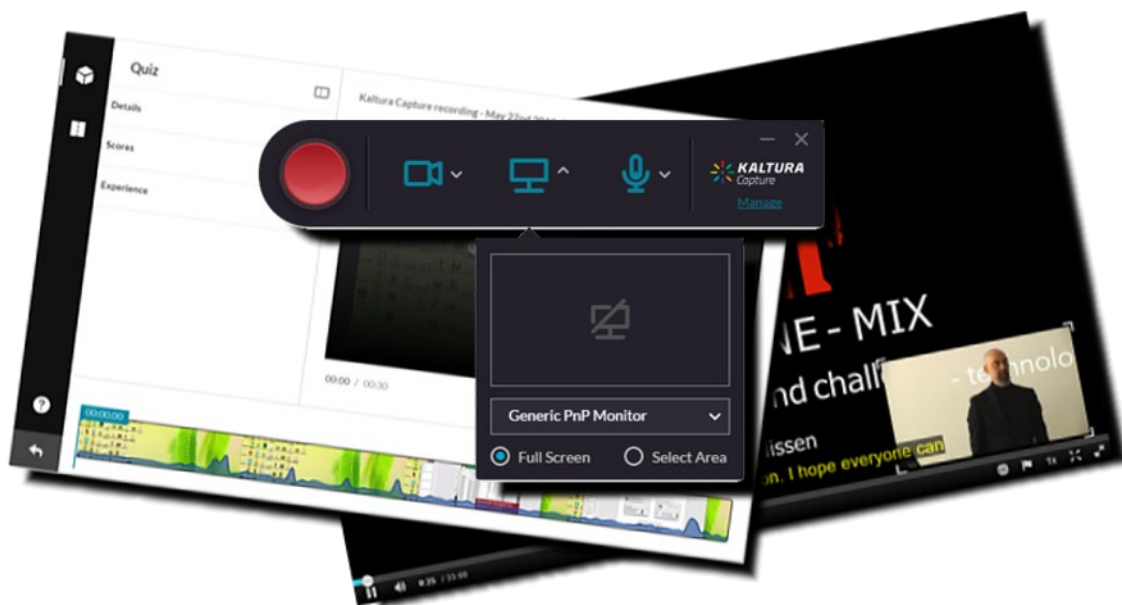




Guide to media on Absalon

Using the media service Kaltura on Absalon



Guide to media on Absalon

This guide aims to help teachers use the new media feature on Absalon. The service behind is called **KALTURA** and it is the same service that is used on the Open Educational Resources website (<https://oer.ku.dk>). You can access your uploaded media files in 'My Media' both on Absalon and on Open Educational Resources.

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.



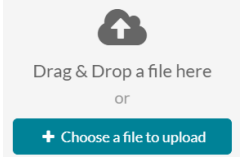
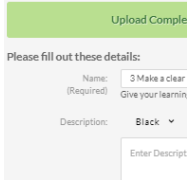
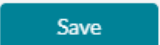
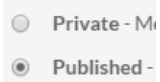
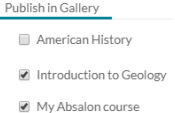

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Upload to My media

My media is your private media repository. You can upload any type of media file to My media and then publish or share it.

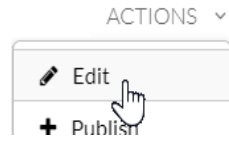
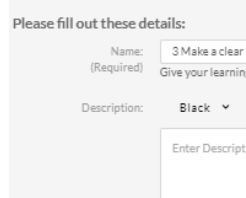

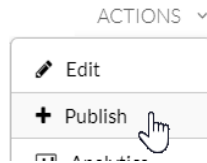
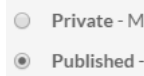
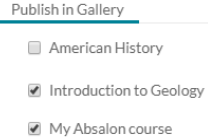

Stage	Explanation	Navigation/Key
Open your course	Find the course on Absalon, e.g. the Dashboard, to open it	
Find My media	You can find My media in the course navigation menu by scrolling down. (If it is hidden, go to 'Settings ⇨ Navigation')	<p>People</p> <p>My Media</p> <p>Media Gallery</p>
Go to 'Add new' and choose 'Media upload'	Choose to upload a new media file	
Choose media file	You can either drag and drop a media file or browse for the file. Most video, audio and image file formats can be uploaded. If you save now, your file is only visible to you (private).	
<p>Publish the media file or keep it private</p> <p>When you have uploaded, you can save information and publish in Media gallery it in the same flow. To keep the media private, just press 'Go to media' or 'Go to my media'.</p>		
Fill out the form	When uploading, you can fill out a form with title, description, tags, subjects etc. The information is mandatory if you want to publish and share the media with other users. Remember to choose the right copyright license. Read more	
Save the information	You must save the form.	
Publish the media	When you have saved the form, you can either publish it or keep the file private.	
Choose course(s)	Mark the course(s) where you wish to share the media.	
Save the information	When you save, you publish the media to the Media gallery of the selected courses.	

Please note! You cannot copy/import a Media gallery from one course to another.

Guide to media on Absalon

Publish a media file later

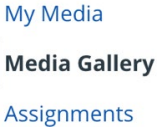
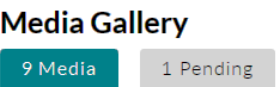

If you did not fill out the form and publish the media file when you uploaded, you can follow these steps. First, you need to fill out a form before you can publish. If you do not fill out the form, the media file can only be private.

Stage	Explanation	Navigation/Key
Go to edit	Choose the media in My media . Find ACTIONS below the player and in the drop-down menu choose Edit.	
Fill out the form	In the Details tab, you can fill out the form with title, description, tags, subjects etc. The information is mandatory if you want to publish and share the media.	
Save the information	Before you can publish, you must save the information.	
Go to media	For the next step, you should leave the edit mode by clicking 'Go to media' or clicking on the title.	Go to media
Go to publish	Find 'ACTIONS' below the player and in the drop-down menu choose 'Publish'.	
Publish the media	Choose 'Published'	
Choose courses	Mark the courses where you wish to show the media*	
Save settings	When you save, the media will appear in the Media gallery on the selected courses.	

***Please note!** The galleries Faculty of Humanities, Faculty of Science, Faculty of Health and Medical Sciences, Faculty of Law, Faculty of Social Sciences, Faculty of Theology, Absalon and Education are **shared repositories** from which teachers can add media to any **Media Gallery**.

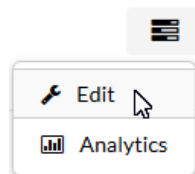
Also note! You cannot copy/import a Media Gallery from one course to another.

Guide to media on Absalon

Setting the options in Media Gallery		
Stage	Explanation	Navigation/Key
Go to Media Gallery	Open Media Gallery in the Absalon course.	
Look for pending media	In the top of the Media Gallery you can find the tab for pending media.	
Approve or reject	After watching the media, you can either approve or reject the media. If approved all participants in the course will be able to see the media in the Media Gallery .	

- **Media Gallery settings**

Note the small Settings icon in the upper right corner of 'Media Gallery'. Here the settings for 'Media Gallery' can be set when choosing 'Edit'.



These are the default settings:

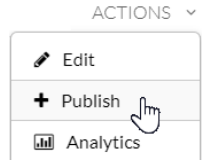


- Options: 1 Moderate content (media will not appear in media gallery until approved by the gallery manager)
2 Enable comments in Media Gallery
3 Keep comments private to Media Gallery
4 Display embedded media in this Media Gallery

If 'Moderate content' (1) is not enabled, students will be able to insert videos into 'Media Gallery' without approval. - It is immediately allowed for anyone to comment on a video (2), but the comments are exclusively for this course's 'Media Gallery' (3) in case a video is shown in other courses. If 4 is turned on, all embedded Kaltura videos in the course will also appear in 'Media Gallery'.

Guide to media on Absalon


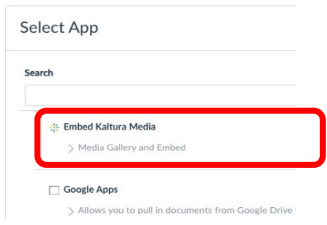
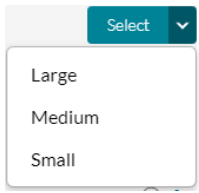
Unpublish a media

If you no longer want to have a media file in the Media gallery, you can unpublish it.

Stage	Explanation	Navigation/Key
Go to publish	Open the video in My media and find ACTIONS below the video. In the drop-down menu, you will find Publish.	
Unpublish everywhere	Choose to mark the media as private in order to unpublish it everywhere	<input checked="" type="radio"/> Private - Media page <input type="radio"/> Published - Media pa
Save your choice	Confirm your choice by pressing Save	
Answer the question	When pressing OK, the media will disappear from all media galleries.	

Embed a media file in Absalon

You can insert the embed code for a media in Absalon through the editor.


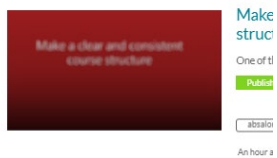
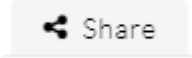

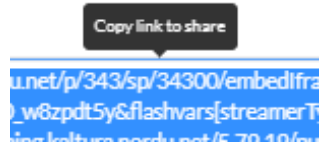
Stage	Explanation	Navigation/Key
Edit an element	You can insert media into any element in Absalon where a text field with the Rich Content Editor is available, as in Pages . Click the plug icon.	
Click on the Kaltura button	Click on the down-arrow and choose 'Embed Kaltura Media'	
Search and insert	You 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 copied from one course to another.

Guide to media on Absalon



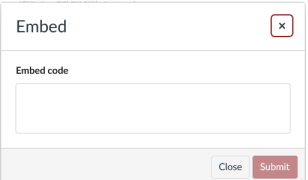
Get the embed code of a media file

You can embed a video in, for example, a page in Absalon

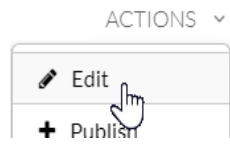
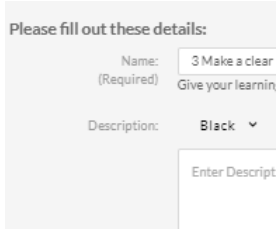
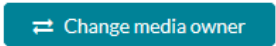
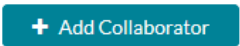

Stage	Explanation	Navigation/Key
Go to My media	You can find My media in the course navigation menu.	
Choose media file	Click on the thumbnail image of your media	
Go to Share	Click on the Share tab below the media	
Choose player size	Click on one of the three choices for the size of the player. The sizes are in pixels.	
Copy the embed code	Right-click on the embed code in the box and choose copy. Insert the code in e.g. OBVIUS.	

Insert the embed code, Absalon example


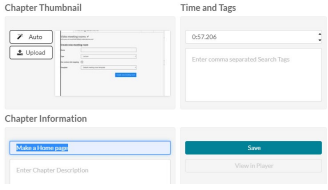


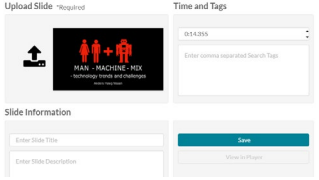
Generally, you can insert an embed code via the Rich Content Editor in Absalon. Please notice the 'Embed Kaltura Media' button above.

Stage	Explanation	Navigation/Key
Edit an element	You can insert the code into any element in Absalon where a text field with the Rich Content Editor is available, as in Pages	
Insert media	Click on the button 'Insert/edit media'	
Insert the code	Paste the embed code you copied into the writing area using Ctrl+V or right-click on the area and choose paste. Then click Submit.	

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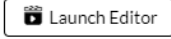

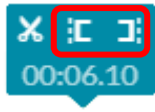





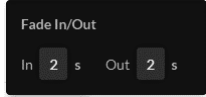




Edit mode		
<i>In Edit mode there are several tabs in which you can customize the video characteristics</i>		
Stage	Explanation	Navigation/Key
Go to edit	Click on the media thumbnail in My media . Find ACTIONS below the player and in the drop-down menu choose Edit.	
Details		
Fill out the form	In the Details tab you can fill out the form with title, description, tags and subjects. The information is mandatory if you want to publish and share the media. (see Publish above) Remember to Save .	
Options		
Comments and discussion	In the Options tab, you can choose to enable or disable comments for the media, and allow or disallow additional comments for the media.	Comments: <input type="checkbox"/> Disable comments <input type="checkbox"/> Close discussion
Allow clips	In addition, you can allow everyone to create clips from your video Remember to Save .	Clipping: <input type="checkbox"/> Enable everyone to create
Collaboration		
Change owner	You can make someone else, for example a colleague, the owner of the media	
Add collaborators	You can add users allowed to edit the content and/or allowed to publish.	
Thumbnails		
Change thumbnail	In the Thumbnails tab, you can either upload an image, capture an image directly from the video or auto-generate a thumbnail	
Downloads		
Allow downloads	In the Downloads tab, you can allow the video to be downloaded. Remember to Save .	Available Formats: <input checked="" type="checkbox"/> Source

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Stage	Explanation	Navigation/Key
Captions		
Captions	You can add subtitles by uploading a closed captions file. The formats SRT, XML or DFXP are accepted. Select the language and the label. The latter will appear in the caption selector of the video. Remember to Save	Select a file: <input type="button" value="Browse..."/> Language: <input type="text" value="Select Language"/> ▼ Label: <input type="text"/> <small>(text that appears in caption selector)</small>
Attachments		
Add attachments	It is possible to upload related files as attachments to the media.	<input type="button" value="Upload File"/>
Select file	Browse for the file and select it. Title and description is optional. Remember to Save	<input type="button" value="+ Select File"/> Title: <small>Provide end-users with a more descriptive title for this file (optional)</small> <input type="text"/> Description: <small>Provide end-users with a brief description of this files content (optional)</small> <input type="text"/>
Timeline		
Add chapters	Wherever you pause the video, you can make a chapter by clicking on the chapter button.	
Customise the chapter	You can choose thumbnail, adjust the time, write tags and give a title and a description. The title is mandatory to Save .	
Add slides/images	You can insert images on the timeline, one at a time, for example if you have exported PowerPoint slides as PNG or JPEG files, pause the video where to insert and click on the slide button.	
Upload image	Click on the upload button and browse for the image.	
Customise the slide	You can choose slide image, adjust the time, write tags and give a title and a description. Remember to Save	
Replace video		
Replace video	Here you can upload and replace the current video with a new video.	<input type="button" value="+ Choose a file to upload"/>
Approve	When you have uploaded the media, you need to approve the replacement. Scroll down to the bottom of the page.	<input type="button" value="Approve Replacement"/>




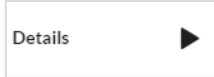

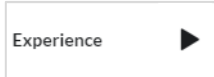
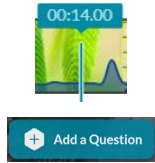

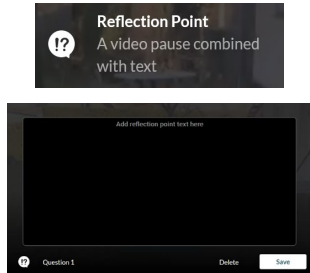
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The pop-up editor for videos

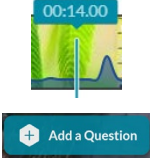





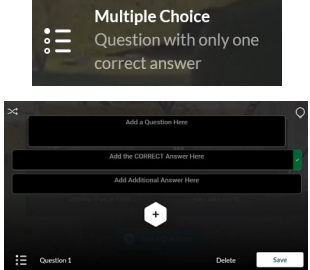
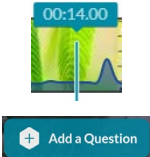

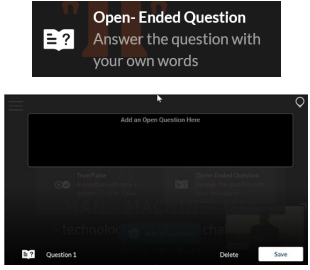
Trimming a video		
Stage	Explanation	Navigation/Key
Launch editor	There is a pop-up editor for trimming the video and inserting text and quiz questions. You will find the editor under ACTIONS or as a button in edit mode.	
Edit video	Start the video trimming editor	
Set in/out	You can mark where a clip 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. IT 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. 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.	 
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 save	If you are quite comfortable with the changes, just save them.	

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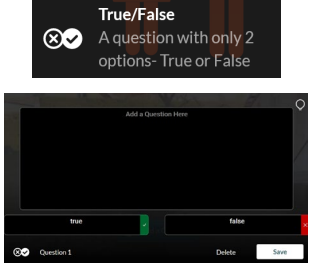

Please note! Answer analytics is for the time being turned off due to GDPR issues.

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 <ul style="list-style-type: none"> • Quiz name • Welcome message • Allow download of questions • Instructions for students 	
Scoring	You have the following options in this tab <ul style="list-style-type: none"> • Allow multiple attempts • Do not show scores • Show scores • Include answers in score 	
Experience	You have the following options in this tab: <ul style="list-style-type: none"> • 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. <i>The video will stop at this point to show the text.</i>	

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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.	
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. <i>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.</i> 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.	


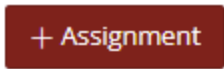
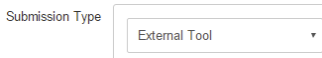
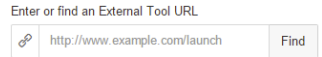
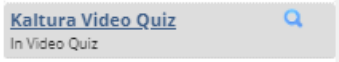
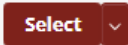

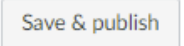
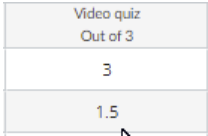
Guide to media on Absalon

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. <i>A new copy of the video is created with "- Quiz" added to the name.</i>	
To see the results of a video quiz you have to go to Analytics (p. 15)		

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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.

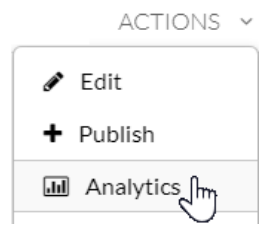
Stage	Explanation	Navigation/Key
Go to Assignments	Find Assignments in the course navigation.	
Add a new Assignment	Find the button in the upper right corner	
Submission type	Fill in title and description and choose submission type "External tool"	
Find tool	Click "Find" to get a pop up window	
Choose 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>

Guide to media on Absalon

View Analytics


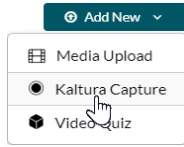
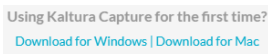

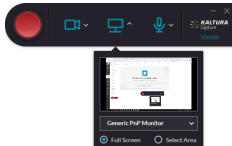




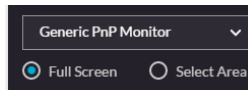
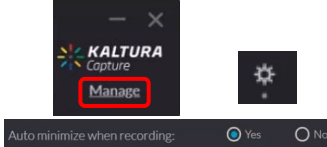


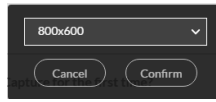
Teachers can access the Analytics page to view different engagement reports for students enrolled in a course.

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.	 <p>ACTIONS ▾ Edit + Publish Analytics</p>
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







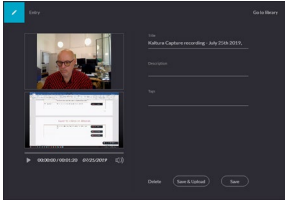
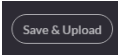
Guide to media on Absalon

Kaltura Capture

Kaltura has an app for screencasts. You can download and install it. The capture will be uploaded to the Kaltura Video Platform, where you will find it in **My media**. It can be used for quick and simple capture.

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')	
Choose capture	You can start the capture from My media but you must use an app for your desktop.	
First time	The first time you need to download the Kaltura Capture app and install it.	
Start the app	When installed, a pop-up window will appear. Open the app.	
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.	
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.	
Hide the control bar during full screen recording	Go to Manage and choose Settings (the tog wheel). Turn on "Autominimize".	
Area recording	If you do not want the full screen, you can select an area to record.	
Select area	You can select one of the pre-set areas or pull the handles  to adjust the area for your purpose.	

Guide to media on Absalon

Stage	Explanation	Navigation/Key
Start recording	Start the recording. Remember to minimise the capture controls if you have selected full screen or move the controls out of the selected area.	
Microphone	You can turn the microphone on and off.	
Draw	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. You can find the recordings here: C:\Users\abc123\AppData\Local\Kaltura\Capture\Recordings. Replace abc123 with your KU username.	