



# Kaltura

for Florida State University



Version 04.13.12 ODL/rg

## Quickstart Guide

**Kaltura** is a tool integrated within Blackboard that makes it easier to create and share videos.

Users upload video files via the Kaltura Course Gallery, where they are automatically converted for delivery through a web browser.

No plug-ins or special software are required and anyone who has been granted access can view the file.

Instructors can grant upload permission to students, and video items can easily be inserted into content areas and homepage modules.

### Kaltura brings many new features that can be used within Blackboard

- Allows **larger videos** to be posted within course and organization sites
- Provides a secure video delivery option that **limits access** to authorized viewers
- Grants a method for **students to post videos**, creating a more interactive environment
- Allows video to be captured **directly from a webcam**



Blackboard

### How to Get Kaltura

#### Step 1: Log in

Log in to Blackboard (Bb) at: <http://campus.fsu.edu>.

#### Step 2: Select your Course

Select the *Courses* tab, then the particular course you intend to use with Kaltura.

#### Step 3: Enable Kaltura

- Within the *Control Panel*, select *Customization*.
- Select *Tool Availability*.
- Check each box for *Course Media Gallery* and *Kaltura Media*.

Tool	Available	Visible to Guests	Visible to Observers	Available in Content Area
Course Media Gallery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kaltura Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Select *Submit*.

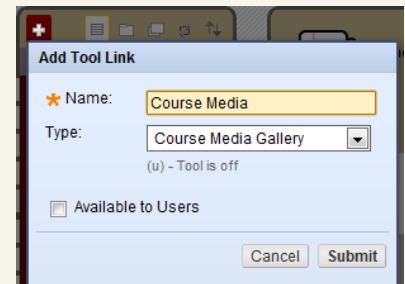
#### File types accepted by Kaltura:

1. **flv** – Flash Video
2. **asf** – Microsoft Media
3. **qt** – Apple Quicktime
4. **mov** – Apple Quicktime
5. **mpg** – Digital Video Format
6. **avi** – Digital Video Format
7. **wmv** – Windows Media
8. **mp4** – Digital Video Format
9. **3gp** – Multimedia Mobile Format
10. **rm** – Real Media

### Add Course Media to the Course Menu

Although the course gallery is now accessible from the control panel, creating a link from the course menu at the top left of the page makes it more accessible.

**Step 1:** In the top left corner of the page within the course menu, locate and select the red square with the white "+" symbol and choose *Create Tool Link*.



**Step 2:** Provide a name in the provided field for the link and select *Course Media Gallery* from the drop-down menu.

**Step 3:** If student/participant users need access to this link be sure to check the availability box.

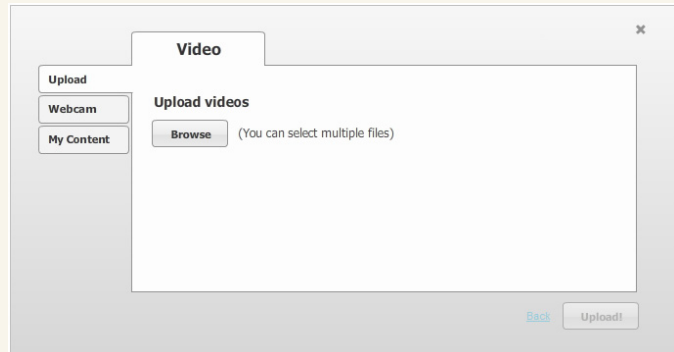
**Step 4:** Select *Submit*.

You are now ready to upload a video or audio file to a course gallery, content area or organization site.

## Upload to Course Gallery or content area

### Upload to Course Gallery

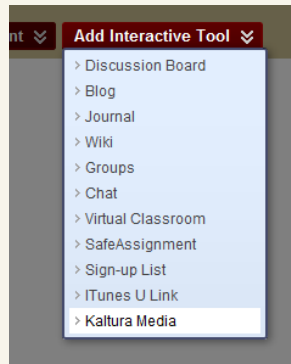
1. From the Course Gallery select the *Add Media* button and choose to add a **video**.
2. Select from the options provided to upload a video, add a video that is already in Kaltura, or create a video via webcam.
3. Apply a title, tags, and a description in the provided fields.
4. Select *Submit*.



**Processing:** Larger videos will take longer to process before they appear in the gallery.

### Upload to a content area

1. From any content area select the *Add Interactive Tool* button and choose *Kaltura Media*.
2. Repeat steps 2 thru 4 above.



## Using Kaltura as a Student

Kaltura can be used as a method for giving assignments to students. Students will need to go into the course gallery and select the *Add Media* link, then follow the steps above for uploading. When successfully imported, select the option *Add to Course Gallery* for the video to appear in the gallery of the course.

An instructor must check the **Make this item Public in Gallery** button before other students are able to view it.



For more information contact:  
**Blackboard User Support**  
 Office of Distance Learning  
 E-mail: [help@campus.fsu.edu](mailto:help@campus.fsu.edu)  
 Phone: (850) 644-8004

Please visit the **Blackboard Support Tab** for additional support articles and tutorials.