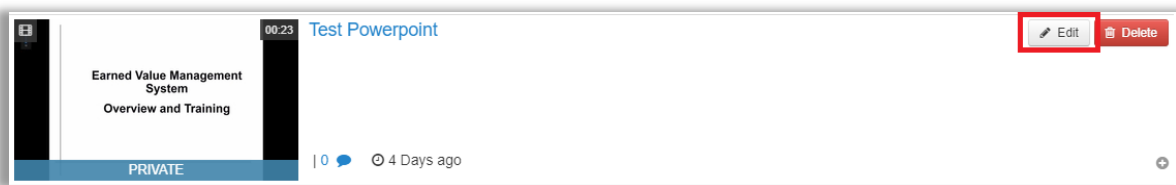# Kaltura User Guide: Editing Media in Kaltura My Media

There are five basic ways to edit a video:
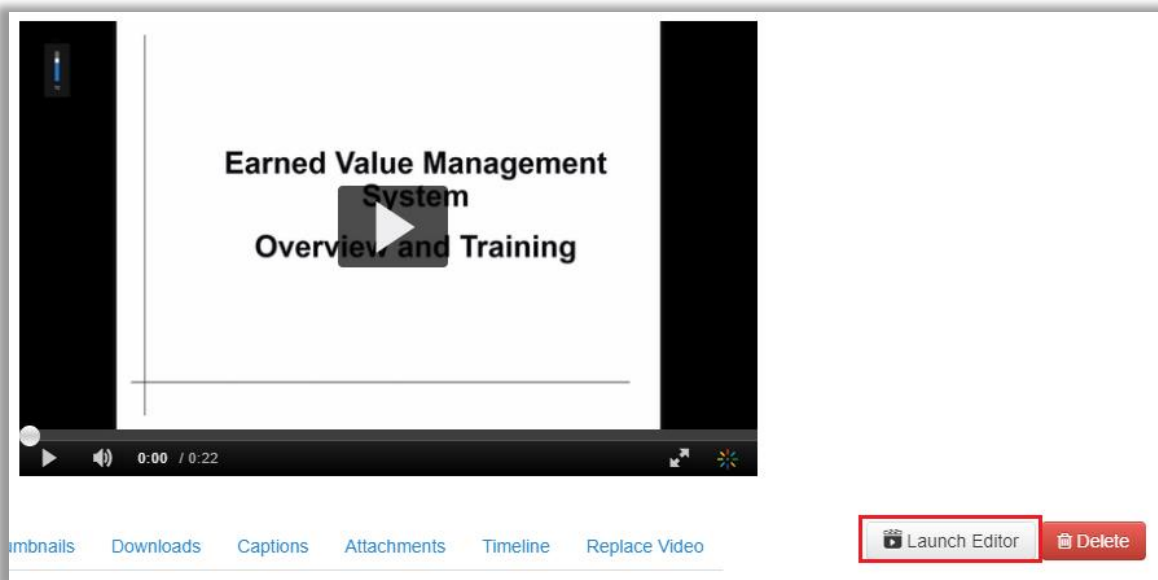- Trim beginning (p. 3)
- Trim end (p. 3)
- Cut from the middle (p. 4)
- Fade in/out (p. 5)
- Add a quiz (p. 5)

Accessing the Video Editor:

Step 1: Go into My Media from HuskyCT, locate the video you would like to edit and click Edit.

Step 2: Click on Launch Editor.

Note: It is recommended you Save a copy after you've made your edits so you don't overwrite the original. When you save a copy, close the original and open the copy to if you want to continue making edits.

Editor Screen

1. Quiz editor
2. Video editor
3. Save or Save a copy
4. Cut from middle
5. Trim beginning
6. Trim end
7. Delete section
8. Fade in/out
9. Real time input field
10. Reset to original state
11. Redo
12. Undo
13. Select video (for multi-video recordings only)
14. Show/Hide audio timeline
15. Zoom in/out timeline
16. Trim handlebar

Controlling the Timeline:

Drag the zoom marker to increase/decrease how zoomed the timeline is.

Click Show/Hide to Show/Hide the audio track from the timeline.
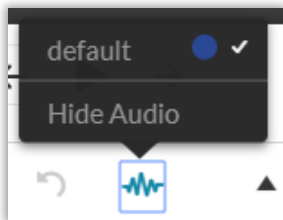
Moving in small increments on the Editor Timeline:

Right Arrow: One second forward
Left Arrow: One second backward
Alt + Right Arrow: Ten seconds forward
Alt + Left Arrow: Ten seconds backward

Setting a Range and Trimming the Beginning or End

To trim media or to create a clip, you must first define the range you want to keep or make a clip from. There are many ways to set a range, and all can be used depending on the accuracy needed and personal preference:

Option 1: Drag the yellow handlebars of the start or end points with your mouse to set the range which will trim the video.

Option 2: Enter a start or end time in the real time input field. The real time marker will position itself on the timeline at this time. Drag either Timeline handlebar to snap it to the Real-Time Marker or click on the trim beginning or trim end to snap to that point
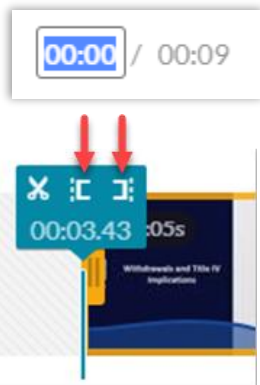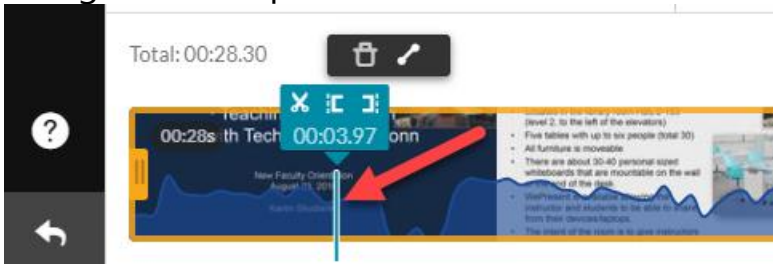

Option 3: Click anywhere on the Timeline, the Real-Time Marker will position itself there. As above in option two, drag either Timeline handlebar to snap it to the Real-Time Marker or click on the trim beginning or trim end to snap to that point.
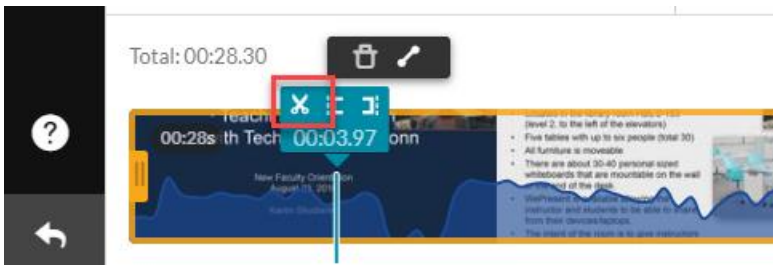
Cut from the middle:

Navigate to the position on the timeline where you need to cut the video.

Click on the scissors icon.

You will now have two sections

Drag the Timeline handlebar(s) to cut the desired section.

Once you save the video the system will join the two sections.

Fade In/Fade Out

Sometimes a fade in/out is added after cutting a section from the middle. Select the section where you want to make the fade (if you have only one section you don't need to select it).

Then click on the fade icon and enter the number of seconds for each fade.

Quizzing

Open the Quiz Editor and click Start to create a new quiz. A copy of the media is created, and the original media is retained.
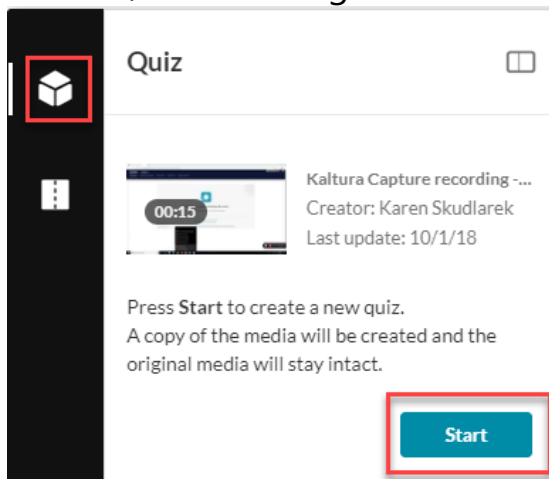
Optional – The next steps include options in the Quiz Editor with their default values. Open each section to modify the default values for the selected media entry. You may revert to defaults at any time. Click Save after each time you modify any option.

Click **Details**. Default values are displayed.

Upon Submission	Resulting Display for the End User
Quiz Name	Quiz Name
Welcome Message	The message that is displayed on the first screen of the quiz. If you disable the Welcome message display, viewers will not be able to see the Pre-test question list.
Allow Download to Question List	Your viewers will be able to download the quiz question list and possible answers before they start playing the media.
Instructions	Includes basic instructions on how to complete the quiz.

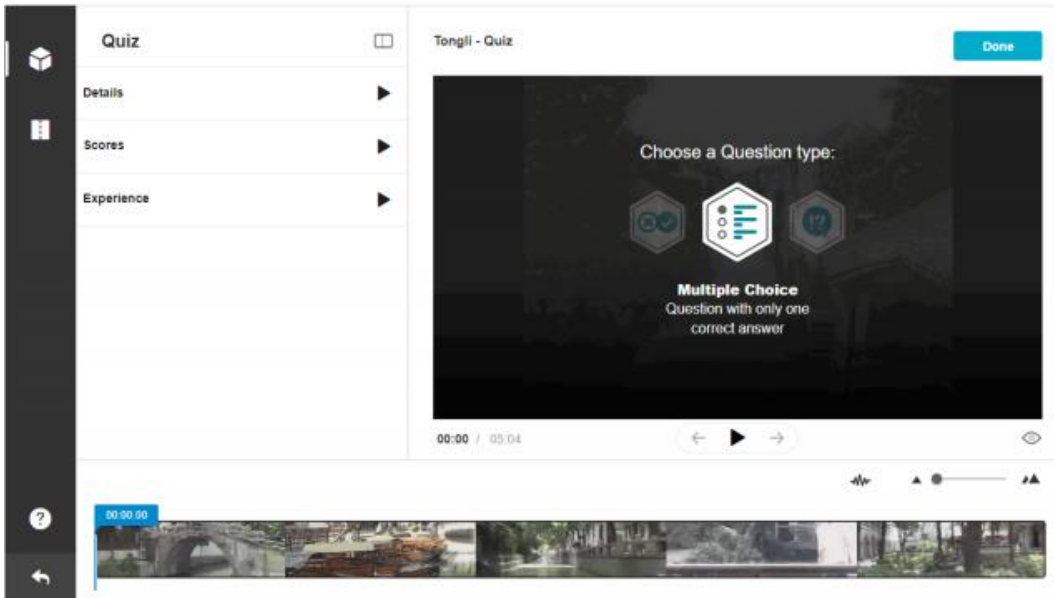Click **Scores** to set or modify the scoring options. Default values are displayed.

Upon Submission	Resulting Display for the End User
Do Not Show Scores	A 'Thank You' message will display after submitting the quiz. No scores will be presented to the quiz-taker.
Show Scores	Your viewers will see the quiz score page after the quiz is submitted.
Include Answers	Your viewers will be able to see correct/incorrect answers, as well as the correct answer's rationale if you chose to add it during the quiz creation (the "Why" shown below)

Click **Experience** to set or modify the experience options. Default values are displayed.

Upon Submission	Resulting Display for the End User
Allow answers change	Your viewers will be able to change an answer before submitting the entire quiz, during review mode.
Allow Skip	Users will be presented with the "Skip for Now" button.
Allow Download to Question List	Your viewers will be able to download the quiz question list and possible answers before they start playing the media.
Do not allow skip	Users must submit an answer before proceeding forward.

Adding Questions and Answers to Your Quiz

This section describes how to add, edit and delete questions for the media quiz. After you click the Start button or select to edit an existing quiz, the Quiz Creator screen is displayed on the player.

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Educational Technologies Office | Rowe 422
edtech@uconn.edu
860.486.5052

Use this screen to:

- Select the question type.
- Add/Delete Questions
- Add/Delete Answers
- Create Hints
- Create Rational (Why)
- Add Links (only to questions and reflection but not answers)
- Shuffle the order of answers

Note: It is highly recommended that you place your final question close to the end of the video. After every question, the video continues from the point the video stopped before the question). Placing the final question near the end keeps the user engaged until the video topic is completed.

Play the video or move the media's real-time marker to the desired point in the video's timeline. Select a question type by clicking on one of the icons. The following question types are available:

- **Multiple Choice** - Question with only one correct answer.
- **True/False**
- **Reflection Point** – Video pause with text

Once you click the icon you'll be prompted to enter the question and answers depending on the question type. **Multiple choice** (optionally up to four choices):

True/False:

Reflection Type:

For **Multiple Choice** you'll want to shuffle the answers after entering the choices so the correct answer is not always the first answer.

You can optionally click and hold on the menu to left of the choices and move the answers to where you want them.
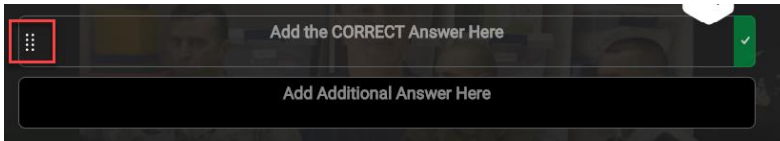
For **Multiple Choice and True/False** you can add a hint or give rationale for the correct answer. Students will not see the rationale until they submit their answers.

For any question type, you can add a web link.
To add a link in Windows: Enter Ctrl K, in MAC Command K. Change the link title to the text to display on the question and change the URL to the desired URL site.
eg: [Google|http://google.com]

Click save after entering each question and optional answers. Add other questions of any type to the rest of the video.

Click on the Eye icon at the bottom of the video to preview the quiz.

Click Done when you've finished editing the quiz.

 Still need help?
For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.