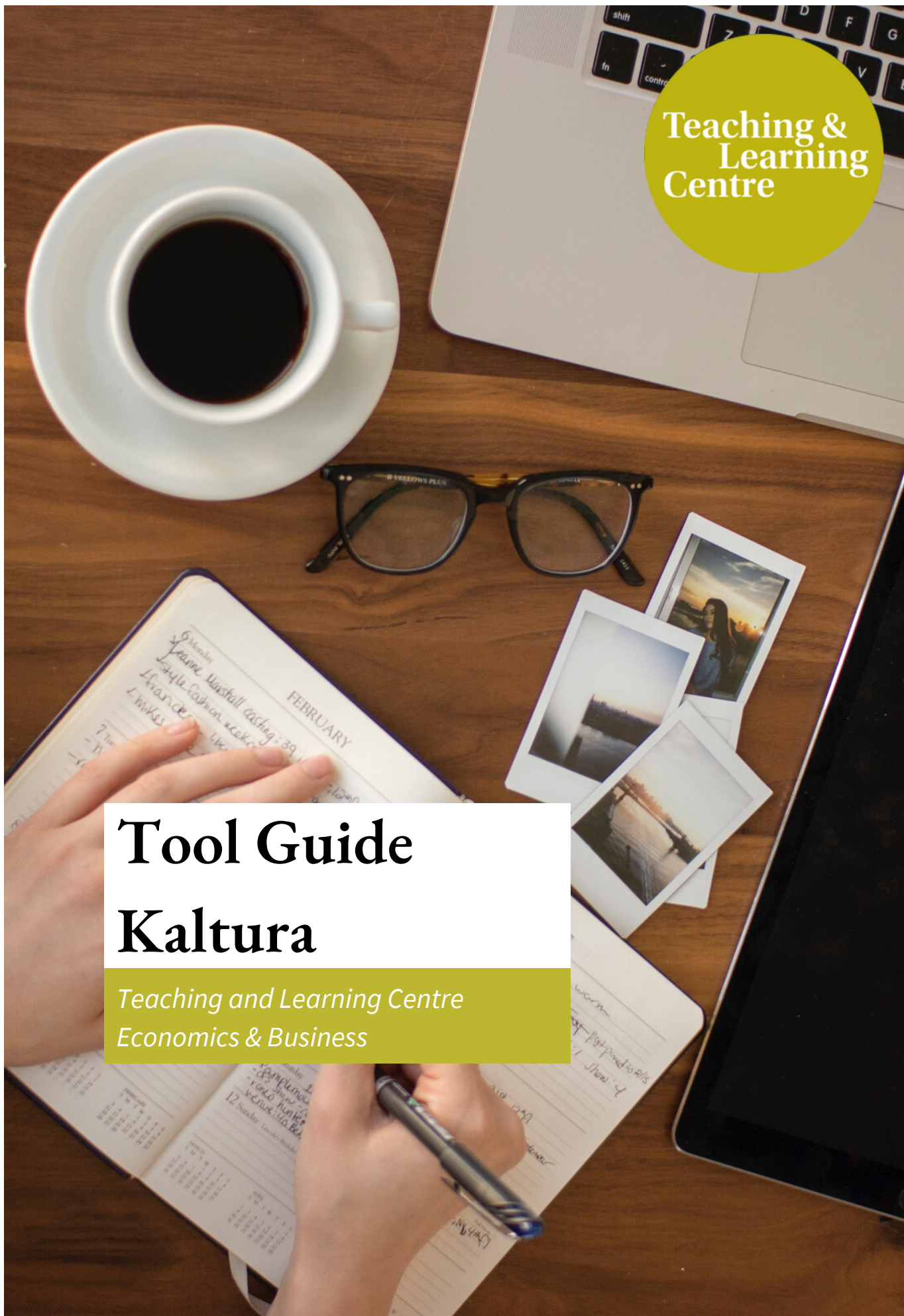




Teaching &
Learning
Centre

Tool Guide Kaltura

Teaching and Learning Centre
Economics & Business



Contents

Kaltura: Recording -----	Page 2
How to use Kaltura Capture -----	Page 3
Kaltura: Streaming -----	Page 6
Kaltura: Sharing with others -----	Page 7



KALTURA

Kaltura: Recording

Kaltura is an online video platform integrated into Canvas. It's a simple tool that you can use to upload and record lectures and create interactive knowledge clips. You can record your camera as well as your screen, cut out parts you don't like and even add questions to test your student's understanding of the clips. You can store videos, collaborate on them with your colleagues and share them in your Canvas course.

For animated video guides, please see the links below.

[How to use Express Capture](#)

[How to upload media \(own video or YouTube\)](#)

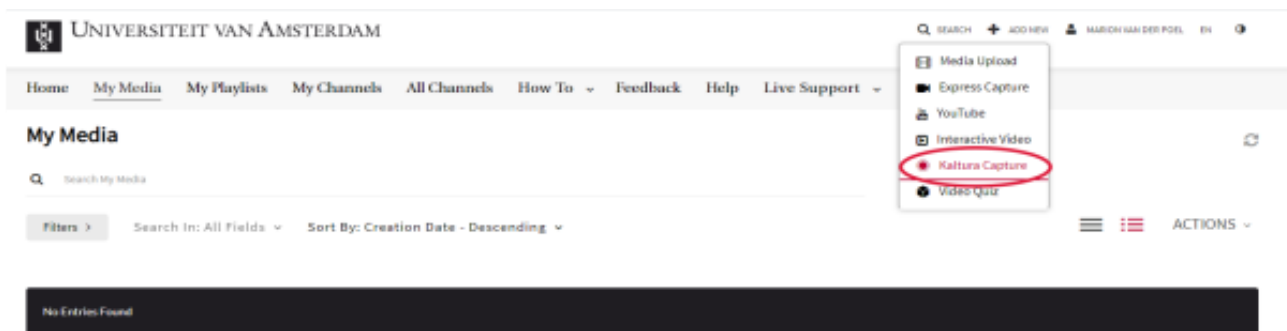
[How to edit media](#)

[How to create a quiz](#)

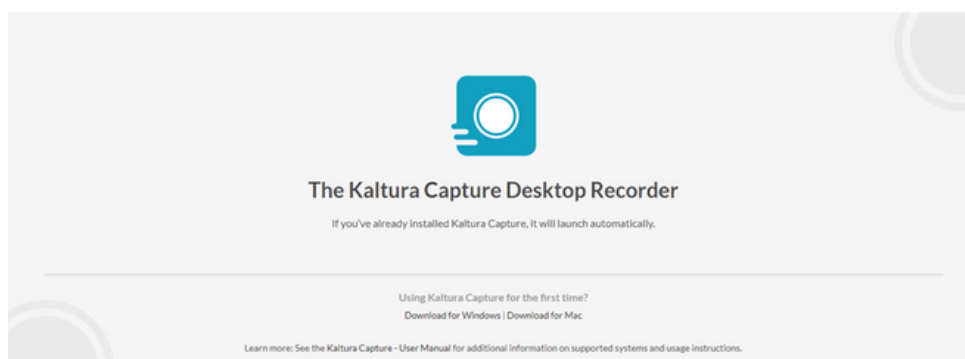
How to use Kaltura Capture

Step 1

- Go to video.uva.nl
- On the top right corner there is a login option through which you can login with your UvA Id.
- Select 'Kaltura Capture' from the 'Add new' menu.



If you've not done this before, it will ask you to download the Kaltura Capture Desktop Recorder. If you have done this before, the Kaltura Capture Desktop Recorder will launch now.



Kaltura Capture openen?

<https://video.uva.nl> wil deze app openen.

Altijd toestaan dat video.uva.nl links van dit type opent in de bijbehorende app

Kaltura Capture openen

Annuleren

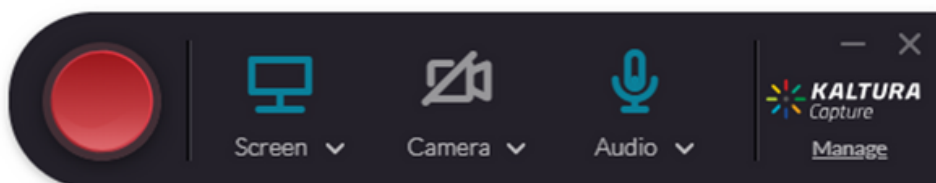
Step 2

The Kaltura Capture Desktop Recorder will look like this and has the following options.



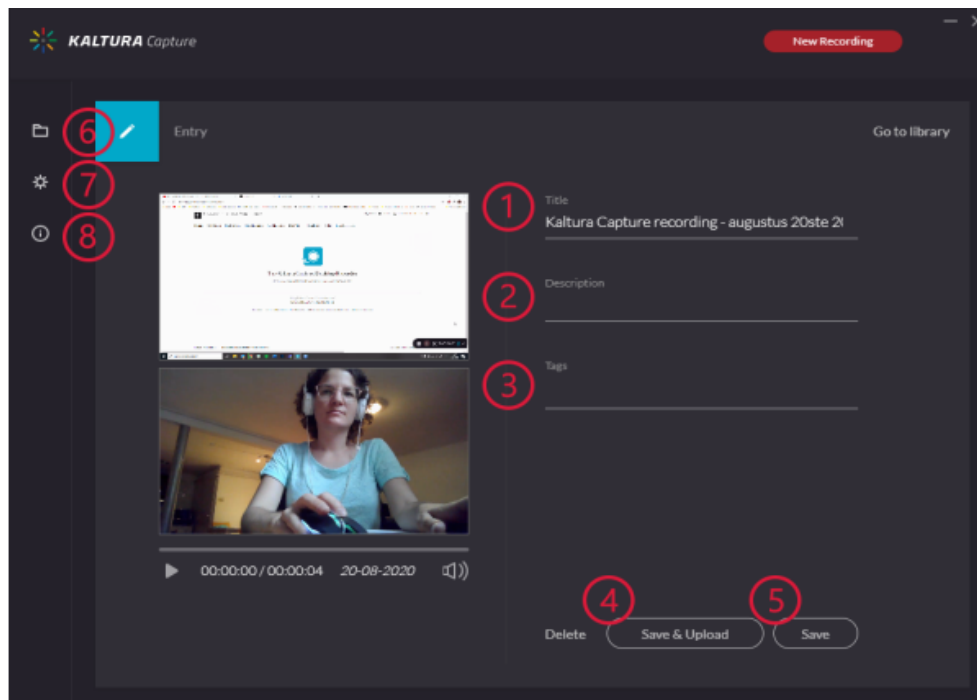
1. Start recording
2. Select which screen you want to record
3. Select to record your entire screen
4. Select to record only a selected area of your screen
5. Select to record your camera and to choose the camera
6. Select to record your audio and to choose the microphone.
7. For Recording an in-person class you can choose the camera to be Brio or Huddly according to the need, the microphone could be Echo cancelling.
8. Make sure that the green USB cable is connected to the device on which the recording is being done.
9. These settings need to be done before the start of the recording.

If for example you'd like to only record your screen and audio, you can disable the camera by clicking it, like so:



Step 3

If you're done recording, this screen pops up. You can add a title (1), a description (2) and tags (3). Use 'Save' (5) to save your video. If you want to upload your video to your 'My Media', choose 'Save & Upload' (4). (It is recommended to directly use save & upload, but it can take some time if the recording is long)



6. This is your Library, where you can find all your recordings. Here you can see which ones you've already uploaded and which you haven't.

7. Here can you find the settings for your video. You can change the recording quality of your camera and screen recording.

Step 4

After you chose 'Save & Upload' from the previous step, you can find your video in your 'My Media'. From here you can choose to edit the video, add slides, or quiz questions or simply publish it and share it on Canvas.

Kaltura: Streaming

Share your own recorded, uploaded or favorite YouTube videos with the Media Gallery on Canvas. You can directly record videos into your Canvas course or use a video quiz as an assignment. You can access your videos from your Media Gallery in every course you like or share them with other teachers.

For an animated video guide, please see the link below.

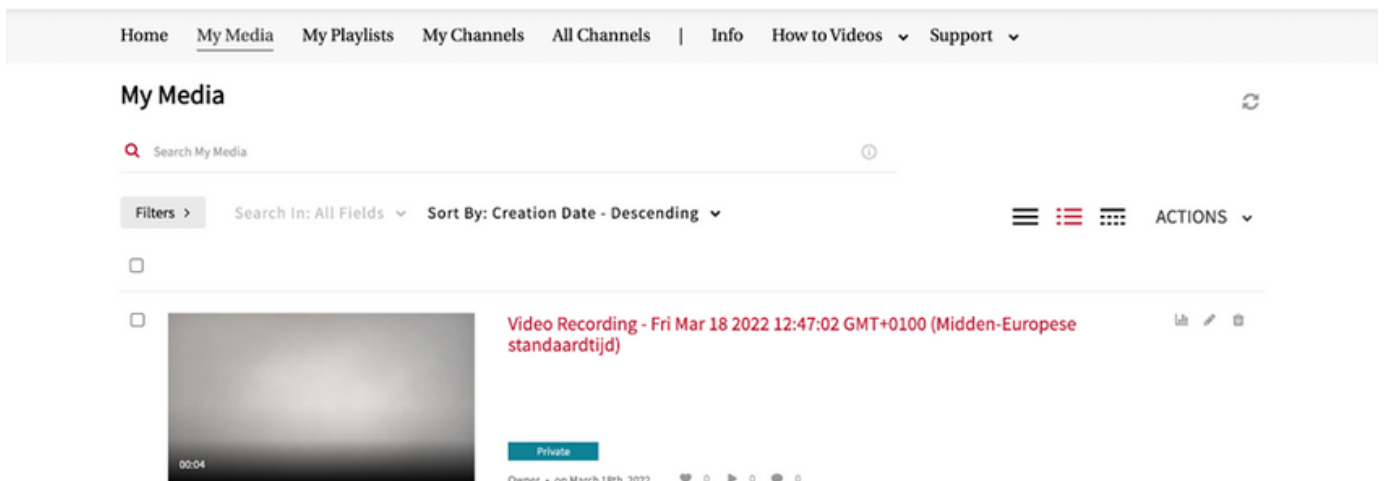
[How to embed Kaltura Media in the context of a Canvas Course](#)

Kaltura: Sharing with others

If you want to give access to your media to a selected few, you can add them as co-viewer.

Step 1

- a. Go to video.uva.nl
- b. On the top right corner there is a login option through which you can login with your UvA Id.
- c. Go to 'My Media'
- d. Select the edit button of the video you want to share with others:



Step 2

a. Select 'Collaboration'

b. Select '+ Add Collaborator', next to the heading 'Media Collaborators'

Details Publish Options **Collaboration** Thumbnails Downloads Captions Attachments Timeline Replace Media

Media Owner Change media owner

Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.

Media Collaborators + Add Collaborator

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

Step 3

a. Add a collaborator. Look for a collaborator by using their UvA-email address, first name, last name, student number or username. For exact name search, use the quotation marks (e.g. 'Peter')

b. Select the permission: 'co-viewer'

d. Click on 'Add' to give the person access to your video



The person you have added, should now be able to see your video under 'My Media' when they log into their own account.



It is important to know that you can only add people if they have already logged into Kaltura/video.uva.nl once before. Otherwise, you will not be able to add them since they are not registered.



It is also important to set your video to 'private', if you do not want the people you have given access to, to share the video. This way, only the people you have shared the video with, will be able to see the video without them being able to share it with others.