

Capture your PowerPoints and show the result in Absalon

Using the Kaltura Capture in Absalon



This guide shows you how to use Kaltura Capture in Absalon.

If you want to **capture a PowerPoint presentation**, you must have a microphone and perhaps a webcam plugged in to your computer. The capture of a PowerPoint presentation comes with a table of content (TOC) showing the slides.

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.

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Install and use Kaltura Capture

Kaltura in Absalon has an app for screencasts. You can download and install it. The capture can easily be uploaded to **My media**. It can be used for quick and simple capture. If recording a PowerPoint presentation, a Table Of Content is added automatically.

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 ð 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. Click "Add new"	Add New ~ Media Upload Kolture Capture Vice Juiz
First time	The first time you need to download the Kaltura Capture app and install it. (Remember to request administrator access in avance.)	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 on top of your screen.	🥌 a. p. s. 🥶
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.	Q ~
Select screen	You can turn recording of the screen on and off.	豆^
Full screen recording	You can record the whole screen and choose between monitors, if you have more than one.	Generic PnP Monitor
Area recording	If you do not want the full screen, you can select an area to record.	O Full Screen ③ Select Area
Select area	You can select one of the pre-set areas or pull the handles to adjust the area for your purpose.	BODACCO V
Change settings	Click on Manage and then the cogwheel	No coore Manye
Auto minimize	To avoid capturing the Kaltura Capture control, choose to hide it when recording Then go to "New recording"	Autoministrative where rescarding 💿 Via 🔘 Via

	The recording	
Start recording	Open your PowerPoint in presentation mode and start the recording. Remember to minimise the capture controls or move the controls out of the selected area.	
Microphone	You can turn the microphone on and off.	Q
Draw	The best is to use the annotation tool in PowerPoint, but 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.	Sare & Upload
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\Capt ure\Recordings. Replace abc123 with your KU username.	Save

Insert the captured file in Absalon		
When you have used Saved & Upload you can find your capture in My media in Absalon and insert an embed code using the editor.		
Stage	Explanation	Navigation/Key
Edit content	You can embed the capture by editing any existing content or creating a new, ex. a Page	Sedit Or + Page
Find the blue arrow	You can embed media into any content in Absalon using the editor, like Pages, Assignments, Discussions etc.	- <u>I</u> E E E I I I √× ↔ Q (♥) ▷ /¶ 1
Click on the embed button	Click on the blue down-arrow button and choose 'Embed Kaltura Media'	 LibApps Library Content. Office 365 Embed Kaltura Media
Search and insert	Find your PowerPoint capture in My Media and select it. You can choose between three sizes.	Select V Large Medium Small
Save (and publish)	When done save the result. If not so, remember to publish to make it visible to the students.	Save Or Save & publish

Extra: Pop-up editor for videos and adding quiz

	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.	X : [] 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 Z s Out Z s
Step back	If you regret the last change you made, you can undo it.	5
Reset all	If you regret all changes, you can reset the video.	ତ
Save a copy	Your trimming cannot be undone, but you can save the changes as a copy.	Save a Copy
or just save	If you are quite comfortable with the changes, just save them.	Save

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.	Ŷ
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.	00:14.00
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.	

Stage	Explanation	Navigation/Key
	Create a multiple choice question	
Place playhead	Place the playhead where you want to show the question.	00:14.00
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.	00-14.00
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 a. 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.	Done

View Analytics

Teachers can access the Media Gallery Analytics page to view different engagement reports for students enrolled in a course.

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 fm
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