

# Kaltura Video Tool for Sakai User Guide

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Version: 5.0 for Sakai 11

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**Kaltura Business Headquarters**

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

Tel.: +1 800 871 5224

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# Preface

This preface contains the following topics:

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

## About this Guide

This guide describes how to use Kaltura Video Tool for Sakai.



**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 primarily intended for Sakai administrators, instructors, researchers, collaborators and student groups. This guide assumes familiarity with Sakai and focuses on operations specific to the Kaltura Video Tool.

## 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 Tool version 5 for Sakai 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.

## Related Documentation

- [Kaltura Video Tool V5 for Sakai Release Notes](#)
- [Kaltura Video Tool V5 for Sakai Installation and Upgrade Guide](#)
- [Kaltura Video Tool V5 for Sakai Setup Guide](#)

# Overview of the Kaltura Video Tool for Sakai

Kaltura's Video Tool for Sakai offers an out-of-the-box extension that enables you to view, record, upload, publish, search, and share video directly from your Sakai environment. This translates into time and money saved for your organization, improved student engagement, creativity and learning results, as well as ease of use for students, faculty and teaching assistants.

Kaltura's Video Tool for Sakai makes it easy to add the robust capabilities of Kaltura's open source online video platform to any Sakai site. The Kaltura Video Tool for Sakai User Guide was developed specifically for Sakai and integrates with other features and modules, such as assignments and announcements, so that users can upload and embed media easily.

## 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. Instructors and students can record and share lectures, presentations, software tutorials, and additional screencasts.

### 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 Sakai user.
- **Media Gallery** – Search or view rich media assigned to a course if you are a member. Media can be added by instructors or students, with an option for student contributions moderation by instructors.
- **Rich-text editor integration** - Intuitively use rich media without time-consuming training, simply click on the "Embed Kaltura Media" link from within any rich-text editor in Sakai. Quickly find and embed videos based on metadata (name, description, tags).

### 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.
- **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 course gallery/my media gallery.
- **Analytics** – Faculty can view course-level reports for video engagement:
  - Which videos are students watching the most?
  - Which students contribute the most videos?

- Which students watch the most videos?
- How long are students watching each video?

## Getting Started

Perform the following:

- Add the Kaltura Video Tool to your Sakai Course Site. See the [Kaltura Video Tool V5 for Sakai Setup Guide](#)
- [Upload Video and Other Media](#)
- [Create and Share Your Collections – Course Playlists](#)
- [View and Manage Media in the Site Library and Collections](#)
- [Trim and Clip Media Items](#)
- [Add Media Items to Other Sakai Tools](#)

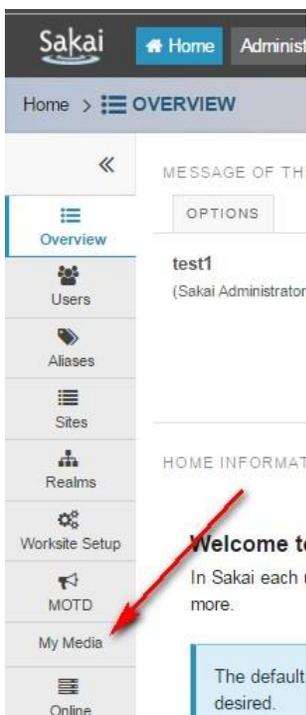
## My Media

My Media is a repository of single *user's* media, where each user has a personal searchable repository for viewing and managing private media content. Media items within My Media may be added to sites and inline text item, based on the user's enrollment.

User's My Media content is shared and consistent across all Kaltura applications (for example, Kaltura MediaSpace) in use by the institution and serves as the basis for cross campus suite.

### To access My Media

1. Log in to Sakai "Home" or "My Workspace".
2. Click "My Media".



## Kaltura Media Gallery

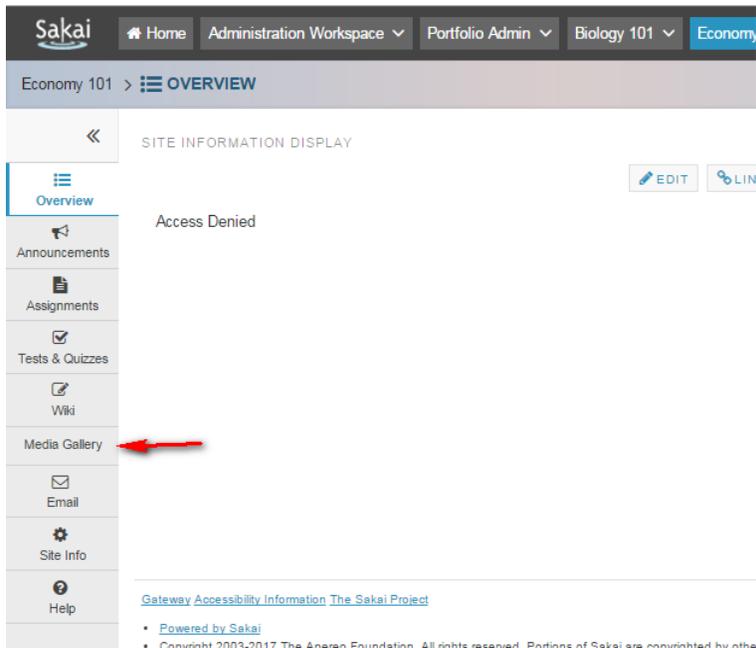
The Kaltura Media Gallery is a searchable gallery of media content of a *specific site*. The Media Gallery does not necessarily include all media that is used within the site in other contexts. Instead, the Media Gallery contains the content that was deliberately assigned to it.

The Kaltura Media Galley is intended to be used as a media syllabus for a site, as a social media repository of the site or in some cases for media assignments. The Kaltura Media Gallery may be used simultaneously with media in context, as a standalone or not at all, depending on how the teacher and school prefer to use it.

### To access the Kaltura Media Gallery

1. Enter your work site

2. Click Media Gallery.



## Interacting with Media

In My Media and in Media Galleries, you can do the following:

- [Display and Filter Content](#)
  - [Sort Content](#)
  - [View content](#)
  - [Report Abuse](#)
  - [Like or Unlike Media](#)
- [Comment on media](#)
- [Search media and captions](#)



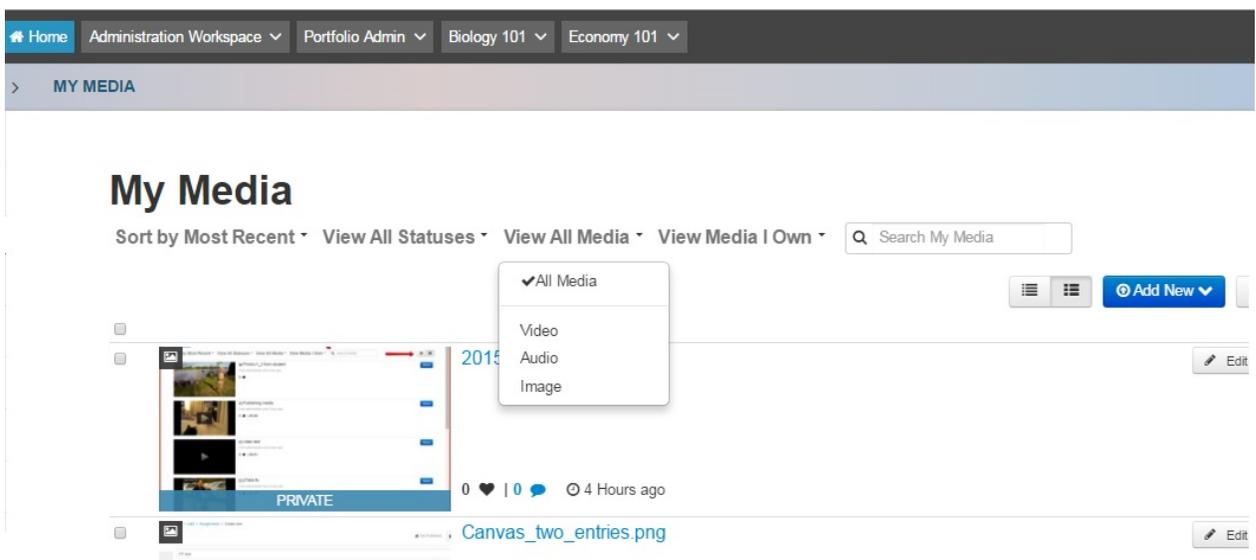
**NOTE:** My Media and Media Gallery are accessible in a course from the navigation block. Your Sakai instance may not have My Media available if it was disabled by your system administrator.

## Displaying and Filtering Content

### To filter content

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

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



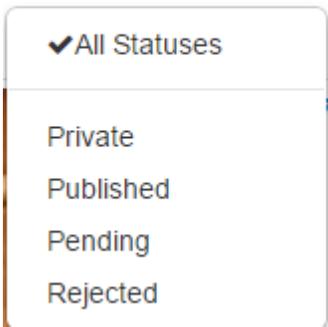
## Sort Content

### To sort content

- Click on one or more of the sorting filters:
  - Sort by Most Recent
  - ✓ Most Recent
  - Alphabetical
  - Likes
  - Comments

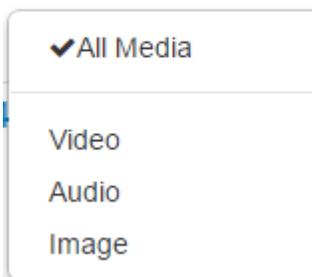
- View All Statuses (For My Media)

**View All Statuses** ▾



- View all Media

**View All Media** ▾



- View Media I Own (For Media Collaboration)

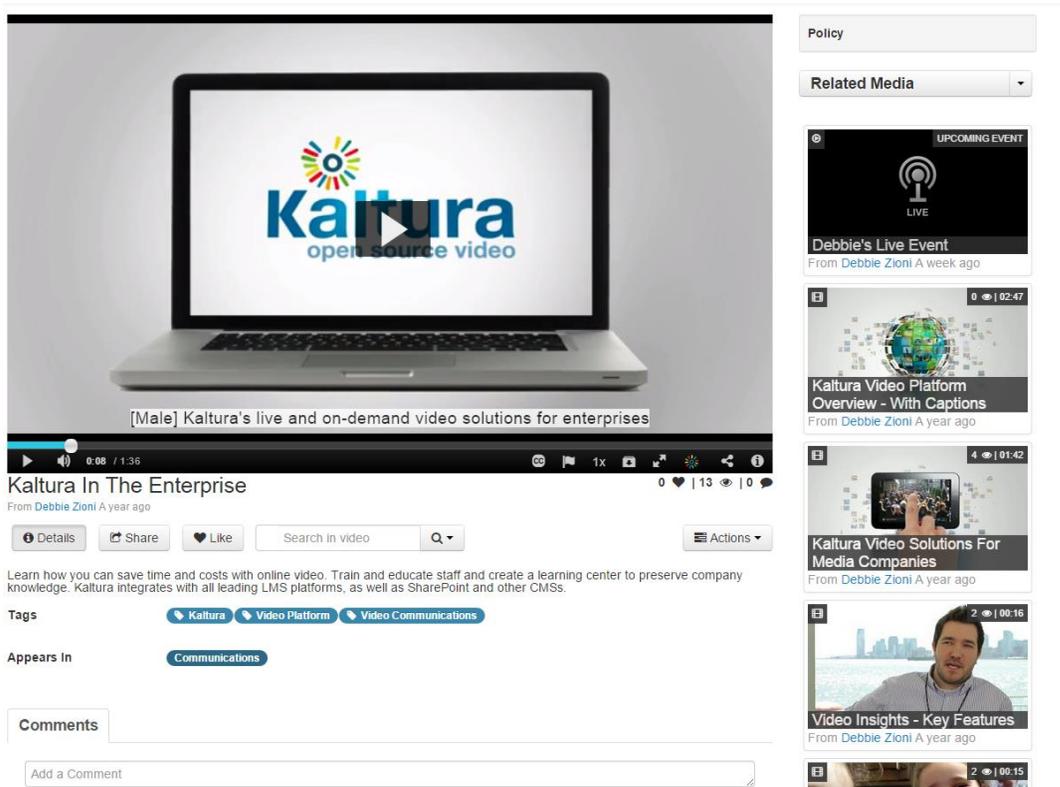
**View Media I Own** ▾



## View Content

### To view content

1. Click on any media thumbnail from your My Media or Media Gallery page to browse to the media entry and play the content.



2. Click **Play** in the media player. You can use options such as volume control, report abuse (flag), caption selection, full screen, and enlarging the player.

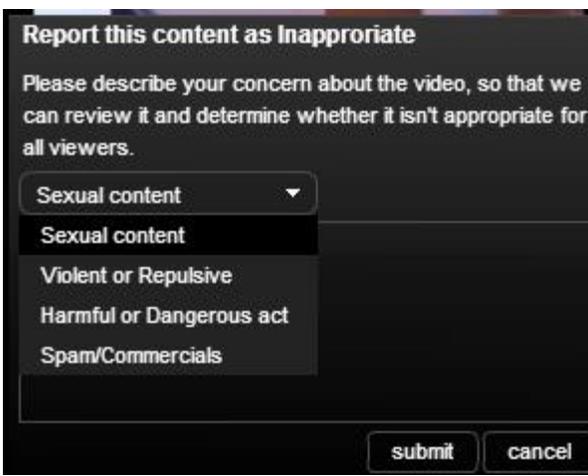


## Report Abuse

### **To report abuse\* (Flag)**

1. Click a media thumbnail or title to display the video in the media player.
2. Do one of the following:
  - Click **Flag** on the media player screen.
  - Click the **Flag** icon on the media player controls area.
3. Select the type of abuse.

\* If enabled by the Kaltura admin.



## Like or Unlike Media

### **To Like or Unlike Media**



**NOTE:** This feature is optional and needs to be enabled in the KAF Admin Console.

1. Click on a media thumbnail or title to display the video in the media player.
2. Click the **Like** button under the media player.

**Boys\_shoes\_NEW**

From [debbie zioni](#) 31 minutes ago



0 ❤️ | 0 👁️ | 0 💬



A *Liked* label and an *unlike* option are displayed.

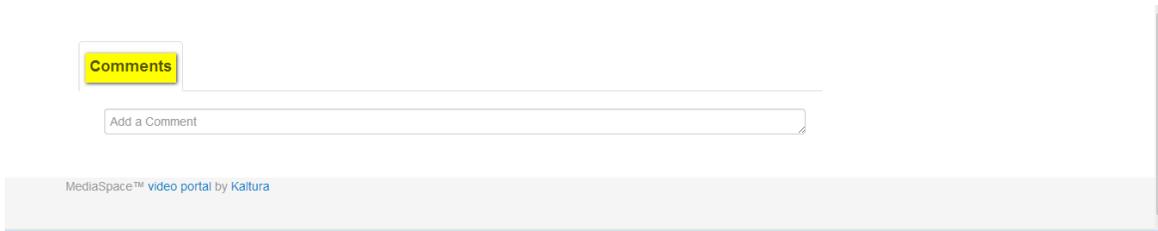
3. To cancel the Like, click **Unlike**.

## 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.

### To display comments

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

### To delete a comment or reply



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

You added the comment or reply.

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.

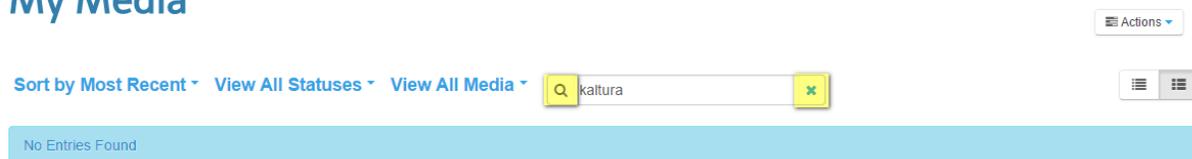


**NOTE:** Deleting a comment also deletes replies to the comment.

## Searching Through My Media

The ability to search metadata and captions is provided 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 for captions and metadata. You can toggle between the different objects after you enter the search term.

### My Media



You can search:

- All media based on metadata – basic metadata and text fields from custom metadata
- All videos for captions
- Captions in a single video
- For media associated with a user, or tag.
- For media in slides and chapters based on metadata

### To clear the search text

- Click on the x.

You can Search through Custom Metadata - Search results show entries with matching text from custom metadata fields and not only basic metadata (Title, Description, Text). Searchable custom metadata fields

are of text type. Results include '+' sign that shows the custom metadata fields and the matching one will be highlighted.

## Searching Media and Captions

You can search:

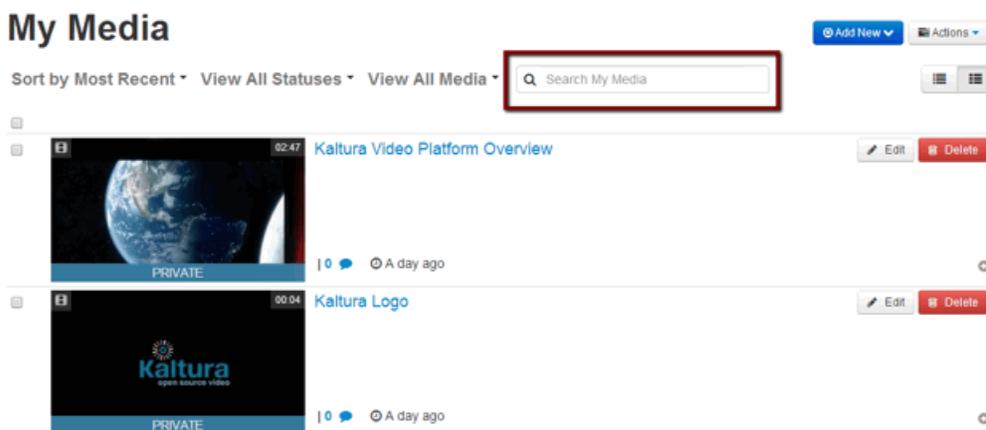
- [All media based on metadata](#)
- [Captions in a single video](#)

## Searching for Media Based on Metadata or Captions

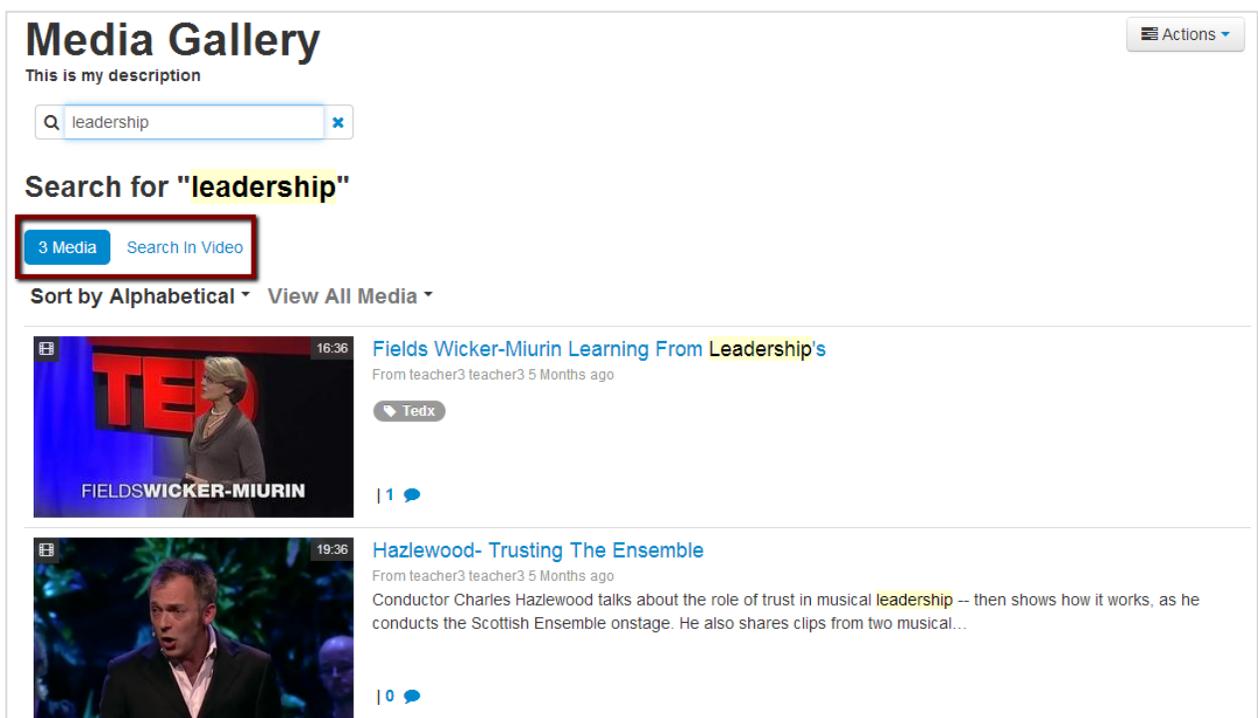
The ability to search metadata and captions is available by entering a search term that you are looking for. The results for metadata are returned by default. The Search feature filters the search string and enables you to search on captions and within metadata in the Media Galleries. You can toggle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

### To search for caption strings in My Media

1. In your My Media page, enter a search string (such as a tag or part of a title or a description) in the Search field. Media with metadata that includes the text is displayed.



2. In Media Galleries you can toggle between search results in metadata and in captions by clicking on Media or Search in Video respectively.

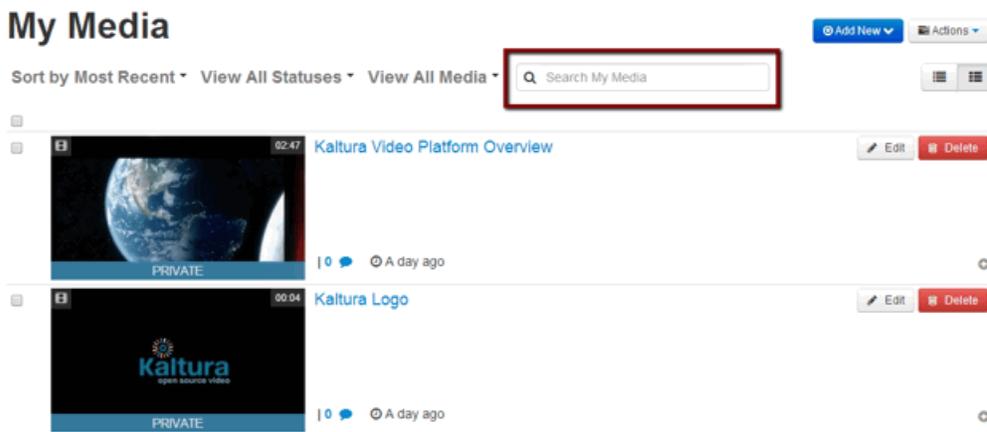


**NOTE:** Only video items can have captions.

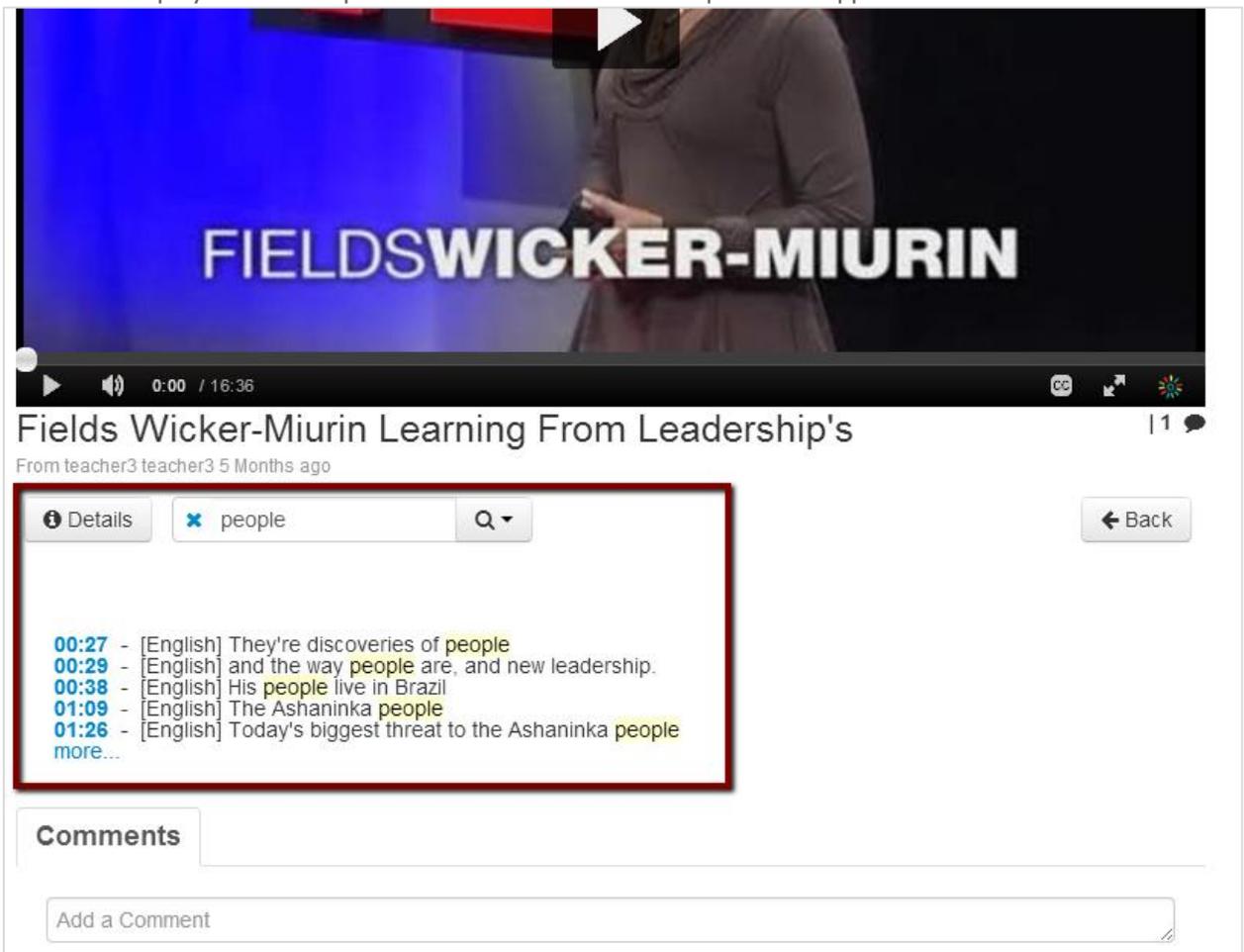
## Searching for Strings in Captions in a Single Video

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

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



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.



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

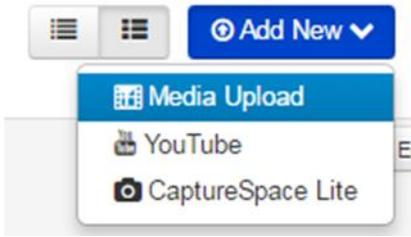
## SECTION 3

# Uploading Media

The following upload options are available:

- [Media Upload](#)

- [YouTube](#)
- [CaptureSpace Lite](#)



## Media Upload

You can upload media from the My Media or Media Gallery interface via the Add New menu. Some of the features must be enabled by your Sakai administrator. Contact your Kaltura representative for more information.

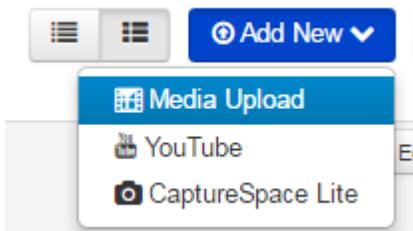
You can upload images and video files directly from your phone and tablet browser using the [new upload control](#) that uploads files in chunks and supports resuming uploads as well. Sakai supports uploading files that are larger than 2GB.



**NOTE:** Not all features are supported on all mobile browsers and operating system versions. Please refer to [this list](#) for detailed information. The new upload control is supported in Chrome, Safari, Firefox and IE 10+

### To upload media from your desktop

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



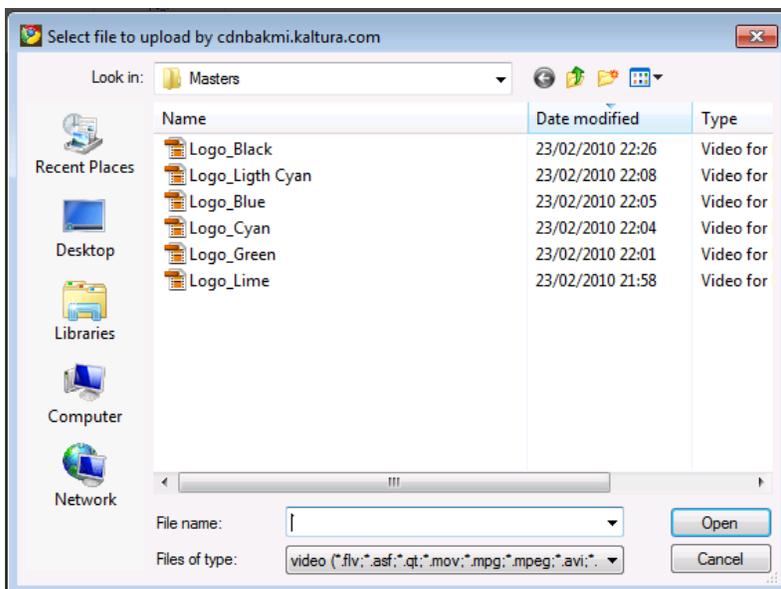
The Upload Media page is displayed.

## Upload Media

[+ Choose a file to upload](#)

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.

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**. Mandatory fields are marked with an asterisk.
  - o Click **Cancel** to cancel the upload.
  - o Click **Choose another file to** upload additional files.

### Upload Media

Globe.mpd

100% of 18.36Mb

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

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kbps.

Please fill out these details:

Name: (Required)

Description:

Tags:

Key:

Value:

Complete all the required fields and save the entry before you can select to publish it to Media Galleries. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Private - Media page will be visible to the content owner only.

Published - Media page will be visible to individuals according to entitlements on published destinations

5. Select the Privacy Settings. When adding new media and editing the metadata, select if the media will be private or automatically published to a specific Media Gallery when the media is ready.



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

6. To view the media page when uploading is complete, select My Media from the User dropdown menu.

## Video 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.



**NOTE:** Uploaded media also is displayed on your My Media page.

## Audio Entries

You can also upload audio entries and images.

## SECTION 4

# Uploading a Video from YouTube

Uploading content from YouTube to Sakai requires the YouTube feature to be enabled on your KAF Admin Console.

## To add media from YouTube

1. Select YouTube from the Add New dropdown menu.

The YouTube page is displayed.

### YouTube

Video Page Link (or Content ID)

  
 Note: Only public YouTube videos are supported

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**.

### Edit **At the Zoo**

Private  
  
Details Options YouTube Delete  
Name:  (Required)  
Description:   
Tags:



**NOTE:** You cannot add YouTube media to playlists.

## SECTION 5

# Recording Your Screen – CaptureSpace Lite



**NOTE:** If you cannot record your screen, ask your Sakai administrator to give you the required permission. The Kaltura Screen Recording feature has been replaced by CaptureSpace Lite. Sakai Administrators please refer to the Kaltura CaptureSpace - Administrator's Guide and follow the instructions for CaptureSpace Lite use.

## Kaltura 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.

For instructions on how to get started and use CaptureSpace Lite see the [Kaltura CaptureSpace Lite - User Guide](#) on the Knowledge Center.

## Managing Your Media

Your My Media page lists the media that you created. In addition to all normal interactions with media, as described in [Interacting with 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](#)
- [Downloading Media](#)



**NOTE:** If you cannot access your My Media page content or actions, or display editing tabs, ask your MediaSpace administrator to give you the required permission.

## Editing Media - Details Tab

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 tab display is dependent on your Sakai admin configuration.

Details Options Captions Thumbnails Timeline Trim Video **Editing Tabs** Create Clip Delete

Name: (Required) Kaltura in the Enterprise

Description: Black Bold Italic Underline [List] [Grid] [Table] [Image] [Video]

Learn how you can save time and costs with online video. Train and educate staff and create a learning center to preserve company knowledge. Kaltura integrates with all leading LMS platforms, as well as SharePoint and other CMSs.

Tags: kaltura video platform video communications

## Enabling Clipping

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

[Details](#)
[Options](#)
[Captions](#)
[Thumbnails](#)
[Timeline](#)
[Trim Video](#)

Clipping:  Enable everyone to create clips from this video

Comments:  Disable comments for this media  
 Close discussion (do not allow new comments)

[Save](#)
[Go To Media](#)

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

1. 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

## Creating a Video Clip

When clipping is 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 and by other users in a course Media Gallery, according to the media and course settings.

**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.

### Edit **Kaltura Education Video Solutions**

Published

This video was viewed 1 times and played 1 times

Published in:  
1 Category: **Communications**

[Details](#)
[Options](#)
[Captions](#)
[Thumbnails](#)
[Timeline](#)
[Trim Video](#)
[Create Clip](#)
[Delete](#)

Name:  (Required)

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

Globe 0 | 1 | 0 | 0

From [debbie zoni](#) 5 Months ago

[Details](#)
[Share](#)
[Like](#)

Kaltura Around the World

Tags: [twins](#)

Appears In: [Debbie's Channel](#)

Comments

[Actions](#)

- + Publish
- + Add to playlist
- Analytics
- Create Clip**
- Edit
- Delete

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

## Create a Clip from Globe

Start Time: 00:00:00:000  
End Time: 00:02:47:000

Set Starting Point Set Ending Point Preview

Set the range of your clip, complete the metadata and save:

Name: (Required) Globe - Clipped by debbie zioni

Description: **Black** **Bold** *Italic* Underline [List] [Table] [Link] [Image] [Video] [Audio] [Embed] [Fullscreen] [Share] [Print]

Kaltura Around the World

Tags: x twins

Department Name: [Text Field]

Department Division: Select a value

Date Established: [Calendar Icon]

Scheduling:  Any Time  Specific Range

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

**Private** - Media page will be visible to the content owner only.  
 **Unlisted** - Media page will be visible to anyone with a link to the page.  
 **Published** - Media page will be visible to individuals according to entitlements on published destinations

lorem ipsum

Create Clip Go To My Media

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.

## Trimming a Video

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.

If the clipping functionality is enabled, media items that you own or media items that are marked as clippable and are in a collection or site library, can be clipped by users with the [correct permissions](#).

If clipping from within a Media Gallery, the clips can replace the original media item in the Media Gallery and thus de facto trim it.

### To trim a media entry

1. Select My Media and then click Edit next to the entry you want to trim,

- In the Edit Media window select the Trim Video tab.

## Edit Kaltura MediaSpace Overview

Private

- Use the trimming timeline or enter exact start and end times.
- Press Play and click Set Starting Point of the video clip or alternatively, select the start time.
- Select Set Ending Point as the end point of the video clip, or alternatively select the end time.
- Click Trim video.

The trimmed video appears in My Media.

## 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-Publishers can publish media to their entitled sites. This option must be enabled by your Sakai administrator for this tab to display.

## Change Media Owner

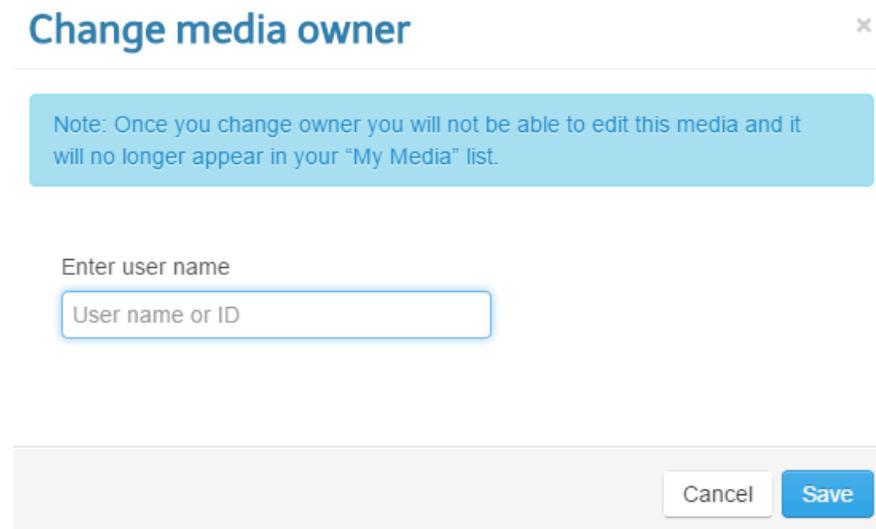
### To change an entry's media owner

- Go to the entry Edit Page in My Media.
- Select the Collaboration tab.

Member	User ID	Permission	
tami rock	trock@mailinator.com	Co-Editor	 

- Click Change media owner.

The Change media owner window is displayed.



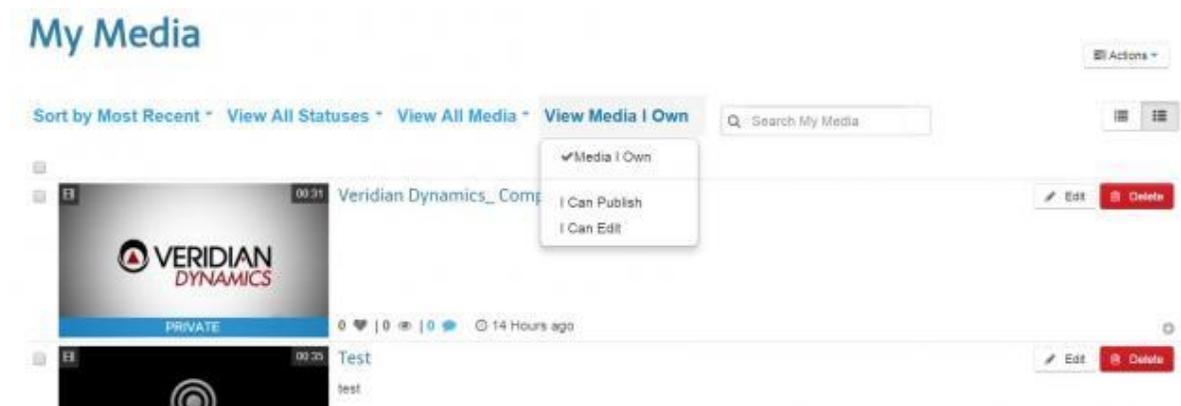
4. Enter the user name for the new owner.
5. Click Save.

## 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.

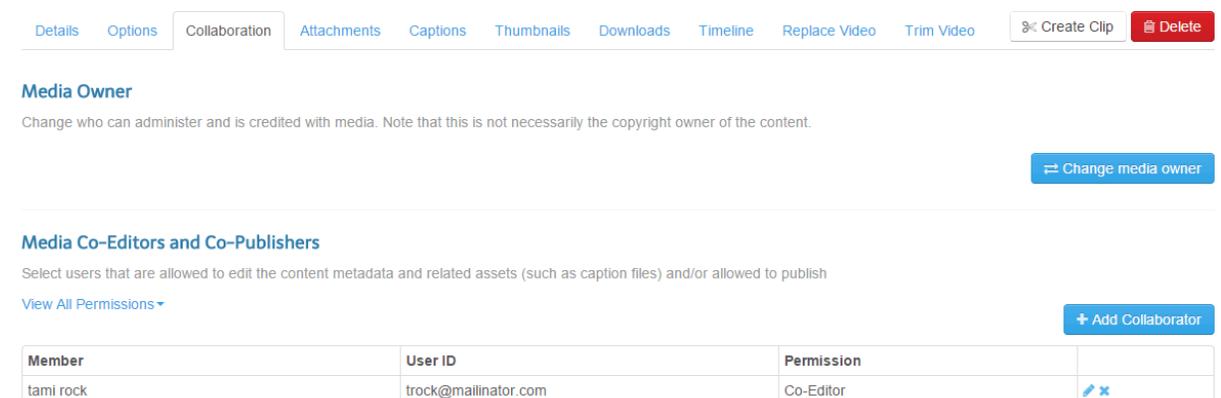
Co-Publishers can publish the media to their entitled sites.

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.

### Add a Collaborator ×

Enter a Collaborator

Co-Editor

Co-Publisher

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.
7. To view the collaborators’ permissions click View all Permissions and select the type of collaborator.
8. Use the editing options /icons in the Actions column to edit/delete the collaboration options.

**Media Co-Editors and Co-Publishers**  
 Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

[View All Permissions](#)

	User ID	Permission	
<input checked="" type="checkbox"/> All Permissions <input type="checkbox"/> Co-Editor <input type="checkbox"/> Co-Publisher	trock@mailinator.com	Co-Editor	

## 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 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](#). Users can [search the caption texts](#).

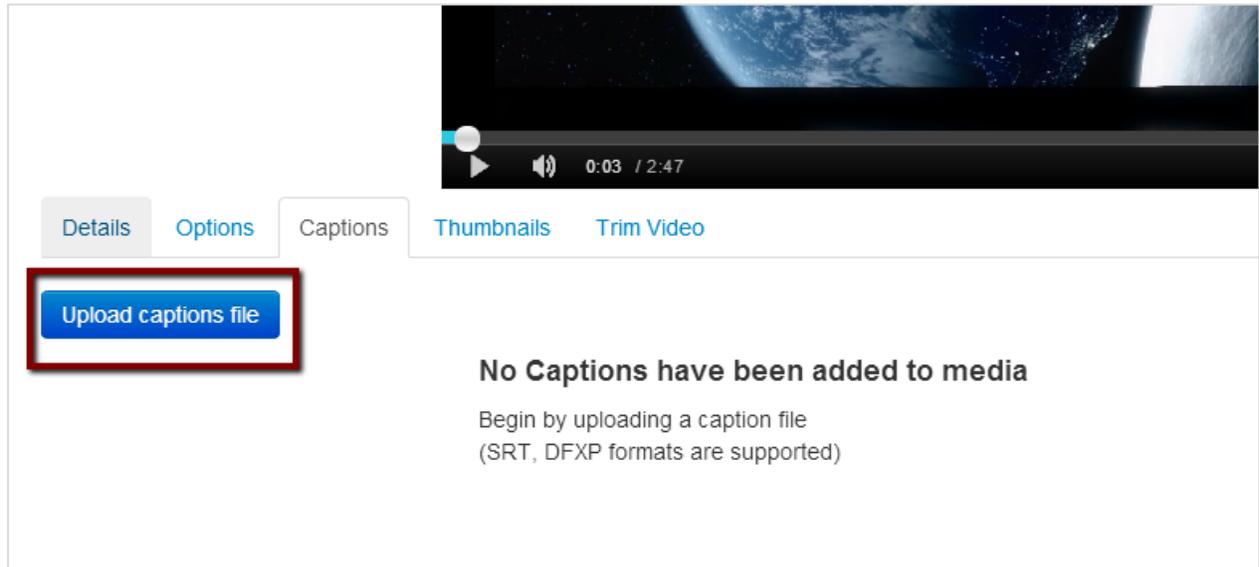


**NOTE:** Only video items can have captions.

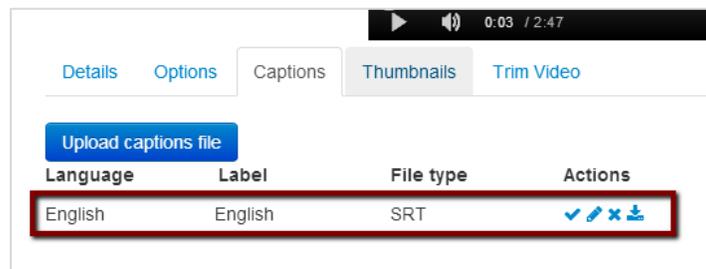
## Uploading Captions

### To upload captions

1. Select My Media and then click Edit next to the entry you want to add captions to.
2. In the Edit Media window select the captions tab.
3. Click **Upload captions 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.  
Click **Save** to upload the file.
7. The file is added to a table on the media page's Captions tab.



## 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:
  - 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:
  - Expand a video thumbnail entry to display the Edit button and click **Edit**.

- 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:
  - Expand a video thumbnail entry to display the Edit button and click **Edit**.
  - 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**.



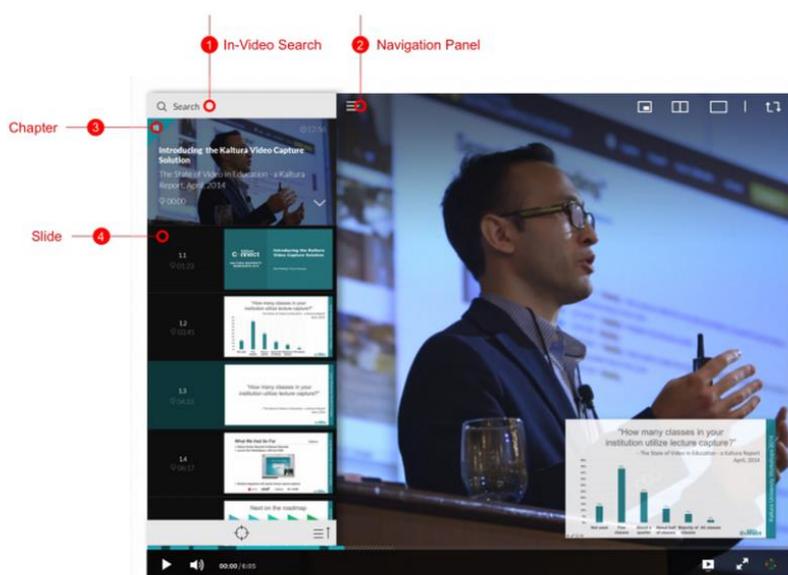
The captions file is downloaded

## 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.

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.

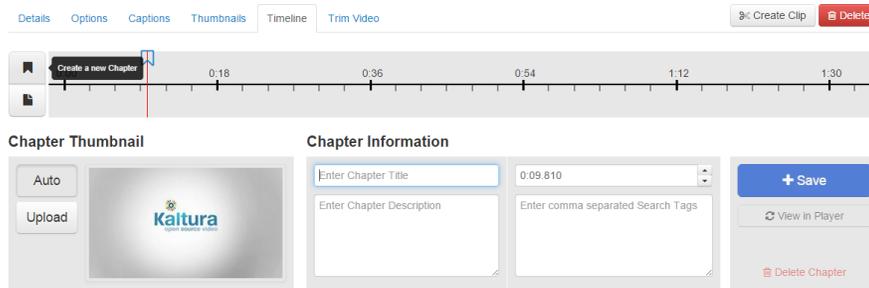


A viewer only sees the extended player and does not see the timeline for editing. A viewer can navigate between chapters and slides inside the player view, as well as search on its text.

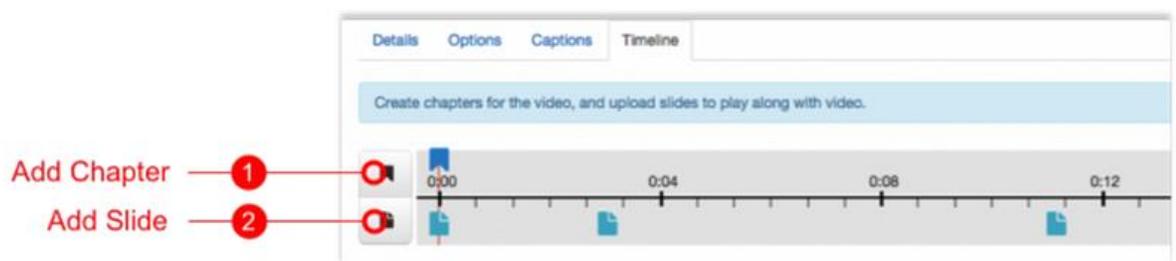
## Creating and Editing Chapters

### 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.



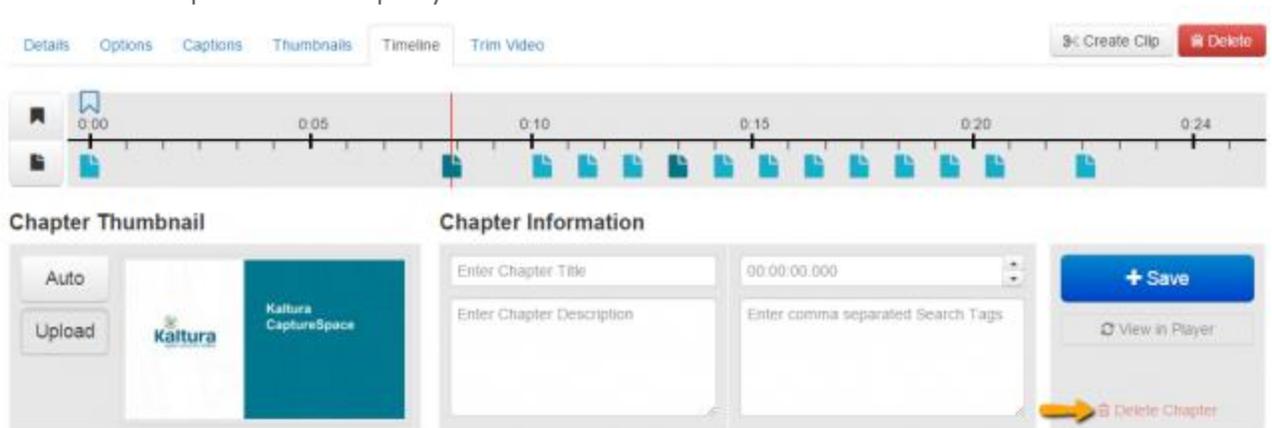
3. Place the cursor on the timeline and click the Create Chapter icon to create or update a chapter, or click on the cue point for the chapter you want to edit to view its properties.



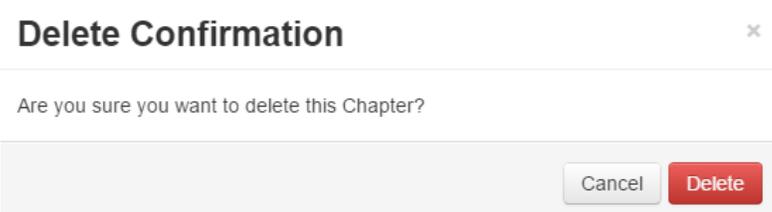
4. After you create a chapter, you can:
  - o Add or modify the Chapter Title.
  - o Select a thumbnail. You can upload a thumbnail image for the chapter, or automatically create one from the video.
  - o Add or modify the Chapter Description (optional).
  - o Add Search Tags (optional).
5. Click View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

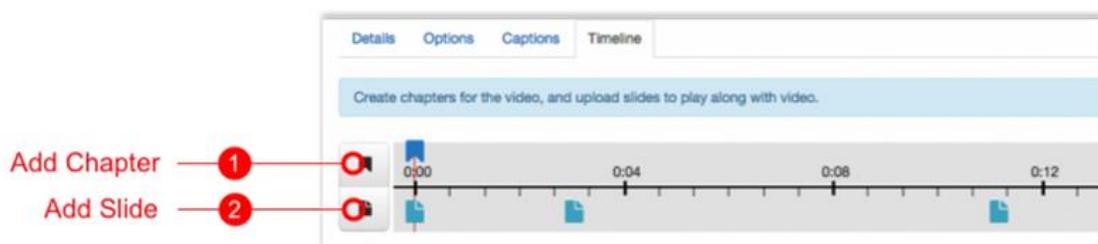
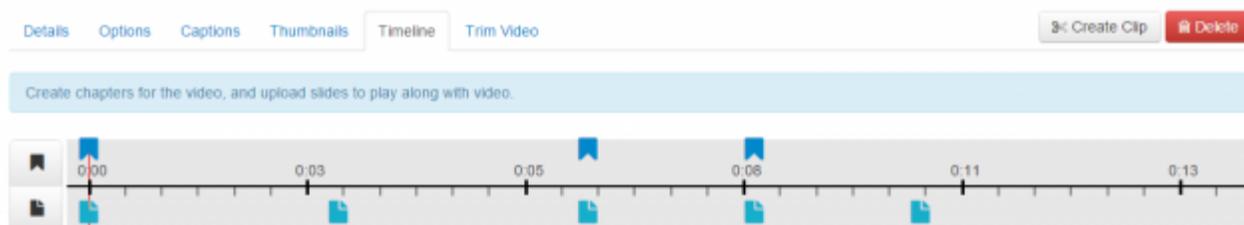
## Using Slides in Kaltura Video Tool for Sakai

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.

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



3. After you select or upload a slide, you can
  - o Add or modify the Slide Image. You can upload a slide in any image format.
  - o Add or modify the Slide Title.
  - o Add or modify the Slide Description (optional).
  - o Add Search Tags (optional)

You can upload a slide in image format.

4. 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.

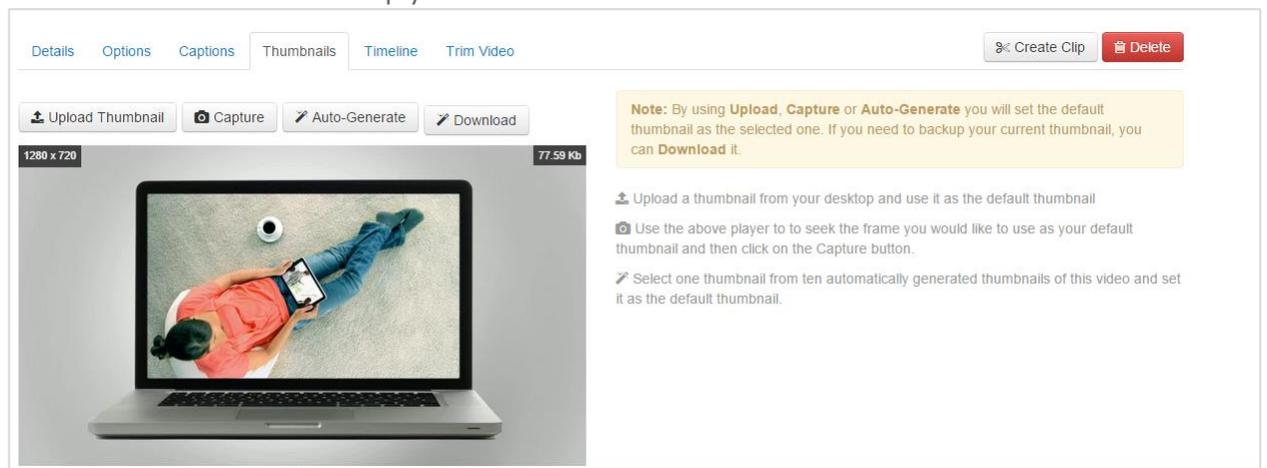


6. Click View in Player to see your changes.

## 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

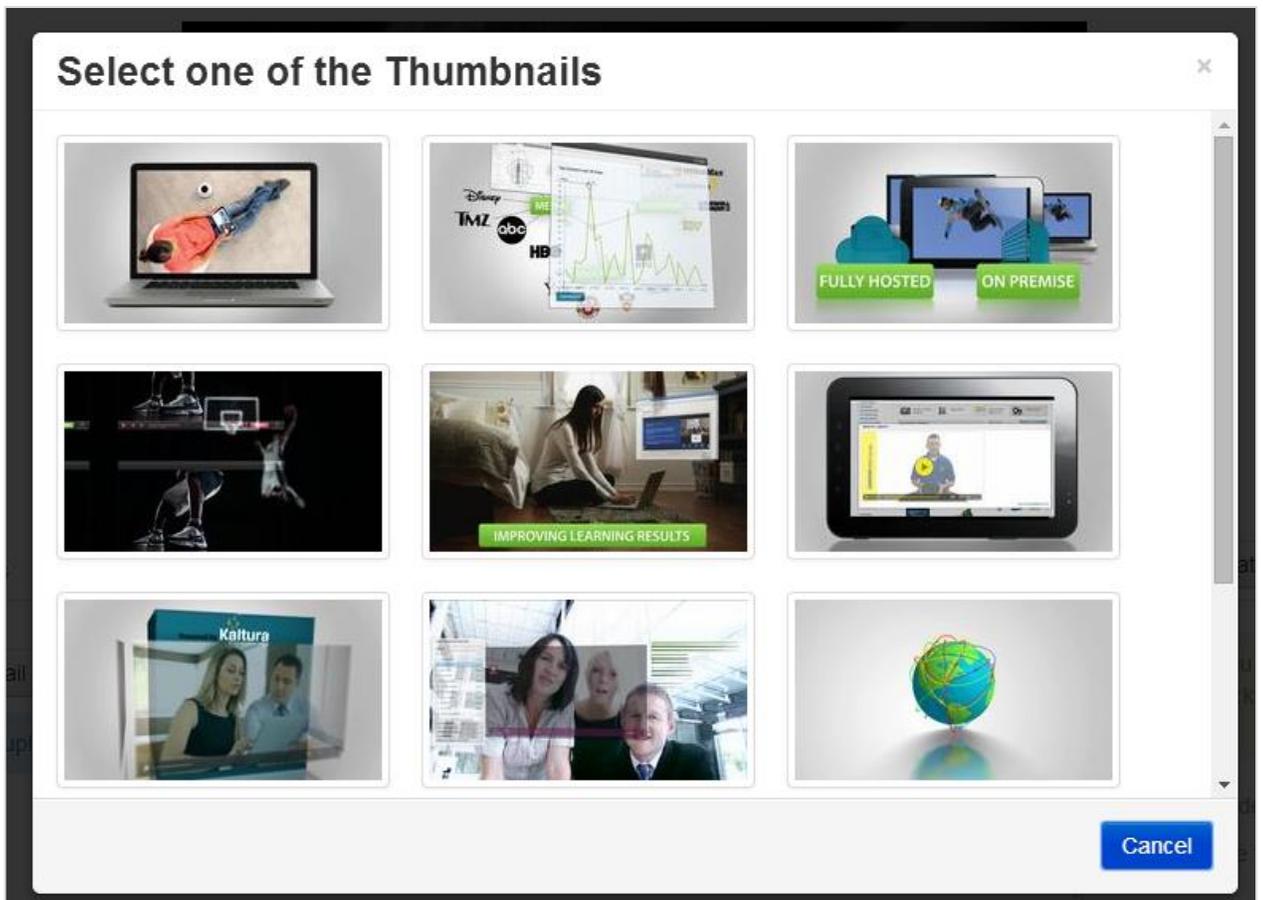
1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Upload Thumbnail.
4. Upload a file from your desktop and click Open.

### 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 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 Automatically Generate.

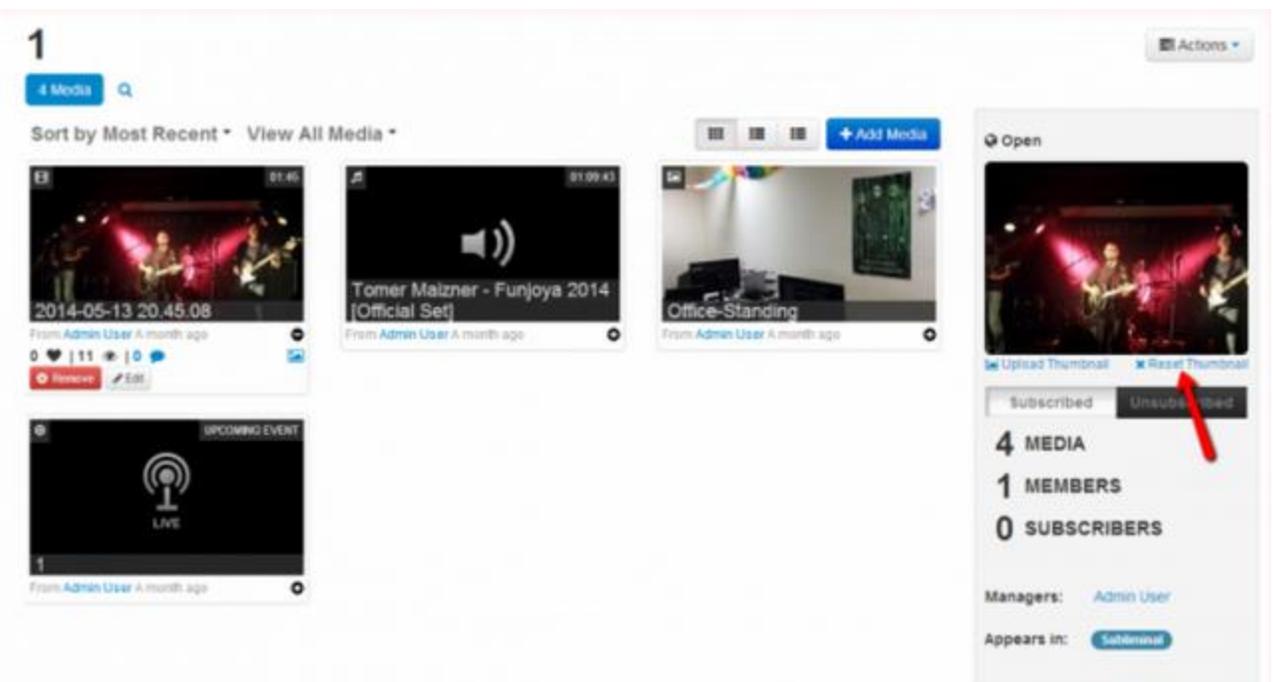


**To download and save a thumbnail**

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.

**To restore the default thumbnail**

- Click Reset Thumbnail.



**NOTE:** Audio entries include a player thumbnail similar to video entries.

## Replacing a YouTube Link

If you have enabled the optional Youtube module you can upload and edit links to YouTube videos must

be enabled by your KAF administrator for this option to display.

## Replacing a YouTube Link

### To replace a YouTube link

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

## Edit In grandpa's shoes



Details Options **YouTube**

Video Page Link (or Content ID)

Replace

## 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 window select the Attachment tab.



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.

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 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 probably 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) 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 window select the Replace Video tab.

Kaltura accepts all common video 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.

[+ Choose a file to upload](#)

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.

## Entry 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 **Kaltura in the Enterprise**

Last 30 days ▾

**Dashboard** Channels Categories Users

### General Metrics



### Top Engaged Users

[View All](#)

Unknown **4** Plays

### Top Plays In Channels

[View All](#)

No data

### Top Plays In Categories

[View All](#)

No data

## Refresh Media

- You can refresh your media library in the My Media window and view the recently added entries. Due to caching constraints, an entry may appear in the search results for example, but may not appear in the My Media page. The Refresh option overcomes this constraint and displays the most recently added entries.

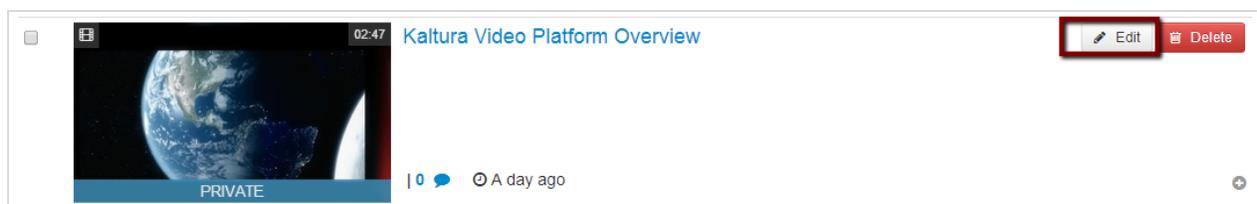
### To refresh the My Media library

- In the My Media window, select Refresh from the Actions drop down menu.

## Editing Media

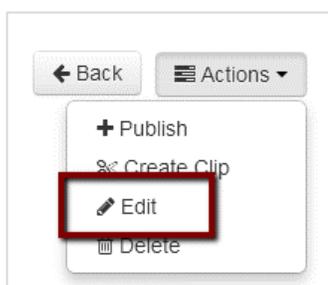
### To edit media do one of the following

- On your My Media page, click **Edit** for the media you want to edit.

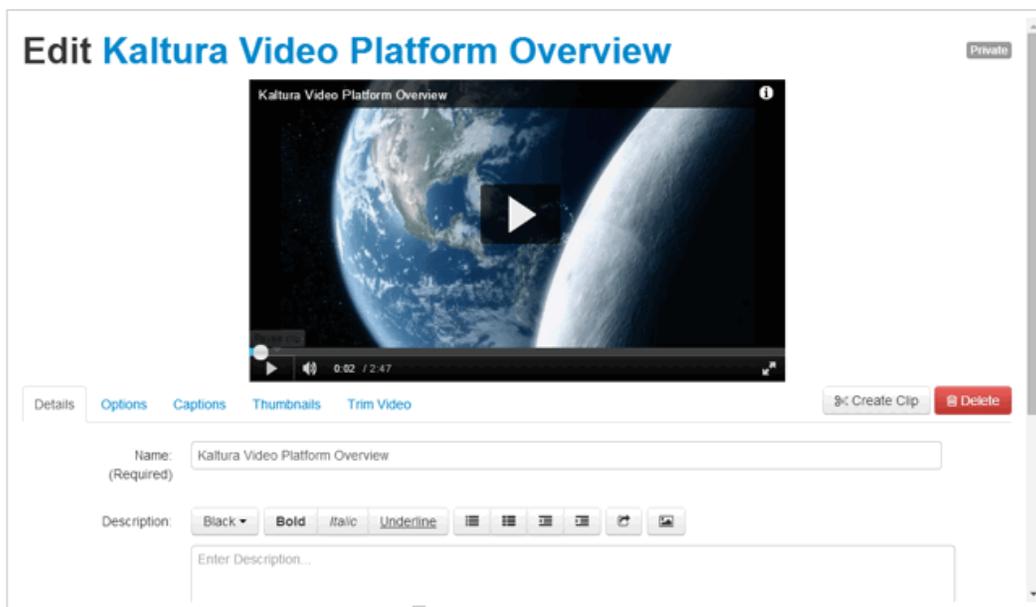


or

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



The Edit Media page is displayed.

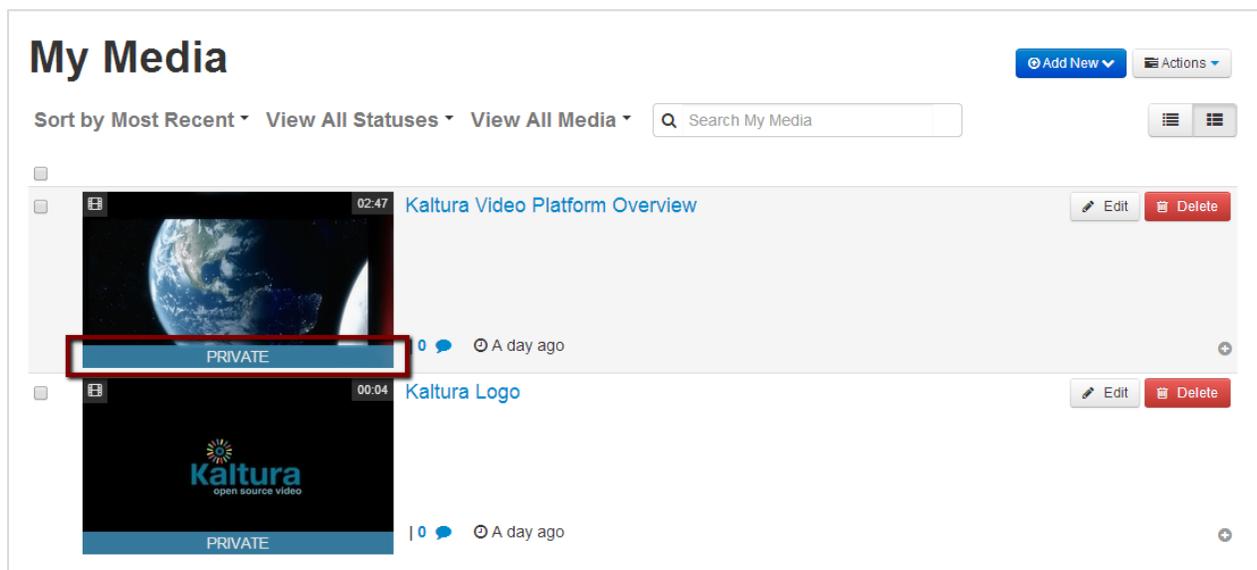


In the Edit Media window, you can:

- 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.

## Publishing Media

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

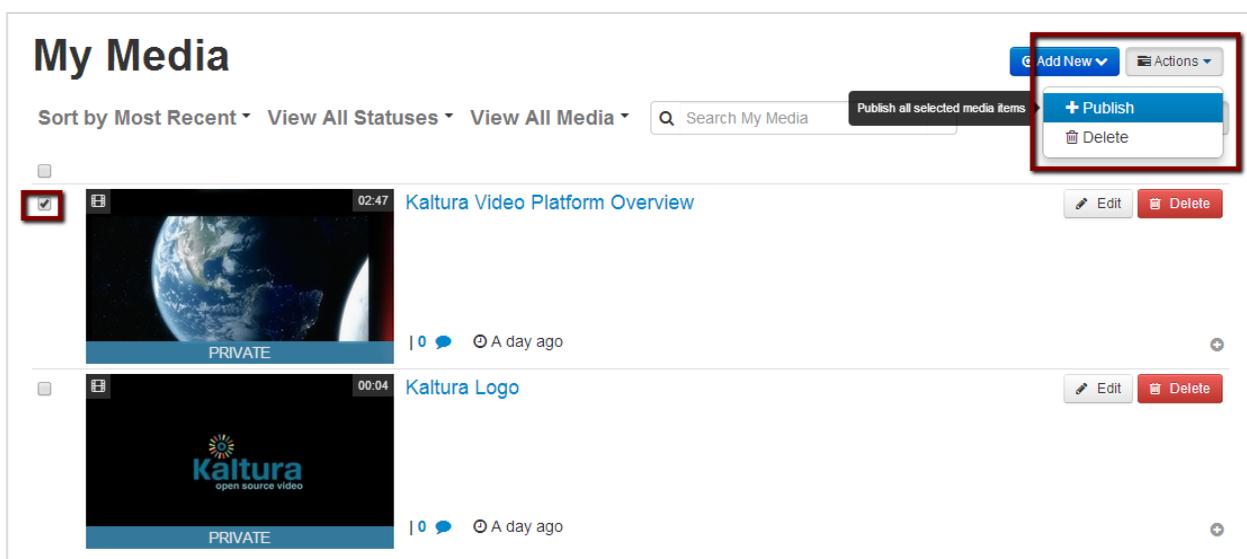


You can publish media from your My Media page:

- To multiple Media Galleries
- Only when file conversion is complete and the media is not waiting for moderation

### **To publish one or more media items**

1. On your My Media page, check the media items you want to publish and select **Publish** from the Actions menu.

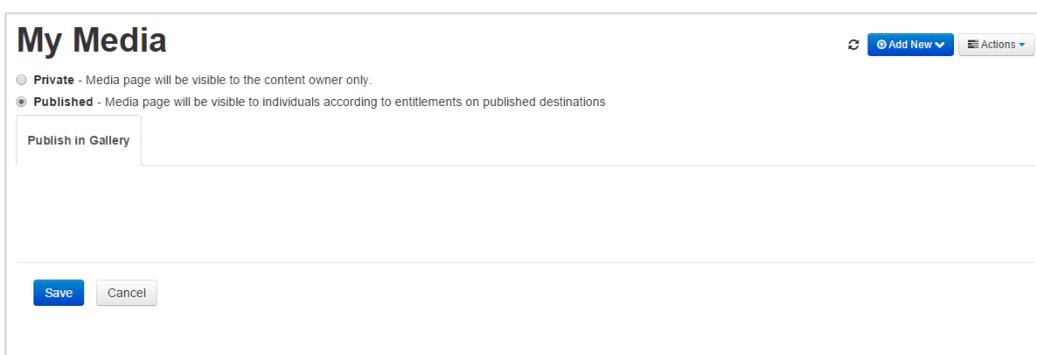


The publish window is displayed.

- Click **Publish** and then check the courses where you want to publish the content to.



**NOTE:** Publishing depends on your configuration. An admin can determine whether students can publish to course galleries. According to the configuration and data received, the list of sites that a user can publish to is displayed and can be chosen from.



- Click **Save**.

When the media is published, a notification is displayed at top of the page and the media will be available in the Media Galleries you selected.



If the target Media Gallery is moderated by a Teacher, the media should appear as **Pending** in My Media until the Teacher approves the content. A Teacher may reject the media from being included in the Media Gallery. In this case, the media appears as **Rejected** in My Media. If the target Media Gallery is not moderated, no label will appear for the media, indicating that the media is **published**.

Students may have their uploaded content pending until approved by their teachers.

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

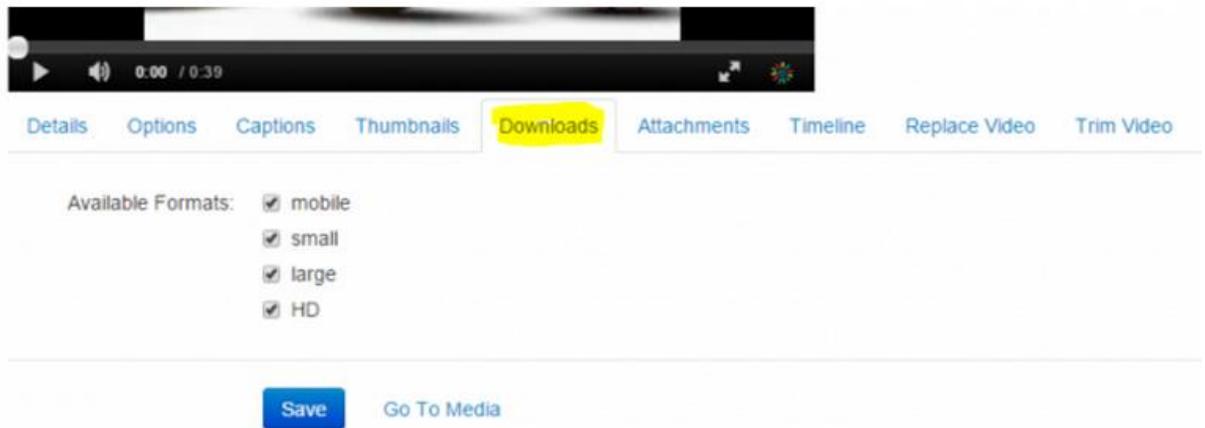
## Downloading Media

If Media Download is 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.

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

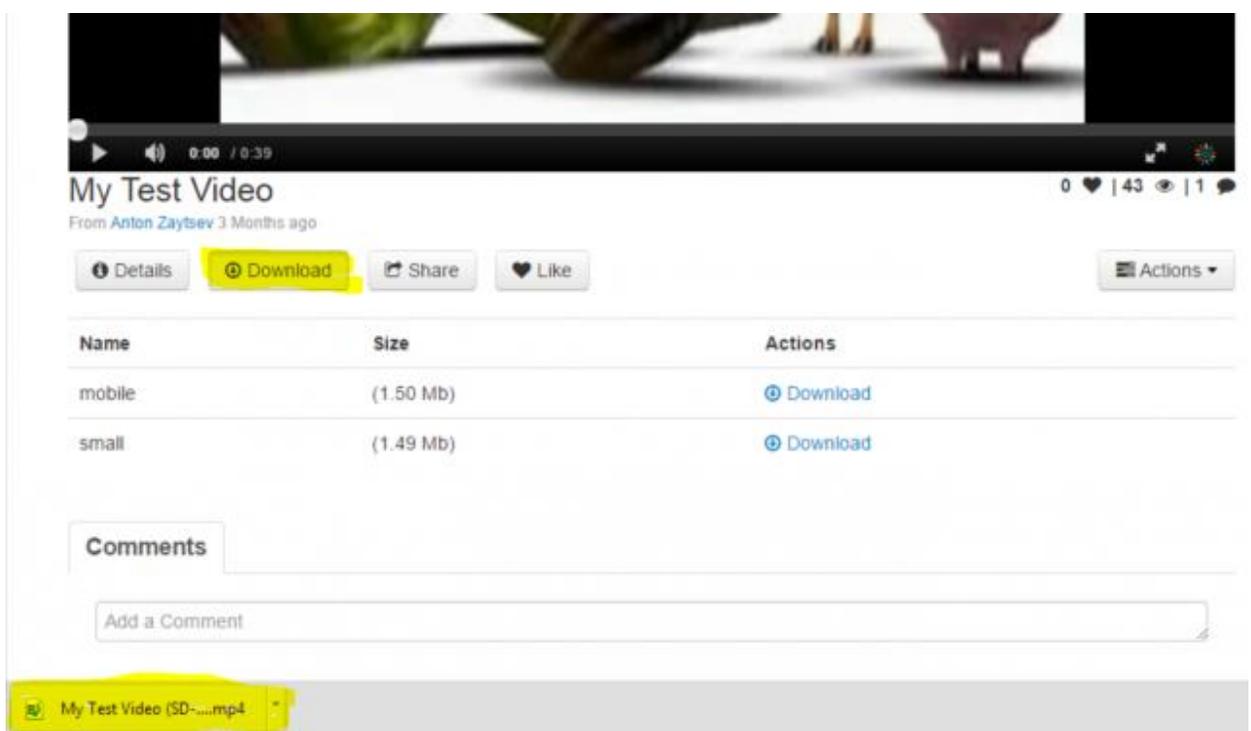
1. Select a media Item and click Edit.
2. Click the Downloads Tab.



3. Check one or more Available Formats.
4. Click Save.

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

1. Select a media Item.
2. Click Download.



# Managing a Media Gallery

By default, users with maintain role course can manage the course Media Gallery. As the manager, you can perform actions that other users enrolled to the course (like students) cannot.

These actions include:

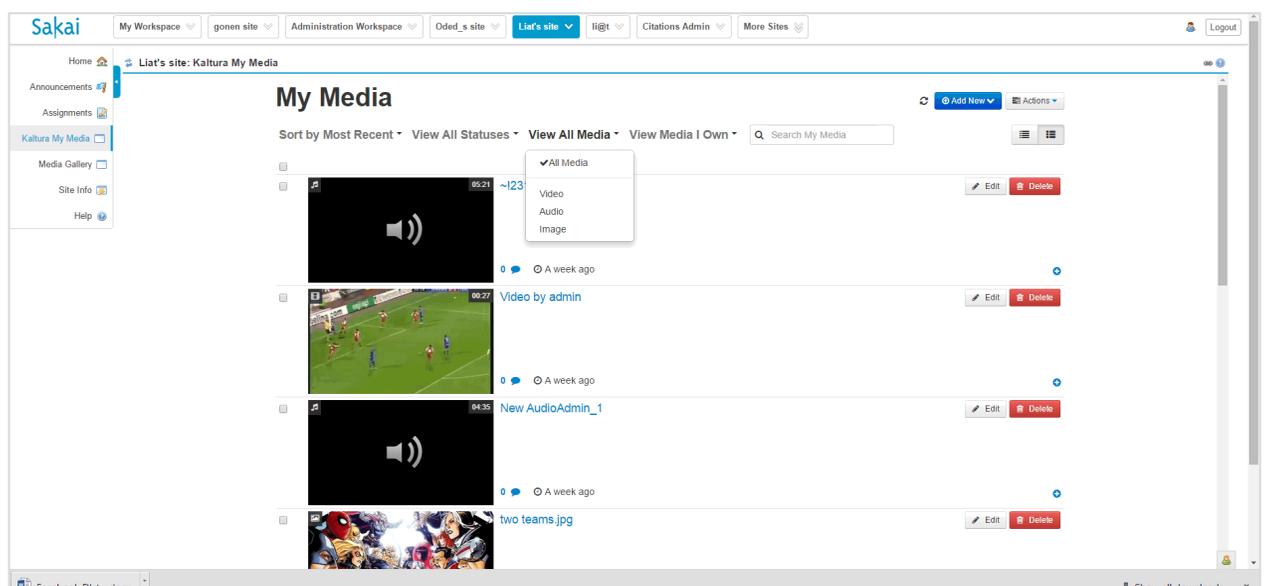
- Configuring settings like the description of the Media Gallery
- Moderating the content added to the Media Gallery
- Removing content from the Media Gallery
- Accessing the Media Gallery Analytics page

All users enrolled to the course can:

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

## To edit the Media Gallery configuration and metadata (available to site Instructors)

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    

Enter Description...

Tags:

Options:  Moderate content (Media will not appear in Media Gallery until approved by the faculty)  
 Enable comments in Media Gallery  
 Keep comments private to Media Gallery.

[Save](#) [Back to Media Gallery](#)

2. (Optional) Enter a description and tags for the Media Gallery for the course.

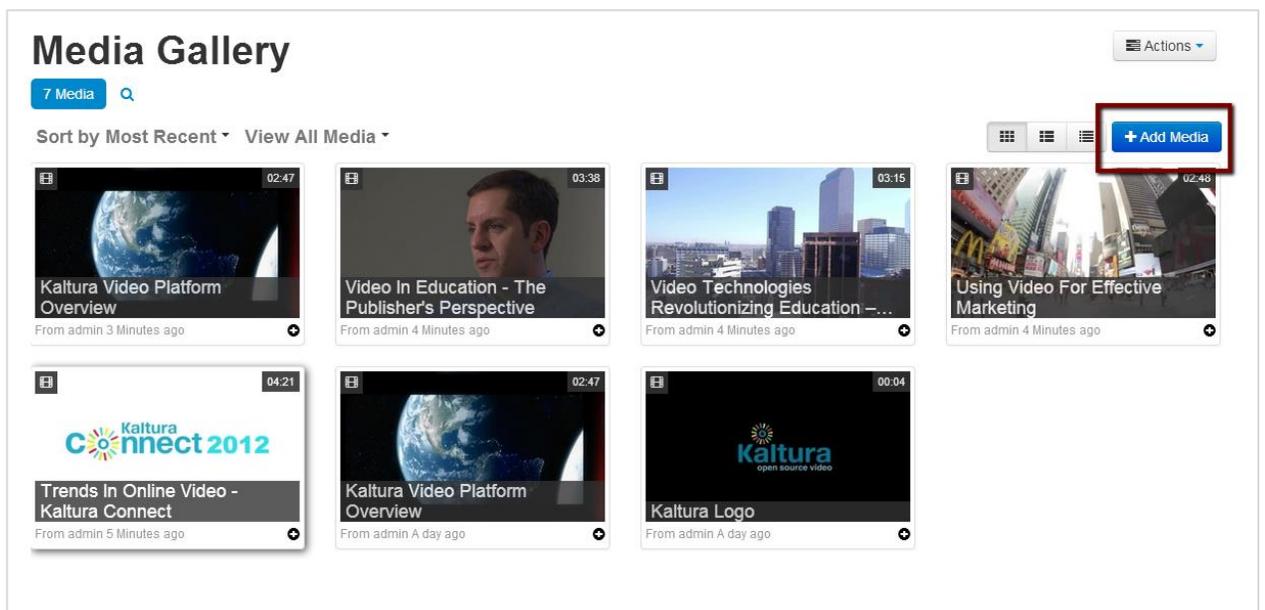
3. Select:
  - **Moderate content** (Media will not appear in Media Gallery until approved by the faculty) – Determines whether content should be moderated. If moderation is disabled, everyone, including students, can publish content to the gallery.
  - **Enable comments in Media Gallery** – Determines whether comments should be enabled in the gallery.
4. Click **Save**.

## Publishing Media to a Media Gallery

You can publish existing media or upload new content

### **To publish existing media to a Media Gallery**

1. Select **Add Media** button.



2. Filter your content.  
Select one or more of the following filtering options:
  - Sort by Most Recent – Alphabetical, Comments
  - View All Statuses – Private, Published, Pending, Rejected
  - View All Media – Videos, Audios or Images, Video Presentations
3. Check the box(es) next to the media you want to add to the Media Gallery.
4. Click **Publish**.  
The content will be added to the Media Gallery

### **To upload new media to a Media Gallery**

1. Click the + Add Media button.
2. Click Add New.
3. Select the media type to add.
4. Continue as described in [Creating New Media](#).  
The new media item/s are automatically published to the Media Gallery they are initiated from.

## Moderating Site Content

Teachers and Teaching Assistants 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 Browse Pending.

The screenshot shows the 'Media Gallery' interface. At the top, there are two tabs: '7 Media' and 'Browse Pending', with the latter highlighted in red. Below the tabs, there are sorting options: 'Sort by Most Recent' and 'View All Media'. On the right, there are view icons and an '+ Add Media' button. The main area displays seven video thumbnails with titles and durations. The titles include 'Kaltura Video Platform Overview', 'Video In Education - The Publisher's Perspective', 'Video Technologies Revolutionizing Education...', 'Using Video For Effective Marketing', 'Trends In Online Video - Kaltura Connect', 'Kaltura Video Platform Overview', and 'Kaltura Logo'. Each thumbnail has a play button icon and a duration timer.



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

The browse pending media window is displayed.

The screenshot shows the 'Media Gallery' interface with the 'Browse Pending' tab selected. It displays '7 Media' and '1 Pending'. Below the tabs, there are sorting options: 'Sort by Most Recent' and 'View All Media'. On the right, there are 'Approve' and 'Reject' buttons. The main area displays one video thumbnail with the title 'A Video Created By A Studnet' and a duration of 'From student 9 Minutes ago'. To the right of the thumbnail, there are 'Approve' and 'Reject' buttons.

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 users enrolled to the site.

# Course Playlists

The Course Playlist feature allows Media Gallery Managers to curate, organize and improve displayed featured content in their course's Media Gallery. Course playlists were formerly referred to as collections.

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 course 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 Course Playlist). In addition, Course Playlists are organic elements that can be shared (embedded) as-is.

The following topics are described:

- [Course Playlists Tab](#)
  - [Creating a Course Playlist](#)
  - [Editing a Playlist](#)
  - [Embedding a Playlist](#)
  - [Modifying Course Playlist Order](#)
- [Working with Course Playlists](#)

## Course Playlists Tab

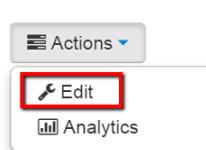
The Playlists Tab is used to manage a selected course's playlist.



**NOTE:** This feature is only available to Gallery Managers.

### To open the Playlists Tab:

1. Click on a course and navigate to the Media Gallery.
2. In the Media Gallery page select Edit from the Actions drop down menu.



The Edit Media Gallery page is displayed.

3. Click on the Playlists Tab to display all the course's playlists.

## Edit Media Gallery

Details		Playlists				
<b>19 Playlists</b>				<input type="text" value="Search Playlists"/> <span>Create new</span> <span>Save</span> <span>Cancel</span>		
Title	Type	Description	Entries	Copy	Embed	
Technology Videos	Manual	Sample tech videos	4			<span>Embed</span>
Biology Videos	Manual	Sample playlist	2			<span>Embed</span>
Kaltura Playlist	Manual	Kaltura videos	2			<span>Embed</span>
15	Manual		0			<span>Embed</span>
14	Manual		2			<span>Embed</span>
13	Manual	test	2			<span>Embed</span>
12	Manual		8			<span>Embed</span>

From this page you can:

- Search Playlists, by entering a search term in the **Search Playlists** area.
- [Create a Course Playlist](#)
- [Edit a Course Playlist](#)
- [Embed a Playlist](#)
- [Modify the Course Playlist Order](#)

## Creating a Course Playlist

Creating a course playlist is the process of defining which media assets are included in the playlist.



**NOTE:** To create a course playlist you must be the course's owner.

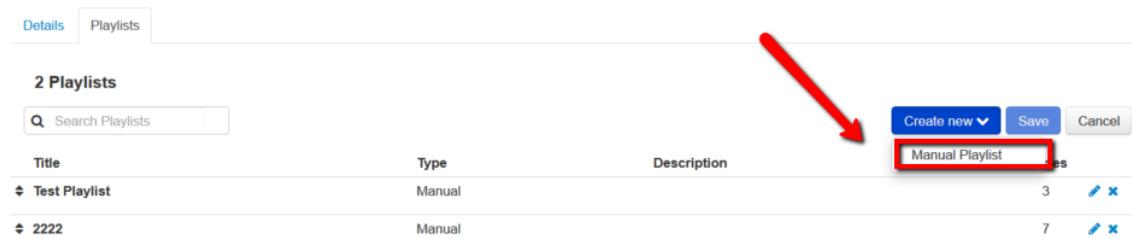
### To create a Course Playlist:

1. Click on a course and navigate to the Media Gallery.



2. In the Media Gallery page select Edit from the Actions drop down menu. The Edit Media Gallery page is displayed.
3. Click on the **Playlists** Tab to display all the Media Gallery's existing playlists.
4. Click **Create New** and from the menu and click **Manual Playlist**.

## Edit Media Gallery



The "Create a Manual Playlist" dialog is displayed.

### Create a Manual Playlist

1 Set Details

Title:  (Required)

Description:

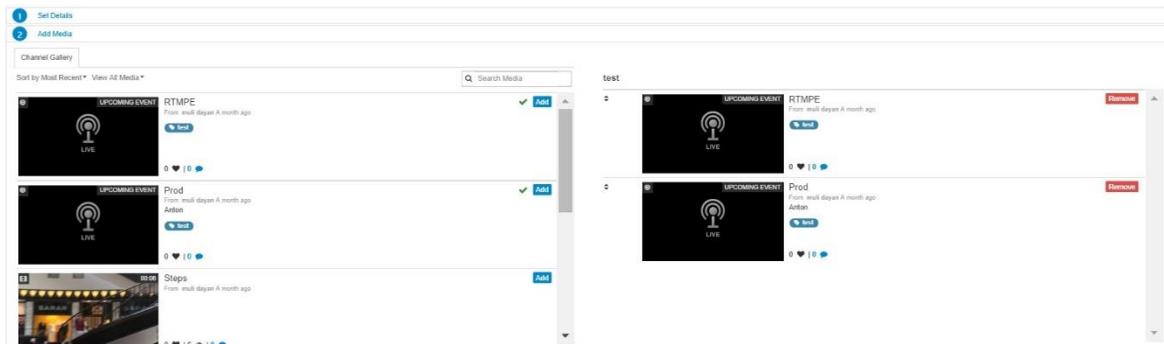
Tags:

2 Add Media

Cancel Save

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), Media Type (Video or Audio) or Free Text by using the search field.



- 7.** In the Add Media section you can:
- a. Add content by selecting an item 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. You can 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 click **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 use the up/down buttons.
- 8.** 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 Course Playlist



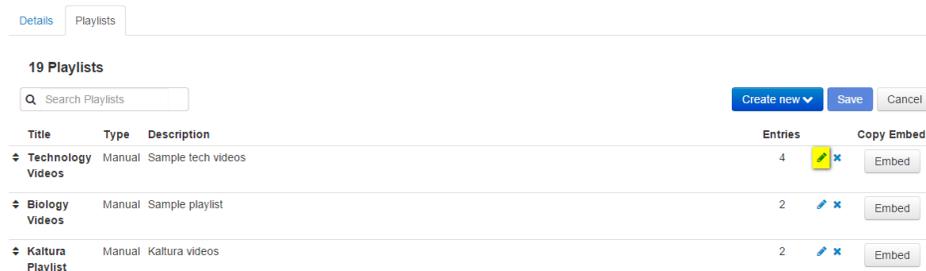
**NOTE:** This feature is only available to Gallery Managers.

You can at any time choose to modify a playlist's details, content and order from the Edit Playlist dialog.

### To modify the playlist's details

- 1.** Click on a course and navigate to the Media Gallery.  
The Media Gallery page is displayed. Only Media Gallery managers can see the Playlists Tab.
- 2.** Edit the Course by clicking on **Actions** and choosing Edit.  
The Edit Page is displayed.
- 3.** Click on the **Playlists** Tab to display all the course's existing playlists.

#### Edit Media Gallery



- 4.** Click **Edit** .

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

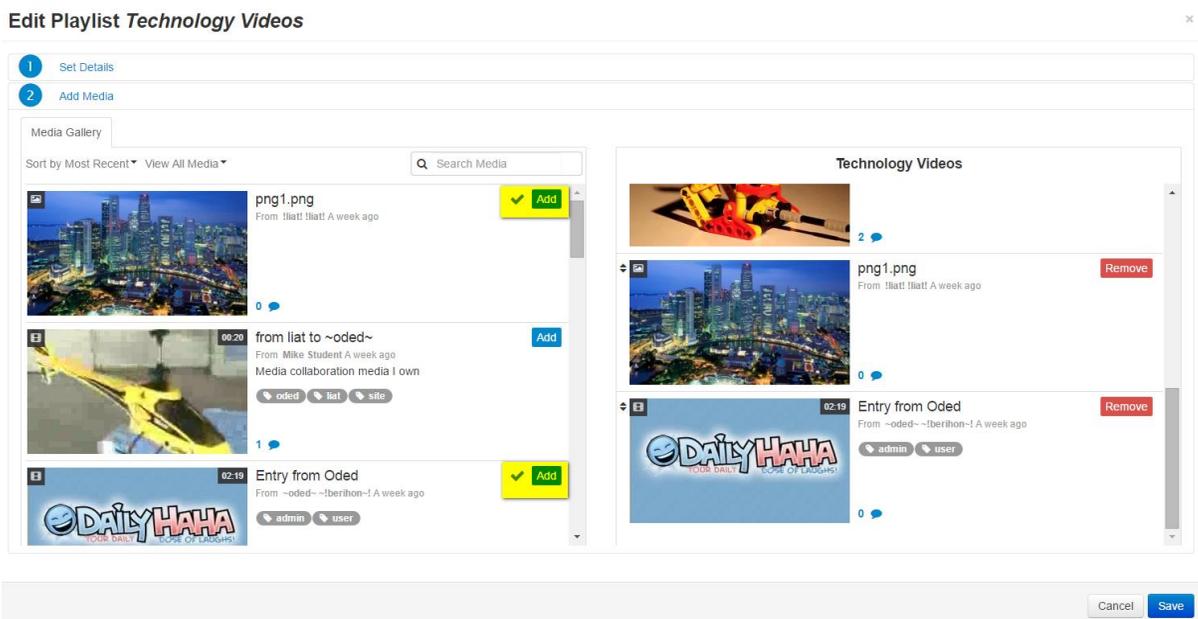
**To modify a playlist's content and/or order:**

1. Click on a course and navigate to the Media Gallery.  
The Media Gallery page is displayed. Only Media Gallery managers can see the Playlists Tab.
2. Edit the Course by clicking on **Actions** and choosing Edit.  
The Edit Page is displayed.
3. Click on the **Playlists** Tab to display all the course's existing playlists.

Title	Type	Description	Entries	Copy	Embed
Technology Videos	Manual	Sample tech videos	4		Embed
Biology Videos	Manual	Sample playlist	2		Embed
Kaltura Playlist	Manual	Kaltura videos	2		Embed

4. Click **Edit**

5. In the Add Media section:
  - a. To add content, select an item 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.
  - b. To remove content, select an item from the Playlist on the right and click Remove.
  - c. To rearrange content in the Playlist, drag-and-drop the items on the left according to the order you want them to be played or use the up/down buttons



## Embedding a Playlist

Course playlists are created so that you can share a certain selection of media assets with others through other web pages. The Embed feature enables you to share your playlist by rendering the player and linkage to the media assets as HTML code that can be added to any HTML page.

The embed playlist needs to be enabled in the KAF admin console for the embed link to be available.



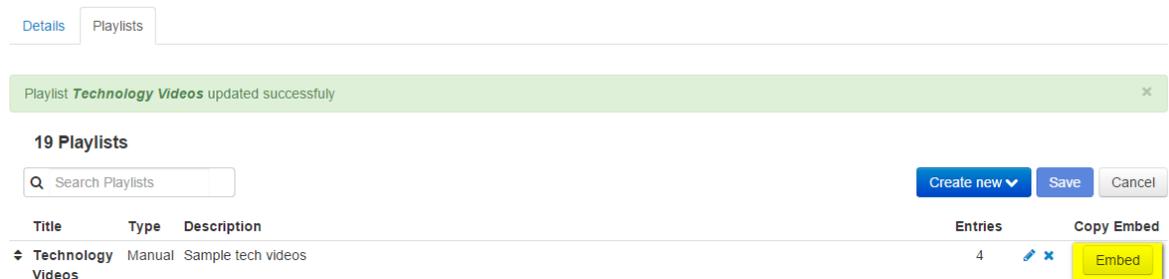
### NOTE:

Course playlist content is publicly shared. Media assets in the playlist can be viewed over the web, where no login is required. If the content you are embedding needs to be secured, embed the playlist on a page that requires login.

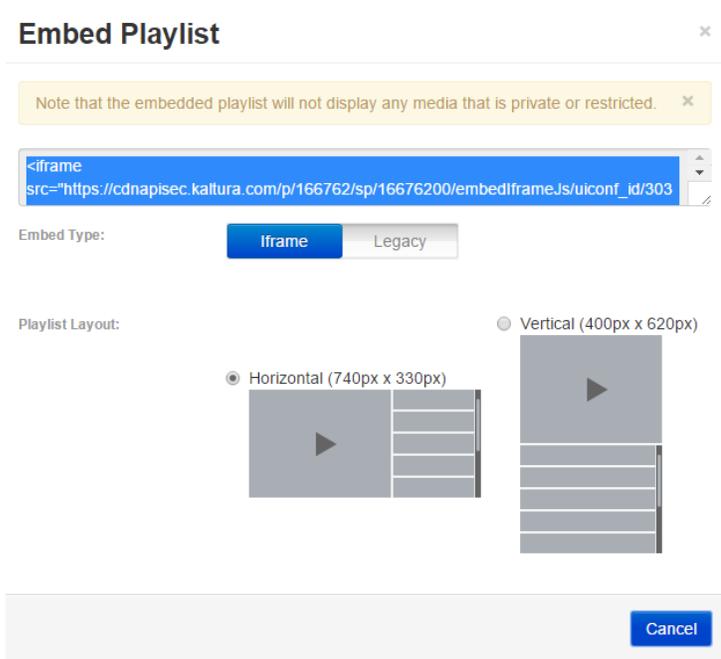
### To generate Embed code for a Course playlist:

1. Click on an existing course and navigate to the Media Gallery.
2. Click on an existing Media Gallery or create a Media Gallery.
3. Edit the Media Gallery by clicking on Actions and choosing **Edit**.  
The Edit Page is displayed.
4. Click on the Playlists Tab to display all the course's existing playlists.  
The embed feature supports the following media formats: **Video**, **Audio** and **Image**.
5. Choose the playlist that you want to Embed and click, **Embed**.

## Edit Media Gallery



The Embed Playlist dialog is displayed.



6. Choose the Embed Type code to be generated, iframe or legacy, the Playlist Layout. The embed code is automatically generated.

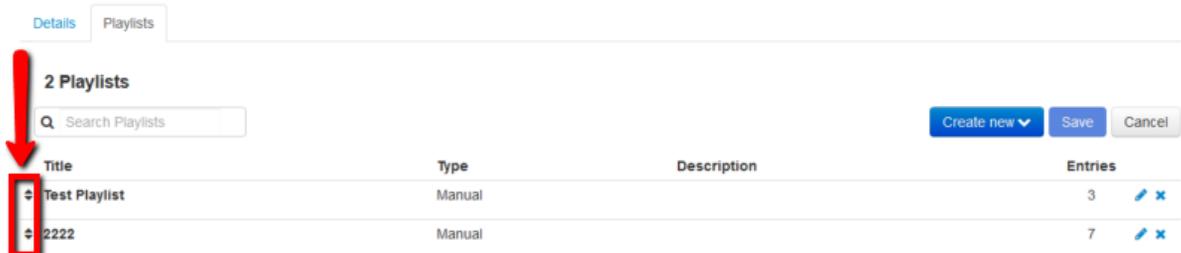
## Modifying the Course Playlist Order

Modifying the course’s playlist sequential order is the process of defining the existing playlist's order of appearance in the courses page. This is done from a course's Playlists Tab.

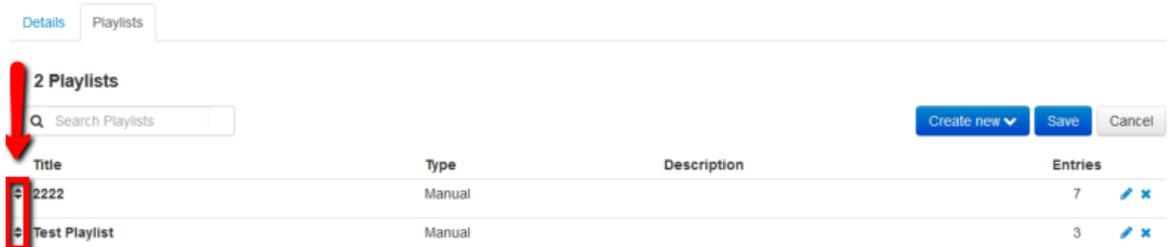
### To reorder the Playlist's Tab:

1. Select an existing course and navigate to the Media Gallery.  
Displaying a course leads you to the Media Gallery page - Edit the Media Gallery by clicking on **Actions** and choosing Edit. This will only be available to site managers
2. Drag and drop to reorder the playlists.
3. Click **Save** to apply your changes.

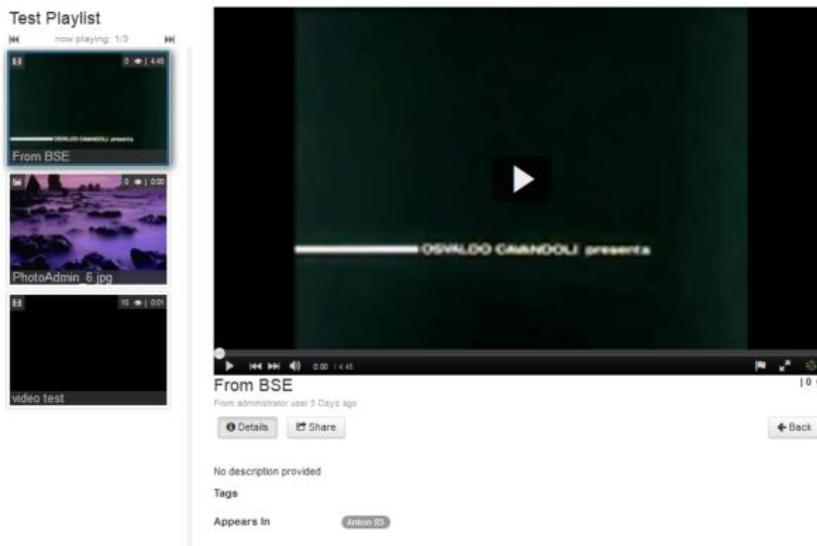
### Edit Media Gallery



### Edit Media Gallery



Working with Course Playlists



You can view and access course playlists if the feature is activated by your administrator and there are course playlists created for a specific course see: [Creating a Course Playlist](#).

## Viewing a Course Playlist

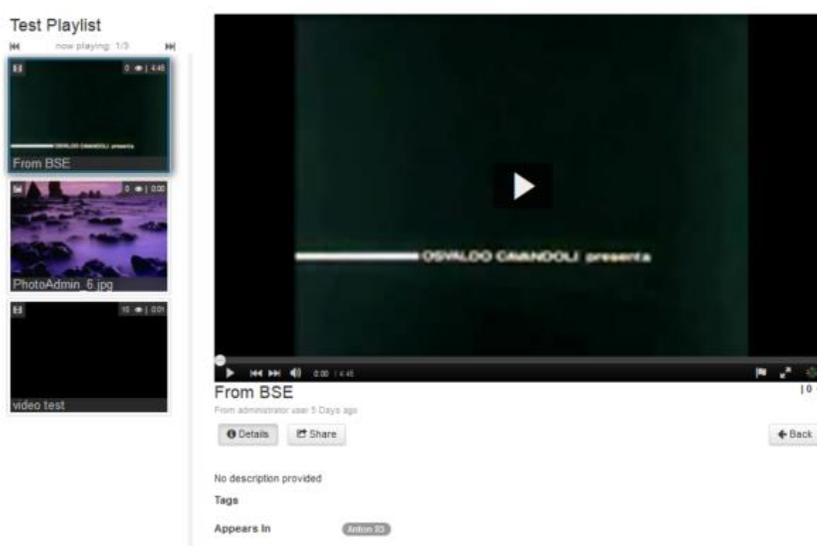
### To view a Course Playlist:

1. Click on a course and navigate to the Media Gallery.



Playlists are displayed by name and accompanying thumbnails to help identify the content of the Playlist.

2. Click on a playlist title to open the Playlists Page.



3. The Playlist page consists of two main areas:
  - a. On the left is the list of videos included in the course playlist. At the top of the playlist you can view which item is currently playing (in the player on the right) and use the navigation buttons to skip back and forth between the videos.



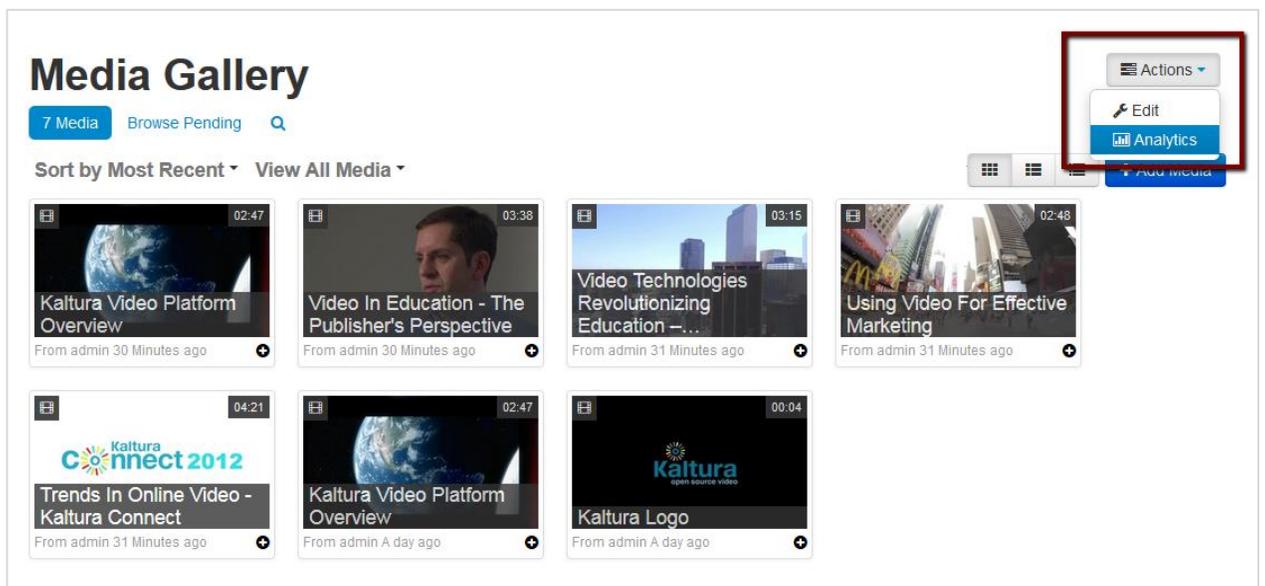
- b. On the right side are the player, the player details and the comments area – see: [Working with the Course Playlists Page](#), for a full list of the actions that can be performed from this page.

## Viewing Media Gallery Analytics

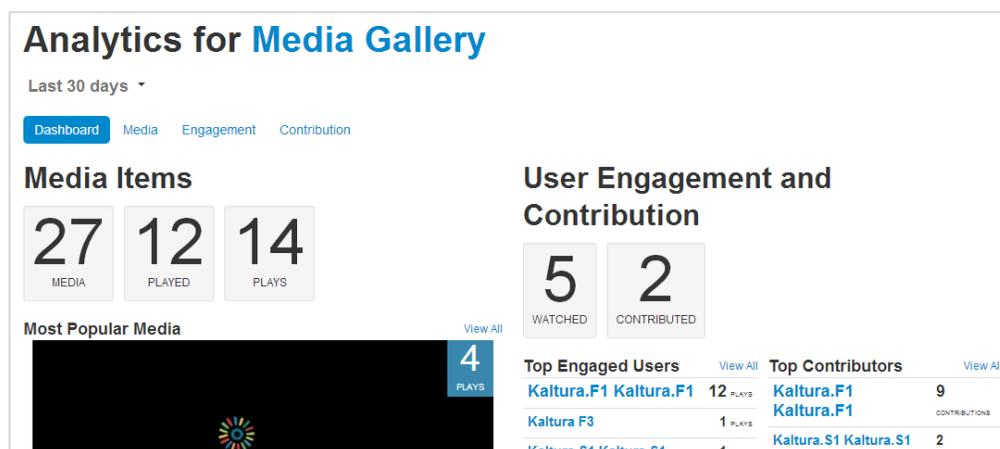
Teachers can access the Media Gallery Analytics page to view different engagement reports for students enrolled in a site.

### To view the Analytics page

- In the Media Gallery, click Actions and then Analytics.



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



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

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

## Types of Media Analytics Reports

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

- [Media Analytics Report](#)
- [Engagement Analytics Report](#)
- [Contribution Analytics Report](#)

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

## Media Analytics Report

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

## Engagement Analytics Report

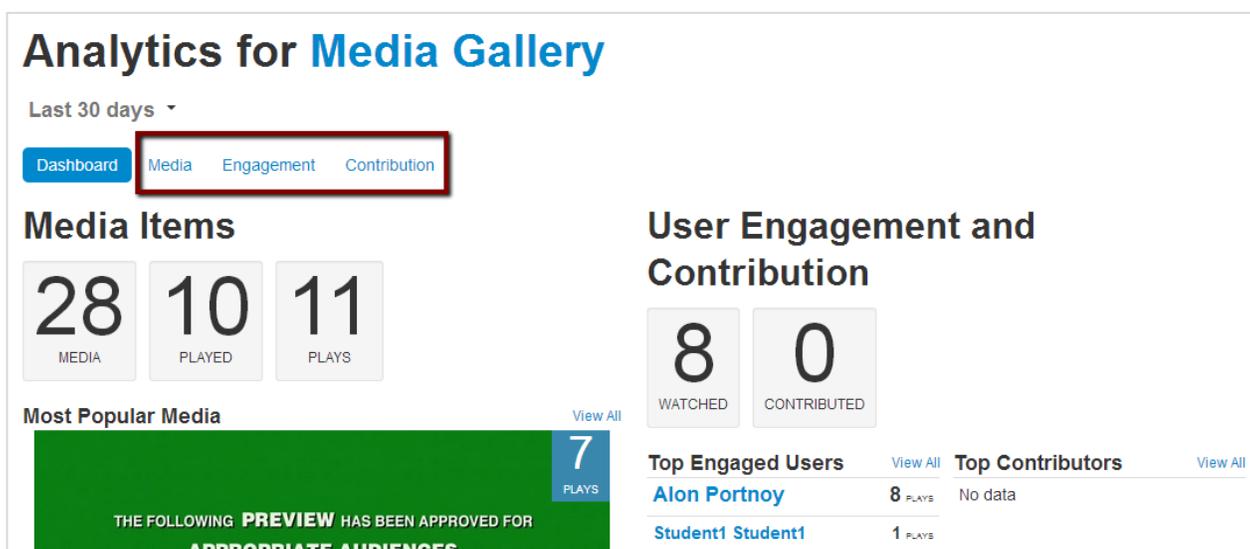
The engagement analytics report lists all the users enrolled to the course that have viewed at least one video from the Media Gallery. For each user, the total view time, average view time and average drop off-rate are presented.

## Contribution Analytics Report

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

### To view Media, Engagement and Contribution Reports

1. From the Media Gallery select Actions and then select Analytics.
2. In the Analytics page, select the desired report by clicking its corresponding tab.



**Analytics for Media Gallery**

Last 30 days ▾

Dashboard **Media** Engagement Contribution

**Media Items**

28 MEDIA 10 PLAYED 11 PLAYS

**User Engagement and Contribution**

8 WATCHED 0 CONTRIBUTED

**Most Popular Media** [View All](#)

7 PLAYS

THE FOLLOWING **PREVIEW** HAS BEEN APPROVED FOR APPROPRIATE AUDIENCES

**Top Engaged Users** [View All](#) **Top Contributors** [View All](#)

Alon Portnoy 8 PLAYS No data

Student1 Student1 1 PLAYS

## Detailed Analytics Reports

### To view a detailed entry report

1. From the Media Gallery Analytics page, select the desired report by clicking its corresponding tab.
2. Click on the  next to the entry.

Media Title	Contributed By	Plays	Total View Time	Avg. View Time	Avg. Drop-Off
 DieHard5.mov	Alon Portnoy	7	00:00	00:00	0%
 Fields Wicker-Miurin Learning from leadership's	Jack.Sharon@kaltura.com	2	00:12	00:06	38%
 welcome message	teacher3 teacher3	1	00:00	00:00	0%
 Guest lecture- Michal Tsur (Source)	Kaltura-Canvas Kaltura-Canvas	1	00:00	00:00	0%
 drop_folder_gs_002	batchUser	0	00:00	00:00	0%
 drop_folder_gs_003.sss	batchUser	0	00:00	00:00	0%
 Kaltura Video Platform Overview	Jack Sharon	0	00:00	00:00	0%
 drop_folder_gs_003	batchUser	0	00:00	00:00	0%
 drop_folder_gs_002	batchUser	0	00:00	00:00	0%
 Video as a Marketing Tool in Education	Jack Sharon	0	00:00	00:00	0%

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

## Media Detailed Entry Report

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

Media Title	Contributed By	Plays	Total View Time	Avg. View Time	Avg. Drop-Off
DieHard5.mov	Alon Portnoy	7	00:00	00:00	0%
Fields Wicker-Miurin Learning from leadership's	Jack.Sharon@kaltura.com	2	00:12	00:06	38%
welcome message	teacher3 teacher3	1	00:00	00:00	0%

User	View Drop-Off
teacher3 teacher3	0%
student1 student1	0%
Alon Portnoy	0%
Jack.Sharon@kaltura.com	75%

## Engagement Detailed Entry Report

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

Media Title	View Drop-Off
welcome message	0%
DieHard5.mov	0%
drop_folder_gs_002	0%
Fields Wicker-Miurin Learning from leadership's	75%
Kaltura Video Platform Overview	0%

## Contribution Detailed Entry Report

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

## Printing Analytics Reports

### To print a report

1. In a report or detailed entry report, click the **Printable Version** button . A new browser tab with a printable report version is displayed.
2. Click **Print** to print the page.

### User Contribution Report | For Media Gallery

**May 12,2014 - Jun 11,2014**

[print](#)

User	Contributed
Admin User	1
teacher teacher	1

[print](#)

## Exporting Analytics Reports to A CSV

### To export a report to CSV

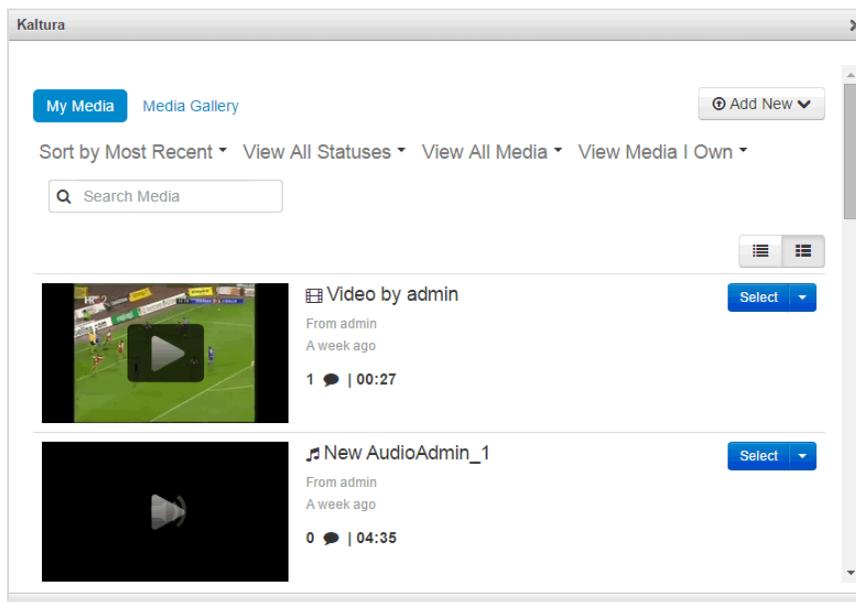
- In a report or detailed entry report, click the **Export to CSV** button . Depending on your browser definitions you may be prompted to save the file to a local directory

## Embedding Kaltura Media

The *Browse, Search and Embed* window allows a user to seamlessly embed video content

- from the user's personal My Media repository.
- from the course Media Galleries the user has access to.

The Browse, Search and Embed window also allows you to upload and create new content on the fly.



The Browse, Search and Embed window is available in the following places:

- When embedding videos as part of a rich-text item using Sakai's rich text editor – CK Editor
- Syllabus
- Tests & Quizzes
- Web Content

Each of these tools uses a similar editor that allows you to insert media items from that particular site's Media Gallery.

## Embedding Kaltura Media through the Rich-Text Editor

The Kaltura Video Tool for Sakai's rich text editor integration may be used to embed media where the rich-text editor is available, such as in announcements, assignments, forums etc.

### To embed Kaltura media through the rich-text editor

1. Click on a tool available in your site, for example, Announcements and click Add. I
2. In the rich text editor click the Embed Kaltura Media button 

The Browse, Search and Embed window opens.  
You can reuse existing content from My Media, courses and from Media Galleries
3. To create new content from within the Browse, Search and Embed window, click the Add New button and choose the desired content type.

My Media Media Gallery

Sort by Most Recent View All Statuses View All Media View Media I Own

Search Media

Add New

Media Upload YouTube

2015-06-23\_1424.png  
From Sakai Administrator 4 Hours ago  
0 | 0

Canvas\_two\_entries.png  
From Sakai Administrator 5 Hours ago  
0 | 0

Top 10 Funniest Laughing Scenes in Movies.mp4  
From Sakai Administrator 6 Hours ago

- To embed a video, click the **Select** button next to the video.

Kaltura Video Platform Overview  
From admin  
An hour ago  
0 | 02:47

In the following example, a media item is added to a class announcement.

#### To add a media item to a class announcement

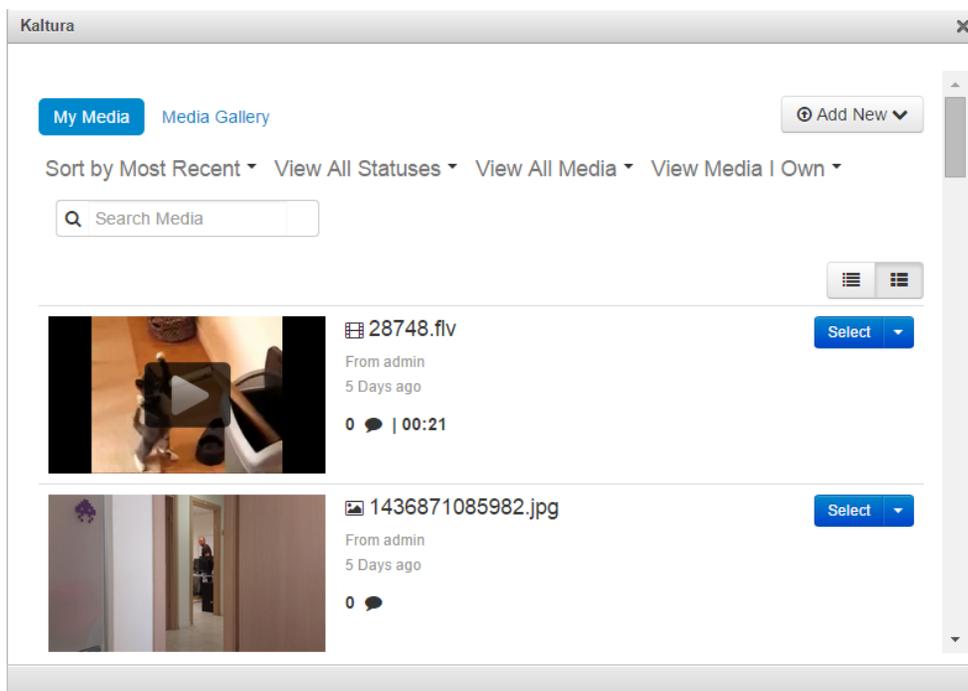
- Click on **Announcements** and then choose **Add** from the top menu items.
- Click on the **Kaltura Video Tool icon** in the editor's toolbar.



- A window with the contents of the 'reusable' media items in the Site Library is displayed.
- Select a display option:
  - Detailed
  - Collapsed



- Select the player size from the Select drop down menu. Player sizes are determined in the admin console by your administrator.



6. Browse or search for the media item you want to use  
The thumbnail representing the media item is displayed in the editor box.
7. Click Post Announcement.  
After the announcement is submitted, the media item is displayed in a player.
8. Provide a name for the new resource and an optional description.
9. In the **Video** section click **Add media** to open select a video using the Browse, Search and Embed Window.
10. Embed the video as described in [Embedding Kaltura Media](#).
11. In the **Common module settings** provide additional optional settings.
12. Click Save and display or Save and return to course to finish.