

Tips for Submitting a Kaltura Media Assignment

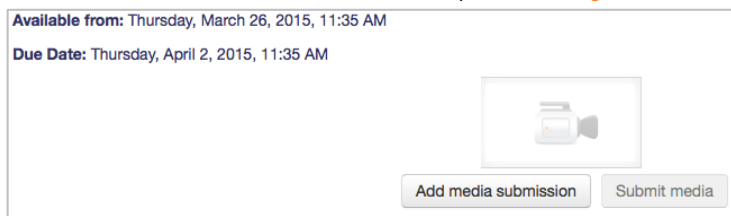
Overview

Your instructor may ask you to upload a video or audio file, use your webcam to record, or use the screen-recording feature to record a task you perform on your computer. The information here will assist you. The process is very similar for all three types of upload, but the instructions below are separate.

NOTE: Use Firefox, Chrome, or Safari. Avoid Internet Explorer.

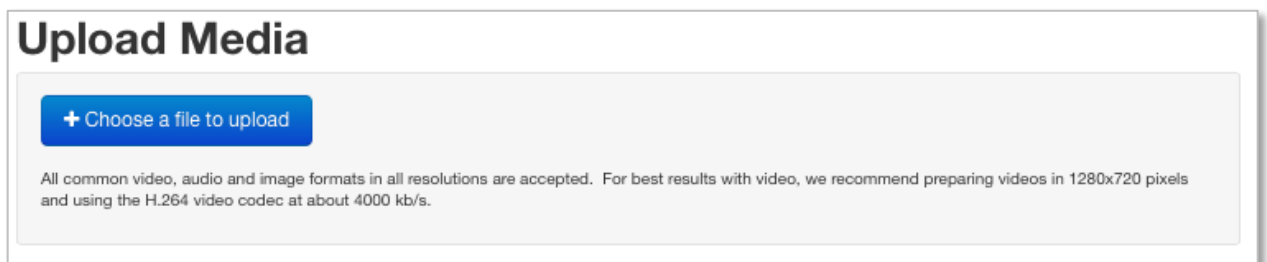
Upload a Video File to a Kaltura Media Assignment

1. Open the Assignment.
2. Choose **Add media submission** to open the **My Media** window.



Note: If the video you intend to submit has already been uploaded to My Media, jump to Step 9.

3. Click **Add new** and select **Media Upload**.
4. On the screen that appears, click the blue **Choose a file to upload** button and navigate to the video file on your computer. Note the recommended video format: 1280x720 pixels using H.264 video codec at about 4,000kb/s—also use no High Definition recordings.



5. Upload the file.

- On the screen that appears, add a **Name** for the video **SCROLL DOWN** and click the blue **Save** button. The other fields on the form are optional. Do not change the default setting of **Private**.

Upload Media

MOV_SampleVideo.MOV

100% of 2061Kb

Upload Completed! Complete the required information for the uploaded media below.

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline [Icons]

Tags:

Date: **Click to add a date (optional)**

Complete all the required fields and save the entry before you can select to publish it to Media Galleries. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Do not modify → **Private** - Media page will be visible to the content owner only.
 Published - Media page will be visible to individuals according to entitlements on published destinations
 If using a Webcam, make sure to click the Save button on the video above.

Be sure to save → [Back to Browse and Embed](#)

- After clicking the blue **Save** button, scroll back to the top of the screen, check to ensure that the changes have been saved.

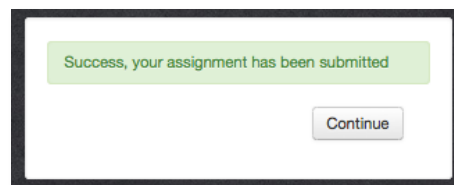
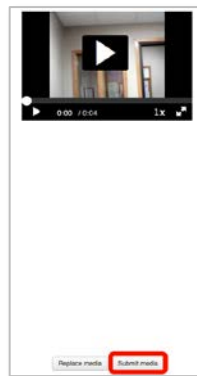
Upload Media

Your changes have been saved.

- Return to the bottom of the screen and click **Back to Browse and Embed** to return to the My Media screen.

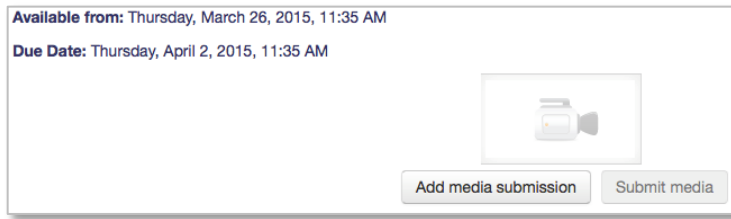
[Back to Browse and Embed](#)

- Use the blue **Select** button to choose the media item and size to submit. (Typically, **Medium** is an appropriate setting.)
- The media file will show in the Assignment window.
- SCROLL DOWN** and click **Submit media**. The buttons are low on the screen. **Do not forget this step!** You will see a prompt that notes your success. See examples:



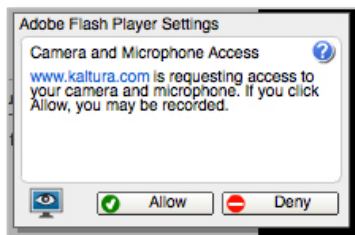
Record from Webcam for a Kaltura Media Assignment

1. Open the Assignment
2. Choose **Add media submission** to open the **My Media** window.

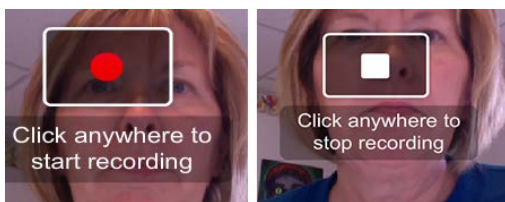


Note: If the webcam video you intend to submit has already been created in My Media, jump to Step 9.

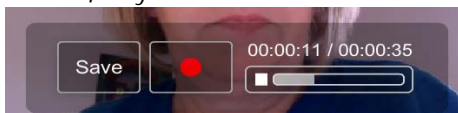
3. Click **Add new** and select **Webcam Recording**. The **Adobe Flash Player Settings** window will open. Choose **Allow** to permit the webcam to operate.



4. When the webcam opens, choose **Click anywhere to start recording**, record the video, move the mouse on the video screen and **Click anywhere to stop recording**.

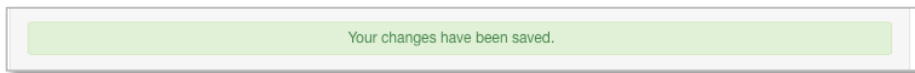


5. The video will begin to replay after stopping the recording. **BE SURE TO CLICK THE SAVE button**, or your video will be lost.

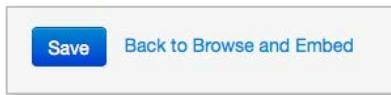


6. A **Record from Webcam** screen will open. Supply a title, leave the Private setting alone, and **BE SURE TO CLICK THE BLUE SAVE button**, or your video may be lost.

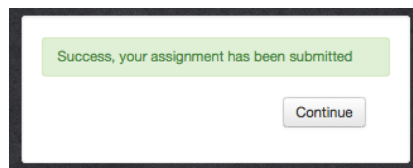
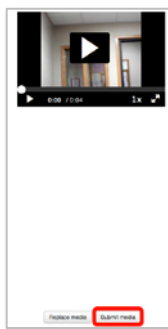
7. After clicking the blue **Save** button, scroll back to the top of the screen, check to ensure that the changes have been saved.



8. Return to the bottom of the screen and click **Back to Browse and Embed** to return to the My Media screen.

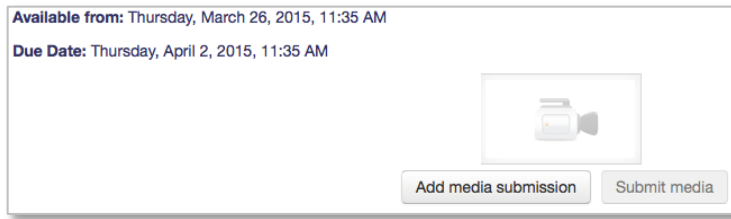


9. Use the blue **Select** button to choose the media item and size to submit. (Typically, **Medium** is an appropriate setting.)
10. The media file will show in the Assignment window.
11. **SCROLL DOWN** and click **Submit media**. The buttons are low on the screen. **Do not forget this step!** You will see a prompt that notes your success. See examples:



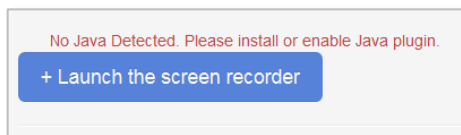
Complete a Screen Recording for a Kaltura Media Assignment

1. Open the Assignment
2. Choose **Add media submission** to open the **My Media** window.



Note: If the screen recording you intend to submit has already been created in My Media, jump to Step 9.

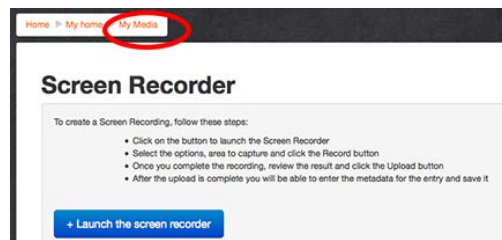
3. Click the blue **Add New** button and choose **Screen Recording**.
4. On the **Screen Recorder screen**, follow the instructions listed.
5. Begin by clicking **Launch the screen recorder**. Note that you may get a Java prompt or a message similar to the one below:



If this prompt appears, look to the top of your web browser window for a prompt to allow Java to run, click the **Allow** button, and choose **Allow and Remember** from the menu.



- a. ONLY IF YOU GET A JAVA PROMPT--Return to My Media by clicking the link above the Screen Recorder screen.

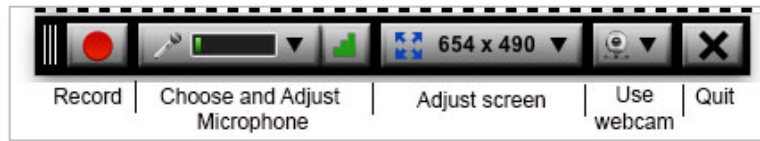


- b. ONLY IF YOU GET A JAVA PROMPT--Click the blue **Add New** button, choose **Screen Recording** again, and click the blue **Launch the screen recorder** button. If prompted, choose **Run** and wait for the Java applet to load.

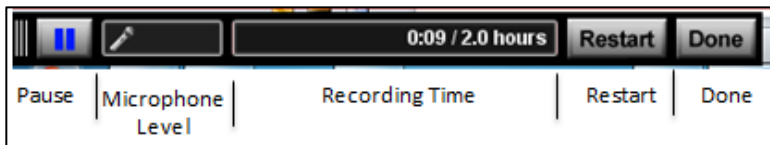
A recording box with controls will appear:



Close-up of settings options:



While recording, the toolbar will change to the one below. You can pause the recording, check your recording time, or restart your recording.



- When finished, click the **Done** button.
- On the right-hand side of the menu box that appears, supply a title for the recording and click **Upload**.

- After the upload completes, close the window and complete the required information on the screen that appears. **BE SURE TO SCROLL DOWN AND CLICK SAVE** or your recording may be lost.

Screen Recorder

To create a Screen Recording, follow these steps:

- Click on the button to launch the Screen Recorder
- Select the options, area to capture and click the Record button
- Once you complete the recording, review the result and click the Upload button
- After the upload is complete you will be able to enter the metadata for the entry and save it

Please fill out these details:

Name: (Required)

Description: (Rich text editor with Bold, Italic, Underline, and other formatting options)

Tags:

Date: ← **Click to add a date (optional)**

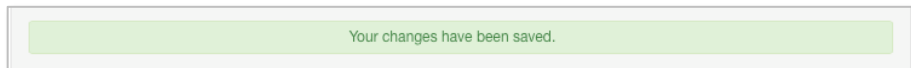
Complete all the required fields and save the entry before you can select to publish it to Media Galleries. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Do not modify → **Private** - Media page will be visible to the content owner only.
 Published - Media page will be visible to individuals according to entitlements on published destinations

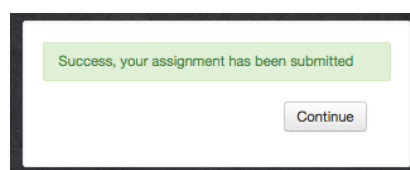
If using a Webcam, make sure to click the Save button on the video above.

Be sure to save →

- After clicking the blue **Save** button, scroll back to the top of the screen, check to ensure that the changes have been saved.



- Close the window to return to the Kaltura Media Assignment screen. Click **Add media submission** to open My Media.
- Use the blue **Select** button to choose the media item and size to submit. (Typically, **Medium** is an appropriate setting.)
- The media file will show in the Assignment window.
- SCROLL DOWN** and click **Submit media**. The buttons are low on the screen. **Do not forget this step!** You will see a prompt that notes your success. See examples:



If You Forget to Submit Media after You Have Uploaded or Recorded It

1. Go back to the Kaltura Media Assignment
2. Click **Add media submission** to open My Media.
3. Use the blue **Select** button to choose the media item and size to submit. (Typically, **Medium** is an appropriate setting.)
4. The media file will show in the Assignment window.
5. **SCROLL DOWN** and click **Submit media**. The buttons are low on the screen. **Do not forget this step!** You will see a prompt that notes your success. See examples:

