

# Kaltura: Using Kaltura in OAKS Content (D2L/Brightspace)

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Kaltura is the video storage and streaming application that interfaces with OAKS. It is available for use by faculty, staff, and students.

This tutorial focuses on the use of Kaltura by Instructors in OAKS Content and covers the following types of media creation:

[Uploading a Video From A Computer To OAKS Content Using Kaltura](#)

[Use an Existing Video from Kaltura in OAKS](#)

[Creating a Webcam Video And Adding It To OAKS Content Using Kaltura](#)

[Adding a YouTube Video To OAKS Content Using Kaltura](#)

[Creating a Screen Recording Video And Adding It To OAKS Content Using Kaltura](#)


[Creating a Video Quiz And Adding It To OAKS Content Using Kaltura](#)

[Add captions/transcripts to your recording](#)

[Edit captions/transcript](#)

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## Uploading a Video From A Computer To OAKS Content Using Kaltura

1. Log into OAKS (D2L/Brightspace) and click on a class.
2. Click **Content** in the upper nav bar.
3. In Content, click on **Add Existing Activities > Add Kaltura Media**. (*this will log you into CofC's Kaltura*).
4. Click the **blue plus sign**  on the right side of the pop-up window.
5. Click on **Media Upload**.
6. Click on **Choose a file to upload** then select the video from your computer.
7. While it is uploading,
  - a. Type in a **Title** for the video
  - b. Type in a **Description**
  - c. If you want to publish the video right away, click **Always**. If you want it to be available for a specific time, click **Specific Time Frame** then select your start and end time frame
  - d. Click **Save**

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8. **DO NOT CLICK SAVE AND EMBED UNTIL THE VIDEO SHOWS "UPLOAD COMPLETE."**
9. When upload is complete click, **Save and Embed**.
10. The video will be added to Content.

### Use an Existing Video from Kaltura in OAKS

1. Log into OAKS (D2L/Brightspace) and click on a class.
2. Click **Content** in the upper nav bar.
3. In Content, click on **Add Existing Activities > Add Kaltura Media**. (*this will log you into CofC's Kaltura*).
4. Scroll and browse through your videos until you locate the video you want to use. Click the **blue </> Embed** button to the right of the video.
5. The video will be added to Content.

### Creating a Webcam Video And Adding It To OAKS Content Using Kaltura

1. Log into OAKS (D2L/Brightspace) and click on a class.
2. Click **Content** in the upper nav bar.
3. In Content, click on **Add Existing Activities > Add Kaltura Media**. (*this will log you into CofC's Kaltura*).
4. Click the **blue plus sign** on the  right side of the pop-up window.
5. Click on **Web Cam Recorder**.
6. You may be prompted to allow Kaltura to use your webcam and microphone. Please allow this access.
7. Once you see your computer's video in the pop-up window, click on the **red button** in the middle to begin the recording.
8. When finished recording, click on the **stop button** .
9. Watch the recording. If you are unhappy with the recording, click on **Record Again**, in the lower left corner of the window. If you are happy with the recording, click on **Use This**, located in the lower right corner of the window.
10. While it is uploading,
  - a. Type in a **Title** for the video
  - b. Type in a **Description**


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- c. If you want to publish the video right away, click **Always**. If you want it to be available for a specific time, click **Specific Time Frame** then select your start and end time frame
- d. Click **Save**
11. **DO NOT CLICK SAVE AND EMBED UNTIL THE VIDEO SHOWS "UPLOAD COMPLETE."**
12. When upload is complete click, **Save and Embed**.
13. The video will be added to Content.

### Adding a YouTube Video To OAKS Content Using Kaltura

NOTE: *This is not the recommended method of adding YouTube videos. The primary reason for utilizing YouTube via Kaltura is to add quiz questions to the video. This is covered in a different tutorial: [Kaltura: Creating a Quiz within a Kaltura Video in OAKS \(D2L/Brightspace\)](#)*

1. Log into OAKS (D2L/Brightspace) and click on a class.
2. Click **Content** in the upper nav bar.
3. In Content, click on **Add Existing Activities > Add Kaltura Media**. (*this will log you into CofC's Kaltura*).
4. Click the **blue plus sign** on the  right side of the pop-up window.
5. Click on **YouTube**.
6. Paste in the web address (URL) of the YouTube video then click **Preview**.
7. Click **Save and Embed**.
8. The video will be added to Content.

### Creating a Screen Recording Video And Adding It To OAKS Content Using Kaltura

1. Log into OAKS (D2L/Brightspace) and click on a class.
2. Click **Content** in the upper nav bar.
3. In Content, click on **Add Existing Activities > Add Kaltura Media**. (*this will log you into CofC's Kaltura*).
4. Click the **blue plus sign** on the  right side of the pop-up window.
5. Click on **Kaltura Capture**.
6. From the pop-up click on **Open KalturaCapture**. (Note: if this is your first time using KalturaCapture, you will need to scroll down to download the appropriate installer for your machine, and install the application.)

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7. Select your **screen** and **microphone**. If you wish to also record your webcam then select your webcam under **Camera**.
8. You may be prompted to allow Kaltura to use your webcam and microphone. Please allow this access.
9. When ready, click on the **red button** to the left to begin the recording.
10. When finished recording, click on the **stop button** in the controller now located in the lower right corner.
11. Watch the recording. If you are unhappy with the recording, click on **Delete** and re-record. If you are happy with the recording, click on **Save**, located in the lower right corner of the window.
12. Type in a **Title**, **Description**, and **Tags** for your video.
13. When finished click, **Save & Upload**.
14. Click on the **X** to close the recording window and you should be back in OAKS Content and will notice your video wasn't added.
15. Now repeat the first few steps:
  - a. In **Content**, click on **Add Existing Activities > Add Kaltura Media**. (*this will log you into CofC's Kaltura*).
  - b. Scroll and browse through your videos until you locate the video you want to use. Click the **blue </> Embed** button to the right of the video.
16. The video will be added to Content.

## Creating a Video Quiz And Adding It To OAKS Content Using Kaltura

*NOTE: This process is covered in another tutorial. It is NOT recommended that you create a video quiz directly from inside Content. [Kaltura: Creating a Quiz within a Kaltura Video in OAKS \(D2L/Brightspace\)](#)*

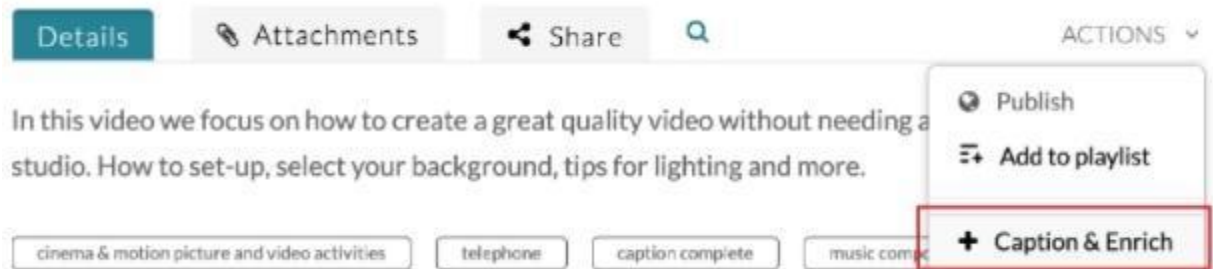
## Add captions/transcripts to your recording

Kaltura REACH is the Kaltura service for providing captions/transcripts.

1. Locate recording either from My Home page of OAKS **Kaltura My Media** or from any one of your course navigation bar **Kaltura > Kaltura My Media**
2. Click on the recording title. Under Actions drop down select **+Captions & Enrich**

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3. The screen is divided into two sections. **Existing Requests** – lists existing captions and enrichment requests.
4. Scroll down to the Order Captions and Enrichment Services section.
5. “Machine” is the only option under Service. “Captions” is the only option under Feature.
6. Click **Submit**. Please be patient as this process takes time and the longer your recording the longer the process.
7. You can also order captions for multiple entries. From My Media, check box to the left of the recordings. From Actions dropdown, select **+Captions & Enrich**

### *Edit captions/transcript*


1. Locate recording either from My Home page of OAKS **Kaltura My Media** or from any one of your course navigation bar **Kaltura > Kaltura My Media**
2. Click on the recording title. Under Actions drop down select **+Captions & Enrich**.
3. Under Existing Requests, next to “Completed” click **pencil icon**
4. Make any edits. Be sure to click **Save**.

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The Captions Request table is displayed with all existing caption requests.

The screenshot displays the Kaltura Captions Request interface. At the top, there are navigation options: 'Details', 'Share', and a search icon. On the right, there is an 'ACTIONS' dropdown menu. Below this, a yellow box highlights 'Captions requests' and a blue '+ Order' button. The main part of the interface is a table with the following data:

| REQUEST DATE | SERVICE      | LANGUAGE | STATUS    |   |
|--------------|--------------|----------|-----------|---|
| 26/07/18     | Machine      | English  | Pending   | >   |
| 22/07/18     | Professional | English  | Completed |  > |
| 19/07/18     | Professional | English  | Pending   | >   |

Below the table, there is a section titled 'Order Captions'. It contains a 'Service' dropdown menu set to 'Machine' and a 'Source Media Language' dropdown menu set to 'English'. A blue 'Submit' button is located at the bottom right of this section.