Kaltura Video Extension for SharePoint
User Guide

Version: 2.0

Kaltura
open source video

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Preface

This preface contains the following topics:

-
- Audience
- Document Conventions

About this Guide

This guide provides information about the features and functionalities of the Kaltura Video Extension for SharePoint.

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 document is intended for Kaltura partners, community members, and customers who want to understand how to integrate the Kaltura Video Extension for SharePoint.

Document Conventions

Kaltura uses the following admonitions:

- Note
- Workflow

NOTE:

Workflow:

1.

2.

SECTION 1

Overview of the Kaltura Video Extension for SharePoint

Kaltura's Video Extension for SharePoint seamlessly integrates the Kaltura Online Video Platform within an organization's SharePoint installation. The Kaltura Video Extension for SharePoint offers:

- A media repository for adding, managing, searching and reusing media content
- A Web Part for displaying video and playlists, including advanced metadata and subtitling options
- A Kaltura Media Field for inserting content in pages, including customization of visual and data display. All content and metadata can also be accessed in a central location through the Kaltura Management Console, and Kaltura's robust APIs.

Hosting and Deployment Options

The Kaltura web part is installed on the customer SharePoint server, and affects all site collections within that server. The rich-media content, its metadata as well as the specific publishing settings and usage information that are stored in the Kaltura system, can be hosted by Kaltura, with no need for a CDN relationship or video streaming solution, or can be hosted by customers as part of a self-hosted deployment of Kaltura's video platform.

Kaltura offers new possibilities for Video-Enabled and is ideal for building the following:

- Enterprise Training Center
- Corporate Communication Portal
- Corporate Archive
- Social Sharing Site
- Institutional Media Repository

Enterprise Training Center

- Use Kaltura tools to capture presentations and meetings, and organize them in a knowledge center.
- Include employee-generated guides and tutorials for knowledge transfer.

Corporate Communication Portal

- Store town hall meetings and CEO updates in a centrally managed location.
- Use Kaltura's live broadcasting infrastructure to broadcast live to companies around the globe.

Corporate Archive

- Migrate media easily from various existing locations to a central platform.

- Distribute media from a central location to various SharePoint pages.
- Embed content outside of the SharePoint server for use in external web sites. For example, your corporate web site.

Social Sharing Site

- Anyone can contribute media assets: Allow rating and social tagging of assets to drive the structure and presentation of playlists and videos within the site.
- Based on permissions: Anyone can share content on social networks or directly from the site.
- Ideal for students uploading content, university sports teams, and more.

Institutional Media Repository

- Migrate existing content to the cloud.
- Centrally manage and expose content via a SharePoint portal or external website.
- Content is searchable, and can include custom metadata.

Benefits of Using the Kaltura Platform

- Optimal Playback Experience – leverages Kaltura's adaptive bitrate technology to provide all viewers with the best playback experience; supports both progressive download and RTMP (streaming) of video content; all content is hosted and streamed by Kaltura; supports playback with 508-compliant video players and captioning
- Flexible Content Organization – videos are organized by sites and are displayed accordingly on the site. The Kaltura Management Console (KMC) gives you full control of assigning videos to sites, allowing you to easily organize and present hundreds of videos.
- Easy End-User Media Uploading and Authoring – enables users to upload and share their own videos from desktop, webcam and mobile sources. Easily moderate submissions and manage blocking of troublesome users.
- All videos are hosted and monitored by Kaltura in fully redundant and replicated data centers, preventing SharePoint from stalling under the weight of video files.
- Video streaming is enabled through Kaltura's tier 1 global CDN partners, ensuring state-of-the-art video quality worldwide.
- Security is built in; content can be restricted to the firewall perimeter.

SECTION 2

Installation

This section describes how to install the Kaltura Video Extension for SharePoint. The installation package contains the following file:

- *Kaltura Extension.wsp* – contains all the files necessary to install the solution.
- KalturaFederatedLocationExample.OSDX – the federated location file to be imported to the federated locations. This file is used to add Kaltura search results to your search results page.

Prerequisites

- You are using SharePoint Server 2010.
- You must be a SharePoint farm administrator.
- You must have the ability to add a new source to the event log (most administrators have this capability).
- Required skills: You should know how to deploy solutions to a SharePoint server.

To install the Kaltura SharePoint Extension

1. In the Kaltura Management Console (KMC), create a category at the root of the category tree (for example: “SharePoint”). This “SharePoint” category is the root category from which all content is streamed to the SharePoint users in the site collection where this root category is defined.
   Each Kaltura root category is mapped to a SharePoint site collection.
   You can configure multiple SharePoint servers and site collections using the same Kaltura user account by configuring the extension to point to a different root category.
2. In the SharePoint management shell, run the following command:

   ```
   add-spsolution –LiteralPath <path to the SharePoint executable filename>
   ```

   For example:

   ```
   add-spsolution –LiteralPath "c:\KalturaExtensionForSharePointVer200.wsp"
   ```

3. Access the SharePoint site Central Admin.
   a. Access Solution Management.
   b. On the Central Administration Home page, click “System Settings”.
   c. In the Farm Management section, click “Manage Farm Solutions”.

      The solution information is usually found at the URL:
      http://server name:centralAdminPort/_admin/Solutions.aspx

   d. Deploy the solution in the appropriate web application.

NOTE: Do not deploy the solution in the central administration web application.

   e. Under the Site Collection Management in the “Site Settings” page, go to “Site Collection Features” and activate the feature “Kaltura Video Extension”.
   f. Configure the “Partner Settings” page found under the “Kaltura Media Settings” in the “Site Settings” page.

To remove the Kaltura SharePoint Extension

1. Deactivate the feature in the Site Collection.
2. Retract the solution on Central Administration > System Settings.
   a. Select Manage Farm Solutions.

      This removes all data related to the feature.

   b. Save the name of the solution for the next step.
3. Remove the solution from the SharePoint Management Shell:

```
Remove-SPSolution -Identity <solution name or GUID>
```

   For example:

```
Remove-SPSolution -Identity KalturaExtensionforSharePoint.wsp
```

To Upgrade the Kaltura SharePoint Extension

1. Remove the currently installed extension.
2. Install the new wsp.

NOTE: After you upgrade the Kaltura SharePoint Extension, all Kaltura related settings, web parts and fields should continue working properly as before.

SECTION 3

Initial Configuration

The initial configuration of the Kaltura Video Extension for SharePoint should be performed by the site administrator. The configuration impacts all sites in the collection.

To configure the Kaltura Video Extension for SharePoint, you should have administrative rights on the Web site, including ManageSubwebs, ManagePermissions, and ManageWeb permissions.

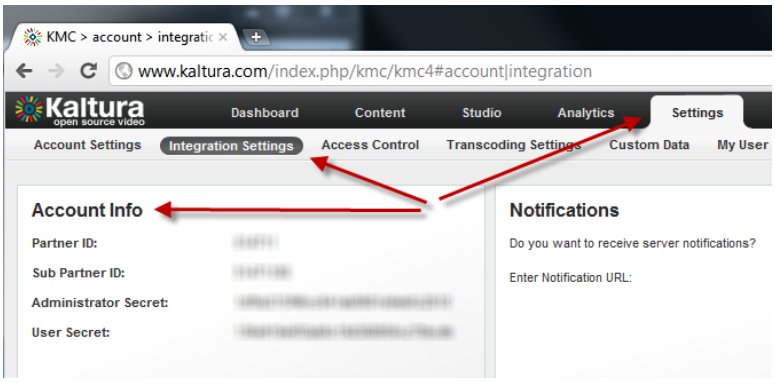
By Default, “Full Control” permission level includes these rights.

Partner Settings

The Partner Settings are used to map the information from the Kaltura Management console (KMC) to the Kaltura Video Extension for SharePoint. You will need a partner ID to configure the Partner Settings.

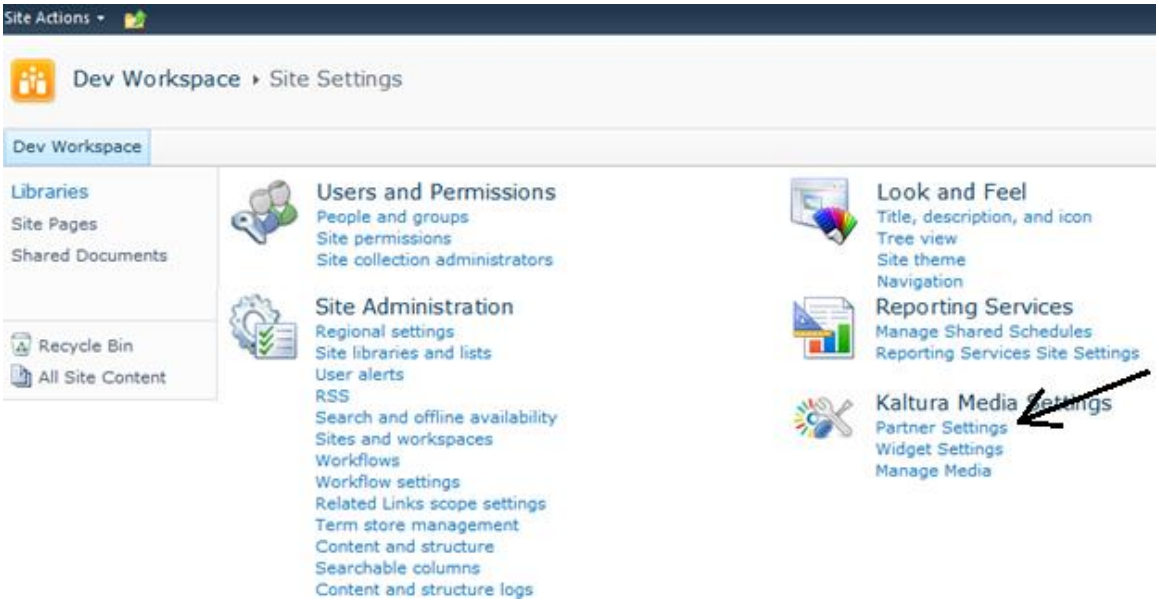
To obtain or access your Kaltura Partner ID,

- For existing accounts: Go to the KMC and select Settings> Integration Settings and copy your Partner ID.

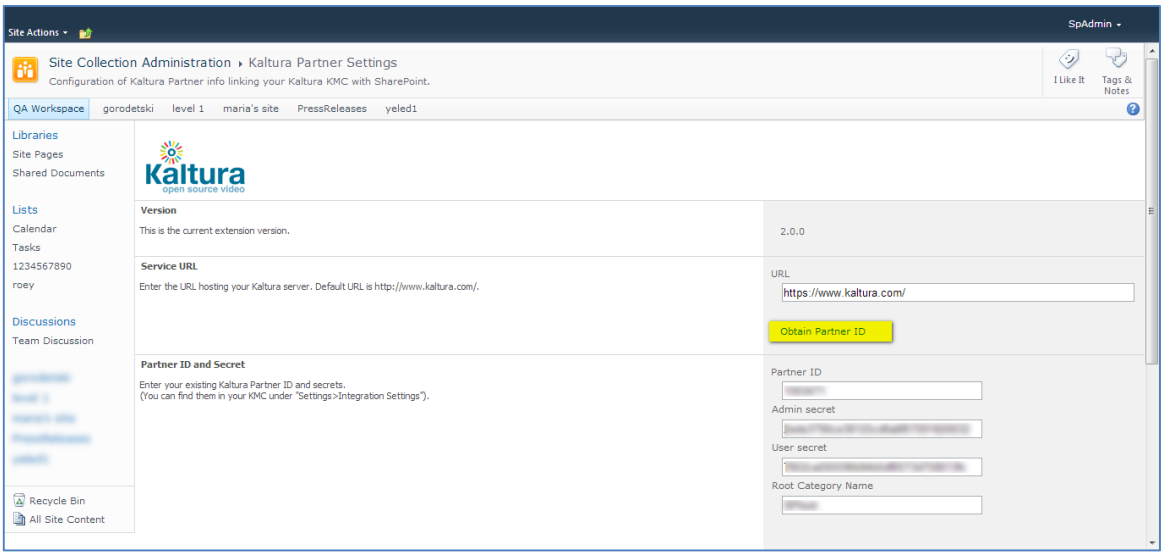


- If you do not have a Kaltura account:

1. Select Site Actions > Site Settings and then under Kaltura Media Settings click Partner Settings.



2. Use the link “Obtain Partner ID” to create a Partner ID.



- Alternatively, you can go to http://corp.kaltura.com/about/signup and sign up.

To configure the Kaltura Partner Settings

1. Select Site Actions>Site Settings.
2. Select Partner Settings under “Kaltura Media Settings".
3. Enter the following:
   - Service URL –the URL of the Kaltura media server that hosts the media files and metadata. The default is *http://www.kaltura.com/*
   - Partner ID
   - Admin Secret
   - User Secret
   - Root Category Name – Each SharePoint site collection should have a unique Root Category Name in the KMC. For more information see “Root Category Name”.
   - (Optional) Custom Data Profile ID: Kaltura allows you to add your own metadata schema by creating a profile on the Kaltura server under Settings>Custom Data. The profile can

contain various custom fields.

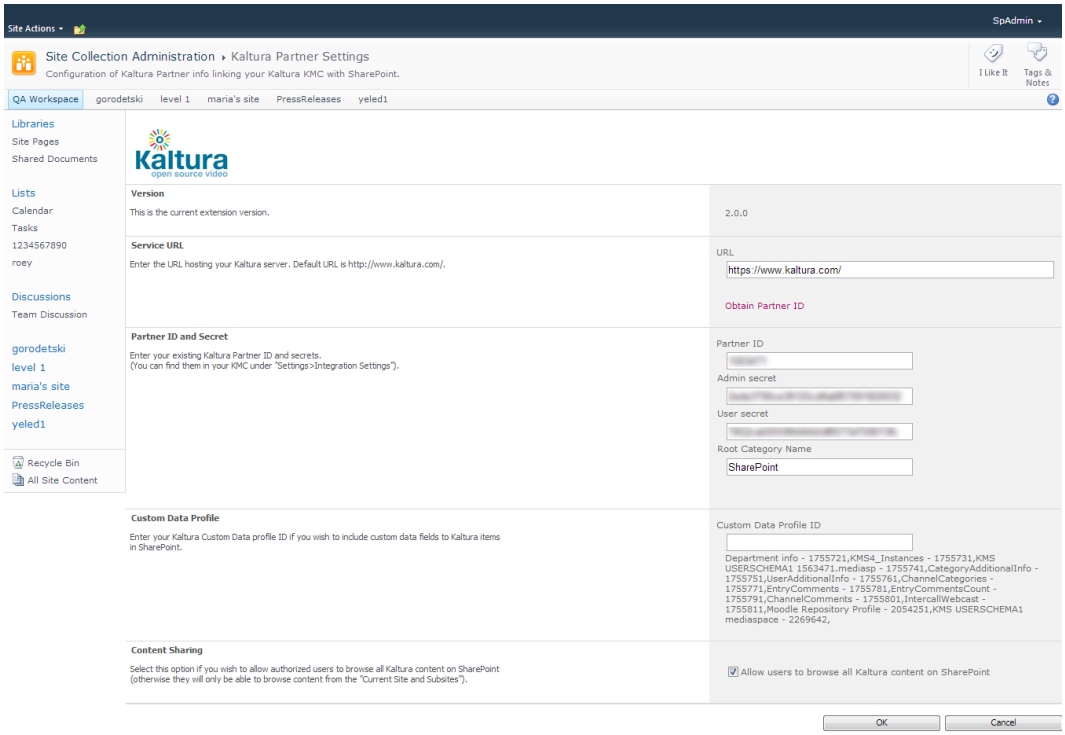
When you create a schema with metadata in the KMC, the fields are displayed as additional metadata for the media items. When a partner profile is configured in the SharePoint site, the configured custom profiles are displayed below the edit field.

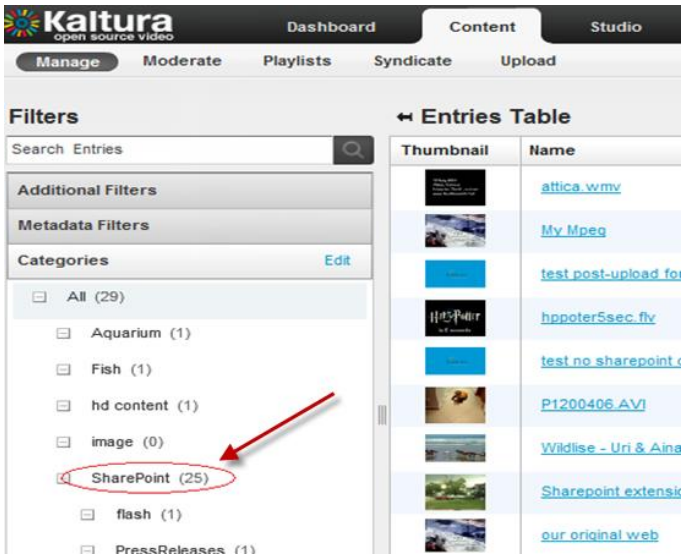
4. (Optional) Check the “Allow users to browse all Kaltura content” checkbox to control whether the media selection is restricted to the current site and sub-sites.

Root Category Name

Each SharePoint Site Collection has a unique KMC root category identified with it. The root category is created in the KMC category tree. You may have multiple root categories where each root category represents a different SharePoint site collection.

In SharePoint, the root category is defined in the Partner Settings Page.



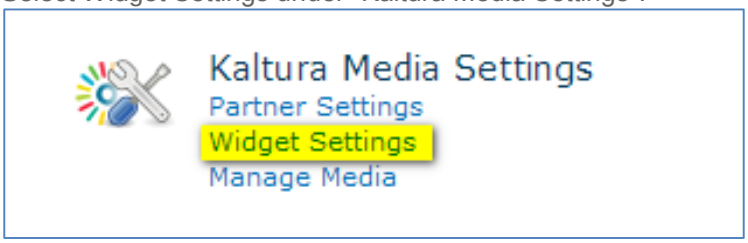


Kaltura Widget Settings

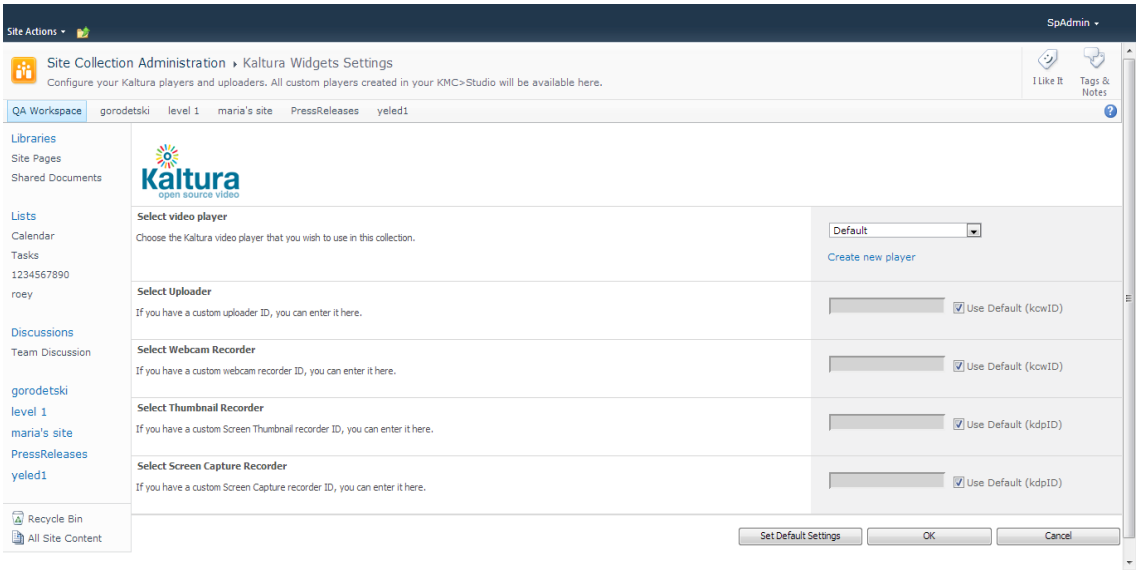
The Widget Settings are used to configure custom players, upload widgets, webcam recorders or thumbnail recorders. The players that were created in the KMC Studio are listed in the drop down menu and can be used in the Kaltura Video Extension for SharePoint.

To access the Kaltura Widget Settings

1. Select Site Actions>Site Settings.
2. Select Widget Settings under “Kaltura Media Settings".



The Kaltura Widgets Settings Window is displayed.



Kaltura Player Configuration

The Kaltura Video Extension for SharePoint uses a default player created in the KMC Studio. Only the web administrator that has administrative rights to the Web site, including ManageWeb permissions, can customize the player. By default, “Full Control” permission levels include these rights.

The player configuration is set per Site Collection and is not inherited by the parent site.

To customize the player

1. In the Kaltura Widgets Settings window, select a player from the drop down menu.
   or
   Click Create New Player.

The KMC login window is displayed.

2. Login to the KMC and create a player.
3. Save. Refresh the page to display the player you created.

Customizing the Widgets

You can use the default widgets or customize the following widgets:

- Uploader
- Webcam Recorder
- Thumbnail Recorder
- Screen Capture Recorder

To customize the widgets

1. For each widget in the Kaltura Widget Settings window, check “Use Default” to use the widget that is inherited from the parent site
   or
   enter the widget ID to customize the widget.
2. Click “Set Default Settings” to revert to the parent site setting.
3. Click OK to save settings.

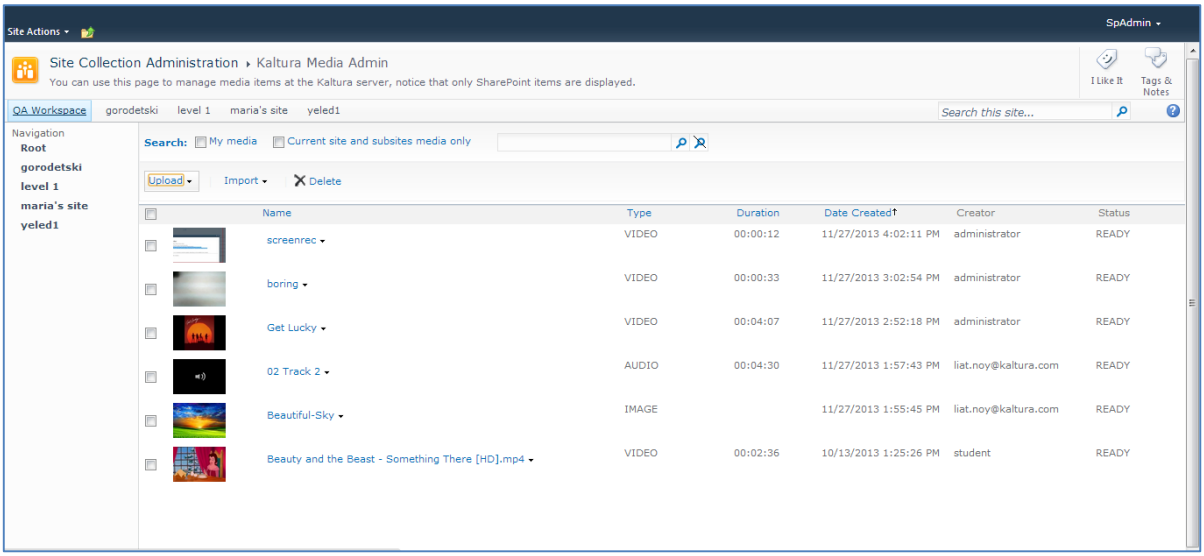
Kaltura Media Management

The Kaltura Media Admin page is the central location for managing all the Kaltura media on the site. Only the web administrator that has administrative rights to the Web site, including ManageWeb permissions. By default, “Full Control” permission levels include these rights.

Using the Security Permissions

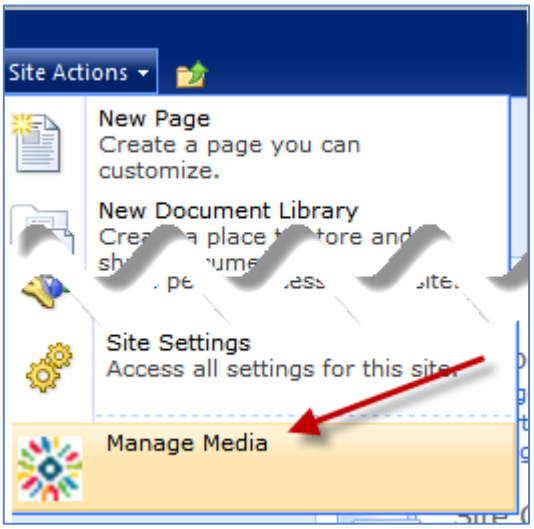
The Kaltura Video Extension for SharePoint includes the following permission groups:

- **Kaltura Media Admin**: Controls the media on the site; including editing all media items uploaded and permissions to delete media.
- **Kaltura Media Contributors**: Enables uploading media to the site, enables editing all media items.

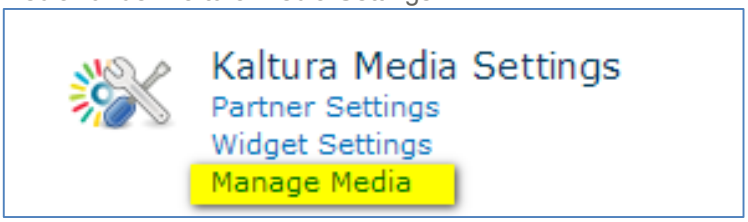


To access the Media Management Page

- Select Site Actions > Manage Media.

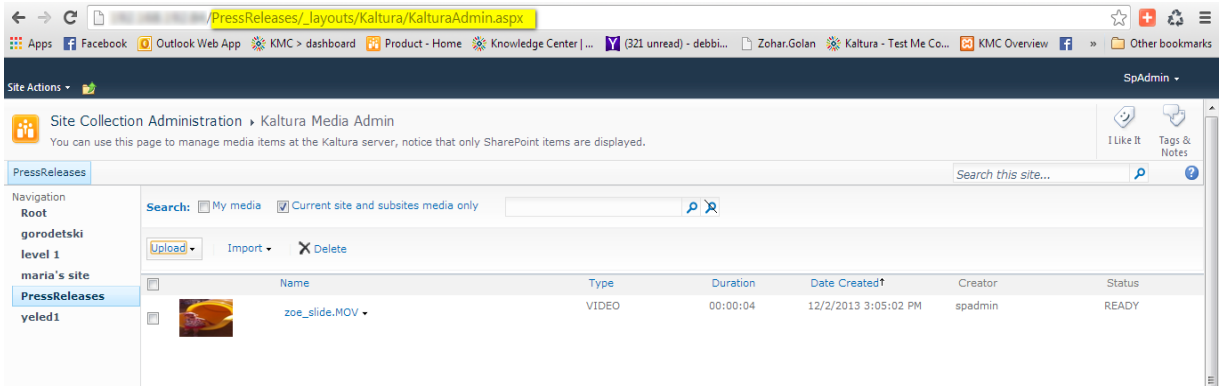


Alternatively, you can access this page by going to the Site Settings and selecting “Manage Media” under Kaltura Media Settings.

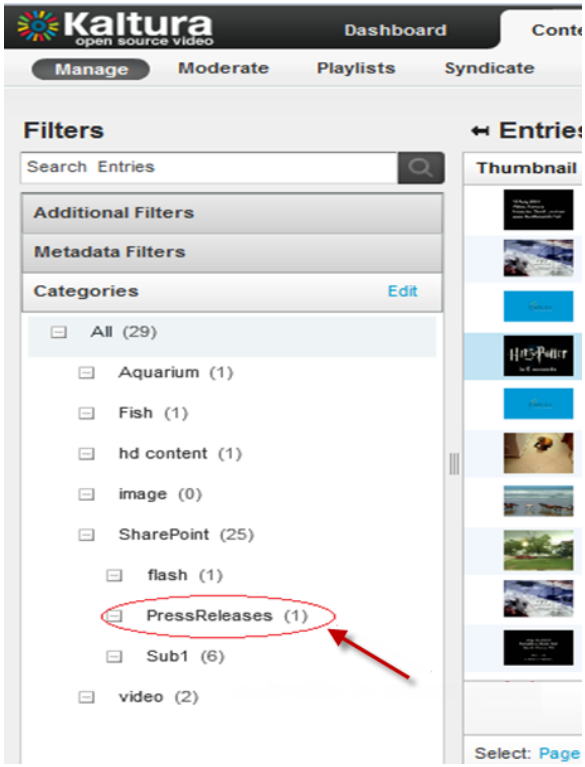


Uploading Media through the Media Admin Page

Media may be uploaded to the Kaltura server through the KMC as well as through the Kaltura Video Extension for SharePoint via the Kaltura Media Admin page (accessed through Manage Media). For the root site, media is saved to the configured root category on the Kaltura server. If you upload media from the Kaltura Media Admin page, in a sub-site, the new category is created in the KMC with the same name as the sub-site.

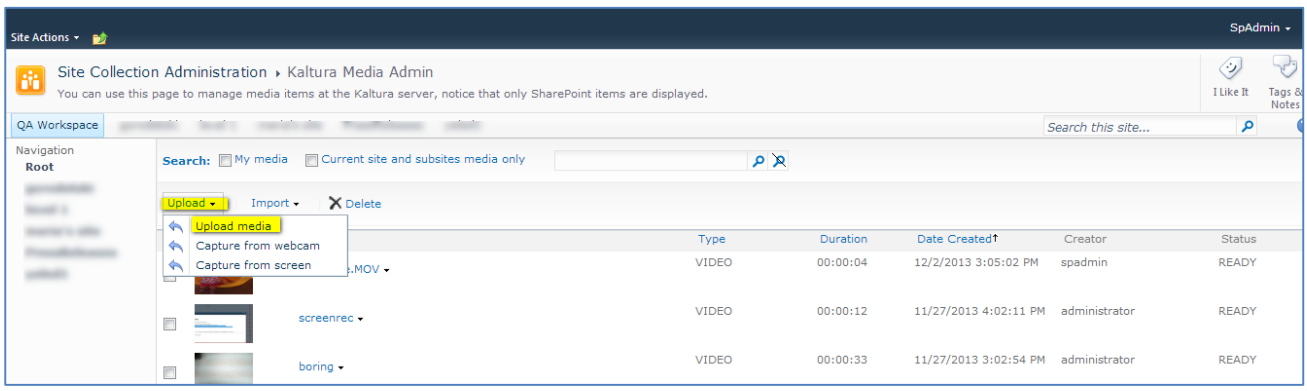


For example, media was uploaded from the Kaltura Media Admin page, PressReleases sub-site. The new sub site created in the KMC is displayed accordingly.



Controls in the Kaltura Media Admin Page

You can upload, import or delete media through the Kaltura Media Admin Page.



Upload Content

The following options are available for uploading content:

- **Upload Media**: Opens the Upload widget. When you select the media type (video or audio) and select the file, it uploads the file to Kaltura to the category associated with the site.
- **Capture from web cam**: Allows you to capture video from any web cam connected to your PC and to upload it directly to Kaltura.
- **Capture from screen**: Allows you to capture and record your screen and upload them

Import

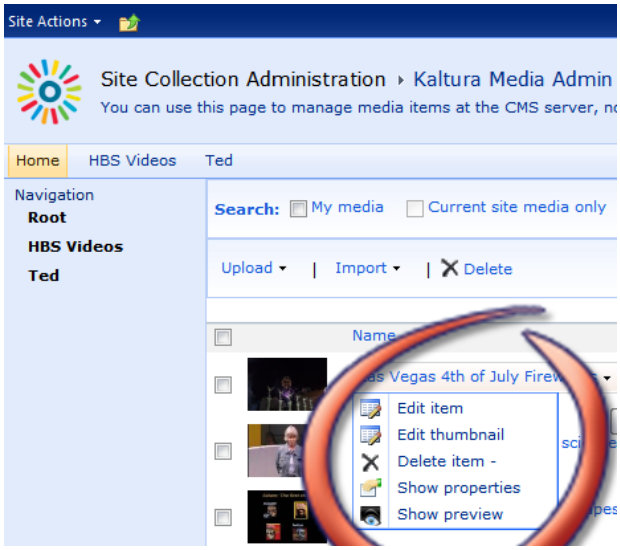
- Opens the KMC, and allows you to import data from your Kaltura account to any site.

Delete Content

- Deletes media both from Kaltura and from the site. For multiple deletions, check all the items you want to delete and click the Delete button.

Action Items for Each Media Item

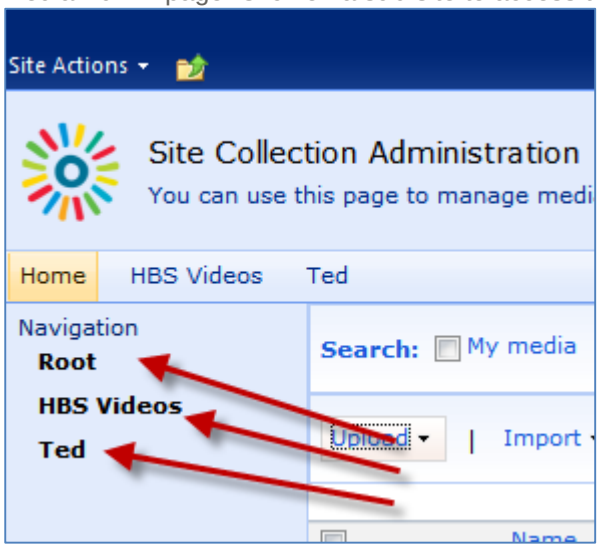
Each item in the media list has an action drop down menu:



- **Edit item:** Allows editing all metadata for this media item.
- **Edit thumbnail:** Enables you to play the video and use a button to capture a new thumbnail. More advanced thumbnail capabilities are available in the KMC.
- **Delete:** To delete a single item, choose the Delete action from the item's drop down menu.
- **Show properties:** Allows you to view the properties of the media item, including custom metadata.
- **Show preview**: Select “Show preview” to play a preview of the media item in a player that opens in a new window.

Navigation in the Kaltura Media Admin Page

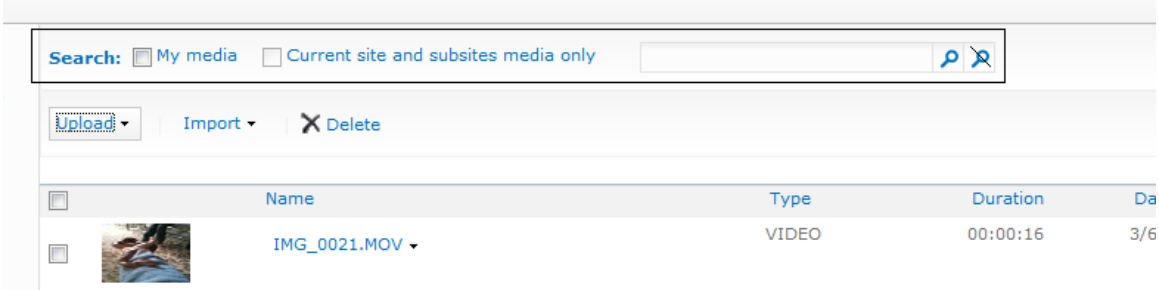
The list of sub-sites defined in the SharePoint implementation, is displayed on the left of the Kaltura Media Admin page. Click on a sub-site to access the media management for the sub-site.



SECTION 4

Media Look Up and Filters

Search and filtering capabilities are available through the Kaltura Media Admin page.



To limit the display to a specific group of videos, you can enter a search string in the Search bar. Search will look for matched data in all text strings associated with the media, including name, description and metadata.

In addition, the following filters are available:

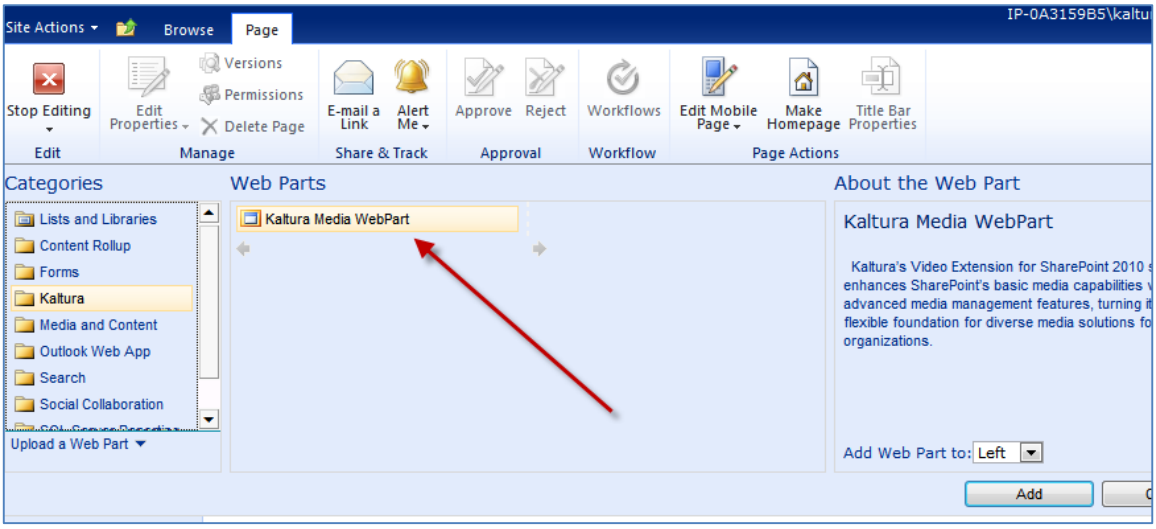
- **My media**: Display only media uploaded by the currently logged-in user.
- **Current site and subsites media only**: This controls whether media selection is restricted to the current site and subsites by configuration of content sharing in the Partner Settings. This allows you to narrow the search to the specific site you are currently browsing instead of the entire SharePoint server.

Adding a Web Part

After you add a web part to a page, you can customize the web part.

To add the Kaltura Media Web Part to a page

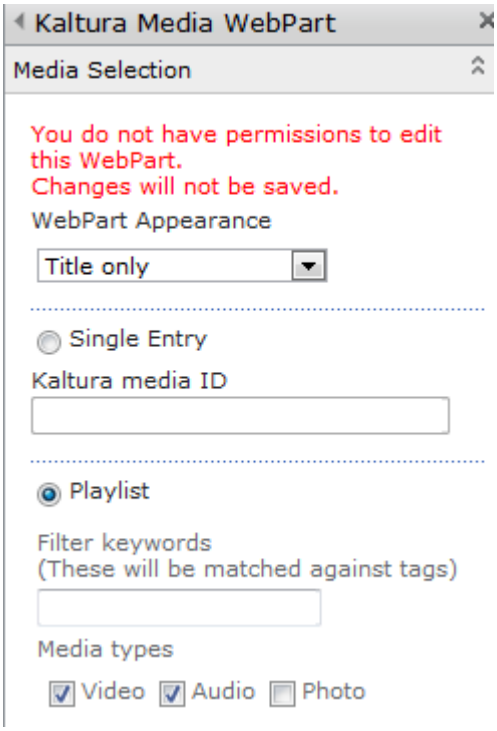
1. Select edit in the page you want to add the Web Part and then select Insert> Web Part.
2. Select Kaltura and the Kaltura Media Web Part and click Add.
3. Click Save and Close.



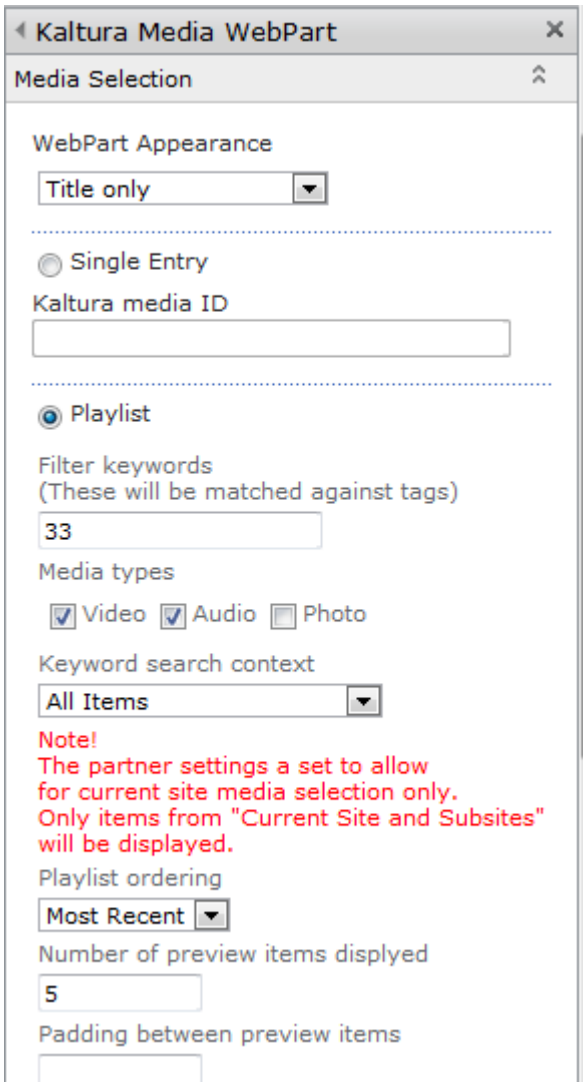
4. Select “Edit” from the web part's drop-down menu to open a configuration pane on the right.

- **Edit Permission**: Only a Site Administrator, a Kaltura media administrator or a Kaltura Media contributor can customize the web part.

  Non-privileged users will receive the following message:



Web Part Properties



To configure the Web Part properties

Enter the following information:

1. **Web Part appearance** - Select the layout of the web part and the metadata associated with the media from the Web Part appearance dropdown.

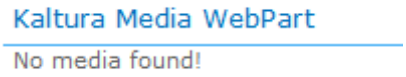
   The available options are:

   - Title only: Display the title only
   - Full text on right side: Display all available metadata and the player on the right side player;
   - Full text on bottom: Display all available metadata and the player on bottom.
2. **Single Entry -** use this option to display a single media item.
3. **Kaltura Media ID** - Select a specific media item to display. Click the edit box to display the media selector.
4. **Playlist:** Toggle this option to cause the web part to display the first item from a filtered playlist.
5. **Filter Keywords:** Define keywords for the search filter. These will be matched against the tags of the media.

- If the keyword box is left empty, the search will match all media items.

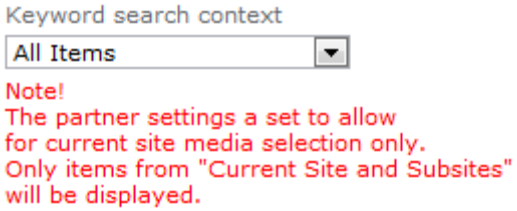
  For example, if you want to create a “most recent” playlist or most popular playlist – keep keywords empty and check the relevant boxes.

- If the requested item does not exist, the message “No media found!” will be displayed



6. **Media types**: Control the media file types to appear in the playlist.
7. **Keyword search context:** Define the search scope as the current site and sub sites or all sites according to the configuration of content sharing in the Partner Settings.

   View warning message:



   If the context of the search is defined as “All Items” and the configuration of content sharing in the Partner Settings is set to forbid users to browse all Kaltura content on SharePoint, you will receive a warning message and media will be selected only from the current site and sub sites.

Partner settings: **Allow users to browse all Kaltura content on SharePoint**	**Kaltura Web Part** **Keyword search context**	**Warning displayed /search restricted**
Yes	All Items	No
	Current Site and Subsites	No
No	All Items	Yes
	Current Site and Subsites	No

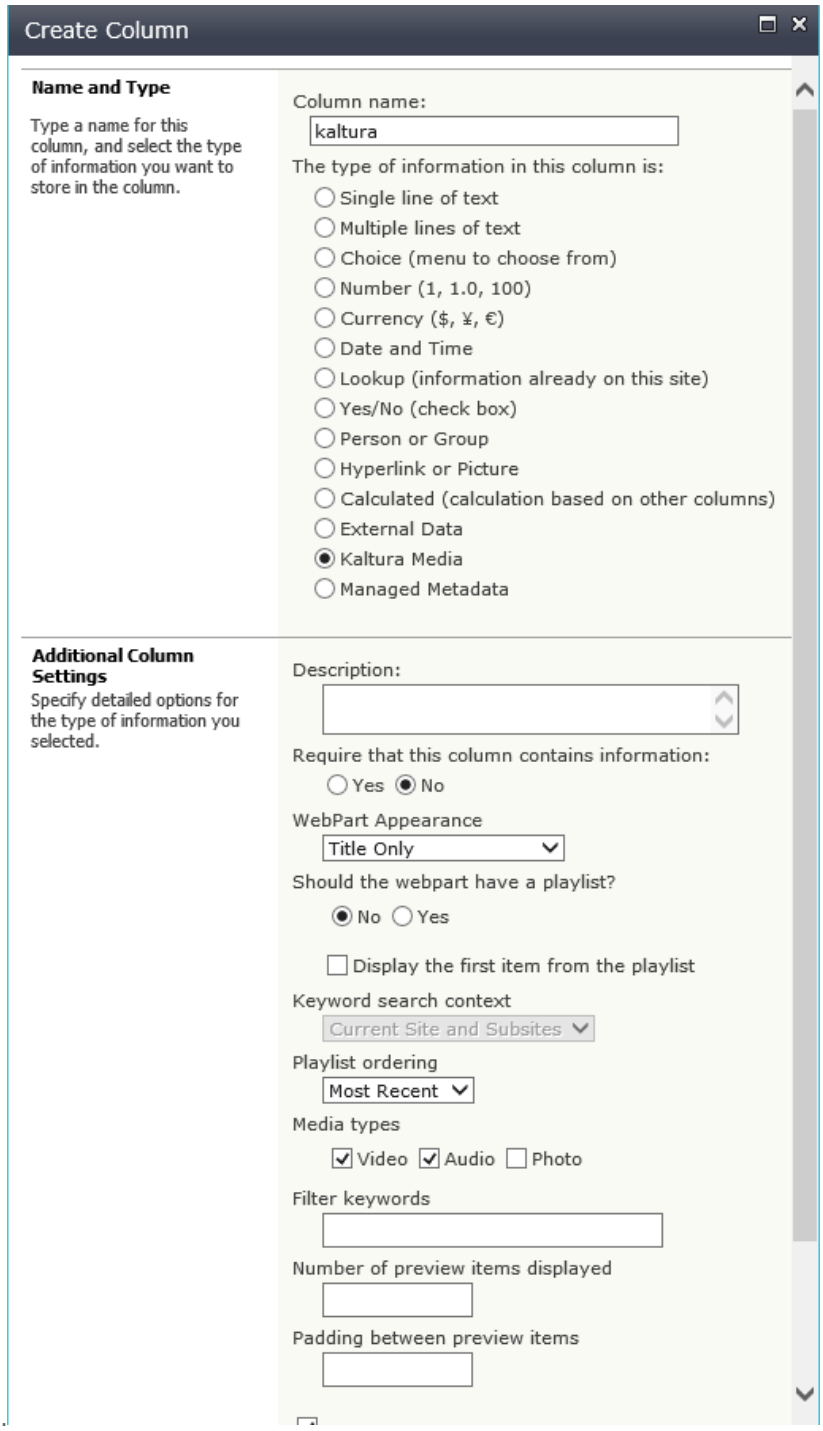
8. **Order by -** Controls the order of the playlist.
9. **Number of preview items displayed** - enter the number of thumbnails. The default is 5 displayed.
10. **Padding between preview items** - Enter the padding between thumbnails in the playlist. The default, padding between preview items is 5px.

Embedding Kaltura Media as a Column in SharePoint Lists

You can add media into a column in a SharePoint list.

To add media into a column

1. In the Home page left panel, select Lists.
2. Click create, select a list, and then select Create Column.
3. Enter the Column name and select Kaltura Media as the type.

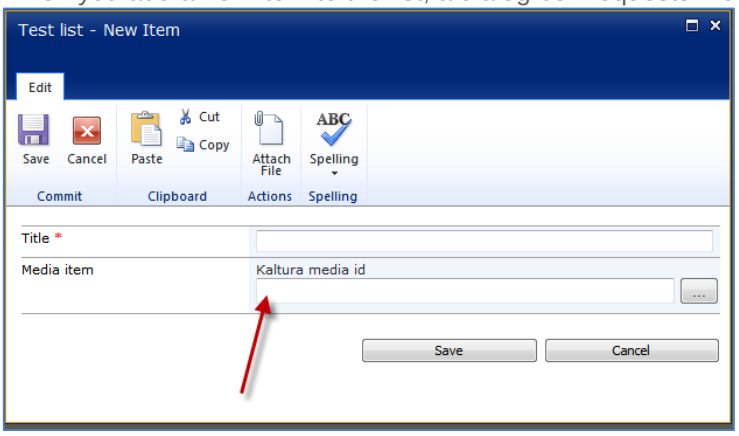


After you configure a site column, you can add the column to a SharePoint list, and select Kaltura media items to include in the list items.

To embed Kaltura Media into a SharePoint list

1. In the Home page left panel, select Lists.
2. Click create.
3. Create a column in the list, using the configured “Kaltura Media” type. See Embedding Kaltura Media as a Column in SharePoint Lists.
4. Under “Additional Column Settings”, configure the column settings for the appearance of the media.

When you add a new item to the list, a dialog box requests media information:



5. Enter a Title and the Kaltura media ID.
6. Click Save.

Integrating Kaltura Content into the SharePoint Federated Search

This section describes how to integrate Kaltura content into the Federated Search.

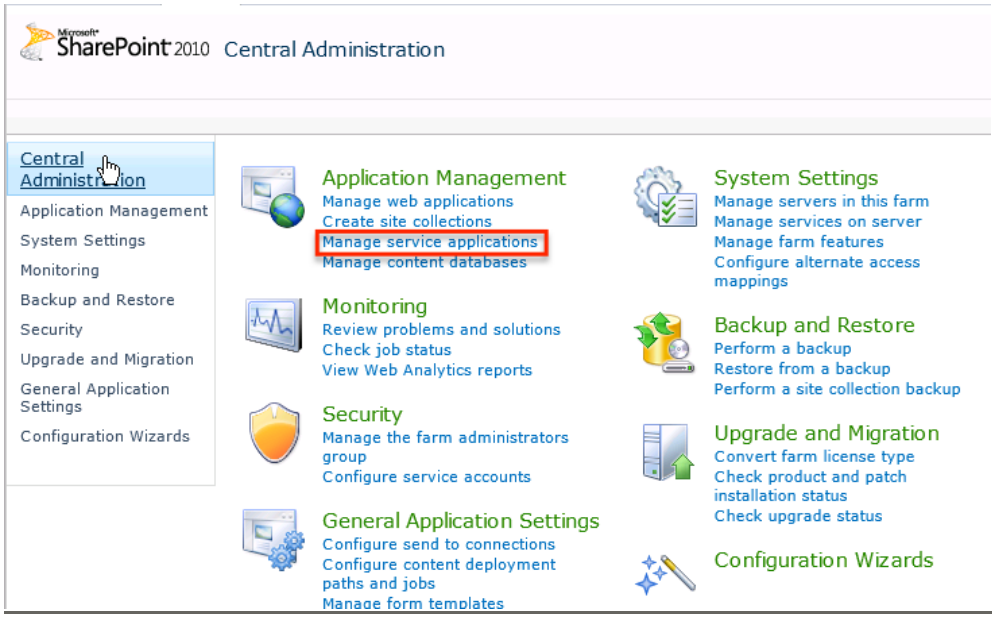
For more information about the Federated Search in SharePoint 2010:

- Federated Search Overview
- SharePoint 2010 Search Set-up
- Configuring the SharePoint Federated Search on SharePoint 2010

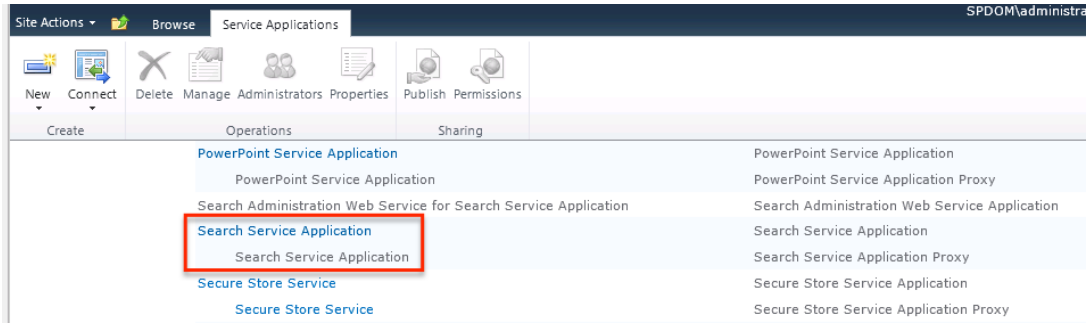
Importing the Kaltura Federated Location

To import the Kaltura federated location into the Federated Search

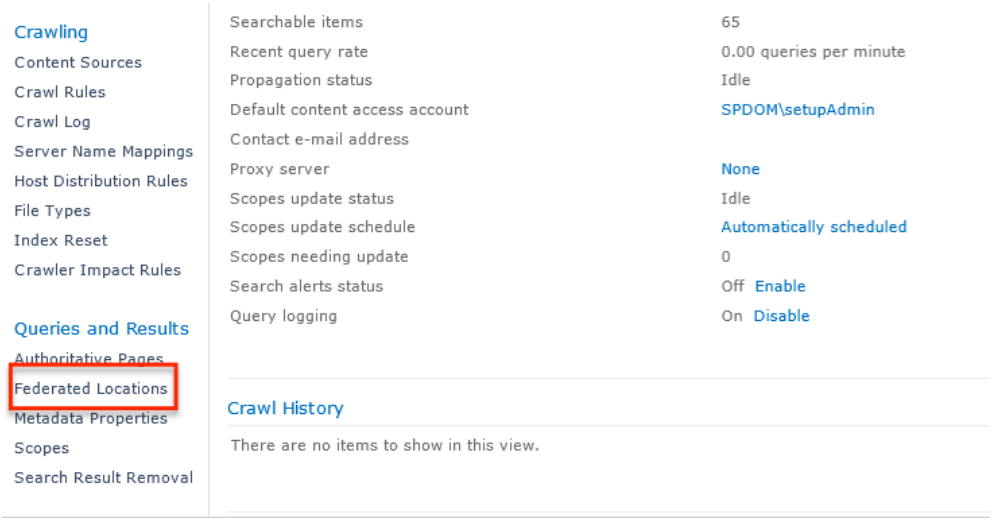
1. In the **SharePoint Central Administration** window, go to **Application Management** and select **Manage service applications**.



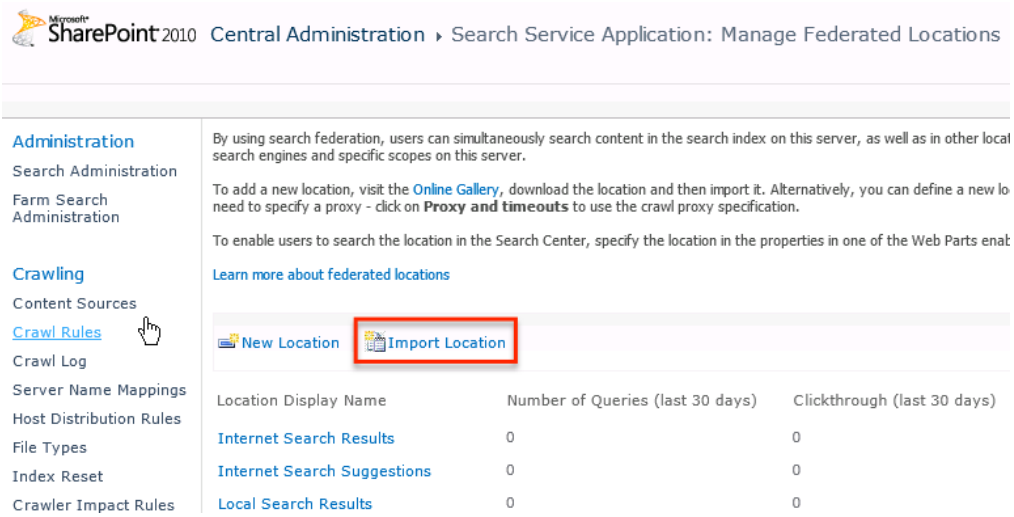
2. Select **Search Service Application** from the list.



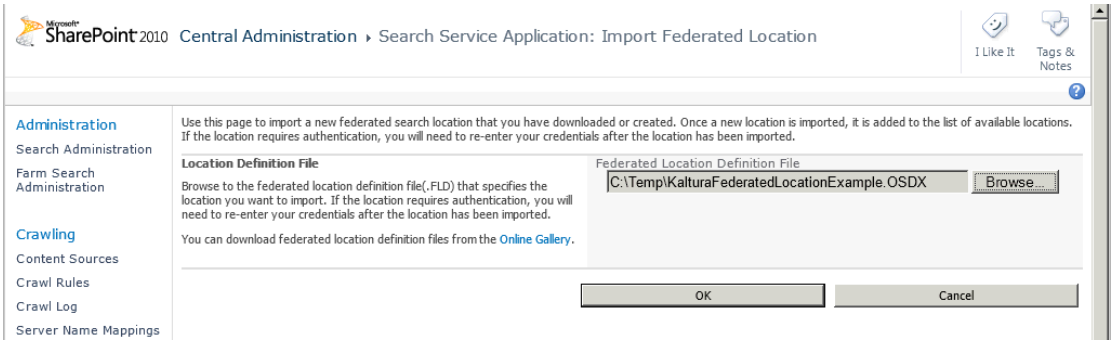
3. In the left pane, select **Federated Locations** from the **Queries and Results** section.



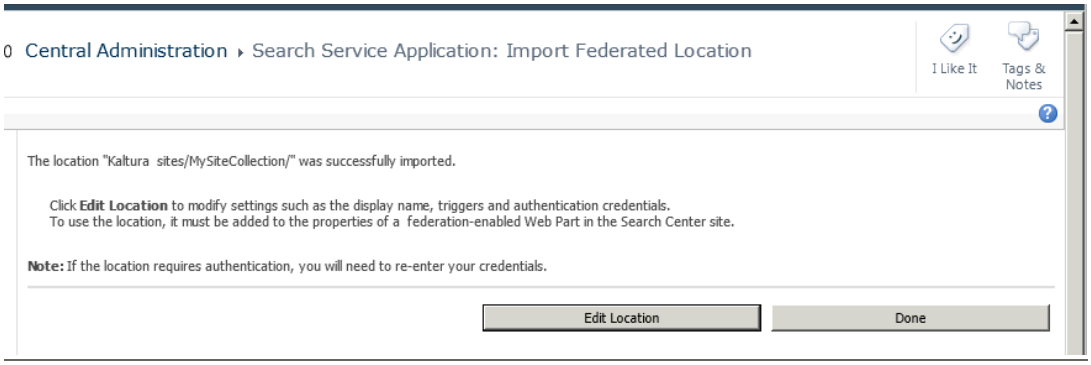
4. Click **Import Location**.



5. Browse to the **KalturaFederatedLocationExample.OSDX** file and click **OK** to import the federated location to the Central administration.



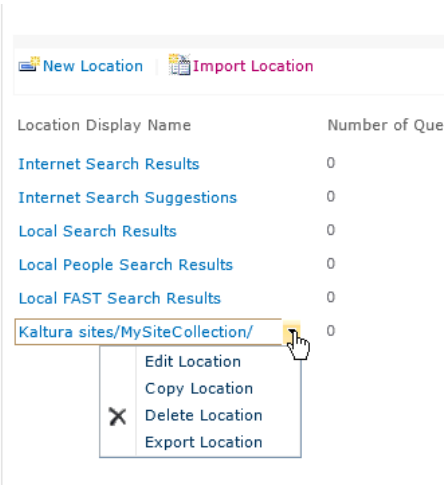
6. Click on **Edit Location** to configure the imported federated location or follow the steps in the next section.



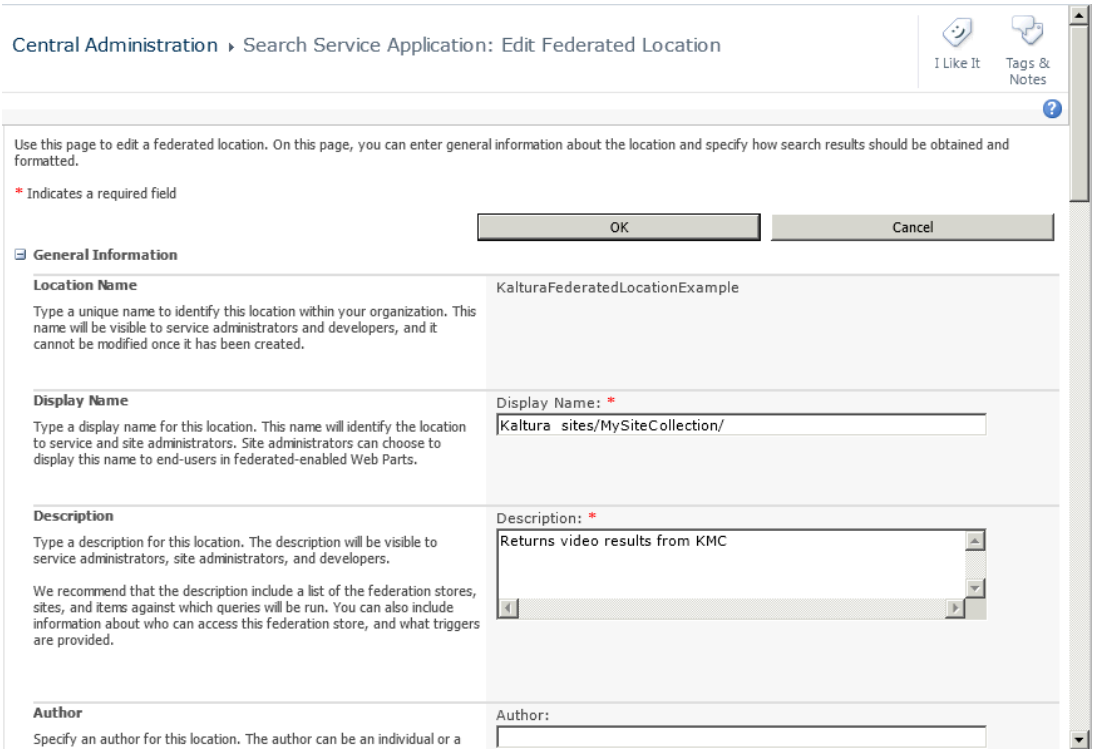
Configure the Federation Search Location

To configure the Federated Search Location

1. In the **SharePoint Central Administration** window, go to **Application Management** and select **Manage service applications**.
2. Select **Search Service Application** from the list.
3. In the left pane, select **Federated Locations** from the **Queries and Results** section.
4. Click on the Kaltura Federated Search location and select to **Edit Location**.

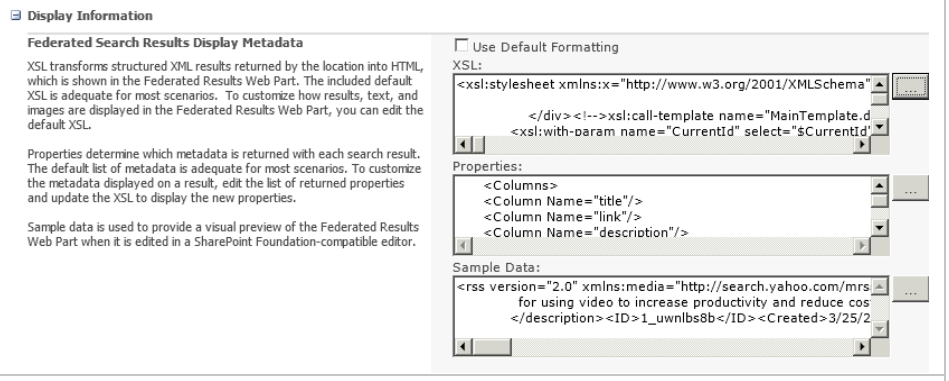
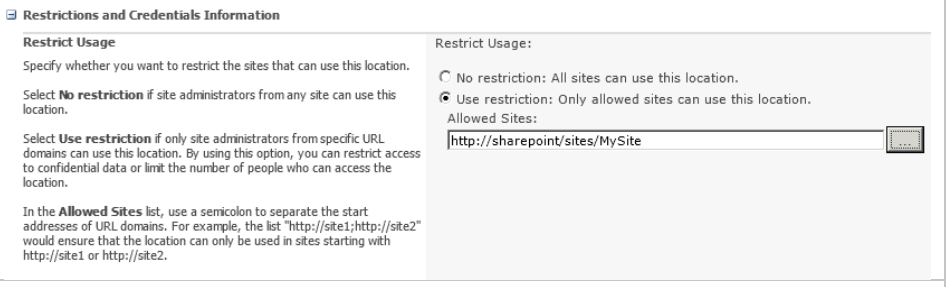
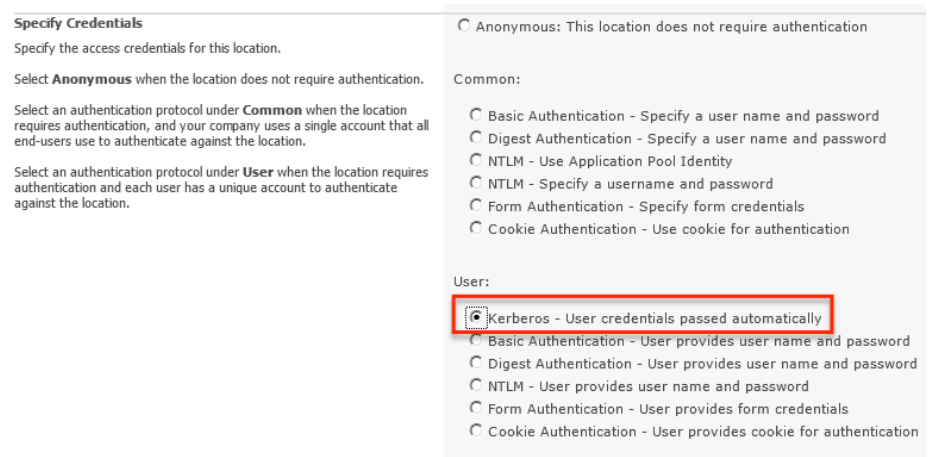


5. The **Edit Federated Location** page is displayed:



6. Edit the information for your federated location. The following table lists guidelines on the important fields.

Field Name	Meaning
Location Name	The name of this site collection location. We recommend to keep the location of each site collection and to change only the Display Name to the site collection name
Display Name	The name of the location, which will be displayed to users. For example: “Video Search Results”.
Description	A description of this location.
Location Type	A type of search to perform. Kaltura uses OpenSearch 1.0/1.1.
Query Template	This is the URL that will be used to perform the actual search. Change only the server address and site collection name to point to your SharePoint site collection address and keep the rest of the URL unchanged. For example: `http://sharepoint/sites/MySite/_layouts/Kaltura/KalturaSearch.aspx?q={searchTerms}&p={startPage}&i={startIndex}&c={count}` The prefix of the URL you define is where the data will be gathered. The federated search returns results from this site collections and removes all results that are in sub-sites that the user has no permissions to view. **NOTE:** It is important to use a location that all the users have access to. If the federated location is added to a search results page that a user cannot access, the entire page displays an error message.
“More Results” Link	(Optional) Allows users to click on a “More Results” page. You will need to create a new page in your site collection for the “More Results” page and then copy the link to this field. Leave the parameters of the page in the URL

Field Name	Meaning
Template	unchanged. For example: `http://sharepoint/sites/MySite/searchCenter/Docs/MoreResultsKaltura.aspx?k={searchTerms}` Refer to the More Results Page for additional information on how to create this page.
Federated Search Results Display Metadata	Specifies how to display the search results. This will automatically be filled with a default XSL from the imported location, but can optionally be changed to display the search results differently in your site. 
Restrict Usage	If you follow the convention of a federated location for each site collection, it is best to restrict the location for that site collection by entering the site collection URL. This will ensure that you see the option to choose the federated location only in the appropriate site collection: 
Specify Credentials	This specifies how SharePoint will send the credentials for the searching user to Kaltura. Select **Kerberos** from the **User** section: 

7. Click **OK** to apply the changes.

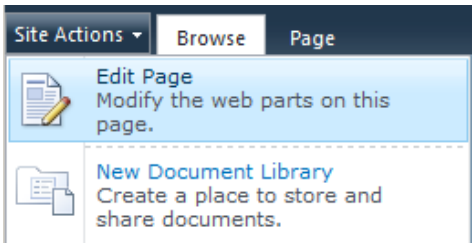
NOTE: You might need to restart your SharePoint server to see the new location in the web part location options.

Adding the Search Page to the Site Collection

You can create a search center site for your search or add a web part on an existing search page.

To add a web part on a search results page

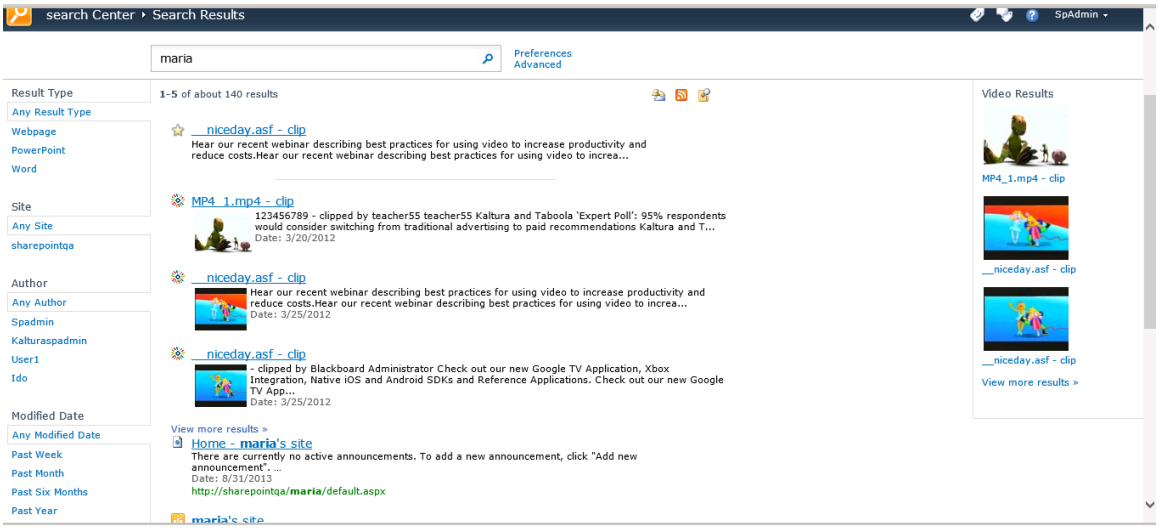
1. Go to your SharePoint Search Site and execute a search, which will take you to the search results screen.
2. Click **Site Actions** and then **Edit Page**.



3. Click **Add Web Part**. There are three web parts associated with the Federated Search.
   - Federated Results
   - Search core results
   - Top Federated results

   See Example of the Federated Search Results.
4. Under **Search**, select the web part of your choice and add it to the zone.
5. Select **Edit Web Part** to change the location to your federated site location on Kaltura.
6. Select the location you added to the federated locations and Click **OK**.

   The search is now set to the Kaltura federated location.

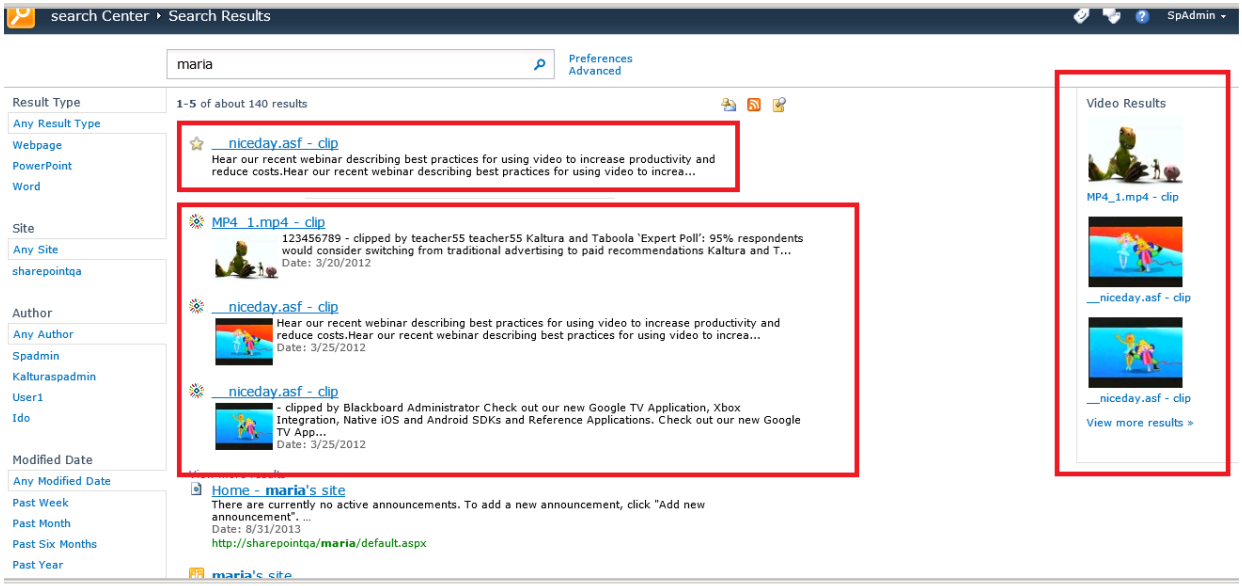


Example of the Federated Search Results

The following screen illustrates the three types of federated results web parts:

- **Federated results** –Appears on the right pane
- **Top federated results** – Appears at the top of the page in the main pane.
- **Search core results** – Appears under the 'top results' in the main pane.

NOTE: The number of items to show should be the same as the main search core results for the paging to work properly.



You can limit the display to a few results and add the more results link in the web part properties. See Configure the Federation Search Location for more information.

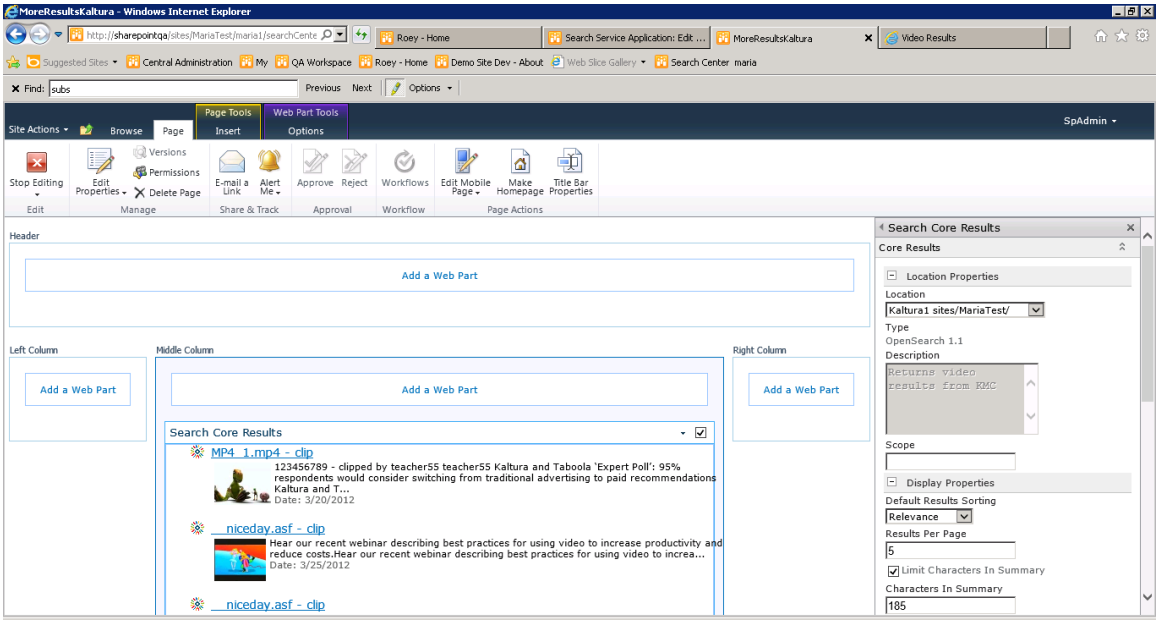
NOTE: For better performance and functionality, we do not recommend to add more than one Kaltura content Federated results per page.

The More Results Page

The "More Results" page receives a query string parameter "k" – which is the search term. It is passed from the federated web part that created the "More results" link.

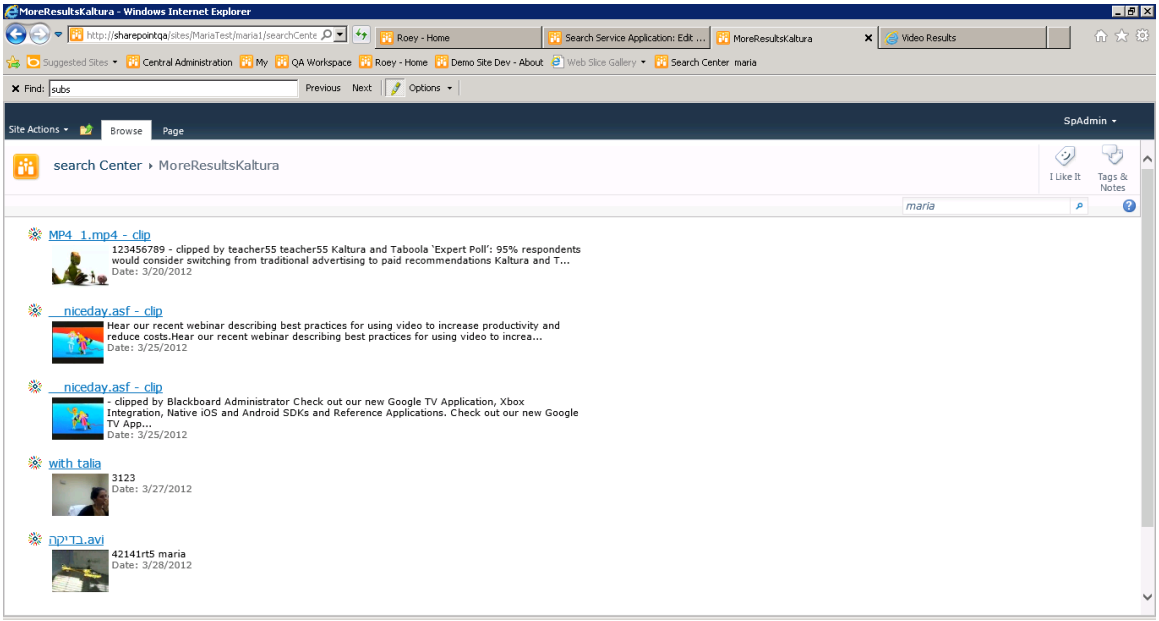
The More Results page holds:

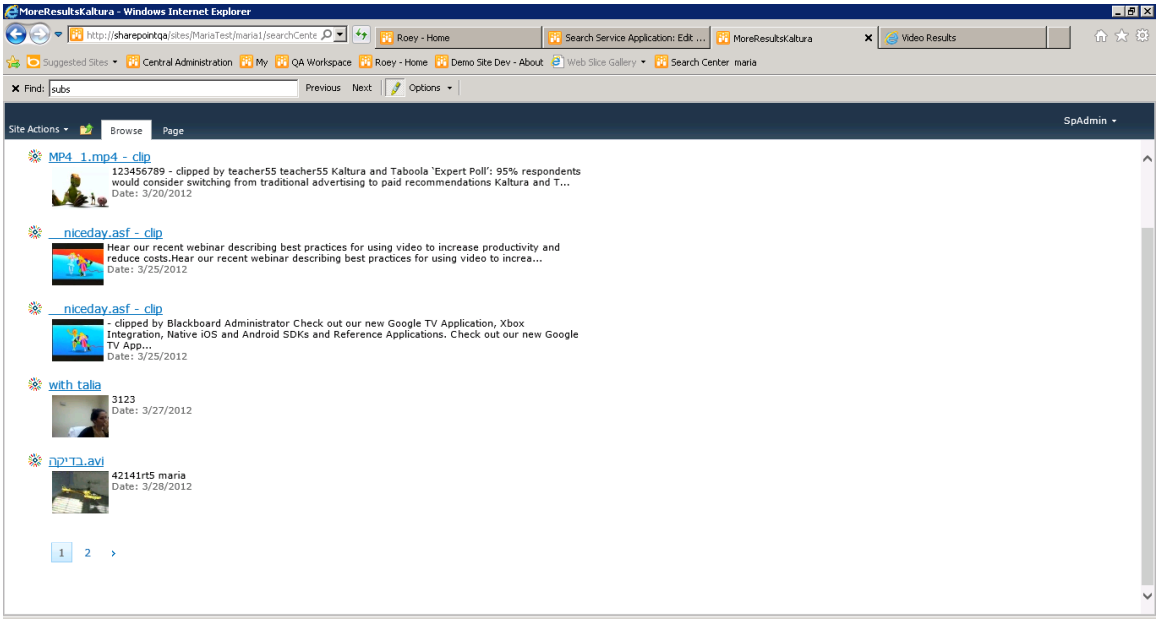
- A search core results web part that points to the federated location and shows 5 results per page.



- A search paging web part.

Every time you enter the More Results page, it displays the next page only, due to the current MS design.




MoreResultsKaltura - Windows Internet Explorer
Site Actions
Browse
Page
SpAdmin
MP4_1.mp4 - clip
123456789 - clipped by teacher55 teacher55 Kaltura and Taboola 'Expert Poll': 95% respondents would consider switching from traditional advertising to paid recommendations Kaltura and T...
Date: 3/20/2012
__niceday.asf - clip
Hear our recent webinar describing best practices for using video to increase productivity and reduce costs.Hear our recent webinar describing best practices for using video to increa...
Date: 3/25/2012
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Date: 3/28/2012
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