

Kaltura Student User Guide

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Purdue Global Terms and Conditions

Kaltura is available for official university purposes, such as course content and other work representative of the Purdue University Global community. The same student integrity policies for written work also apply to video and audio submissions. This includes, but is not limited to: collaborating with others when not part of an official assignment, sharing videos with others when not part of an official assignment (e.g., third-party sites), and plagiarism, as noted in the [Student Code of Conduct](#) in the Purdue University Global Catalog.

What is Kaltura?

Kaltura is a cloud-based media management platform for storing, publishing, and streaming videos and other media via your computer, including audio recordings and images. You access Kaltura through Brightspace.

What Can I Do with Kaltura?

With Kaltura, you can create, upload, and manage your course-related media. You will be able to:

- Manage your media across courses
- Add media to the course Media Gallery
- Submit a Kaltura video assignment or discussion
- Submit a Kaltura interactive video quiz

Kaltura - My Media

The Kaltura - My Media page is your private video storage area where you can manage your media content for all your courses. From the Kaltura - My Media page, you can upload existing media, create new media, edit media, create video clips, and delete media.

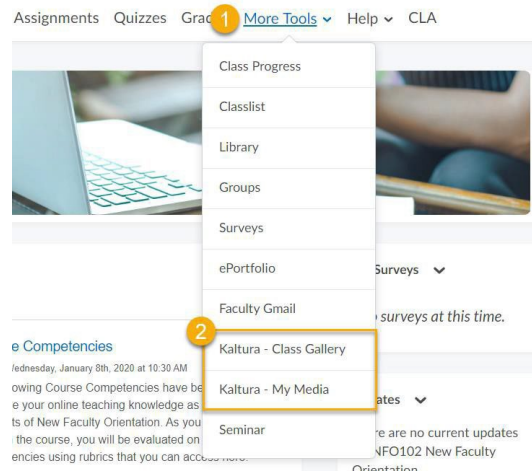
Kaltura - My Media Gallery lists all videos you have created and saved. The My Media Gallery will follow you across all courses you have access to.

Kaltura Student Video Tips

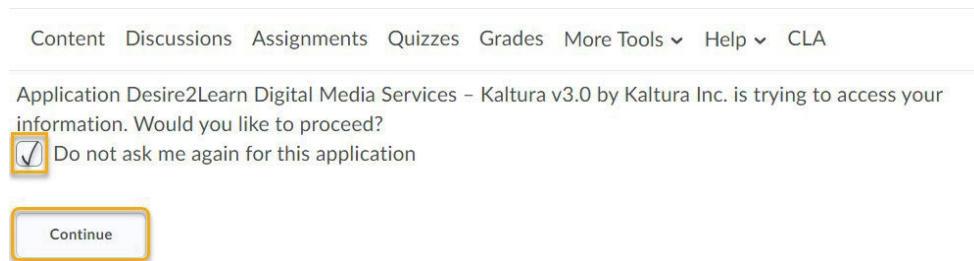
- Videos should be brief (under 5 minutes).
 - In most cases, brevity is best. There may be other times when something lengthier is required in a particular course, but 5 minutes is the suggested maximum length.
- Permission to include items such as proprietary imagery inserted into videos must be documented in accordance with federal copyright laws. The authorship of content gleaned from outside sources should be appropriately acknowledged.
- It is recommended that you close all other programs on your computer before recording a video in Kaltura to prevent audio/video lag or delay issues.

Accessing Kaltura

1. Kaltura is available to you through your current courses in Brightspace under the More Tools menu from any available Course Home page.



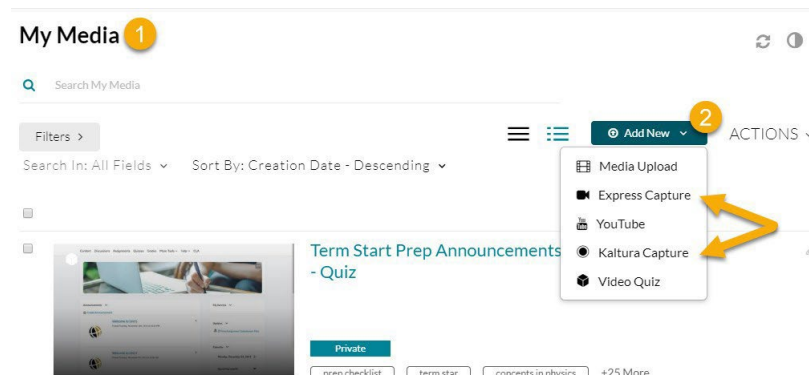
2. Select either Kaltura - My Media or Kaltura - Class Gallery to get started.



3. Select the checkbox "Do not ask me again for this application" and click the "Continue" button.

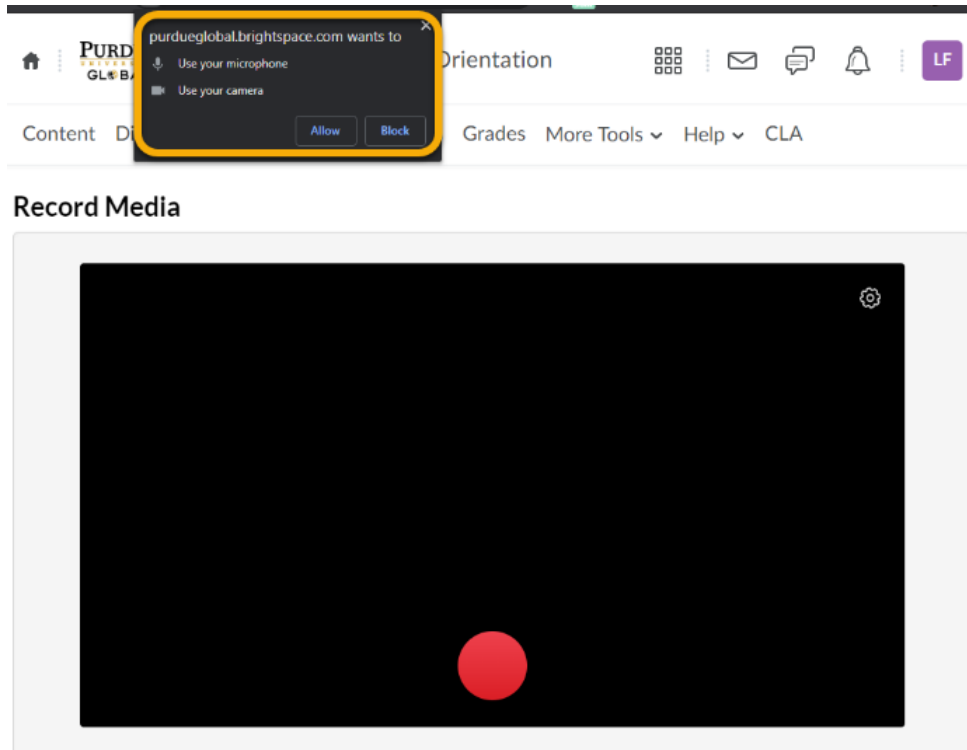
Two Options for Recording Content

The next section covers the two different Kaltura tools, Express Capture and Kaltura Capture. Both options are accessible from the Kaltura - My Media Gallery "Add New" button sub-menu.



Option 1: Express Capture

- Express Capture is a web-based HTML recorder that lets you create video content directly from your browser without downloading additional software.
- Express Capture is great for adding video to Discussion Boards in coordination with or to replace standard text responses. Captions should be provided for all your videos. The amount of time it takes to caption depends on the length of the video. For example, captions can be completed with 1 hour for a 15-minute video.
- Express Capture provides the option for webcam recording, video, and audio only and does not accommodate screen sharing.



Permissions may need to be granted to allow microphones and cameras before using the Express Capture tool.

Additional information on using [Kaltura Express Capture is available here.](#)

Option 2: Kaltura Capture

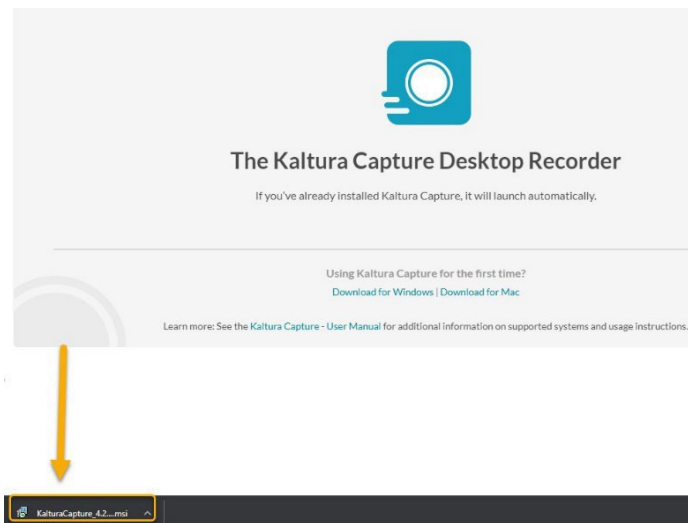
- Kaltura Capture is a downloadable desktop recorder that provides the ability to create video content for use in your Purdue Global courses.
- Kaltura Capture lets you record up to two display options for video content, such as a webcam and screen share or presentation.
- Kaltura Capture requires a software download. A prompt may appear requesting to open the application if it has been downloaded and installed. If you have not yet downloaded the software, links are also provided for first-time access.

Installing Kaltura Capture

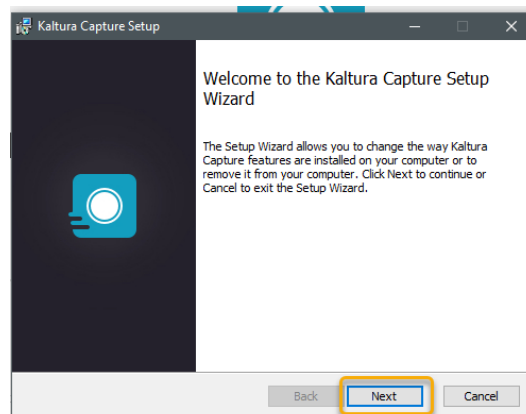
1. Download Kaltura Capture by clicking on the appropriate operating system link.



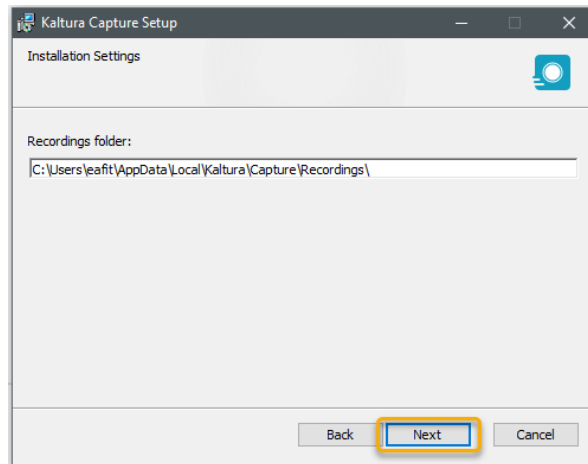
2. Depending on your computer and browser settings, you should see a download file to open and install the Kaltura Capture software.



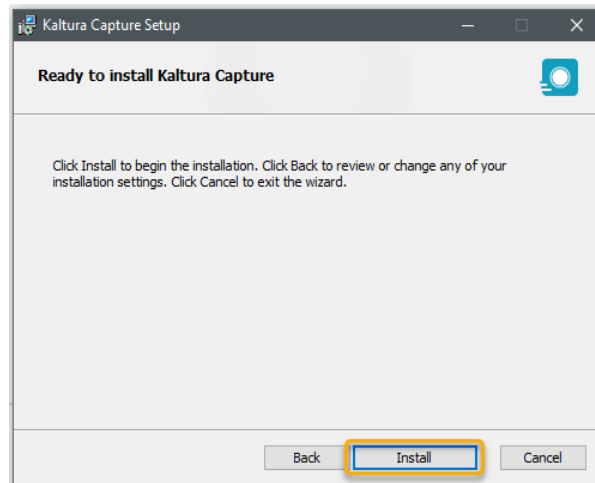
3. Clicking on or opening the downloaded installation file will open the Setup Wizard. Click on the "Next" button to proceed with the installation.



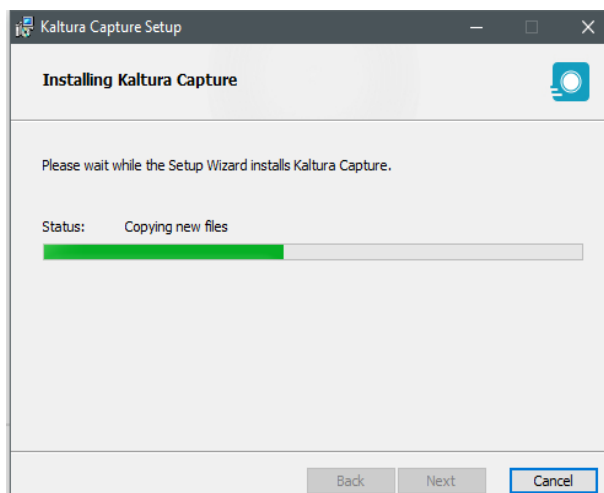
4. Verify or update the location of the installation recordings folder and click “Next” to proceed with the installation.



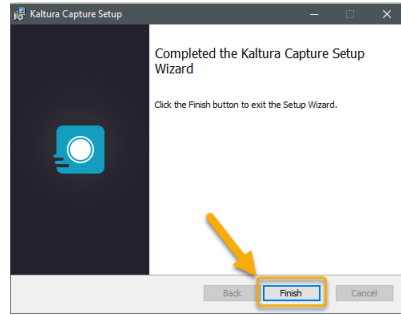
5. Next, confirmation that the installation is ready will appear. Click “Install” to proceed.



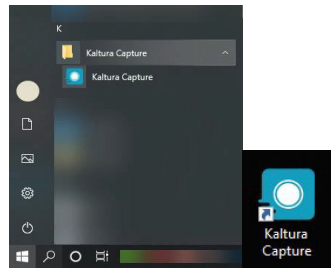
6. The installation status window appears next.



7. Once the setup is complete, click “Finish” to proceed.

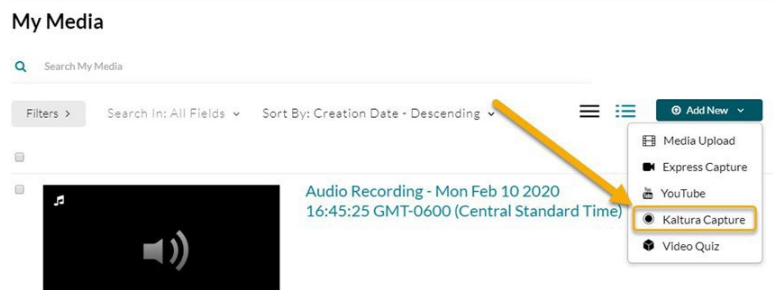


8. Kaltura Capture will now appear in your computer program listing, and you may see an icon on your computer desktop.

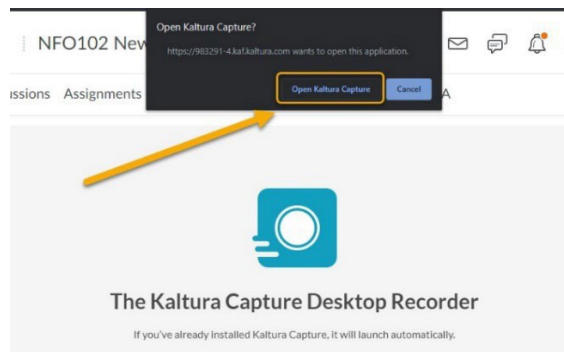


Option 2: Using Kaltura Capture

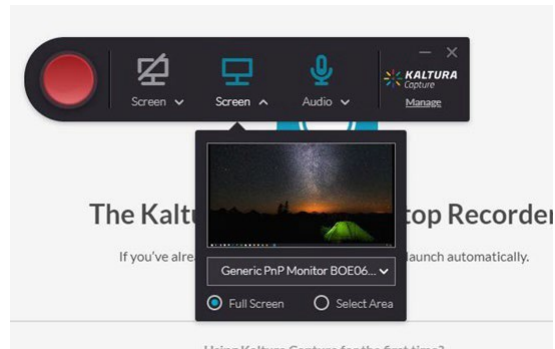
1. Once you have installed Kaltura Capture, you may need to navigate back to the My Media screen, click “Add New,” and select “Kaltura Capture” to record using the downloaded capture software.



2. After selecting “Kaltura Capture,” you should see a pop-up prompting you to open the program. Click “Open Kaltura Capture” to begin.

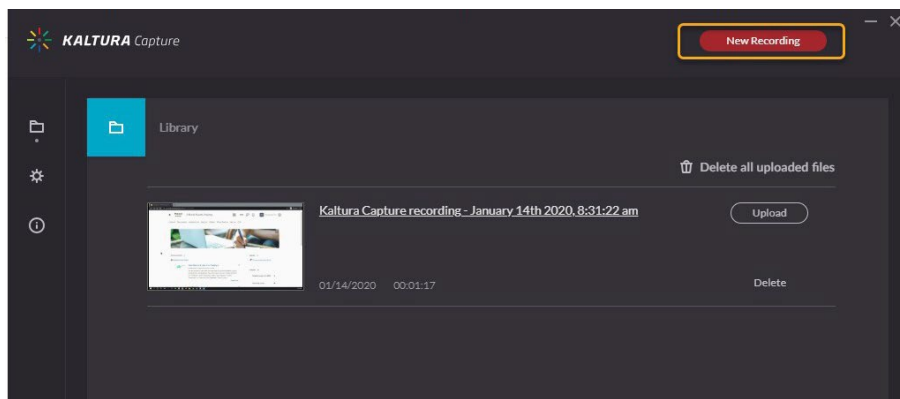


3. The Kaltura Capture program opens a toolbar providing capture options.



Kaltura Capture provides video and audio options. Two screen options are available to allow display options for video content, such as a webcam and screen share or presentation.

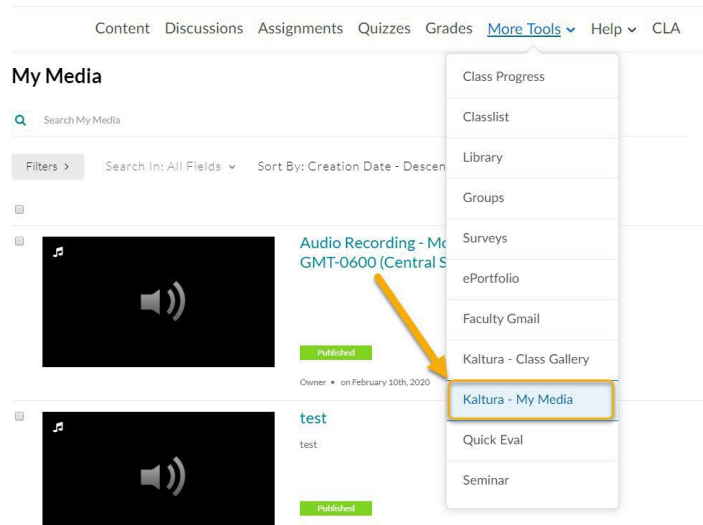
Kaltura Capture Library may also display when accessing the Capture tool. The recording tool is accessed from the Library by clicking on the “New Recording” button.



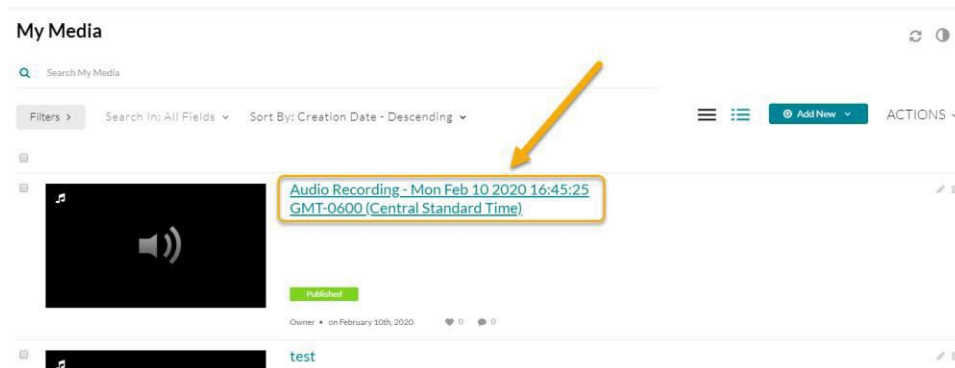
Additional information on using [Kaltura Capture is available here](#).

Adding Closed Captions

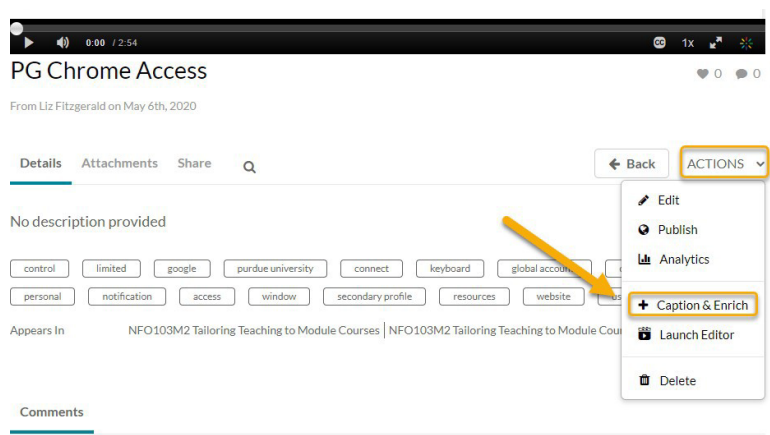
1. Navigate to the Kaltura - My Media page via the More Tools menu.



2. Open the Express Capture video by clicking on the title in your My Media area.



3. Open the Actions menu at the bottom right of the video and select "Caption & Enrich."



4. Ensure the selection for Source Media Language is English and click the “Submit” button.

Order Captions & Enrichment Services

Service: Machine Source Media Language: English

Feature: Captions

Submit

A confirmation message will appear along with the caption request information and shares that captions will be automatically added to your video upon completion.

REQUEST DATE	SERVICE	FEATURE	LANGUAGE	STATUS
January 6th, 2021	Machine	Captions	English	Pending

Order Captions & Enrichment Services

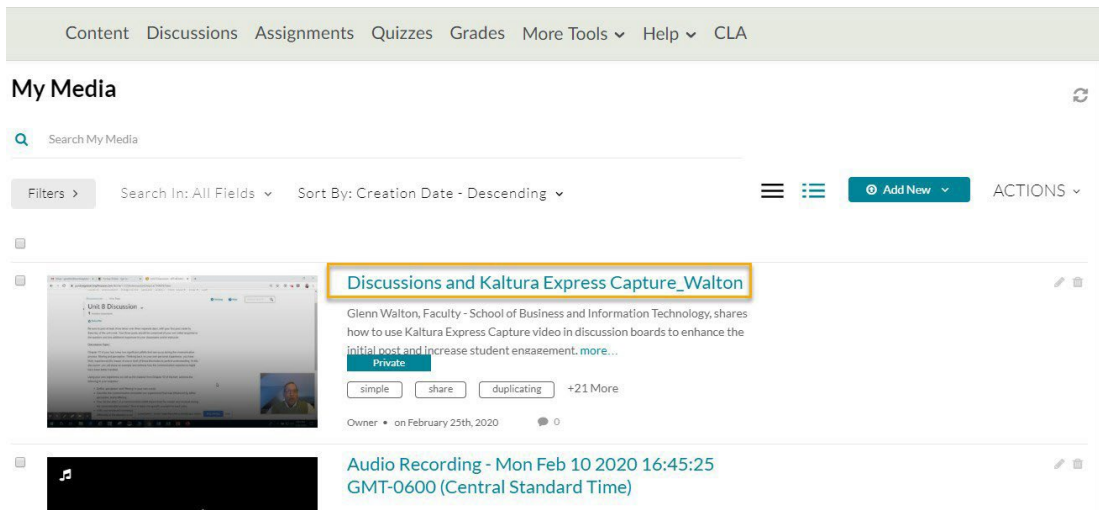
Your request has been received. Your video will automatically updated upon completion.

Service: Machine Source Media Language: English

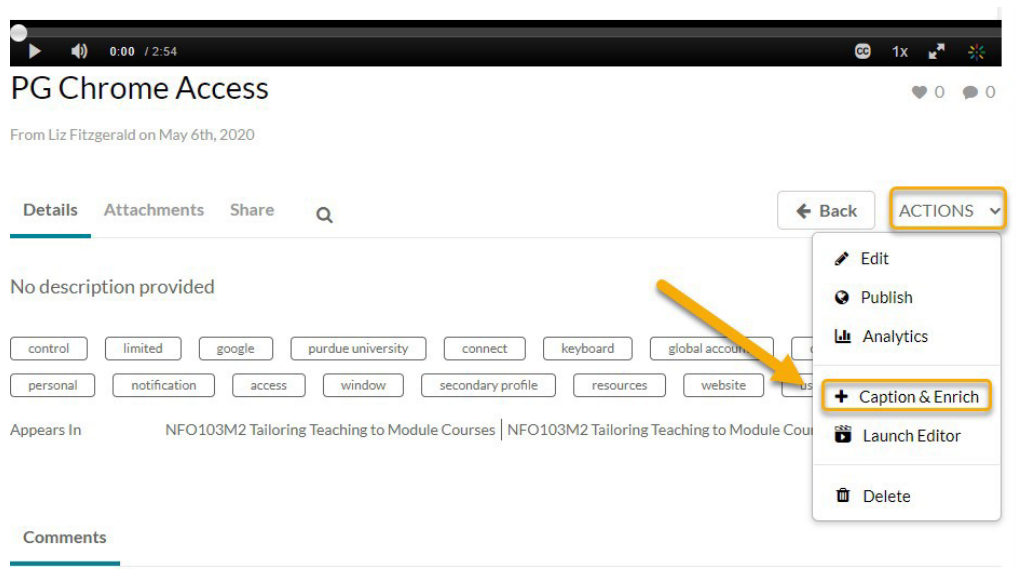
Feature: Captions

Editing Captions in Kaltura

1. Captions should be reviewed and edited for accuracy. To review and edit captions, navigate to the video in your My Media area. Click on the title of the video to open the item.



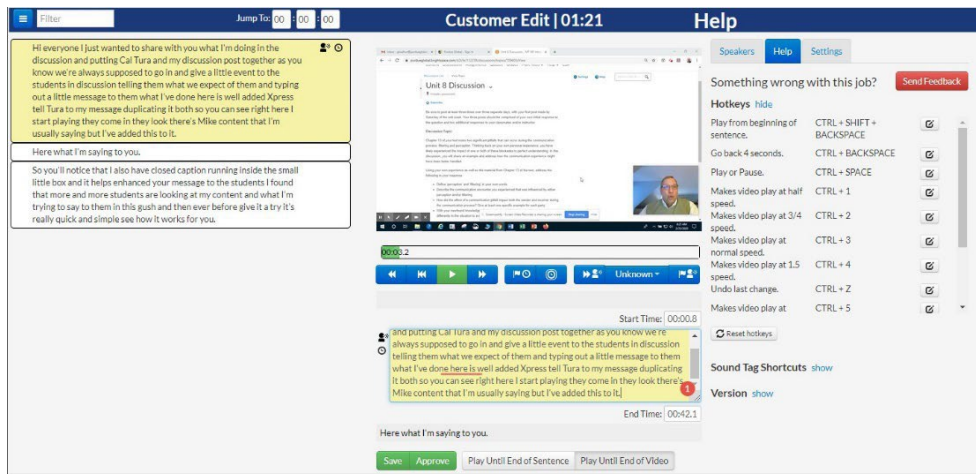
2. Select "Caption & Enrich" from the Actions menu.



3. The Caption & Enrich area lists all caption requests for the video. Select the "Edit" button to the right to open the captions for review.

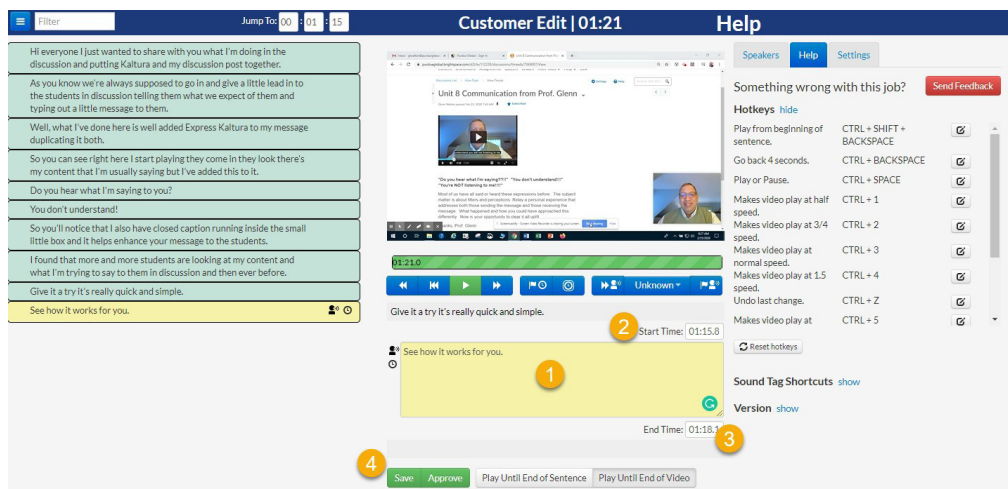


The caption editing will open in a new tab called Media Tool. Here's an image of the captions before editing.

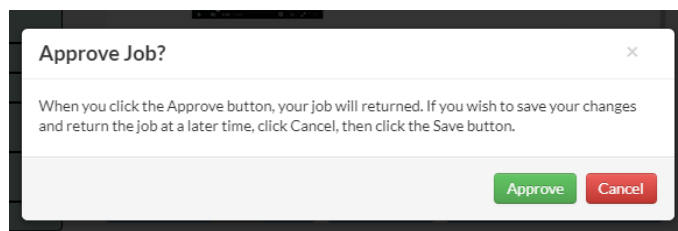


4. Edit captions and timing:

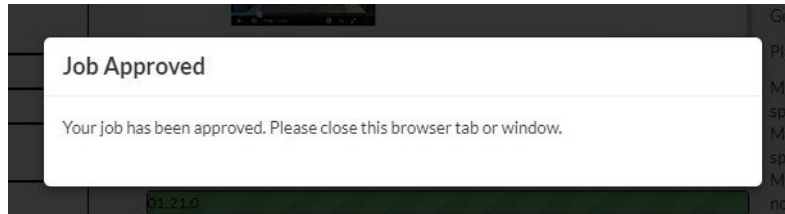
- 1) Edit caption text in the yellow box below the video.
- 2) Edit the start time of the display of text according to the video timing.
- 3) Edit the end time of the display of text according to the video timing.
- 4) Save and approve captions when all edits have been made.



5. Once you click "Approve," you will be prompted that the job will be finalized. If you are not finished with edits, you can save your progress and return to finish and approve later.



6. Upon approval, you will receive a confirmation that the job has been approved, and you can close out the Media Tool window to return to your Brightspace window.



7. You can review and verify captions by ensuring that captions are turned on in the CC menu at the bottom right of your video. Captions will now display at the bottom of the video.

Transcripts

The Kaltura video tool embedded in Purdue Global's instance of the Brightspace LMS now includes a transcript widget. Adding the transcript widget increases the accessibility of Kaltura videos in the classroom to accommodate students who are hearing or visually impaired.

Once the user enables the caption feature and the processing is finished, closed captioning will display within the video. The transcript will automatically display below the video.

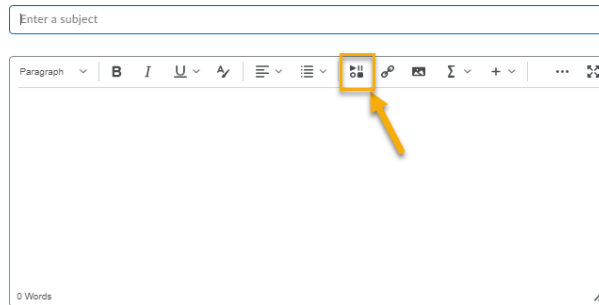
Viewers can play the video, view the closed captions, and follow the transcript. The text in the transcript is highlighted as it is played in the video. Viewers can search for specific text in the transcript file using the search field at the top of the transcript widget.

The image shows a video player interface. The video content displays a slide with the text "Business Planning" in yellow and "Ethical Concerns" in black, accompanied by a play button icon. The slide also features the logo for "CONCORD LAW SCHOOL PURDUE UNIVERSITY GLOBAL". Below the video, a control bar includes a play button, a volume icon, a progress indicator showing "0:00 / 14:27", a Creative Commons license icon, a "1x" speed setting, and a share icon. Below the control bar is a search bar with a magnifying glass icon and the text "Search". To the right of the search bar are download and print icons, and a "Hide transcript" link with an upward arrow. A transcript widget is open below the search bar, containing the following text: "Welcome to this presentation on ethical concerns. Lawyers are in a self Regulating profession, which means we create and police our own conduct. In 1908, the American Bar Association promulgated its first document on ethics called the canons of ethics. Cannon number six states in park. It is unprofessional to represent conflicting interests, except by express consent of all concerned. Given after a full disclosure of the facts. Though, the exact wording has changed over the last 100 years. The basic idea has not. This module examines the ethical concerns behind conflicts of interest. When a potential client comes to you and ask you to help them with their business, you must determine if there are any conflicts of interest that would keep you from representing them. This could happen, for example, if you represent this potential clients main competitor. But for purposes of this course, you need".

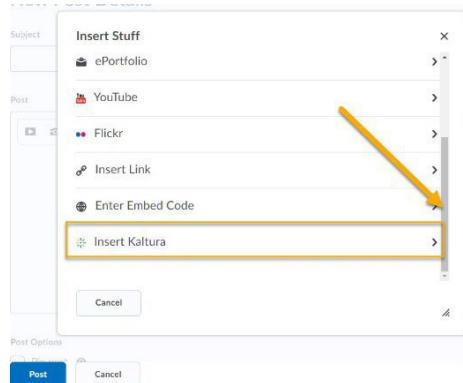
Example of Kaltura Video Player with the Transcript Widget.

Adding a Video to Your Class (Discussions Board Posts)

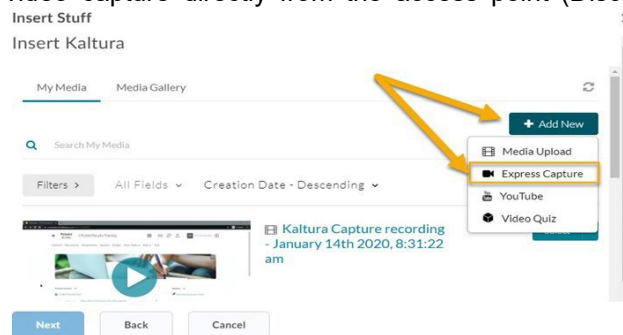
1. Use the Insert Stuff menu found in the Discussion Board posts to access the insert options for Kaltura.



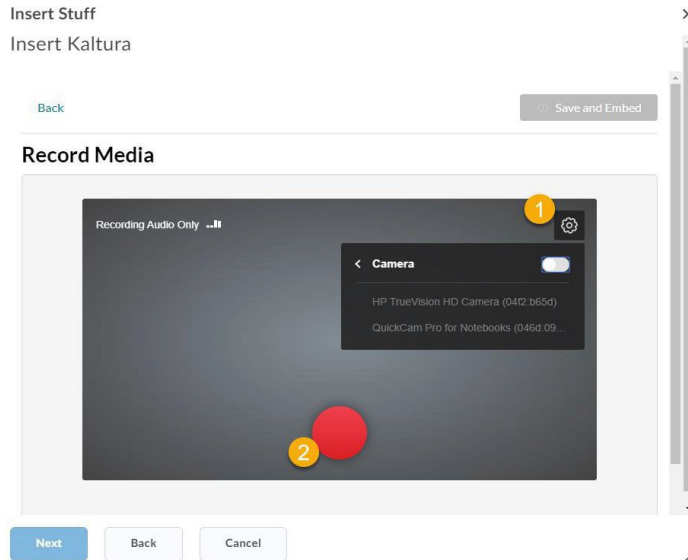
2. From the Insert Stuff pop-up window, use the left scroll bar to navigate to "Insert Kaltura" at the bottom of the list.



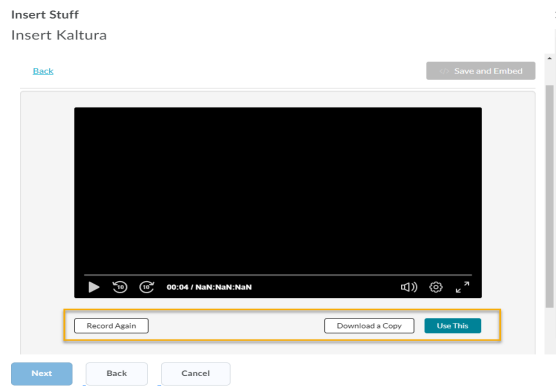
3. From the "Add New" button on the right, select Express Capture. The Record Media screen will appear to record a video capture directly from the access point (Discussion Board post).



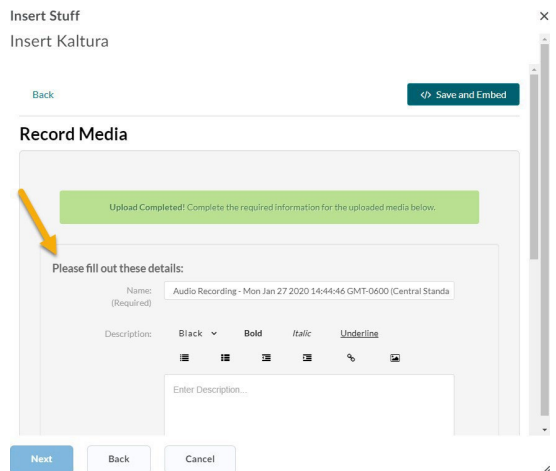
4. The settings wheel will allow you to select camera options if you have more than one available. It also provides a toggle switch for you to toggle off the camera and record audio only.
5. Press the red button to record the video capture.



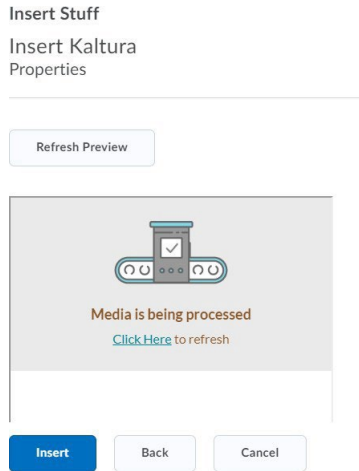
- When the recording is complete, a preview of the video appears for review. Options after reviewing the recording include recording again, downloading a copy, and/or selecting to use the capture. Click on “Use This” to proceed with sharing the video.



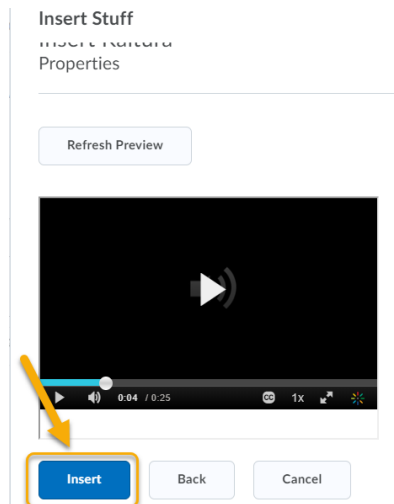
- Details can be added to the video for additional information, including updating the video name and providing a description. Select the Publish option to share the video with others.



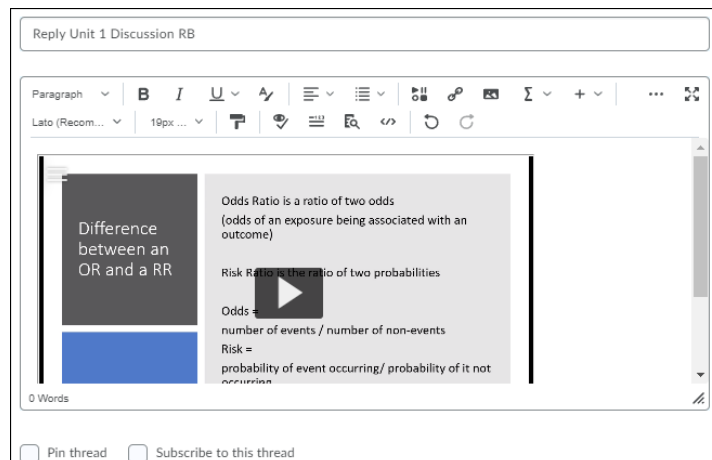
- Click “Save and Embed” on the top right of the window.
*You may see a notification that the “Media is being processed.



- Once processed, the embedded video will appear. Click “Insert” to add your video to the discussion post.



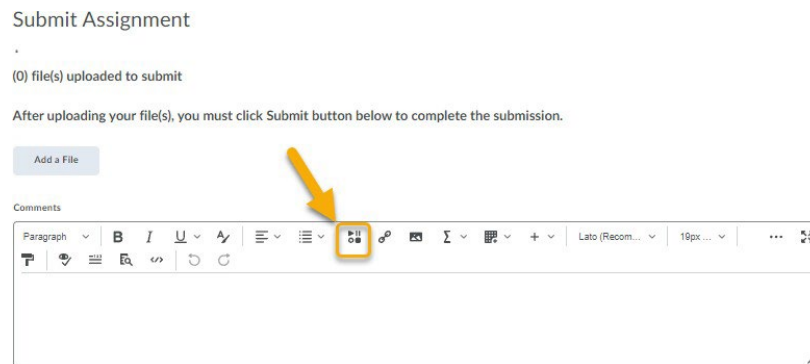
The video now shows in your post. Be sure to add text to the post as needed. Additional text can serve as the transcript for the video, or captions can be ordered separately.



Adding a Video for Assignments File Submission

For Assignment submissions, your video will have already been created using either Express Capture or Capture. Your video may or not may have included captions. This will depend on what your instructor has required for the assignment.

1. Navigate to the Assignments tool within your Brightspace course
2. Scroll down to the Comments area of your submission folder. Do not select the Add a File button. Use the Insert Stuff menu to access the insert options for Kaltura.

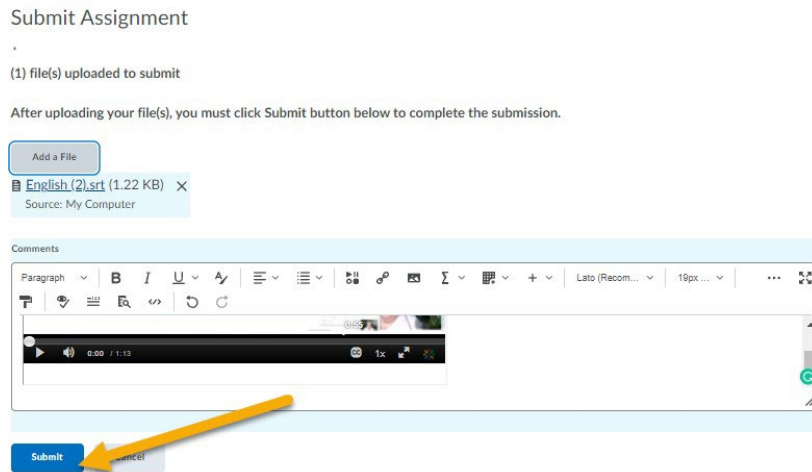


3. From the Insert Stuff pop-up window, use the left scroll bar to navigate to "Insert Kaltura" at the bottom of the list. Select the video that you would like to submit selecting "Embed".



4. In the Preview screen, you'll see a preview of the video and can actually play the video to make sure it's the correct video. Select "Insert." The system will return you to the Assignment submission. Continue to upload other files as needed for your assignment.

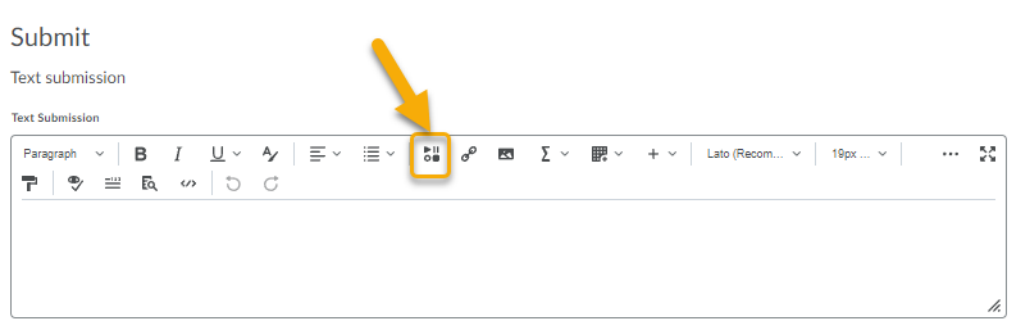
5. Select Submit to complete your Assignment Submission.



Adding a Video for Assignments Text Submission

For Assignment submissions, your video will have already been created using either Express Capture or Capture. Your video may or not may have included captions. This will depend on what your instructor has required for the assignment.

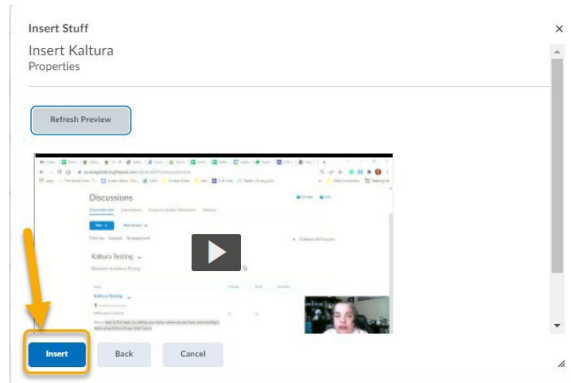
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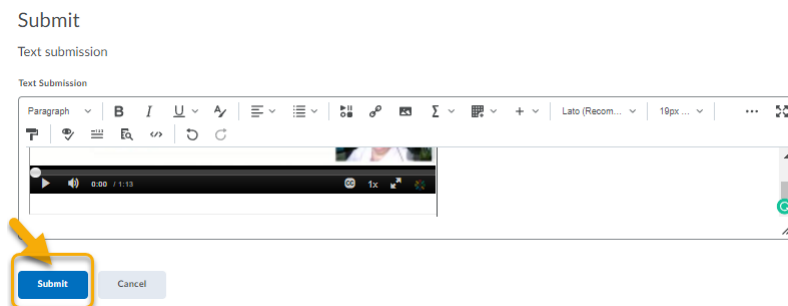
3. From the Insert Stuff pop-up window, use the left scroll bar to navigate to "Insert Kaltura" at the bottom of the list. Select the video that you would like to submit selecting "Embed".



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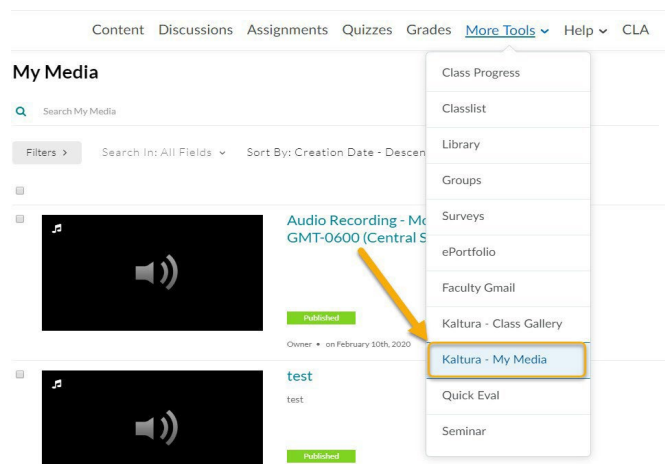
5. Select Submit to complete your Assignment Submission.



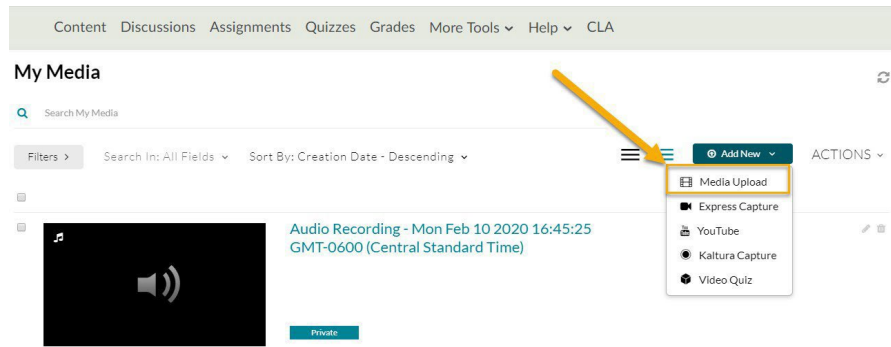
Uploading Previously Recorded Videos to Kaltura

You can add previously recorded videos to Kaltura to share in your course. Once added to Kaltura, captions can be ordered, and the video can be shared within your course(s).

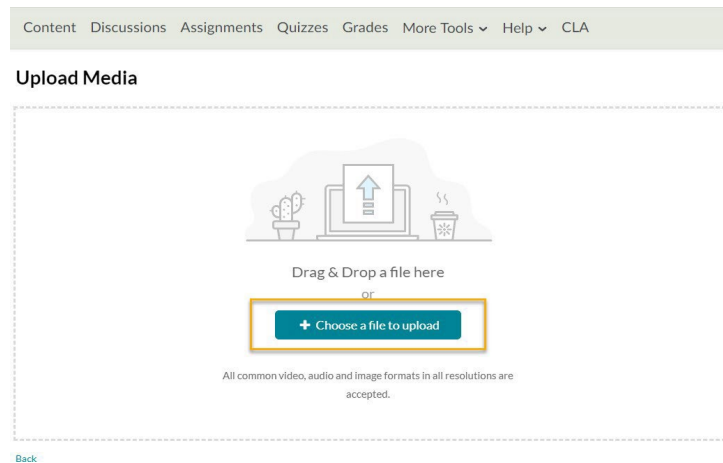
1. Navigate to the Kaltura - My Media page via the More Tools menu.



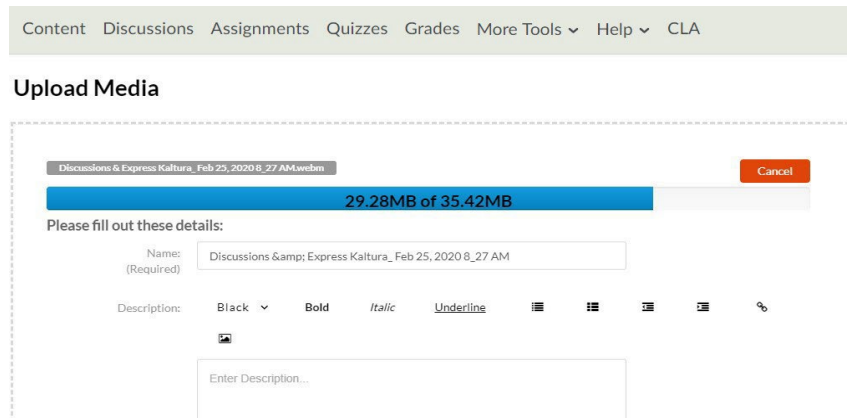
- From the Add New sub-menu, select the option for "Media Upload."



- Drag and drop the file to the Upload Media screen or select the "Choose a file to upload" button to find the file and upload it.



- Once the file has been selected, the upload will begin.



- Upon successful upload, add the required information as prompted. Save the upload after adding a file name (required) and description (optional). Tags can also be added to identify the file with keywords.

Upload Media

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

Please fill out these details:

Name: (Required) Discussions & Express Kaltura, Feb 25, 2020 8_27 AM

Description: Black Bold Italic Underline

Enter Description...

Tags:

Complete all the required fields and save the entry before you can select to publish it to categories or channels. 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

- After saving, select "Go To Media" to access the video and order captions as needed.

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

Your changes have been saved.

Save Go To Media Go To My Media

- From the Actions menu, select "Caption & Enrich" to request captions for the uploaded video.

Details Attachments Share

← Back ACTIONS

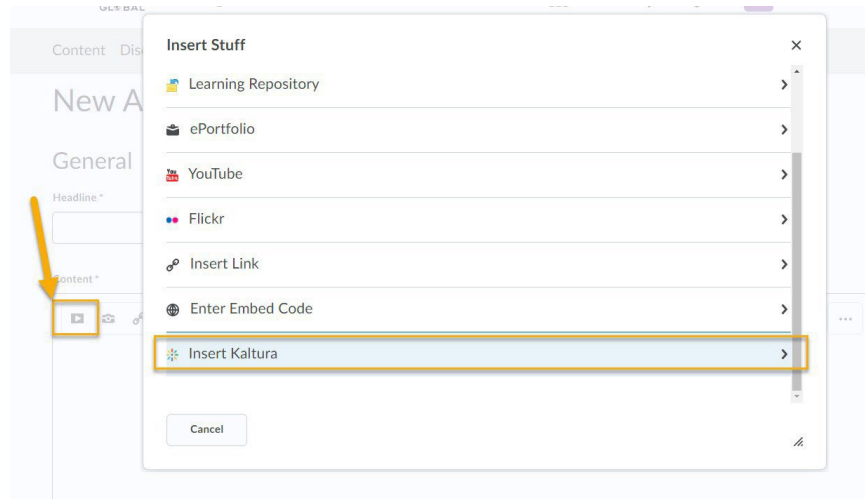
No description provided

control limited google purdue university connect keyboard global account personal notification access window secondary profile resources website

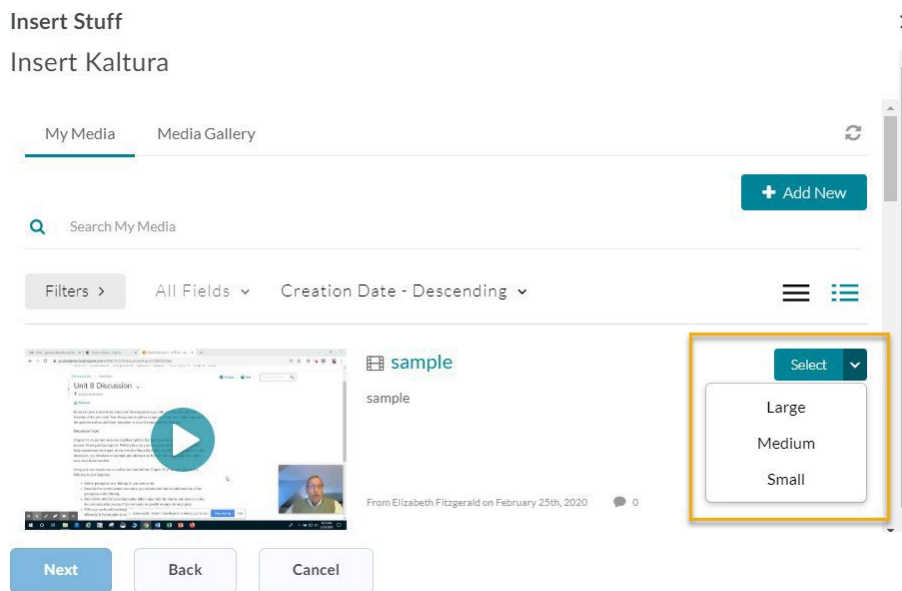
Appears In NFO103M2 Tailoring Teaching to Module Courses | NFO103M2 Tailoring Teaching to Module Courses

Edit Publish Analytics + Caption & Enrich Launch Editor Delete

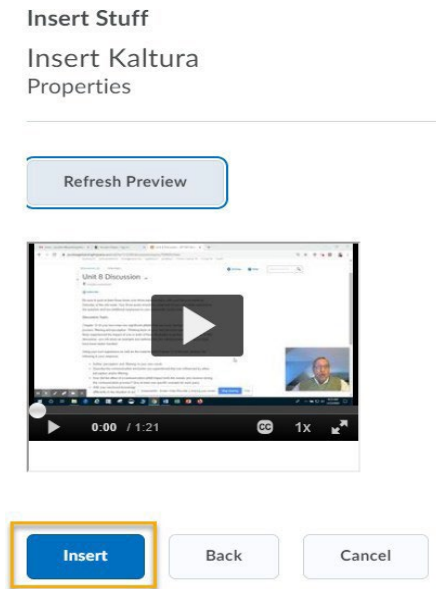
8. To add the uploaded video to your course, navigate to the area you would like to share the video. From the Content area, select the “Insert Stuff” icon and scroll to find “Insert Kaltura.”



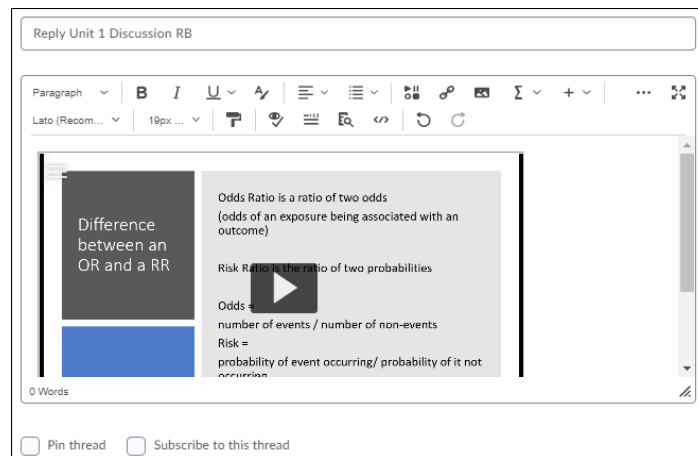
9. Find the video you want to share. Using the drop-down menu next to the “Select” button, you can choose a size for your video. When selecting the size, be mindful of the video content. A video that does not include a screen share can be selected at a smaller size. Video including a screen share may be difficult for the viewer if a smaller size is selected. Larger videos may experience audio delay or lag.



10. After selecting the video and size, a preview will be provided for review. You can navigate back if changes are needed or click on “Insert” to proceed.



The video now displays in the content area for you to edit and finalize.



Includes assessment.

Subscribe

Be sure to post at least three times over three separate days, with your first post made by Saturday of the unit week. Your three posts should be comprised of your own initial response to the question and two additional responses to your classmates and/or instructor.

Discussion Topic:

Chapter 13 of your text notes two significant pitfalls that can occur during the communication process: filtering and perception. Thinking back on your own personal experience, have you likely experienced the impact of one or both of these blockades to perfect understanding. In this discussion, you will share an example and address how the communication experience might have been better handled.

Using your own experience as well as the material from Chapter 13 of the text, address the following in your response:

- Define 'perception' and 'filtering' in your own words.
- Describe the communication encounter you experienced that was influenced by either perception and/or filtering.
- How did the effect of a communication pitfall impact both the sender and receiver during the communication process? Give at least one specific example for each party.
- With your newfound knowledge, how would you address the communication experience differently in the situation to avoid the pitfall?

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8:25 AM 2/25/2020

Hi everyone I just wanted to share with you what I'm doing in the discussion and

Discussions and Kaltura Express Capture_Walton

You can also visit the [Kaltura Learning Center](#) to watch short how-to videos on how to use Kaltura.