

Kaltura Scheduling Administrator's Guide

This guide is intended for KMS and KAF administrators.

Activating the Kaltura Scheduling Feature in Kaltura MediaSpace (KMS) and Kaltura Application Framework (KAF)

Kaltura Scheduling is managed by KMS and KAF system administrators in the Admin area accessed from/admin (e.g. <https://videos.mediaspace.kaltura.com/admin>) in the [Recscheduling](#) Module.

NOTE: My Schedule has transitioned to My Calendar. All previous events will remain available.

To enable and configure the Kaltura Scheduling module

- [Configure the Kaltura Recscheduling Module.](#)
 - Set up the [roles/permissions](#) that are allowed to schedule a recording at the school/institution.
 - Set up the [resources/devices](#) to use.
 - Set up the [publishing categories](#) when categories need to be created in advance for multi-applications.
- [Verify that you have Activated the Kaltura Scheduling Feature.](#)

Configure Kaltura Scheduling (Recscheduling Module) in KMS and KAF

To enable the Recscheduling module in KMS/KAF

1. Login to the application Configuration Management window.
2. Scroll down and select the [Recscheduling](#) module in the Modules/Custom/core section and select Yes to enable the module.

ModulesCustom/core

[Recscheduling](#)

The Recscheduling Administration page is displayed.

3. Select or enter values for the relevant fields and click Save.

Field	Description
allowLiveLectureCapture	Allow scheduling of 'Lecture Capture + Live' events.
allowedUsers	Select specific users who are allowed to schedule events. The users will be automatically added to the 'RecordScheduleGroup' group. See Allowed Users .
exportResources	Download a resources list of resources already defined in your system.
manageResources	Upload a resource definition file. See here for more information.
additionalRootCategories	Add additional root categories as a publishing destination for scheduled

Field	Description
	<p>recordings. Note that all categories under additional root categories will be viewable by the users creating scheduled recordings.</p> <p>This option is only relevant to Kaltura MediaSpace publishing workflows for events.</p>

NOTE: The time zone for the [Recscheduling module](#) is determined based on the time zone setting under the [Application module](#).

Allowed Users - Scheduling Administrator's Group

An "allowed user" can see and edit all events, past and future, in the organization, even ones the user did not create. To ensure that all scheduling admins can see all events, a dynamic Scheduling Administrator's Group has been set up internally to ensure that the current list of scheduling admins can see events and have access to the module. The group is maintained in the Kaltura platform and is not exposed. The following personas are examples of the allowed users that may be configured to schedule events:

1. A main administrator's group that performs all the scheduling for devices. This is performed once at the beginning of a semester as a concentrated effort. This team is usually also the one responsible for the devices themselves.
2. Each department has an admin who's responsible for scheduling recordings for their school staff. The overall operation is overseen by the main admin of the institution.
3. Professors can set and request recordings for their courses and add metadata as well.

[collapsed title="Scheduling Admins Group Info"]

Scheduling Admins Group Permissions

Users in the Scheduling Admins Group (users that are defined in the Recscheduling module) have the following permissions:

1. Access to the My Calendar button.
2. Ability to view all events in the system (past and future and all types of events).
3. Editing or deleting any event in the system. (including events not created by the current logged in user).
4. Adding events to the system.

Membership in the Scheduling Admins Group does not affect the publishing permissions in each application. See [Publishing Categories](#).

- KMS - All scheduling admins can publish to KMS categories/channels per their entitlement and any additional categories under the root categories defined in the [Recscheduling](#) module.
- KAF - All scheduling admins can publish only to the KAF categories they have permission to view.

Scheduling Admins Group Publishing Permissions

The Scheduling Admins Group does not affect the publishing permissions in each application.

- KMS - All scheduling admins can publish to KMS categories/channels per their entitlement and any addition category under the root categories defined in the scheduling module.
- KAF - All scheduling admins can publish only to KAF categories they have permission to view.

Adding a User to the Scheduling Admins Group

When a user is added to the [Recscheduling](#) module permissions, they are automatically added to the Scheduling Admins Group. Users are added either through the KMS admin or through the KAF admin.

Removing a User from the Scheduling Admins Group

When a user is removed from the [Recscheduling](#) module permissions, they are automatically removed from the Scheduling Admins Group and the user will no longer have permission to view and edit all events.

Removing a User from the System

If a user (KMC or KMS user) is deleted from the system, they will no longer have access to the [Recscheduling](#) module or be able to see any of the created events.

A user may be removed either through the KMS or KAF admin console.

Enabling the Module both in KAF and KMS

The Scheduling Admins Group is a single group for the Kaltura Partner ID. If the [Recscheduling](#) module is enabled in both applications, all users will be able to see all events created via either application. The events will be editable via KMS or KAF.

Editing Publishing

When editing publishing settings for an event (entry template), there could be a conflict in entitlements.

Scheduling Admins Group users will be able to see the event publishing settings only based on their entitlement, and will only be able to edit publishing settings accordingly.

User Management Integrations

Active Directory

The Scheduling Admins Group is not related to Active Directory Groups. The behavior described in this article should also apply when KMS relies on AD for user management.

LTI

User entitlements based on LTI are also relevant for Scheduling Admins. While specific users can be provided access to the [Recscheduling](#) module, the publishing entitlements are the same for that user as they appear on any other entry.

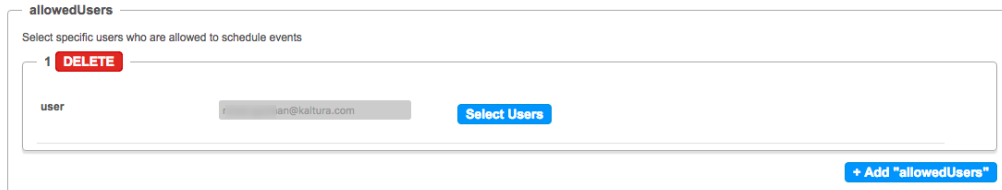
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Set up the Roles/Permissions for Users

To set permissions (allowed users)

1. In the KMS Management Console select the [Recscheduling](#) module and select Yes to enable the module.

- In the [allowedusers](#) section, select specific users that will have permissions to schedule events.



The screenshot shows a web interface for managing 'allowedUsers'. At the top, it says 'allowedUsers' and 'Select specific users who are allowed to schedule events'. Below this is a table with one row containing the text 'user' and an email address 'ian@kaltura.com'. To the left of the row is a '1' and a red 'DELETE' button. To the right of the row is a blue 'Select Users' button. Below the table is a blue button with a plus sign and the text '+ Add "allowedUsers"'. There is also a search input field above the table.

Only users that are available on your KMS/KAF instance may be added. You can use the auto-complete function (from 3rd letter and on). The permissions are identical to the role mapping for the LMS. Click +Add allowedUsers to add additional users.

Resources

Resources in Kaltura Scheduling are mapped to capture devices. Each capture device has a unique resource in Kaltura. To better understand how this works, you can imagine booking a conference room using Outlook. The room is defined as a resource and can be added to the calendar invite in order to reserve it. Similarly, a capture device is added as a resource to an event. Adding a resource to an event defines which capture device (or which classroom) should be recorded at this time.

To upload a resources file

- In the KMS Management Console select the [Recscheduling](#) Module and enable it.
- In the [manageResources](#) field click Upload a resource definition file (.csv) The list should contain all available resources for recording, the device name, and the device location.

- [Example_Resources_recscheduling.csv](#) 

To view the resources that are currently defined in the system

- In the KMS Management Console select the [Recscheduling](#) Module and enable it.
- In the [exportResources](#) field click Download the Resources list.

Publishing Categories

Once an event is scheduled, the user can also choose to configure publishing settings for the resulting recording. For example, a user configures a recurring event to capture course Biology 101, every Wednesday from 1pm-3pm. The user would like to set the publishing category for the resulting recording as the relevant course in KAF, so that after the recording is available, it will automatically be published to the course gallery. For this purpose, the user scheduling the event must define the categories for the resulting recording when creating the event.

The [Recscheduling](#) module is the first module at Kaltura to introduce the ability to publish across Kaltura applications. Scheduling admins can choose whether to use KAF or MediaSpace to manage the recording schedule.

When using KAF, the available categories for publishing the recording will depend on the user's entitlement to view those courses. This is a setting defined through the LTI integration with the LMS.

NOTE: Categories in the LMS are only created after content is uploaded. If a KAF category does not appear when publishing from KMS, contact Kaltura Customer Care to ensure that all KAF categories are available for publishing scheduled recordings via KMS.

When using KMS, the available categories for publishing are only the categories/channels to which entitlements of Contributor or higher are defined. The A Scheduling admin may choose to use KMS to manage the recording schedule, however, they can still publish to a course that appears in the LMS (under the KAF root category). For example, the scheduling admin can choose to enable a Blackboard root category (KAF building block for Blackboard). As a result, when creating an event, the admin will be able to choose any course under the BlackBoard root category as a publishing destination for the recording, in addition to any KMS channel or category.

To add root categories for publishing (KMS only)

1. In the KMS Management Console select the [Recscheduling](#) Module and enable it.
2. In the [additionalRootCategories](#) field select the root categories that you would like to publish your recorded events to.

additionalRootCategories	<input checked="" type="checkbox"/> Canvas <input checked="" type="checkbox"/> Blackboard_KAF <input checked="" type="checkbox"/> Moodle	Add additional root categories as a publishing destination for scheduled recordings. Note that all categories under additional root categories will be viewable by the users creating scheduled recordings. This option is only relevant to Kaltura MediaSpace publishing workflows for events.
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3. Click Save.

Enabling Live Broadcasting for Kaltura Classroom

Kaltura Live Broadcasting for Kaltura Classroom is managed by KMS and KAF system administrators in the [Recscheduling](#) module.

For configuration information, see [Lecture Capture - Enabling Live Broadcasting for Classroom](#) and for information for the user see [Lecture Capture - Live Broadcasting](#).

Verify that you have Activated the Kaltura Scheduling Feature

To verify that selected users can schedule an event

KMS

- Login to KMS.
My Calendar should display in the User Login drop down menu.

My Calendar

My Dashboard

My Media

My Playlists

My Channels

My History

 Logout

- Login to your KAF application.
My Calendar should display on the My Media Page.

Scheduling a Live Recording

Admins can enable live streaming for Lecture Capture events.

See the article [Scheduling Management - Adding Events](#) for more information.
