

Manual Kaltura through Blackboard

Instructor manual

Version 1.6, May 2017

Applications management Blackboard, Student and Educational Affairs (SEA), Leiden University

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Log in to Blackboard

1. Go to <https://blackboard.leidenuniv.nl/>
2. Log in with your standard ULCN name and password.

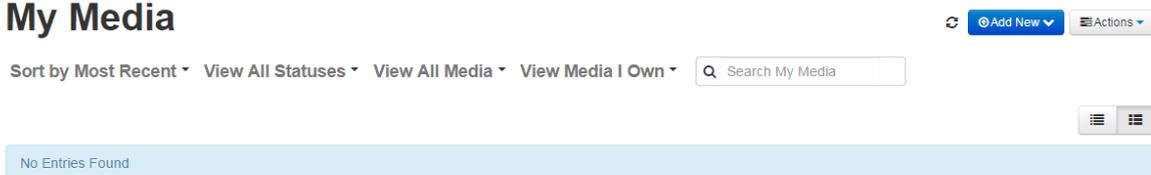
My Media

Introduction My Media

Below, all options in My Media are explained in short. How to use these options in detail is explained per option after the introduction.

1. On the My Institution page there is a link to the program 'My Media'. Click this link.
2. In My Media there is an overview of all videos you have uploaded. If you have not used Kaltura before this overview will be empty.

My Media



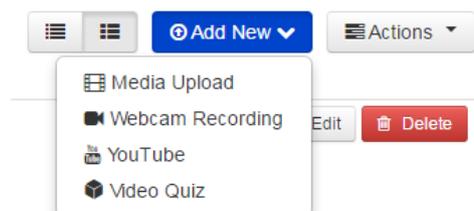
3. At the top, you see the pull down menus that you can use to browse in My media. Next to it is the search field.



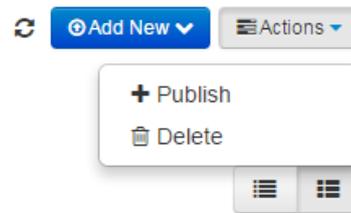
4. On the top right hand side you see three buttons. The one on the far left is the refresh button. This updates the overview with the latest changes (if any).



5. The button next to refresh is the button "Add New." With this button you can add new videos in different ways. With **Media Upload** you can upload video footage as a file. With **Webcam recording** you can record a video with a webcam. With **YouTube** you can select a **YouTube** video to add to My Media. With **Video Quiz** you can add questions to your video.



6. On the far right you see the button **Actions**. Here two options are available: **Publish** and **Delete**. With **Publish** you can make a video available for a course. With **Delete** you can remove a video from My Media.

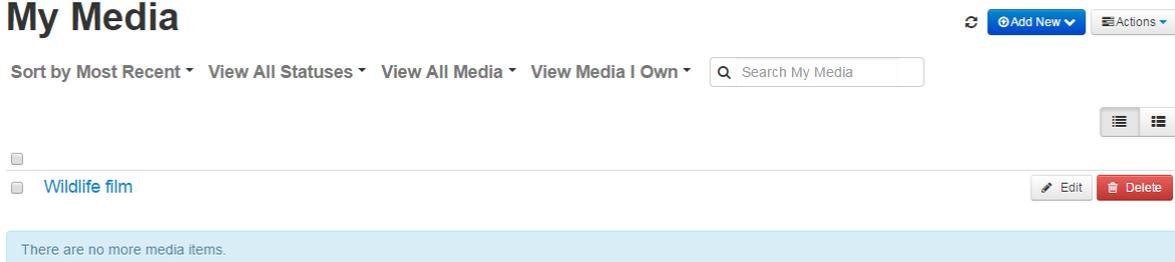


NOTE: When you remove a video from My Media it will automatically be removed from all locations you have made it available to. For instance: if you remove a video that you have used in an assignment it will no longer be available for that assignment. If that is too radical, there is a possibility to transfer ownership of the video to somebody else. Please consult the chapter on **Advanced Settings** of the Video portal manual for this.

7. On the right there are two more buttons. These you can use to change your list views for My Media. The right hand buttons only shows titles. The left hand button shows detailed information: description, image, number of likes, number of views, and numbers. You can see the differences below.

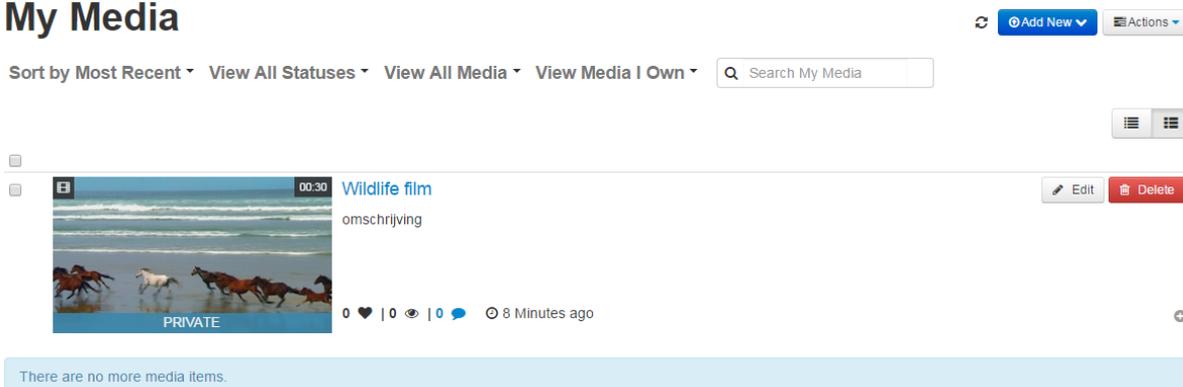


My Media



Collapsed view

My Media



Expanded view

8. Once you have uploaded a video there are two options available: **Edit** and **Delete**. With **Edit** you can adjust the video settings. With **Delete** you remove the video from My Media



NOTE: When you remove a video from My Media it will automatically be removed from all locations you have made it available to. For instance: if you remove a video that you have used in an assignment it will no longer be available for that assignment. If that is too radical, there is a possibility to transfer ownership of the video to somebody else. Please consult the chapter on **Advanced Settings** of the Video portal manual for this.

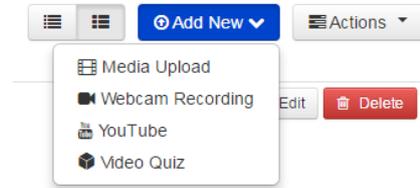
9. By clicking the video or the blue balloon of Comments, the video will open in a new screen. You can now see the details of the video or write a comment.

There are also some options available under Actions. More information is provided in the chapter Advanced Settings of the Video portal manual.

The screenshot shows a video player interface. At the top is a large black video area with a blue play button in the center. Below the video is a dark blue control bar with a play button, volume icon, and a progress indicator showing '0:00 / 0:30'. To the right of the progress bar are icons for Creative Commons, a flag, '1x' zoom, a settings gear, a share icon, and a user profile icon. Below the video player, the title 'Wildlife film' is displayed, followed by 'From Nienke Gulpers 22 Minutes ago'. There are two buttons: 'Details' and 'Like'. Below this is a section for 'omschrijving' (description) and 'Tags'. A table lists metadata: Faculty (Science), Language (English), Interest areas (Communication and Education), and Creative Commons (Attribution-NonCommercial-ShareAlike). On the right side, there is a 'Back' button and an 'Actions' dropdown menu. The dropdown menu is open, showing options: '+ Publish', 'Analytics', 'Create Clip', 'Edit', and 'Delete'. At the bottom, there is a 'Comments' section with a text input field labeled 'Add a Comment'.

My Media: Add New

With this button you can add new videos in different ways. With **Media Upload** you can upload video footage as a file. With **Webcam** recording you can record a video with a webcam. With **YouTube** you can select a **YouTube** video to add to **My Media**. With **Video Quiz** you can add questions to your video.

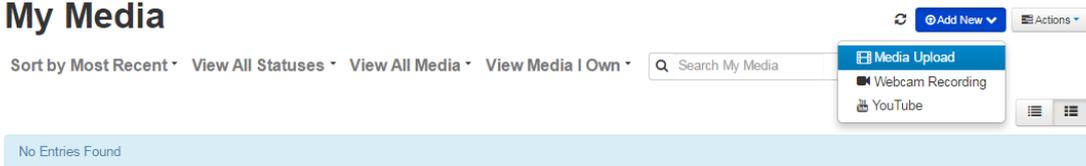


Add New: Media Upload

Make sure you have the video you wish to upload available as a file.

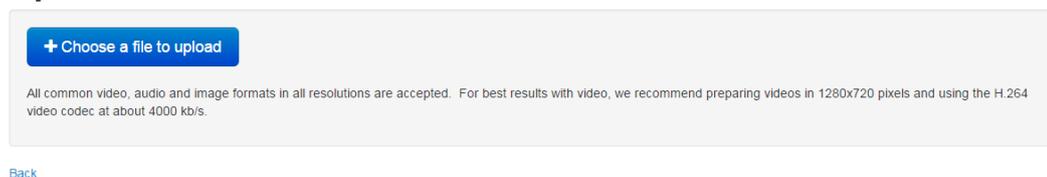
1. Go to **My Media**.
2. Click **Add New**.
3. Select **Media Upload**.

My Media



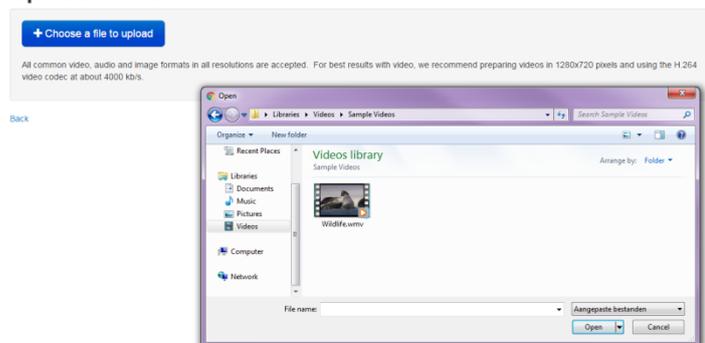
4. Click in the next screen on: **Choose a file to upload**.

Upload Media



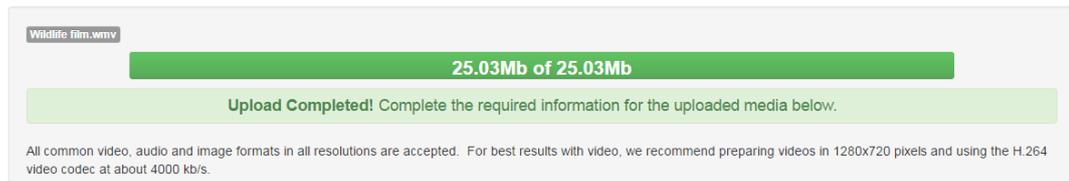
5. A separate window will open in which you can search for the video. Select the video and click **Open**.

Upload Media



- Wait until the file has been uploaded completely. When the upload is successful the following message will appear.

Upload Media



- Fill out the fields below the message. The name is automatically generated. You can edit the name if you wish. The fields **Name** and **Description** are required.
- In the field **Tags** you can indicate key words that describe this video. Select faculty, language, and areas of interest.
- Indicate at **Creative Commons** and **Rights** who owns the video copyright.
Creative Commons: <https://creativecommons.org/share-your-work/licensing-types-examples/>

Please fill out these details:

Name:
(Required)

Description: **Bold** *Italic* Underline

Enter Description...

* Required To Publish

Tags:

Click to add required metadata for shared repository

Faculty:
Governance and Global Affairs
Humanities
ICLON

Language:

Interest areas:
Communication and Education
Culture and History
Economics and Companies

Creative Commons:

Rights:

Description of copyrights; Fill in if other than Creative Commons

10. Click Save at the bottom of the page.

Creative Commons: Select a value

Rights: Description of copyrights; Fill in if other than Creative Commons

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

11. The green message indicates that the video is now available in **My Media**. By clicking on **Go To My Media** you will get an overview. To make the video available for a course you select Published.

Media successfully set to Private

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

12. Select the course you wish to make the video available for. Click again on Save.

Media successfully set to Private

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

Publish in Gallery

Shared Repository Nienke Nienke2.0Kopie

Test-CoDerma-W7-22 Kaltura testcursus Testcourse Kaltura na-V

Save Go To Media

13. A message will now appear to inform you that the video is added to the **Media Gallery** for that course. By clicking on **Go To Media** you will get an overview. You can continue by clicking one of the tabs at the top of the page (for instance: **My Institution**).

Published in:
1 Media Galleries: Test Kaltura

Save Go To Media

Add New: Webcam Recording

For this you need the Flash browser plug-in.

1. Go to **My Media**.
2. Click **Add New**.
3. Select **Webcam Recording**.



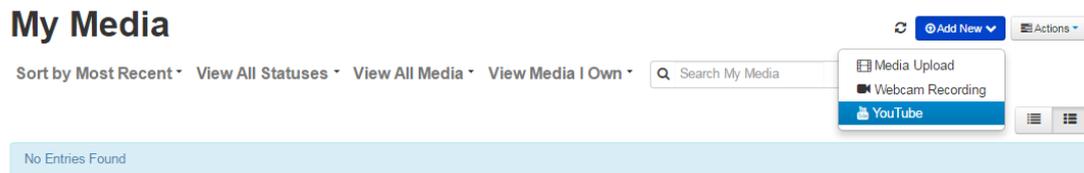
4. A new screen will open (see below). By turning on your webcam and clicking the button **Allow** you can make a recording.



Add New: YouTube

First select the YouTube video you wish to add to the course environment. Make sure you have the URL available.

1. Go to **My Media**.
2. Click **Add New**.
3. Select **YouTube**.



4. Select the URL of the video you wish to make available.
5. Copy the URL into the text field. The URL will automatically change into a code
6. Click **Preview**.

YouTube

7. On the right the video will appear. Below you will see the video details.

YouTube

8. The fields **Name** and **Description** are already filled out with the YouTube information. You can edit these fields if you wish. These fields are required.

9. When you scroll down the page you will see more fields. In the field **Tags** you can write the key words that describe this video. Select faculty, language, areas of interest.
10. Indicate in Creative Commons and Rights who owns the video copyright. In general the video copyright for a YouTube video will be available below the explanation on the website.
Creative Commons: <https://creativecommons.org/share-your-work/licensing-types-examples/>
11. Click **Save**.

Tags:

Click to add required metadata for shared repository

Faculty:
 Governance and Global Affairs
 Humanities
 ICLON

Language:

Interest areas:
 Communication and Education
 Culture and History
 Economics and Companies

Creative Commons:

Rights:
 Description of copyrights; Fill in if other than Creative Commons

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

12. The “green” message indicates that the video is now available in My Media. By clicking on Go To My Media you will get an overview. To make the video available for a course you click on Published.

Media successfully set to Private

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

13. Select the course you wish to make the video available for. Click again on **Save**.

Media successfully set to Private

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

Publish in Gallery

Shared Repository Kaltura testcursus Testcourse Kaltura

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

14. A message will now appear which will indicate that you have added the video to the course's Media Gallery.

Published in:
1 Media Galleries: [Test Kaltura](#)

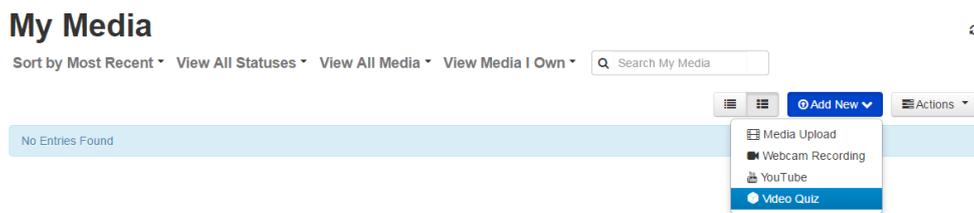
[Save](#) [Go To Media](#)

15. You can continue by clicking on **Go To Media**. You will enter an overview of your video.

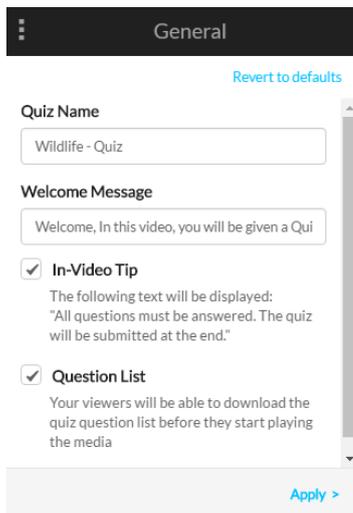
Add New: Video Quiz

With an interactive video quiz (IVQ) it is possible to let the viewer answer some questions while playing the video. First choose and watch the video to whom you want to add your questions. Consider which questions (and answers) you want to add to the video. Make sure you also have feedback or a tip available to adjust to the question.

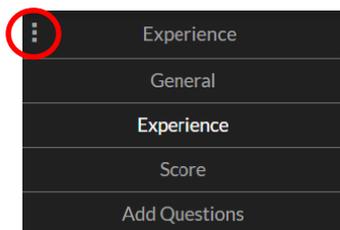
1. First upload the video of your choice (see chapter My Media: add new).
2. Go to **My Media**.
3. Click **Add New**.
4. Click **Video Quiz**.



5. Click the Select button next to the video you want to use to make your quiz.
6. Fill in the (required) fields and/or adjust the settings to your preferences. Click Apply.
7. Click **Edit Quiz**.
8. Adjust General settings to your preferences and click **Apply** again to save these preferences.



9. Click at the 'Quiz Editor Menu' to select the next preference page.



10. Click in the 'Quiz Editor Menu' on **Experience**. Adjust your preferences and click **Apply** to save these preferences.

Experience

[Revert to defaults](#)

Edit Answer
Your viewers will be able to change an answer before submitting the entire quiz

Skip For Now
Your viewers will be able to skip a question and come back to answer it later

[< Back](#) [Apply >](#)

11. Click **Score** in the 'Quiz Editor Menu'. Finally, you also adjust it to your preferences and click **Apply**.

Score

[Revert to defaults](#)

Upon Submission:

Do Not Show Scores
A 'Thank You' message will display after submitting the quiz.

Show Scores
Your viewers will see the quiz score page after the quiz is submitted.

Include Answers
Your viewers will be able to see correct/incorrect answers

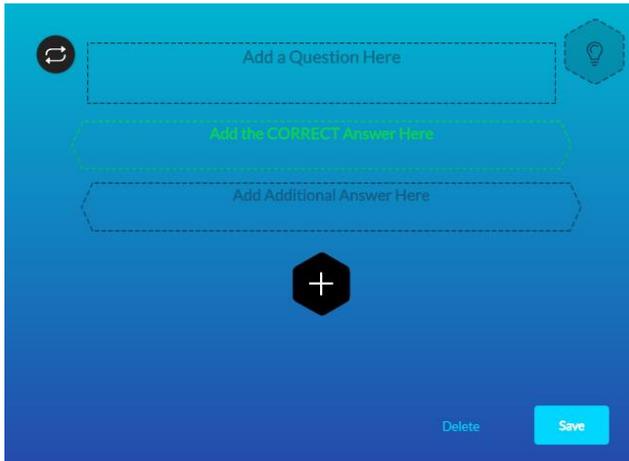
[< Back](#) [Apply >](#)

If desired, you can change your settings at a later time.

12. Play the video and click pause at the moment in the video where you want to add a question. Click the '+' button at the center of the screen to add a quiz question.



13. You can add your question and the answer options in the following menu:



14. Click the '+' button to add more questions. Every question has a maximum of 4 answer options.



15. Click on the 'bulb' icon to add an explanation or a hint.



16. Click on the icon with the two white arrows at the left of the question to reorder answers.



17. Click **Save** at the bottom right to save your question. If the question is saved, a blue 'magnifying glass' icon appears.



18. Continue playing the video and click **Pause** where you want to add the next question. Click again on the blue + button to add more questions. Repeat these steps until you've added all your questions.

19. Click **Preview Quiz** to see what your quiz will eventually look like.



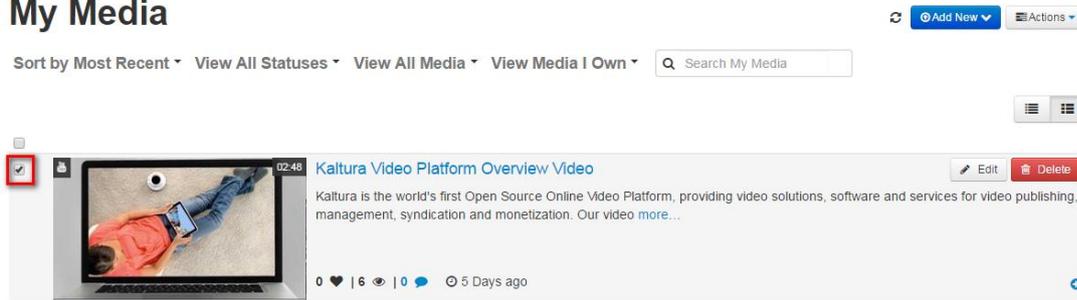
20. To return to the Quiz Editor, click **Close**.

21. Click Go To Media to close the Quiz Editor and go to your video quiz.

My Media: Actions

To use **Actions** you first have to select the correct video(s). You do this by ticking the checkbox on the left of the video.

My Media

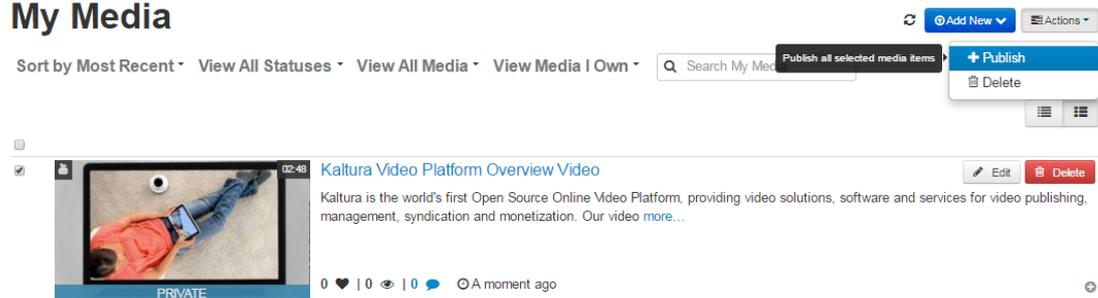


Actions: Publish

With this option you make the video available in (one of) your courses

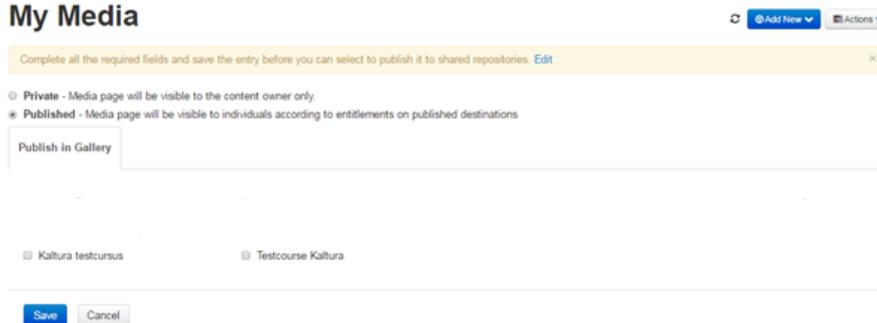
1. Go to **My Media** and select the video.
2. Click **Actions**.
3. Select **Publish**.

My Media



4. Click **Published**.
5. You can now see your courses. Select the course in which you want to make the video available.

My Media



6. Click **Save**. At the top of the page you will see a message that the video is now available for the selected course.

My Media



- Below you can also see that the video is published and for which course. Click **Back** to return to **My Media**.

Published in:
1 Media Galleries: **Testcourse Kaltura**

Save **Back**

Actions: Delete

NOTE: When you remove a video from **My Media** it will automatically be removed from all locations you have made it available to. For instance: if you remove a video that you have used with an assignment it will no longer be available for that assignment. If that is too radical, there is a possibility to transfer ownership of the video to somebody else. Please consult the chapter **Advanced Settings** of the Video portal manual for this.

- Go to **My Media**.
- Click **Actions**.
- Select **Delete**.

My Media

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

+ Add New ▾ Actions ▾

+ Publish
Delete
Delete all selected media items

Kaltura Video Platform Overview Video Edit Delete

Kaltura is the world's first Open Source Online Video Platform, providing video solutions, software and services for video publishing, management, syndication and monetization. Our video [more...](#)

0 ❤️ | 0 👁️ | 0 💬 ⌚ A moment ago

- When you select the **Delete** option you always will get the question if you are sure about the removal. Click **Delete** again to remove the video. Click **Cancel** if you change your mind.

Delete Confirmation ×

Are you sure you want to delete this media?

Cancel **Delete**

Actions: Edit Quiz

With these options you can change the preferences for your quiz and the quiz itself.

- Go to My Media
- Click on the title of the video

Wildlife - Quiz Edit Delete

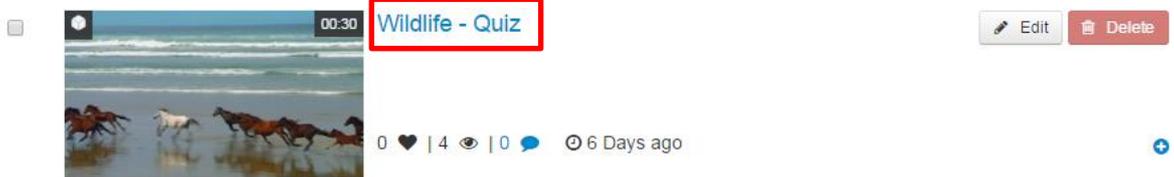
0 ❤️ | 4 👁️ | 0 💬 ⌚ 6 Days ago

- Click on the button **Actions** under the video and choose Edit Quiz. See *My Media: Add new* for more info.

Actions: Analytics

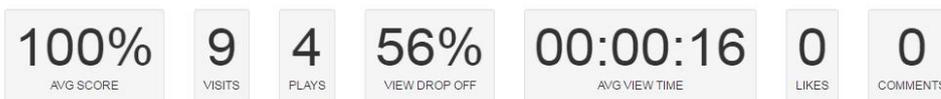
With this option you can view the statistics of your videos.

1. Go To My Media.
2. Click on the title of the video.



3. Click Action under the video and choose Analytics. Wait until the page is loaded. If you have made a quiz, here you can find the answers of the students to your questions.

General Metrics



Top Engaged Users

[View All](#)

Judith Vels **4** Plays

Quiz Users

[View All](#)

Judith Vels **100%** Correct

Quiz Questions

[View All](#)

welke dieren heb je tot nu toe gezien **100%** Correct

Top Plays In Media Galleries

[View All](#)

No data

My Media: Edit

On the right of each video you will find the Edit button. With this you can view and adjust the video's default settings. For a detailed explanation of this option you can consult the chapter **Advanced Settings** of the Video portal manual. After you have made your changes click **Save** and then **Go To Media** to return to the main window.

My Media

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

 **Kaltura Video Platform Overview Video**

Kaltura is the world's first Open Source Online Video Platform, providing video solutions, software and services for video publishing, management, syndication and monetization. Our video [more...](#)

0 ❤️ | 0 👁️ | 0 💬 | 4 Minutes ago

PRIVATE

Edit Kaltura Video Platform Overview Video

This media was viewed 0 times and played 0 times.

Published in:
1 Media Gallery:



0:01 / 2:47

Name: (Required)

Description: http://corp.kaltura.com"/>

-Start Your Free Trial Today! -[http://corp.kaltura.com/free-trial](\"http://corp.kaltura.com/free-trial\")
-Visit our knowledge center for more manuals and documentation [http://knowledge.kaltura.com](\"http://knowledge.kaltura.com\")
[Check out other tutorials and videos: http://training.kaltura.com/](\"http://training.kaltura.com\")
* Required To Publish

Tags:

Faculty:

Language:

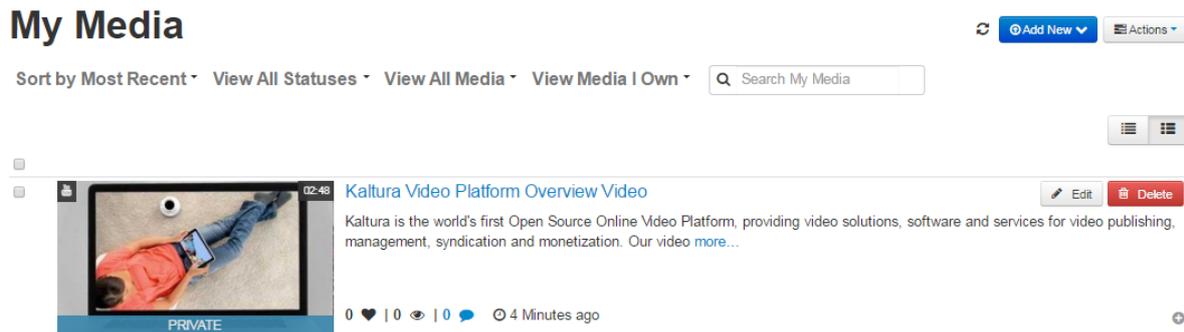
Interest areas:

Creative Commons:

Rights: Description of copyrights; Fill in if other than Creative Commons

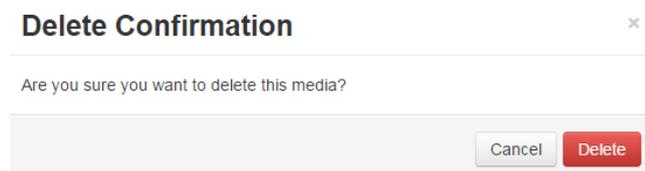
My Media: Delete

NOTE: When you remove a video from My Media it will automatically be removed from all locations you have made it available to. For instance: if you remove a video that you have used with an assignment it will no longer be available for that assignment. If that is too radical, there is a possibility to transfer ownership of the video to somebody else. Please consult the chapter **Advanced Settings** of the Video portal manual for this.



At the right of each video you will find the **Delete** button. With this you delete the videos one by one. If you wish to remove more than one video at a time you can best use **Actions | Delete**.

When you select the **Delete** option you always will get the question if you are sure about the removal. Click **Delete** again to remove the video. If you are not sure you can click **Cancel**.

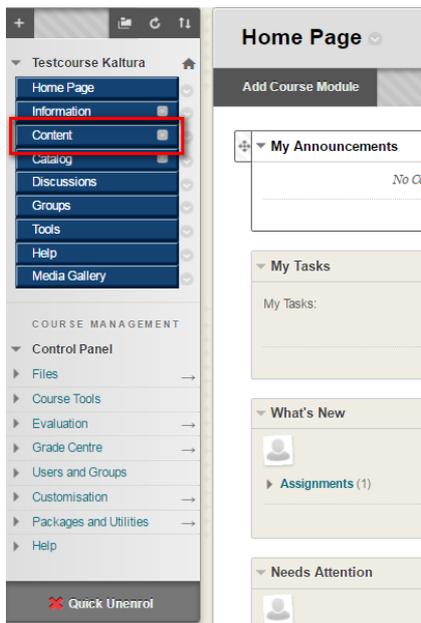


Kaltura within a Blackboard course

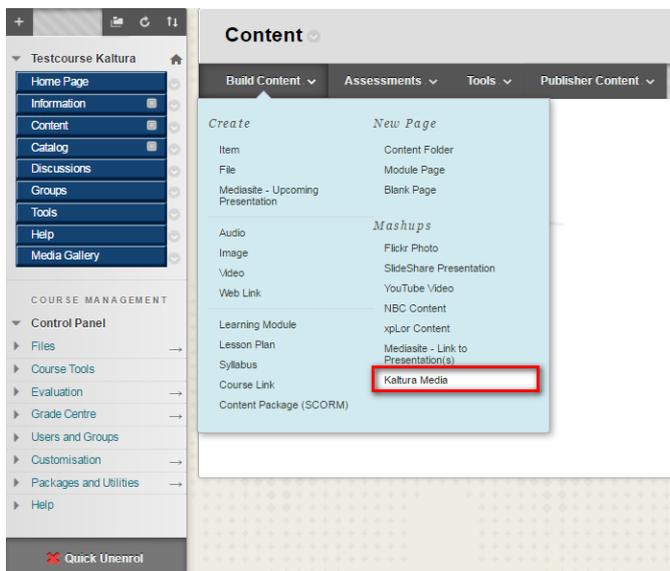
1. Go to the Courses tab at the top of the page.
2. Here you will see an overview of the courses for which you are registered. Click the course you wish to review.

Embedding a video in Content

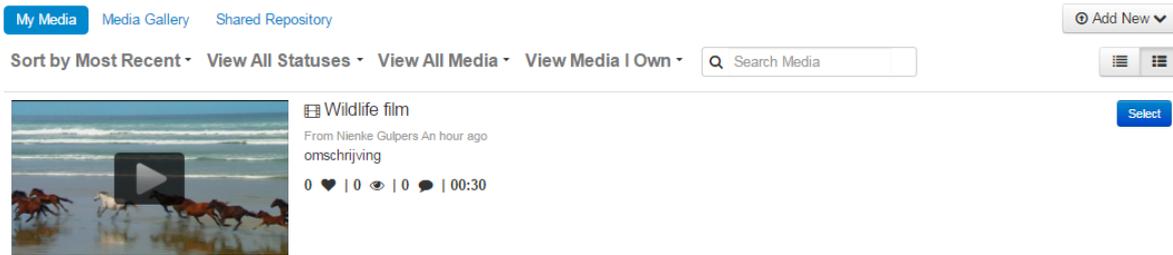
1. Click **Content** in the menu on the left.



2. Click **Build Content**. Select **Kaltura Media** in the drop down menu.

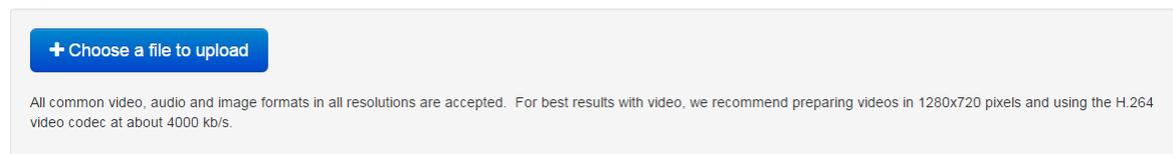


3. If you want to select a video from the videos which are now shown, go to step 15.



4. Click Add New on the right. You can choose what you want to upload here. Choose Media Upload to upload a file from your pc, and follow the steps below. For information on Webcam Recording , YouTube and Video Quiz, please refer to My Media sections in this manual.
5. In the next screen, click **Choose a file to upload**.

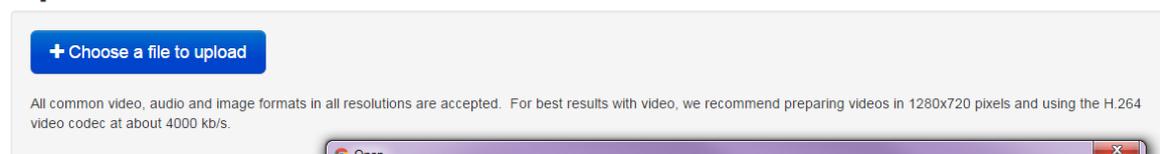
Upload Media



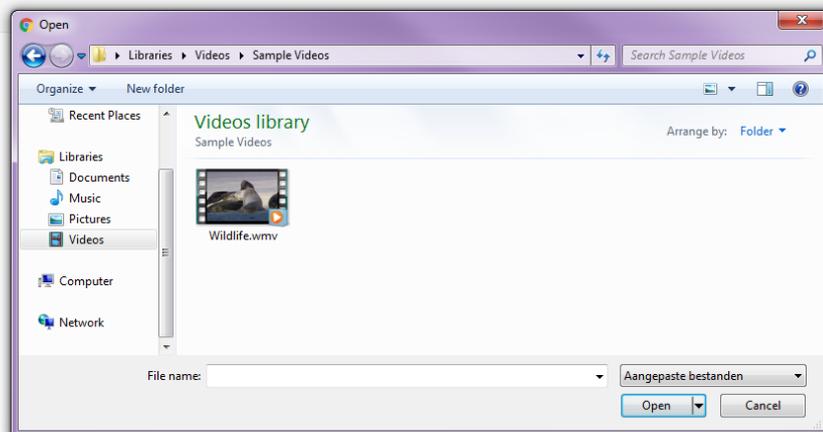
[Back](#)

6. A new window will open, where you can select your video. Select the video and click Open.

Upload Media



[Back](#)



7. Wait until the file has been uploaded. If the upload was successful, this notification will be shown:

Upload Media

Wildlife film.wmv

25.03Mb of 25.03Mb

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.

8. Fill out the fields beneath the notification. Name will be filled out automatically. You can adjust it if needed. Name and Description are both mandatory.
9. For tags, fill out keywords which describe your video.
10. Select the faculty, language, and interest areas.
11. Indicate the copyrights of the video at Creative Commons and Rights.
Creative Commons: <https://creativecommons.org/share-your-work/licensing-types-examples/>

Please fill out these details:

Name:
(Required)

Description: **Bold** *Italic* Underline

* Required To Publish

Tags:

Click to add required metadata for shared repository

Faculty:
Governance and Global Affairs
Humanities
ICLON

Language:

Interest areas:
Communication and Education
Culture and History
Economics and Companies

Creative Commons:

Rights:

Description of copyrights; Fill in if other than Creative Commons

12. Click Save at the bottom of the page. A notification will be shown at the top of the page:

Upload Media

Your changes have been saved.

13. Click Back to browse and embed at the bottom of the page.

Save Back to Browse and Embed

NOTE: The video is not yet available in the course.

14. Click Select on the right to select a video.

The screenshot shows the 'Media Gallery' interface. At the top, there are tabs for 'My Media', 'Media Gallery', and 'Shared Repository'. Below the tabs are sorting options: 'Sort by Most Recent', 'View All Statuses', 'View All Media', and 'View Media I Own'. A search bar labeled 'Search Media' is on the right. The main content area displays a video thumbnail for 'Wildlife film' with a play button overlay. To the right of the video, there is a 'Select' button highlighted with a red box. Below the video, there are statistics: '0 ❤️ | 0 👁️ | 0 💬 | 00:30'.

15. You can now add text to the text pane. Fill out the fields and click **Submit**.

The screenshot shows the 'Create Mashup Item' form. At the top right, there is a 'Submit' button highlighted with a red box. The form is divided into several sections: 'CONTENT INFORMATION', 'ADD KALTURA MEDIA CONTENT TO COURSE', 'ATTACH OR LINK CONTENT', and 'OPTIONS'. In the 'CONTENT INFORMATION' section, there is a 'Title' field and a 'Color of Name' dropdown menu. In the 'ADD KALTURA MEDIA CONTENT TO COURSE' section, there is a video thumbnail for 'Wildlife film (00:30)' and a 'Preview' button. Below this is a rich text editor for the 'Description' field. In the 'ATTACH OR LINK CONTENT' section, there are buttons for 'Browse My Computer' and 'Browse Course'. In the 'OPTIONS' section, there are checkboxes for 'Permit Users to View the Content', 'Track Number of Views', and 'Select Date and Time Restrictions'.

16. The video is now available in the course.

Content ▾

Build Content ▾ Assessments ▾ Tools ▾ Publisher Content ▾

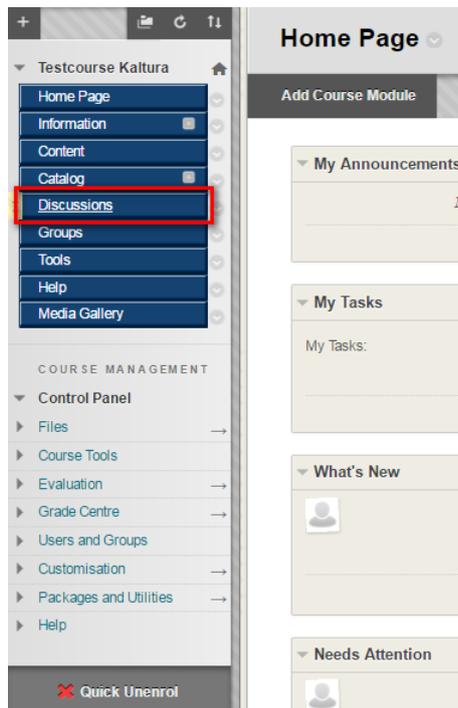
 **example**

 description

Watch Media

Embedding a video in Discussion Board

1. Click **Discussions** in the menu on the left



2. Click **Create Forum**.



3. To make the toolbar appear you can click on the double chevron on the left hand side (Show More).



4. In the toolbar there is a button **Mashups**. Click this and select **Kaltura Media**.

Create Forum

Forums are made up of individual discussion threads that can be organised around a particular subject. Create Forums to organise discussions. [More Help](#)

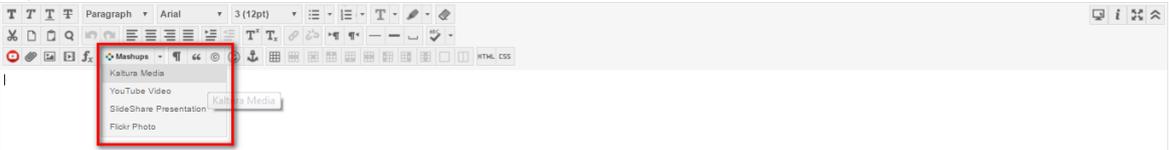
* Indicates a required field.

Cancel Submit

FORUM INFORMATION

* Name

Description



Path: p Words: 0

5. A new window will open. If you wish to select a video from the options that are available to you now go to step 10. If you wish to create a new file you go to step 6.

My Media Media Gallery Shared Repository Add New

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



Wildlife film
From Nienke Gulpers An hour ago omschrijving
0 ❤️ | 0 👁️ | 0 💬 | 00:30

Select

6. Click **Add New** in the top right hand side. Here you can select what you wish to upload. Select **Media Upload** to upload an existing file and follow the steps below. To use the options Webcam Recording , YouTube and Video Quiz you can consult the chapter My Media in this manual.



7. A new window will open. 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](#)

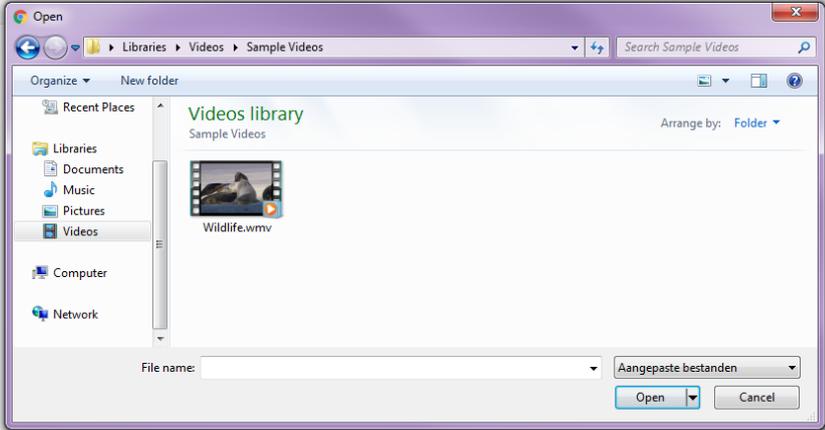
8. Select the video you wish to upload and click Open.

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



The screenshot shows a Windows File Explorer window titled 'Open'. The address bar shows the path 'Libraries > Videos > Sample Videos'. The main pane displays a 'Videos library' for 'Sample Videos' with one video file, 'Wildlife.wmv', which has a play button icon. The left sidebar shows the 'Videos' folder selected. At the bottom, there is a 'File name:' field and 'Open' and 'Cancel' buttons.

9. Wait until the file has been uploaded completely. When the upload is successful the following message will appear:

Upload Media

Wildlife film.wmv

25.03Mb of 25.03Mb

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.

10. Fill out the fields below the message. The name is automatically generated. You can edit the name if you wish. The fields **Name** and **Description** are required information.
11. In the field **Tags** you can indicate key words that describe this video.
12. Fill out the faculty, language, and areas of interest.
13. Indicate at Creative Commons and Rights who owns the video copyright.
Creative Commons: <https://creativecommons.org/share-your-work/licensing-types-examples/>

Please fill out these details:

Name:
 (Required)

Description: **Bold** *Italic* Underline

* Required To Publish

Tags:

⊕ Click to add required metadata for shared repository

Faculty:
 Governance and Global Affairs
 Humanities
 ICLON

Language:

Interest areas:
 Communication and Education
 Culture and History
 Economics and Companies

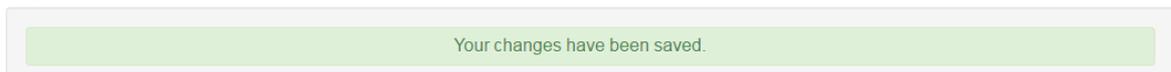
Creative Commons:

Rights:

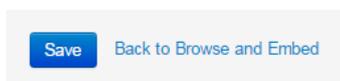
Description of copyrights; Fill in if other than Creative Commons

14. Click **Save** at the bottom of the page. This notification will be shown at the top of the page:

Upload Media



15. Click **Back to Browse and Embed** at the bottom of the page.



NOTE: the video is not available in the course yet.

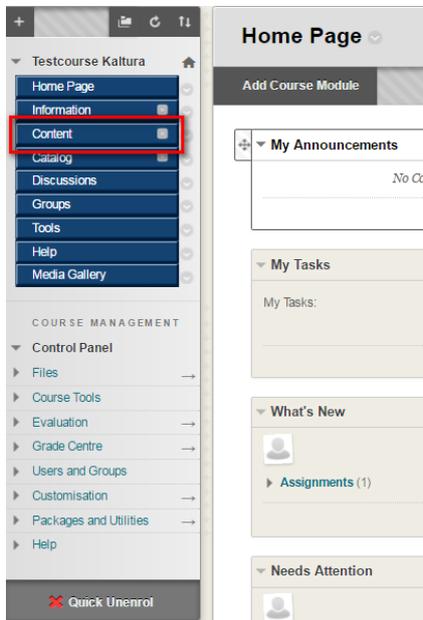
16. Choose the video you wish to upload and click **Select**.

17. You will now see your video in the “Description” field. You may also add or adjust the text in the text pane. Fill out the other fields as needed and click Submit on the right. A new forum will now be shown in the overview, with the video in it.

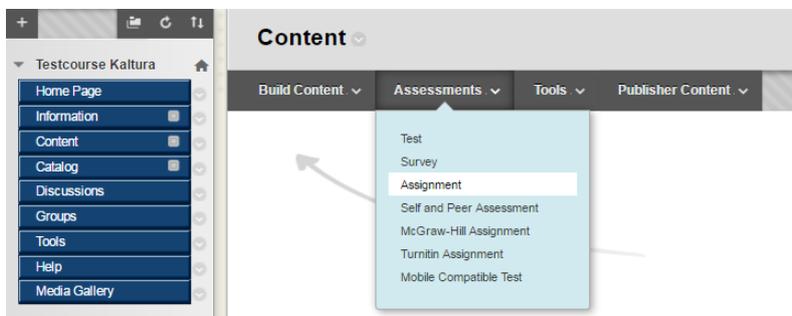
To create a thread, click the existing forum and then “Create thread”. The steps after that are the same as those above.

Assignments: video for instruction

1. Click **Content** in the menu on the left (or another option within which you would like to place an assignment).



2. Click **Assessments** and then **Assignment** in the drop down menu.



3. If your Instructions text pane looks like this, please click the arrows on the right:

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Centre. Use the Grade Centre to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field. Cancel Submit

ASSIGNMENT INFORMATION

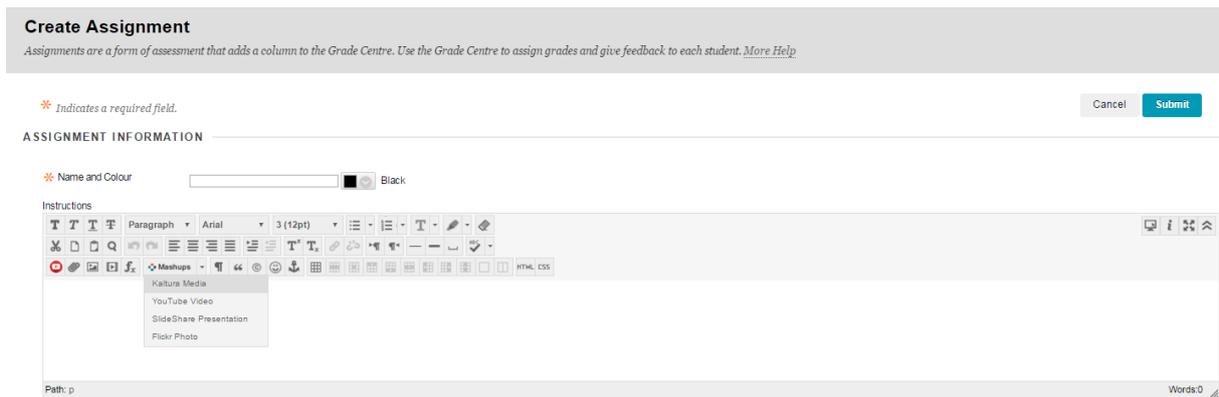
* Name and Colour

Instructions

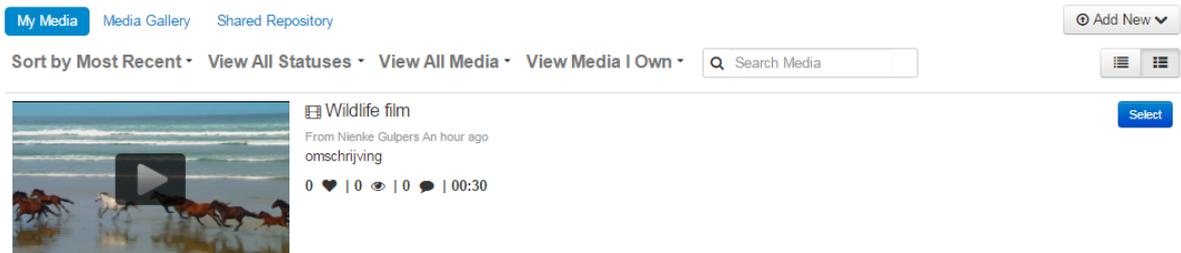
Rich text editor toolbar with a red box around the 'Save' icon (floppy disk).

Path: p Words 0

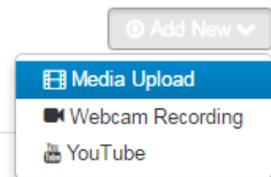
- Click the button **Mashups** in the toolbar and select **Kaltura Media**.



- A new window will open. If you wish to select a video from the available options, you go to step 10. If you wish to create a new file you go to step 6.

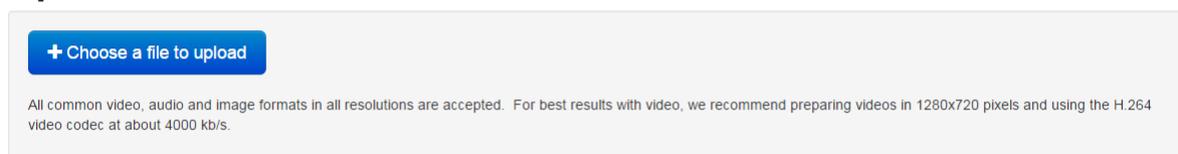


- Click **Add New** on the right. You can now choose what you would like to upload. Choose **Media Upload** to upload an existing file and follow the steps below. If you want to use the options Webcam Recording, YouTube and Video Quiz, please go to My Media in this manual.



- Click Choose a file to upload in the next screen.

Upload Media



[Back](#)

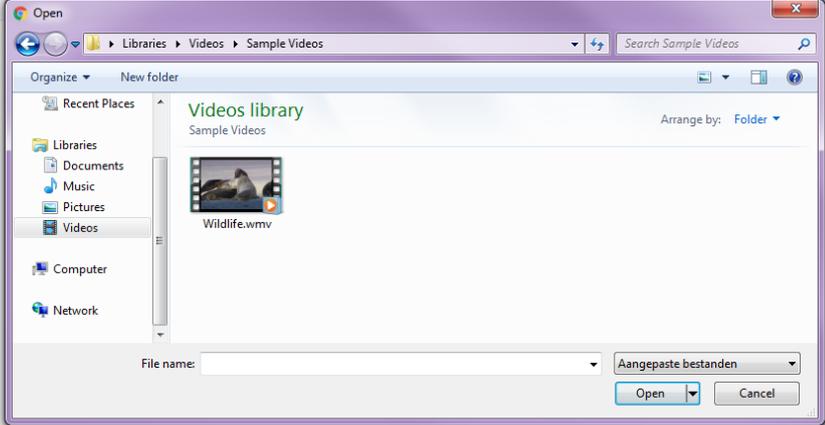
8. A new window will open. Select the video you wish to upload and click **Open**.

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



9. Wait until the file has been uploaded completely. When the upload is successful the following message will appear.

Upload Media

Wildlife film.wmv

25.03Mb of 25.03Mb

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.

10. Fill out the fields below the message. The name is automatically generated. You can edit the name if you wish. The fields **Name** and **Description** are required information.
11. In the field **Tags** you can indicate key words that describe this video.
12. Select faculty, language, and areas of interest.
13. Indicate at Creative Commons and Rights who owns the video copyright.
Creative Commons: <https://creativecommons.org/share-your-work/licensing-types-examples/>

Please fill out these details:

Name:
 (Required)

Description:
 * Required To Publish

Tags:

Click to add required metadata for shared repository

Faculty:

Language:

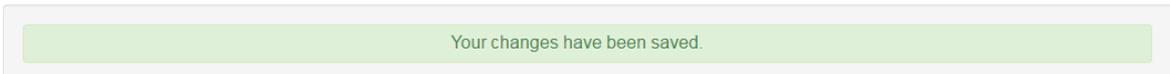
Interest areas:

Creative Commons:

Rights:
 Description of copyrights; Fill in if other than Creative Commons

14. Click **Save** at the bottom of the page. This notification will be shown at the top of the page:

Upload Media

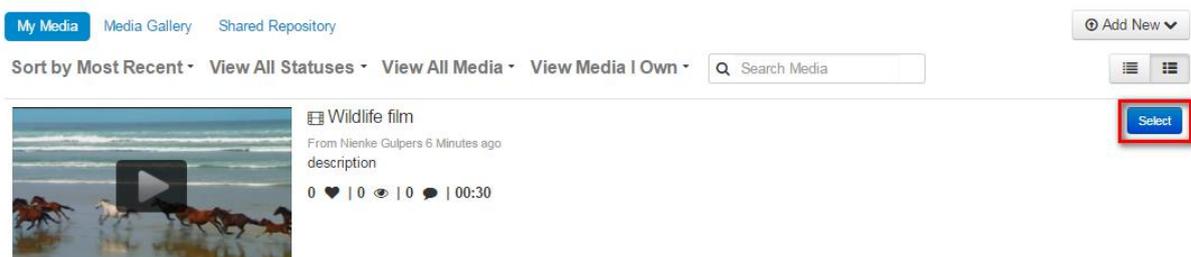


15. Click **Back to Browse and Embed** at the bottom of the page.



NOTE: the video is not available in the course yet

16. Select the video you wish to upload and click **Select**.



17. You will now see the video in the field Instructions. You can also add/adjust text in the text pane. Fill out the other fields as needed and click on **Submit** on the right.

Create Assignment
Assignments are a form of assessment that adds a column to the Grade Centre. Use the Grade Centre to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field. Cancel **Submit**

ASSIGNMENT INFORMATION

* Name and Colour: Black

Instructions

Format: Arial 3 (12pt)

| | |
|---|------------------------------------|
|  | Name: Wildlife film (00:30) |
| | Duration: 00:30 |
| | Added: 03 May 2016 01:38 PM |
| | Added By: Nienke Gulpers |
| | Description: description |
| | Tags: |

Watch Media

Path: div Words 21

18. A new assignment will now be shown in the overview, with the video in it.

Content

Build Content ▾ Assessments ▾ Tools ▾ Publisher Content ▾

 **example**

| | |
|---|------------------------------------|
|  | Name: Wildlife film (00:30) |
| | Duration: 00:30 |
| | Added: 03 May 2016 01:38 PM |
| | Added By: Nienke Gulpers |
| | Description: description |
| | Tags: |

Watch Media

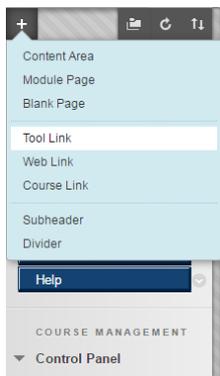
Assignments: Handing in a video

If you want students to hand in a video assignment, please use Pitch2Peer instead. If you don't want to make use of peer review, please select the 'Submission only' option in your Pitch2Peer assignment.

Please note! Pitch2Peer is only used in *some* faculties. Please ask your faculty support for the situation at your faculty.

Media Gallery

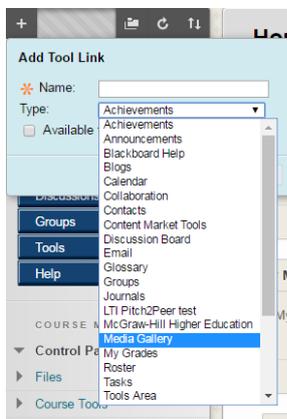
The Media Gallery can give you an overview of all videos within your course.



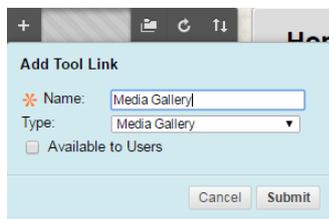
Availability

You can make the Media Gallery available to your students as follows.

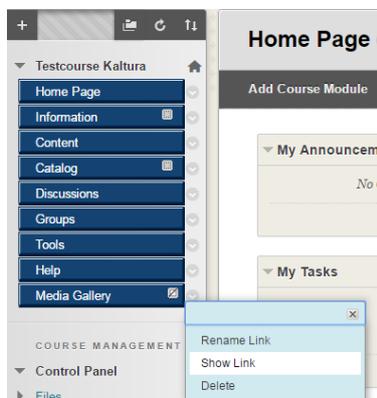
1. Go to the course.
2. In the menu on the left, click the plus sign at the top and then click **Tool link**.



3. Select **Media Gallery** in the drop down menu. For **Name** fill in Media Gallery as well.



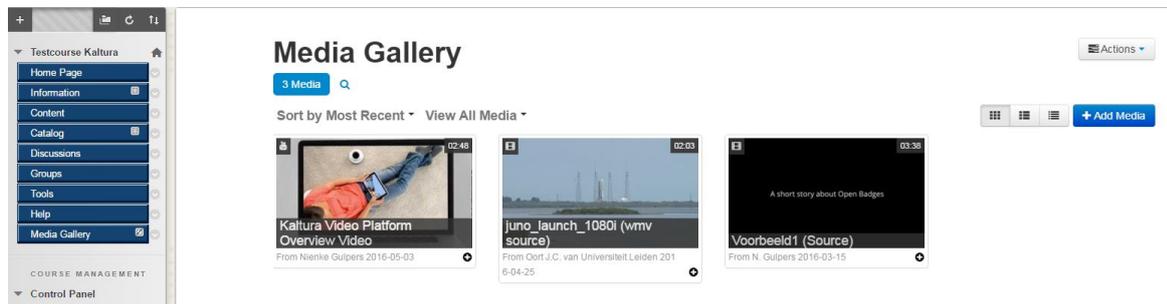
4. Click **Submit**.



5. **Media Gallery** will now be shown in the menu. If you click the arrow to the right of the menu button, you can select **Show Link**. This will make the Media Gallery available to students.

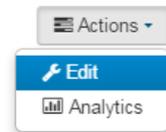
Introduction to Media Gallery

If you click the menu button Media Gallery, this will take you to this page:



Actions: Edit

At the right top, you can see the button Actions. You can adjust the settings of the Media Gallery through Edit. For example, you can add a description or tags, determine whether all media should be checked by you or another instructor before publishing, and determine whether comments are allowed. To save the settings, click Save and then Back to Media Gallery.



Edit Media Gallery

Details

Description: **Black** **Bold** *Italic* Underline [List] [Grid] [Table] [Table] [Link] [Image]

Description of media gallery

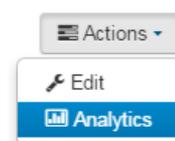
Tags:

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

[Save](#) [Back to Media Gallery](#)

Actions: Analytics

At the top right, you can see the button Actions. You can view the analytics of all media through Analytics. This will show what has been watched, how many times, what different users did, etc.



Analytics for Media Gallery

Last 30 days ▾

Dashboard Media Engagement Contribution

Media Items



Most Popular Media



User Engagement and Contribution



Top Engaged Users

View All

| | |
|-----------------------------------|---------|
| Oort J.C. van Universiteit Leiden | 6 PLAYS |
| Nienke Gulpers | 1 PLAYS |

Top Contributors

View All

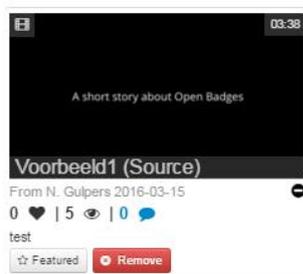
| | |
|-----------------------------------|-----------------|
| Oort J.C. van Universiteit Leiden | 1 CONTRIBUTIONS |
| Nienke Gulpers | 1 CONTRIBUTIONS |

Views

Below Actions, on the left there are three buttons. With these you can determine how you want to view the videos on your screen. The different views are displayed below. By clicking the plus signs next to or below the videos you can see more information about the videos.

NOTE: If you delete a video from My Media, it is automatically deleted from all places where you have embedded the video. For example: if you delete a video from My Media which has been embedded in an assignment, the video will no longer be available in the assignment. You can also pass on the ownership of a video. More information can be found in the chapter Advanced Settings of the Video portal manual.

Sort by Comments ▾ View All Media ▾



Grid View

Sort by Comments ▾ View All Media ▾



Voorbeeld1 (Source)
From N. Gulpers 2016-03-15
0 ♥ | 5 👁 | 0 💬
test
☆ Featured Remove

Detailed View

Sort by Comments ▾ View All Media ▾



- Voorbeeld1 (Source)**
From N. Gulpers 2016-03-15
0 ♥ | 5 👁 | 0 💬
test
☆ Featured Remove
- juno_launch_1080i (wmv source)**
From Oort J.C. van Universiteit Leiden 2016-04-25
- Kaltura Video Platform Overview Video**
From Nienke Gulpers 2016-05-03

Collapsed View

Add Media

You can add videos to the Media Gallery through Add Media. If you click Add Media klikt, a new screen will be opened:

Media Gallery

Description of media gallery

3 Media 🔍

Add Media Cancel **+ Publish**

Select one or more media items to add to the current gallery ×

My Media 1 Shared Repository- **+ Add New**

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

- Wildlife film.wmv**
0 ♥ | 0 👁 | 0 💬 ⌚ A moment ago
- kickers**
Kickers kwaken
0 ♥ | 0 👁 | 0 💬 ⌚ 18 Hours ago
- Kaltura Video Platform Overview Video**
Kaltura is the world's first Open Source Online Video Platform, providing video solutions, software and services for video publishing, management, syndication and monetization. Our video
0 ♥ | 6 👁 | 0 💬 ⌚ 6 Days ago

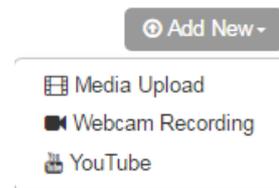
You can see all videos which are in My Media on the left side. These are videos which are available to you to directly publish in the course. The checkmarks on the left indicate whether the video is already available in the Media Gallery of this course. If there is no checkmark yet, you can add the video to the Media Gallery like this:

1. Check the video.
2. Click Publish at the right top.
3. You will now automatically go to the Media Gallery. You will now be able to see the video which you have just added.

You may be able to see 'Shared Repository' at the left top. These are videos which have been shared with you through Kaltura. You can also publish these videos in the Media Gallery, in the same way as explained above.

You can also publish a video in the MediaGallery which is not available in My Media yet. To do this, you go to Add New at the right top.

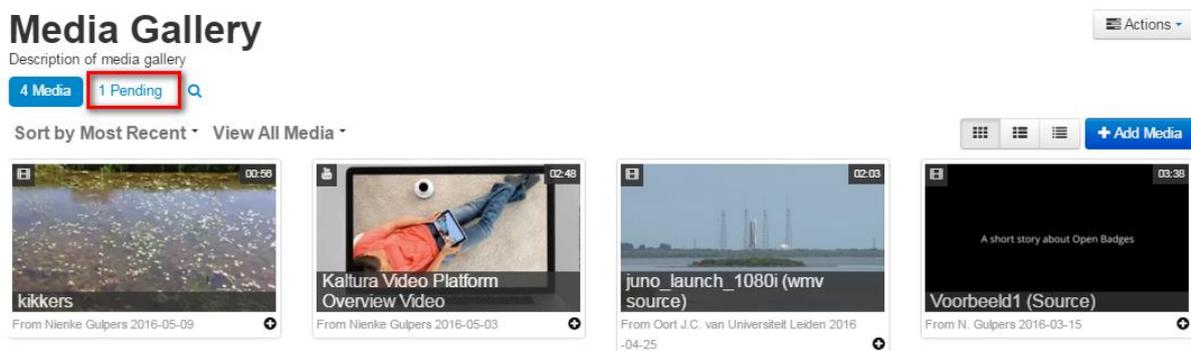
You can now choose what you want to upload. Choose "Media Upload" to upload an existing file. Choose Webcam Recording to record a new video with your webcam. Choose YouTube to select a video from YouTube for publishing. Please refer to My Media in this manual for more information.



Approving videos of students

Students can also add videos to the Media Gallery if you have made the Media Gallery available. However, you have to approve the video before it will be available to other students. You will receive an email if a student has uploaded a video to the Media Gallery. You can then watch the video in the course and indicate whether you want the video to be published.

1. Go to the course in Blackboard.
2. Go to Media Gallery through the menu on the left.
3. You will see "1 Pending" at the left top. Click this to be able to see the student's video.



4. You are able to watch the video by clicking it. You can then indicate on the right whether you want to add the video to the Media Gallery (Approve) or not (Reject).

Media Gallery

Description of media gallery

Actions

4 Media 1 Pending

Sort by Most Recent View All Media

Approve Reject



Wildlife
From N. Gulpers 4 Weeks ago
test van media gallery

Approve Reject

Comments and likes in the Media Gallery

Below each video tile there are three icons. The heart indicates the number of likes, the eye the number of views and the text balloon the number of comments.

By clicking on the blue text balloon comment icon you open the video in a new screen and view it. In this window you can add a like or a comment yourself. The like button is in the left bottom corner below the video. On the bottom right you can return to the Media Gallery. At the bottom you can read other people's comments and add responses yourself.

Media Gallery

Description of media gallery

3 Media

Sort by Most Recent View All Media

Kaltura Video Platform Overview Video

From Nienke Gulpers 2016-05-03

1 Like | 6 Views | 0 Comments

Kaltura is the world's first Open Source Online Video Platform, providing video solutions, software and services for video publishing, management, syndication and...

Kaltura Video Platform Overview Video

From Nienke Gulpers 0 Days ago

Details Like Back

Kaltura is the world's first Open Source Online Video Platform, providing video solutions, software and services for video publishing, management, syndication and monetization. Our video platform is designed to help you create value with video. With Kaltura's wide range of features and powerful tools you'll quickly expand your audience, generate revenue, and create more effective digital communications. Start your free trial today on <http://cop.kaltura.com>

- Start Your Free Trial Today! <http://cop.kaltura.com/free-trial>
- Visit our knowledge center for more manuals and documentation <http://knowledge.kaltura.com/>
- Check out other tutorials and videos- <http://training.kaltura.com/>

10 Reasons to Choose Kaltura (<http://cop.kaltura.com/>)

- We provide a framework for developing video applications. It's so much more than a video management application.
- Get off-the-shelf video apps at the Kaltura Exchange, our application marketplace.
- Visit the Exchange > <http://exchange.kaltura.com/>
- You choose the type of deployment, SaaS, On-Prem or on the Cloud. No other vendor offers you the freedom to decide. Learn about our deployment options > <http://cop.kaltura.com/Products/Deployment-Options>
- The Open Source advantage. Forget proprietary, closed code systems that lock you in. Our open-source or commercial licenses offer freedom, control and affordability.
- Our developer community. With so many talented folks contributing, we can boast an unmatched pace of innovation and interoperability with third party solutions. Visit our community site > <http://www.kaltura.org/>
- User engagement and social features. Including video upload, recording, annotation, moderation, sharing, rating, Facebook integration and apps, Twitter integration, and much, much more.
- Not just video. Manage all your rich-media including images, audio, documents, and of course, video.
- Your content delivered to any device, anywhere, anytime. Full support for online media across devices, including mobile devices and connected TVs, all browsers and operating systems.
- A proven track record. We're committed to your success - just ask HBO, ABC, Paramount, Harvard University, NYU, UPenn, Ikea, Texas Instruments and others. View our customers > <https://cop.kaltura.com/content/highlighted-customers>
- We care about video, and about addressing your business challenges related to video.

Tags

Appears In [Tencosense Kaltura](#) [Embedded In Context - Tencosense Kaltura](#) [Embedded In Context - Kaltura Test Jiska](#)

Faculty Archaeology

Language English

Interest areas Behaviour and Society

Creative Commons Attribution-NoDerivs

Rights shsy

Comments

Add a Comment

Error messages

Upload Media



This message can appear while uploading a video. It indicates that the selected video does not have the correct file form.

1. Make a copy of the video and save it to your PC. Try to upload this copy.
2. Convert the video to a different video file format.