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Preface

This preface contains the following topics:

- About this Guide
- Audience
- Document Conventions
- About the Screenshots

About this Guide

This guide describes how to use Kaltura Application Framework LTI Integration within a LMS.

NOTE: Please refer to the official and latest product release notes for last-minute updates. Technical support may be obtained directly from: Kaltura Customer Care.

Contact Us:

Please send your documentation-related comments and feedback or report mistakes to knowledge@kaltura.com.

We are committed to improving our documentation and your feedback is important to us.

Audience

This guide is primarily intended for LMS administrators, instructors, researchers, collaborators and student groups. This guide assumes familiarity with the LMS and focuses on operations specific to the Kaltura Video Tool.

Document Conventions

Kaltura uses the following admonitions:

- Note
- Workflow

NOTE: Identifies important information that contains helpful suggestions.

Workflow: Provides workflow information.

1. Step 1
2. Step 2
About the Screenshots

The Kaltura Application Framework (KAF) LTI integration implements a responsive web design for optimal user experience across all devices. The user interface displays differently on different devices and available screen sizes.

The screenshots in this guide were taken on a desktop computer, and the user interface may differ somewhat on different devices. The functionality remains the same.
Overview of the Kaltura Application Framework LTI Integration

The Kaltura Application Framework (KAF) LTI Integration offers an out-of-the-box extension that enables you to view, record, upload, publish, search, and share video directly from your LMS environment. This translates into time and money saved for your organization, improved student engagement, creativity and learning results, as well as ease of use for students, faculty and teaching assistants.

The Kaltura Application Framework (KAF) LTI Integration makes it easy to add the robust capabilities of Kaltura’s open source online video platform to any LMS course.

Main Features and Tools

Upload and Record

- **Easy Video Uploading** - Upload any type of media (video, audio, images, presentations) using a simple interface.
- **Create webcam videos** - Welcome messages, introductions, assignment instructions, simple demonstrations, and other webcam media **Screen Recording** – Easily record the screen, along with audio and webcam feeds, to create and publish screencasts. Instructors and students can record and share lectures, presentations, software tutorials, and additional screencasts.

Organize, Publish

Publishing is the process of taking private content from My Media and publishing it to a Media Gallery or posting it in an inline text.

- **My Media** – Upload, manage, assign, and share content (based on permissions) with a private media library for each LMS user. (**This requires an additional integration installation.)
- **Media Gallery** – Search or view rich media assigned to a course if you are a member. Media can be added by instructors or students, with an option for student contributions moderation by instructors.
- **Rich-text editor integration** - Intuitively use rich media without time-consuming training, simply click on the “Embed Kaltura Media” link from within any rich-text editor in The LMS. Quickly find and embed videos based on metadata (name, description, tags) (**Depends on integration**)

View and Interact

- **The Kaltura Player:**
  - Customize the player - functionality, features and display.
  - Configure once use everywhere - mobile, tablet, PC, TV.
  - Open Standards, Open Source.
  - Files are transcoded for Web, HD, or Mobile Delivery across various devices and platforms. Player auto detects device and platform and adjusts the playback using adaptive bitrate technology.
  - Playback supporting both Flash and HTML5 for mobile, with automated fall back.
  - Accessibility - Supports playback with ADA/508 compliant player.
Overview of the Kaltura Application Framework LTI Integration

- **Responsive Design**: Automatically adjusts site layout to the screen size and device to provide optimal mobile device support.
- **Captions**: Upload multi-lingual captions to reach international, multi-lingual, and hearing-impaired audiences while also enabling in-video search within the captions.
- **Comments**: Boost online conversations and user engagement by allowing users to comment on videos.
- **In-video search**: Upload captions and then search for every spoken word. Search results allow skipping directly to the relevant part in the video. In-video search available within an entry or across videos in the course gallery/my media gallery.
- **Analytics**: Faculty can view course-level reports for video engagement:
  - Which videos are students watching the most?
  - Which students contribute the most videos?
  - Which students watch the most videos?
  - How long are students watching each video?

**Getting Started**

Perform the following:

- Upload Video and Other Media
- View and Manage Media in the Site Library and Collections
- Manage a Media Gallery
- Create Course Playlists
- View Media Gallery Analytics
- Embedding Kaltura Media (Requires additional integration)

**My Media**

My Media is a repository of single user’s media, where each user has a personal searchable repository for viewing and managing private media content. Media items within My Media may be added to sites and inline text item, based on the user’s enrollment.

User’s My Media content is shared and consistent across all Kaltura applications (for example, Kaltura MediaSpace) in use by the institution and serves as the basis for cross campus suite.

**Kaltura Media Gallery**

The Kaltura Media Gallery is a searchable gallery of media content of a specific site. The Media Gallery does not necessarily include all media that is used within the site in other contexts. Instead, the Media Gallery contains the content that was deliberately assigned to it.

The Kaltura Media Galley is intended to be used as a media syllabus for a site, as a social media repository of the site or in some cases for media assignments. The Kaltura Media Gallery may be used simultaneously with media in context, as a standalone or not at all, depending on how the teacher and school prefer to use it.
SECTION 2

Interacting with Media

In My Media and in Media Galleries, you can do the following:

- Filter the content
- Sort the content
- View content
- Comment on media
- Search media and captions

**NOTE:** My Media and Media Gallery are accessible in a course from the navigation block. Your KAF instance may not have My Media available if it was disabled by your system administrator.

Displaying and Filtering Content

To filter content

In My Media and in Media Gallery, select an option from the View All Media drop down menu:

- All Media types (videos, audio, and images)
- Videos
- Audios
- Images
To sort content

- Click on one or more of the sorting filters:
  - Sort by Most Recent
  - Alphabetical
  - Likes
  - Comments
- View All Statuses (For My Media)

View All Statuses

- All Statuses
  - Private
  - Published
  - Pending
  - Rejected
- View all Media
Interacting with Media

**View All Media**

- All Media
- Video
- Audio
- Image

- View Media I Own (For Media Collaboration)

**View Media I Own**

- Media I Own
  - I Can Publish
  - I Can Edit

To view content

1. Click on any media thumbnail from your My Media or Media Gallery page to browse to the media entry and play the content.

2. Click Play in the media player. You can use options such as volume control, report abuse (flag), caption selection, full screen, and enlarging the player.
Interacting with Media

To report abuse (Flag)

1. Click a media thumbnail or title to display the video in the media player.
2. Do one of the following:
   - Click Flag on the media player screen.
   - Click the Flag icon on the media player controls area.
3. Select the type of abuse.

![Report this content as inappropriate](image)

To Like or Unlike Media

NOTE: This feature is optional and needs to be enabled in the KAF Admin Console.

1. Click on a media thumbnail or title to display the video in the media player.
2. Click the Like button under the media player.
3. A Liked label and an unlike option are displayed.
4. To cancel the Like, click Unlike.

Commenting on Media

You can comment on media, view comments by other users, reply to existing comments, and delete comments and replies.

To comment on a media item

1. Click a media thumbnail or title.
2. In the Comments tab under the media player, enter a comment in the Add a Comment field and click Add.
Interacting with Media

Your comment is displayed in the Comments tab.

**To display comments**

1. Click on a media thumbnail or title.
2. If comments were entered, they are displayed in the Comments area under the media metadata.
3. When a limited number of comments are displayed, click **Load more comments** to display additional comments.

**To reply to a comment**

1. Click on a media thumbnail or title.
2. In the Comments area under the media player, click **Reply** under the comment you would like to reply to.
   
   In the Add a Comment field, enter a reply and click **Add**.

   Your reply is displayed under the comment.

**To delete a comment or reply**

![NOTE: You can delete a comment or reply only in the following cases:
You added the comment or reply.
You are the media owner.

1. Click a media thumbnail or title.
2. In the Comments area under the media player, click **Delete** under the comment you would like to delete.
3. Click **Yes** to confirm the deletion.

![NOTE: Deleting a comment also deletes replies to the comment.]

**Searching Through My Media**

The ability to search metadata and captions is provided by entering a search term that you are looking for. The results for metadata are returned by default. The Search feature filters the search string and enables you to search for captions and metadata. You can toggle between the different objects after you enter the search term.
You can search:

- All media based on metadata – basic metadata and text fields from custom metadata
- All videos for captions
- Captions in a single video
- For media associated with a user, or tag.
- For media in slides and chapters based on metadata

To clear the search text

- Click on the x.

You can Search through Custom Metadata - Search results show entries with matching text from custom metadata fields and not only basic metadata (Title, Description, Text). Searchable custom metadata fields are of text type. Results include ‘+’ sign that shows the custom metadata fields and the matching one will be highlighted.

Searching Media and Captions

You can search:

- All media based on metadata
- Captions in a single video

Searching for Media Based on Metadata or Captions

The ability to search metadata and captions is available by entering a search term that you are looking for. The results for metadata are returned by default. The Search feature filters the search string and enables you to search on captions and within metadata in the Media Galleries. You can toggle between the different objects after you enter the search term.

To search for caption strings in My Media

1. In your My Media page, enter a search string (such as a tag or part of a title or a description) in the Search field. Media with metadata that includes the text is displayed.
Interacting with Media

2. In Media Galleries you can toggle between search results in metadata and in captions by clicking on Media or Search in Video respectively.

NOTE: Only video items can have captions.

Searching for Strings in Captions in a Single Video

- To search for strings in captions in a single video
  1. From My Media or Media Gallery, click a video thumbnail or title to open the Media page.
  2. Enter a search term in the Search in Video search box under the media player.
A result is displayed for each point in the video where the caption text appears.

3. In the results, click a caption to play the video from the point where the text appears.
4. To clear the search text, click the clear icon.

NOTE: A Search in Video search box is displayed only when the video includes captions.
Uploading Media

The following upload options are available:
- Media Upload
- Webcam Recording
- YouTube
- Record a Presentation
- Screen Recording

Media Upload

You can upload media from the My Media or Media Gallery interface via the Add New menu. Some of the features must be enabled by your LMS administrator. Contact your Kaltura representative for more information.

You can upload images and video files directly from your phone and tablet browser using the new upload control that uploads files in chunks and supports resuming uploads as well. KAF supports uploading files that are larger than 2GB.

**NOTE:** Not all features are supported on all mobile browsers and operating system versions. Please refer to this list for detailed information. The new upload control is supported in Chrome, Safari, Firefox and IE 10+

To upload media from your desktop

1. Select Media Upload from the Add New dropdown menu.

The Upload Media page is displayed.
Uploading Media

Upload Media

+ Choose a file to upload

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kbps.

Back

2. Click Choose a file to upload.

3. In the Select file to upload window, select a media file to upload and click Open.

![Select file to upload]

4. While the file is uploading, on the Upload Media page you can:
   - Enter metadata information about the media and click Save. Mandatory fields are marked with an asterisk.
   - Click Cancel to cancel the upload.
   - Click Choose another file to upload additional files.
Select the Privacy Settings. When adding new media and editing the metadata, select if the media will be private or automatically published to a specific Media Gallery when the media is ready.
Uploading Media

NOTE: If you click Save before the file is completely uploaded, the media information is saved after the media is uploaded.

6. To view the media page when uploading is complete, select My Media from the User dropdown menu.

Video after Upload

After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion.

If media is waiting for moderation, you cannot preview or publish it until it is approved.

You can edit media information during conversion and while waiting for moderation.

NOTE: Uploaded media also is displayed on your My Media page.

Audio Entries

You can also upload audio entries and images.
Recording from Webcam

Use the Record from Webcam feature to create webcam media such as welcome messages, introductions, assignment instructions, simple demonstrations, and other recordings.

To record from a webcam

1. Select Webcam Recording from the Add New dropdown menu.

2. The Record from Webcam page is displayed in the Record from Webcam window, click Allow when the Flash Player Settings message is displayed.

3. In the Record from Webcam window, click anywhere in the recording area to start recording, click anywhere in the recording area to stop recording, and click Save.

4. In the Record from Webcam window, enter information about the media and click Save.
Uploading a Video from YouTube

Uploading content from YouTube to KAF requires the YouTube feature to be enabled on your KAF Admin Console.

To add media from YouTube

1. Select YouTube from the Add New dropdown menu.
   The YouTube page is displayed.

2. Enter the Video Page Link or the Content ID and click Preview.
   
   **NOTE:** To obtain the URL, right click on the video in YouTube and copy the URL. Only public YouTube videos are supported.

3. In the YouTube window, enter information about the document and click Save.

![Edit At the Zoo](image)
NOTE: You cannot add YouTube media to playlists.
SECTION 6

Recording Your Screen

NOTE: If you cannot record your screen, ask your LMS administrator to give you the required permission.

IMPORTANT NOTE: As of the latest version of Chrome (42, Google has decided to block Java by default, as described here. The Kaltura Screen Recorder (KSR) will not function in instances of Chrome that have recently been installed or which have auto-updated to the latest version. The Kaltura Screen Recorder continues to function properly in all other major browsers. To ensure that the Kaltura Screen Recorder continues to work properly in Chrome (42), Chrome needs to be set to use Java, using this flag: chrome://flags/#enable-npapi. For more information read here. If a user is using the Chrome browser, version 42, and did not enable the NPAPI flag, a message will be displayed in the KSR screen.

You can record your screen and add the recording to KAF.

Basic workflow to record your screen:
1. Select the Screen Recording option.
2. Launch the Screen Recorder.
3. Select the options and area to capture, and start recording.
4. After recording, review the results and upload to the LMS.
5. After uploading, enter metadata.

To record your screen

1. Select Screen Recording from the Add New dropdown menu.
   The Screen Recording page is displayed.
2. In the Screen Recording window, click **Launch the screen recorder**.

3. In the Screen Recorder, follow the instructions to record your screen:
   a. Drag and resize the frame to define the screen area to record and enter Alt-P or click the Record button to begin recording.
   b. Toggle Alt-P or the Record/Pause button to pause and continue recording.

4. Click **Done** to finish recording.

5. Review your recording and click **Upload**.
6. When the upload is complete, click Close.

7. In the Screen Capture window, enter information about the recording and click Save. A link to the media is displayed.

8. When the upload is complete, click Close.

The Kaltura Screen Recorder uses Java which may cause issues on certain devices and browsers. You system admin may configure a note indicating that there are certain limitations on certain devices and browsers.
Managing Your Media

Your My Media page lists the media that you created. In addition to all normal interactions with media, as described in Interacting with Media when you open a media page, you can:

- Edit media
- Enable Clipping
- Trim a Video
- Enable Media Collaboration
- Disable and Close Comments
- Upload and Manage Captions
- Manage Chapters and Slides in the Timeline Tab
- Set and Modify Thumbnails
- Replace a YouTube Link
- Add an Attachment to a Video
- Replace Media
- View Analytics
- Publish Media
- Download Media

NOTE: If you cannot access your My Media page content or actions, or display editing tabs, ask your MediaSpace administrator to give you the required permission.

Editing Media - Details Tab

In the Edit Media page, you can:

- Edit information about the media. Modify tags. The Tags field automatically completes values from tags that already exist in your application and consolidate taxonomy and improve discoverability of your content.
- Click Delete media to delete an entry.
- Click Create Clip to create a clip. See Creating a Video Clip.
- Access other Editing tabs.
- Add attachments

To edit media

- On your My Media page, click Edit for the media you want to edit. The Edit Media page opens with Editing tabs. The editing tab display is dependent on your KAF admin configuration.
Enabling Clipping

Use the Options tab in the Edit page to manage clipping and to manage comments.

1. Go to the entry Edit Page in My Media.
2. Select the Options tab and then check the “Enable everyone to create clips from this video” checkbox.

Creating a Video Clip

When clipping is enabled on the account and for the specific media, you can create clips from existing videos. Each clip becomes its own media entry. The clipping tool enables you to edit your videos visually or by setting the start time and end time of your clip.

Clipping creates a new entry from an existing entry and allows you to specify the start and end time for the new entry. For example, you can clip an entry that can be used to create a 2-minute intro video to a long lecture, or clip part of an entry, such as homework assignments. You can also clip a long lecture to several shorter clips divided by subjects.

Entries can be clipped by the media entry owner in My Media and by other users in a course Media Gallery, according to the media and course settings.

1. Select My Media and then click Edit next to the entry you want to use to create a clip.
2. In the Edit Media window select Create Clip.

or click on the entry and select Create Clip from the Actions drop down menu.

3. Use the trimming timeline or enter exact start and end times.

4. Press Play and click Set Starting Point of the video clip or alternatively, select the Start Time.
5. Select Set Ending Point as the end point of the video clip, or alternatively select the End Time.
6. Click Create Clip.
Managing Your Media

The clipped content appears in My Media as a new entry.

Trimming a Video

You can trim out parts of video from the Edit Media page. The trimming tool enables you to edit your videos visually by setting the start time and end time of your media.

Sometimes, you may want to trim the start and/or end of a video to remove redundant parts. Trimming is performed on the source media, modifying that video permanently.

If the clipping functionality is enabled, media items that you own or media items that are marked as clippable and are in a collection or site library, can be clipped by users with the correct permissions.

If clipping from within a Media Gallery, the clips can replace the original media item in the Media Gallery and thus de facto trim it.

---

**Trimming a Video**

To trim a media entry

1. Select My Media and then click Edit next to the entry you want to trim,
2. In the Edit Media window select the Trim Video tab.
3. Use the trimming timeline or enter exact start and end times.
4. Press Play and click Set Starting Point of the video clip or alternatively, select the start time.
5. Select Set Ending Point as the end point of the video clip, or alternatively select the end time.
6. Click Trim video.
   The trimmed video appears in My Media.

**Media Collaboration**

Media owners can change the media ownership and are able to add co-editors and co-publishers to their media.

Co-Editors can edit the entry's details and metadata, trim media, replace media, edit captions, edit chapters and edit slides. Co-editors cannot delete media or add new co-editors and co-publishers.

Co-Publishers can publish media to their entitled sites. This option must be enabled by your KAF administrator for this tab to display.

**Change Media Owner**

To change an entry's media owner

1. Go to the entry Edit Page in My Media.
2. Select the Collaboration tab.

   Details Options Collaboration Attachments Captions Thumbnails Downloads Timeline Replace Video Trim Video

   Change media owner

   Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.

   Add Collaborator

   Media Co-Editors and Co-Publishers

   Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish.

<table>
<thead>
<tr>
<th>Member</th>
<th>User ID</th>
<th>Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td>tamir</td>
<td><a href="mailto:trex@malinator.com">trex@malinator.com</a></td>
<td>Co-Editor</td>
</tr>
</tbody>
</table>

3. Click Change media owner.
   The Change media Owner window is displayed.

**Change media owner**

Note: Once you change owner you will not be able to edit this media and it will no longer appear in your “My Media” list.

   Enter user name
   User name or ID

   Cancel Save

4. Enter the user name for the new owner.
5. Click Save.
Add Co-Editors or Co-Publishers

Co-editors can edit entry's details and metadata, trim media, replace media, edit captions, edit chapters and edit slides. Co-editors cannot delete media or add new co-editors and co-publishers. Co-Publishers can publish the media to their entitled sites.

You can use the sorting option View Media I Own in My Media, to filter media according to the collaboration settings.

To add Co-Editors or Co-Publishers

1. Go to the entry Edit Page in My Media.
2. Select the Collaboration tab.
3. Click Add Collaborator.
   The Add Collaborator window is displayed.

Add a Collaborator

Enter a Collaborator

Co-Editor

Co-Publisher
Managing Your Media

4. Enter the collaborator’s user name or ID. You can add users that are available on the site and you can use the auto-complete function (from 3rd letter and on).
5. Check the type(s) of permissions for the collaborator you are adding to the media entry.
6. Click Add.
7. To view the collaborators’ permissions click View All Permissions and select the type of collaborator.
8. Use the editing options/icons in the Actions column to edit/delete the collaboration options.

Disabling and Closing Comments

For each of your media items, you can:

- Disable the comment feature.
- Prevent additional comments.

To disable comments on a media item

1. On your My Media page click Edit for the video you want to edit.
2. Select the Options tab and select the Disable comments for this media checkbox.
   The Comments tab is not displayed on the media page.

   NOTE: Comments that were entered before you disable the comment feature are re-displayed if you re-enable comments.

To prevent additional comments on a media item

1. On your My Media page click Edit next to the video you want to edit.
2. Select the Options tab and select the Close discussion checkbox.

   On the Comments tab of the media page, Comments closed is displayed and the Add a Comment field is not displayed.

Uploading and Managing Captions

You can upload caption files for your media items and manage the captions. Users can search the caption texts.

   NOTE: Only video items can have captions.

Uploading Captions

To upload captions

1. Select My Media and then click Edit next to the entry you want to add captions to.
Managing Your Media

2. In the Edit Media window select the captions tab.
3. Click **Upload captions file**.

![Upload captions file button](image)

![No captions added](image)

4. Click **Browse** and select an SRT or DFXP caption file.
5. Select the caption language.
6. Enter a label to display for the file in the caption selector. The caption selector displays caption options in the media player.
7. Click **Save** to upload the file. The file is added to a table on the media page's Captions tab.

![Caption table](image)

### Managing Captions

After you upload captions for a video, in the caption table you can:

- Modify the caption language or label.
- Change the default caption file.
- Delete a caption file.
- Download a caption file.

#### To modify the language or the caption selector label

1. On your My Media page, select the video and click **Edit**.
2. Open the Captions tab to display the caption table.
3. In the caption table, click **Change** and do the following:
   - To change the language, select a new language in the Language column.
   - To change the label, enter new text in the Label column.
4. Click the **disk icon** to update the values.
To change the caption file used by default in the media player

1. Do one of the following on your My Media page:
   - Expand a video thumbnail entry to display the Edit button and click Edit.
   - Click the thumbnail or title of a video entry to open the video page.
2. Under the Actions drop down in the video page, click Edit.
3. Open the Captions tab to display the caption table.
4. In the caption table, click on the checkmark icon in the right column of a caption row to Set as default.

To delete a caption file

1. Do one of the following on your My Media page:
   - Expand a video thumbnail entry to display the Edit button and click Edit.
   - Click the thumbnail or title of a video entry to open the video page.
2. Under the Actions drop down in the video page, click Edit.
3. Open the Captions tab to display the caption table.
4. In the caption table, click on the “x” icon to Delete.
5. In the Confirm Remove window, click Yes to remove the caption file.

To download a caption file

1. Select My Media from the user menu.
2. Select a video and click Edit.
3. Click the Captions tab to display the caption table.
4. Click the Download icon.

The captions file is downloaded

Managing Chapters and Slides in the Timeline Tab

Chapters are like bookmarks in the video and can be used to navigate through the video. You can use chapters to mark the beginning of a new topic, highlight important segments, or help navigate through the content of a long video. You can add, edit, and delete chapters and slides in the Timeline tab.

A Slide is a synchronized visual element to the main media.

After chapters and slides are created, the player is displayed with a matching plugin that presents the chapters and slides view on it.
A viewer only sees the extended player and does not see the timeline for editing. A viewer can navigate between chapters and slides inside the player view, as well as search on its text.

Creating and Editing Chapters

To edit or add a chapter

1. Go to your My Media page and click Edit near the entry you want to edit.
2. Select the Timeline tab. Here you can view all the chapters and slides in the video.

3. Place the cursor on the timeline and click the Create Chapter icon to create or update a chapter, or click on the cue point for the chapter you want to edit to view its properties.

4. After you create a chapter, you can:
   - Add or modify the Chapter Title.
   - Select a thumbnail. You can upload a thumbnail image for the chapter, or automatically create one from the video.
Managing Your Media

- Add or modify the Chapter Description (optional).
- Add Search Tags (optional).

5. Click View in Player to see your changes.

To delete a chapter

1. Go to your My Media page and click Edit near the entry you want to edit.
2. Select the Timeline tab. Here you can view all the chapters and slides in the video.
3. Click on the cue point of the chapter you want to delete from the timeline of the video.
4. Click Delete Chapter.
5. A confirmation box is displayed, click Delete to confirm.

Delete Confirmation

Are you sure you want to delete this Chapter?

Cancel Delete

6. Click View in Player to see your changes.

Using Slides in KAF

You can add slides to enhance a video experience. Slides are part of the video content, and viewers can view the slides in the player simultaneously with the media. Using the Navigation Panel, you can navigate the video using the slides.

To add or edit slides

1. Login to your My Media page.
2. Click Edit near the entry you want to edit and select the Timeline tab.
   - Place the cursor on the timeline and click Add Slide to create a slide, or click on the cue point for the slide you want to edit to view its properties.
Managing Your Media

3. After you select or upload a slide, you can
   - Add or modify the Slide Image. You can upload a slide in any image format.
   - Add or modify the Slide Title.
   - Add or modify the Slide Description (optional).
   - Add Search Tags (optional)
   You can upload a slide in image format.

4. Click View in Player to see your changes.

To delete a slide

1. Login to your My Media page.
2. Click on the entry you want to edit.
3. Select the Timeline tab.
4. Click on the cue point of the slide you want to delete from the timeline of the video.

5. Click Delete Slide.
   A confirmation box is displayed, click Delete to confirm.
Setting and Modifying Thumbnails

There are several options for setting and managing a thumbnail for your content:

- Upload a thumbnail from your desktop and use it as the default thumbnail.
- Use the player to select the frame you want to use as your default thumbnail and then click on the Capture button.
- Select one thumbnail from ten automatically generated thumbnails of the selected video and set it as the default thumbnail.
- Download a thumbnail to back up your current thumbnail.

Selecting a Thumbnail

🔍 To upload a thumbnail from your desktop

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Upload Thumbnail.
4. Upload a file from your desktop and click Open.

🔍 To grab a frame from the content as a thumbnail

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Select the Thumbnails tab and click Play.
4. Click Capture at the frame that you want to use as a thumbnail.
   The captured frame is saved automatically and used for the thumbnail.

🔍 To select an automatically generated thumbnail

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Automatically Generate.

To download and save a thumbnails

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Download.
4. Save your image.

To restore the default thumbnail

- Click Reset Thumbnail.
NOTE: Audio entries include a player thumbnail similar to video entries.

Replacing a YouTube Link

If you have enable the optional Youtube module you can upload and edit links to YouTube videos must be enabled by your KAF administrator for this option to display.

Replacing a YouTube Link

To replace a YouTube link

1. In the Edit Media window, click the YouTube tab.
2. Replace the video link.
Adding an Attachment to a Video

You can attach files to your media. Media viewers may download the file before, during or after viewing the media.

1. Select My Media and then click Edit next to the entry you want to trim.
2. In the Edit Media window select the Attachment tab.
3. Click Upload file. The Upload window is displayed.
Managing Your Media

### Upload Attachment

- **Title:**
  - Provide end-users with a more descriptive title for this file (optional)
- **Description:**
  - Provide end-users with a brief description of this file’s content (optional)

4. Provide descriptive information about the attachment (optional) and click Select File.

5. Select a file to attach and click Open.
   - The file is saved as attachment to your media file.

6. Use the editing options/icons in the Actions column to change delete or download the attachment file.

---

### Replacing Media

You can replace media, and retain the entry’s metadata, URL and analytics. Only video entries can be replaced. The time-based metadata on the entry is kept in place, however it most probably will be out of sync with the new media. The time-based metadata should be manually adjusted.

When replacing media:

- If the media is published in a moderated media gallery - Media will be unpublished and moved to the pending moderation state.
- If the media is in un-moderated media gallery - Media will still be published.

Note that media will be unpublished from a moderated location (gallery) and will remain published otherwise.

#### To replace a media entry

1. Select My Media and then click Edit next to the entry you want to replace.
2. In the Edit Media window select the Replace Video tab.
Managing Your Media

3. Click Choose a file to upload and select the replacement file.
4. After the upload is complete either click Approve or Cancel Replacement determine your choice.

Entry Analytics

Media Owners can view analytics on their media. Analytics are available for total plays, views, plays in Media Galleries, users that watched, drop off rates and other analytics.

NOTE: Entry analytics are identical to the analytics for the entry in the KMC.

To view entry analytics (for Media Owners)

1. Select an entry.
2. Select Analytics from the Actions drop down menu.

Refresh Media

You can refresh your media library in the My Media window and view the recently added entries. Due to caching constraints, an entry may appear in the search results for example, but may not appear in
the My Media page. The Refresh option overcomes this constraint and displays the most recently added entries.

To refresh the My Media library

- In the My Media window, select Refresh from the Actions drop down menu.

Editing Media

To edit media do one of the following

- On your My Media page, click Edit for the media you want to edit.

or

- On the view media page of a media entry you created, click Actions and select Edit.

The Edit Media page is displayed.

In the Edit Media window, you can:

- Edit information about the media.
- Select a frame to use as the media thumbnail, such as when the media is included in a
Managing Your Media

- Upload and manage your closed caption files for the media.

Publishing Media

By default, all media that you upload is private. You can access private media on your My Media page.

You can publish media from your My Media page:

- To multiple Media Galleries
- Only when file conversion is complete and the media is not waiting for moderation

To publish one or more media items

1. On your My Media page, check the media items you want to publish and select Publish from the Actions menu.

2. Click Publish and then check the courses where you want to publish the content to.
NOTE: Publishing depends on your configuration. An admin can determine whether students can publish to course galleries. According to the configuration and data received, the list of sites that a user can publish to is displayed and can be chosen from.

3. Click Save.

When the media is published, a notification is displayed at top of the page and the media will be available in the Media Galleries you selected.

If the target Media Gallery is moderated by a Teacher, the media should appear as Pending in My Media until the Teacher approves the content. A Teacher may reject the media from being included in the Media Gallery. In this case, the media appears as Rejected in My Media. If the target Media Gallery is not moderated, no label will appear for the media, indicating that the media is published.

Students may have their uploaded content pending until approved by their teachers.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private</td>
<td>– Not published to any Media Gallery</td>
</tr>
<tr>
<td>Pending</td>
<td>– Published to one or more Media Galleries and waiting for approval</td>
</tr>
<tr>
<td>Rejected</td>
<td>– Published to one or more Media Galleries but was rejected</td>
</tr>
<tr>
<td>Published (no label)</td>
<td>– Appears in at least one Media Gallery</td>
</tr>
</tbody>
</table>

### Downloading Media

If Media Download is enabled for a specific entry, you can use the Download button and then choose from the available flavors list to download the specific file.

The media file is downloaded to the desktop for future use.

#### To Download Media (for Media Owners)

1. Select a media Item and click Edit.
2. Click the Downloads Tab.
Managing Your Media

3. Check one or more Available Formats.
4. Click Save.

To Download Media (for viewers)

1. Select a media Item.
2. Click Download.
Managing a Media Gallery

By default, users with maintain role course can manage the course Media Gallery. As the manager, you can perform actions that other users enrolled to the course (like students) cannot.

These actions include:
- Configuring settings like the description of the Media Gallery
- Moderating the content added to the Media Gallery
- Removing content from the Media Gallery
- Accessing the Media Gallery Analytics page

All users enrolled to the course can:
- View approved content
- Browse and search the Media Gallery
- Add Media (pending the teacher’s moderation)
- Remove media they have added

To edit the Media Gallery configuration and metadata (available to site Instructors)

1. In the Media Gallery, select Edit from the Actions drop down menu.

The Edit Media Gallery page is displayed.
2. (Optional) Enter a description and tags for the Media Gallery for the course.
3. Select:
   - **Moderate content** (Media will not appear in Media Gallery until approved by the faculty) – Determines whether content should be moderated. If moderation is disabled, everyone, including students, can publish content to the gallery.
   - **Enable comments in Media Gallery** – Determines whether comments should be enabled in the gallery.
4. Click **Save**.

### Publishing Media to a Media Gallery

You can publish existing media or upload new content

#### To publish existing media to a Media Gallery

1. Select the **Add Media** button.

2. Filter your content.
Managing a Media Gallery

Select one or more of the following filtering options:
- Sort by Most Recent – Alphabetical, Comments
- View All Statuses – Private, Published, Pending, Rejected
- View All Media – Videos, Audios or Images, Video Presentations

3. Check the box(es) next to the media you want to add to the Media Gallery.
4. Click Publish.
   The content will be added to the Media Gallery

To upload new media to a Media Gallery

1. Click the + Add Media button.
2. Click Add New.
3. Select the media type to add.
4. Continue as described in Uploading New Media.
   The new media item/s are automatically published to the Media Gallery they are initiated from.

Moderating Course Content

Teachers and Teaching Assistants may approve or reject content from the Media Gallery.

To approve and reject content that is pending moderation

1. In the Media Gallery, click on Browse Pending.

   NOTE: If there are no media items are pending moderation, the Browse Pending tab is not displayed.

The browse pending media window is displayed.
2. Click on the thumbnail to view the media.

3. Click Approve or Reject for a specific media item or check multiple media items and click Approve or Reject on the top (View All media) for bulk approving or rejecting.

**NOTE:** Approved content is displayed in the Media Gallery for all users enrolled to the course.
Course Playlists

The Course Playlist feature allows Media Gallery Managers to curate, organize and improve displayed featured content in their course's Media Gallery. Course playlists we formerly referred to as collections.

Media Gallery managers can create a collection of media assets that can be presented throughout the application as a unified playlist.

The advantages of creating course playlists are that you can create ordered entries to determine what will be viewed and even repeat the same entry in a specific location (by adding the same entry to the Course Playlist). In addition, Course Playlists are organic elements that can be shared (embedded) as-is.

The following topics are described:

- Course Playlists Tab
  - Creating a Course Playlist
  - Editing a Playlist
  - Embedding a Playlist
  - Modifying Course Playlist Order
- Working with Course Playlists

Course Playlists Tab

The Playlists Tab is used to manage a selected course's playlist.

NOTE: This feature is only available to Gallery Managers.

To open the Playlists Tab:

1. Click on a course and navigate to the Media Gallery.
2. In the Media Gallery page select Edit from the Actions drop down menu.
3. Click on the Playlists Tab to display all the course's playlists.
From this page you can:

- Search Playlists, by entering a search term in the Search Playlists area.
- Create a Course Playlist
- Edit a Course Playlist
- Embed a Playlist
- Modify the Course Playlist Order

Creating a Course Playlist

Creating a course playlist is the process of defining which media assets are included in the playlist.

NOTE: To create a course playlist you must be the course’s owner.

To create a Course Playlist:

1. Click on a course and navigate to the Media Gallery.

2. In the Media Gallery page select Edit from the Actions drop down menu. The Edit Media Gallery page is displayed.
3. Click on the Playlists Tab to display all the Media Gallery’s existing playlists.
4. Click Create New and from the menu and click Manual Playlist.

The “Create a Manual Playlist” dialog is displayed.

5. Enter the following details:
   c. **Title** - Give the playlist a unique name, indicative of the content and purpose of the playlist.
   d. **Description** - Describe the playlist’s contents.
   e. **Tags** - Add descriptive metadata to help categorize the playlist and improve searchability.
      The auto-complete feature suggests existing tags, if the tag does not exist after you have completed typing in the tag, click on the suggested option with (new Tag) next to it.

6. Click Add Media.
   All the Media Gallery’s content is listed and can be sorted by Attributes (Most Recent, Alphabetical, Likes and Comments), Media Type (Video or Audio) or Free Text by using the search field.
In the Add Media section you can:

f. Add content by selecting an item from the list on the left and click **Add**.
   A green check-mark appears next to the Add button of items already in the playlist. You can add the same entry as many times as you want to the playlist.

g. Remove content by selecting an item from the Playlist on the right and click **Remove**.

h. Rearrange content in the playlist by dragging and dropping the items on the left according to the order you want them to be played or use the up/down buttons.

8. Repeat adding media assets until you have completed populating your playlist and click **Save**.

The "Create Manual Playlist" dialog closes and the new playlist is added to the Playlists Tab.

**Editing a Course Playlist**

NOTE: This feature is only available to Gallery Managers.

You can at any time choose to modify a playlist's details, content and order from the Edit Playlist dialog.

1. **To modify the playlist’s details**
   
   Click on a course and navigate to the Media Gallery.
   The Media Gallery page is displayed. Only Media Gallery managers can see the Playlists Tab.

2. Edit the Course by clicking on **Actions** and choosing Edit.
   The Edit Page is displayed.

3. Click on the **Playlists** Tab to display all the course’s existing playlists.

4. Click **Edit**.

5. In the Set Details section, edit the text in the fields and click **Save**.
To modify a playlist’s content and/or order:

1. Click on a course and navigate to the Media Gallery. The Media Gallery page is displayed. Only Media Gallery managers can see the Playlists Tab.

2. Edit the Course by clicking on **Actions** and choosing Edit. The Edit Page is displayed.

3. Click on the **Playlists** Tab to display all the course’s existing playlists.

4. Click **Edit** 🆓.

   **Edit Playlist Technology Videos**

5. In the Add Media section:
   a. To add content, select an item from the list on the left and click **Add**. A green check-mark appears next to the Add button of items already in the Playlist.
   b. To remove content, select an item from the Playlist on the right and click **Remove**.
   c. To rearrange content in the Playlist, drag-and-drop the items on the left according to the order you want them to be played or use the up/down buttons ➔.
Embedding a Playlist

Course playlists are created so that you can share a certain selection of media assets with others through other web pages. The Embed feature enables you to share your playlist by rendering the player and linkage to the media assets as HTML code that can be added to any HTML page.

The embed playlist needs to be enabled in the KAF admin console for the embed link to be available.

**NOTE:**
Course playlist content is publicly shared. Media assets in the playlist can be viewed over the web, where no login is required. If the content you are embedding needs to be secured, embed the playlist on a page that requires login.

**To generate Embed code for a Course playlist:**

1. Click on an existing course and navigate to the Media Gallery.
2. Click on an existing Media Gallery or create a Media Gallery.
3. Edit the Media Gallery by clicking on Actions and choosing **Edit**.
   The Edit Page is displayed.
4. Click on the Playlists Tab to display all the course’s existing playlists.
   The embed feature supports the following media formats: **Video, Audio and Image**.
5. Choose the playlist that you want to Embed and click, **Embed**.

**Edit Media Gallery**

The Embed Playlist dialog is displayed.
Course Playlists

**Embed Playlist**

Note that the embedded playlist will not display any media that is private or restricted.

---

Choose the Embed Type code to be generated, iframe or legacy, the Playlist Layout. The embed code is automatically generated.

**Modifying the Course Playlist Order**

Modifying the course’s playlist sequential order is the process of defining the existing playlist’s order of appearance in the courses page. This is done from a course’s Playlists Tab.

**To reorder the Playlist’s Tab:**

1. Select an existing course and navigate to the Media Gallery. Displaying a course leads you to the Media Gallery page - Edit the Media Gallery by clicking on Actions and choosing Edit. This will only be available to course managers
2. Drag and drop to reorder the playlists.
3. Click Save to apply your changes.
You can view and access course playlists if the feature is activated by your administrator and there are course playlists created for a specific course see: Creating a Course Playlist.

Viewing a Course Playlist

To view a Course Playlist:

Click on a course and navigate to the Media Gallery.

Playlists are displayed by name and accompanying thumbnails to help identify the content of the Playlist.

4. Click on a playlist title to open the Playlists Page.
5. The Playlist page consists of two main areas:
   a. On the left is the list of videos included in the course playlist. At the top of the playlist you can view which item is currently playing (in the player on the right) and use the navigation buttons to skip back and forth between the videos.

   ![](image.png)

   Playlist 1

   *now playing: 1/4*

   b. On the right side are the player, the player details and the comments area – see: Working with the Course Playlists Page, for a full list of the actions that can be performed from this page.

SECTION 10

Viewing Media Gallery Analytics

Teachers can access the Media Gallery Analytics page to view different engagement reports for students enrolled in a course.

To view the Analytics page

- In the Media Gallery, click Actions and then Analytics.
Viewing Media Gallery Analytics

The Media Gallery Analytics page is displayed showing the Analytics Dashboard.

The Dashboard presents a summary of the available analytics. For example,

- **Top Engaged Users** – who are the users who viewed most content
- **Top Contributors** – who are the users who contributed most content

### Types of Media Analytics Reports

The analytics page is composed of the following types of video analytics reports:
- Media Analytics Report
- Engagement Analytics Report
- Contribution Analytics Report

You can access a detailed report for each entry in a Media, Engagement or Contribution report. See Detailed Analytics Reports.

### Media Analytics Report

The media analytics report lists all the content available in the course Media Gallery. For each media entry, the number of plays is displayed, total view time, average view time and the average drop-off.
Viewing Media Gallery Analytics

rate.

**Engagement Analytics Report**

The engagement analytics report lists all the users enrolled to the course that have viewed at least one video from the Media Gallery. For each user, the total view time, average view time and average drop off-rate are presented.

**Contribution Analytics Report**

The contribution analytics report lists all the users that contributed content to the Media Gallery.

**To view Media, Engagement and Contribution Reports**

1. From the Media Gallery select Actions and then select Analytics.
2. In the Analytics page, select the desired report by clicking its corresponding tab.

### Analytics for Media Gallery

**Last 30 days**

- Dashboard
- Media
- Engagement
- Contribution

**Media Items**

- 28 Media
- 10 Played
- 11 Plays

**Most Popular Media**

- The following preview has been approved for appropriate audiences.

**User Engagement and Contribution**

- 8 Watched
- 0 Contributed

**Top Engaged Users**

- Alon Portnoy
  - No data

**Top Contributors**

- Student1
  - 1

### Detailed Analytics Reports

**To view a detailed entry report**

1. From the Media Gallery Analytics page, select the desired report by clicking its corresponding tab.
2. Click on the next to the entry.

### Media Title | Contributed By | Plays | Total View Time | Avg. View Time | Avg. Drop-Off
--- | --- | --- | --- | --- | ---
DieHands.mov | Alon Portnoy | 7 | 00:00 | 00:00 | 0%
Fields Wicker-Murin Learning from leaderships | Jack Sharon@kaltura.com | 2 | 00:12 | 00:06 | 38%
welcome message | teacher3 | 1 | 00:00 | 00:00 | 0%
Guest lecture- Alon Tsur (Source) | Kaltura-Canvas Kaltura-Canvas | 1 | 00:00 | 00:00 | 0%
drop_folder_gs_002 | batchuser | 0 | 00:00 | 00:00 | 0%
drop_folder_gs_003.sss | batchuser | 0 | 00:00 | 00:00 | 0%
Kaltura Video Platform Overview | Jack Sharon | 0 | 00:00 | 00:00 | 0%
drop_folder_gs_003 | batchuser | 0 | 00:00 | 00:00 | 0%
drop_folder_gs_002 | batchuser | 0 | 00:00 | 00:00 | 0%
Video as a Marketing Tool in Education | Jack Sharon | 0 | 00:00 | 00:00 | 0%
The detailed entry analytics reports depend on the type of report you selected.

**Media Detailed Entry Report**

The **Media** detailed entry report displays the list of all the users that viewed the selected media entry.

<table>
<thead>
<tr>
<th>Media Title</th>
<th>Contributed By</th>
<th>Plays</th>
<th>Total View Time</th>
<th>Avg. View Time</th>
<th>Avg. Drop-Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>DieHard0.mov</td>
<td>Alon Portnoy</td>
<td>7</td>
<td>00:00</td>
<td>00:00</td>
<td>0%</td>
</tr>
<tr>
<td>Fields Wicker-Murin Learning from leadership/’s</td>
<td><a href="mailto:Jack.Sharon@kaltura.com">Jack.Sharon@kaltura.com</a></td>
<td>2</td>
<td>00:12</td>
<td>00:06</td>
<td>55%</td>
</tr>
<tr>
<td>welcome message</td>
<td>teacher3 teacher3</td>
<td>1</td>
<td>00:00</td>
<td>00:00</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Engagement Detailed Entry Report**

The **Engagement** detailed entry report displays the list of all the media entries viewed by the selected user.

<table>
<thead>
<tr>
<th>User</th>
<th>View Drop-Off</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Jack.Sharon@kaltura.com">Jack.Sharon@kaltura.com</a></td>
<td>75%</td>
</tr>
<tr>
<td>student1 student1</td>
<td>0%</td>
</tr>
<tr>
<td>Alon Portnoy</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Contribution Detailed Entry Report**

The **Contribution** detailed entry report lists all media contributed by the selected user.

<table>
<thead>
<tr>
<th>Media Title</th>
<th>View Drop-Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>welcome message</td>
<td>0%</td>
</tr>
<tr>
<td>DieHard0.mov</td>
<td>0%</td>
</tr>
<tr>
<td>drop_folder_gt_002</td>
<td>0%</td>
</tr>
<tr>
<td>Fields Wicker-Murin Learning from leadership’s</td>
<td>75%</td>
</tr>
<tr>
<td>Kaltura Video Platform Overview</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Printing Analytics Reports**

To print a report:

1. In a report or detailed entry report, click the **Printable Version** button. A new browser tab with a printable report version is displayed.
2. Click **Print** to print the page.
Exporting Analytics Reports to A CSV

To export a report to CSV

- In a report or detailed entry report, click the Export to CSV button. Depending on your browser definitions you may be prompted to save the file to a local directory.
Embedding Kaltura Media (Requires additional integration)

The Browse, Search and Embed window allows a user to seamlessly embed video content.
- from the user's personal My Media repository
- from the course Media Galleries the user has access to

The Browse, Search and Embed window also allows you to upload and create new content on the fly.

The Browse, Search and Embed window is available in the following places:
- When embedding videos as part of a rich-text item using the LMS's rich text editor
- Syllabus
- Tests & Quizzes
- Web Content

Each of these tools uses a similar editor that allows you to insert media items from that particular course's Media Gallery.

Embedding a Kaltura Media through the Rich-Text Editor

The KAF rich text editor integration may be used to embed media where the rich-text editor is available, such as in announcements, assignments, forums etc.

To embed Kaltura media through the rich-text editor

1. Click on a tool available in your course, for example, Announcements and click Add.
2. In the rich text editor click the Embed Kaltura Media button 🎥
Embedding Kaltura Media (Requires additional integration)

The Browse, Search and Embed window opens. You can reuse existing content from My Media, courses and from Media Galleries.

3. To create new content from within the Browse, Search and Embed window, click the Add New button and choose the desired content type.

4. To embed a video, click the Select button next to the video.

Example:
In the following example, a media item is added to a class announcement.

To add a media item to a class announcement

1. Click on Announcements and then choose Add from the top menu items.
2. Click on the Kaltura Video Tool icon in the editor’s toolbar.
3. A window with the contents of the ‘reusable’ media items in the Course Library is displayed.
Embedding Kaltura Media (Requires additional integration)

4. Select a display option:
   - Detailed
   - Collapsed

5. Select the player size from the Select drop down menu. Player sizes are determined in the admin console by your administrator.

6. Browse or search for the media item you want to use
   The thumbnail representing the media item is displayed in the editor box.

7. Click Post Announcement.
   After the announcement is submitted, the media item is displayed in a player.

8. Provide a name for the new resource and an optional description.

9. In the Video section click Add media to open select a video using the Browse, Search and Embed Window.

10. Embed the video as described in Embedding Kaltura Media.

11. In the Common module settings provide additional optional settings.

12. Click Save and display or Save and return to course to finish.