

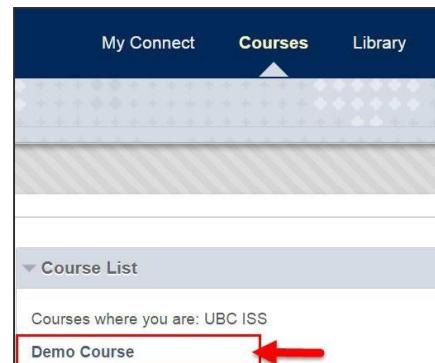
UPLOAD VIDEOS IN KALTURA

HOW-TO GUIDE

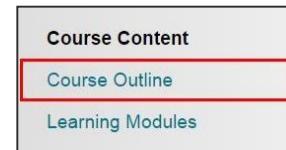
Kaltura is a video platform in Connect, available to everyone at UBC with access to a Connect shell. It allows users to upload, search and manage clips from video content to share within their courses. Instructors can create and upload lecture capture and video materials and add them to any part of their course with a content editor. This includes Course Content, Discussion Forums, Announcements and even the Assignments Dropbox!

To upload a video in Kaltura:

1. **Log into Connect.** Log into Connect with your CWL username and password. You can access Kaltura in a number of different ways, such as your My Media gallery, but this guide will show you how to upload media content from within your course. Simply search for the relevant course on the Course List Module and click to access it.



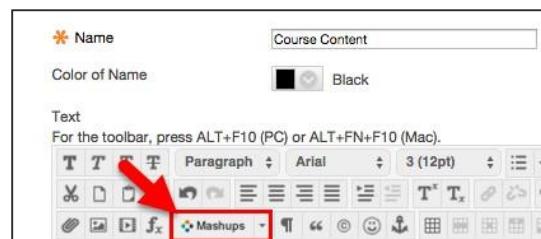
2. **Choose your preferred Content Area.** Once you have accessed your course, select the content area where you would like to add the video from your left-hand side course menu (e.g. Course Outline).



3. **Click on the Build Content menu** from the action bar and select Item or Content Folder from the available options.



4. **Access Kaltura Media Mashups.** From the Edit Content page, look for the **Mashups** button in the content editor. From the drop-down menu, select **Kaltura Media**.

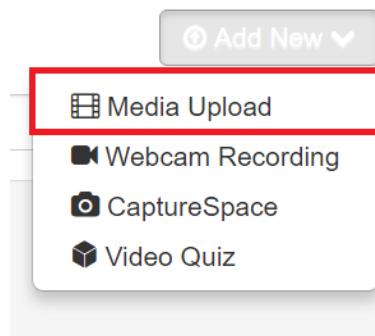


5. **Upload Media.** On the **My Media** tab, click on the **Add New** button to add video content to your personal video gallery.

The screenshot shows the 'My Media' tab selected in a navigation bar. Below it are 'Media Gallery' and 'Shared Repository'. A red arrow points to the 'Add New' button, which is highlighted with a red border. There are also 'Sort by Most Recent', 'View All Statuses', 'View All Media', and a search bar labeled 'Search Media'.

6. In the dropdown menu, choose **Media Upload**.

Click on **Choose a file to upload** in the pop-up window and find the relevant file from your computer.



7. Alternatively, you can choose a file from your personal gallery that you have previously uploaded on the **My Media** tab.

8. To record, click **Webcam Recording** to film a video directly from your computer webcam. Select **Allow** in any pop-up windows and then click anywhere to start recording.

9. Once you have your desired content, fill out the name of your video and provide an optional description.

The form includes a 'Name:' field with '(Required)' placeholder text, a 'Description:' field with a rich text editor toolbar, and a text area for 'Enter Description...'.

Name:	<input type="text"/>
(Required)	
Description:	<input type="button"/>
Enter Description...	

10. **Confirm Copyright authorization.** Specify whether the video content you have chosen to upload complies with the necessary Connect terms of use and UBC policies by checking the relevant copyright authorizations that apply to the video material.

11. **Click Save.** Once uploaded and submitted into the desired content area, the video should be visible in the **My Media** tab.

You can also embed your video in discussion forums, tests, quizzes, tasks and announcements and share the video in the public Faculty Repository, where it can also be of use to other UBC faculty members who do not have access to your course.