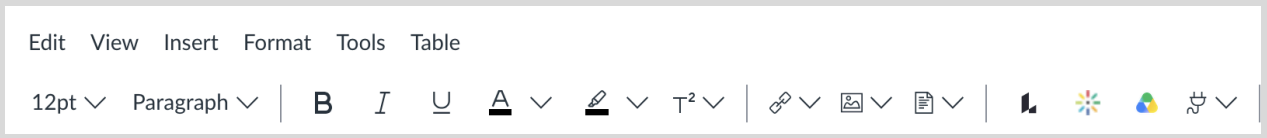
The Ultimate Kaltura How-To

[How to create Kaltura videos in Canvas](#)
- [Using Express Capture (browser-based application)](#)
- [Using Kaltura Capture (computer application)](#)

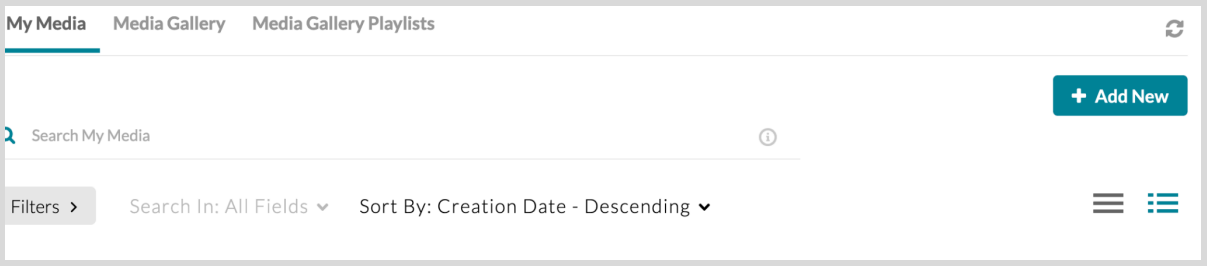
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How to create Kaltura videos in Canvas

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.

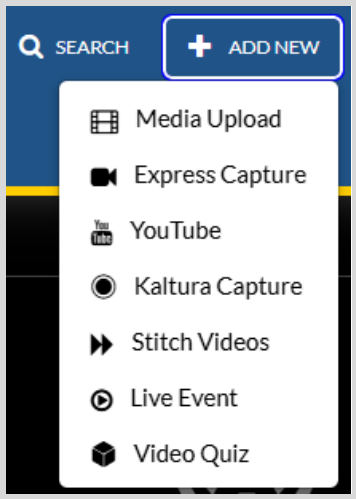


In the Kaltura window click on the “Add New” button.

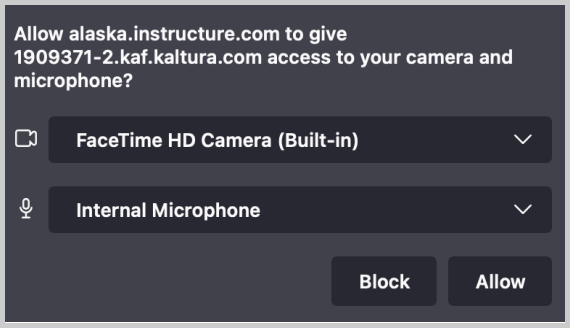


Use Express Capture to Create a Webcam or Screencast Recording

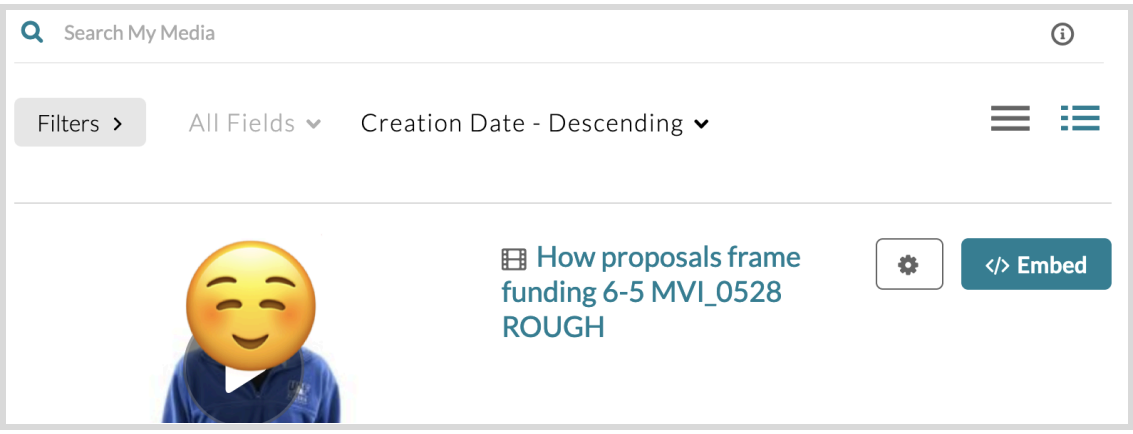
Click on **Add New** and select **Express Capture**. This will open a recorder within your browser, no downloading required. If it does not work, try a different browser. We recommend Chrome or Firefox.



Your browser will require you to grant permission to access your camera and microphone.

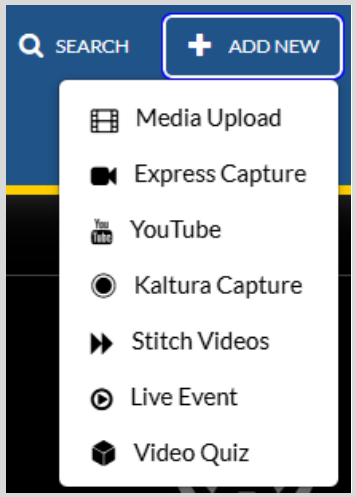


Click the big red button to start. Be ready with what you have to say - you can't pause the recording after starting.
Save the video when you're satisfied and it will then appear on your **My Media** list. It will take a while to upload and process, from 1 - 15 minutes, depending on the size of your 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.

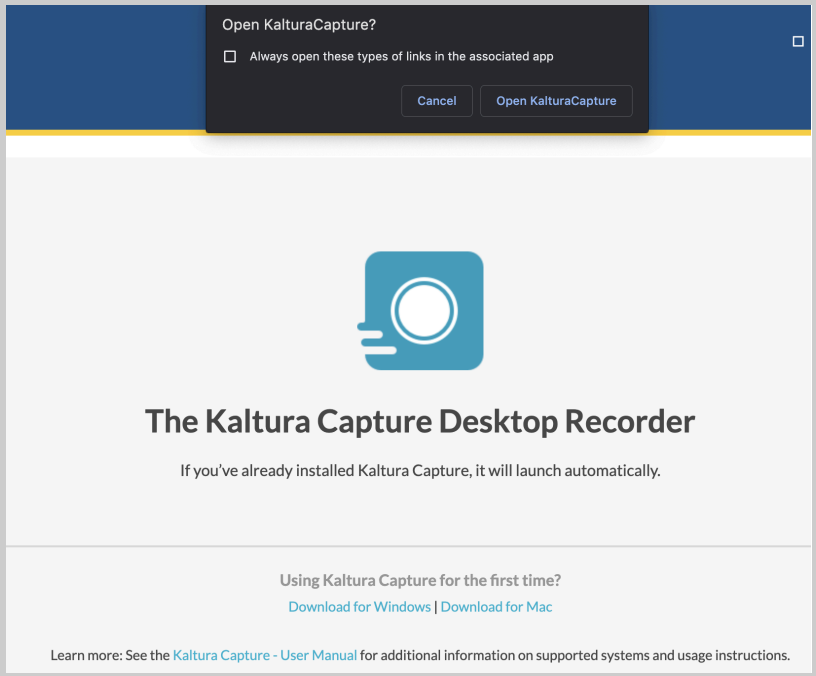


Use Kaltura Capture to Create a Screencast Recording

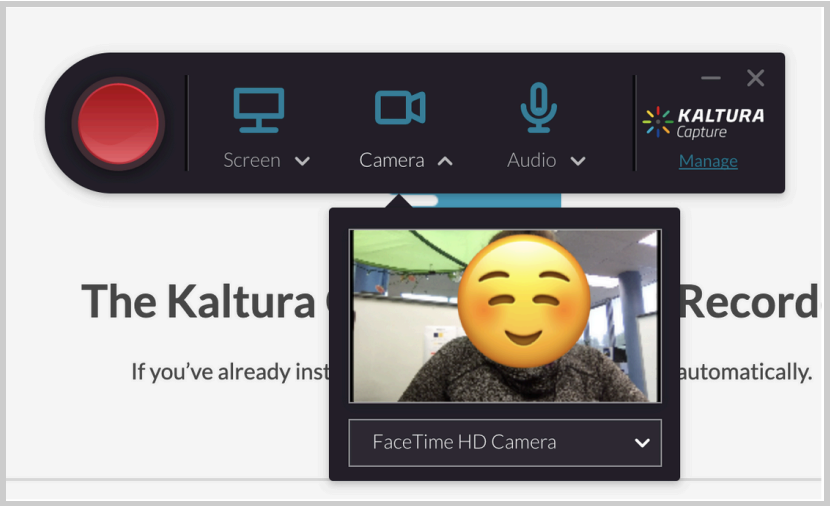
Click on **Add New** and select **Kaltura Capture**.



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

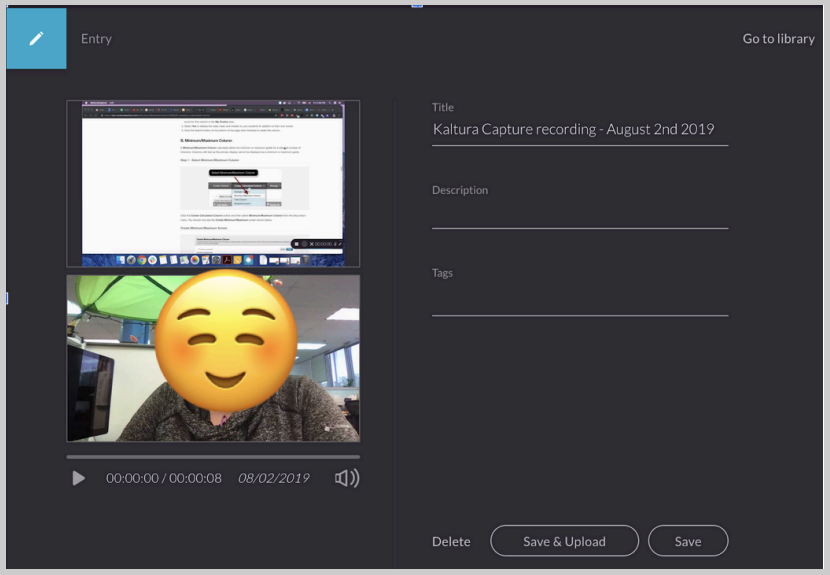


This window will pop up. You can drag it around to any part of the screen. Click on what sort of recording you want to do. You can toggle on and off screen capture and camera to capture just your face, just your screen, or both. Hit the red button to begin recording.
Test a short recording to make sure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

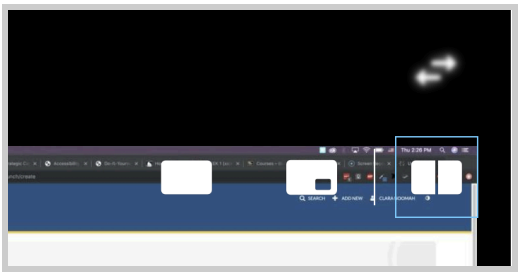


Go back to the pop-up Kaltura window in Canvas and your new video should be there in the **My Media** list.

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.



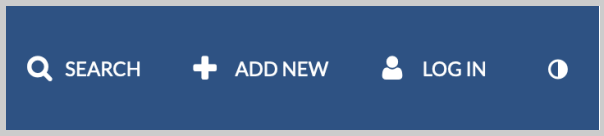
Import a Zoom Recording

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.

* 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.

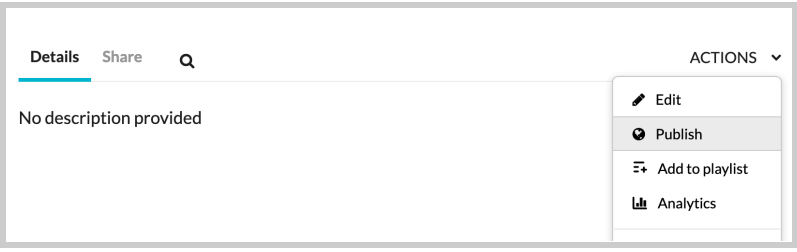
How to create videos starting at media.uaf.edu

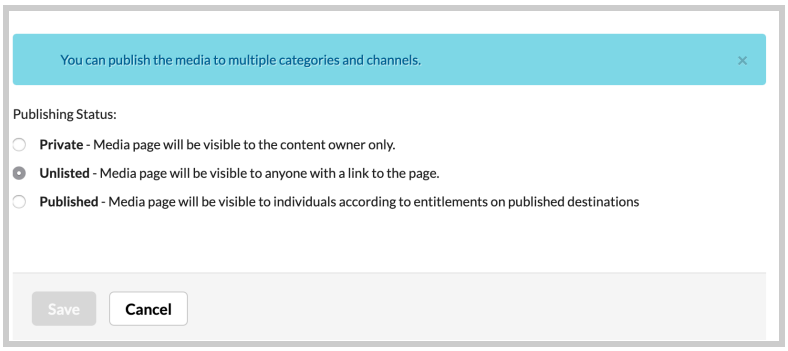
If you want to create videos separate from an assignment, or you are interested in editing your videos, go to media.uaf.edu and log in with your UA Account:



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.



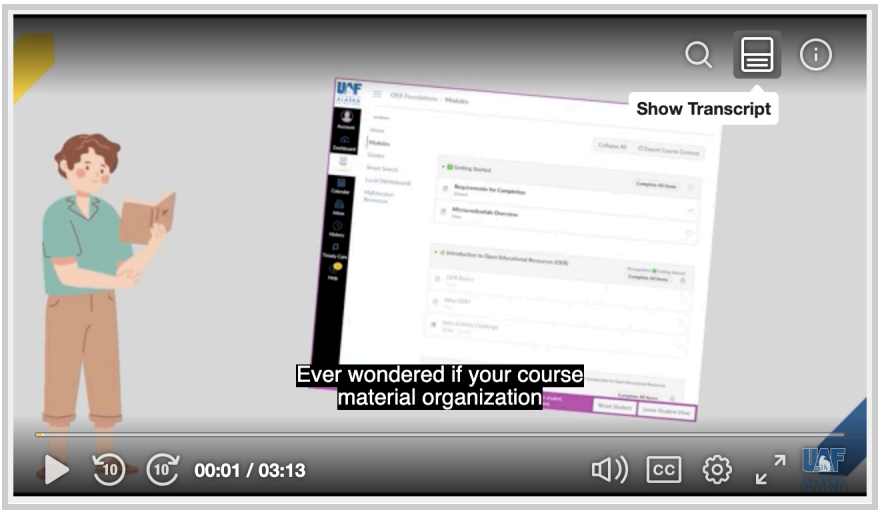


If you want to make any more changes to your video, you can do it from the “Action” menu too. You can trim your video by going to the “Launch Editor” menu item.



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:



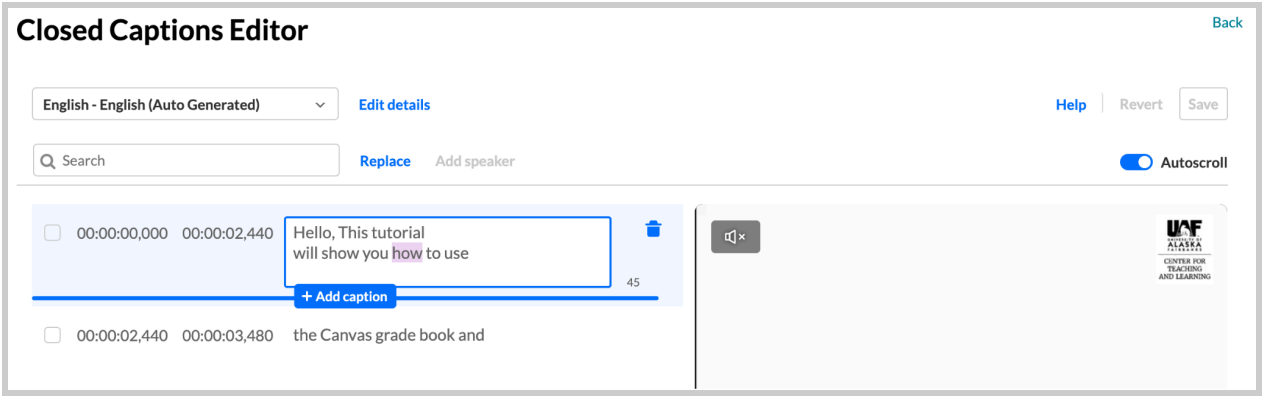
To edit captions, go to the video on media.uaf.edu and select “Caption & Enrich” from the Actions menu below the video.



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



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.

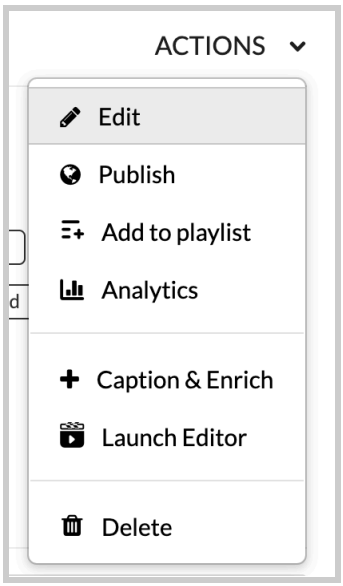


Recording in a quiet environment with a good microphone will improve the accuracy of the auto-captions, as will practicing your video in advance or using a script.

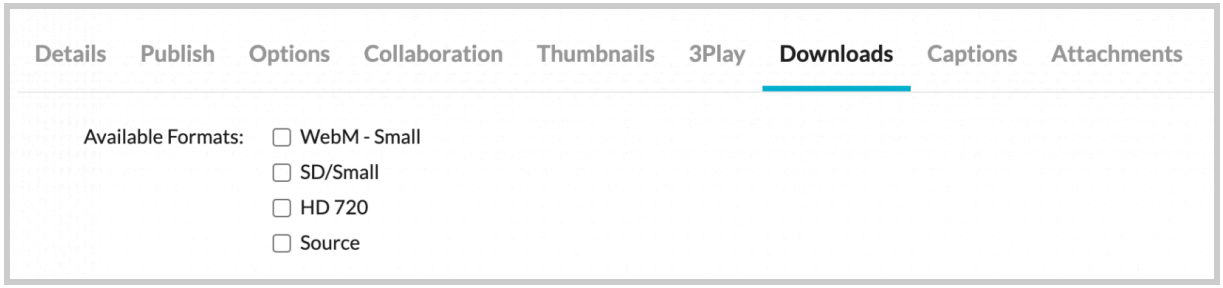
How to download Kaltura videos

When new content is added to Kaltura, downloads are disabled by default. These instructions will allow media owners to enable downloads for themselves and all users with access to the content.

1) Navigate to media.uaf.edu and log in with your UA credentials.
2) Navigate to **My Media.**
3) From **My Media,** click on the video item you wish to download.
4) After the video playback page appears, navigate to the **Actions** menu and select **Edit.**

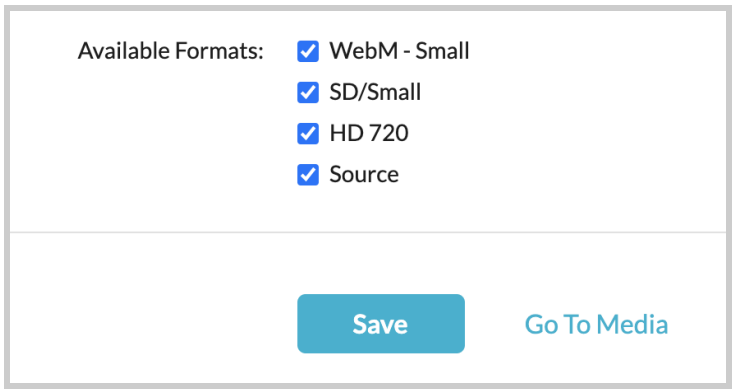


5) On the next page, select the **Downloads** tab under the video.

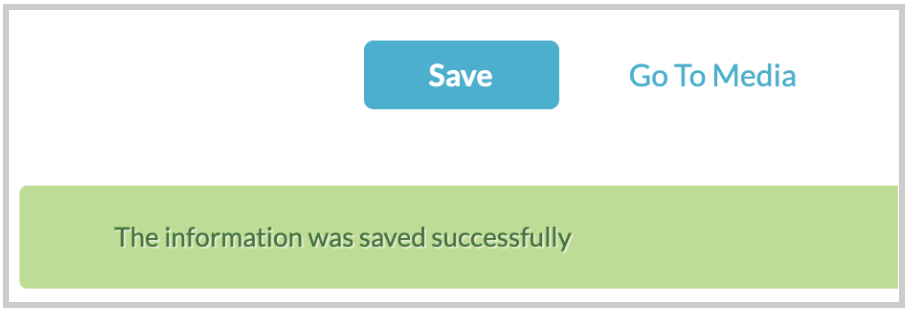


6) Select the checkboxes for the versions you want to make available for download. If you are just trying to grab the full version of the video you created, be sure to select **Source**.

7) Click **Save.**

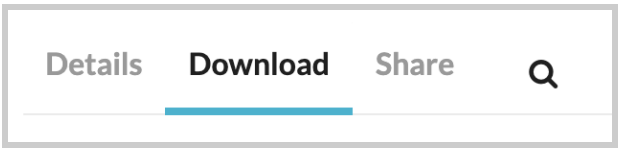


8) You should see this confirmation that the change was successfully made:

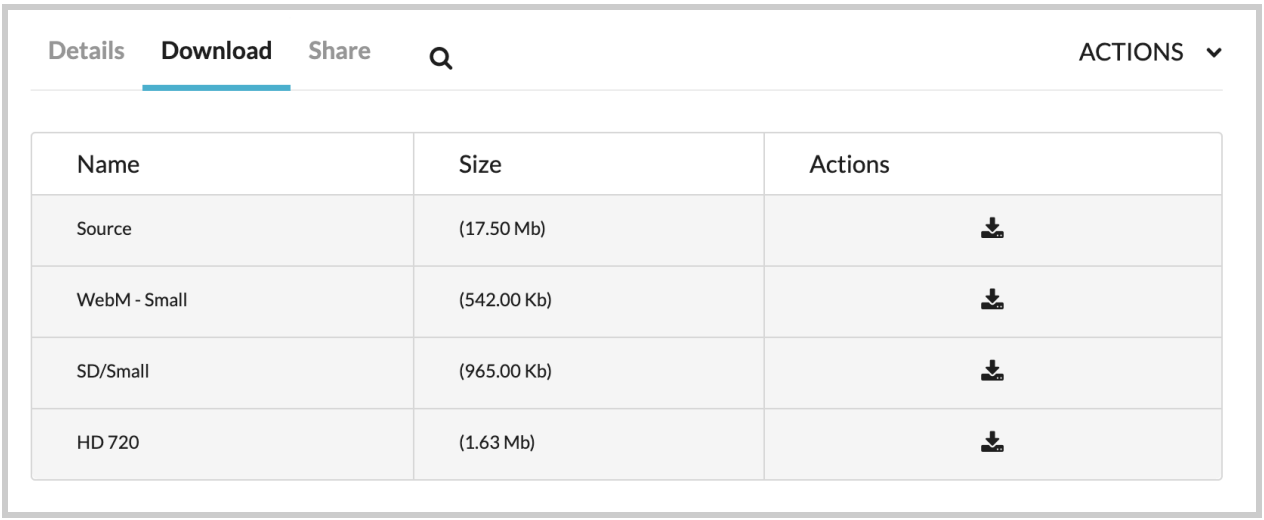


9) Click on **Go To Media**.

10) A **Download** tab will now appear next to the item details.



11) The versions you made available in the **Edit** view will be displayed below.



12) Download the version you need*.

13) If you wish to revoke download privileges after downloading, simply repeat steps 4-7 and deselect the checkboxes before saving changes.

**Video presentations recorded with Kaltura Personal Capture will only download as the primary video stream with audio. Whether the primary video stream is the webcam video or your screen capture is dependent on the settings chosen at the time of the recording. It isn't possible to save both the webcam and screen view*