Desire2Learn Digital Media Services - Kaltura

User Manual

Version: Digital Media Services - Kaltura 3.0

Kaltura
open source video

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Preface

This preface contains the following topics:

- About this Manual
- Audience
- Document Conventions

About this Manual

This manual describes how to use Desire2Learn Digital Media Services v 3.0 – Kaltura plugin (also referred to as “D2L DMS – Kaltura 3.0”).

NOTE: Please refer to the official and latest product release notes for last-minute updates. Technical support may be obtained directly from: Kaltura Support.

Contact Us:

Please send your documentation-related comments and feedback or report mistakes to knowledge@kaltura.com.

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

Audience

This manual is intended for users of Desire2Learn Digital Media Services – Kaltura version 3.0. The manual assumes familiarity with Desire2Learn concepts and flows and focuses on the DMS – Kaltura 3.0 flows and functionality.

Document Conventions

Kaltura uses the following admonitions:

- Note
- Workflow

NOTE: Identifies important information that contains helpful suggestions.

Workflow: Provides workflow information.

1. Step 1
2. Step 2

About the Screenshots

D2L DMS - Kaltura 3.0 implements a responsive web design for optimal user experience across all devices. The user interface displays differently on different devices and available screen sizes.

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

SECTION 1

Overview of the Kaltura D2L DMS 3.0 Plugin

Kaltura has partnered with Desire2Learn to offer an out-of-the-box extension that enables you to record, upload, publish, search, and share video directly from your Desire2Learn 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.

Main Features and Tools

Upload and Record

- **Easy Video Uploading** - Upload any type of media (video, audio, images) using a simple interface.
- **Create webcam videos** - Welcome messages, introductions, assignment instructions, simple demonstrations, and other webcam media.
- **Screen Recording** – Easily record the screen, along with audio and webcam feeds, to create and publish screencasts. Instructors and students can record and share lectures, presentations, software tutorials, and additional screencasts.

Organize and Share

- **My Media** – Upload, manage, assign, and share content (based on permissions) with a private media library for each D2L user.
- **Course 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.
- **Insert Stuff integration**: Intuitively use rich media without time-consuming training, simply click on the “My media” link from within “Insert stuff”.

View and Interact

- The Kaltura Player:
  - Customize the player - Functionality, features and display
  - Configure once use everywhere - Mobile, tablet, PC , TV
  - Open Standards , Open Source
  - Files are transcoded for Web, HD, or Mobile Delivery across various devices and platforms. Player auto detects device and platform and adjusts the playback using adaptive bitrate technology
  - Playback supporting both Flash and HTML5 for mobile, with automated fall back
  - Accessibility - Supports playback with ADA/508 compliant player
- **Responsive Design**: Automatically adjusts site layout to the screen size and device to provide optimal mobile device support
- **Captions** - Upload multi-lingual captions to reach international, multi-lingual, and hearing-impaired audiences while also enabling in-video search within the captions.
- **Comments** - Boost online conversations and user engagement by allowing users to comment on

videos

- **Search** - Quickly find videos based on metadata (name, description, tags, 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 course gallery/my media gallery

SECTION 2

Interacting with Media

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

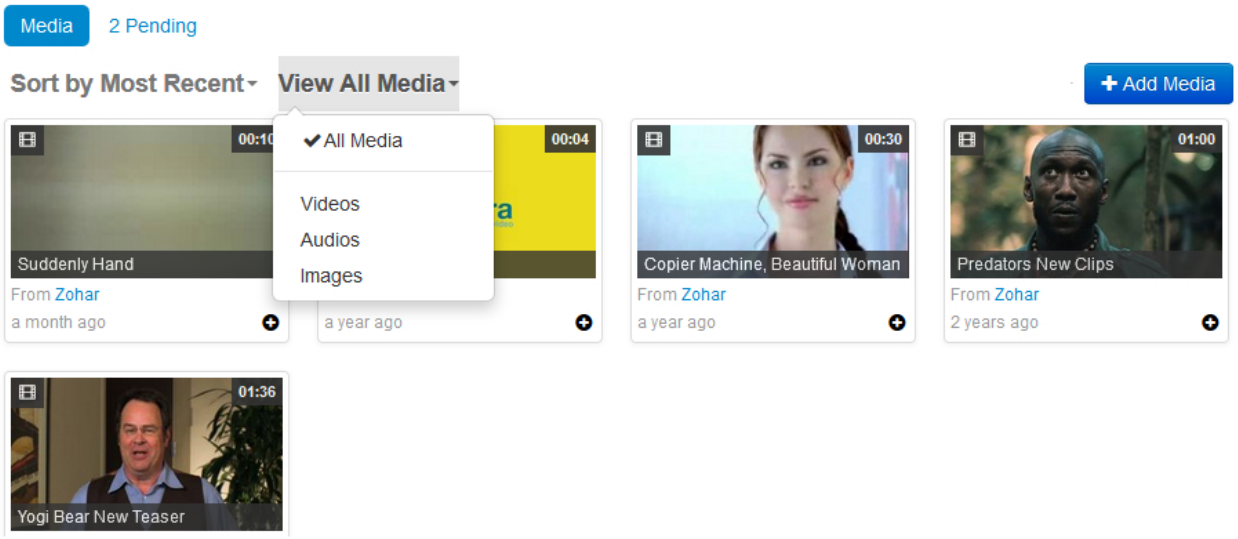
- Filter the content.
- Sort the content.
- Select a video to play.
- View media.
- Comment on media.
- Search media and captions.

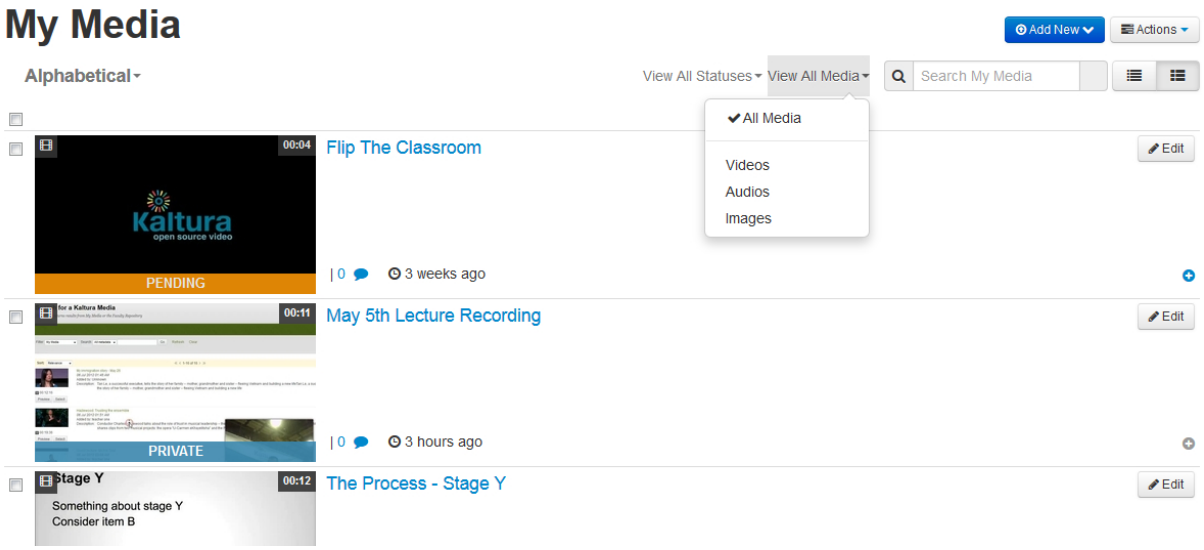
Displaying and Viewing Content

To filter content

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

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





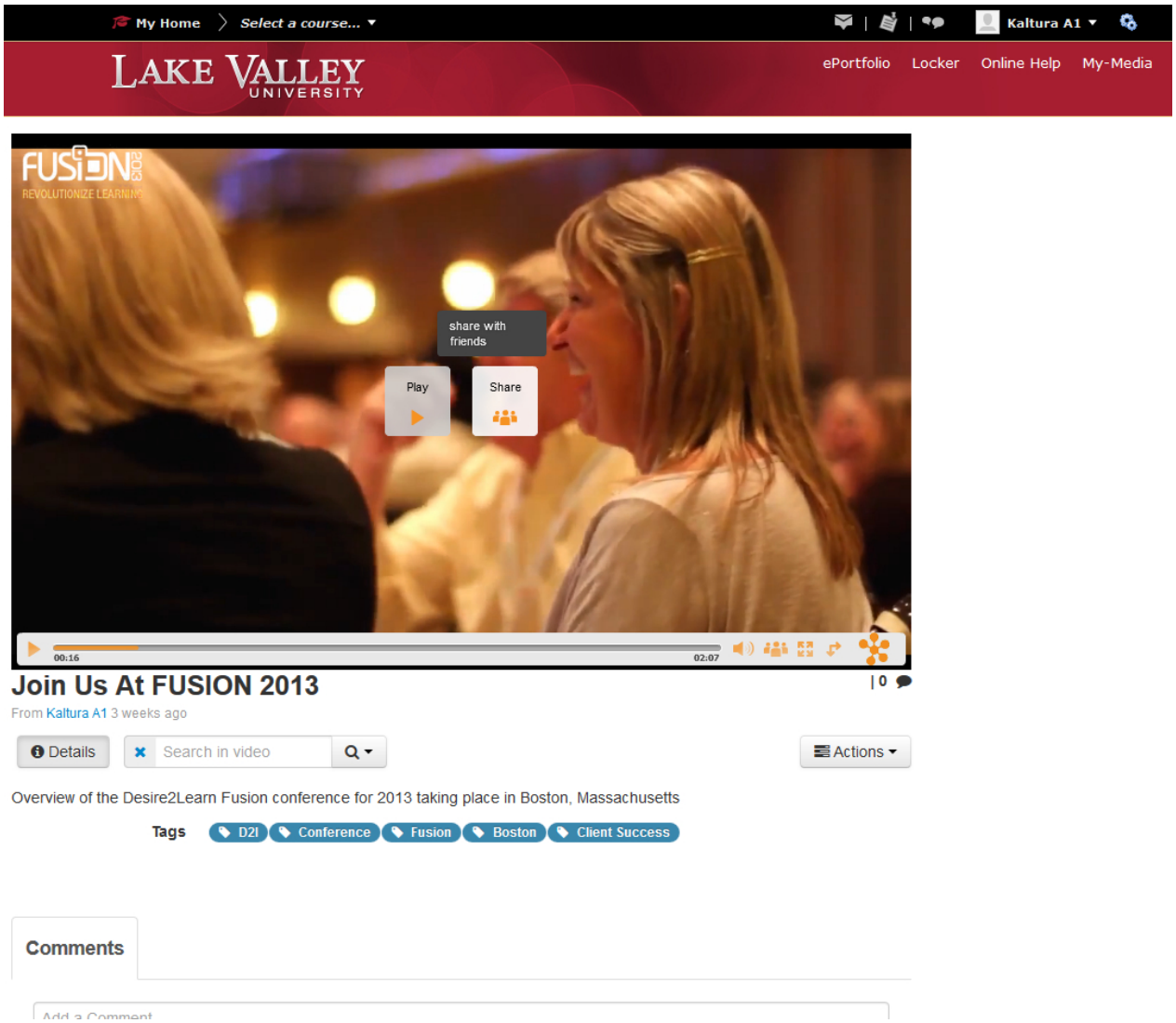
To sort content

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

- Most Recent
- Alphabetical
- Comments

To view content

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



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

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

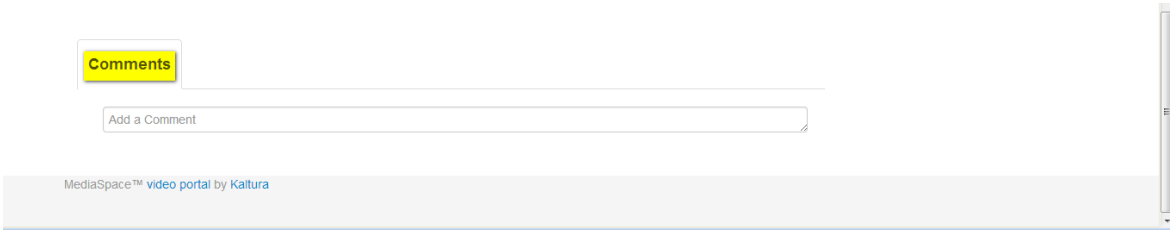
Commenting on Media

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.
If the Add a Comment field is not visible, click **Add a comment** to display it.

To display comments

1. Click a media thumbnail or title.
2. If comments were entered, they are displayed in the Comments area under the media metadata.
3. When a limited number of comments are displayed, click **Load more comments** to display additional comments.

To reply to a comment

1. Click a media thumbnail or title.
2. In the Comments tab under the media player, hover over a comment and click **Reply**.
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 tab under the media player, hover over a comment or reply and click **Delete**.
3. Click **Yes** to confirm the deletion.

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

Searching Media and Captions

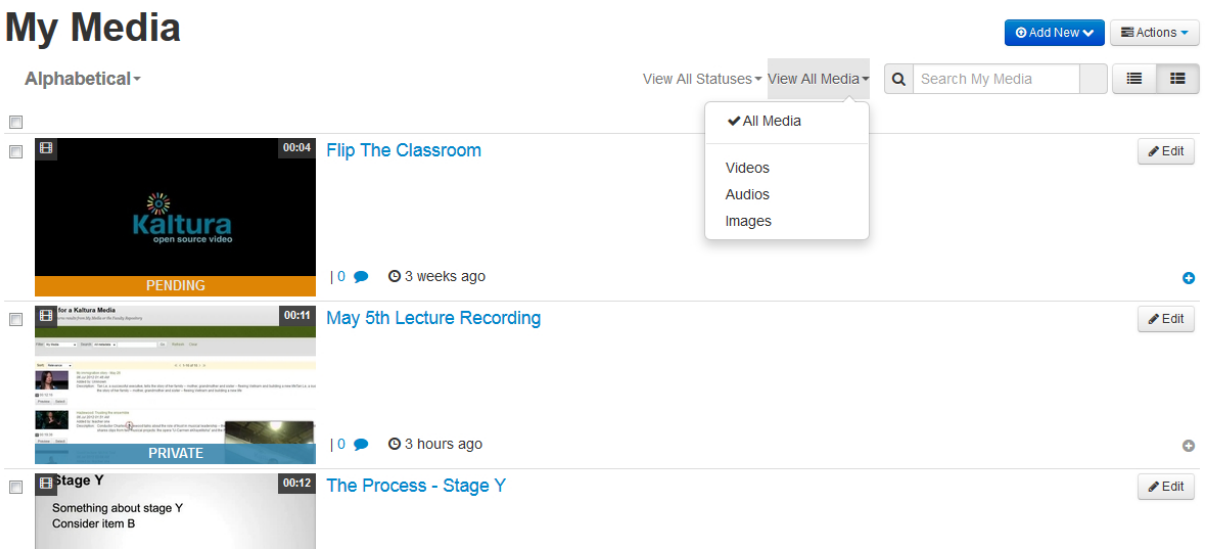
You can search:

- All media based on metadata
- All videos for captions
- A category or channel for media based on metadata
- A category or channel for captions

- Captions in a single video
- For media associated with a user, tag, or category

Searching for Media

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 a Media Gallery or My Media

1. On the Media Gallery or My Media, enter a search string (such as a tag or part of a title) in the Search field. Media with metadata that includes the text is displayed.
2. To clear the search text, click the clear X icon .
3. In Media Galleries you can toggle between search results in metadata and in captions by clicking on Media or Search in Video repectively

NOTE: Only video items can have captions.

Searching for Strings in Captions in a single video

NOTE: Only video items can have captions.

To search for strings in captions in a single video

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

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

   A result is displayed for each point in the video where the caption text appears.
3. In the results, click a caption to play the video from the point where the text appears.
4. To clear the search text, click the clear icon.

SECTION 3

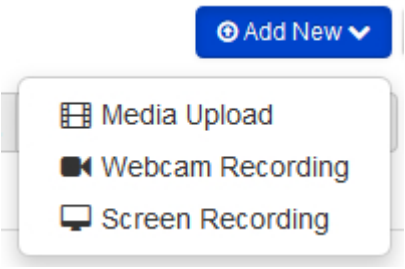
Creating New Media

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

- Upload media
- Record from webcam
- Record your screen

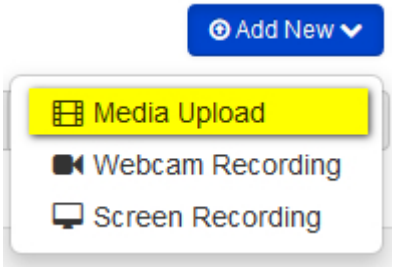
Uploading Media

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

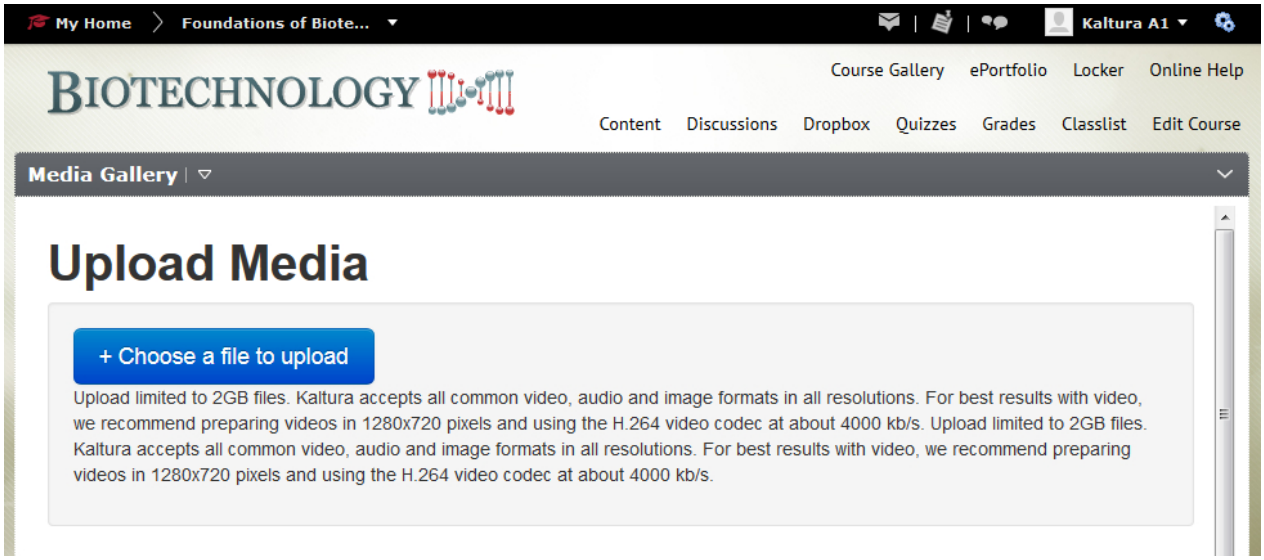


To upload media from your desktop

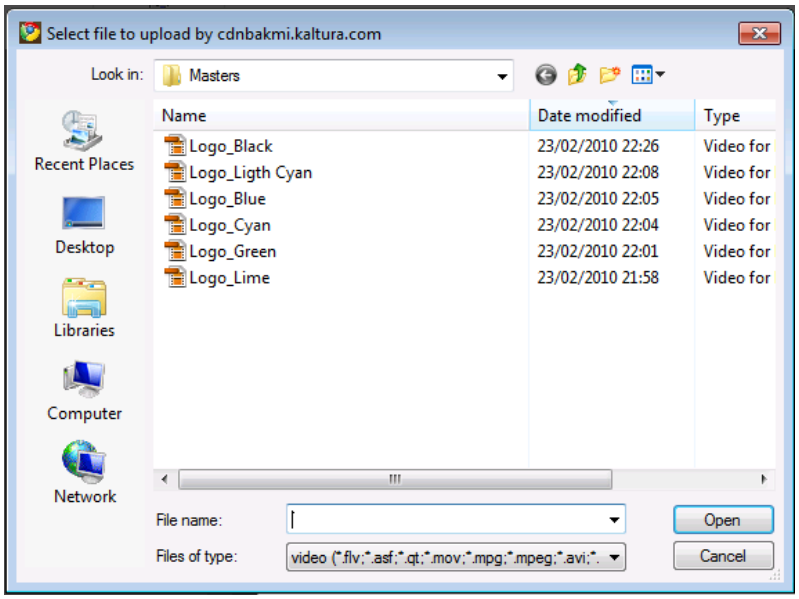
1. Select Media Upload from the Add New dropdown menu.



The Upload Media page is displayed.

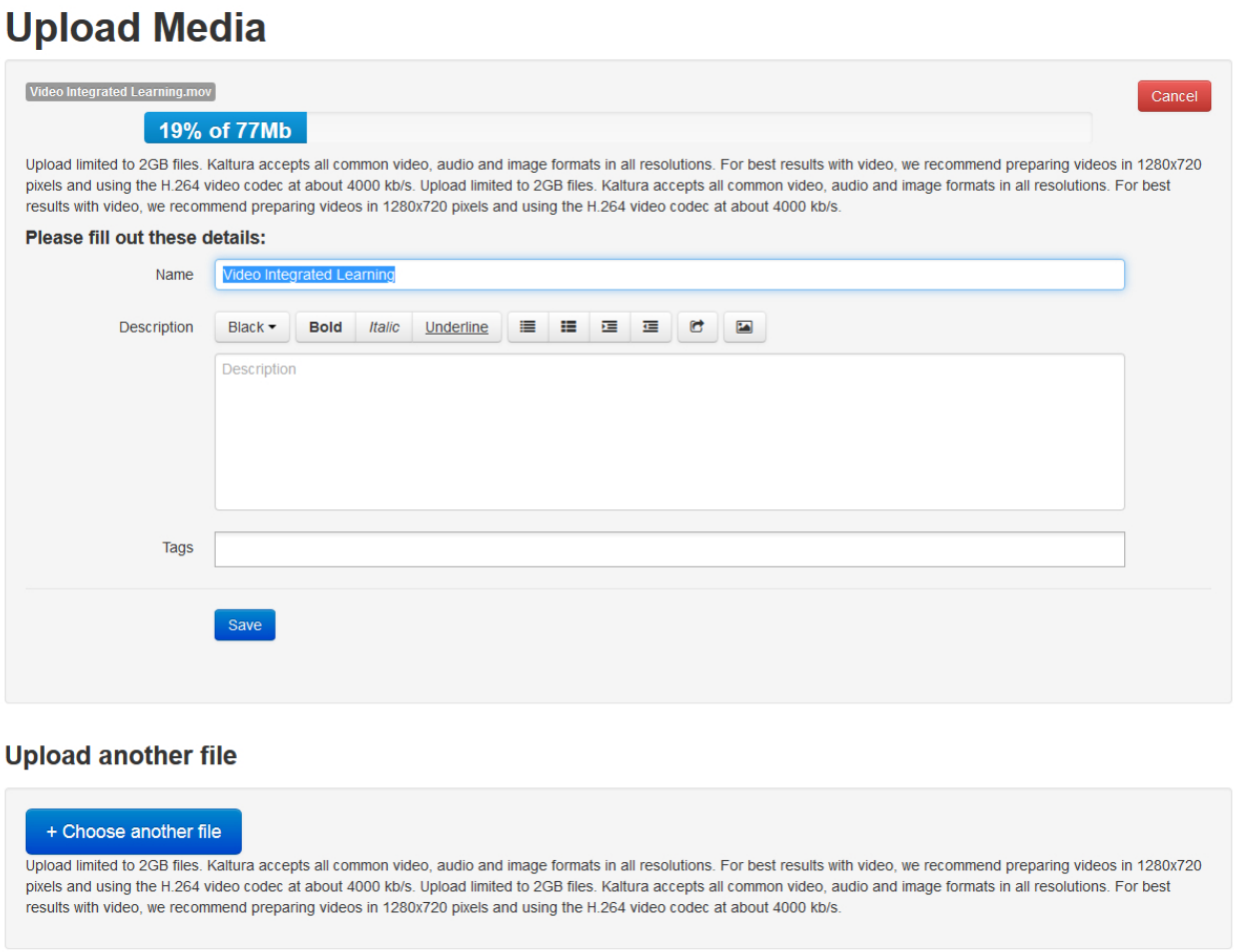


2. Click **Choose a file to upload**.
3. In the Select file to upload window, select a media file to upload and click **Open**.



4. While the file is uploading, on the Upload Media page you can:
   - Enter metadata information about the media and click **Save**.
   - Mandatory fields are marked with an asterisk.

- Click **Cancel** to cancel the upload.
- Click **Choose another file to** upload additional files.



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

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

Video 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.

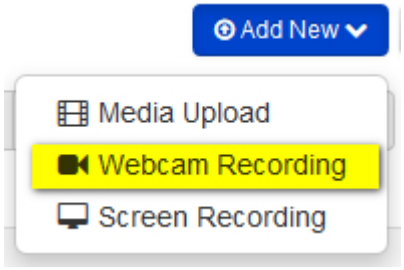
You can edit media information during conversion and while waiting for moderation.

SECTION 4

Recording from Webcam

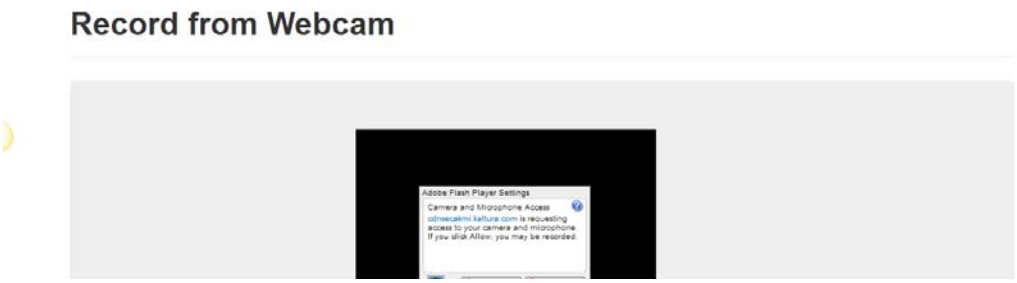
To record from a webcam

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

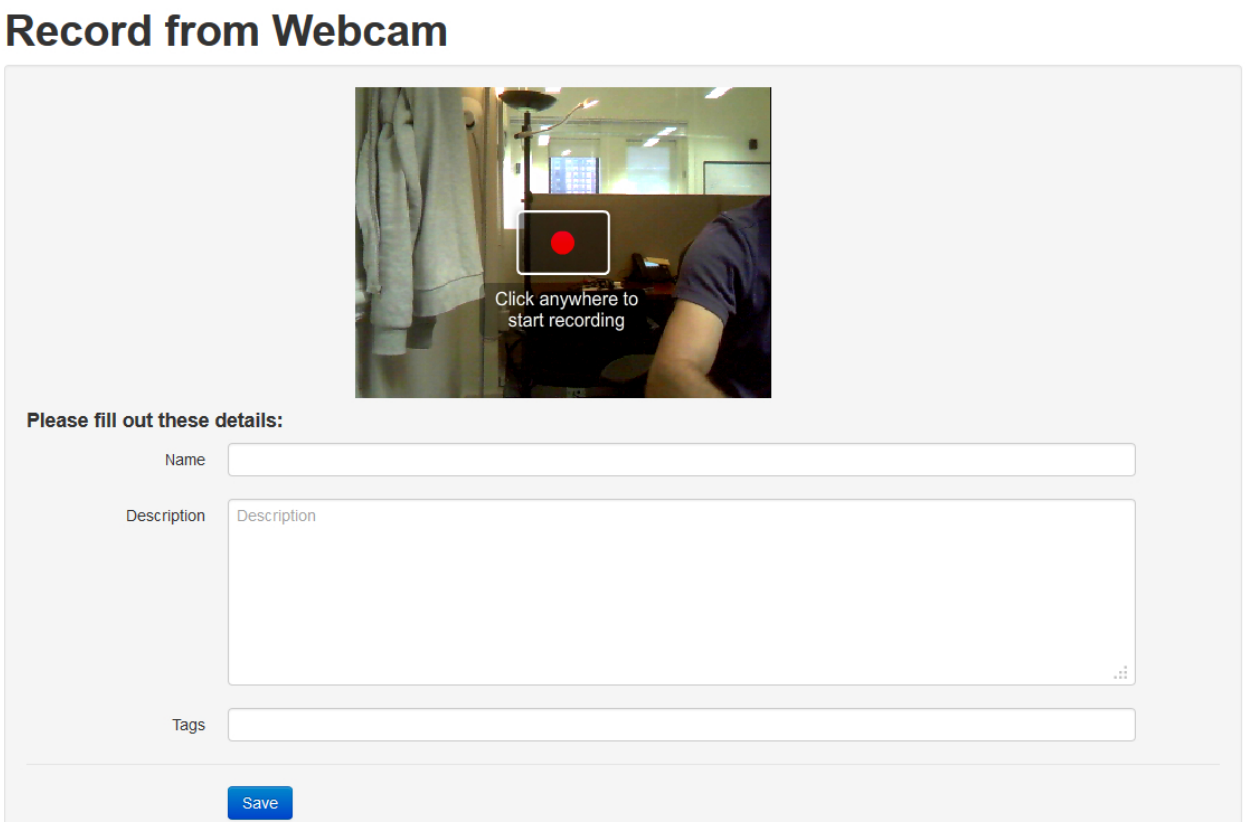


The Record from Webcam page is displayed.

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, and click **Save**.



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

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

Recording Your Screen

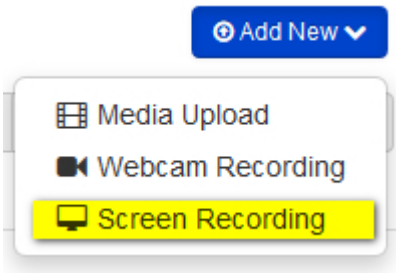
The following lists the basic workflow of how to record your screen:

Workflow:

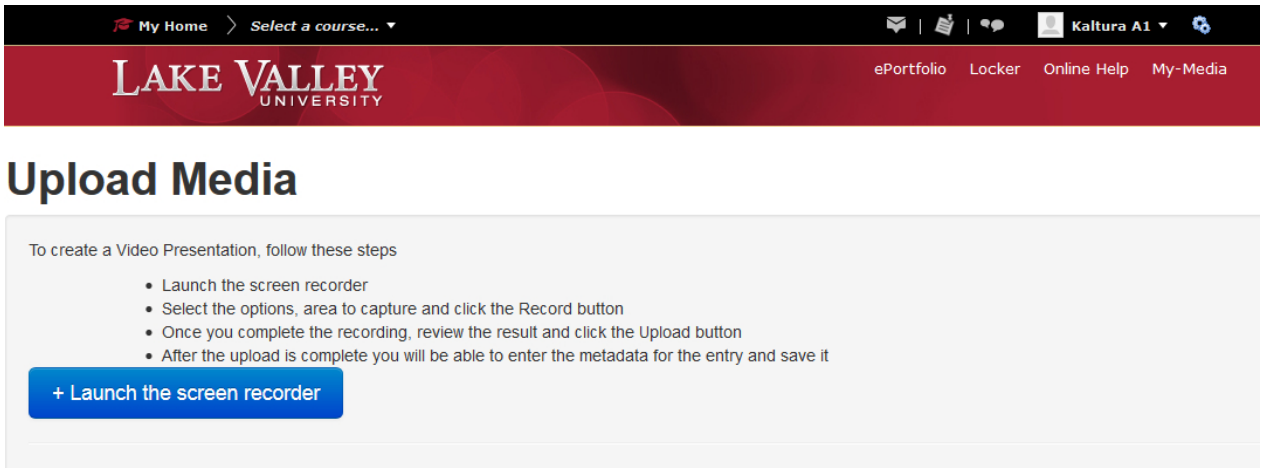
1. Select the Screen Recording option.
2. Launch the Screen Recorder.
3. Select the options and area to capture, and start recording.
4. After recording, review the results and upload.
5. After uploading, enter metadata.

To record your screen

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



The Screen Recording page is displayed.

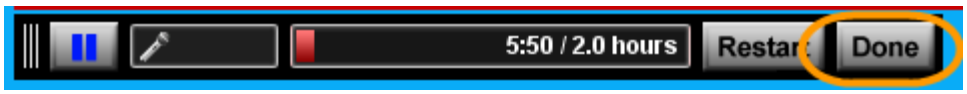


2. In the Screen Recording window, click **Launch the screen recorder**.
3. In the Screen Recorder, follow the instructions to record your screen:
   a. Drag and resize the frame to define the screen area to record and enter Alt-P or click the

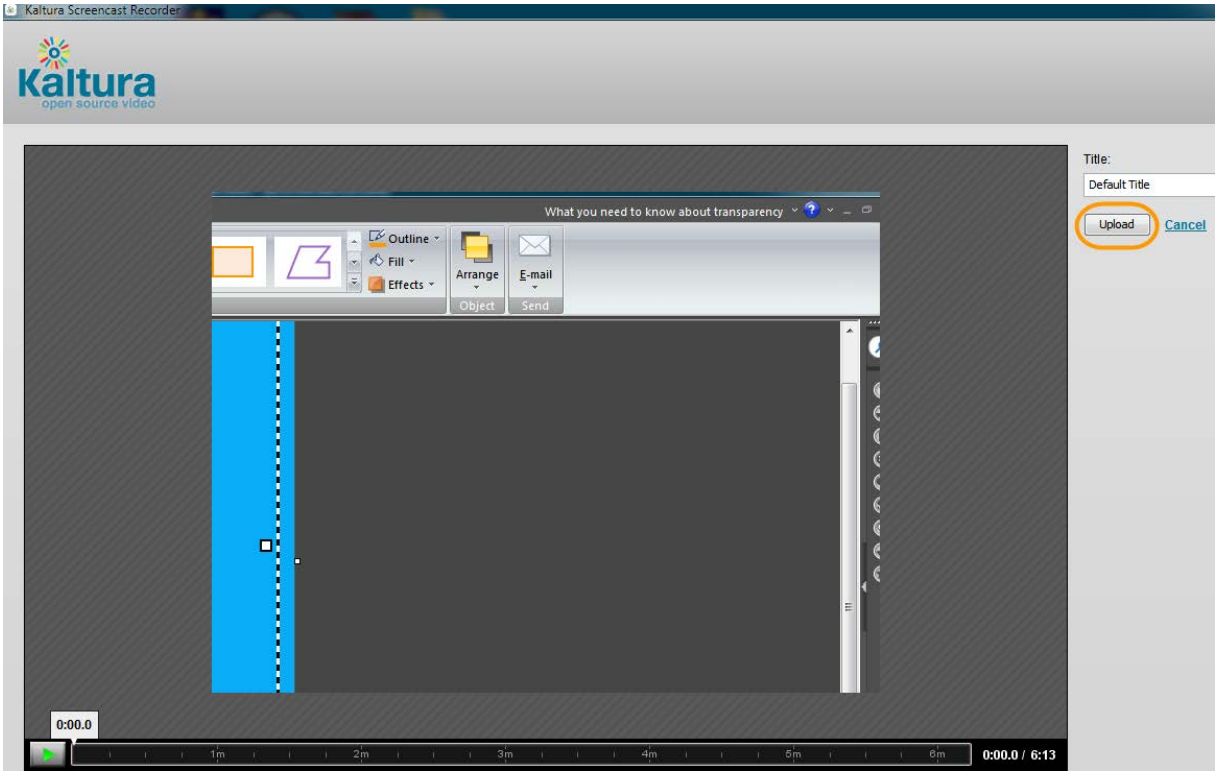
Record button to begin recording.

b. Toggle Alt-P or the Record/Pause button to pause and continue recording.

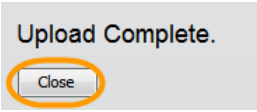
4. Click **Done** to finish recording.



5. Review your recording and click Upload.



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


Upload Complete.
Close

SECTION 6

Managing Your Media

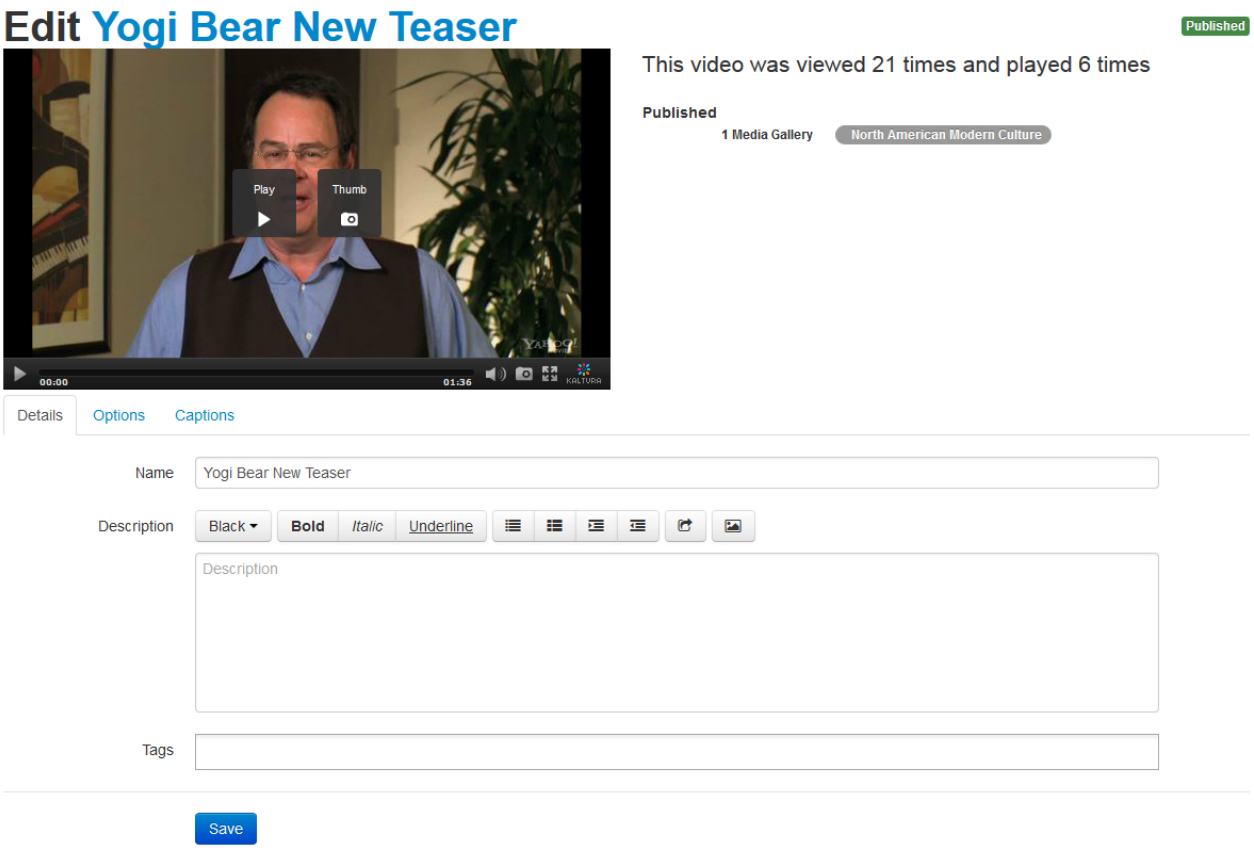
Your My Media page lists the media that you created. In addition to all normal interactions with media as described in Interacting with Media when you open a media page, you can:

- Edit metadata.
- Select a thumbnail.
- Upload and manage captions.
- Publish a media item.to Media Galleries
- Publish multiple media items
- Disable or close comments

Editing Media

To edit media

1. Do one of the following:
   - On your My Media page, click **Edit** for the media you want to edit.
   - On the view entry page of a media entry you created, click Actions and select Edit.



   The Edit Media page is displayed.
2. In the Edit Media window, you can:
   - Edit information about the media.
   - Select a frame to use as the media thumbnail, such as when the media is included in a gallery.
   - Upload and manage your closed caption files for the media.

Selecting a Frame to Use as a Thumbnail

To select a frame as a thumbnail

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

Uploading and Managing Captions

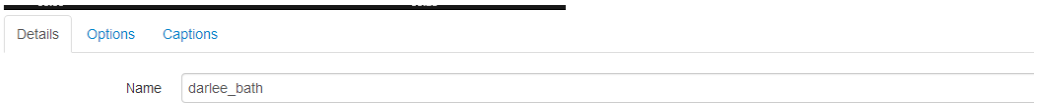
You can upload caption files for your media items and manage the captions. Users can search the caption texts.

NOTE: Only video items can have captions.

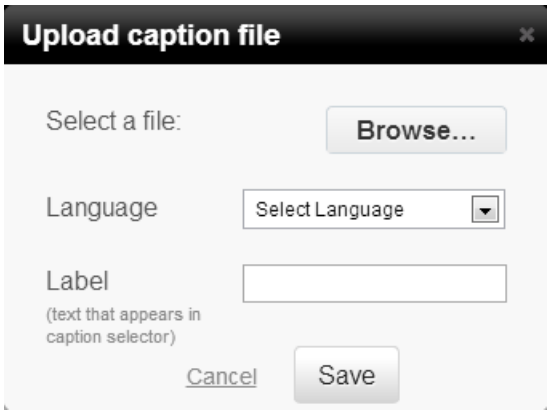
Uploading Captions

To upload captions

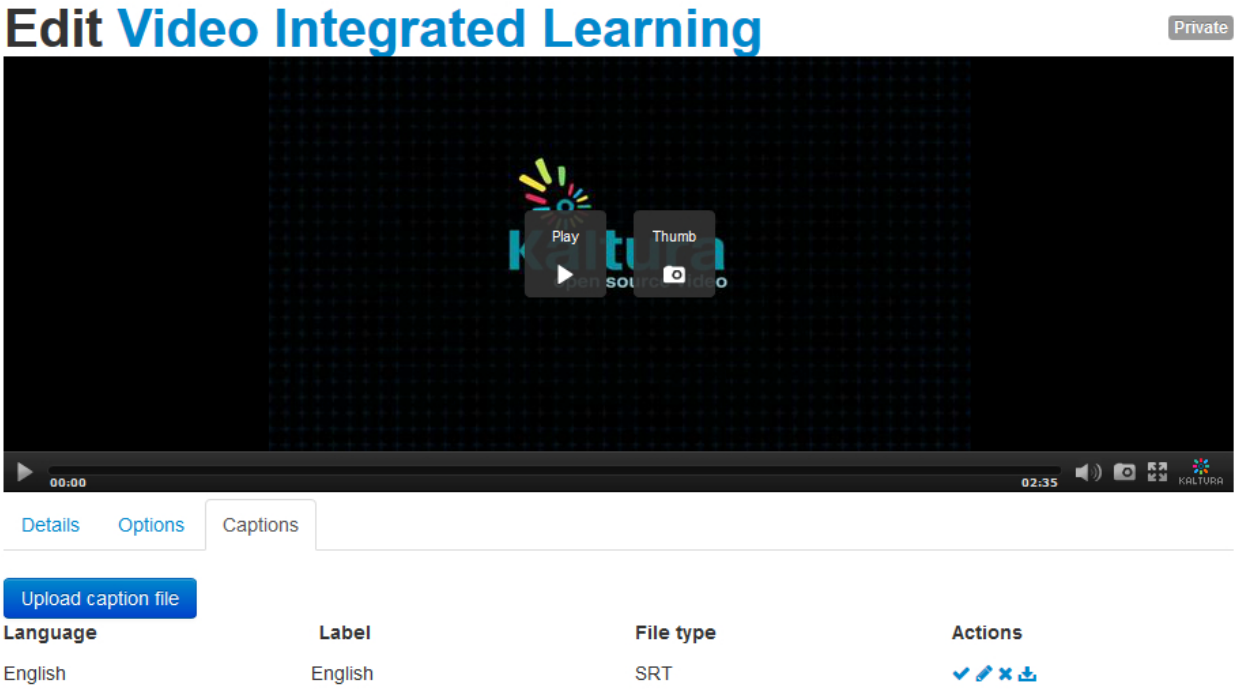
1. Click **Edit** next to the video you want to add captions to.
2. Click on the Captions tab.



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



NOTE: To upload another file, click **Upload captions file** again and repeat from step 3.

Managing Captions

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

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

To modify the language or the caption selector label

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

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

1. Do one of the following:

- On your My Media page, click **Edit** for the media you want to edit.
- On the view entry page of an entry you uploaded, click Actions and select Edit

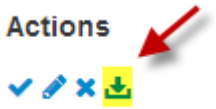
2. Open the Captions tab to display the caption table.
3. In the caption table, click on the checkmark icon in the right column of a caption row to **Set as default**.

To delete a caption file

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

To download a caption file

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



The captions file is downloaded.

Publishing Media

By default, media that you upload is private. You can access private media on your My Media page. On your My Media page, you can publish it to Media Galleries of courses you are enrolled to.

You can publish media:

- In 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 multiple media items, and select **Publish** from the Actions menu.
2. In the Publish window, check one or more Media Galleries.
3. Click Save.

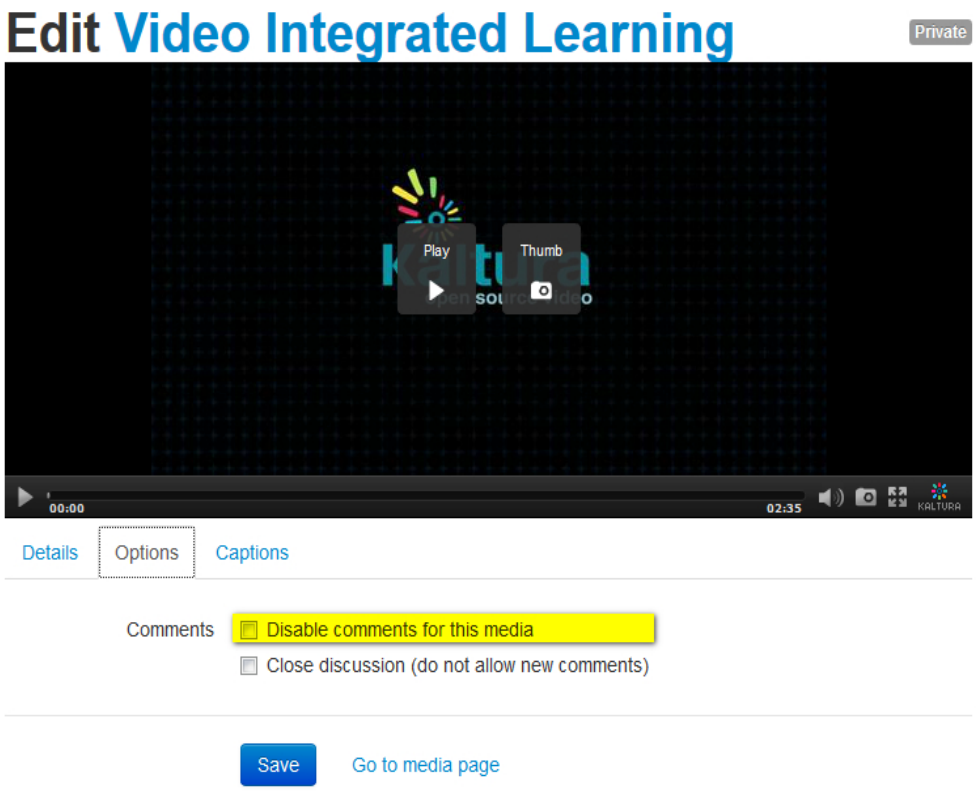
Disabling and Closing Comments

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.

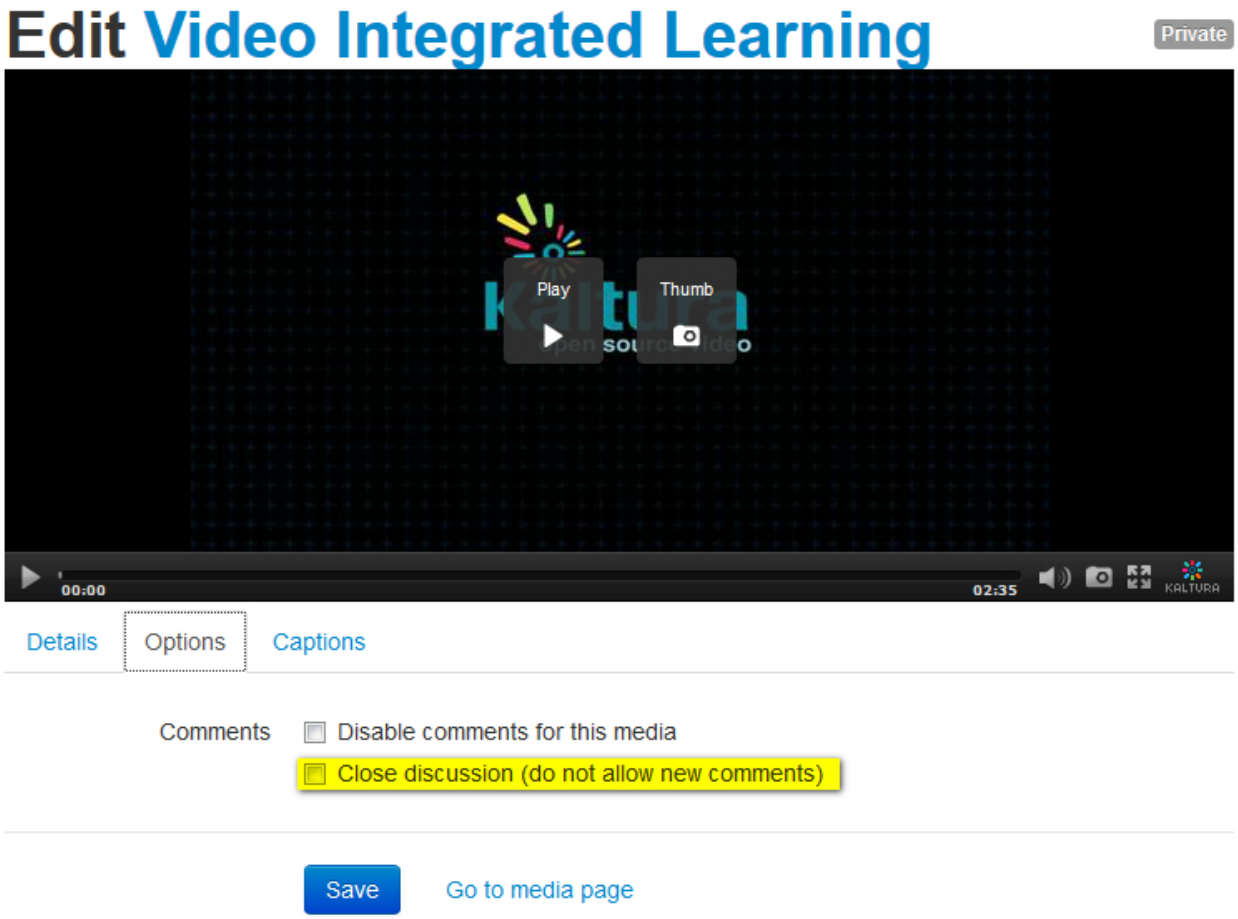


The Comments tab is not displayed on the media page.

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. Open 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.

SECTION 7

Managing a Media Gallery

Instructors are the managers of the Media Gallery of their courses. As the manager, you can perform actions that other users enrolled to the course cannot.

These actions include:

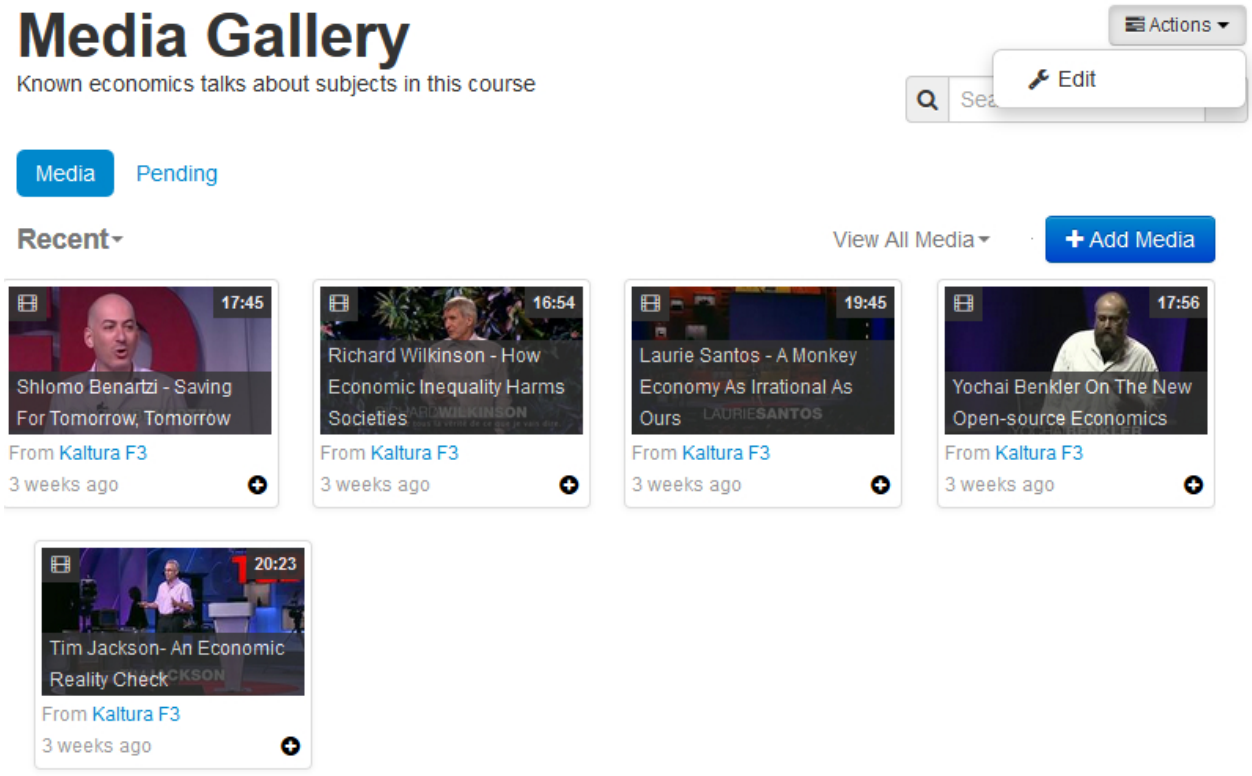
- Configuring settings and setting the description for the Media Gallery
- Moderating the content added to the Media Gallery
- Removing content from the Media Gallery

All users enrolled to the course can:

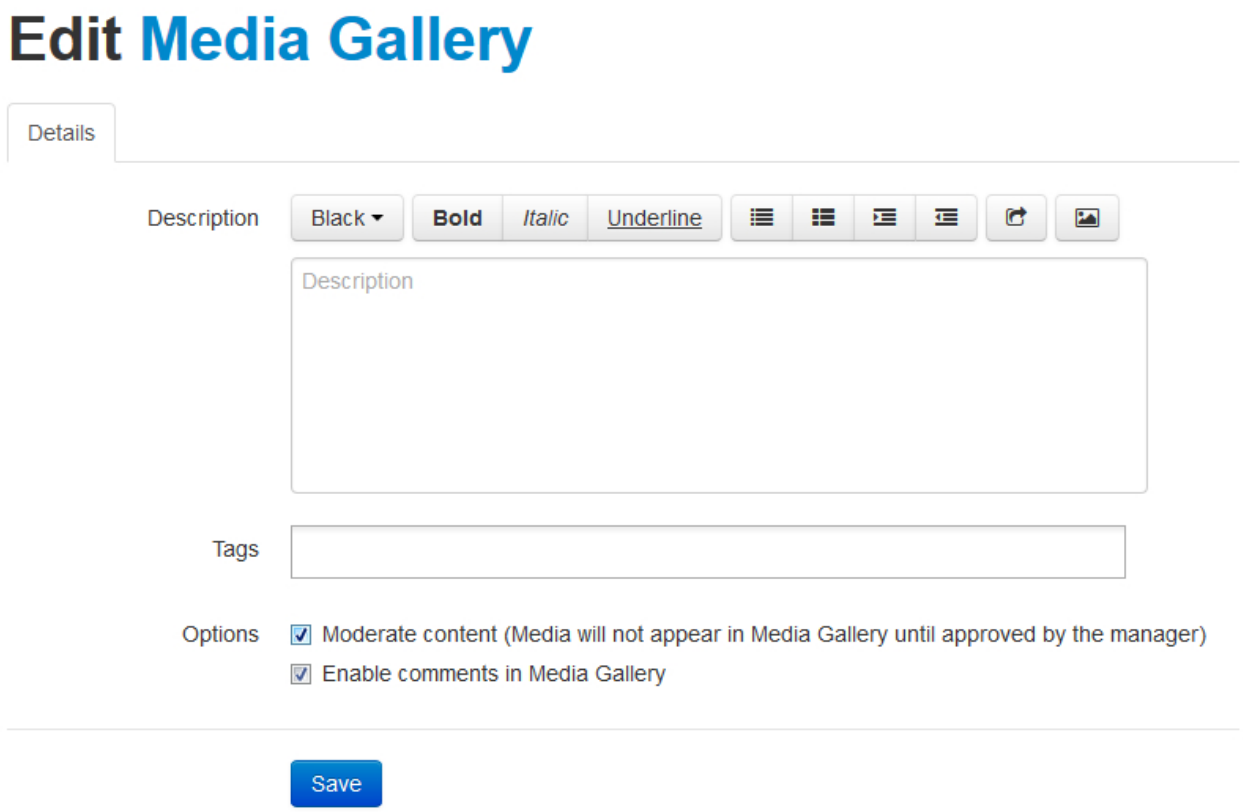
- View approved content
- Browse and search the Media Gallery
- Add Media (pending the instructor's moderation)
- Remove media they have added

To edit a Media Gallery configuration and metadata (available to Course Instructors)

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



The Edit Media Gallery page is displayed.



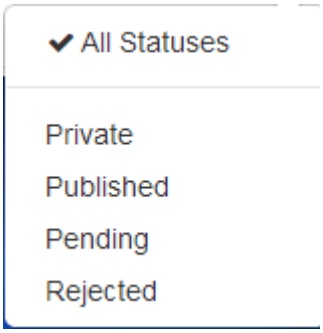
2. (Optional) Enter description and tags of the Media Gallery of the course
3. Select:
   a. Whether content should be moderated.
   b. Whether comments should be enabled in the gallery.
4. Click Save.

Adding Media to a Media Gallery

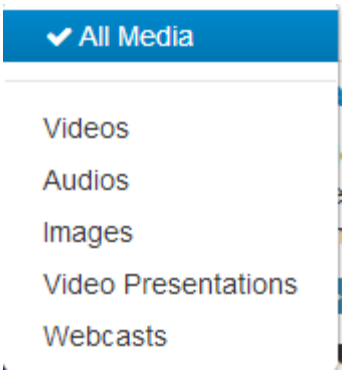
You can add existing media or upload new content.

To add existing media to a Media Gallery

1. Click on the Add Media button.
2. Filter your content.
   Select one or more of the following filtering options
   - Select View all Statuses and pick an option.

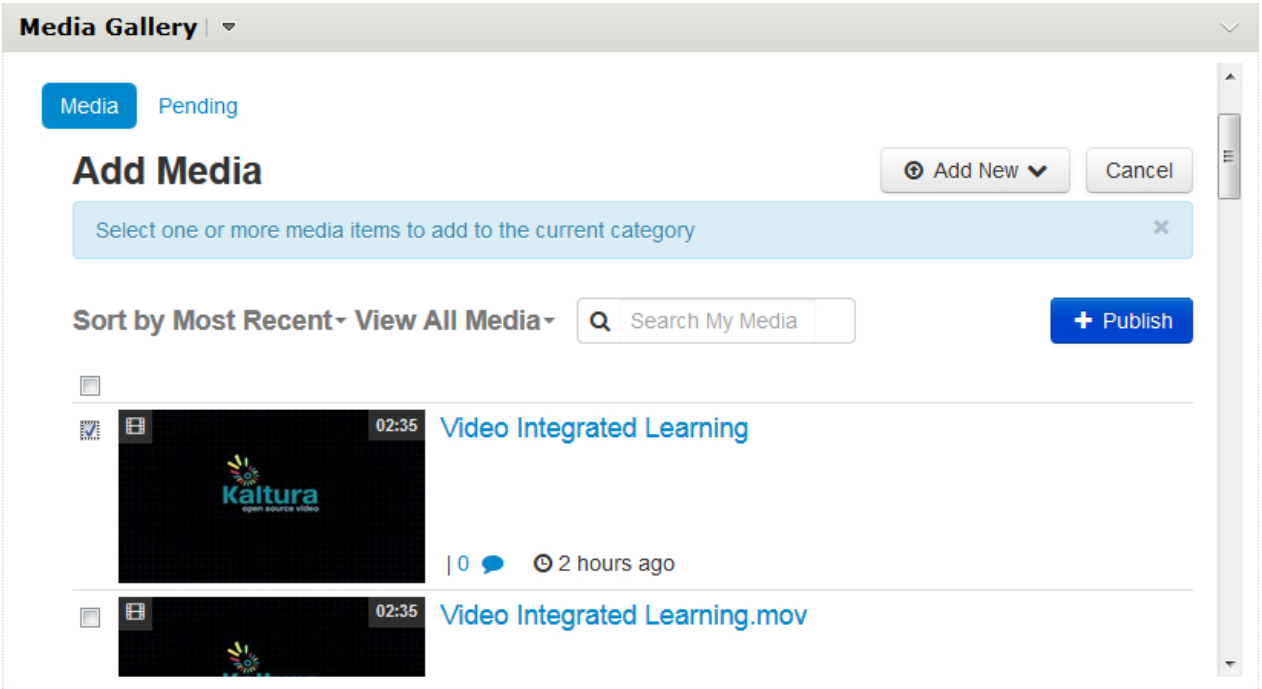


- Select View all Media.



- Enter a search string.

3. Check the box(es) next to the media you want to add.
4. Click Publish.



To upload new media to a Media Gallery

1. Click Add Media.
2. Click Add New.

3. Select the desired authoring method.
4. Continue as described in Creating New Media.
   The new media item/s will automatically be published to the Media Gallery it was initiated from.

Moderating Channel Content (available to Course Instructors)

Course instructors may approve or reject content from the Media Gallery.

To approve and reject content that is pending moderation

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

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

The browse pending media window is displayed.

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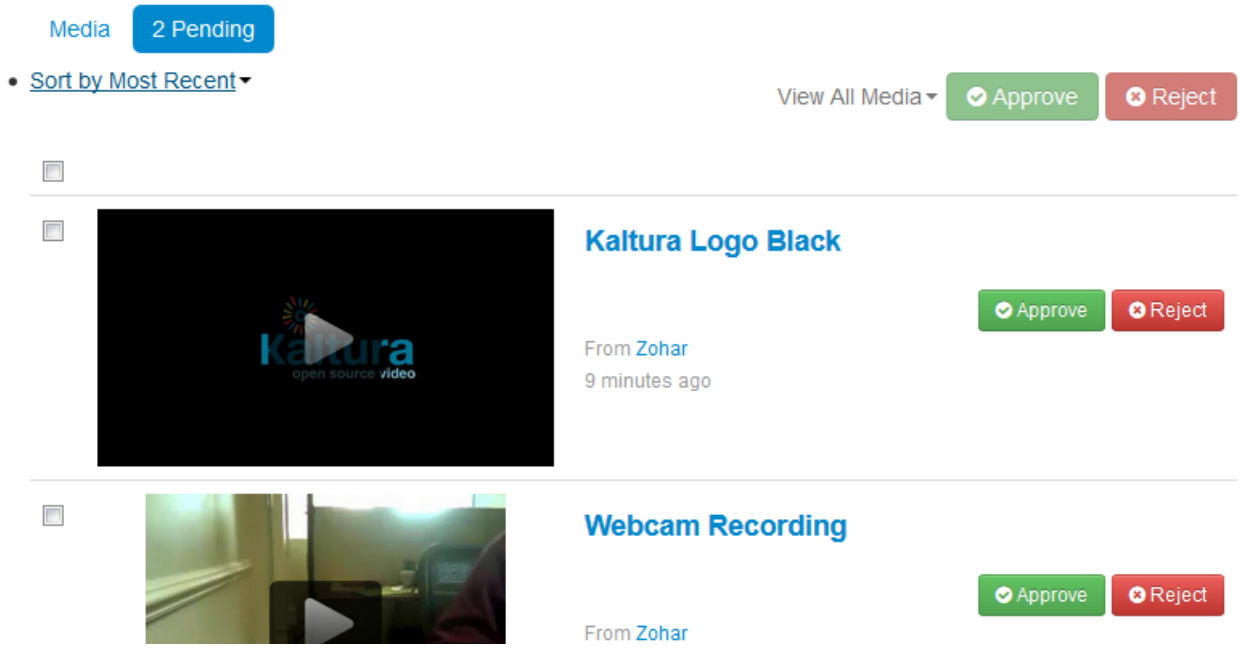

2. Click on the thumbnail to view the media.
3. Click **Approve** or **Reject** for a specific media item,
   or
   check multiple media items and click **Approve** or **Reject** on the top (View All media) for bulk approving or rejecting.

NOTE: Approved content is displayed in the Media Gallery for all users enrolled to the course.

SECTION 8

Adding Media in Other Tools with the HTML Editor

The HTML editor is present in many tools throughout the LMS, such as Content and Discussions.

Use the Insert Stuff button, to add media to any tool that you can use. You can select to use existing media or create new media.

For detailed instructions, please refer to Desire2Learn's Digital Media Services 3.0 User Guide on the Desire2Learn Community (Account Required).