Using Kaltura in Canvas and MediaSpace

Contents

Chapter 1. What is Kaltura?

Kaltura allows user to create and manage videos.

Kaltura is a media management platform for video and audio files used for teaching, learning, non-PHI research, and outreach. Kaltura automatically optimizes video and audio files for use with any device. It includes strong accessibility workflows, powerful search functions, video quizzes, and deep analytics.

NOTE: A Request for Proposals (RFP) for Media Management was conducted in 2021-2022. Kaltura's offering was found to have the best balance of features, usability, and price. The new contract will take effect in November 2022 for three years, with a minimum of two one-year options to renew.

Who Should Use Kaltura?

Kaltura is intended as a free use tool for anyone handling non-protected information.

Kaltura is intended for the following groups:

- • Students

- • Instructors

- • Staff & Departments

How Much Does it Cost to Use Kaltura?

There is no cost associated with using Kaltura at the University of Minnesota.

University-funded: no charge.

Need Help with Kaltura?

This page includes information about where users should go with questions about Kaltura.

Need help? Go to Ask a Canvas Question.

Chapter 2. How Can Users Access Kaltura?

This page contains ways to access Kaltura.

Access Kaltura via:

- Canvas

- Kaltura MediaSpace

What are the Highlights of Kaltura?

This section lists the highlights of Kaltura.

- Users can upload, record, and manage video and audio files.
- Use the Kaltura Capture desktop recorder to record your screen and/or desktop.
- Videos published in Canvas courses are only viewable by other people enrolled in those courses.
- Uploaded video/audio files receive auto-generated draft captions through automatic speech recognition.
- Users can search captions within and across videos as a way to review content and learn more.
- Viewer analytics let you know who is watching videos and for how long.
- Unlimited user storage and bandwidth.

The Do's and Do Not's of Using Kaltura

Information detailing when it is and is not appropriate to use Kaltura.

- DO access Kaltura through Canvas and Kaltura MediaSpace.

- DO use Kaltura for files that will be actively used on an ongoing basis.

- DO NOT use Kaltura for videos not related to teaching, learning, research, or outreach. For those videos, use Youtube.

- DO NOT use Kaltura for storing Protected Health Information (PHI). Use Box Secure Storage instead.

- DO NOT use Kaltura as a platform for archiving media files.

Where to Go for Additional Reading?

This pages contains additional resources for using Kaltura.

- Canvas: Add Media from Kaltura Using the Rich Content Editor
- Canvas: Add, Move, or Remove the Media Gallery *(on page 9)*

- Canvas: Create a Kaltura Video Assignment *(on page 7)*

- Canvas for Students: Submit a Video/Audio Assignment Using Kaltura *(on page 10)*

- Kaltura MediaSpace: Upload and Manage Media
- Kaltura: Closed Captioning Process Overview *(on page 6)*

# Chapter 3. Kalura: Closed Captioning Process Overview

Kaltura employs an automated captioning process described here.

Captions are the text equivalent of what's being said, as well as other auditory information in a video. Closed captions are text that do not appear under a video by default, but can be turned on by the viewer.

When videos are uploaded to Kaltura in Canvas and MediaSpace, they are automatically closed captioned. This is done through the use of automatic speech recognition (ASR), which scans the audio track for spoken English.

ASR captions are considered drafts as they are up to 90% accurate and do not meet disability accommodation requirements. It is important to proofread auto-generated captions to ensure accessibility.

After you upload a video, the captioning process begins. When your captions are complete you receive a confirmation email.
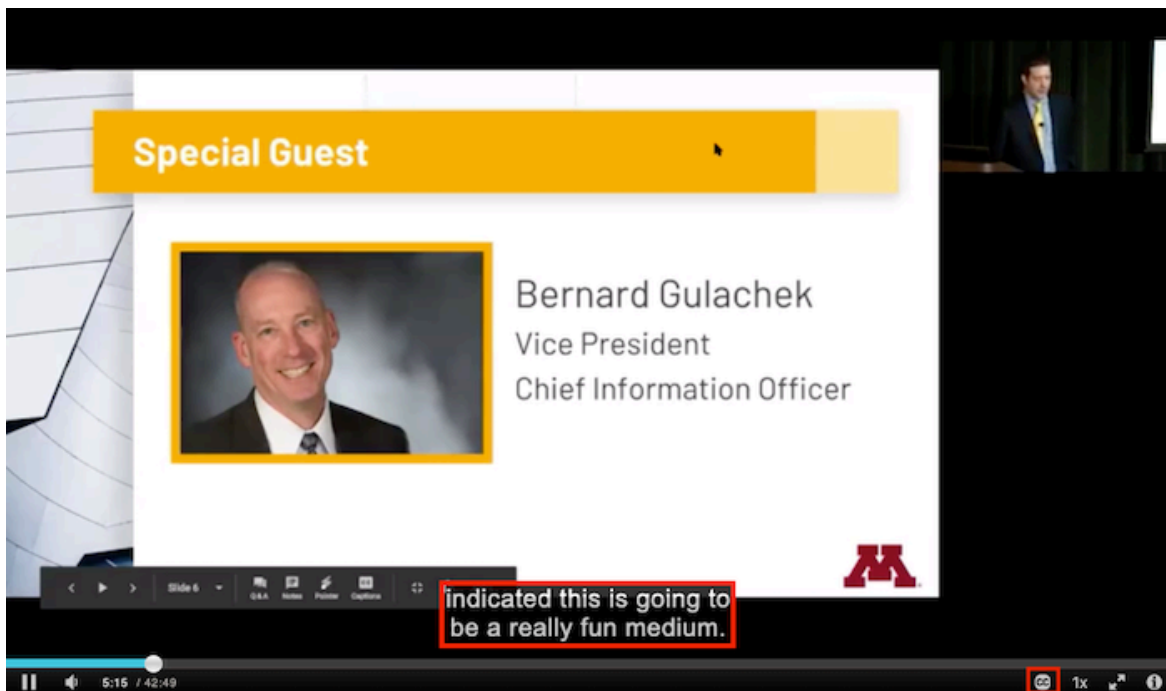
Chapter 4. What are the Benefits of Kaltura?

This page details some of the capabilities of Kaltura's video assignment feature.

Kaltura is a media management system that can be used to upload video files as well as to create webcam recordings. Videos in Kaltura can be viewed on phones, tablets, and computers. Access Kaltura through your Canvas course site.

While Canvas Assignments offer an online submission type called Media Recordings, Kaltura's **My Media** offers greater flexibility with regard to ownership and use:

- There is no limit on Kaltura's file space whereas file space for each Canvas course is limited to 4.2GB.
- If you use the Canvas Media Recordings option, any media (video/audio) will be uploaded directly to your Canvas course site. Because video files are so large, you could run out of space.
- By using Kaltura, students can either record new media or upload existing media from their **My Media** space.
- Media stored on Kaltura's file server can stream at various internet speeds.

Setting Up a Video Assignment Using Kaltura

This page teaches instructors how to create a video assignment in canvas.

The following steps apply to assigning to individual students, not group work.

1. Go to the **Course Navigation Menu** > **Assignments**.
2. Click the **Add Assignment** button.
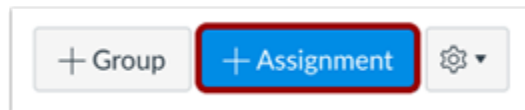
3. Type the name of the assignment in the **Assignment Name** text box.
4. Type the assignment instructions in the text box.
5. Scroll down to the **Points** text box and type the highest grade students can receive.
6. Select the **Assignment Group** from the drop-down list, if necessary.
7. Go to the **Submission Type** drop-down list and select **Online.** *The box expands to reveal the options.*
8. Choose Text Entry in the Online Entry Options.

Submission Type

Online ▼

Online Entry Options

☑ Text Entry

☐ Website URL

☐ Media Recordings

☐ File Uploads

9. Scroll down to the **Assign to** options. Using the date pickers:

 a. Select the **Due** date.

 b. Select the **Available from** and **Until** dates.

10. Click **Save & Publish**. *The assignment displays.*

 Click **Save** if you are not ready to make the assignment visible to students.

 Your students will now be able to upload their Kaltura video/audio work in the assignment
 area's text box using the Embed Kaltura Media tool. See Canvas for Students: Submit a Video/
 Audio Assignment Using Kaltura.

Chapter 5. Canvas: Add, Move, or Remove the Media Gallery

This page informs users how to add, move, or remove the media gallery in canvas.

Audience: Canvas course teachers, designers, and teaching assistants (TAs)

As part of Kaltura in Canvas, the Media Gallery is a tool to publish, view, and search media (video and audio recordings) in Kaltura. Only people enrolled in a particular Canvas course have access to that course's Media Gallery.

Course teachers,designers, and TAs: use the steps below to add, move, or remove the Media Gallery in your Canvas course.

1. Log in to Canvas and go to your course.
2. Select **Settings** from the course navigation menu.
3. Select the **Navigation** tab.
4. Locate **Media Gallery** on the page, then:
   a. To add or move the Media Gallery: Select the **Media Gallery bar** and drag it to where you would like it to appear in the course navigation menu, under the section labeled **Drag and drop items to reorder them in the course navigation.**
   b. To remove the Media Gallery: Select the **Media Gallery bar** and drag it down to be under the section labeled **Drag items here to hide them from students.**
5. Select **Save** at the bottom of the page.

   Your settings will take effect for everyone who has access to the course.

Chapter 6. Canvas for Students: Submit a Video/ Audio Assignment Using Kaltura

This page teaches users how to upload audio/visual files and submit them as assignments in canvas.

Kaltura is a media management system that can be used to upload media files as well as to create webcam recordings. Videos in Kaltura can be viewed from phones, tablets, and computers. Kaltura is accessed through your Canvas course site either through the **Embed Kaltura Media** button anywhere you see a **Rich Content Editor** or through **My Media** in your profile submenu.

You can upload an existing video (or audio) recording or you can Use Your Computer's Webcam to Record a New Video with Kaltura.

Anywhere you encounter the Rich Content Editor (RCE), you can embed Kaltura media.

1. Click the link to the assignment that requires embedding a Kaltura video.
2. Read the instructions and then click the **Start Assignment** button. *The **Text Entry** window appears with a Rich Content Editor.*
3. Select the **Embed Kaltura Media**button to open your **My Media** library.

4. Do one of the following:

   a. If you have already uploaded your media to Kaltura, click **Select** next to the desired recording.
   The Embed Kaltura Media window closes and a medium-sized video appears in the Rich Content Editor text box.

   b. If you need to record a video for the assignment, select **Record Webcam in Browser** and record.
   Your video appears in the RCE of the activity.

5. Click **Play** to test the media.

6. Add any comments you would like your instructor to see in the **Comments** text box.

7. Click the **Submit Assignment** button when you are satisfied.