# Project

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# Chapter 1. Kaltura overview

Kaltura is a media management platform for teaching, learning, and outreach.

This cloud-based system automatically optimizes video files for viewing on any device, includes strong accessibility work flows, powerful search functions, and deep analytics about who is watching videos and for how long.



## Uploading media

Kaltura capture allows the user to upload previously recorded media. Using the upload feature is recommended for sharing previously recorded media to Canvas.

1. Log in to Kaltura MediaSpace
2. Select the **+ Add New**button in the upper-right corner of the page
3. Select **Upload New Media** to make the upload media window appear
4. Drag and drop your file into the display box or select **+ Choose a File Upload** to button to browse files on your computer
5. Update the Name, Description, Tags, and Publishing Schedule as desired
6. Choose your video share settings *(on page 3)*
7. Select **Save**at the bottom of the page

> ⚠️ **Attention:**
> Your file may take some time to process depending on the size and quality chosen, but it is available in My Media once fully uploaded.

## Video share settings table

There are several publishing options that control who can access published Kaltura media.

| Publishing type | Meaning |
| --- | --- |
| Private | • Media page is visible to the content owner only<br>• Media page cannot be shared with others |

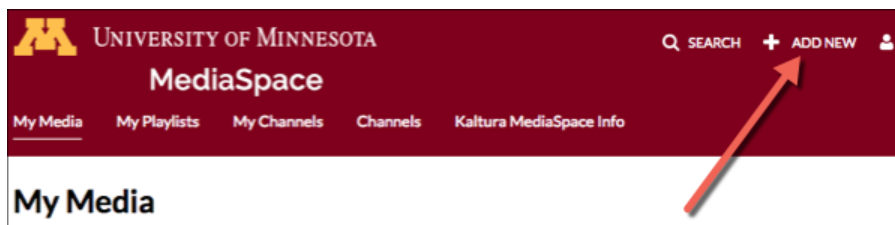| Publishing type | Meaning |
| --- | --- |
| Unlisted | • Media page is visible to anyone with a link to the page<br>• Link must be shared directly with others by Getting a Shareable Link |
| Public | • Media page is visible to individuals according to permissions set for your channels<br>• AChannel must already exist within MediaSpace to use this option |

# Recording new media

The Kaltura media space is able to record new content for My Media using user web cams.

These steps assume your browser can support the WebRTC standard.

1. Log in to mediaspace.umn.edu
2. Click the **+ Add New** button found on the top right corner of the page's banner



3. Select **Record Webcam** in Browser from the drop-down menu to open the Record Media window
   ◦ The web browser and/or operating system may ask permission for canvas.umn.edu to use your camera and microphone. Click **Allow** to give Kaltura access to your webcam.
   ◦ Click the **gear** icon in the top right corner of the video display to change which/whether camera or microphone is recorded.

> **Note:**
> It may take a moment for the camera to appear on screen

4. Select the **red circle** button to start recording

> ⚠️ **Important:**
>
> Scroll to the bottom of the screen if the red button is not visible

5.  Select the **white squar e**button to stop recording

6.  Select the white play button to review your recording. If you are unsatisfied, click the **Record Again** button to re-record.

7.  Click **Use this** to upload the recording to Kaltura

8.  Enter a name for the recording near the bottom of the window

9.  Scroll down, select **Save** and wait until the window reloads with the message `Your changes have been saved`

10.  Select **Go to Media Page** and then **Go to My Media** to return to your MediaSpace dashboard.

# Chapter 2. Canvas overview

Canvas is a web-based learning management system used by learning institutions, educators, and students to access and manage online course learning materials. The University of Minnesota uses Canvas as its primary learning management system.

Canvas includes a variety of customizable tools to help manage and communicate course content. Kaltura integration with Canvas allows users to upload, record, and edit videos that will later be uploaded to the Canvas course page.

Videos in Canvas are often used to share educational content such as

- lectures,
- demonstrations,
- instructions,
- weekly overviews.