# Kaltura in D2L Guide

Kaltura is an online video hosting/streaming service similar to YouTube. In D2L, you can use Kaltura to record, upload, and insert videos into your D2L courses using a simple **2-step** process.

Note: BOTH steps are necessary to using Kaltura. Please read directions fully.

Step 1: Add Video

You can access your Kaltura videos or upload new videos from **My Media**. Access **My Media** by clicking on the **My Tools** menu in the navbar and selecting **My Media**.
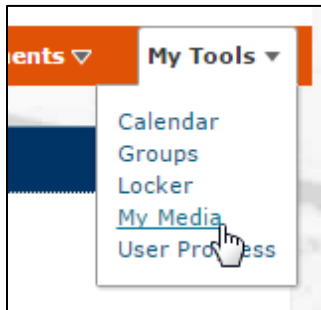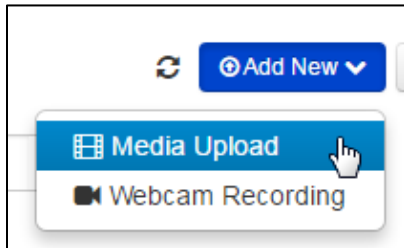

The first time you access My Media, you may see this message:

Click the tick box next to "Do not ask me again for this application" and then click "Continue" to access My Media.

Option A: Upload Video

In **My Media**, click on the blue **Add New** button and select **Media Upload**.
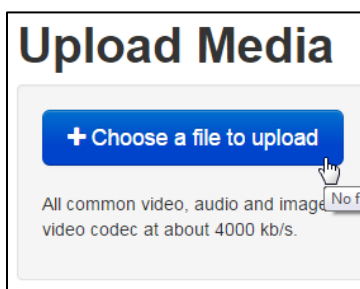

The Privacy and Copyright Statement will appear. Tick the "I agree to the above terms and conditions" box to proceed.

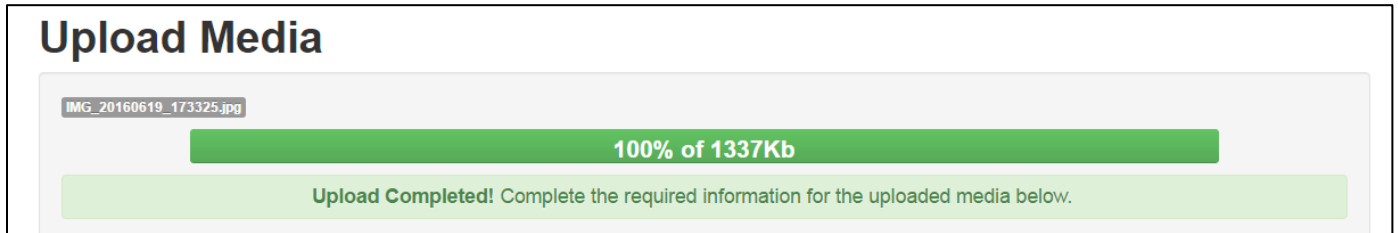The Upload section will appear as soon as you tick the "I agree" box.

Under **Upload Media, c**lick the **"Choose a file to upload"** button.

Locate the file on your computer.

TIP: There is a 2GB size limit on media files. Anything larger than 2GB will not upload correctly.

Once you have added the file, you will see a progress bar indicating the progress of your upload. Once it's finished, you will see the words **"Upload completed!"** and several additional fields will appear below.

Upload Media

IMG_20160619_173325.jpg

100% of 1337Kb

Upload Completed! Complete the required information for the uploaded media below.

You should always fill out as much information about your video as you can, but make sure to include a **Name** and any tags that might help you find the video later (like the class name and number – e.g. ENGL1117 – the semester in which you uploaded the video, or a description of the subject matter).

Please fill out these details:

Name: kaltura upload demo
(Required)

Description: Black ▾ | **Bold** | *Italic* | Underline | ☰

This is a description.

Tags: ✕ testing

Complete all the required fields and save the entry
needs to complete successfully for the "Published"

● **Private** - Media page will be visible to the content
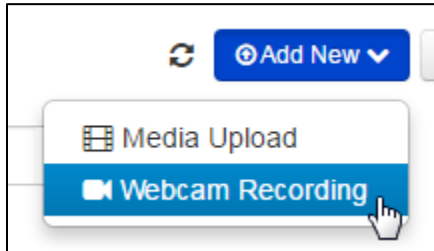○ **Published** - Media page will be visible to individu

Save | Go To Media | Go To My Media

Click **Save**.

Option B: Record Video from Your Webcam

You can also record and upload video directly using your webcam.

In **My Media**, click on the blue **Add New** button and select **Webcam Recording**.

On the **Record from Webcam** screen, you may see a pop-up Flash window asking for your permission to use your system's microphone and camera. To record, you will need to click **Allow**. (Some browsers may also create additional pop-ups asking for permission.)

You will see a preview of your live recording. Click anywhere on the preview window to start your recording. When the recording is complete, click anywhere on the preview window to stop the recording.
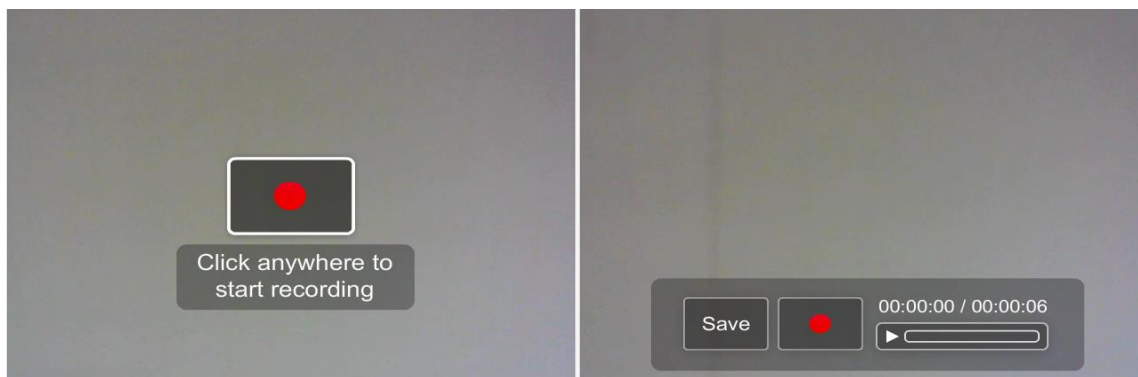
After stopping the video, you can click the "play" icon to review, the "record" icon to add to the video, or **Save** to continue.
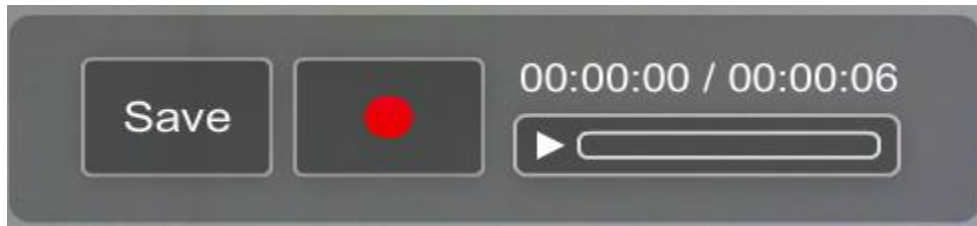
Next, you will be asked to fill out descriptive details about your video. You should always fill out as much information about your video as you can, but make sure to include a Name and any tags that might help you find the video later.

Once you're finished with your description, click **Save**. You may now click **"Go to Media"** to view the video or **"My Media"** to see it listed with all of your other media files.

Step 2: Insert Videos

In D2L, you can insert Kaltura videos anywhere you find the **HTML Editor**.

In the HTML Editor, click the **Insert Stuff** button. The **Insert Stuff** window will appear.
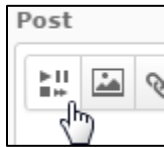
TIP: If you attempt to embed media immediately after uploading, it may still be processing and therefore will not be found when you search for it. Allow for processing time (usually no more than a few minutes) efore attempting to insert media files in your course, especially if you have uploaded a large file.

In the **Insert Stuff** window, select **My Media** as the source.
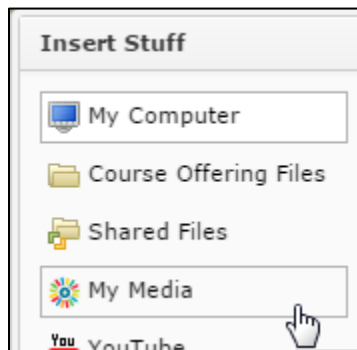
To find videos you have uploaded to Kaltura, you *must* perform a search.
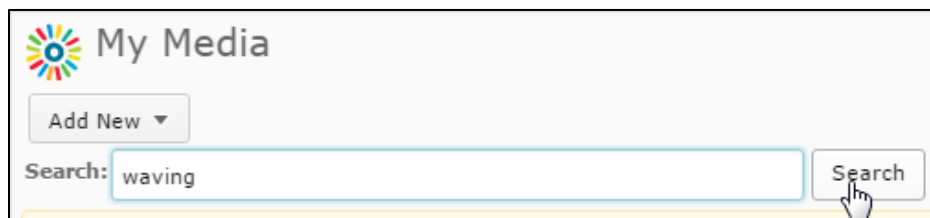
TIP: The Search tool can search by Title or username. Click Search without entering anything in the search field to bring up *all* your Kaltura videos.

Once you have found the video you want, click to select it.
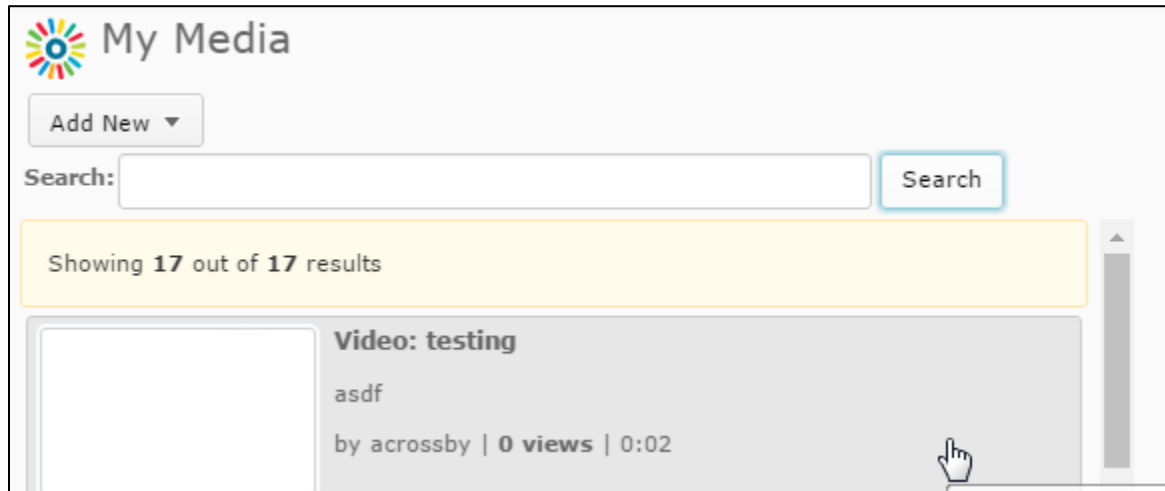
Click **Next**.
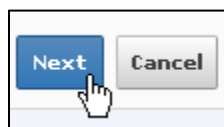
Next you will see a preview of the video as it will appear in your course. You can play the video to ensure it's working correctly.

When you're done, click **Insert** to insert the video into your course.
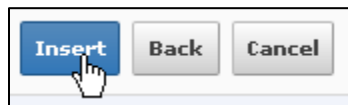
The **Insert Stuff** window will close, and you will be able to see the embedded video inside the HTML Editor.
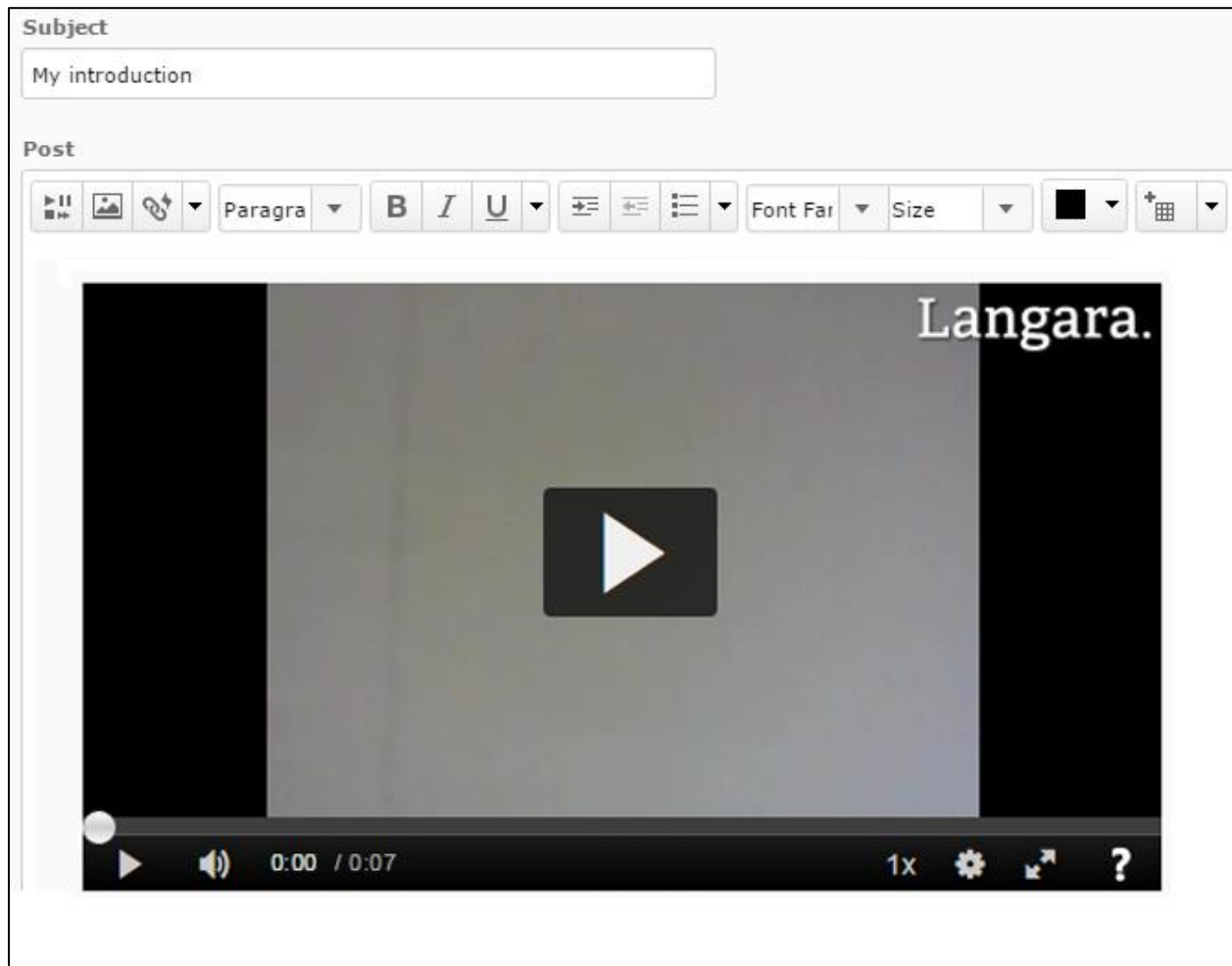
Make any further edits you wish to make to the content item (adding text, etc.), and then save and close.

The video will now appear in your course.

TIP: Kaltura videos and Dropbox folders: If you are inserting a video into a Dropbox folder, you must also attach a file using the "Add a File" button before you will be allowed to submit your assignment. This file can be anything – a picture, a text file – but you must click "Add a File" and attach a file *in addition to your inserted video* or you will encounter an error. (Do not attempt to use "Add a File" to upload your Kaltura video.)

Sharing Kaltura Video

To share video in Kaltura, you must first make the other person a collaborator on your media entry. Do this by opening the video in Edit mode and clicking on the Collaboration tab.

From this page you can either give the media to another user (this will remove your access to the video), or make another user a Co-Editor or Co-Publisher.

- **Change media owner** – gives another user all rights to your media; this option removes your access to the video and removes it from your My media
- **Co-Editor** – allows another user to make changes to the original file, e.g. Trim
- **Co-Publisher** – allows another user to see and share the video, but not make changes to the original file

Video Creation Resources

General Resources

- Lynda.com – All Langara students and staff have access to Lynda.com, which contains plenty of resources on video capture and editing. Log in with your Computer User ID and password.
    - o iMovie on Lynda.com
    - o Windows Movie Maker/Windows Live Movie Maker
    - o General video editing
- The Basics of Video Editing – Lifehacker article by Adam Dachis.
- Vimeo Video School – Created by the Vimeo staff for "beginners of all backgrounds."

Video Capture

Your methods for capturing video may vary, but the three most common methods are via **webcam**, **smartphone**, and **dedicated camera** (a handheld camcorder or digital camera). Most of these devices will either have a single interface (like the camera) or a preloaded (native) application for capturing video.

Webcam

Webcam video is often most easily captured in the same programs you will use for editing (iMovie, Windows Movie Maker/Windows Live Movie Maker), while the others will require you to import the captured video files into another program for editing.

- [Capturing webcam video with Windows Movie Maker/Windows Live Movie Maker](#)

> **TIP:** In Windows 7 and later, Windows Movie Maker is called Windows *Live*Movie Maker. In Windows Live Movie Maker, "Capture from video device" has been renamed "Windows Live Video Acquire Wizard," and cannot capture webcam video unless you are using Windows 7 or later. If you are running an earlier version of windows you will need to download an earlier version of WMM.

- [Capturing webcam video with iMovie](#)

Smartphone

A **Smartphone** will be the most easily-accessible capture device for most people.

- In **iOS**, the native video recording app is the Camera app. This has the virtue of a simple, easy-to-understand interface, but offers limited options for changing settings like resolution quality. These videos can be easily imported into iMovie.

TIP: It's good to remember that Apple-captured video files (iPhone, iPad) will be most easily edited on a Mac. PC-based editing programs like Windows Movie Maker may not accept Apple formats like MOV.

- **Android** devices will always come with some kind of pre-loaded video recording app (usually called Camera, as in iOS), but the interface will vary by device.

Dedicated Camera

If you're using a **dedicated camcorder or digital camera** to record your videos, you will need to first record the video and then import it into a desktop editing program.

Screen Capture

If you want to capture activity on your computer screen (e.g. Powerpoint slides with narration read into your microphone), there are several software options available:

- **Kaltura CaptureSpace**
  - Kaltura CaptureSpace is a downloadable desktop application that offers screen capture, voice recording, and webcam recording, and uploads your videos directly into your My Media library.
    Instructions for CaptureSpace available here: https://iweb.langara.bc.ca/online-learner/how-to/kaltura/video-creation-resources/kaltura-capturespace-desktop-recorder/
- **Free/open-source**
  - Jing (download/can store online)
  - CamStudio (download)
  - Screencast-o-matic (online/runs in browser)
- **Paid/Available Through Langara** (Most of these applications are available through your department or are installed in specific labs. Contact IT about availability.)
  Note: many of the links below may lead to later versions than the ones installed on-campus. If these links don't answer your questions, try searching Google or Lynda.com for the version you are using.
    - Adobe Captivate
    - Camtasia

Editing functions are usually built into the screen-capture application; refer to the guides for each piece of software for instructions. For screen capture software that runs in your browser, you will need to save/export the finished video to your computer before uploading it to Kaltura.

TIP: Some screen-capture programs will default to Flash Video file formats that Kaltura cannot use, like SWF. Make sure to save in a Kaltura-friendly file format like MP4 or AVI.

Editing Video

Mac OS X and Windows both have native (free) video capturing/editing applications, and there are numerous free and paid basic editing apps available for iOS and Android (though most have fairly limited features). There are also a number of free third-party and retail desktop applications available, such as Avidemux and AVS Video Editor.

TIP: There is a 2GB size limit on media files. Anything larger than 2GB will not upload correctly.

Windows

In Windows, the native application is Windows Movie Maker (pre-Windows 7) or Windows Live Movie Maker (Windows 7 and later).

- Basic video editing in WMM

TIP: If you're running Windows 7 or later, WMM will not have come pre-loaded with your operating system, and you will need to download it. If you do not already have WMM installed, see this page for information about how to get the correct version for your system.

Mac OS X

Mac OS X machines will come free with iMovie, a good basic video editor.

- Basic video editing in iMovie

Free Third-Party Video Editing Applications

There are numerous free third-party editing applications available. A few of the most popular are listed below, but there are many to choose from.

- Avidemux **– recommended**
- AVS Video Editor **– recommended**
- VirtualDub
- Some others

Retail Video Editing Applications

If you want to go the more advanced route, there are a number of more professional-level video editing suites available for purchase. These are a few of the industry standards:

- Adobe Premiere (Windows, OS X)
- Final Cut Pro (OS X)
- Sony Vegas (Windows)

Advanced

By default, Kaltura converts and compresses any uploaded video into a variety of formats playable on a wide range of devices, so it's not necessary to fully understand all the details of video resolutions, codecs and formats. If, however, you are having trouble uploading files, it's a good idea to check and see whether your files conform to Kaltura's preferred formats and codecs. Most video editors will offer you options when saving/exporting/publishing a video file including resolution, codecs, and file size. If you want to know more, see the section below.

File Size and Resolution

- **Kaltura has a file size limit of 2GB.** A number of factors may affect file size; generally, a higher-quality file will take up more storage space. When saving your videos, try to keep them well under 1GB in size. The larger a file the longer it will take to upload and process. If a file is too big for Kaltura, you will get an error and be unable to upload it. (Here is a good basic explanation of file compression.)

- **Resolution** refers to the visible dimensions of a picture or video, usually quoted in **width x height** in pixels. For example, a resolution of 1024 x 768 means a video is 1024 pixels wide by 768 high; this is a pretty standard sized setting for a computer monitor.

- Choose the highest quality possible, *unless you are having difficulty with file size*. Kaltura will convert your video into multiple different formats and resolutions, and this is easier to do with higher-quality input.

File Formats

The following file formats are supported by Kaltura:

- o Supported Video File Formats:
  flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, m4v, 3gp, vob
- o Supported Image File Formats:
  jpg, jpeg, bmp, png, gif, tif, tiff
- o Supported Audio File Formats:
  flv, asf, wmv, qt, mov, mpg, avi, mp3, wav, mp4, wma, 3gp, vob

Codecs

A video file contains a vast amount of information, so most video files are compressed so that your computer can read and play them. **Codec** stands for "code/decode" or "compressor/decompressor,"

and codecs are contained in most video files. There are a number of different video and audio codecs, and the common ones vary by file format. It's best to refer to the guides for specific programs to figure out which codec you should be using (or if you need to worry about the codecs at all), but for reference, the following codecs are supported by Kaltura.

- o Video Input Codecs supported by Kaltura
  Divx (Div3/4/5)/DX50, DV, H263, H264/AVC, MPEG-4 Visual, MPEG-1/2, MJPG, MP42/3, IV40/50 (Indeo codecs), RV30/40, RMVB, FLV1/4, VP3/5/6/7/8, SVQ1/3 (Sorenson), XVid, Theora, WMV1/2/3, VC1, VP8, ProRes 422, ICOD, DVCPRO. PXLT
- o Audio Input Codecs supported by Kaltura
  MP3, MP1/2, AC3, AAC, Vorbis, AMR, PCM, WMA7/8/9, WMSpeech, FLAC, QDM2, RA, Nellymoser, Cook, GSM, SPEEX
- o Links to more information on video codecs and formats:
    - ▪ https://en.wikipedia.org/wiki/Comparison_of_video_codecs
    - ▪ https://en.wikipedia.org/wiki/Comparison_of_container_formats
    - ▪ http://lifehacker.com/5893250/whats-the-difference-between-all-these-video-formats-and-which-one-should-i-use

Captions in Kaltura

The Kaltura platform offers the option of adding captions to any video you upload. Adding captions to videos makes them more accessible to various groups, including deaf/Deaf/hard-of-hearing people and people for whom English is a second language.

Adding captions to Kaltura videos is a **2-step process**.

Step 1: Create Caption File(s)

First, you must create the caption file. Kaltura is compatible with SRT and DXFP formats.

There are several ways of creating caption files.

- You can create the file manually (http://www.makeuseof.com/tag/subtitles-text-editor-aegisub/) and attach it to the video.
- Some tools allow you to upload an existing transcript of the dialogue in the video and create the captions from that.
- Still other tools (like YouTube or Camtasia) allow you to upload a video and then use audio-to-text transcription to create captions that you then edit for accuracy.

At present, Kaltura has no built-in tool for creating captions, so some other options are listed below.
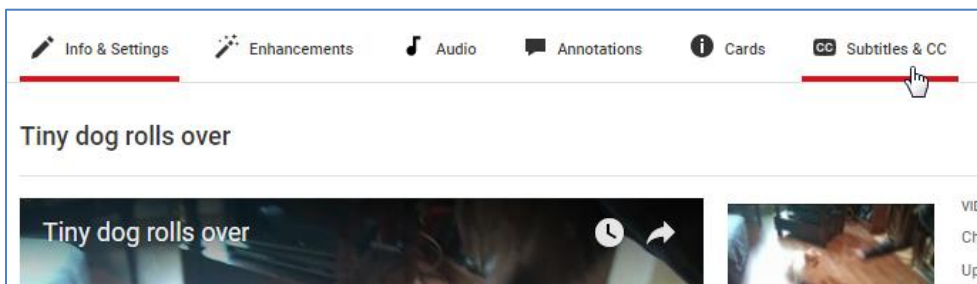
Create a .srt file using YouTube's Auto-Captioning

You will need a YouTube account to use the YouTube captioning tool.

1. Upload the video to YouTube (we recommend uploading it as Unlisted).
2. Once the video has been uploaded, find it in the Video Manager and select the video's Edit button.
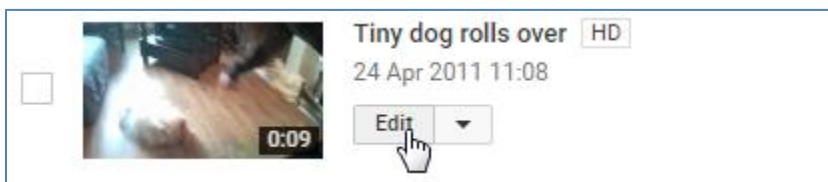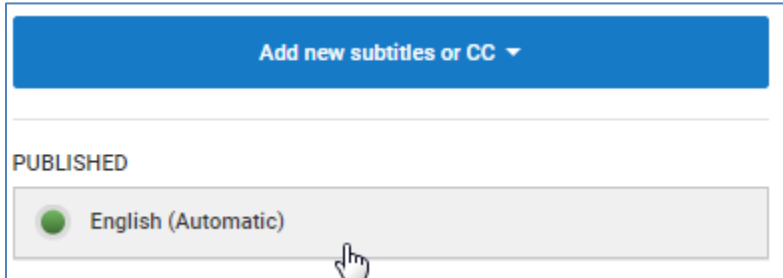

3. Select "Subtitles and CC."

4. You may see a pop-up asking you to **Set video language**. Select the language most often spoken in the video and click **Set language**. YouTube will attempt to automatically caption the video, but this does not always work. Select the **English (Automatic)** option to start the process.

5. Click on **Edit** above the Captions. Read through the entire set of captions to fix incorrect captions, wrong words, unneeded captions, spelling mistakes, and to adjust timings. Refer to YouTube's official "Add subtitles & closed captions" support page for more details (https://support.google.com/youtube/answer/2734796?hl=en).
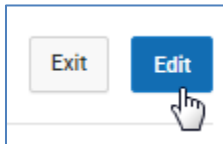

6. Once your captions are correct, open the **Actions** menu and select **.srt**. The caption file will download to your computer.
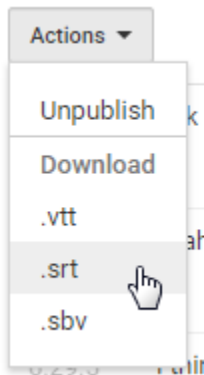
Create a .srt File in YouTube using a Transcript

This method allows you to bypass YouTube's auto-captioning tools and manually upload a written transcript that you previously created. This file should be in plain text format (.txt). This file type can be created in programs like Notepad or TextEdit.

1. In the **Subtitles and CC** area of the Video Manager, select **Add new subtitles or CC**. Select English (or the language that will be used).
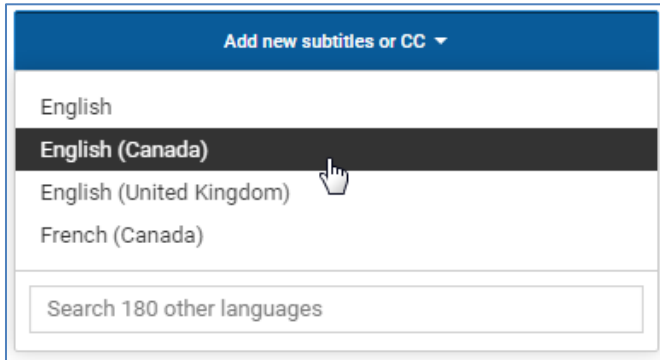
2. Click **Upload a file**.
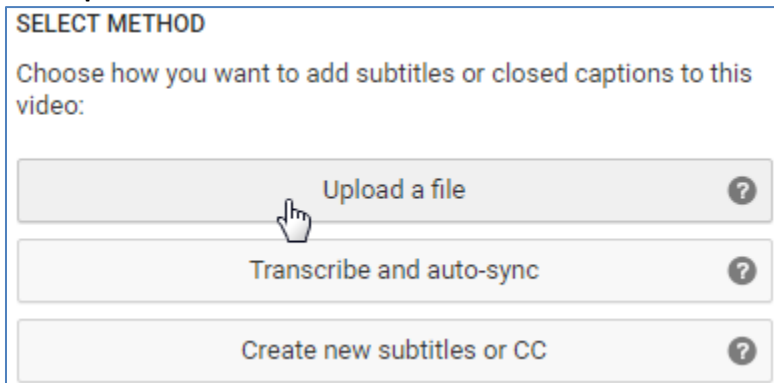
3. Click Transcript. Click **Choose File** and locate the transcript file on your computer. Click **Upload**.
4. Once the file has uploaded, click **Set Timing**.
5. YouTube will begin processing the uploaded transcript and attempt to sync it to the video. When processing is done, open the captions, check that the transcript has synced correctly, and make any necessary adjustments.
6. Download the completed caption file as above.

Step 2: Add Caption File(s) to Video

In Kaltura, you can add multiple caption files to a video from the **Edit** view on any video available to you in My Media. You can add multiple caption files, and captions will be searchable along with Title and tags.

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

4. Click **Browse** and locate the caption file on your computer.
5. Select the caption language.
6. Enter a label to display for the file in the caption selector (usually the language of the captions, e.g. "English"). This is what will appear in the Captions menu on the video player.
7. Click **Save** to upload the file. The caption will now appear in the video's Captions menu.

Editing Kaltura Media

Trim a Video

You can trim out parts of video from the Edit screen on any video. The Trimming tool allows you to edit your videos visually by setting start and end times for your media.

Trimming changes the original file, and the change is permanent.

1. In **My Media**, click Edit next to the entry you want to trim.
2. In the Edit Media screen, select **Trim Video**. Use the trimming timeline or enter exact start and end times.
3. Press Play and click **Set Starting Point** of the video or enter the start time manually.
4. Click **Set Ending Point** for the end of the video, or enter the end time manually.
5. Click **Trim Video**. The newly-trimmed video will appear in your **My Media**.

Create a Video Clip

In Kaltura, you can create clips from existing videos; each clip becomes its own new media entry.

The clipping tool enables you to edit your videos visually or by setting the start time and end time of your clip.

1. In **My Media**, click **Edit** next to the entry you want to use to create a clip.

2. Click on the **Actions** menu and select **Create Clip**.
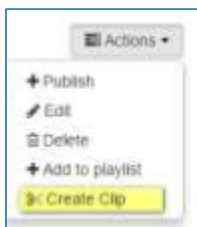
3. Use the Clipping timeline or enter exact start and end times.

4. Press Play and click Set Starting Point of the video clip (timeline), or set Start Time manually above.
5. Select Set Ending Point of the video clip (timeline), or set End Time manually above.
6. Click **Create Clip**.

# Manage Chapters and Slides

Chapters are like bookmarks, which can be used to navigate through a video. You can use chapters to mark the beginning of a new topic, highlight important segments, or help navigate through a longer video. You can add, edit and delete chapters and slides in the **Timeline** tab under **My Media**.

A **Slide** is a visual element synchronized to the main media. Slides can be viewed inside the player, simultaneously with the media.

After **Chapters** and **Slides** are created, the player will display the Navigation Panel: a list of chapters and slides available alongside the main video content.

Add or Edit a Chapter

1. Go to your **My Media** page and click Edit near the entry you want to edit.
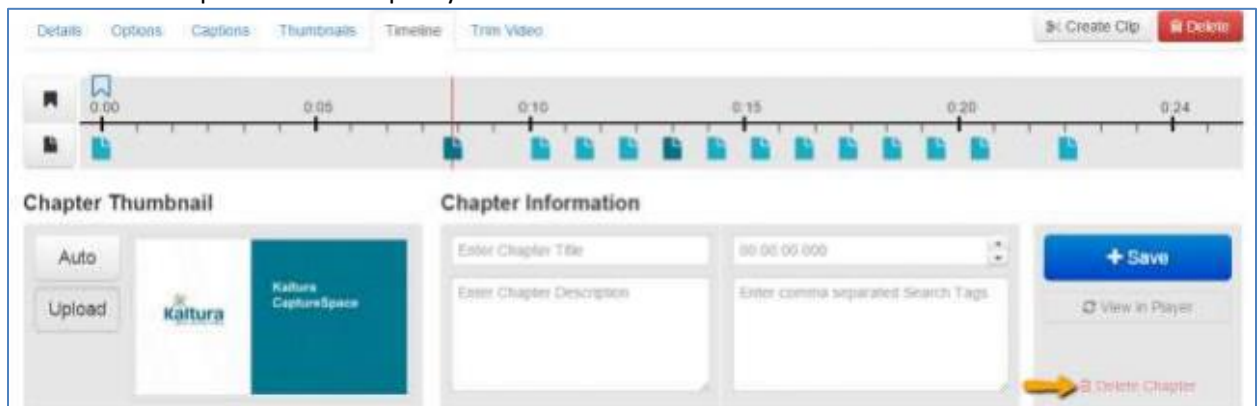2. Select the **Timeline** tab. Here you can view all the chapters and slides in the video.
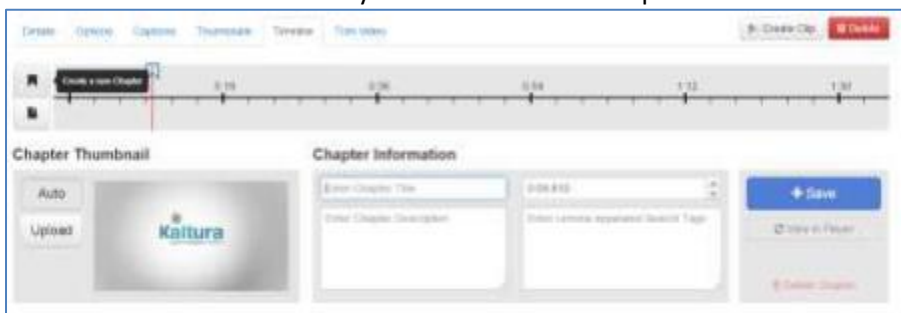
3. Place the cursor on the timeline and click the **Create Chapter** icon to create or update a chapter, or click on the cue point for the chapter you want to edit to view its properties.
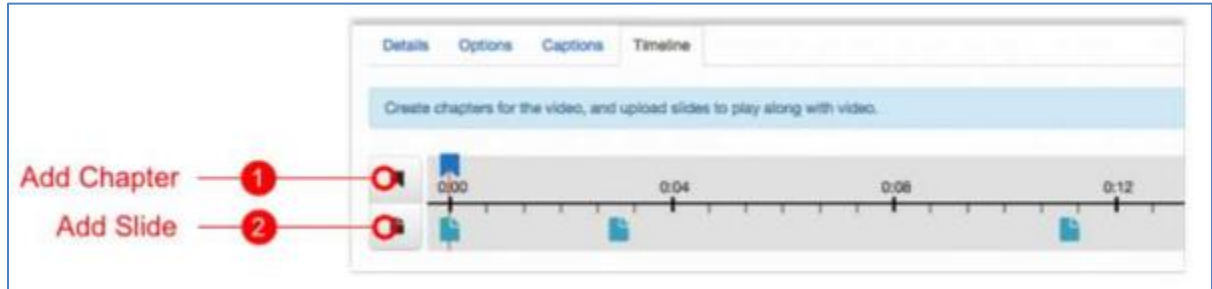

4. After you create a chapter, you can:
    • add or modify the Chapter Title
    • add or modify the Chapter Description (optional)
    • add Search Tags (optional, but recommended)
5. Click **View in Player** to see your changes.

Delete a Chapter

1. Go to your **My Media** page and click Edit near the entry you want to edit.
2. Select the **Timeline** tab. Here, you can view all the chapters and slides in the video.
3. Click on the cue point of the chapter you want to delete from the video.
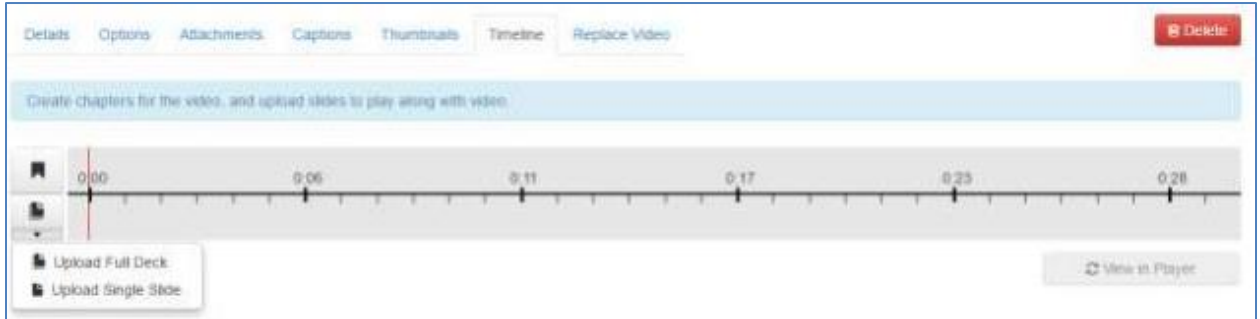

4. Click **Delete Chapter**.
5. A confirmation box will appear: click **Delete** to confirm.
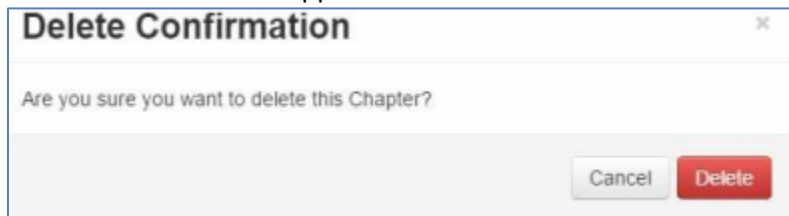
Add or Edit a Slide

1. In My Media, click Edit next to the entry you want to edit.
2. Select the **Timeline** tab. Here, you can view all the chapters and slides in the video.

3. Place the cursor on the timeline and click **Add Slide** to add a slide or slides (multiple slides are called "slide decks"), or click on the cue point for the slide you want to edit to view its properties.
4. Use the dropdown menu to choose whether to upload a single slide or a full deck of slides – the supported formats for slide decks are PPT, PPTX, and PDF. In PDF, each page will become a slide.

5. If you add a slide deck, slides will be distributed evenly along the timeline, starting from the red marker point. You can move each slide to its desired point in the timeline and save.
6. After you select or upload a slide, you can:
   - add or modify the slide image
   - add or modify the slide title
   - add or modify the slide description (optional)
   - add search tags (optional)
7. Click **View in Player** to see your changes.

Delete a Slide

1. In **My Media**, click Edit next to the entry you want to edit.
2. Select the Timeline tab.
3. Click on the cue point of the slide you want to delete.
4. Click **Delete Slide.**
5. A confirmation box will appear. Click **Delete** to confirm.

Replace Media

In Kaltura, you can replace media and retain the entry's data, URL and other settings. The time-based metadata (like chapters and slides) will remain, though after replacement it will probably be out of sync and will need to be adjusted.

1. In My Media, click Edit next to the entry you want to replace.
2. In Edit Media, select the **Replace Video** tab.

3. Select **Upload from Desktop**. Locate the file on your hard drive and select it.

4. After the upload is complete, click either **Approve,** to replace the video, or **Cancel Replacement** to cancel.

Delete Media

1. Locate the video in My Media and click on Edit.
2. Click **Delete Media** to delete the entry.