

The Ultimate Kaltura How-To

[How to create Kaltura videos in Canvas](#)

[Create a Webcam Recording](#)

[Create a Screencast \(Video + Screen Recording\)](#)

[Switching video view for screencasts](#)

[Import a Zoom Recording](#)

[How to create videos starting at media.uaf.edu](#)

[How to edit your own auto-captions](#)

[How to download Kaltura videos](#)

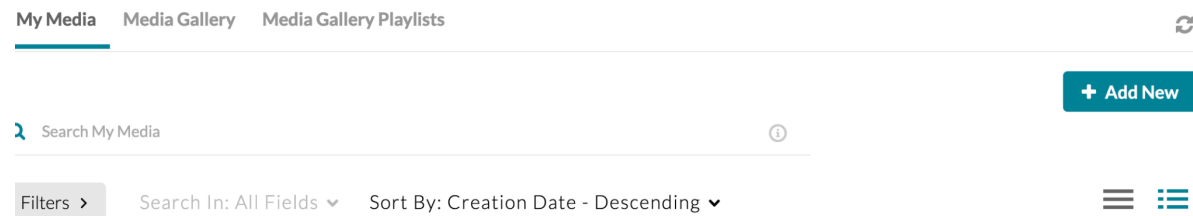
[Advanced functions: video editing, hotspots, analytics, importing from YouTube](#)

How to create Kaltura videos in Canvas

You can create and post Kaltura videos in a discussion or assignment submission. Instructors can also add videos to Pages, or any other type of content that has the Rich Text Editor bar. Find the Kaltura integration button in the text editing toolbar and Kaltura will open as a pop-up window.

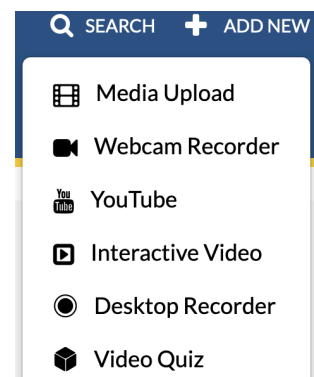


In the Kaltura window click on the “Add New” button.

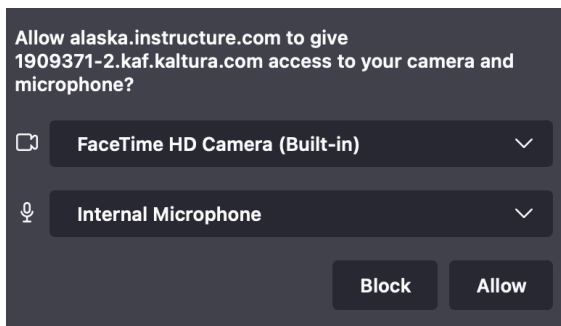


Create a Webcam Recording

Click on Add New and select “Webcam Recorder.” This will open a recorder within your browser, no downloading required. If it does not work, try a different browser. We recommend Chrome or Firefox.



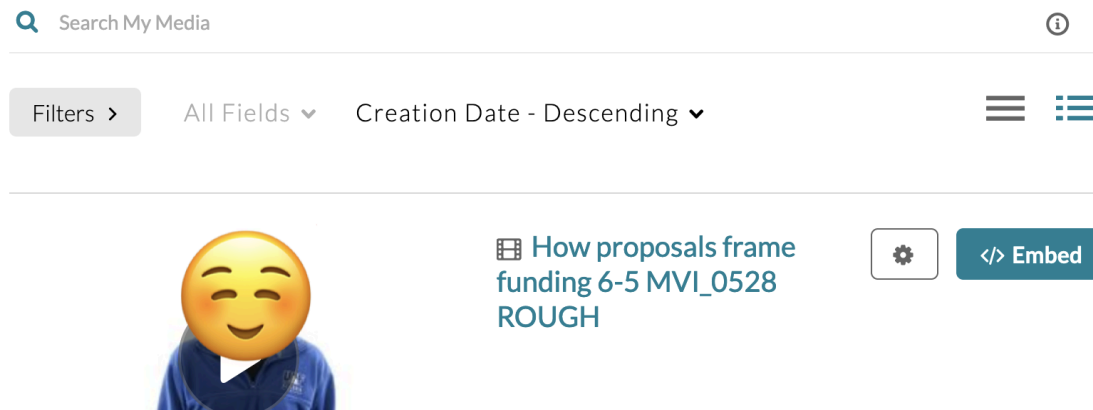
You will need to give the program to your camera and microphone.



Click the big red button to start. Be ready with what you have to say - you can't pause the recording after starting.

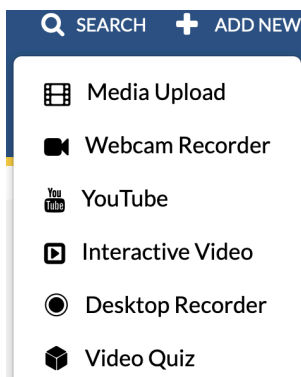
Save the video when you're satisfied and it will then appear on your "My Media" list. It will take a while to upload and process, from 1 - 15 minutes, depending on the size of your video and connection speed, so you will not be able to play it back immediately. You can still select and embed it in Canvas while it is processing.

Click the "Embed" button to select it and return to Canvas.

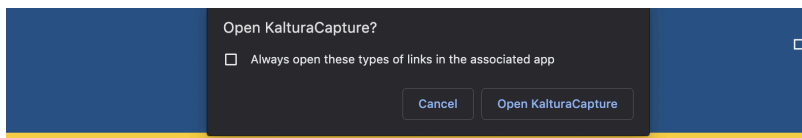


Create a Screencast (Video + Screen Recording)

Click on "Add New" and select "Desktop Recorder."

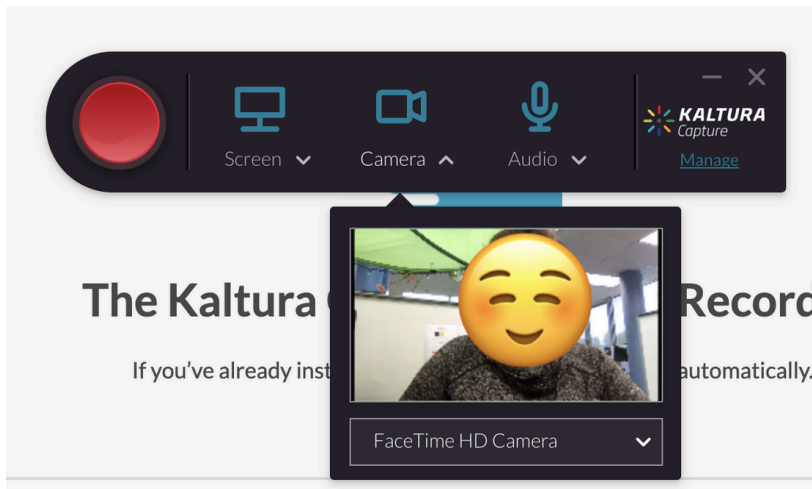


Install Kaltura Capture if you are using it for the first time on your computer. Otherwise, just allow it to launch.



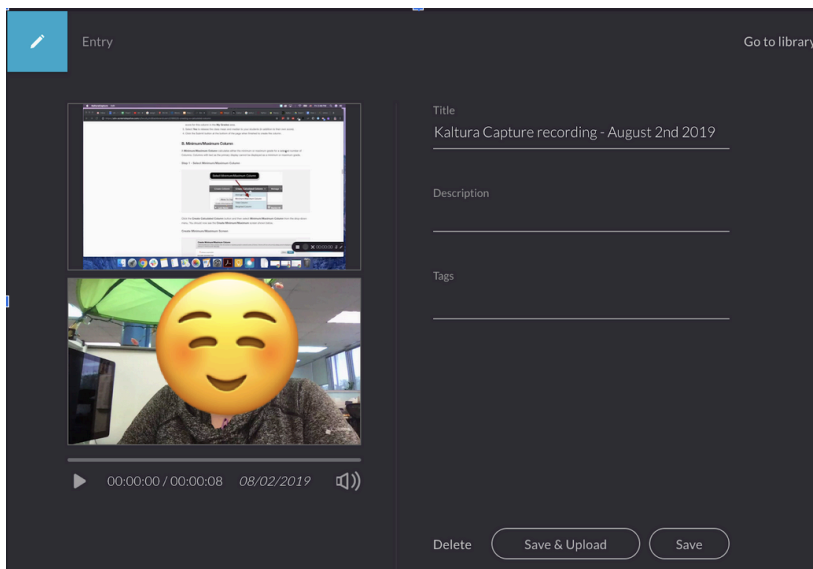
This window will pop up. You can drag it around to any part of the screen. Click on what sort of recording you want to do. You can toggle on and off screen capture and camera to capture just your face, just your screen, or both. Hit the red button to begin recording.

Test a short recording to make sure your audio and camera are all working!



The camera starts automatically after a 3 second delay. You can pause if needed to and when you're finished, click the square button on the recorder in the bottom right corner.

A new window will appear. Name your video something that will help you remember it, and then click on "Save & Upload."

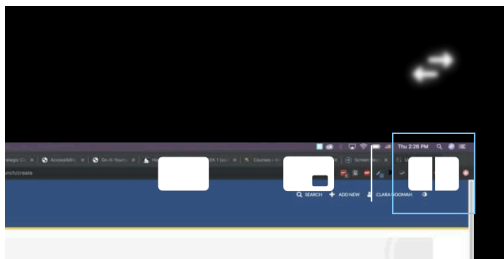


Go back to the pop-up Kaltura window in Canvas and your new video should be there in the “My Media” list.

Switching video view for screencasts

If you recorded a screencast of both your camera and your screen, both of those views have been uploaded in full-size to Kaltura. The viewer can change how to watch them.

Hover your cursor over the video in the upper-right corner and options for switching views will appear!



Import a Zoom Recording

Zoom meetings recorded in your UA Zoom account* are also saved in Kaltura. They will appear on your list of videos when you click on the Kaltura icon in the Rich Text Editor bar.

If you want to trim your Zoom recording, refer to this [Teaching Tip on Editing Kaltura Videos](#).

* You have to “claim” your UA Zoom account before you use it. Go to <https://alaska.zoom.us/> and click “Sign In” and then go through the SSO sign-on option. Then you will be able to sign in to your full-featured UA Zoom application using the SSO sign-on going forward. [More information about UA Zoom accounts](#).

How to create videos starting at media.uaf.edu

If you want to create videos separate from an assignment, or you are interested in editing your videos, go to media.uaf.edu and log in with your UA Account:

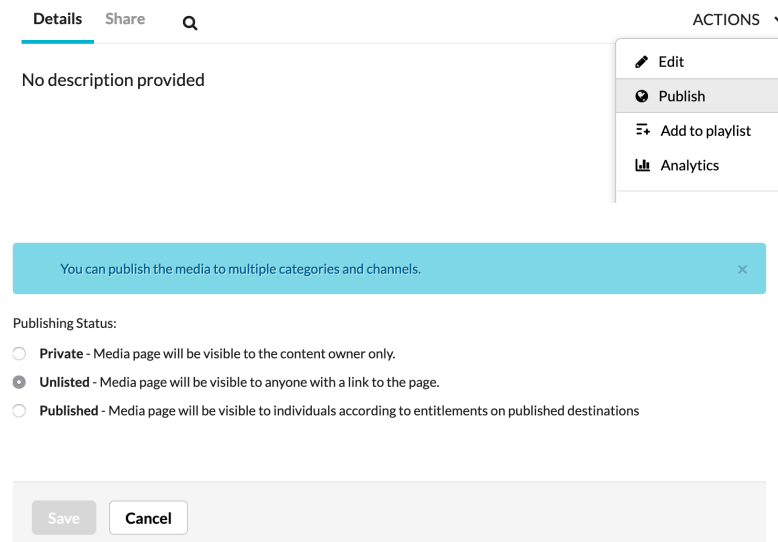


From here you can look through your existing videos, or use the “Add New” button to create or upload new videos.

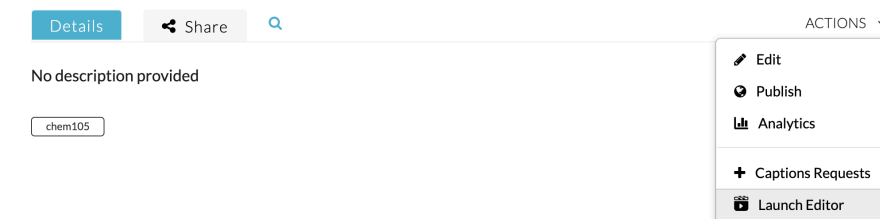
IMPORTANT

If you don't use the tool within Canvas to embed your video, you will need to update the Publishing settings in order for other people to see your video.

Videos are set to “Private” by default - meaning no one can see them even if they have the link. Below the video go to the Actions menu and select publish. Choose “unlisted” from the options and save. Now anyone with the link can view the video.



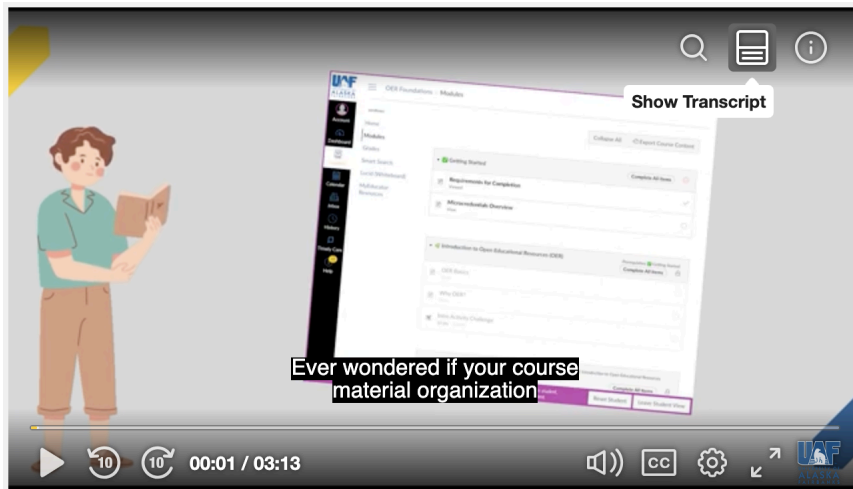
If you want to make any more changes to your video, you can do it from the “Action” menu too. You can trim your video by going to the “Launch Editor” menu item.



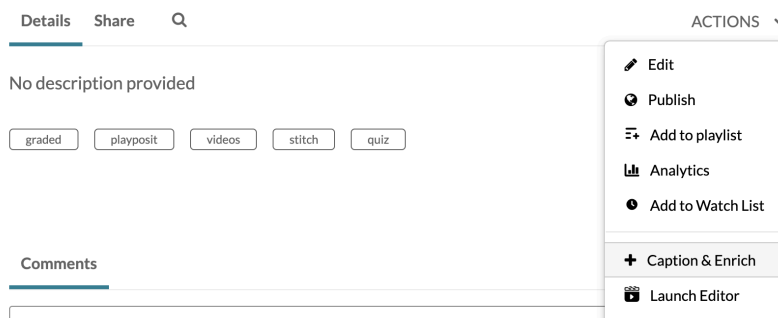
How to edit your own auto-captions

Machine captions are generated automatically on all videos with audio. They can take a few minutes to appear after the video is uploaded.


Quickly review the auto-captions by opening the transcript view within the video player in the upper right-hand corner:



To edit captions, go to the video on media.uaf.edu and select “Caption & Enrich” from the Actions menu below the video.

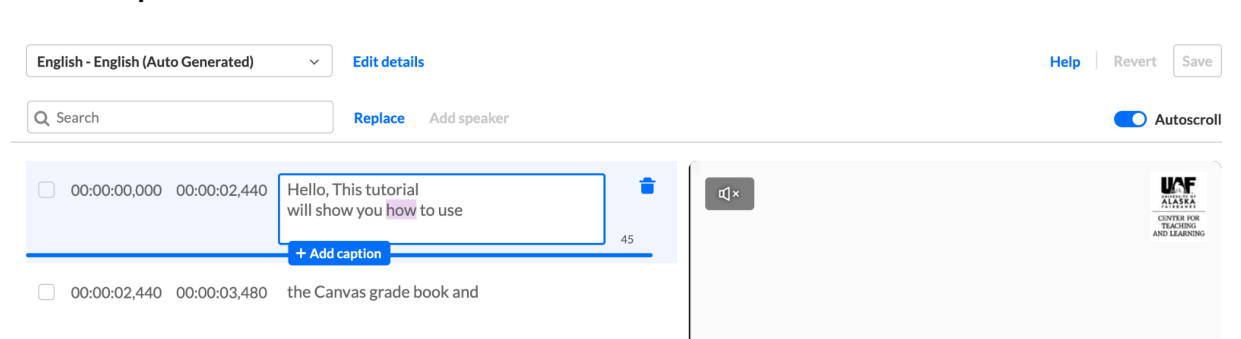


The caption file should be listed, select the pencil icon to edit.

REQUEST DATE	SERVICE	FEATURE	LANGUAGE	STATUS	
August 19, 2025	Machine	Captions	English	Ready	

Within the captions editor, you can click directly on the text to edit. There is also a Find and Replace function that can be used to correct errors that occur multiple times. You can also click on the timestamps to edit timing.

Closed Captions Editor



Recording in a quiet environment with a good microphone will improve the accuracy of the auto-captions, as will practicing your video in advance or using a script.

How to download Kaltura videos

[Link to guide in Google Docs](#)

Advanced functions: video editing, hotspots, analytics, importing from YouTube

[Link to Teaching Tip by Sean Holland](#)