

## Kaltura help pages

**KALTURA**

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## 1. Introduction to Kaltura

### What is Kaltura?

Kaltura is a modern video platform. This durable state-of-the-art solution is used by lecturers, support staff and students to upload or create video or audio. Kaltura is highly compatible with Canvas, making it easy for lecturers to integrate video into their courses. Among other useful features, the platform also allows users to annotate videos or compile a video quiz. The videos can be played on all types of devices.

### For whom is Kaltura intended?

Kaltura is intended for all UvA staff and students.

### Want to get started with Kaltura?

There are two different ways to use Kaltura: through 'My Media' and 'Media Gallery' in Canvas, or [video.uva.nl](https://video.uva.nl) in your web browser.

## 2. Using Kaltura in Canvas

### How do I use Kaltura in Canvas?

Canvas allows users to upload video files to Kaltura. Uploaded files can be assigned descriptions and labels/tags and included in a course.

To do so, you will need to use one of the following features in a Canvas course:

- *My Media*
- *Media Gallery*

*My Media* is linked to specific users and can be used to upload and manage your own videos. *Media Gallery* is linked to specific courses and shows all videos added to the *Media Gallery* by lecturers and/or students with access rights for the relevant Canvas course.

### How do I add a video to Kaltura?

You can upload and manage your own video files in *My Media*.

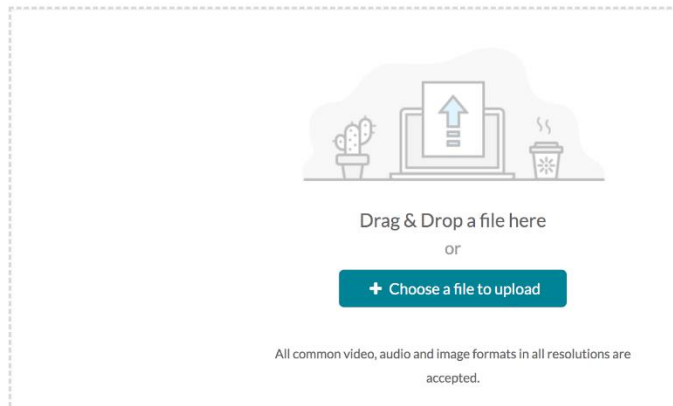
Media content in *My Media* can be published in the *Media Gallery* for your Canvas course and can also be added to Canvas features such as *Pages*, *Assignments* and *Discussions*.

Go to *My Media* by clicking on the link in the Canvas course menu. You will now see the *Add New* button, which can be used to create videos and/or add them to *My Media*.

*Add New* allows you to choose between *Media Upload*, *YouTube*, *Kaltura Capture*, *Video Quiz*, *Interactive Video* and *Express Capture*.

To add a video, select *Media Upload* and upload files from your own computer using the *Choose a file to upload* or *Drag & Drop* option.

## Upload Media



Select the *YouTube* option in the *Add New* menu to add a YouTube video.

You can use *Express Capture* to record yourself on video.

The *Kaltura Capture* feature allows you to combine your camera view with a screen recording (e.g. of a PowerPoint presentation). You will have to install a desktop recorder to use the Kaltura Capture feature. A desktop recorder for UvA workstations is available from the software center.

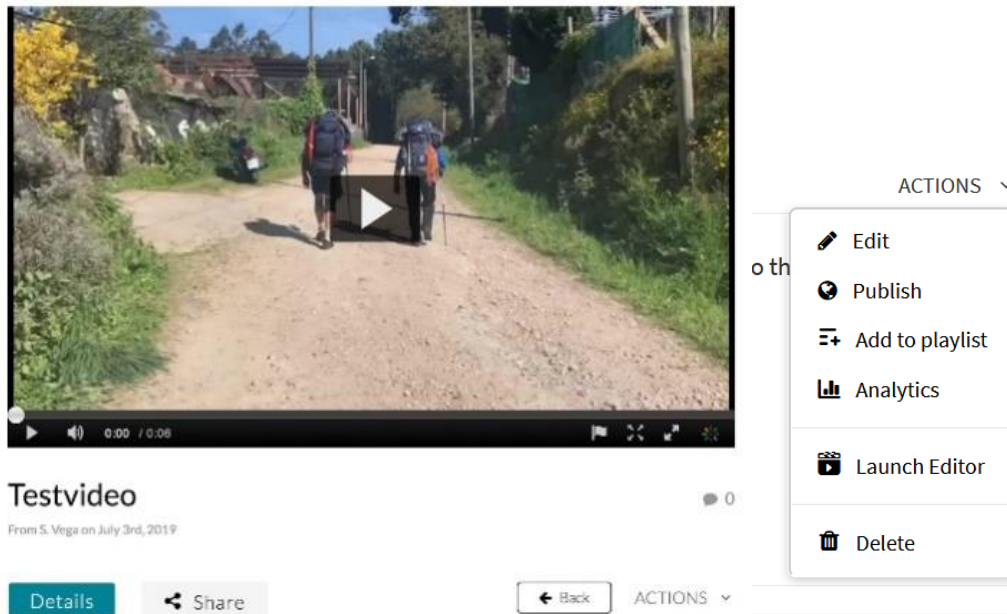
Select the *Video Quiz* option in the *Add New* menu to add questions – e.g. multiple choice

questions – to a video. See [Kaltura Video Quiz](#) for details.

You can also use *My Media* to manage your media. When you click on a video, the following options will appear:

1. *Details* will display any metatags added to your video.
2. *Share* will display the html embed code that can be used to share your video. You cannot use this button to share videos in Canvas.
3. *Actions* provides access to a range of options, including editing, deleting or publishing a video, or adding a video to a playlist.

## Details, Share, Actions



## Actions

The *Actions* button is featured in several areas, such as on the *My Media* overview page and in the menu bar under specific videos. The various menu options are explained below:

### *Edit*

You can use the following options to customise your videos:

- *Details*: allows you to add a description and/or metatags to your video.
- *Options*: allows you to adjust settings for *Create Clip* and *Comments*.
- *Collaboration*: transfer ownership of a video or assign co-editors and co-publishers.
- *Thumbnails*: upload an image or generate an automatic 'thumbnail' (overview image) for your video
- *Downloads*: select the formats in which your video can be downloaded. A separate *Download* button will now appear below your video. Keep in mind that you may only download videos that you own or co-own.
- *Captions*: advanced users can use this feature to add Captions files (e.g. for Dutch subtitles).
- *Attachments*: allows you to add attachments to your video.
- *Timeline*: allows you to insert *Chapters* and/or *PowerPoint Slides* at specific points along the video timeline.
- *Replace Media*: allows you to replace the file while retaining any links, tags, descriptions, etc.

### *Launch Editor*

The separate *Launch Editor* button also allows you to edit your video in various ways:

- *Trimming*: trim the beginning or end of a video.
- *Clipping*: create clips from existing videos.
- *Chopping & Splicing*: cut out or splice together parts of a video.
- For more details on the various *Launch Editor* functions, see [Kaltura Video Editing Tools](#).

### *Publish*

Videos can be shared through *Media Gallery* or *Channel*.

You can use Galleries and Channels to share videos with groups/individuals.

If you want to upload your videos to Canvas, Canvas will automatically create a Channel for this purpose.

- Double-click on one of your videos or select one or more videos by ticking the related boxes.
- Click on *Actions* to expand the menu and select *Publish*.
- Now change the status from *Private* to *Published*.
- Click on *Save*. The video will be instantly visible to all students and lecturers with permission to access the relevant Gallery or Channel.

If you only want to share your video with one other person, use the *Sharelink* for the video itself.

### *Delete*

You can delete your own videos using the *Delete* option.

Go to the *My Media* overview page:

- Double-click on one of your videos, or
- Select one or more videos by ticking the related boxes.
- Click on *Actions* to expand the menu and select *Delete*.

IMPORTANT: published videos cannot be deleted as long as their status is set to *Published*. If you try to do so anyway, you will receive an error message. Videos must be set to *Unpublished* before they can be deleted.

## How do I record a screencast or PowerPoint presentation?

To make a basic screen recording without the webcam, click on *Screen* as shown below.



Make sure to connect a microphone. The easy-to-use *Screen Recording* feature also allows you to record a PowerPoint presentation on screen. (You can also add a webcam recording – see *How do I record a multi-stream video?*)

Carry out the following steps to record a PowerPoint presentation with a voice-over:

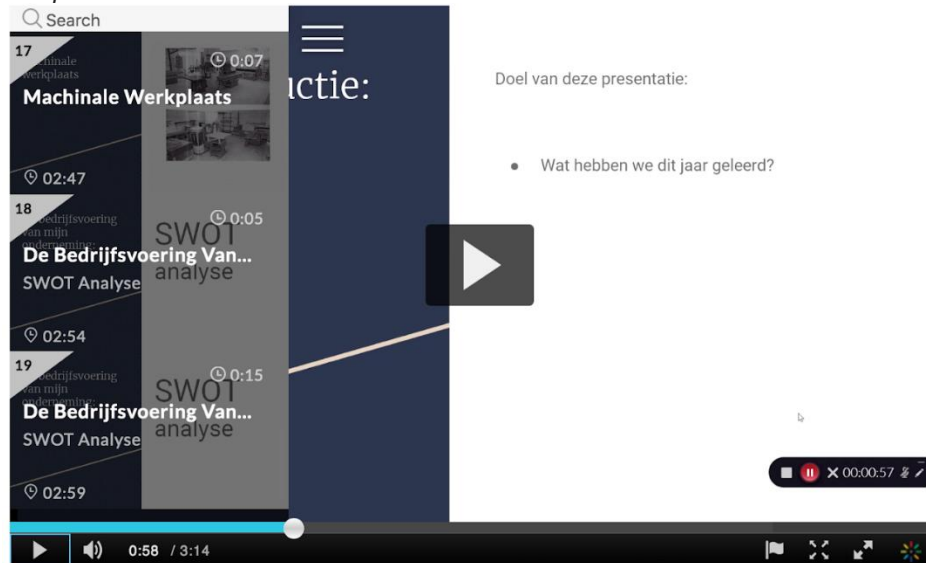
1. Make sure to have your PowerPoint presentation ready on screen.
2. Select both *Screen* and *Audio* in *Kaltura Capture*. *Screen* offers both a *Full Screen* and *Select Area* option. To record a PowerPoint presentation, select *Full Screen*.
3. Start your screen recording by clicking on the big red button.
4. You must always select the Slideshow mode in PowerPoint when recording a PowerPoint presentation. Do this now.
5. You can now click through the PowerPoint slides while making your screen and audio recording.

When you record a PowerPoint presentation in this way, the PowerPoint slides will appear as *Chapters* in the finished video and can be found in the video menu on the left.

*Chapters drop-down menu:*



#### Chapters:



The *Control Settings Toolbar* will appear in the lower right section of the screen during screen recordings. Select the *Draw* option (pencil icon) to highlight or mark parts of the presentation. A preview will appear as soon as you stop the recording.

#### Control Settings Bar:



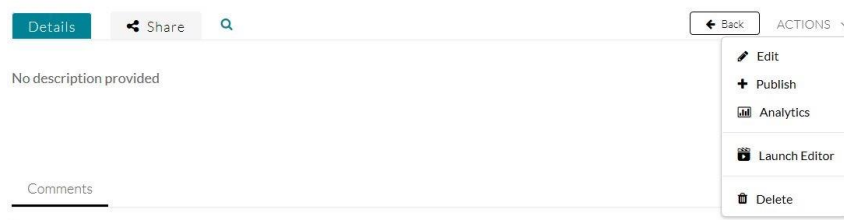
### Draw Tools:



### Launch editor:

Kaltura Capture recording - juni 13de 2019, 10:39:06 am

From Silvia E. Vega A moment ago



A preview will appear as soon as you stop the recording. You can edit the *Title* of your video recording and add a *Description* and *Tags*. You can adjust various quality settings under *Settings* in the menu on the left.

Once you have finished and clicked on *Save & Upload*, your video will appear in Canvas, where it can later be found under *My Media*. You can now choose other post-processing options such as *Chop* and *Trim* by selecting *Launch Editor* in the *Actions* menu.

Click on *Save* in Kaltura Capture if you want to upload the video at a later time. The file will then be stored locally on your computer. You should only do this if you are working on your own computer or at a fixed UvA computer workstation.

## What is the Media Gallery?

The *Media Gallery* features course media content uploaded by lecturers and/or students.

### Add media to Media Gallery

Click on the (X)-Media tab in the *Media Gallery* to add videos. You can use *Add media* to add media clips in several ways:

- *My Media*: add any videos previously uploaded to *My Media* by ticking the related boxes and clicking on *Publish*.
- *Add New*: upload a recording directly from your PC via *Media Upload*. This function also allows you to add a *YouTube* video or create and add an interactive video or video quiz.




You can use the *Publish* function to publish media to a *Media Gallery* or *Channel*.



Lecturers who want the option of approving or rejecting their students' media uploads before they are published in the *Media Gallery* can use the *Edit* function in the *Media Gallery* to tick the *Moderate content* box.

## Media Gallery

[Home](#)[16 Media](#)

-  Edit
-  Analytics
-  Create channel playlist

If you select this option in the *Media Gallery* for your Canvas course, any media published by your students will not become visible immediately. Their videos will now be set to *Pending*. You can then approve videos for publication by clicking on *Approved* on the *Pending* tab. Alternatively, you can click *Reject* if you want to reject the video.

*Pending:*

[Home](#)[4 Media](#)[1 Pending](#)[Filters >](#)[All Fields](#)  [Creation Date - Descending](#) 

Testvideo

[✔ Approve](#)[✖ Reject](#)

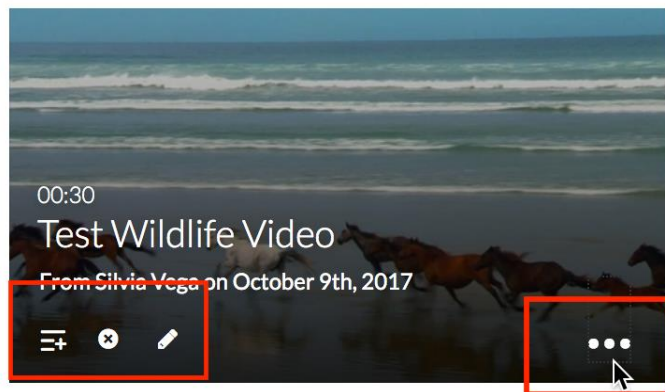
Lecturers can choose the following options for each video file published in the *Media Gallery*:

- *Add to Playlist*: add the video to an existing *Playlist*.
- *Remove*: allows you to remove any videos, including those uploaded by your students.
- *Edit*: you can only edit your own videos in the *Media Gallery*.

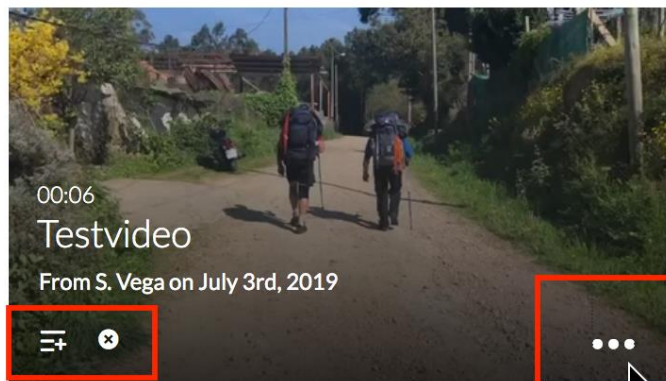
Students can only edit and delete their own videos in the *Media Gallery* and do not have permission to use these functions on videos uploaded by others.

You can also change the settings in order to grant others permission to create a clip from a video file.

*Add to Playlist, Remove and Edit:*



*Add to Playlist, Remove:*



## Playlists

When used in Canvas, Kaltura supports the creation of playlists. Specific videos in the *Media Gallery* can be added to a playlist. This allows lecturers to determine the order in which students see specific videos. Playlists will appear on the first tab in the *Media Gallery: Home*. Playlists can also be published in specific sections (*Pages, Discussions, Announcements*, etc.) of a Canvas course. You can do so using the text editor featured in every text box of the Canvas course.

Creating a playlist:

- Click on the grey button in the top right-hand corner of the *Media Gallery* and select *Create Channel Playlist*.

- Enter a name for your playlist on the next screen.
- Next, add the *Media Gallery* videos in the order you wish to present them on the *Edit Playlist* screen.

Your playlist will be presented on the first Media Gallery tab (*Home*) as soon as you save it. If you have created multiple *Playlists*, you can determine their order on the *Home* tab by selecting *Media Gallery > Edit*.

*Create channel playlist:*

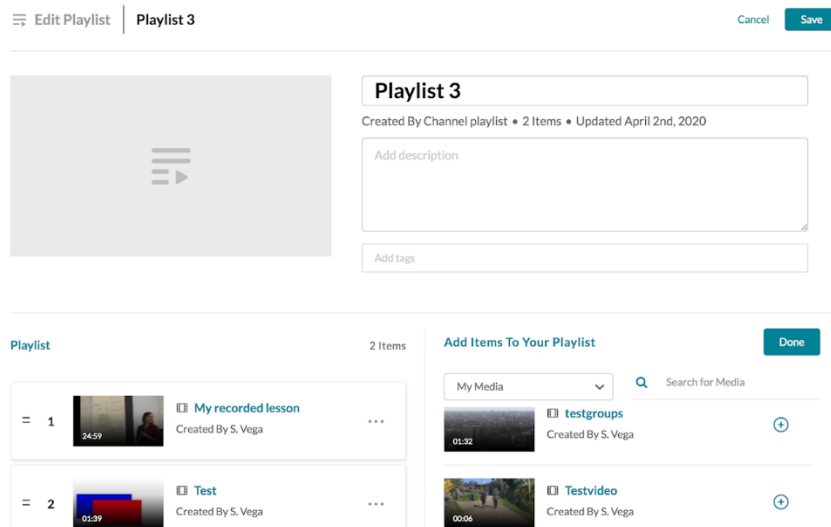
The screenshot shows the 'Media Gallery' interface. At the top, there are tabs for 'Home' and '16 Media'. Below this, there are two sections: 'EXAMPLE PLAYLIST 1' and 'EXAMPLE PLAYLIST 2'. Each section contains a row of video thumbnails. A context menu is open over the 'Test Video' thumbnail in the first playlist, showing options: 'Edit', 'Analytics', and 'Create channel playlist'.

*Edit Media Gallery, Playlists:*

The screenshot shows the 'Edit Media Gallery, Playlists' interface. At the top, there are tabs for 'Details' and 'Playlists'. Below this, it says '3 Playlists'. There is a search bar labeled 'Search Playlists' and a button labeled '+ Create Channel Playlist'. Below this is a table with the following data:

Title	Type	Description	Entries	Actions
Example Playlist 1	Manual	sgfs	7	
Example Playlist 2	Manual		4	

*Creating a Playlist in Edit Playlist:*



## How do I create an assignment for which students can submit videos?

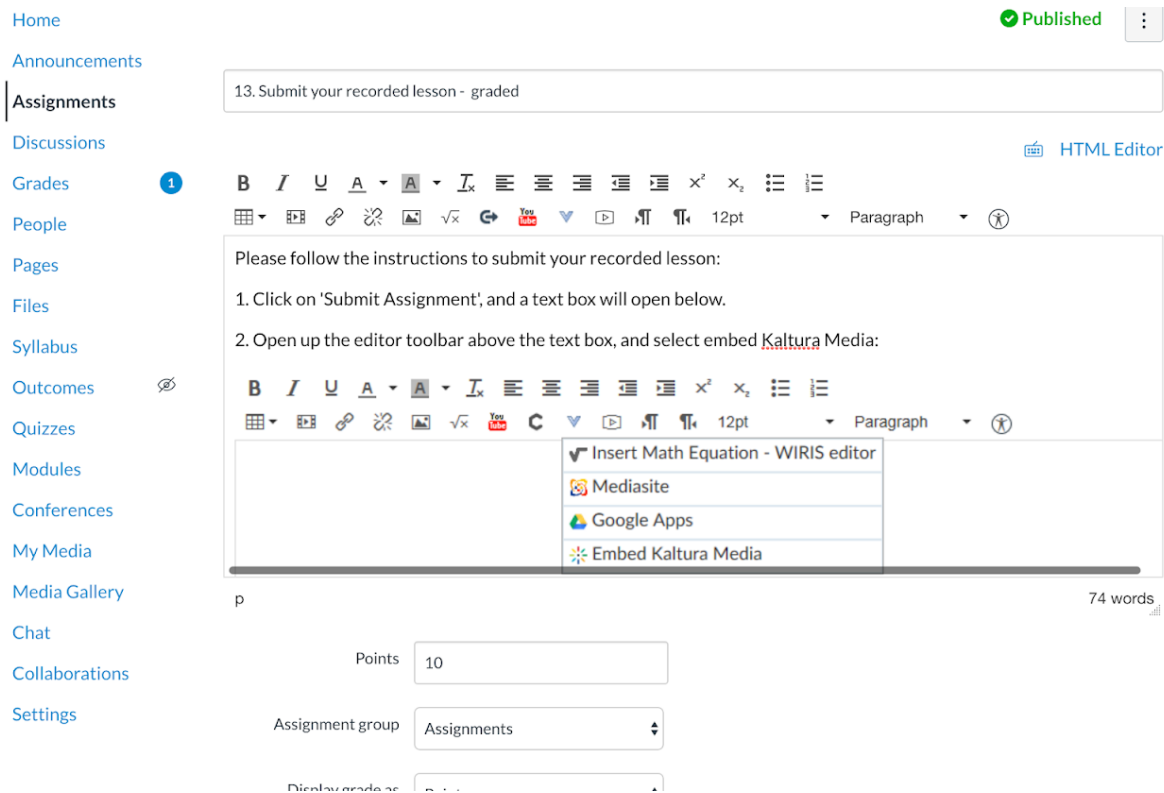
It might be interesting to have students use Kaltura for a Canvas video assignment. They can also use the various Kaltura tools, such as *My Media* and *Kaltura Capture*, to manage and create their own videos.

Follow the steps below:

- Go to *Assignments* in your Canvas course and click on *Add Assignment*.
- Enter a name in the *Assignment Name* text box.
- Enter instructions for your students in the large text box.
- Use the text editor to add images, text, links, and/or media to your instructions.
- Enter the highest number of available points for the assignment in the *Points* text box.
- Go to the *Submission Type* menu and select *Online*.
- Select *Text Entry* under *Online Entry Options*.
- Specify the due date in *Due date* under *Assign to*.
- Select the dates from and until which the assignment will be available under *Available from* and *Until*.
- Click on *Save & Publish*, or click on *Save* if you do not want to publish the assignment at this time.
- You can also click on the *+Rubric* button to add a rubric.

Select the *Text Entry* option to allow students to submit videos for the assignment through the text editor.

### Creating a Canvas video assignment:



Once your students have submitted their videos, you can use the Canvas SpeedGrader tool to view each student's video and any comments they have added. Use the SpeedGrader tool to quickly preview the video, rate it and add any comments for your students. Students have the option of resubmitting their videos. Multiple versions will then be visible to the lecturer, who will decide which one is valid.

### Instruction video: creating a Canvas video assignment in Kaltura:

## I am a student: what can I do with Kaltura in Canvas?

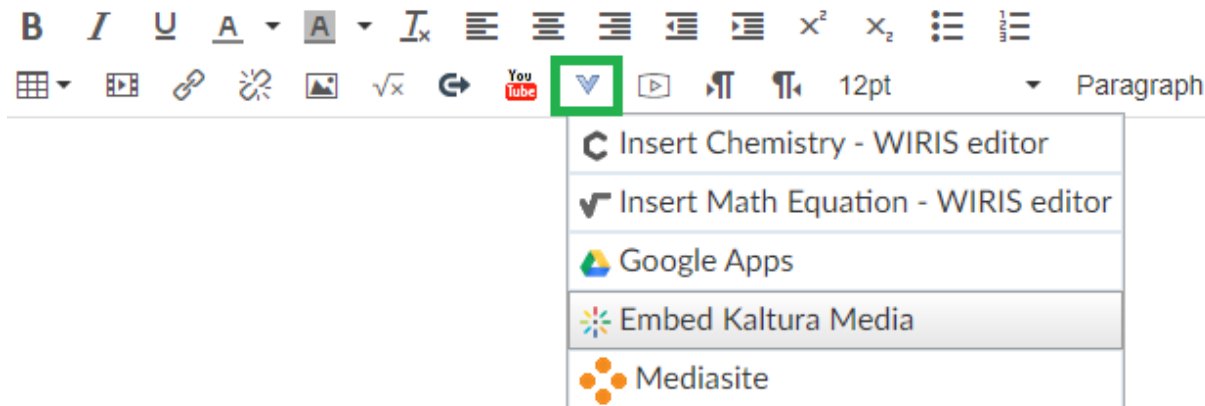
Students can also upload their media to My Media and the Media Gallery in the Canvas environment.

## I am a student: how do I submit a video for a Canvas assignment?

If you need to upload a video or sound file to Canvas in order to submit your assignment, follow these two steps:

1. Upload the media file to Kaltura via *My Media*. For details, see the section under the heading 'How do I add a video to *My Media*?'.
2. Once you have uploaded your video to *My Media*, you can then submit it by clicking on the Kaltura icon in the text editor in the text box. This involves the following steps:
  - Go to *Assignments* in the course and select the name of the relevant assignment.
  - Now select *Submit Assignment* on the next screen. A text box with a text editor and several rows of buttons in the upper section will now appear.

- You can now type text in the white editor field. Once you have reached the place where you wish to embed the video, click on the Kaltura icon: *Embed Kaltura Media*.
- Search for the right video and click on *Select*.
- Click on *Submit Assignment* when you have finished.



## **I am a student: how do I submit a video response to a Discussion?**

You can also click on the Kaltura icon in the text editor in other sections of a Canvas course. You can add Kaltura videos anywhere you see a text box with a text editor bar in the upper section.

## **I am neither a lecturer nor a student: can I also use Kaltura?**

If you are neither a lecturer nor a student, but would still like to post video material using Kaltura, you can do so at [video.uva.nl](https://video.uva.nl).

Naturally, this portal can also be used by students and lecturers.

### 3. Kaltura Capture

#### What is Kaltura Capture?

In addition to *Express Capture*, Kaltura also offers *Kaltura Capture*. This useful Kaltura feature allows users to create webcam recordings, screenshots, PowerPoint presentation recordings and audio recordings, which can optionally be combined to create multi-stream videos.

The *Kaltura Capture* programme can be accessed via *My Media > Kaltura Capture*. *Kaltura Capture* is a desktop recording programme that is installed locally on your computer. Once you have downloaded the software to your computer and completed the installation process, you will be able to create videos and upload them to Kaltura.

The software is intended for UvA computer workstations and is available from the UvA Software Center.

[Getting Started with Kaltura Capture Application](#)

#### How do I download Kaltura Capture?

1. Select *My Media* in the Canvas course menu, click on *Add New* and select *Kaltura Capture*.
2. You will now be prompted to choose between Windows and Mac. Click on the appropriate link to start the download.
3. Open the file on your computer and install Kaltura Capture (select *Run*).
4. You must now return to the Kaltura web page where you downloaded the software in order to launch the programme. Click on the *Back* button in your browser.
5. Now click on *Add New* again, followed by *Kaltura Capture* to launch the programme.

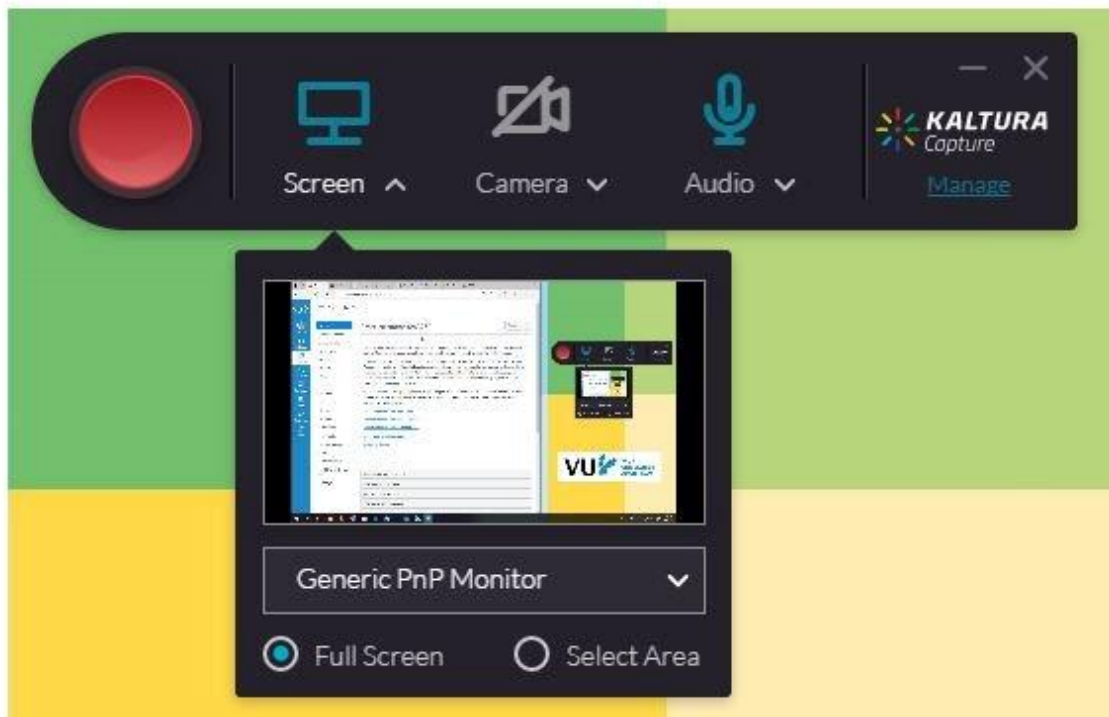
[How to Set and Create a Presentation Recording with Kaltura Capture](#)

[How to Set the Recording Options in Kaltura Capture](#)



## How do I record a screencast or PowerPoint presentation using Kaltura Capture?

To make a basic screen recording without the webcam, click on *Screen* as shown below.



The easy-to-use *Screen Recording* feature also allows you to record a PowerPoint presentation on screen. (You can also add a webcam recording – see *How do I record a multi-stream video?*)

Carry out the following steps to record a PowerPoint presentation with a voice-over:

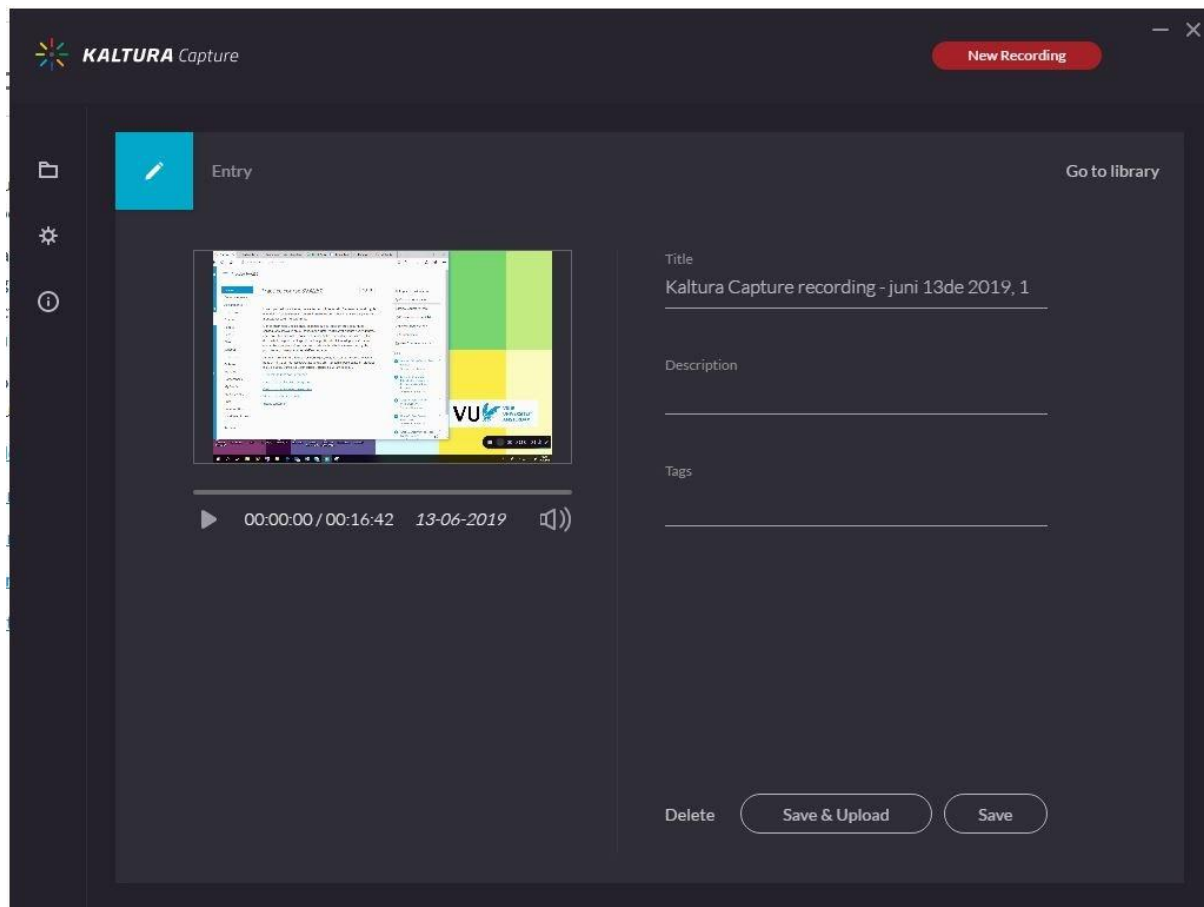
1. Make sure to have your PowerPoint presentation ready on screen.
2. Select both *Screen* and *Audio* in *Kaltura Capture*. *Screen* offers both a *Full Screen* and *Select Area* option. To record a PowerPoint presentation, select *Full Screen*.
3. Start your screen recording by clicking on the big red button.
4. You must always select the Slideshow mode in PowerPoint when recording a PowerPoint presentation. Do this now.
5. You can now click through the PowerPoint slides while making your screen and audio recording.

When you record a PowerPoint presentation in this way, the PowerPoint slides will appear as *Chapters* in the finished video and can be found in the video menu on the left.

The *Control Settings Toolbar* will appear in the lower right section of the screen during screen recordings. Select the *Draw* option (pencil icon) to highlight or mark parts of the presentation.



A preview will appear as soon as you stop the recording.



You can edit the *Title* of your video recording and add a *Description* and *Tags*. You can adjust various quality settings under *Settings* in the menu on the left.

Once you have finished and clicked on *Save & Upload*, your video will appear in Canvas, where it can later be found under *My Media*. You can now choose other post-processing options such as *Chop* and *Trim* by selecting *Launch Editor* in the *Actions* menu.

Click on *Save* in Kaltura Capture if you want to upload the video at a later time. The file will then be stored locally on your computer. You should only do this if you are working on your own computer or at a fixed UvA computer workstation.

Launch Editor:

## Kaltura Capture recording - juni 13de 2019, 10:39:06 am

From Silvia E. Vega A moment ago

0

Details

Share

Back

ACTIONS

Edit

Publish

Analytics

Launch Editor

Delete

No description provided

Comments





## How do I retrieve a video?

You can search through all your Kaltura Capture recordings on the first *Library* tab. Videos that still show the *Upload* option have not been saved to Kaltura yet and are currently stored locally on your computer. To upload them, select the *Upload* option next to the recording in the list.

Library:

Library

Delete all uploaded files

	Kaltura Capture recording - juni 13de 2019, 11:10:18 am	13-06-2019 00:00:27 <a href="https://1207301-1.kat.kaltura.com/m...">https://1207301-1.kat.kaltura.com/m...</a>	Delete
	Kaltura Capture recording - juni 13de 2019, 10:39:06 am	13-06-2019 00:16:42 <a href="https://1207301-1.kat.kaltura.com/m...">https://1207301-1.kat.kaltura.com/m...</a>	Delete
	Kaltura Capture recording - juni 13de 2019, 10:36:27 am	13-06-2019 00:00:07	Upload Delete
	Kaltura Capture recording - juni 13de 2019, 10:25:56 am		Upload

You can rename a recording by clicking on its current name.

All uploaded recordings will be featured in *My Media* in Canvas.

To search for recordings that you saved only on your computer (using the *Save* button):

On a Windows PC:

- Open *File Explorer* or *Windows Explorer*.
- Paste the following path in the address bar:
- **%LOCALAPPDATA%\Kaltura\Capture\Recordings**
- Click on *Enter*.

On a Mac:

- Open the *Finder*.
- Open the *Go* menu.
- Select *Go to folder*.
- Paste the following path in the address bar:
- **~/Bibliotheek/Voorkeuren Preferences/Kaltura/Capture/Recordings**
- Click on *Go*.

## How do I select recording devices in Kaltura Capture?

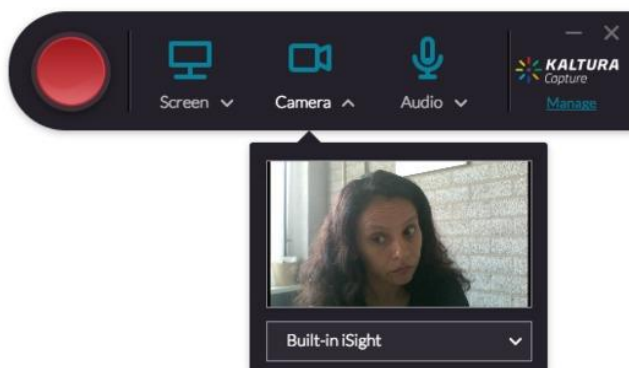
Click on the *Camera* icon to activate the webcam and click on the *Microphone* icon to activate audio.

The drop-down menu will display all detected webcams and/or microphones. Select the webcam – or, in the case of an audio recording, the microphone – you want to use.

## How do I record a multi-stream video?

Make sure both *Screen* and *Camera* are activated. Click on the red button to start the recording: you will now automatically record the active screen (*Screen*), yourself (*Camera*) and audio (*Audio*): a multi-stream video, in other words. A countdown will appear on screen before the start of the actual recording.

*Recording multi-stream videos:*



Your screen will be shared during the recording. You can find your finished and uploaded recordings in *My Media*.

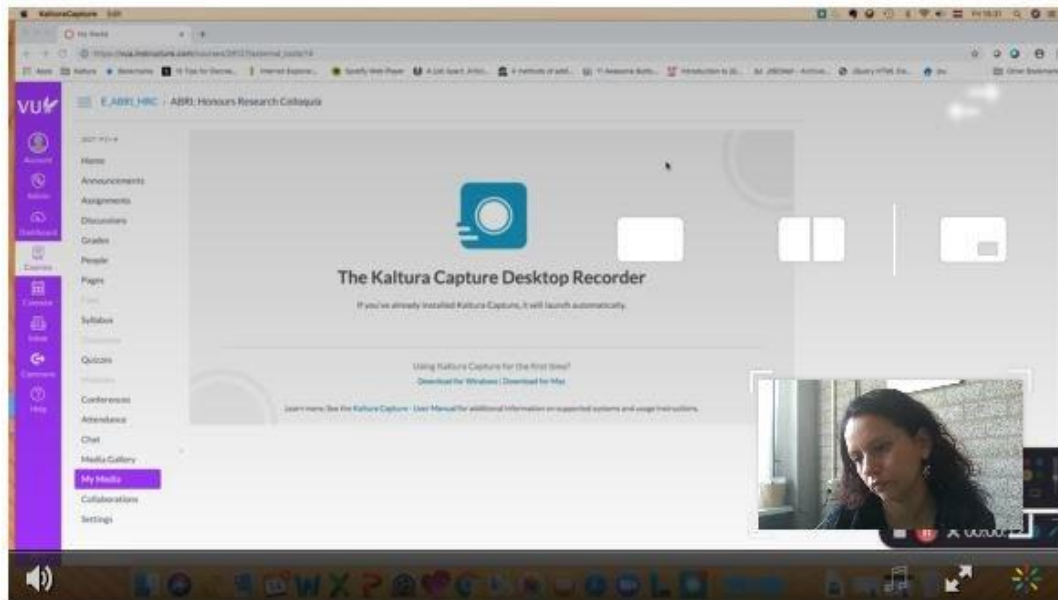
You can edit your recording using the *Launch Editor* option in the *Actions* menu.

You can *Trim* and *Chop* both the webcam recording and the screen recording.

Multi-stream videos can be viewed in several ways:

- Picture in Picture
- Side by Side
- Single View
- Toggle View

To select a viewing mode, click on the white icons pictured below:



Also see this Kaltura user guide: [Kaltura Capture - Get Started User Guide](#).

## 4. Creating a video quiz

[Kaltura video quizzing walkthrough:](#)

### What is a Kaltura Video Quiz?

*Kaltura Interactive Video Quizzing (IVQ)* allows you to add several types of questions to an existing video. Questions can be added at any point during the video with the user-friendly *Quiz Editor*.

Your questions will be displayed at the selected time while the student watches the video, which will then resume as soon as the questions have been answered.

Lecturers can configure the platform to determine whether students:

- can re-watch sections of the video preceding a question;
- can skip questions;
- can change their answers;
- will see the correct answer on screen.

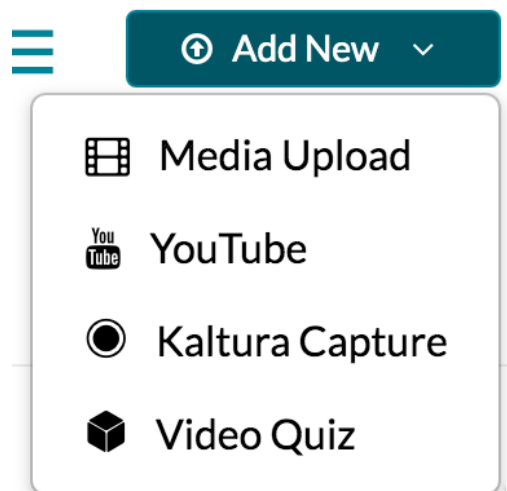
You can also offer students hints and/or explanations about the correct answer.

Lecturers using a video quiz in Canvas can also opt to display the students' quiz scores in the Gradebook for that Canvas course. See below, under *How do I create a Canvas assignment from a video quiz?*

## How do I create a Kaltura Video Quiz?

1. Go to a Canvas course and select *My Media* in the menu on the left. You can find any previously created videos or upload new videos here.
2. Click on *Add New* in the menu and select *Video Quiz*.
3. Select the video to which you want to add questions from the list by clicking on *Select*.
4. The *Quiz Editor* will now launch. This is the same editing screen as for the *Launch Editor*. You can add questions to your video here.

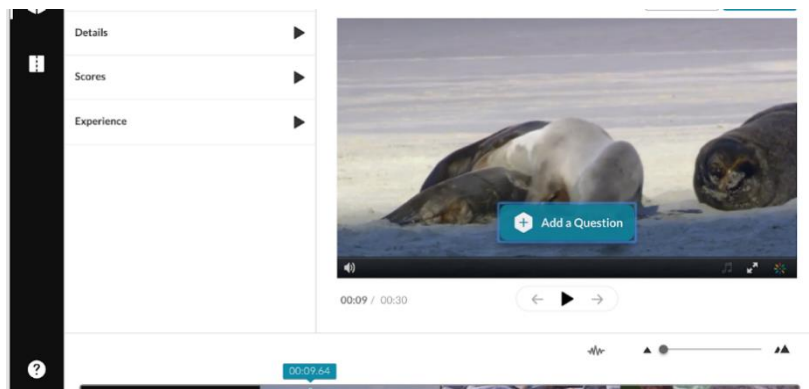
*Video Quiz:*



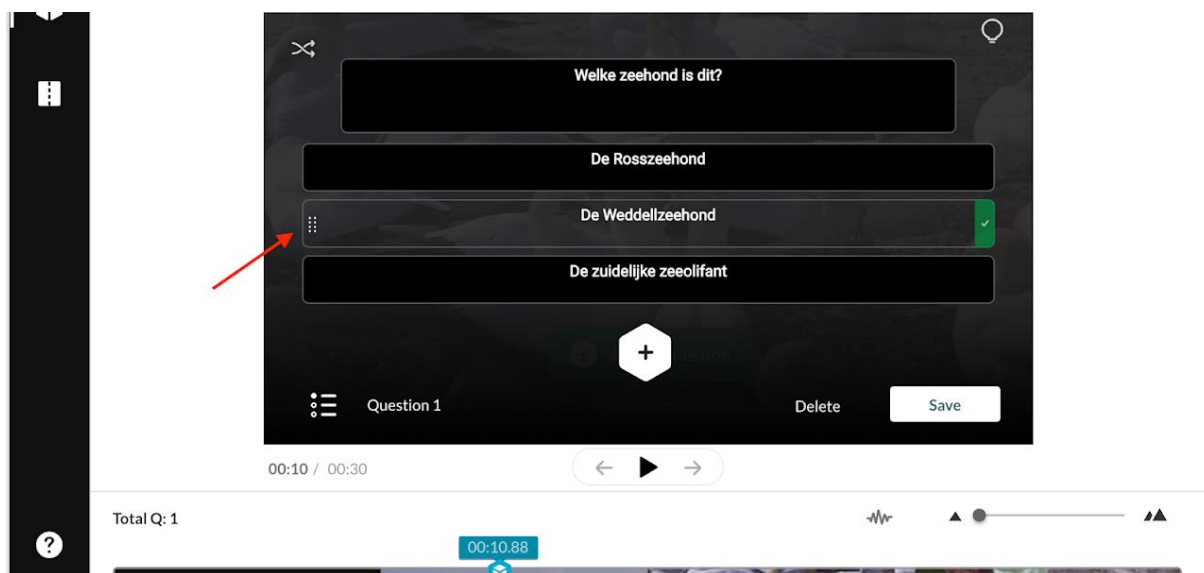
Find the right point to add your question by playing the video or scrolling through the timeline below it. An *+Add Question* button will appear on screen. Click on it to add a question and optional answers.

In the case of a multiple choice question, for example, you can drag a correct answer (green) to the place where you want it displayed. You can also drag and drop other answer options, adding a maximum of four answers. Click on the 'light bulb' in the top right-hand corner to add hints for your students and/or an explanation of the correct answer.

*Quiz wizard*



*Moving your answer option*



You can expand the *Settings* menu to the left of the video in the *Quiz Editor*. There are four submenus:

**Details:**

- *Quiz name*: can be used to change the name of your quiz. (The word *Quiz* will be added to your chosen name by default).
- *Welcome Message*: this message will appear before the video starts playing.
- *Allow Download of Question List*: select this option to allow your students to download the questions.
- *Instructions*: displays the text 'all questions must be answered. The quiz will be submitted at the end'.

**Scores:**

- *Allow multiple attempts*: determine whether students get multiple attempts to answer the questions.
- *Do not show scores/show scores*: determine whether students can view their own results.

- *Include Answers*: selecting this option will allow students to see the correct answers after completing the quiz.

**Experience:**

- *Allow Answers Change*: select this option to allow students to change their answers before submitting them.
- *Allow Skip/Do not allow skip*: this option allows you to determine whether students may skip a question and return to it later on.
- *No seeking forward*: this option allows you to determine whether students can fast-forward through the video.

Click on *Done* when you have finished adding questions. You have now created a quiz, which will show up as a new video file in *My Media*. A video quiz also has a unique, recognisable icon that makes it stand out from your other videos.

Quiz icon

[How to create a Quiz](#)

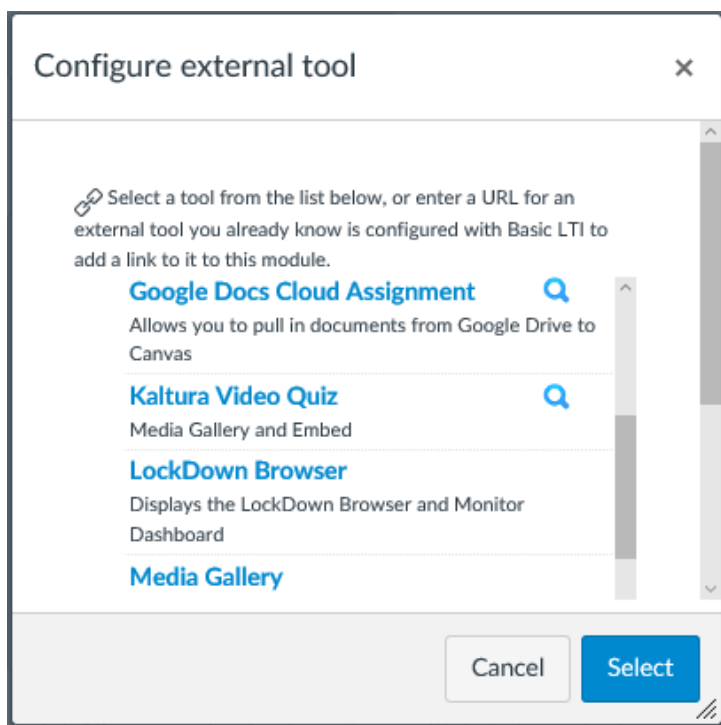
## How do I create a Canvas assignment from a video quiz?

Integrating an Interactive Video Quiz into a Canvas assignment allows you to apply all assignment settings to the quiz. The students' quiz results will also be displayed in the Gradebook for the Canvas course.

Complete the following steps to turn a video quiz into a Canvas assignment:

1. Prepare a video quiz in the *My Media* section for the relevant course by completing the steps described above.

2. Go to *Assignments* in the menu for the relevant Canvas course and add a new assignment by clicking on *+Assignment*.
3. Go to the *Create New* page to add a name, instructions, appendices and the number of available points to your assignment.
4. Select the desired type of grade for this assignment (percentage, points, etc.) under *Display Grade As*.
5. Under *Submission Type*, select *External Tool*. A new option will now appear: *Enter or Find an external tool URL*.
6. Click on *Find*.
7. Select *Kaltura Video Quiz* from the list of options.



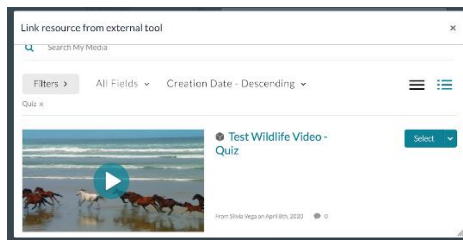


A screen entitled *Link resource from external tool* will now appear, allowing you to select your video quiz.

Once you have selected your video quiz, you can add final settings, such as the submission deadline (*Due*) and the dates from and until which the assignment will be available to students (*Available from/until*), to the assignment on the *Create New* screen. Next, click on *Save & Publish*.

You have now created a Canvas course assignment from your Kaltura Interactive Video Quiz and students' quiz results will be displayed in the Gradebook as soon as they have been submitted.

*Link resource from external tool*



## Where can I find more information on Kaltura Video Quiz?

For more information on creating an effective video quiz and details on how the quiz will be presented to your students, see

- [Kaltura Video Editing Tools - Quiz Tab](#)
- [Kaltura Video Quizzes - How to Take a Quiz](#)

Also make sure to check out these videos on quiz analytics and tips on creating an effective video quiz:

## How do I use a video quiz in a playlist?

Unfortunately, it is currently not possible to add a video quiz to a playlist. For example, if you want to add a video quiz to a playlist in the Media Gallery, you will not be able to select it. Kaltura expects to have resolved this issue by the end of 2020.

## 5. Creating an interactive video

### What is an interactive video?

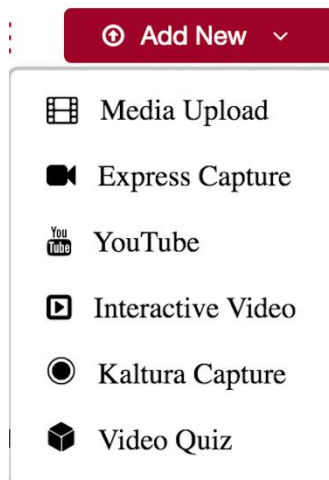
Interactive video is a tool that allows the viewer to choose what the sequel video is. The content the viewer gets to see depends on the choice of the viewer. By means of interactive video paths, the content is made more personal.

*Example 1: via Canvas an interactive introduction video is placed by teachers to refresh the students' prior knowledge of certain topics. The students can click on a subject in the video if they require more information. This way, the information in the video is adapted to the student's prior knowledge.*

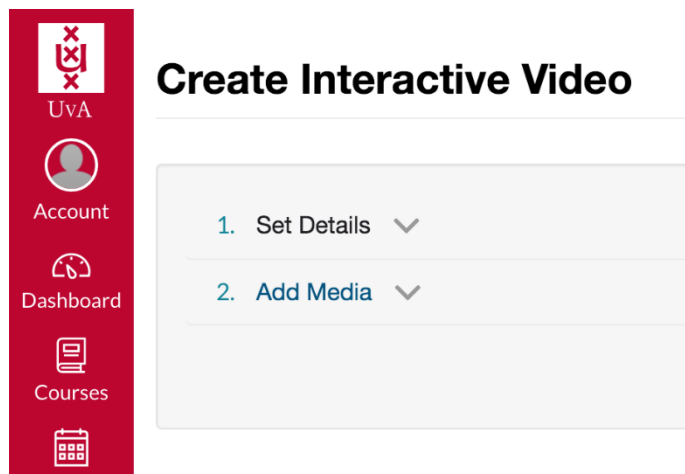
[View the instruction video about creating an interactive video](#)

### How do I create an interactive video?

1. Go to *My Media* in Canvas or the portal ([video.uva.nl](https://video.uva.nl)).
2. Click on *Add New* and choose *Interactive video*.

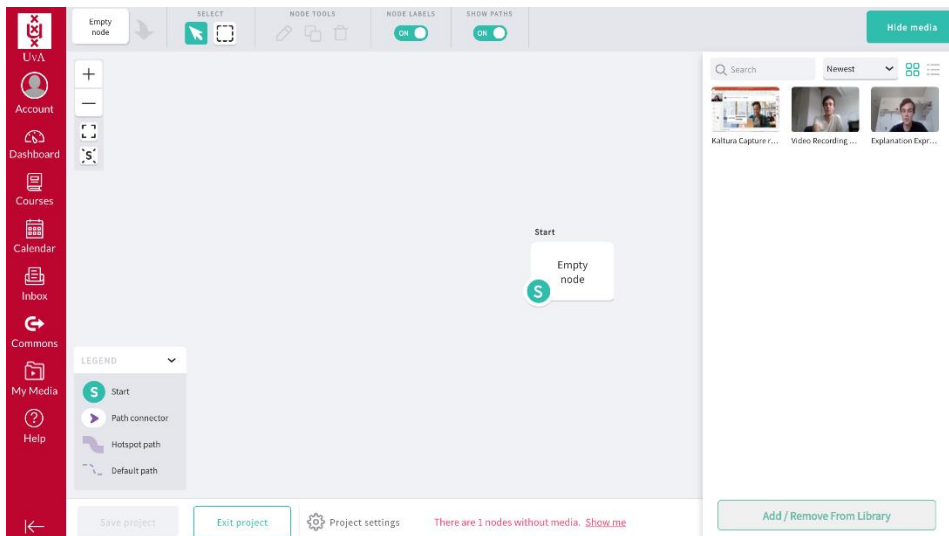


3. The Create Interactive Video menu opens.

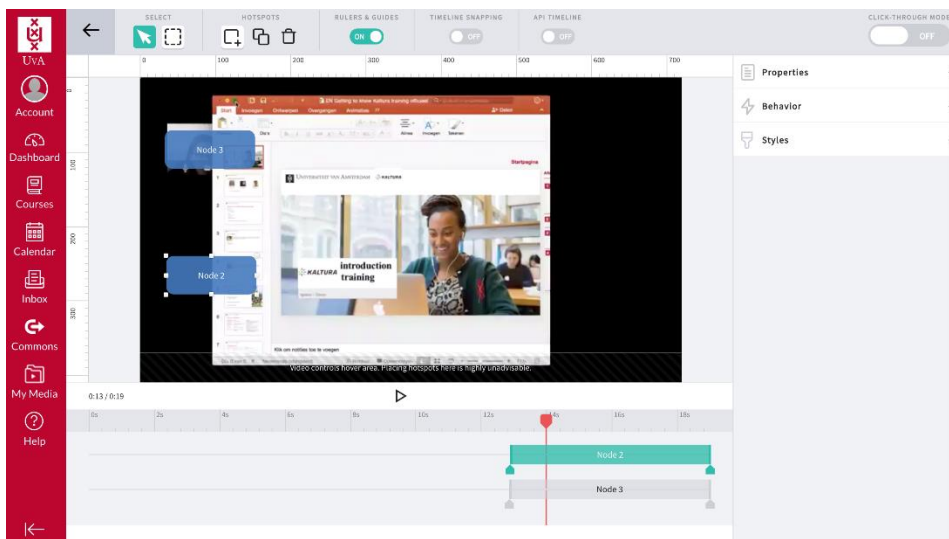


4. Fill in the name of the video, a description and tags under the heading *Set Details*.

5. Add the videos you want to work with under the heading *Add Media*.
6. Click on *Create*: you will be redirected to the compose screen.



7. The selected videos appear in the library on the right side of the screen. Drag the video you want to start with from the library to the start mode.
8. Then drag more videos to the grey area, the videos connected to the start video are called node videos.
9. Connect the videos to the start video by dragging the path connector to the video. Make as many branches between videos as needed.
10. Click on the node videos. Give the node videos a name.
11. Double click on the start video, an option menu appears. Use the timeline to set the time when the selection of node videos appears. You can change the time by moving a node video on the timeline.



12. If necessary, adjust the settings of the node in the right menu: *Properties*, *Behavior* and *Styles*.
13. When you are ready click on the 'return arrow' at the top left of the menu.
14. Click on *Save Project*.
15. Click on *Exit Project*.

Please note that you cannot add all types of videos to an interactive video. Video quizzes and YouTube videos cannot be added.

## How do I edit an interactive video?

If you want to edit the interactive video at a later time, this can be done as follows.

1. Go to *My Media*.
2. Open the interactive video by clicking on it.
3. Click on *Actions*.
4. Select *Edit Interactive Video*.

The composer screen of the interactive video opens.

## 6. FAQ

### Why are we introducing a new video platform?

The UvA's current Streaming Media Service has reached the end of its useful life. This has prompted the decision to set up a new platform with functionality that reflects the current use of video by our lecturers and students. The resulting platform is entitled Kaltura. Among many other features, Kaltura allows users to record knowledge clips and videos, save them, play them online and share them with others.

### When can I start using the video platform?

The platform will be up and running from 1 August 2020.

### Does this mean I can no longer access my videos on our old Streaming Media Service?

No, all media on the 'old' streaming media platform that are still in use will be migrated to the new platform before 1 July 2021.

### Can I use the new platform in Canvas as well?

Yes, the new Kaltura video platform is compatible with Canvas and gives you access to your own video footage as well as allowing you to record, store and share videos from within Canvas.

### Can I upload material to Kaltura without using Canvas?

Yes, you can. In addition to the Canvas portal, you can also access the Kaltura MediaSpace video portal at <https://video.uva.nl/>. Think of this platform as UvA's very own YouTube channel. Users can upload private content. They will need to log in using a UvAnetID.

### Can I upload content to Kaltura from my mobile?

The UvA's Kaltura MediaSpace environment can also be accessed via the Kaltura MediaSpace Go Mobile app:

- For iOS
- For Android

Install the App, click on 'Enter URL' or 'your site' and enter <https://video.uva.nl/>. Now log in using your UvAnetID and password. You now have access to the UvA's Kaltura MediaSpace environment. Click on Home, followed by the plus icon in the lower right-hand section. The various options for creating and uploading audio, images and recordings will now be displayed.

## Can I upload material to Kaltura without using Canvas?

In addition to the Canvas portal, you can also access the Kaltura MediaSpace environment at <https://video.uva.nl/>. Think of this platform as UvA's very own YouTube channel. You can also upload content this way. Simply log in using your UvAnetID.

## Can I upload videos to Kaltura?

Yes, you can upload videos in Canvas or at [video.uva.nl](https://video.uva.nl/). The [Kaltura via Canvas](#) page features a wealth of information on uploading videos to Kaltura. Also make sure to watch the [How to upload Media](#) video.

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## Can I use Kaltura for my research images?

Yes, you can. In this case, make sure to access the service through [video.uva.nl](https://video.uva.nl).

## Can I embed videos from Kaltura on my own website?

Yes, you can. To do so, go to *My Media*,

- Click on the video you want to embed on your own website.
- Click on *Share*.
- Click on *Embed* to copy the code, which you can then paste to the website or other platform where you want to embed your video.

You will have to publish your video as *Unlisted* first in order to share it this way.

## Can I upload audio clips or photos as well as videos?

Yes, you can. Select *Media Upload* in Canvas to upload all common video, audio and image formats.

## Can I manage and organise my own video library by creating playlists, channels, etc.?

Yes, you can use labels and descriptions to organise your media. You can also include metadata in various ways.

## Where can I find my own videos?

*Option 1:*

- Go to a Canvas course.
- Open the *My Media* menu.

*Option 2:*

- Log in to [video.uva.nl](https://video.uva.nl).
- Select *My Media*.

## Is there a search function, and how does it work?

You will see the magnifying glass icon in various sections of the platform. This is the search function.

You can use filters to filter and sort your videos when searching in *My Media* and the Media Gallery.

## Can I search for/view/use videos uploaded by other users?

Yes, as long as your fellow lecturers saved their video material in the Shared Repository when uploading their files to Canvas. You can also assign a fellow lecturer as Co-owner, Co-Editor or Co-Publisher of your video. To do so, go to *My Media* > *Edit Media* (pencil icon) > *Collaborations*.

*Material that has been purposely made available to the general public can be accessed through the [video.uva.nl](https://video.uva.nl) website.*

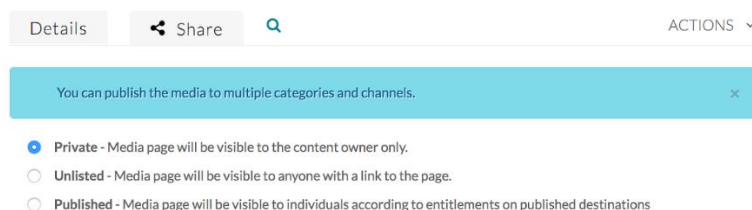
## Can I make my videos public (accessible to everyone)?

Yes, you can do so via *My Media*.

- Select *My Media*.
- Click on the relevant video.
- Select the *Publish* option in the *Actions* menu.
- Select the *Unlisted* option.
- Click on *Save*.

### [How to use and publish from My Media:](#)

*Unlisted:*



Details   Share   ACTIONS ▾

You can publish the media to multiple categories and channels. ✕

☒ **Private** - Media page will be visible to the content owner only.

☐ **Unlisted** - Media page will be visible to anyone with a link to the page.

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

You can also make your videos available by uploading them to a *Channel*. To do so, log in to [video.uva.nl](https://video.uva.nl).

- Click on *Channel*, followed by *+Create Channels*.
- Under *Private*, select *Public*, *Restricted*.
- Click on *Save*.

### [How to Create a Channel and set its Privacy Settings:](#)

## Can I set my videos to private? How do I do that?

Video files used in your Canvas course will only be visible within the course. If you are using videos uploaded through [video.uva.nl](https://video.uva.nl), you can determine whether they should be public or private when publishing to Channels.

You can use *Channels* > *+Create Channel* to create a Channel, which can then be set to Private and shared exclusively with specific individuals. Once you have saved the Channel, you can add specific users on the *Users* tab and assign them an appropriate role:

- **Member:** exclusively has *View* permissions.
- **Contributor:** has *View* permissions and may add videos.
- **Moderator:** has *View* permissions, may add videos and is assigned the role of Channel Moderator.
- **Manager:** has *View* permissions, may add videos and is assigned the roles of both Channel Moderator and Channel Manager (authorised to assign specific roles and permissions to others).

Click on *Back to Channel* and add the videos using the *+Add to Channel* button.

[How to Create, Set and Delete A MediaSpace Channel](#)