Kaltura Video Extension for SharePoint 2013
User Guide

Version: 1.0 for SharePoint 2013 On-Premise and MS Office 365 Cloud

Kaltura
open source video

Kaltura Business Headquarters

250 Park Avenue South, 10th Floor, New York, NY 10003

Tel.: +1 800 871 5224

Contents

Contents

Preface

This preface contains the following topics:

- About this Guide
- Audience
- Document Conventions

About this Guide

This guide describes how to use the Kaltura Video Extension for SharePoint 2013, for both SharePoint 2013 (On-Premise) deployed within your organization's environment and for SharePoint 2013 in the MS Office 365 cloud. We've designed the solution to fit naturally into the SharePoint environment. All of the instructions are standard SharePoint actions. If you are a SharePoint designer or user, this solution and these instructions are very similar to the other solutions you are familiar with. Some features may not be available for Office 365 users due to SharePoint limitations and are indicated as so.

> **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 guide is intended for SharePoint site designers, site owners and site users.

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

About the Screenshots

The Kaltura Video Extension for SharePoint 2013 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 the user interface may differ somewhat on different devices. The functionality remains the same.

Introduction to the Kaltura Video Extension for SharePoint 2013

Kaltura Video Extension for SharePoint 2013 allows end-users (employees, students and others) to easily upload and create video content directly from within SharePoint without worrying about file size limitations or various video formats. Users can then easily embed their contributed videos inside SharePoint pages and workflows, create playlists, make their video searchable and social, and even reuse their videos beyond SharePoint in other applications (CMS, LMS, corporate video portals, etc.). In addition to on-demand video, Kaltura allows you to engage employees by streaming live events directly within SharePoint. This translates into time and money saved for your organization, improved user engagement, creativity and learning results, as well as ease of use for all users.

Kaltura's Video Extension for SharePoint 2013 makes it easy to add the robust capabilities of Kaltura's online video platform to any SharePoint site. The package was developed specifically for SharePoint and integrates with other features and modules so that users can upload and embed media easily.

Hosting and Deployment Options

Kaltura offers the most flexible deployment options in the industry. Kaltura's Video Extension for SharePoint 2013 seamlessly integrates the Kaltura Video Platform within an organization's self-hosted (On-Premise) SharePoint installation or on a SharePoint Online (part of Office 365 suite) cloud implementation.

More specifically, the rich-media content, its metadata as well as the specific publishing settings and usage information that are stored in the Kaltura system, can be hosted by Kaltura (Kaltura SaaS), with no need for a CDN relationship or video streaming solution. It can also be hosted by customers as part of a self-hosted deployment of Kaltura's video platform (Kaltura On-Prem™) and Behind-the-Firewall Delivery solution or as a hybrid model that leverages the best from both worlds. In addition Kaltura's open architecture allows you to integrate with any third party CDN or eCDN.

Pre-requisites

The information in this guide assumes that the Kaltura Video Extension for SharePoint 2013 software has been installed and configured on your system by a SharePoint administrator. If the solution has not been installed, please refer to the Kaltura Video Extension for SharePoint 2013 Deployment Guide for On-Premise or the Kaltura Video Extension for SharePoint 2013 Deployment Guide for MS Office 365 to install and configure the solution before using it.

Main Features and Tools

Upload and Record

- **Easy Video Uploading** - Upload any type of media (video, audio, images, presentations) 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.
- **Video Presentations** – Create a synchronized view of a document and a video. Provision video presentations in My Media to simplify the process of adding presentations.
- **Live Event** – Create and view live events.
- **YouTube** - Add YouTube video content and metadata.

Organize, Publish

Publishing is the process of taking private content from My Media and publishing it to a Media Gallery or posting it in an inline text.

- **My Media** – Upload, manage, assign, and share content (based on permissions) with a private media library for each SharePoint user.
- **Media Gallery** – Search or view rich media assigned to a site or sub-site if you are a member. Media can be added by users, with an option for contribution's moderation.
- **Add Media as App or Web Part** - Intuitively use App Parts or Web Parts without time-consuming training, to add media into your pages.

View and Interact

- **The Kaltura Player**:
  - Customize the player - functionality, features and display.
  - Configure once use everywhere - mobile, tablet, PC, TV.
  - 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.
- **Browse**, **Search and Embed** - Quickly find and embed videos based on metadata (name, description, tags, categories)
- **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 available within an entry or across videos in the Media Gallery/My Media Gallery.
- **Analytics** – Managers can view gallery-level reports for video engagement:
  - Which videos are users watching the most?
  - Which users contribute the most videos?
  - Which users watch the most videos?

The Kaltura Application Framework (KAF) Admin

Console

The Kaltura Video Extension for SharePoint 2013 is implemented on top of the Kaltura Application Framework (KAF), a feature rich framework that allows flexible and streamlined integration of Kaltura's Video Extension and products into 3rd party applications such as SharePoint. KAF is hosted and served directly from the Kaltura cloud servers and once integrated into your SharePoint environment, presents different video components and workflows to users.

At the backend, the Kaltura Application Framework provides a flexible and extensible administration panel, called "KAF Admin Console". The KAF Admin Console offers full control over the user experience and when interacting with videos inside SharePoint. Nearly all configuration aspects of the Kaltura Video Extension for SharePoint 2013 are configured through the KAF Admin Console.

Embedding Kaltura Views (Widgets) in SharePoint 2013 Pages

Targeted for - Site designers and members

Applicable for - SharePoint On-Premise and SharePoint for MS Office 365

Description – Use to add or edit a SharePoint page, then add one or more Kaltura web-parts or app-parts to the page.

Adding or Editing a SharePoint Page

Kaltura web-parts and app-parts are embedded within SharePoint pages like any other SharePoint content.
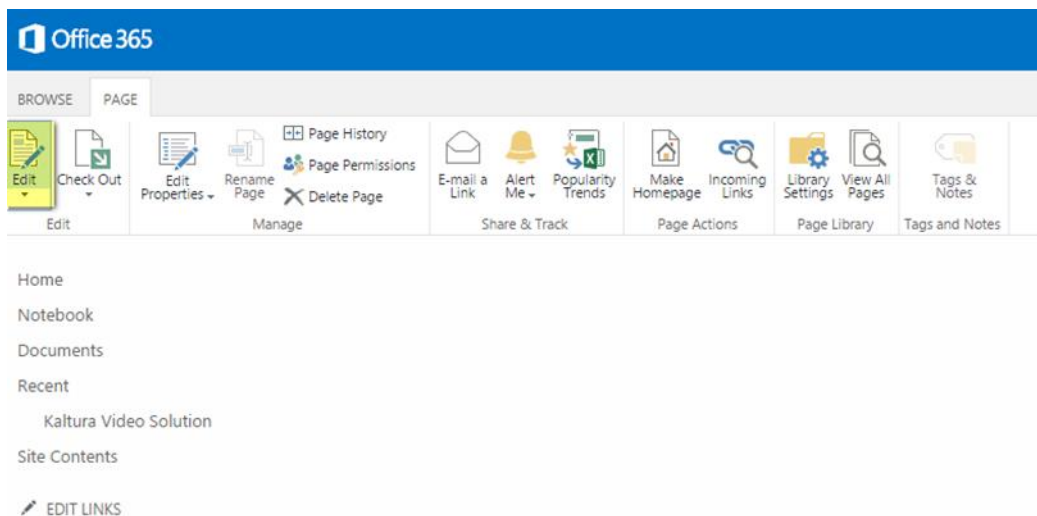
▤ To add a SharePoint page

1. Click on the gear icon (appears on the top corner of the site) and choose "Add a page" or instead navigate to "Site Contents if your SharePoint site template does not have this option.
2. Choose a page's library and add a new page.
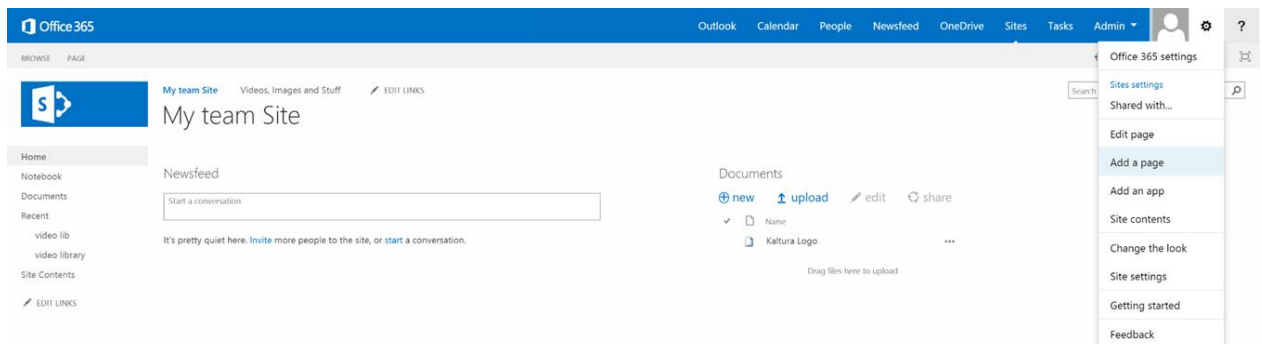
- You may also add a web part or layout page to insert a Kaltura Widget.

▤ To edit an existing SharePoint page

1. Navigate to the page.
2. Click on the gear icon (appears on the top corner of the site) and choose "Edit page" or instead navigate to "Site Contents if your SharePoint site template does not have this option, or click on the top bar (ribbon) link Page and then click Edit to get into the edit page screen.

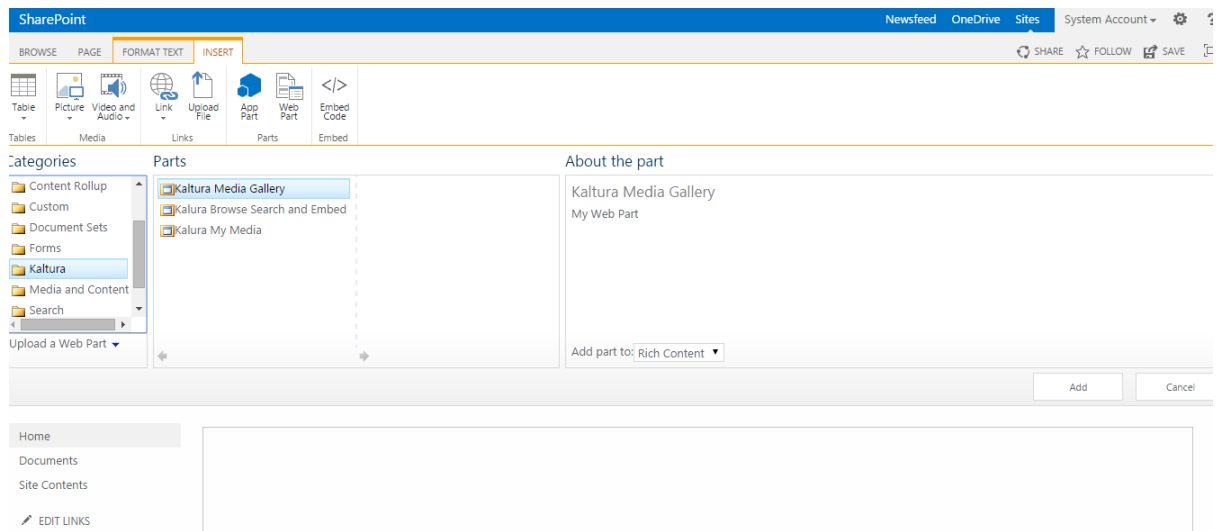# Adding Kaltura Widgets or Kaltura App Parts to the SharePoint Page.

▤ **To insert Kaltura Widgets into the SharePoint page (On-Premise)**

1. In Edit-page window, click on the Insert tab and choose Web Part.
2. Find the category "Kaltura" on the list and click.
   The Kaltura web-parts are displayed.
3. Click on the items to embed them within the page.
   The following web-parts are available for your selection:

   o **Kaltura Media Gallery** – Widget that displays all the media items that belong to the current site.

   o **Kaltura My Media** –Widget that displays all media items owned by the user, typically these are media items that the user has uploaded.

   o **Kaltura Browse Search and Embed** - Widget that allows you to embed specific media in a page. Users that visit the page see the chosen video displayed. You may place one or more 'Browse Search and Embed' parts in a page in case you want to embed multiple media items in a single page.

   NOTE: For documentation purposes the Kaltura App Parts are referred to using their Kaltura default names. These App Parts may have different names if the SharePoint application was customized by your administrator.

To insert Kaltura App Parts into the SharePoint page (MS Office 365)

1. In the Edit-page window, click on the Insert tab and click App Part.
2. Find the category "Kaltura" on the list and click.

   The Kaltura App Parts are displayed.
3. Click on the items to embed them within the page.

    The following app-parts are available for your selection

    o **Kaltura Media Gallery** – Widget that displays all the media items that belong to the current site.

    o **Kaltura My Media** –Widget that displays all media items owned by the user, typically these are media items that the user has uploaded.

    o **Kaltura Browse Search and Embed** - Widget that allows you to embed specific media in a page. Users that visit the page see the chosen video displayed. You may place one or more 'Browse Search and Embed' parts in a page to embed multiple media items in a single page.

> **NOTE:** For documentation purposes the Kaltura App Parts are referred to using their Kaltura default names. These App Parts may have different names if the SharePoint application was customized by your administrator.
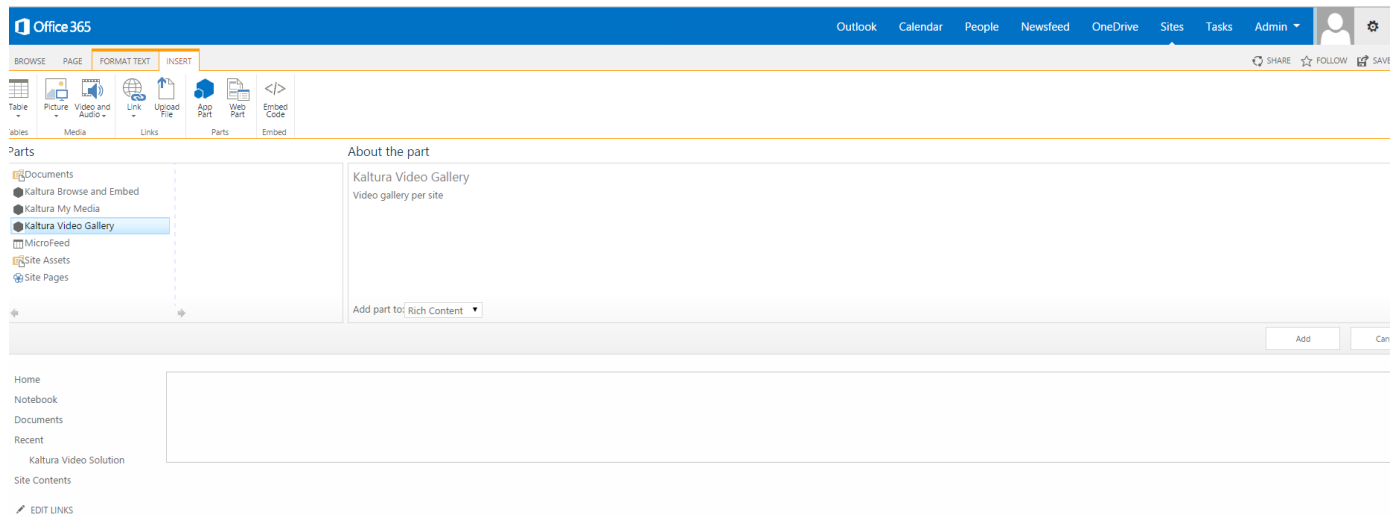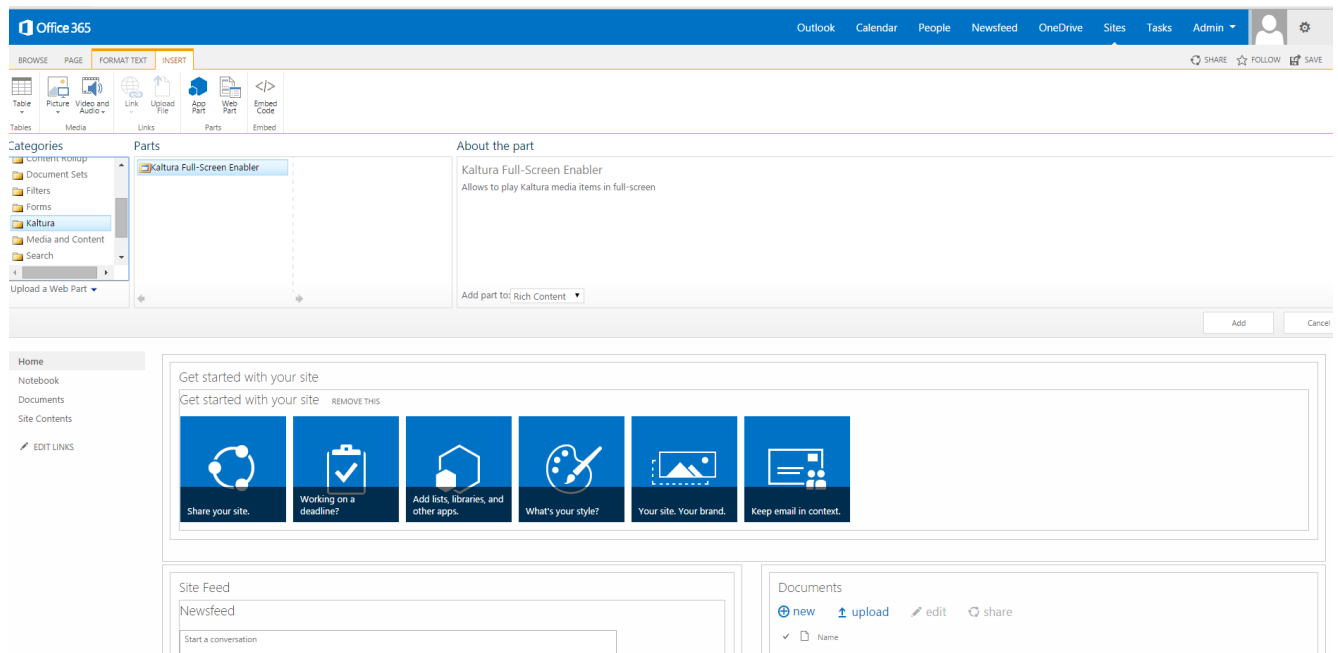
Add the Full-Screen Enabler Web Part

Due to a SharePoint limitation, MS Office 365 Apps cannot get maximized over the entire screen. Users may not be able to watch media in full-screen mode, when launched from Kaltura player. To overcome this limitation add the Full Screen Enabler Web Part.

To add the Full Screen Enabler Web Part

1. In the Edit-page window, click on the Insert tab and click Web Part.
2. Locate and click on the group "Kaltura" and then select the web-part "Kaltura Full-Screen Enabler".
3. Drag the Kaltura Full-Screen Enabler" Web Part to any page where you want to enable full-screen playback.

The Kaltura Full-Screen Enabler web part has no interface. Its purpose is to allow you play Kaltura items in full-screen once you click the 'full screen' button on the Kaltura player

Add the Full-Screen Enabler Web Part

To hide the Kaltura Full-Screen Enabler web-part

- Edit the web-part properties and set an empty title.
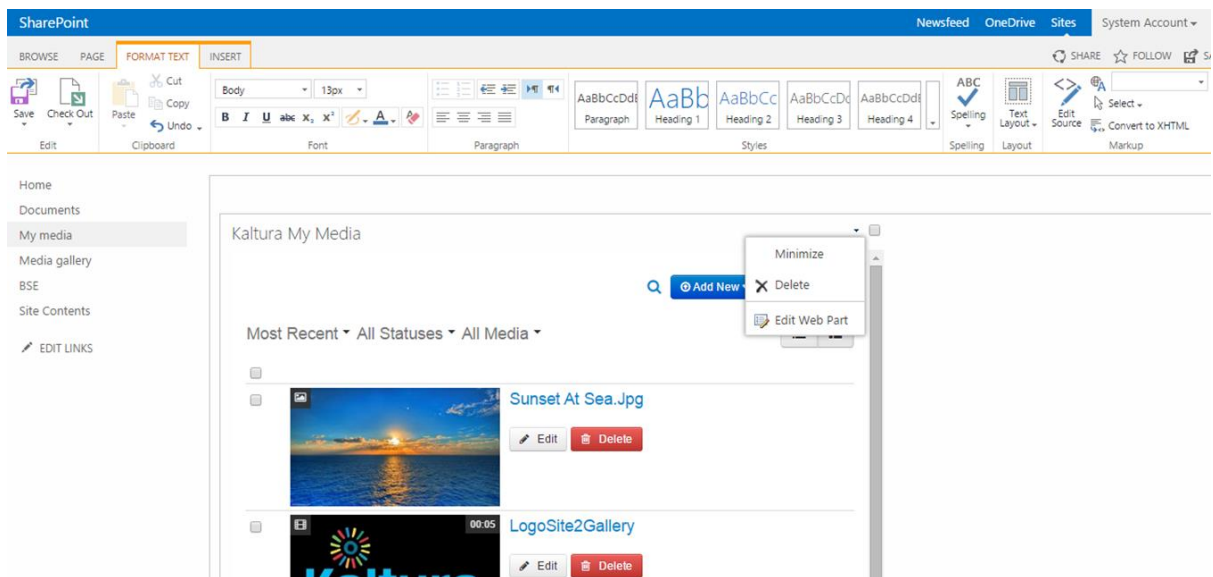
Configuring Kaltura Views (Widgets)

Targeted for - Site designers and members

Applicable for - SharePoint On-Premise and SharePoint Online for MS Office 365

Description – Use to configure a Kaltura widget (Kaltura web-part or Kaltura app-part) in a page using the SharePoint properties pane
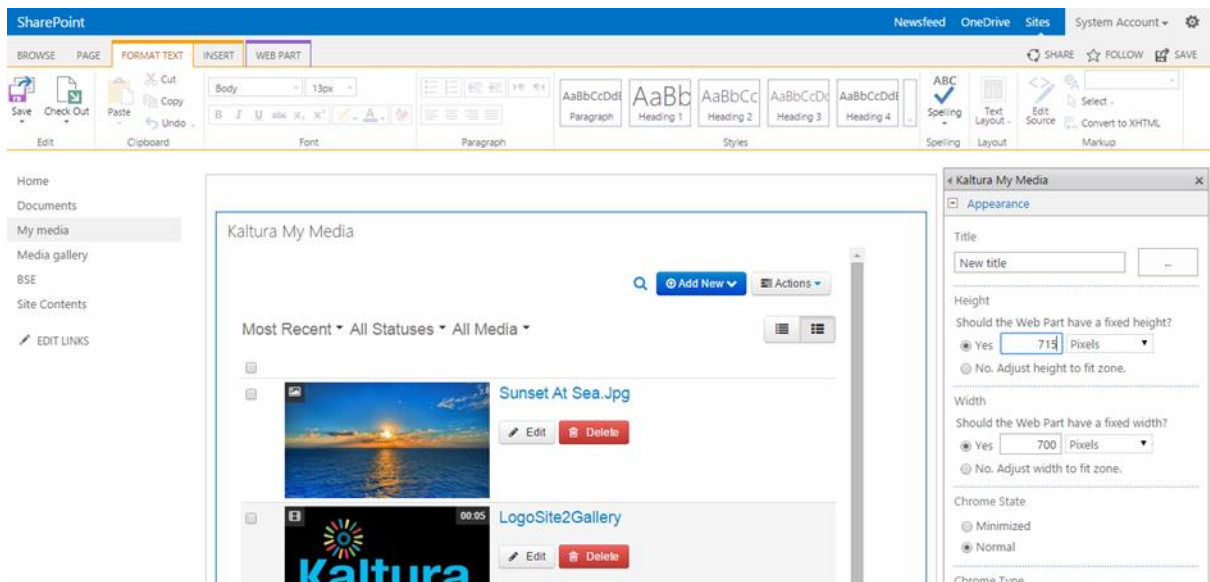
To configure Kaltura Views (Widgets)

1. Navigate to the page where you want to edit the Kaltura Widget properties and switch to edit mode. See Adding or Editing a SharePoint Page.
2. Click Edit on the widget you want to edit.
   Every web-part or app-part has an Actions menu (arrow) on the side.
3. Select Edit Web Part or Edit App Part.

   The properties pane opens on the side.
4. Use the Properties section to edit various user interface properties for example, Widget Title, the Widget Size and others.

5. Click Save to Save the Settings form.

NOTE: The Kaltura Widget is responsive to its allocated size. Its elements on the screen reorganize according to the allocated size.

Optional: Configuring Media Search

Targeted for – Site collection administrators

Applicable for - SharePoint On-Premise only. Not applicable for the SharePoint for MS Office 365 environment.

Description – Use to customize the media items look and feel within the search result, after applying the search customization media items will have unique logo and hover panel for preview.

See the Configure Media Search section in the Kaltura Video Extension for SharePoint 2013 Deployment Guide for On-Premise.

Creating and Viewing Media

Targeted for - SharePoint users (typically members of the SharePoint groups: "Site Members", "Site Contributors" and "Site Visitors")

Applicable for - SharePoint On-Premise and SharePoint Online for MS Office 365

Description – How to view and upload media to SharePoint. When using the Kaltura Video Extension for SharePoint - the experience is almost identical to other Kaltura applications.

Where to Add Content

You will need to navigate to a SharePoint page where you or the site designer placed the Kaltura widgets. If you are not certain where the page containing the Kaltura Widgets is, ask the site designer to share the page with you and to create a link to the page in the navigation menu. If you are a member of the site, you may add Kaltura widgets to pages. See Adding or Editing a SharePoint Page. You may find any of the following Kaltura widgets (views) configured SharePoint pages:

- **Kaltura Media Gallery** – This widget displays all the media items that belong to the current site.
- **Kaltura My Media** – This widget displays all the media items that you uploaded.
- **Kaltura Browse Search and Embed** - This widget allows you to play a specific media item

Using any of this widgets, you can upload new media items or click on any media item to watch its' content.
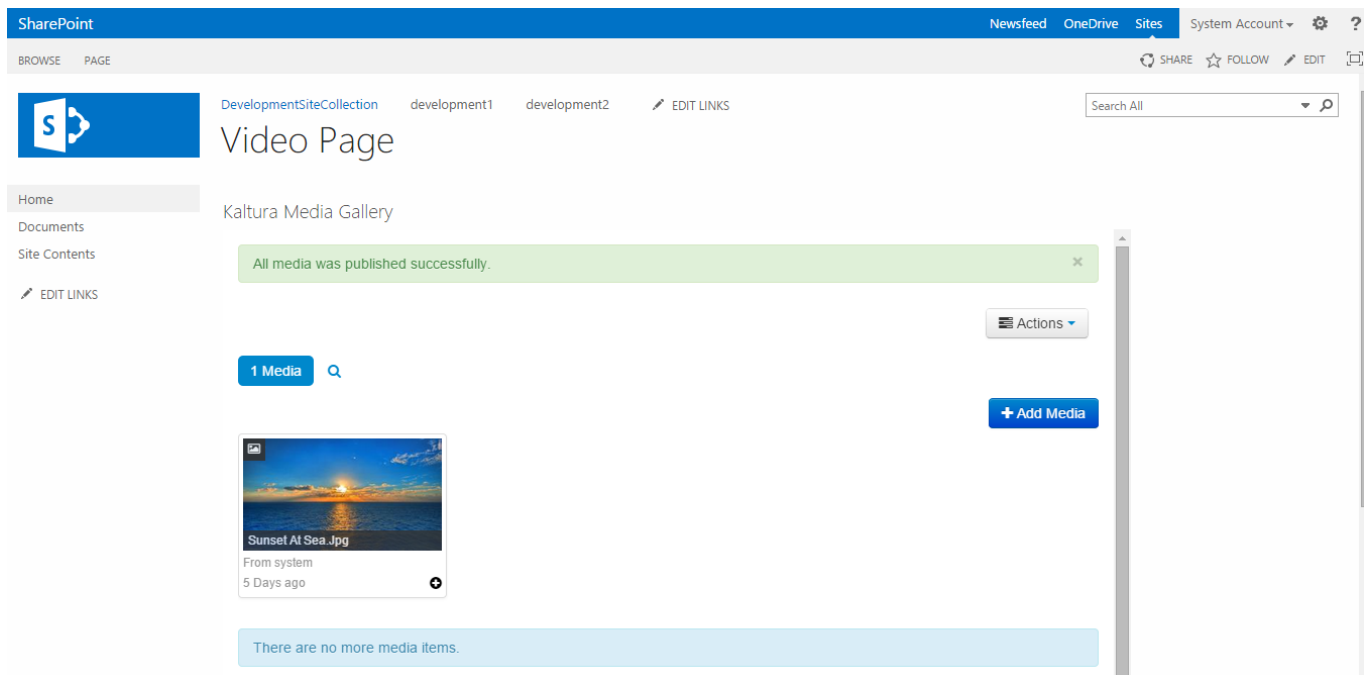
For example: Media gallery widget in a SharePoint page. Click "Add Media" to add new items, or click on existing items to play the content.

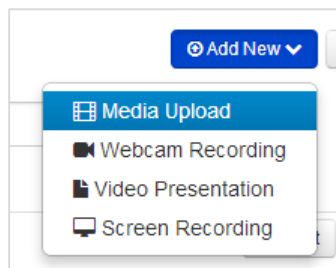You can create media from My Media and in Media Galleries by:

- Uploading media
- Recording from webcam
- Adding a Presentation
- Recording your screen

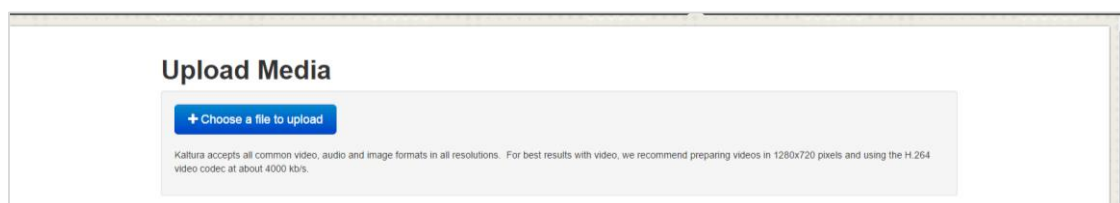**NOTE:** The tools used to create media may be enabled or disabled by the Kaltura Admin in the KAF Admin Console.

Uploading Media

You can upload media from the My Media or Media Gallery interface via the Add New menu.
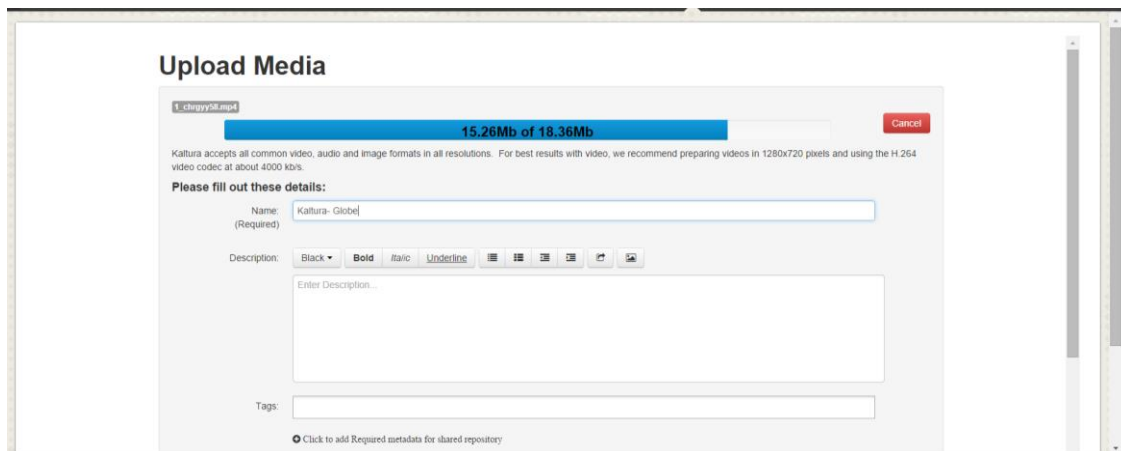
📋 **To upload media from your desktop**

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:

   o Enter metadata information about the media and click **Save**.

   o Mandatory fields are marked with an asterisk.

   o Click **Cancel** to cancel the upload.

   o Click **Choose another file to** upload additional files.

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.

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
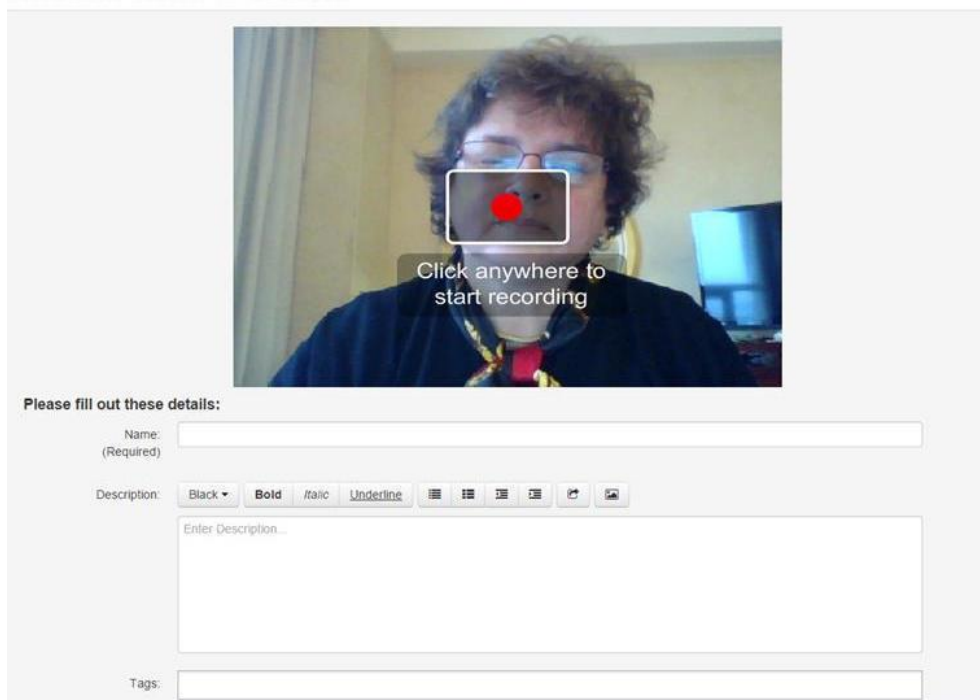
1. Select Webcam Recording from the Add New dropdown menu
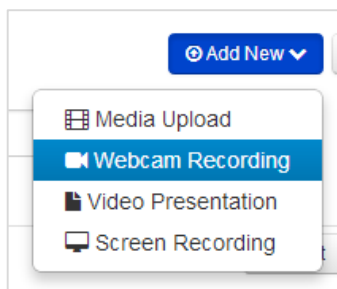
The Record from Webcam page is displayed.

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

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.

4. Enter information about the media and click Save.

Adding a Video Presentation

A video presentation consists of a document and a video file, synchronized together, Document formats supported are: ppt/pptx, pdf, doc/ docx, xls/ xlsx.

After a document is uploaded, it is converted to a format suitable for display in the presentation. This may take a few minutes. After your content is ready it is displayed in the document list.

The video presentation feature enables content creators to synchronize video and specific slides in a slideshow or document and share the synchronized presentation.

Basic workflow to synchronize the display of media and document files:

1. Add a presentation file

2. Select a media file.

3. Upload a presentation (document), if you have previously not uploaded one. (The presentation file is required in step #3).

4. Select a document file.

5. Add sync points to synchronize the document with the media.

The Kaltura Video Presentation Widget

The Kaltura Video Presentation Widget allows the side-by-side, synchronized display of media and document files to end users.

▤ To create a video presentation

1. Select Video Presentation from the Add New dropdown menu.
The Add Video Presentation page is displayed.

2. On the Add Video Presentation page, click **Upload Document**. This step is required if you did not upload the presentation before. After the file is uploaded it is converted and will be used when

selecting the media and document to be synchronized.

3. In the Upload Document window, click **Browse your desktop**.

4. In the Select file to upload window, select a document or presentation file to upload and click **Open**.

5. In the Upload Document window, enter information about the document and click **Close**.

Upload Document

A video presentation consists of a document and a video file, synchronized together, Document formats supported are:ppt/pptx, pdf, doc/ docx, xls/ xlsx.
After the document is uploaded, it will be converted to a format suitable for display in the presentation (this might take a few minutes).
Once your content is ready it will appear in the document list(step 2).
Back to the video presentation creation flow (step 1)

Your file has been uploaded. We are now processing the document

Title
Kaltura HTML5 Player Skin 2 0 v3 0Sept14.pptx

Description

Tags

Close Save changes

Upload another file

6. In the Upload Document window, click **Back to the video presentation creation flow (step 1)** to continue creating a video presentation.

> **NOTE:** After a document is uploaded, it is optimized for display in the presentation. You cannot use a document in a video presentation until optimization is complete.

To select and synchronize files

1. On the Add Video Presentation page, select a media item from a list of available video and audio items, and click **Next**.

2. On the Add Video Presentation page, select an item from a list of available documents and presentations, and click **Next** to create the video presentation.

3. In the Edit Media window, synchronize the media and slides.
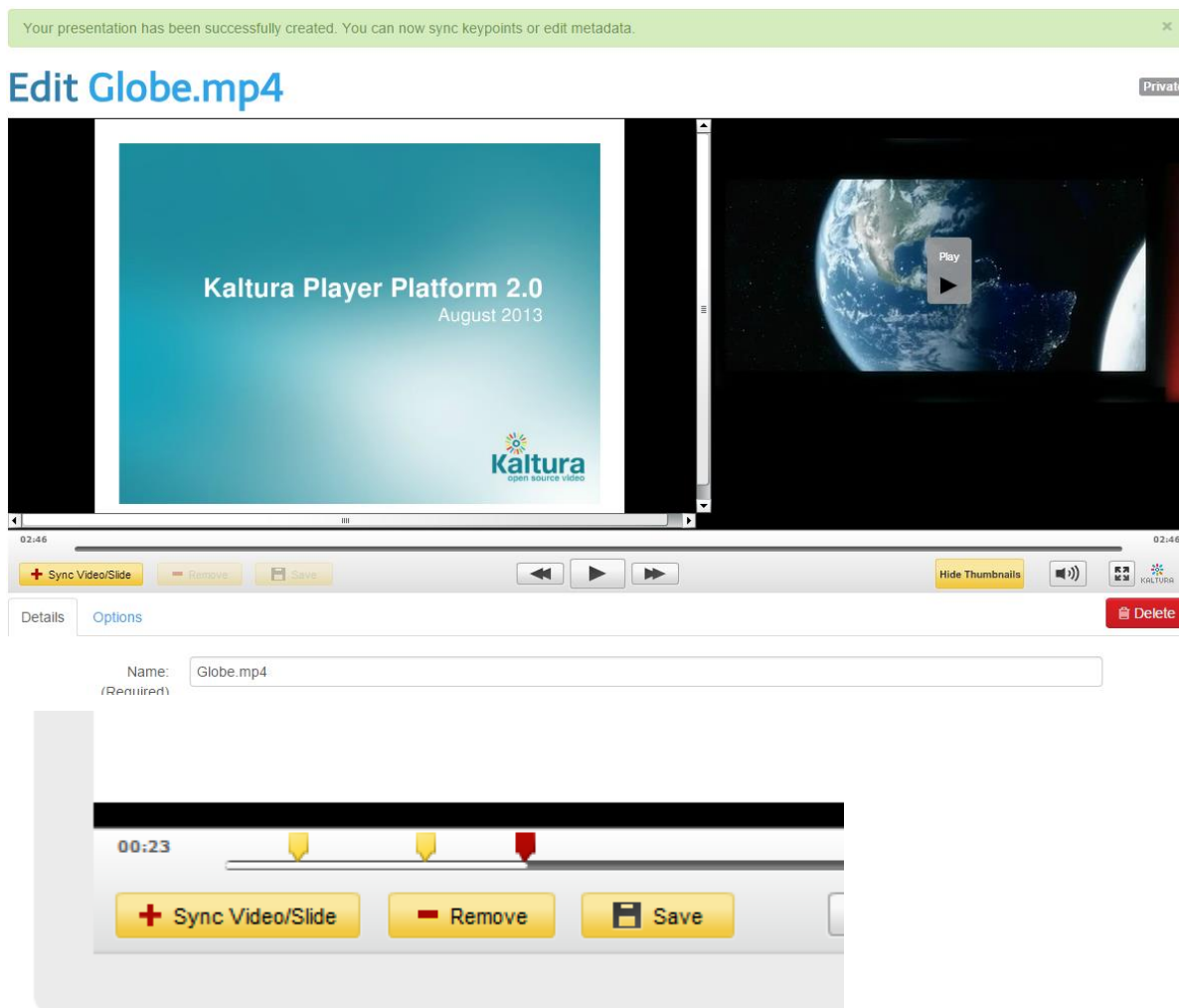
4. To start synchronizing the media with the slides, click **Play** in the media player.

5. When you reach a point that you want to synchronize:
   a. Click the player to pause the playback.
   b. Hover over the video to display the thumbnail carousel.
   c. In the thumbnail carousel, select the slide to synchronize with the point where the playback paused, and click **+ Sync Video/Slide**.
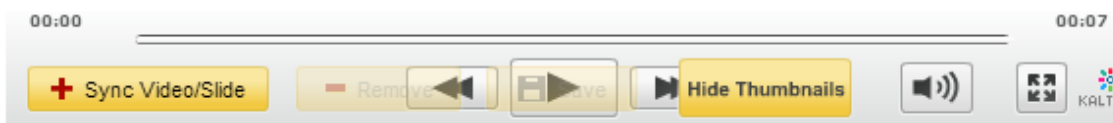
   d. Click **Play** in the media player to continue synchronizing the playback with the slides.
   e. Add and remove sync points as needed, and click **Save**.
6. In the Edit Media window, enter information about the video presentation and click **Save**. .

7. To start synchronizing the media with the slides, click **Play** in the media player.
8. When you reach a point that you want to synchronize:
   a. Click the player to pause the playback.
   b. Hover over the video to display the thumbnail carousel.
   c. In the thumbnail carousel, select the slide to synchronize with the point where the playback paused, and click **+ Sync Video/Slide**.

   d. Click **Play** in the media player to continue synchronizing the playback with the slides.
   e. Add and remove sync points as needed, and click Save.
   f. In the Edit Media window, enter information about the video presentation and click Save.

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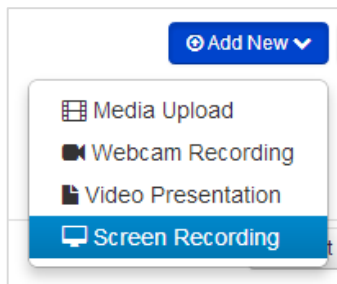
2. In the Screen Recording window, click **Launch the screen recorder**.
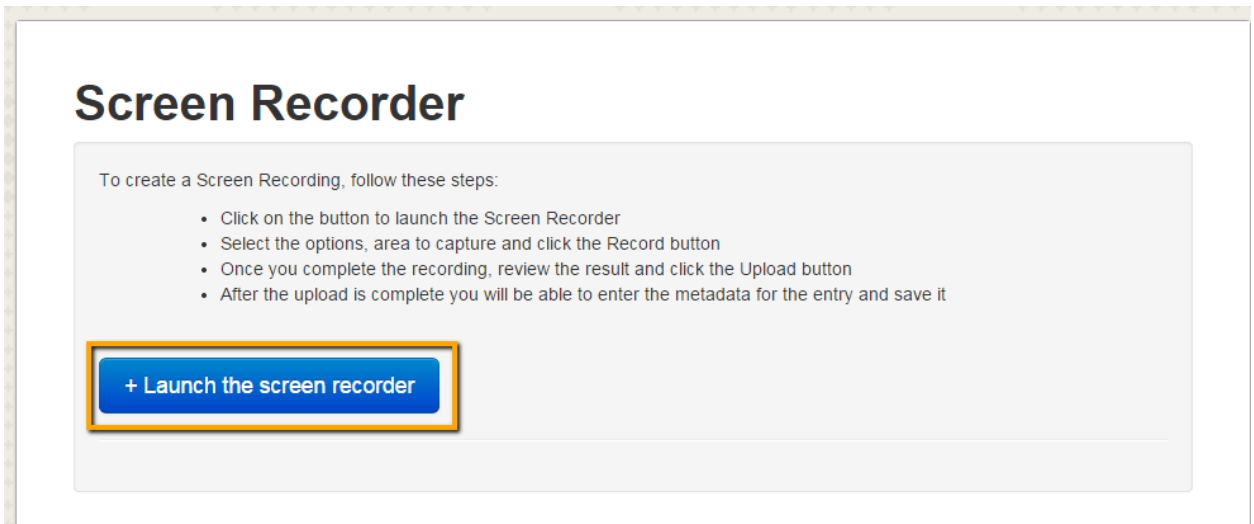
3. In the Screen Recorder, follow the instructions to record your screen:
   a. Drag and resize the frame to define the screen area to record and enter Alt-P or click the Record button to begin recording.
   b. Toggle Alt-P or the Record/Pause button to pause and continue recording.
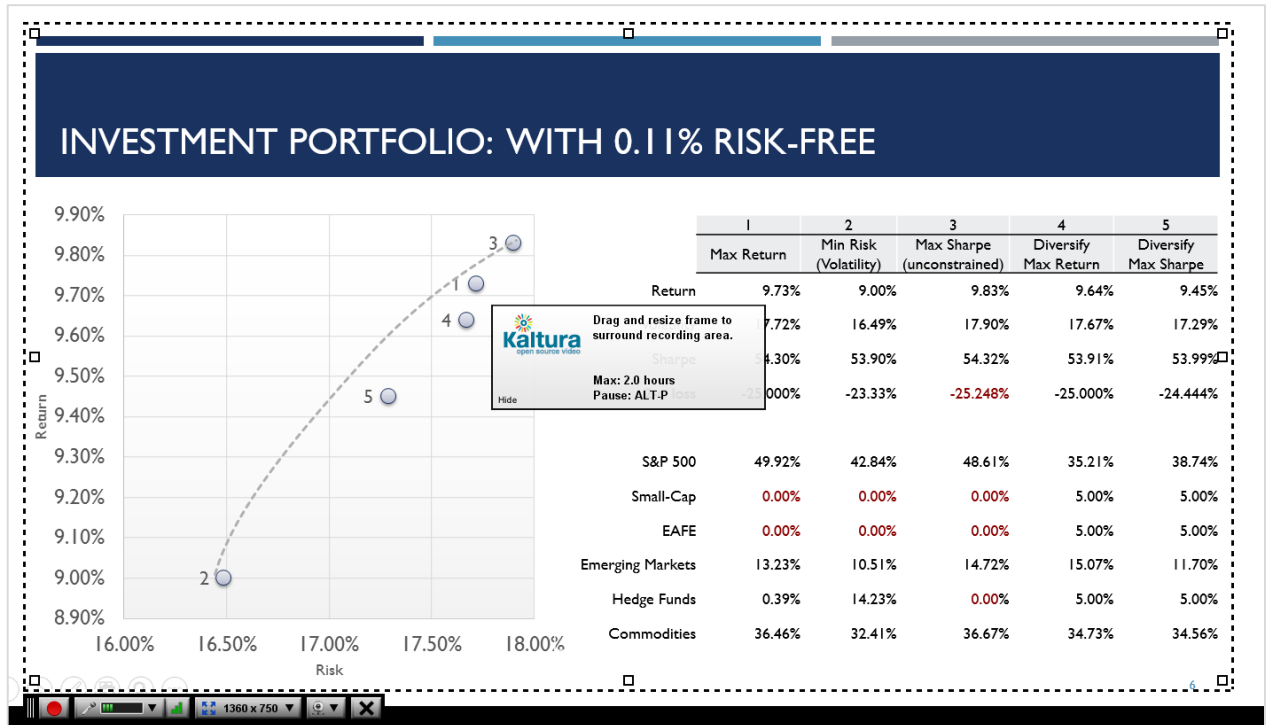
4. Click **Done** to finish recording.
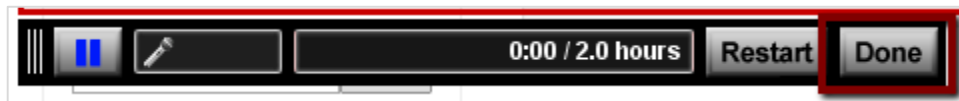
5. Review your recording and click **Upload**.

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

Managing Your Media

Your My Media page lists the media that you created. In addition to all normal interactions with media, as described in Creating and Viewing Media when you open a media page, you can:

- Edit media
- Select a thumbnail
- Create a Clip
- Trim a Video
- Upload and manage captions
- Publish media items
- Disable or close comments

NOTE: The features used to manage media may be enabled or disabled by the Kaltura admin in the KAF Admin Console.

My Media is a widget or an App-part (depends on the SharePoint deployment) and it can be accessed from the link or page the site collection admin or any specific site admin added it to.

Editing Media

In the Edit Media page, you can:

- Edit information about the media. Modify tags. The Tags field automatically completes values from tags that already exist in your application and consolidate taxonomy and improve discoverability of your content.
- Click Delete media to delete an entry.
- Click Create Clip to create a clip. See Creating a Video Clip.
- Access other Editing tabs.
- Add attachments

📑 To edit media

- On your My Media page, click **Edit** for the media you want to edit.
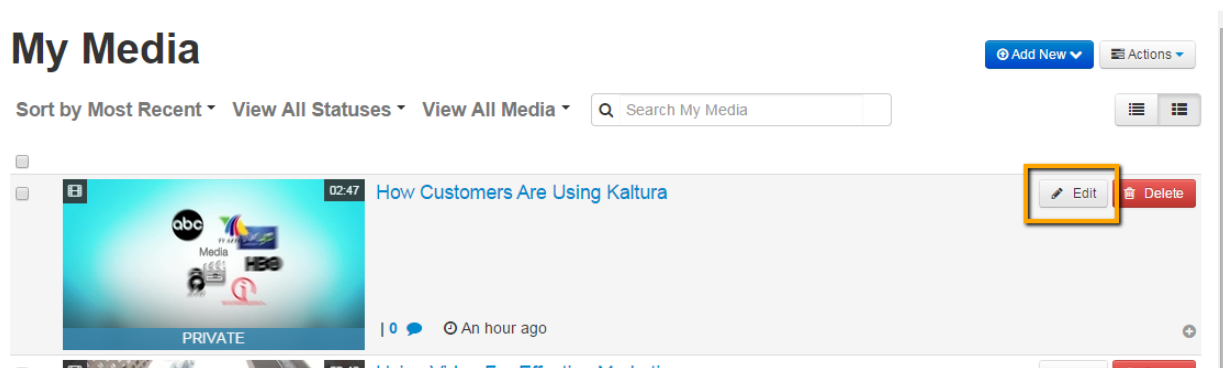
The Edit Media page opens with editing tabs. The editing tabs displayed are dependent on your KAF admin configuration.
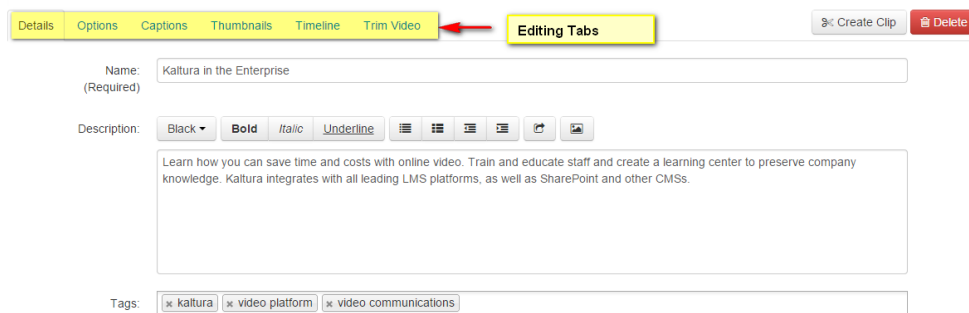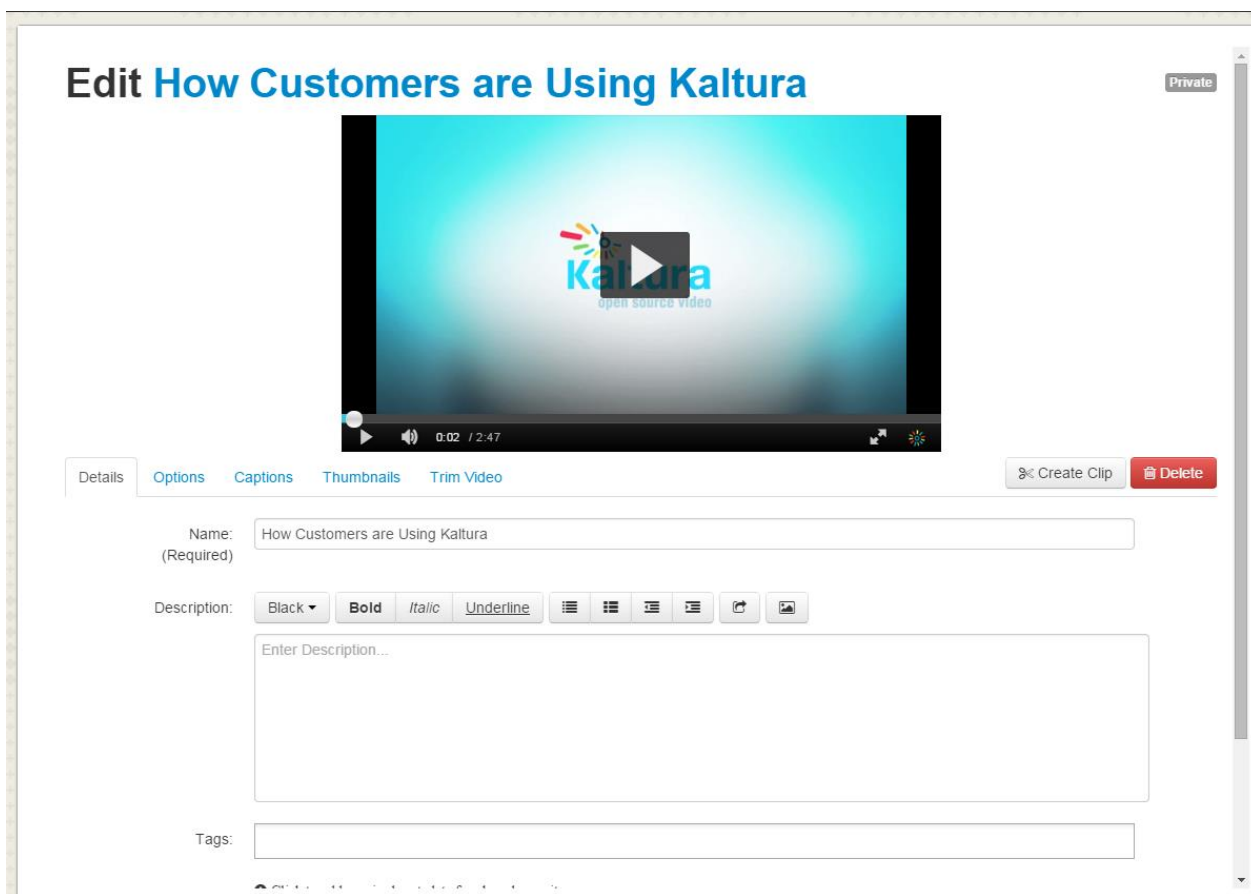
Enabling Clipping

Use the Options tab in the Edit page to manage clipping and to manage comments.

📑 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.
2. Select the Options tab and then check the "Enable everyone to create clips from this video" checkbox.
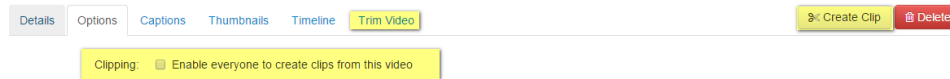
| Details | Options | Captions | Thumbnails | Timeline | Trim Video | ✂ Create Clip | 🗑 Delete |

Clipping: ☐ Enable everyone to create clips from this video

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

3. On your My Media page click Edit for the video you want to edit.
4. 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 disable 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.

Uploading and Managing Captions

You can upload caption files for your media items and manage the captions.

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. Select the Captions tab and click Upload captions file.

3. Click **Browse** and select an SRT or DFXP caption file.
4. Select the caption language.
5. Enter a label to display for the file in the caption selector.
   The caption selector displays caption options in the media player.
6. 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 step **Error! eference source not found.**.

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. On your My Media page, select the video and click **Edit**.
2. Open the Captions tab to display the caption table.
3. In the caption table, click **Change** and do the following:

- o To change the language, select a new language in the Language column.
- o 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:
   - o Expand a video thumbnail entry to display the Edit button and click **Edit**.
   - o Click the thumbnail or title of a video entry to open the video page.
2. Under the Actions drop down in the video page, click **Edit**.
3. Open the Captions tab to display the caption table.
4. 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:
   - o Expand a video thumbnail entry to display the Edit button and click **Edit**.
   - o Click the thumbnail or title of a video entry to open the video page.
2. Under the Actions drop down in the video page, click **Edit**.
3. Open the Captions tab to display the caption table.
4. In the caption table, click on the "x" icon to **Delete**.
5. 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

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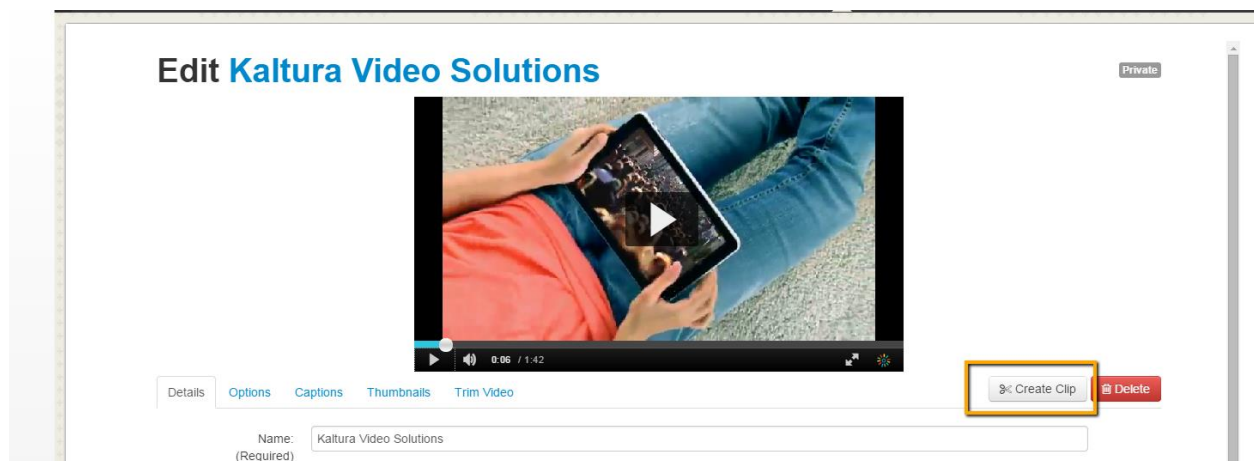
or click on the entry and select Create Clip from the Actions drop down menu.

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 Create Clip.

The clipped content appears in My Media as a new entry. Media owners can define the videos that other users can generate clips from.
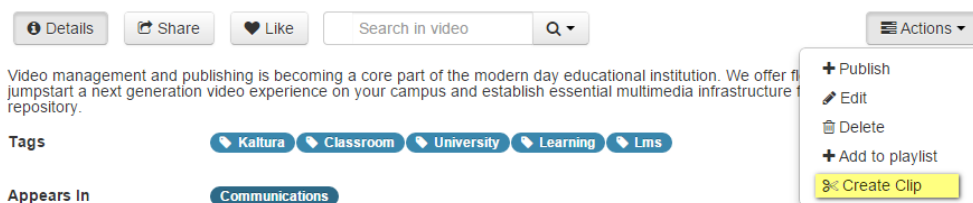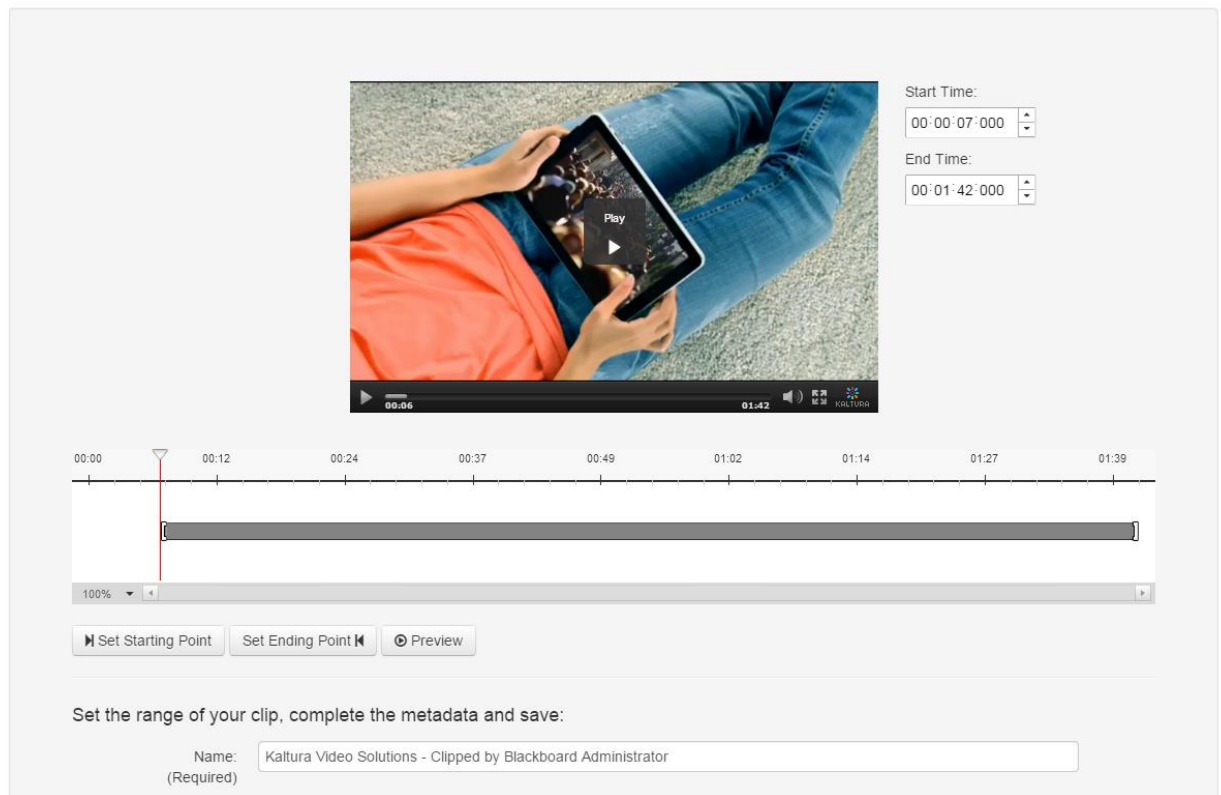
▤ To allow other users to create clips from an entry

- 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.

Selecting a Thumbnail

There are three options to select 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.
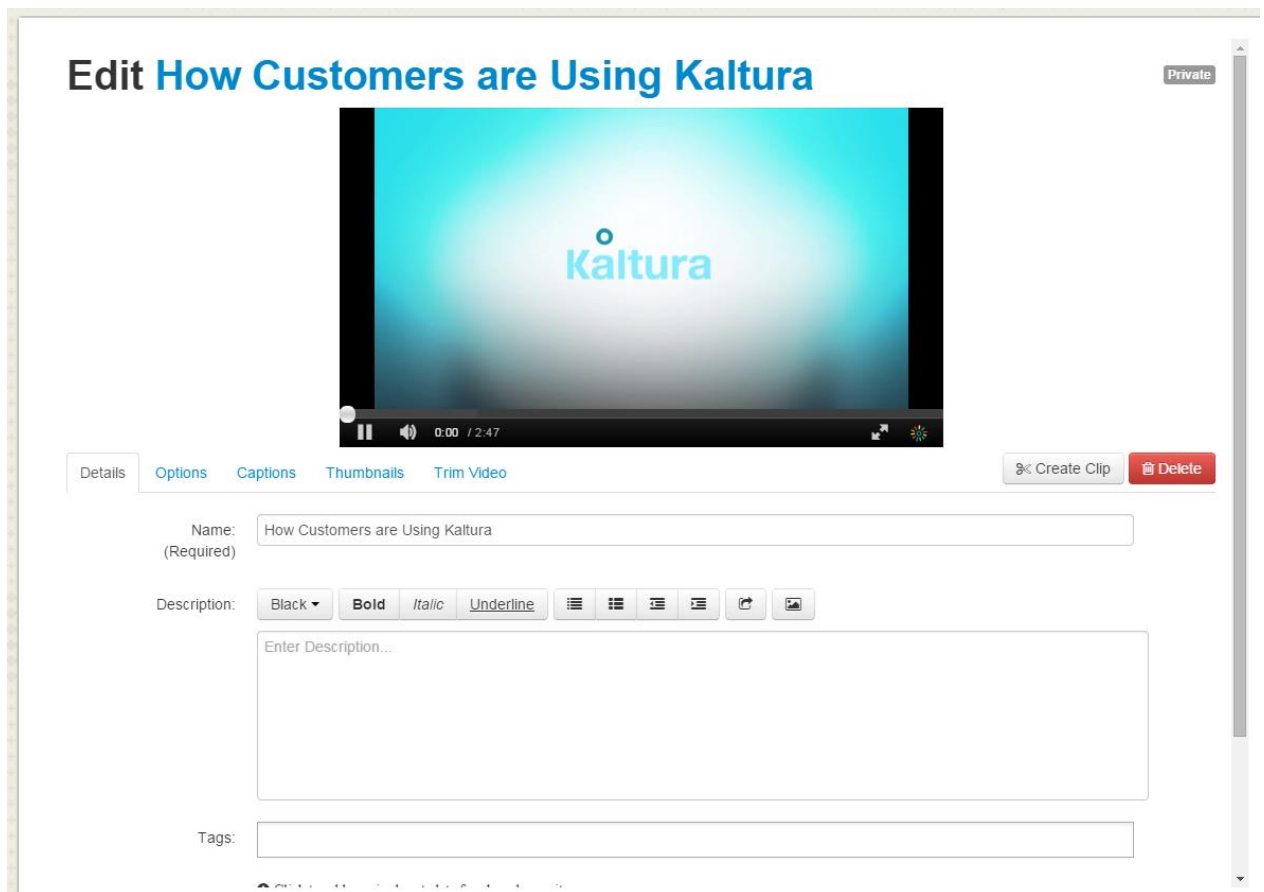
To upload a thumbnail from your desktop

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window 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 window 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 thumbnails

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Automatically Generate.

You can also download the selected thumbnail by clicking the download tab.

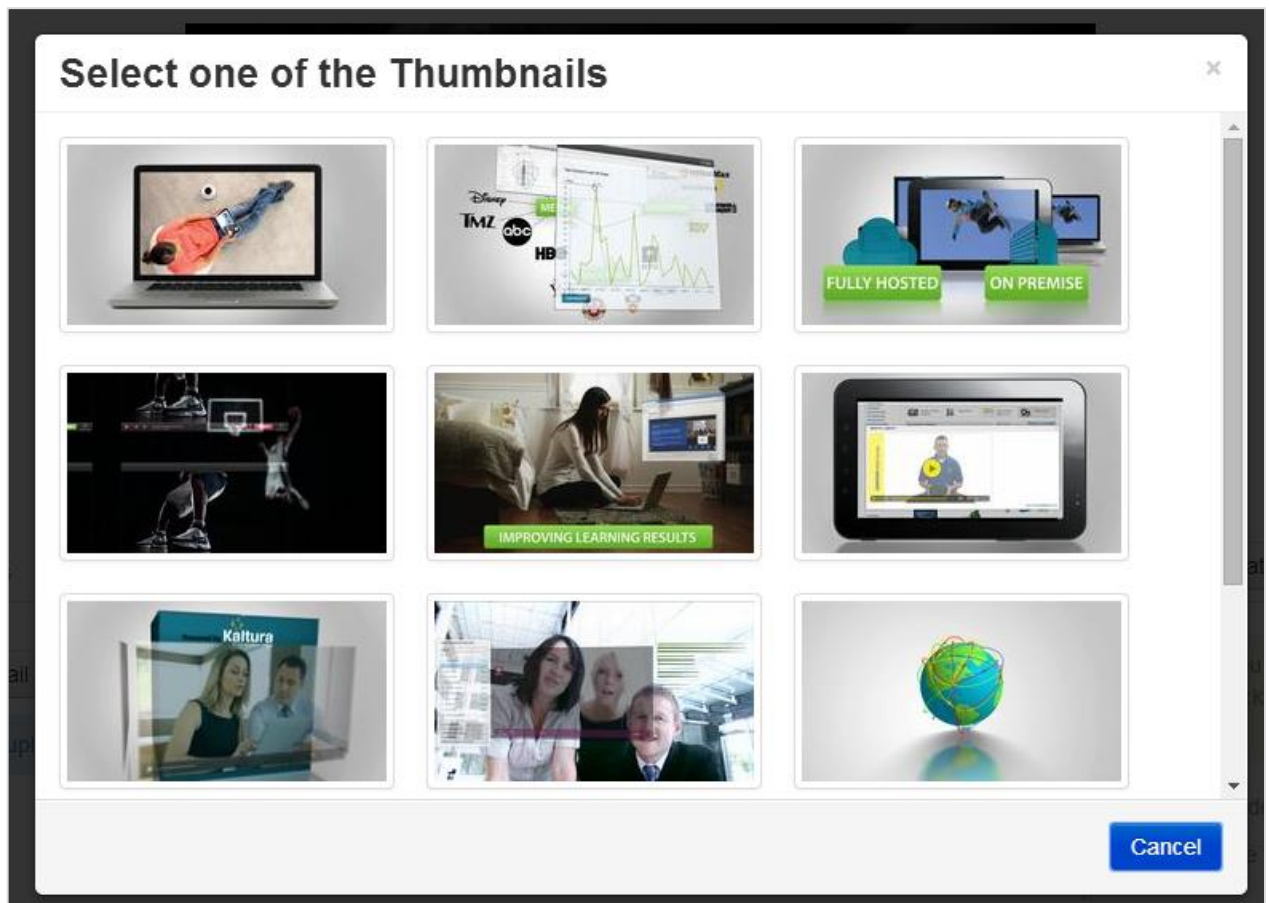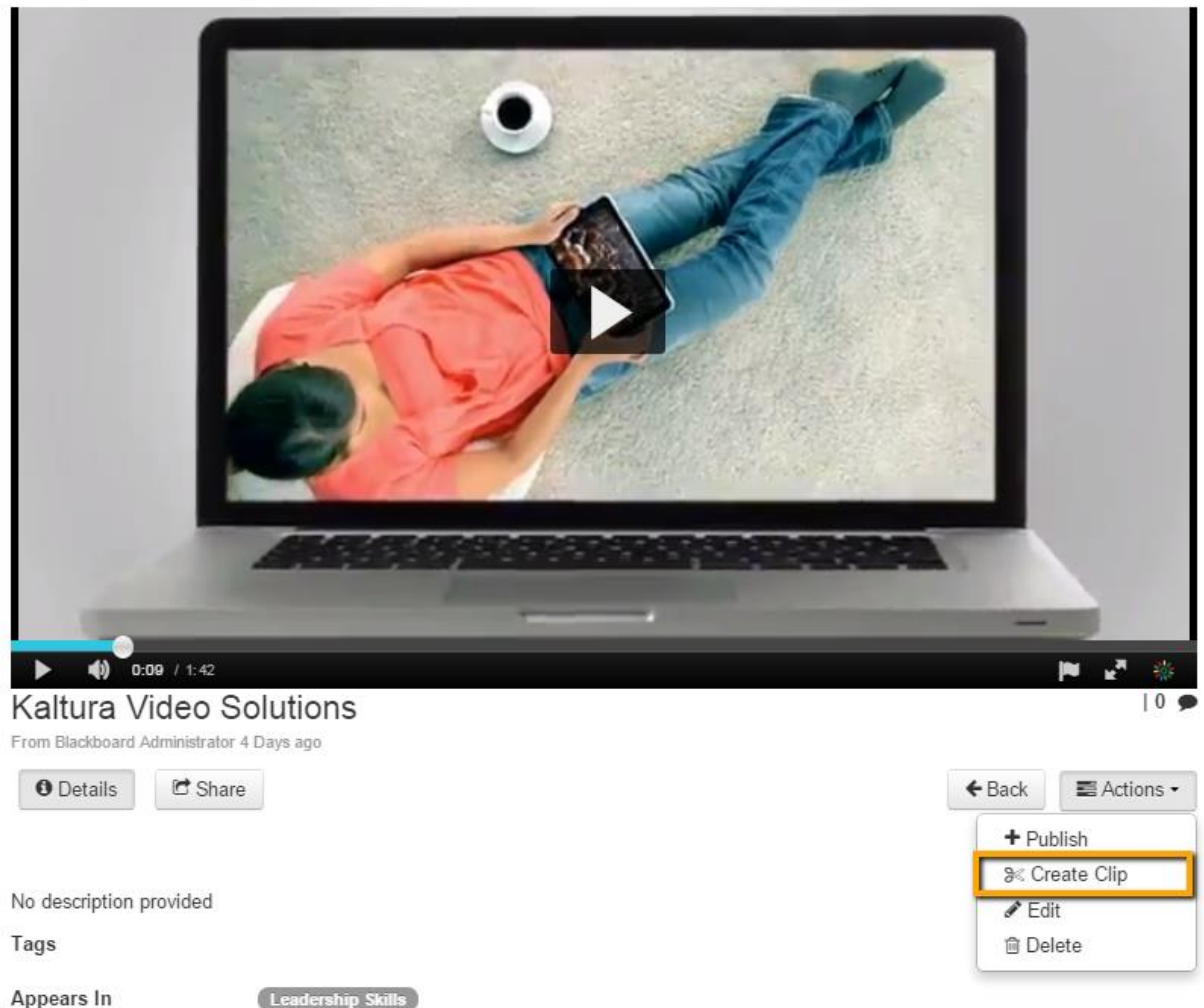### ▤ To download and save a thumbnail

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

Trimming a Video Clip

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

🗒 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 window 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.

Adding an Attachment to a Video

You can attach files to you media. Media viewers may download the file before, during or after viewing
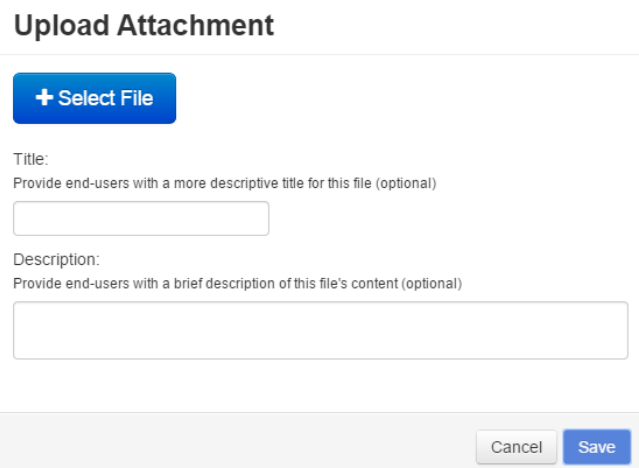
the media. This feature must be enabled by your administrator.

📑 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 window select the Attachment tab.

Details	Options	Attachments	🗑 Delete

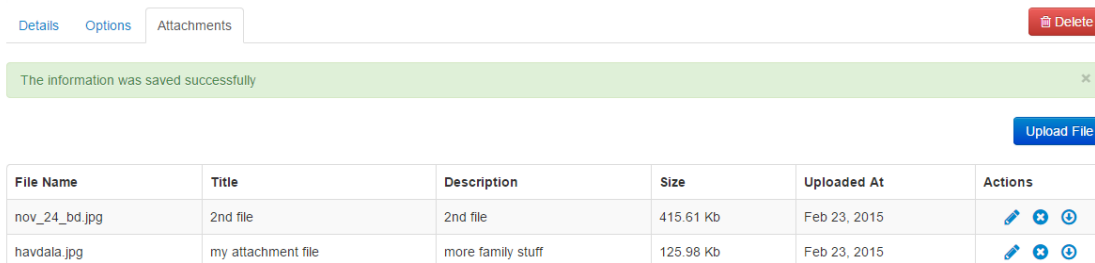**No Attachments have been added to media**   Upload File

3. Click Upload file. The Upload window is displayed.

Upload Attachment

+ Select File

Title:
Provide end-users with a more descriptive title for this file (optional)

Description:
Provide end-users with a brief description of this file's content (optional)

Cancel   Save

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.

Details	Options	Attachments	🗑 Delete

The information was saved successfully   ×

Upload 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	✏ ✖ ⬇

Replacing a Video

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 place, however it most probably will be out of sync with the new media. The time based metadata should be manually adjusted.

📑 To replace a media entry

1. Select My Media and then click Edit next to the entry you want to trim,
2. In the Edit Media window select the Replace Video tab.
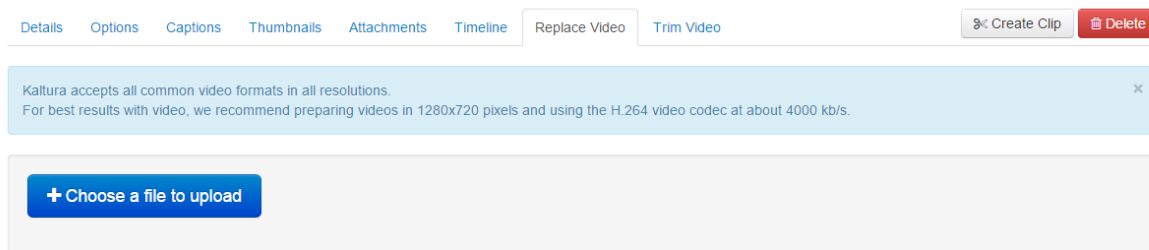
3. Click Choose a file to upload and select the replacement file,
4. After the upload is complete either click Approve or Cancel Replacement determine your choice.

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.

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.

Trimming is only available to the owner of the video and is only accessible in My Media.

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 window 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.
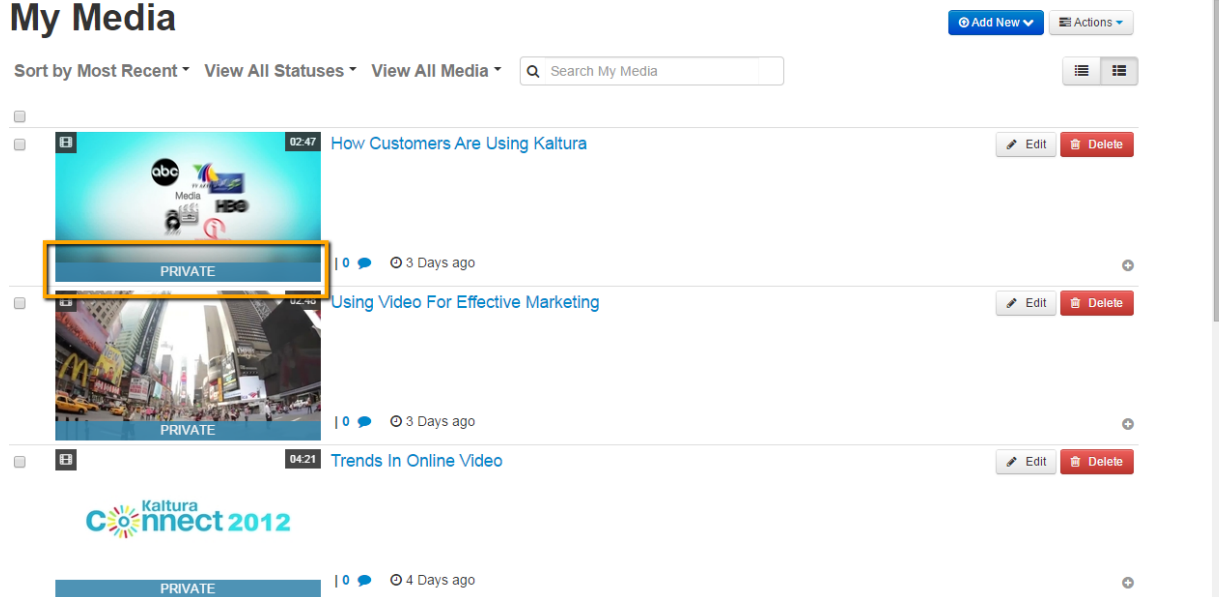
6. Click Trim video.
The trimmed video appears in My Media.

Publishing Media

By default, all media that you upload is private. You can access private media on your My Media page.
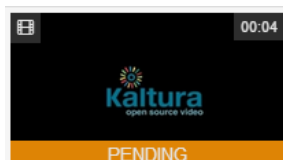

You can publish media to one or more Media galleries only from within the Media Gallery itself. It can be done only when file conversion is complete and the media is not waiting for moderation

> If a Media Gallery is moderated by a moderator, the media should appear as **Pending** in My Media until the moderator approves the content. A moderator may reject the media from being included in the Media Gallery. In this case, the media appears as **Rejected** in My Media. If the Media Gallery is not moderated, no label will appear for the media, indicating that the media is **published**.
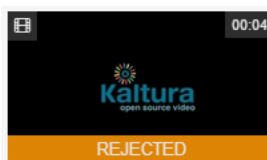> Users may have their uploaded content pending until approved by the moderators.

Private entry – not published to any Media Gallery

Pending – published to one or more Media Galleries and waiting for approval

Rejected – published to one or more Media Galleries but was rejected

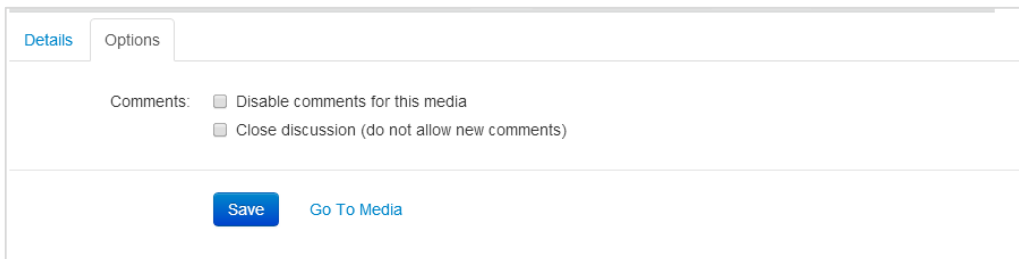Published (no label) – appears in at least one Media Gallery

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.

> **NOTE:** Comments that were entered before you disable 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. Open the Options tab and select the **Close discussion** checkbox.
3. On the Comments tab of the media page, *Discussion is closed* is displayed and the "Add a Comment" text box is not displayed.

Using the Kaltura Video Extension to Search for Media

Targeted for: SharePoint users (typically members of the SharePoint groups: "Site Members", "Site Contributors" and "Site Visitors")

Applicable for: SharePoint On-Premise only. Not applicable for the SharePoint for MS Office 365 environment.

Description: Using the SharePoint Search mechanism. Kaltura media items behave similarly to any other SharePoint information and support all the typical search tools that SharePoint offers.

> **NOTE:** The Search interface varies in different companies and is subject to different customizations. The explanations in this guide refers to the built-in SharePoint search user interface. If the search components are customized in your organization, please consult your site administrator.

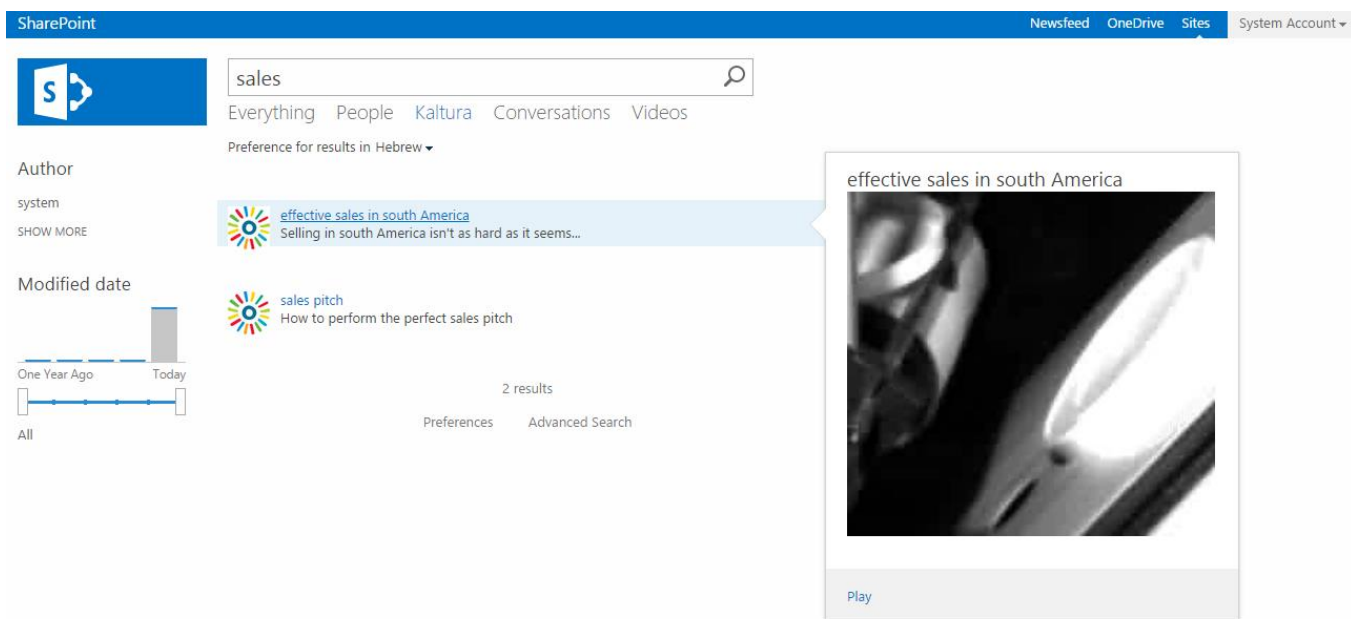Searching for media items, is similar to all other content search in SharePoint.

To search for media content

- Type the phrase you wish to search for in the search box and submit.

Typically, SharePoint sites have a search box at the top corner, however the site designer may place search boxes in different places or create a Search site with an enhanced search experience.

After invoking a search, you are presented with the search result page. If your search yielded results, they are presented on the screen. You may see various types of content in the result screen, for example: Word or PowerPoint documents, discussions and other SharePoint information. The following screen illustrates the Search results in SharePoint where Kaltura items are indicated with the Kaltura icon
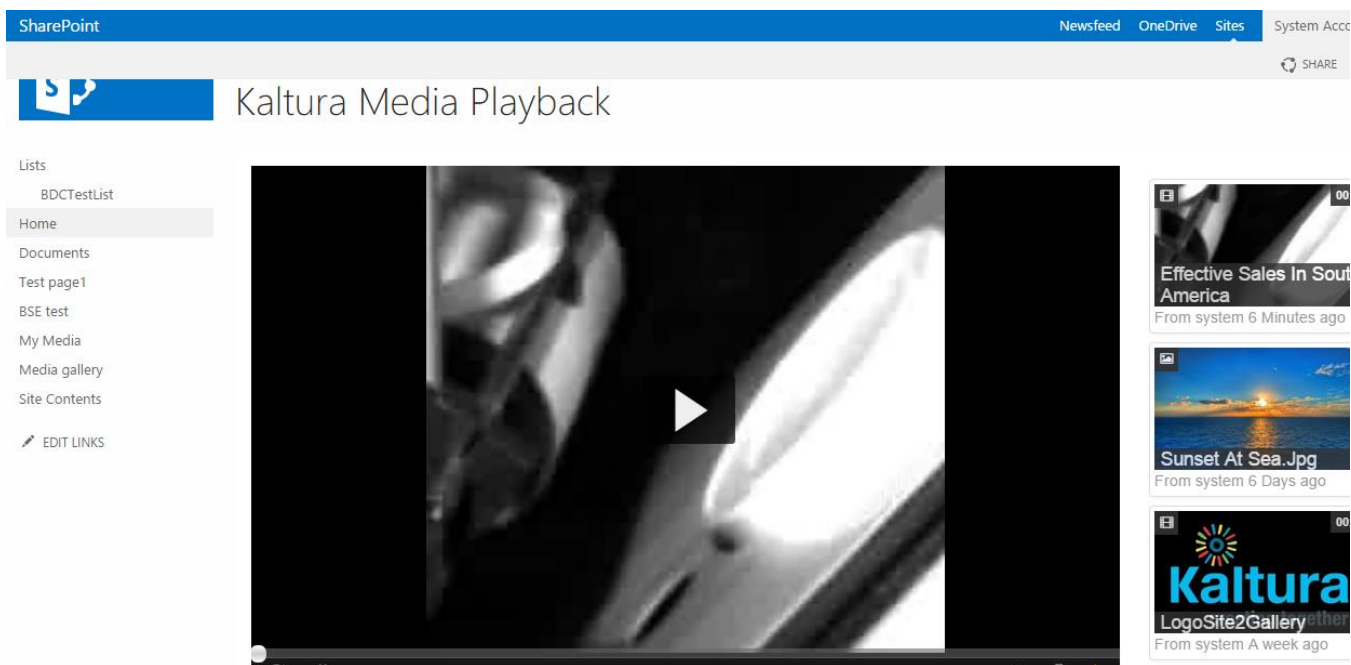
You may also filter your content to view only media items. See To filter the search results..

To play media items that appear in the search result

1. Click on the title of the item. Alternatively, you may hover the item, a popup panel appears.
2. Click the "Play Media" button within the panel.

### To filter the search results

You may use any of the following tools:

- **Refiners** – Usually, SharePoint search result screens have a side panel with filtering elements, known as "Refiners". Typically, at minimum, you'll find a refiner that allows to filter by date and a

refiner that filters by the author. These refiners apply to Kaltura items as well and may be used to find the items you seek faster.

You may add custom refiners that suit your business scenario, for example. For more information see How to add refiners to your search results page in SharePoint 2013.

To add a custom refiner, as described in the article How to add refiners to your search results page in SharePoint 2013, you should choose the desired refinement fields within the 'Refinement Panel web Part' properties. Kaltura media items expose multiple fields which are listed in the "Available Refiners" list. The following list describes the meaning of each field:

- o KalTitle – the title of the media item
- o KalCreatedDate – the date when this media item was added
- o KalDescription – the description of this media item
- o KalModifiedDate – the date when this media was last modified
- o KalUserID – The user which created this media item

- **Verticals** – On some SharePoint sites, the search result screen contains tabs that allow you to navigate between different types of items. These tabs are known as "verticals" - Everything, People, Conversations, etc.
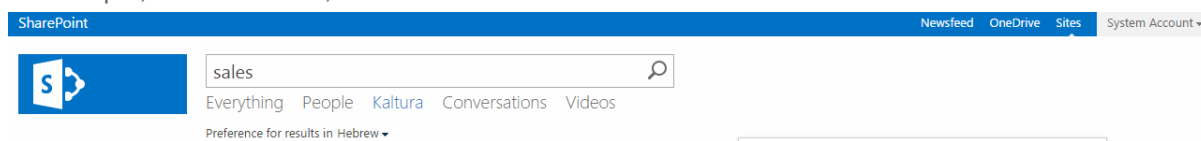
Your SharePoint site may contain a Kaltura vertical (Its existence depends on whether the site administrator or designer have configured the vertical.). You can click on the Kaltura link to direct you to a search result view that contains Kaltura media items only. By using this tool you can focus on media items only in your search.

You may add custom verticals that suit your business scenario. For more information see How to add a custom search vertical to your search results page in SharePoint 2013