

Kaltura Video Package V4 for Moodle User Guide

Version: 4 for Moodle

Kaltura Business Headquarters

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

Tel.: +1 800 871 5224

Copyright © 2016 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners.
Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

Contents

Preface	5
About this Guide	5
Audience	5
Document Conventions	5
About the Screenshots	6
Section 1 Overview of the Kaltura Video Package for Moodle	7
Main Features and Tools	7
Getting Started	8
My Media	9
Kaltura Media Gallery	9
Shared Repository	10
Section 2 Interacting with Media	11
Displaying and Viewing Content	11
Commenting on Media	13
Searching Media and Captions	15
Searching for Strings in Captions in a Single Video	16
Section 3 Creating New Media	18
Uploading Media	18
Section 4 Recording from Webcam	20
Section 5 Adding a Video Presentation	21
Section 6 Recording Your Screen	25
Section 7 Managing Your Media	29
Editing Media	29
Selecting a Thumbnail	30
Creating a Video Clip	32
Trimming a Video	34
Uploading and Managing Captions	35
Managing Captions	36
Publishing Media	37
Disabling and Closing Comments	39
Section 8 Managing a Media Gallery	41
Publishing Media to a Media Gallery	43
Moderating Channel Content	43
Section 9 Viewing Media Gallery Analytics	45
Types of Media Analytics Reports	46
Media Analytics Report	46

Contents

Engagement Analytics Report.....	46
Contribution Analytics Report.....	46
Detailed Analytics Reports	47
Media Detailed Entry Report	47
Printing Analytics Reports	48
Exporting Analytics Reports to A CSV	49
Section 10 Embedding Kaltura Media	50
Embedding a Kaltura Media through the Rich-Text Editor.....	51
Adding a Kaltura Video Resource	53
Adding a Kaltura Video Presentation	54
Section 11 Kaltura Media Assignments	56
Creating a Kaltura Media Assignment.....	56
Submitting Videos to a Media Assignment - for students	57
Grading Assignments - for Teachers (and Admins) only	58

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 Package for Moodle.



NOTE: Please refer to the official and latest product release notes for last-minute updates. Technical support may be obtained directly from: [Kaltura Customer Care](#).

Contact Us:

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

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

Audience

This guide is intended for Kaltura Video Package for Moodle users. The information in this guide assumes familiarity with Moodle concepts and flows and focuses on the Kaltura 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

The Kaltura Video Package version 4 for Moodle 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 Package V4 for Moodle 2.5 – 3.0 Release Notes](#)
- [Kaltura Video Package V4 for Moodle Installation and Upgrade Guide](#)
- [Kaltura Video Package V4 for Moodle Setup Guide](#)

Overview of the Kaltura Video Package for Moodle

Kaltura's Video Package for Moodle offers an out-of-the-box extension that enables you to view, record, upload, publish, search, and share video directly from your Moodle 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 Package for Moodle makes it easy to add the robust capabilities of Kaltura's open source online video platform to any Moodle site. The package was developed specifically for Moodle and integrates with other features and modules, such as resources and activities, 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.
- **Video Presentations** – Create a synchronized view of a document and a video. Provision video presentations in My Media to simplify the process of adding presentations.

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 Moodle 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 Moodle.

Share

Sharing is the process of giving others the ability to publish your content. This is done by publishing your content to the Shared Repository and then letting people publish the content from the Shared Repository to Media Galleries and inline text.

- **Shared Repository** – Use to share content on your site and publish to the course workflow

View and Interact

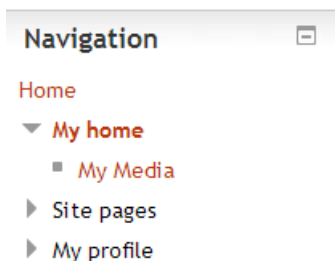
- **The Kaltura Player:**
 - Customize the player - functionality, features and display.
 - Configure once use everywhere - mobile, tablet, PC, TV.
 - Open Standards, Open Source.
 - Files are transcoded for Web, HD, or Mobile Delivery across various devices and platforms. Player auto detects device 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.
- **Browse, Search and Embed** - Quickly find and embed videos based on metadata (name, description, tags, categories)
- **In-video search** – Upload captions and then search for every spoken word. Search results allow skipping directly to the relevant part in the video. In-video search available within an entry or across videos in the 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

After the Kaltura Video Package for Moodle is installed, login with your user credentials.

To access My Media

1. In the Navigation panel click My home.
2. Click My Media.



To access the Kaltura Media Gallery

1. In the Navigation panel, click My courses.
2. Select a course.
The link to the Kaltura Media Gallery is displayed.
3. Click Kaltura Media Gallery.



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 courses 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.

Kaltura Media Gallery

The Kaltura Media Gallery is a searchable gallery of media content of a *specific course*. The Media Gallery does not necessarily include all media that is used within the course in other contexts. Instead, the 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 course, as a social media

repository of the course 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. The Kaltura Media Gallery is also referred to Course Galleries.

Shared Repository

Users can upload videos and share them with others in Moodle courses through the Shared Repository. Content that is uploaded through My Media or a course Media Galley is not automatically uploaded to the Shared Repository. Student and Faculty can publish to the shared repository through My Media, or through an Entry page. After a user publishes its content to the Shared Repository, it can be viewed by all and published to any course Media Gallery in Moodle

- The Shared Repository is available to users based on their role configuration in KAF. A user can publish to and from the Shared Repository contingent upon their configuration. The administrator can configure the Shared Repository to be accessible only to Faculty (Teachers) to create a cross-site Faculty Repository. For more details, please refer to the [Kaltura Video Package V4 for Moodle Setup Guide](#).

Interacting with Media

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

- [Filter the content](#)
- [Sort the content](#)
- [View content](#)
- [Comment on media](#)
- [Search media and captions](#)



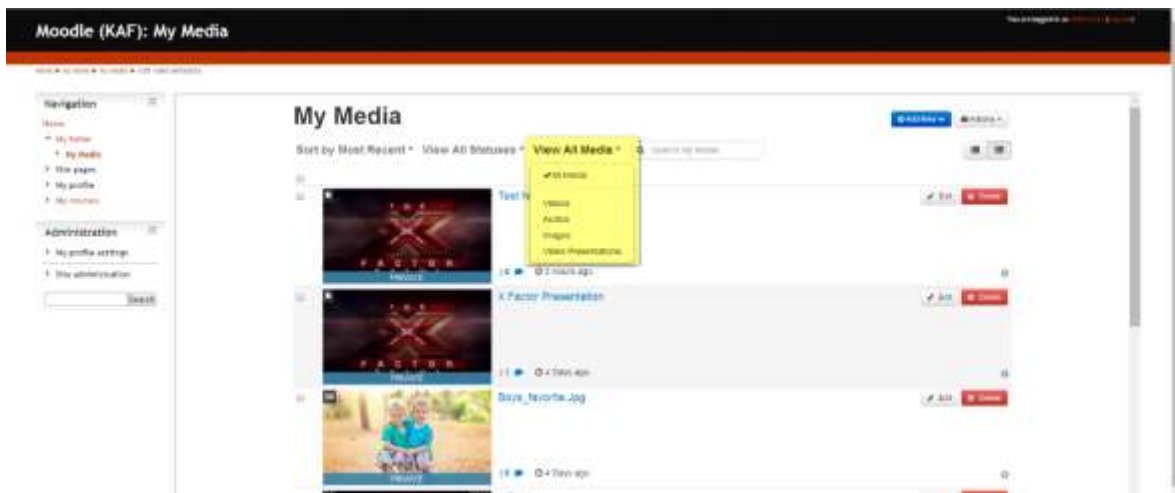
NOTE: My Media and Media Gallery are accessible in a course from the navigation block. Your Moodle instance may not have My Media available if it was disabled by your system administrator.

Displaying and Viewing 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
- Video Presentations

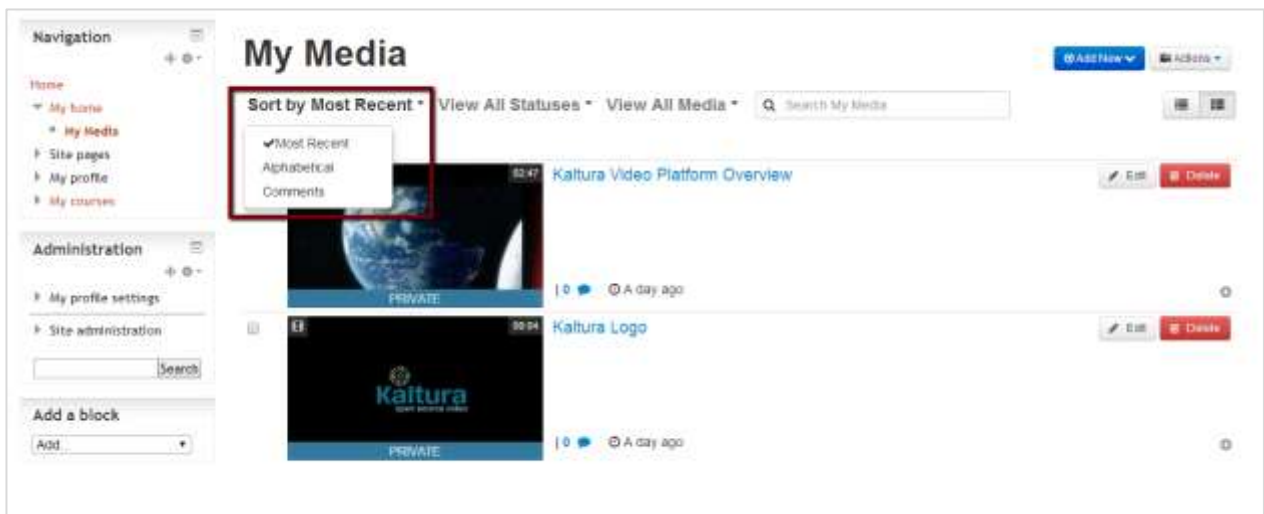




To sort content

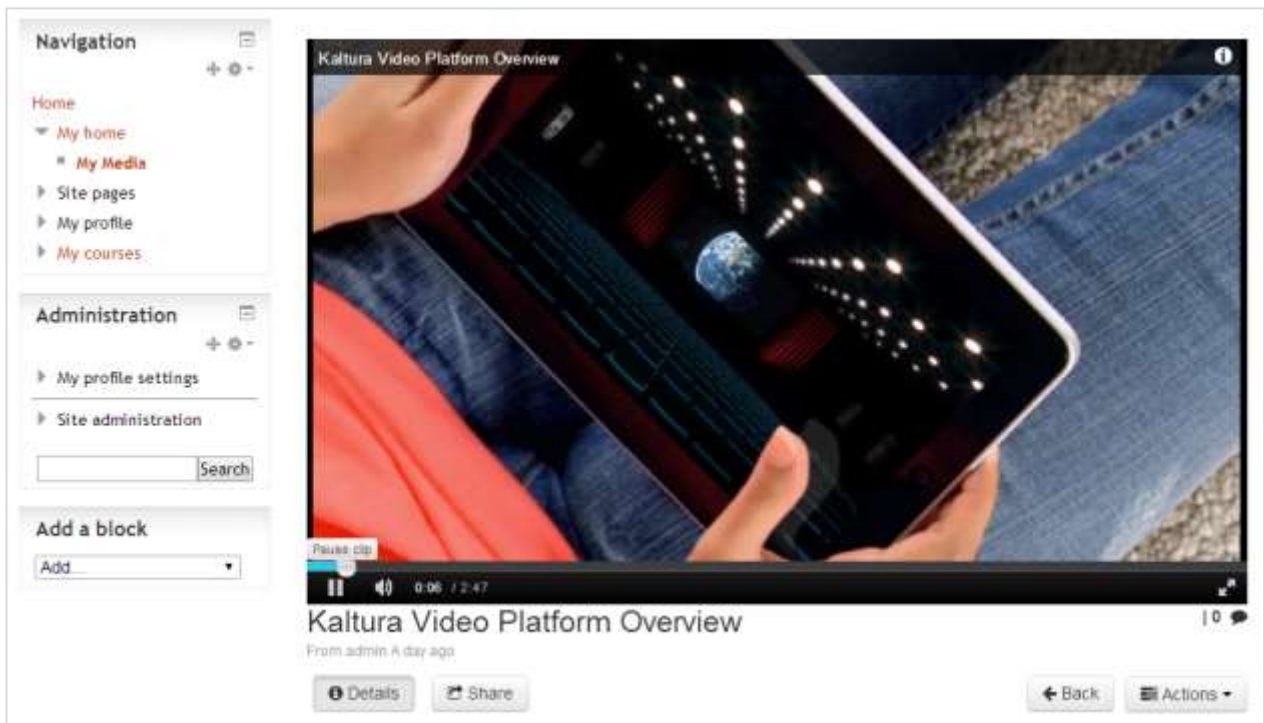
In a My Media or in a Media Gallery, click on one of the following:

- Most Recent
- Alphabetical Comments - ordered by the number of comments



To view content

1. In My Media or Media Gallery, browse to the media entry and click the thumbnail or the title of the content.
2. Click Play in the media player. You can use options such as volume control, caption selection and full screen.



NOTE: On an iOS device, a built-in iOS media player is used to play the media.

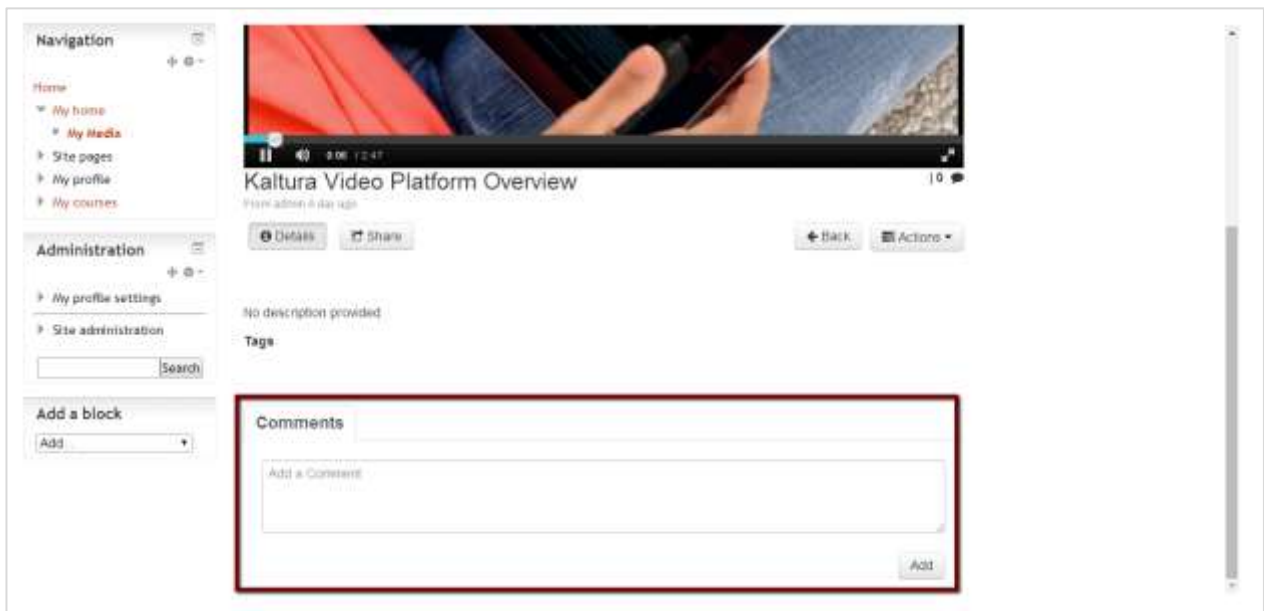
Commenting on Media

When comments are enabled on the account and on the specific media, you can:

- Comment on media
- View comments by other users
- Reply to existing comments
- Delete comments and replies

To comment on a media item

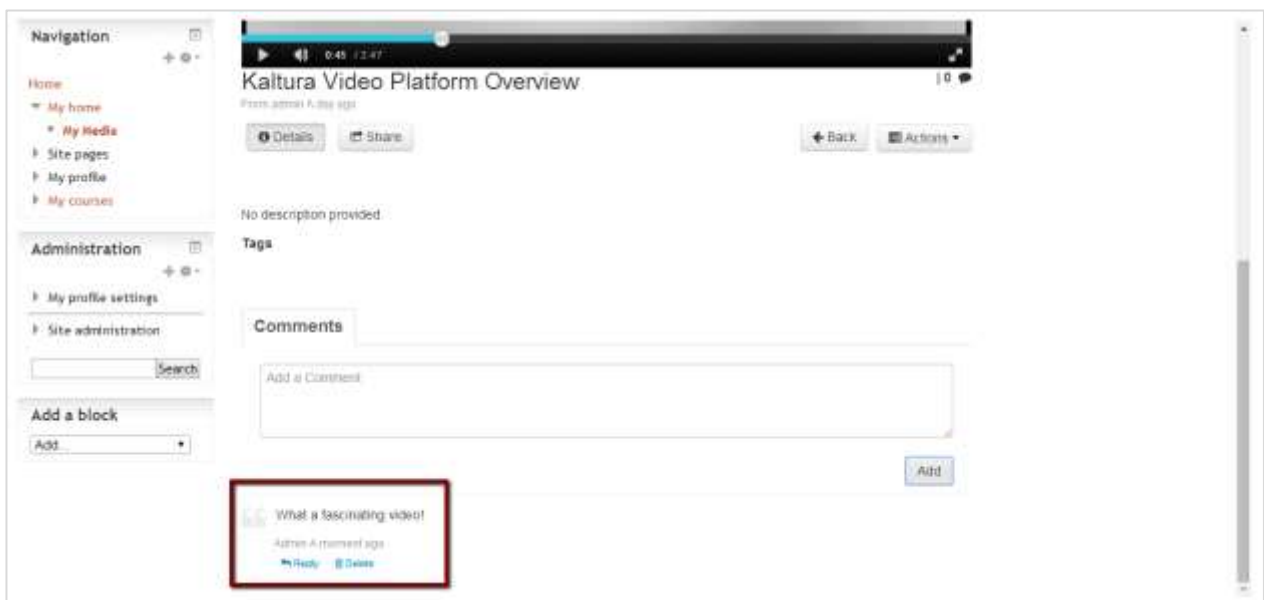
1. Click a media thumbnail or title.
2. In the Comments tab under the media player, enter a comment in the Add a Comment field and click **Add**.



Your comment is displayed in the Comments tab.

To display comments

1. Click 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:

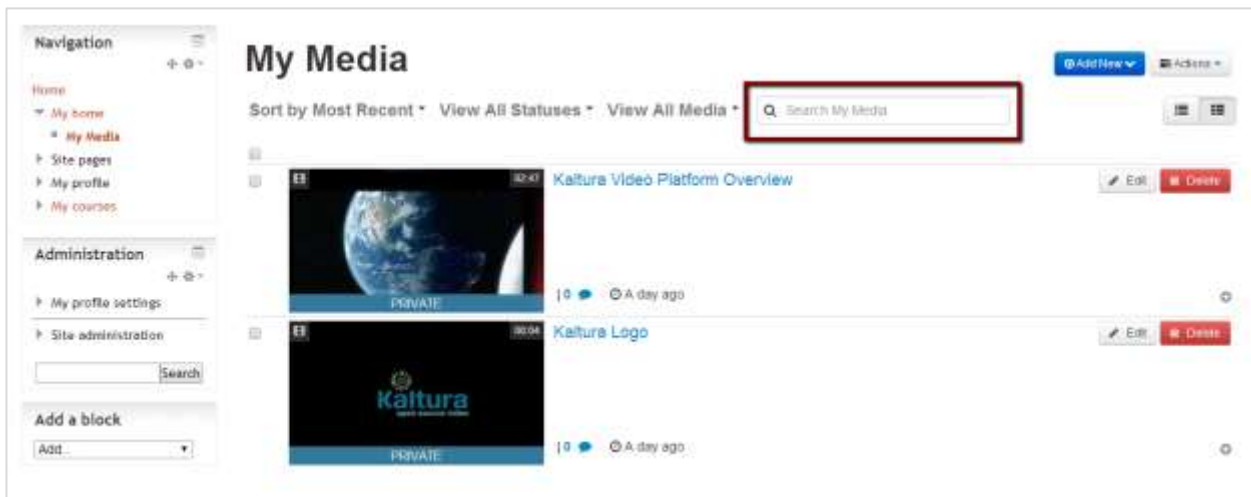
- [All media based on metadata](#)
- [Captions in a single video](#)

Searching for Media Based on Metadata or Captions

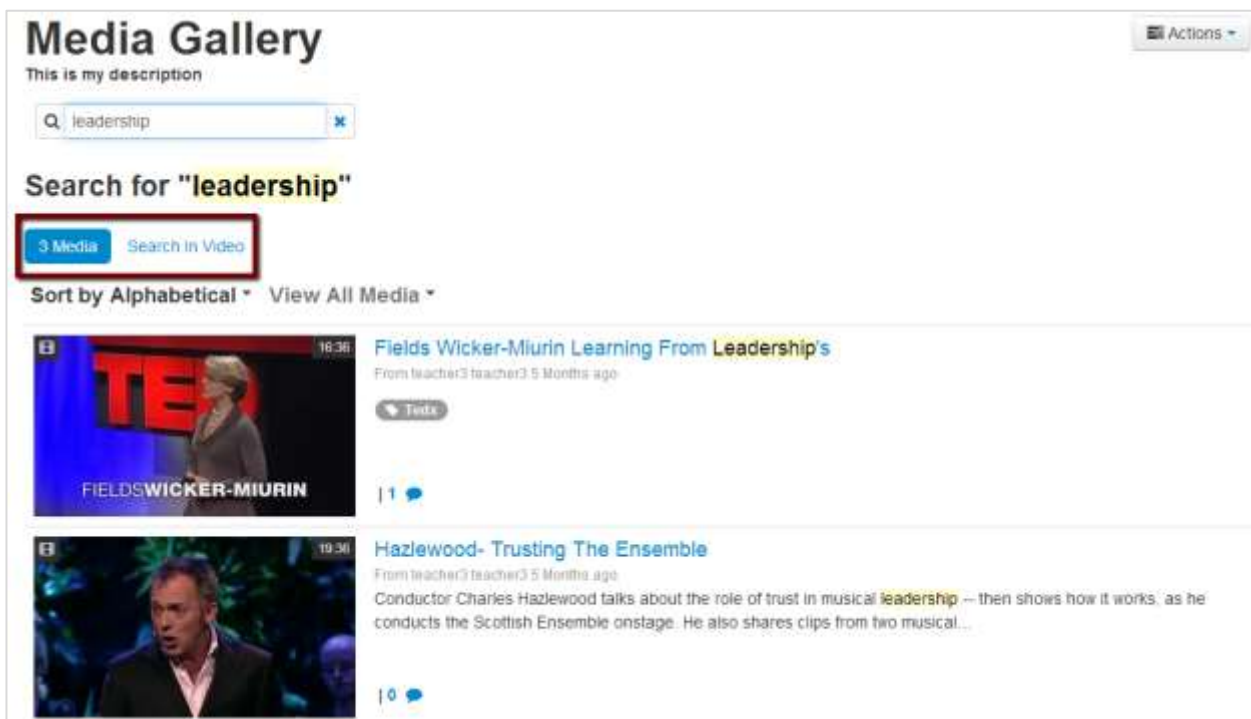
The ability to search metadata and captions is available by entering a search term that you are looking for. The results for metadata are returned by default. The Search feature filters the search string and enables you to search on captions and within metadata in the Media Galleries. You can toggle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

To search for caption strings in a Media Gallery or in My Media

1. On a course's Media Gallery or in My Media, 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.



The screenshot shows a YouTube video player for the video 'Fields Wicker-Miurin Learning From Leadership's'. The video player interface includes a play button, a progress bar at 0:00 / 16:36, and standard YouTube controls. Below the video player, the video title 'Fields Wicker-Miurin Learning From Leadership's' is displayed, followed by the uploader 'From teacher3 teacher3 5 Months ago'. A search bar is visible with the text 'people' entered. Below the search bar, a list of search results is shown, each with a timestamp and a snippet of text. The results are:

- 00:27 - [English] They're discoveries of people
- 00:29 - [English] and the way people are, and new leadership.
- 00:38 - [English] His people live in Brazil
- 01:09 - [English] The Ashaninka people
- 01:26 - [English] Today's biggest threat to the Ashaninka people

A 'more...' link is visible below the last result. The search results are highlighted with a red box. Below the search results, there is a 'Comments' section with a text input field labeled 'Add a Comment' and a 'Back' button.

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.

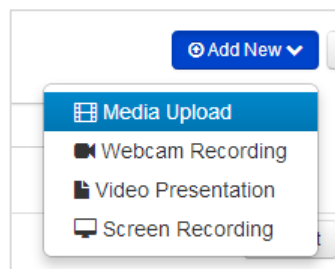
Creating New Media

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

- [Uploading media](#)
- [Recording from webcam](#)
- [Adding a Presentation](#)
- [Recording your screen](#)

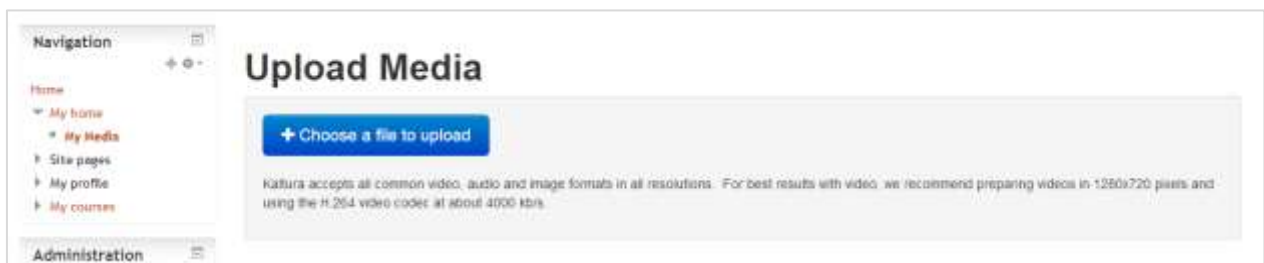
Uploading Media

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.

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

Video in Education - The Publisher's Perspective (SD-Large - WEB-MBL (H264-1500)).mp4

25% of 41Mb

Cancel

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

Please fill out these details:

Name:
(Required)

Description: Black Bold Italic Underline Image Video Audio Link Unlink Embed Embed

Tags:

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.

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

Save

Video Status after Upload

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

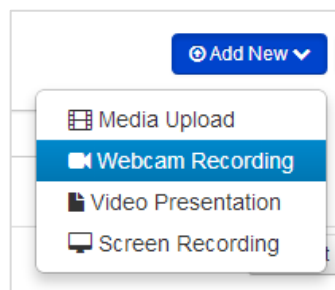
You can edit media information during conversion and while waiting for moderation.

Recording from Webcam

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

To record from a webcam

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



The Record from Webcam page is displayed.

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



3. In the Record from Webcam window, click anywhere in the recording area to start recording. Click anywhere in the recording area to stop recording, and click Save.
4. Enter information about the media and click Save.

Adding a Video Presentation

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

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

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



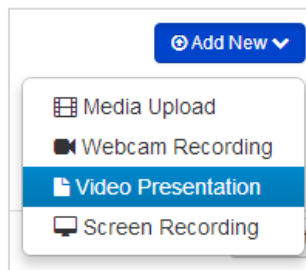
Basic workflow to synchronize the display of media and document files:

1. Add a presentation file
2. Select a media file.
3. Upload a presentation (document), if you have previously not uploaded one. (The presentation file is required in step #3).
4. Select a document file.
5. Add sync points to synchronize the document with the media.

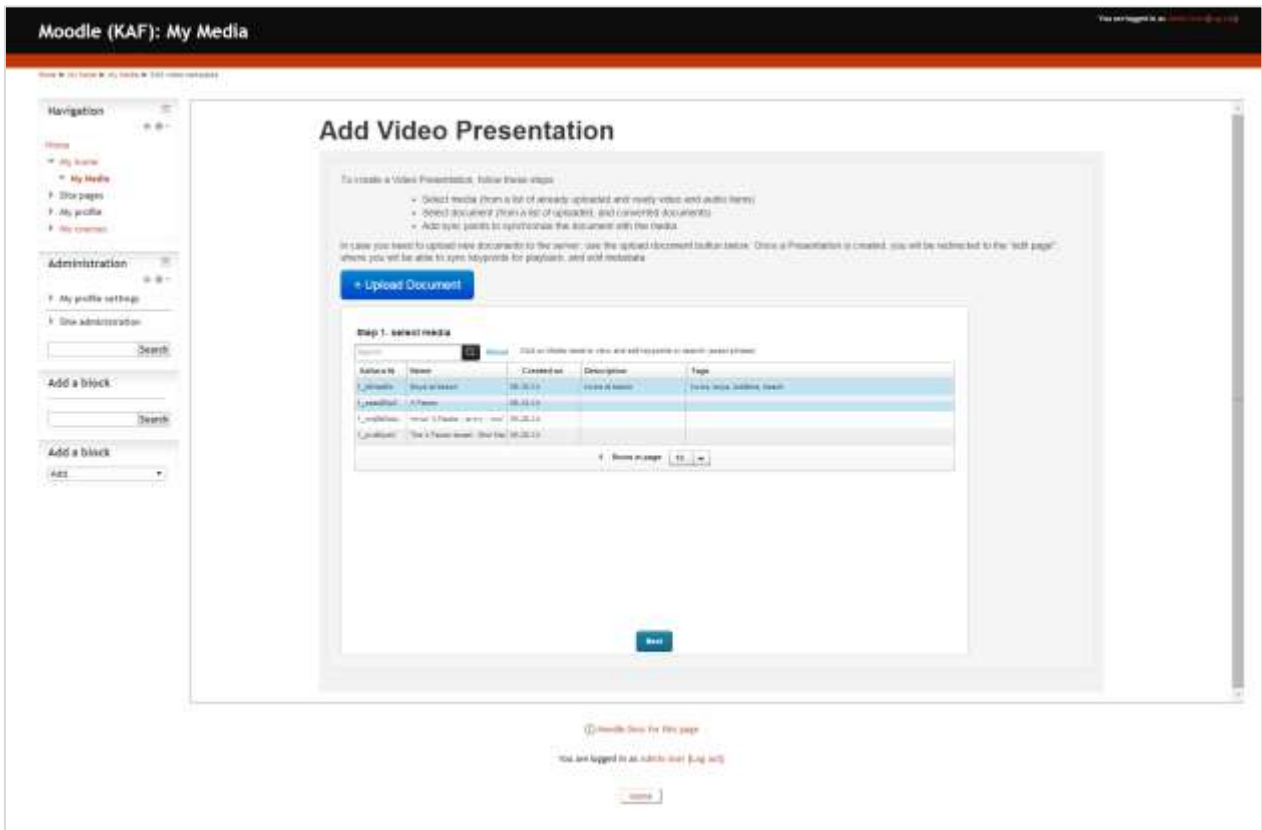


To add a video presentation file

1. Select Video Presentation from the Add New dropdown menu.



The Add Video Presentation page is displayed.



- On the Add Video Presentation page, click **Upload Document**.
- In the Upload Document window, click **Browse your desktop**.
- In the Select file to upload window, select a document or presentation file to upload and click **Open**.
- In the Upload Document window, enter information about the document and click **Close**.
- In the Upload Document window, click **Back to the video presentation creation flow (step 1)** to continue creating a video presentation.



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

To select and synchronize files

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

Add Video Presentation

To create a Video Presentation, follow these steps:

- Select media (from a list of already uploaded and ready video and audio items)
- Select document (from a list of uploaded, and converted documents)
- Add sync points to synchronize the document with the media

In case you need to upload new documents to the server, use the upload document button below. Once a Presentation is created, you will be redirected to the "edit page", where you will be able to sync keypoints for playback, and edit metadata.

[+ Upload Document](#)

Step 1: select media

Search [Reset](#) Click on Media name to view and edit keypoints or search (exact phrase)

Kaltura Id	Name	Created on	Description	Tags
t_1ag9d8ah	test capture	06-16-13	test capture	
t_1n0obn0k	Mediaspace E- Sales Training	06-12-13		
t_1807ah	Default Title	06-12-13		
t_1xv0lyh1s	Default Title	06-12-13		
t_11em75sk	Mediaspace Overview - Rab	06-12-13		
t_1p1x500k	Mediaspace E Overview	06-02-13	High level overview of what is	mediaspace, training, kma 5, sales training
t_107lg0t	Kaltura and IBM Connections	07-05-13	Video	displayname_damian, social, enterprise, ibm connections, social business
t_1gs14yjd	APRs Part Two-20110224 201	06-16-13		displayname_damian rochman
t_18h1cd	Mediaspace Overview - Rab	06-14-13	Mediaspace-again class="wyt	overview, ipa
t_1ad0k1s	APRs Part Two-20110224 201	06-14-13		

1 2 3 4 5 [Next](#) Rows in page 10

[Next](#)

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

Add Video Presentation

To create a Video Presentation, follow these steps:

- Select media (from a list of already uploaded and ready video and audio items)
- Select document (from a list of uploaded, and converted documents)
- Add key points to synchronize the document with the media

In case you need to upload new documents to the server, use the upload document button below. Once a Presentation is created, you will be redirected to the "edit page", where you will be able to sync keypoints for playback, and edit metadata.

[+ Upload Document](#)

Step 2. select document

Search: [Refresh](#) Click on Presentation name to view and edit keypoints or search (exact phrase)

Kaltura id	Name	Created on	Description	Tags
k_mv4918a0	Captions Wetland.pdf	07-14-13		
k_25ca28x	Jira Extension built on KAF.ppt	05-15-13		

1 / Rows in page: 10

[Back](#) [Next](#)

3. In the Edit Media window, synchronize the media and slides.

Moodle (KAF): My Media
You are logged in as [admin user](#) (log out)

Home My Home My Media Edit video metadata

Navigation
Home
My Home
My Media
Site pages
My profile
My courses
Administration
My profile settings
Site administration
Search

Your presentation has been successfully created. You can now sync documents or edit metadata.

Edit Kaltura_Globe (Source)

Details Options

Name: Kaltura_Globe (Source)

Description:

Black + Gold + Silver + Unlabeled

This is Kaltura video for Moodle Testing

You are logged in as admin user (log out)



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



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

SECTION 6

Recording Your Screen

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



Workflow:

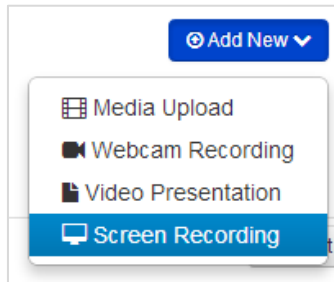
1. Select the Screen Recording option.
2. Launch the Screen Recorder.
3. Select the options and area to capture, and start recording.
4. After recording, review the results and upload.
5. After uploading, enter metadata.



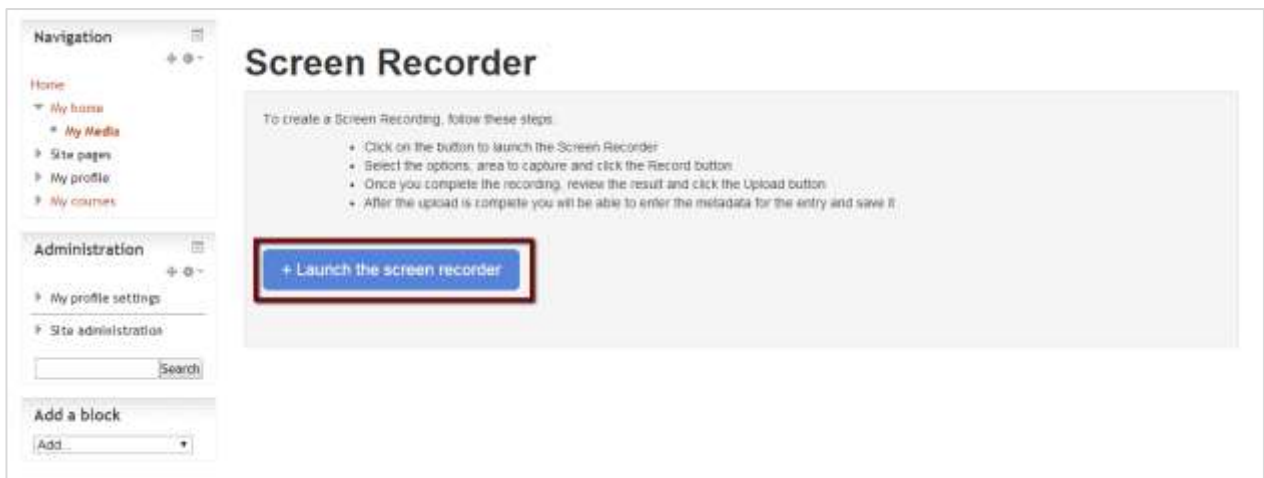
To record your screen

Recording Your Screen

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



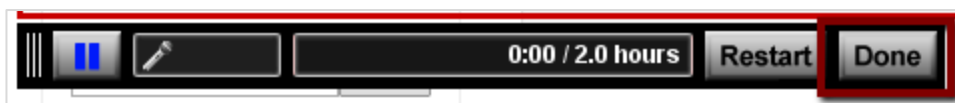
2. In the Screen Recording window, click **Launch the screen recorder**.



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.



- Click **Done** to finish recording.



- Review your recording and click **Upload**.

Kaltura Screencast Recorder

Kaltura
OPEN. SHARE. VIDEO.

INVESTMENT PORTFOLIO: WITH 0.11% RISK-FREE

Return vs. Risk Graph:

	1	2	3	4	5
	Max Return	Min Risk (Volatility)	Max Sharpe (unconstrained)	Diversify Max Return	Diversify Max Sharpe
Return	9.73%	9.00%	9.83%	9.84%	9.45%
Volatility	17.72%	16.49%	17.90%	17.67%	17.29%
Sharpe	54.30%	53.96%	54.32%	53.91%	53.99%
2-σ loss	-25.000%	-23.33%	-23.348%	-23.000%	-24.444%
S&P 500	49.92%	43.84%	48.61%	35.21%	38.74%
Small-Cap	0.00%	0.00%	0.00%	5.00%	5.00%
SAPE	0.00%	0.00%	0.00%	5.00%	5.00%
Emerging Markets	12.23%	10.31%	14.72%	15.07%	11.70%
Hedge Funds	0.39%	14.32%	0.00%	5.00%	5.00%
Commodities	36.46%	32.41%	36.67%	34.73%	34.56%

Title: My First Webcam

Upload [Cancel](#)

0:00.0 0:00.0 / 0:01

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

Managing Your Media

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

Editing Media

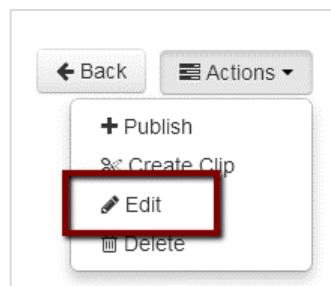
 **To edit media do one of the following**

- 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.

Selecting a Thumbnail

There are three options to select a thumbnail for your content:

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



To upload a thumbnail from your desktop

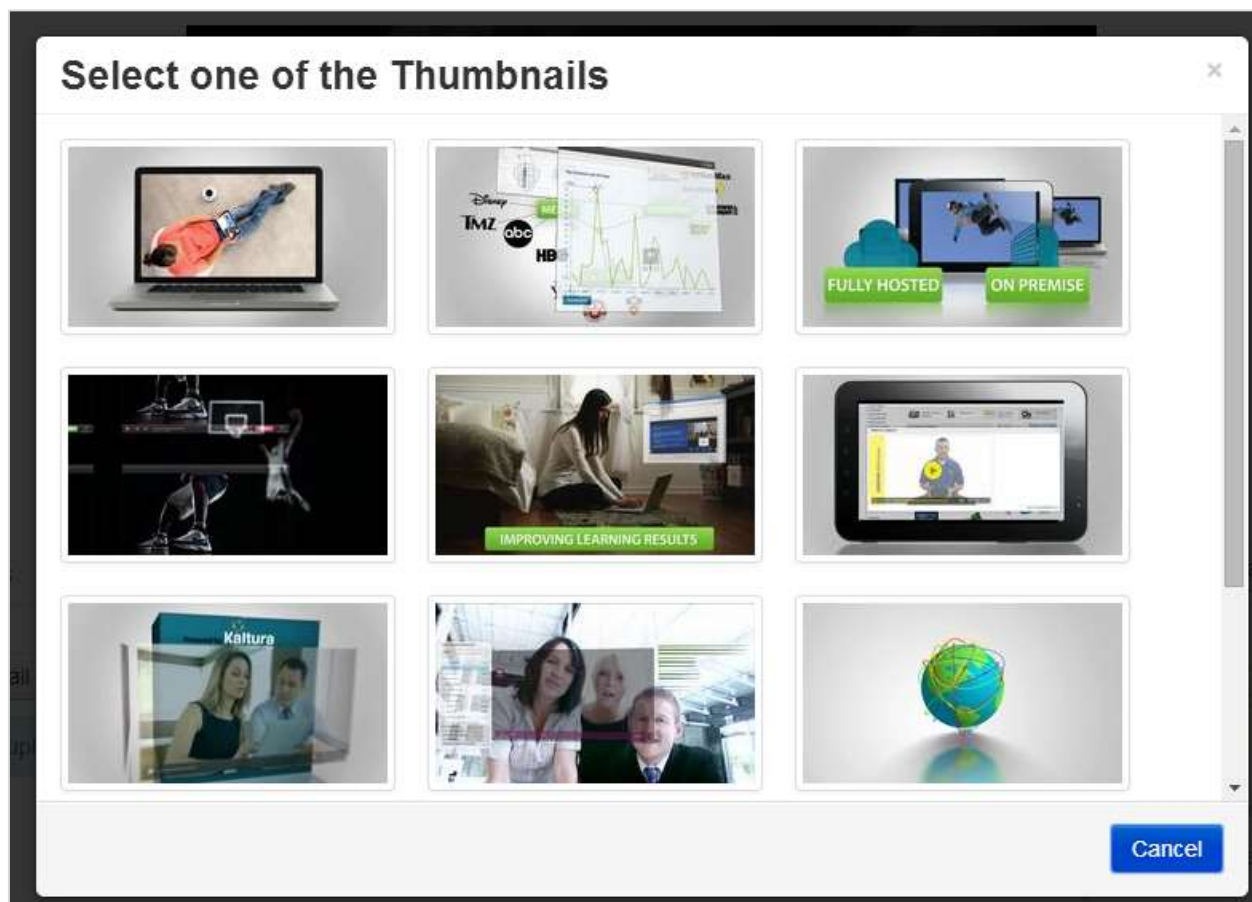
1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Upload Thumbnail.
4. Upload a file from your desktop and click Open.

To grab a frame from the content as a thumbnail

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Select the Thumbnails tab and click **Play**.
4. Click Capture at the frame that you want to use as a thumbnail.
The captured frame is saved automatically and used for the thumbnail.

To select an automatically generated thumbnails

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



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

Creating a Video Clip

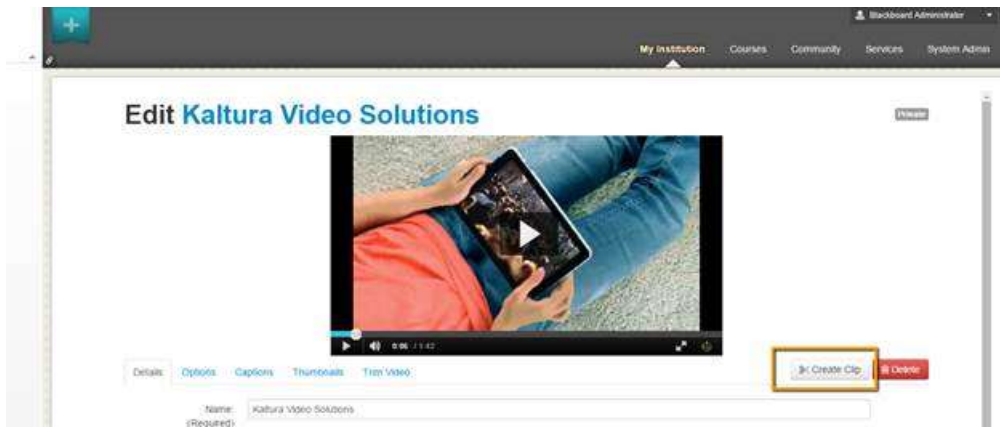
When clipping is enabled on the account and for the specific media, you can create clips from existing videos. Each clip becomes its own media entry. The clipping tool enables you to edit your videos visually or by setting the start time and end time of your clip.

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.

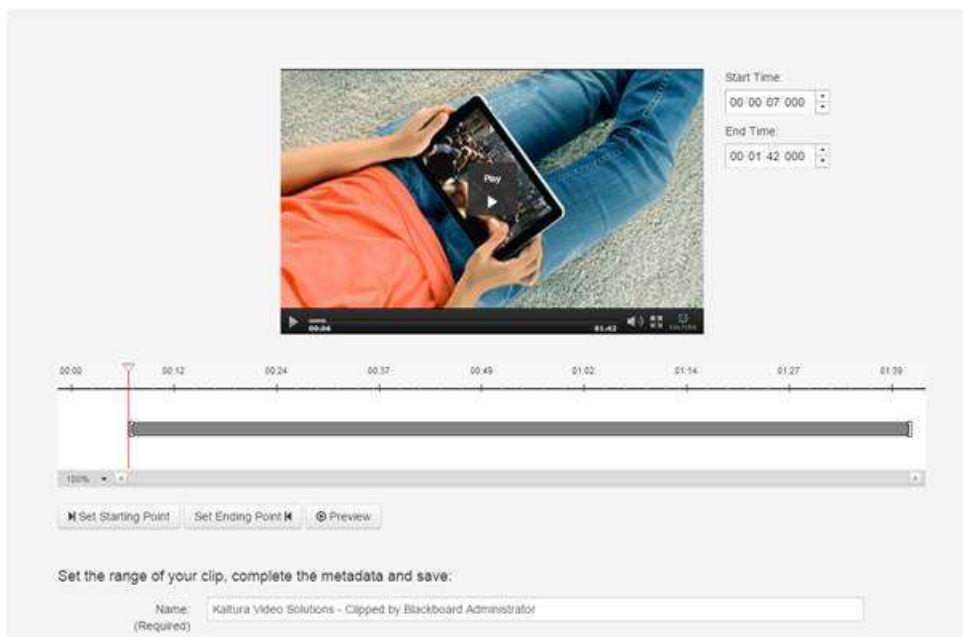
Entries can be clipped by the media entry owner in My Media and by other users in a course Media Gallery, according to the media and course settings.

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.



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

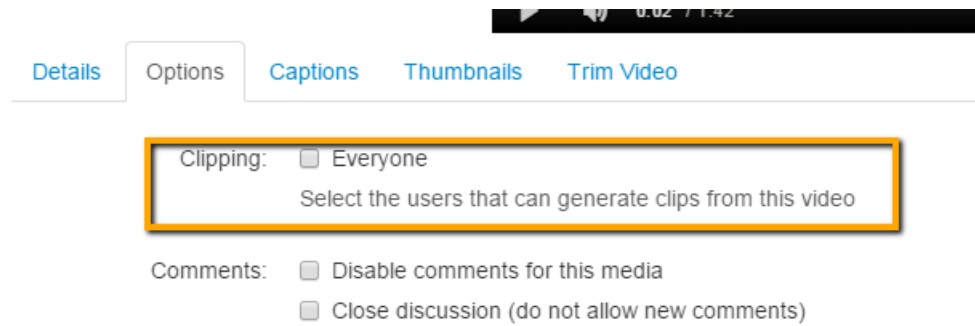


4. Press Play and click Set Starting Point of the video clip or alternatively, select the Start Time.
5. Select Set Ending Point as the end point of the video clip, or alternatively select the End Time.
6. Click Create Clip.

The clipped content appears in My Media as a new entry.

To create a video clip in a course Media Gallery

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



2. In Media Gallery click on an entry and under Actions choose Create Clip. Note: this option always appears to the owner of the media.



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.



To trim a media entry

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

The trimmed video appears in My Media.

Uploading and Managing Captions

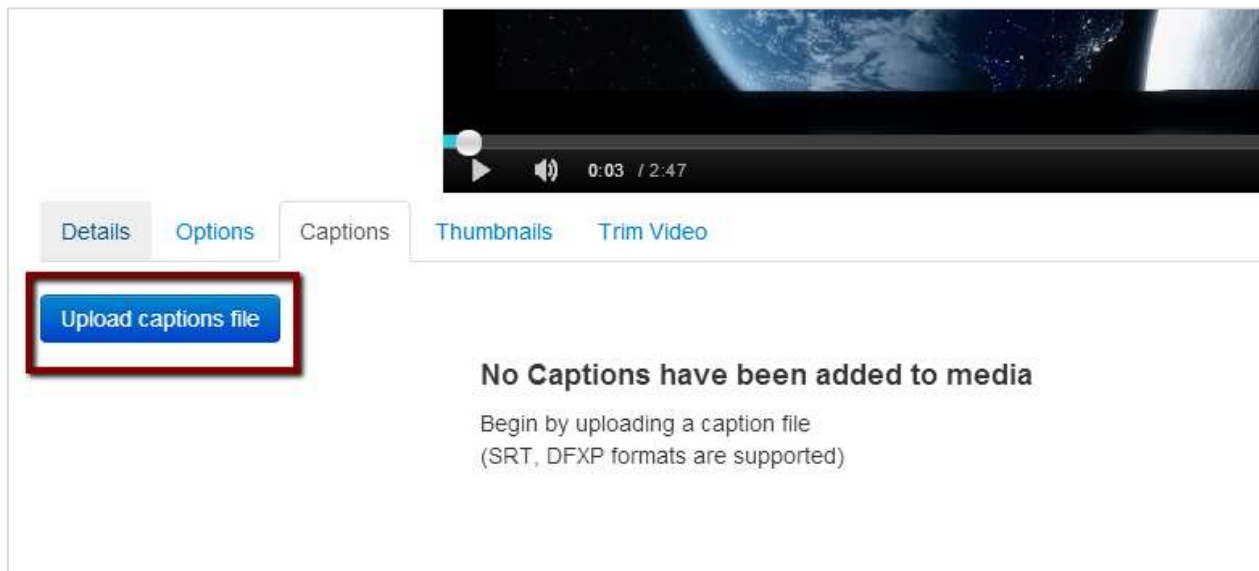
You can [upload caption](#) files for your media items and [manage the captions](#). Users can [search the caption texts](#).



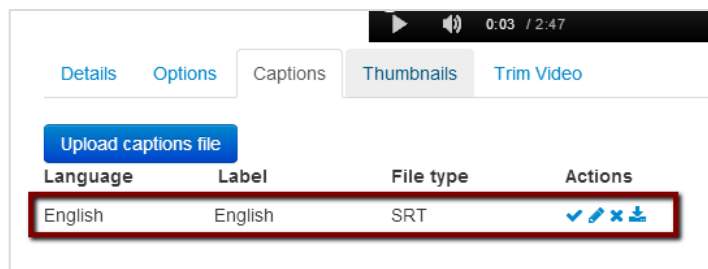
NOTE: Only video items can have captions.

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.



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 the **Edit** icon  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 Save 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 **Set as Default** icon .

To delete a caption file

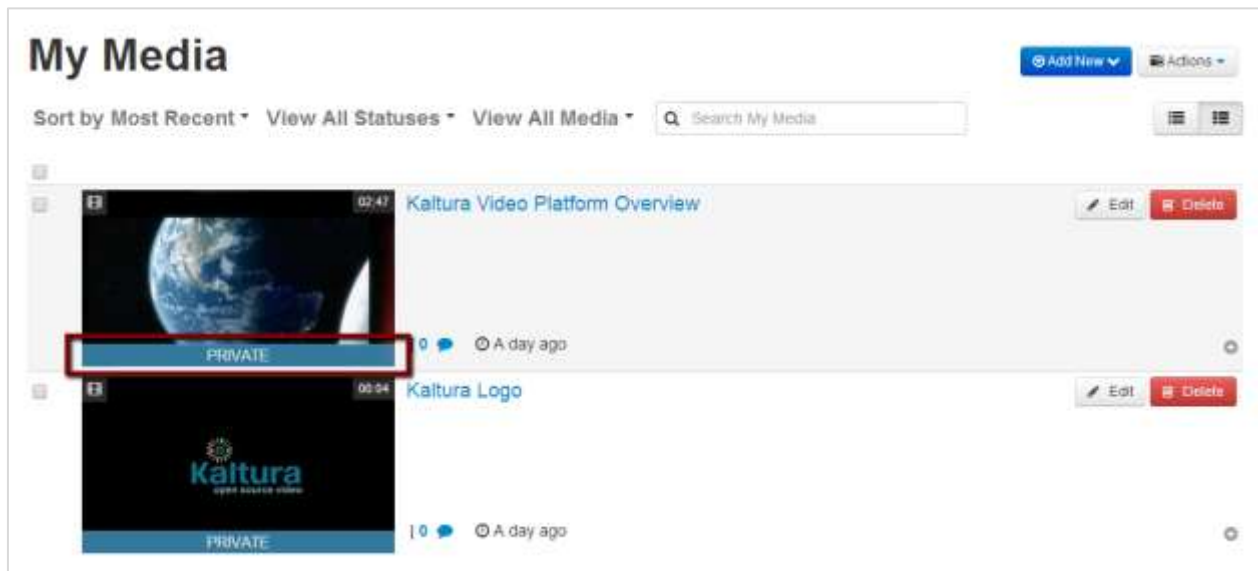
1. Do one of the following:
 - On your My Media page, click **Edit** for the media you want to edit.
 - On the view entry page of an entry you uploaded, click Actions and select Edit
2. Open the Captions tab to display the caption table.
3. In the caption table, click on the **Delete** icon .
4. In the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

Publishing Media

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

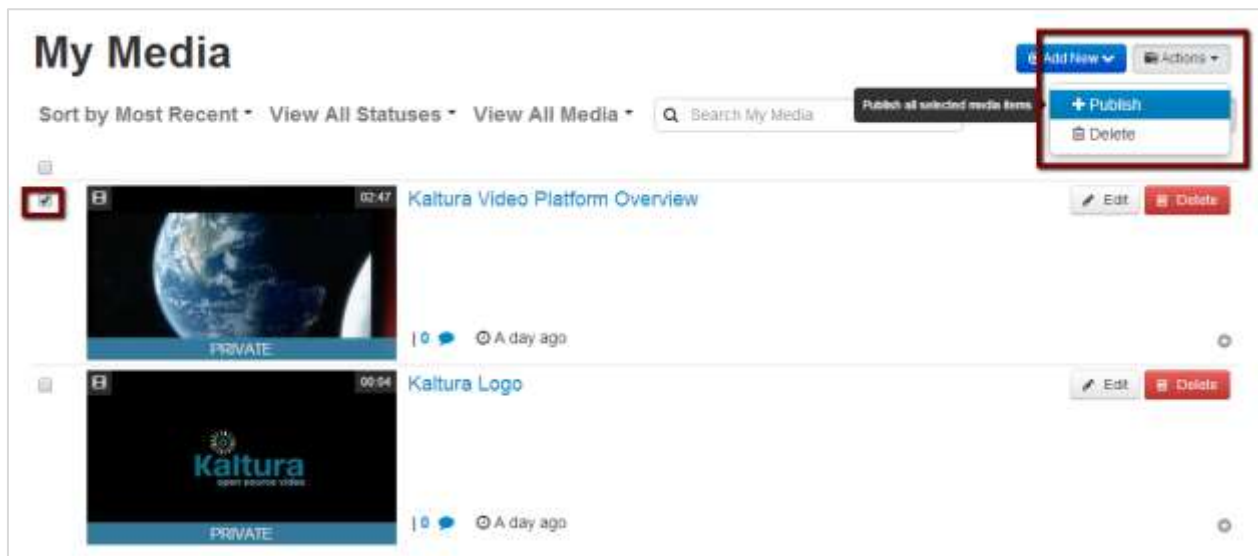


You can publish media from your My Media page:

- To multiple Media Galleries
- To the Shared Repository
- 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.

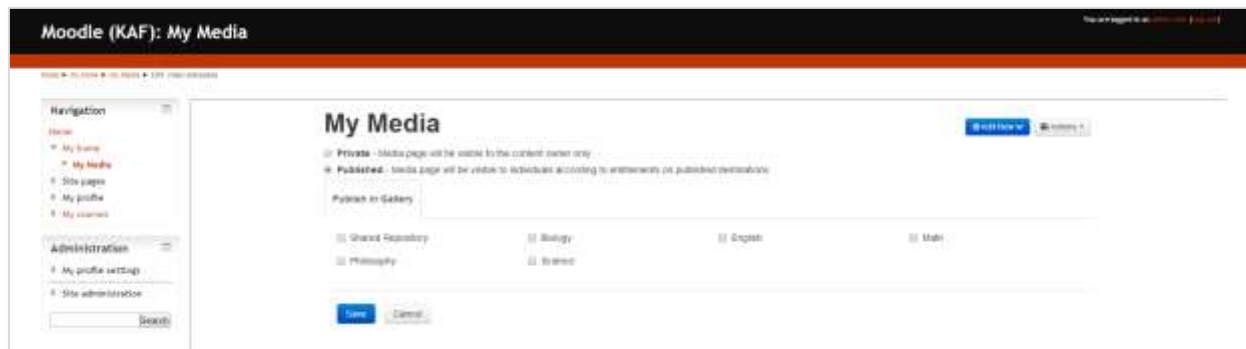


The publish window is displayed.

2. Click **Publish** and then check the courses where you want to publish the content to. Check [Shared Repository](#) if you want to publish your content to the shared repository.

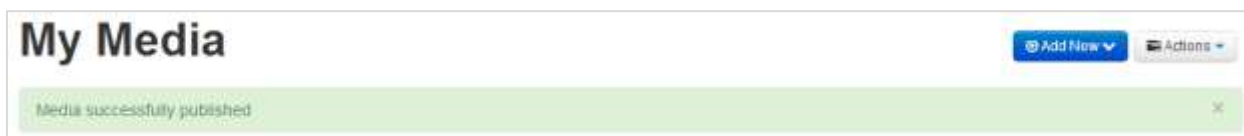


NOTE: Publishing depends on your configuration. An admin can determine whether students can publish to course galleries. According to the configuration and data received, the list of courses that a user can publish to is displayed and can be chosen from.



3. 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 and or the Shared repository if 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

Disabling and Closing Comments

For each of your media items, you can:

- [Disable the comment feature.](#)
- [Prevent additional comments.](#)

To disable comments on a media item

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



NOTE: Comments that were entered before you disable the comment feature are re-displayed if you re-enable comments.

To prevent additional comments on a media item

1. On your My Media page click **Edit** next to the video you want to edit.
2. Open the Options tab and select the **Close discussion** checkbox.

On the Comments tab of the media page, *Discussion is closed* is displayed and the “Add a Comment” text box is not displayed.

SECTION 8

Managing a Media Gallery

By default, users with Teacher role in a Moodle 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



NOTE: By default a Teaching Assistant in Moodle is a Media Gallery moderator and can moderate content added to the Media Gallery.

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 Course 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 [List Icons] [Image Icon] [Video Icon] [Audio Icon] [Embed Icon]

Enter Description...

Tags: [Input Field]

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.

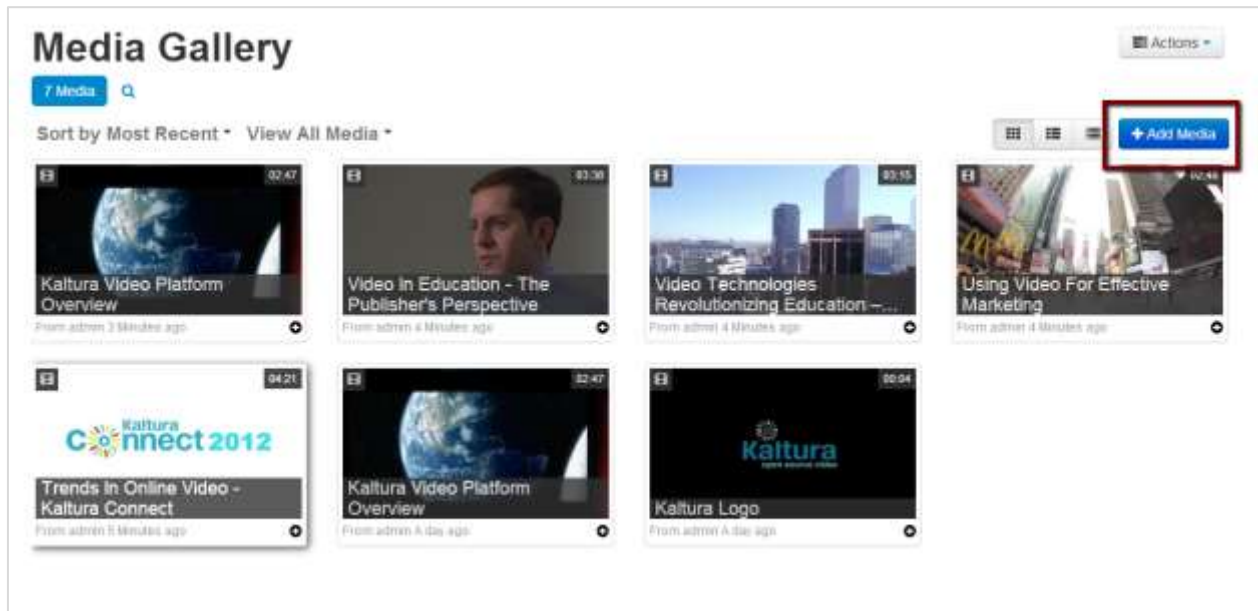
4. Click **Save**.

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

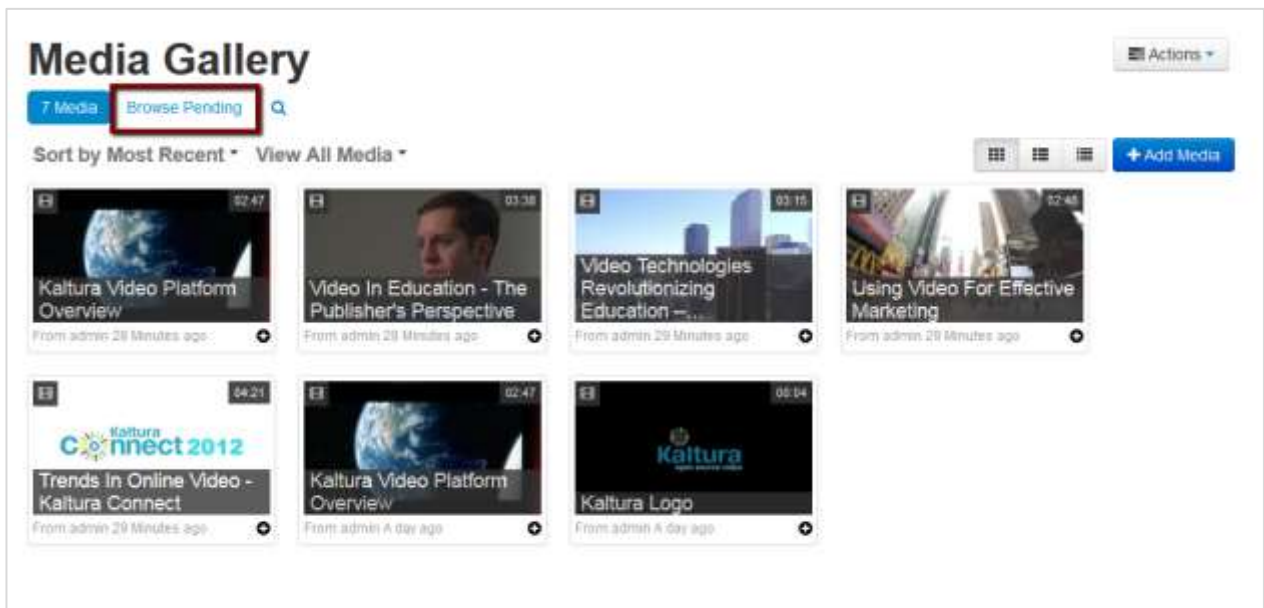
1. Click the + Add Media button.
2. Click Add New.
3. Select the media type to add.
4. Continue as described in [Creating New Media](#).
The new media item/s are automatically published to the Media Gallery they are initiated from.

Moderating Channel Content

Teachers and Teaching Assistants may approve or reject content from the Media Gallery.

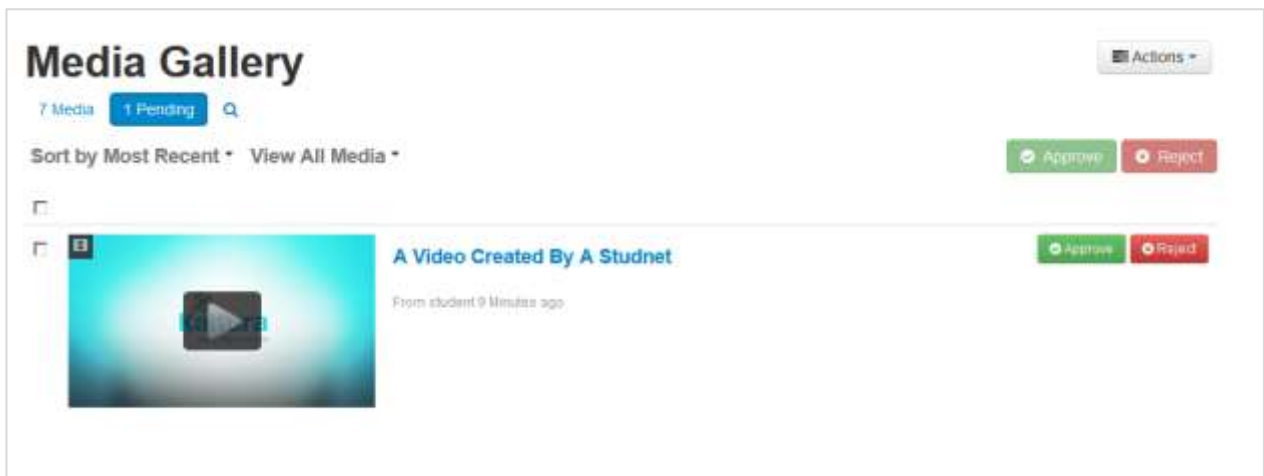
To approve and reject content that is pending moderation

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



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

The browse pending media window is displayed.



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



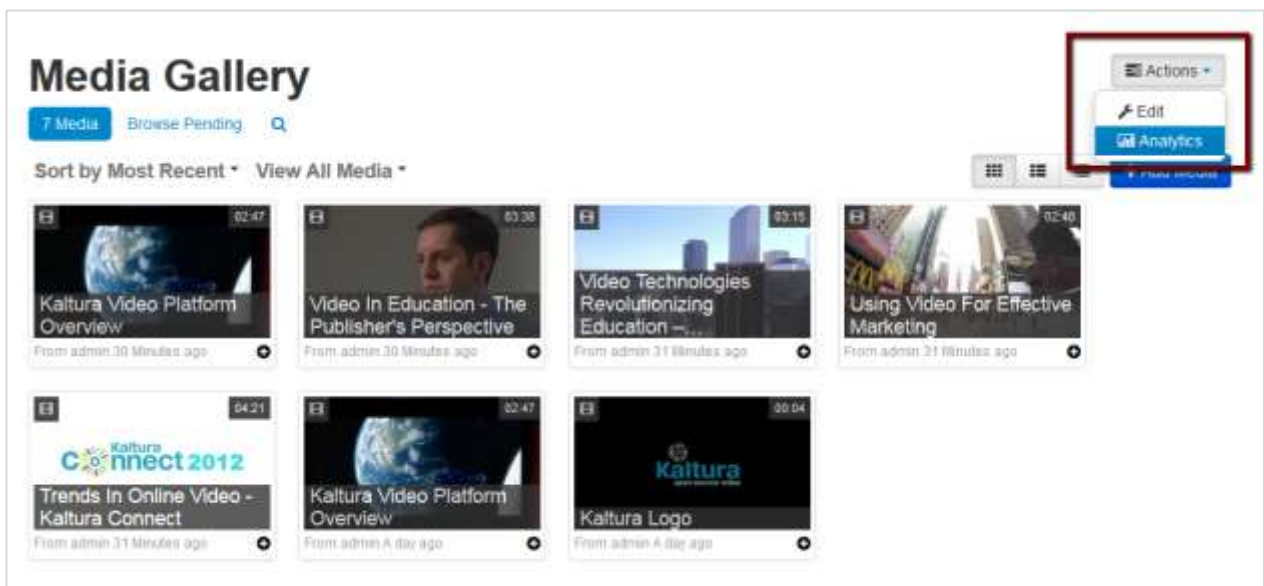
NOTE: Approved content is displayed in the Media Gallery for all users enrolled to the course.

Viewing Media Gallery Analytics

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

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.

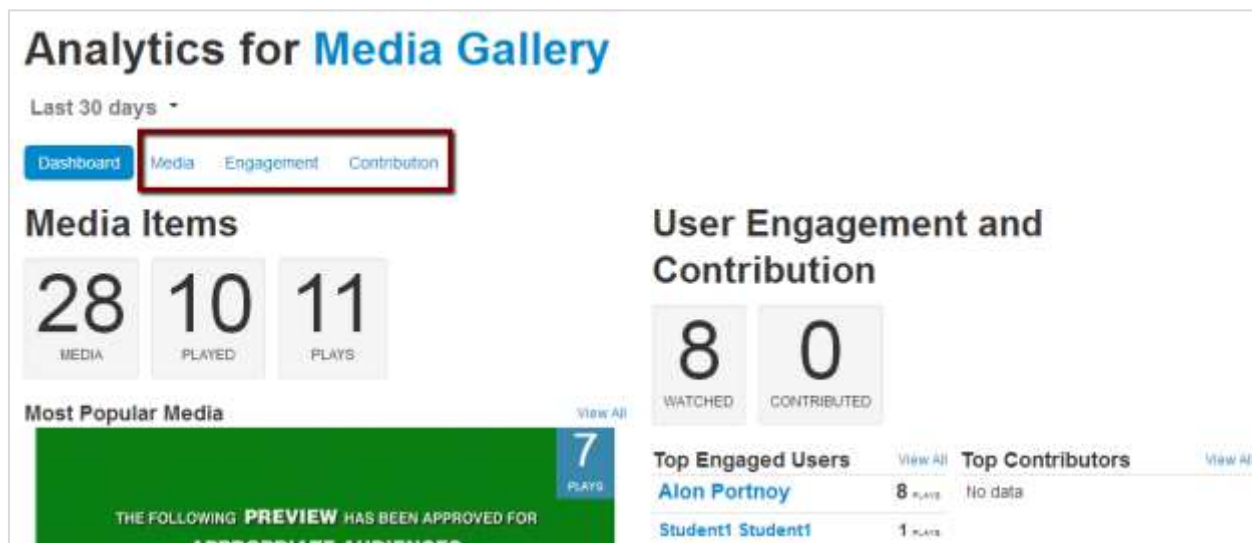
Contribution Analytics Report

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.



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-Munn 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 Tsuri (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.

Jack.Sharon@kaltura.com	1	00:12	00:12	75%
-------------------------	---	-------	-------	-----


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

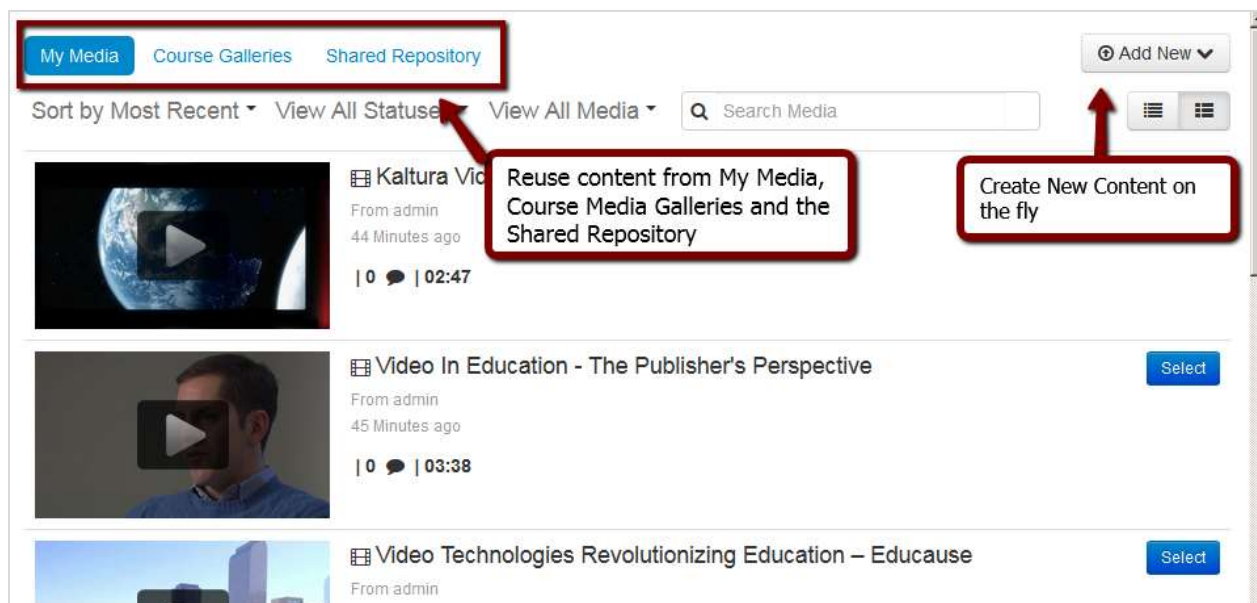
- In a report or detailed entry report, click the **Export to CSV** button . Depending on your browser definitions you may be prompted to save the file to a local directory.

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
- from the Shared Repository, if the user has access to it.

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 Moodle's rich text editors [TinyMCE](#) and [Atto](#)."
- When adding media to a [Kaltura Video Resource](#).
- When adding media to a Kaltura [Kaltura Video Presentation](#) Resource.
- When students submit media as part of a [Kaltura Media Assignment](#).

Embedding a Kaltura Media through the Rich-Text Editor

The Kaltura Video Package for Moodle rich text editor integration may be used to embed media inside rich-text elements such as Course Pages and Forums. By integrating with the text editor, the ability to add media anywhere a user is allowed to publish text to, for example: forums, assignments, notifications is possible.

Using the rich-text integration you can:

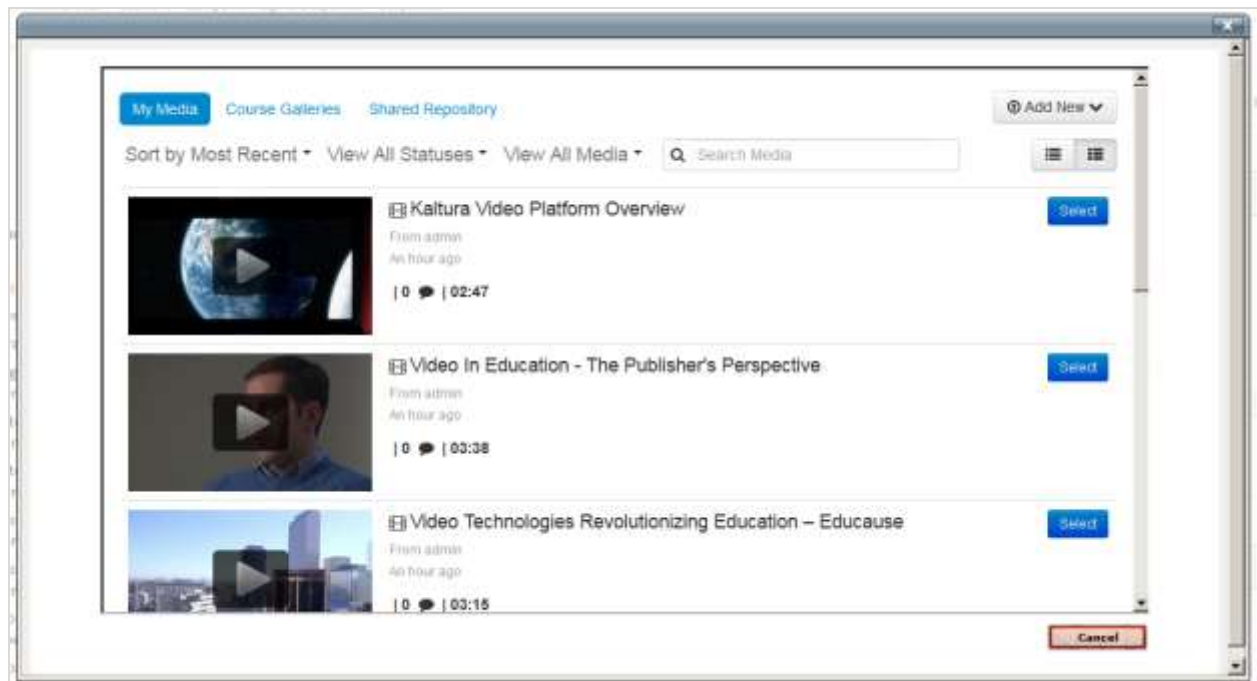
- Browse, Search and Embed from your My Media
- Browse, Search Embed content from a single course or from multiple courses' Media Galleries.
- Browse, Search and Embed Content from a Shared Repository.
- Upload and embed New Content on the fly.

To embed Kaltura media through the rich-text editor

1. In the rich text editor click the Embed Kaltura Media button 

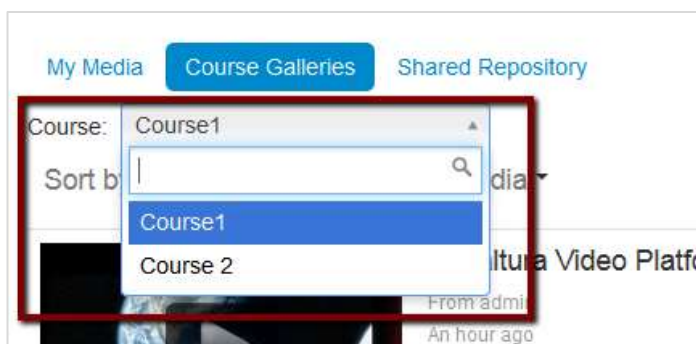


The Browse, Search and Embed window opens.



You can reuse existing content from My Media, courses' Media Galleries and from the Shared Repository.

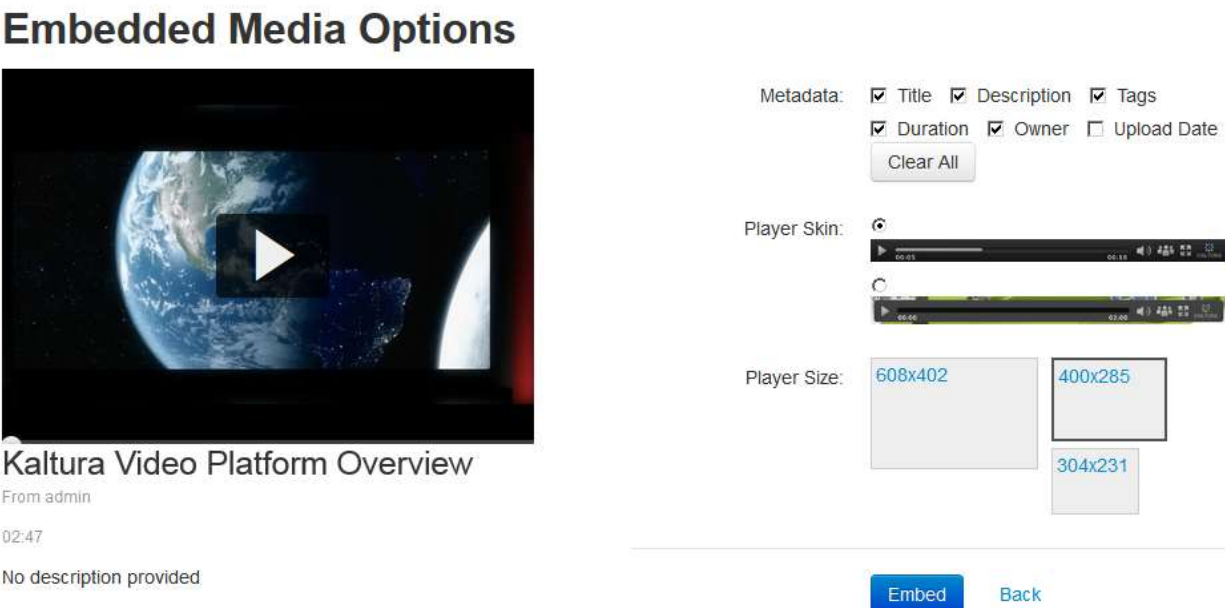
2. To embed a video from a course Media Gallery click the Course Galleries tab. If you are enrolled in more than one course you can select which course to embed from (This option can be turned off by an administrator.)



3. To embed video that was shared to the Shared Repository, click the **Shared Repository** tab.
4. To create new content from within the Browse, Search and Embed window, click the Add New button and choose the desired content type.
5. To embed a video, click the **Select** button next to the video.



The Embed Media Options dialog appears.



Embedded Media Options

☒ Title ☒ Description ☒ Tags
☒ Duration ☒ Owner ☐ Upload Date
Clear All

Player Skin:

Player Size: 608x402 400x285 304x231

Kaltura Video Platform Overview
From admin
02:47
No description provided

Embed Back

6. Select the desired metadata to include with the embedded player, the player skin and size and click Embed.
7. A final preview window is displayed.



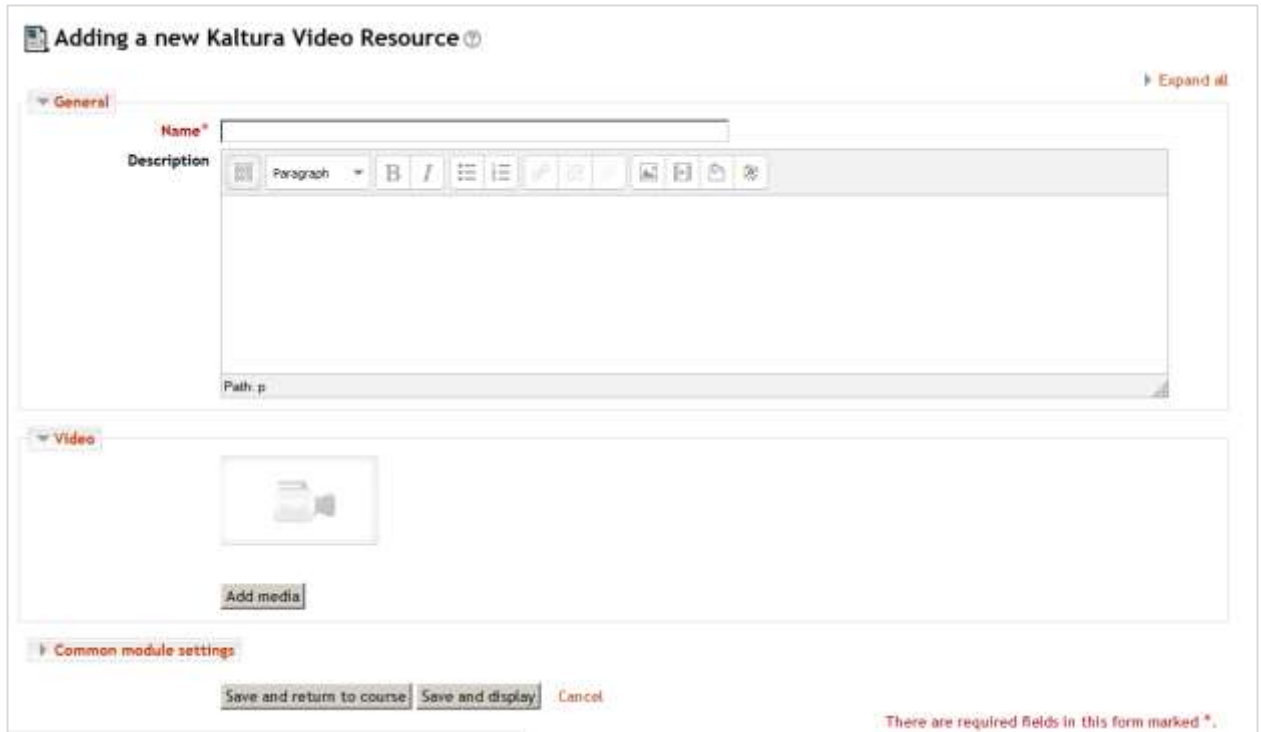
8. Click **Embed media** to finish.

Adding a Kaltura Video Resource

You must be logged in a Teacher to add a Kaltura Video Resource

To add a Kaltura Video Resource

1. In the Navigation Panel select My Courses.
2. Select a course.
3. Click Turn Editing on.
4. Click Add an activity or resource.
5. Select Kaltura Video Resource
6. The **Adding a new Kaltura Video Resource** page is displayed.



7. Provide a name for the new resource and an optional description.
8. In the **Video** section click **Add media** to open select a video using the Browse, Search and Embed Window.
9. Embed the video as described in [Embedding Kaltura Media](#).
10. In the **Common module settings** provide additional optional settings.
11. Click **Save and display** or **Save and return to course** to finish.

Adding a Kaltura Video Presentation

You must be logged in a Teacher to add a Kaltura Video Presentation.

To add a Kaltura Video Presentation to a course

1. In the Navigation Panel select My Courses.
2. Select a course.

3. Click Turn Editing on.
4. Click Add an activity or resource.
5. Select Kaltura Video Presentation
6. The **Adding a new Kaltura Video Presentation** page is displayed.
7. Provide a name for the new resource and an optional description.
8. In the **Video** section click **Add media** to open select a video using the Browse, Search and Embed Window.
9. Embed the video as described in [Embedding Kaltura Media](#).



NOTE: It is not possible to create Video Presentations on the fly. Video Presentations must be created in advance in My Media.

10. In the **Common module settings** provide additional optional settings.
11. Click **Save and display** or **Save and return to course** to finish.

Kaltura Media Assignments


Teachers can create assignments that require students to upload and submit Kaltura videos. Teachers can grade student submissions and provide feedback.

Creating a Kaltura Media Assignment

To add/edit an Assignment activity to your course

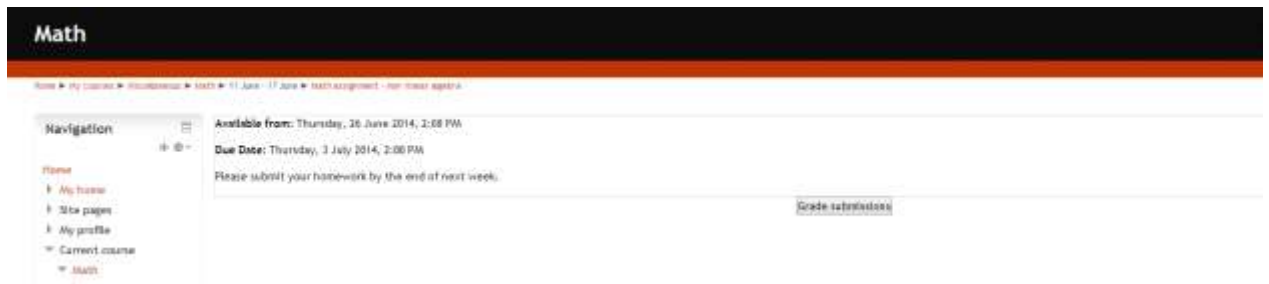
1. Login with the appropriate access rights (for example teacher, administrator) and Turn Editing On.
2. Within the required Week or Topic Block click Add and Activity or Resource link.
3. To edit an existing Assignment activity, select the Update icon against the relevant Assignment item.

To add a Kaltura Media Assignment using the text editor - for teachers and admins

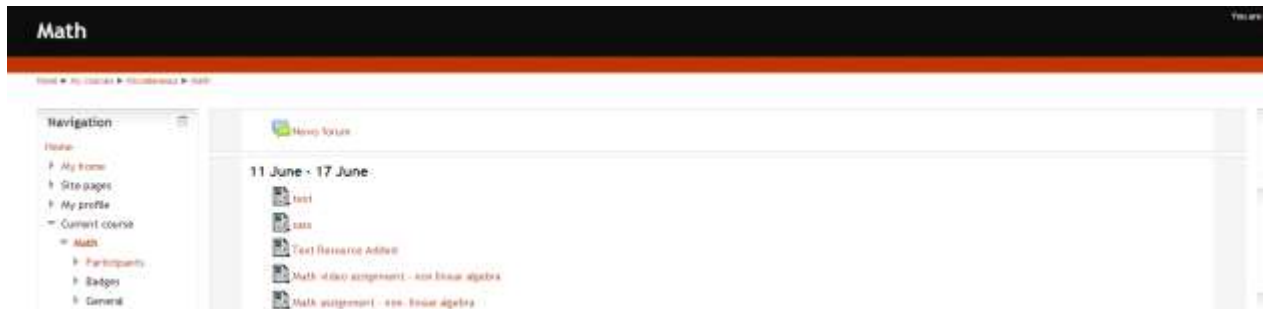
1. Enter the assignment Name and Description.
2. Optional - In the rich-text editor, click the Embed Kaltura Media button. .
3. Set the configuration options.
4. Optional Allow Resubmitting.
5. Click Save and Display.



The assignment is saved.



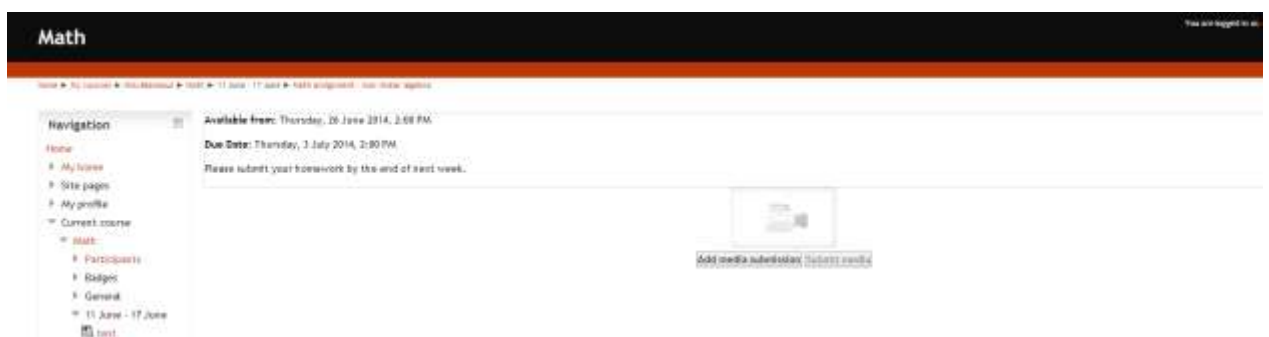
After teachers save their course assignment, students have access to the assignment. They are displayed through My Courses.



Submitting Videos to a Media Assignment - for students

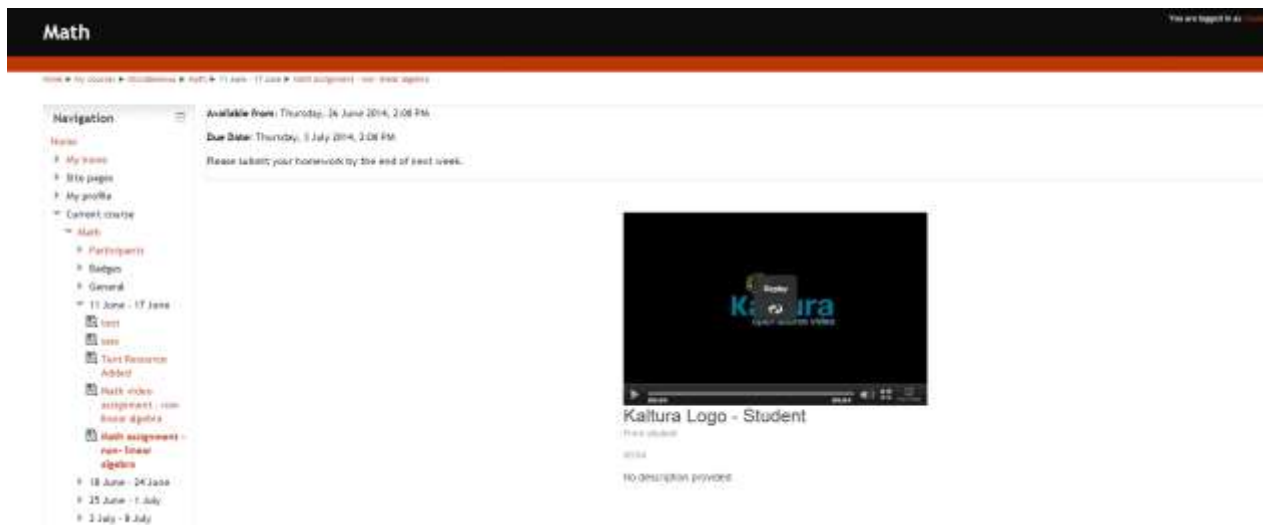
To submit videos to a Media Assignment using the text editor

1. Select My Courses, select the course from your course list and then select the assignment.



2. Select Add media submission.
The Browse Search and Embed window opens.
3. Search for the content you want to upload or Add New.
4. Click Select.
5. Set the configuration options and click Embed.
6. Select Preview.

After you are satisfied with your assignment select Submit Media.

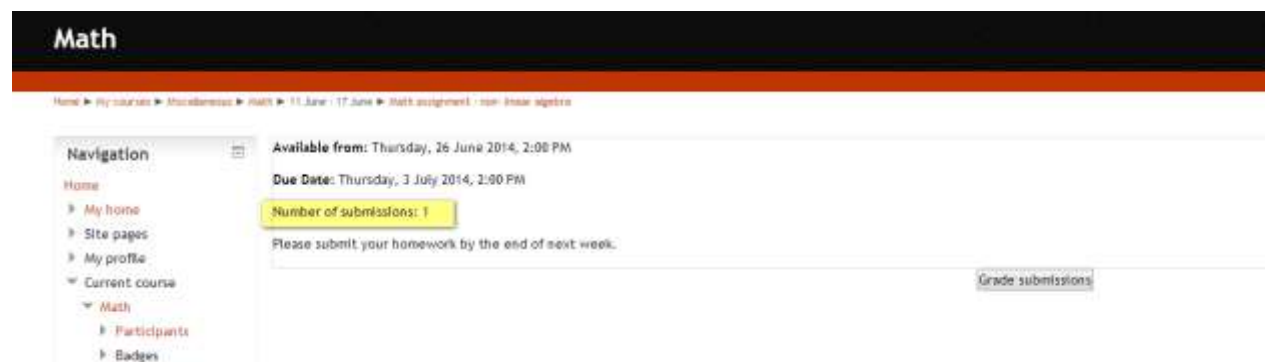


A confirmation message is displayed.

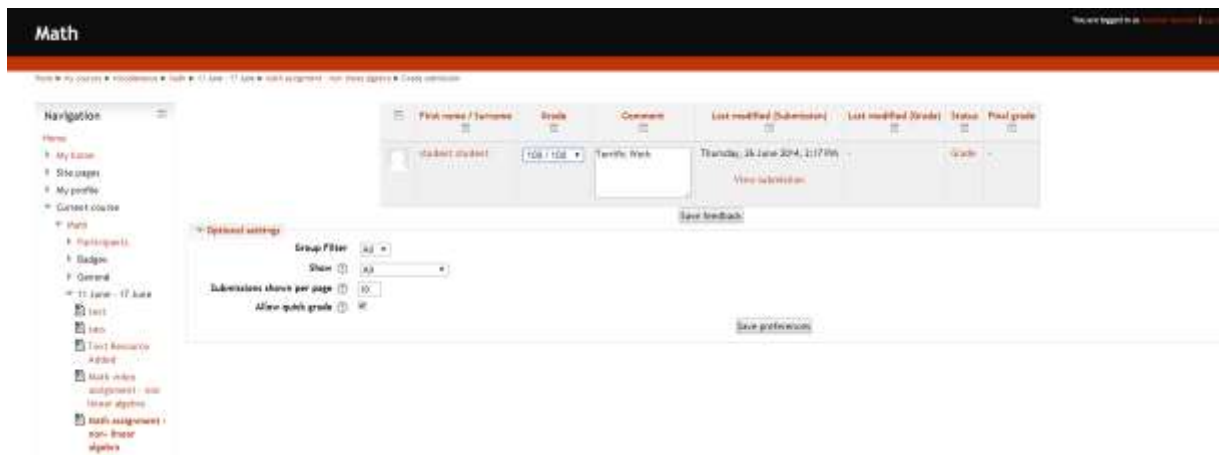
Grading Assignments - for Teachers (and Admins) only

To Grade Assignments

1. Login with the appropriate access rights (for example teacher, administrator) and Turn Editing On.
2. Select My Courses and select the course and then select the assignment.



3. Click Grade Submission.
The following is displayed.



4. Set the Optional settings and then Save Preferences. See [Moodle documentation for General settings](#).
5. Enter the grade, comment and click Save Feedback.

As the grades are assigned, students can log into their courses and view their grades.

