Using Kaltura Streaming Media Server

Kaltura Streaming Media Server is a tool for delivering media files from inside your course. Through Kaltura, instructors and students can easily upload, publish and view media including video, audio and images. Media uploaded to Kaltura is available to users across multiple platforms, including mobile devices.

Components of Kaltura:

1) **MyMedia** – A repository of media for faculty to be able to view, manage and delete media placed in all courses from one screen.
2) **Course Tool** – Adds a single video to a specific area within a course
3) **Course Mashup Tool** – Adds a single video to a specific item (inside discussions, assignment instructions, etc.) using the content editor.

Adding MyMedia to the MyInstitution Page

Instructors must load the MyMedia module onto the MyInstitution page to manage media they upload:

1) Login to Learn 9 which lands you on the MyInstitution page.
2) On the upper left hand corner of your screen click the "Add Module" button.

Need Help?

This link will bring you to a support page providing information on supported browsers, frequently asked questions and where to go for help.
3) Scroll down the Add Module page (listings are alphabetical) until you see MyMedia and click the “Add” button

4) Scroll to the bottom of the page and click “OK”

You have now added the MyMedia module on the MyInstitution page.

If you click on MyMedia, you will see any media you have previously uploaded to any of your courses and additionally have the ability to manage that media (edit, delete). You can also upload new media from this screen.
**Adding Media to Kaltura**

You can add media to the MyMedia module, to a course using Course Tool or Mashup.

**MyMedia** - Adding media to MyMedia places it in the instructor’s repository making it available for placing into any course.

- Go to the MyMedia module from the MyInstitution tab
- Click the “add media” button at the top of the page.
- You will be shown two options (upload media or record from webcam and record your screen). Select “Upload Media or Record from Webcam”
Select the Video, Audio or Photo tab depending on what you are uploading.
Click the “browse” button which connects you to the hard drive of your computer where you can pick the media you are uploading. Once selected you will be brought back to the upload window.
Click “Upload” and a progress bar will appear showing you the status of the upload. When the upload is complete, the progress bar goes away and you will click “Next” on the window that appears.
Enter a desired Title for the media. Also enter a tag for accessibility and a description if desired. Click “next”
The uploaded file will convert for a period of time. You may do other work while it is converting. You cannot play nor manage the video until this conversion process has completed.

Course Tool – You can add media to a specific course or courses using the Kaltura Media Course Tool

- Click on the course from the course list.
- Go to any content area for the course and click on the “Tools” pulldown menu. Select Kaltura Media from the list of tools

- Your Media Gallery will open.
Either select media that already exists in the gallery or upload new using the same instructions as above for uploading to MyMedia

Note: When you upload media using a course tool, the media is automatically added to your repository

**Mashup Tool** – The Mashup tool is available wherever you have access to the content editor. It is available to both you and your students as a way to add media to a specific object.

For example, you can add a video to a discussion board and ask your students to view the media and then comment on it. You can also add audio to an assignment to perhaps further discuss the assignment instructions. You can give students an assignment wherein they have to upload a group video project and so forth.