

# Kaltura Video Plugin for Jive User Guide

---

Version: 1.0

---

**Kaltura Business Headquarters**

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

Tel.: +1 800 871 5224

---

# Contents

Preface .....	4
About this Guide .....	4
Audience .....	4
Document Conventions.....	4
Supported Jive Versions .....	5
About the Screenshots.....	5
Section 1 Overview of the Kaltura Video Extension for IBM Connections.....	6
Main Features and Tools .....	6
Section 2 Adding the Kaltura Video Widget to your Home Page and Managing Your Media .....	8
My Media Widget .....	8
Editing Media .....	9
Selecting a Frame to Use as a Thumbnail .....	9
Uploading and Managing Captions.....	10
Section 3 Managing a Community Media Gallery.....	13
Adding Media to a Media Gallery.....	15
Moderating Media Gallery Content (available to managers) .....	17
Section 4 Interacting with Media .....	18
Displaying and Viewing Content .....	18
Searching Media and Captions.....	19
Searching for Media Based on Metadata .....	20
Searching for Strings in Captions in a Single Video .....	20
Section 5 Creating New Media.....	22
Uploading Media .....	22
Video Status after Upload.....	24
Section 6 Recording from Webcam .....	25
Section 7 Recording Your Screen.....	27
Section 8 Adding Media in Other Tools with the WYSIWYG Editor.....	29

# Preface

This preface contains the following topics:

- [About this Guide](#)
- [Audience](#)
- [Document Conventions](#)
- [Supported Jive Versions](#)
- [About the Screenshots](#)

## About this Guide

This guide describes how to use Kaltura Video Plugin for Jive v1.0 and integrate different workflows.



**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](mailto:knowledge@kaltura.com).

We are committed to improving our documentation and your feedback is important to us.

## Audience

This guide is intended for users of the Kaltura Video Plugin for Jive. The information in this guide assumes you are familiar with Jive concepts and flows and focuses on the Kaltura Video Plugin for Jive flows and functionality.

## 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

## Supported Jive Versions

The Kaltura Video Plugin for Jive v1.0 integration supports the following Jive versions:

- Jive 6
- Jive 7



**NOTE:** The Kaltura Video Plugin for Jive v1.0 does not support Jive Cloud.

## About the Screenshots

The Kaltura Video Plugin for Jive implements a responsive web design for optimal user experience across all devices. The user interface displays differently on different devices and available screen sizes.

The screenshots in this guide were taken on a desktop computer, and on widgets that use the entire available screen width, the user interface may differ somewhat on different devices or for different widget sizes. The functionality remains the same.

# Overview of the Kaltura Video Plugin for Jive

Kaltura has partnered with Jive to offer an out-of-the-box extension that enables you to record, upload, publish, search and share videos directly from your Jive environment. This translates into time and money saved for your organization, improved collaboration, training results, secured video delivery as well as ease of use for employees.

## Main Features and Tools

### Upload and Record

- **Easy Video Uploading** - Upload any type of media (video, audio, images) using a simple interface.
- **Create webcam videos** - Welcome messages, introductions, assignment instructions, simple demonstrations, and other webcam media.
- **Screen Recording** – Easily record the screen, along with audio and webcam feeds, to create and publish screencasts. Users can record and share lectures, presentations, software tutorials, and additional screencasts.

### Organize and Share

- **My Media** – Upload, manage, assign, and share content (based on permissions) with a private media library for each Jive user.
- **Project/Group Media Gallery** – Search or view rich media assigned to a Jive Project or Group if you are a member. Media can be added by members, with an option for moderation by project/group managers.
- **Embed Media**: Intuitively use rich media without time-consuming training, simply click on the Kaltura icon when creating a blog post, document, discussion or any type of content to embed a video you create.

### View and Interact

- **The Kaltura Player:**
  - Customize the player - Functionality, features and display.
  - Configure once, use everywhere - Mobile, tablet, PC, TV.
  - Open Standards, Open Source.
  - Files are transcoded for Web, HD, or Mobile Delivery across various devices and platforms. Player auto detects device and platform and adjusts the playback using adaptive bitrate technology.
  - Playback supporting both Flash and HTML5 for mobile, with automated fall back.
  - Accessibility - Supports playback with ADA/508 compliant player.
- **Responsive Design**: Automatically adjusts site layout to the screen size and device to provide optimal mobile device support.
- **Captions** - Upload multi-lingual captions to reach international, multi-lingual, and hearing-impaired audiences while also enabling in-video search within the captions.

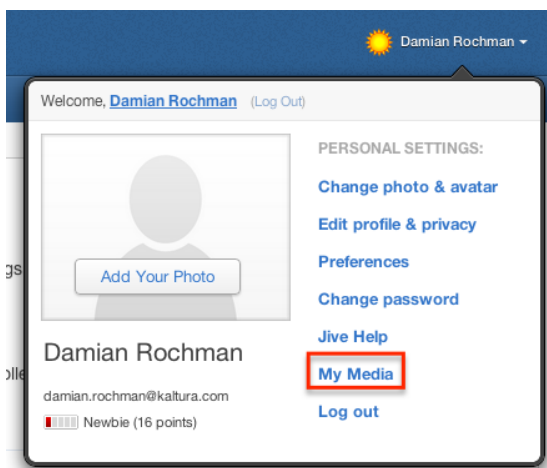
- **Comments** - Boost online conversations and user engagement by allowing users to comment on videos.
- **Search** - Quickly find videos based on metadata (name, description, tags).
- **In-video search** – Upload captions and then search for every spoken word. Search results allow skipping directly to the relevant part in the video. In-video search is available within an entry or across videos in the media gallery.

# Using the Kaltura My Media Widget

The Kaltura My Media widget is used to manage your personal media library. Your My Media widget lists the media that you created in addition to all interactions with media as described in [Interacting with Media](#).

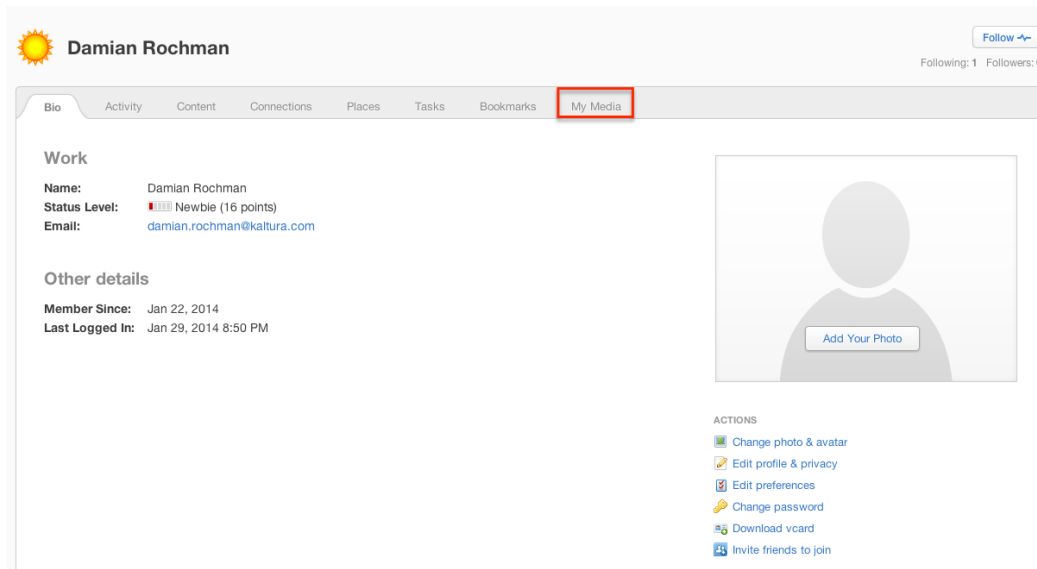
## To access the Kaltura My Media Widget

- From your user name drop down, select **My Media**.



or

- From your profile page, select the **My Media** tab.



## My Media Widget



In the My Media widget, you can:

- [Edit metadata.](#)
- [Select a thumbnail.](#)
- [Upload and manage captions.](#)

## Editing Media

 **To edit media do one of the following:**

- On your My Media widget, click **Edit** for the media you want to edit.
- or
- On the view entry page of a media entry you created, click Actions and select Edit.

The Edit Media page is displayed.

### Edit Yogi Bear New Teaser



This video was viewed 21 times and played 6 times

Published

Published

1 Media Gallery

North American Modern Culture

Details

Options

Captions

Name Yogi Bear New Teaser

Description

Black

**Bold**

*Italic*

Underline



















Description

Tags

Save

In the Edit Media window, you can:

- Edit information about the media.
- [Select a frame](#) to use as the media thumbnail, such as when the media is included in a gallery.
- [Upload and manage your closed caption files](#) for the media.

## Selecting a Frame to Use as a Thumbnail

 **To select a frame as a thumbnail**

1. In the Edit Media window, click Play in the media player.
2. Pause the player at the frame that you want to use as a thumbnail.
3. Click the camera icon to use the current frame as the thumbnail.



## Uploading and Managing Captions

You can [upload caption](#) files for your media items and [manage the captions](#). Users can [search the caption texts](#).



**NOTE:** Only video items can have captions.

### Uploading Captions

#### To upload captions

1. Click **Edit** next to the video you want to add captions to.
2. Click on the Captions tab.

Details Options Captions

Name darlee\_bath

3. Click Upload captions file.

**Upload caption file**

Select a file:

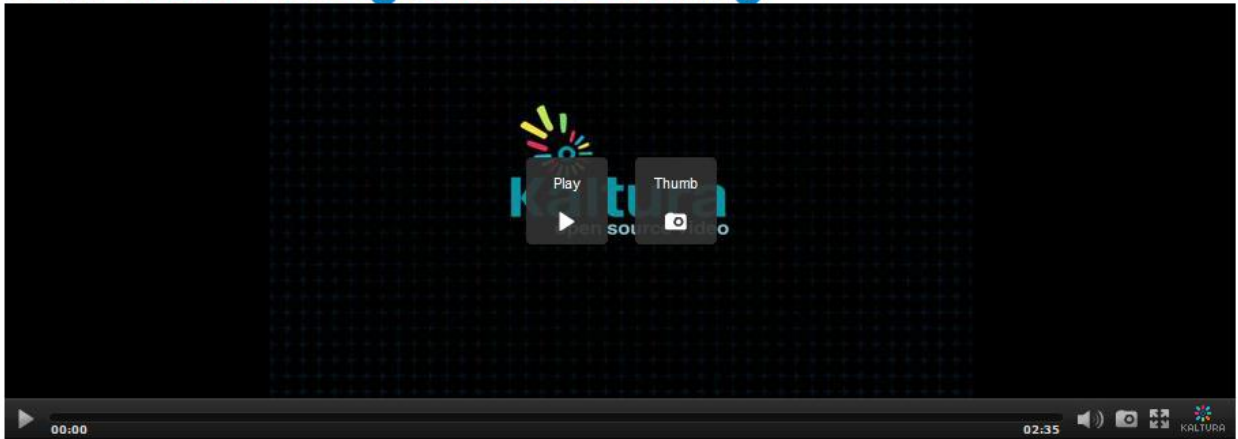
Language

Label   
(text that appears in caption selector)

4. Click **Browse** and select an SRT or DFXP caption file.
5. Select the caption language.
6. Enter a label to display for the file in the caption selector.  
The caption selector displays caption options in the media player.
7. Click **Save** to upload the file.  
The file is added to a table on the media page's Captions tab.

## Edit Video Integrated Learning

Private



Details Options Captions

Upload caption file

Language

Label

File type

Actions

English

English

SRT

✓ ✕ ⬇



**NOTE:** To upload another file, click **Upload captions file** again and repeat from step 4.

## Managing Captions

After you upload captions for a video, in the caption table you can:

- [Modify the caption language or label.](#)
- [Change the default caption file.](#)
- [Delete a caption file.](#)
- [Download a caption file.](#)



### To modify the language or the caption selector label

1. Do one of the following:
  - On your My Media page, click **Edit** for the media you want to edit.
  - or
  - on the view entry page of an entry you uploaded, click Actions and select Edit
2. Open the Captions tab to display the caption table.
3. In the caption table, click **Change** and do the following:
  - To change the language, select a new language in the Language column.
  - To change the label, enter new text in the Label column.
4. Click **the disk icon** to update the values.



### To change the caption file used by default in the media player

1. Do one of the following:
  - On your My Media page, click **Edit** for the media you want to edit.
  - or
  - On the view entry page of an entry you uploaded, click Actions and select Edit.
2. Open the Captions tab to display the caption table.
3. In the caption table, click on the checkmark icon in the right column of a caption row to **Set as default**.

#### **To delete a caption file**

1. Do one of the following:
  - On your My Media page, click **Edit** for the media you want to edit.
  - On the view entry page of an entry you uploaded, click Actions and select Edit
2. Open the Captions tab to display the caption table.
3. In the caption table, click on the “x” icon to **Delete**.
4. In the Confirm Remove window, click **Yes** to remove the caption file.

#### **To download a caption file**

1. Select My Media from the user menu.
2. Select a video and click **Edit**.
3. Click the Captions tab to display the caption table.
4. Click the **Download icon**.



The captions file is downloaded.

# Managing a Project or Group Media Gallery

Project and group managers are the managers of the Media Gallery. As a manager, you can perform actions that other members of the project or group cannot.

These actions include:

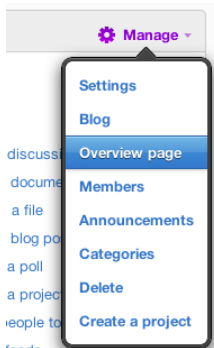
- Configuring settings and setting the description for the Media Gallery
- Moderating the content added to the Media Gallery
- Removing content from the Media Gallery

All members can:

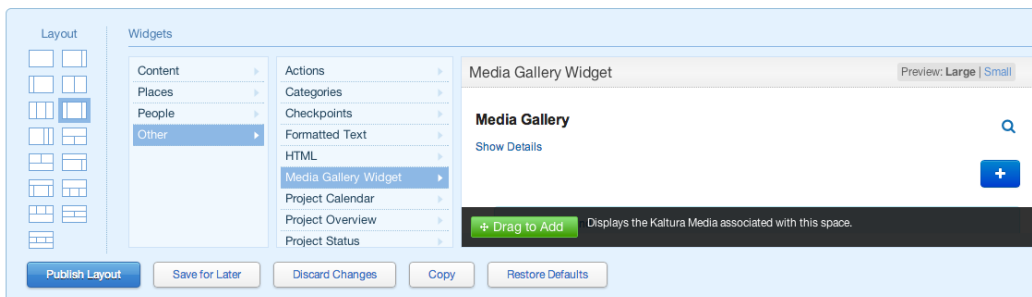
- View approved content
- Browse and search the Media Gallery
- Add Media (pending the project or group manager's moderation)
- Remove media they have added

## To add a Kaltura Media Gallery to your Project or Group (available to Managers)

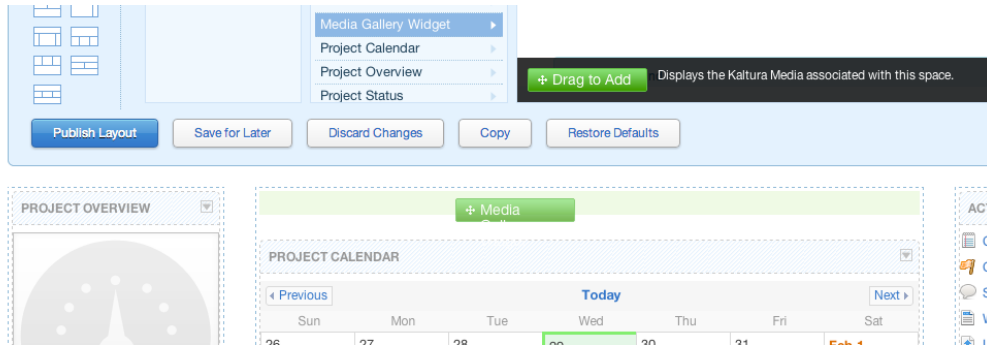
1. In your project or group, select **Overview Page** from the **Manage** drop down menu.



2. Select **Media Gallery Widget**, from the **Other** widgets category.



3. Drag the **Drag to Add** green button to your group to the area in the project/group where the media gallery should be displayed.



4. Click on **Publish Layout** to apply the settings.

### To edit a Media Gallery configuration and metadata (available to Managers)

1. In the Media Gallery, select Edit from the Actions drop down menu.

## Media Gallery

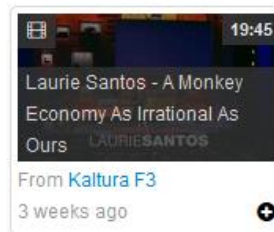
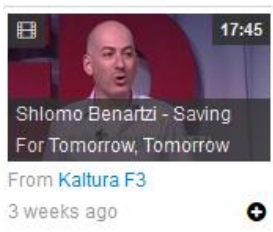
Known economics talks about subjects in this course

Media Pending

Recent

View All Media

+ Add Media



The Edit Media Gallery page is displayed.

## Edit Media Gallery

Details


Description


Black ▾


**Bold**


*Italic*


Underline














Description

Tags

Options

☒ Moderate content (Media will not appear in Media Gallery until approved by the manager)

☒ Enable comments in Media Gallery

Save

2. (Optional) Enter a Description and Tags for the Media Gallery.
3. Select:
  - Whether content should be moderated.
  - Whether comments should be enabled in the gallery.
4. Click Save.

## Adding Media to a Media Gallery

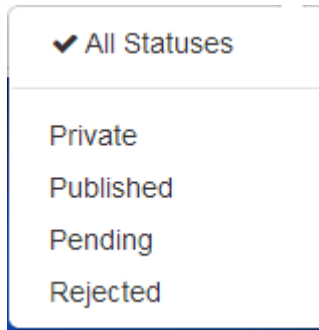
You can add existing media or upload new content.

### To add existing media to a Media Gallery

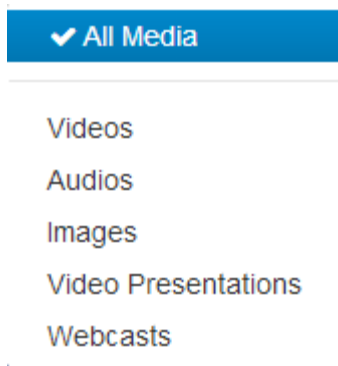
1. Click on Add Media.
2. Filter your content.

Select one or more of the following filtering options

  - Select View all Statuses and pick an option.



- Select View all Media.

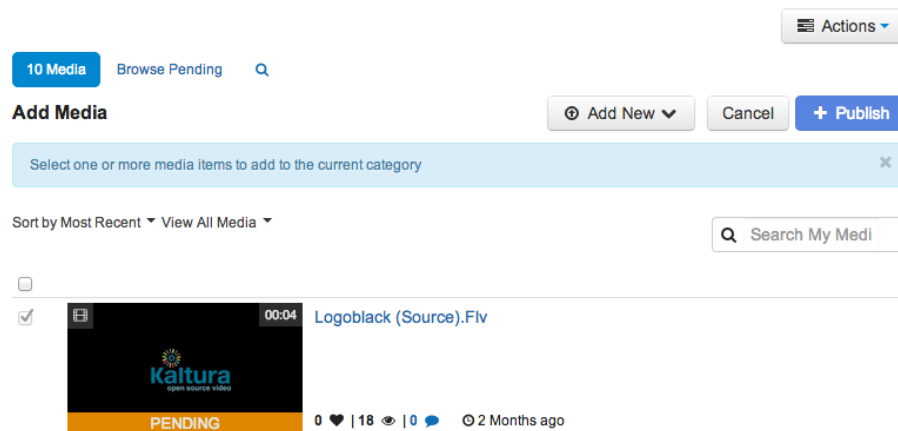


- Enter a search string.

3. Check the box(es) next to the media you want to add.  
Click on Publish or the “+” button.

#### PROJECT MEDIA GALLERY

##### Media Gallery



## To upload new media to a Media Gallery

1. Click Add Media.
2. Click Add New.



3. Select the desired authoring method.
4. Continue as described in [Creating New Media](#).

The new media items are automatically published to the Media Gallery they were initiated from.

## Moderating Media Gallery Content (available to managers)

Project and group managers may approve or reject content from the Media Gallery.

### To approve and reject content that is pending moderation

1. In the Media Gallery, click on the Pending tab.



The browse pending media window is displayed.



**NOTE:** If there are no media items that are pending moderation, the Pending tab is not displayed.

PROJECT MEDIA GALLERY

Media Gallery

10 Media 1 Pending

Sort by Most Recent View All Media

Actions

Approve Reject



Logoblack (Source).Flv

From damian 2 Months ago

Approve Reject

2. Click on the thumbnail to view the media.
3. Click **Approve** or **Reject** for a specific media item,

or

check multiple media items and click **Approve** or **Reject** on the top (View All media) for bulk approving or rejecting.



**NOTE:** Approved content is displayed in the Media Gallery for all members of the project or group.

## Interacting with Media

In the My Media widget and in Media Galleries, you can:

- [Display and view content.](#)
- [Sort the content.](#)
- [View media.](#)
- [Search media and captions.](#)

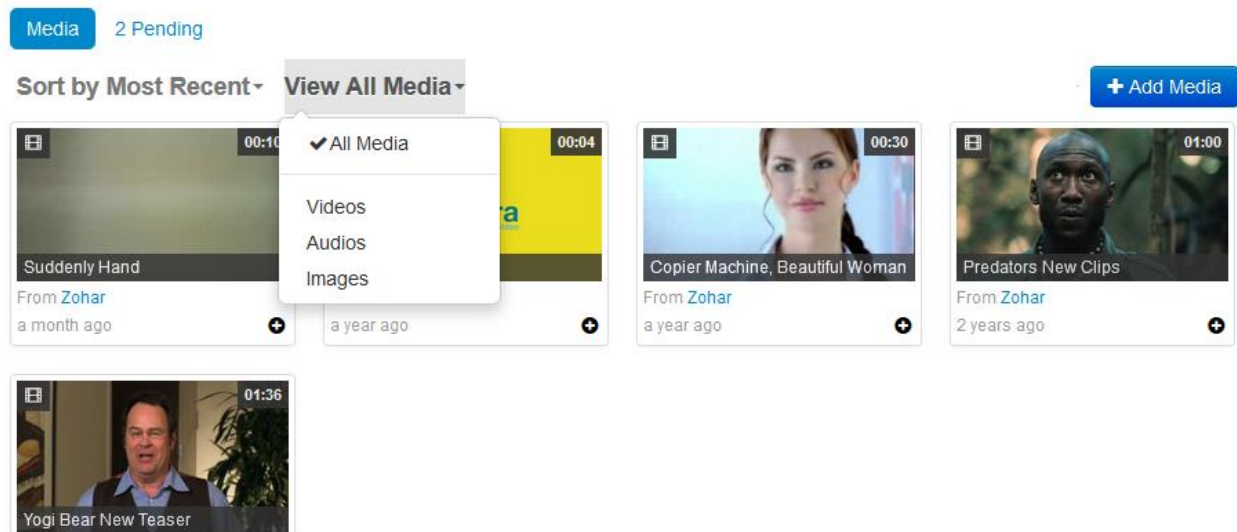
## Displaying and Viewing Content

You can display all of your content or filter your content according to the type of content you want to display.

### To filter content

1. In My Media or in a Media Gallery, select an option from the View All Media drop down menu:

- All Media (videos, audio, and images)
- Videos
- Audios
- Images



## My Media

### To sort content

- In the My Media widget or in a Media Gallery, click one of the following:
  - Most Recent
  - Alphabetical
  - Comments

### To view content

- In the My Media widget, browse to the media entry and click the thumbnail or the title of the content.

- Click **Play** in the media player. You can use options such as volume control, caption selection and full screen.



**NOTE:** On an iOS device, a built-in iOS media player plays the media.

## Searching Media and Captions

You can search:

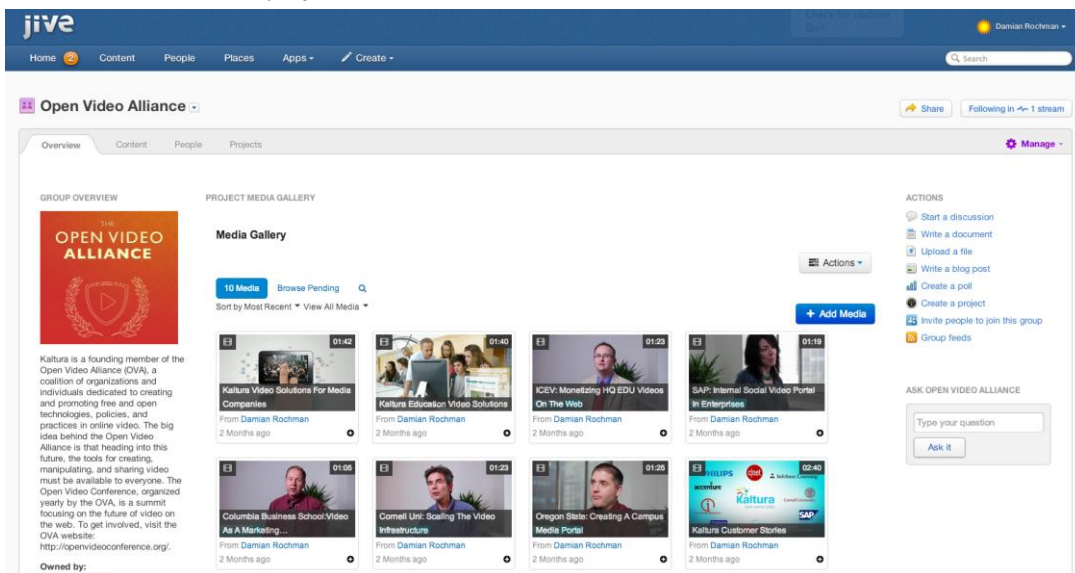
- [All media based on metadata](#)
- [All strings in captions](#)


## Searching for Media Based on Metadata

The ability to search metadata and captions is available by entering a search term that you are looking for. The results for metadata are returned by default. The Search feature filters the search string and enables you to search on captions and within metadata in the Media Galleries. You can toggle between the different objects after you enter the search term.

### To search in a Media Gallery or My Media

1. On the Media Gallery or the My Media widget, click on the magnifying glass icon and enter a search string (such as a tag or part of a title) in the Search field. Media with metadata that includes the text is displayed.



2. To clear the search text, click the clear X icon . In Media Galleries you can toggle between search results in metadata and in captions by clicking on Media or Search in Video respectively.

**Search"cell"**

**Media** Search in Video



**NOTE:** Only video items can have captions.

## Searching for Strings in Captions in a Single Video



**NOTE:** Only video items can have captions.



### **To search for strings in captions in a single video**

1. From My Media or a Media Gallery, click a video thumbnail or title.
2. Enter a search term in the Search in Video search box under the media player.



**NOTE:** A Search in Video search box is displayed only when the video includes captions.

A result is displayed for each point in the video where the caption text appears.

3. In the results, click a caption to play the video from the point where the text appears.
4. To clear the search text, click the clear icon.

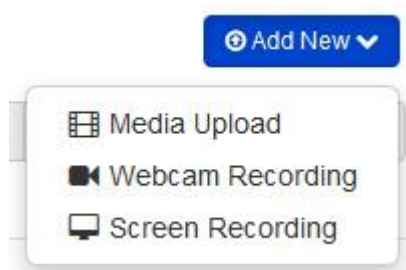
## Creating New Media

You can create new media from the My Media widget and in Media Galleries. You can:

- [Upload media](#)
- [Record from webcam](#)
- [Record your screen](#)

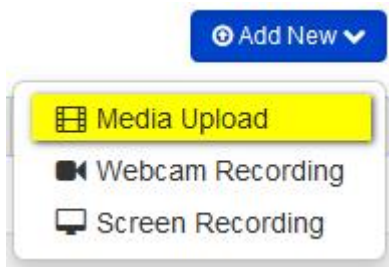
## Uploading Media

You can upload media from the My Media or a Media Gallery interface via the Add New menu.



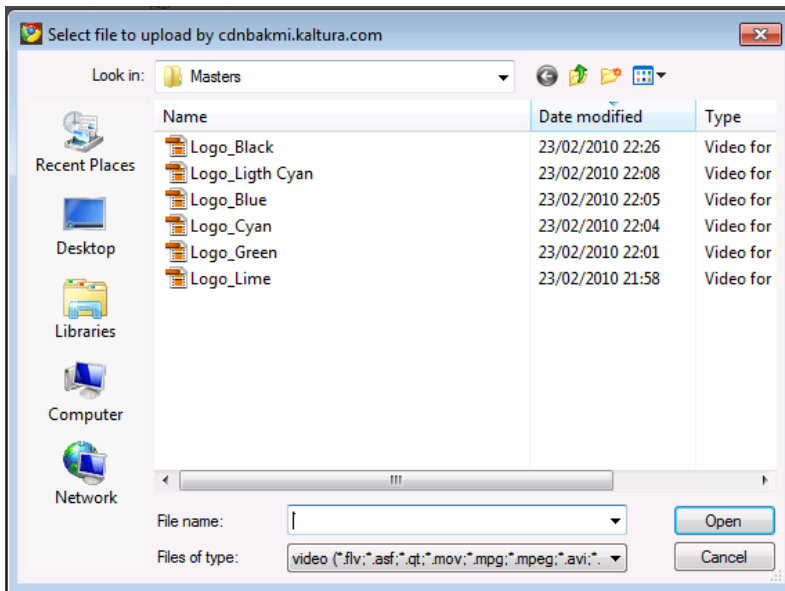
### To upload media from your desktop

1. Select Media Upload from the Add New dropdown menu.



The Upload Media page is displayed.

2. Click **Choose a file to upload**.
3. In the Select file to upload window, select a media file to upload and click **Open**.



4. While the file is uploading, on the Upload Media page you can:
  - Enter metadata information about the media and click **Save**.  
Mandatory fields are marked with an asterisk.
  - Click **Cancel** to cancel the upload.
  - Click **Choose another file to** upload additional files.

## Upload Media

Video Integrated Learning.mov

19% of 77Mb

Cancel

Upload limited to 2GB files. Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s. Upload limited to 2GB files. Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

**Please fill out these details:**

Name

Description 

Black **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Description

Tags

Save

### Upload another file

+ Choose another file

Upload limited to 2GB files. Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s. Upload limited to 2GB files. Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.



**NOTE:** If you click **Save** before the file is completely uploaded, the media information is saved after the media is uploaded.

5. To view the media page when uploading is complete, select the media from My Media.

## Video Status after Upload

After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion. If media is waiting for moderation, you cannot preview or publish it until it is approved.

You can edit media information during conversion and while waiting for moderation.

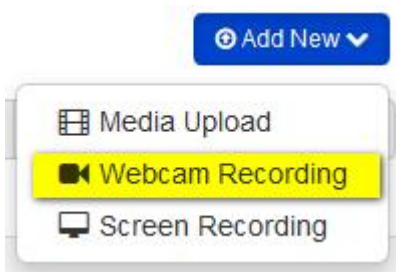


## Recording from Webcam

Use the Record from Webcam feature to create webcam media such as welcome messages, introductions, assignment instructions, simple demonstrations, and other recordings.

### To record from a webcam

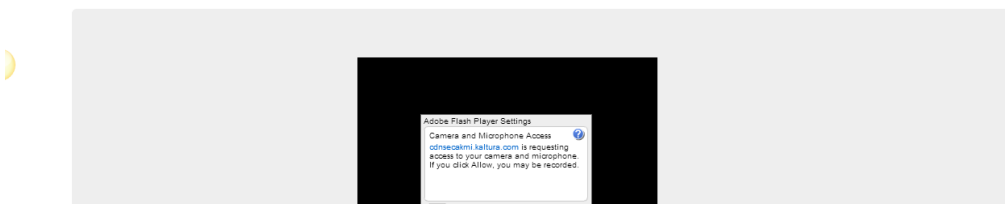
1. Select Webcam Recording from the Add New dropdown menu.



The Record from Webcam page is displayed.

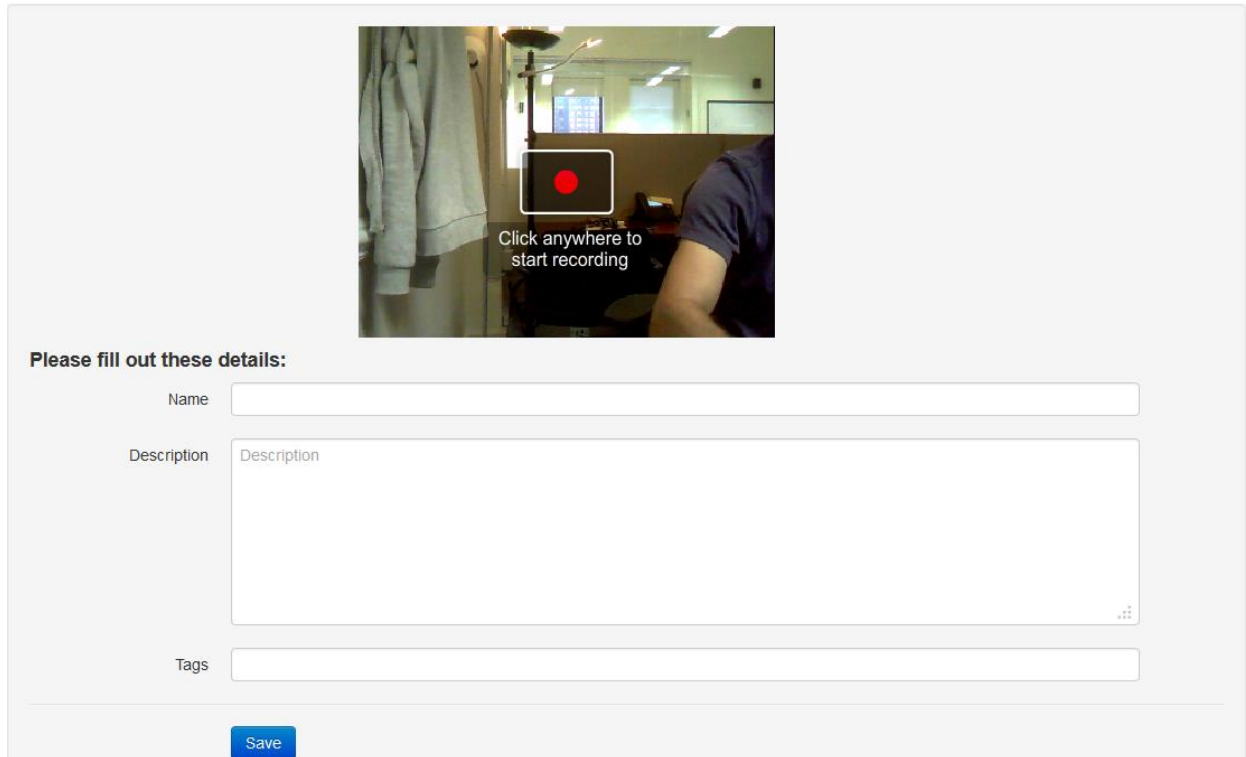
2. In the Record from Webcam window, click **Allow** if a Flash player message is displayed.

### Record from Webcam



3. In the Record from Webcam window, click anywhere in the recording area to start recording. Click anywhere in the recording area to stop recording, and click **Save**.

## Record from Webcam



**Please fill out these details:**

Name

Description

Tags

**Save**

4. In the Record from Webcam window, enter information about the media and click **Save**.



**NOTE:** If media is waiting for moderation, you cannot preview or publish it until it is approved.

You can edit media information while waiting for moderation.

# Recording Your Screen

The following lists the basic workflow of how to record your screen:



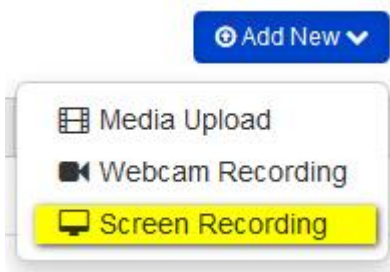
## Workflow:

1. Select the Screen Recording option.
2. Launch the Screen Recorder.
3. Select the options and area to capture, and start recording.
4. After recording, review the results and upload.
5. After uploading, enter metadata.



## To record your screen

1. Select Screen Recording from the Add New dropdown menu.



The Screen Recording page is displayed.

2. In the Screen Recording window, click **Launch the screen recorder**.
3. In the Screen Recorder, follow the instructions to record your screen:
  - a. Drag and resize the frame to define the screen area to record and enter Alt-P or click the Record button to begin recording.
  - b. Toggle Alt-P or the Record/Pause button to pause and continue recording.

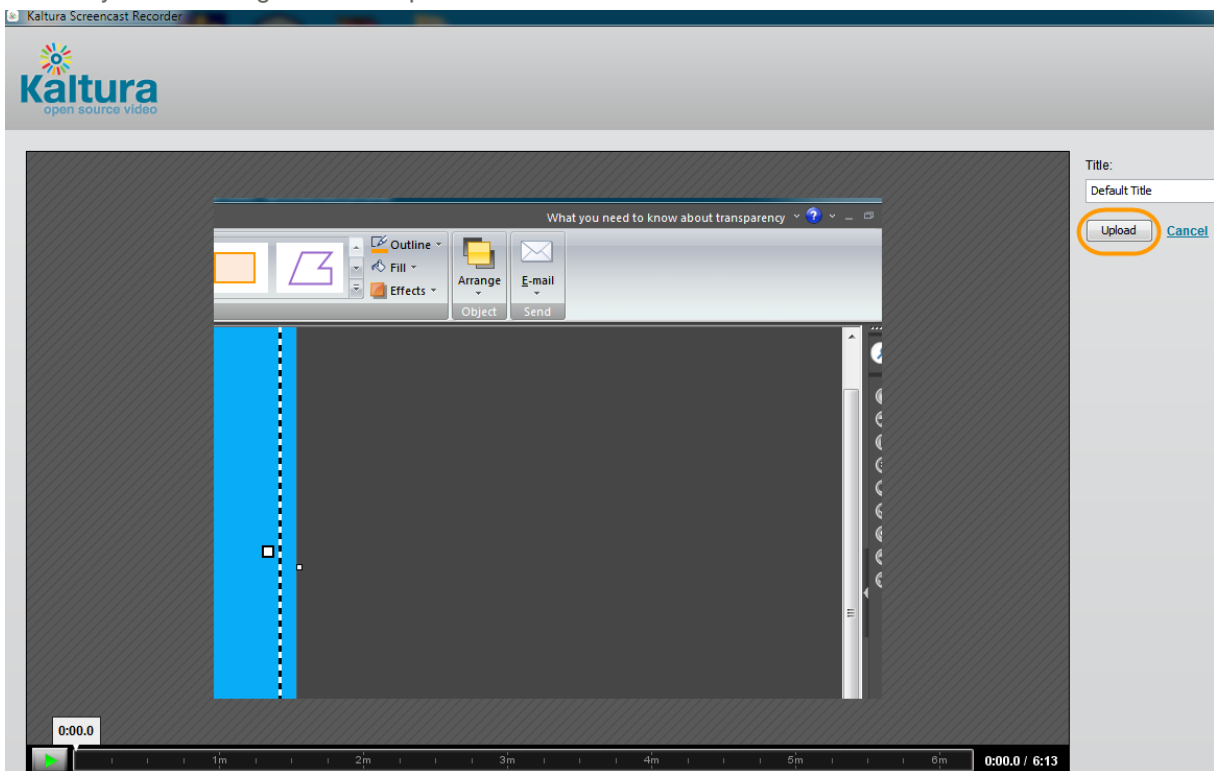
## Recording Your Screen



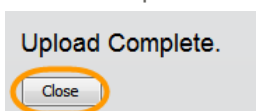
4. Click **Done** to finish recording.



5. Review your recording and click Upload.



6. When the upload is complete, click **Close**.



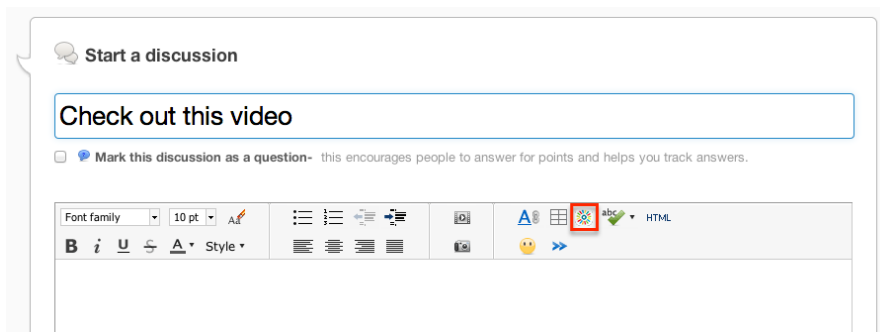
# Adding Media in Other Content Types with the WYSIWYG Editor

The WYSIWYG editor is present in many content creation types throughout Jive, such as blogs and discussions.

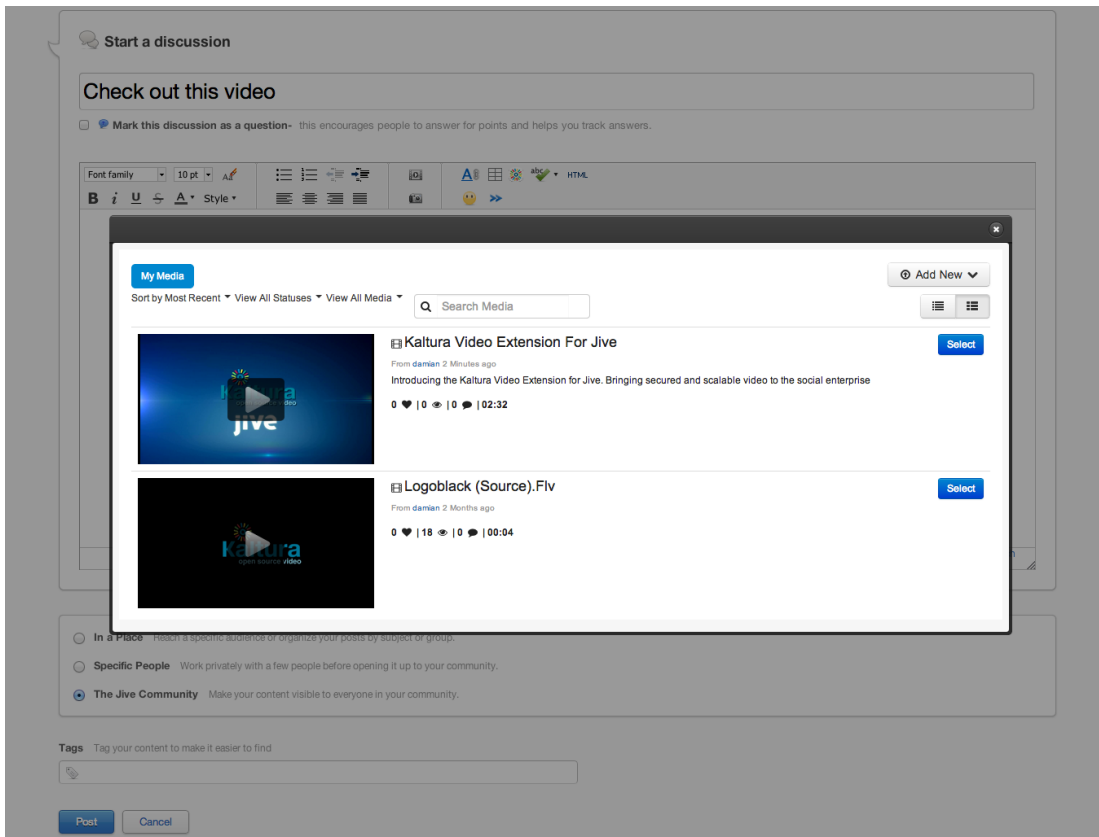
Use the Kaltura icon, to add media to any content type that you can create.

## To add media using the WYSIWYG

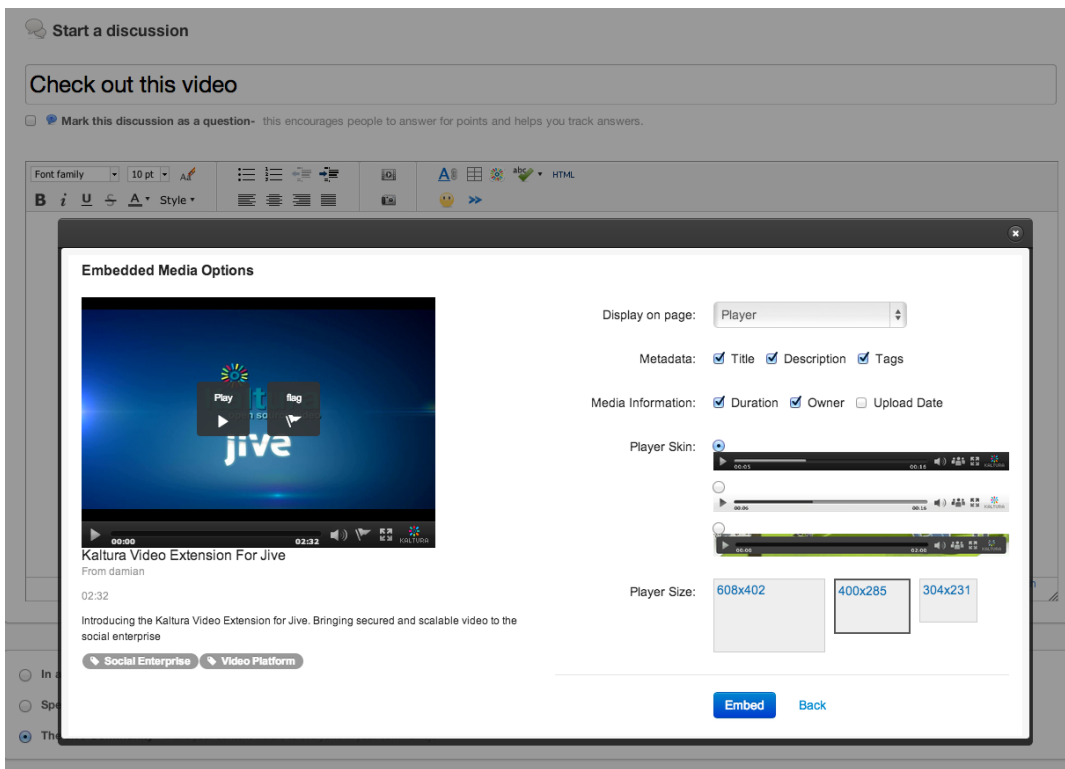
1. Click the Kaltura icon.



2. Click Select to use existing media, or Add New media.



3. After selecting the media to embed, preview your embedded media and configure the display and which elements to include.



4. Click on the “Embed” button to include the embedded media in your posted content. An image placeholder is displayed in the editor and the player is displayed when the content is posted.

