Capture your screen and show the result in Absalon
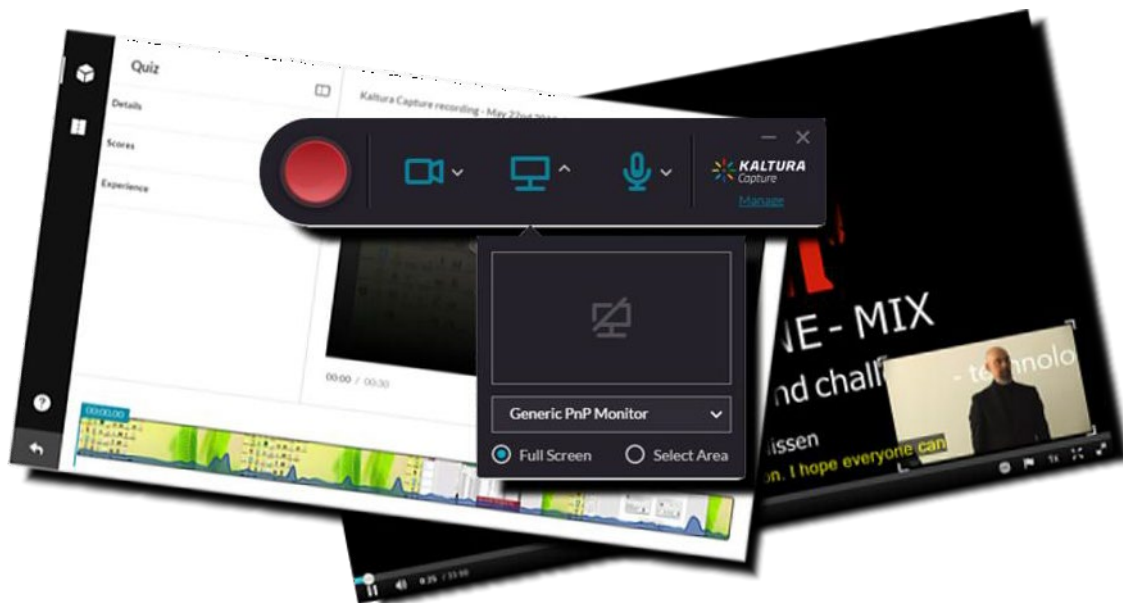
Using the Kaltura Capture in Absalon. Additionally trim the capture and add a quiz.

Ver. 1.0

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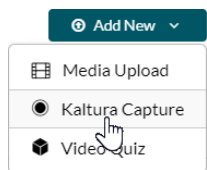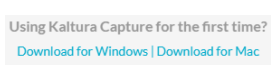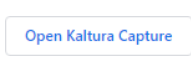
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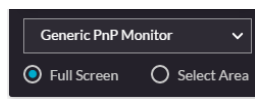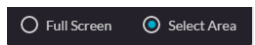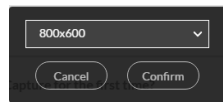
Install and use Kaltura Capture
*Kaltura in Absalon has an app for screencasts. You can download and install it. The capture can easily be uploaded to **My media**. It can be used for quick and simple capture. If recording a PowerPoint presentation, a Table Of Content is added automatically.*

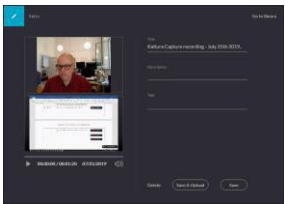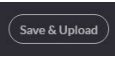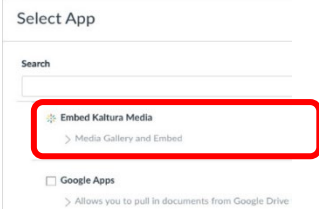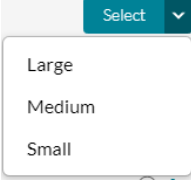| **Stage**	**Explanation**	**Navigation/Key**
Go to **My media**	You can find **My media** in the course navigation menu. (If it is hidden go to 'Settings ⇨ Navigation')	People **My Media** Media Gallery
Choose capture	You can start the capture from **My media** but you must use an app for your desktop. Click "Add new"	⊕ Add New ⌄ ▦ Media Upload ◉ Kaltura Capture ⬡ Video Quiz
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 at the top of your screen.	
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.	🎤⌄
Select screen	You can turn recording of the screen on and off.	🖥⌃
Full screen recording	You can record the whole screen and choose between monitors, if you have more than one.	Generic PnP Monitor ⌄ ◉ Full Screen　○ Select Area
Area recording	If you do not want the full screen, you can select an area to record.	○ Full Screen　◉ Select Area
Select area	You can select one of the pre-set areas or pull the handles to adjust the area for your purpose.	800x600 ⌄ Cancel　Confirm

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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.	
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.	
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\Capture\Recordings. Replace abc123 with your KU username.	

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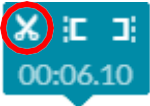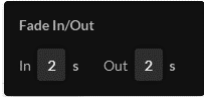
Embed a captured file in Absalon		
You can insert the embed code for a media in Absalon through the editor.		
Stage	**Explanation**	**Navigation/Key**
Edit an element	You can insert media into any element in Absalon where a text field with the Rich Editor is available, as in **Pages**. Click the plug icon.	
Click on the Kaltura button	Click on the down-arrow and choose 'Embed Kaltura Media'	
Search and insert	You can search and select from **My Media** (your private files), **Media Gallery** (files shared with the course) or **Shared Repository** (shared with all teachers). Select the media and size.	

Please note! Videos are better protected by embedding as safe embed is being used.
Also note! Embedded media can be imported to another course.
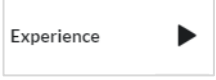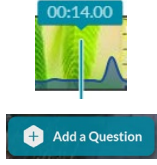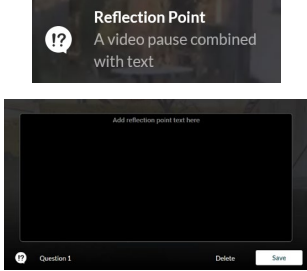
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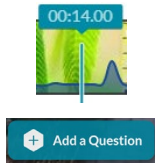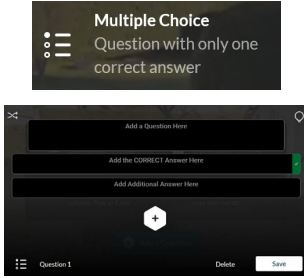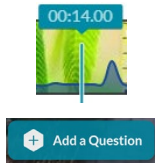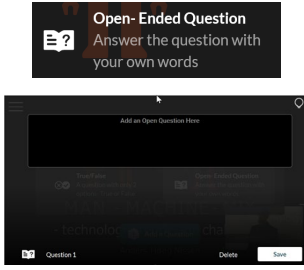
Extra: Pop-up editor for videos and adding quiz

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.	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 2 s Out 2 s
Step back	If you regret the last change you made, you can undo it.	
Reset all	If you regret all changes, you can reset the video.	
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
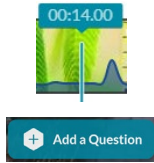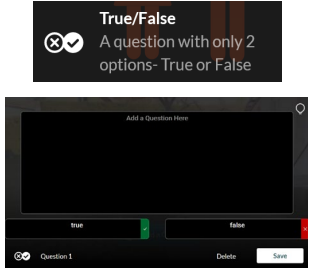
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Making a quiz in a video		
Stage	**Explanation**	**Navigation/Key**
Launch editor	In the pop-up editor you can insert text and quiz questions under **ACTIONS** or as a button in edit mode.	Launch Editor
Open quiz editor	Click on the quiz icon to start the quiz editor.	
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. Press the button to add a reflection point.	00:14.00 Add a Question
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.*	Reflection Point A video pause combined with text Add reflection point text here

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Stage	Explanation	Navigation/Key
	Create a multiple choice question	
Place playhead	Place the playhead where you want to show the question. Press the button to add a question.	00:14.00 ⊕ Add a Question
Create question and answer options	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.	Multiple Choice Question with only one correct answer Add a Question Here Add the CORRECT Answer Here Add Additional Answer Here ⊕ Question 1 Delete Save
	Create an Open-Ended question	
Place playhead	Place the playhead where you want to show the question. Press the button to add a question.	00:14.00 ⊕ Add a Question
Create question	This will insert a open-ended question. Enter the question in the question box. 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.	Open-Ended Question Answer the question with your own words Add an Open Question Here Question 1 Delete Save
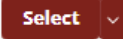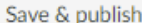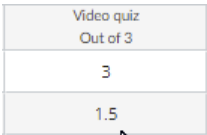
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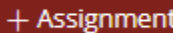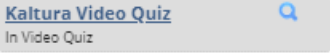| Stage	Explanation	Navigation/Key
	Create true/false question	
Place playhead	Place the playhead where you want to show the question. Press the button to add a question.	
Create question and answer options	This will insert a true/false question or statement. Enter the question in the question box. You can replace the text of the two answers to for example Yes and No. You can toggle the correct answer by clicking ✓ or ✗. 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.*	

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Video quiz as an assignment in Absalon		
If you have created a quiz in a video, you can set it up as an assignment and see the result in Grades in Absalon.		
Stage	**Explanation**	**Navigation/Key**
Go to Assignments	Find Assignments in the course navigation.	Assignments
Add a new Assignment	Find the button in the upper right corner	+ Assignment
Submission type	Fill in title and description and choose submission type "External tool"	Submission Type External Tool
Find tool	Click "Find" to get a pop up window	Enter or find an External Tool URL http://www.example.com/launch Find
Choose tool	In the pop up, the tool you need is "Kaltura Video Quiz". Click the link.	Kaltura Video Quiz In Video Quiz
Choose quiz	In the new window, click to select the video quiz from your **My Media**.	Select
Select	Click select again in the previous window	Select
Save	Fill the rest of the settings, e.g. the score possible. Then save and publish the assignment.	Save & publish
See the score	Now you will see the students' score in **Grades**.	Video quiz Out of 3 3 1.5

Please note! You can share this guide on how to answer a video quiz with your students:
https://knowledge.kaltura.com/help/kaltura-video-quizzes---how-to-take-a-quiz
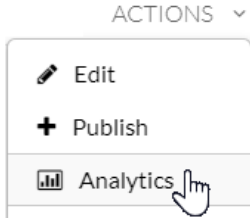
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<tr><td colspan="3">Teachers can access the Analytics page to view different engagement reports for students enrolled in a course.</td></tr>
</table>

Stage	Explanation	Navigation/Key
Go to analytics	Open the video in **My Media** or **Media Gallery**. Find ACTIONS below the player and in the drop-down menu choose Analytics.	ACTIONS ∨ ✎ Edit ✚ Publish 📊 Analytics
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