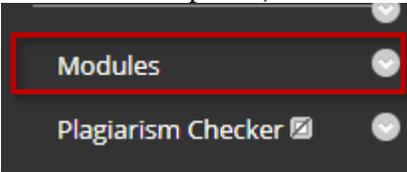


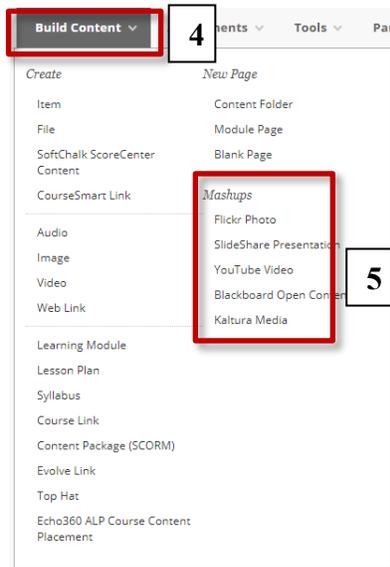
Kaltura Mashup

Kaltura is a tool that allows faculty to record and edit short videos. When used in conjunction with the Mashup tool, users can easily upload their Kaltura recordings to Blackboard.



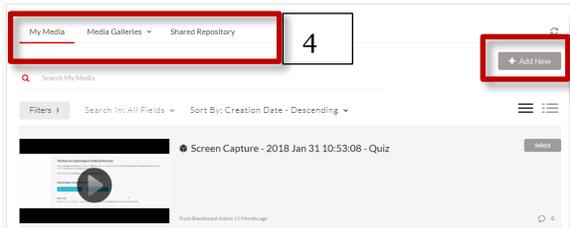
2

1. With the *Edit Mode ON*
2. Click a **content link** such as *Modules* or *Weekly Lessons*
3. Open the **Module #** or **Week #** folder



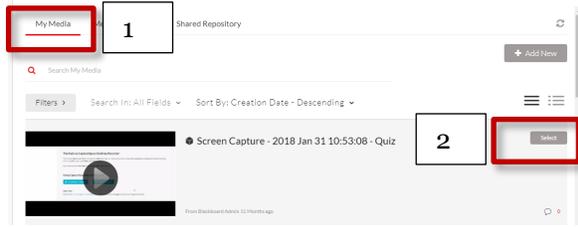
4. Click **Build Content**
5. Locate *Mashups* and choose **Kaltura Media**

6. The **Kaltura Media** page opens. There are four options for selecting and adding media:
 - a. *My Media* - Kaltura Media created by you
 - b. *Media Galleries* - Courses that contain Kaltura Media. This media can be accessed and added to another course
 - c. *Shared Repository* - Kaltura media created by other users and shared through the Faculty Repository
 - d. *Add New* - Users can add media by uploading an existing recording or creating a new recording



Upload Kaltura from My Media

My Media is where user's Kaltura Media are stored.



1. When Kaltura Media opens, the *My Media* page opens
2. Scroll through *My Media* and choose a video by clicking **Select**

CONTENT INFORMATION

Title **3**

Color of Name

ADD KALTURA MEDIA CONTENT TO COURSE

Name: Wildlife.wmv (00:30)

Description

Rich text editor toolbar with options like Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Link, Unlink, etc.

4

3. Add a **Title**
4. Add a **Description**
5. Choose a **view permission**
6. Choose a **view tracking option**
7. Select **Date and Time restrictions** to determine content availability.
8. Click **Submit**

OPTIONS

Permit Users to View the Yes No **5**

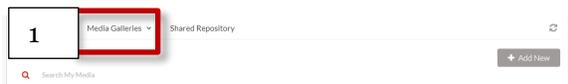
Content Item **6**

Select Date and Time

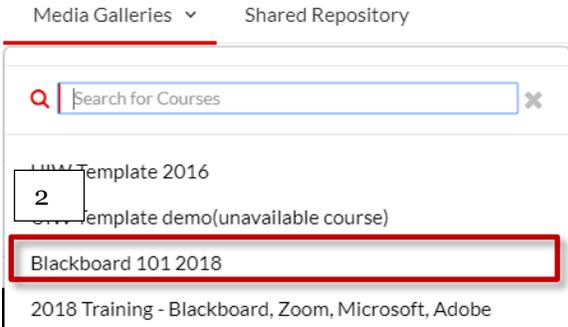
Restrictions Display Before **7**

Upload Kaltura Media from a Media Gallery

Galleries are courses that contain Kaltura Media. This media can be accessed and added to another course



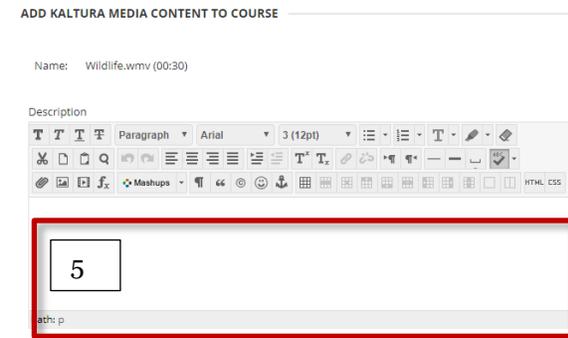
1. In Kaltura, click **Media Galleries**



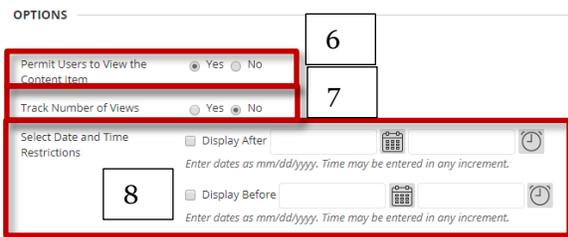
2. Click to select a **gallery link**



3. Choose a video by clicking **Select**



4. Add a **Title**
5. Add a **Description**
6. Choose a **view permission**
7. Choose a **view tracking option**
8. Select **Date and Time restrictions** to determine content availability.
9. Click **Submit**



Upload from Shared Repository

Shared Repository - Kaltura media created by other users and shared through the Faculty Repository



1. In Kaltura, click **Shared Repository**



2. Choose a video by clicking **Select**

CONTENT INFORMATION

* Title 4

Color of Name 5

ADD KALTURA MEDIA CONTENT TO COURSE

Name: Wildlife.wmv (00:30)

Description

5

ath: p

3. Add a **Title**
4. Add a **Description**
5. Choose a **view permission**
6. Choose a **view tracking option**
7. Select **Date and Time restrictions** to determine content availability.
8. Click **Submit**

OPTIONS

Permit Users to View the Content Item 6 Yes No

Track Number of Views 7 Yes No

Select Date and Time Restrictions 8

Display After

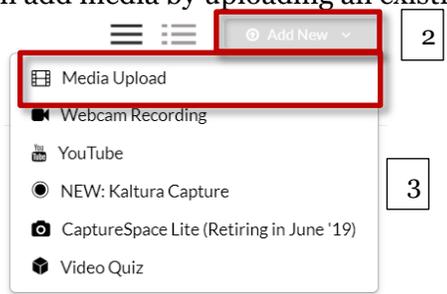
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Before

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Add New Media – Media Upload

Users can add media by uploading an existing recording



1. On the *My Media* page, click **Add New**
2. Click **Media Upload**

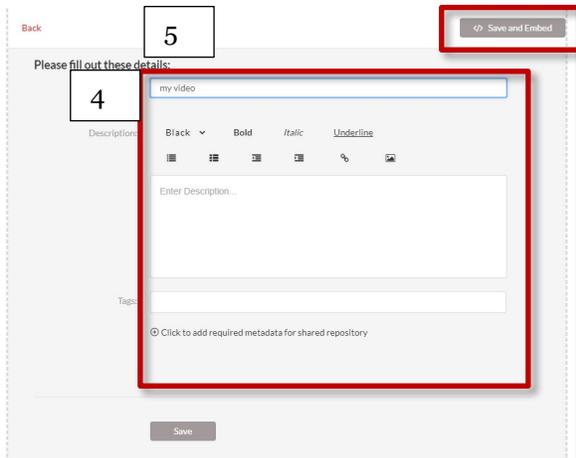
Upload Media



Drag & Drop a file here
or

All common video, audio and image formats in all resolutions are accepted.

3. Locate the file and drag it to the **Drag and Drop window**



4. Add a **Name** and **Enter a description**
5. Click **Save and Embed**

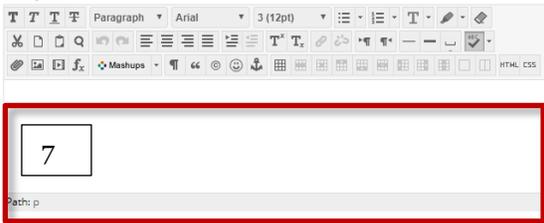
CONTENT INFORMATION



ADD KALTURA MEDIA CONTENT TO COURSE

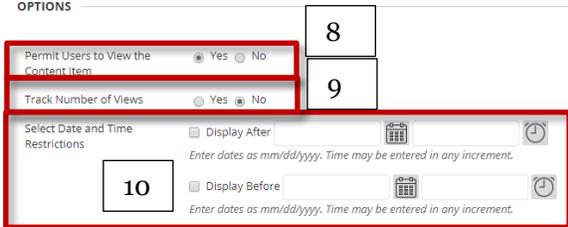
Name: Wildlife.wmv (00:30)

Description



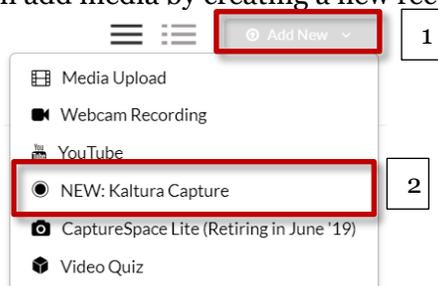
6. The Blackboard Mashup page opens, Add a **Title**
7. Add a **Description**
8. Choose a **view permission**
9. Choose a **view tracking option**
10. Select **Date** and **Time restrictions** to determine content availability.
11. Click **Submit**

OPTIONS



Add New Media - Kaltura Capture

Users can add media by creating a new recording

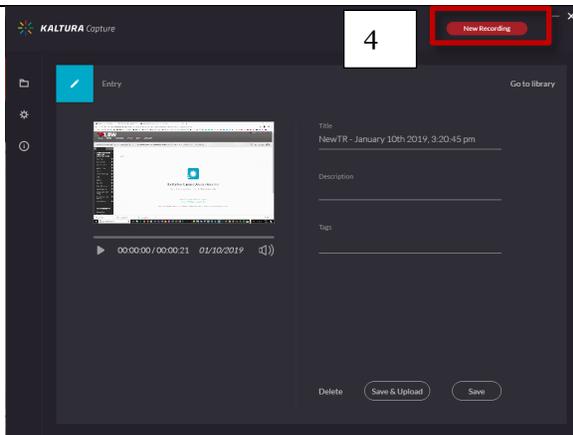


1. On the *My Media* page, click **Add New**
2. Click **Kaltura Capture**

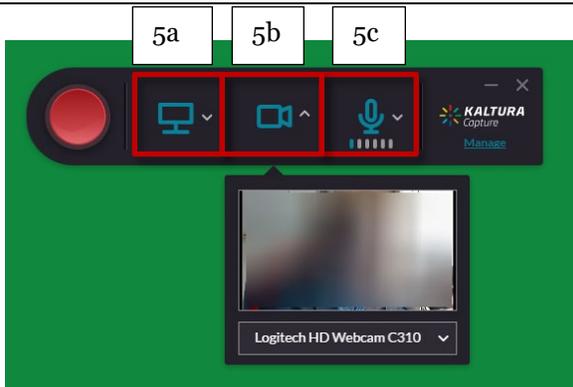


3. The *Kaltura Capture Desktop Recorder* opens. If you have never used this recorder, click **Download for Mac** or **Download for PC**. *Follow the prompts to download and install the software. This will take a few minutes*

If you have downloaded Kaltura Capture, click the Kaltura Capture Icon on your desktop.



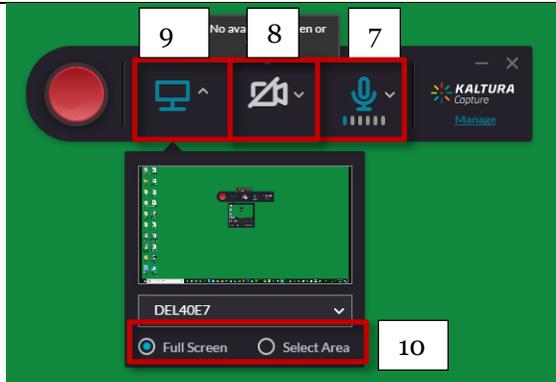
4. Click **New Recording**



5. The recorder will open automatically, there are settings for;
 - a. Recording volume
 - b. Camera (or second video screen)
 - c. Recording screen



6. Click the TV, camera or microphone icons to turn the recording options on  or off . There are five recording options:
 - a. Screen, webcam & voice
 - b. Screen & webcam
 - c. Screen & voice
 - d. Webcam only
 - e. Voice only



7. For this tutorial, turn off the webcam and leave the monitor and microphone on. Click the **microphone icon** to select the microphone
8. Click the **camera icon** twice to turn it off
9. Click the **TV (monitor) icon** to record activities on your computer monitor.
10. Choose **Full Screen** to record the entire area of you monitor or **Select Area** to record a portion of the monitor screen.



11. Click **Select Area** to manually choose the area of the monitor that will be recorded
12. Choose **Custom** to create a custom recording area
13. Note that a grid appears. Move the *sides and corners* to position the grid over the area to be recorded.
14. Click **Confirm**



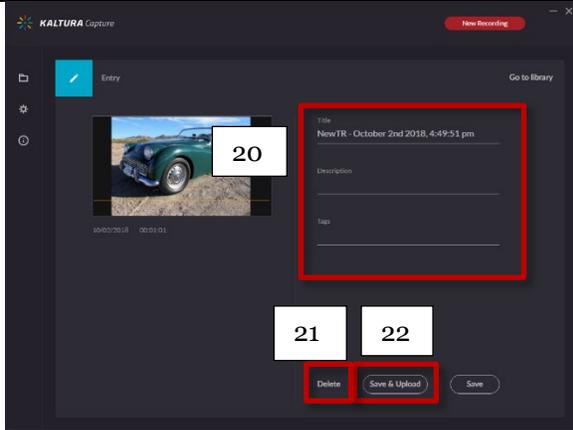
15. Click the **Record button** to start the recording



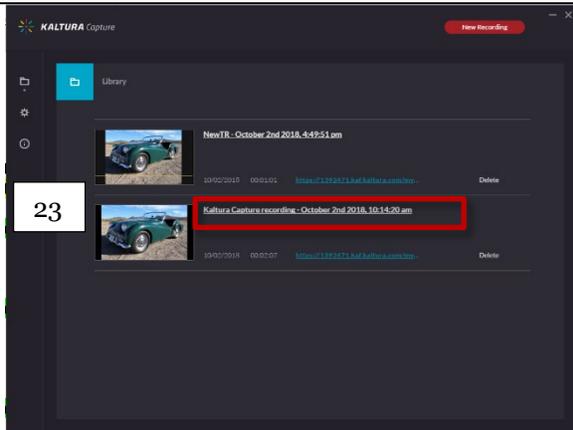
16. Recording starts after a three second countdown.
17. There are controls for **Pause, Stop and Cancel**



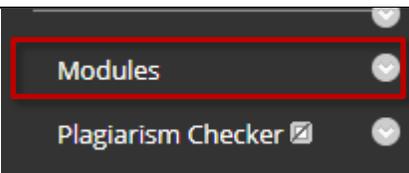
18. At the end of the recording click **Stop**
19. Confirm **Stop**



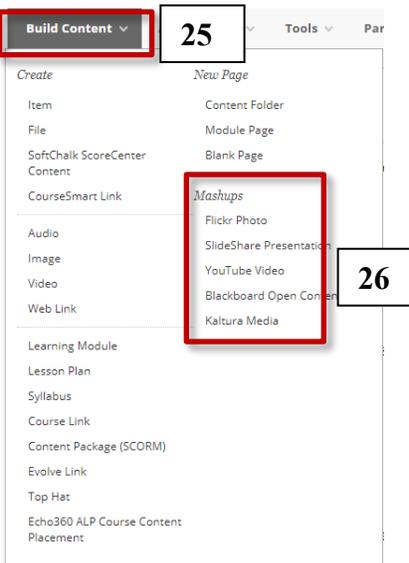
20. To catalog the video, add the **Title**, **Description** and Tags to further identify the video
21. Click **Save & Upload**
22. If you decide to delete the video, click **Delete**



23. Once uploaded to Kaltura, the video will appear in the library. Click the **link** to review



24. Return to Blackboard and click a **content link** such as *Modules* or *Weekly Lessons*
25. Open the **Module #** or **Week #** folder



26. Click **Build Content**
27. Locate *Mashups* and choose **Kaltura Media**

