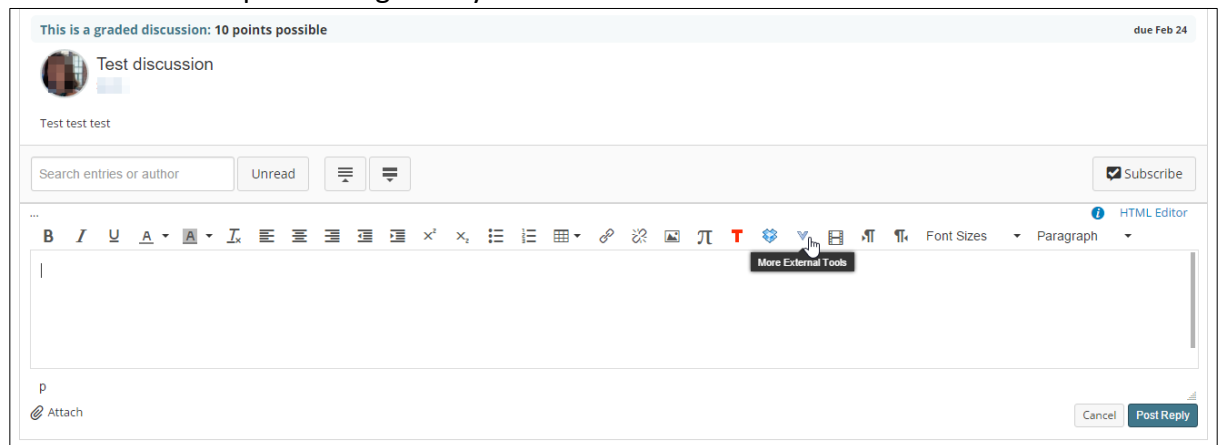
1. Log in to your course in Canvas.
2. Click **Discussions**.
3. Click the discussion.



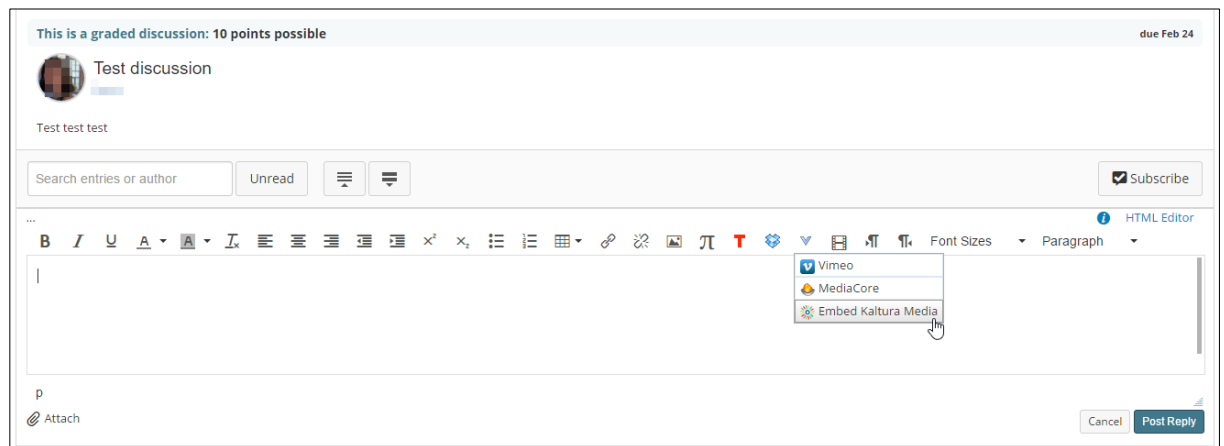
4. Click **Reply**.



5. In the discussion reply text box, click the **More External Tools** icon, which appears as a caret. Follow steps 5 through 8 anywhere there is a rich text editor.



6. Click **Embed Kaltura Media**.



This is a graded discussion: 10 points possible due Feb 24

Test discussion

Test test test

Search entries or author Unread

Subscribe

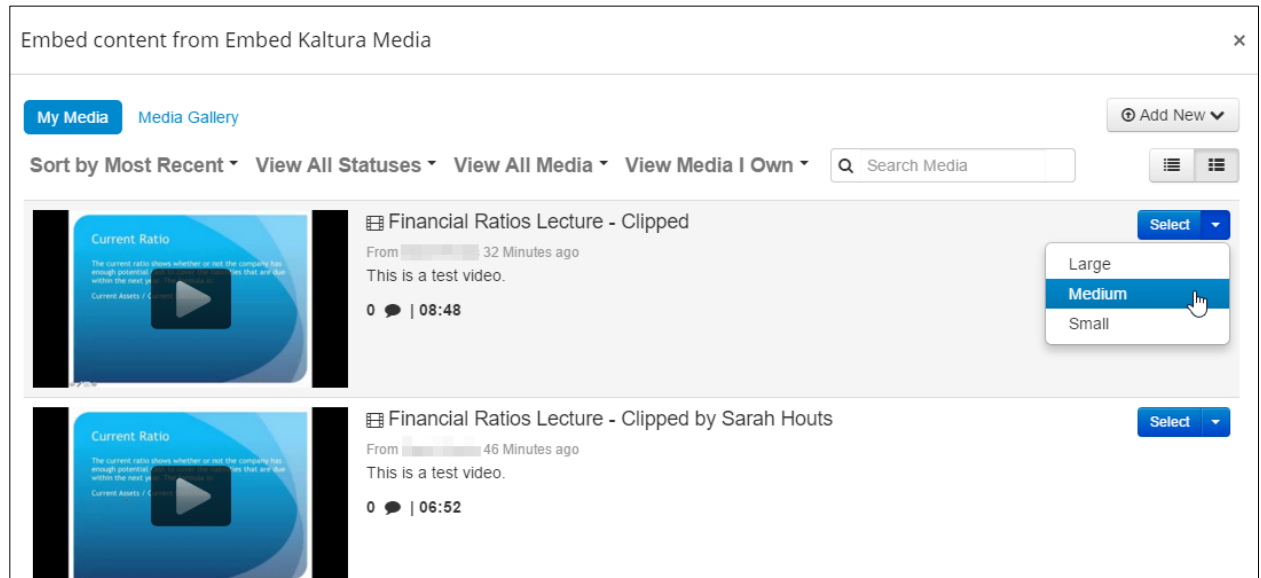
HTML Editor

Font Sizes Paragraph

Embed Kaltura Media

Cancel Post Reply

7. Choose the display size from the list, which is indicated by the arrow next to **Select**.
Or, click **Select** next to the recording you want to embed. The default size is **Medium**.



Embed content from Embed Kaltura Media

My Media Media Gallery Add New

Sort by Most Recent View All Statuses View All Media View Media I Own Search Media

Financial Ratios Lecture - Clipped

From 32 Minutes ago

This is a test video.

0 | 08:48

Select

Large

Medium

Small

Financial Ratios Lecture - Clipped by Sarah Houts

From 46 Minutes ago

This is a test video.

0 | 06:52

Select

8. Continue typing in the discussion reply text box, if desired, and then click **Post Reply**.