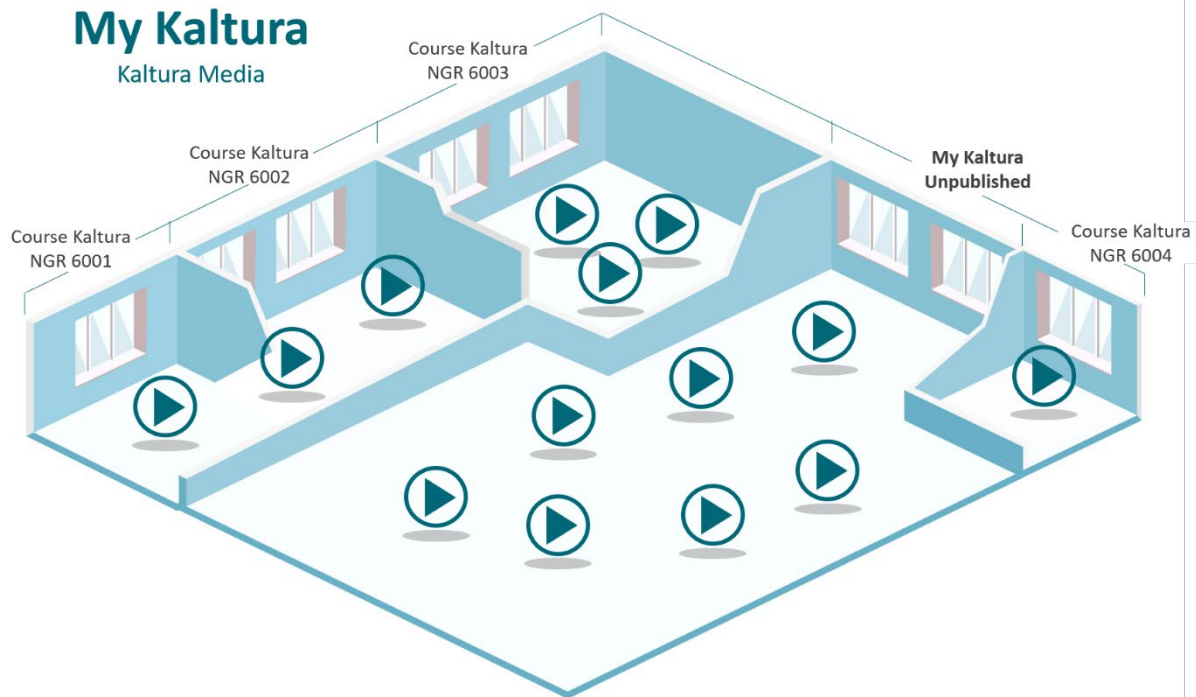


Getting Started with Kaltura

My Kaltura vs. Course Kaltura

My Kaltura is your personal repository of videos. Course Kaltura is the repository videos that your students can see from inside your course. Adding or deleting a video from Course Kaltura will also add/delete the video from My Kaltura and vice versa. My Kaltura is also known as Kaltura Media.



Uploading Video Content

Add New ▾	
Media Upload	→ Upload a video (MP4, MOV, FLV, AVI, WMV, ...)
Express Capture	→ Record a video from your webcam
YouTube	→ Upload from YouTube
Kaltura Capture	→ Kaltura desktop capture software
Video Quiz	→ Embed MC and T/F questions to a previously uploaded video

Whether in My Kaltura or Course Kaltura, you will see this

Add New ▾ button located prominently on the page which will allow you to easily upload video content.

To upload a video from your files into Kaltura follow these steps.

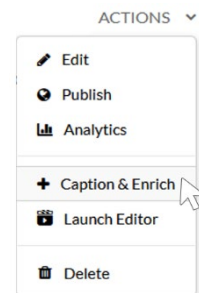
1. From My Kaltura, click **Add New ▾** and select **Media Upload** to upload a file or **YouTube** to upload a YouTube video.
2. Read and agree to the USF Terms and Conditions.
3. Drag & Drop the video file from your computer's file system or select the **Choose a file to upload** button to find the video in your file system.

- a. For YouTube videos, copy the video URL from YouTube and paste it in the “Video Page Link (or Content ID)” box. Press preview to proceed.
4. As your video uploads you can edit the video details.
 - a. Make sure to check the **name** and add a **description** for your students.
 - b. **Tags** become important as your video library grows, so add a few searchable words that will help you find the video later.
 - c. It is best to select **Always** for your **publishing schedule**. Controlling the time when student can view the media is better done in Canvas.
 - d. You will only be able **add collaborators** once the video is finished uploading.
 - e. At this stage, you can leave the **Publishing Status** as private. We will do that later.
5. Once you click the **Save** button, your media may disappear for a couple of minutes. Don't worry! It is just processing. Return to the My Kaltura by selecting **Go to Kaltura Media**. The Go to Media option will take you directly to the video which is probably still processing.
6. Repeat steps 1-5 for all your courses' video content.

Caption & Enrich

Before deploying a video to your course, it is highly recommended that you activate closed captioning! Because the captioning provided by YouTube does not transfer to Kaltura, you will need to activate captions for both media uploads and YouTube options.

- 1) To enable captions, select the video you would like to publish by clicking the video title.
- 2) Navigate to the **Actions** drop-down menu and select **Caption & Enrich**.
- 3) In the area that reads Order Captions & Enrichment Services, your selections should be a) Machine b) English, and c) Captions.
- 4) Click **Submit**.

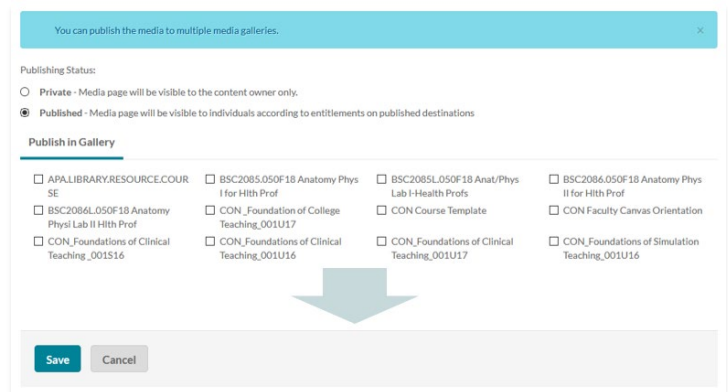


Your captions will take a few moments to process but you can continue to deploy your video to a Canvas page while this is happening.


Publishing Videos to Course Kaltura

To use your videos in Canvas course you must publish from My Kaltura (your personal inventory) to Course Kaltura (your course inventory).

- 1) To publish a video, select the video you would like to publish.
- 2) Navigate to the **Actions** drop-down menu and select **Publish**.
- 3) Once you select **Published** a menu of your courses will appear. Check the box next to the course(s) that you would like to publish your video to.
- 4) Make sure to scroll to the bottom of the page and click **Save**.







Your video's default image, what your students see before they view it, is called the thumbnail. A video's thumbnail can be changed for media uploads from inside My Kaltura by navigating to the video's **Actions** drop-down and selecting **Edit**. From the **Thumbnails** tab, you can move to a location on the video and select .



Deploying a Video to a Canvas Page



Kaltura videos can be embedded into any page in Canvas that contains a rich text editor. This includes content pages, announcements, discussions, and assignments. Follow these simple steps to embed the video on to a Canvas page:

- 1) Open the page you would like to place your video.
- 2) In the Edit Mode, place your cursor when you want to embed the video.
- 3) Select the plug icon  (Apps) and click **Embed Kaltura Media** from the drop-down menu.
- 4) Search for the video inside of your Course Kaltura.
- 5) Scroll, if necessary, to locate the video you would like to embed on the page and select .
- 6) Your video will appear on the page and will be viewable to your students.



Before selecting  in Step 5. You can click the settings icon  to adjust the size and start and end times of your video embed.

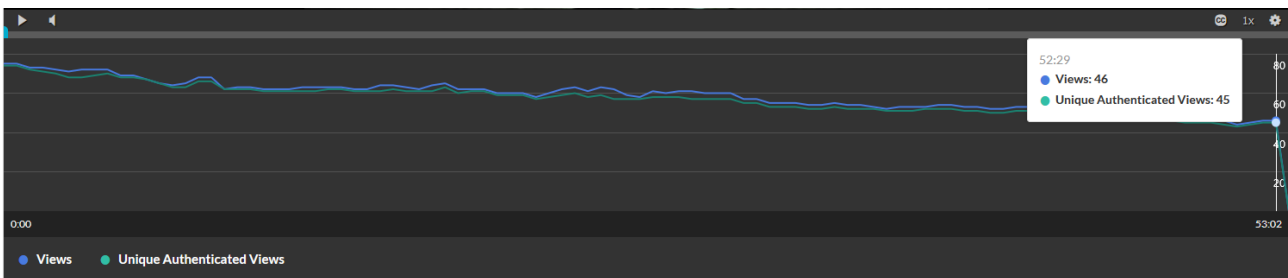
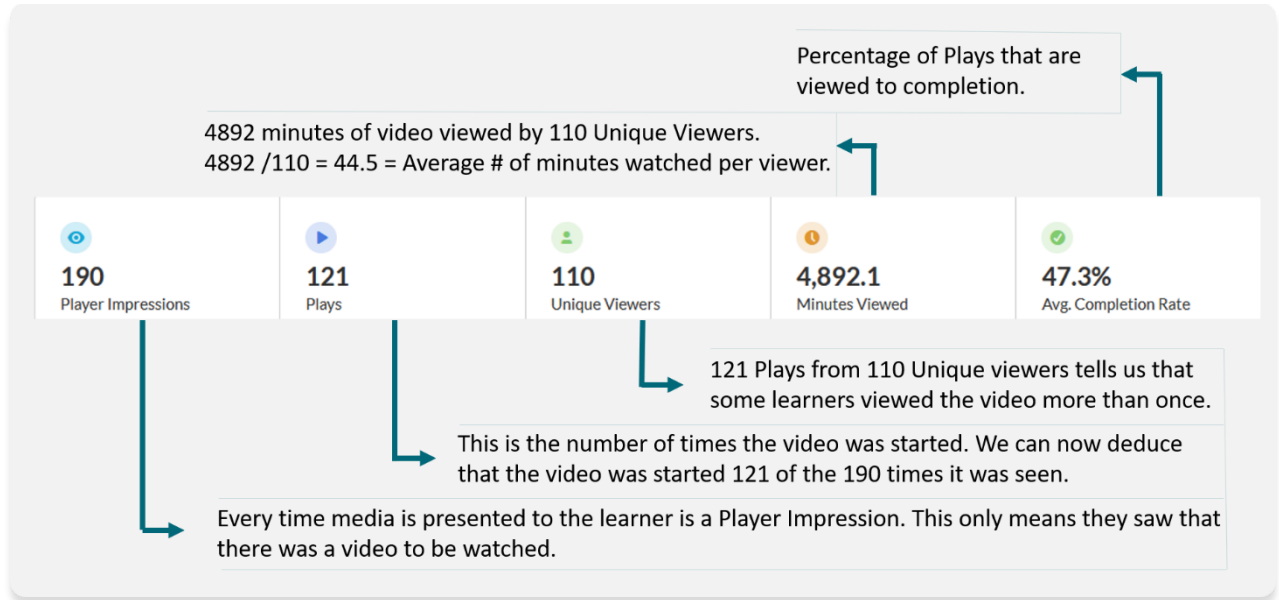
Viewing Your Video Analytics

Once your students start viewing your Kaltura video, you can view their engagement from Course Kaltura.

- 1) To view video analytics, select the video whose analytics you'd like to view.
- 2) Navigate to the **Actions** drop-down menu and select **Analytics**.

Interpreting Kaltura Analytics

At first glance, it can be challenging to understand how to make meaning from the Analytics Dashboard. This section will cover the basics. You can also view Kaltura's analytics terminology from their website. [Link to Kaltura Analytics Terminology](#).



In the Analytics Dashboard you will see a graph like this one. This is the timeline of your video. The lines represent the viewing of your video. This graph above shows a gradual drop off of views and is typical. Most, but not all viewers, reached the end of this video. Bulges and/or drastic drops in these lines might indicate increase/decrease in engagement around certain areas of the video.

View Engagement Per User

Name	Player Impressions	Plays	Avg. Completion Rate	Total Completion Rate
▶ [Name]	4	3	31.7%	94%
▶ [Name]	3	2	42%	80%
▶ [Name]	2	2	30%	60%
▶ [Name]	4	2	36%	73%
▶ [Name]	3	2	21.5%	43%

It is easy to miss the very important **View Engagement Per User** drop-down. The *Average Completion Rate* is not terribly important information. This is the percentage of the video the viewer watches in one (average) sitting. The *Total Completion Rate* tells us how much of the video the user watched in total. Clicking on a triangle before the student's name opens a heat map of their viewing, showing areas they skipped over or watched multiple times.

Creating Video Quizzes in Kaltura

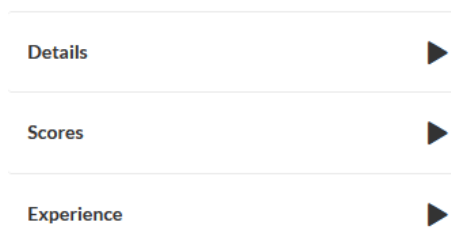
1. From My Kaltura, click **Add New** and select **Video Quiz**.
2. Select **+ Upload Media** or choose a video from your list of previously uploaded videos. This will launch the launch the editor. *You can also get here by selecting **Launch Editor** from the Actions drop-down menu. This is what you will use when if you want to come back to the quiz to make edits.



Be aware that **Edit** and **Launch Editor** are very different functions! The **Edit** feature is for changing the details and collaborator permissions for the video. The **Launch Editor** feature is a tool that allows you remove portions of the video and create video quizzes.

3. Before adding questions to your video quiz, you can adjust the quiz's **details, scores, and experience** settings.

- a. **Details:** Name your video quiz and add a welcome message. If you do not want your students to be able to download the quiz questions before watching the video, be sure to uncheck that the **Allow Download of Questions List** box.



- b. **Scores:** One decision you will make regarding scores, is whether or not you want to allow the students to see the correct/incorrect answers after submission. If you do not want them to see this, be sure to uncheck **Include Answers**.
- c. **Experience:** The experience section lets you control how students move around inside of your video quiz. If you want to force them to watch the entire video, for

Press **Done** only after creating the entire quiz

Hint Offer a **Hint** that students can see during the quiz.

Why After submitting the quiz, students will see the explanation you added.

The first answer choice is always the correct one, until you shuffle or drag it.

You must save after each question

Shuffle your answers choices

Drag your answer choices Up/Down


Add another answer choice

If you need to move your question, type the new/correct time here.

Navigate between questions when reviewing/editing your quiz.


01:21 / 02:36

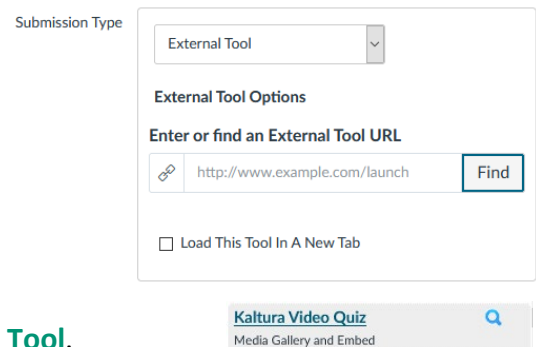
example, you can select **No Seeking Forward** which will keep them from being able to just ahead to the next question.

4. To add questions to your video quiz, start by pressing play on your video.
5. Watch the video until you come to the place you would like to add a question and press the  button.
6. You have 4 question types to choose from. **Multiple Choice** and **True/False** can be graded and connected to your Canvas Gradebook. **Reflection Point** and **Open-Ended** question types are ungraded but are useful in getting students to stop and think about what is being presented.

Deploying Kaltura Video Quizzes as Assignments in Canvas

Adding a video quiz as an assignment in Canvas couldn't be easier. It just involves choosing the correct submission type.

1. Create the quiz in Kaltura before attempting to add it as an assignment in Canvas.
2. From the assignments page in Canvas choose .
3. All of your graded questions in your Kaltura quiz are of equal value and this cannot be changed. If you choose the number of points for your quiz to be 10 points (for example) and you have 4 questions, each question will be worth 2.5 points. If, instead, you choose 4 points for you 4 question quiz, each question will be worth 1 point.
4. In the *Submission Type* box, choose **External Tool**.
5. Click Find and select **Kaltura Video Quiz**.
6. Make sure the number of allowed attempts matches what you have chosen inside of Kaltura.



Submission Type


External Tool

External Tool Options

Enter or find an External Tool URL

<http://www.example.com/launch> Find

Load This Tool In A New Tab

Kaltura Video Quiz 

Media Gallery and Embed

Additional Resources:

- I. **Kaltura Learning:** <https://learning.kaltura.com/Help#what-files-kaltura-supports>
- II. **Kaltura Analytics Terminology:** <https://knowledge.kaltura.com/help/advanced-analytics-terminology>
- III. **Canvas Instructor Guide:** <https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor#GlobalNavigation>