Kaltura: Using the Kaltura Course Gallery

The Course Gallery is an easy to view, one-stop place for all the students' shared videos for the course. Uploading a video into the Course Gallery makes it visible to all members of that OAKS class.

Uploading or Creating the Media in My Media

It is easiest if you upload or create your media first in My Media then add them to the Kaltura Course Gallery.

1. Log into OAKS and go into the appropriate class.
2. Click on Kaltura > Kaltura My Media from the upper navigation.
3. Click the Add New button on the right of the window.
4. Select the type of media you want to create or upload.

   a. Upload a video from your computer
      i. Click on Media Upload.
      ii. Click on Choose a file to upload then select the video from your computer.
      iii. While it is uploading,
         1. Type in a Title for the video
         2. Type in a Description
         3. 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
         4. Click Save
         5. Next, click Go To Media Gallery

iv.   Creating a Webcam Video

b. Click on Web Cam Recorder.

    i.   You may be prompted to allow Kaltura to use your webcam and microphone. Please allow this access.

    ii.   Once you see your computer's video in the pop-up window, click on the red button in the middle to begin the recording.

    iii.   When finished recording, click on the stop button .

    iv.   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.

    v.   While it is uploading,

        1. Type in a Title for the video

        2. Type in a Description

        3. Click Save

        4. Next, click Go To Media Gallery

c. Adding a YouTube Video

    i.   Click on YouTube.

    ii.   Paste in the web address (URL) of the YouTube video then click Preview.

    iii.   Click Save.

    iv.   Next, click Go To Media Gallery.

d. Creating a Screen Recording

    i.   Click on Kaltura Capture.

    ii.   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.)

    iii.   Select your screen and microphone. If you wish to also record your webcam then select your webcam under Camera.

    iv.   You may be prompted to allow Kaltura to use your webcam and microphone. Please allow this access.

    v.   When ready, click on the red button to the left to begin the recording.

vi.   When finished recording, click on the stop button in the controller now located in the lower right corner then choose Yes, Stop it.

vii.   Watch the recording. If you are unhappy with the recording, click on Delete and re-record. If you are happy with the recording, type in a Title, Description, and Tags for your video.

viii.   Click on Save, located in the lower right corner of the window.

ix.   Now click on Upload.

x.   When the upload is complete, click on the X to close the recording window and you should be back in My Media on the Desktop Recorder screen.

xi.   Now click on Kaltura > Media Gallery.

xii.   Click + Add Media.

xiii.   Click the box next to the media to add and click the blue Publish button in the upper right corner

Adding Media to My Course Gallery

1. Log into OAKS and go into the appropriate class.
2. Click on Kaltura > Kaltura Course Media Gallery from the upper navigation.
3. Click the + Add Media button on the right of the window.
4. Select the checkbox to the left of the existing media from your My Media area. (NOTE: you can click multiple boxes).
5. Click the blue Publish button from the upper right in the window.