

Canvas Kaltura Step-by-Step Instructions - Miami University

In Canvas, there are two Kaltura tabs in the course navigation, "My Media" and "Media Gallery". "Media Gallery" is **course-based**, which means that the media found in the "Media Gallery" can only be accessed in that specific course section. "My Media" is connected to **individual users and it is a private storage space**. After logging into Canvas, each teacher/student will have access to his/her own "My Media" in **all of their courses**.

1. Find My Media and Media Gallery I

Log in your Canvas course, go to "Settings" - "Navigation". On the bottom of the page, click the gear or the triangle icon next to "My Media" or "Media Gallery", then click "Enable", and click "Save", they are now ready to be used.

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The screenshot displays the Canvas Kaltura interface. On the left is a sidebar menu with items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, Chat, and Settings (highlighted with a red box and a circled '1'). The top navigation bar includes 'Course Details', 'Sections', 'Navigation' (highlighted with a red box and a circled '2'), 'Apps', and 'Feature Options'. The main content area under the 'Navigation' tab contains the instruction 'Drag and drop items to reorder them in the course navigation.' followed by a list of items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, and Chat. Each item has a gear icon and a dropdown arrow. Below this list is the instruction 'Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page.' followed by two items: 'My Media' and 'Media Gallery', both with the note 'Page disabled, won't appear in navigation'. The 'My Media' item has a gear icon and a dropdown arrow (highlighted with a red box and a circled '3'). The 'Media Gallery' item has a '+ Enable' button (highlighted with a red box and a circled '4') and a 'Move' button. At the bottom left is a 'Save' button (highlighted with a red box and a circled '5').

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Attendance

Chat

Settings 1

Course Details Sections **Navigation** 2 Apps Feature Options

Drag and drop items to reorder them in the course navigation.

Home	⚙️ ▾
Announcements	⚙️ ▾
Assignments	⚙️ ▾
Discussions	⚙️ ▾
Grades	⚙️ ▾
People	⚙️ ▾
Pages	⚙️ ▾
Files	⚙️ ▾
Syllabus	⚙️ ▾
Outcomes	⚙️ ▾
Quizzes	⚙️ ▾
Modules	⚙️ ▾
Conferences	⚙️ ▾
Collaborations	⚙️ ▾
Attendance	⚙️ ▾
Chat	⚙️ ▾

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

My Media	⚙️ ▾ 3
Page disabled, won't appear in navigation	
Media Gallery	+ Enable 4
Page disabled, won't appear in navigation	

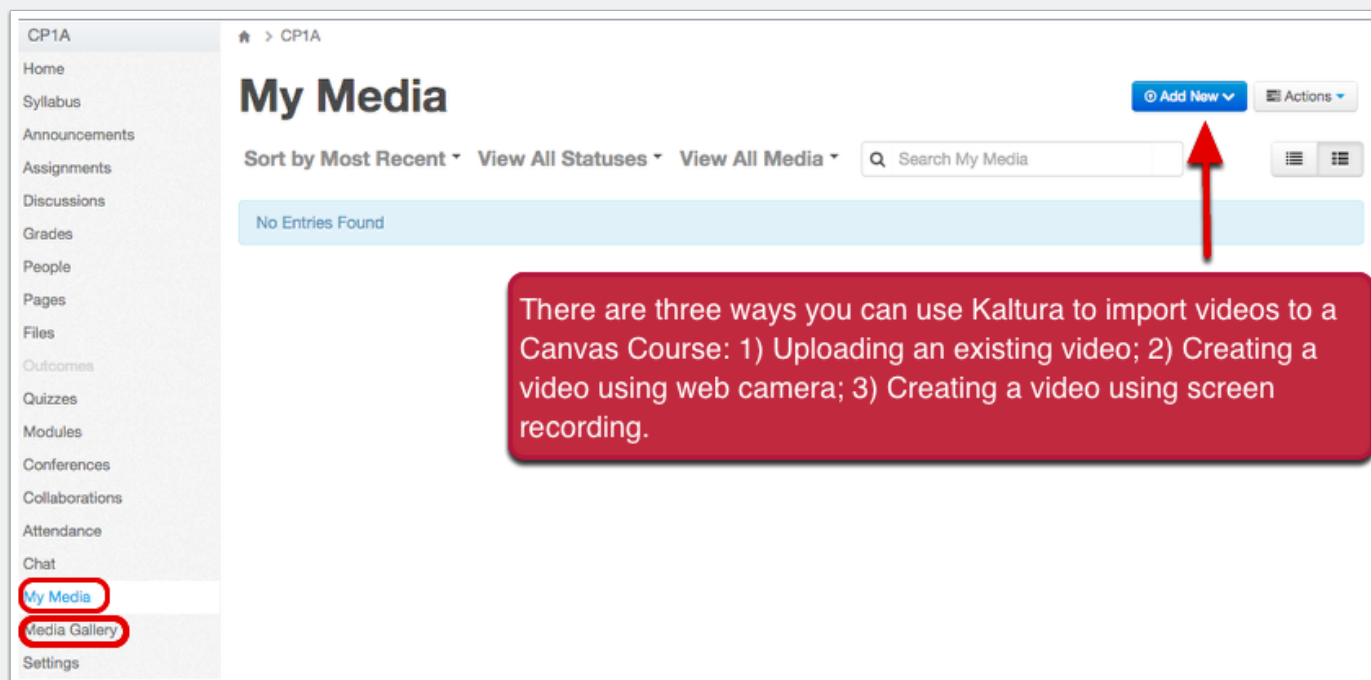
Save 5

↑ Move

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2. Find My Media and Media Gallery II

You will see "My Media" and /or "Media Gallery" on the left navigation.



CP1A

Home
Syllabus
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Outcomes
Quizzes
Modules
Conferences
Collaborations
Attendance
Chat
My Media
Media Gallery
Settings

> CP1A

My Media

⊕ Add New ▾ Actions ▾

Sort by Most Recent ▾ View All Statuses ▾ View All Media ▾

Q Search My Media

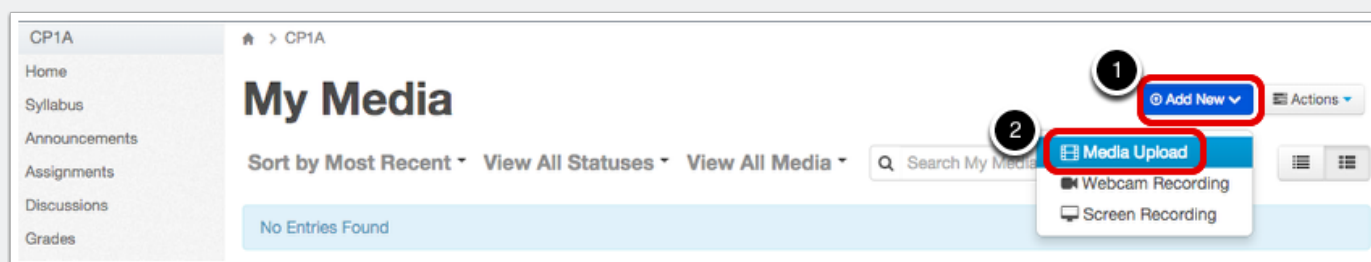
No Entries Found

There are three ways you can use Kaltura to import videos to a Canvas Course: 1) Uploading an existing video; 2) Creating a video using web camera; 3) Creating a video using screen recording.

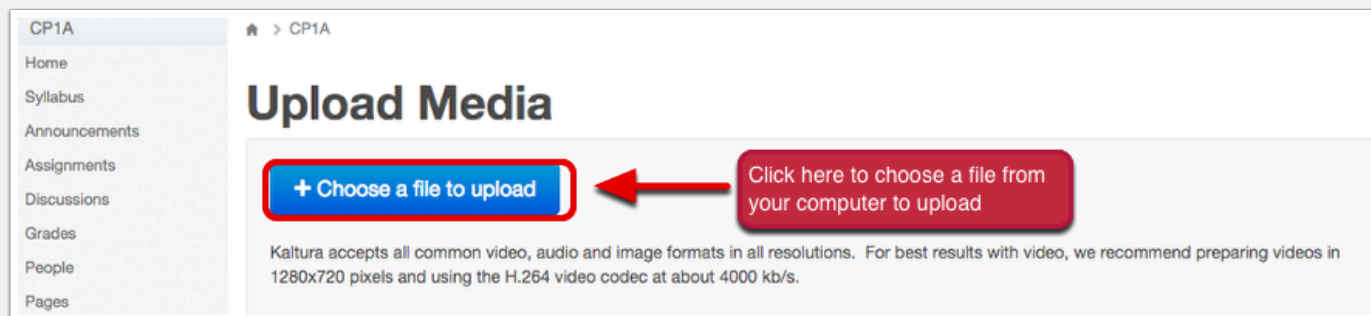
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3. Upload Media

Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.



3.1 Choose a file to upload



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3.2 Add Details for Uploaded Media

The screenshot shows the 'Upload Media' page in Canvas Kaltura. The interface includes a sidebar on the left with navigation links: Syllabus, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, Chat, My Media, Media Gallery, and Settings. The main content area shows the upload progress for a file named 'Anybody Can Learn - 60 sec teaser.mp4', which is 100% complete (2639Kb). Below the progress bar, a green banner states 'Upload Completed! Complete the required information for the uploaded media below.' A text block explains that Kaltura accepts common video, audio, and image formats and recommends 1280x720 pixels resolution and H.264 video codec at 4000 kb/s. The 'Please fill out these details:' section contains a form with the following fields and annotations:

- Name: (Required)**: A text box containing 'Media Test1'. A red callout box with an arrow points to this field, stating 'Only "Name" is required'.
- Description:**: A text area containing 'Media Test1 description'. Above this field is a rich text editor toolbar with options for Black, Bold, Italic, Underline, and various alignment and list options.
- Tags:**: A text box containing 'test1'.
- Privacy/Visibility Options**: Two radio buttons are present. The 'Private' option is selected, with a red callout box stating 'Choose here, the video will be save in "My Media"'. The 'Published' option is also visible, with a red callout box stating 'Choose here, the media will be published in "Media Gallery"'. A blue information box above these options states: 'Complete all the required fields and save the entry before you can select to publish it to Media Galleries. Note that the upload process needs to complete successfully for the "Published" option to be enabled.'
- Buttons**: A 'Save' button is highlighted with a red callout box stating 'Click here to save'. Below it are 'Go To Media' and 'Go To My Media' links.

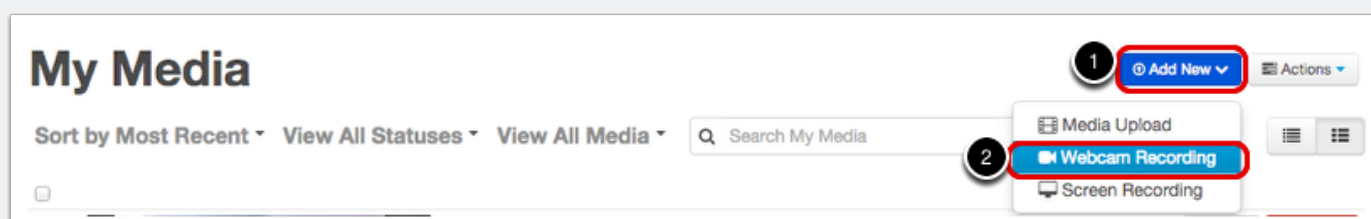
Below the form, the 'Upload another file' section features a '+ Choose another file' button, which is highlighted with a red callout box stating 'Click here to choose another file to upload'.

Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

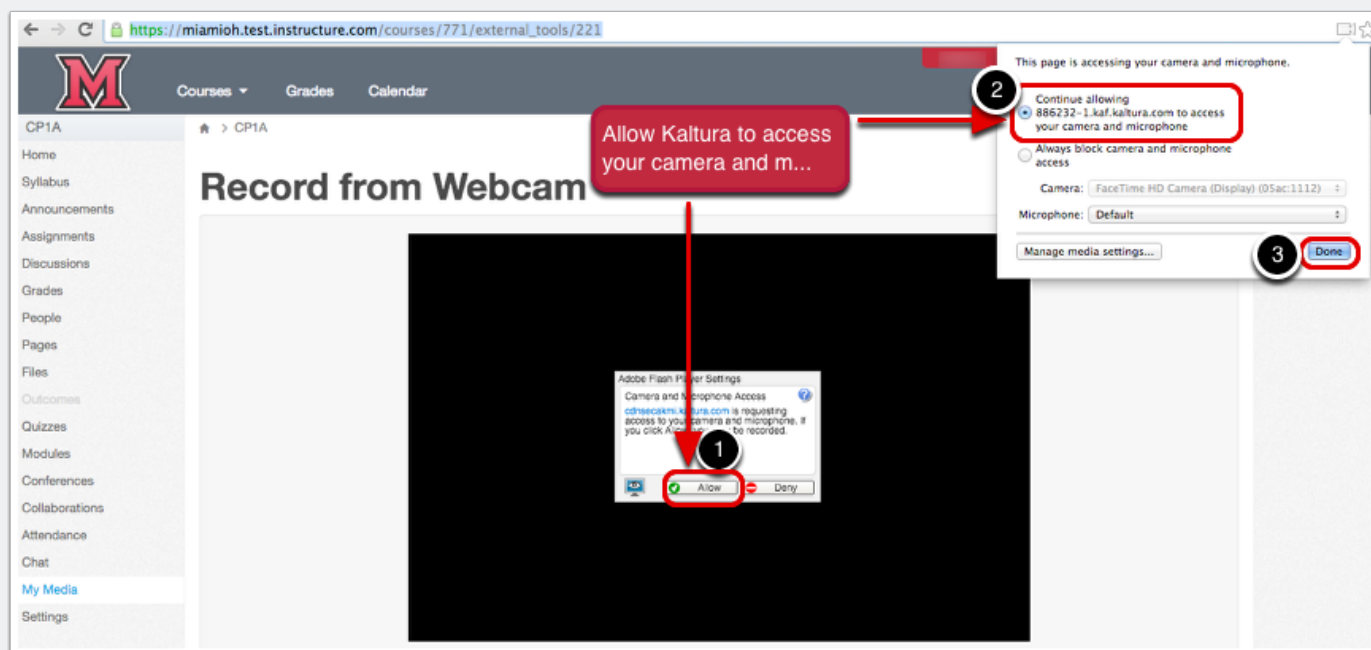
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4. WebCam Recording

Adobe Flash Player is needed to use WebCam Recording. If you get a prompt shown as "Sorry this action requires Adobe Flash", which means your browser hasn't been installed Adobe Flash Player yet, you can download and install it [here](http://get.adobe.com/flashplayer/) (<http://get.adobe.com/flashplayer/>).



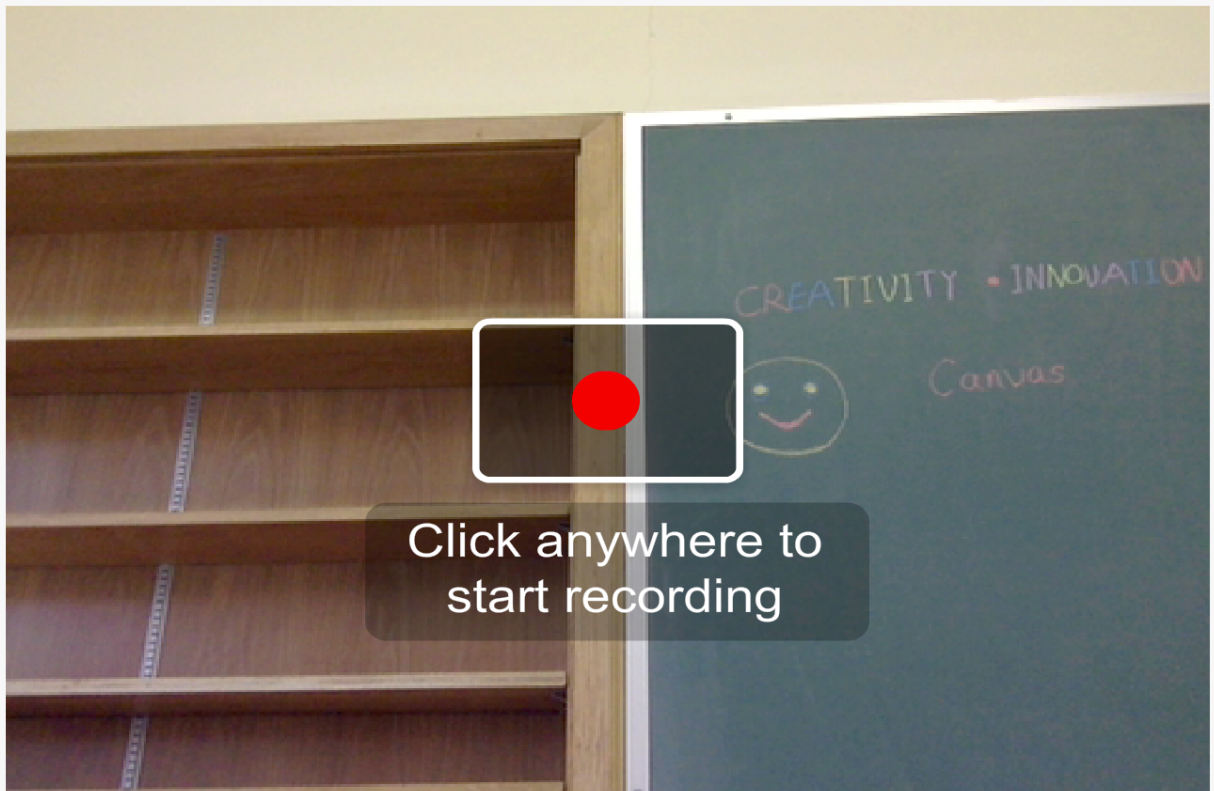
4.1 Access camera and microphone



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4.2 Start Recording

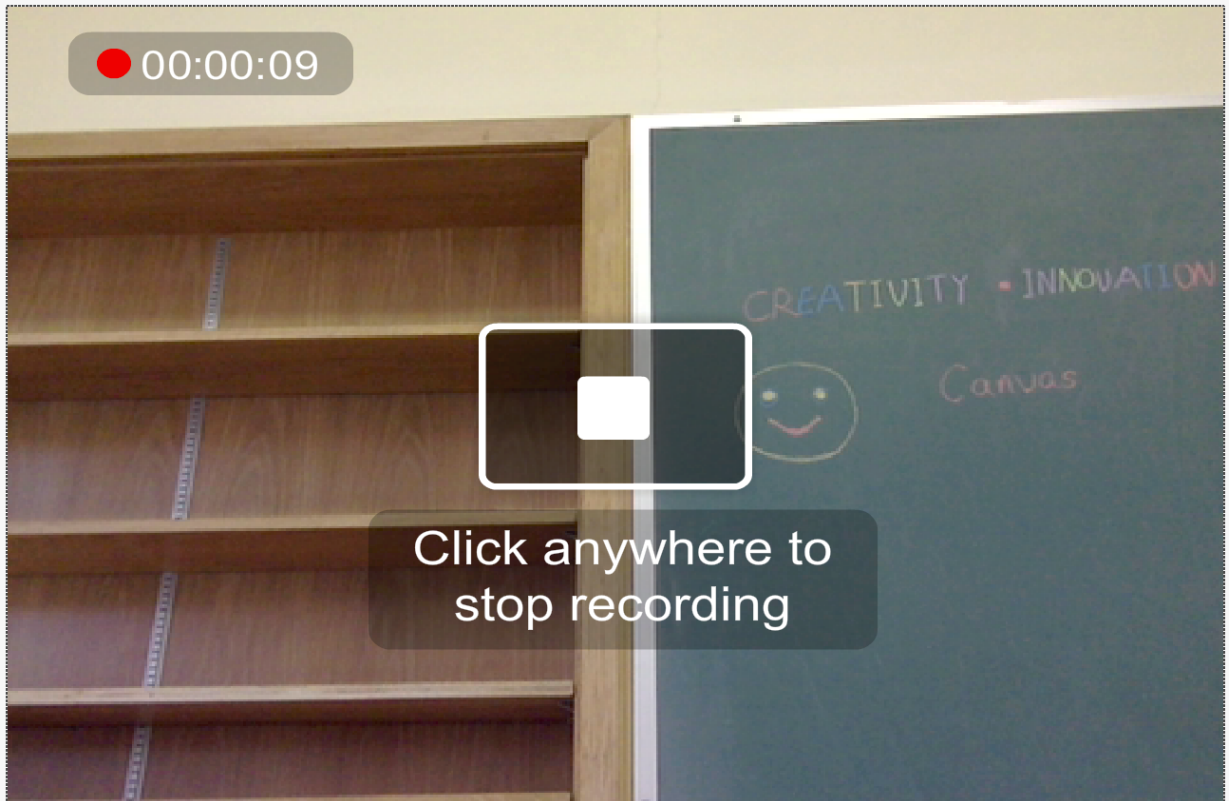
Record from Webcam



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4.3 Stop Recording

Record from Webcam

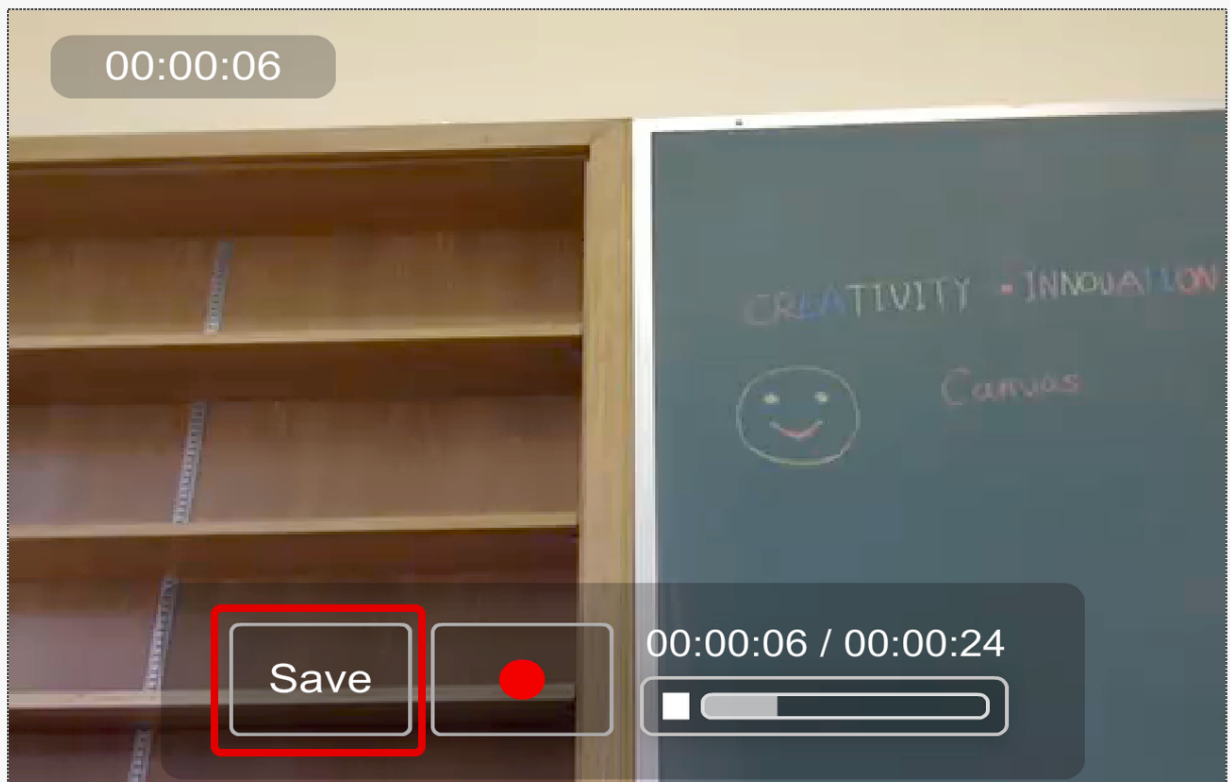


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4.4 Save Recording

Remember to click "Save" to save your recording.

Record from Webcam



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5. Screen Recorder

In Mac OS X 10.8 or later version, you are recommended to use Screen Recorder in **Firefox** with the lastest version or **Safari** 6. You will need to install JDK 7 in your Mac. You can download JDK 7 here (<http://www.oracle.com/technetwork/java/javase/downloads/jdk7-downloads-1880260.html>).

With Safari, in addition to installing JDK 7, you will need to set Safari run in Unsafe Mode. The instructions are here: <http://knowledge.kaltura.com/troubleshooting-kaltura-screen-recorder#ScreenRecorderdoesnotopenMac.s>

Please be aware that you should only run Safari in Unsafe Mode when you have an explicit reason to do so and you trust the site that you are using. In this case, the screen recording feature in the Canvas Video App only works when in Unsafe Mode. After you have recorded your screen cast, you can return your browser to its previous settings by selecting **Preferences...** from the Safari menu, clicking on the **Security** tab, then clicking the **Manage Website Settings...** button. Select **Java** from the list of plugins at the left. Under Configured Websites, choose **Run in Safe Mode** from the drop-down menu, then click Done."

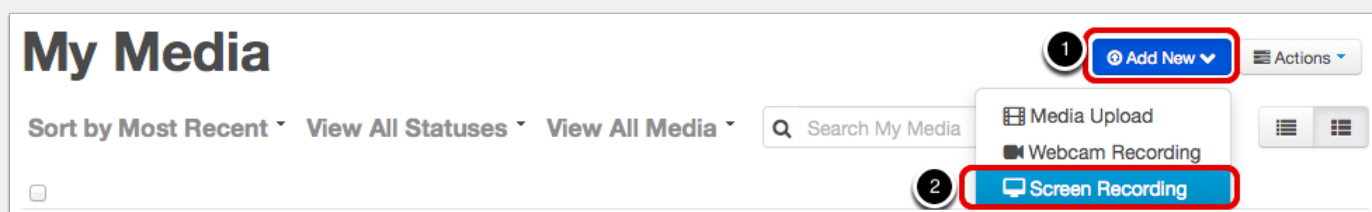
In Windows 7, you are recommended to use Chrome with the lasted version, or Firefox with the lasted version, or Internet Explorer 9 or later version. In Windows 8, you are recommended to use Internet Explorer 10 or later version. You will be required to install Java and allow to run Java if you haven't installed Java in using any of the three browsers.

You can find more information about Kaltura Supported Operating Systems and Browsers here: <http://knowledge.kaltura.com/troubleshooting-kaltura-screen-recorder>

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After the preparation above, you will be able to use Screen Recorder as the following steps:

First, click "Add New" as shown in the following screenshot; then, choose and click "Screen Recording".



5.1 Launch the Screen Recorder

Screen Recorder

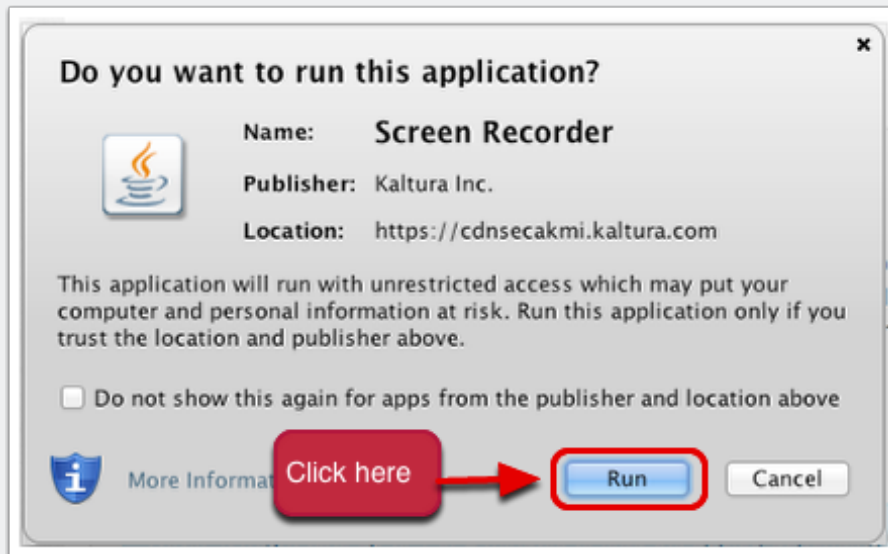
To create a Screen Recording, follow these steps:

- Click on the button to launch the Screen Recorder
- Select the options, area to capture and click the Record button
- Once you complete the recording, review the result and click the Upload button
- After the upload is complete you will be able to enter the metadata for the entry and save it



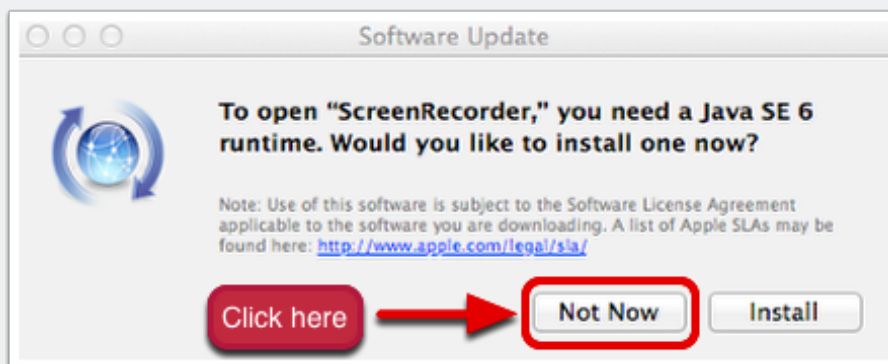
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5.2 Run the Application



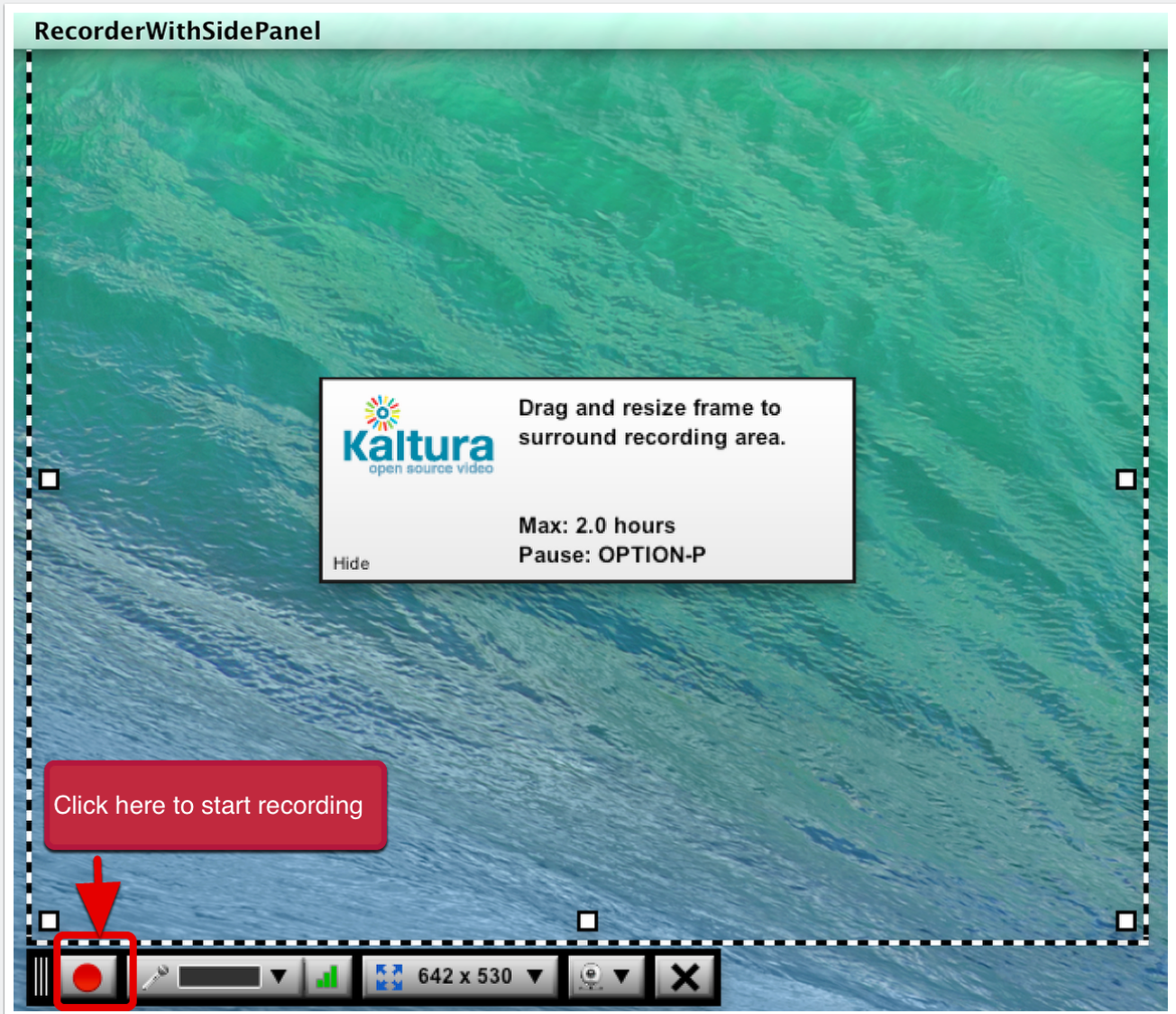
5.3 Software Update

Java SE 6 is not needed for Screen Recorder.



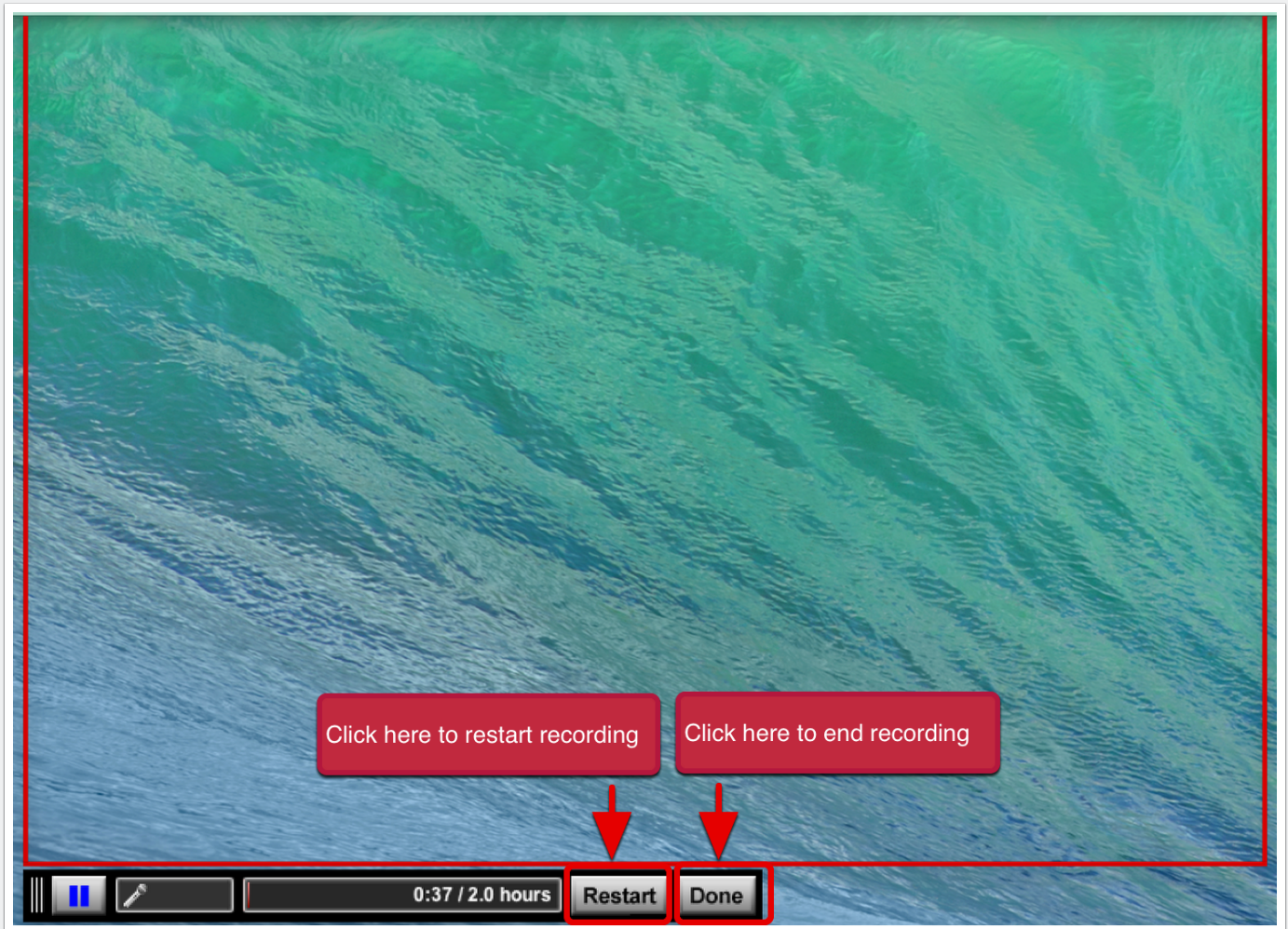
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5.4 Start Recording



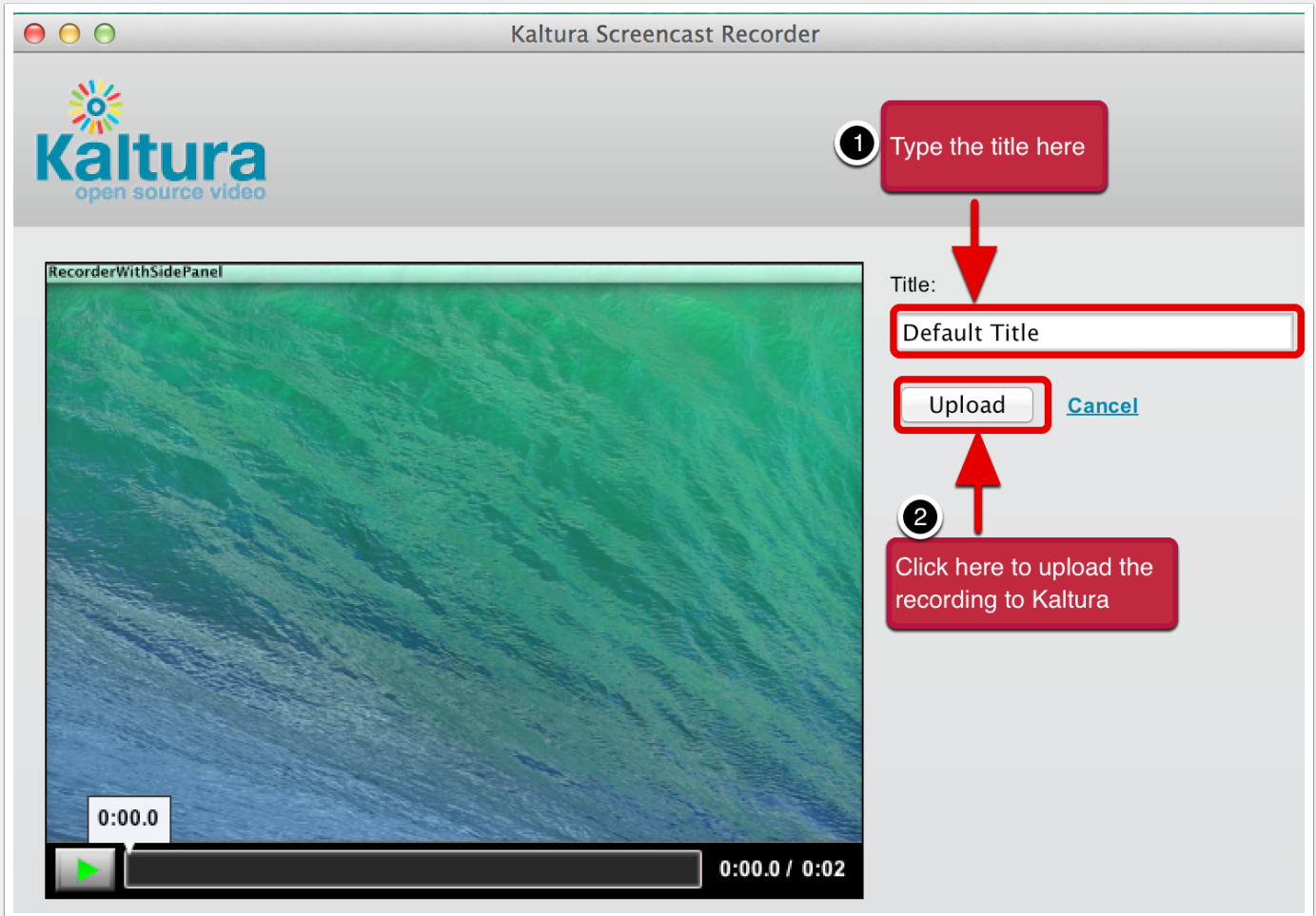
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5.5 Restart/Done Recording



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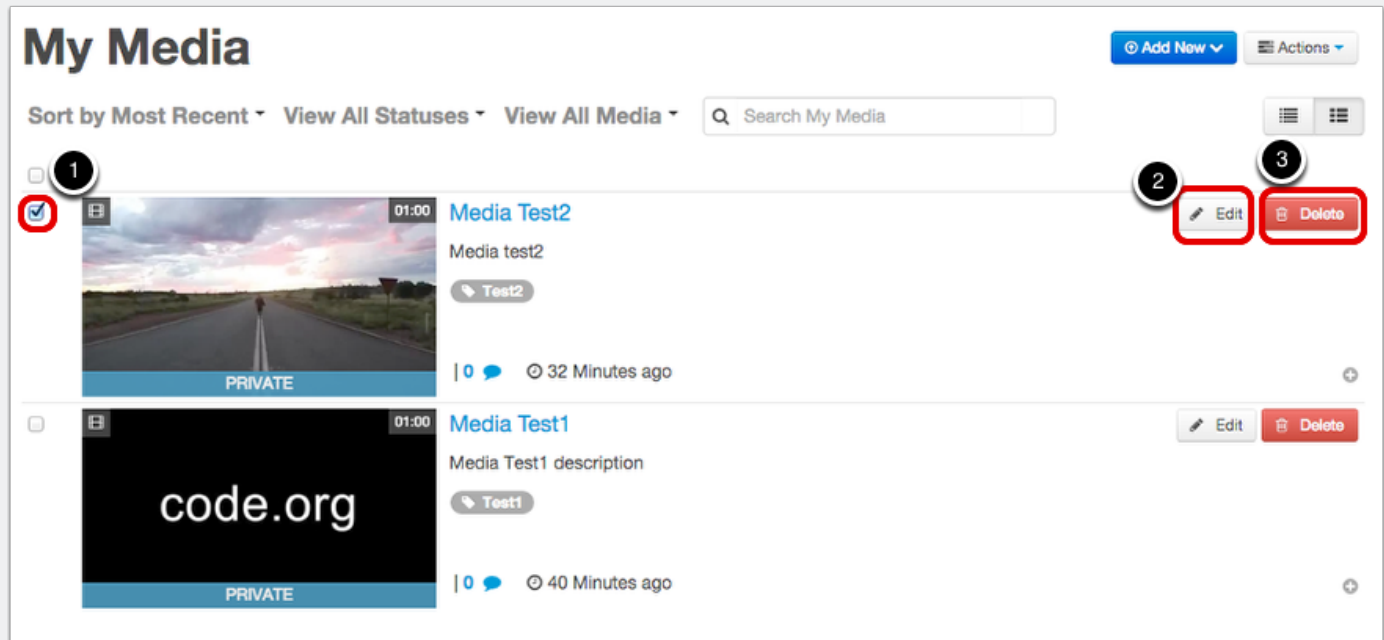
5.6 Upload Recorded Video



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6. Edit/Delete My Media

First, choose the media; then, click "Edit" or "Delete" to edit or delete the media.



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6.1 Edit Details

You can edit the name, description, and the tags here.

Edit Media test2 Private

[Details](#) [Options](#) [Captions](#) [Thumbnails](#) [Trim Video](#) [Create Clip](#) [Delete](#)

Name: (Required)

Description: Black Bold Italic Underline List Table Link Image

Tags:

[Click here t...](#) [Save](#) [Go To Media](#)

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6.2 Edit Options

Check "Everyone" if you allow others to generate clips from this video.

If you don't want comments on this video, check "Disable comments for this media". If you want to close an ongoing discussion, check "Close discussion".

The screenshot shows the 'Edit Media test2' interface. At the top, there's a video player showing a statue in a plaza. Below the player are tabs: 'Details', 'Options' (highlighted with a red box), 'Captions', 'Thumbnails', and 'Trim Video'. To the right of the tabs are buttons for 'Create Clip' and 'Delete'. Below the tabs, the 'Options' section contains three checkboxes, each with a red box around it: 'Clipping: ☒ Everyone' (with the text 'Select the users that can generate clips from this video' below it), 'Comments: ☒ Disable comments for this media', and '☒ Close discussion (do not allow new comments)'. At the bottom, there is a 'Save' button (highlighted with a red box) and a 'Go To Media' link.

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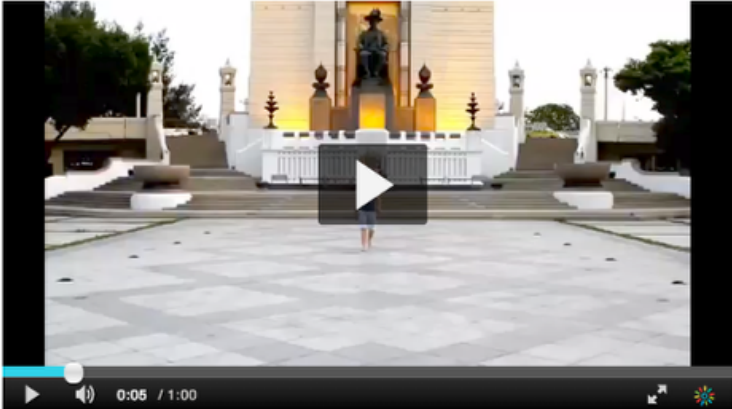
6.3 Upload Captions File

The screenshot displays the Kaltura 'Edit Media test2' interface. At the top, the title 'Edit Media test2' is shown in blue, with a 'Private' status indicator in the top right corner. Below the title is a video player showing a person walking in a plaza. The video player has a progress bar at 0:05 / 1:00. Below the video player, there are tabs for 'Details', 'Options', 'Captions', 'Thumbnails', and 'Trim Video'. The 'Captions' tab is selected and highlighted with a red box. To the right of the tabs are buttons for 'Create Clip' and 'Delete'. Below the tabs, there is a red button labeled 'Upload captions file' and a red arrow pointing to it from a red button labeled 'click here to upload captio...'. Below these buttons, the text reads: 'No Captions have been added to media', 'Begin by uploading a caption file', and '(SRT, DFXP formats are supported)'.

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6.4 Add Thumbnail

1 Edit Media test2 Private



0:05 / 1:00

[Details](#) [Options](#) [Captions](#) **[Thumbnails](#)** [Trim Video](#)

[Upload Thumbnail](#) [Capture](#) [Auto-Generate](#)

No thumbnail was uploaded for this event

You can upload a thumbnail, or capture a thumbnail from the video, or choose one from the auto-generated t...

Note: By using **Upload**, **Capture** or **Auto-Generate** you will set the default thumbnail as the selected one. If you need to backup your current thumbnail, you can **Download** it.

- Upload a thumbnail from your desktop and use it as the default thumbnail
- Use the above player to seek the frame you would like to use as your default thumbnail and then click on the Capture button.
- Select one thumbnail from ten automatically generated thumbnails of this video and set it as the default thumbnail.

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6.5 Trim Video

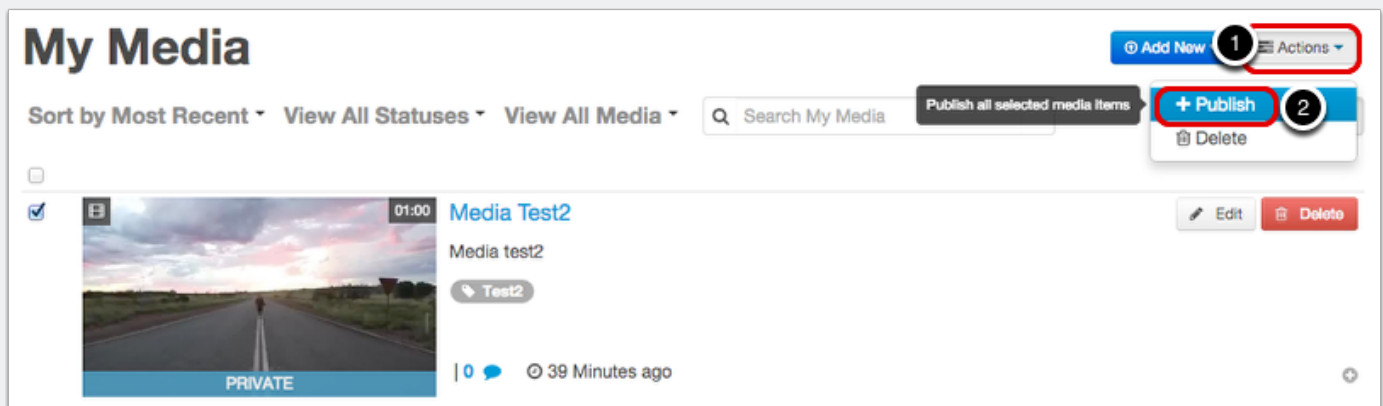
Trimming a video will make changes to the original video. Creating a clip will not make change to the original video.

The screenshot displays the Kaltura video editing interface for a video titled "Media test2". The video player shows a scene of a person walking in a plaza. Below the player, the "Trim Video" tab is selected, and its label is circled in red. To the right of the tabs are "Create Clip" and "Delete" buttons, also circled in red. The "Start Time" and "End Time" fields are both set to "00:00:00:000". A timeline below these fields shows a video duration of 00:58 with various time markers. At the bottom, three buttons are circled in red: "Set Starting Point" (with a left arrow icon), "Set Ending Point" (with a right arrow icon), and "Trim Video" (in a blue box).

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7. Publish My Media to Media Gallery

Every media you uploaded/recorded will automatically saved in "My Media". You can choose to publish the media from "My Media" to "Media Gallery".



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7.1 Publish a Media to Selected Course(s)

First, choose "Published"; then choose a course(s) that you want to publish to; finally, click "save".

The screenshot shows the 'My Media' interface. At the top right, there are buttons for 'Add New' and 'Actions'. Below the title, there are two radio button options: 'Private' and 'Published'. The 'Published' option is selected and circled with a red circle and a '1' in a black circle. Below this, there is a section titled 'Publish in Gallery' with a list of checkboxes for various courses. The checkbox for 'Course Prototype - 1 Alpha' is checked and circled with a red circle and a '2' in a black circle. At the bottom left, there is a 'Save' button circled with a red circle and a '3' in a black circle, and a 'Cancel' button next to it.

8. Media Gallery

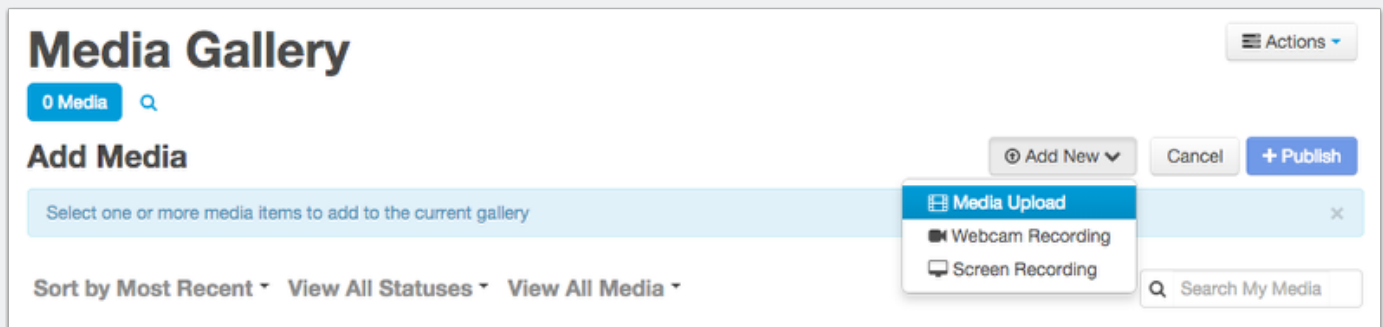
In "Media Gallery", you can add new media, publish existing media from "My Media", remove media, edit "Media Gallery", or view "Media Gallery Analytics".

The screenshot shows the 'Media Gallery' interface. At the top left, there is a title 'Media Gallery' and a button '0 Media' with a search icon. At the top right, there is an 'Actions' dropdown menu. Below the 'Actions' menu, there are three buttons: 'Edit', 'Analytics', and 'Add Media'. The 'Add Media' button is circled with a red circle.

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8.1 Add New Media in Media Gallery

First, click "Add Media" as shown in the screenshot above, then click "Media Upload" or "Webcam Recording" or "Screen Recording" to add new media.



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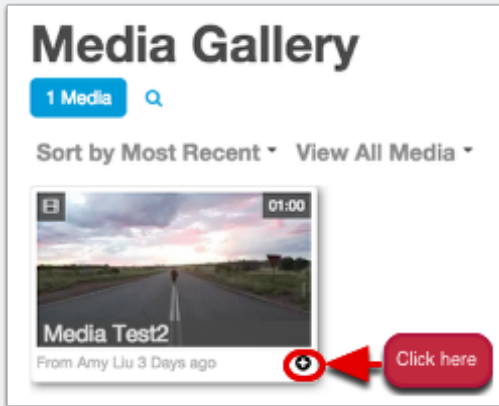
8.2 Publish Media to Media Gallery

After clicking "Add Media" in Media Gallery, the media list and the "+Publish" button will show up. Choose a media(s) from the list, and click "+Publish" to publish the media(s) to Media Gallery.

The screenshot displays the 'Media Gallery' interface. At the top, there's a header with 'Media Gallery' and an 'Actions' dropdown. Below this, a blue bar indicates '0 Media' with a search icon. The 'Add Media' section is active, showing a light blue instruction bar: 'Select one or more media items to add to the current gallery'. To the right of this bar are buttons for 'Add New', 'Cancel', and '+ Publish' (the latter is circled with a red box and a '2'). Below the instruction bar, there are filters: 'Sort by Most Recent', 'View All Statuses', and 'View All Media', along with a search bar 'Search My Media'. The media list below shows a single item, 'Webcam New Test', with a duration of '00:08'. A red box with a '1' highlights the selection checkbox for this item. Below the video thumbnail, it shows '0' comments and 'A week ago'.

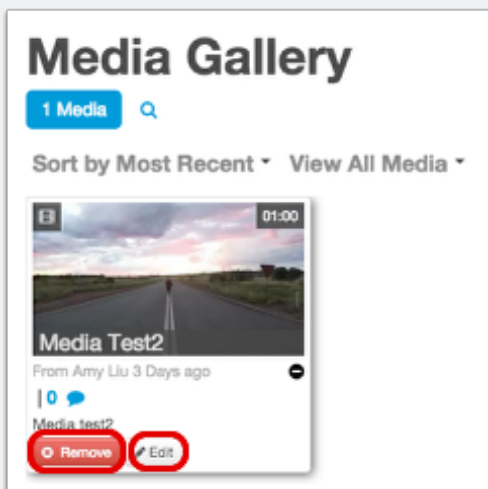
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8.3 Remove/Edit a Media in Media Gallery I



8.4 Remove/Edit a Media in Media Gallery II

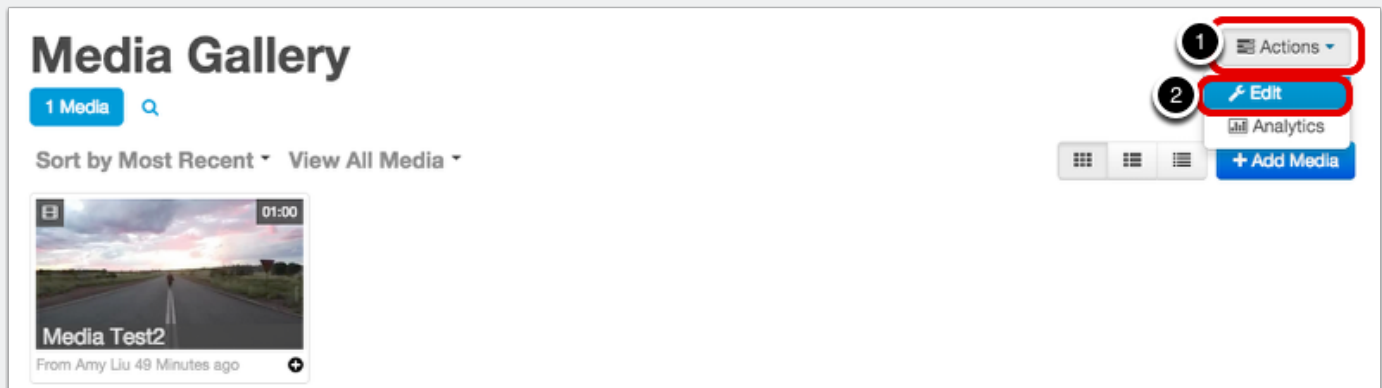
Click "Remove" to remove the media, or click "Edit" to edit the media.



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8.5 Edit Media Gallery I

Click "Actions", then click "Edit" from the dropdown list.



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8.6 Edit Media Gallery II







Students are able to upload media in a course Media Gallery. If you want the faculty review students' media before the media is published in Media Gallery, check "Moderate content".

If you want comments on Media Gallery, check "Enable comments in Media Gallery".

Edit Media Gallery

Details

Description:

Black ▾ Bold *Italic* Underline      

Enter Description...

Tags:

Options:

☒ Moderate content (Media will not appear in Media Gallery until approved by the faculty)

☒ Enable comments in Media Gallery

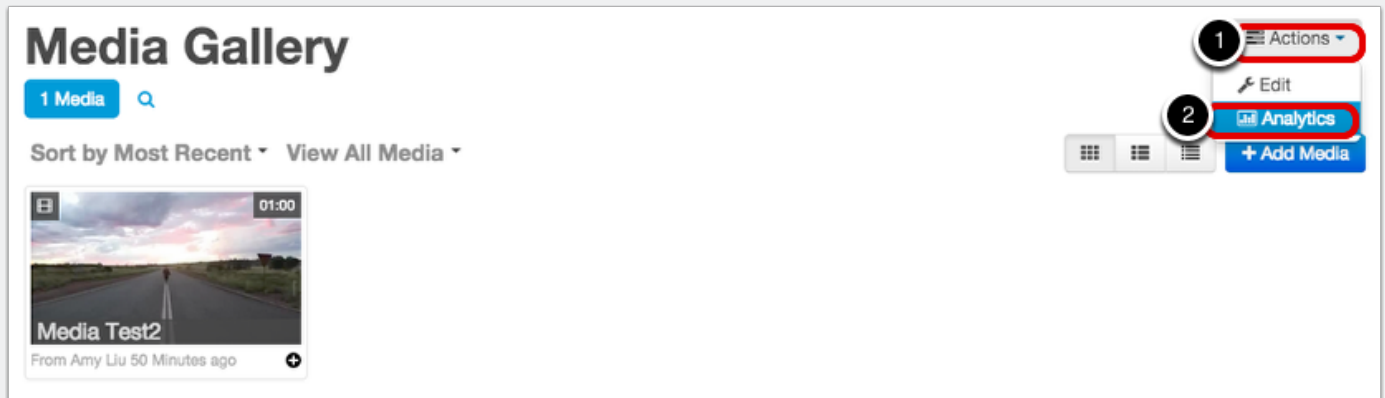
Save

[Back to Media Gallery](#)

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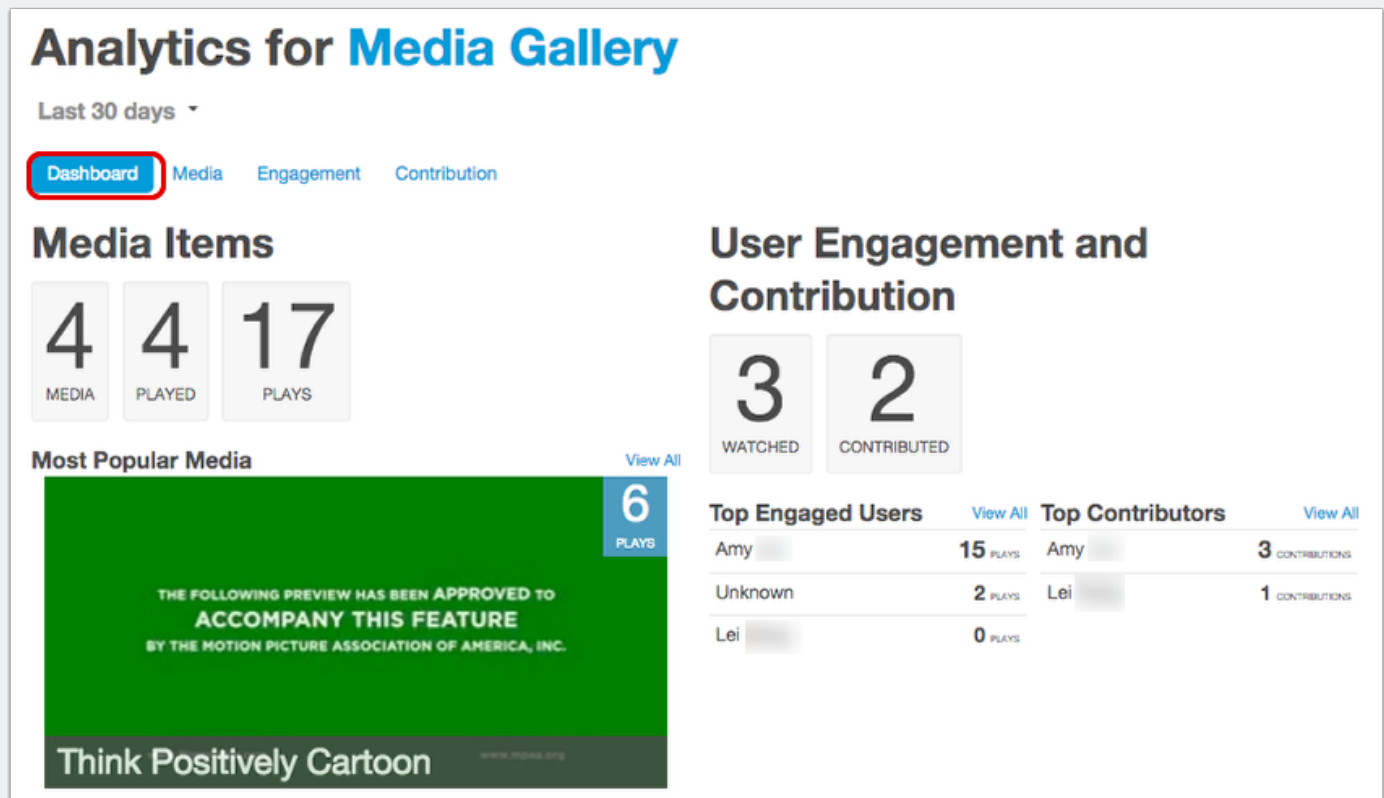
9. Media Gallery Analytics

In Media Gallery, click "Actions", then click "Analytics" from the dropdown list.



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9.1 Analytics Dashboard



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9.2 Media List

Analytics for Media Gallery						
Last 30 days ▾						
Dashboard Media Engagement Contribution						
Export to CSV Printable Version Search						
Media Title	Contributed By	Plays	Total View Time	Avg. View Time	Avg. Drop-Off	
Think positively cartoon	Amy	6	00:02:24	00:00:24	25%	
webcam test	Amy	6	00:01:33	00:00:15	17%	
webcam-test	Amy	4	00:00:00	00:00:00	0%	
Test Webcam Recording Chrome - Clipped by Lei Song	Lei	1	00:00:06	00:00:06	100%	

9.3 Engagement

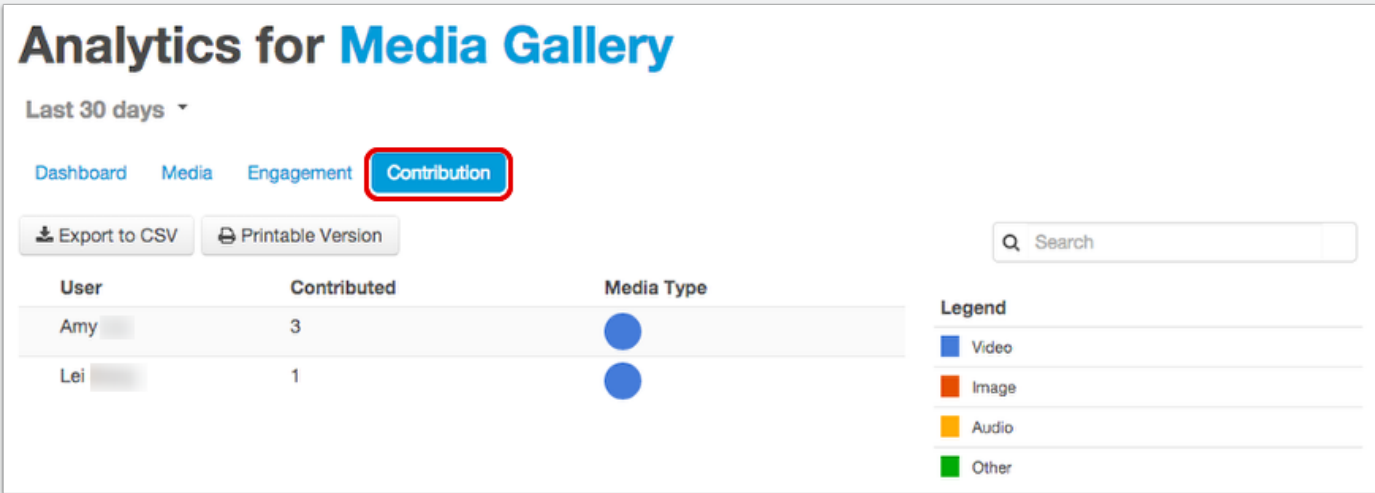
Click "Engagement" button, you will see how many videos students accessed, and how much time they spent viewing the videos.

Analytics for Media Gallery					
Last 30 days ▾					
Dashboard Media Engagement Contribution					
Export to CSV Printable Version Search					
User	Watched	Total View Time	Avg. View Time		Avg. Drop-Off
Amy	15	00:04:03	00:00:16		23%
Unknown	2	00:00:00	00:00:00		0%
Lei	0	00:00:00	00:00:00		0%

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9.4 Contribution

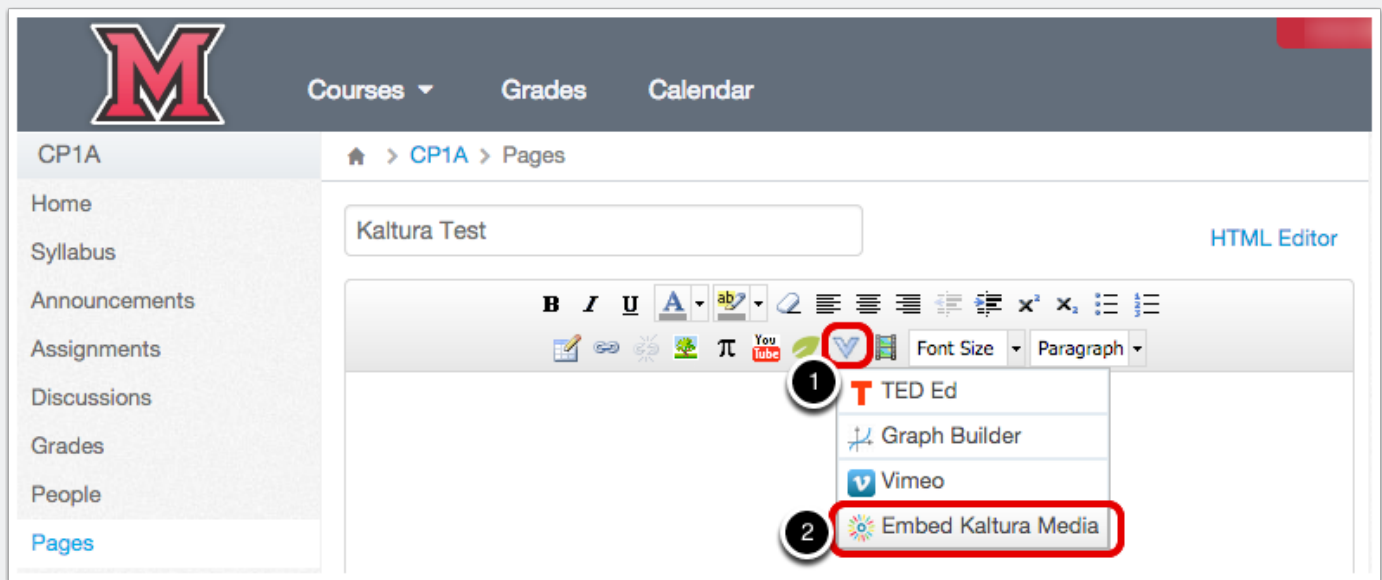
From here, you can see who uploaded medias.



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10. Embed Kaltura Media in Canvas

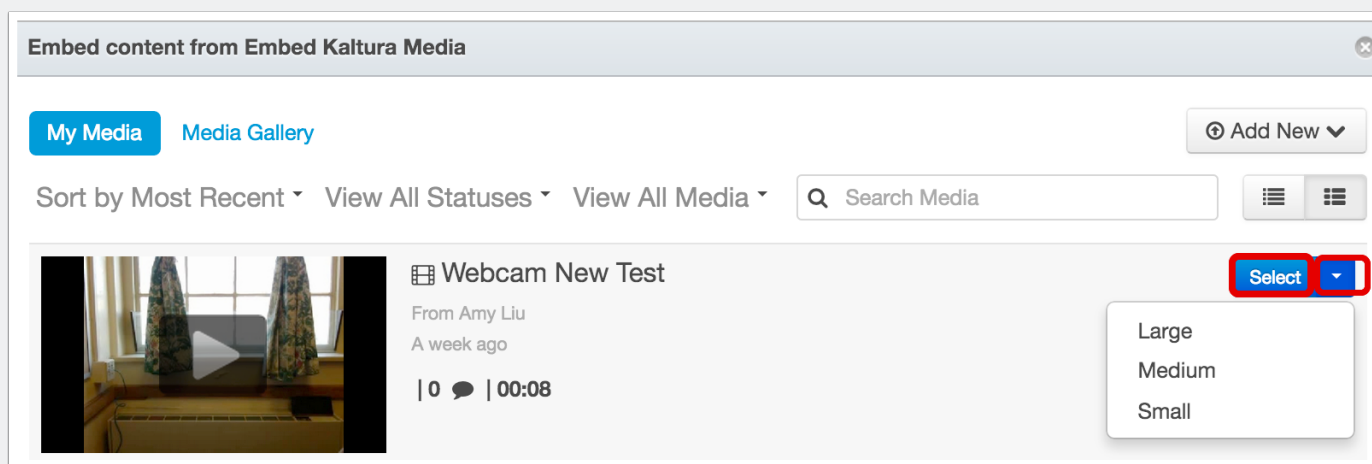
Edit a page, click icon "V", you will see a dropdown list, then click "Embed Kaltura Media".



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10.1 Select and Embed a Media

Click "Select" to embed a media; if you click the little triangle next to "Select", you can choose the size of the media player. "Large" refers to: 608*402; "Middle" refers 400*285; "Small" refers to 304*231. The "Small" size is recommended.



The screenshot displays the 'Embed content from Embed Kaltura Media' interface. At the top, there are tabs for 'My Media' and 'Media Gallery', along with an 'Add New' button. Below these are filters for 'Sort by Most Recent', 'View All Statuses', and 'View All Media', followed by a search bar labeled 'Search Media'. The main content area shows a video thumbnail titled 'Webcam New Test' by 'Amy Liu', posted 'A week ago', with a duration of '00:08'. To the right of the video, there is a 'Select' button and a dropdown menu. The dropdown menu is open, showing three options: 'Large', 'Medium', and 'Small'.

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10.2 Save the Edit

The embedded media will be shown as a blank yellow frame in the editor. Once you click "Save", you will can play the media.

