

Keep Teaching Offline: Kaltura Tips and Tricks

You can use Kaltura to Upload, Create, Edit, and Share videos. See alternatives to Create and Edit below. More documentation on Kaltura can be found at: <https://confluence.uconn.edu/display/IKB/Using+Kaltura>

Upload: Use it to upload videos you created.

Create: Use Kaltura Capture to record your screen and audio (i.e. voice over PPT)

Edit: Once the video is uploaded, you can trim the beginning, trim the end, and cut from the middle. Use the Launch Editor feature to accomplish these steps.

Share: You can share the video in your course in a variety of ways. You can also share it outside the course.

Remember that you may have students with accommodations that require captions. If you create videos and have a student with that accommodation, you'll need to contact CSD so they can caption it for you and the video must be in Kaltura.

Create: Alternatives to Using Kaltura Capture

Note: If the videos aren't uploading to Kaltura after you record them, you can manually upload them. If you have a Windows computer the recording is found on your C: drive. Replace username with the account you use to logon the computer and navigate to:

C:\Users\username\AppData\Local\Kaltura\Capture\Recordings

If you have a Mac computer, watch this video for a demonstration on how to find the Recordings.

https://kaltura.uconn.edu/media/How+to+find+Kaltura+Recordings+on+Mac/0_lvz6l1u7

PowerPoint Record Slide Show Feature

If you're giving a PowerPoint presentation, you can use the Record Slide Show feature in it to create a voice over PowerPoint recording (MP4). By using this feature you can make annotations on your slides. Click on Slide Show and click Record Slide Show.

Run through your PPT, when you click on your last slide, the recording will stop.

Click File – Save as

Select the location and for Save as type, change it to MPEG-4.

Once the file has been created, you can upload it to Kaltura.

PowerPoint Record Audio for Each Slide

If you're giving a PowerPoint presentation, you can use the Record Audio for each slide. You cannot use the annotation feature with this option. If you use this feature, we highly recommend you export the PPT as a video and upload it to Kaltura. The experience for the students is much better and it can be captioned.

Open your PPT, click on Insert – Audio – Record Audio on each slide.

Go through all your slides, then Export the file as a Video.

Click on File – Export – Create a Video – **Select Internet Quality to reduce the size of the file.**

Then upload the recording to Kaltura

iPad: Record your screen

Go to Settings - Control Center - Customize Controls, then tap the green + sign next to Screen Recording. Swipe up from the bottom edge of any screen. On iPad with iOS 12 or later, or iPadOS, swipe down from the upper-right corner of the screen.

Press deeply on gray record icon and tap Microphone.

Tap Start Recording, then wait for the three-second countdown.

Open Control Center and tap red record icon. Or tap the red status bar at the top of your screen and tap Stop.

Go to the Photos app and select your screen recording, transfer it to a computer, and upload it to Kaltura.

Edit: Alternative to Using Kaltura Editing Features

If you have a Mac, you can use iMovie to edit your videos. Then upload them to Kaltura.

If you have a Windows computer, you can use whatever application you have available to edit videos. Then upload them to Kaltura.

Sharing Videos in HuskyCT

In HuskyCT you can share videos by doing any of the following:

- Go to the content area you want to share the video, click on Build Content – Kaltura Media.
- If you're sharing a Video Quiz, you need to click on Assessments – Kaltura Video Quiz
- You can create a Discussion Forum with a video you created by
 - Clicking on Create Forum
 - Enter Required Fields
 - Click on Mashup – Kaltura Media
- You (or your students) can add a video in a Discussion Thread.
 - Click on Create Thread
 - Click on Mashup – Kaltura Media
- You can share the video in the Media Gallery
 - Media Gallery can give you viewing statistics for your videos in that course, and if you have closed captions, transcripts will display as well. To add the Media Gallery click on the + sign in the Navigation Menu on the left, click Tool Link – Type Media Gallery for the name, select Type – Media Gallery, make available to users, and click Submit.
 - Option 1: Go to your My Media, click on the box to the left of the video(s) you want to share, and click Actions – Publish. Click on the box to the left of your course and click submit.
 - Option 2: Go to the Media Gallery in your course, click on the tab to see all the videos, click Add Media, select your videos and click Publish.
- You can ask students to submit assignments as Kaltura video.
 - After creating the assignment in HuskyCT, direct the students to click on the Assignment – Click Write Submission – Mashup – Kaltura Media.

Sharing Videos Outside HuskyCT

Go to <http://kaltura.uconn.edu>

Click Guest – My Media and enter your NetID and password

Click on the video you want to share

Click Actions – Publish

Change this setting to “Unlisted”

Click on the Share tab to get the link that you can email to someone.