

# A Student Guide to My Media and the Kaltura Production Tools

Integrated with MyCanvas and all MyCanvas courses is **Kaltura**, the College's media streaming platform, which also includes powerful tools for video hosting, recording and production. This guide covers most of the major tools and features.

## Contents

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Introduction .....	1
Basic Workflow .....	2
Editing Media Properties .....	3
Editing Videos .....	4
Recording a Webcam Video .....	6
Recording a Screen Capture Video .....	7
Editing Video Captions.....	10
Sharing Your Media with Other Users .....	11
Submitting Video for an Assignment.....	12
Tips and Recommendations for Kaltura Capture.....	15
Bandwidth Requirements .....	15
Replacing Capture Recordings.....	15
Hardware Requirements.....	16

## Introduction

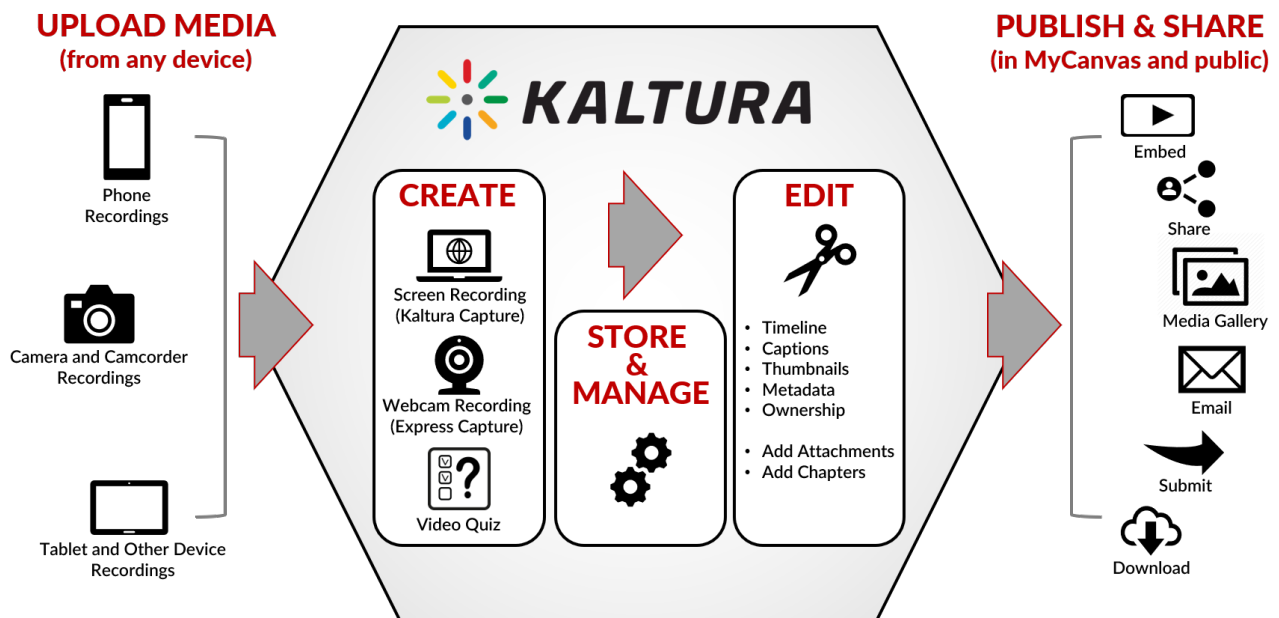
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Clicking the **My Media** link on the MyCanvas Global Navigation Menu (the dark gray vertical menu on screen left) brings you into the **Kaltura** media platform, where you'll find:

- a listing of all of your uploaded and created videos
- tools to edit and manage your videos
- tools to upload media that you've created on other devices, and

- tools to record webcam and screen capture videos.

Any media that you've created for school use- on your phone, camcorder, GoPro, tablet, or other device- can be stored in My Media, and any media that you've created using either of the Kaltura recorders will be stored there as well. Video and audio files in My Media are easy to share with other students, or to anyone else using a web address. They can also be used as assignment submissions, provided your instructor has enabled that option for the Assignment(s).

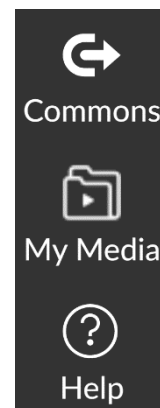


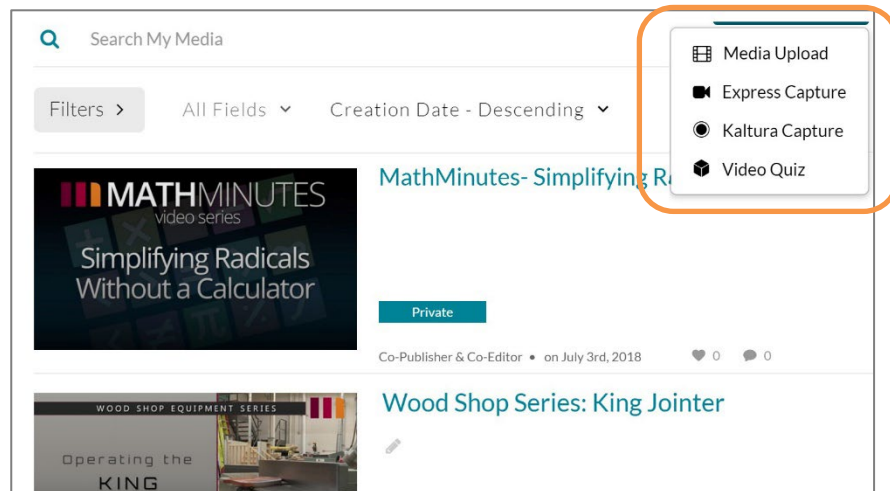
The Kaltura Media Platform showing the main workflows and functions

## Basic Workflow

**My Media** contains **all** your uploaded and Kaltura-created media, regardless of the courses in which its used, and is your access point for all Kaltura tools. Unless you have chosen to publish or share, all the content in My Media is **private**.

To access your videos and use the Kaltura tools, simply click/press on the **My Media** button on the Global Navigation menu once in MyCanvas.





My Media showing media preview images and options available under Add New

1. If you want to upload a file, or create a new recording, press/click **Add New** button in the upper right corner.
  - Select **Media Upload** to select a local media file. Drag-and-drop or **Choose a file to upload**.
    - The easiest way to transfer a media file from your phone or tablet to My Media is by logging in to MyCanvas using the mobile browser (not the Canvas App). This will allow you to search in your Gallery or Photos to select media stored on the device.
    - If you are transferring a file from a camcorder, GoPro, or other device, the easiest way may be to use a USB cable connection.
  - Select **Express Capture** to record a video using a local webcam or USB camera. (described later)
  - Select **Kaltura Capture** to record a screen capture recording. (described later)
2. Once the media has been uploaded or created, it is available in your **My Media** listing. Depending on its file size, it may take a few minutes before it can be accessed and played.

## Editing Media Properties

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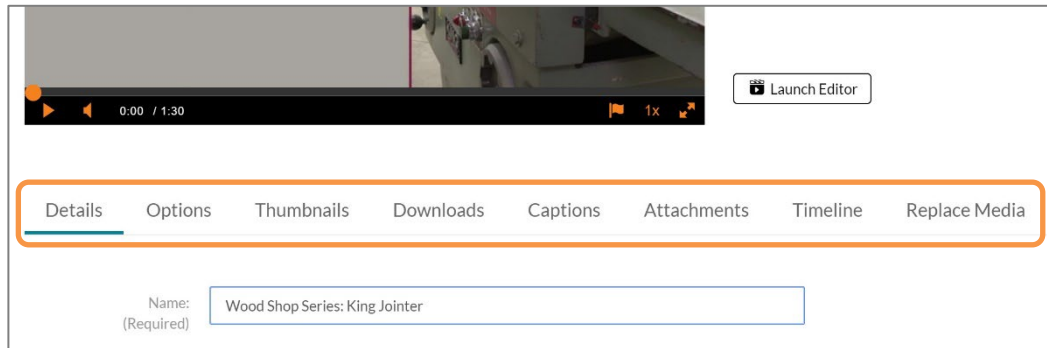
Often you'll want to modify aspects of a video or audio file after you've uploaded it to My Media.

1. Click/press on the media's preview (thumbnail) image or title in order to:
  - View the file, and its transcript

- Add a description
- Customize, access and copy the embed code

2. Under **Actions > Edit**, you can enhance the media:

- Edit the title and modify, select, or generate a new thumbnail image
- Upload or edit closed captions and the text transcript
- Add chapters and attachments

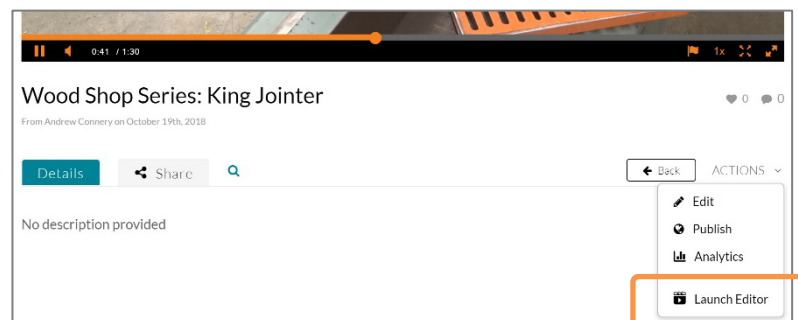


Enhancement options found under Actions > Edit

## Editing Videos

The **Kaltura Video Editor** allows you to remove unwanted footage from your recordings, deleting delayed starts, pauses, etc. The edit points can be jump cuts or smooth dissolves. The editor can be used to edit any media stored in My Media, and edits can be made on the original file or to a copy.

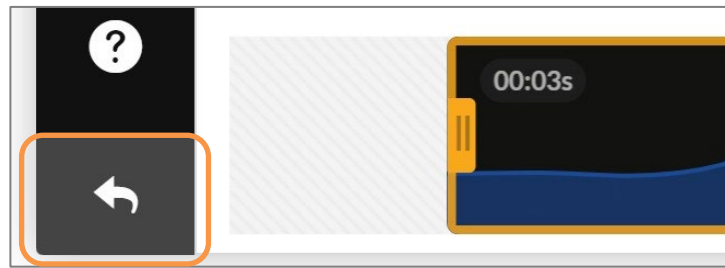
1. Enter My Media, and press/click on the title or preview image of a video.
2. Under **Actions**, select **Launch Editor**.



Launch the video editor from the Actions menu

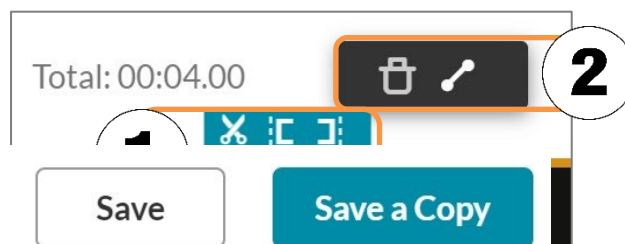
3. To remove unwanted footage at the beginning and end of the video, simply drag the orange selector handles to new start and end points. If that is

sufficient for your edits, press/click **Save** (to overwrite) or **Save a Copy**.



Timeline edit showing new start time at :03 and the Return function

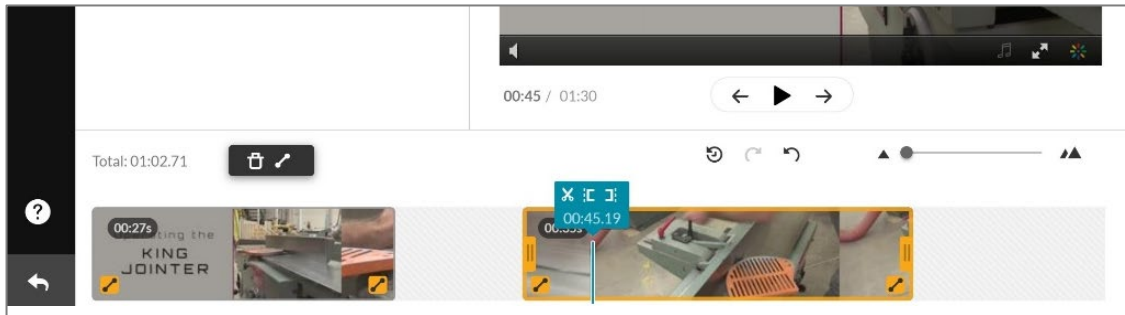
4. To achieve more precision in your edit points, you can increase the magnification in the **Timeline Zoom**.
5. To remove a section from elsewhere on the timeline:
  - Position the playhead to when you want to start the edit and press/click the Split button, and then do the same for the end of the edit.
  - Hover your cursor over the section between the start and end of the edit- the section you wish to remove- and press the **<backspace>** or **<delete>** keys.
  - These edits will result in hard cuts. If you wish to use a fade for a smoother transition, select the video section to highlight it, press/click the **Fade In/Out** control, and enter values for the fade duration.
6. When you are satisfied with your edits, press/click **Save** (to overwrite) or



Save a Copy makes a new version of the video and preserves the original



**Save a Copy**. Save a Copy produces a second, edited version of the original video, with the original file intact.

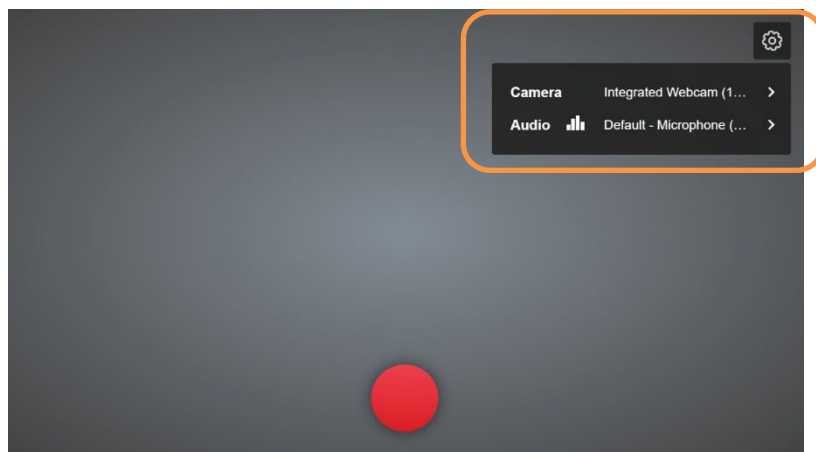


Video with a section removed, the end point adjusted, and fades applied to all edit points

## Recording a Webcam Video

**Express Capture** allows you to use your installed webcam or USB video device to record videos. Anything that you can record with your webcam can be recorded using Express Capture.

1. Enter My Media, press/click **Add New**, and select **Express Capture**.
2. Open the **settings** (under the gear button), and choose the camera and video sources you wish to record. You may need to **Allow** the devices.

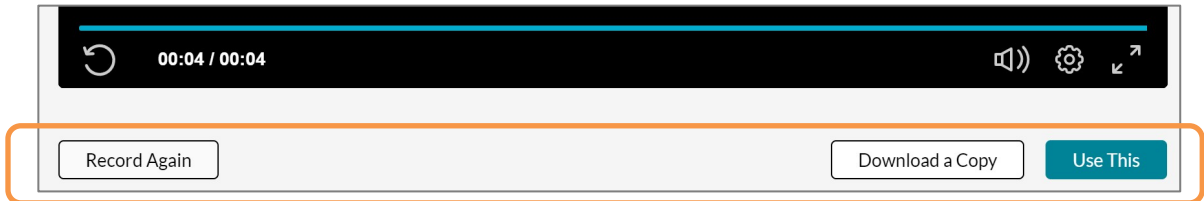


Express Capture configuration settings

3. Clicking the red record button will initiate the recording after a short delay, and the timer will start to count.
4. Click/press the counter to stop the recording.
5. At this point you can choose to:
  - **Record Again**
  - **Download a Copy**, or

- **Use This**

6. Select **Use This** to save the recording. On the resulting **Details** page, add a name and description for the video, and **Save**.



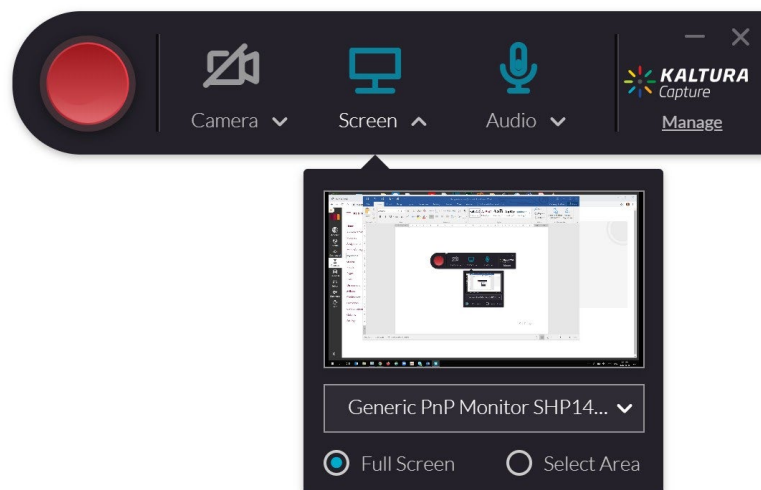
Available options after recording an Express Capture

7. Select **Go To Media** to edit or enhance the video, or **Go To My Media** to return to My Media.

## Recording a Screen Capture Video

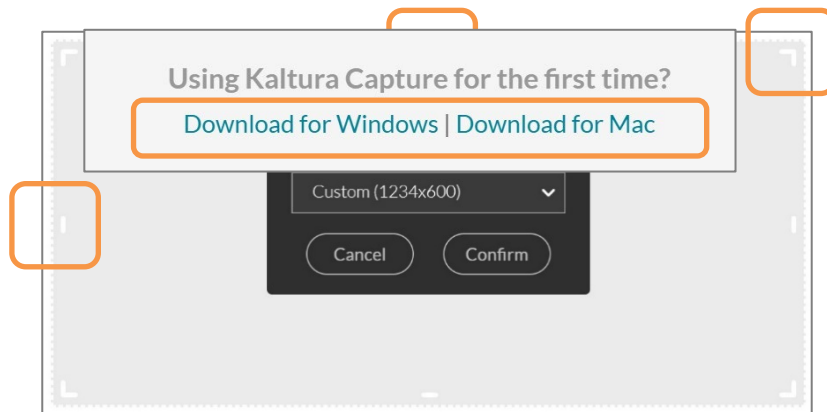
Another option under My Media's **Add New** menu is **Kaltura Capture**, which allows you to configure all or part of your screen/monitor to record in real time, while you are simultaneously recording audio- often your narration- and, if desired, a second screen or a webcam feed. Screen capture videos include all your mouse movements, and can be an effective way to demonstrate how to use or configure software, navigate a website or present a narrated presentation.

**Kaltura Capture** is an application that you will download and install on your computer. Once installed, you can access this recorder from My Media or directly from the desktop app. The app configuration is specific to you, and any media that you create with Capture will upload to your My Media.



Capture console with input configurations. Full Screen is selected. Camera is disabled.

1. Enter My Media, press/click **Add New**, and select **Kaltura Capture**. The first time you access Kaltura Capture, you may need to download the app via the download link.
2. Once installed, Kaltura Capture can be launched via the **Add New** button in My Media, or as a regular local desktop application.
3. Once the app loads, configure the video and audio settings:
  - For **Camera**, use the dropdown selector to select the webcam or second screen to use, or press/click the camera button to disable the camera.
  - For **Screen**, use the dropdown selector to select the monitor you wish to record, and choose **Full Screen**, or **Select Area** to define a section of the screen. Note that you can choose preset sizes, or a custom size. Careful size choices can focus attention and minimize visual distraction.

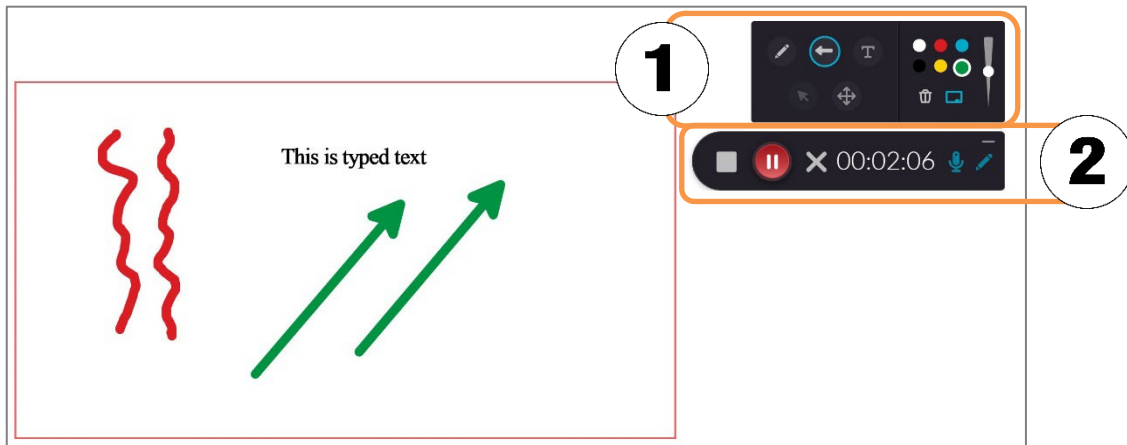


Drag the handles on the marquee to define a custom screen size

- For **Audio**, use the dropdown selector to select the microphone to use, or press/click the audio button to disable audio recording.
4. Follow the **Manage** link, and choose the **Settings** (gear) link to confirm your recorder preset settings. Accept the defaults if in doubt and press/click **Save**. If you have slow Internet upload speeds, you may choose to lower the quality (size) settings.
  5. When you are ready, press/click the red **Record** button. After a 3 second countdown, the recorder console will minimize and recording will begin. During the session, the sources that you selected will be recorded



simultaneously, including any mouse movements on the screen.

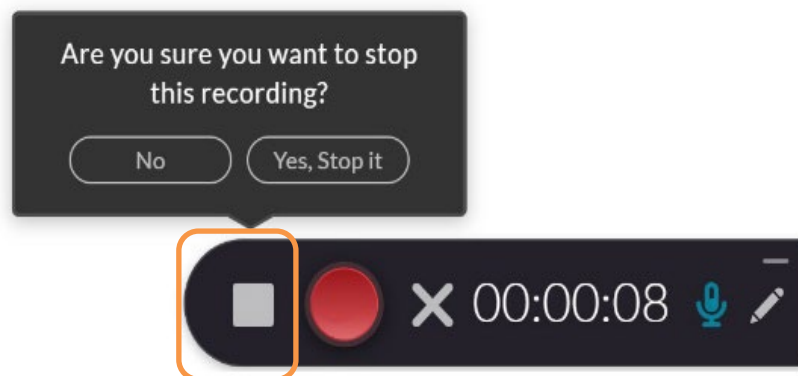


1. Annotation tools and resulting annotations 2. Minimized recorder with annotation tool button

6. Selecting the **pencil** (edit) button on the recording console will open a set of annotation tools that you can use in real time to:
  - Draw freeform lines and arrows, and type text
  - Choose annotation line thicknesses and colours
  - Delete annotations
  - Launch a movable whiteboard

Still within the annotation tools, click the **Cursor** button to return to cursor mode. Note that you can leave the annotation tool open for quick access, preferably outside the area that you selected to record.

7. When the recording is complete, press/click the **Stop** button on the recorder console. Confirm by clicking/pressing **Yes, Stop it**.



Stop button and confirmation

8. This takes you to the Details page for your new video. Enter a suitable Title, Description, and Tags as appropriate, and press/click **Save and**

## Upload.

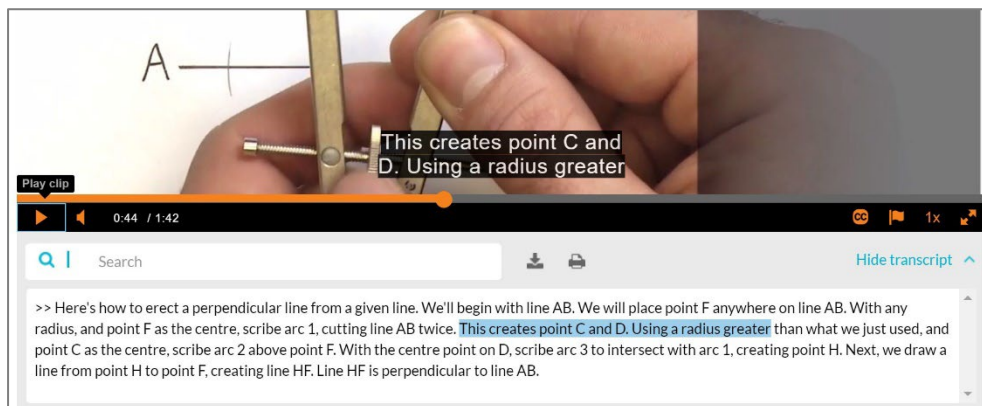
9. The upload will occur and closed captions generated in the background, whenever your computer has an active Internet connection. **Close** the Kaltura Capture window.

## Editing Video Captions

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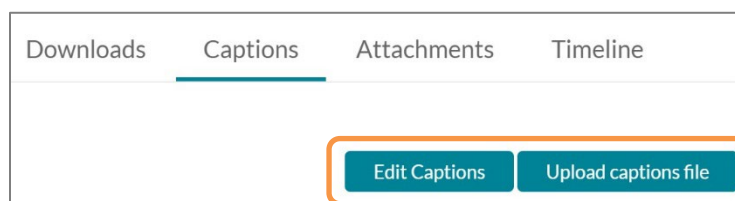
Any media files that you upload to My Media, as well as any media that you create with the Kaltura tools, are closed-captioned and transcribed automatically via an integrated machine-captioning service. While this service transcribes with a fair degree of accuracy, you may want to edit the captions within the captions editor, or substitute an existing caption file generated outside of Kaltura.

1. Enter **My Media**, and click on the title or the preview image of the video you wish to caption.

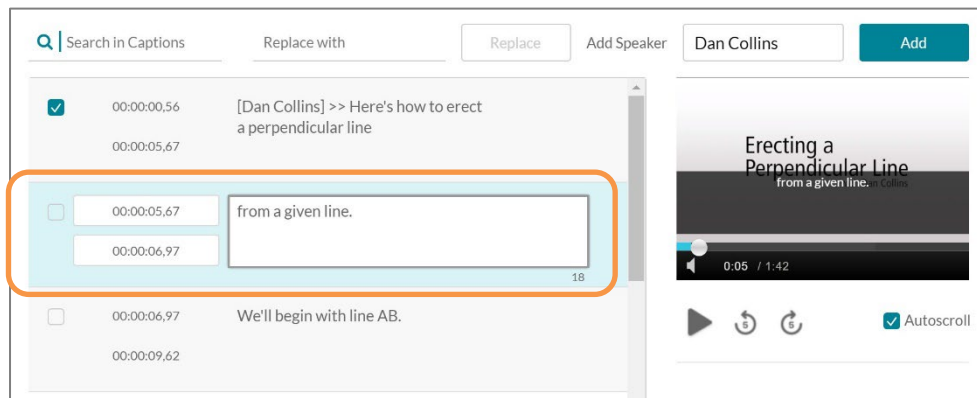


Videos being played or previewed display captions and the transcript by default

2. Under **Actions**, select **Edit**, and choose **Captions**.
3. To add a captions file that was generated outside of Kaltura, press/click **Upload captions file**, and choose an existing .srt or .dfxp file.
4. To edit the existing machine or human-generated captions and transcript, click/press **Edit Captions** to launch the Captions Editor.



5. Here you can make changes to any text inaccuracies, add/delete caption lines, and edit timings. Click/press within a line or timing value and type the update. You can also use **Search in Captions** and **Replace with** to make singular or transcript-wide changes.



Edit being performed on one text block. Speaker's name added for first block.

6. When you are satisfied with the changes, click/press **Save**. Click/press **Revert** to discard your changes.

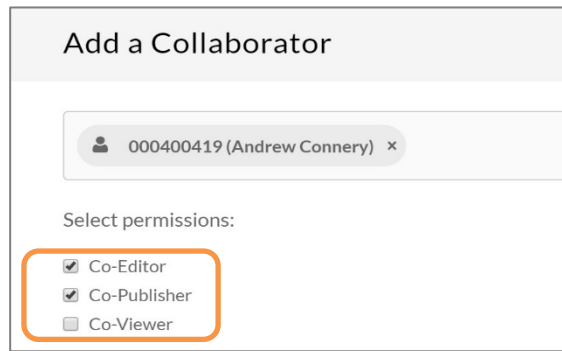
## Sharing Your Media with Other Users

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By default, all the media that you upload or create with Kaltura tools is attributed to you as the **Owner**. Sometimes, you'll want to share select media files with other users- say for a group project- so that they appear in *their* My Media and be usable and sharable in their courses.

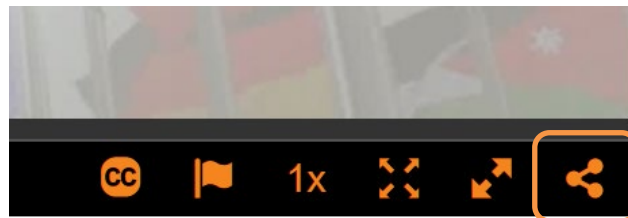
To add a user to a media file:

1. In **My Media**, click on the preview image of the video you wish to share.
2. Under **Actions**, select **Edit**, and choose **Collaboration**.
3. Click/press **+ Add Collaborator**, and enter the student number(s) of the user(s).
4. Select the **Co-Editor** and **Co-Publisher** roles, and click/press **Add**. The name(s) and permissions will appear on the Collaboration tab as confirmation.

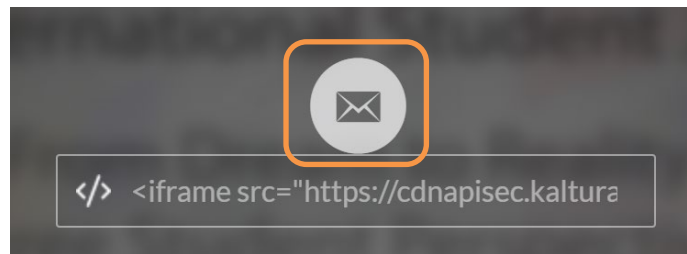


Sharing a media file with another user

You can also share a link to a media file using its preview page. Most Kaltura players include the **Share** button, and clicking/pressing that button exposes the embed code and another email button that exposes the address for the media file.



Share button on the video player toolbar



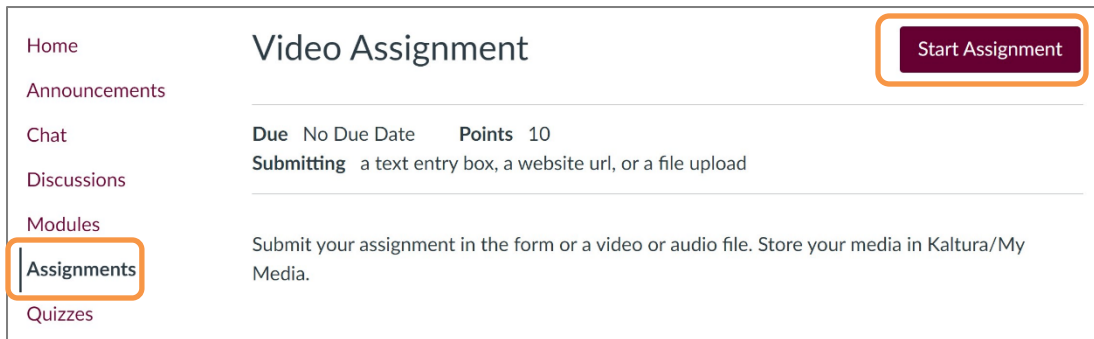
## Submitting Video for an Assignment

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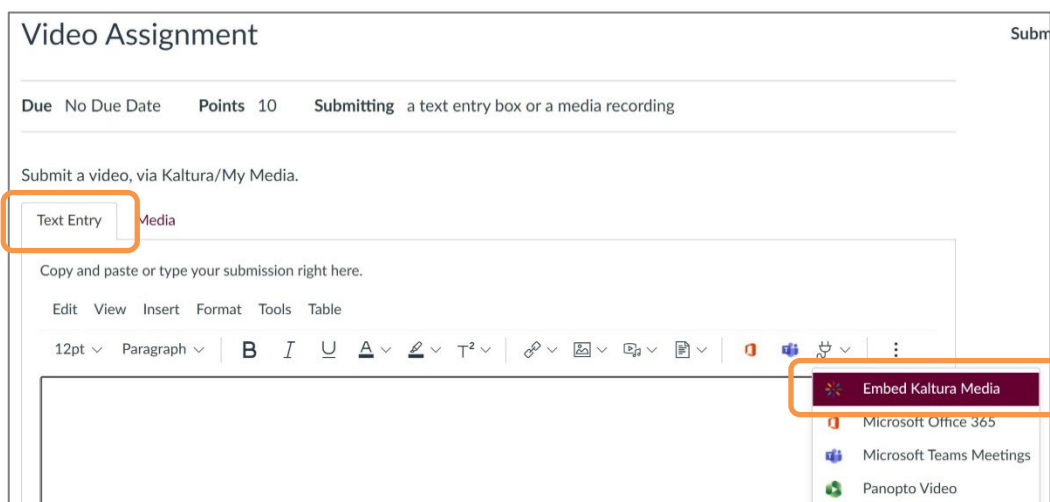
Sometimes your instructor will expect or allow you to make a video or audio submission for an assignment. There are two ways to submit media:

- By sharing the URL as explained in the section above, and/or
- By embedding the video on a submission page. This is the preferred method, but requires that the instructor has configured the assignment to allow the **Text Entry** option. Note that this method of file submission requires the use of a computer- **it cannot be accomplished using only a phone.**

1. Click/press on the link to the assignment, in the Modules or the Assignments listing, and click/press the **Start Assignment** button.



2. In the available options, choose the **Text Entry** tab.



3. In the Rich Content Editor, click/press the **Insert Apps** tool on the toolbar (the plug icon) and select **Embed Kaltura Media**.



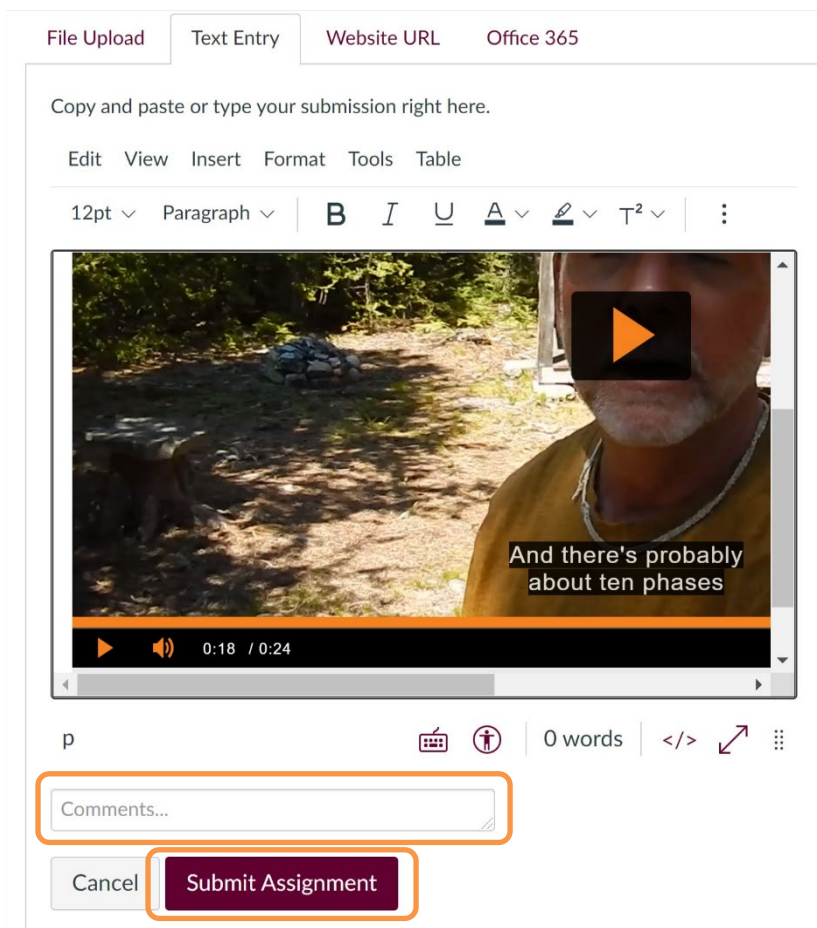
Insert App button on the Rich Content Editor's toolbar

4. Navigate to the correct video, and then choose **Embed**.



Size selector and Embed function

5. Once the media file has been embedded in the editor, add a comment to your instructor (if desired) and press/click **Submit Assignment**.



6. If your instructor has enabled the **Website URL** option, you could also paste the address for the video's preview page, after copying it from the **Share** options on the player's toolbar.

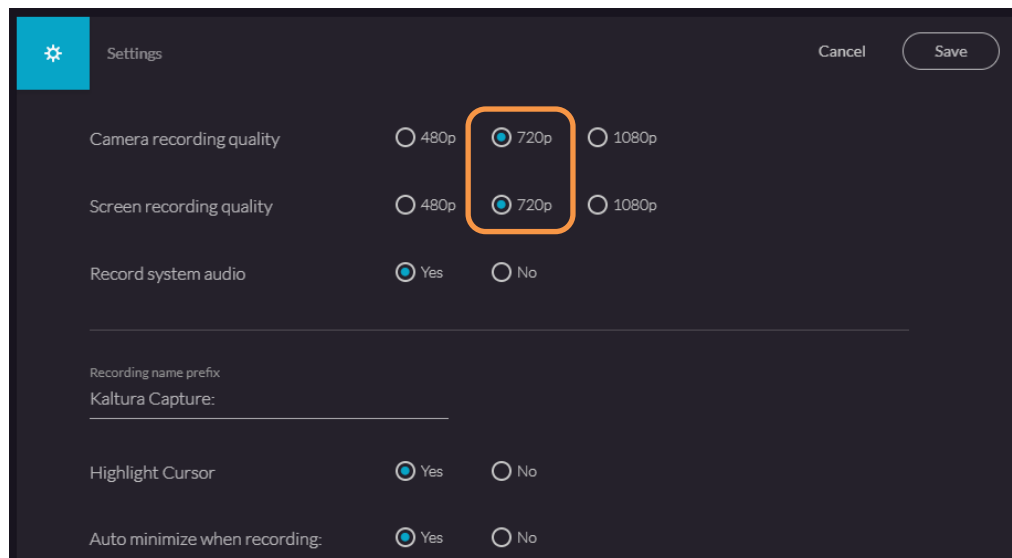
## Tips and Recommendations for Kaltura Capture

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### Bandwidth Requirements

While you don't require an Internet connection to create Kaltura Capture videos, uploading Kaltura videos- specifically Kaltura Capture videos- requires sufficient Internet upload speeds. Kaltura recommends a minimum of at least 1MB/second.

If you are on an exceptionally slow Internet connection, some attempts to upload files to Kaltura will stall and ultimately fail after several hours. In these cases, you should consider editing the default quality/size settings, found in the Settings (gear icon) under the **Manage** link on the Capture recorder interface. Downgrading the quality settings will dramatically increase upload times if they



Lower quality settings result in smaller files and quicker uploads

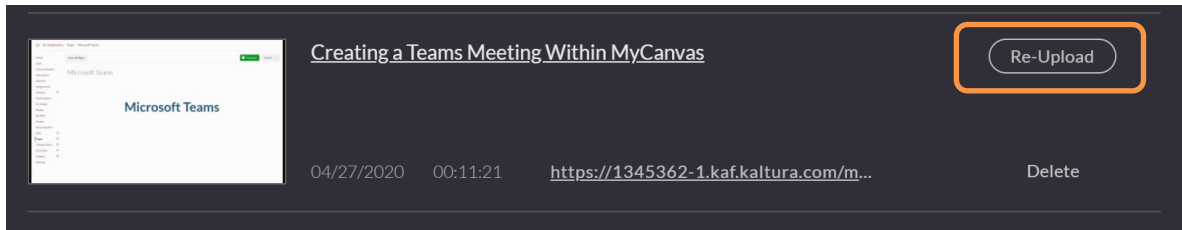
prove to be a problem. As a rule, recording at 720p results in a file half the size of a 1080p recording.

Also, recording only one video source- e.g. just your screen and voice- will dramatically decrease the file size and thus the upload time.

### Replacing Capture Recordings

Kaltura Capture recordings are stored locally on your machine, and are only uploaded to Kaltura when you choose to upload them. These files will only be deleted from your system when you choose to delete them, manually via the File Explorer or the Kaltura Library.

This can be advantageous in cases when you have damaged a video through the editing or caption editing processes. In the Library, there is an option to Re-upload the original files.



Original recordings can be re-uploaded if needed

## Hardware Requirements

The use of the Kaltura recording tools requires a modest minimum system, and Kaltura recommends at least 4 GB of RAM (8 GB suggested) and an i5 or AMD A10 processor. It's not unusual that an older system or one with insufficient RAM will allow the use of the webcam (using Express Capture) but disallow its use in Kaltura Capture. The only solution is to upgrade the operating system, RAM, and possibly storage.