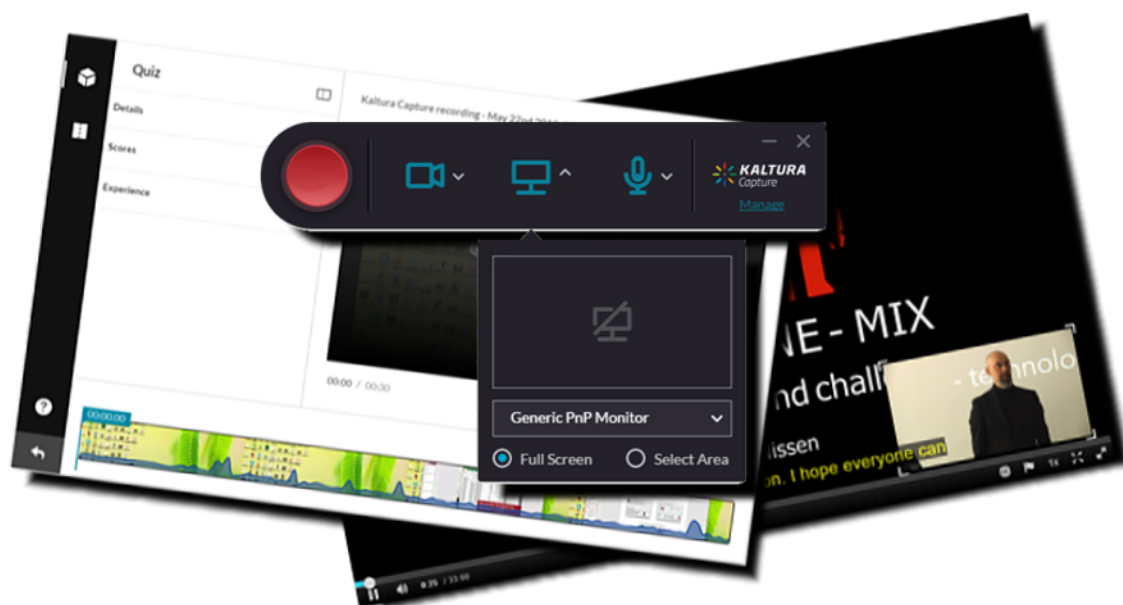# Guide to media on Absalon

Using the media service Kaltura on Absalon

Ver. 1.0

Guide to media on Absalon

This guide aims to help teachers use the new media feature on Absalon. The service behind is called **KALTURA** and it is the same service that is used on the Open Educational Resources website (https://oer.ku.dk). You can access your uploaded media files in 'My Media' both on Absalon and on Open Educational Resources.

My media is your own private repository.
Media gallery is a shared course repository.

About this guide:

The instructions are given in three columns: Stage is the steps you have to go through to perform a task, Explanation gives a short description of the individual step and Navigation/Key gives a hint of what to look for in the user interface, for example a button.
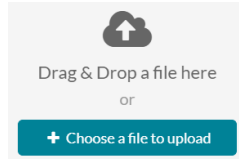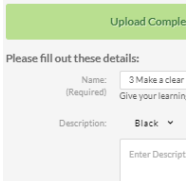
Contents

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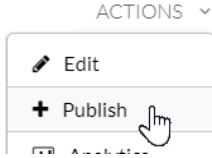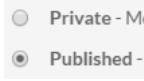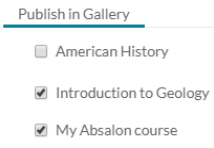| Upload to My media		
My media is your private media repository. You can upload any type of media file to My media and then publish or share it.		
Stage	**Explanation**	**Navigation/Key**
Open your course	Find the course on Absalon, e.g. the Dashboard, to open it	
Find **My media**	You can find **My media** in the course navigation menu by scrolling down. (If it is hidden, go to 'Settings ⇨ Navigation')	People **My Media** Media Gallery
Go to 'Add new' and choose 'Media upload'	Choose to upload a new media file	Add New ⌄ Media Upload Kaltura Capture
Choose media file	You can either drag and drop a media file or browse for the file. Most video, audio and image file formats can be uploaded. If you save now, your file is only visible to you (private).	Drag & Drop a file here or + Choose a file to upload
Publish the media file or keep it private When you have uploaded the media file, you can save information about it and publish it in the same flow. To keep the media private, just press 'Go to media' or 'Go to my media' **Please note!** When publishing a video to a Media Gallery, all users on the course can share the video by using the embed code.		
Fill out the form	When uploading, you can fill out a form with title, description, tags, subjects etc. The information is mandatory if you want to publish and share the media with other users. Remember to choose the right copyright license. [Read more](#)	Upload Comple... Please fill out these details: Name: 3 Make a clear (Required) Give your learnin... Description: Black ⌄ Enter Descript
Save the information	Before you can publish (share content with others in courses), you must save the form you have just filled out.	Save
Publish the media	When you have saved the form, you can either publish it or keep the file private.	○ Private - M ● Published -
Choose course(s)	Mark the course(s) where you wish to share the media.	Publish in Gallery ☐ American History ☑ Introduction to Geology ☑ My Absalon course
Save the information	When you save, you publish the media to the **Media gallery** of the selected courses.	Save

Guide to media on Absalon

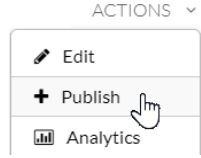| Publish a media file later		
If you did not fill out the form and publish the media file when you uploaded, you can follow these steps. First, you need to fill out a form before you can publish. If you do not fill out the form, the media file can only be private.		
Stage	**Explanation**	**Navigation/Key**
Go to edit	Choose the media in **My media**. Find ACTIONS below the player and in the drop-down menu choose Edit.	ACTIONS ˅ ✎ Edit + Publish
Fill out the form	In the **Details** tab, you can fill out the form with title, description, tags, subjects etc. The information is mandatory if you want to publish and share the media.	Please fill out these details: Name: (Required) 3 Make a clear Give your learnin Description: Black ˅ Enter Descript
Save the information	Before you can publish, you must save the information.	Save
Go to media	For the next step, you should leave the edit mode by clicking 'Go to media' or clicking on the title.	Go to media
Go to publish	Find 'ACTIONS' below the player and in the drop-down menu choose 'Publish'.	ACTIONS ˅ ✎ Edit + Publish
Publish the media	Choose 'Published'	○ Private - M ● Published -
Choose courses	Mark the courses where you wish to show the media*	Publish in Gallery ☐ American History ☑ Introduction to Geology ☑ My Absalon course
Save settings	When you save, the media will appear in the **Media gallery** on the selected courses.	Save

Please note! *When publishing a video to a Media Gallery, all users on the course can share the video by using the embed code (p. 6).*

Please note! *The galleries Faculty of Humanities, Faculty of Science, Faculty of Health and Medical Sciences, Faculty of Law, Faculty of Social Sciences, Faculty of Theology, Absalon and Education are* ***shared repositories*** *from which* <u>teachers</u> *can add media to any* ***Media Gallery.***
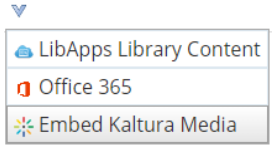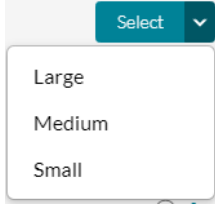
Guide to media on Absalon

Unpublish a media

If you no longer want to have a media file in the Media gallery, you can unpublish it.

Stage	Explanation	Navigation/Key
Go to publish	Open the video in **My media** and find ACTIONS below the video. In the drop-down menu, you will find Publish.	ACTIONS ˅ / Edit / + Publish / Analytics
Unpublish everywhere	Choose to mark the media as private in order to unpublish it everywhere	Private - Media page / Published - Media pa
Save your choice	Confirm your choice by pressing Save	Save
Answer the question	When pressing OK, the media will disappear from all media galleries.	OK

Insert a media file in Absalon
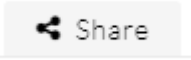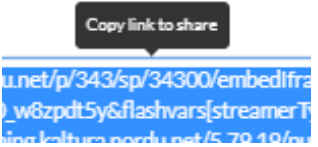
You can insert the embed code in Absalon through the editor.

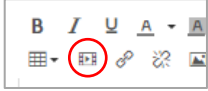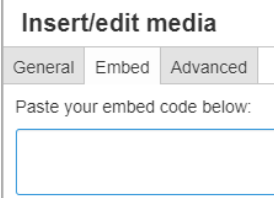| Stage	Explanation	Navigation/Key
Edit an element	You can insert media into any element in Absalon where a text field with the full editor is available, as in **Pages**.	
Click on the Kaltura button	Click on the blue down-arrow button and choose 'Embed Kaltura Media'	LibApps Library Content / Office 365 / Embed Kaltura Media
Search and insert	You can search and select from **My Media** (your private files), **Media Gallery** (files shared with the course) or **Shared Repository** (shared with teachers at the faculty). You can choose between three sizes.	Select ˅ / Large / Medium / Small

Guide to media on Absalon

Get the embed code of a media file

You can embed a video in, for example, a page in Absalon

Stage	Explanation	Navigation/Key
Go to **My media**	You can find **My media** in the course navigation menu.	People **My Media** Media Gallery
Choose media file	Click on the thumbnail image of your media	
Go to **Share**	Click on the **Share** tab below the media	◂ Share
Choose player size	Click on one of the three choices for the size of the player. The sizes are in pixels.	608x402 400x285 304x231
Copy the embed code	Right-click on the embed code in the box and choose copy. Insert the code in the Absalon editor or, for example, in the editor in OBVIUS.	Copy link to share u.net/p/343/sp/34300/embedIfra)_w8zpdt5y&flashvars[streamerT ing.kaltura.nordu.net/5.79.19/pu

Insert the embed code, Absalon example
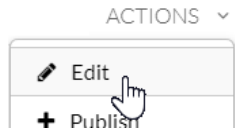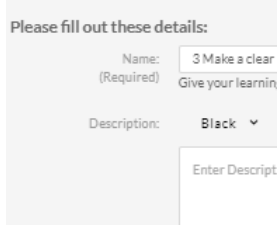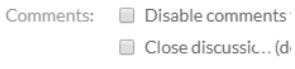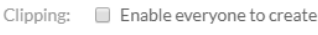
Generally, you can insert an embed code via the editor in Absalon. Please notice the 'Embed Kaltura Media' button above.

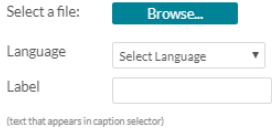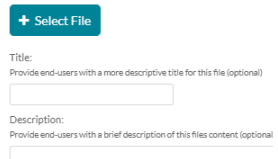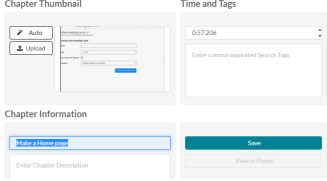| Stage	Explanation	Navigation/Key
Edit an element	You can insert the code into any element in Absalon where a text field with the full editor is available, as in **Pages**	B I U A ▾ A ⊞▾ 🎞 ⸜ ⸝ 🖾
Insert media	Click on the button 'Insert/edit media'	🎞
Insert the code	Paste the embed code you copied into the writing area using Ctrl+V or right-click on the area and choose paste. Then click OK.	**Insert/edit media** General Embed Advanced Paste your embed code below:
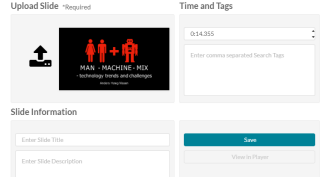
Guide to media on Absalon

Edit mode		
In Edit mode there are several tabs in which you can customize the video characteristics		
Stage	**Explanation**	**Navigation/Key**
Go to edit	Click on the media thumbnail in **My media**. Find ACTIONS below the player and in the drop-down menu choose Edit.	ACTIONS ∨ ✎ Edit + Publish
Details		
Fill out the form	In the **Details** tab you can fill out the form with title, description, tags and subjects. The information is mandatory if you want to publish and share the media. (see Publish above) Remember to **Save**.	Please fill out these details: Name: 3 Make a clear (Required) Give your learnin Description: Black ∨ Enter Descript
Options		
Comments and discussion	In the **Options** tab**,** you can choose to enable or disable comments for the media, and allow or disallow additional comments for the media.	Comments: ☐ Disable comments ☐ Close discussic… (d
Allow clips	In addition, you can allow everyone to create clips from your video Remember to **Save**.	Clipping: ☐ Enable everyone to create
Collaboration		
Change owner	You can make someone else, for example a colleague, the owner of the media	⇄ Change media owner
Add collaborators	You can add users who are allowed to edit the content and/or allowed to publish.	+ Add Collaborator
Thumbnails		
Change thumbnail	In the **Thumbnails** tab, you can either upload an image, capture an image directly from the video or auto-generate a thumbnail	⬆ Upload Thumbnail 📷 Capture ✎ Auto-Generate
Downloads		
Allow downloads	In the **Downloads** tab, you can allow the video to be downloaded. Remember to **Save**.	Available Formats: ☑ Source

Guide to media on Absalon
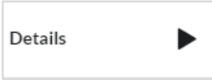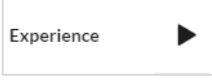
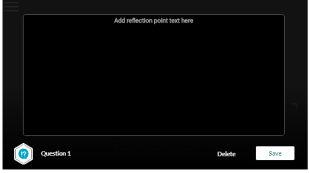| Stage	Explanation	Navigation/Key
Captions		
Captions	You can add subtitles by uploading a closed captions file. The formats SRT, XML or DFXP are accepted. Select the language and the label. The latter will appear in the caption selector of the video. Remember to **Save**	
Attachments		
Add attachments	It is possible to upload related files as attachments to the media.	
Select file	Browse for the file and select it. Title and description is optional. Remember to **Save**	
Timeline		
Add chapters	Wherever you pause the video, you can make a chapter by clicking on the chapter button.	
Customise the chapter	You can choose thumbnail, adjust the time, write tags and give a title and a description. The title is mandatory to **Save**.	
Add slides/images	You can insert images on the timeline, one at a time, for example if you have exported PowerPoint slides as PNG or JPEG files, pause the video where to insert and click on the slide button.	
Upload image	Click on the upload button and browse for the image.	
Customise the slide	You can choose slide image, adjust the time, write tags and give a title and a description. Remember to **Save**	
Replace video		
Replace video	Here you can upload and replace the current video with a new video.	
Approve	When you have uploaded the media, you need to approve the replacement. Scroll down to the bottom of the page.	

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Pop-up editor for videos

	Trimming a video	
Stage	**Explanation**	**Navigation/Key**
Launch editor	There is a pop-up editor for trimming the video and inserting text and quiz questions. You will find the editor under ACTIONS or as a button in edit mode.	Launch Editor
Edit video	Start the video trimming editor	
Set in/out	You can mark where a clip should begin and end by setting the play position and clicking either 'set in' or 'set out' above the playhead.	00:06.10
	You can also set in and out on a clip by dragging the handles at each end of the clip. **DO NOT MOVE THE CLIP. IT WILL ALTER THE TIMING.**	
Cut the video	Pause the video where you want to cut.	00:14.00
	Click on the scissors above the timeline to divide a clip in two.	00:06.10
Delete a clip	You can delete a clip by clicking on the trashcan after marking the clip. **DO NOT MOVE THE REMAINING CLIPS. IT WILL ALTER THE TIMING.**	
Fade in/out	You can set fade in from black at the start and fade out to black at the end of a clip. The audio is not affected.	Fade In/Out — In 2 s Out 2 s
Step back	If you regret the last change you made, you can undo it.	
Reset all	If you regret all changes, you can reset the video.	
Save a copy	Your trimming cannot be undone, but you can save the changes as a copy.	Save a Copy
or save	If you are quite comfortable with the changes, just save them.	Save

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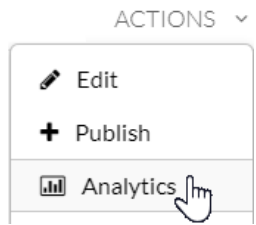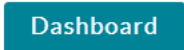| Making a quiz in a video		
Stage	**Explanation**	**Navigation/Key**
Launch editor	In the pop-up editor you can insert text and quiz questions under ACTIONS or as a button in edit mode.	Launch Editor
Open quiz editor	Click on the quiz icon to start the quiz editor.	
Create quiz	Click Start to create the quiz.	Start
Quiz options		
Options	You have the following options in this tab • Quiz name • Welcome message • Allow download of questions • Instructions for students	Details ▶
Scoring	You have the following options in this tab • Allow multiple attempts • Do not show scores • Show scores • Include answers in score	Scores ▶
Experience	You have the following options in this tab: • Allow changes of answers • Allow skipping questions • Do not allow skipping	Experience ▶
Create a reflection point		
Place playhead	Place the playhead where you want to show the text.	
Insert text (reflection point)	Click on the icon and enter the text in the box. Save the text (reflection point) and an icon will appear on the timeline. You can click on it to edit the text. *The video will **stop** at this point to show the text.*	

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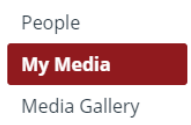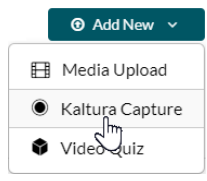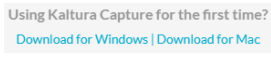| Stage	Explanation	Navigation/Key
Create a multiple choice question		
Place playhead	Place the playhead where you want to show the question.	
Create question	This will insert a multiple-choice question with **only one correct answer**. Enter the question in the question box and the answers in the answer boxes. ⊕ adding more answers. Four is the maximum. *Please note! The top answer is by default the correct answer. You can shuffle the answers by pressing this* ⤬ *or you can manually drag at the dots to the left of each answer* ⁞ *to change the order of the answers.* At the light bulb, 💡 you can add a hint for the question (Hint) and feedback (Why). **Save** the question and an icon 📦 will appear on the timeline. You can click on it to edit the question.	
Create true/false question		
Place playhead	Place the playhead where you want to show the question.	
Create question	This will insert a true/false question or statement. Enter the question in the question box. You can replace the text of the two answers to for example Yes and No. You can toggle the correct answer by clicking ✓ or ✗. At the light bulb, 💡 you can add a hint for the question (Hint) and feedback for the answer (Why). **Save** the question and an icon 📦 will appear on the timeline. You can click on it to edit the question.	
Save the quiz		
Save all	When you have made all the settings and questions, you can save them all. *A new copy of the video is created with "-Quiz" added to the name.*	
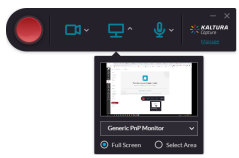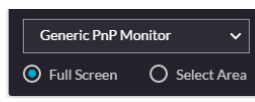
Guide to media on Absalon
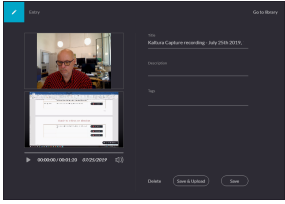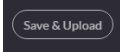
<table>
<tr><td colspan="3" align="center">View Analytics</td></tr>
<tr><td colspan="3">Teachers can access the Media Gallery Analytics page to view different engagement reports for students enrolled in a course.</td></tr>
</table>

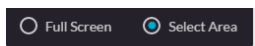| Stage	Explanation	Navigation/Key
Go to analytics	Choose the video in **Media Gallery**. Find ACTIONS below the player and in the drop-down menu choose Analytics.	ACTIONS ∨ ✏ Edit ✚ Publish 📊 Analytics
Dashboard	Here you will find data on the video playback and an overview of galleries and user engagement. If there is a quiz in the video, you will find an overview of the answers here as well.	Dashboard
Galleries	Here you will find information about the playback of videos in the Media Galleries. You can print the data or export it as a CSV file.	Media Galleries
Users	Here you will find information of the individual users and their playback of the video. You can print the data or export it as a CSV file.	Users
Quiz questions	Here you will find information of the quiz questions and the answers statistics. You can print the data or export it as a CSV file.	Quiz Questions
Quiz users	Here you will find information of the individual users and their quiz results. You can print the data or export it as a CSV file.	Quiz Users

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Kaltura Capture		
*Kaltura has an app for screencasts. You can download and install it. The capture will be uploaded to the Kaltura Video Platform, where you will find it in **My media**. It can be used for quick and simple capture.*		
Stage	**Explanation**	**Navigation/Key**
Go to **My media**	You can find **My media** in the course navigation menu. (If it is hidden go to 'Settings ⇨ Navigation')	People **My Media** Media Gallery
Choose capture	You can start the capture from My media but you must use an app for your desktop.	⊕ Add New ⌄ ▦ Media Upload ◉ Kaltura Capture ◆ Video Quiz
First time	The first time you need to download the Kaltura Capture app and install it. Remember to request administrator access.	Using Kaltura Capture for the first time? Download for Windows | Download for Mac
Start the app	When installed, a pop-up window will appear. Open the app.	Open Kaltura Capture
Capture app	The capture app will open at the top of your screen.	
Manage previous	You go to your previous recordings by clicking on Manage.	Manage
Webcam	If you have a webcam, you can turn recording on and off.	🎥⌄
Microphone	Turn the microphone on by choosing the input or turn it off.	🎤⌄
Select screen	You can turn recording of the screen on and off.	🖥⌃
Full screen recording	You can record the whole screen and choose between monitors, if you have more than one.	Generic PnP Monitor ⌄ ◉ Full Screen ○ Select Area
Area recording	If you do not want the full screen, you can select an area to record.	○ Full Screen ◉ Select Area
Select area	You can select one of the pre-set areas or pull the handles ⌐ to adjust the area for your purpose.	800x600 ⌄ Cancel Confirm
Start recording	Start the recording. Remember to minimise the capture controls if you have selected full	

	screen or move the controls out of the selected area.	
Microphone	You can turn the microphone on and off.	
Draw	You can make freehand drawings, insert arrows or text. You can select and delete the drawing again.	
Pause	You can pause and continue the capture when needed.	
Cancel	You can cancel and decide whether to discard the recording.	
Stop	When finished, stop the capture.	
Information	In the next window, you can set the title, description and tags. If you have used a webcam, there will be two recordings. You then have three choices: Delete, Save and upload and Save	
Save and upload	You can save and upload the recording to **My media**. There you can handle it as any other video.	
Save	You can save it locally on your computer and upload it later. Only uploaded videos can be edited, but you can find the recordings here: C:\Users\abc123\AppData\Local\Kaltura\Capture\Recordings. Replace abc123 with your KU username.	