

Kaltura: Classroom Tools

Instructors and Students can use the Kaltura integration in ICON to upload, convert, record, comment on, and share videos directly from within their ICON course. Students can upload videos to share with the rest of the class, and instructors can approve the release of those videos to the class. Instructors can organize media into playlists, create video quizzes, and view analytics about how their students are engaging with videos in the course

Follow up: If you have questions regarding this instructional technology, please contact the ITS Help Desk at its-helpdesk@uiowa.edu.

For future events and trainings, please refer to <https://teach.its.uiowa.edu/events/upcoming>.

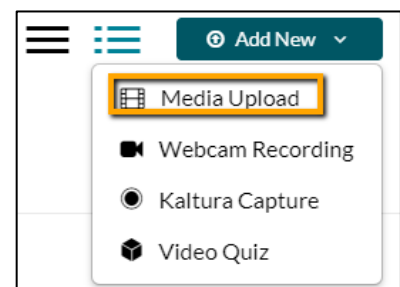
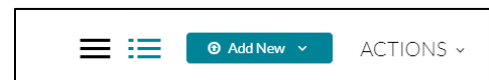
Before we begin: If you are in the UCC 2523 you will find a folder on your computer's desktop titled **Kaltura**. Open it and you will find a .mp4 video file titled **Kaltura Video**. Keep this window open for the first part of this training.

PART ONE – Introduction



Add Media to Kaltura

1. Click **My Media**.
2. Click **Add New**.
3. Click **Media Upload**.
4. Select the media you wish to upload.
Note: If you are in the UCC 2523 training classroom, look for a “Kaltura” folder on the desktop of the workstation.
5. Click **Upload**.
6. Fill out information details of the uploaded item (e.g., name, description, and tags).
7. Click **Save**.





Publishing Content to Media Gallery

My Media is a searchable repository for viewing and managing your personal media including both unpublished and published content. When you upload content to My Media, you can then publish it to a course Media Gallery for students to access.

1. Go to **My Media**.
2. Select a video.
3. Open the **ACTIONS** dropdown menu.
4. Select **Publish**.

The screenshot shows the 'My Media' interface. On the left is a navigation menu with 'My Media' selected. The main area shows a search bar, filters, and a list of media items. One item, 'WMV-example_vid', is selected. The 'ACTIONS' dropdown menu is open, and the 'Publish' option is highlighted with a yellow box. Below the video player, there are options for 'wmv' format and a 'Private' status indicator.

5. Set the video to be published.

The screenshot shows the 'Details' page for the video. A yellow banner at the top states: 'Complete all the required fields and save the entry before you can select to publish it to shared repositories. Edit'. Below this, there are two radio button options: 'Private - Media page will be visible to the content owner only.' and 'Published - Media page will be visible to individuals according to entitlements on published destinations'. The 'Published' option is selected. At the bottom, there is a link labeled 'Publish in Gallery'.

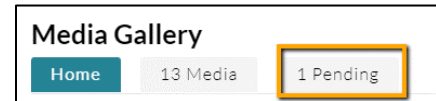
6. Select the course(s) for the video to be published.
7. Click **Save**.



Review Media in Media Gallery

Every course site in ICON has its own Media Gallery. Anyone in the class can upload and/or publish files to the Media Gallery.

1. Go to **Media Gallery**.
2. Select the **Pending** tab.



Note: the Pending tab will not be visible if there is no media waiting for approval from Teachers and TAs.

3. Click **Approve**.
4. Click **the Media** tab.



Approved media is now published in the gallery for all students to see.

Note: Instructors will see the **Approve** and **Reject** buttons when students have submitted media to be reviewed.

Enable and disable comments and moderation

To enable or disable comments and/or moderation:

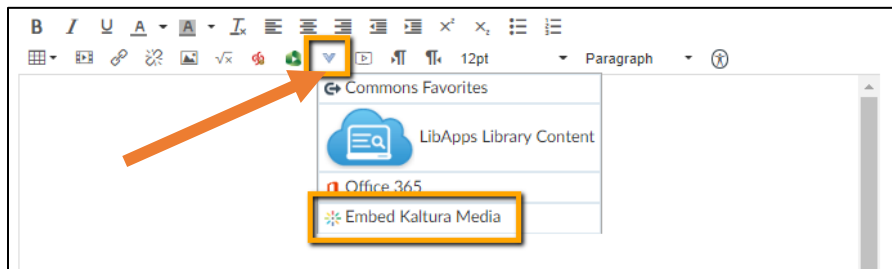
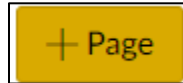
1. In the course navigation menu of your ICON course, click **Kaltura: Media Gallery**.
2. On the Media Gallery screen, open the **Actions** menu and choose **Edit**.
3. On the Edit Media Gallery screen, check the boxes in the **Options** section to enable moderation (Moderate content...) and/or comments (Enable comments...).
4. Click **Save**.



Add Kaltura Media to ICON Pages

Kaltura Media content can be added to your ICON course anywhere you have access to the Rich Content Editor (RCE). The RCE is available in the description field for Discussions, Assignments, and Pages.

1. Go to **Pages** in your ICON course.
2. Click **+ Page**.
3. **Enter a Title** for your Page.
4. Click the **More External Tools** button.



5. Click **Embed Kaltura Media**.
6. Select media from the My Media or Media Gallery.



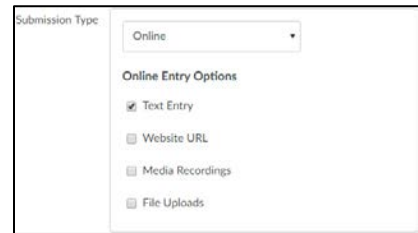
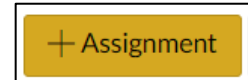
7. Click **Save** or **Save and Publish**.

This page can be added to Modules as needed for the course.

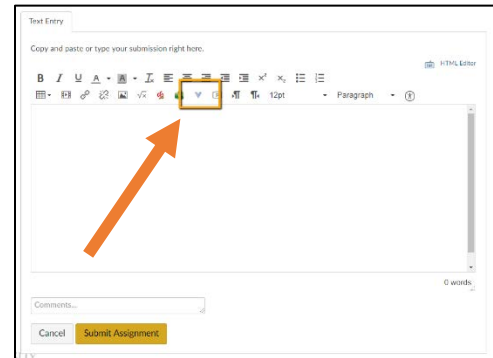


Create a Video Submission Assignment

1. Go to **Assignments**.
2. Click **+Assignment**.
3. Name the Assignment.
4. Set assignment details (e.g. assignment groups, points, due dates, etc.).
5. Select Submission Type **Online**.
6. Check only **Text Entry Assignment**.
7. Click **Save and Publish**.



Students will have access to the Embed Kaltura Media tool in the RCE, under More External Tools.

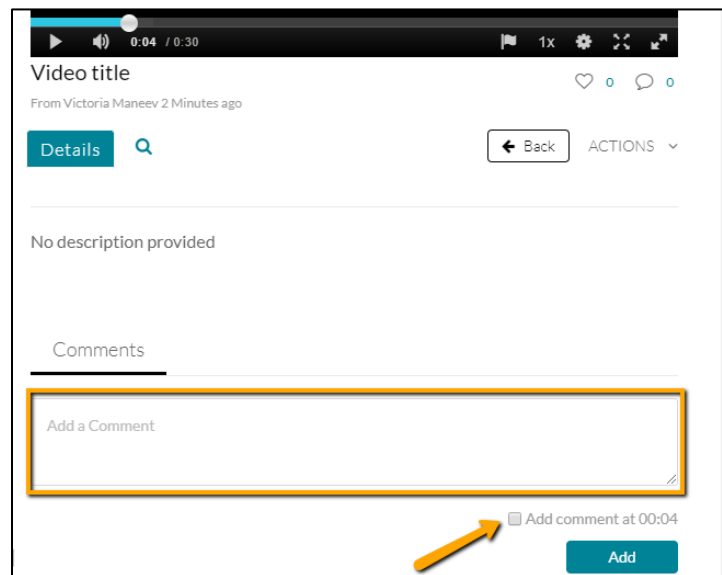




Commenting and video configuration

1. Go to **Media Gallery**.
2. Select a video.
3. Scroll down to find the comments tab under the media player.
4. Enter a comment in the **Add a comment** field and click **Add**.

Note: Click in the comment field for the ability to connect the comment to a specific time in the media.



5. Comments will display below the Comments section.

Note: If you created a time-based comment, that link will take viewers to that specific time in the media.

Note: When a limited number of comments are displayed, click **Load** more comments to display additional comments.

To reply to a comment

1. Click on a **video** in Media Gallery.
2. In the Comments area under the media player, click **Reply** under the comment you would like to reply to.
3. In the Add a Comment field, enter a reply and click **Add**.
4. Your reply is displayed under the comment.

To delete a comment or reply

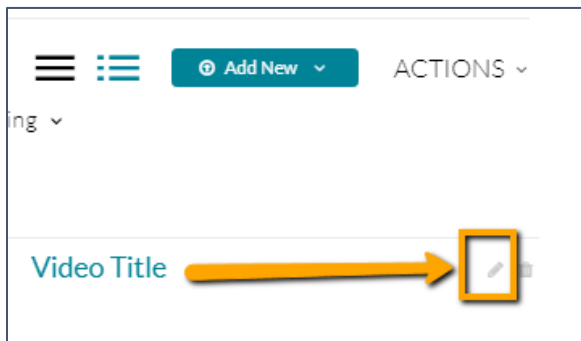
NOTE: You can delete a comment or reply only in the following cases:

- a.) You added the comment or reply.
 - b.) You are the media owner.
1. Click **on a video** in Media Gallery.
 2. In the Comments area under the media player, click **Delete** under the comment you would like to delete.
 3. Click **Yes** to confirm the deletion.

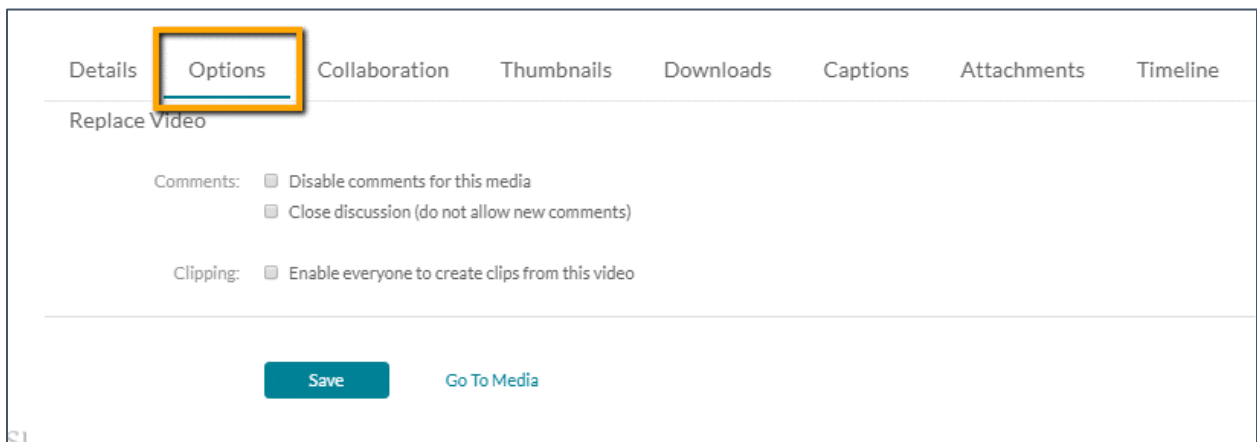
Note: Deleting a comment also deletes replies to the comment.

To disable comments on a media item

1. In **My Media** click the pencil **Edit** icon for the video you want to edit.



2. Select the **Options** tab and select the **Disable Comments** for this media checkbox.



Note: The Comments tab is not displayed on the media page. Comments that were entered before you disabled the comment feature are re-displayed if you re-enable comments.

To prevent additional comments on a media item

1. In **My Media** click the pencil **Edit** icon for the **Edit** next to the video you want to edit.
2. Select the **Options** tab and select the **Close Discussion** checkbox.

Note: On the Comments tab of the media page, Comments Closed is displayed and the Add a Comment field is not displayed.

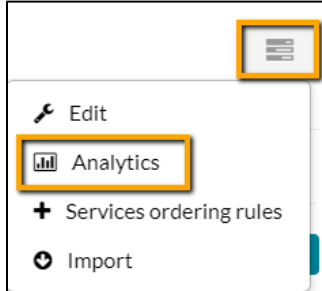
PART TWO – Analytics



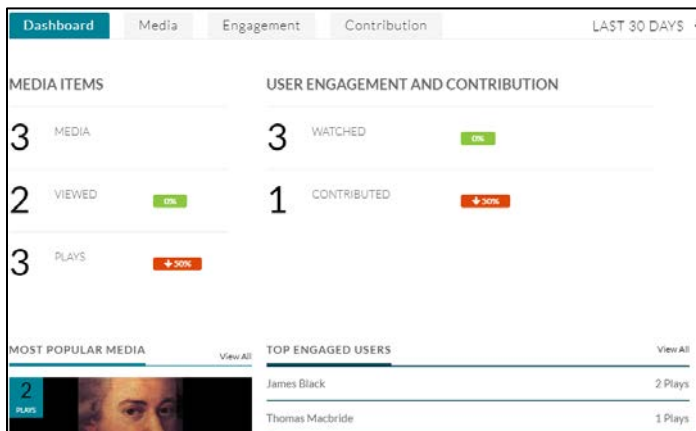
Viewing Media Gallery Analytics

Teachers can access the Media Gallery Analytics page to view different engagement reports for students enrolled in a course.

1. In **Media Gallery**, click the **Channel Actions** button then **Analytics**.



2. The Media Gallery Analytics page is displayed showing the Analytics Dashboard.



The Dashboard presents a summary of the available analytics. For example,

- **Top Engaged Users** – who are the users who viewed the most content
- **Top Contributors** – who are the users who contributed the most content

Types of Media Analytics Reports

The analytics page is composed of the following types of video analytics reports:

- Media Analytics Report
- Engagement Analytics Report
- Contribution Analytics Report

You can access a detailed report for each entry in a Media, Engagement or Contribution report. See Detailed Analytics Reports.

Media Analytics Report

The media analytics report lists all the content available in the course Media Gallery. For each media entry, the number of plays is displayed, total view time, average view time and the average drop-off rate.

Engagement Analytics Report

The engagement analytics report lists all the users enrolled to the course that have viewed at least one video from the Media Gallery. For each user, the total view time, average view time and average drop off- rate are presented.

Contribution Analytics Report

The contribution analytics report lists all the users that contributed content to the Media Gallery.

1. From the Media Gallery Analytics page, select the desired report by clicking its corresponding tab.



Media Title	Contributed By	Plays in Channel	Total Plays	Trend	Total View Time	Avg. View Time	Avg. Drop-Off	Duration
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Detailed Analytics Reports

1. From the Media Gallery Analytics page, select the desired report by clicking its corresponding tab.





2. Click on the  next to the entry Viewing Media Gallery Analytics.

	Media Title
	Mozart
	MP4-
	UI_TILE_CLASSROOMS_sm

The detailed entry analytics reports depend on the type of report you selected.

Media Detailed Entry Report

The **Media** detailed entry report displays the list of all the users that viewed the selected media entry.

User	Maximum Play-Through	
James Black	0%	
Thomas Macbride	50%	

Engagement Detailed Entry Report

Dashboard Media **Engagement** Contribution LAST 30 DAYS ▾

Export to CSV Printable Version Search

User	Unique Videos	Watched	Trend	Total View Time	Avg. View Time	Avg. Drop-Off	Loads	Loads to Plays Ratio
James Black	2	2		00:00:30	00:00:15	50%	2	1

Media Title	View Drop-Off	
Mozart	0%	
MP4-UI_TILE_CLASSROOMS_sm	100%	

The **Engagement** detailed entry report displays the list of all the media entries viewed by the selected user.

Contribution Detailed Entry Report

The **Contribution** detailed entry report lists all media contributed by the selected user.



PART THREE – Editing

Launch the Editor

1. Go to **My Media**.
2. Click on the Entry's **Edit** pencil icon.

MP4-UI_TILE_CLASSROOMS_sm

Published

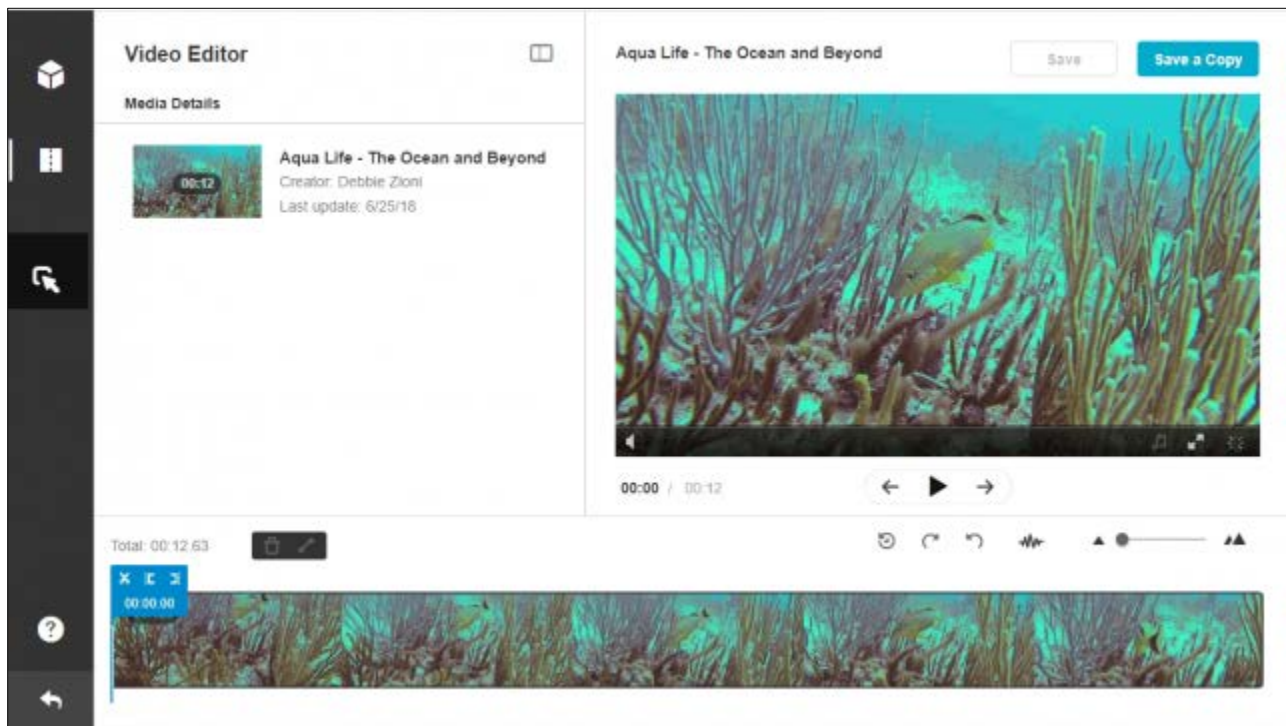
students classrooms century +15 More

2 Days ago 0 0

3. Click Launch Editor.



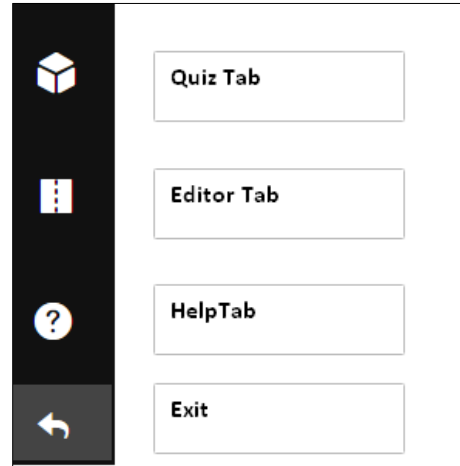
The Kaltura Editor window is displayed.



Kaltura Video Editing Tools' Tabs

The Kaltura Video Editing Tools contain the following navigation tabs:

- **Quiz Tab** – Use to create and edit Interactive Video Quizzes (KMS/KAF only)
- **Editor Tab** - Use to trim or clip media, and chop and splice media.
- **Help Tab** - Includes helpful tips and accessibility information

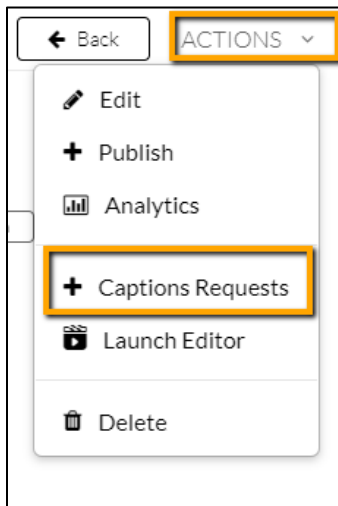


Captioning

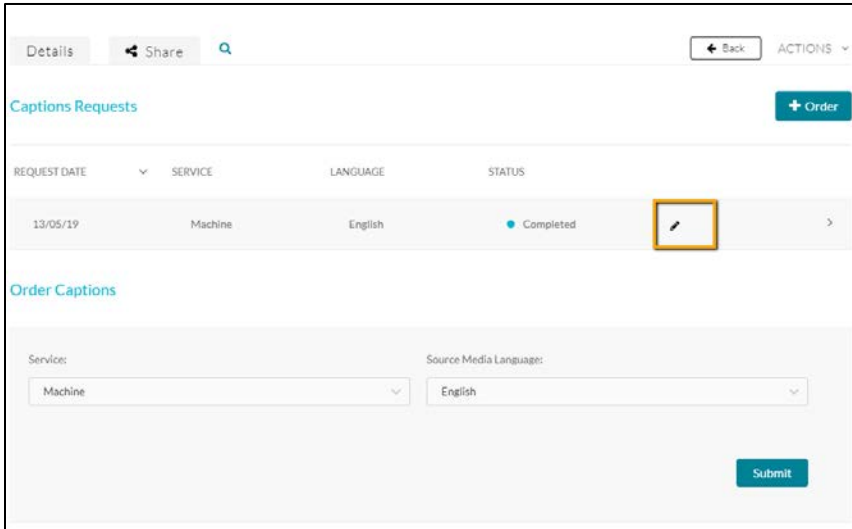
Kaltura automatically machine captions all videos. These captions are generally 70-85% accurate so it is important to edit the captions after they have been added to your video.

Editing Captions

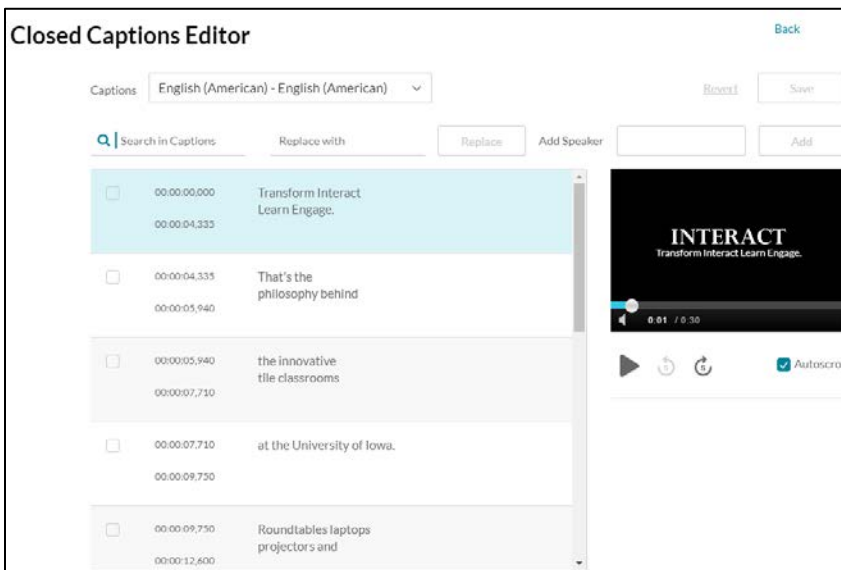
1. Go to **My Media**.
2. Click the media for which you wish to edit captions.
3. Click the **Actions drop-down menu**, select **Caption Requests**.



- The resulting table will display one row for each of the recording's caption tracks. The **Edit Pencil** icon is displayed for all completed captions. Click **Edit** in the right-most column to edit the desired captions.



- The caption editor will open. Edit the desired caption in the text field at the center of the page.

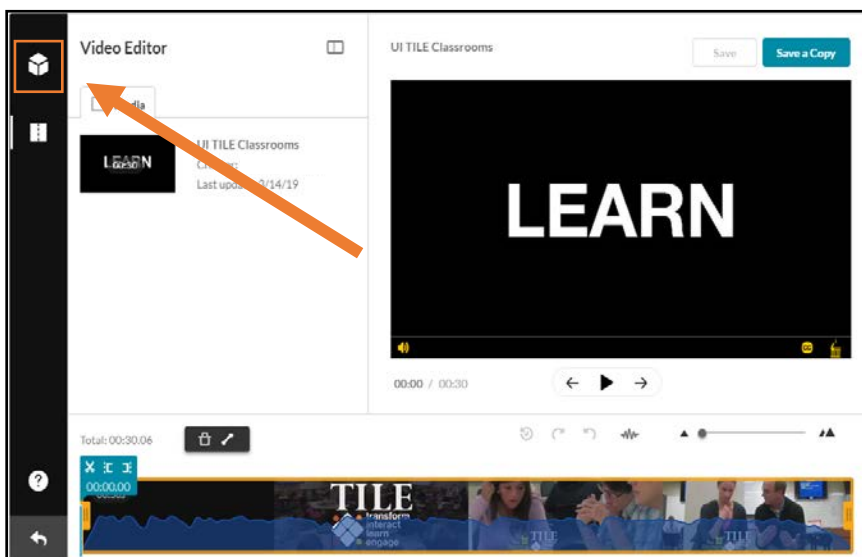
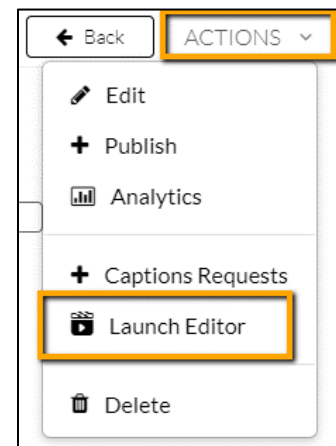


- To edit the timestamp of each line, click the desired timestamp to modify the time. The editor will highlight any overlapping time.
- To search, enter your text in the **Search in captions** box.

8. To find and replace text:
 - a. Enter your search term in the **Search in captions** box.
 - b. Enter your replacement term in the **Replace with** box.
 - c. Click **Replace**.
9. To add a speaker ID:
 - a. Select the rows you want a speaker added to.
 - b. Enter your speaker ID in the **Add speaker to selected items** box.
 - c. Click **Add**.
10. When you are finished making edits, click **Save**.

Create Video Quiz

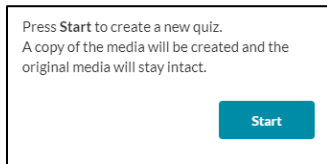
1. Go to **My Media**.
2. Select the video you wish to add a quiz to.
3. Select the Actions menu.
4. Click **Launch Editor**.
5. Select the quiz icon in the top left-hand corner of the Video Editor window.



6. Position the video play head where you wish to place a quiz.



7. Click **Start**.

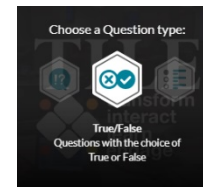
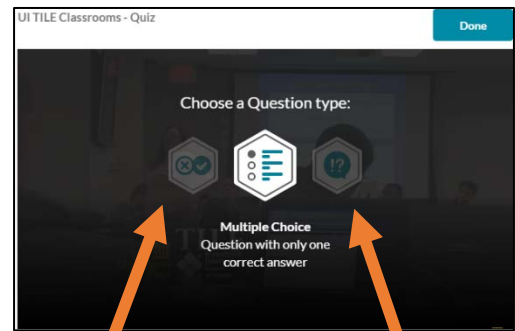


8. In the panel on the right, click on a hexagon to choose a Question type.

- a. Create a True/False Question, click **Save**.
- b. Create a Multiple-Choice question, click **Save**.
- c. Create a Reflection point question, click **Save**.

9. Click **Done**.

10. Click **Go to Media Page**.

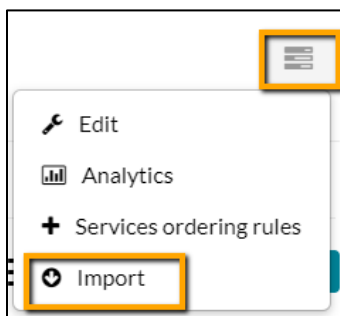


DEMO

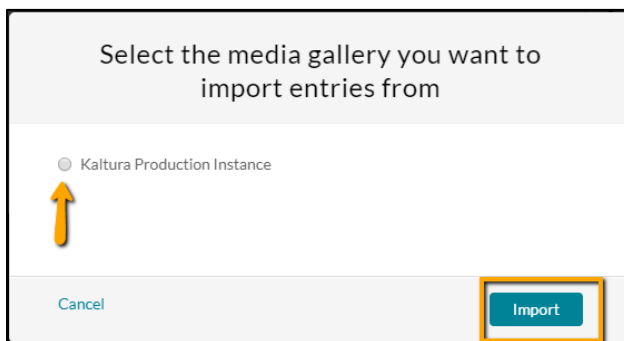
Importing Content

Kaltura offers you the ability to move media from one course's Media Gallery to another one with only a few simple steps.

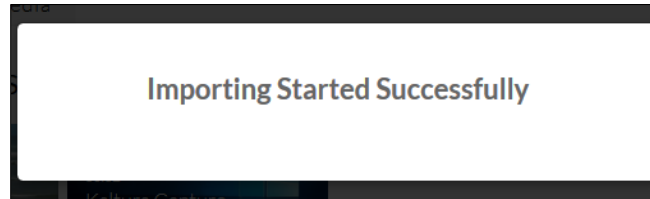
1. Go to **Media Gallery**.
2. In the top-right corner select the grey overflow button in the top right of the screen. Select **Import**.



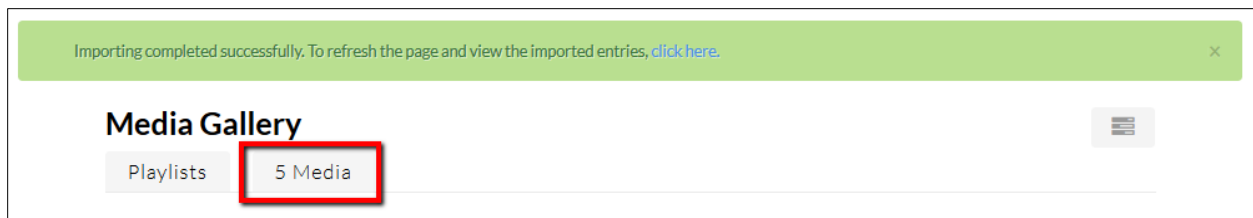
3. This will open a course selection window. Select each course you wish to import and press the **Import** button.



- Once initiated, all media content from the destination course will begin importing. This process could take a few minutes or longer depending on how many media files are being imported. Once they have been imported, you will be presented with a green banner message at the top of the page that indicates that the import process was successful.



- Click the Media tab at the top of the Media Gallery page to view your newly imported media.



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