

Kaltura Video Tool for Sakai CLE

Quick Start Guide

Version: 2.0

Kaltura Business Headquarters

200 Park Avenue South, New York, NY. 10003, USA

Tel.: +1 800 871 5224

Copyright © 2011 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners.

Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

Contents

| | |
|--|----|
| Preface | 4 |
| About this Manual | 4 |
| Audience | 4 |
| Document Conventions..... | 4 |
| Related Documentation | 5 |
| Section 2 What is the Kaltura Video Tool for Sakai? | 7 |
| Getting Started | 7 |
| Adding the Kaltura Video Tool to your Sakai Course Site | 7 |
| Uploading Video and Other Media..... | 7 |
| Creating and Sharing Your Collections..... | 9 |
| Viewing and Managing Media in the Collections, Site Library and My Media | 11 |
| Adding Media Items to Other Sakai Tools | 13 |
| Section 3 Item Permissions..... | 15 |
| Item Visibility (public/non-hidden): | 15 |
| Collection Level Permissions | 15 |
| Sakai Permissions | 15 |
| Special Sakai Permissions | 16 |
| Permissions Grid..... | 16 |
| Appendix A Installing the Kaltura Video Tool for Sakai | 18 |
| Prerequisites | 18 |
| Integrating the FCK Editor | 18 |
| Configuring the Kaltura Video Tool for Sakai..... | 18 |

Preface

This preface contains the following topics:

- [About this Manual](#)
- [Audience](#)
- [Document Conventions](#)
- [Related Documentation](#)

About this Manual

This manual contains useful information about how to use the Kaltura Video Tool for Sakai CLE.



NOTE: Please refer to the official and latest product release notes for last-minute updates. Technical support may be obtained directly from: [Kaltura Support](#)

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 manual is primarily intended for Sakai administrators, instructors, researchers, collaborators and student groups. The manual assumes familiarity with Sakai CLE 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

Related Documentation

[Kaltura Video Tool for Sakai CLE Release Notes](#)

Overview of the Kaltura Video Tool for Sakai

With the rapid rise of media adoption in higher education, institutions require comprehensive and user-friendly tools to incorporate video into their Learning Management Systems (LMS). Kaltura provides the first and only Open Source Video Platform for education, including pre-integrated video extensions for Learning Management Systems.

Designed in partnership with leading universities, the Kaltura Video Tool for Sakai provides Sakai users with a full video solution that, once installed, is completely pre-integrated into the Sakai system and workflows. The Kaltura Video Tool, which is built on Kaltura's market-leading Open Source Online Video Platform, brings advanced video and rich-media to Sakai users allowing content management, uploading, publishing and sharing by faculty and students.

The Kaltura Media Gallery (KMG) allows users to search and browse a site's collection of visible media to manage and play the content. Users can select viewable content from the KMG's Site Library and create topic-based collections of content with their own permissions.

Content can be repurposed and added to other Sakai tools via the text editor. These tools include, for example, Announcements, Assignments, Discussions, Polls and others.

What is the Kaltura Video Tool for Sakai?

The Kaltura Video for Sakai for CLE allows users to easily upload and share video, audio, and images within Sakai. Users can create collections of media, which group media based upon a common theme. Files added to the Kaltura Video Tool for Sakai's library can be reused and linked to other Sakai tools.

Getting Started

Perform the following:

- [Adding the Kaltura Media Gallery Tool to your Sakai Course Site](#)
- [Uploading Video and Other Media](#)
- [Creating and Managing Collections](#)
- [Viewing and Managing Media in the Site Library and Collections](#)
- [Adding Media Items to Other Sakai Tools](#)

Adding the Kaltura Video Tool to your Sakai Course Site



To add the Media Gallery to your Sakai Course Site

1. Log in to Sakai.
2. Choose the site where you want to use the Media Gallery.
3. Click **Site Info** on the left navigation bar.
4. Click **Edit Tools** in the menu along the top of the window.
5. Check **Media Gallery** to include the Media Gallery on your site.
6. Click **Continue** at the bottom of the screen.
7. Click **Finish** at the bottom of the screen.
8. Go back to the Sakai home page and enter the Media Gallery through the tool bar.

Uploading Video and Other Media

When you enter the Media Gallery, according to the site configuration and your role in the site, any of the following three tabs are displayed: **Collections**, **Site Library** and **My Media**.

Site Library contains all uploaded media and is the tab to select to upload new media.

Collections are groups/exhibits of media put together from materials stored in the Site Library.

My Media contains all media uploaded by a user, regardless of the Site Library it was uploaded to.

The first step to creating a collection is to upload your media. Collections may consist of just one media type (video), or may be a mix (video, audio, and images).



To begin uploading media

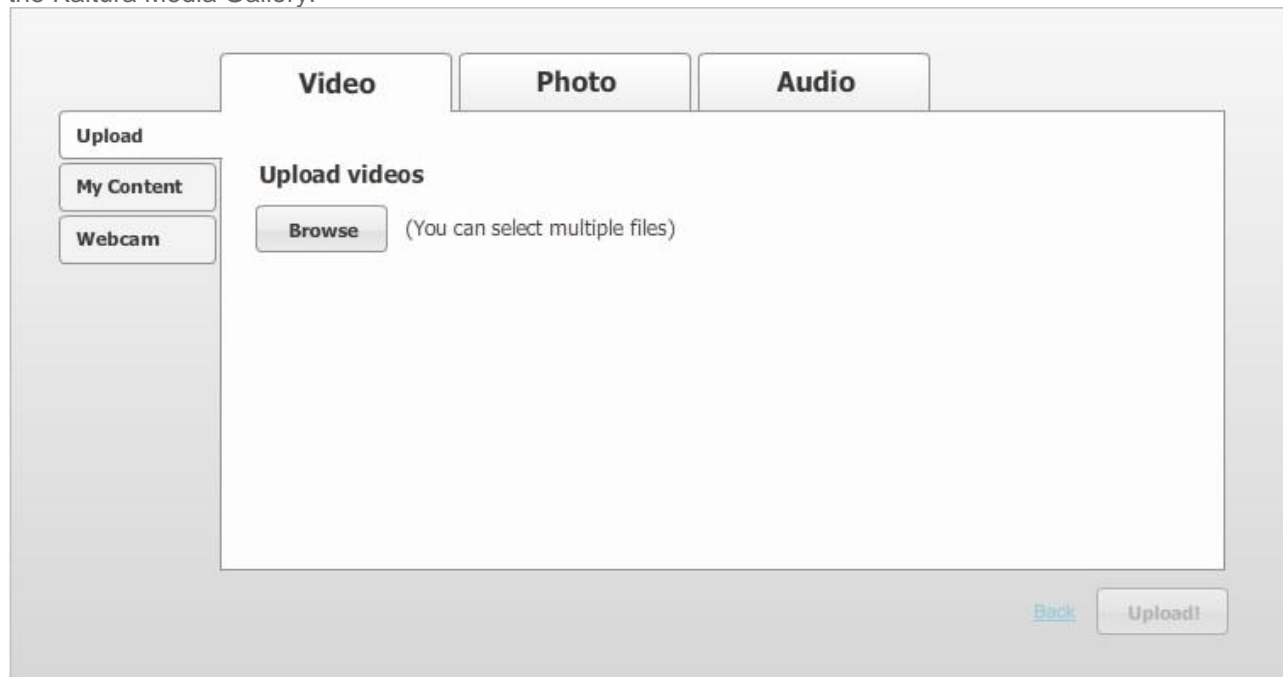
What is the Kaltura Video Tool for Sakai?

1. Click on **Site Library** and then click **Upload New Media**.



An interactive window with three tabs on the top and three tabs on the side is displayed. The tabs on the top, “Video,” “Photo,” and “Audio” indicate which type of media you can upload into your media gallery. On the left, tabs for “Upload,” “My Content,” and other media sources such as “Webcam” or “Flickr” are displayed, depending on your selected media type.

For example, if you select “Upload” from the tabs on the left, and “Video” from the tabs on the top, you are indicating that you want to upload video from a source file from your computer to the Kaltura Media Gallery.

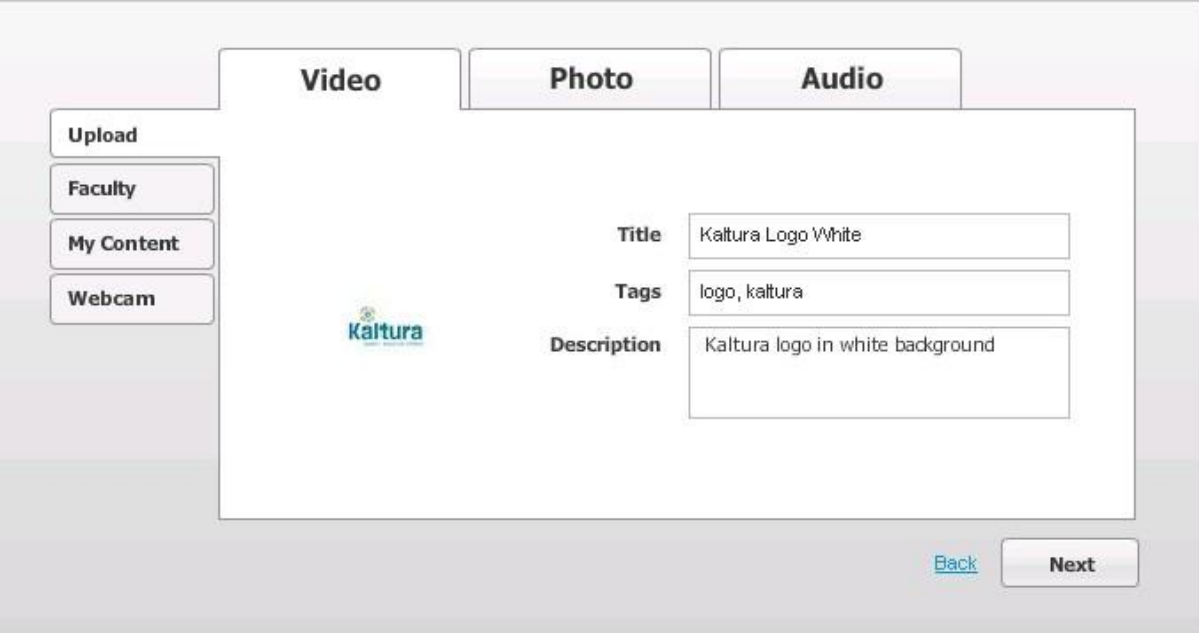


Uploading materials to the Kaltura Media Gallery is a multi-step process. Do not navigate away from the upload window before a message is displayed indicating that all necessary steps are completed.

2. Click on the appropriate tabs, and then **Browse**.
3. Navigate to the location of the files you want to upload and then click **Open**.

The files are then added to your upload queue. Uploads occur in the order in which they were added to the queue and not commence until the **Upload** button in the lower left-hand button of the window is clicked. After you click “Upload”, the files begin to transfer. The length of time needed for this process to occur varies widely depending on the size of the file, server activity, and upload speed.

4. After the files are transferred, click **Next** in the lower right corner.
5. Enter a Title, Tags and a Description of the file. This information is also referred to as metadata.



Tags are keywords that other users may use to search for your media items, such as with an index of a book. Multiple tags can be added if separated by commas.

6. Click **Next**. A message is displayed that the files are being converted and added. Following this message, buttons are available to “Add More Media” and “Finish.”
7. Click **Add More Media** to restart the upload window, or, click **Finish** to return to the Site Library that displays the most recently uploaded item.



NOTE: Video and audio items may be accompanied by the following message, “Entry is Converting. Media is currently being converted, please try again in a few minutes. Click OK. Content may be added to collections before the final conversion is complete. We recommend that you wait until this process has concluded before troubleshooting. You may need to refresh the tool or navigate away to see if the conversion process completed.”

Creating and Sharing Your Collections

In each site, users with the admin permission set can create media collections. A media collection is similar to a playlist based on a common theme. Media items in the Site Library may be added to an unlimited number of collections.



To create a media collection

1. Click on the **Collections** tab at the top of the window and then on **Add Collection**.
2. Enter the following:
 - a) Collection Name
 - b) Description
 - c) Management .

The management type for collections within the Media Gallery determines which users may see the contents of the collection and which media, if any, they can add and remove from the collection. There are four options for Management Type:

- **Instructor:** Only site instructors may add items to, remove items from, or edit the settings of a collection. Any public items are visible to all users. This collection is preferred if the instructor does not need students to post media items.
- **Community:** All site members may rearrange, add and remove items from the collection.

What is the Kaltura Video Tool for Sakai?

This is useful for group and class projects.

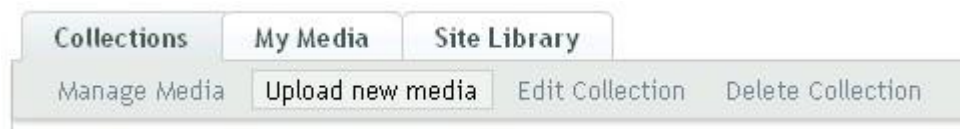
- **Personal:** Any site member may add items, but members may only manage the items they themselves added to the collection. If an item is private, only the original owner and instructors can view the item. This setting allows students to share media items with their instructors.
- **Owner:** Only the collection owner may make changes to items in the collection. The item is not visible to others if the items are private. This is best for organizing private media items.

3. Click **Save**.

To add media to a collection

There are three ways to add media to a collection:

1. Uploading media directly to a collection
 - a. Click the Collections tab and select a collection.
 - b. Click Upload new media.



- c. Proceed with the upload flow, as described in [Uploading Video and Other Media](#).



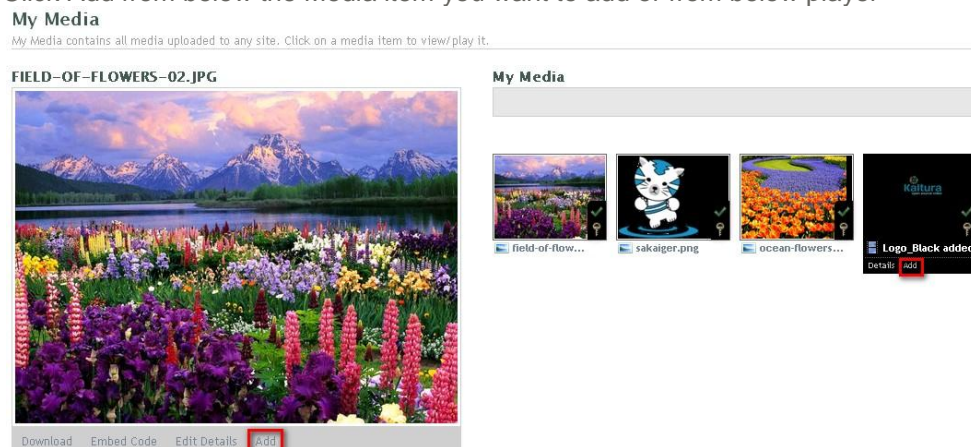
NOTE: Media that is uploaded directly to a collection is also added to the Site Library.

2. Adding media from the Site Library to a collection
 - a. Click the Collections tab and select a collection.
 - b. Click Manage Media (or the “Add Items” link at the bottom of the window if the collection has no media items).

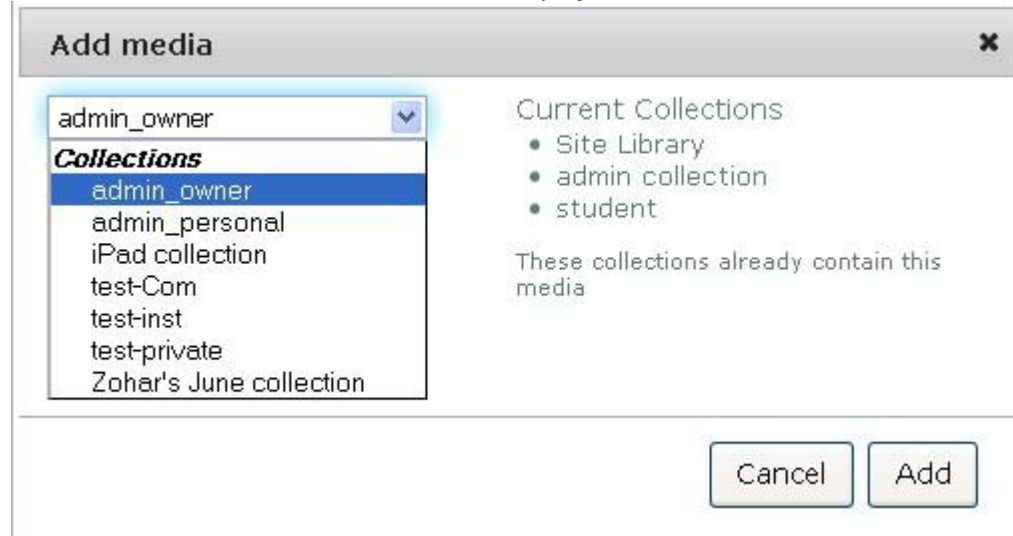
A new page is displayed where you can view the current contents of the collection on the left and all the available items from the Site Library on the right.
 - c. To add items to the collection, click on specific items on the Site Library panel on the right. The order in which you add the items to the collection determines the order of the items in the collection.
 - d. After you have made your selection, and you set the order in which the items are arranged, click I’m Done at the top of the collection.

3. Adding media from My Media

- a. Go to My Media
- b. Click Add from below the Media item you want to add or from below player



- c. A window with a selection of collections is displayed.



- d. Select the collection or Site Library to add the media item to.
e. Click Add.

To manage a collection

When selecting a collection, users with administrative permissions for the collection the following four options are available:

- **Manage Media:** Returns you to the collection builder to add items from the Site Library or remove items from the collection.
- **Upload New Media:** Starts the upload media flow; the media items uploaded are directly added to the collection and the Site Library.
- **Edit Collection:** Allows you to change the name of the collection, edit the description, and choose new sharing permissions.
- **Delete Collection:** Deletes the collection (but not items from the Site Library)



NOTE: If you edit the details of an item in the Site Library, your edits do not automatically change in the collection. For example, if you want to make a public item private, you need to edit the item in the Site Library **and** any collection the item appears in (or delete the item from the collection).

Viewing and Managing Media in the Collections, Site Library and My Media

The Collections, Site Library and My Media are comprised of two sections:

What is the Kaltura Video Tool for Sakai?

The screenshot shows the Sakai Site Library interface. On the left, a video player displays a 3D medical animation titled "3D MEDICAL ANIMATION - ANTIBODY IMMUNE RESPONSE". The video player has a play button, a share button, and a progress bar. Below the video player, there are tags: "nucleus, medical". A description follows: "Description: This 3D medical animation shows how antibodies stop harmful pathogens from attaching themselves to healthy cells in the blood stream. The animation begins by showing normal red and white blood cells flowing through the blood stream. Next, a single pathogen appears onscreen slowly moving toward its destination on the surface of a cell. The tubular extensions on the pathogen are surface proteins which attach to corresponding surface proteins on a white blood cell, or leukocyte. As the animation continues, more pathogens continue to attach to the white blood cell, rendering it ineffective. During the immune system response, Y-shaped antibodies begin attacking the pathogen, binding to its surface proteins as the pathogen attempts to anchor to the blood cell. The antibodies completely block the pathogen from attaching to the blood cell, 'tagging' the pathogen so that one of the immune system's learner cells, a macrophage, appears onscreen to engulf and digest the pathogen." Below the description, it says "Uploaded by: Sakai Administrator on Monday, November 08, 2010 6:00:41 AM". On the right, the "Site Library Media" section shows a grid of media items. The items are: Cells, DNA, systems biology, Large image, Cell Description, rRNA gene, Blood cells, trna, 3D Medical An..., Cells, and DNA_Transcrip... The grid has a search bar and a "Show" button.

On the right side, you can browse and search the media items. Selecting a media item changes the media displayed on the left side in the player area, where it can be played.

At the bottom of the player, options are displayed depending on the user's permissions:



Note: Edit Details and Remove functions are also available from the right side area.

- **Download:** Starts the download of a local copy of the media.
- **Embed Code:** Shows the embed code that can be grabbed and used in external websites.
- **Edit Details:** Allows editing the metadata of the media item. The following window is displayed.

The screenshot shows the "Edit Media" window. It has a title bar with "Edit Media" and a close button. The fields are: Title: "Logo Black", Description: "a logo! animated!", Tags: "logo". There are two checkboxes: "Public" (checked) and "Reusable" (checked). Below the checkboxes, there are two lines of text: "Public media can be seen and viewed by other users." and "Reusable media can be placed into other Sakai content." At the bottom, there are two buttons: "Cancel" and "Save".

You can update the basic metadata of the media item: Title, Tags, Description. In addition you can select one of two basic item level permissions. These are:

- **Public:** The item may be viewed by members other than the owner and site

administrators (for example, students in a course site). Leaving this box unchecked allows only the owner of the video and site administrators to view the video.



NOTE: When items are added to the Site Library, they are automatically made private. However, if the instructor adds a private media item to a community collection or posts it to public tool in Sakai, the items are visible.

- **Reusable:** The item can be used within other Sakai tools such as Syllabus, Announcements, and Assignments. See [Adding Media Items to Other Sakai Tools](#).
- **Remove:** Removes the media item from the collection or Site Library.



NOTE: Removing an item from the Site Library does not delete the item from a collection and must be done separately.

- **Add:** adds items from My Media to the Site Library and collections.

Adding Media Items to Other Sakai Tools

With the integration of the Kaltura Video Tool into Sakai, you can add media content to your Site Library using the following tools available within Sakai course sites:

- Announcements
- Assignments
- Forum
- Discussions
- Drop Box
- Polls
- Questions and Answers
- Schedule
- Syllabus
- Tests & Quizzes
- Web Content

Each of these tools uses a similar editor that allows you to insert media items from that particular site's media gallery. In this example, a picture is added to an announcement to a class.

To add a picture to an announcement to a class

1. Click on **Announcements** and then choose **Add** from the top menu items.
2. Click on the **Kaltura Video Tool icon** (outlined in red) in the editor's toolbar.



3. A window with the contents of the 'reusable' media items in the Site Library is displayed.

What is the Kaltura Video Tool for Sakai?



4. Browse or search for the media item you want use and choose it
The thumbnail representing the media item is displayed in the editor box.
5. Click Add Announcement.
After the announcement is submitted, the media item is displayed in a player.

Item Permissions

The following item permissions are available:

- **Public** (non-hidden) - Allows media to be visible or hidden from users, Defaults to private. Only the owner or manager can see the media.
- **Reusable** (shared) - Allows media to be used in the rich text (FCK) editor, Defaults to false. The media cannot be used in the editor.

Item Visibility (public/non-hidden):

The visibility of items is controlled via the public/non-hidden setting on the item (private/hidden by default) and these settings/factors:

- system admin can see all items
- manager (kaltura.manage) can always see items even if they are hidden
- owner of an item can always see it
- user with control or edit permissions on an item can always see it
- items which are set as non-hidden are visible to anyone with read permission in the site
- items in Community (public) and Personal (shared) collections are visible to anyone with read permission in the site

Collection Level Permissions

The ability to control (modify/remove) items is set through a combination of factors. Firstly, the user must be an admin and secondly, the setting on the collection. The following describes the types of collection level permissions:

- **Community (public)** - users can remove any of the items in the collection. Any user with at least one non-special Kaltura permission can add items to the collection. All items are visible to all users, and the owner can add/edit/remove all items.
- **Personal (shared)** - users can only remove their own items but cannot change other items. Any user with at least one non-special Kaltura permission can add items to the collection. An owner can add/edit/remove all items.
- **Instructor (admin)** - only admins can add/edit/remove the items in the collection. An owner can add/edit/remove all item. Normal users can only view items in the collection [DEFAULT].
- **Owner (private)** - only the collection owner can add/edit/remove the items in the collection, The Owner permission level does NOT make the items in the collection invisible.

:



NOTE: The owner of a collection, or the user controlling a collection (admin), is always able to see all the items in the collection. The owner is also granted the ability to update the item permissions on items in their collections.

Sakai Permissions

The following lists the permissions available in a Sakai Course/Project/Site:

| Permission | Description |
|-----------------|---|
| kaltura.admin | Allows a user to create and manage the media collections and their items, adjust item permissions on the items in the collections they control. |
| kaltura.manager | Allows a user to manage the permissions (hidden, shared, etc.) for all items including those in collections they have access to. |
| kaltura.editor | Allows a user to edit the metadata (Title, Description, Tags) for all items, including those in collections they have access to. |
| kaltura.write | Allows a user to upload media and add media items to the Site Library. |
| kaltura.read | Allow the users to view the content (media items and collections) only. |

Special Sakai Permissions

The following special Sakai permissions have unique functions and are for handling special cases:

| Permission | Description |
|-------------------------|---|
| kaltura.uploadSpecial | Allows the user to view the special uploader (a.k.a. UpSp) as a replacement for the regular uploader. The special uploader typically contains extra tabs |
| kaltura.showSiteLibrary | When kaltura.siteLibraryRequiresPrivs is true, allows the user to view the Site Library. |
| kaltura.showMyMedia | Allows the user to see the My Media tab. Note that all users that have write permissions can see this tab, regardless of how this permission is set. |

Permissions Grid

| | admin | manager | editor | write | read |
|---------------------------------------|-------|---------|--------|-------|------|
| view collections | x | x | x | X\$ | X\$ |
| view hidden collections | x | x | x | | |
| add/edit/remove collection | x | | | | |
| add/remove item to/from collection * | x | | | | |
| reorder/remove item from collection * | x | | | | |
| view items | x | x | x | | x |
| view hidden items * | | x | x | | |
| view item download link | | x | | | |
| view item embed code | x | x | | | |
| upload (add) new items (library) | | | | x | |
| remove items (library) | | x | | | |

Item Permissions

| | admin | manager | editor | write | read |
|-------------------------------------|-------|---------|--------|-------|------|
| edit items metadata | | | x | | |
| edit items permissions (library) | | x | | | |
| edit items permissions (collection) | X% | x | | | |
| access custom upload tab on KCW | | | | | |

\$ can only view collections which have at least one public item (Community/Personal collections always viewable)

* also can be allowed by collection permissions

% only for the collections they control



NOTE: Items permissions refer to all items in the site

Installing the Kaltura Video Tool for Sakai

This section is for IT and Sakai administrators that intend to install the Kaltura Video Tool for Sakai CLE.

Prerequisites

Be certain that your system meets the following requirements:

- Minimum version - Sakai 2.5

To install the application

- Run the following command from

```
mvn clean install sakai:deploy
```

Integrating the FCK Editor

See the fckeditor/README for instructions on installing the optional FCK editor integration.

Configuring the Kaltura Video Tool for Sakai

To configure the Kaltura VideoTool

1. Add the following to your sakai.properties file before starting up your server:

```
kaltura.enabled=true
## your kaltura account partner id
kaltura.partnerid=111111
## your kaltura account admin secret key
kaltura.adminsecret=XXXXXXXXXXXXXXXXXXXXXXXXXXXX
## your kaltura account secret key
kaltura.secret=YYYYYYYYYYYYYYYYYYYYYYYYYYYYYYY
## your kaltura server URL (Use https if your sakai server uses SSL)
#kaltura.endpoint=http://www.kaltura.com
## your kaltura CDN URL (Use https if your sakai server uses SSL)
#kaltura.cdn=http://cdn.kaltura.com
## custom kaltura widget ids
#kaltura.player.view=111111
#kaltura.player.video.width=480
#kaltura.player.video.height=360
#kaltura.player.edit=111111
#kaltura.player.image=111111
#kaltura.player.image.width=480
#kaltura.player.image.height=360
#kaltura.player.audio=111111
#kaltura.player.audio.width=480
#kaltura.player.audio.height=30
#kaltura.uploader=111111
## the special uploader, (if set) will be shown to any users with the
kaltura.uploadSpecial permission
```

```
#kaltura.uploader.special=1212121
## HTML 5 player
## enabled the html5 compatible player (off by default which means it uses
the flash player)
## WARNING: the html5 player requires updated kaltura player uiconf ids
(after 7 Mar 2012)
##      so if you are using custom older players you will need to
contact Kaltura for assistance before enabling this,
##      the minimum version of Kaltura is 1.6.8 to use the HTML5
player
#kaltura.player.html5.enabled=true
## force a custom copy of the kaltura html5 JS library (uses the current
one from kaltura by default)
#kaltura.player.html5.js=http://html5.kaltura.org/js
## display warning dialog on item delete
#kaltura.showDeleteItemWarnings=false
## custom intro message (appears on the home page of the tool, can include
html)
## WARNING: this is deprecated, use the i18n file to adjust the content of
messages
#kaltura.tool.introduction.instructions=
## custom empty collections message (appears on the home page of the tool
when there are no collections, can include html)
## WARNING: this is deprecated, use the i18n file to adjust the content of
messages
#kaltura.empty.collections.instructions=
## Site library tab only visible if user has privs (Default: false - no
permissions required to view the site library)
#kaltura.siteLibraryRequiresPrivs=true
## Enable kaltura tool site archive and duplication support
## Cause all kaltura content (which means the collections and links to the
content
##   on the kaltura server but not the actual media data) to be archived
##   and copied across when archiving or duplicating a site in sakai,
##   Default: false (disabled)
#kaltura.archive.support.enabled=true
```

2. Fill in your Partner ID, Admin secret, and User Secret.
3. If you are running a local Kaltura server, update the `kaltura.endpoint` and `kaltura.cdn`.
4. If you are using SSL (https) on your Sakai server, update the `kaltura.endpoint` and `kaltura.cdn`. For example: `kaltura.cdn=https://cdn.kaltura.com`.
5. Start Sakai. The new application appears as a tool option which can be selected for a course or project site.