Kaltura 5.0 in Blackboard At ODU August 2015
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Kaltura 5.0 in Blackboard at ODU
A Reference Guide

Kaltura Building Block

The Kaltura building block for Blackboard is an extension that allows users to share, post, edit and upload videos from their webcam, computer or record their screens. Media can be displayed within a course, assignment or displayed as a standalone content item.

My Media

My Media is your personal media repository to edit, upload, manage, clip or share video content. To access Select My Media link in My Media Module located on the left of the My Blackboard & Courses main page.

Adding Media

Select Add New to upload media to your repository. You can upload media, record from your webcam, video presentation or record your screen.

To upload select Media Upload, choose a file to upload and browse to locate desired media.
After selecting media provide the details, then save. Select Go To Media or Go To My Media after completion.

To Record from WebCam Select **Webcam Recording**, you may need to select Allow
Edit Options

Click on your video in my media to open. Expand the Actions menu for options.

Video Options Include

1. Publish
   - Complete all the required fields and save the entry before you can select to publish it to shared repositories.
   - Select Private: Media page will be visible to the content owner only.
   - Select Published: Media page will be visible to individuals according to entitlements on published destinations.

   Then save.

2. Create Clip (see Clipping Videos)
3. Edit - to Edit Name, Description, Tags and metadata for shared repository.
4. Delete

Note: Deleting media from My Media will also delete it from ALL courses it is assigned to.

Adding Media from My Media to Faculty/Shared Repository and Media Gallery (Formerly Course Gallery)

1. From My Media select the desired media.
2. Select Actions then Publish
3. Select your desired course or shared gallery from the list and select Save. A successful message will appear slightly above the save button.

   Published in:
   1 Media Galleries: Test Course for Bb Admin002

4. The media will now be available in the selected course(s) Media Gallery.
Media Gallery

The Media Gallery is a searchable and sortable display of all media content assigned to a course, and allows instructors to add, edit and analyze media.

To enter the Media Gallery

1. Select course you wish to display media.
2. In the control panel select Course tools
3. Then Media Gallery.
4. It can also be accessed from Tools.

From the Media Gallery faculty also have the option to:

- Add Media (See Adding Media)
- View Analytics: Display reports that help you understand how media is used in the course. (See Analytics)
- Make this item public in gallery: Display or hide the media to all course members (by default, media is hidden to course members and only faculty and content creators see the media in the gallery, content must be made available for students to view.)
- Remove from Course Gallery
- Delete media (if viewer is the content owner)
- Edit metadata (Title, Tags, and Description)
- Create clip (if enabled and if the viewer is the content owner, or the configuration and the owner allowed it).
Posting Media to a Course

1. You can add a standalone item by selecting Build Content then Kaltura Media in any Blackboard Content area. Go to the content area in your course where you would like to post the Media for students, e.g., Modules, or Course Documents.

2. Click Kaltura Media under Build Content.

3. The page displays My Media, Search for media, select to add media or create new media to upload.
4. Select the metadata you wish to be displayed, select the player then embed.

5. Create mashup Item by selecting title, add a description if desired. Select options for users to view and if desired track number of views, then submit.

6. The media is now posted to the course and the students can access it.
Clipping Videos

You are permitted to clip videos you own and you can decide if others have the ability to clip your videos. If you are not able to create a clip the owner may have made this option unavailable.

From My Media select the video you wish to clip then edit the Create Clip button. From Media Gallery select the video, then actions and Create clip.

A window is displayed.

Create a Clip from Wildlife.wmv

You can drag the red lines desired clipping location, or use the set starting and set ending point buttons.

You can also use the data options for start time and end time displayed next to the video.
Before publishing complete metadata and select *create clip*.

Set the range of your clip, complete the metadata and save:

- **Name:** Wildlife.wmv - Clipped by bbadmin02
- **Description:** Wildlife clip
- **Tags:**

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.

- **Private** - Media page will be visible to the content owner only.
- **Published** - Media page will be visible to individuals according to entitlements on published destinations

A successful indication appear and the video can now be published in the course(s) of choice. Select course to publish then save.
Mashups allows you to use video inside of a text editor box to add one or more videos.

In a content area select **Build Content or Assessments** to add the type of content you wish to build (i.e. Assignments, Test, Item, etc.). The content options are displayed. If you do not see the mashup option in the text box editor, please select the chevron on the right of the text box editor.

In the text box editor select *mashups* then *Kaltura Media*. This opens up a new window. Ensure that your pop-up blocker is not enabled.
A window appears that will allow users to search, add or create new media to upload.

Add the desired media to your course by clicking select. Select options for metadata to be displayed and click embed.

You will be returned to your Blackboard Content Item. Name the time and select desired options. Then click submit.
Your Mashup item is available.
You can also add standalone items by selecting **Build Content** then **Kaltura Media** in any Blackboard Content area.

*Search* for media, *add* media or create new media to upload.
Recording your screen

The screen recorder runs on window devices that support java. The recorder does not run on Mobile IOS and Linux.

To record select Add Media then Record your screen. The screen reader will open and appears similar to below.

Select the screen recording options. Drag and resize the frame to surround the recording area. Select volume controls to use your microphone or off for no sound. You can also select webcam options by selecting the webcam icon. Select the red record button to begin recording.

Screen Recording Tool Bar

Once the recording begins, you will be unable to resize the window, but the window can be moved around the screen. The outline of the recording window will be red to indicate a live recording in progress.

You can pause during the session if needed. To resume recording select the red record button. Selecting restart will restart the entire recording session without saving the previous work. Upon completion select done.
You can Review your recording, enter metadata (title, description, and tags), and click upload. By default the title is “Screen recorded at {date} “, where {date} is in the format configured in the settings. The additional metadata can help you find and share media much, much easier. Carefully consider detailed descriptions and relevant tags (aka keywords) to include in the metadata.

Faculty (Shared) Repository

The Shared Repository allows faculty to easily share media content with each other by making their media public and searchable. It is a central gallery where faculty can browse, search, watch and use media shared by other faculty members.

Adding to the Repository

Faculty members can add media to the Repository for other faculty to use. Finding the relevant media depends on how the videos were tagged and the descriptions. In My Media select and open the media that you wish to share. Select actions and Publish. From the list of Publish in Gallery select Shared Repository, then Save.
Searching the Faculty Repository
The Faculty repository module is located on My Blackboard & Courses page.

Select *Faculty Repository* and search for desired media.
Analytics
The course media reports allow you to see who viewed videos as well as how often videos are viewed. Reports can be viewed from the Media Gallery. Under control panel select Course tools and Media Gallery.

Select Actions then Analytics.

Date range can be adjusted.

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 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. From the Media Gallery Analytics page, select the desired report by clicking its corresponding tab.

Detailed Analytics Reports
To view a detailed entry report

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

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.

Engagement Detailed Entry Report

The Engagement detailed entry report displays the list of all the media entries viewed by the selected user.
Contribution Detailed Entry Report

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

Printing Analytics Reports

To print a report

• In a report or detailed entry report, click the Printable Version button. A new browser tab with a printable report version is displayed.
• 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.