The pop-up editor for trimming videos and making video quizzes in Absalon

Guide for teachers to Kaltura Media in Absalon

This guide aims to help teacher to use the pop-up editor in My Media in Absalon. It shows how to trim the uploaded videos etc. and how to make a video quiz. The service behind is called **Kaltura.** You can access your uploaded media files in 'My Media' in all courses in Absalon.

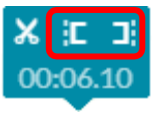
My media is your own private repository.
Media gallery is a shared media repository for the specific course.

About this guide:

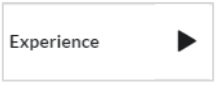
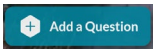
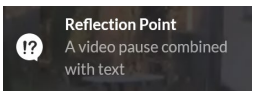
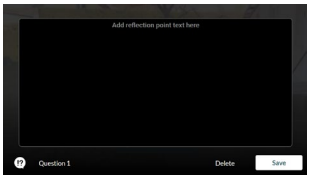
The instructions are given in three columns: Stage is the steps you have to go through to perform a task, Explanation gives a short description of the individual step and Navigation/Key gives a hint of what to look for in the user interface, for example a button.

Contents

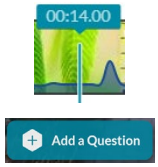
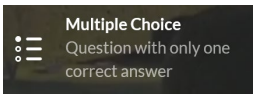
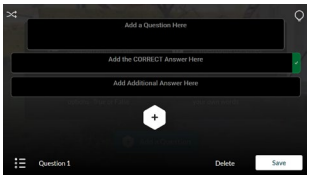
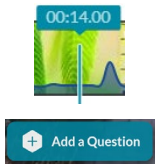
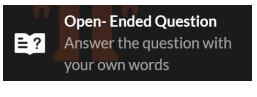
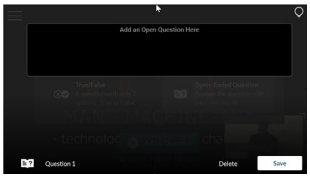
Trimming a video 2
Making a quiz in a video 3
Quiz options 3
Create a reflection point 3
Create a multiple choice question 4
Create an Open-Ended question 4
Create true/false question 5
Save the quiz 5
Video quiz as an assignment in Absalon 6
View results in Analytics 7

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.	
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.	
	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. THIS WILL ALTER THE TIMING.**	
Cut the video	Pause the video where you want to cut.	
	Click on the scissors above the timeline to divide a clip in two.	
Delete a clip	You can delete a clip by clicking on the trashcan after marking the clip. **DO NOT MOVE THE REMAINING CLIPS. THIS 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.	
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.	
or just save	If you are quite comfortable with the changes, just save them.	

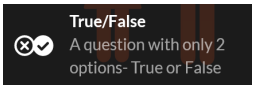
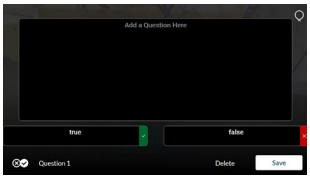
Video quizzes in Absalon

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.	
Open quiz editor	Click on the quiz icon to start the quiz editor.	
Create quiz	Click Start to create the quiz.	
Quiz options		
Options	You have the following options in this tab • Quiz name • Welcome message • Allow download of questions • Instructions for students	
Scoring	You have the following options in this tab • Allow multiple attempts • Do not show scores • Show scores • Include answers in score	
Experience	You have the following options in this tab: • Allow changes of answers • Allow skipping questions • Do not allow skipping	
Create a reflection point		
Place playhead	Place the playhead where you want to show the text. Press the button to add a reflection point.	
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.*	 

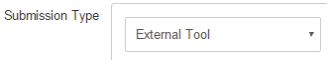
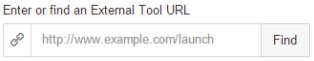
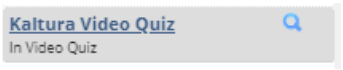
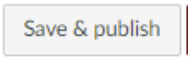
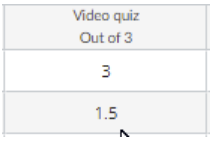
Video quizzes in Absalon

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.	
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.	 
	Create an Open-Ended question	
Place playhead	Place the playhead where you want to show the question. Press the button to 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.	 

Video quizzes in Absalon

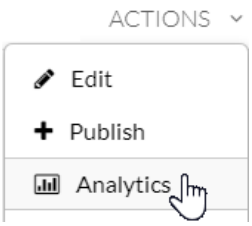
Stage	Explanation	Navigation/Key
	Create true/false question	
Place playhead	Place the playhead where you want to show the question. Press the button to add a question.	
Create question and answer options	This will insert a true/false question or statement. Enter the question in the question box. You 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.*	

Video quizzes in Absalon

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.	
Add a new Assignment	Find the button in the upper right corner	
Submission type	Fill in title and description and choose submission type "External tool"	
Find tool	Click "Find" to get a pop up window	
Choose tool	In the pop up, the tool you need is "Kaltura Video Quiz". Click the link.	
Choose quiz	In the new window, click to select the video quiz from your **My Media**.	
Select	Click select again in the previous window	
Save	Fill the rest of the settings, e.g. the score possible. Then save and publish the assignment.	
See the score	Now you will see the students' score in **Grades**.	

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

Video quizzes in Absalon

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