Using Kaltura in Canvas

Kaltura is a streaming media server that allows you to share your audio and videos in Canvas. With Kaltura you can do the following:

I.   Access your media collection with Kaltura's My Media link.
II.   Upload a pre-recorded video or audio file.
III. Record a video through your webcam.
IV.   Record a screen cast using the Kaltura CaptureSpace App.
V.   Add media from your My Media to the Media Gallery.
VI.   Insert media from your My Media in a Content Page.

I. Access your media collection with Kaltura's My Media link.

As a student in your Canvas course, your instructor may include a My Media link in the Course Menu. My Media links to Kaltura's media tools. Note: My Media is not yet accessible through the mobile app. The first time you go into My Media, a window will pop up asking you to authorize your email for Kaltura. When you click **Okay,** the My Media window will open. You will have no media listed unless you have uploaded media previously in another course or in Connect.

II. Upload a pre-recorded video or audio file.

You can add media file from your computer into Kaltura's My Media with the following steps:

1. In Canvas, click the My Media link, or in the Content Editor menu, click the Kaltura icon ✳. The My Media page opens.

2. Click **+Add New**.
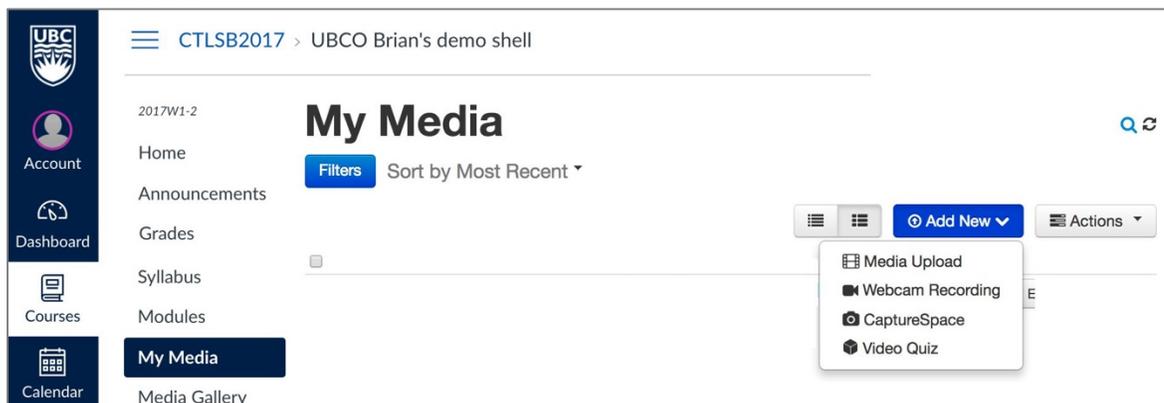
3. In the drop-down menu, click **Media Upload**.

4. In the upload Media page that displays, click **Choose a File to Upload**.

5. In the popup file listings window, select your file and click **Open**.

6. A green bar will show the progress of upload and a copyright form will open. Under **Please fill out these details,** enter a name for the video or media file.

7. Scroll down and beside **Copyright Permission** click **Select a value**.

8. In the drop-down list, click the permission suitable. For example, if you created the video, click **With the Permission of the Copyright Holder(s).**

9. Scroll down and click **Save**.

10. When finished, click **Go to My Media**. The new file will list there.

III. Record a video through your webcam.

Recording through your webcam works in Firefox and Safari, but not in Chrome.

1. In My Media, click **+Add new**.

2. In the drop-down menu, click **Record from webcam**.

3. In the Record from Webcam page that opens, in the Adobe Flash Permissions Settings, click **Allow**.

4. The webcam will display what it views with a round red button in the middle. Click anywhere to start recording.

5. When finished recording, click anywhere on the video image to stop recording.

6. The video will replay. Click **Save**. (To abandon that attempt, click your web browser back button).

7. A green bar will display **Upload Complete!** Under **Please fill out these details**, enter a name for the video or media file.

8. Scroll down and **beside Copyright Permission** click **Select a value**.

9. In the drop-down list, click the permission suitable. For example, if you created the video, click **With the Permission of the Copyright Holder(s)**.

10. Scroll down and click **Save**.

IV. Record a screen cast using the Kaltura CaptureSpace App.

1. In My Media, click **+Add new**.

2. In the drop-down menu, click **CaptureSpace**.

3. If you already have it installed, CaptureSpace will open automatically (skip to step 6). Otherwise, a CaptureSpace download page will display download buttons for Windows and Mac, and a user manual. Click the download button for your computer and install CaptureSpace.

4. Once you have installed CaptureSpace on your computer, in your web browser, click the My Media button to reopen the My Media page.

5. Again, click **+Add new**.

6. A popup window will open with a button **Open Link** or **Open Kaltura CaptureSpace Desktop Recorder.app**. Click the button to open CaptureSpace.

7. The Capture space menu palette opens.

8. The menu offers four capture options. Click **Screen**.

9. A new menu opens offering **Full Screen** or **Select Area**. Click **Full Screen**.

10. The record palette opens and counts down from 5 seconds. Browse to your application (for example PowerPoint slideshow) and begin your voice over screen cast.

11. When finished recording, switch to the Kaltura CaptureSpace application (Windows Alt + Tab, Mac command + Tab).

12. In the CaptureSpace record palette, click **Done**.

13. The recording displays in an edit window. Drag the blue dot under the timeline to the time in the screen cast where you began your voiceover.

14. Click **Trim** to delete the video up to where your screencast actually began.

15. Drag the blue dot at the end of the video to where you finished your screencast voiceover.

16. Click **Trim** to delete the video after you finished your screencast.

17. At bottom right click **Done**.

18. A black window may open. Click **CREATE NEW**.

19. An Upload Options window opens. Beside Title, enter a name for the recording.

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20. Click **Upload**.

21. When the upload is complete, click **Close**.

22. In your web browser, return to My Media. Your new recording will list there.

V. Add media from your My Media to the Media Gallery.

1. In the course menu of your Canvas course, click **Media Gallery**.

2. In the top right of the Media Gallery page that opens, click **+Media**.

3. The list of media you have in My Media appears. Click the checkbox at left of the media you want to add to the Media Gallery.

4. At top right, click **Publish**.

5. When completed, a green bar at top will display: **All media was published successfully**. (You may have an alert saying publishing is pending, which means that the instructor must preview your media before it will publish to Media Gallery.)

VI. Insert media from your My Media in a Content Page.

In various Canvas tools, you will see the following content editor menu containing the Kaltura icon which allows you to embed media from My Media in the page. Click the Kaltura icon
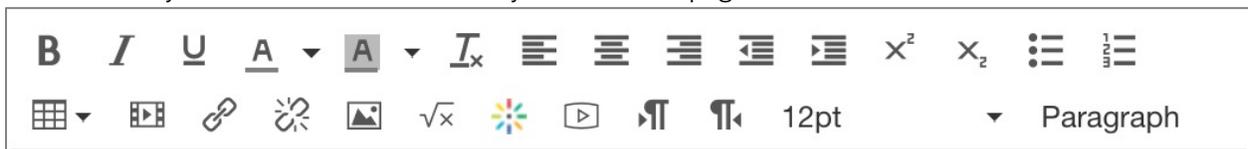
1. The My Media page opens. At right of the media you want to add, click **Select.** The media will appear as a thumbnail in the page you are editing.

2. When finished, scroll down and click **Save**.

To learn more about using Kaltura in Canvas, contact ctl.helpdesk@ubc.ca