

Kaltura Basics Guide

Kaltura Overview

Kaltura is a video streaming server we have integrated with Sakai to replace the failing Video 47. Through Kaltura, you can upload videos to add to your Sakai course sites. Kaltura supports playlists, video clipping, machine captioning in various languages, and the ability to upload external caption files to help meet accessibility guidelines.

This basics guide is meant to get you started, but we will offer more information in future trainings and documentation.

In this guide, you will learn the following:

1. [How to download your Video 47 files from Box](#)
2. [How to add Kaltura to your Sakai course site](#)
3. [How to upload your video files to Kaltura](#)

How to Download Your Video 47 Files from Box

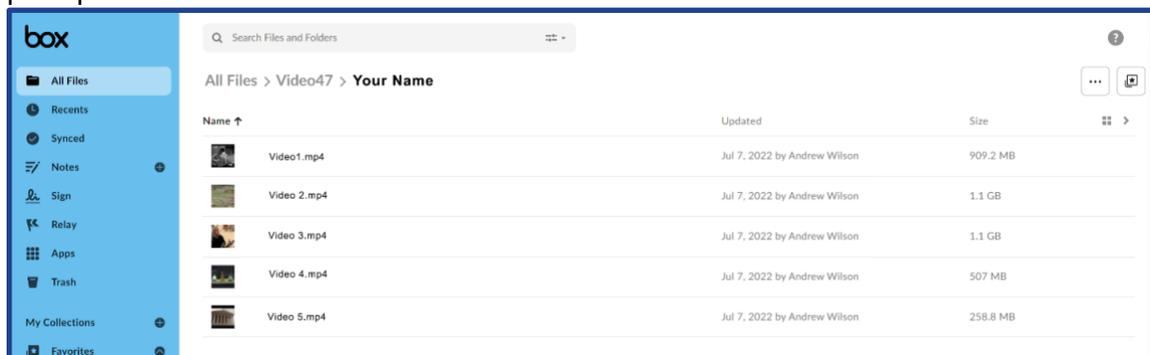
If you previously utilized Video 47, you will receive an email with a link to a Box folder that contains your files. Once you have access to your temporary Box folder, you will need to download your files to move them to Kaltura for long-term storage.

If you do NOT receive your email, please create an [ITS Service Request](#) so we can support you.

To download your files, you will first need to ensure you have access.

Access Box Folder

1. Click on the link provided in the email and log in to Box with your Pomona credentials if prompted.



You should then see a list of your Video 47 emails. Congratulations, you have access!

Download Your Video 47 Files

Once you have access to your files, the next step is to download them to your computer. You have two options for downloading the files.

1. Download **Individual** Video 47 Files
2. Download **All** Video 47 Files in Bulk

Download Individual Video 47 Files

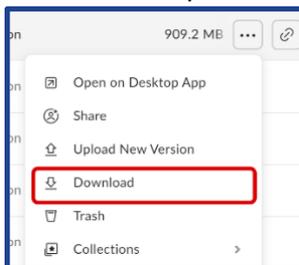
Downloading individual files will result in shorter individual download times but more time spent downloading overall. This method also will allow you to download only the files you wish to keep. If there are files you no longer wish to have, you need not spend time downloading them.

Follow the instructions below to download files individually.

1. From the Box folder, click the **More Options** button (three dots) next to the file you wish to download.



2. In the More Options menu, select **Download**.



3. Your file will begin downloading in the folder your browser uses as a download location (most likely your Downloads folder).
 - a. *Note: If prompted, select to **Save** the file (not Open).*

Wait times for downloads vary by file size, so it may take some time. Repeat the steps for each file you need to download.

Download All Video 47 Files from Box in Bulk

Downloading all files at once will result in a single ZIP file and a long download time, but you will not need to repeat the steps. You will, however, need to extract the files from this ZIP file in order to view them or upload them to Kaltura.

1. Click the **More Options** button (three dots) in the upper-right corner of your Box folder (across from the folder name).
2. Select **Download** from the menu.
3. Your ZIP file will begin downloading in the folder your browser uses as a download location (most likely your Downloads folder).
 - a. *Note: If prompted, select to **Save the file** (not Open).*

Wait times for ZIP files vary based on total amount of data being downloaded.

Move File(s) from Downloads

We recommend moving the files from your Downloads folder to an easy-to-find location on your computer, such as a folder on the desktop.

1. Create the folder on your desktop, naming it something like “Video 47 Files.”
2. Open your **Downloads** folder.
3. Drag and drop the file(s) to the Video 47 folder on your desktop.
 - a. You can select multiple files at a time by holding down the Ctrl button on your keyboard as you click the files. Then drag and drop them all at once.

You have now retrieved your Video 47 files and placed them in an easy-to-access location in preparation for the next steps.

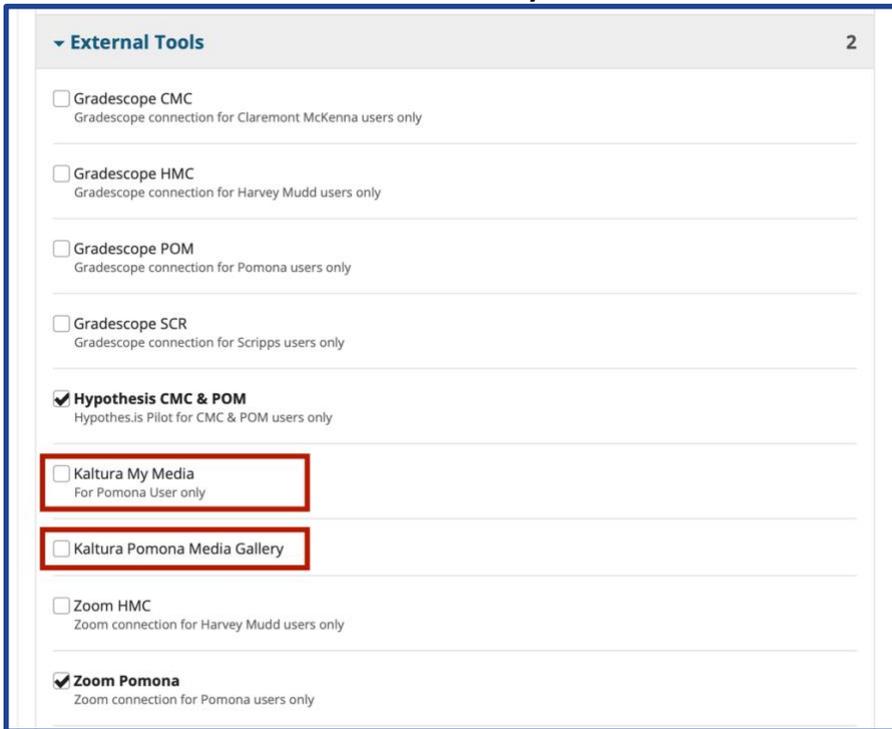
How to Add Kaltura to Your Sakai Course Site

Now that you have your files downloaded, you are ready to add Kaltura to your Sakai course site(s), which is similar to adding other tools in Sakai.

Add Kaltura

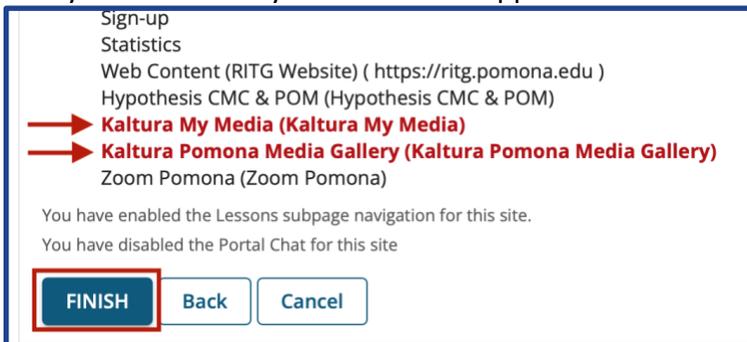
1. Access your desired course site in Sakai.
2. Click **Site Info** in the left-side course menu.
3. Click **Manage Tools** in the tabs located along the top of the Site Info page.
4. Scroll down to the bottom of the page and click on **External Tools** to expand the list.

5. Select the checkboxes next to **Kaltura My Media** and **Kaltura Pomona Media Gallery**.



6. Scroll to the bottom of the page and click **Continue**.

7. Verify that the tools you wish to add appear in the list and click **Finish**.



You should now see the Kaltura tools, **Kaltura Pomona Media Gallery** and **Kaltura My Media**, in the left-side course menu.



Hide Kaltura My Media from Student View

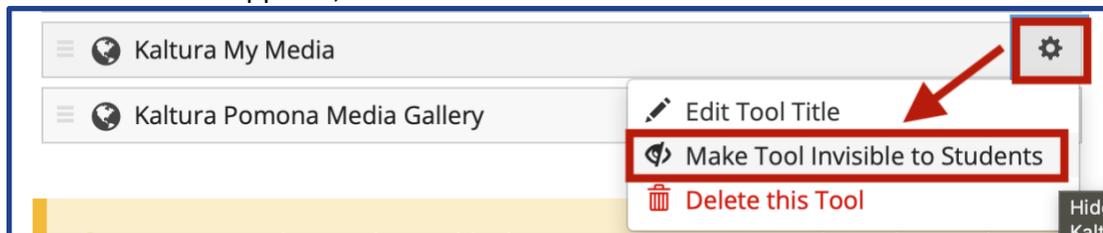
Because Kaltura’s My Media and Media Gallery have similar names, it is strongly recommended that you **hide Kaltura My Media** from the student view to avoid confusion. Kaltura My Media is where you, the instructor, can see all of your videos, regardless of what Sakai course site they

are published in. However, students will not be able to access the videos through Kaltura My Media; this is each user's own private media space.

Students will *only* be able to access videos or playlists that you publish to your course site by using Kaltura Pomona Media Gallery. Therefore, make sure Kaltura Pomona Media Gallery is visible to students.

Follow these steps to hide Kaltura My Media from students.

1. Access your desired course site in Sakai.
2. Click **Site Info** in the left-side course menu.
3. Click **Tool Order** in the tabs along the top of the Site Info page.
4. Find **Kaltura My Media** in the list of active tools and click the Options icon (⚙️) next to Kaltura My Media.
5. In the menu that appears, select **Make Tool Invisible to Students**.



6. Click **Save**.

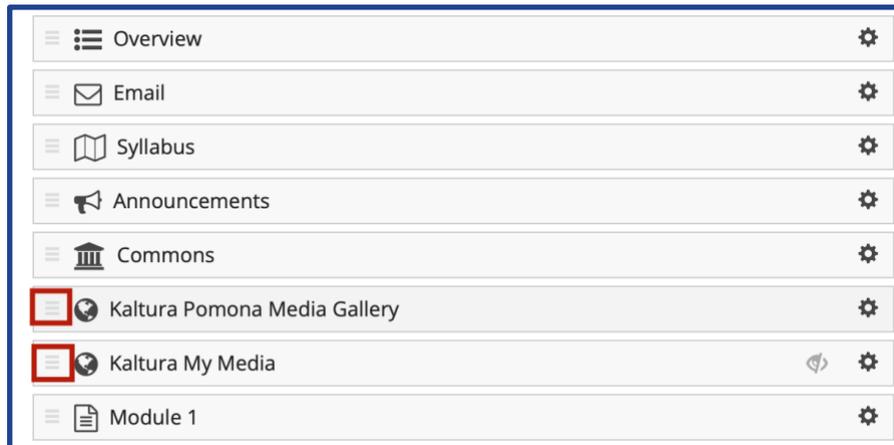
In your course menu, the tool should now appear in italics with the hidden icon (👁️) next to it. To further verify that the tool is hidden, click the **View Site As** drop-down in the upper-right corner of Sakai and select **Student**. You should *not* be able to see Kaltura My Media when viewing as a student. Click on **Exit View** to return to the instructor view.

Move Kaltura Pomona Media Gallery

It is recommended that you move the Kaltura tools so that they appear towards the top of your course site's tool list for student navigational ease. Although you have hidden Kaltura My Media from student view, keeping it with the "Media Gallery" will make navigation easier for you as the instructor.

1. Access your desired course site in Sakai.
2. Click **Site Info** in the left-side course menu.
3. Click **Tool Order** in the tabs along the top of the Site Info page.
4. Find the Kaltura tools, **Kaltura My Media** and **Kaltura Pomona Media Gallery** in the list and drag each tool to the desired location.

- a. Click and drag the hamburger icon (three horizontal lines) that appears to the left of the tool name.



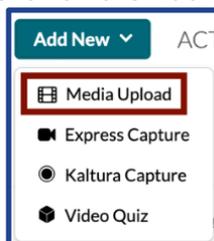
5. Once tools are in the order you desire, click **Save**.

You and your students should now have easy access to the appropriate Kaltura tool(s).

How to Upload Your Video Files to Kaltura

Next, you will need to upload your old Video 47 files to Kaltura My Media. You can upload all of your videos, no matter the course, to this space, as it is your private media space, tied to you as a user, not a course. Thus, even if you upload videos to My Media in separate courses, they will all appear in your same Kaltura My Media space. Recall that students *cannot* access any content you have in My Media. They will only be able to see videos *after* you have published them to their course's media gallery.

1. Access a course site in Sakai in which you have enabled the Kaltura tools.
2. Click on **Kaltura My Media** in the left-side course menu.
3. Click on the **Add New** button and select **Media Upload** in the drop-down menu.



4. Click on the **Choose a file to upload** button (or drag and drop the file into the dashed box).
5. In the file selection window, click on your Video 47 desktop folder (or wherever you stored the files you downloaded for easy access) and choose your video file.
6. Click **Open** to begin the upload.
7. As your file uploads, enter details, such as the video name, a description, and tags.

Note: A progress bar will appear and may take some time depending on the original file size and video length. Stay on the page until you see the "Upload completed!" message.

Upload Completed! Complete the required information for the uploaded media below.

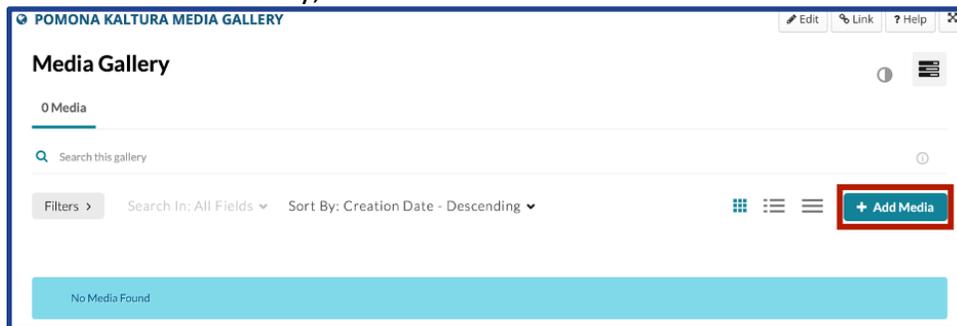
Note: Upload times will vary depending on your internet speeds and the size of the files you are uploading. Review the following as a guide:

- *The average video file size of 1.2 GB x 10 files = 12 GB.*
 - *12 GB at the average home internet upload speeds of 10 Mbps to 20 Mbps = 1 hour 25 minutes to 2 hours 52 minutes.*
 - *12 GB at the average Pomona College upload speed of 100 Mbps = 17 minutes.*
 - ***Therefore, use of campus internet is strongly encouraged for this process.***
8. Click **Save** after you have entered the details.
Note: You can click Save even if the upload is still in progress. You will remain on the same page.
9. If you have another video to upload, scroll down and click the **Choose another file** button and follow from step 5; repeat as needed.

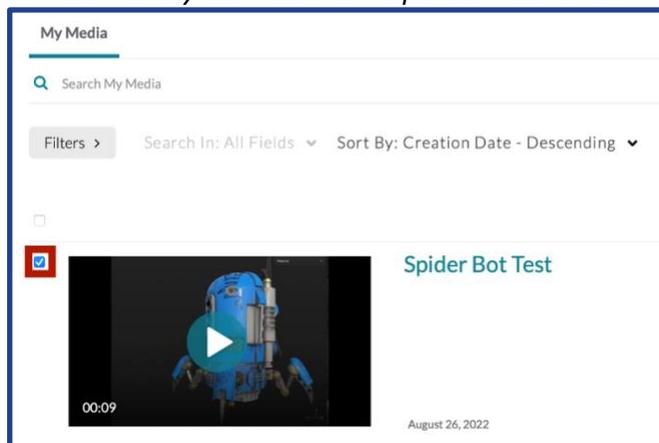
Publish a Video

Once your videos are uploaded, you will need to publish any desired video to Media Gallery on your course site. Publishing a video to a course enables it to appear in that course's Pomona Kaltura Media Gallery so students can view it. If you do not publish the media, students cannot access it.

1. From the Media Gallery, click **Add Media**.

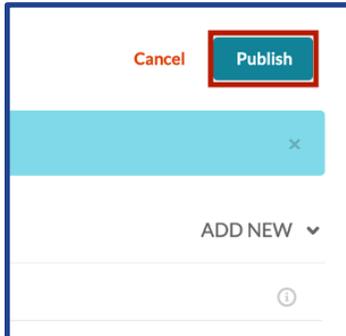


2. Click the checkbox next to the video(s) you wish to publish to your current course site.
a. *Note: You may also click the top-most checkbox to select all videos.*



- Once all needed videos have been selected, click the **Publish** button at the top right of the page.

Note: If you have scrolled down, you will need to scroll to the top to view the Publish button.



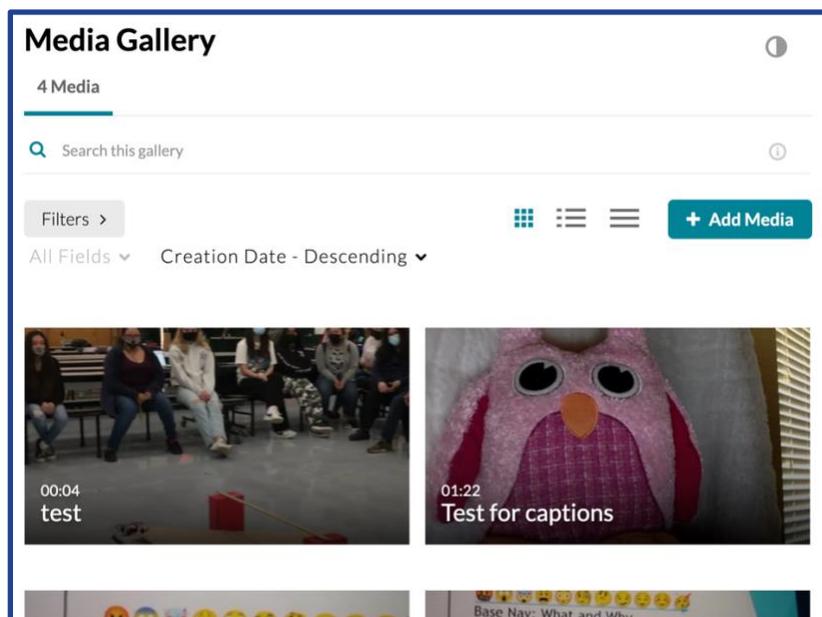
Your video files are now uploaded to your Kaltura My Media account and published to the Pomona Kaltura Media Gallery space of the course you indicated.

Once you have verified your videos are in Kaltura, we suggest deleting the files from your computer (likely in your Downloads folder or the folder you created on your desktop) so they do not continue to take up space. If you wish to retain a copy elsewhere, you may want to transfer them to a flash drive.

Student View of Media Gallery

To access the videos, students will click on Pomona Kaltura Media Gallery in the course menu, which displays thumbnails of the videos you published.

Unlike Kaltura My Media, Pomona Kaltura Media Gallery *is* specific to a course site. Therefore, students will only be able to see the videos you have published to their course.



Additional Information

For more Kaltura guides, visit the following.

- [Kaltura Playlists Guide](#)
- [Kaltura Captions Guide](#)

Need Help? [Contact ITS](#)