Blackboard At ODU

May 2019
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The Kaltura LTI for Blackboard is an extension that allows users to share, post, edit, and upload videos from their webcam, computer, or record their screens. Media can be displayed within a course, assignment, or an embedded link.

My Media

My Media is your personal media repository to edit, upload, manage, clip, or share video content. To access Select **Tools** then **My Media** link.

Adding Media

Select **Add New** then **Media Upload** to upload media to your repository. You can upload media, record from your webcam, video presentation or record your screen. Video recordings made from within **Zoom** will also appear here after they are transferred/transcoded.
Media Upload

To upload select *Media Upload*, choose a file to upload and browse to locate desired media.

After selecting the desired media provide the details, then **Save**. Select to go to *Media or My Media* after completion.
Once the video is uploaded, it will be listed under *My Media*. It can then be published to a course if desired.
WebCam Recording

To record from WebCam select **WebCam**, you may need to select Allow in your browser settings to share the camera and microphone.

Click **Use this**.
Once uploaded, it will be listed under *My Media*. It can then be published to a course if desired or edited by using the pencil icon located next to the video in *My Media*. See section on **Editing** for more information.

**Screen Capture +**

Screen Capture allows you to record your screen and post it to your *My Media*.
If not previously installed, the system will prompt you to download the software.

Once installed a box will pop up, with **Kaltura Capture**. Click on – **Kaltura Capture**, then click **open link**.

The Kaltura Capture Recorder will appear on the screen.
Click to record. A countdown will appear so you can prepare for the recording.

Once finished click Stop to end recording.

Kaltura Capture Window will display recording thumbnail. You can (should) add a title Description or Tags to help identify the recording and its contents.
Click **Save**. Or **Save & Upload** to add to **My Media**.  Click **delete** to remove recording.

**Video Quiz**

Using an existing video, quizzes can be added to increase the effectiveness. Questions can be added at any point in the video. Results can also be included in the Blackboard Grade Center if desired. To create a video quiz

1. Click **add new** then **Video Quiz**
2. Choose the **Select** button next to a video from the list that you wish to add a quiz too
3. As the video plays, click **Add a Question** to add questions at the points in the video a quiz is desired. Select from the different question types of Multiple Choice, Reflection point, T/F or open-ended questions.

4. Quiz Details – Provide a course name and Message
5. Scores – Do not show scores; Show Scores. Include Answers
6. Experience –
   A. Allow Answers Change - Allow viewers to change their answers before submitting the quiz.
   B. Allow Skip - Users will be presented with the 'skip for now' button.
   C. Do not Allow Skip - Users must submit an answer before proceeding forward.

   When finished click Done.
7. Click **Actions** and Select **Publish** to add to a course.
8. Click **Published** and place a check in the box next to the course name desired.
9. Click **Save**. Video is added to the Media Gallery for the course.

### Publish Media

All media in My Media is private unless you publish it and make it available. Media Can be published from My Media in Blackboard. To publish a video

1. Place a check mark in the box to the left of the video you wish to publish.
2. Click **Actions** then **Publish**
3. Select the course from the list to publish the video.
4. Click **Save**.
5. Confirmation is posted that Media has been published Successfully.
**Edit Media Options**

All saved media in your Media space will have a number of associated options such as name, description, tags, thumbnails, the ability to download and much more. To edit the options associated with any video, click on the pencil icon to the right of the video.

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Details</strong></td>
<td>Change/update Video Name. Add in a Description or Tags.</td>
</tr>
<tr>
<td><strong>Options</strong></td>
<td>Set options for Comments and Clipping</td>
</tr>
<tr>
<td><strong>Collaboration</strong></td>
<td>Change the video owner and/or set Collaborations</td>
</tr>
<tr>
<td>** Thumbnails**</td>
<td>Select a thumbnail for your Video</td>
</tr>
<tr>
<td><strong>Downloads</strong></td>
<td>Set source for Video Downloads</td>
</tr>
<tr>
<td><strong>Captions</strong></td>
<td>Upload Caption file</td>
</tr>
<tr>
<td><strong>Attachments</strong></td>
<td>Add any attachments</td>
</tr>
<tr>
<td><strong>Timeline</strong></td>
<td>Create chapters for the Video, and upload slides to play along with video</td>
</tr>
<tr>
<td><strong>Replace Media</strong></td>
<td>Replace media file</td>
</tr>
<tr>
<td><strong>Launch Editor</strong></td>
<td>Use to create clips</td>
</tr>
</tbody>
</table>

**Note:** Deleting media from My Media will also delete it from all courses it is assigned to.
Kaltura

Media Gallery

The Media Gallery is a searchable and sortable display of all media content assigned to a course, and allows instructors to add, edit and analyze media.

To enter the Media Gallery

1. Select the course you wish to display media
2. In the control panel select Course tools
3. Then Media Gallery.
4. It can also be accessed directly from the main menu under Tools.

From the Media Gallery faculty also have the option to:

- Add Media (See Adding Media)
- View Analytics: Display reports that help you understand how media is used in the course. (See Analytics)
- Make this item public in gallery: Display or hide the media to all course members (by default, media is hidden to course members and only faculty and content creators see the media in the gallery, content must be made available for students to view.)
- Remove from Course Gallery
- Delete media (if viewer is the content owner)
- Edit metadata (Title, Tags, and Description)
- Create clip (if enabled and if the viewer is the content owner, or the configuration and the owner allowed it).
Actions Channel

Media Gallery Actions channel allows you to edit your media gallery, make play list, and view Media Analytics.

Edit

Click the Actions channel button and select edit.

Set Description and tags if desired. Select from Options. **Save** to Confirm changes.
Playlist

Create Playlist from videos in Media Gallery. To begin click on Playlist as shown below.


2. Set Details to include Title Description and Tags.
3. Click to **add** Media.

4. **Save.** Playlist are shown.

5. Click **details** to return.

6. Click **Back to Media Gallery** to return to Media Gallery page.

7. You will see the playlist videos.

8. Click the **Media** tab to see all videos in Media Gallery.
Analytics

The course media reports allow you to see who viewed videos as well as how often videos are viewed. Reports can be viewed from the Media Gallery. Under control panel select **Course tools** and **Media Gallery**.

Navigate to the the Media Gallery Home page

AnaLytics Displayed Below.

Date range can be adjusted
Kaltura

Hoover your mouse over each area to see a description of field.

USER ENGAGEMENT AND CONTRIBUTION

<table>
<thead>
<tr>
<th>MEDIA</th>
<th>WATCHED</th>
<th>VIEWS</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>VIEWED</th>
<th>CONTRIBUTED</th>
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<table>
<thead>
<tr>
<th>PLAYS</th>
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MOST POPULAR MEDIA

<table>
<thead>
<tr>
<th>MOST POPULAR MEDIA</th>
<th>TOP ENGAGED USERS</th>
<th>VIEWS</th>
<th>TOP CONTRIBUTORS</th>
<th>VIEWS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Blackboard Admin</td>
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<td>Blackboard Admin</td>
<td>2</td>
</tr>
</tbody>
</table>

Media Analytics Report

The media analytics report lists all the content available in the course Media Gallery. For each media entry, the number of plays is displayed, total view time, average view time and the average drop-off rate.

Engagement Analytics Report

The engagement analytics report lists all the users enrolled to the course that have viewed at least one video from the Media Gallery. For each user, the total view time, average view time and average drop off-rate are presented.

Contribution Analytics Report

The contribution analytics report lists all the users that contributed content to the Media Gallery. To view Media, Engagement and Contribution Reports. From the Media Gallery Analytics page, select the desired report by clicking its corresponding tab.

Media Detailed Entry Report

The Media detailed entry report displays the list of all the users that viewed the selected media entry.

Engagement Detailed Entry Report

The Engagement detailed entry report displays the list of all the media entries viewed by the selected user.

Contribution Detailed Entry Report

The Contribution detailed entry report lists all media contributed by the selected user.
Printing Analytics Reports

To print a report

• In a report or detailed entry report, click the Printable Version button. A new browser tab with a printable report version is displayed.
• Click Print to print the page

Exporting Analytics Reports to A CSV

To export a report to CSV

• In a report or detailed entry report, click the Export to CSV button. Depending on your browser definitions you may be prompted to save the file to a local directory.
Kaltura

Kaltura Embed

Kaltura has two ways to embed videos into the course. Please see below.

Kaltura Embed – Video Link

1. Navigate to the course in which to place your video.
2. Select the content area to place the video. i.e. Assignments, Documents, Ec.
3. Select From the Top Build Content. Then Kaltura Embed.

4. Click – Select to link in Video.
5. Video now appears as a link on the page
Kaltura Embed – Video Player Embed

These steps will place the video player on the course page.

1. Log into Blackboard Select tools and My Media.

2. Select Video from the listing to embed in courses.
3. Scroll to the video details, select **Share** and copy the embed coding.

4. Click the purple ‘x’ in the upper left corner to return to the Blackboard Landing page.
5. Select **Courses**.
6. Select the course to embed the video
7. Select from the course menu the area to which embed he video
8 Click on **Build Content** then **Item**.

Click **HTML**

Copy the text from step 4 into the HTML Editor. Then Click **Update**
Provide Details about content then **Submit**.

Your Item is now listed on the page
Viewing Zoom Recordings in Kaltura

Zoom Recordings are stored in the users My Media in Blackboard. Recordings from Zoom can take up to 24 hours to appear in the Users’ My Media. To view recordings Log in Blackboard and Select My Media.

For questions or concerns regarding Kaltura please contact ithelp@odu.edu.