



# ***KALTURA***

## **Teacher guidelines**

ver. 30.9.2022

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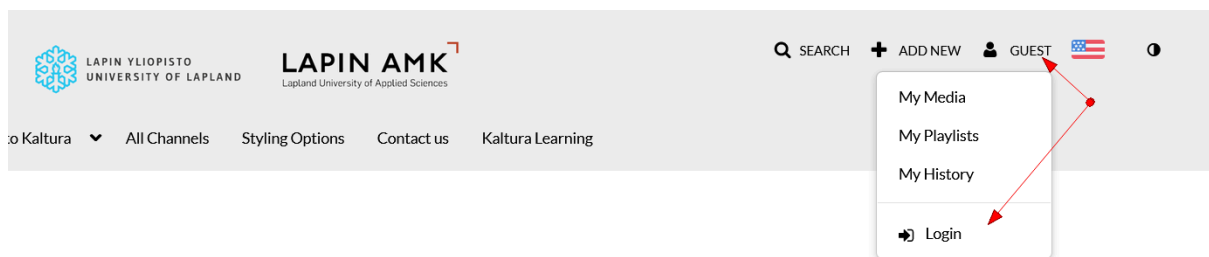
# 1. Important information about Kaltura

Kaltura is a video sharing service that has been acquired for higher education institutions of the Lapland University Consortium (LUC). Kaltura can be used by all students and staff of the above-mentioned schools.

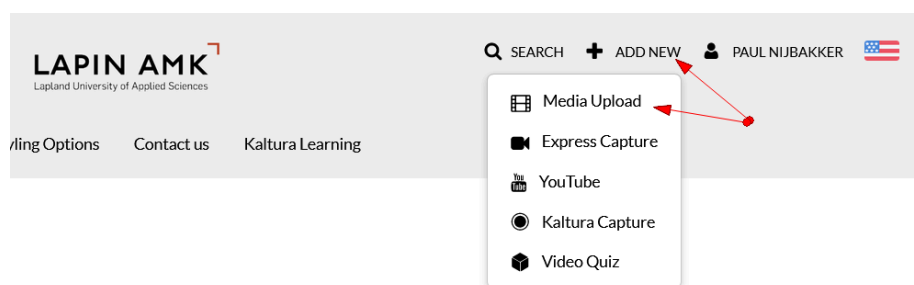
The use of Kaltura in the distribution of Zoom recordings in Moodle is described elsewhere in the [Teacher Guidelines to Zoom & Kaltura](#). This guide describes the other features of Kaltura's video sharing service.

## 2. Logging in to Kaltura and downloading videos

Log in to the Kaltura server <https://video.eoppimispalvelut.fi/> with your own account (username e.g. mmehtala@ulapland.fi and your own school network password) via the Guest-menu.




You can upload video files from your own computer via the “+ Add New” menu. Choose the “Media Upload” option.



A view will open where you can drag and drop video files or click the "Choose a file to upload" button and search for a video to upload on your computer.

## Upload Media



Drag & Drop a file here  
OR  
[Choose a file to upload](#)

All common video, audio and image formats in all resolutions are accepted.



The video starts to upload to the Kaltura service. During uploading, you should give the video a descriptive name and define the video's privacy. **Keep the video private if you don't intend to share it. If you want to share the video, the Unlisted option is a good choice.**







Finally, click the Save button.

## Upload Media

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

Please fill out these details:

Name:

Description: **Black** **Bold** *Italic* Underline      

Enter Description...

Tags:

Publishing Schedule: ☒ Always ☐ Specific Time Frame  
(The time range in which this media will be visible to users in published channels/categories)

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.

Publishing Status: ☒ **Private** - Media page will be visible to the content owner only.  
☐ **Unlisted** - Media page will be visible to anyone with a link to the page.  
☐ **Published** - Media page will be visible to individuals according to entitlements on published destinations

[Save](#) [Go To Media](#) [Go To My Media](#)

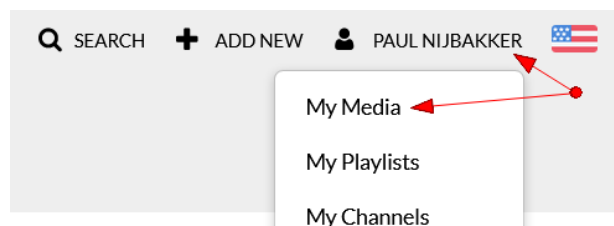
Your video is now saved in the Kaltura server. It may take a while to process it into a finished video. You can now move forward with the Go To Media link.



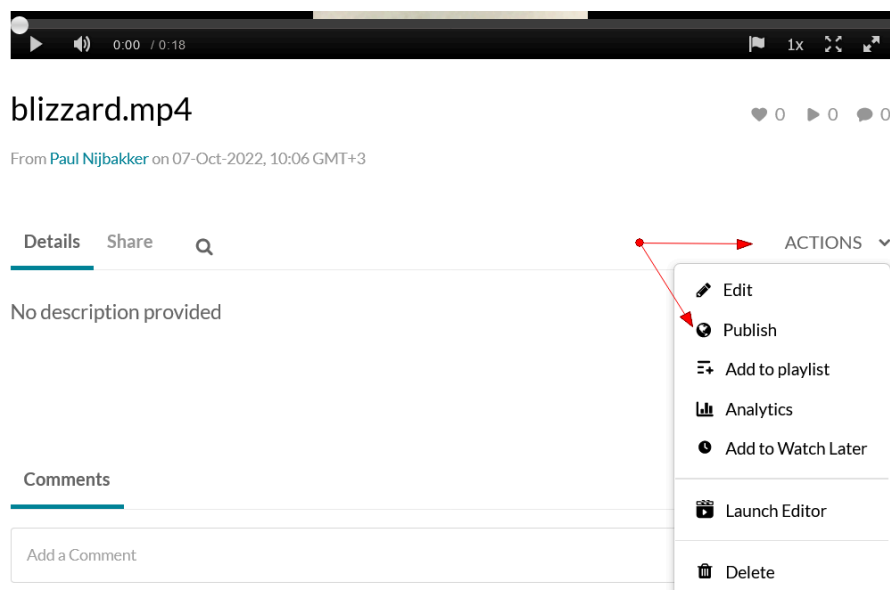
### 3. Video sharing

You can share a video in Kaltura in many ways. The easiest way to share is via Moodle as described in the [Teacher Guidelines to Zoom & Kaltura](#). If you want to share the video elsewhere than in Moodle, you must verify the video's privacy settings and copy the video's sharing link.


If you had selected the Go To Media link in the previous step, you are now in the right view. If you are sharing a video that you already uploaded earlier, log in to Kaltura and select My Media from the top menu under your name. Find and select the desired video from the list (click the name of the video) and then scroll down.





Choose Publish in the Actions menu *below the video*.



Define your privacy settings (if you hadn't already defined them when uploading the video). "Unlisted" is a good option, where only those who have the link can watch your video. Accept the change with the Save button.

Details Share 

ACTIONS 

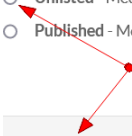
You can publish the media to multiple categories and channels. 

Publishing Status:

☒ **Private** - Media page will be visible to the content owner only.


☐ **Unlisted** - Media page will be visible to anyone with a link to the page.


☐ **Published** - Media page will be visible to individuals according to entitlements on published destinations





Save Cancel

Go to the Share tab and copy the video address from there. You can share the address however you want. You can also download the video's embedding code (Embed) if you want to embed the video on a web page.



Details **Share** 

ACTIONS 

**Link to Media Page** Embed Email



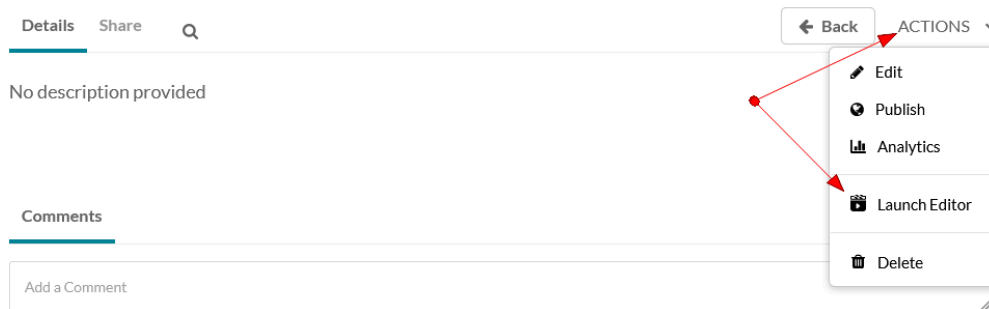
[https://video.eoppimispalvelut.fi/media/blizzard.mp4/0\\_9oog4aa1](https://video.eoppimispalvelut.fi/media/blizzard.mp4/0_9oog4aa1)

Start & End Time: ☐ Start at   ☐ End at  

## 4. Video editing

With Kaltura's video editor, you can perform simple video editing operations. You can cut off excess "tails" from the beginning or end of the video, or remove parts from the middle of the video. In addition, you can insert additional information (Hotspot) or questions (Quiz) into the video.

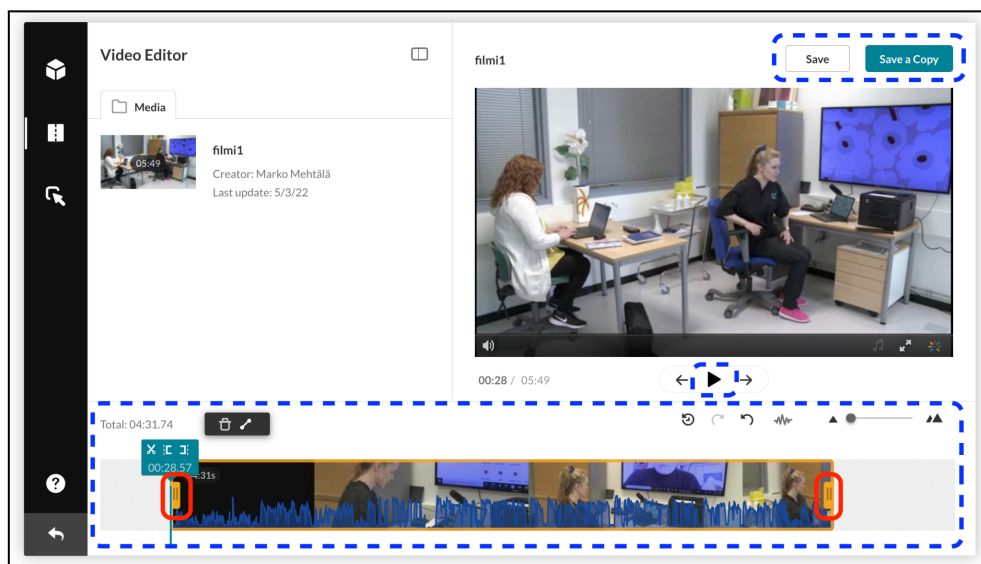
Select the video to edit from the My media list. Open the Actions menu below the video and select "Launch Editor".



The editing view of the video will open for you.

### 4.1 Trim a video at the beginning or the end

You can drag the start and end points of the video using the video start and end sliders on the timeline. With the Play button, you can play the video and see if the cuts are in the correct spot.

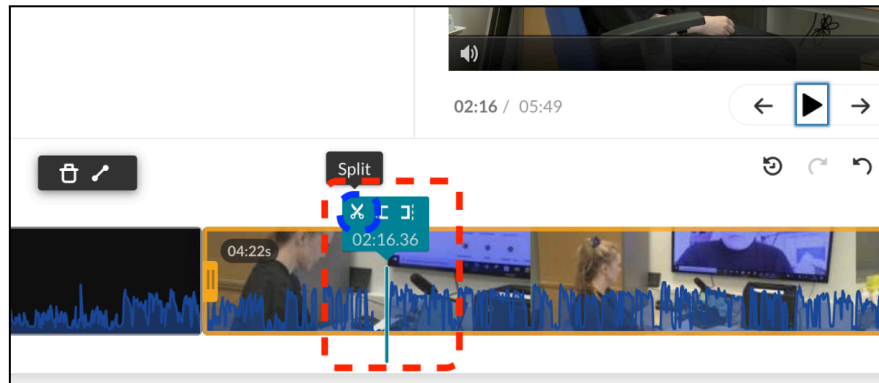


Finally, you can save the video, overwriting the original, by clicking "Save", or you can create a new copy by clicking "Save a Copy" and giving the new video a descriptive name and accept by clicking the "Create" button. A new video will then be created in the My Media list.

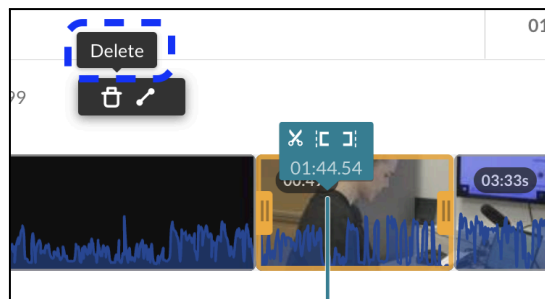
## 4.2 Trim a video in the middle

You can also cut one or more parts from the middle of the video. Open the video in the editing view. Find the first point in the video from where you want to start cutting (use the Play/Pause button or click on the desired point on the video timeline).

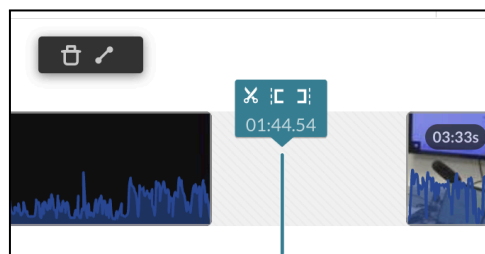
Select Split to set the starting point for the cut.



Mark the end point of the section to be cut (use the Play/Pause button or click the desired point on the timeline) and mark the cut point by selecting Split again. Now you have marked the part to be cut from the video.



You can trim away the selected part by clicking the Delete button.



Repeat the cutting process for as many parts of the video as needed. Finally, save the trimmed video.

## 4.3 Adding additional information to the video (Hotspots)

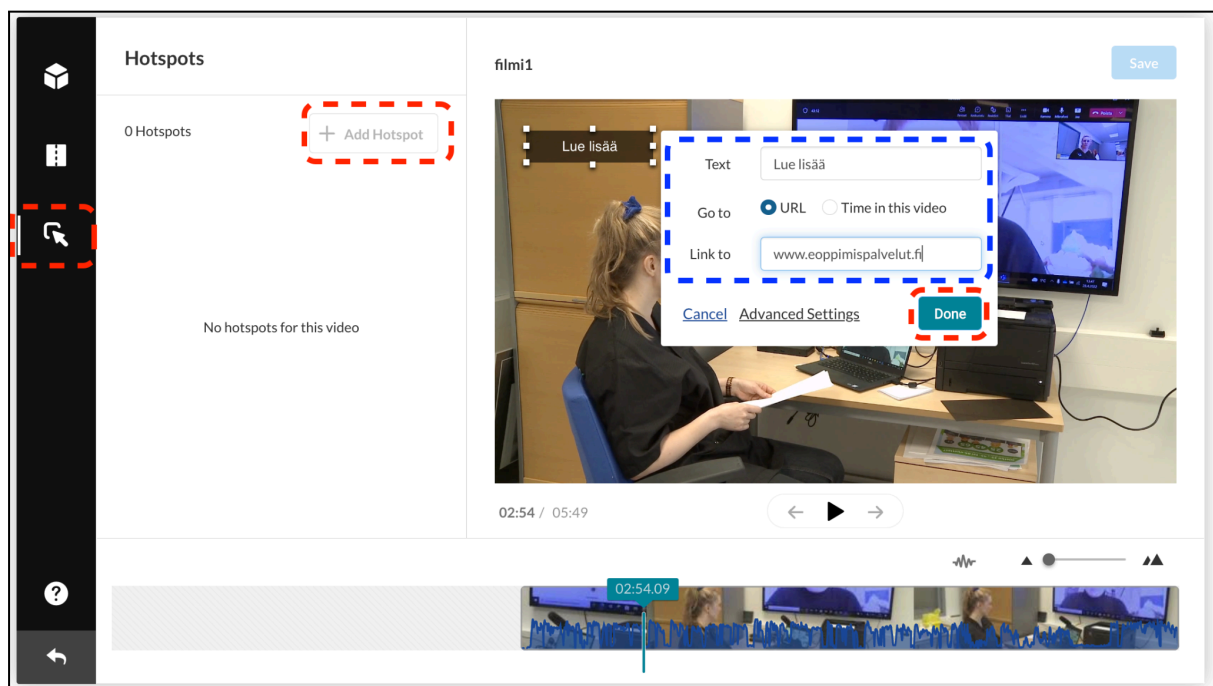
You can set Hotspots areas in the video, from whence the user can jump to a desired spot in the video or go, for example, to read more about the topic on a website.

Open the video you want to edit as described earlier in step 4.

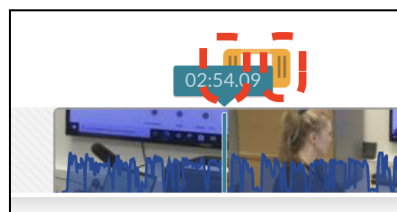
Select Hotspots from the Editor on the left and add the first Hotspot by selecting the Add Hotspot button. The Hotspot configuration window opens for you, where you enter the display text and, for example, the address of the www page where the Hotspot leads.

Through the Advanced Settings menu, you can define the Hotspot to be created even more precisely.

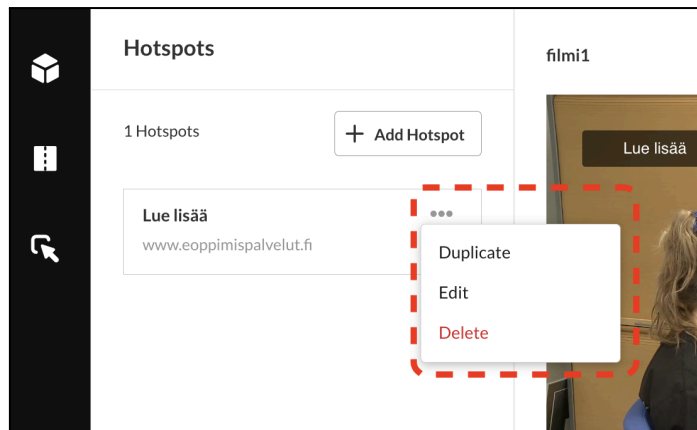
Save the hotspot by clicking the Done button.



After creating the hotspot, you can drag the location of the hotspot on the timeline if needed (You can also define this as precise time slots via the Advanced Settings menu).



You can create multiple hotspots in a video. You can remove Hotspots with the ... command.

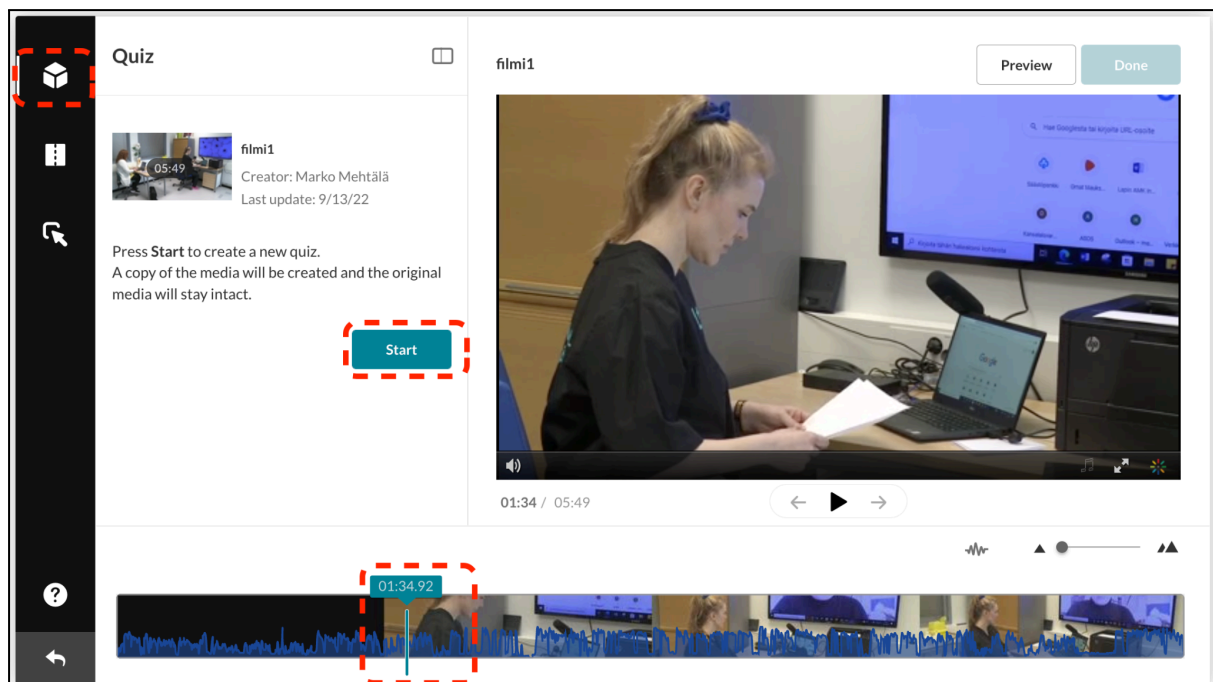


Remember to save the changes by clicking the Save button in the Editing window!

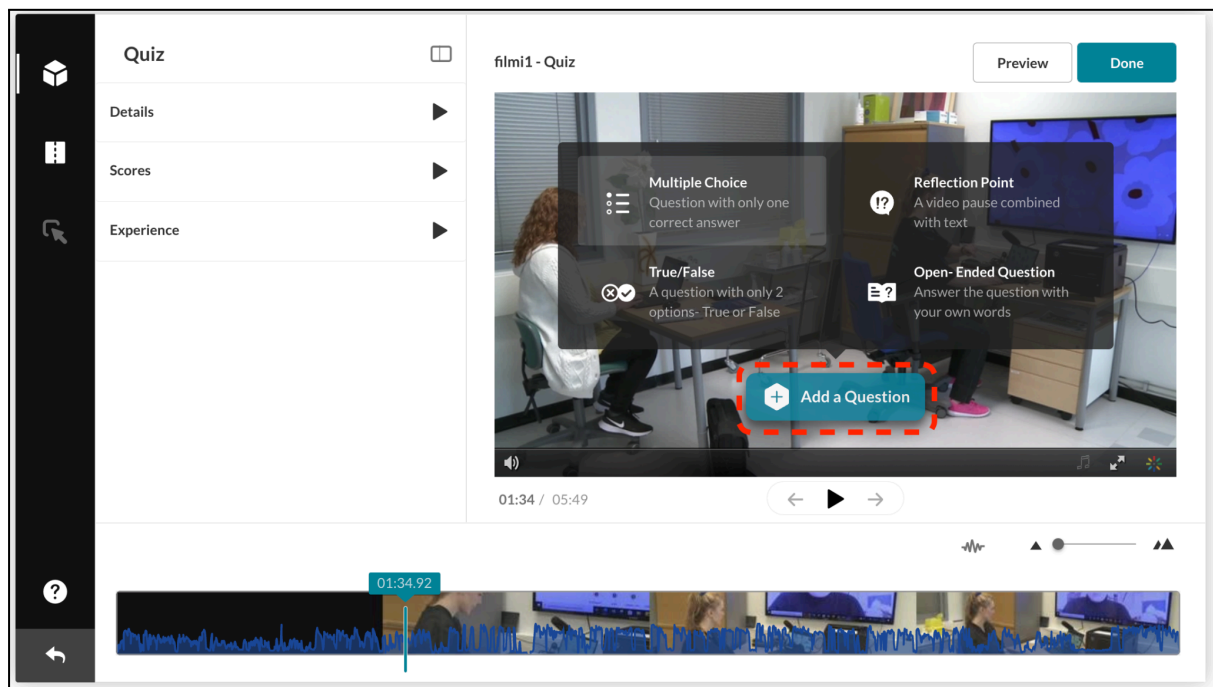
## 4.4 Adding questions to a video (Quiz)

You can add 3 different types of questions to the video (Additional information, Multiple choice, True/False). When the viewer of the video opens a video with a question enabled, he will receive a notice about it at the beginning of the video. When he then arrives at the set question points in the video, the video stops and the viewer is presented with a question to which he must answer. Finally, he can send (Send) his answer for checking and he will immediately see his results.

Open the video in the Editor and select Quiz from the menu bar on the left and click the Start button.

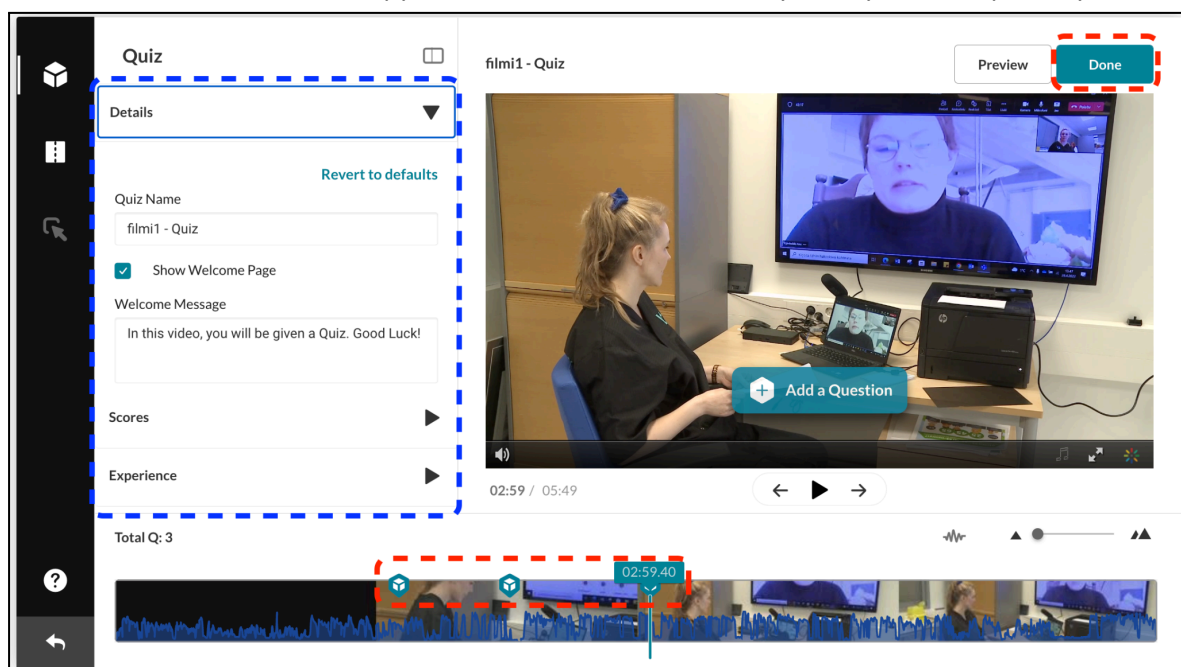


Choose the point in the timeline where you want to add a question and select Add Question from the Video screen and pick the desired question type (Multiple Choice, True/False, Reflection Point). Create the question by filling in the required data.



Choose the next question location on the video timeline and click the Add Question button on the video screen to create the next question.

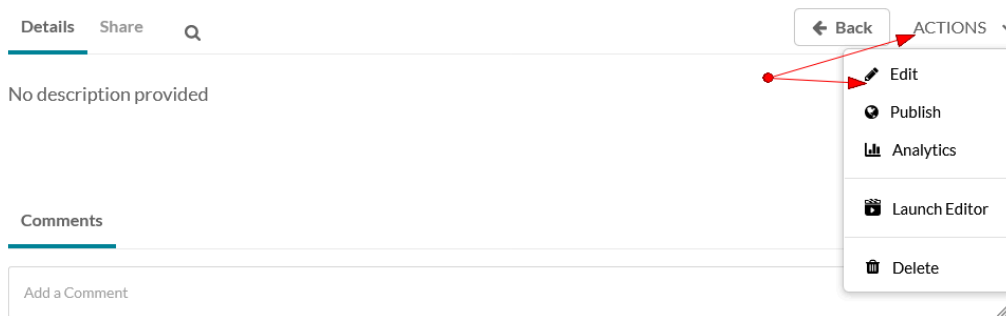
After completing all the questions, you can view the Details, Scores and Experience settings. From there you can influence the display of the survey's welcome message, answers, etc. Finally, accept with the Done button. A new copy of the video will be created in your My Media repository.



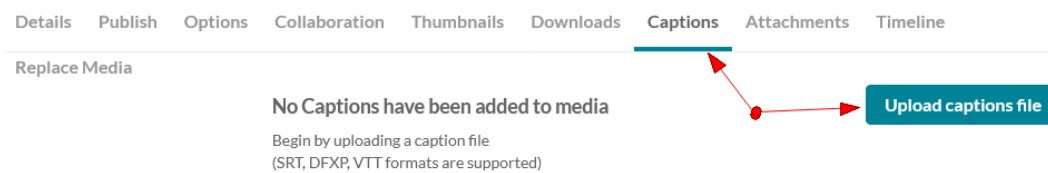
## 5. Adding subtitles to a video

You can add a captions file to your video in Kaltura. It is good to create subtitles for the video with Screencast-o-Matic's subtitle features and save the captions file in .srt format. You can add this captions file to the video in the folder as follows.

Search and select a video from your Kaltura's My Media repository. Select Edit from the Actions list.



Select the Captions tab and click the Upload captions file button.



Get the desired captions file from your computer, define the language for it and upload with the Save button.

Upload a captions file

Select a file:

Browse...

Language

Select Language

Accuracy

100%

Label

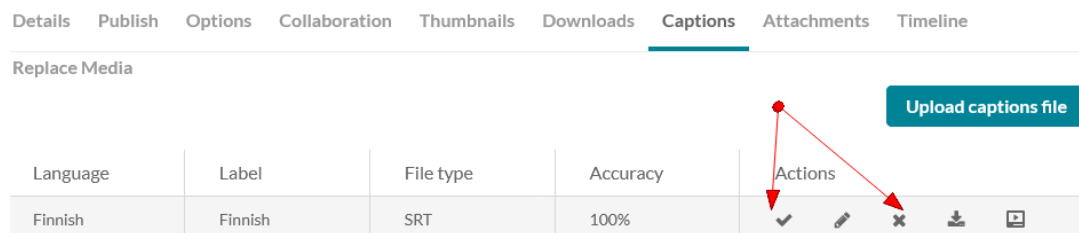
(text that appears in caption selector)

Cancel

Save

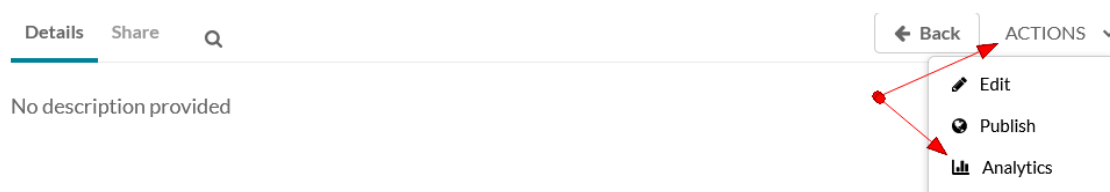
You can set multiple subtitles on the video by repeating the previous steps. From the functions, you can set the default language, remove subtitles, etc.





## 6. Video analytics

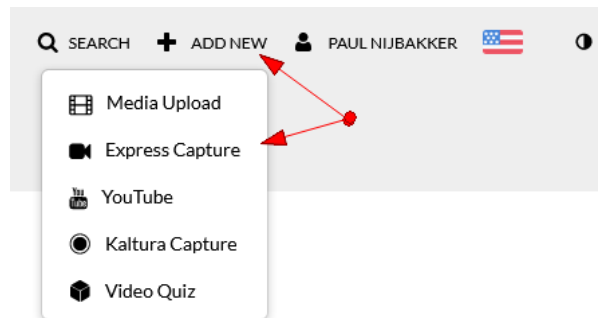
You can get information about your video views by selecting a video from your My media repository and the Analytics command from the Actions menu.



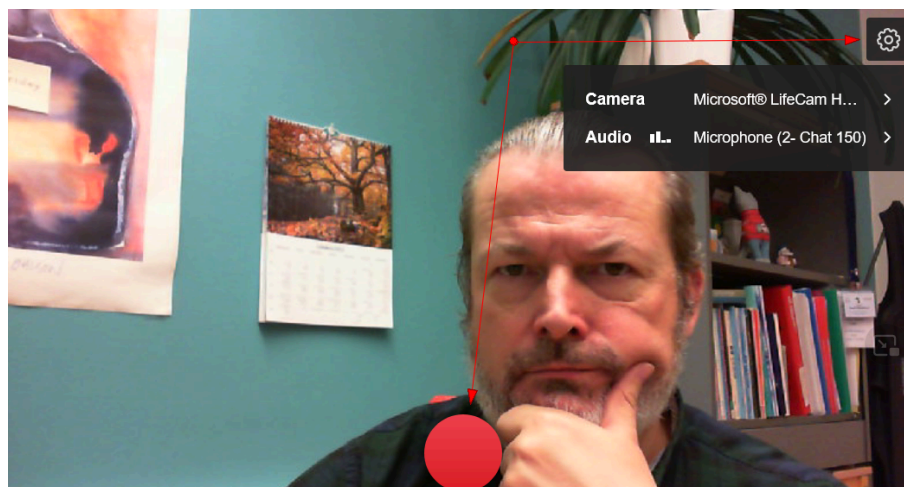
## 7. Kaltura Express Capture

With Kaltura Express Capture, the user can record the computer's webcam image and microphone. Express Capture works directly in the browser, so no software installation is needed.

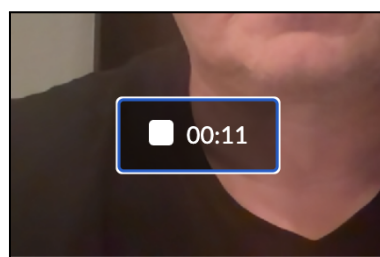
Open Express Capture via the “+ Add new” -menu.



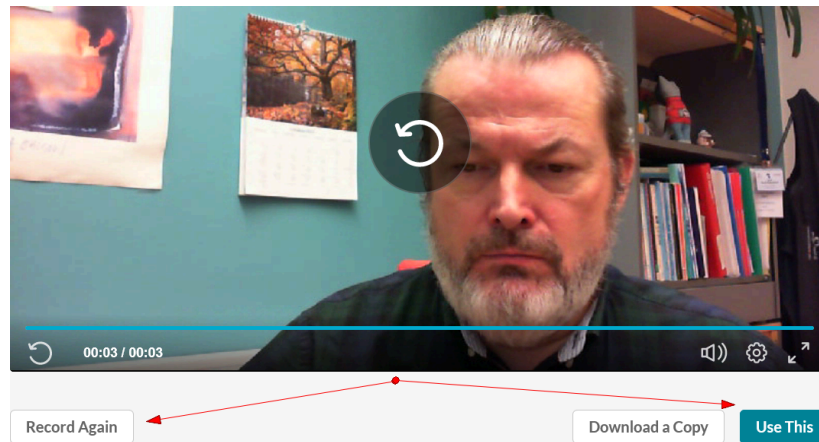
A new page will open for you, where you can see your webcam image (You may need to give the browser permission to use your webcam and microphone). You can check the camera and sound settings from the gear icon before starting the recording from the red Record button.



When you have started the recording, a countdown 3,2,1 will start... After that you can commence your presentation. When you have finished talking, you can stop the recording with the Stop button.



Next, you can decide if you want to make a new recording (Record again) or accept the resulting recording (Use this).



Finally, give the video a descriptive name, set privacy settings if necessary and save the recording.

Please fill out these details:

Name: (Required)

Description: **Black** ▼ **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Tags:

Publishing Status: ☒ **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

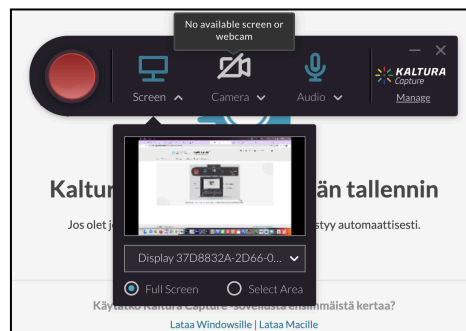
[Go To Media](#) [Go To My Media](#)

## 8. Kaltura Capture

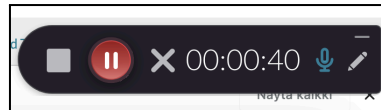
With Kaltura Capture, you can record your Desktop and your audio (and if you want, also your video image). Kaltura Capture is a separate program and must be installed separately via the Software Center on your desktop.

After installing the Kaltura Capture program, you can launch it via the + Add New menu.

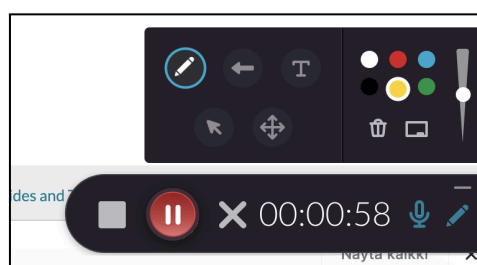
The program starts and you can define what you want to save. For example, you can exempt your video from the recording by clicking on the Web camera icon (which will have a slash on it).



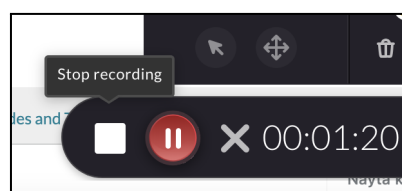
The recording starts from the big red button and the Kaltura Capture program shrinks to the lower right corner of the screen.



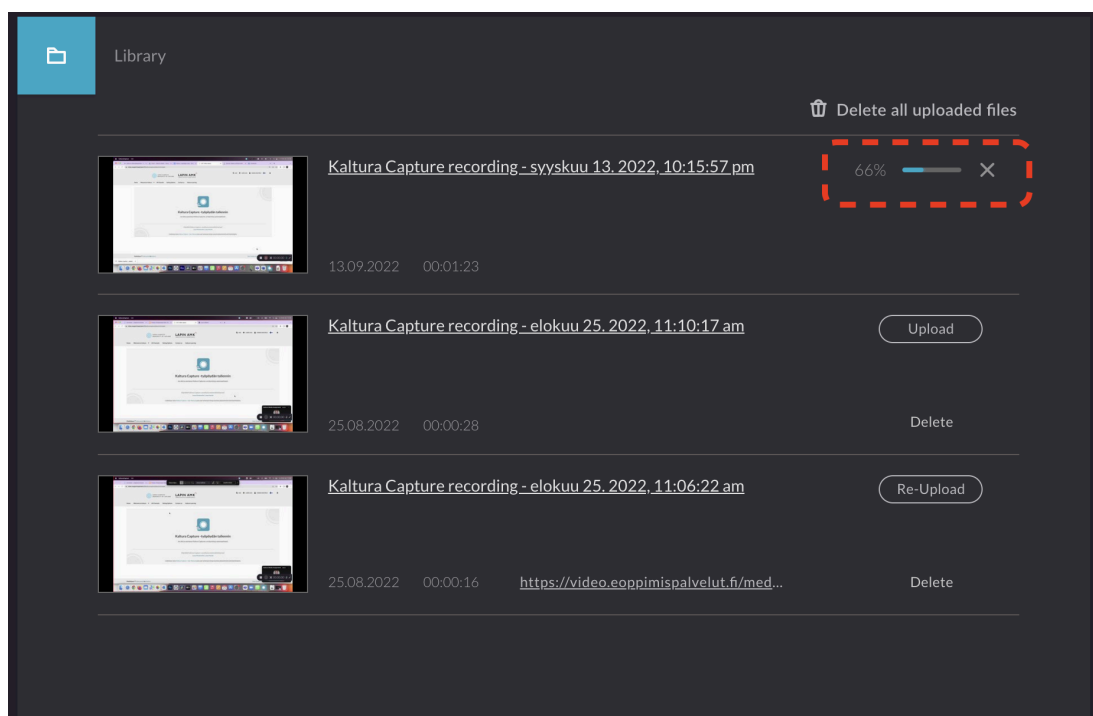
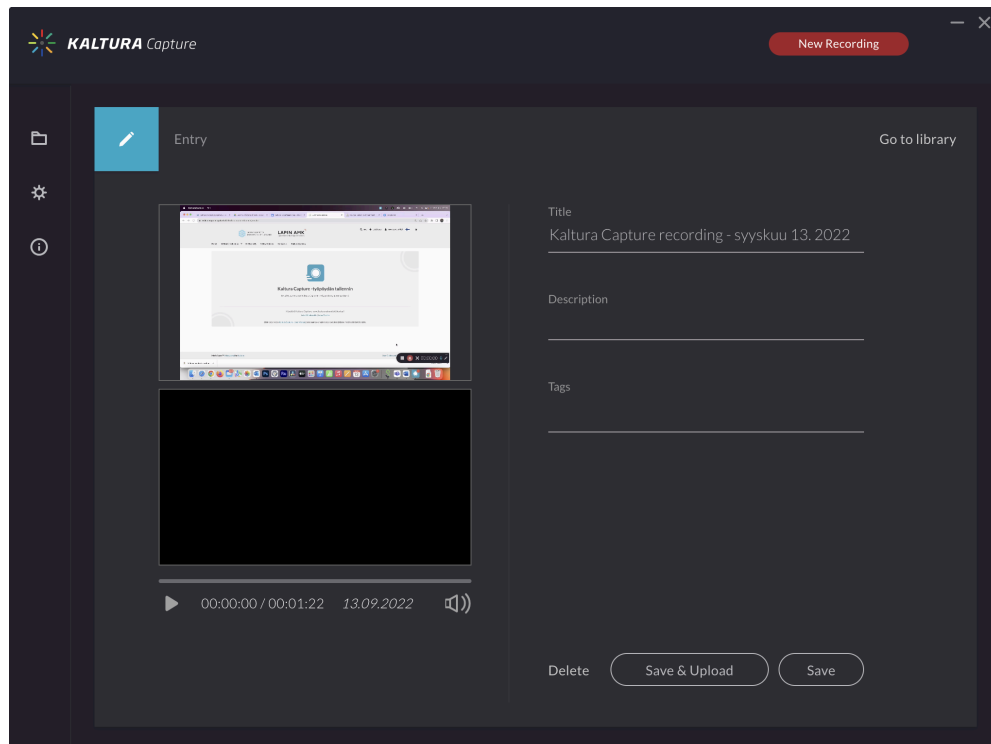
You can stop, pause and delete the recording, or open the marking tools from the pencil icon.



With the pen tool, you can, for example, draw on the screen you share. Use the trashcan icon to remove your markings. When you're done, stop recording.



In the opened window, you can see the recording you have made and you can decide whether you want to upload this to your Kaltura My Media (Save&Upload) or just save it to your computer (Save). If you decide to upload your recording to your Kaltura My Media repository, please wait until the video has been 100% uploaded there.



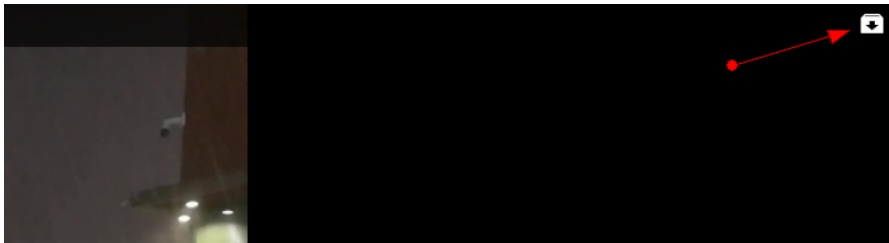
## 9. Downloading a video from Kaltura to your computer

Sometimes it may be necessary to download a video from Kaltura to your own computer, for example, for better video editing, or when you want to publish the video on another video sharing service (e.g. Vimeo, Youtube).

You can download the video as follows:

Log in to Kaltura and select a video from your Kaltura My Media repository.

When the video opens for viewing, click the download button in the upper right corner of the video window.



The video is downloaded to your computer in the folder where downloaded files usually go (Downloads).

# APPENDIX 1: Submitting a video assignment in Moodle

Kaltura includes a new assignment type in your Moodle course, with which students can return their videos via Kaltura.



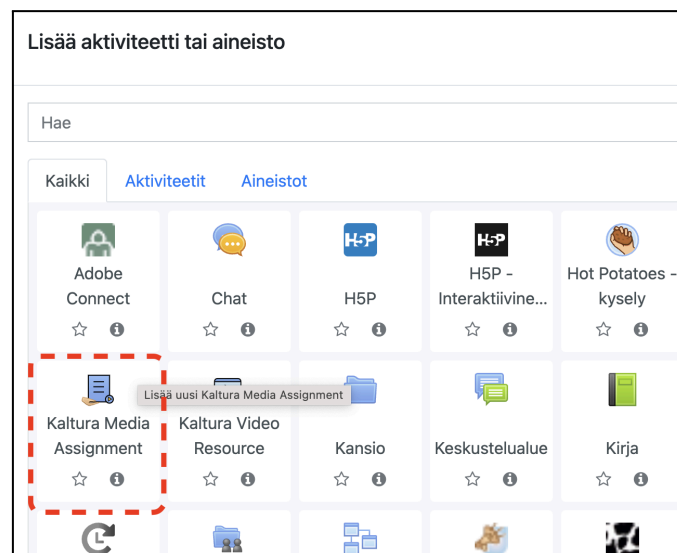
If you want to take advantage of the Kaltura video assignment with Moodle's Kaltura add-on, first tell the students to log in to the Kaltura service <https://video.eoppimispalvelut.fi/user/login> (username e.g. student@ulapland.fi and their AD password). In this way, they will have an account in the Kaltura service and they will be able to manage the videos they add. If this step is not completed, the videos they download will be "orphaned", so they will no longer be able to remove them from the service.



## i) Adding a Kaltura Media assignment activity to your Moodle course

Go to the Moodle workspace where you want to receive video feedback. Turn on editing mode and select the item you want "Add activity or resource".

Select **Kaltura Media Assignment** from the pop-up.



Give the assignment a name and fill in and define the other fields just as you define a normal assignment.

Name !

Description !

Submit your Kaltura video presentation (5 min) before the deadline. See the Kaltura manual for the use of Express Capture.

i Draft saved.

Available from      ☒ Enable

Due Date      ☒ Enable

Finally, click the Save and return to course button. You have now created a task that enables video submission from Kaltura.

## ii) Evaluation of video submissions

You can grade video submissions just like normal assignment submissions. Open the Kaltura video assignment and go to Grade submissions to grade.

**Videotehtävän palautus** ⚙️

**Available from:** tiistai, 13. syyskuuta 2022, 23:00

**Due Date:** tiistai, 20. syyskuuta 2022, 23:00

Number of submissions: 1

Add media submission
Submit media

Grade submissions

You can watch the submitted videos by clicking on the video you want. You carry out the evaluation normally, as in other assignment submissions, with the exception of group submissions. Obviously, Turnitin plagiarism check won't work in this assignment.

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	Etunimi / Sukunimi	Grade	Comment	Last modified (Submission)	Last modified (Grade)	Status	Final grade
	Alice Wonderland	Ei arviointia			-	No submission	-
	Peter 2 Pan	Ei arviointia		tiistai, 19. syyskuuta 2022, 20:16	-	Arviointi	-



## APPENDIX 2: Embed Kaltura media “everywhere”

Moodle's text editor now includes the Embed Kaltura Media button, which opens your Kaltura My Media repository. You can conveniently embed a video from the list with the Embed command almost anywhere: in a discussion forum, in Moodle page material, in the description of an assignment... In other words, anywhere where the Moodle editor is used.

Note that students can also take advantage of this feature. However, please, do remember this:

**If you want to take advantage of the Kaltura video assignment with Moodle's Kaltura add-on, first tell the students to log in to the Kaltura service <https://video.eoppimispalvelut.fi/user/login> (username e.g. student@ulapland.fi and their AD password). In this way, they will have an account in the Kaltura service and they will be able to manage the videos they add. If this step is not completed, the videos they download will be "orphaned", so they will no longer be able to remove them from the service.**

An example image of where the Embed Kaltura media button is located.

