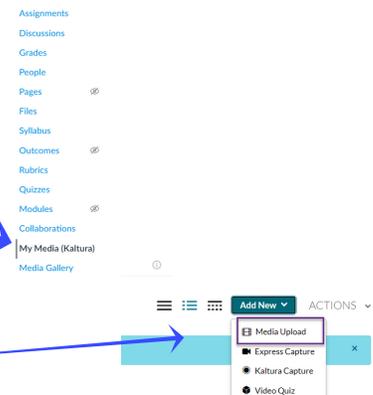


Kaltura is an archival video storage and streaming solution. The Kaltura "Media Gallery" is now available in each course. **If this is your first time use, please see "First-time set-up" at the end of this document.**

STEP 1: Upload the Recording to Kaltura

- a** Go to your Quercus Course. On the right panel, click onto the **My Media (Kaltura)**

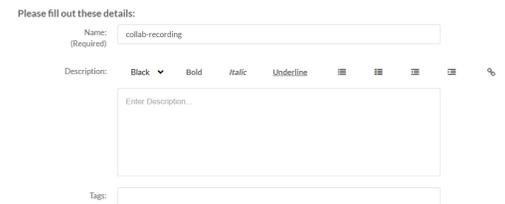
Then when you go to the other screen, click on **Add New**, choose the option **Media Upload** and upload your recording, which you have downloaded from BB Collaborate, Teams, Zoom or My Media



- b** Choose the file to upload, when it is complete Kaltura will indicate that the upload has been completed.



- c** Ensure you have added a title and description for your upload.



Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline

Tags:

- d** Publishing Status is automatically set to **Private** (visible only to you). **Save** the file. Your video is now in the My Media (Kaltura) Gallery.

Publishing Status: **Private** - Media page will be visible to the content owner only.
 Published - Media page will be visible to individuals according to entitlements on published destinations

Save Go To Media Go To My Media

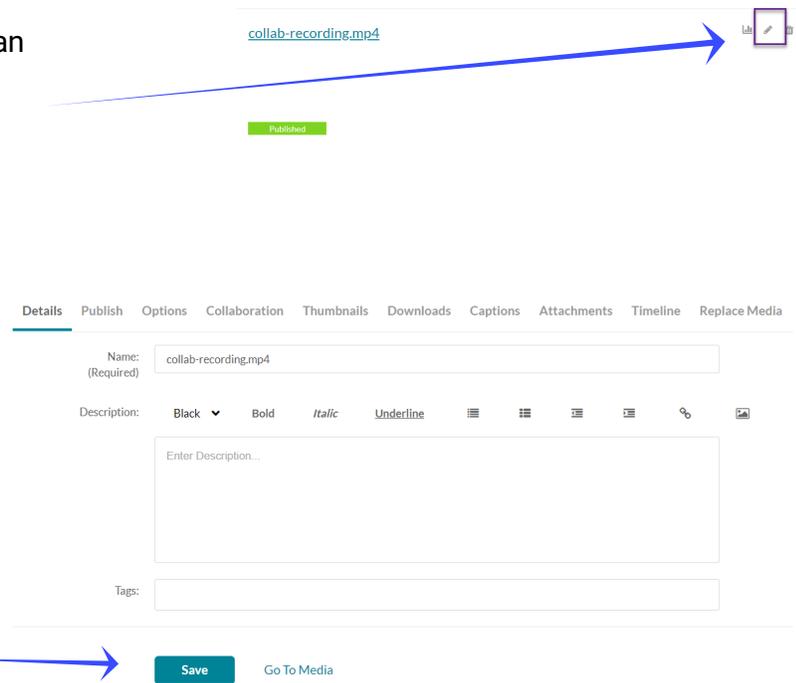
Each course has a Media Gallery where you can post videos that will be available for the entire class. You may also consider embedding the videos directly within your course modules or announcements, etc. which is covered in step 4.

STEP 2: Editing your media files

a Once you have **Saved** the video as **Published**. You can edit the video by clicking the pencil on the right hand corner.

b Here there are options where you can edit your media files.

c Once you edit your media files, click **Save**



STEP 3: Adding your Recording to Quercus using the Media Gallery

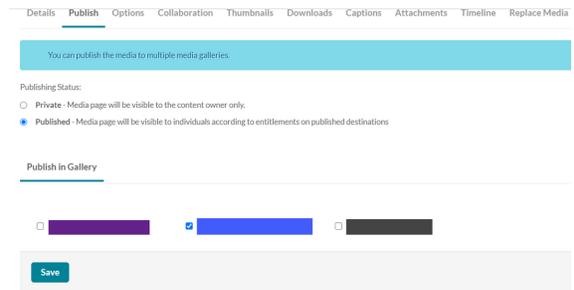
a Go to your Quercus Course. On the right panel, click onto the **My Media (Kaltura)**.

b Go to the video you wish to add to your media gallery. The video is usually set to **Private**, but you can click on the pencil to edit the video from **Private** to **Publish**.

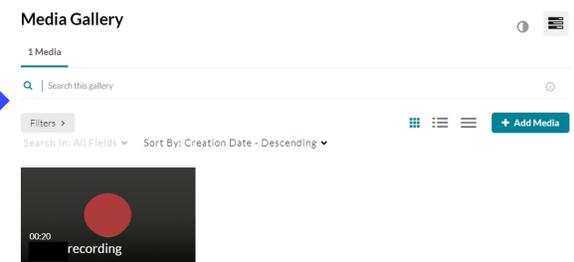


STEP 3: Adding your Recording to Quercus using the Media Gallery

- c** Go to **Publish** tab and choose the course you want to add your video to and click **Save**. Your video will be added to the Media Gallery for that course.



- d** Once you have Publish the course, go to Media Gallery and you will see your video.

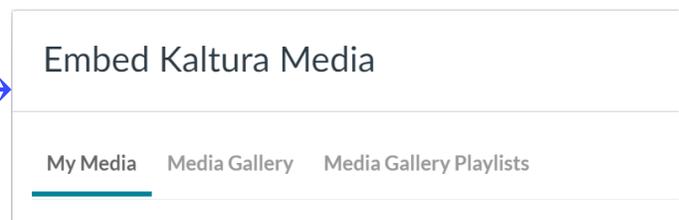


STEP 4: Embedding your Recording in Modules (OPTIONAL)

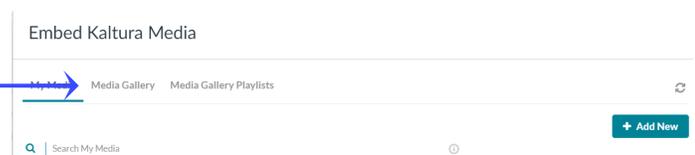
- a** If you have modules set-up in your course, consider adding a content page and embedding the video within that page. These instructions also work for anywhere you have the text editor such as announcements, etc.
- b** While editing, click on the "Apps" icon in the Rich Text Editor.



- c** A window, called **Select App**, will open up. Please select, **Embedded Kaltura Media**.



- d** Add the video by **Add New** or select from the Media Gallery.

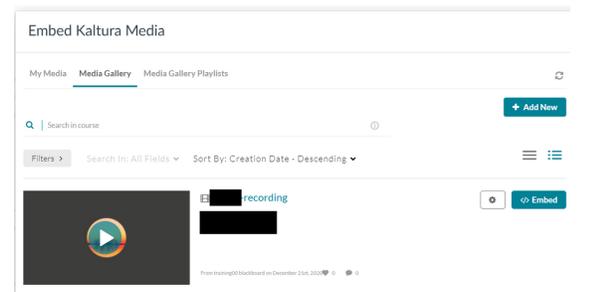


STEP 4: Embedding your Recording in Modules (OPTIONAL)

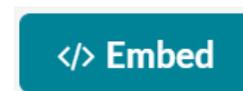
e When you use the **Add New** option, choose your video and then you can **Save and Embed** the file.



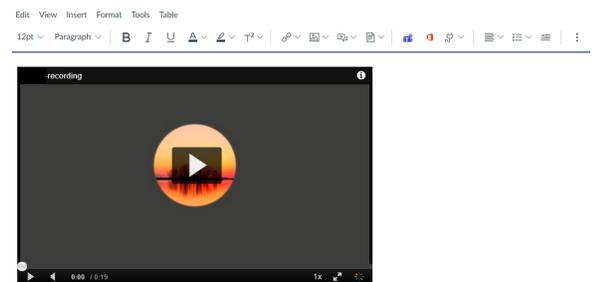
f When you select the Media Gallery. Select the video you want to Embed



g Once you embed your video, the video will be visible.



h The video will be embedded in your Rich Text Editor.

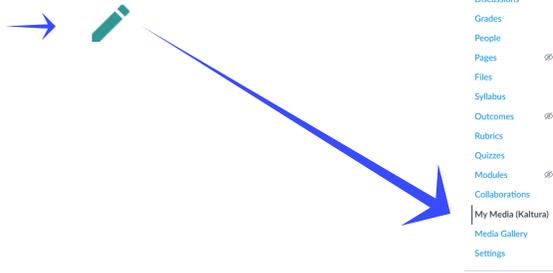


i Save.

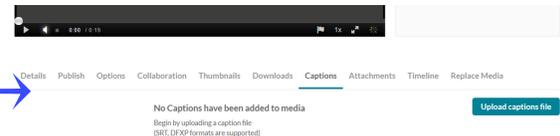
STEP 5: Add Human Captions to your Kaltura Video (OPTIONAL)

Kaltura automatically generates machine captions for all videos. For AccessAbility purposes, human generated captions may be requested -- if you have received a .webvtt or .srt file, please follow these instructions to post it.

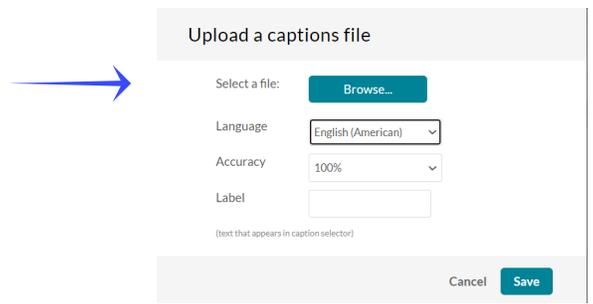
a Go to the **My Media (Kaltura)** and click onto edit for the Media you would want to add Captions to.



b Select the Captions tab on the video page, then select the Upload captions file button.



c Select your caption file (which should end in .srt or .dfxp), select its language, then click Save.



d Once you have uploaded your .webvtt file, click **Save**.

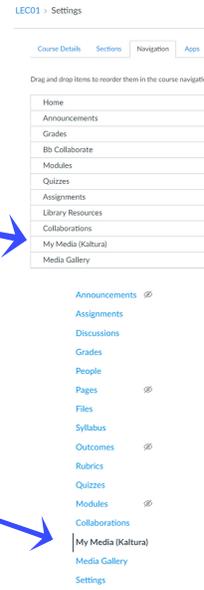


First-time set-up

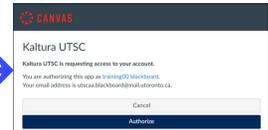
a Go to <https://q.utoronto.ca> and select one of your courses.

b Go to your Settings within your Quercus Course. On the navigation section, add **My Media (Kaltura)**.

c Go to your Quercus Course. On the right panel, click onto the **My Media (Kaltura)**



e Click onto **My Media (Kaltura)**, if it is the first time using it you will see this screen, click Authorize.



For more support, please reach out to quercus@utsc.utoronto.ca.