Kaltura Video Tool for Sakai CLE Quick Start Guide

Version: 3.0

Kaltura Business Headquarters

5 Union Square West, Suite 602, New York, NY, 10003, USA

Tel.: +1 800 871 5224

Contents

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 Sharing Your Collections
- Viewing and Managing Media in the Site Library and Collections
- Trimming and Clipping Media Items
- 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 in 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** or **My Media** and then click **Upload New Media** .
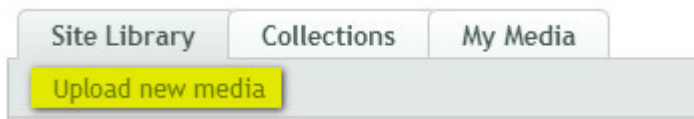
An interactive window with three tabs on the top and three tabs on the side is displayed. The tabs on the top, "Video," "Photo," and "Audio" indicate which type of media you can upload into your media gallery. On the left, tabs for "Upload," "My Content," and other media sources such as "Webcam" or "Flickr" 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.
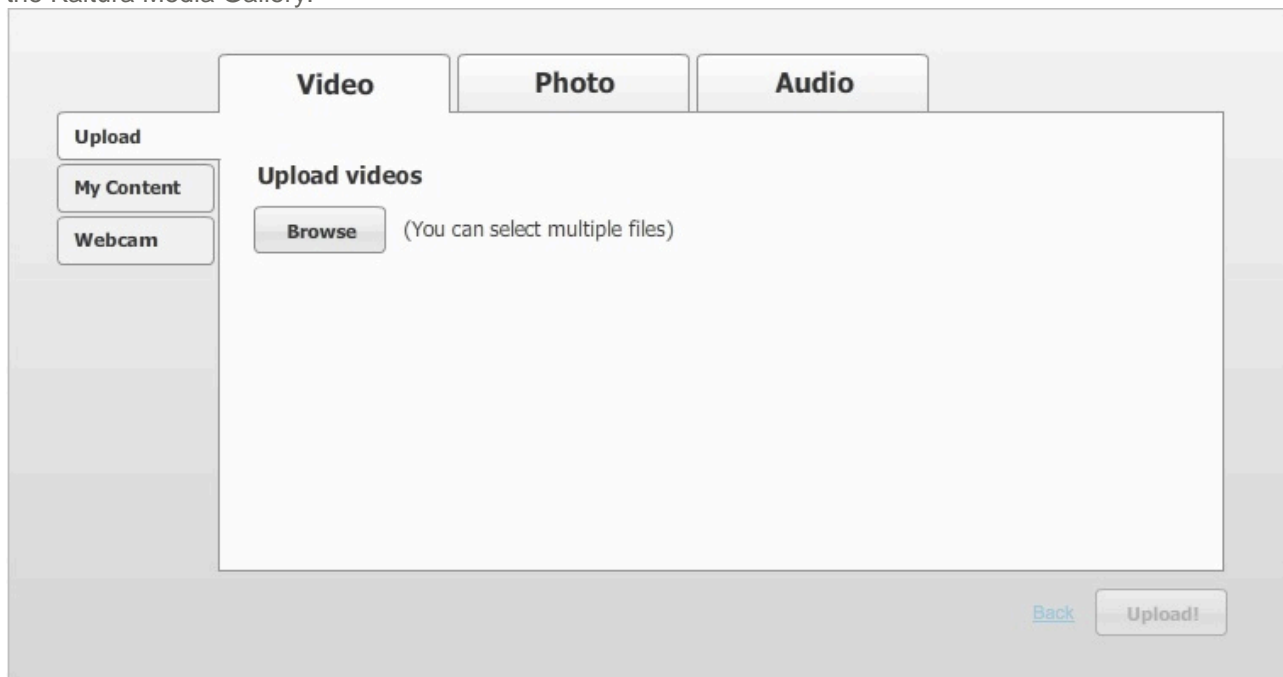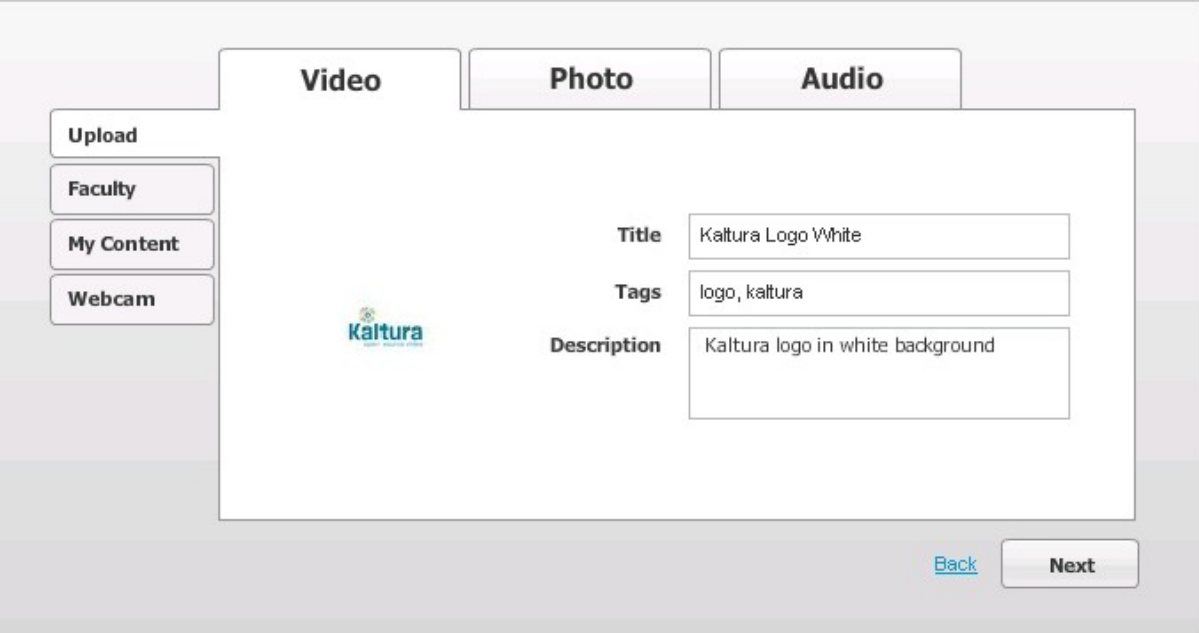

Uploading materials to the Kaltura Media Gallery is a multi-step process. Do not navigate away from the upload window before a message is displayed indicating that all necessary steps are completed.

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:

   o **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.

- o **Community:** All site members may rearrange, add and remove items from the collection. This is useful for group and class projects.
- o **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.
- o **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.
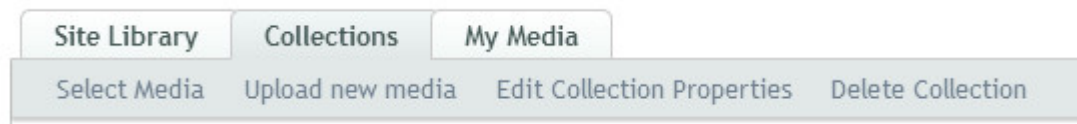
   - c. Proceed with the upload flow, as described in Uploading Video and Other Media.

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

2. Selecting media items from My Media or from the Site Library to a collection
   - a. Click the Collections tab and select a collection.
   - b. Click Select 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 My Media or from the Site Library on the right.
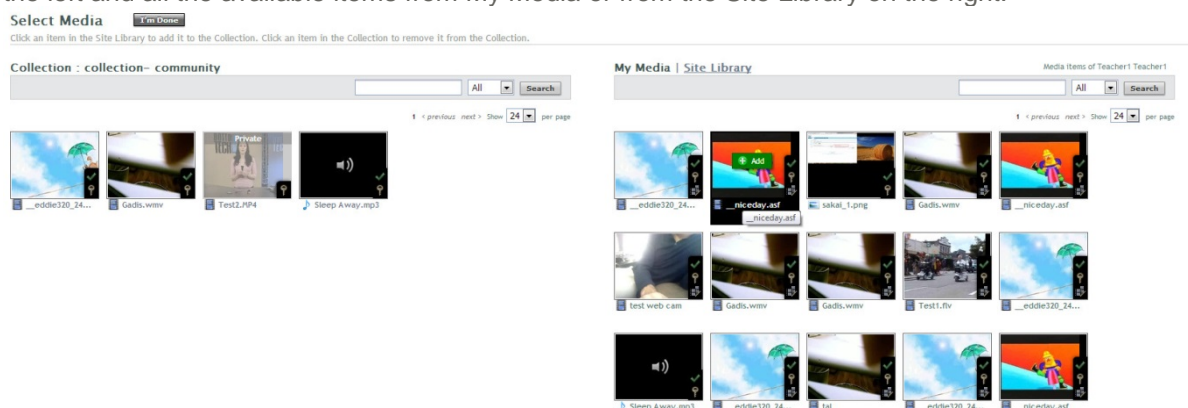
   - c. Select the right side contents, by clicking the Site Library or My Media links on top
   - d. To add items to the collection, click on specific items on the Site Library panel on the right. The order in which you add the items to the collection determines the order of the items in the collection.
   - e. 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 directly from My Media
   a. Go to My Media
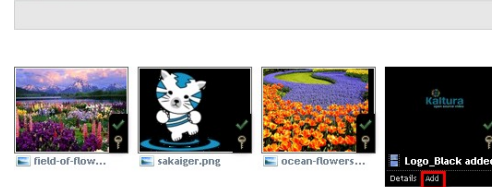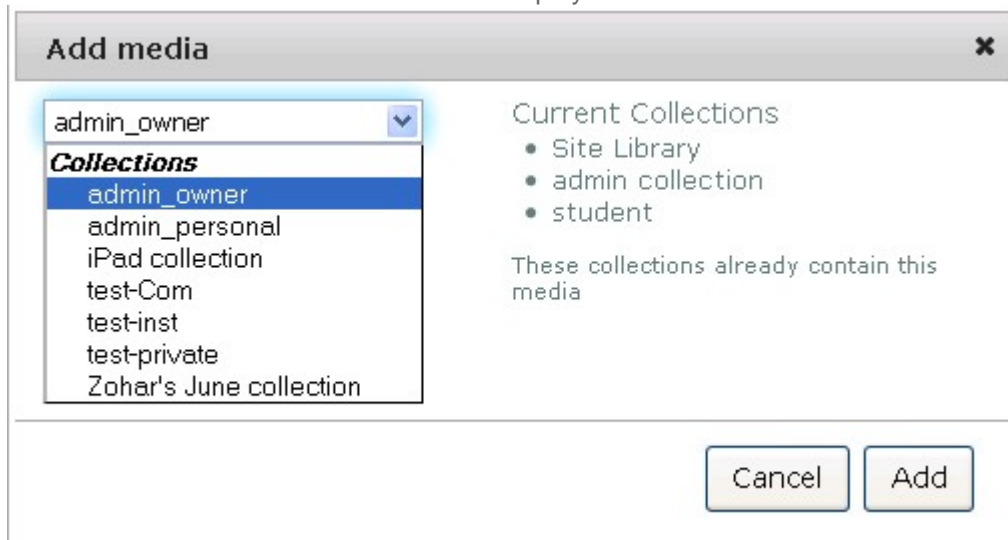   b. Click Add from below the Media item you want to add or from below player

   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:
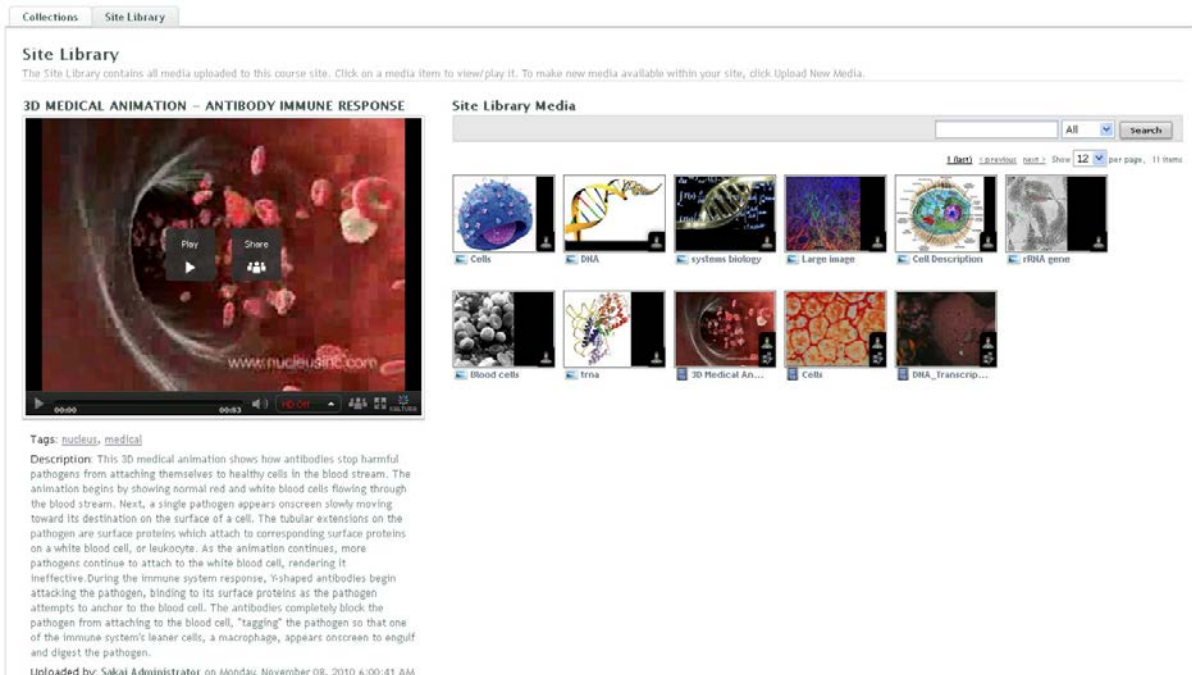
o **Select Media:** Returns you to the collection builder to add items from My Media or from the Site Library or remove items from the collection.

o **Upload New Media:** Starts the upload media flow; the media items uploaded are directly added to the collection and the Site Library.

o **Edit Collection Properties:** Allows you to change the name of the collection, edit the description, and choose new sharing permissions.

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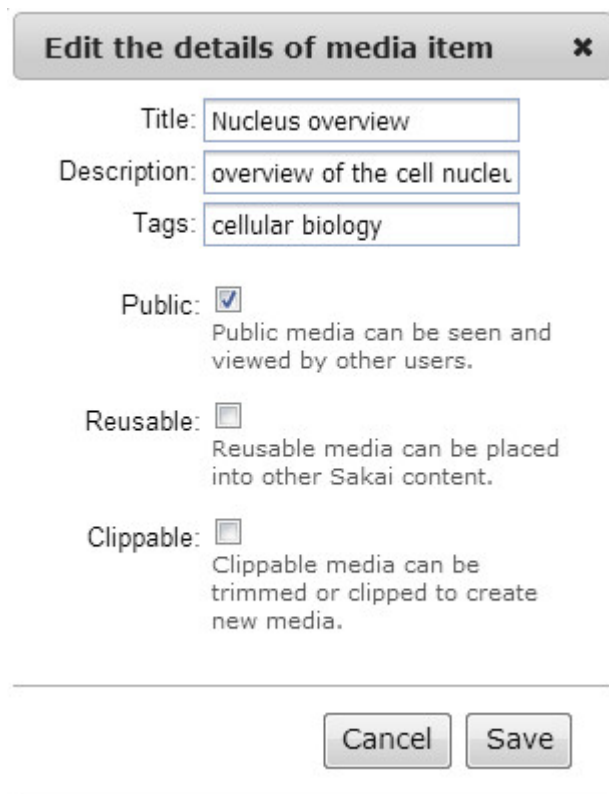
On the right side, you can browse and search the media items. Selecting a media item changes the media displayed on the left side in the player area, where it can be played.

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.

What is the Kaltura Video Tool for Sakai?

Edit the details of media item ✕

Title: Nucleus overview

Description: overview of the cell nucleu

Tags: cellular biology

Public: ☑
Public media can be seen and viewed by other users.

Reusable: ☐
Reusable media can be placed into other Sakai content.

Clippable: ☐
Clippable media can be trimmed or clipped to create new media.

Cancel   Save

You can update the basic metadata of the media item: Title, Tags, Description. In addition, users with the correct level of permission can define three basic item level permissions. These are:

o **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**.**

o **Reusable**: The item can be used within other Sakai tools such as Syllabus, Announcements, and Assignments. See Adding Media Items to Other Sakai Tools.

o **Clippable**: The item can be trimmed or clipped to create a new media item.

• **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.

Trimming and Clipping Media Items

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 where you have the , can be clipped by users with the correct permissions.

If clipping from within a Collection or Site Library, the clips can replace the original media item in the Collection and thus de facto trim it.

▤ **To create a clip**

What is the Kaltura Video Tool for Sakai?

1. Select the media item.

NUCLEUS OVERVIEW
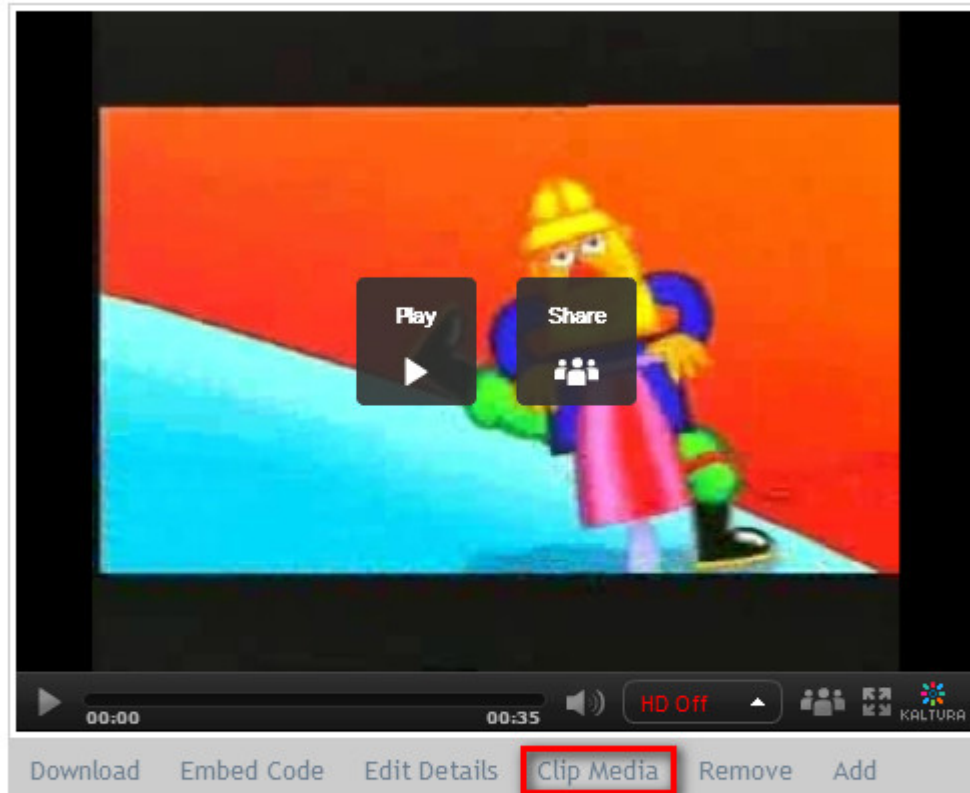
Tags : cellular, biology
Description : overview of the cell nucleus
Uploaded by : Teacher1 Teacher1
Created at : 3/11/2013 3:28:26 AM

2. Click the Clip Media button.
   A window with interface to create a clip is displayed.

What is the Kaltura Video Tool for Sakai?

3. Click Add New Clip.

4. Choose the In and Out times of the clip by one of the following mechanisms:
   a. changing the times on the State Time and End Time fields
   b. dragging the in and out points of the selected area in the timeline
   c. moving the red time marker by clicking in the timeline area and then clicking Set In or Set Out buttons

5. Preview the selection by clicking Preview.
6. Optionally set the Title and Description.
7. Click Save to save the clip as a new media item, which will appear in your My Media or click Replace to save the clip and replace the original media item within the Collection or the Site Library.

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.

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.
- **Clippable** – Allows media to be clipped using the Clipping Editor(trimming and clipping), Default to false (cannot be clipped)

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 and create clips. 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 and create clips. An owner can add/edit/remove all items.
- **Instructor (admin)** - only admins and collection owners can add/edit/remove the items in the collection and create clips. 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 and create clips. 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, Descroption, 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 cansee 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			

Item Permissions

	admin	manager	editor	write	read
upload (add) new items (library)				x	
remove items (library)		x			
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=XXXXXXXXXXXXXXXXXXXXXXXXXXX
## your kaltura account secret key
kaltura.secret=YYYYYYYYYYYYYYYYYYYYYYYYYYYYYY
## 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
# NOTE: clipping must be enabled in the KMC and in Sakai (see settings
    below)
```

```
#kaltura.clipper=1111111
## NOTE: 5612211 is the old uploader with "my content" in it, it was
   replaced in Jan 2013 with a new default without "my content"
#kaltura.uploader=1111111
## 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
## 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
## Allows items to be clipped via the Sakai interface (if this is off then
   the clippable permission is not shown as well), default: False
##   The CONTENT_INGEST_CLIP_MEDIA option must also be enabled for the
   kaltura account via the KMC
#kaltura.clipping.enabled=true
## Set the "clippable" permission to true or false (to match the setting)
   for all new items (all newly added items).
##   This is false by default (indicates clipping the item is currently
   NOT allowed).
#kaltura.clipping.default.allowed=true
## Control the root category used to store all site (course) categories in
   for Sakai, Default: "sakai"
##   WARNING: changing this after the migration will cause all existing
   content to be orphaned (it will not be removed but it will become
   inaccessible in Sakai)
#kaltura.rootCategory=sakai
## Control the mechanism used for kaltura metadata updates,
## when false, this uses the newer XSLT metadata updates processor (atomic
   updates) but only works on new Kaltura video platform versions (2013+),
## when true, this uses the XML only mechanism which is slower but works
   with older versions of Kaltura
## Default: false
```

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.

Upgrading from Kaltura Tool v2 to Kaltura Tool v3

Upgrading to a version released after Nov 1 2012 will cause the server to migrate the content from the database tables to the Kaltura metadata. The migration will run automatically on server startup and will run on only one server.

It is best to run this migration during a period of low usage to avoid user confusion. The migration takes approximately 1 minute per 30 media items.

This migration allows KMC admins to better manage the content and add (or remove) kaltura entries into courses using the KMC.