## Kaltura User Guide

Kaltura is a tool in NCUOne that students can use to house, create, and share video in NCUOne.

There may be times in your program that you are asked to create a video or recorded presentation as part of your assignment.

Access the Kaltura tool by clicking on the *My Media* link in the navigation bar of your NCUOne homepage.

Note: If you receive an access denied message, your browser security is blocking access to the Kaltura server.

Your *My Media* page will list all the videos you have uploaded/created.
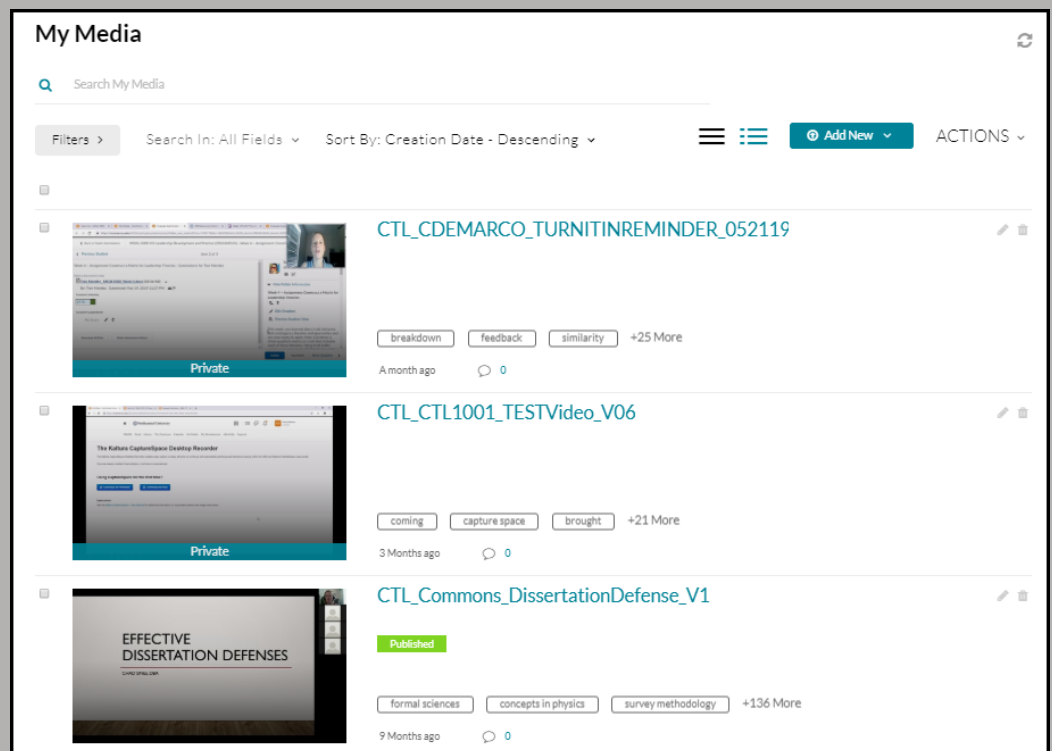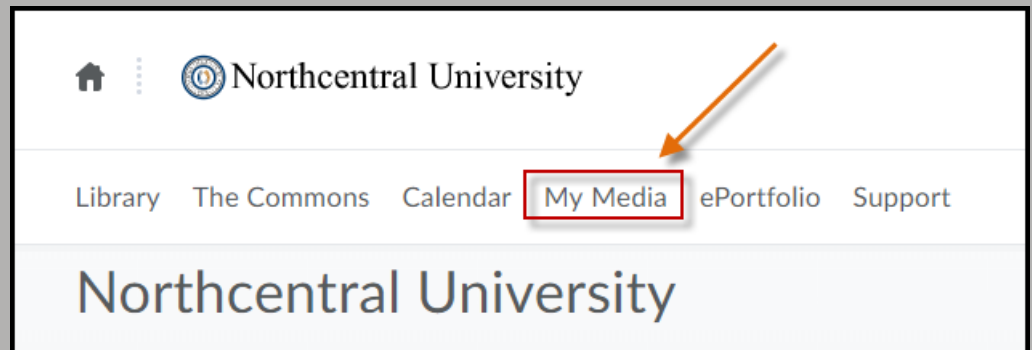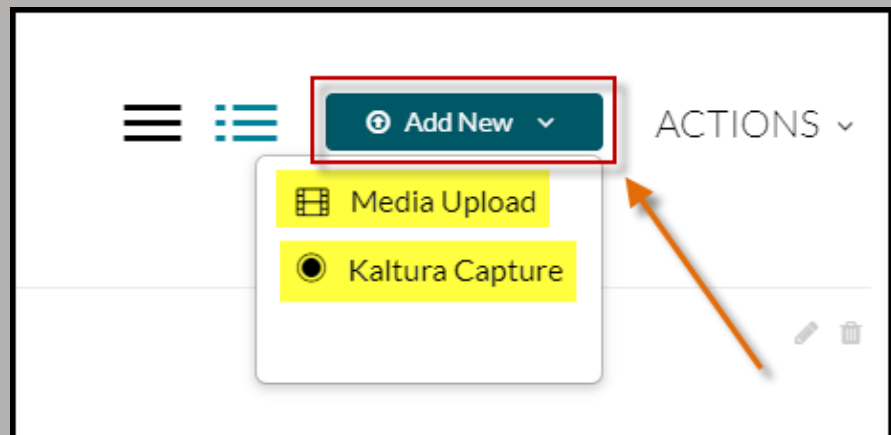
You can edit or delete videos from the *My Media* page.



Add videos to your library using the *Add New* button.

You have the option to upload media you have already created on your computer, or you can use *Kaltura Capture* to create a new video.
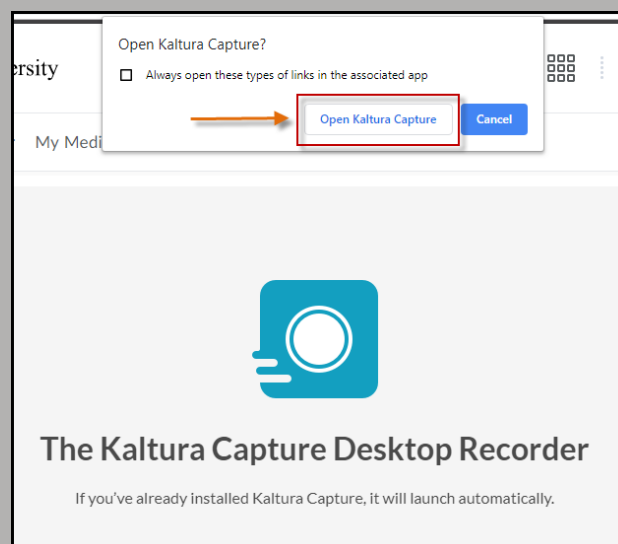
# Kaltura Capture

To record a new video in *Kaltura Capture*, click on the *Add New* button and choose the *Kaltura Capture* option.
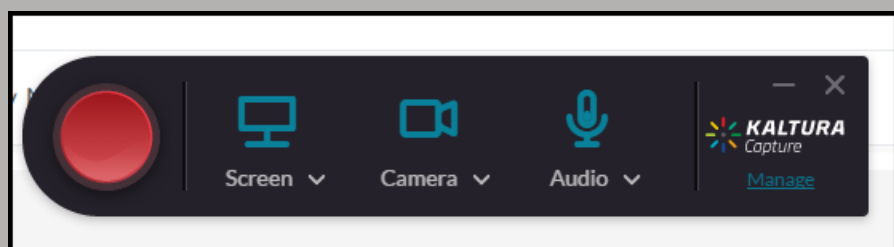
**Note:** You will need to download the software, the first time you access *Kaltura Capture*. Simply follow your computer's prompts. You may need to refresh the page to open Kaltura Capture after you have it downloaded.
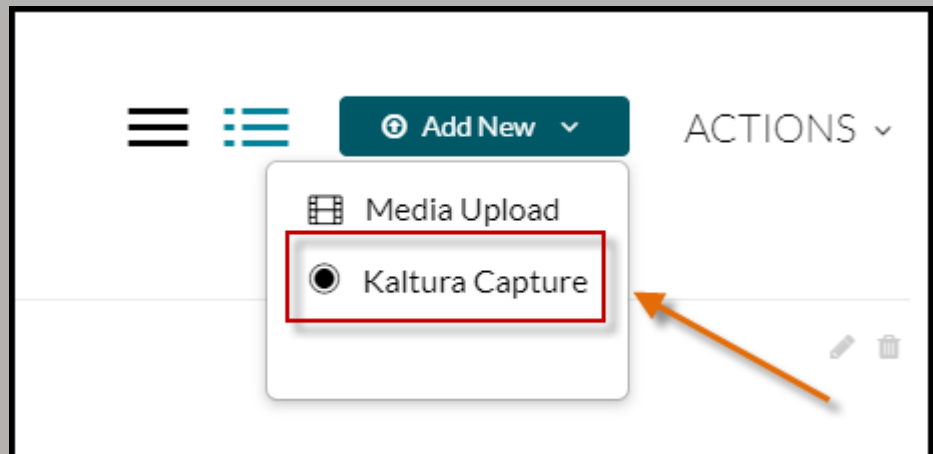


Depending on your browser, you may be prompted before *Kaltura Capture* opens.



The Kaltura Capture tool control bar appears on screen.

Kaltura Capture records different components:

- **Screen**: The content on your computer screen/monitor.
- **Camera**: Your webcam.
- **Audio**: Audio from your computer speakers.



To turn off recording for one or more of the components, simply click on the blue icon.



If you have multiple screens, sources of audio, etc., you can select the one you want to capture by clicking on the caret under each icon.
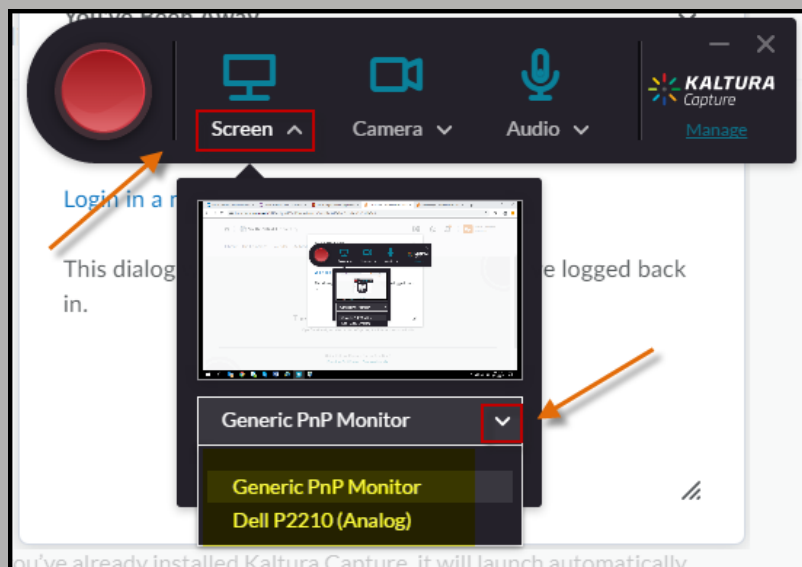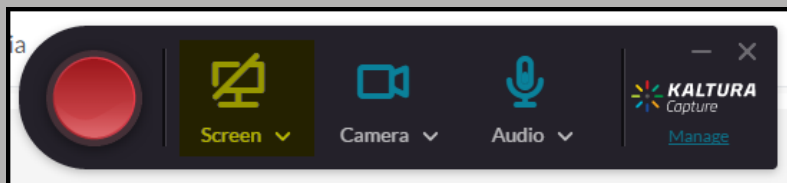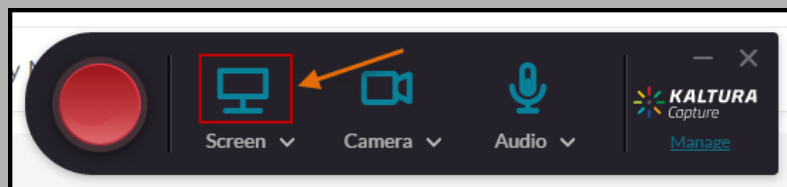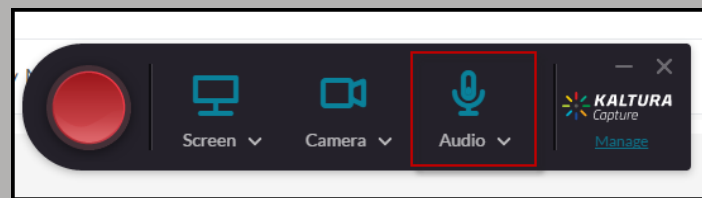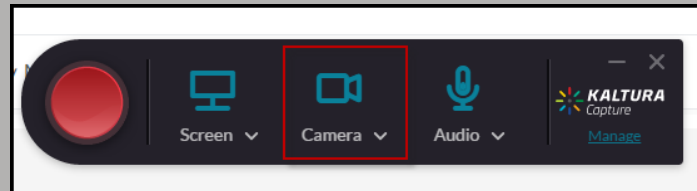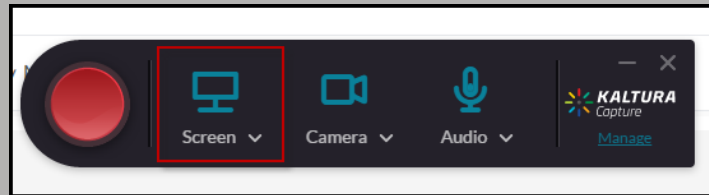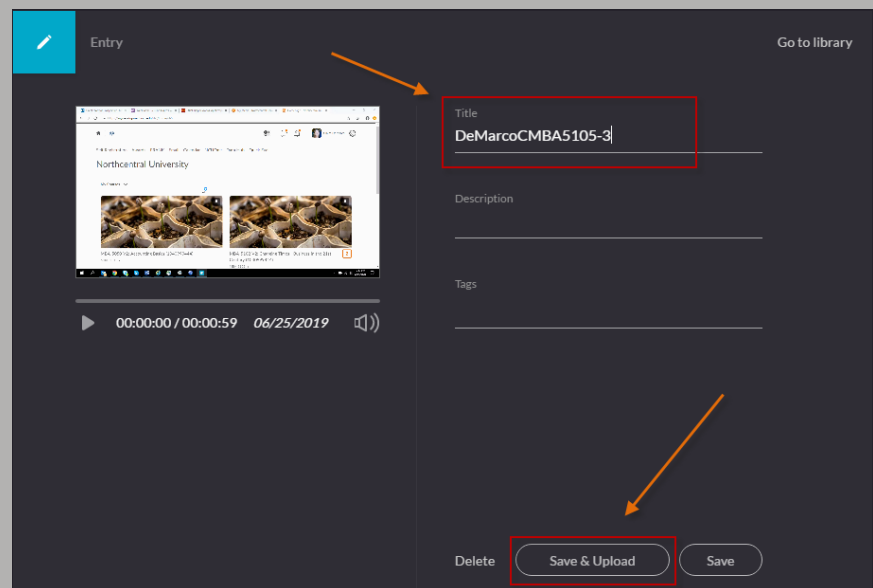
When ready to record, hit the red button.
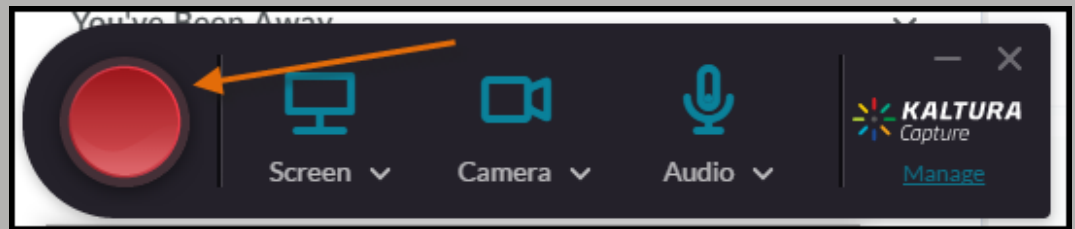


Start your recording and then use the control bar to stop recording when done.

When naming your new video, you will use the standard naming convention: "Last name, first initial, course code, dash, and assignment number."
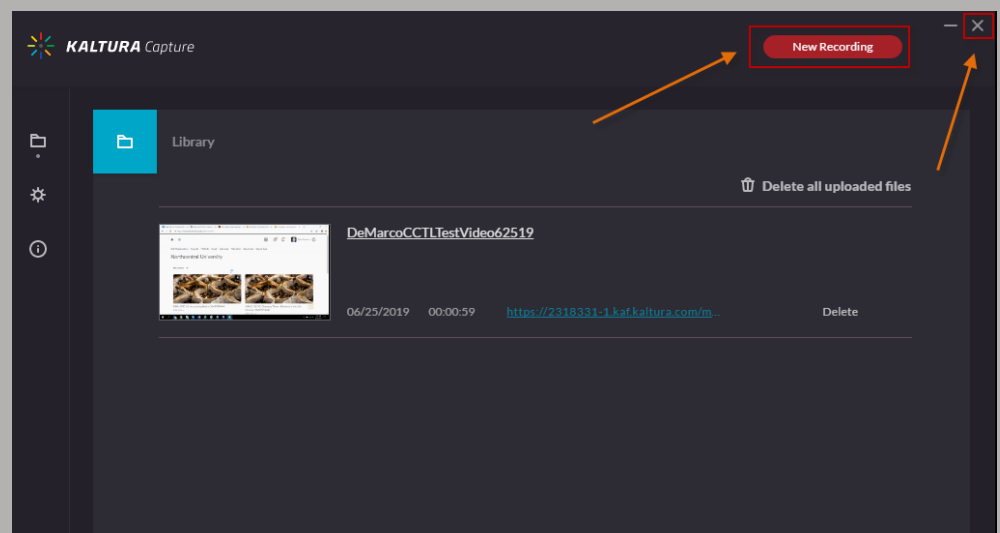
When you are done editing and naming your video, click on the Save & *Upload* button.



You can continue making new recordings by clicking on the new Recording button in *Kaltura Capture*.

When done with the tool, simply close it out.

It takes a few minutes for the new video to load into your *My Media* library.
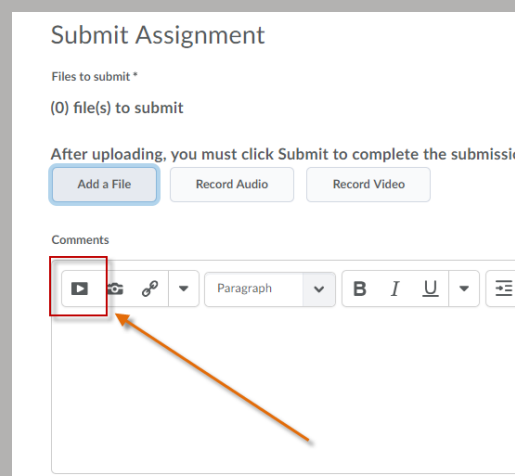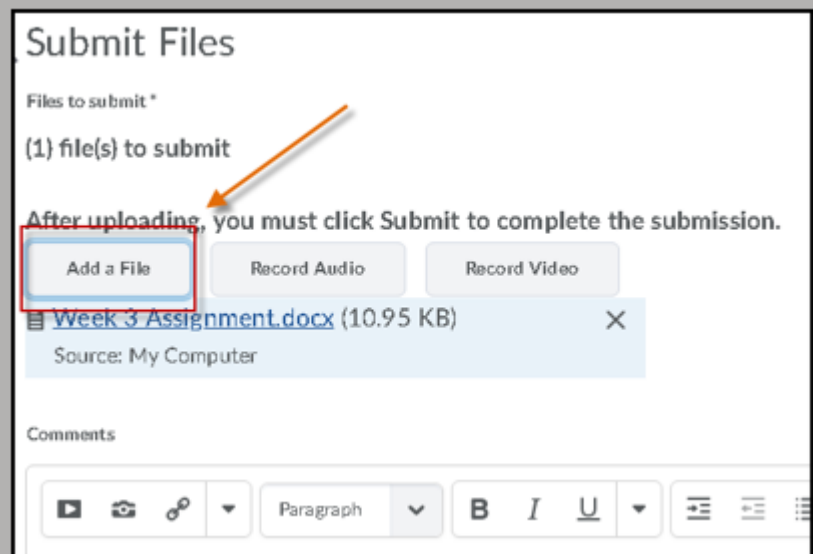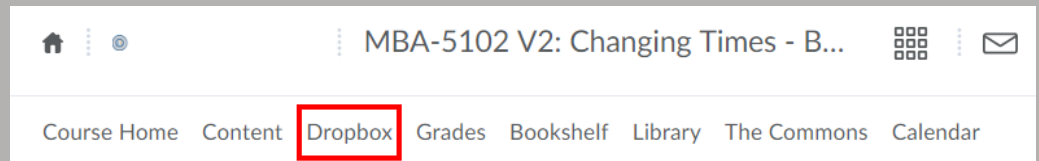
## Submitting Video Assignments

Click on the *Dropbox* link in the navigation bar of your course homepage.

MBA-5102 V2: Changing Times - B...

Course Home    Content    Dropbox    Grades    Bookshelf    Library    The Commons    Calendar

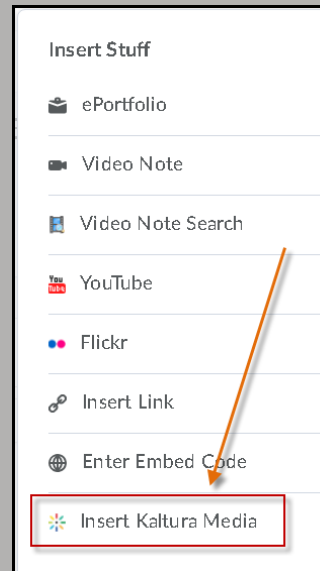Click on the weekly assignment you want to submit.

Scroll to the bottom of the page and click on the *Add a File* button.

You will need to upload a file along with your video. Some assignments may include a written component that you can upload. Otherwise, upload a Word document with a short introduction to the assignment and your references.

Submit Files

Files to submit *

(1) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File      Record Audio      Record Video

Week 3 Assignment.docx (10.95 KB)      ✕
Source: My Computer

Comments

Paragraph      B  I  U

To submit your Kaltura video into the assignment dropbox folder, use the *Insert Stuff* button in the comments section of your dropbox submission.

Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission

Add a File      Record Audio      Record Video
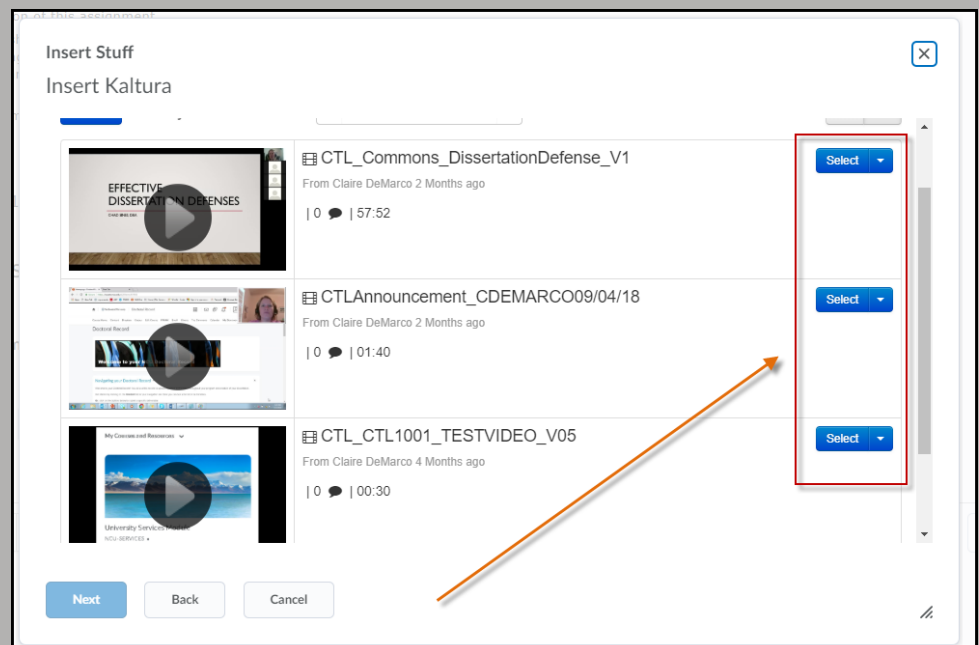
Comments

Paragraph      B  I  U
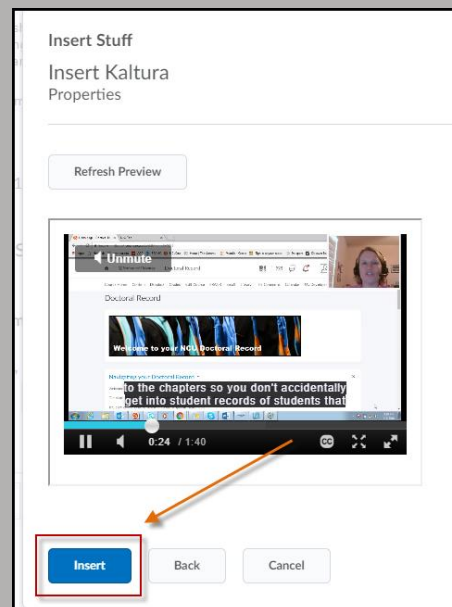
You will choose the *Insert Kaltura Media* option.



Your My Media library list will open in a new window.

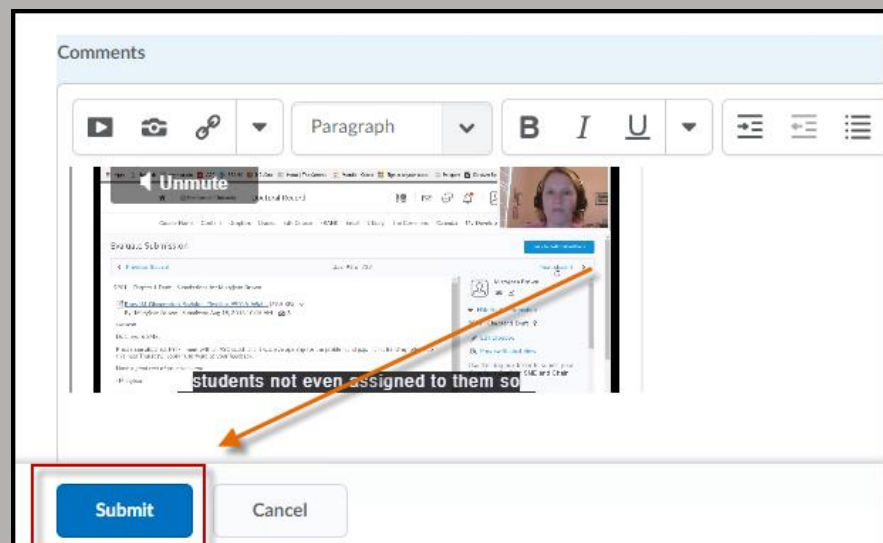Select the appropriate video using the *Select* buttons.

Click the *Insert* Button.

Insert Stuff

Insert Kaltura
Properties

Refresh Preview

You are now ready to submit your assignment by clicking on the *Submit* button.

Comments

You can also share your Kaltura videos through a link. You would use this option in The Commons or if you are sharing your content externally.

From *My Media*, choose the video you want to share by clicking on the title.



Click on the *Share* tab.



Kaltura provides an entire embed code. You can just copy the link by including everything from "https" to just before the first "&flashvars".
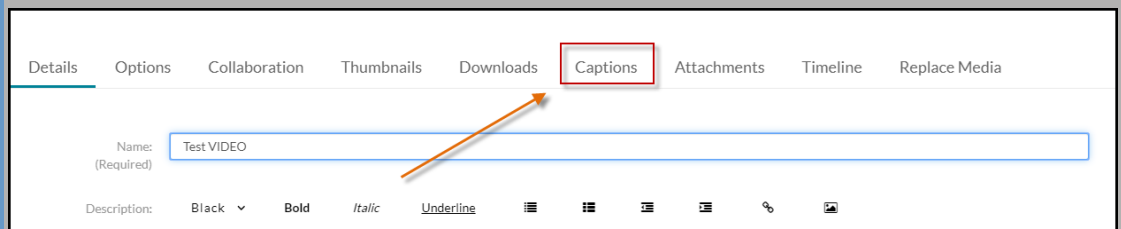
# Closed Captions: Editing and Removing

Closed captions are automatically added to all videos created in Kaltura Capture. Students have the ability to edit or remove the captions.
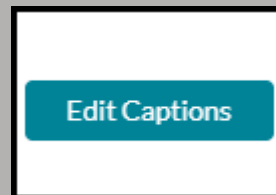
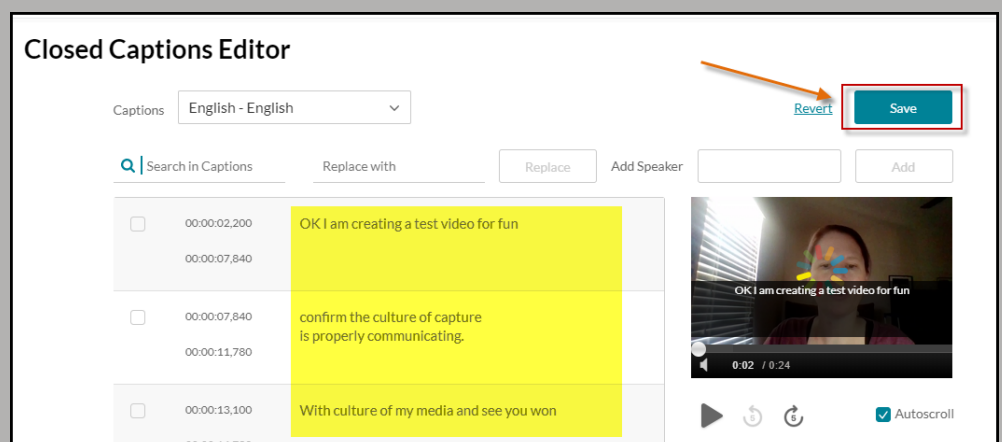**Start by choosing the Edit option for the video you want to modify.**
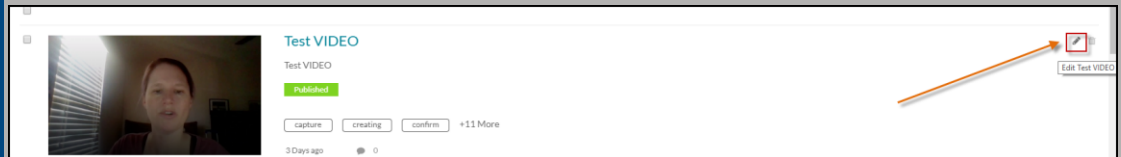


**Select the *Captions* tab.**



**Once in the Captions tab, you can edit using the Edit Captions button.**



**Click in each caption to make changes. Click the *Save* button when done.**

You can hide or delete captions using the "Actions" icons.