

Use Kaltura in Brightspace

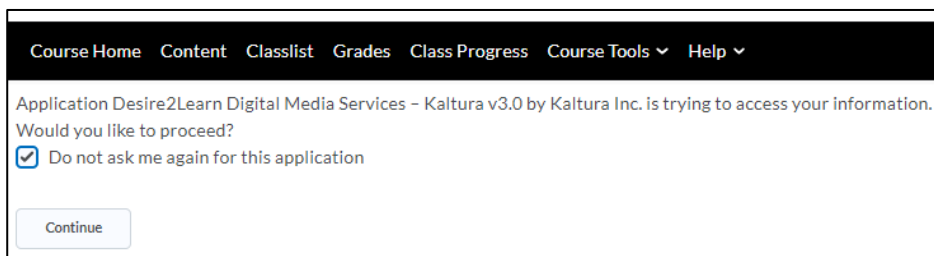
Objectives

By following the guide, you will be able to:

- Part 1: Find your media in Brightspace (My Media)
- Part 2: Upload new media to your Kaltura Media space using Brightspace.
- Part 3: Link your existing media in Content.
- Part 4: Link your existing media in Announcements.
- Part 5: Link your Kaltura Capture software to the new Common Kaltura
- Part 6: Record a New Video using Express Capture.
- Part 7: Record a New Video using Kaltura Capture.

Part 1: Find your media in Brightspace (My Media)

1. Log in to Brightspace and click on the course name to enter the course.
2. In the black navigation bar at the top, click **Course Tools**.
3. In the Course Tools dropdown menu, select **Kaltura My Media**.
4. The first time you access My Media in Brightspace, you will be prompted to allow access for Kaltura to display in Brightspace.
5. Click the checkbox to: **Do not ask me again for this application**.



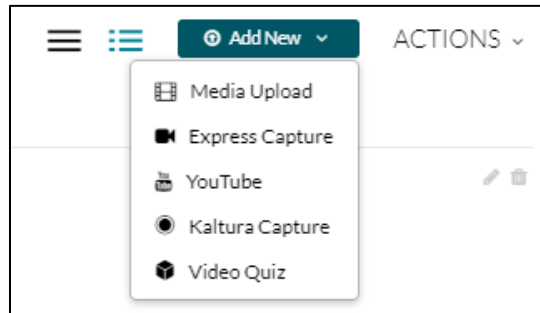
6. Click the **Continue** button.
7. This is the location where you will see all your Kaltura media if media was migrated from the other server to the new Common Kaltura server. You will also see any new media that you add to Kaltura My Media from Brightspace.

Note: All media will be migrated to the Common Kaltura (accessed from Brightspace). Most existing media should be available in Kaltura My Media by March 29, 2020. Any media that is recorded/edited between Spring Break and Commencement will be migrated by May 14, 2020. If after this date, you still do not see your

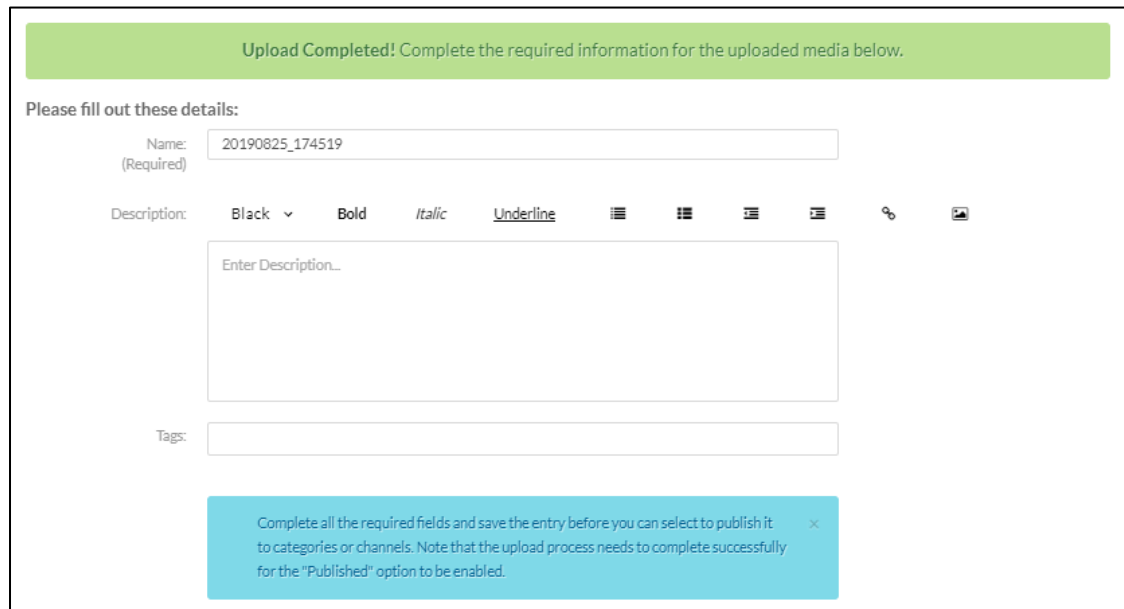
media in Brightspace, Kaltura My Media, please contact the ITS Helpdesk (www.pfw.edu/its/help/) to submit a help ticket.

Part 2: Upload new media to your Common Kaltura Gallery using Brightspace.

1. From your My Media (Part 1), click Add New button in the upper right.
2. In the dropdown menu, select Media Upload.



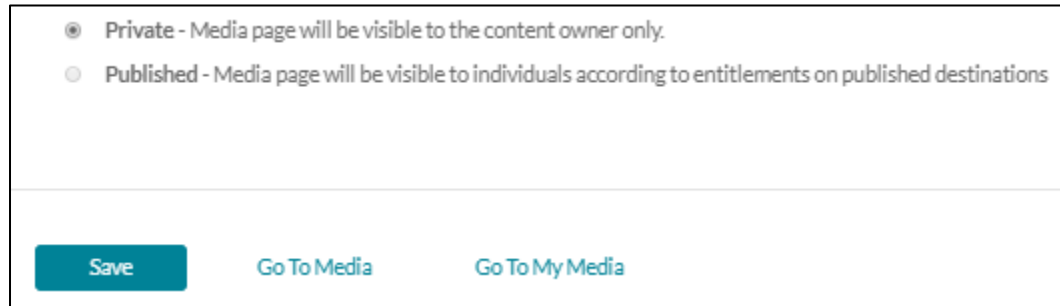
3. On the Upload Media page, 'Drag and Drop' the media file into the dotted area or search your computer by selecting **+Choose a file to upload** button to browse your files.
4. Once the file is added, it will load and save automatically. The page will indicate "Your Upload Completed".
5. Confirm that the name is a descriptive title (For example: "20190825_174519" should be edited to "Science Experiment Introduction".)
6. (Optional) Fill in any details for the media.

A screenshot of the 'Upload Completed!' form in Brightspace. The form is titled 'Upload Completed! Complete the required information for the uploaded media below.' and contains the following fields:

- Name:** (Required) with the value '20190825_174519' entered.
- Description:** A rich text editor with a toolbar containing options for Black, Bold, Italic, Underline, and other formatting options. The text area contains the placeholder 'Enter Description...'
- Tags:** An empty text input field.

A blue notification box at the bottom of the form reads: 'Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.'

- Note: The default setting of the video is set as Private, but you will still be able to embed the video inside your course for student to view.
- Click Save.
- Click **Go To My Media** to return to the My Media page.



Part 3: Link your existing media in Content.

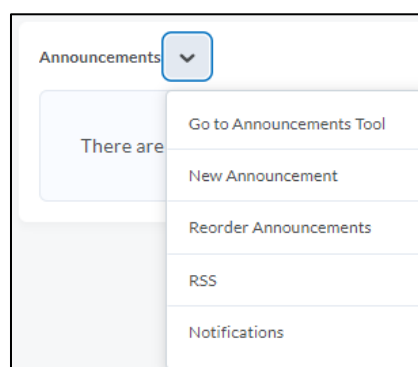
- From the course, click **Content** located in the navbar.
- From Content, locate the module to which you want to add the Kaltura link.
- Click the **Existing Activities** button.
- Select **Add Kaltura Media** from the drop-down menu.
- Locate the video and click the **</> Embed** button.


Note: A link to the video and time length will appear as a topic under the module. The link will indicate that it is an External Learning Tool.

- Click on the link to open the topic and view the video.

Part 4: Link your existing media in Announcements.

- From the **Course Home**, click on the down-arrow next to Announcements (below the banner).
- Select **Go to Announcements Tool** dropdown menu.

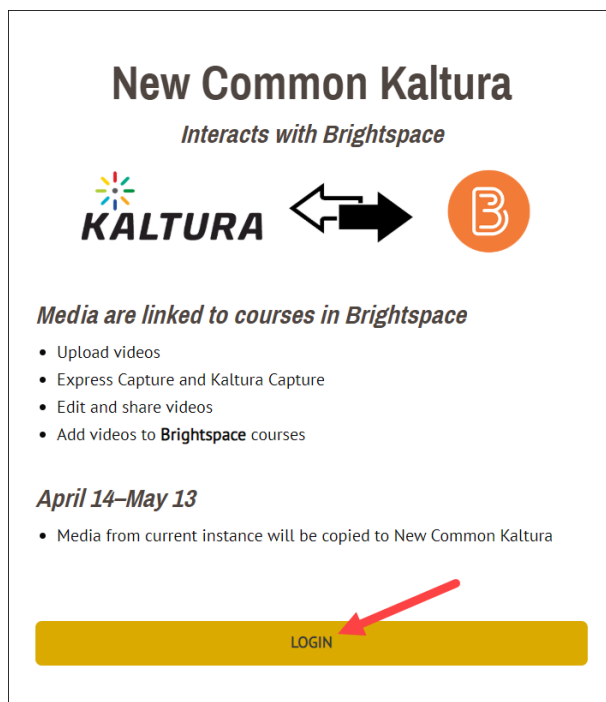


3. Click **New Announcement** button.
4. Click and add a title in the Headline field.
5. Click in the 'Content' field and type any introductory information. Be sure to hit the 'Enter/Return' key on your keyboard.
6. In the Content field, click on the first icon () in the Content editor called Insert Stuff (mouse-over icon to get name).
7. Scroll to the end of the list and select **Add Kaltura Media**.
8. Locate the video and click the **</> Embed** button.
9. Click the **Insert** button.
10. Click the **Publish** button at the bottom of the page.

Part 5: Link your Kaltura Capture software to the new Common Kaltura

Note: If you were already using the Legacy Kaltura Capture (which interacts with Blackboard) on your machine, it is important that you follow these steps to relink your Kaltura Capture to the new Common Kaltura (which interacts with Brightspace).

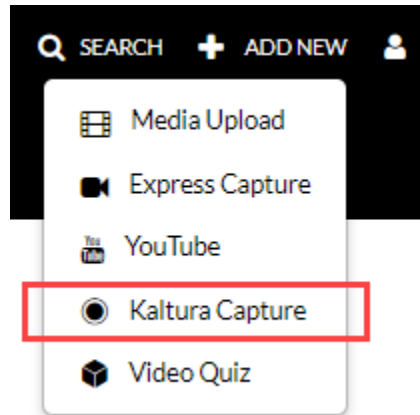
1. Login to the New Common Kaltura at www.pfw.edu/streaming-media.
2. Click the Login link on the New Common Kaltura box.



3. Once logged in, click **Add New** at the top of the page.



4. In the dropdown menu, select **Kaltura Capture**.



5. This will switch your Kaltura Capture settings to save in the Common Kaltura (which interacts with Brightspace).
6. This action will also launch your Kaltura Capture Recorder. (Please be patient as it will take a few moments to launch the recorder).

Part 6: Record a New Video using Express Capture.

Note: Use Express Capture for quick access to record from your Computer Webcam and/or microphone.

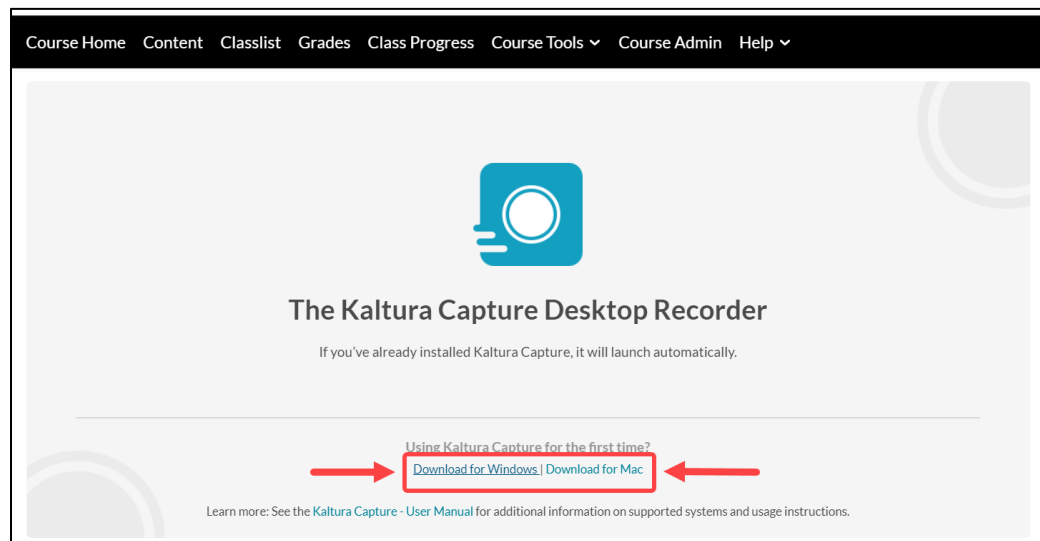
1. FIRST-TIME Only: If you used the Legacy Kaltura Capture on your machine, complete Part 5 first.
2. From the course, click **Course Tools** located in the navbar.
3. In the Course Tools dropdown menu, select **Kaltura My Media**.
4. Click the **Add New** button located in the top-right.
5. Select **Express Capture** in the dropdown menu.
6. When ready to record, click the red Record button on the recording screen.
7. When finished recording, click the small square button on the recording screen.
8. If you are not satisfied with the video, click the **Record Again** button to try again.

9. When satisfied with the video, click the **Use This** button below the recording screen
10. Rename the video to best identify the video.
11. Click the **Save** button.
12. Use the links at the bottom to return to your media.
 - **Go To Media** (the video recording)
 - **Go To My Media** (all your video recordings)

Part 7: Record a New Video using Kaltura Capture.

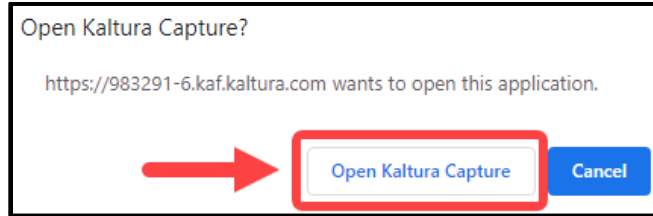
Note: Kaltura Capture uses the Kaltura Capture Desktop Recorder and provides multiple recording options including (1.) computer screen and camera (default), (2.) computer screen only, (3.) camera only, or (4.) audio only. The first time you access Kaltura Capture, you will need to click the Download button for Windows or Mac to use the recorder.

1. FIRST-TIME Only: If you used the Legacy Kaltura Capture on your machine, complete Part 5 first.
2. From the course, click **Course Tools** located in the navbar.
3. In the Course Tools dropdown menu, select **Kaltura My Media**.
4. Click the **Add New** button located in the top-right.
5. Select **Kaltura Capture** in the dropdown menu.
6. For NEW Kaltura Capture Users Only (First-time Only):
 - Download the Kaltura Capture Desktop Recorder

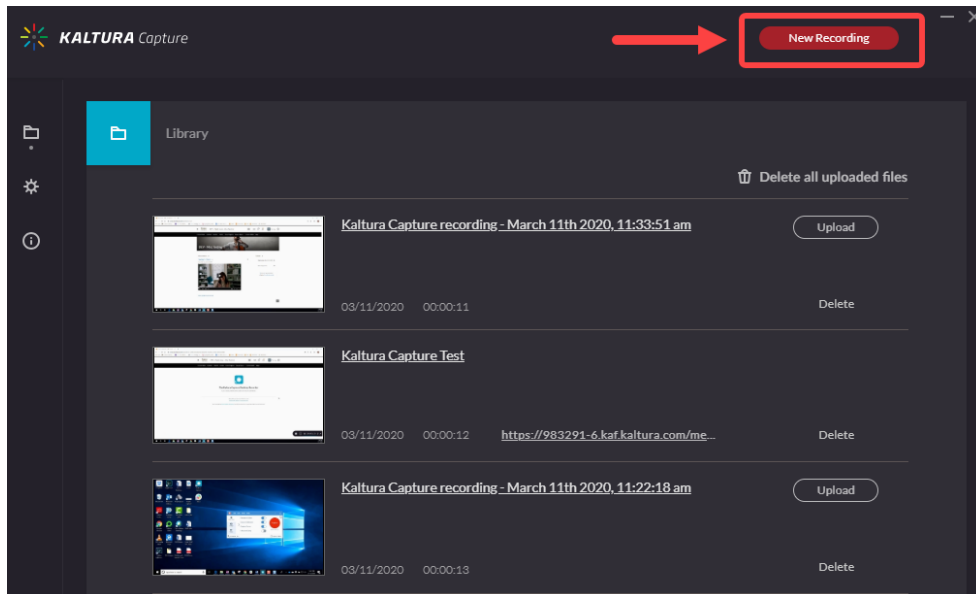


- Note: Once you have the software on your desktop, a small pop-up window will ask if you want to Open Kaltura Capture?

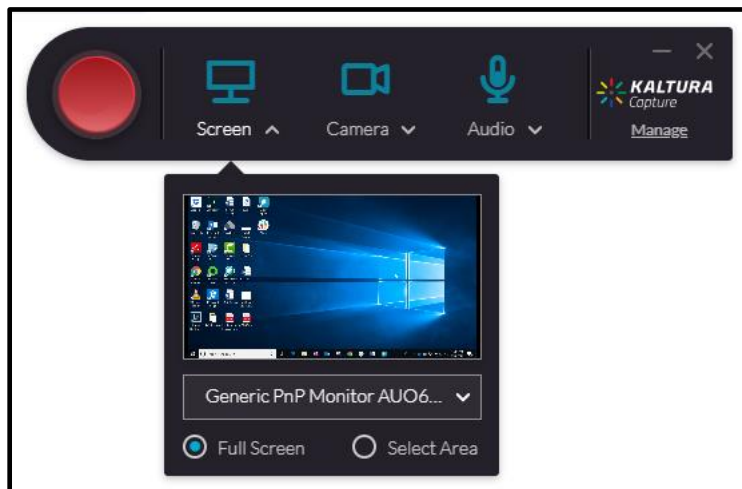
7. Click Open Kaltura Capture in the small pop-up window to launch the recorder.



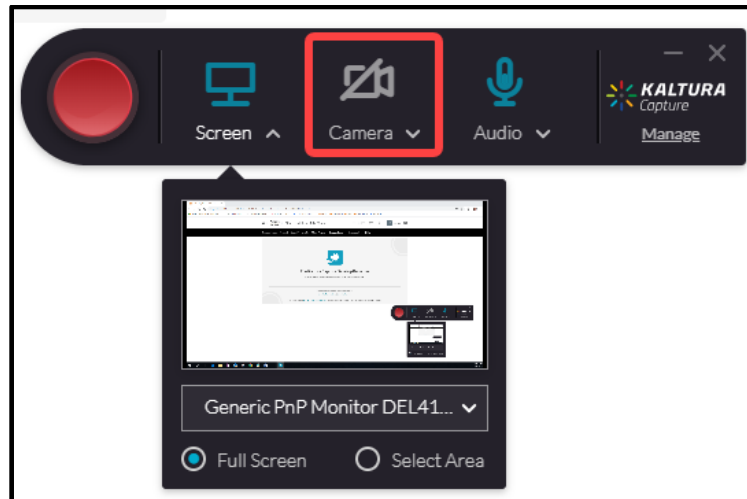
8. If the Kaltura Capture recorder does not immediately open, click the **New Recording** button on the Kaltura Capture Library page.



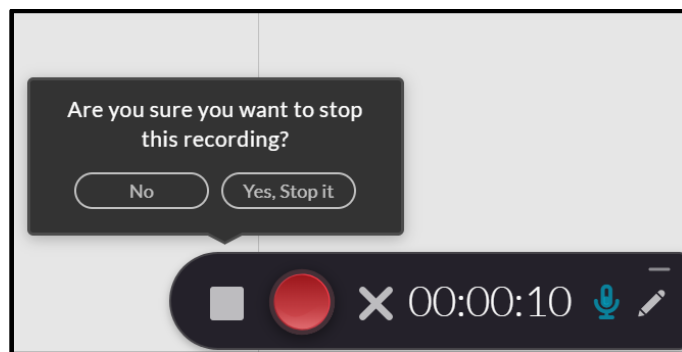
9. Once the recorder opens, set your recording preferences (Screen, Camera, or Audio).



10. To turn off a recording tool (for example, Camera), click directly on the icon. The icon will indicate it is turned off when a line is crossed through it.



11. When ready to record, click the red Record button.
12. When finished recording, click the small square button on the recorder at the bottom of the screen.
13. To confirm to stop recording, click the **Yes, Stop it** button.



13. If you are not satisfied with the video, click the **New Recording** button to try again.
14. On the Kaltura Capture screen, under the 'Title' field, rename the video to best identify the video to avoid a generic title.
15. When satisfied with the video, click the **Save** button.
16. When ready to upload, click the **Upload** button next to the video.
17. When finished, click the **X** in the top right corner of the Kaltura Capture window.