

Kaltura Video Extension for IBM Connections User Guide

Version: 1.0

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Contents

Preface	4
About this Guide	4
Audience	4
Document Conventions.....	4
Supported IBM Versions	5
About the Screenshots.....	5
Section 1 Overview of the Kaltura Video Extension for IBM Connections.....	6
Main Features and Tools	6
Section 2 Adding the Kaltura Video Widget to your Home Page and Managing Your Media	8
My Media Widget	9
Editing Media	9
Selecting a Frame to Use as a Thumbnail	10
Uploading and Managing Captions.....	10
Section 3 Managing a Community Media Gallery.....	14
Adding Media to a Community Media Gallery	16
Moderating Community Media Gallery Content (available to Community Managers)	18
Section 4 Interacting with Media	20
Displaying and Viewing Content	20
Searching Media and Captions.....	22
Searching for Media Based on Metadata	22
Searching for Strings in Captions in a Single Video	23
Section 5 Creating New Media.....	24
Uploading Media	24
Video Status after Upload.....	26
Section 6 Recording from Webcam	27
Section 7 Recording Your Screen.....	29
Section 8 Adding Media in Other Tools with the WYSIWYG Editor.....	31

Preface

This preface contains the following topics:

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

About this Guide

This guide describes how to use Kaltura Video Extension for IBM Connections v1.0 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.

We are committed to improving our documentation and your feedback is important to us.

Audience

This manual is intended for users of the Kaltura Video Extension for IBM Connections. The manual assumes familiarity with IBM Connections concepts and flows and focuses on the Kaltura Video Extension for IBM Connection 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 IBM Versions

The Kaltura Video Extension for IBM Connections v1.0 integration supports the following IBM versions:

- IBM Connections 3.0.1
- IBM Connections 4.0
- IBM Connections 4.5

About the Screenshots

The Kaltura Video Extension for IBM Connections 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. The functionality remains the same.

Overview of the Kaltura Video Extension for IBM Connections

Kaltura has partnered with IBM to offer an out-of-the-box extension that enables you to record, upload, publish, search and share videos directly from your IBM Connections 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 videos** - Welcome messages, introductions, assignment instructions, simple demonstrations, and other webcam media.
- **Screen Recording** – Easily record the screen, along with audio and webcam feeds, to create and publish screencasts. Users can record and share lectures, presentations, software tutorials, and additional screencasts.

Organize and Share

- **My Media** – Upload, manage, assign, and share content (based on permissions) with a private media library for each IBM Connections user.
- **Community Media Gallery** – Search or view rich media assigned to a Connections Community if you are a member. Media can be added by members, with an option for moderation by community managers.
- **Embed Media**: Intuitively use rich media without time-consuming training, simply click on the Kaltura icon when creating a blog post, wiki page or any type of content to embed a video you create.

View and Interact

- **The Kaltura Player:**
 - Customize the player - Functionality, features and display.
 - Configure once, use everywhere - Mobile, tablet, PC, TV.
 - Open Standards, Open Source.
 - Files are transcoded for Web, HD, or Mobile Delivery across various devices and platforms. Player auto detects device and platform and adjusts the playback using adaptive bitrate technology.
 - Playback supporting both Flash and HTML5 for mobile, with automated fall back.
 - Accessibility - Supports playback with ADA/508 compliant player.
- **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 community media gallery.

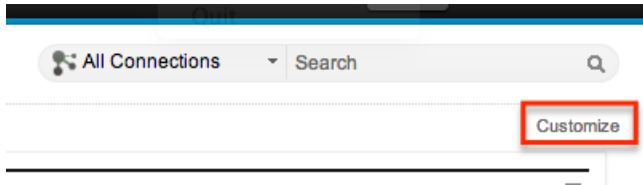
SECTION 2

Adding the Kaltura Video Widget to your Home Page and Managing Your Media

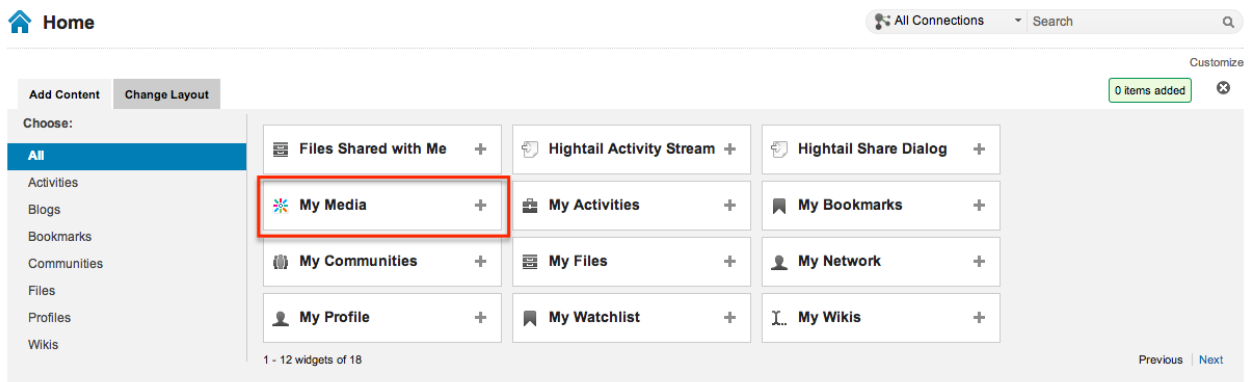
After you add the Kaltura Video Widget to your home page, the My Media widget is used to manage your media. Your My Media widget lists the media that you created in addition to all interactions with media as described in [Interacting with Media](#).

To add the Kaltura My Media Widget to your Home Page

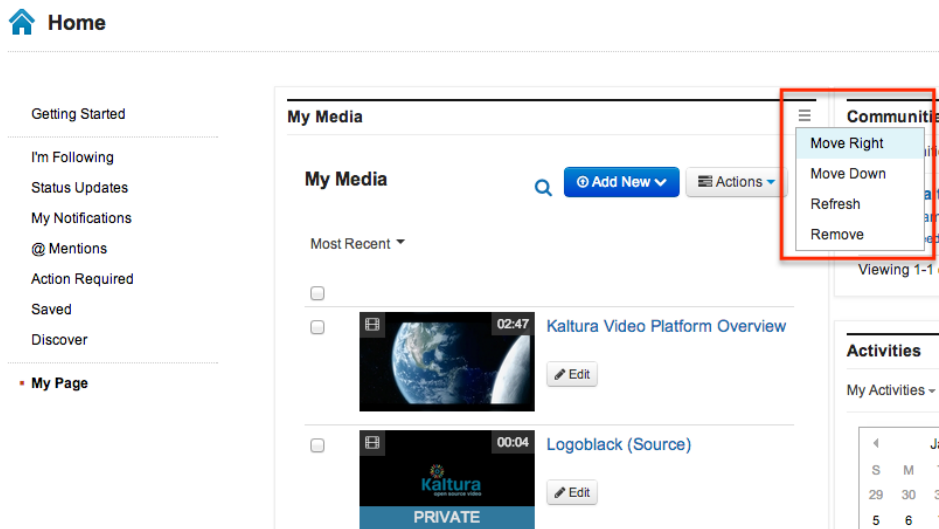
1. In your Home page, go to My Page and select the Customize link.



2. Select the Kaltura My Media widget.



3. After the Kaltura My Media widget is added, you can move it in your home page layout to the desired place.



My Media Widget

In the My Media widget, you can:

- [Edit metadata.](#)
- [Select a thumbnail.](#)
- [Upload and manage captions.](#)

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.

Edit Yogi Bear New Teaser



This video was viewed 21 times and played 6 times

Published

Published

1 Media Gallery

North American Modern Culture

Details

Options

Captions

Name Yogi Bear New Teaser

Description

Black

Bold

Italic

Underline

Text alignment icons

Text alignment icons

Text alignment icons

Text alignment icons

Text alignment icons

Description

Tags

Save

In the Edit Media window, you can:

- Edit information about the media.
- [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.

Selecting a Frame to Use as a Thumbnail

To select a frame as a thumbnail

1. In the Edit Media window, click Play in the media player.
2. Pause the player at the frame that you want to use as a thumbnail.
3. Click the camera icon to use the current frame as the thumbnail.



Uploading and Managing Captions

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



NOTE: Only video items can have captions.

Uploading Captions

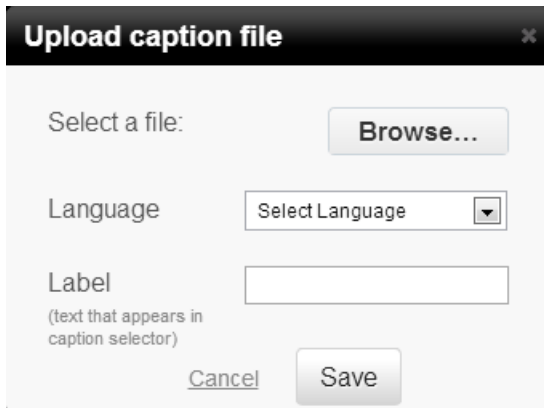
To upload captions

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



The screenshot shows the 'Captions' tab selected in a media management interface. At the top, there are three tabs: 'Details', 'Options', and 'Captions'. Below the tabs, there is a 'Name' field with the text 'darlee_bath' entered.

3. Click Upload captions file.



The screenshot shows a modal dialog box titled 'Upload caption file'. It contains the following elements: a 'Select a file:' label with a 'Browse...' button; a 'Language' dropdown menu with 'Select Language' as the current selection; a 'Label' text input field with a placeholder '(text that appears in caption selector)'; and 'Cancel' and 'Save' buttons at the bottom.

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.

Edit Video Integrated Learning



Details Options Captions			
Upload caption file			
Language	Label	File type	Actions
English	English	SRT	✓ ✎ ✕ ⬇



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.

SECTION 3

Managing a Community Media Gallery

Community managers are the managers of the Media Gallery. As a community manager, you can perform actions that other members of the community cannot.

These actions include:

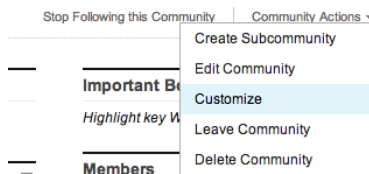
- Configuring settings and setting the description for the Media Gallery
- Moderating the content added to the Media Gallery
- Removing content from the Media Gallery

All community members can:

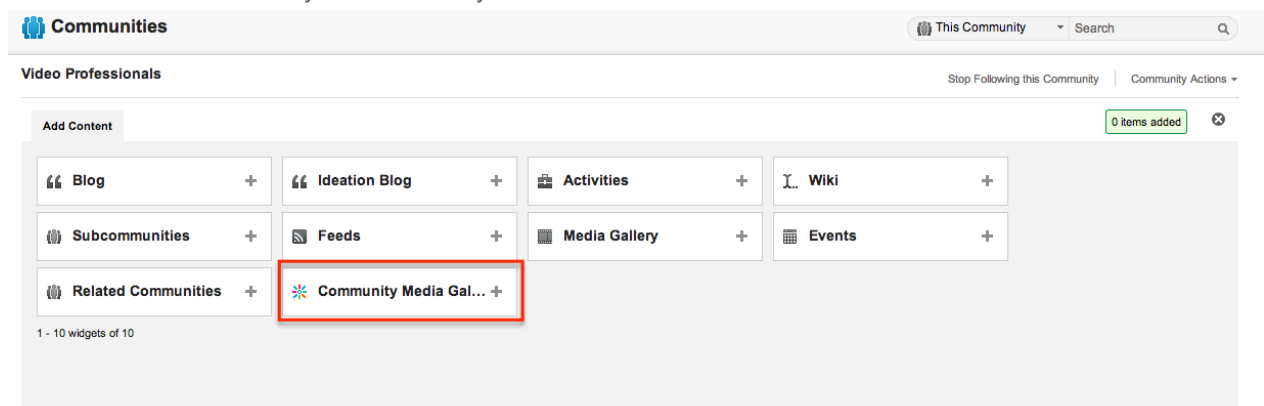
- View approved content
- Browse and search the Media Gallery
- Add Media (pending the community manager's moderation)
- Remove media they have added

To add a Kaltura Community Media Gallery to your Community (available to Community Managers)

1. In your community, select Customize from the Community Actions drop down menu.



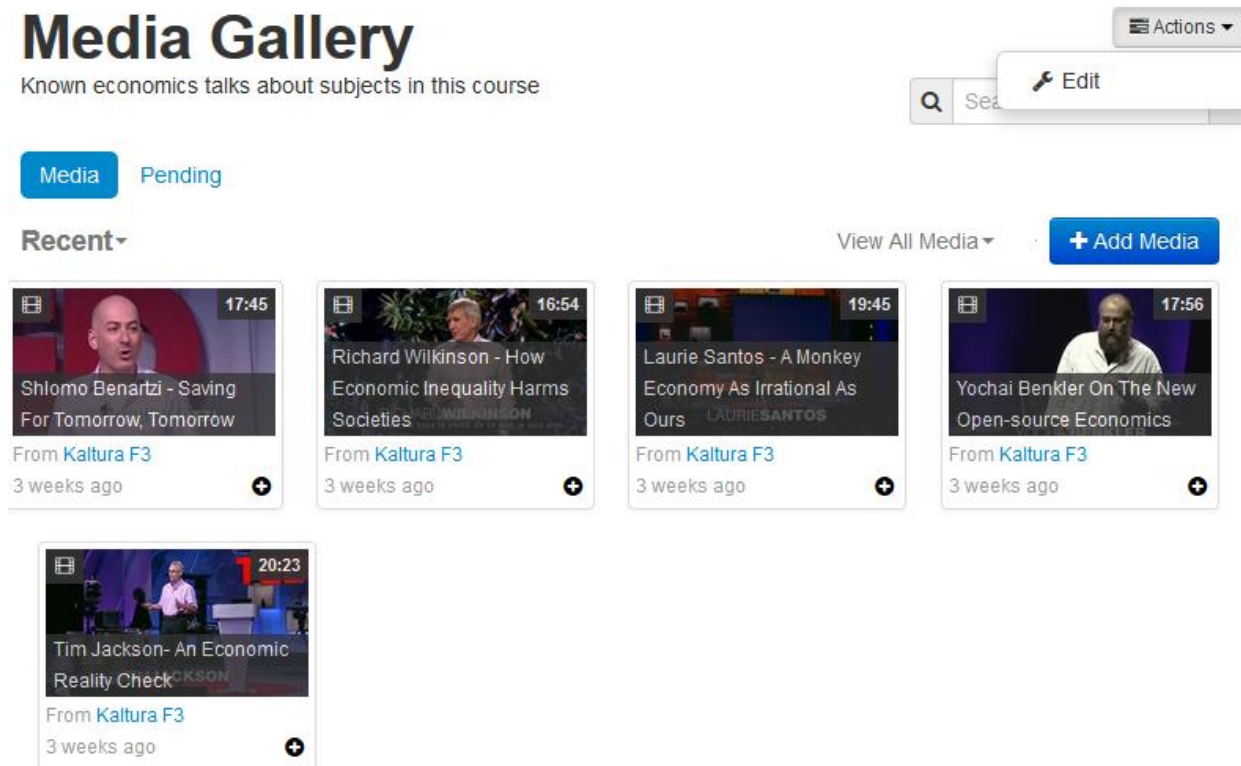
2. Select Kaltura Community Media Gallery.



3. Place the widget in the desired area. It is recommended to place the Kaltura Community Media Gallery in the main section of the community page.

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

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



The Edit Media Gallery page is displayed.

Edit Media Gallery

Details


Description


Black ▾


Bold


Italic


Underline














Description

Tags

Options

☒ Moderate content (Media will not appear in Media Gallery until approved by the manager)

☒ Enable comments in Media Gallery

Save

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

Adding Media to a Community Media Gallery

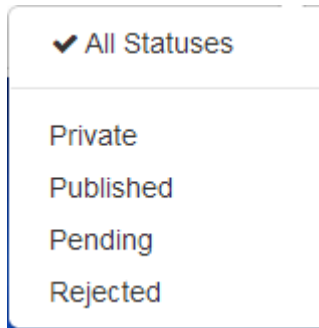
You can add existing media or upload new content.

To add existing media to a Community Media Gallery

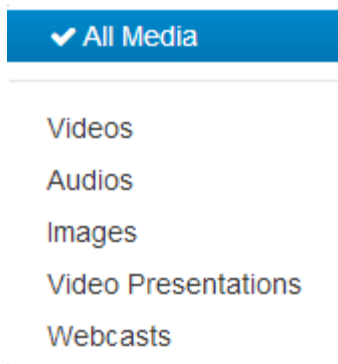
1. Click on Add Media.
2. Filter your content.

Select one or more of the following filtering options

 - Select View all Statuses and pick an option.

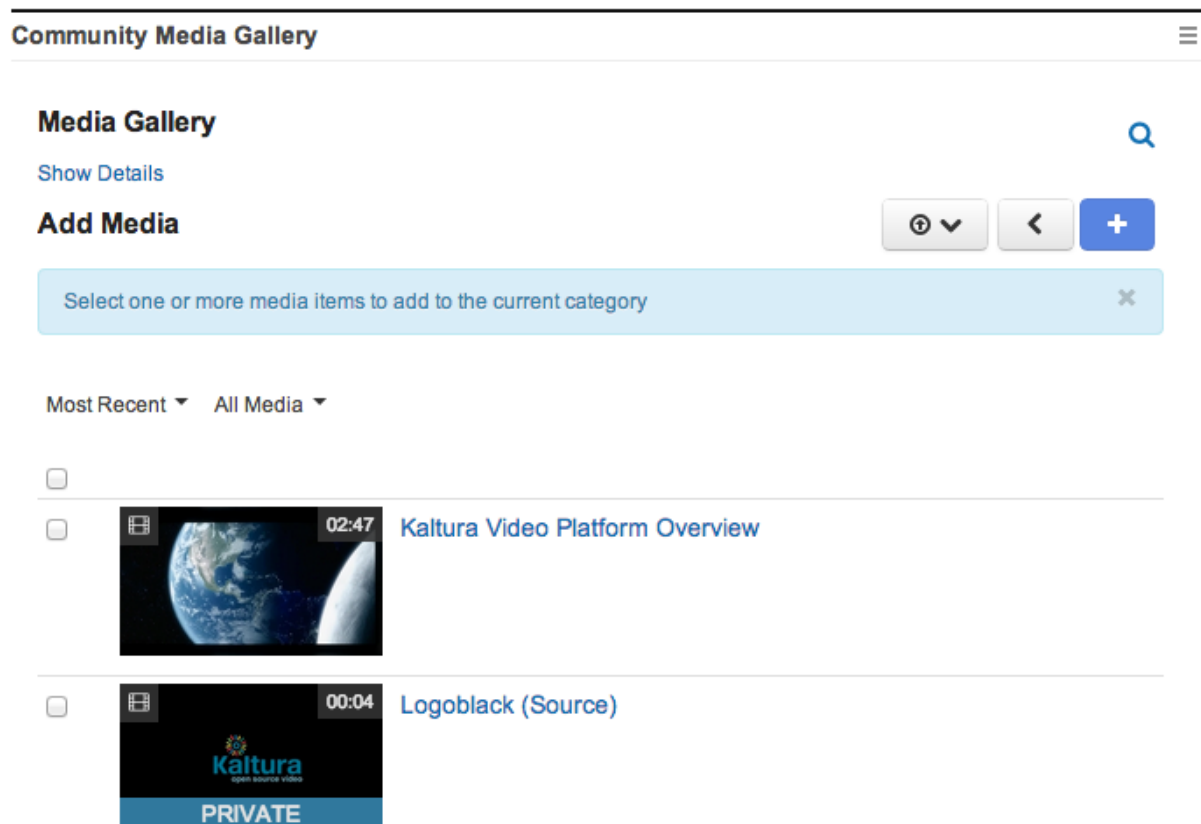


- Select View all Media.



- Enter a search string.

3. Check the box(es) next to the media you want to add.
Click on Publish or the “+” button.



To upload new media to a Community 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.

Moderating Community Media Gallery Content (available to Community Managers)

Community managers may approve or reject content from the Media Gallery.

To approve and reject content that is pending moderation

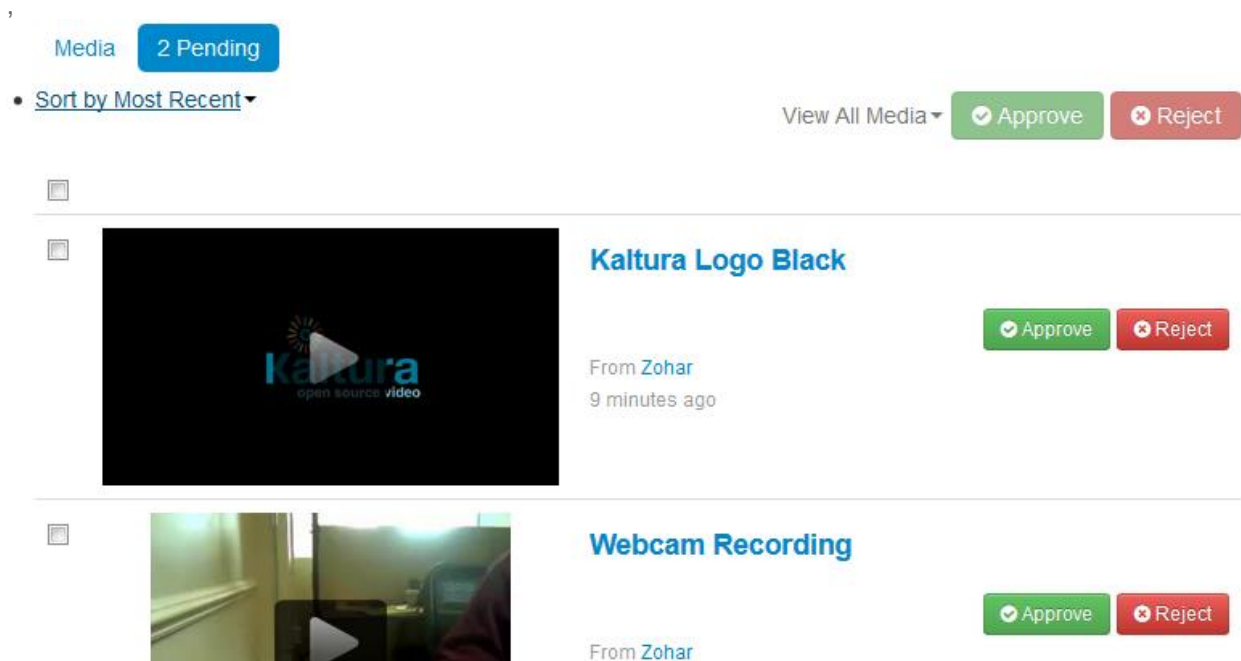
1. In the Media Gallery, click on the Pending tab.



The browse pending media window is displayed.



NOTE: If there are no media items that are pending moderation, the Pending tab is not displayed.



2. Click on the thumbnail to view the media.
3. Click **Approve** or **Reject** for a specific media item,
or
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 community.

Interacting with Media

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

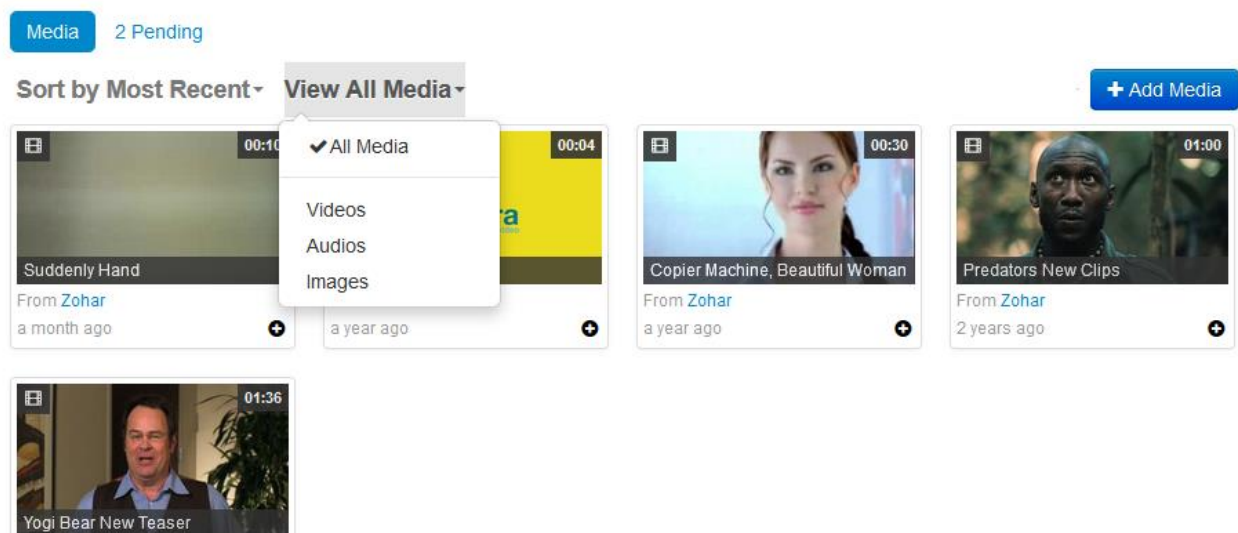
- [Display and view content.](#)
- [Sort the content.](#)
- [Select a video to play.](#)
- [View media.](#)
- [Search media and captions.](#)

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


1. In My Media or in a Community Media Gallery, select an option from the View All Media drop down menu:
 - All Media (videos, audio, and images)
 - Videos
 - Audios
 - Images




My Media

Alphabetical ▾ View All Statuses ▾ View All Media ▾ Search My Media [] []

☐  **Flip The Classroom** 00:04
 | 0 | 3 weeks ago Edit

☐  **May 5th Lecture Recording** 00:11
 | 0 | 3 hours ago Edit

☐  **Stage Y** 00:12
 Something about stage Y
 Consider item B Edit

To sort content

- In the My Media widget or in a Community Media Gallery, click one of the following:
 - Most Recent
 - Alphabetical
 - Comments


To view content


- In the My Media widget, browse to the media entry and click the thumbnail or the title of the content.

My Media []

My Media [] Add New ▾ Actions ▾

Most Recent ▾

☐  **Kaltura Video Platform Overview** 02:47
Edit

☐  **Logoblack (Source)** 00:04
Edit

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





NOTE: On an iOS device, a built-in iOS media player plays the media.

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.

My Media

The screenshot shows the 'My Media' interface. At the top, there's a header with 'Alphabetical' and a search bar labeled 'Search My Media'. A dropdown menu is open, showing options: 'All Media' (selected), 'Videos', 'Audios', and 'Images'. Below the header, there's a list of media items:

- Flip The Classroom** (00:04): Video thumbnail with 'Kaltura open source video' logo. Status: PENDING. 0 comments, 3 weeks ago.
- May 5th Lecture Recording** (00:11): Video thumbnail showing a lecture slide. Status: PRIVATE. 0 comments, 3 hours ago.
- The Process - Stage Y** (00:12): Video thumbnail showing a stage. Status: PRIVATE. 0 comments, 3 hours ago.

To search in a Media Gallery or My Media

1. On the Community Media Gallery or the My Media widget, 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 Community Media Galleries you can toggle between search results in metadata and in captions by clicking on Media or Search in Video respectively.

Search"cell"

Media Search in Video



NOTE: Only video items can have captions.

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 Community 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 to play the video from the point where the text appears.
4. To clear the search text, click the clear icon.

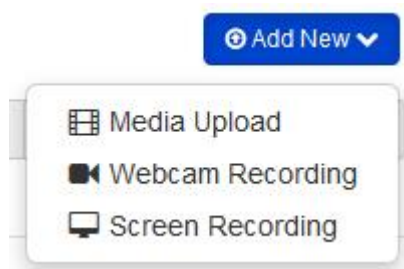
Creating New Media

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

- [Upload media](#)
- [Record from webcam](#)
- [Record your screen](#)

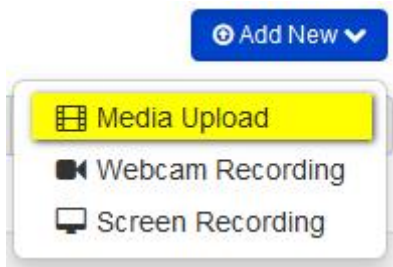
Uploading Media

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



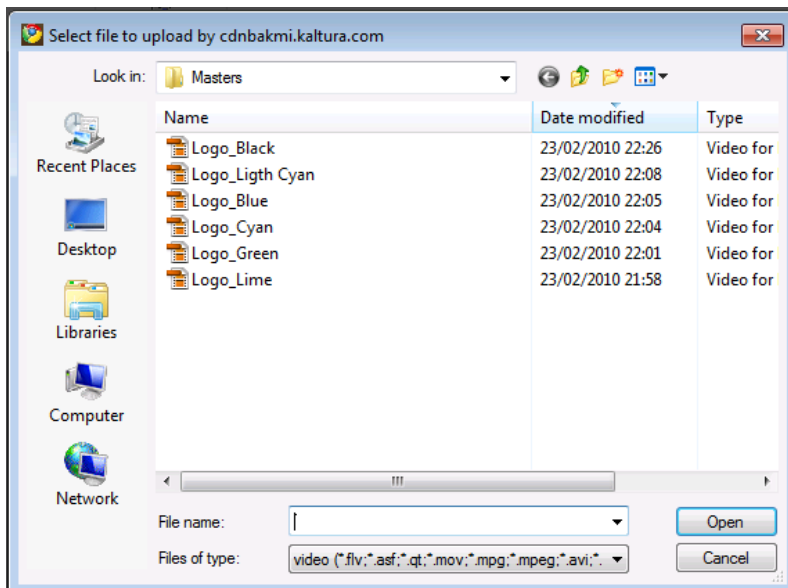
To upload media from your desktop

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



The Upload Media page 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**.



4. While the file is uploading, on the Upload Media page 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.

Upload Media

Video Integrated Learning.mov
Cancel

19% of 77Mb

Upload limited to 2GB files. Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s. Upload limited to 2GB files. Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Please fill out these details:

Name

Description Black **Bold** *Italic* Underline [List] [Grid] [Link] [Image]

Tags

Save

Upload another file

+ Choose another file

Upload limited to 2GB files. Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s. Upload limited to 2GB files. Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.



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

- 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.

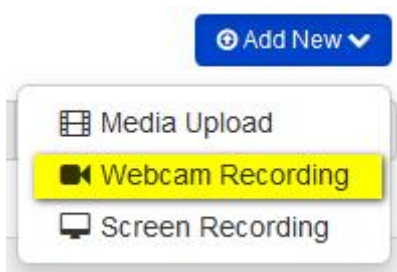
You can edit media information during conversion and while waiting for moderation.

Recording from Webcam

Use the Record from Webcam feature to create webcam media such as welcome messages, introductions, assignment instructions, simple demonstrations, and other recordings.

To record from a webcam

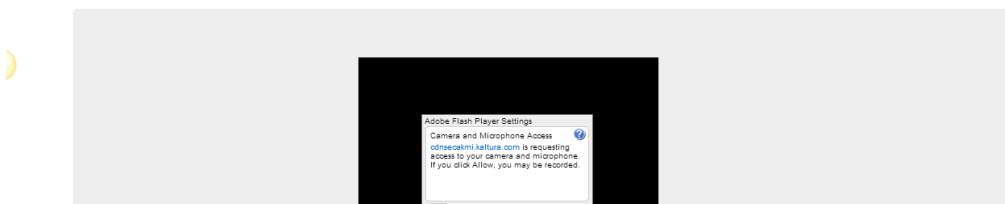
1. Select Webcam Recording from the Add New dropdown menu.



The Record from Webcam page is displayed.

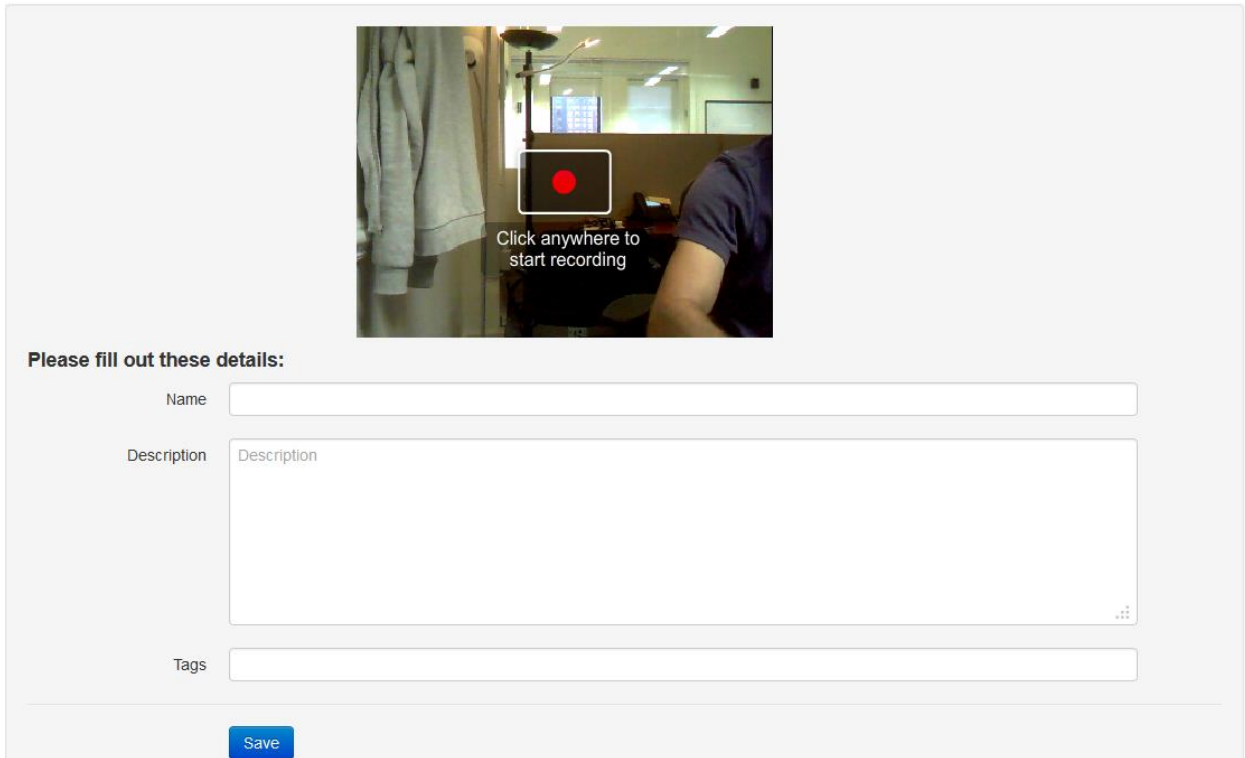
2. In the Record from Webcam window, click **Allow** if a Flash player message is displayed.

Record from Webcam



3. In the Record from Webcam window, click anywhere in the recording area to start recording. Click anywhere in the recording area to stop recording, and click **Save**.

Record from Webcam



Please fill out these details:

Name

Description

Tags

Save

4. In the Record from Webcam window, enter information about the media and click **Save**.



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.

Recording Your Screen

The following lists the basic workflow of how to record your screen:



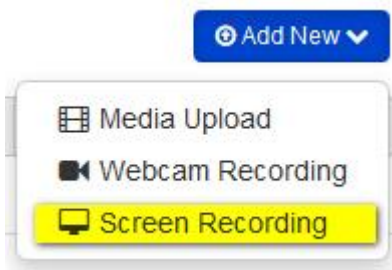
Workflow:

1. Select the Screen Recording option.
2. Launch the Screen Recorder.
3. Select the options and area to capture, and start recording.
4. After recording, review the results and upload.
5. After uploading, enter metadata.



To record your screen

1. Select Screen Recording from the Add New dropdown menu.



The Screen Recording page is displayed.

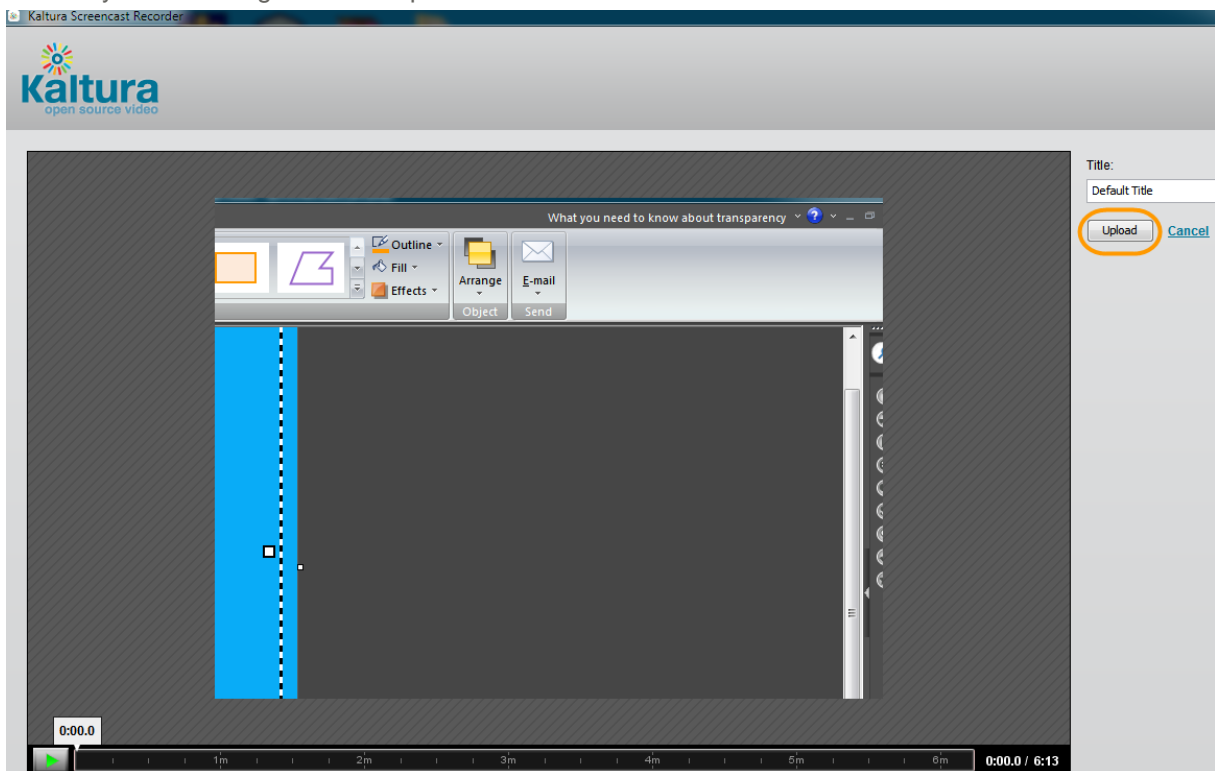
2. In the Screen Recording window, click **Launch the screen recorder**.
3. In the Screen Recorder, follow the instructions to record your screen:
 - a. Drag and resize the frame to define the screen area to record and enter Alt-P or click the Record button to begin recording.
 - b. Toggle Alt-P or the Record/Pause button to pause and continue recording.



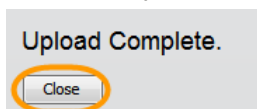
4. Click **Done** to finish recording.



5. Review your recording and click Upload.



6. When the upload is complete, click **Close**.



Adding Media in Other Tools with the WYSIWYG Editor

The WYSIWYG editor is present in many content creation types throughout the IBM Connections, such as blogs and wiki pages.

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.

New Entry

* Title:

Embedding Media in Your Posts

Tags:

None [Add Tags](#)

Entry:


HTML Source


Rich Text

Format

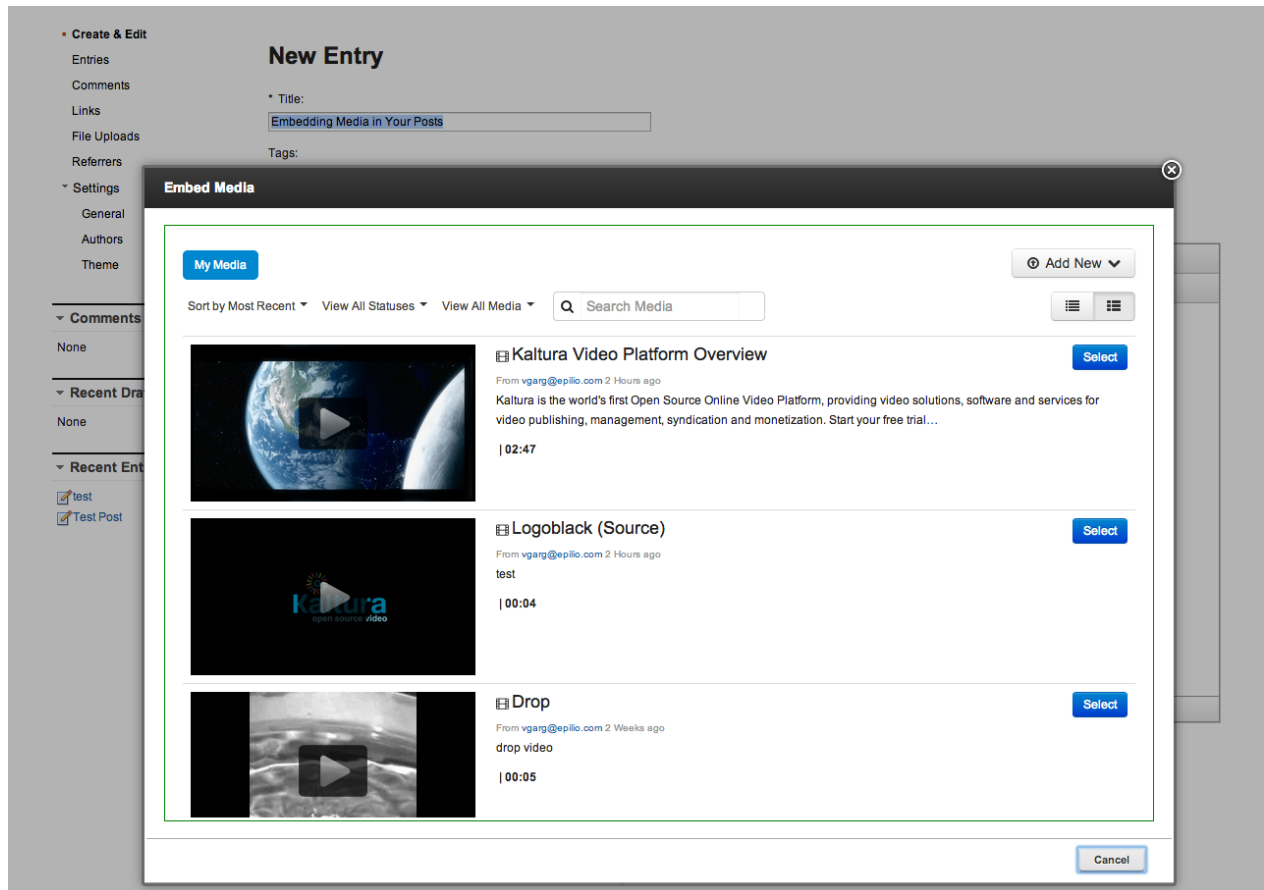
Font

Size

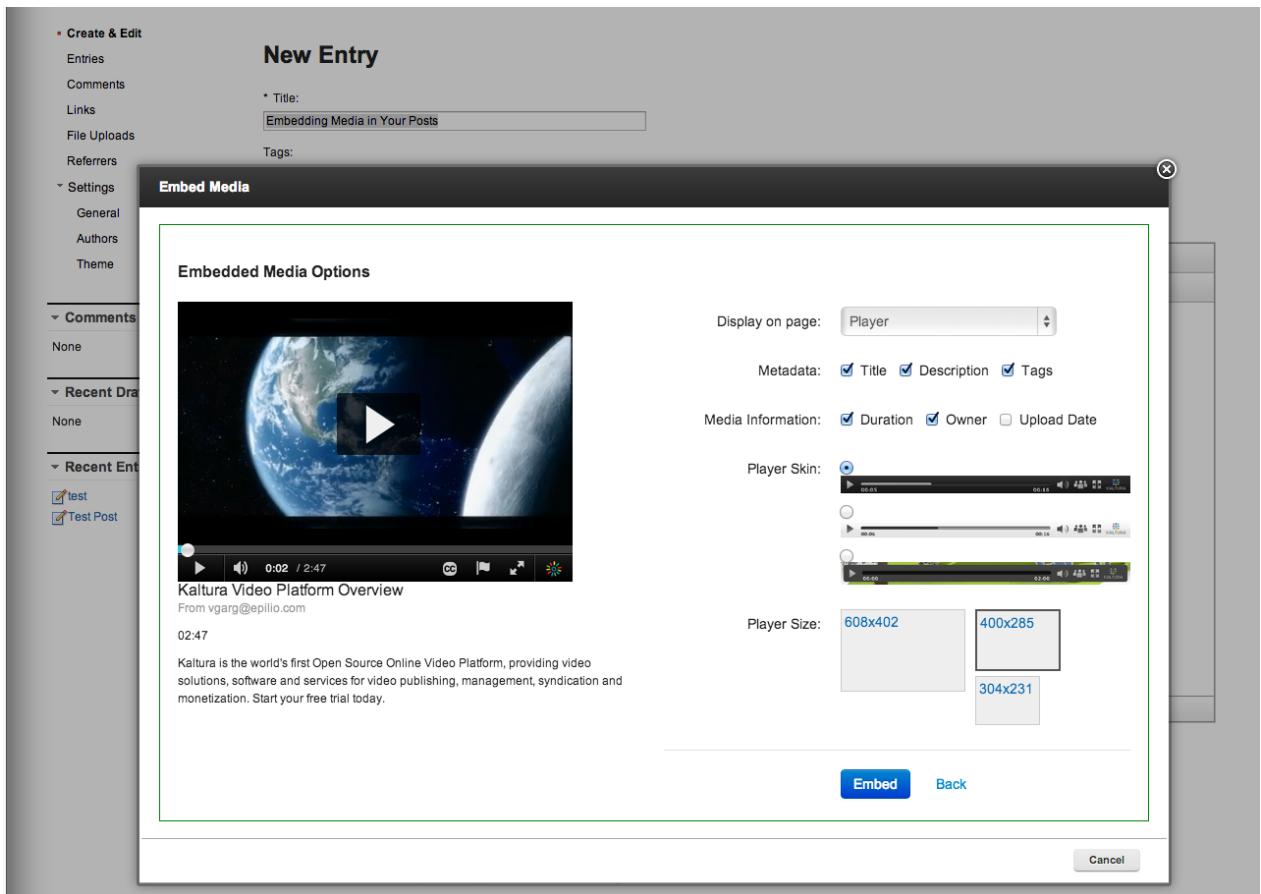




2. Click Select to use existing media, or Add New media.



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.