

# Kaltura Vdeo Plugin for Jive User Guide

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Version: 2.0 for Jive 8.x and 9.x

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# Contents

Preface .....	5
About this Guide .....	5
Audience .....	5
Document Conventions.....	5
Supported Jive Versions .....	6
About the Screenshots.....	6
Chapter 1 Overview of the Kaltura Video Plugin for Jive .....	7
Main Features and Tools .....	7
Chapter 2 Using the Kaltura My Media Widget.....	8
Editing Media .....	9
Editing Metadata .....	10
Chapters and Slides.....	11
Managing Chapters and Slides in the Timeline Tab.....	11
Creating and Editing Chapters.....	12
Using Slides.....	13
Adding an Attachment to a Video .....	14
Creating a Video Clip.....	15
Trimming a Video .....	17
Setting and Modifying Thumbnails.....	17
Selecting a Thumbnail .....	18
Uploading and Managing Captions.....	19
Uploading Captions .....	19
Managing Captions.....	20
Adding an Attachment to a Video .....	21
Downloading Media .....	22
Media Collaboration .....	23
Add Co-Editors or Co-Publishers .....	24
Replacing Media .....	26
Media Analytics .....	26
Chapter 3 Using a Space or Group Media Gallery .....	28
Browsing, Searching and Viewing Media .....	30
Adding Media to a Media Gallery.....	30
Comments.....	31
Commenting on Media .....	31
Disabling and Closing Comments.....	33
Managing a Media Gallery .....	33
Setting Media Gallery Options .....	33
Moderating Media Gallery Content.....	34
Media Gallery Playlists .....	35
Media Gallery Analytics.....	39

Chapter 4 Interacting with Media .....	42
Displaying and Viewing Content .....	42
Searching Media and Captions.....	43
Searching for Media Based on Metadata.....	43
Searching for Strings in Captions in a Single Video.....	44
Chapter 5 Creating New Media.....	46
Uploading Media .....	46
Video Status after Upload .....	47
Adding a Video from YouTube.....	47
Replacing a YouTube Link.....	49
CaptureSpace Lite .....	49
Viewing Rich Media in the Kaltura Player.....	50
Interactive Video Quizzes .....	50
Chapter 6 Adding Media in Other Content Types with the WYSIWYG Editor .....	51
Chapter 7 Kaltura Media in the Activity Stream .....	53

# Preface

This preface contains the following topics:

- [About this Guide](#)
- [Audience](#)
- [Document Conventions](#)
- [Supported Jive Versions](#)
- [About the Screenshots](#)

## About this Guide

This guide describes how to use Kaltura Video Plugin v2.0 for Jive 8.x and 9.x, and integrate different workflows.



**NOTE:** Please refer to the official and latest product release notes for last-minute updates.

Technical support may be obtained directly from: [Kaltura Customer Care](#).

### Contact Us:

Please send your documentation-related comments and feedback or report mistakes to [knowledge@kaltura.com](mailto:knowledge@kaltura.com). We are committed to improving our documentation and your feedback is important to us.

## Audience

This guide is intended for users of the Kaltura Video Plugin for Jive. The information in this guide assumes you are familiar with Jive concepts and flows and focuses on the Kaltura Video Plugin for Jive flows and functionality.

## Document Conventions

Kaltura uses the following admonitions:

- Note
- Workflow



**NOTE:** Identifies important information that contains helpful suggestions.



**Workflow:** Provides workflow information.

1. Step 1
2. Step 2

## Supported Jive Versions

The Kaltura Video Plugin v2.0 for Jive integration supports Jive 8.x and 9.x.



**NOTE:** The Kaltura Video Plugin v2.0 for Jive 8.x and 9.x does not support Jive Cloud.

## About the Screenshots

The Kaltura Video Plugin for Jive implements a responsive web design for optimal user experience across all devices. The user interface displays differently on different devices and available screen sizes.

The screenshots in this guide were taken on a desktop computer and on widgets that use the entire available screen width. The user interface may differ somewhat on different devices or for different widget sizes, however, the functionality remains the same.

The screenshots were taken from Jive 8.

# Overview of the Kaltura Video Plugin for Jive

Kaltura has partnered with Jive to offer an out-of-the-box extension that enables you to playback, record, upload, publish, search and share videos directly from your Jive environment. This translates into time and money saved for your organization, improved collaboration, training results, secured video delivery as well as ease of use for employees.

## Main Features and Tools

### Upload and Record

- **Easy Video Uploading:** Upload any type of media (video, audio, images) using a simple interface.
- **Create webcam and screen recording videos:** Easily record the webcam, screen or both to create engaging videos like: welcome messages, introductions, assignment instructions, simple demonstrations, lectures, presentations, software tutorials, and more.

### Organize and Share

- **My Media:** Upload, manage, assign, and share content (based on permissions) with a private media library for each Jive user.
- **Space/Group Media Gallery:** Search or view rich media assigned to a Jive Project or Group if you are a member. Media can be added by members, with an option for moderation by project/group managers.
- **Embed Media:** Intuitively use rich media without time-consuming training, simply click on the Kaltura icon when creating a blog post, document, discussion or other types of content to embed a video in that tool.

### View and Interact

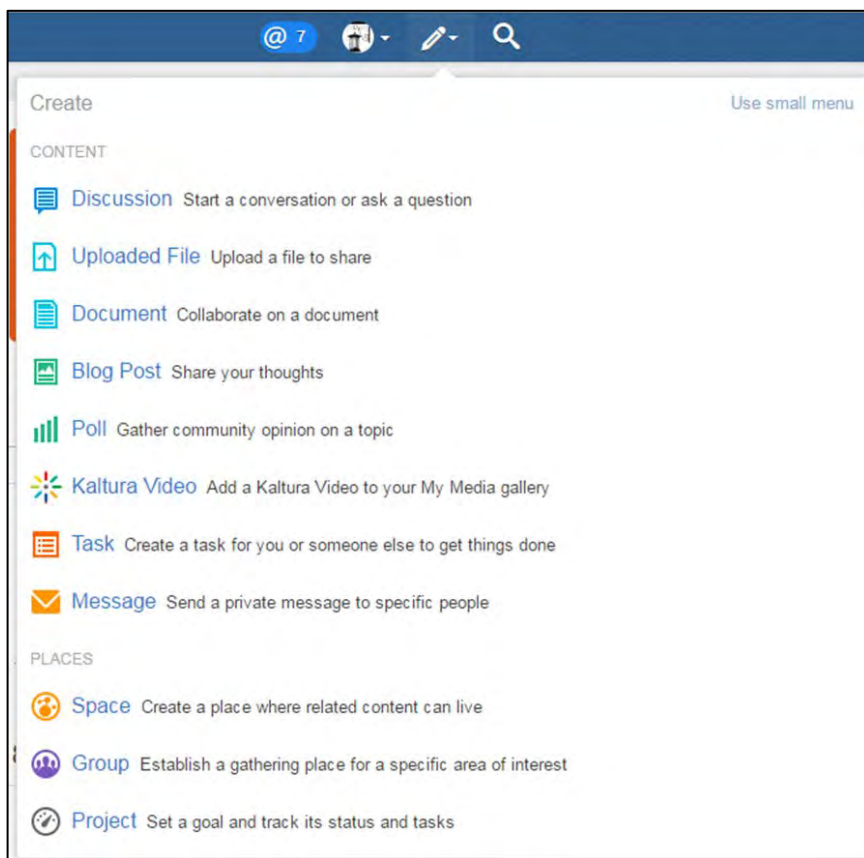
- **The Kaltura Player:** Optimized playback for every device, available bandwidth and geo-location with adaptive-bitrate and integrated CDN technologies.
- **Responsive Design:** Automatically adjusts site layout to the screen size and device to provide optimal mobile device support.
- **Captions:** Upload multi-lingual captions to reach international, multi-lingual, and hearing-impaired audiences while also enabling in-video search within the captions.
- **Comments:** Boost online conversations and user engagement by allowing users to comment on videos.
- **Search:** Quickly find videos based on metadata (name, description, tags).
- **In-video search:** Upload captions and then search for every spoken word. Search results allow skipping directly to the relevant part in the video. In-video search is available within an entry or across videos in the Media Gallery.
- **Activity Stream Integration:** Media added to a media gallery or embedded in another Jive tool is displayed in the Activity Stream for ease of use.

# Using the Kaltura My Media Widget

The Kaltura My Media widget is used to manage your personal media library. Your My Media widget lists the media that you own, as well as media of which you are a co-editor or co-publisher.

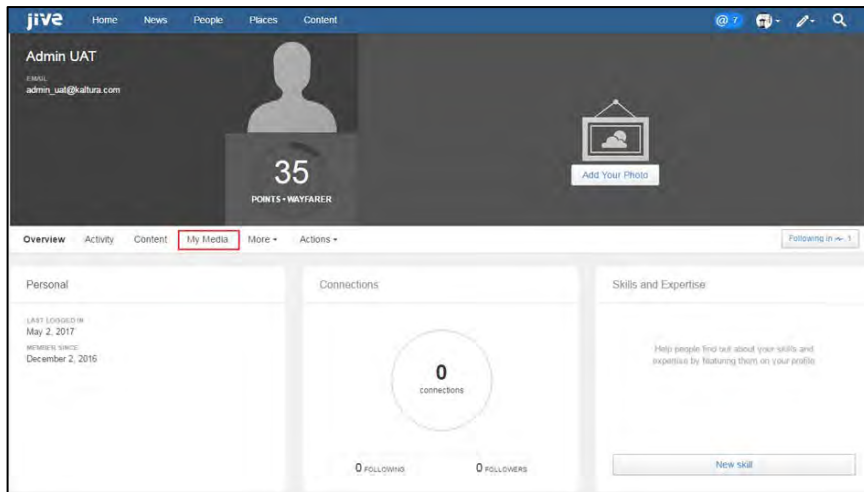
### To access the Kaltura My Media Widget

- From the **Create** drop down, select **Kaltura Video**



or from your profile page, select the **My Media** tab.





In the My Media widget, you can:

- [View and interact with your media](#)
- [Create new media](#)
- [Edit media](#)
- [View media analytics](#)

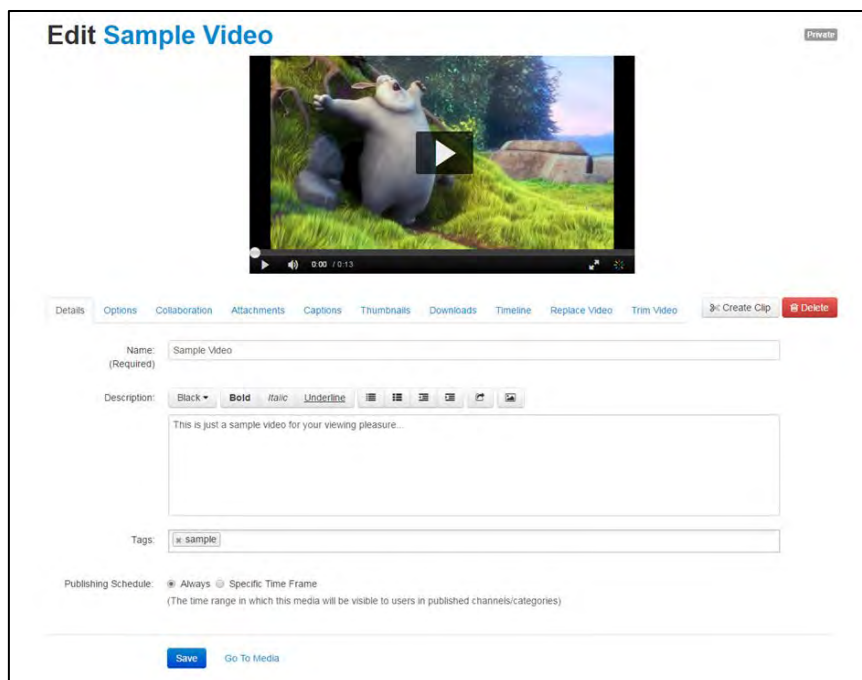
## Editing Media

 **To edit media, do one of the following:**

On your My Media widget, click **Edit** for the media you want to edit

or on the view entry page of a media entry you created, click **Actions** and select **Edit**.

The **Edit Media Page** is displayed.



In the **Edit Media Page**, you can:

- [Edit media metadata](#)
- [Manage chapters and slides](#)
- [Add attachments to the media](#)
- [Trim the media and create new clips from it](#)
- [Select a frame to use as the media thumbnail, such as when the media is included in a gallery](#)
- [Upload and manage your closed caption files for the media](#)
- [Replace media](#)
- [Change media ownership and assign co-editor and co-publisher](#)
- [View media analytics](#)

## Editing Metadata

### To edit metadata

1. Go to your **My Media Page** and click **Edit** near the entry you want to edit.
2. On the **Details** tab, fill in the various metadata fields:
  - a. Name



**NOTE:** A name is required for any media item.

- b. Description

You can use the button above the textbox to format the description text.

- c. Tags

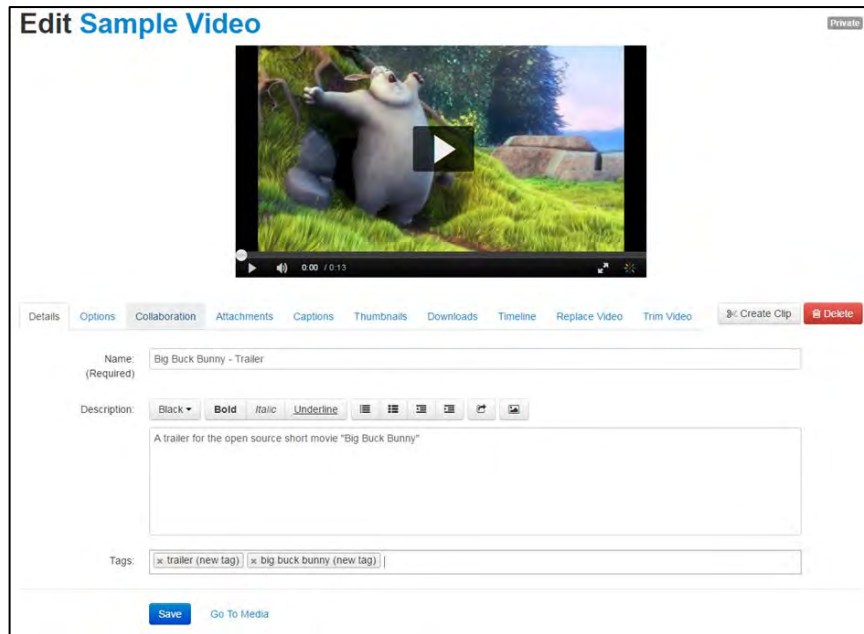


**NOTE:** As you type there will be suggestions for tags from tags already used in this account for quick action and to encourage tag consistency.

3. Click **Save**.



**NOTE:** Depending on how your account is set up, there could be additional metadata fields to fill, some of which may be required for publishing.



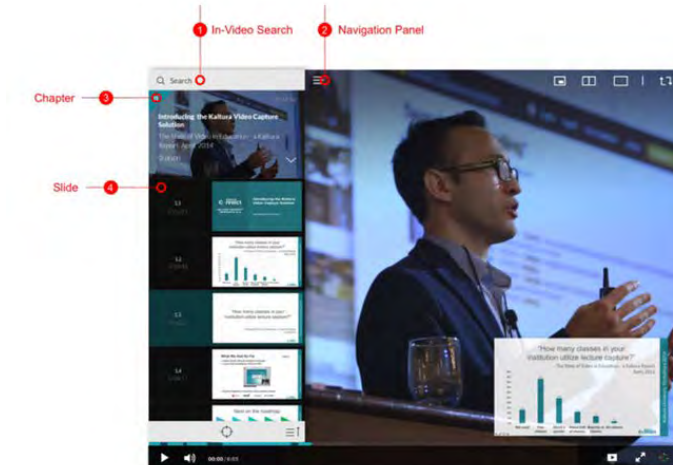
## Chapters and Slides

### Managing Chapters and Slides in the Timeline Tab

Chapters are like bookmarks in the video and can be used to navigate through the video. You can use chapters to mark the beginning of a new topic, highlight important segments, or help navigate through the content of a long video. You can add, edit, and delete chapters and slides in the Timeline tab. Contact your administrator to enable this feature.

A slide is a synchronized visual element to the main media.

After chapters and slides are created, the player is displayed with a matching plugin that presents the chapters and slides view on it.

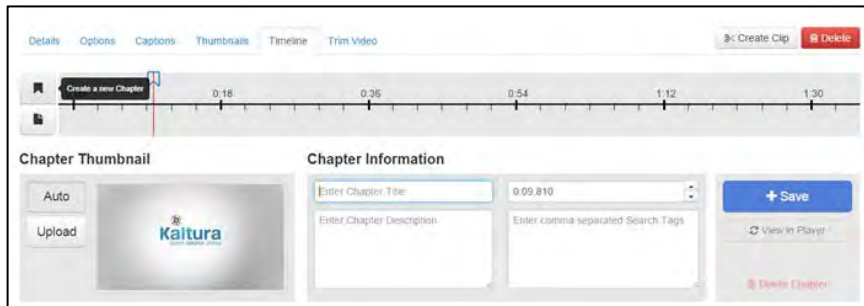


A viewer only sees the extended player and does not see the timeline for editing. A viewer can navigate between chapters and slides inside the player view, as well as search on its text.

## Creating and Editing Chapters

### To edit or add 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.



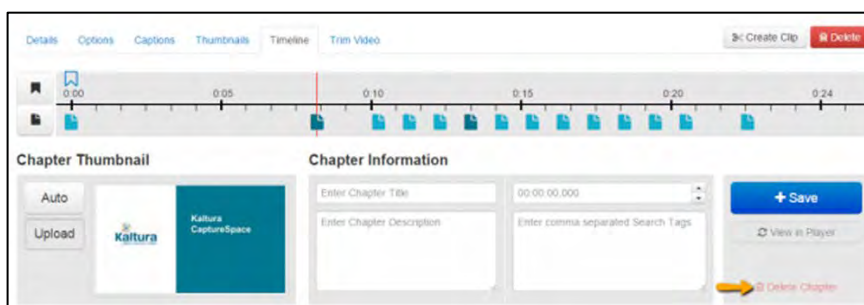
3. Place the cursor on the timeline and click the **Create Chapter** icon to create or update a chapter, or click on the cue point for the chapter you want to edit to view its properties.



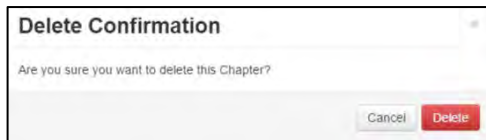
4. After you create a chapter, you can:
  - o Add or modify the Chapter Title.
  - o Select a thumbnail. You can upload a thumbnail image for the chapter, or automatically create one from the video.
  - o Add or modify the Chapter Description (optional).
  - o Add Search Tags (optional).
5. Click **View in Player** to see your changes.

### To 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 timeline of the video.



4. Click **Delete Chapter**.
5. A confirmation box is displayed, click **Delete** to confirm.



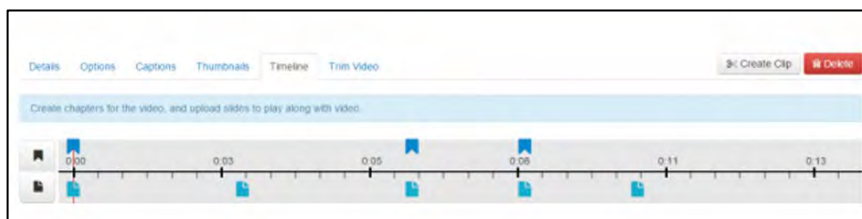
6. Click **View in Player** to see your changes.

## Using Slides

You can add slides to enhance a video experience. Slides are part of the video content, and viewers can view the slides in the player simultaneously with the media. Using the Navigation Panel, you can navigate the video using the slides.

### To add or edit slides

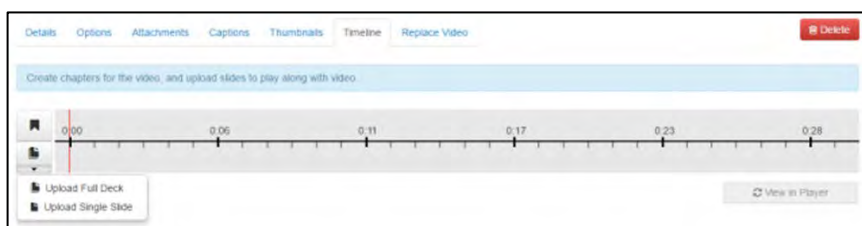
1. Login to your **My Media Page**.
2. Click **Edit** near the entry you want to edit and select the **Timeline** tab. Here you can view all the chapters and slides in the video.



3. Place the cursor on the timeline and click **Add Slide** to add a slide or slide deck, or click on the cue point for the slide you want to edit to view its properties.



4. Use the drop down menu to choose whether to upload a single slide or a full deck of slides. The supported formats are: PPT, PPTX, and PDF.



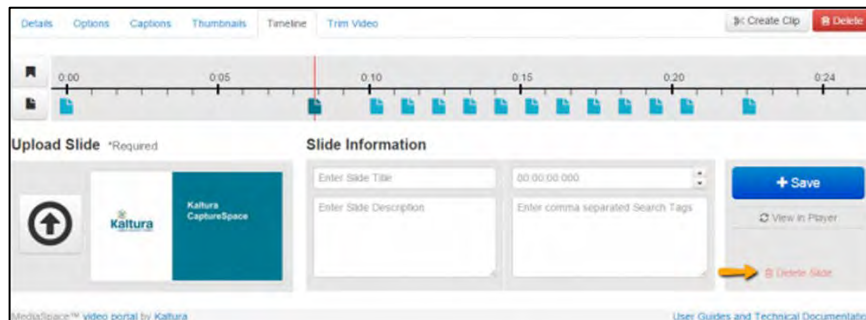
If you choose to upload a slide deck, slides will be added and distributed evenly along the timeline, starting from the red marker point. You can move each slide to its desired point in the timeline and save.

5. 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)
  - Move slide

6. Click **View in Player** to see your changes.

### To delete a slide

1. Login to your **My Media Page**.
2. Click on the entry you want to edit.
3. Select the **Timeline** tab.
4. Click on the cue point of the slide you want to delete from the timeline of the video.



5. Click **Delete Slide**.

A confirmation box is displayed, click **Delete** to confirm.



Click **View in Player** to see your changes.

## Adding an Attachment to a Video

You can attach files to your media. Media viewers may download the file before, during or after viewing the media.

### To add an attachment to a media entry

1. Select **My Media** and then click **Edit** next to the entry to which you want to add an attachment.
2. In the **Edit Media Page** select the **Attachment** tab.



3. Click **Upload File**. The **Upload Window** is displayed.

4. Provide descriptive information about the attachment (optional) and click **Select File**.
5. Select a file to attach and click **Open**.

The file is saved as an attachment to your media file.

Use the editing options/icons in the Actions column to edit descriptive information, delete or download the attachment file.

File Name	Title	Description	Size	Uploaded At	Actions
nov_24_bd.jpg	2nd file	2nd file	415.61 Kb	Feb 23, 2015	
havdala.jpg	my attachment file	more family stuff	125.98 Kb	Feb 23, 2015	

## Creating a Video Clip

When clipping and trimming are enabled on the account and for the specific media, you can create clips from existing videos. Each clip becomes its own media entry. The clipping tool enables you to edit your videos visually or by setting the start time and end time of your clip.

Clipping creates a new entry from an existing entry and allows you to specify the start and end time for the new entry. For example, you can clip an entry that can be used to create a 2 minute intro video to a long lecture, or clip part of an entry, such as homework assignments. You can also clip a long lecture to several shorter clips divided by subjects.

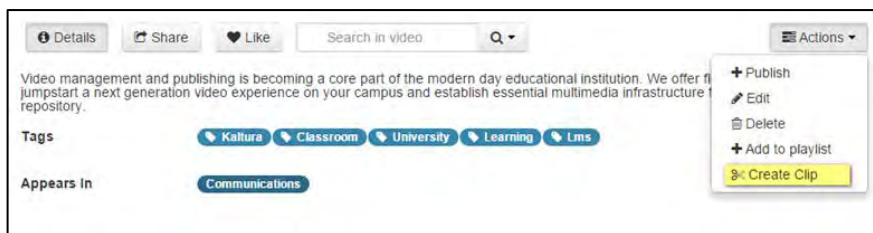
Entries can be clipped by the media entry owner in **My Media**.

### To create a video clip in My Media

1. Select **My Media** and then click **Edit** next to the entry you want to use to create a clip.
2. In the **Edit Media Page** click **Create Clip**

or click on the entry and select **Create Clip** from the **Actions** drop down menu.





3. Use the Clipping timeline or enter exact start and end times.

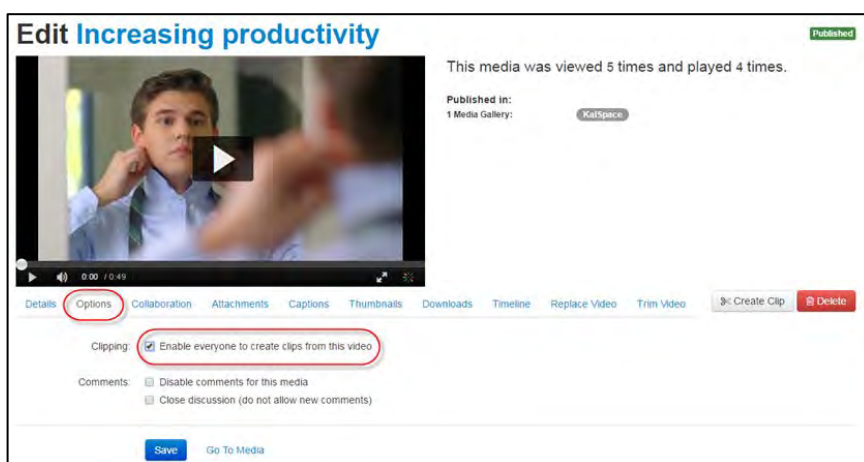


4. Press **Play** and click **Set Starting Point** of the video clip or alternatively, select the start time.
5. Select **Set Ending Point** as the end point of the video clip, or alternatively select the end time.
6. Use the **Preview** button to review your clip
7. Click **Create Clip**

The clipped content appears in **My Media** as a new entry. Media Owners can define the videos from which other users can generate clips.

### To allow other users to create clips from an entry

1. To allow other users to create clips of a video entry, go to the entry Edit Page in **My Media** and under **Options** > **Clipping** check the **Everyone** checkbox.





2. In Media Gallery click on an entry and under Actions choose **Create Clip**.



**NOTE:** This option always appears to the owner of the media.

3. Following the instructions on how to create a video clip.

## Trimming a Video

Trimming must be enabled on your account to use this feature.

You can trim out parts of video from the **Edit Media Page**. The trimming tool enables you to edit your videos visually by setting the start time and end time of your media.



**NOTE:** Sometimes, you may want to trim the start and/or end of a video to remove redundant parts. Trimming is performed on the source media, modifying that video permanently.

### To trim a media entry

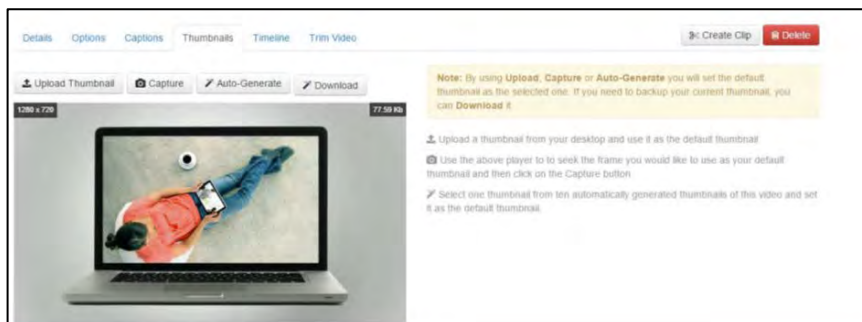
1. Select **My Media** and then click **Edit** next to the entry you want to trim.
2. In the **Edit Media Page** select the **Trim Video** tab.
3. Use the trimming timeline or enter exact start and end times.
4. Press Play and click **Set Starting Point** of the video clip or alternatively, select the start time.
5. Select **Set Ending Point** as the end point of the video clip, or alternatively select the end time.
6. Click **Trim Video**.

The trimmed video appears in **My Media**.

## Setting and Modifying Thumbnails

There are four options for setting and managing a thumbnail for your content:

- Upload a thumbnail from your desktop and use it as the default thumbnail.
- Use the player to select the frame you want to use as your default thumbnail and then click on the **Capture** button.
- Select one thumbnail from ten automatically generated thumbnails of the selected video and set it as the default thumbnail.
- Download a thumbnail to back up your current thumbnail.



## Selecting a Thumbnail

### To upload a thumbnail from your desktop

1. Select **My Media** and then click **Edit** next to the entry you want to add a thumbnail to.
2. In the **Edit Media Page** select the **Thumbnails** tab.
3. Click Upload Thumbnail.
4. Upload a file from your desktop and click **Open**.

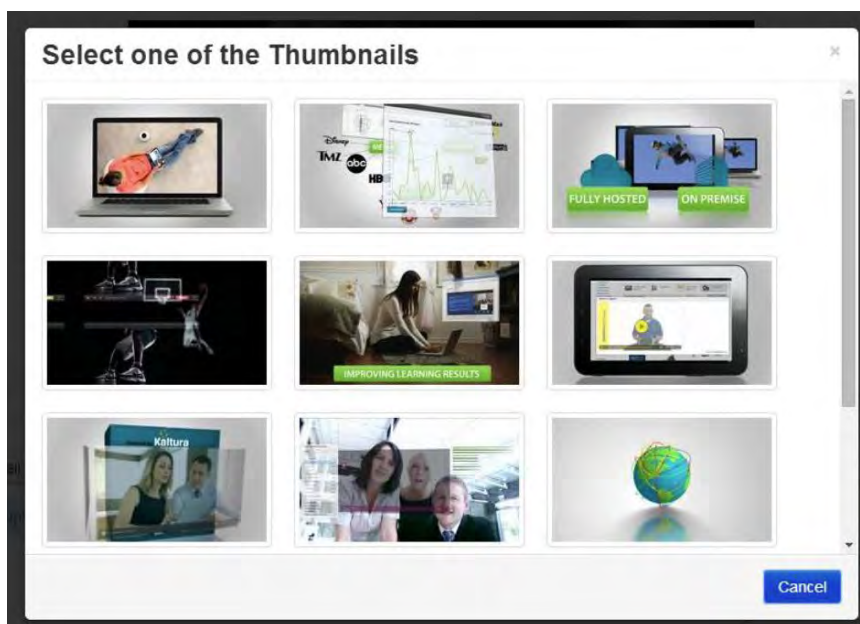
### To grab a frame from the content as a thumbnail

1. Select **My Media** and then click **Edit** next to the entry you want to add a thumbnail to.
2. In the **Edit Media Page** select the **Thumbnails** tab.
3. Select the **Thumbnails** tab and click **Play**.
4. Click **Capture** at the frame that you want to use as a thumbnail.

The captured frame is saved automatically and used for the thumbnail.

### To select an automatically generated thumbnail

1. Select **My Media** and then click **Edit** next to the entry to which you want to add a thumbnail.
2. In the **Edit Media Page** select the **Thumbnails** tab.
3. Click Automatically Generate.
4. Select the thumbnail you want by clicking it.



### To download and save a thumbnail

1. Select **My Media** and then click **Edit** next to the entry to which you want to add a thumbnail.
2. In the **Edit Media Page** select the **Thumbnails** tab.
3. Click **Download**.
4. Save your image.

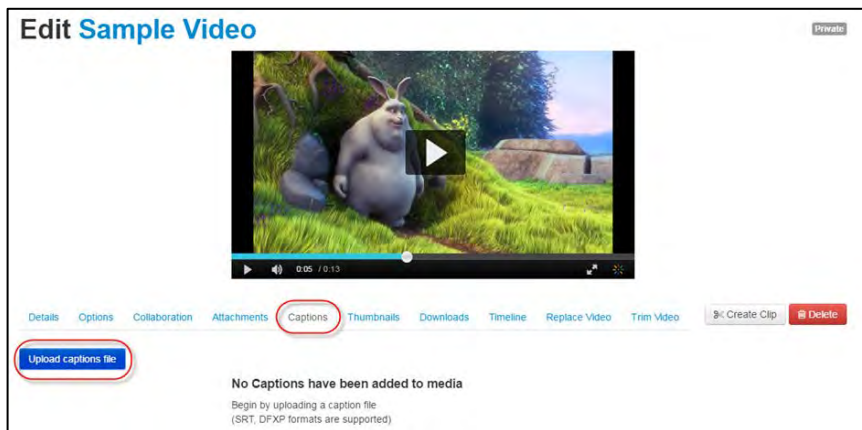
## Uploading and Managing Captions

You can [upload caption](#) files for your media items and [manage the captions](#). Users can [search the caption texts](#).

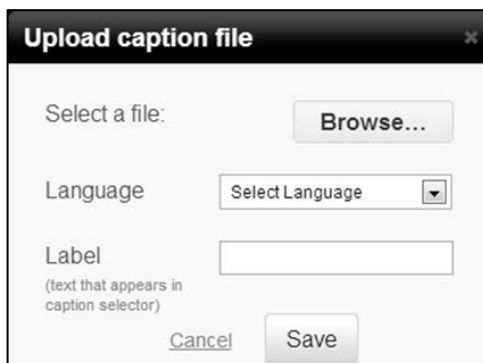
### Uploading Captions

#### To upload captions

1. Click **Edit** next to the video to which you want to add captions.
2. Click on the **Captions** tab.

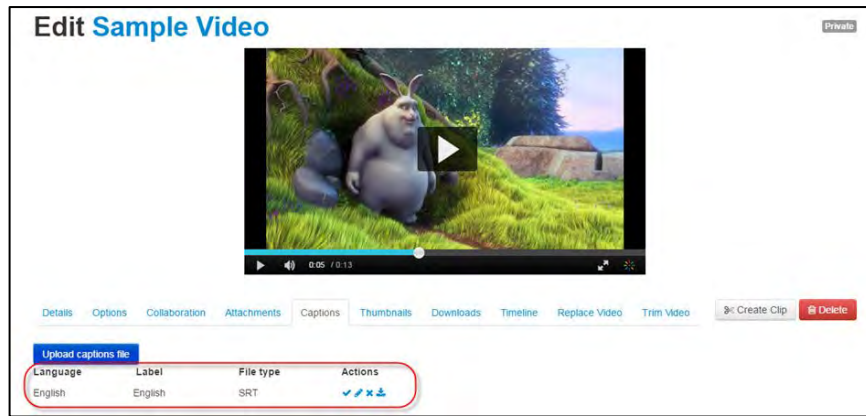


3. Click **Upload caption file**.



4. Click **Browse** and select an SRT or DFXP caption file.
5. Select the caption language.
6. Enter a label to display for the file in the caption selector.  
The caption selector displays caption options in the media player.
7. Click **Save** to upload the file.

The file is added to a table on the media page's **Captions** tab.



**NOTE:** To upload another file, click **Upload captions file** again and repeat from step 4.

## Managing Captions

After you upload captions for a video, in the caption table you can:

- Modify the caption language or label.
- Change the default caption file.
- Delete a caption file.
- Download a caption file.



### To modify the language or the caption selector label

1. Do one of the following:
  - On your **My Media Page** click **Edit** for the media you want to edit.
  - or
  - On the view entry page of an entry you uploaded, click **Actions** and select **Edit**
2. Open the Captions tab to display the caption table.
3. In the caption table, click **Change** and do the following:
  - To change the language, select a new language in the Language column.
  - To change the label, enter new text in the Label column.
4. Click the disk icon to update the values.



### To change the caption file used by default in the media player

1. Do one of the following:
  - On your **My Media Page**, click **Edit** for the media you want to edit.
  - or
  - On the view entry page of an entry you uploaded, click **Actions** and select **Edit**.
2. Open the Captions tab to display the caption table.
3. In the caption table, click on the checkmark icon in the right column of a caption row to Set as default.

### To delete a caption file

1. Do one of the following:
  - On your **My Media Page**, click **Edit** for the media you want to edit.
  - On the view entry page of an entry you uploaded, click **Actions** and select **Edit**.
2. Open the Captions tab to display the caption table.
3. In the caption table, click on the "x" icon to Delete.
4. In the **Confirm Remove Window**, click **Yes** to remove the caption file.

### To download a caption file

1. Select **My Media** from the user menu.
2. Select a video and click **Edit**.
3. Click the **Captions** tab to display the caption table.
4. Click the **Download** icon.



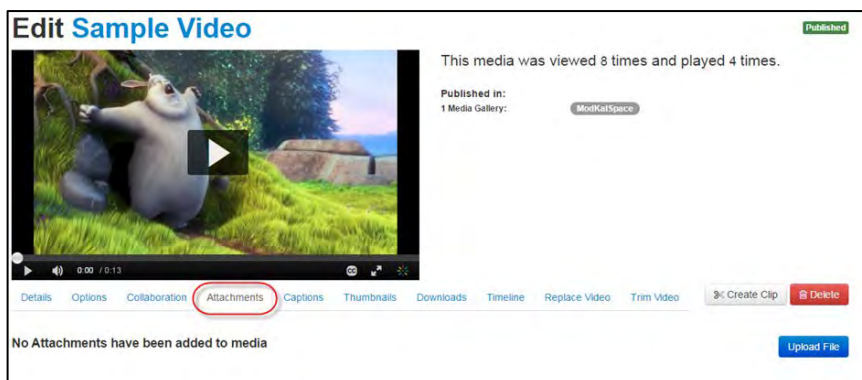
The captions file is downloaded.

## Adding an Attachment to a Video

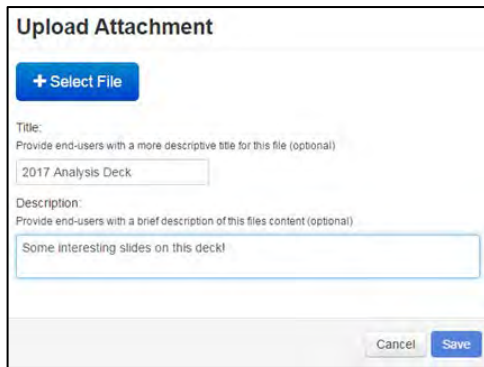
You can attach files to you media. Media viewers may download the file before, during or after viewing the media.

### To add an attachment to a media entry

1. Select My Media and then click **Edit** next to the entry you want to trim.
2. In the **Edit Media Page** select the Attachment tab.



3. Click **Upload file**. The **Upload Window** is displayed.

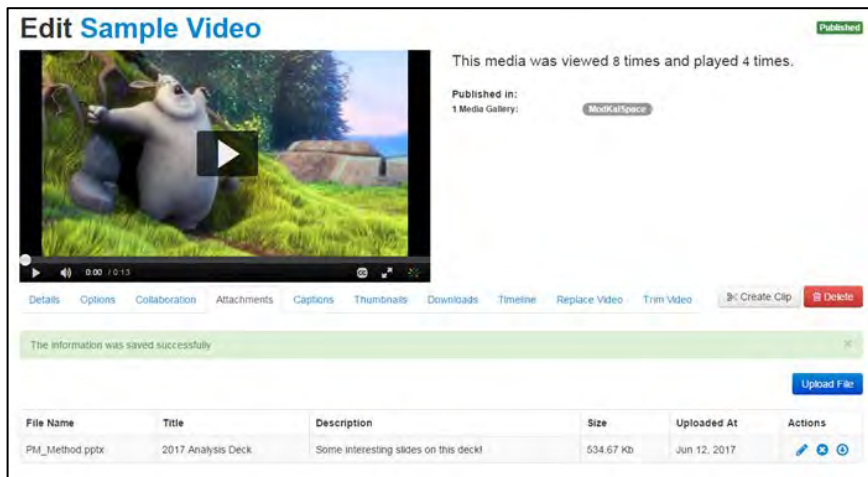





4. Provide descriptive information about the attachment (optional) and click **Select File**.

5. Select a file to attach and click **Open**.

The file is saved as attachment to your media file.

Use the editing options /icons in the Actions column to change, delete, or download the attachment file.



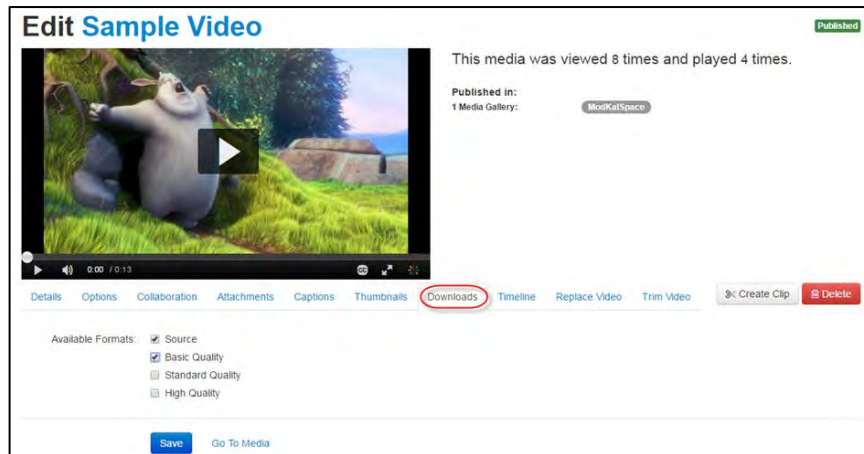
File Name	Title	Description	Size	Uploaded At	Actions
PMI_Method.pptx	2017 Analysis Deck	Some interesting slides on this deck!	534.67 KB	Jun 12, 2017	  

## Downloading Media

As a media owner, you can enable end-users to download an offline file containing the media in different formats.

To enable the download of a media entry that you own:

1. Select a media Item and click **Edit**.
2. Click the **Downloads** Tab.
3. Check one or more available formats.



4. Click **Save**.

### **To Download Media (for viewers)**

If Media Download was enabled for a specific entry, you can use the **Download** button and then choose from the available flavors list to download the specific file.

The media file is downloaded to the desktop for future use.

1. Select a media item.
2. Click **Download**.



## Media Collaboration

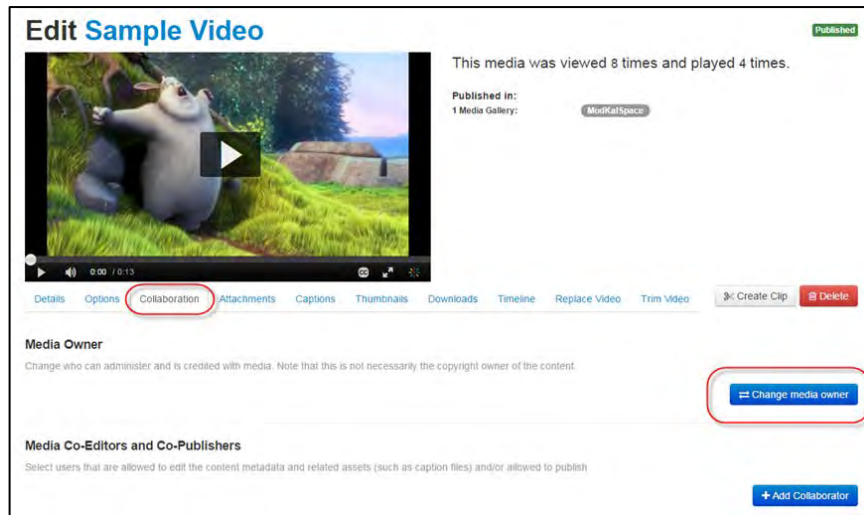
Media owners can change the media ownership and are able to add co-editors and co-publishers to their media.

Co-Editors can edit the entry's details and metadata, trim media, replace media, edit captions, edit chapters and edit slides. Co-editors cannot delete media or add new co-editors and co-publishers. Co-editors can see analytics page for the media they co-edit.

### **To change an entry's media owner**

1. Go to the entry **Edit Page** in **My Media**.
2. Select the **Collaboration** tab.





3. Click **Change media owner**. The **Change Media Owner Window** is displayed.
4. Enter the user name for the new owner (auto-suggestion will be activated after you enter at least 3 letters).
5. Click **Save**.



## Add Co-Editors or Co-Publishers

Co-editors can edit entry's details and metadata, trim media, replace media, edit captions, edit chapters and edit slides. Co-editors cannot delete media or add new co-editors and co-publishers.

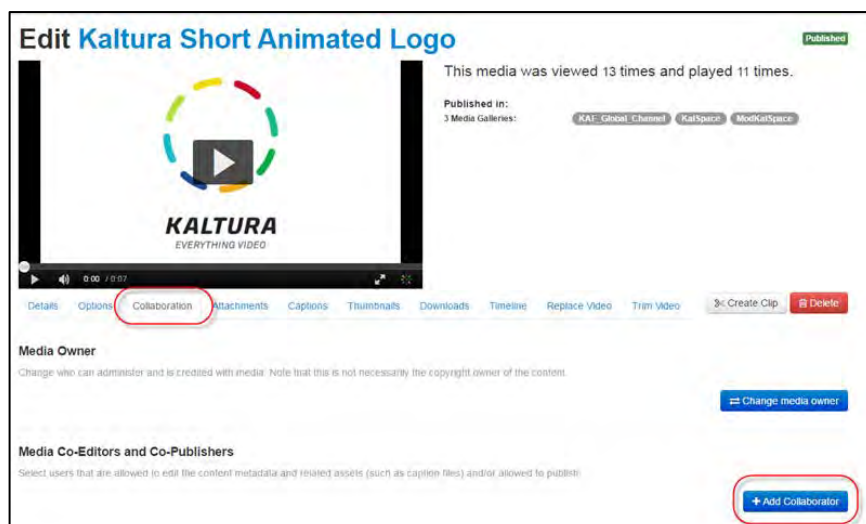
Co-Publishers can publish the media to their entitled categories or channels.

You can use the sorting option View Media I Own in **My Media**, to filter media according to the collaboration settings.

### To add Co-Editors or Co-Publishers

1. Go to the entry **Edit Page** in **My Media**.
2. Select the **Collaboration** tab.



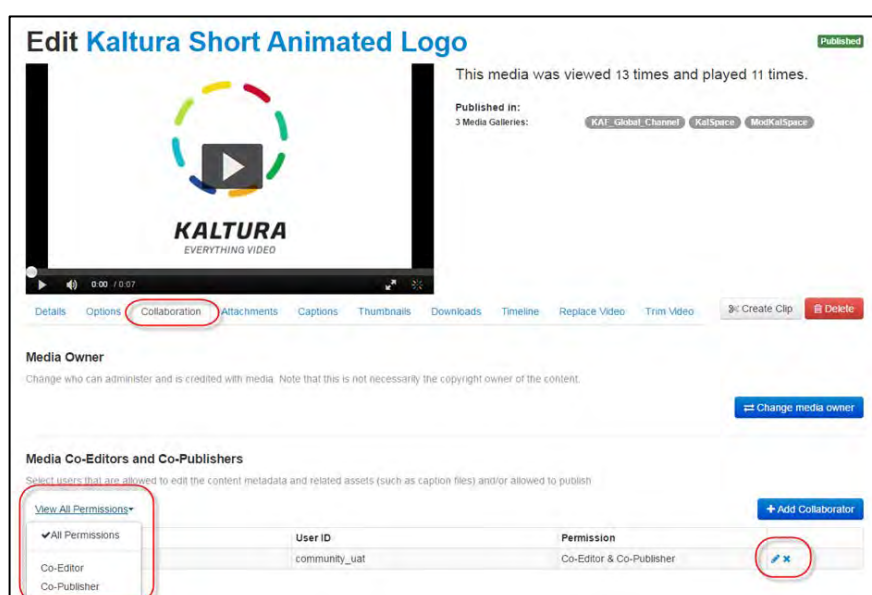


3. Click **Add Collaborator**. The **Add Collaborator Window** is displayed.
4. Enter the collaborator's user name or ID .You can add users that are available on the site and you can use the auto-complete function (from 3rd letter and on).
5. Check the type(s) of permissions for the collaborator you are adding to the media entry.

6. Click **Add**.



**NOTE:** To view the collaborators' permissions click **View all Permissions** and select the type of collaborator. Use the editing options/icons in the **Actions** column to edit/delete the collaboration options.



## Replacing Media

You can replace media, and retain the entry's metadata, URL and analytics. Only video entries can be replaced. The time-based metadata on the entry is kept in place, however it most likely will be out of sync with the new media. The time based metadata should be manually adjusted.

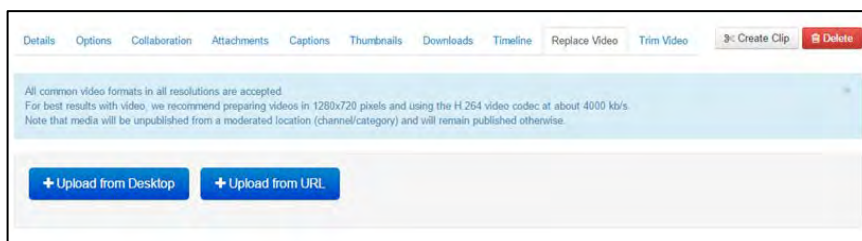
When replacing media:

- If the media is published in a moderated media gallery, media will be unpublished and moved to the pending moderation state.
- If the media is in un-moderated media gallery, media will still be published.

Note that media will be unpublished from a moderated location (gallery/category) and will remain published otherwise.

### To replace a media entry

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



3. Select either **Upload from Desktop** or **Upload from URL**.

Upload from Desktop: Choose a file to upload and select the replacement file.

Upload from URL:

- a. Enter a URL in the Ingest media from a URL field.
  - b. Click **Validate URL**.
4. After the upload is complete either click **Approve** or **Cancel Replacement** to determine your choice.

## Media Analytics

Media Owners can view analytics on their media. Analytics are available for total plays, views, plays in media galleries, users that watched, drop off rates and other analytics.



**NOTE:** Entry analytics are identical to the analytics for the entry in the KMC.

### To view entry analytics (for Media Owners)

1. Select an entry.
2. Select **Analytics** from the **Actions** drop down menu.



### Analytics for media Marketing Video

Last 365 days ▾

[Dashboard](#) [Users](#)

[Export to CSV](#) [Printable Version](#)

User	Plays	Visits	Plays to Visits Ratio	Avg. Drop-Off	Avg. View Time	Total View Time
Shelly McNeal	7	32	22%	14%	00:00:23	00:02:47
Vanessa Jones	2	4	50%	50%	00:01:23	00:02:46
Tony Walsh	0	4	0%	0%	00:00:00	00:00:00

# Using a Space or Group Media Gallery

Space and Group managers are the managers of the Media Gallery. As a manager, you can perform actions that other members of the project or group cannot.

These actions include:

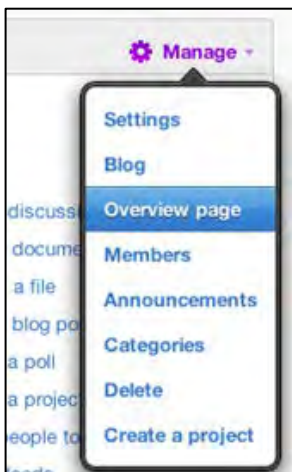
- Configuring Media Gallery settings and setting the description and tags for the Media Gallery
- Moderating the content added to the Media Gallery
- Removing content from the Media Gallery
- Curating Media Gallery Playlists
- Reviewing video engagement end-user analytics in the Space / Group

All members can:

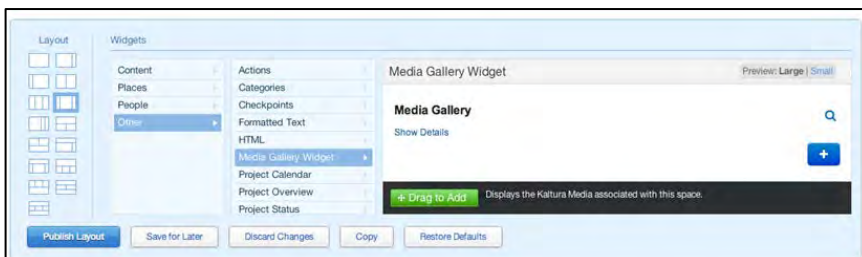
- Watch and interact with published content
- Browse and search the Media Gallery
- Add Media (pending the project or group manager's moderation)
- Remove media they have added

## To add a Kaltura Media Gallery to your Project or Group as a Widget (available to Managers)

1. In your project or group, select **Overview Page** from the **Manage** drop down menu.

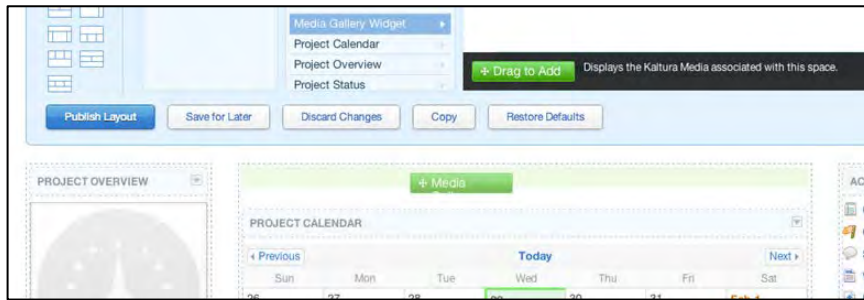


2. Select **Media Gallery Widget**, from the **Other** widgets category.



3. Drag the **Drag to Add** green button to your group to the area in the project/group where

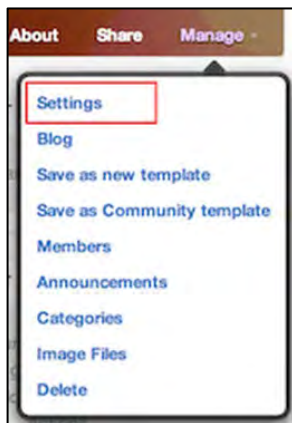
the Media Gallery should be displayed.



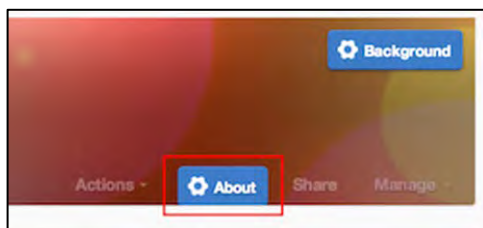
4. Click on **Publish Layout** to apply the settings.

### **To add Overview Page in Jive in case it is hidden in your Project or Group**

1. In Jive, Activity page is an alternative to the Overview page. When creating Spaces and Groups you can choose either or both from the Advanced Options section when editing the group/space. To change this setting for an existing group, go to Manage > Settings



2. Click on **About**.



3. Expand the Advanced options section and choose either **Overview** or **Both**.

**Edit Group: kjhkh**

**Name** (Required)  
kjhkh

**Description** Tell people what your group is about.

**Tags** Tag your content to make it easier to find

**Type**

- ☒ **Open:** Membership is open and non-members can view content and participate.
- ☐ **Members only:** Membership is open and non-members can view content, but must join to participate.
- ☐ **Private:** Membership is by approval/invitation only and only members can view content and participate.
- ☐ **Secret:** Membership is by invitation only, only members may participate, and the group is not listed in the group directory.

**Advanced options**

**Enable**

- ☒ **Activity Page**
- ☐ **Overview Page**
- ☐ **Both**

**OK** **Browse templates**

## Browsing, Searching and Viewing Media

Please see [Interacting with Media](#).

## Adding Media to a Media Gallery

You can add existing media or upload new content.

### To add existing media to a Media Gallery

1. Click on **Add Media**.
2. Filter your content.

Select one or more of the following filtering options

- Select **View all Statuses** and pick an option.

✓ **All Statuses**

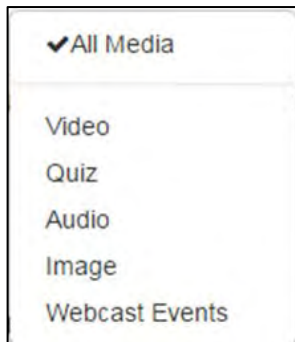
Private

Published

Pending

Rejected

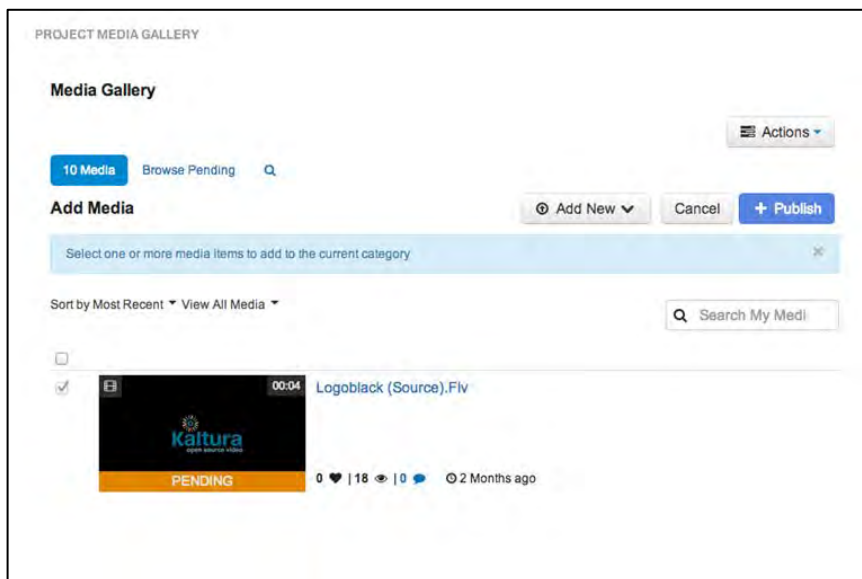
- Select **View All Media**.



- Enter a search string.

**3.** Check the box(es) next to the media you want to add.

Click on the **Publish** or the + button.



### To upload new media to a Media Gallery

- 1.** Click **Add Media**.
- 2.** Click **Add New**.
- 3.** Select the desired authoring method.
- 4.** Continue as described in [Creating New Media](#).

The new media items are automatically published to the Media Gallery they were initiated from, unless created by CaptureSpace.

## Comments

### Commenting on Media

You can comment on media, view comments by other users, reply to existing comments, and delete comments and replies.

### To comment on a media item

- 1.** Click a media thumbnail or title.

2. In the Comments tab under the media player, enter a comment in the Add a Comment field and click **Add**.



Your comment is displayed in the Comments tab.



**NOTE: You can associate a comment with a specific time in the video by preceding your comment with a time stamp in the following format: HH:MM:SS**



**NOTE: Comments are only available when media is presented in the context of a Media Gallery.**

### To display comments

1. Click on a media thumbnail or title.
2. If comments were entered, they are displayed in the Comments area under the media metadata.
3. 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 media thumbnail or title.
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**.

Your reply is displayed under the comment.



**NOTE: Replies are limited to top-level comments, and are not available for other replies.**

### To delete a comment or reply



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

1. You added the comment or reply.
2. You are the media owner.

1. Click a media thumbnail or title.
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.**



## Disabling and Closing Comments

For each of your media items, you can:

- Disable the comment feature.
- Prevent additional comments.

### To disable comments on a media item

1. On your **My Media Page** click **Edit** for the video you want to edit.
2. Select the **Options** tab and select the **Disable Comments** for this media checkbox.

The Comments tab is not displayed on the media page.



**NOTE:** 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. On your **My Media Page** click **Edit** next to the video you want to edit.
2. Select the **Options** tab and select the **Close Discussion** checkbox.

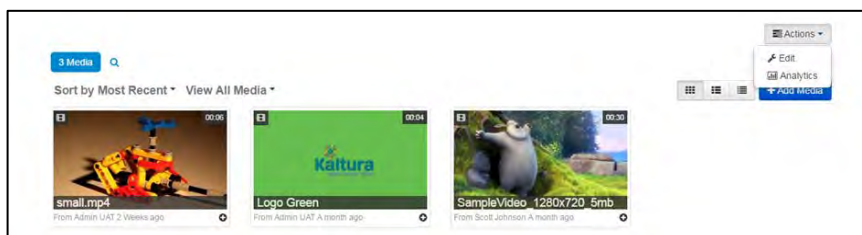
On the Comments tab of the media page, Comments Closed is displayed and the Add a Comment field is not displayed.

## Managing a Media Gallery

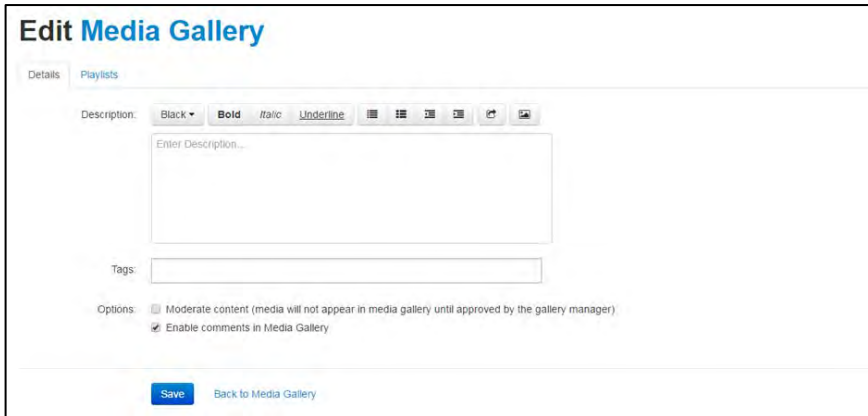
### Setting Media Gallery Options

#### To edit a Media Gallery configuration and metadata (available to Managers)

1. In the Media Gallery, select Edit from the Actions drop down menu.



The Edit Media Gallery Page is displayed.



2. (Optional) Enter a Description and Tags for the Media Gallery.
3. Select:
  - Whether content should be moderated
  - Whether comments should be enabled in the gallery
4. Click **Save**.

## Moderating Media Gallery Content

Media Gallery managers approve or reject content when a Media Gallery manager's approval is required before media is displayed.



**NOTE: If media is waiting for moderation, you cannot preview or publish it until it is approved.**  
**You can edit media information while waiting for moderation.**

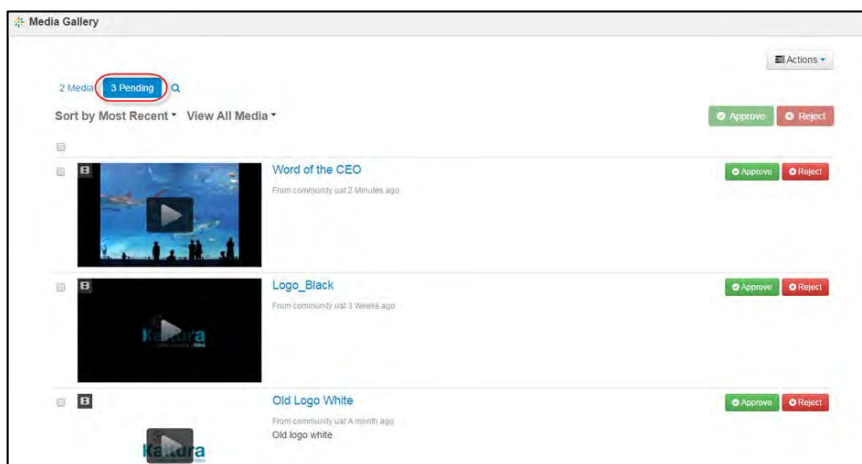
### To approve content that is pending

1. Navigate to the **Media Gallery Page**
2. Click on the pending link on a Media Gallery that has media pending or on the **Media Gallery Page** click **Browse Pending**.



**NOTE: The Pending tab will only appear when there are entries to approve.**

The browser **Pending Media Page** is displayed.



At this point, you can review the media by clicking the **Play** button. Then, click **Approve** or **Reject**.

## Using a Space or Group Media Gallery

Approved content is displayed on the **Media Gallery Page**. Rejected content will not be added to the Media Gallery.

Alternatively, check multiple media items and click **Approve** or **Reject** on the top (View All media) for bulk approving or rejecting.



**NOTE: Approved content is displayed in the Media Gallery for all members of the project or group.**

## Media Gallery Playlists

The Media Gallery Playlists feature allows Media Gallery Managers to curate, organize and improve displayed featured content in their galleries.

Media Gallery Managers can create a collection of media assets that can be presented throughout the application as a unified playlist.

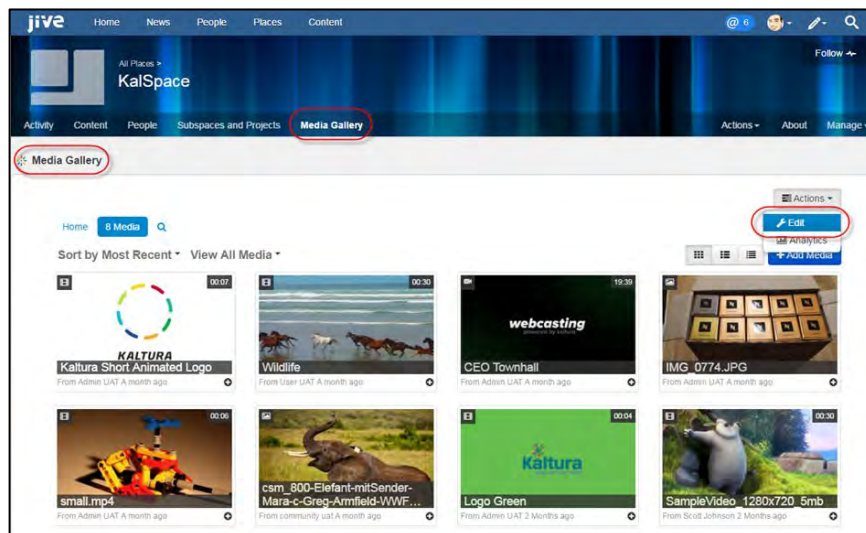
The advantages of creating Media Gallery Playlists are that you can create ordered entries to determine what will be viewed and even repeat the same entry in a specific location (by adding the same entry to the Media Gallery Playlist). In addition, Media Gallery Playlists are organic elements that can be shared (embedded) as-is.

## Media Gallery Playlists Tab

The Playlists tab is used to manage a selected Media Gallery's Playlist.

### To open the Playlists Tab

1. Navigate to a Media Gallery.
2. Select **Edit** from the dropdown menu.



The Edit <Media Gallery Name> Page is displayed.

3. Click on the **Playlists** tab to display all of the gallery's existing playlists. Only Media Gallery owners can see the **Playlists** tab.



From this page you can:

- Create a Media Gallery Playlist
- Edit a Media Gallery Playlist
- Delete a Media Gallery Playlist
- Modify Media Gallery Playlist Order
- Embed a Playlist
- Search Playlists, by entering a search term in the Search Playlists area

## Creating a Media Gallery Playlist

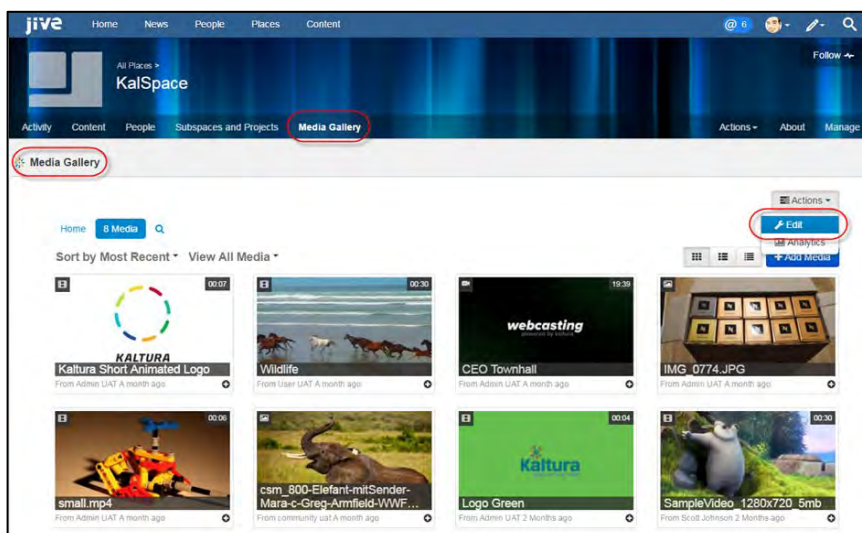
Creating a Media Gallery playlist is the process of defining which media assets are included in the Playlist and in which order.



**NOTE: To create a Media Gallery Playlist you must be the Media Gallery's owner.**

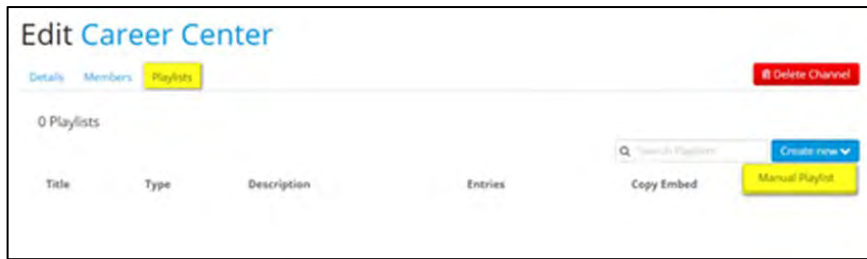
### To create a Media Gallery Playlist

1. Login to Jive, navigate to a Media Gallery.
2. Click **Edit** on the **Actions** menu.



The Edit <Media Gallery Name> Page is displayed.

3. Click on the **Playlists** tab.  
Only Media Gallery owners can see the Playlists tab.
4. Click **Create New** and select **Manual Playlist**.



The Create a Manual Playlist dialog is displayed.

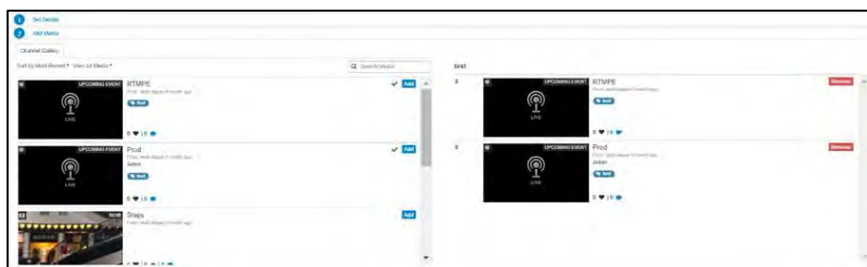


**5.** Enter the following Details:

- a. Title - Give the playlist a unique name, indicative of the content and purpose of the playlist.
- b. Description - Describe the Playlist's contents.
- c. Tags - Add descriptive metadata to help categorize the playlist and improve searchability. The auto-complete feature suggests existing tags, if the Tag does not exist after you have completed typing in the tag, click on the suggested option with (new Tag) next to it.

**6.** Click **Add Media**.

All the Media Gallery's content is listed and can be sorted by Attributes (Most Recent, Alphabetical, Likes and Comments), and filter by Media Type (Video or Audio) or Free Text by using the search field.



In the Add Media section you can:

- a. Add content by selecting an item from the list on the left and clicking **Add**.  
A green check-mark appears next to the **Add** button of items already in the Playlist. You may add the same entry as many times as you want to the Playlist.
- b. Remove content by selecting an item from the Playlist on the right and clicking **Remove**.
- c. Rearrange content in the Playlist by dragging and dropping the items on the left according to the order you want them to be played or using the up/down buttons.

**7.** Repeat adding Media Assets until you have completed populating your Playlist and click **Save**.

The Create Manual Playlist dialog closes and the new Playlist is added to the **Playlists** tab.

## Editing a Media Gallery Playlist

You can modify a playlist's details, content and order from the Edit Playlist dialog.

After you have created a Media Gallery Playlist, you can modify a playlist's details, content and order from the Edit Playlist dialog.

### To access the Edit Playlist dialog

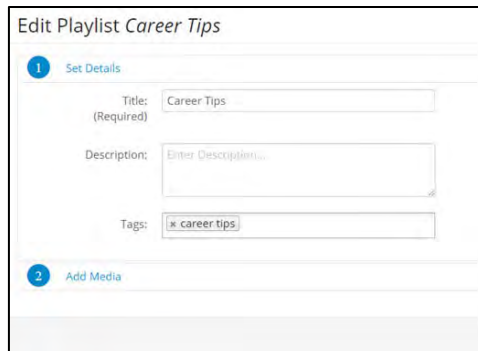
- Select the Playlists tab and click **Edit**  for the playlist you want to modify.



The Edit <playlist name> Window is displayed.

### To modify the Media Gallery playlist's details

- In the Set Details section, edit the text in the relevant fields and click **Save**.

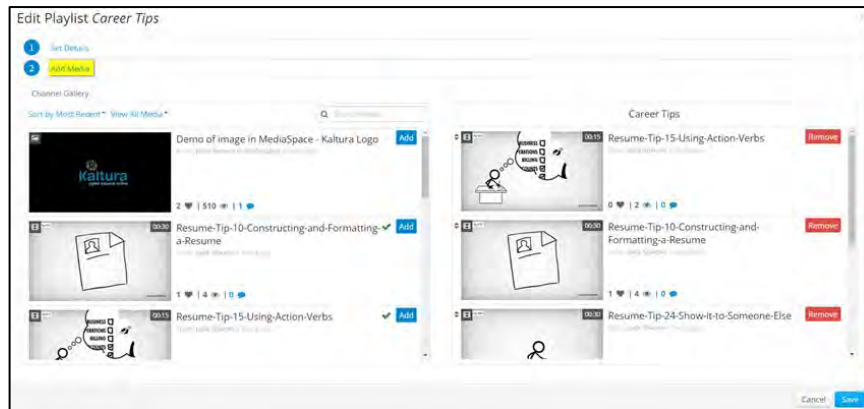


### To modify a Media Gallery playlist's content and/or order

In the Add Media section:

1. To add content, select one or more items from the list on the left and click **Add**.  
A green check-mark appears next to the **Add** button of items already in the Playlist.
2. To remove content, select an item from the Playlist on the right and click **Remove**.
3. To rearrange content in the Playlist, drag-and-drop the items on the right according to the order you want them to be played or use the up/down buttons.





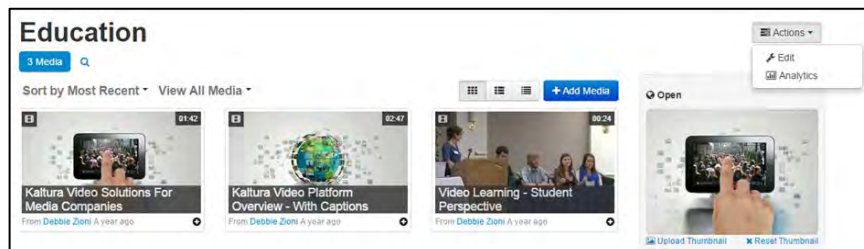
## Media Gallery Analytics

Media Gallery Managers can measure and analyze the user engagement and contribution to their Galleries. These contextual analytics allow Media Gallery managers to answer important questions such as: What are the most popular videos in the Media Gallery? Who are the members that watch the most videos and what is their drop off rate? Who are the members that contribute the most media to the Media Gallery?

All analytics tabs have the option to Export to a CSV or print your information.

### To view Media Gallery Analytics

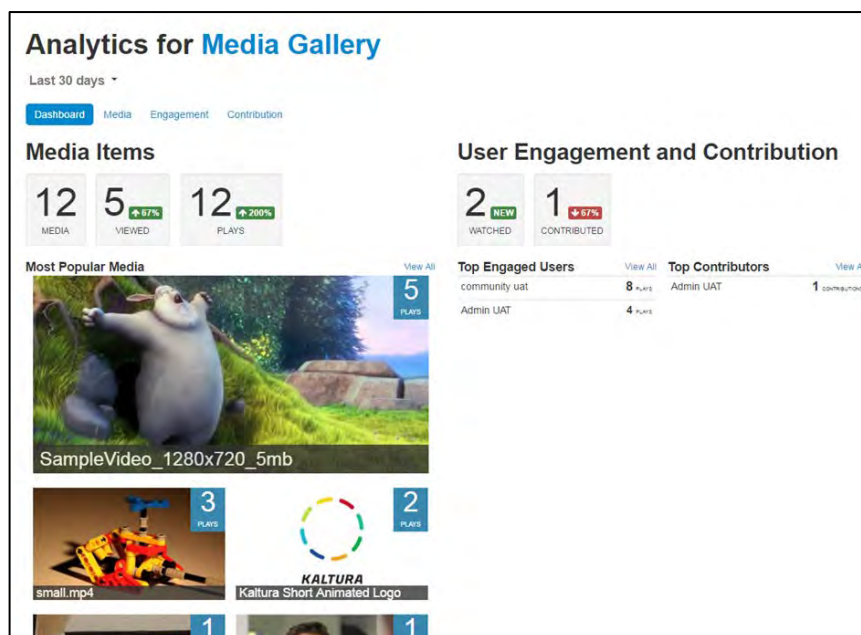
1. Navigate to a Media Gallery
2. Select **Analytics** from the **Actions** drop down menu.



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

- Top Engaged Users – who are the users who viewed most content
  - Top Contributors – who are the users who contributed most content
3. Select a time range. You can select a custom range.

If you have previously seen the Media Gallery analytics, a red/green percentage is displayed on the Media Items display and User Engagement and Contribution data that shows the change from the previous period selected in the time range.



4. In the **Analytics Window**, select the desired report by clicking its corresponding tab.

**Analytics for Media Gallery**  
Last 30 days ▾

Dashboard Media Engagement Contribution

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
community uat	4	8		00:00:10	00:00:01	19%	9	0.8889
Admin UAT	4	4		00:00:30	00:00:07	38%	5	0.8

## Media Analytics Report

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

The Media tab presents information about who is watching specific information.

A column with a graph of last 7 days' plays for each entry is displayed (number of plays of this entry in the Media Gallery). The Total Plays" column shows all plays of the entry regardless of the context (the Media Gallery). This indicates the ratio between Media Gallery plays and general plays of the entry to the Media Gallery manager.

**Analytics for Channel Education**  
Last 30 days ▾

Dashboard Media Engagement Contribution

Export to CSV Printable Version

Search

Media Title	Contributed By	Plays in Channel	Total Plays	Trend	Total View Time	Avg. View Time	Avg. Drop-Off
Kaltura Video Solutions for Media Companies	Debbie Zioni	4	5		00:00:00	00:00:00	0%
Video Learning - Student Perspective	Debbie Zioni	2	2		00:00:48	00:00:24	100%

## Engagement Analytics Report

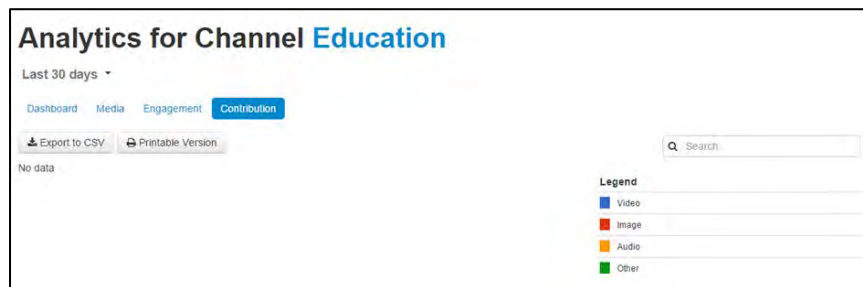
The **Engagement** tab presents information about what specific users are watching in the group/space. The column with a graph of last 7 days' plays for each user indicated the number of plays of this user in the group/space.





## Contribution Analytics Report

The Contribution tab presents information about who is contributing to the Media Gallery.



# Interacting with Media

In the **My Media** widget and in Media Galleries, you can:

- Display and view content.
- Sort the content.
- View media.
- Search media and captions.

## Displaying and Viewing Content

You can display all of your content or filter your content according to the type of content you want to display.

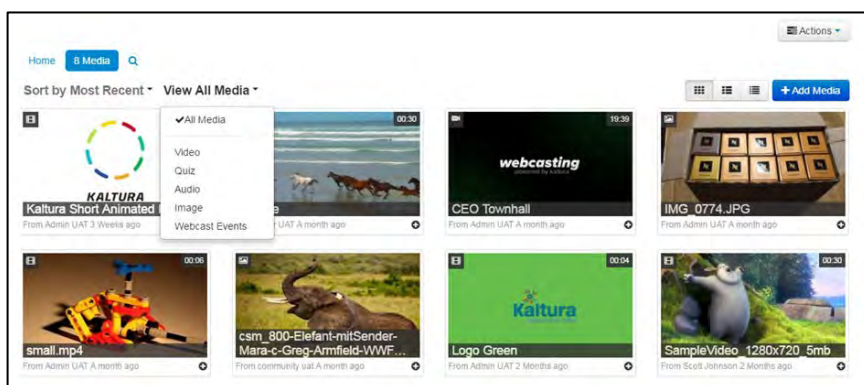
### To filter content

In **My Media** or in a Media Gallery, select an option from the **View All Media** drop down menu:

- All Media (videos, audio, and images)
- Videos
- Audios
- Images
- Video Quiz



**NOTE:** Some of the media types might be missing, depending on your Kaltura Jive configuration.



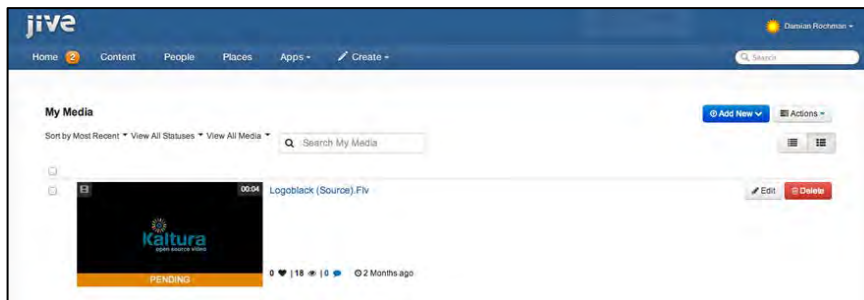
### To sort content

In the **My Media** widget or in a Media Gallery, click one of the following:

- Most Recent
- Alphabetical
- Comments

## To view content

1. In the **Media Gallery** widget, browse to the media entry and click the thumbnail or the title of the content.



2. Click **Play** in the media player. You can use options such as volume control, caption selection and full screen.



## Searching Media and Captions

You can search:

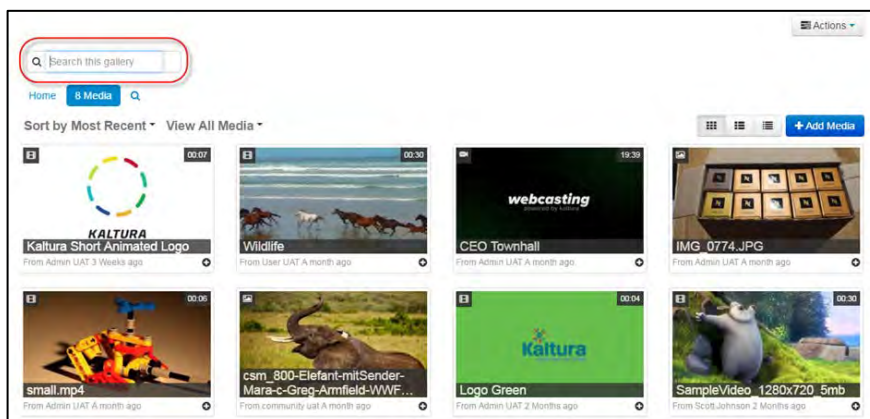
- All media based on metadata
- All strings in captions

## Searching for Media Based on Metadata

The ability to search metadata and captions is available by entering a search term that you are looking for. The results for metadata are returned by default. The Search feature filters the search string and enables you to search on captions and within metadata in the Media Galleries. You can toggle between the different objects after you enter the search term.

## To search in a Media Gallery or My Media

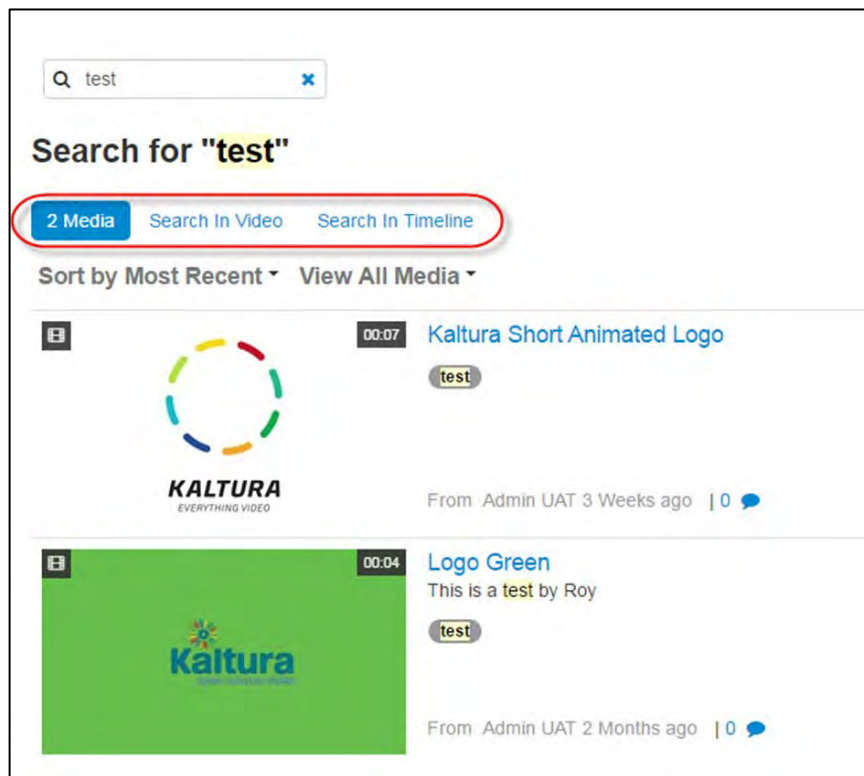
1. On the Media Gallery or the **My Media** widget, click on the magnifying glass icon and enter a search string (such as a tag or part of a title) in the Search field. Media with metadata that includes the text is displayed.



2. To clear the search text, click the clear X icon

In Media Galleries you can toggle between search results in the metadata ("Media"), in the

captions, if those were uploaded ("Search in Video") or within the timeline/slides ("Search in Timeline").



## Searching for Strings in Captions in a Single Video



**NOTE:** Only video items can have captions.



### To search for strings in captions in a single video

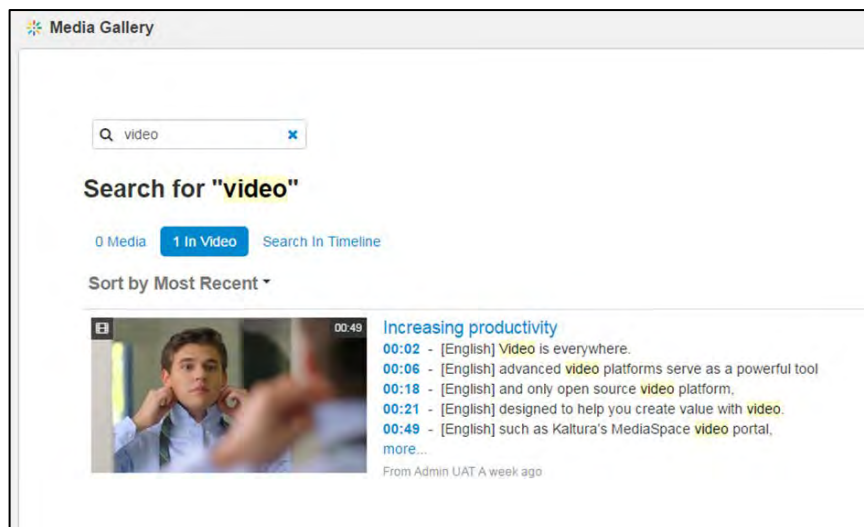
1. From **My Media** or a Media Gallery, click a video thumbnail or title.
2. Enter a search term in the Search in Video search box under the media player.



**NOTE:** A Search in Video search box is displayed only when the video includes captions.

A result is displayed for each point in the video where the caption text appears.

3. In the results, click a caption timestamp to play the video from the point where the text appears.
4. To clear the search text, click the clear icon.



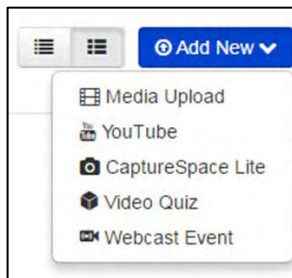
## Creating New Media

You can create new media from the **My Media** widget and in **Media Galleries**. You can:

- Upload media
- Add a video from YouTube
- Use CaptureSpace Lite
- Create a Video Quiz

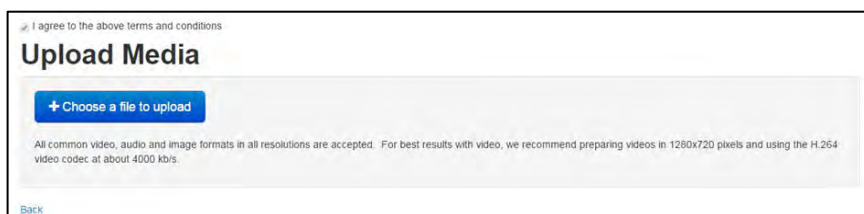
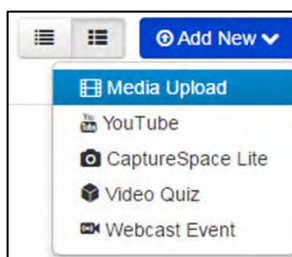
## Uploading Media

You can upload media from the **My Media** or a Media Gallery interface via the **Add New** menu.



### To upload media from your desktop

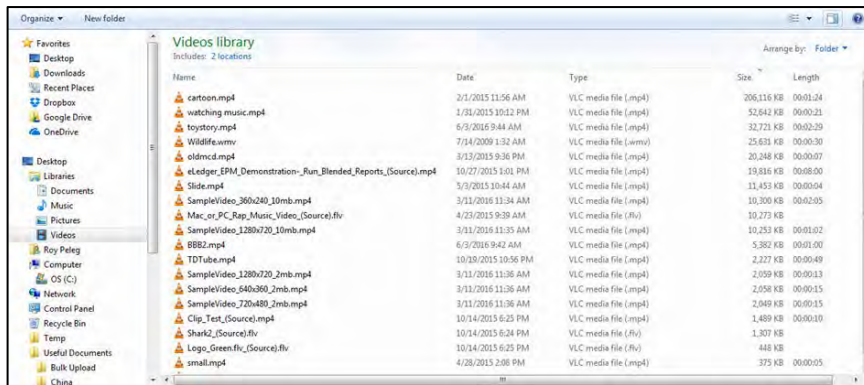
1. Select **Media Upload** from the **Add New** dropdown menu.



The **Upload Media Window** is displayed.

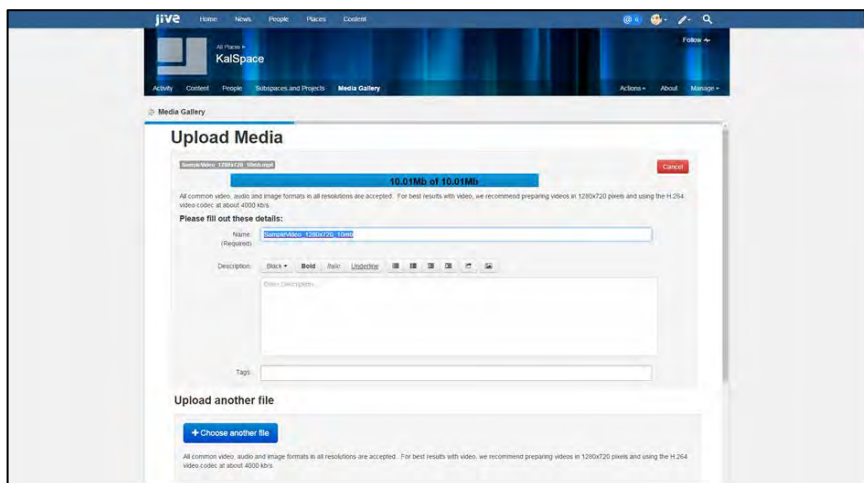
2. Click **Choose a file to upload**.
3. In the **Select File to Upload Window**, select a media file to upload and click **Open**.

## Creating New Media



#### 4. While the file is uploading, on the **Upload Media Window** you can:

- Enter metadata information about the media and click **Save**.  
Mandatory fields are marked with an asterisk.
- Click **Cancel** to cancel the upload.
- Click **Choose another file** to upload additional files.



**NOTE:** If you click **Save** before the file is completely uploaded, the media information is saved after the media is uploaded.

#### 5. To view the media page when uploading is complete, select the media from **My Media**.

## Video Status after Upload

After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion. If media is waiting for moderation, you cannot preview or publish it until it is approved.

You can edit media information during conversion and while waiting for moderation.

## Adding a Video from YouTube

You can add content from YouTube to add to Media Gallery or to other content types with the same player and analytics.





**NOTE:** The video is not uploaded to Kaltura, rather streamed from YouTube. If the content is deleted from YouTube or otherwise made unavailable, it will not play back in the Kaltura Jive Plugin

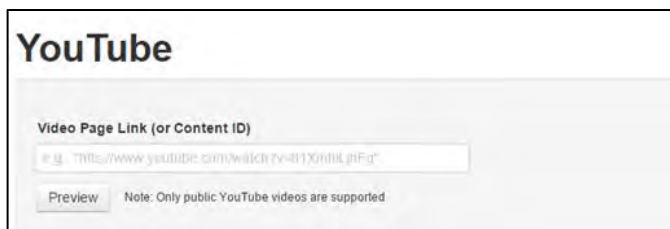


**NOTE:** Adding content from YouTube to Kaltura Jive Plugin requires the YouTube feature to be enabled on your partner.

### To add media from YouTube

1. Select YouTube from the Add New dropdown menu.

The Kaltura YouTube page is displayed.

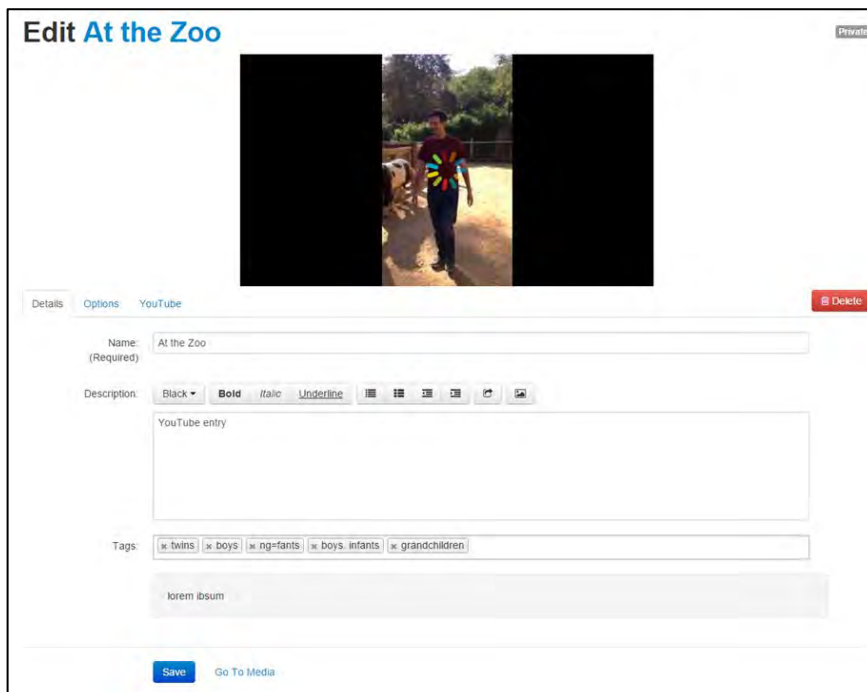


2. Enter the Video Page Link or the Content ID and click **Preview**.



**NOTE:** To obtain the URL, right click on the video in YouTube and copy the URL. Only public YouTube videos are supported

3. In the **YouTube Window**, enter information about the document and click **Save**.



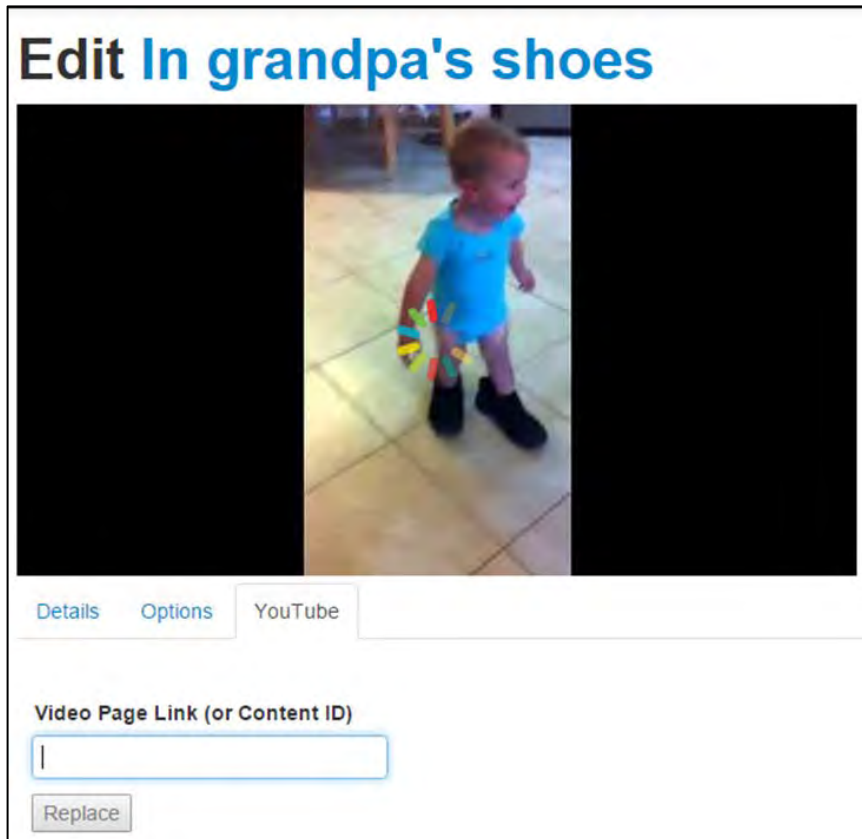
**NOTE:** You cannot add video presentations or YouTube media to playlists.

The 'Share' option (Email, Media Link, Embeds) is available for YouTube entries (similar to other entry types).

## Replacing a YouTube Link

### To replace a YouTube link

1. In the **Edit Media Window**, click the **YouTube** tab.
2. Replace the video link.



**NOTE:** Videos that originate in YouTube (presented and linked to KMS through the YouTube module) now include the analytics pages, similar to other entry types. The analytics for these entries include metrics for engagement inside KMS only and are not aggregated with YouTube playback analytics.

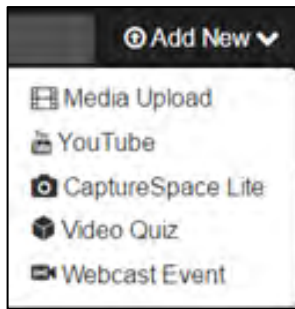
## CaptureSpace Lite

Kaltura CaptureSpace Lite is a simple video creation tool that enables users to easily capture their webcam, voice, and screen using the same user interface and a limited subset of functionality our existing Premium CaptureSpace users leverage today. CaptureSpace Lite is a native client, available for both Windows and Mac users. Installation does not require administrator privileges.

CaptureSpace Lite replaces the Kaltura Screen Recorder (KSR).

### To record a presentation

1. Select CaptureSpace Lite from the Add New dropdown menu.



The Kaltura CaptureSpace Desktop Recorder download page is displayed.

2. Click **Download** to download the software required to record your presentation.
3. Click on the Kaltura icon that is displayed after you download the software. Follow the instructions in the Kaltura CaptureSpace Lite - User Guide to create multi-stream recordings using a vast array of recording devices.

## Viewing Rich Media in the Kaltura Player

After you upload your recording you can view your recording using one of the many robust features of the Kaltura Player. For more information about the viewing options, see [Viewing Rich Media in the Kaltura Player](#).

## Interactive Video Quizzes

Interactive video quizzes, allow content owners to add quizzes on top of their videos.

As users watch a video, a question appears at its chosen point; the video continues after the user answers the question. Depending on configuration, users may be allowed to repeat sections, skip questions, revise answers, receive hints, and discover the correct answers. Practically, IVQ increases engagement, tests knowledge and retention, and gathers media effectiveness data. Users can watch media segments multiple times in preparation for answering questions; and receive feedback, correct answers, and in-depth explanations when completing questions.

On the playback side, IVQ is part of Kaltura player and is supported by the player wherever media quizzes are embedded and presented. Viewing and use is supported on any digital device.

See the articles on Interactive Video Quizzes for information on how to create a quiz and how to take a quiz.



**NOTE: Creating and taking Interactive Video Quizzes in the Kaltura Jive Plugin requires the feature to be enabled on your instance.**

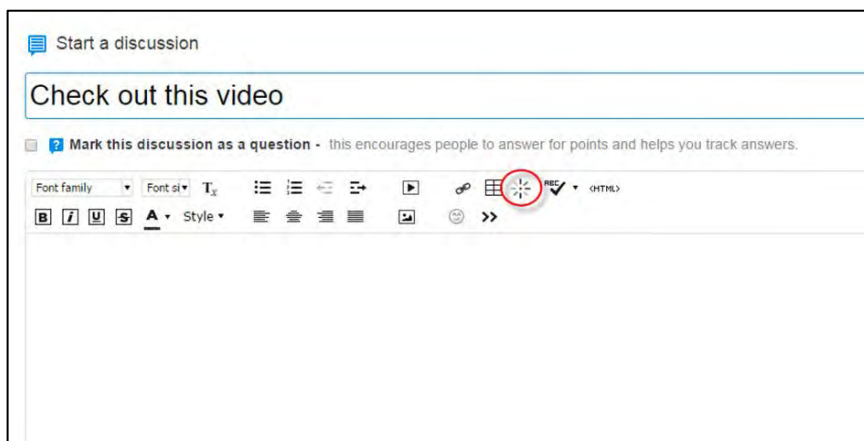
# Adding Media in Other Content Types with the WYSIWYG Editor

The WYSIWYG editor is present in many content creation types throughout Jive, such as blogs and discussions.

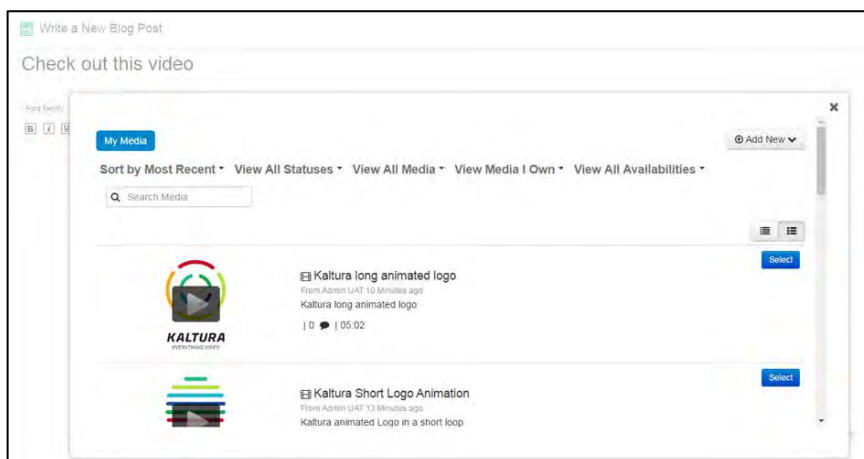
Use the Kaltura icon, to add media to any content type that you can create.

## To add media using the WYSIWYG

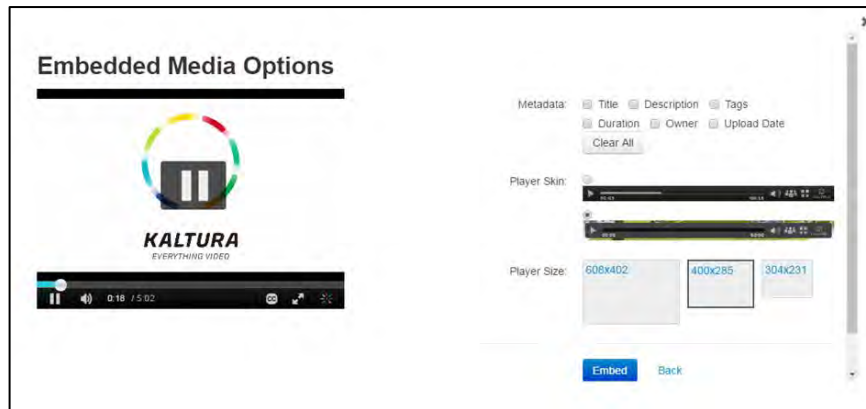
1. Click the Kaltura icon.



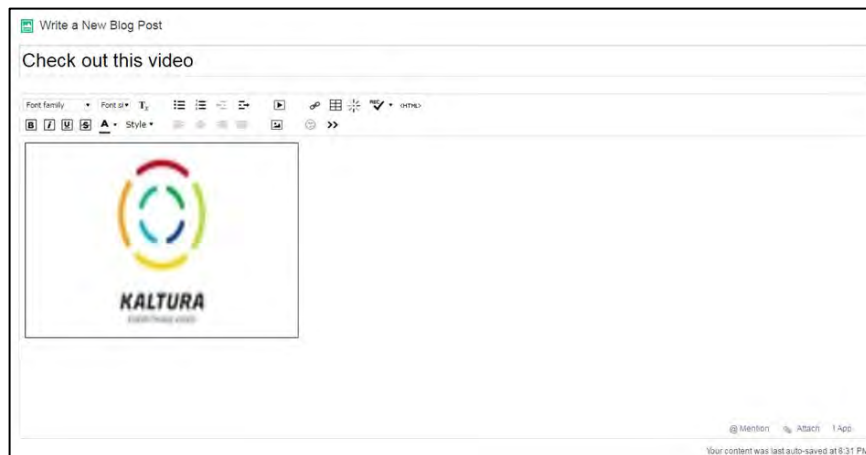
2. Use the search, sort and filter options to find the media you want to embed and click Select to use existing media, or click **Add New** to add new media.



3. After selecting the media to embed, preview your embedded media and configure the display and which elements to include.



4. Click on the **Embed** button to include the embedded media in your posted content. An image placeholder is displayed in the editor and the player is displayed when the content is posted.



## Kaltura Media in the Activity Stream

Publishing Kaltura Media in Jive will be added to the relevant activity streams.

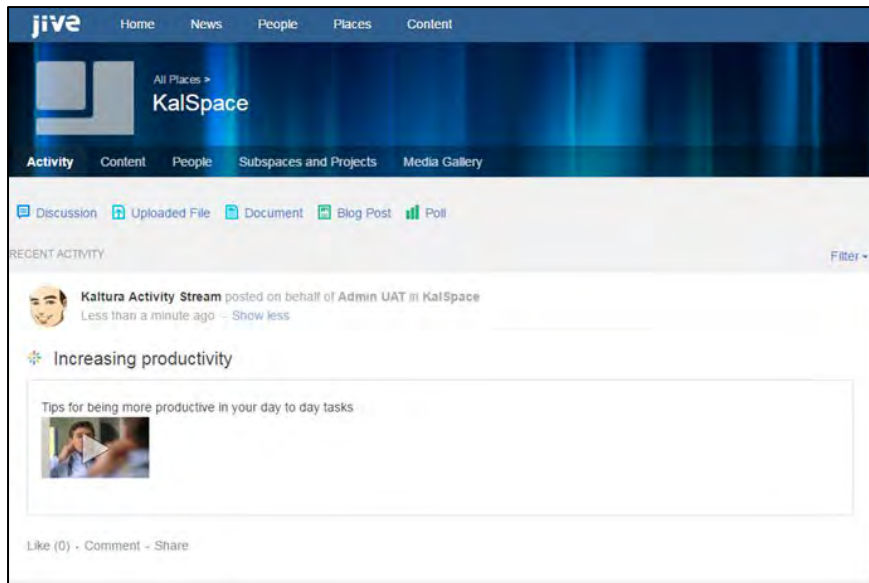
There are two cases when this is applicable.

When adding Kaltura Media in other Content Types (such as Post or Discussion), when clicking **Show more** in the activity stream, the user can watch the media directly from the activity stream as in the following screenshot:



When adding media to a Media Gallery, the activity stream title will be after the media name and the thumbnail of the media will appear in the activity stream.

## Kaltura Media in the Activity Stream



Click on the thumbnail. A modal box with a player showing the media displays.

