DESKTOP RECORDING - KALTURA WORKSHOP

Trainer: eLearning Systems and Support team

Table of Contents

Getting Started

Kaltura Capture is to replace Kaltura CaptureSpace as it is being decommissioned in 2019. Kaltura Capture allows users to incorporate PowerPoint presentations into desktop recordings by adding webcam video, media and formative quizzes. It can produce both a voice over PowerPoint or a video file.

Installing the software

Kaltura Capture can be installed via Blackboard:

- Login to Learn.UQ (Blackboard).
- Click on the **My Media** link.
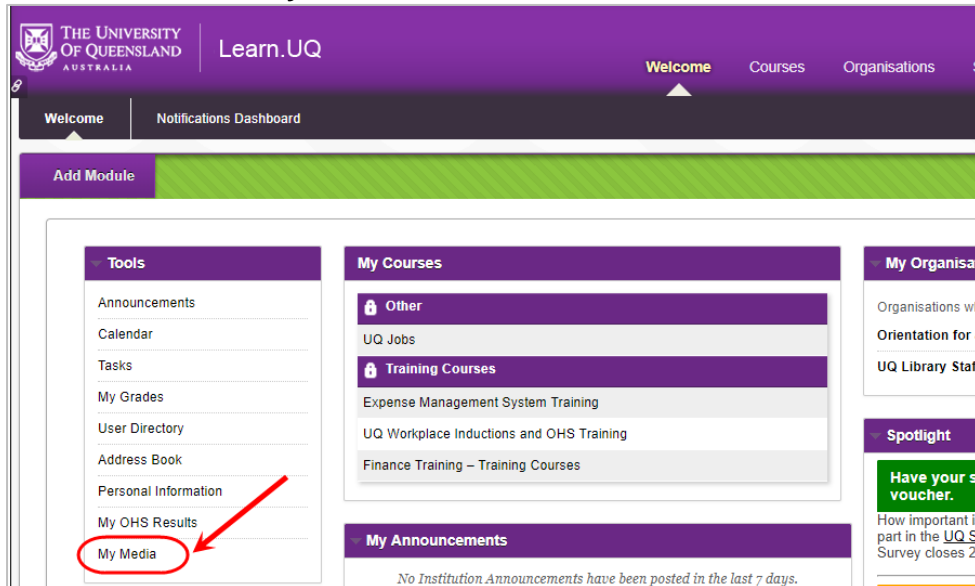
- Click on the **Add New** button.
- Select **Kaltura Capture** from the drop down list.

- Select the link for your computer system (either Windows or Mac) to download the application.

The Kaltura Capture Desktop Recorder

If you've already installed Kaltura Capture, it will launch automatically.

Using Kaltura Capture for the first time?
Download for Windows | Download for Mac
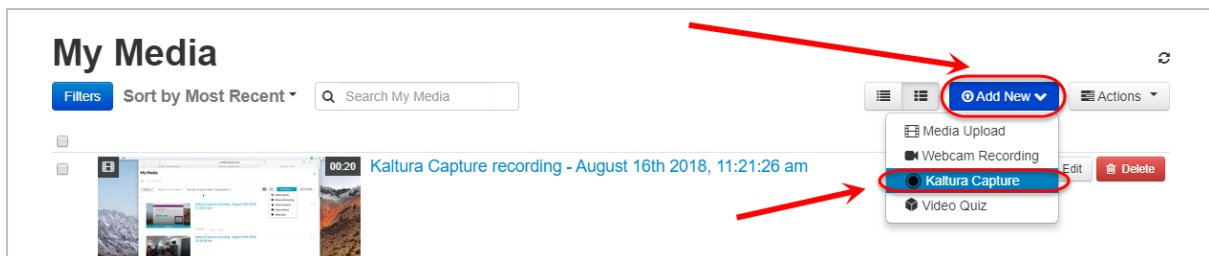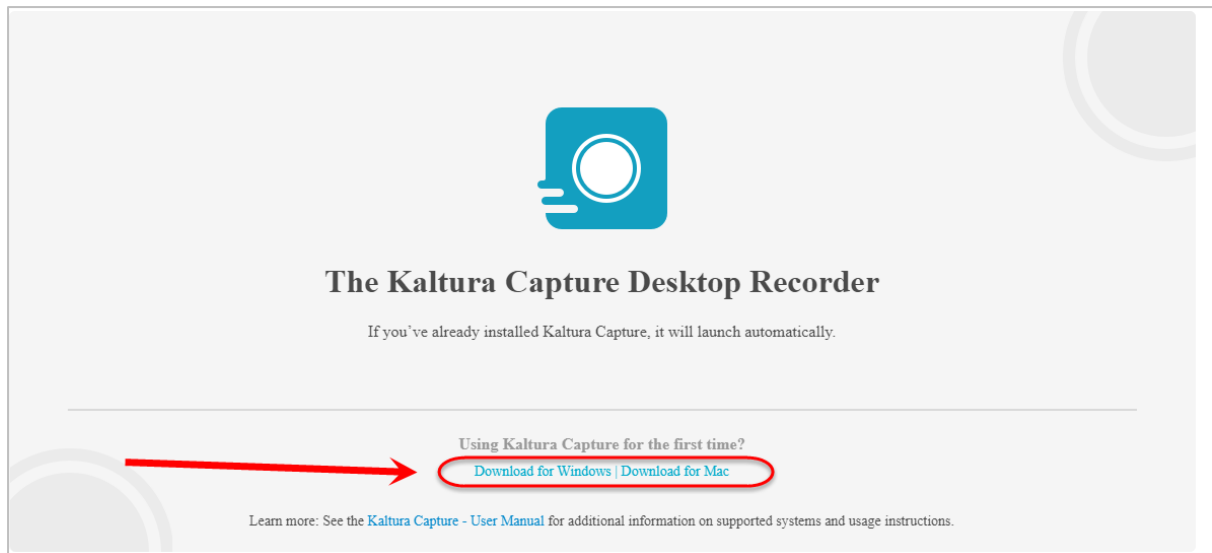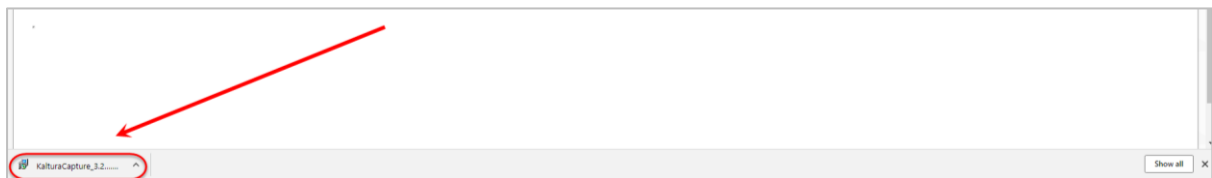
Learn more: See the Kaltura Capture - User Manual for additional information on supported systems and usage instructions.

- A download of the application will commence. If using Google Chrome you will see the download at the bottom of your screen.

- When the download is complete click the downloaded file to install it.
- If the download is not visible on your browser check your **Downloads** folder.
- Mac users should follow the on-screen prompts to drag application icon to Applications folder.

- When the installation is complete you will see the Kaltura Capture shortcut on your desktop.
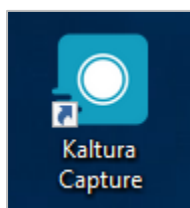
- Click on the Kaltura Capture icon to open the recorder.

From left to right:
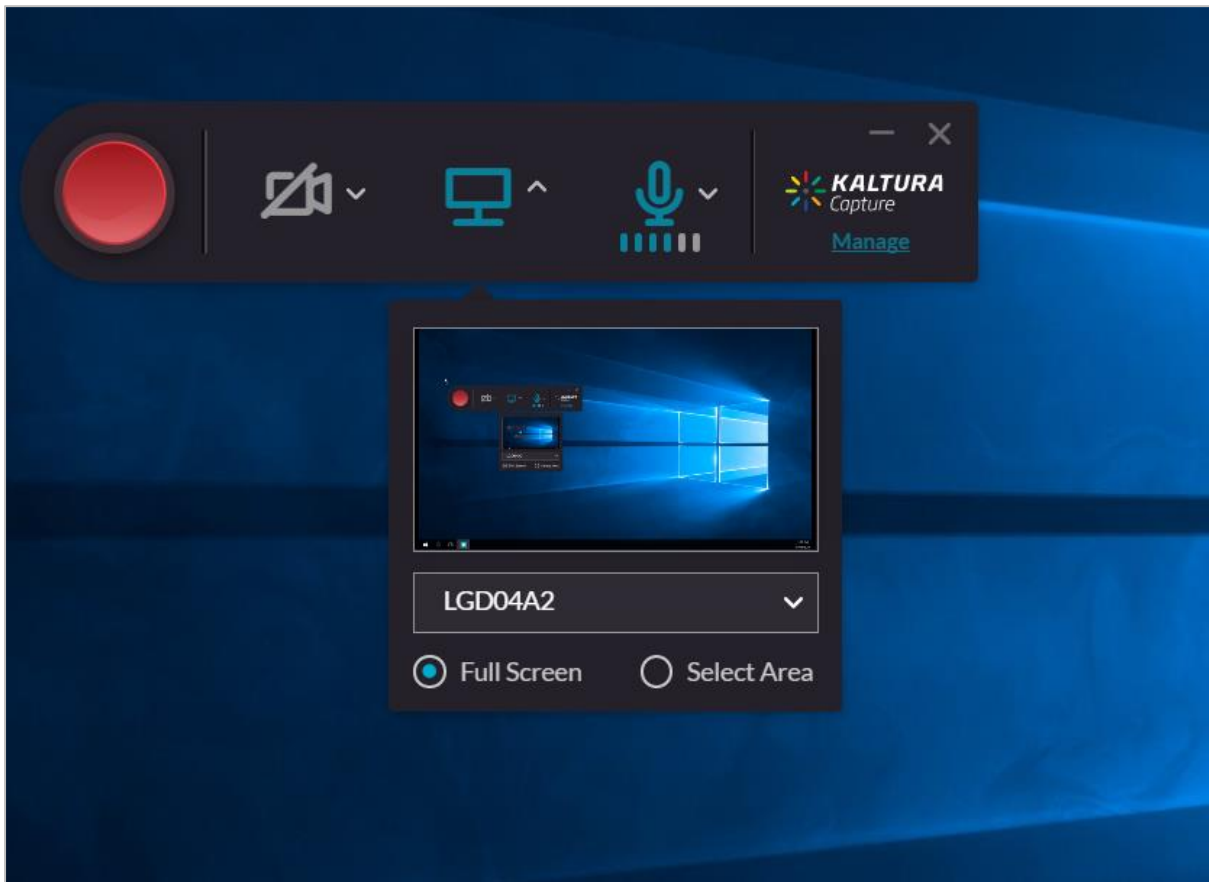- **Red record button**: Starts recording based on the camera/screen used.
- **Camera/screens**: Click on it to enable/disable camera or screen, or the down-arrow to change display.
- **Microphone**: Click on it to turn on/off audio, or the down-arrow to select the microphone.
- **Manage**: Click on it to access Library and Settings.

Tip: Ensure the PowerPoint presentation is open and in the appropriate screen to record the presentation.
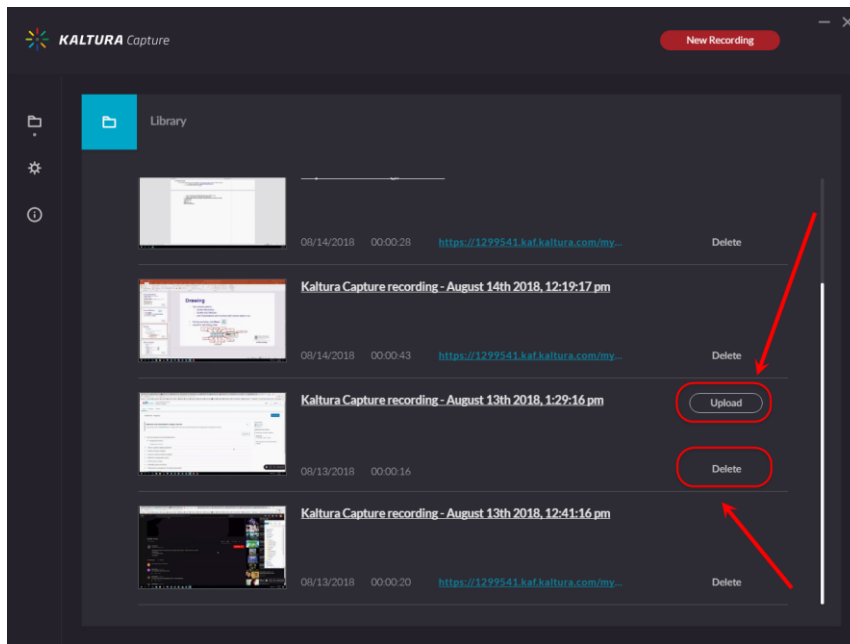
Recording Options and Change Settings

Kaltura Capture Library

Access the **Library** by clicking on **Manage** then the **file** icon to browse through previous recordings.
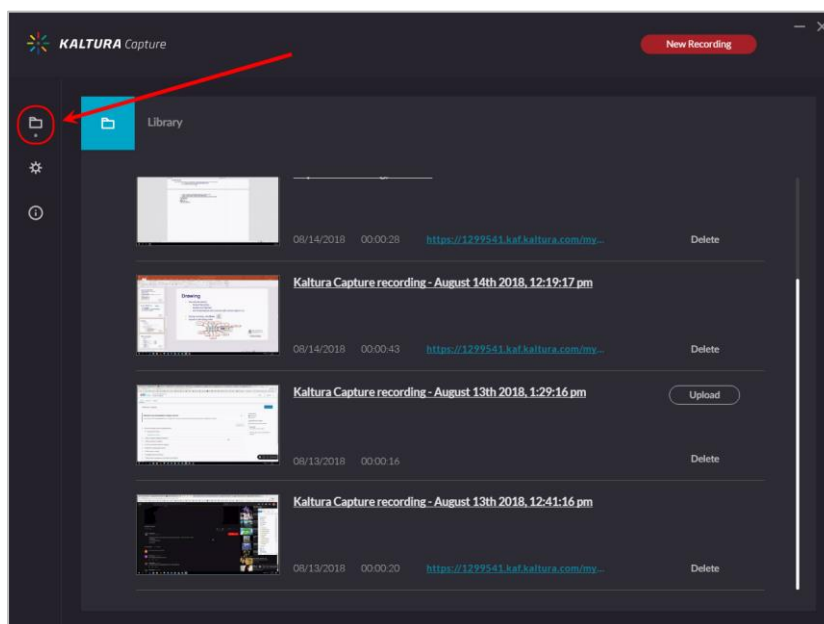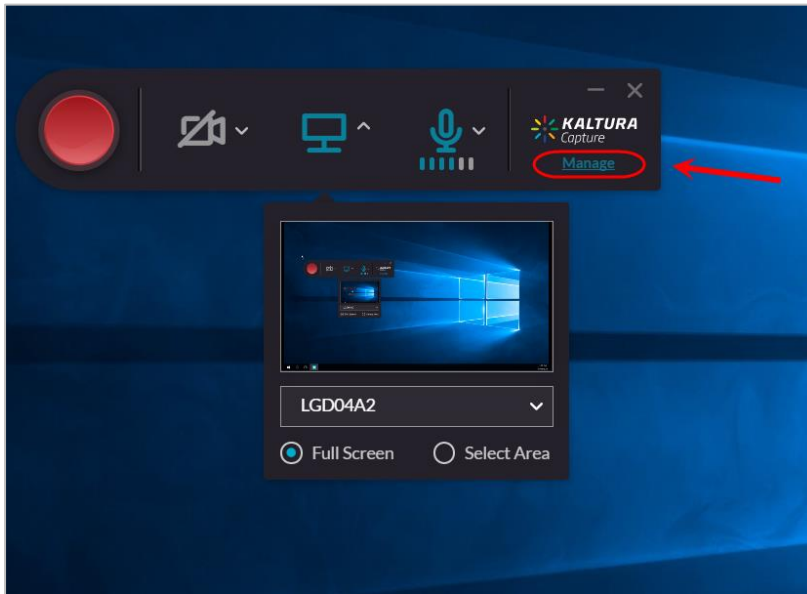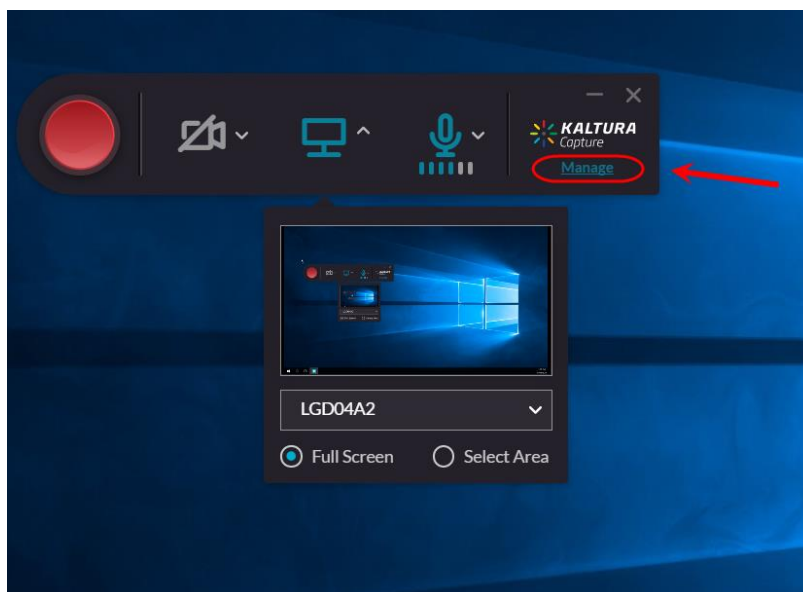

Click on **Upload** to send the recording to **My Media** or **Delete** to delete the recording from your library.
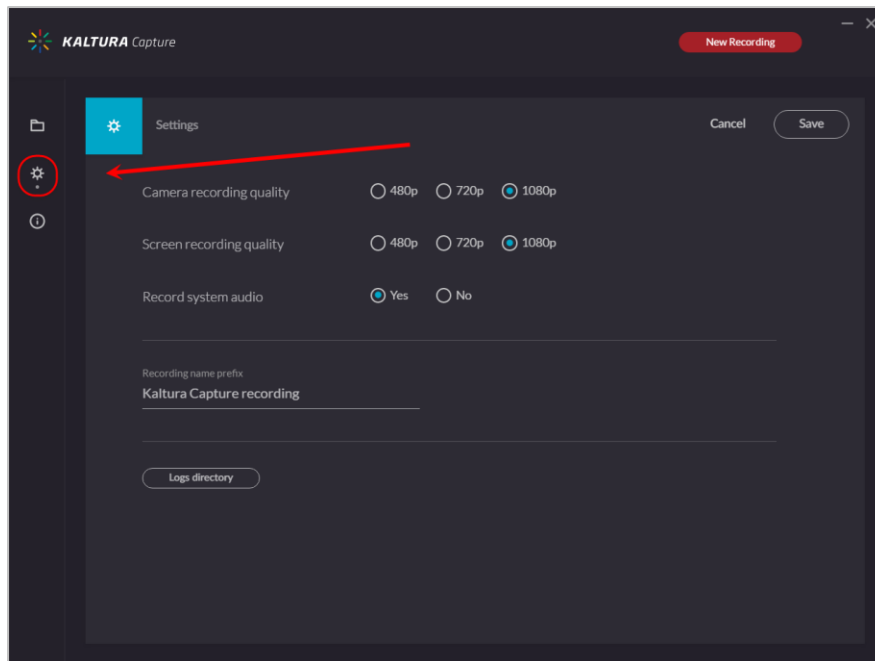
Capture Recorder Settings

Access **Settings** by clicking on **Manage** then the **cog** icon to modify settings.

> **Note**: If you make any changes to setting you must click the **Save** button.

1. **Camera recording quality:** When recording with a camera, set resolution at 720p.

2. **Screen recording quality:** When screen recording, set resolution at 1080p.

3. **Record System Audio:** Select **Yes**.

4. **Recording name prefix:** Leave as the default "Kaltura Capture recording". The name of the recording can be edited later via **My Media**.

5. **Logs directory**: Shows where the raw recording files are located on your computer.

6. Click **Save**.

Kaltura Capture Information

The **Information** tab provides you with the following information:

- Version of Kaltura Capture.
- Which user is logged in and a **sign out** button.
- A link to your **My Media**.
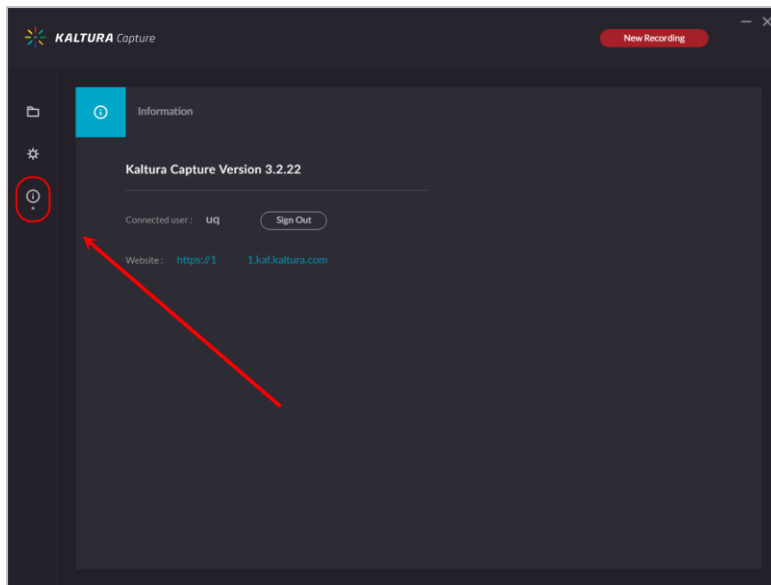
Record Presentations & Lectures

Tip: Plug in your headset or desktop microphone before opening Kaltura. You can also record audio using the built-in microphone in your computer (this may result in lower quality sound).

- Ensure **Settings** are accurate by selecting the appropriate microphone, screen and (optional) webcam and they are working, **Camera recording quality** is set to 720p and **Screen recording quality** is set to 1080p. More information on settings are found in the section **Recording Options and Change Settings**.

  Tip: If your microphone is not shown in the list, close the program, replug in your microphone and restart the program.

Voice-over PowerPoint

- Ensure the appropriate screen is selected in the main interface by clicking the down-arrow and browsing the options available.
- If necessary, turn off a screen/webcam by clicking on the icon to grey it out.
- **Note**: PowerPoint presentation must be in **Slide Show** mode in order for the recording to be captured properly as it automatically detects mouse clicks and keyboard strokes to transition between slides.
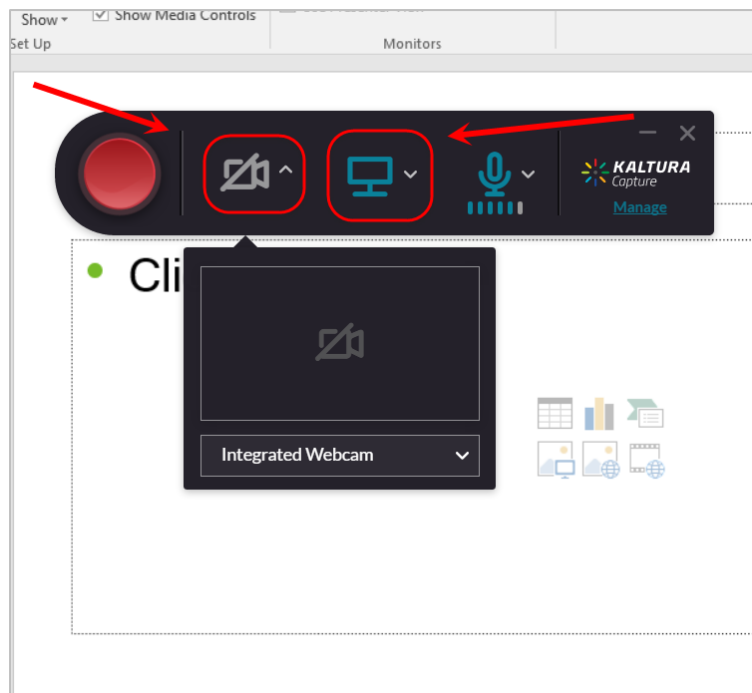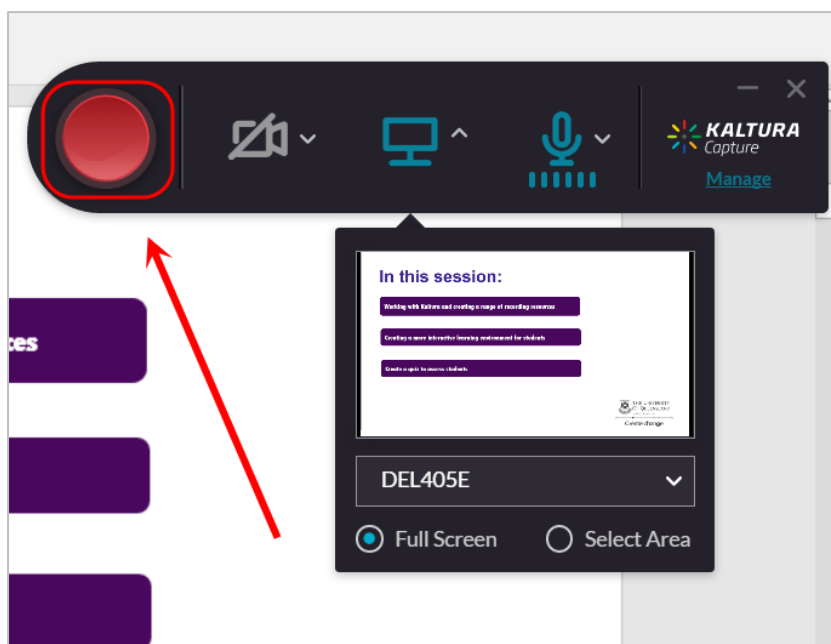
Tip: Having the **Slide Show** on one screen and your notes on another screen will assist in navigating through the PowerPoint.
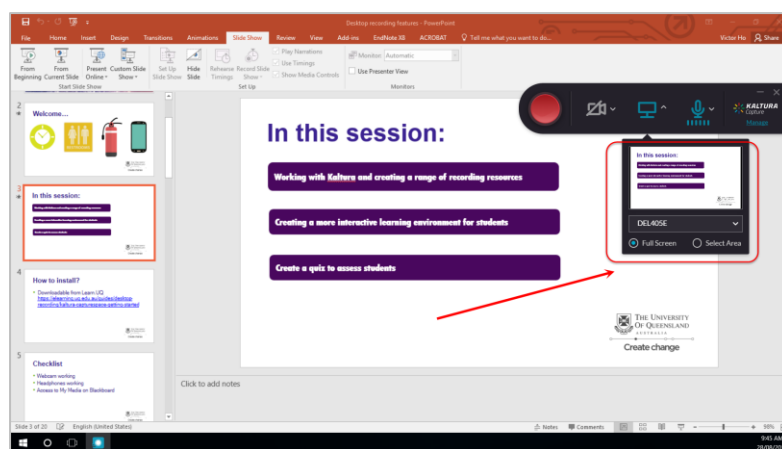

The small inset screen is where the **Slide Show** will be shown on one screen while the main screen is where the notes are.

- To record, click on the **Red record button** and the 3-second countdown will commence before recording.

- Following recording, stop recording by clicking on the **White stop button** then **"Yes, Stop it"**.

Are you sure you want to stop this recording?

No   Yes, Stop it

00:00:22
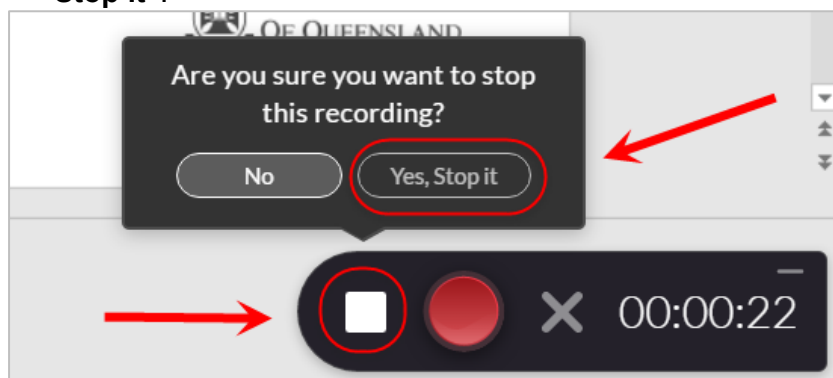
Tip: Clicking on the **Red pause button** ensures that recordings do not need to be completed in one take and provides the opportunity to gather notes etc in the interim. Resume recording by clicking the **button** again.


00:00:07

- You will be shown the recording entry upon completion. To make edits, you must do so via **My Media** after uploading it. Refer to the Editing guide for more information.

- Enter a meaningful **Title**

- **Note**: It will have the recording title prefix on default.
- Enter **description** and **tags** for your recording

- **Delete**: deletes recording.
- **Save & Upload**: saves recording and uploads it to **My Media**.
- **Save**: saves recording to your **library** without uploading.
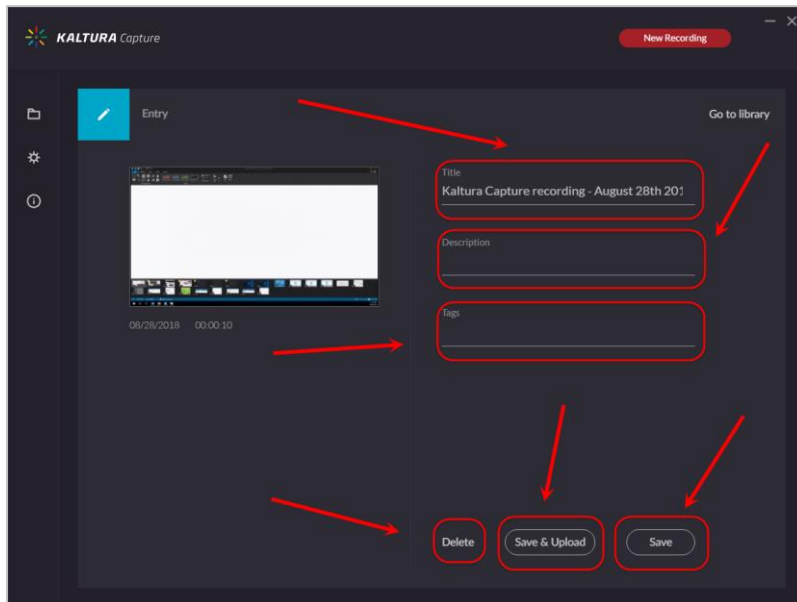
- **Go to Library**: see previous recordings.
- **New Recording**: begin a new recording.
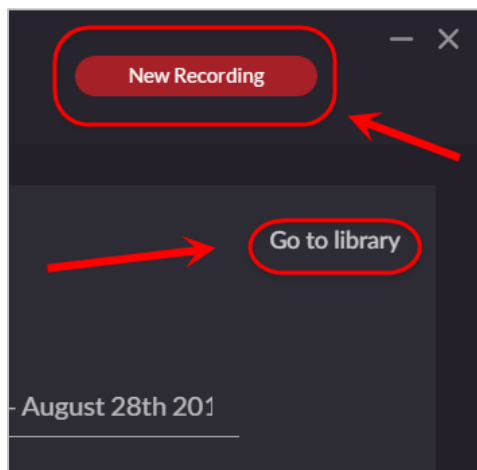
Multi-source Recording

Multi-source recording refers to recording using multiple inputs such as camera, webcam, screen recording and/or presentations in one recording.

- To record from multiple sources, select your camera sources in the Recording Options while selecting no cameras that are not required. Up to two cameras can be

used for recording.
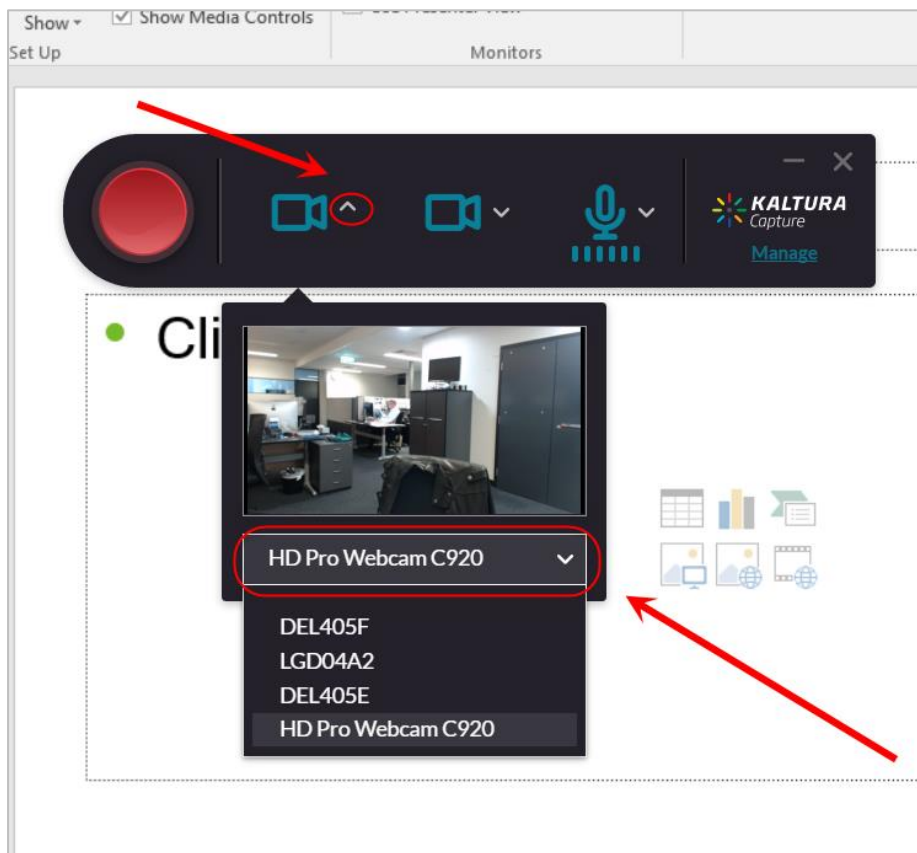
- Follow the steps described above in **Voice-over PowerPoint** to include a presentation and ensure sound is captured.

  Tip: If recording webcam and PowerPoint slides ensure your slides are set up to display on the same screen your webcam is mounted on so that you are looking towards the camera.
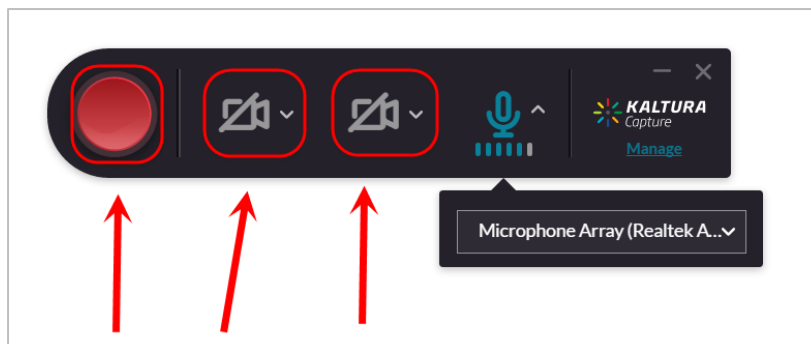
Record Voice

Tip: Plug in your headset or desktop microphone before opening Kaltura Capture. You can also record audio using the built-in microphone in your computer (this may result in lower quality sound).

- Click on the down-arrow near the **microphone** icon then select the appropriate microphone.

  Tip: If your microphone is not shown in the list, close the program, replug in your microphone and restart the program.
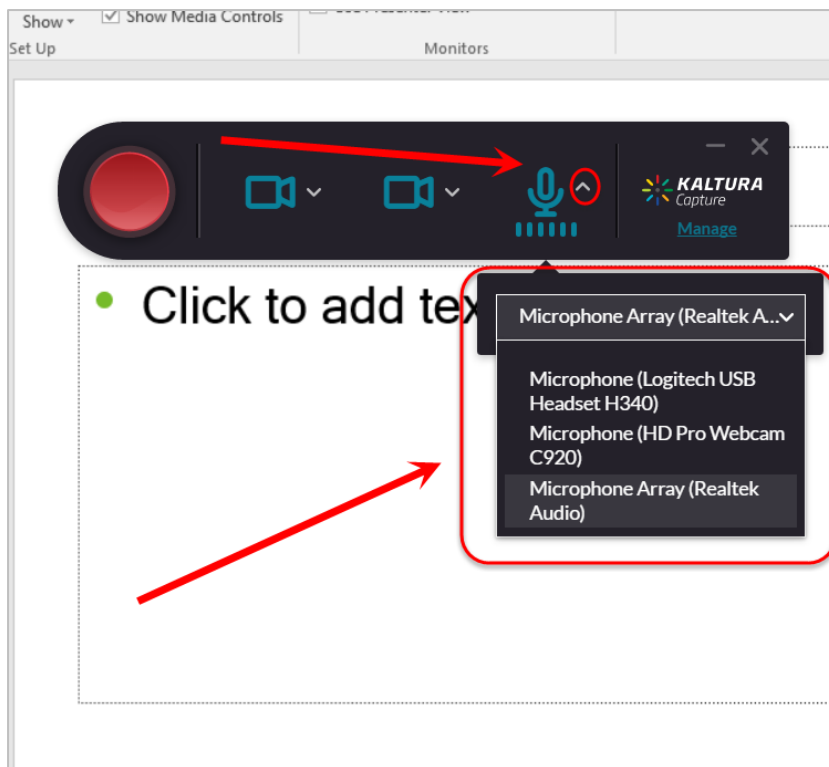
- Click on the **webcam/screen** icons so they are greyed out.
- Click on the **Red recording button** to begin recording. It will start recording after 3 seconds and can be cancelled by pressing **cancel.**
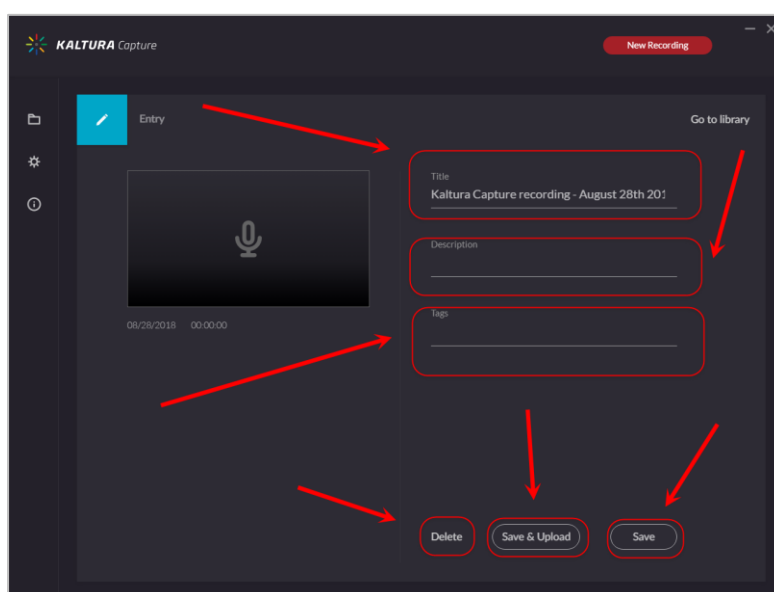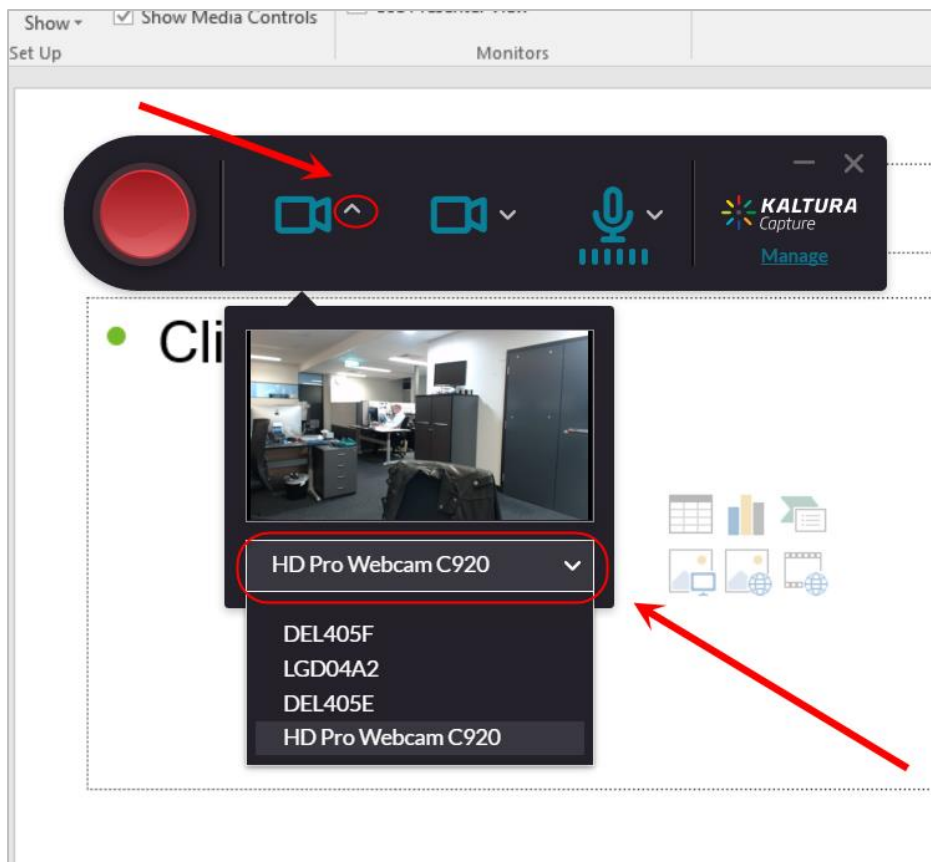

- As you record you can view the timer counting on screen. If it is not counting ensure that you are not paused. You can pause/resume the recording if required at any point by pressing the **Red pause button**.

- You can stop the recording by pressing the **White stop button** then **Yes, Stop it**.

- Enter a meaningful **Title**, and/or **description** and **tags** for your recording then press **Save & Upload** to upload the file to **My Media** in Blackboard or press **Save** to save the file to your **Library**. Alternately, press **Delete** to delete the recording

Record Webcam

Tip: Plug in your headset or desktop microphone before opening Kaltura. You can also record audio using the built-in microphone in your computer (this may result in lower quality sound).

- Ensure **Settings** are accurate by selecting the appropriate microphone and webcam is working and **Camera recording quality** is at 720p. More information on settings are found in the section **Recording Options and Change Settings**.

  Note: If you only have one webcam it will automatically be selected. A preview will displayed once you enter the main interface

  Tip: If your microphone is not shown in the list, close the program, replug in your microphone and restart the program.

- Select the appropriate webcam by clicking on the down-arrow and then the required webcam. The preview will appear to assist in selecting the webcam required for recording.
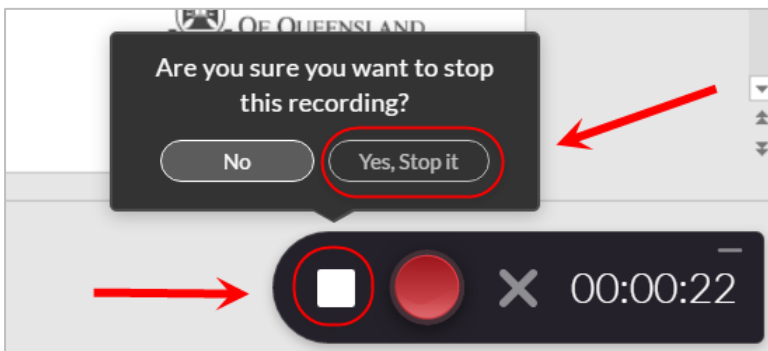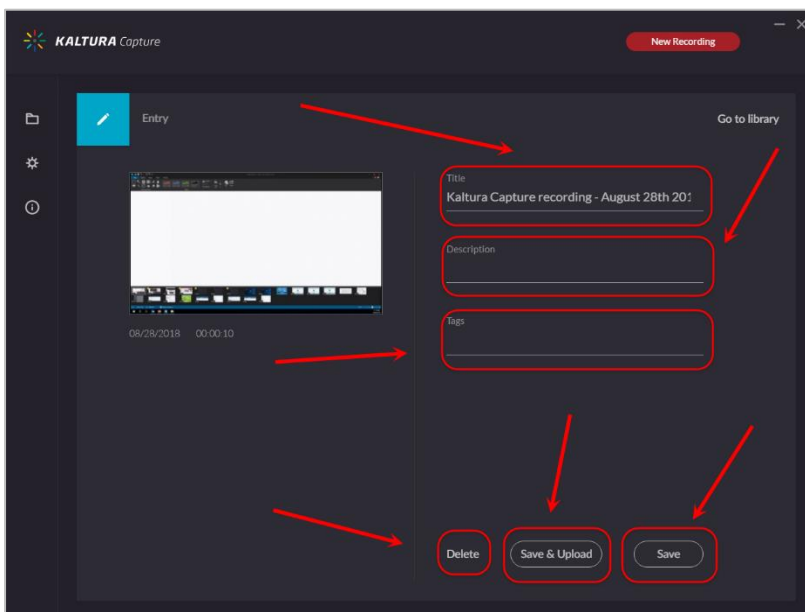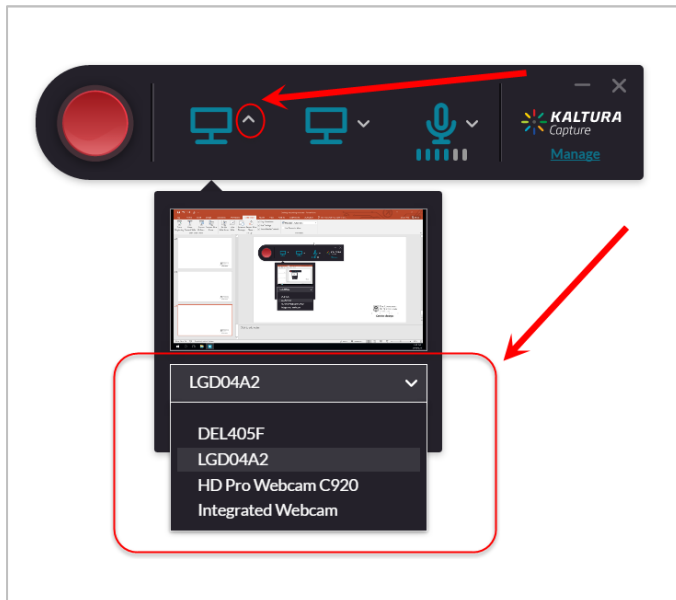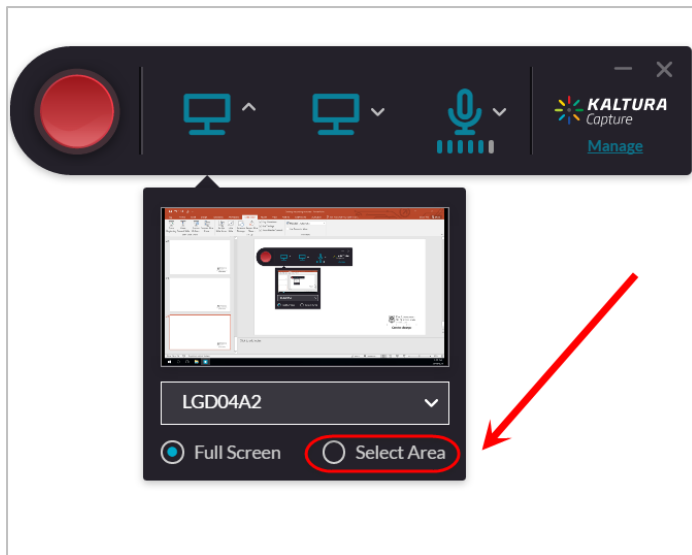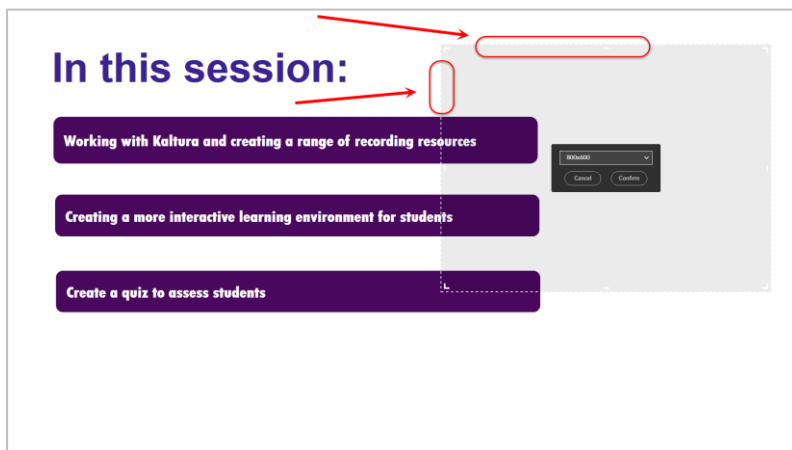

- Click on the **Red recording button** to begin recording. It will start recording after 3 seconds and can be cancelled by pressing **cancel.**

- As you record you can view the timer counting on screen. If it is not counting ensure that you are not paused. You can pause/resume the recording if required at any point by pressing the **Red pause button**.

- You can stop the recording by pressing the **White stop button** then **Yes, Stop it**.

- Enter a meaningful **Title**, and/or **description** and **tags** for your recording then press **Save & Upload** to upload the file to **My Media** in Blackboard or press **Save** to save the file to your **Library**. Alternately, press **Delete** to delete the recording

Screen Recording

Tip: Plug in your headset or desktop microphone before opening Kaltura Capture. You can also record audio using the built in microphone in your computer (this may result in lower quality sound).

- Ensure **Settings** are accurate by selecting the appropriate microphone and is working and **Screen recording quality** is at 1080p. More information on settings are found in the section **Recording Options and Change Settings**.
- If necessary, turn off a screen/webcam by clicking on the icon to grey it out.

  Tip: If your microphone is not shown in the list, close the program, replug in your microphone and restart the program.

- Click on the **down-arrow** then select the appropriate screen based on the preview screen.
- **Note**: You are able to record both screens at once.

- Alternatively, select the **Select Area** radio button for the area you wish to capture for that screen i.e. part of the screen.

- When using **Select Area**, follow the prompt to click and drag over the area of your screen for recording by either:
  - Click and dragging over the dotted line to the desire size.

  - Selecting the options from the drop-down menu to the desired size.
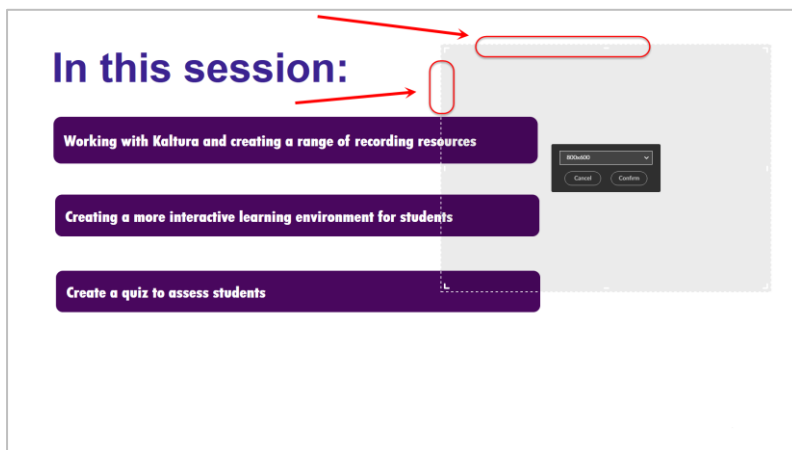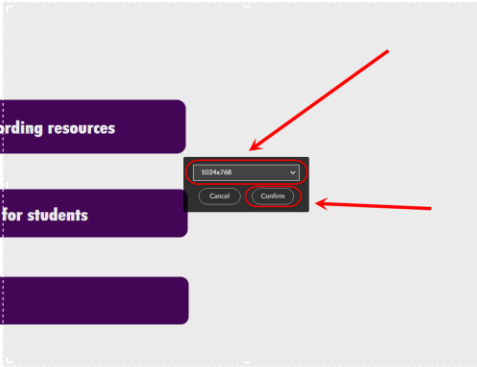 - **Note**: You may manually resize after selecting the size from the menu.
- Click **Confirm** to set the size for screen recording.

- A red border will appear around your selection.
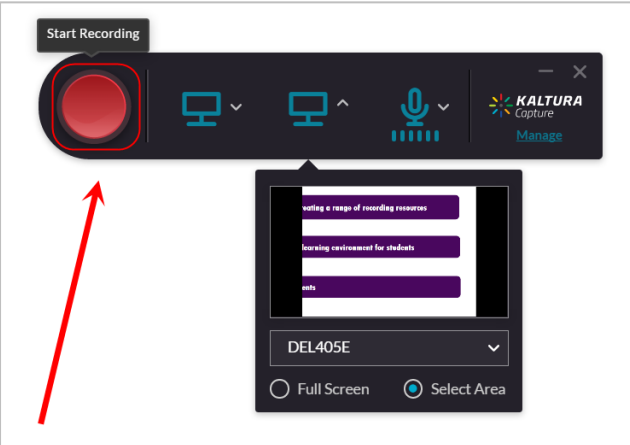- **Note**: If you would like to resize your selection, refer to the previous steps on how to **Select Area**.

- Click on the **Red recording button** to begin recording. It will start recording after 3 seconds and can be cancelled by pressing **cancel.**

- As you record you can view the timer counting on screen. If it is not counting ensure that you are not paused. You can pause/resume the recording if required at any point by pressing the **Red pause button**.

- You can stop the recording by pressing the **White stop button** then **Yes, Stop it**.

- Enter a meaningful **Title**, and/or **description** and **tags** for your recording then press **Save & Upload** to upload the file to **My Media** in Blackboard or press **Save** to save the file to your **Library**. Alternately, press **Delete** to delete the recording

Screen & Webcam Recording

Tip: Plug in your headset or desktop microphone before opening Kaltura Capture. You can also record audio using the built in microphone in your computer (this may result in lower quality sound).

- Ensure **Settings** are accurate by selecting the appropriate microphone and is working, **Camera recording quality** is at 720p and **Screen recording quality** is at 1080p. More information on settings are found in the section **Recording Options and Change Settings**.

  Tip: If your microphone is not shown in the list, close the program, replug in your microphone and restart the program.

- Click on the **down-arrow** then select the appropriate screen and webcam based on the preview screen.

- Alternatively, select the **Select Area** radio button for the area you wish to capture for that screen i.e. part of the screen.

- When using **Select Area**, follow the prompt to click and drag over the area of your screen for recording by either:
  - Click and dragging over the dotted line to the desire size.

  - Selecting the options from the drop-down menu to the desired size.
  - **Note**: You may manually resize after selecting the size from the menu.
- Click **Confirm** to set the size for screen recording.

- A red border will appear around your selection.
- **Note**: If you would like to resize your selection, refer to the previous steps on how to **Select Area**.

- Click on the **Red recording button** to begin recording. It will start recording after 3 seconds and can be cancelled by pressing **cancel.**

- As you record you can view the timer counting on screen. If it is not counting ensure that you are not paused. You can pause/resume the recording if required at any point by pressing the **Red pause button**.

- You can stop the recording by pressing the **White stop button** then **Yes, Stop it**.

- Enter a meaningful **Title**, and/or **description** and **tags** for your recording then press **Save & Upload** to upload the file to **My Media** in Blackboard or press **Save** to save the file to your **Library**. Alternately, press **Delete** to delete the recording

Kaltura Capture – Drawing

Kaltura Capture allows you to draw on your screen while in a screen recording mode.

To launch the drawing tool panel while recording a screen capture recording:
Note: It is advised that you pause the recording before accessing the drawing function otherwise the recording will capture you making the drawing options.

- Click on the **pen** icon in the recording interface.
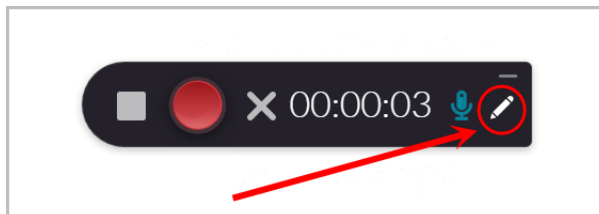
- The drawing tool panel will display.

Note: To close the drawing tool panel, click on the **pen** icon.
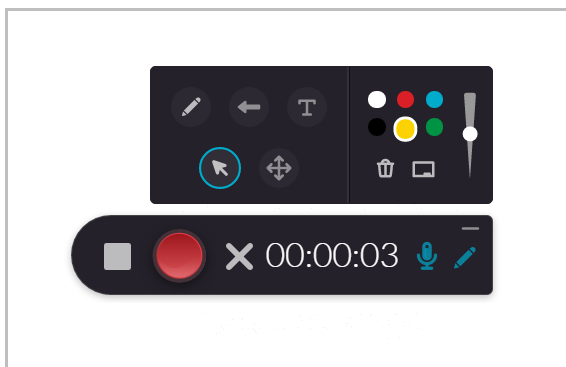
Drawing Tool Panel Functions
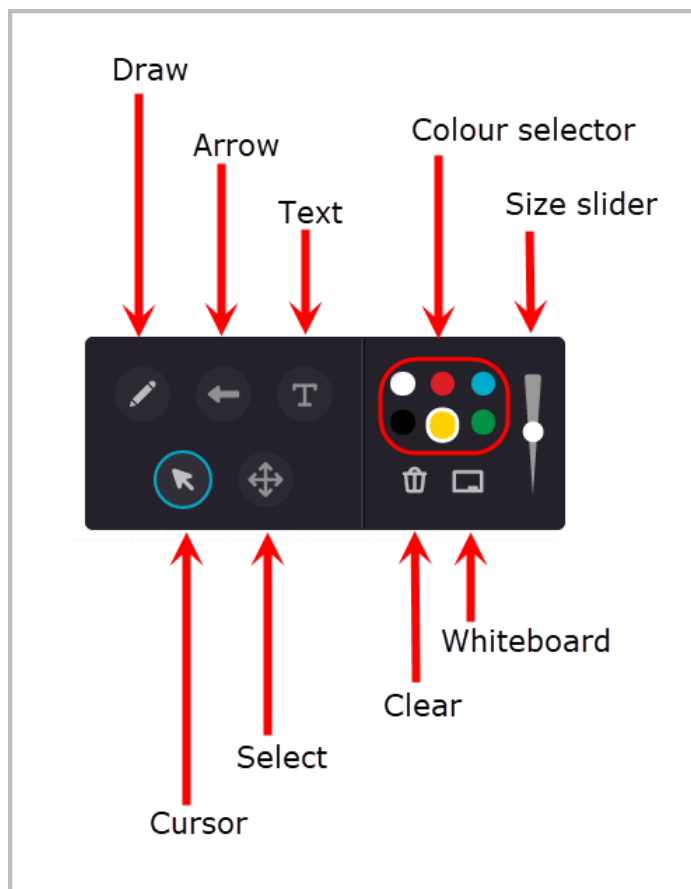
- **Draw**: allows you to draw or write on the screen. Use the **size slider** to adjust pen size and **colour selector** to change colour before you draw.

- **Arrow**: click and drag on your screen to add an arrow shape.

- **Text**: click on an area of the desktop recording to type in text.

- **Colour selector**: click a colour to select the colour for the pen, arrow or text before you draw.

- **Size slider**: click and drag the slider dot to increase/decrease the size of the pen, arrow or text before you draw.

- **Cursor**: shows an arrow cursor that is recorded on the screen.

- **Select**: allows you to click and move drawings, arrows or text

- **Clear**: clears all drawings, arrows and texts from the screen.

  Note: Clearing will not delete the drawings from the final product

  Tip: Whilst pausing the recording, clear your drawings before continuing with recording

- **Whiteboard**: Allows you to open a whiteboard over the desktop recording to draw, create arrows and type text into.

Kaltura Capture – Editing

Note: Kaltura Capture offers basic editing functions following recording which is accessible via **My Media** once a recording has been uploaded.

- Login to Learn.UQ (Blackboard).
- Click on the **My Media** link.
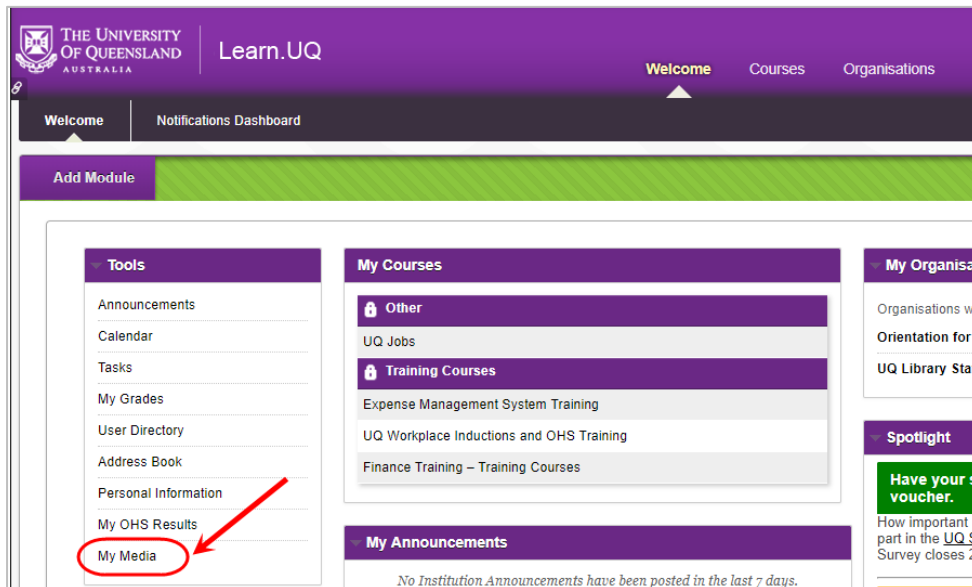
- Go the selected video and click on the [Edit] **(Edit)** button.
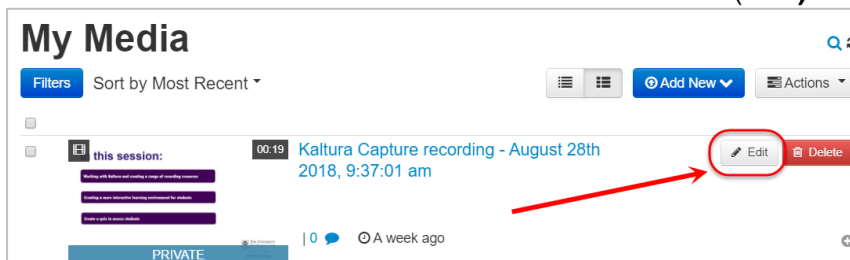
- You can edit the name of the recording, add a description or tags if required if not done previously.
  Note: You must click on the **Save** button to retain any changes.
- Click on **Launch Editor** to make edits to the recording.

Edit **Kaltura Capture recording - August 28th 2018, 9:37:01 am**
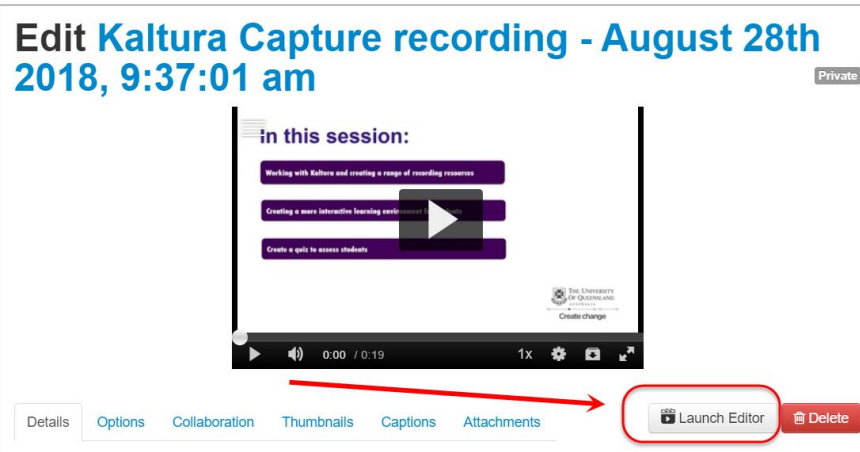
Splitting

- Select ✂ (**Split**) from the options in the bottom timeline. Click on one area of the timeline then click on the **Split** option to create the first split.
  Note: Multiple splits can be made.

- Conversely, you can play the recording then pause to find a suitable point in the video to create a split or further edits.
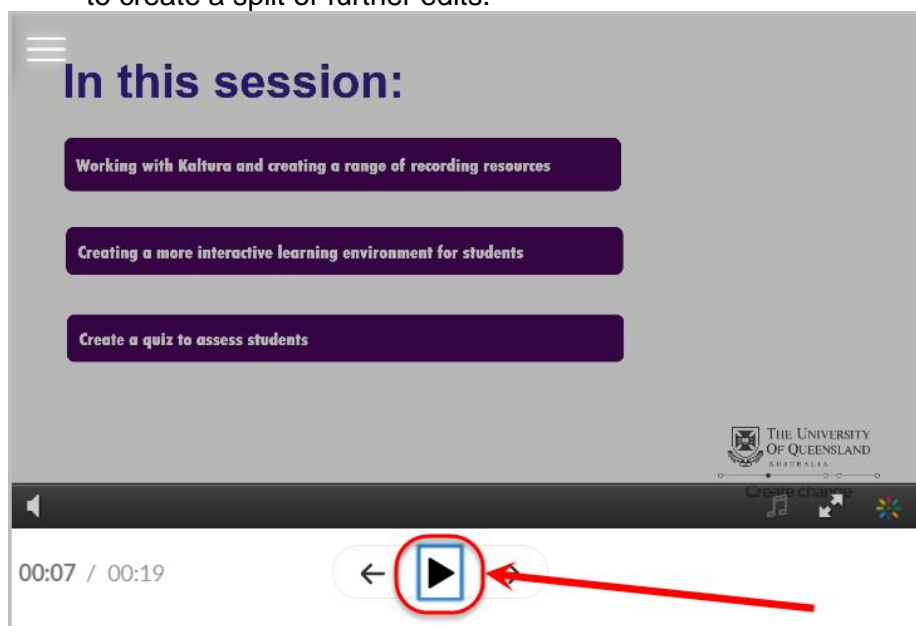
- When multiple splits are made, click on the selected area and the start and end points will turn orange.

Note: If the split was not done correctly, click ↩ (**Undo**). However, if an amendment was to be made but was undone, click ↪ (**Redo**).

Note: If you would like to edit the recording from the beginning, click 🕒 (**Reset**)

- Select the section you want to delete by clicking on that section of the timeline then click on the 🗑 (**delete**) button.

Accessibility shortcuts

- While editing, click on the ❓ (**Question Mark**) to open a list of **Accessibility shortcuts**

  Tip: During editing, tap the Left and Right Arrow keys of your keyboard to move forward by one second.

Fade In and Fade Out

- Click on the timeline until the orange bars appear.
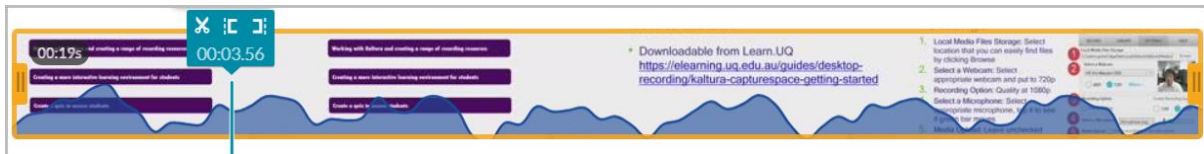
- Click on the 🖊 (**Fade In/Out**) button then type in the amount of seconds you want the Fade In or Out to last.
- Click outside the **Fade In/Out** box to save the changes.
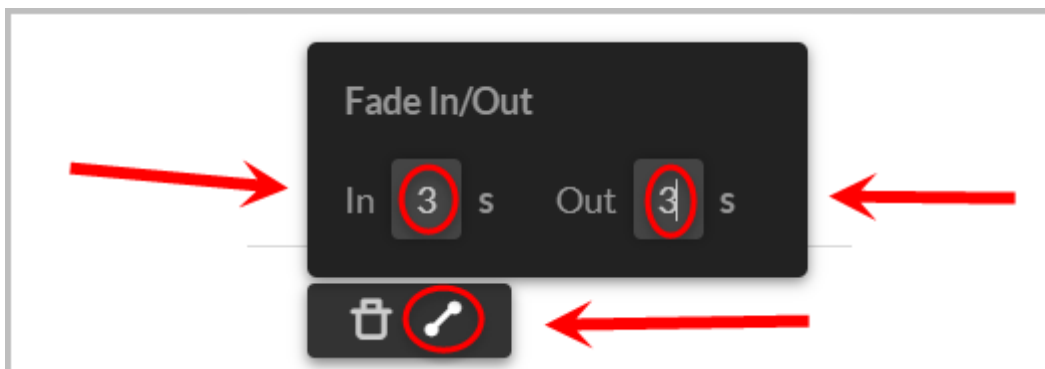
- The timeline will display that the Fade In or Out is enabled.

Note: Clicking Undo can revert previous changes if not satisfactory.
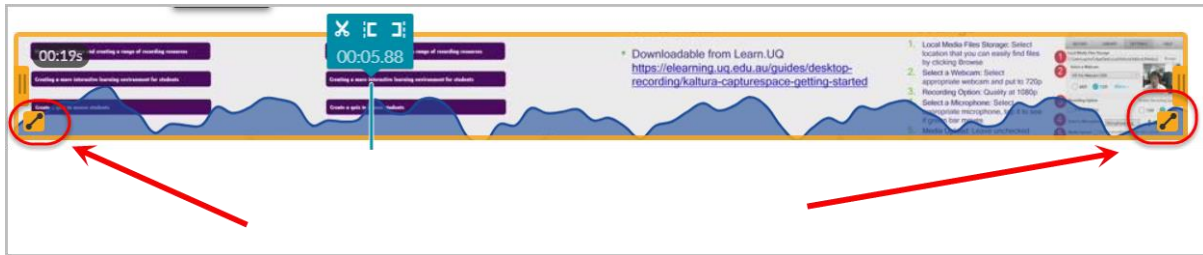
Save

Note: Saving the recording by this method will make permanent changes to the recording.

- Once editing is completed, click **Save** to complete the process.
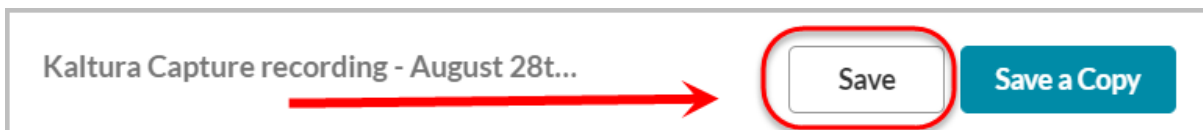
- Click on **Save** again.
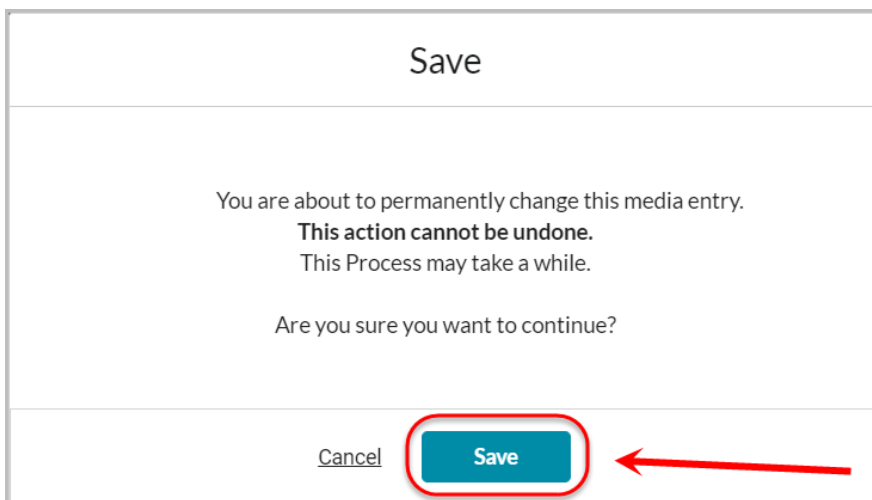
Save a Copy

Note: Complete this method if you would like to retain the original unedited recording and also save the newly edited recording.

- Click **Save a Copy**.
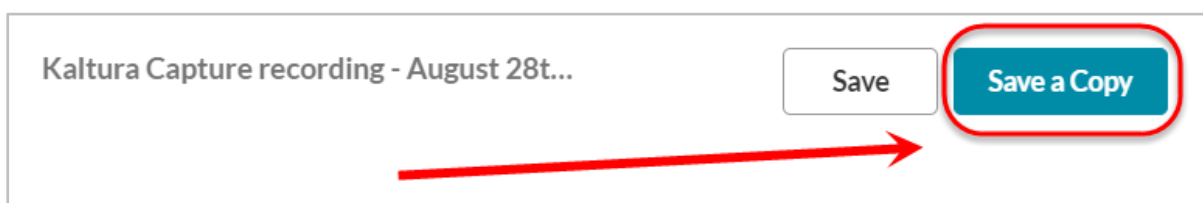
- Enter a new title for the recording if necessary then click **Create**.

Save a Copy of the Media

Enter a title for the new media

Edited copy of KalturaCapture recording

Cancel   Create

Uploading to My Media via Blackboard

Upload a video through your computer

- In **My Media,** click on the **Add New** button.
- Select **Media Upload** from the drop down menu.

My Media

Filters   Sort by Most Recent ▾

☐
☐ [this session: 00:19]   Edited copy of KalturaCapt...   Edit   🗑 Delete
recording
| 0 💬   🕐 A moment ago   ⊕
PRIVATE

⊕ Add New ⌄   ☰ Actions ▾
▦ Media Upload
🎥 Webcam Recording
◉ Kaltura Capture
◆ Video Quiz

- Click on the **Choose a file to upload** button.

Upload Media

Drag & Drop a file here
or
+ Choose a file to upload
All common video, audio and image formats in all resolutions are accepted.

Back

- Select and open the required video file.
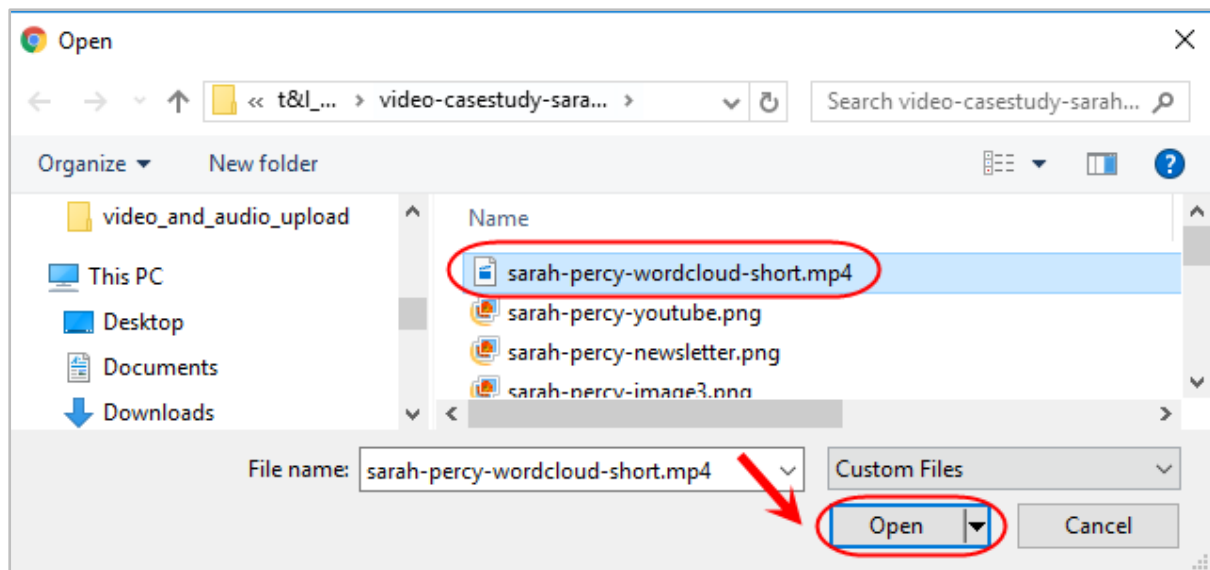
- While video uploads, enter a relevant heading for your video in the **Name** textbox.
- Optionally enter a description of your video in the **Description** textbox.

- Type any identifiers / catergories into the **Tags** textbox. Include a tag for each: course code, year / semester offering, topic. E.g. POLS1201, S2_2016, video case study
- Click on the tag name if you would like to create a new tag, or alternatively select one of the previously used tags from the drop down list.

  Note: It is recommended videos have tags in order to have better search functionality and organsiation.

- Adding your video to the Faculty Repository gives other staff access to your video.
- Optionally, click on the **Click to add required metadata for shared repository** button.
- Select the relevant Faculty/School(s) to add your video to the shared repository.

- As the video uploads, you need to click **Save** prior to publishing your video to a specific course gallery.

- The Course Gallery is a searchable and sortable display of all media content published to a course. To include your video in a specific course, you will need to publish it to that particular course media gallery.
- Select the **Published** radio button.
- Check the relevant course code from the list.
- Click on the **Save** button.

- Upon saving, a confirmation message will be shown and published to the selected course media gallery.
- Click on **Go To My Media** to return to **My Media**.

Check Video Location in Blackboard

- Locate video from **My Media** and click on **See where the media is published** button.
  Note: If a video has not been published, the **See where the media is published** button will be grey and inactive.

- Videos can be found in **Course Gallery** and needs to be created in order to be viewed.
- From the **Course Menu**, click on the **Add Menu Item** button.
- Select **Tool Link** from the drop down menu.
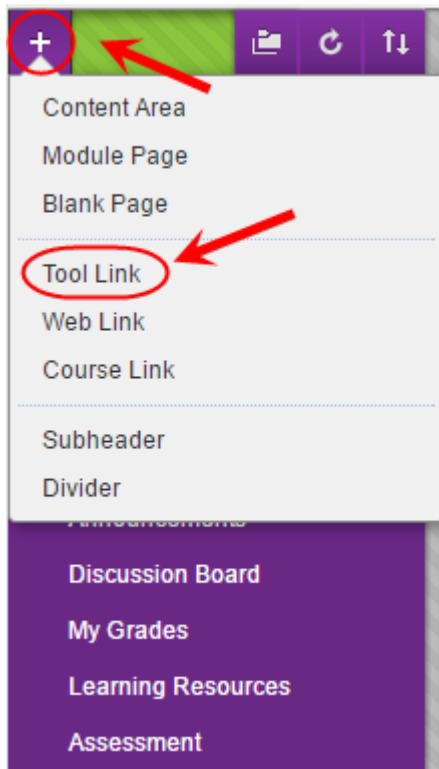
- Enter "*Course Gallery*" as the title in the **Name** textbox.
- Select the **Media Gallery** from the **Type** drop down list.
- Check the **Available to Users** checkbox.
- Click on the **Submit** button

- Hover over the tool link.
- Click and drag the **double arrow** to the left of the Tool Link to the required position.
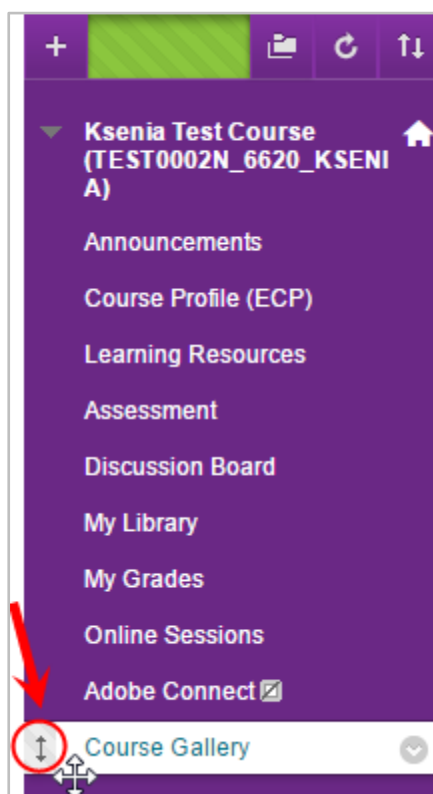
- Click **Course Gallery** to view videos uploaded there. Any videos published to the course will be shown in the Media Gallery and are available to students.
- Remove videos by click on the (**Remove**) button.
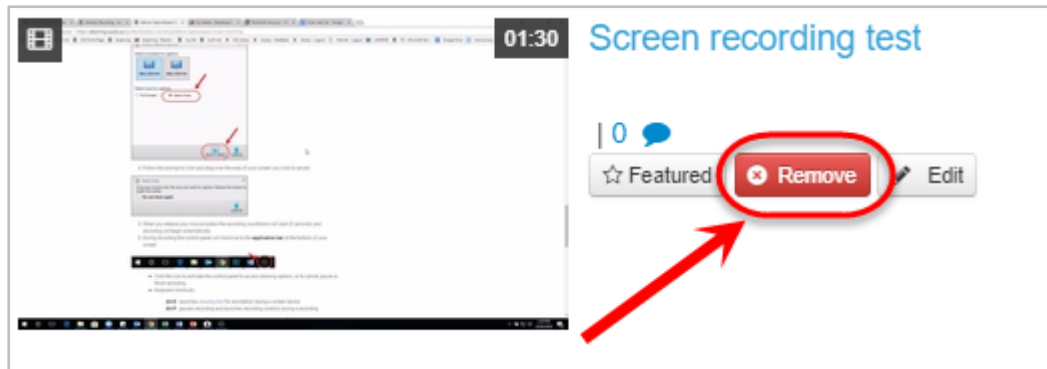
Delete Recordings from My Media

- Search through recordings you want to delete in My Media by:
    1. Clicking the checkbox next to the video.
    2. Clicking **Actions**
    3. Then **Delete**.
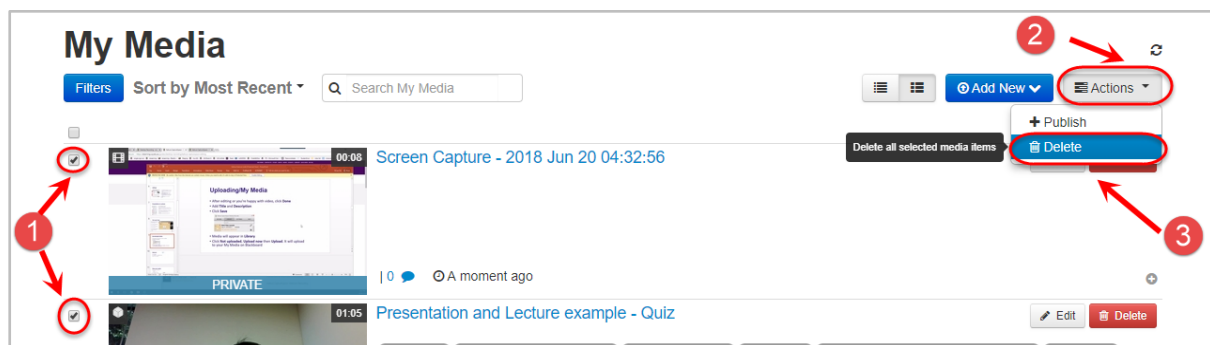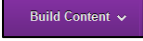
- You may delete individual videos by clicking the 🗑 **Delete** (**Delete**) button next to the corresponding recording.

Note: Deleting the video from your My Media will also remove the video from any course that you previously published it to.
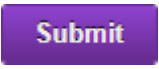
Publishing Recordings from My Media

- Once recordings are in **My Media** and you would like to publish it, go to a section in **Blackboard** that permits uploading media i.e. **Learning Resources, Assessment**.

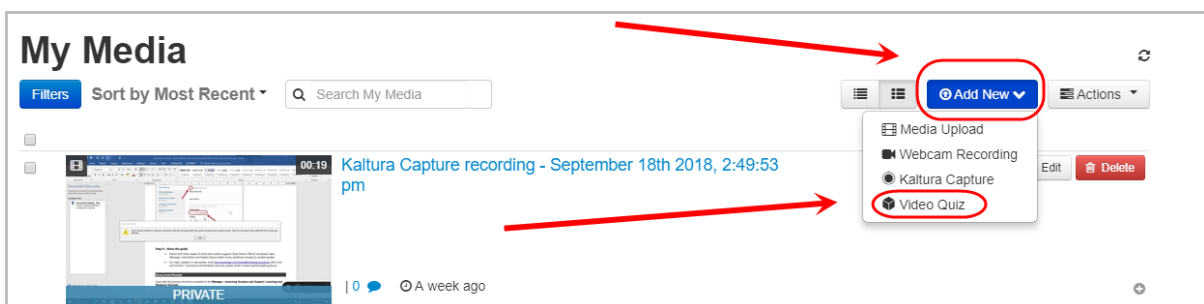- Hover mouse over **Build Content** (**Build Content**) then click on **Kaltura Media**.
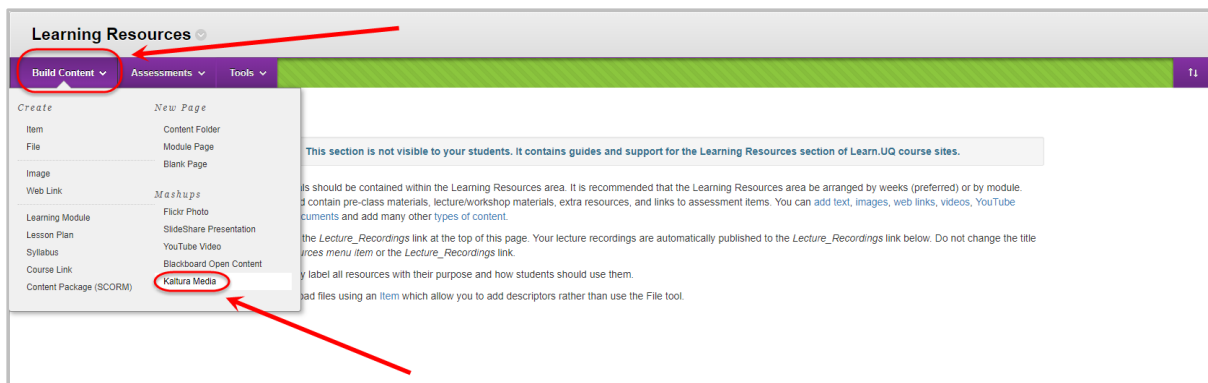
- In the **Mashup Gallery**, select the video by clicking **Select**.
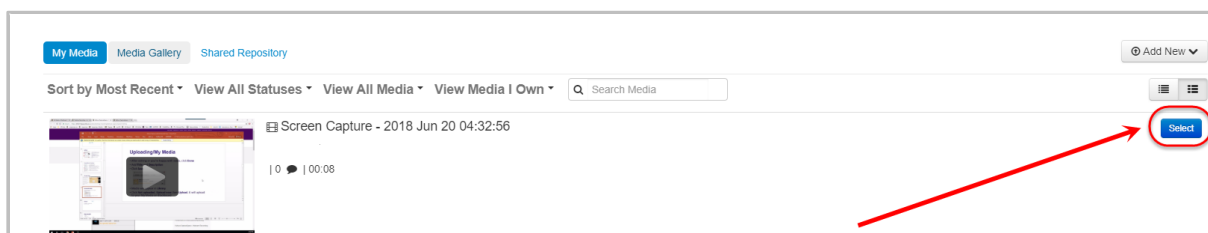

- Enter a **Title** and **Description.**
- Optionally, if you have not completed organising the content, select the No **Permit Users to View this Content** radio button.
- Optionally, if you need statistics on which students have viewed the content select Yes **Track Number of Views** radio button.
- Optionally, set **Date and Time Restrictions:** i.e. The course content could be organised into weekly learning modules that are display progressive over the semester at the relevant time.
  - o If required, select the **Display After** checkbox and enter the date using the [calendar icon] (Date Selection Calendar) and enter the time using the [clock icon] (Time Selection Menu).
  - o If required, select the **Display Until** checkbox and enter the date using the [calendar icon] (Date Selection Calendar) and enter the time using the [clock icon] (Time Selection Menu).
- To complete process, click the **Submit** (**Submit**) button.

- The media will appear in Blackboard.

Creating a Video Quiz

Multiple choice questions, reflection point questions and true/false questions can be inserted throughout your videos stored in My Media. When viewing, the video will pause at the question and prompt a response before continuing.

- Ensure a video that you would like to use as a video quiz is in **My Media** via Blackboard as that is the only location that a video quiz can be created.

> **Note**: Inserting a Kaltura Video Quiz via the **Assessments** tools in Blackboard in **Learning Resources** or **Assessment** will allow for the results to be transferred to Grade Centre.

> **Note**: The quiz may only be attempted once and is recommended it be used as formative assessment.

- Click on the **Add New** button.
- Select **Video Quiz** from the drop down menu.

- Locate the video that you would like to add quiz questions to, click on the Select button.
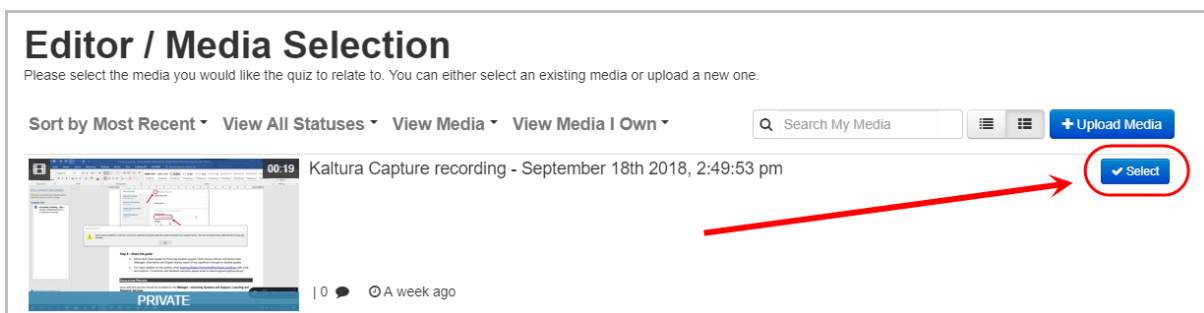
Video Quiz Settings

- Click the [image] (**Quiz**) button then **Start**.
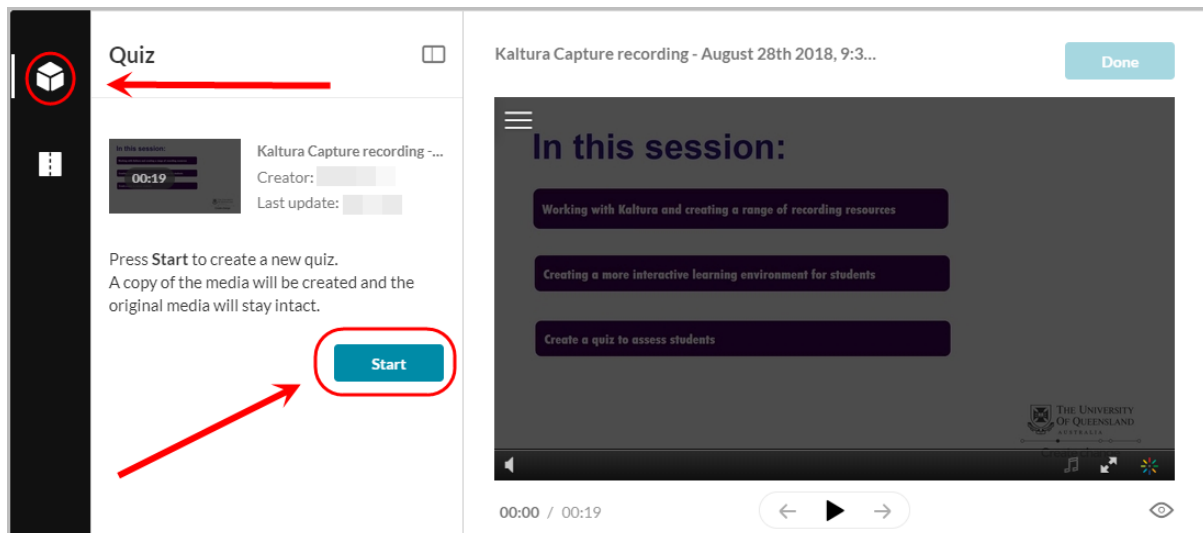
Note: All settings are automatically saved and if unsatisfied with the changes you have made, click the [Revert to defaults] (**Revert to defaults**) button.
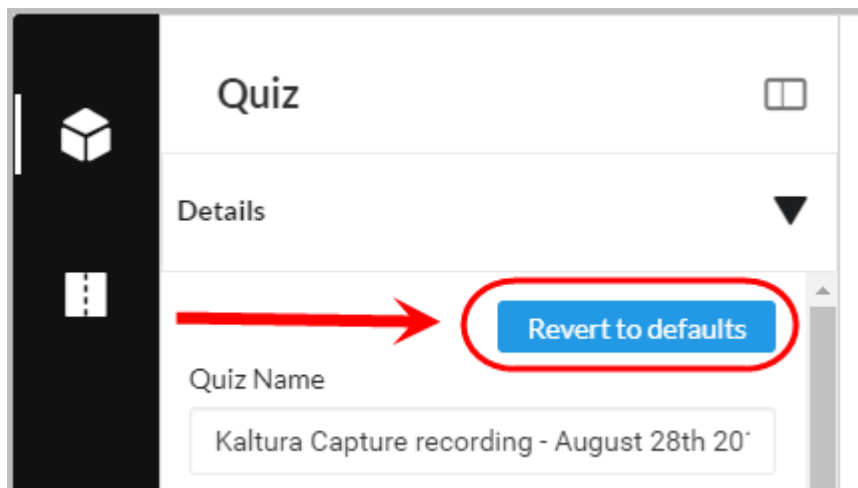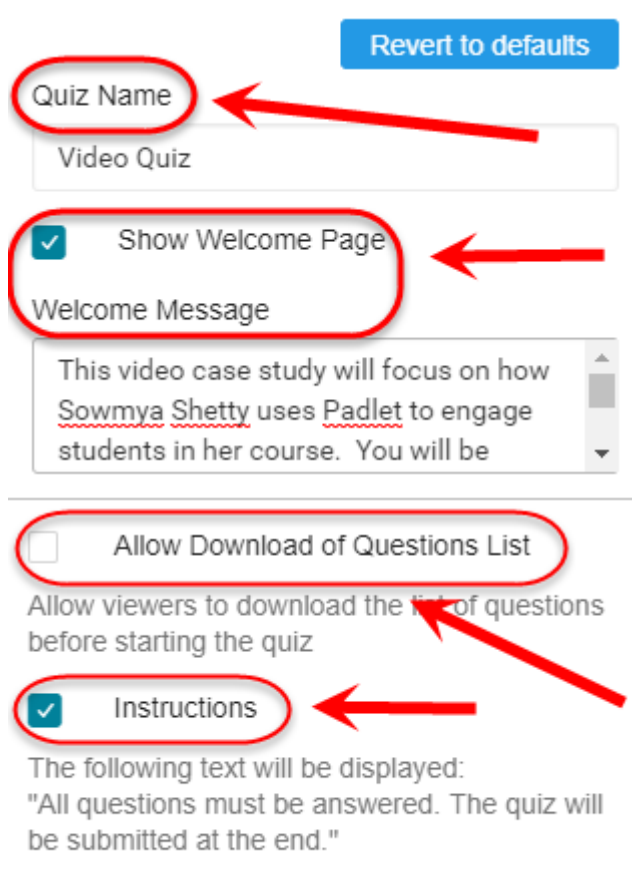
- Click on **Details**.
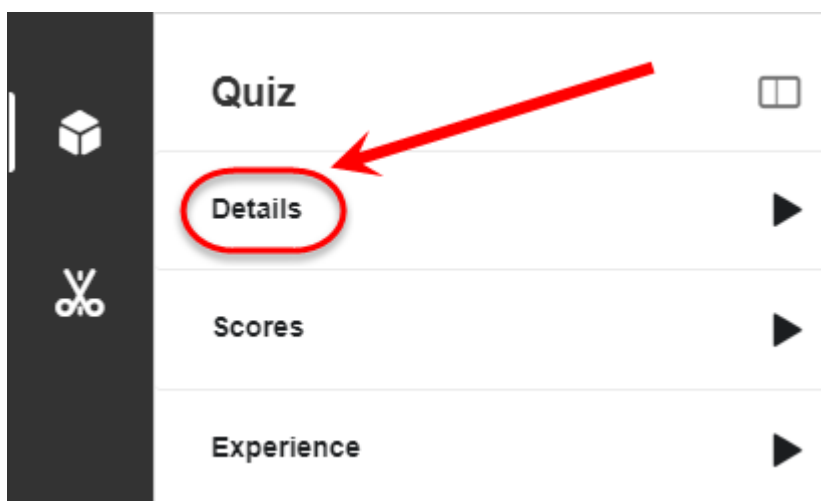
- Optionally, enter a name for your interactive video quiz in the **Quiz Name** textbox.
- Optionally, enter brief instructions for your interactive video quiz in the **Welcome Message** textbox.

  Example: This video case study will focus on how Sowmya Shetty uses Padlet to engage students in her course. You will be required to answer 4 quiz questions throughout this video quiz. You will have the option to skip questions and review your answers at the end.

- Optionally, uncheck the **Allow Download of Questions List** checkbox if you would not like students to download a copy of the questions.
- Optionally, check the **Instructions** checkbox to include a reminder to students.

- Click on **Scores**.
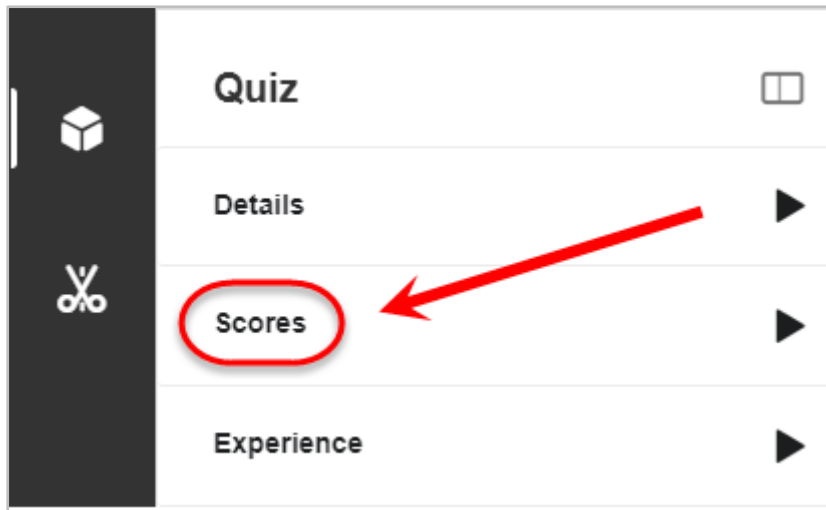
- Under **Upon Submission**, select how you would like the scoring to be organised.
- Optionally, check the **Include Answers** checkbox if you would like answers to be seen.

- Click on **Experiences**
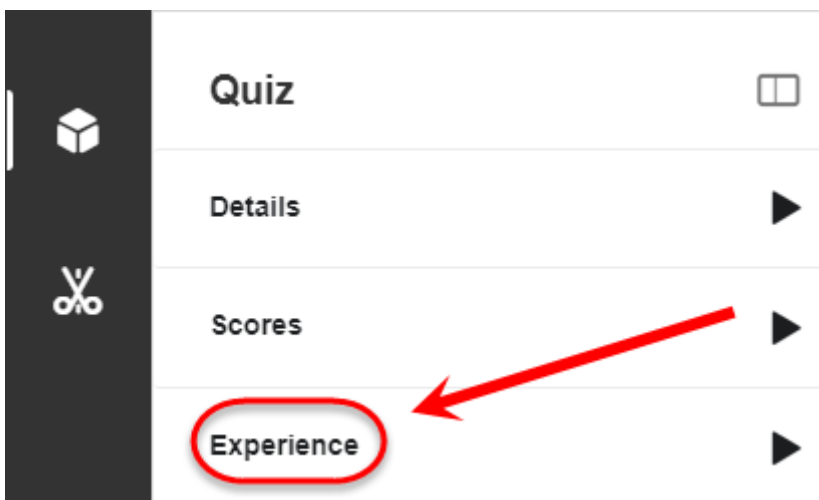
- Check the **Allow Answers Change** checkbox

- Click the **Do not Allow Skip** radio button to ensure questions are answered before proceeding with video.

Add a Multiple Choice Question

- Click on the **Play** button.

- Watch the video until you reach a spot where you would like to insert a quiz question. (Alternatively, you may click anywhere on the timeline to include a question at that point).

- Click on the **Pause** button.
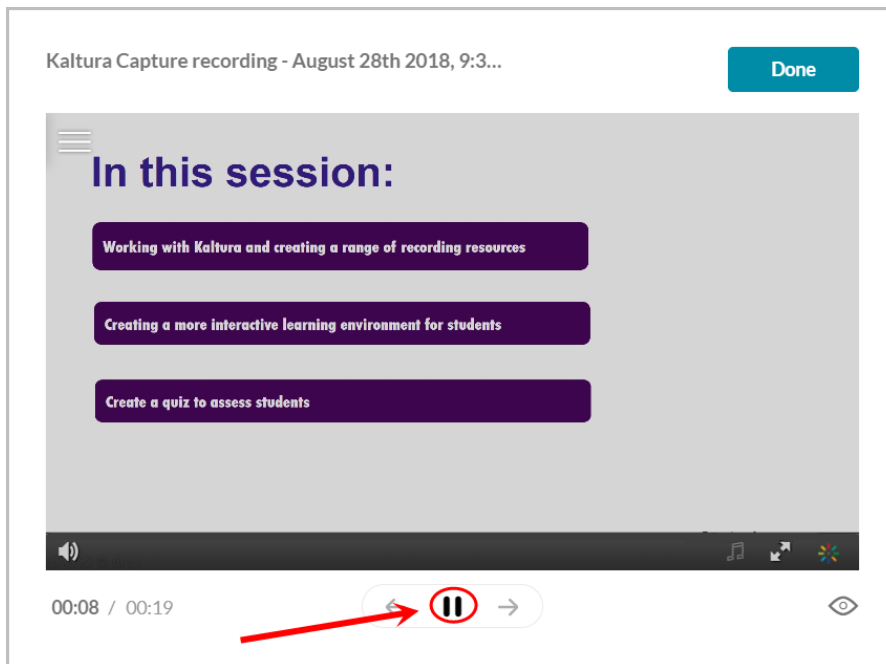
- Select an option under **Choose a Question type**. You have a selection of:
    1. **Multiple Choice**
    2. **Reflection Point**
    3. or **True/False**
- Select **Multiple Choice**.
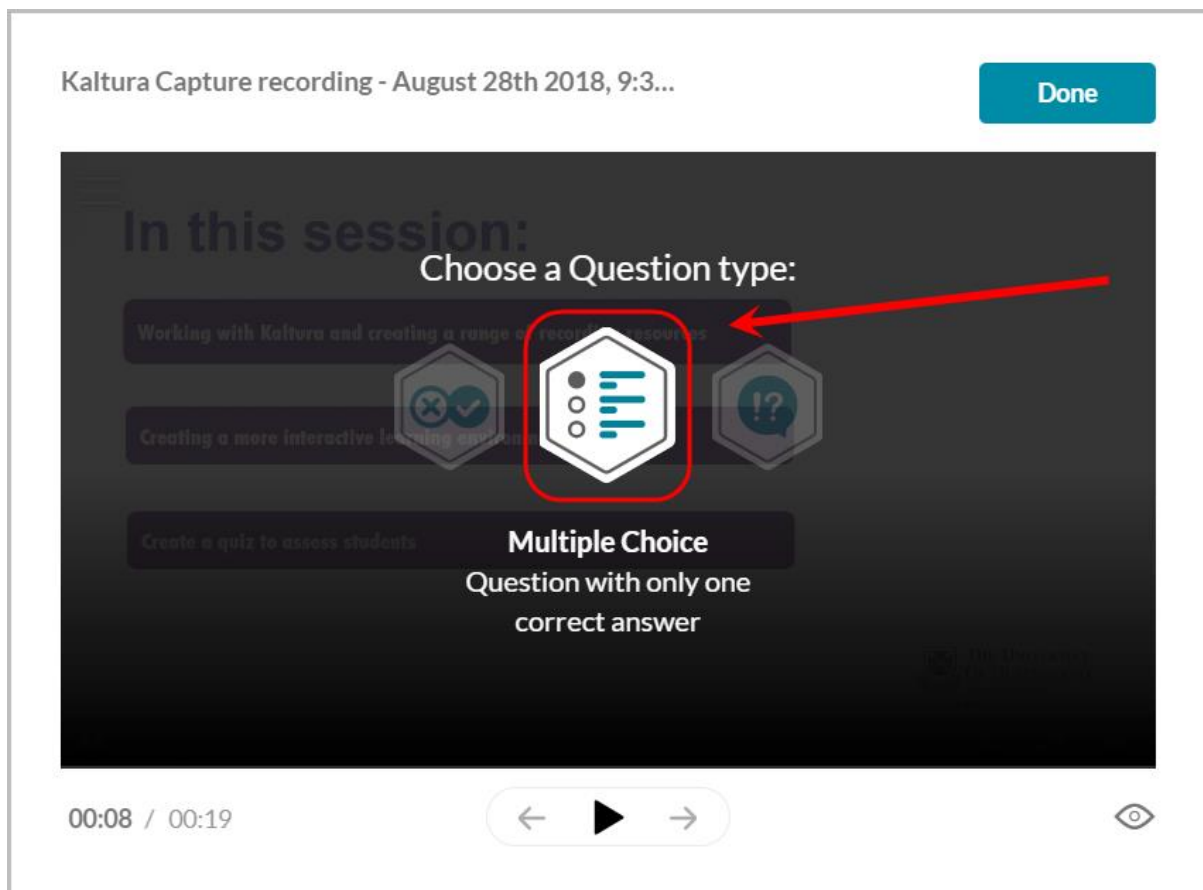
- Enter your quiz question in the **Add a Question Here** textbox.
- Enter the correct response in the **Add the CORRECT Answer Here** green textbox.
- Enter any additional responses by typing them in the **Add Additional Answer Here** textbox.
- Click on the (**plus**) button to add an additional answer option.

    Note: There is a limit of 4 answer options and only 1 correct answer per question.
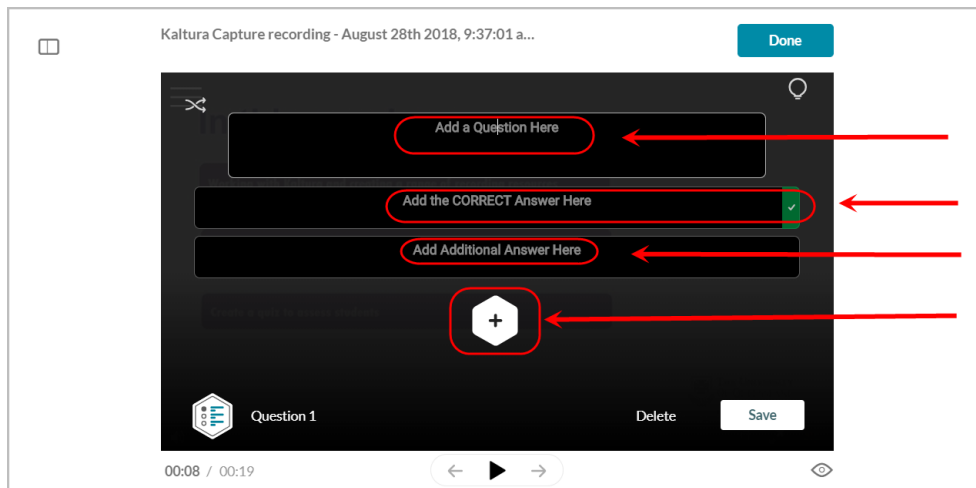
- Use the **handle bars** on the left of the answers to click and drag the answer options to reorder / shuffle them.
- Alternatively, click on the **shuffle button** to auto-shuffle the answer options.
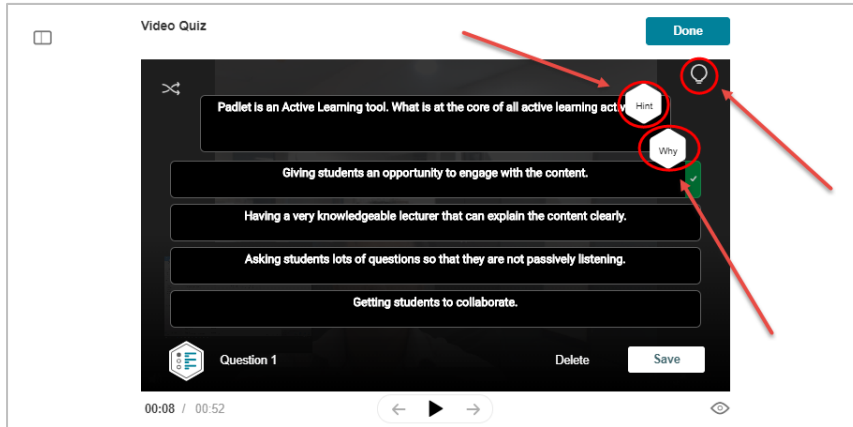- When complete, **Save** the question.
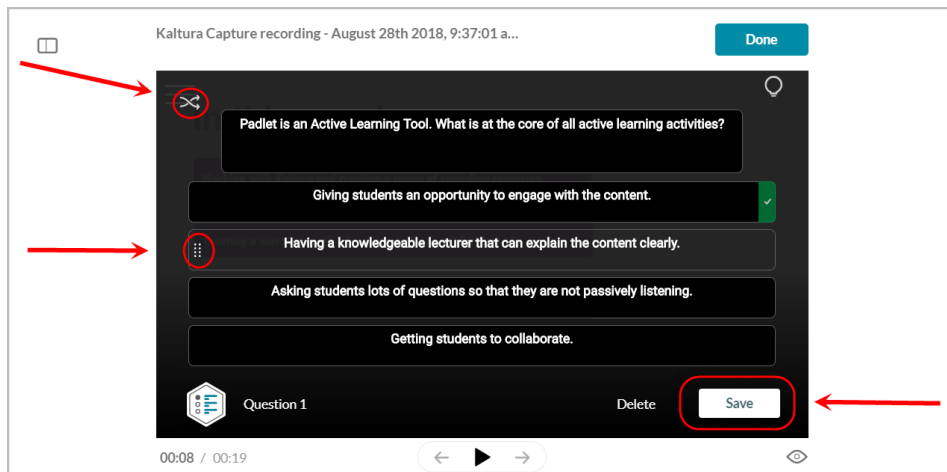

Add a Question Hint and/or Why

- Click on the **lightbulb** button to add **Hint** or **Why** button.

- Optionally, click on the (**Hint**) button to add a hint for the question.

- Optionally, click on the ⬡ **Why** (**Why**) button to add answer feedback.
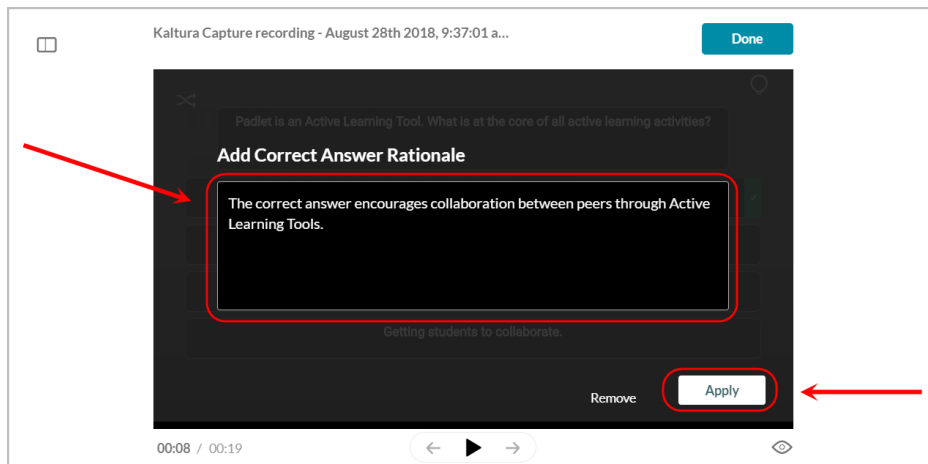
  Note: Only **Multiple Choice** and **True/False** questions can utilise the **Hint** and **Why** buttons.

- For **Hint**, enter details into **Add Question Hint**.
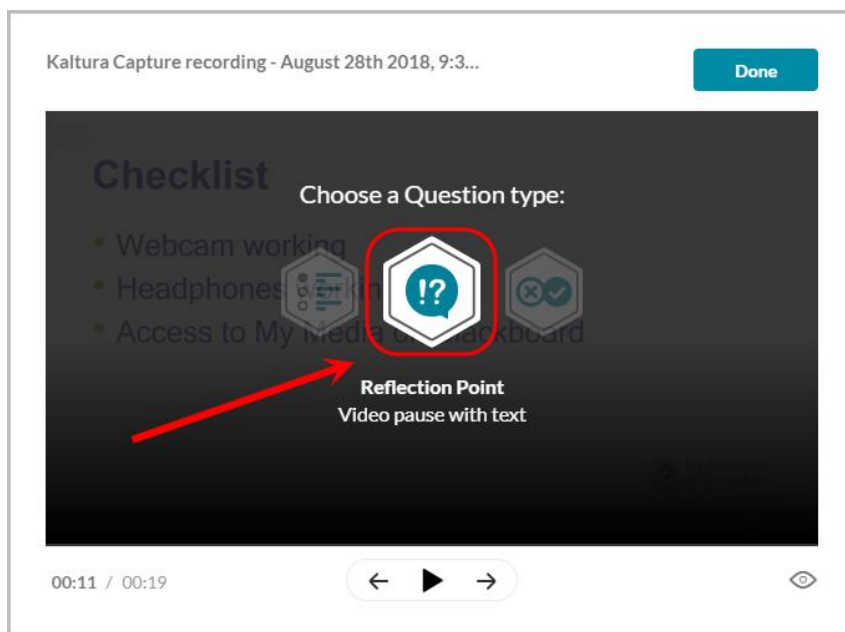- When done, click on the **Apply** button.
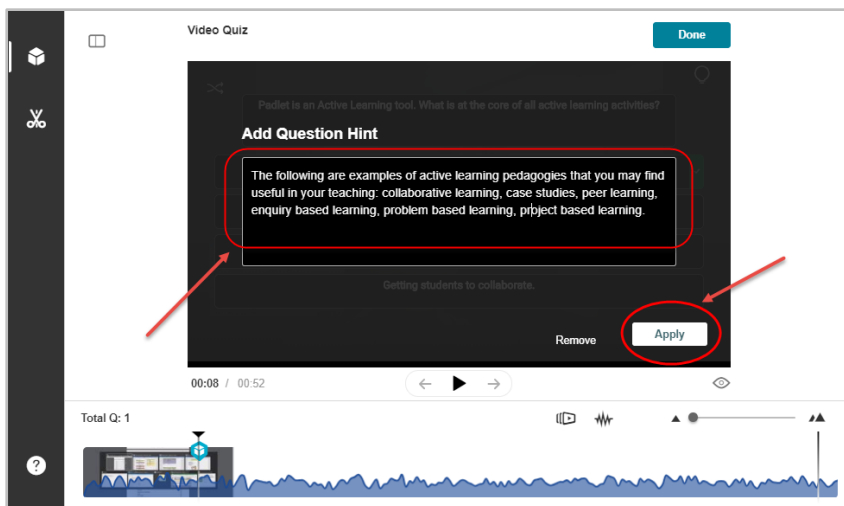
- For **Why**, enter details into **Add Rationale Here**.
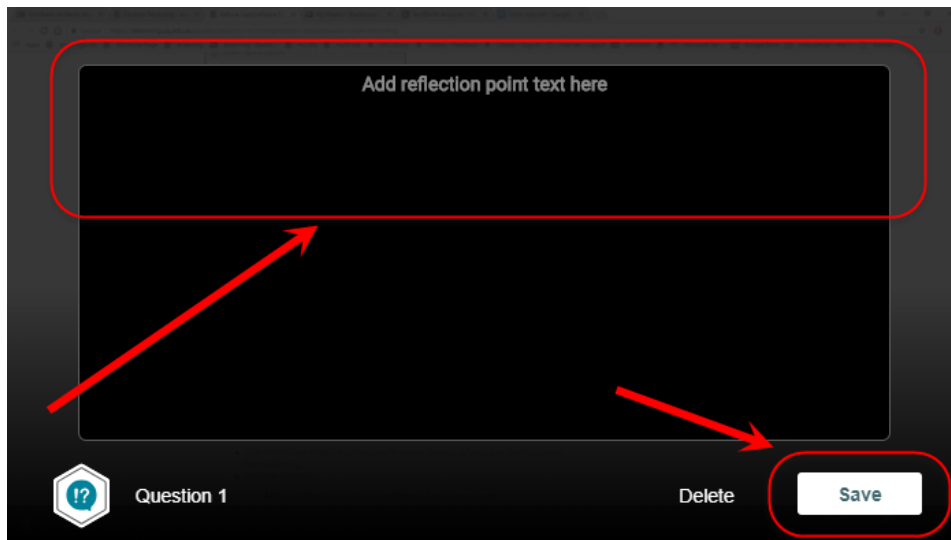- When done, click on the **Apply** button.

Add a Reflection Point Question

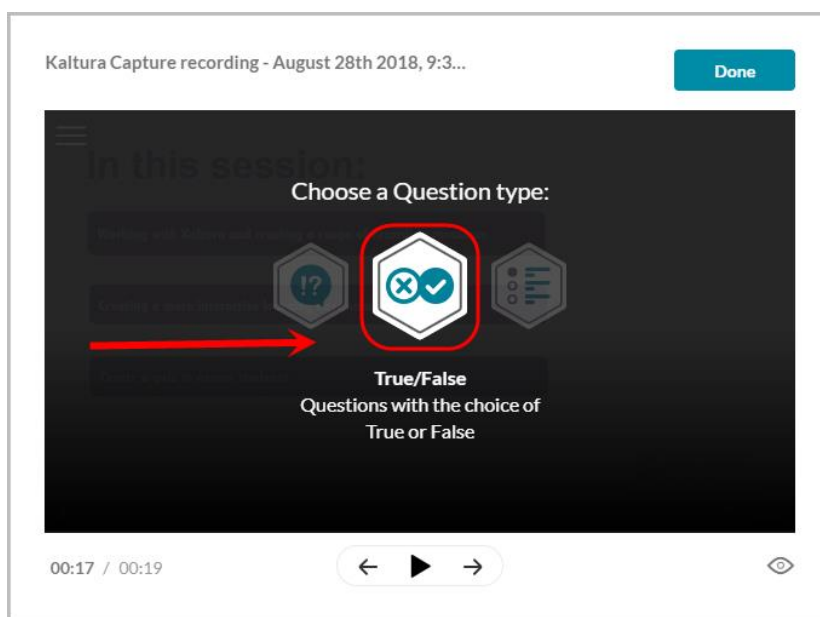- After finding a suitable point in the video, **pause** it and select **Reflection Point**.

- Enter text in **Add reflection point text here**.
- When complete, **Save** the Reflection Point.

    Note: Responses for Reflection Points will not count to the final Video Quiz total.
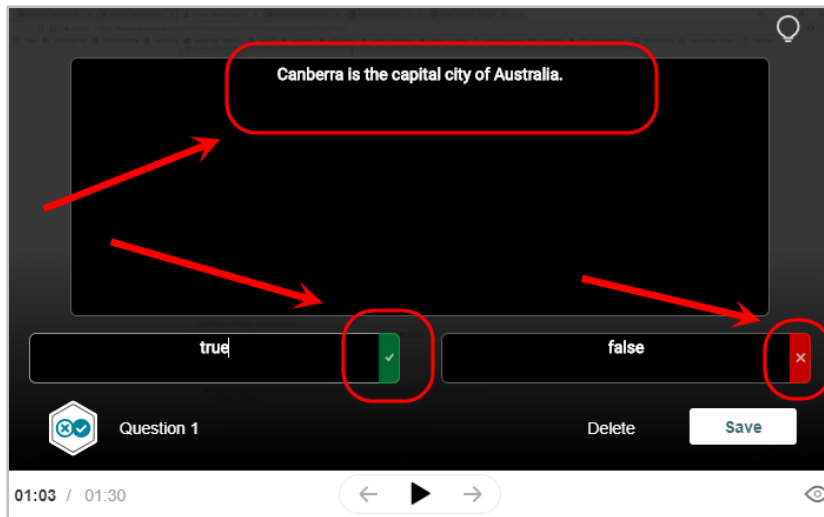
Add a True/False Question

- After finding a suitable point in the video, **pause** it and select **True/False**.
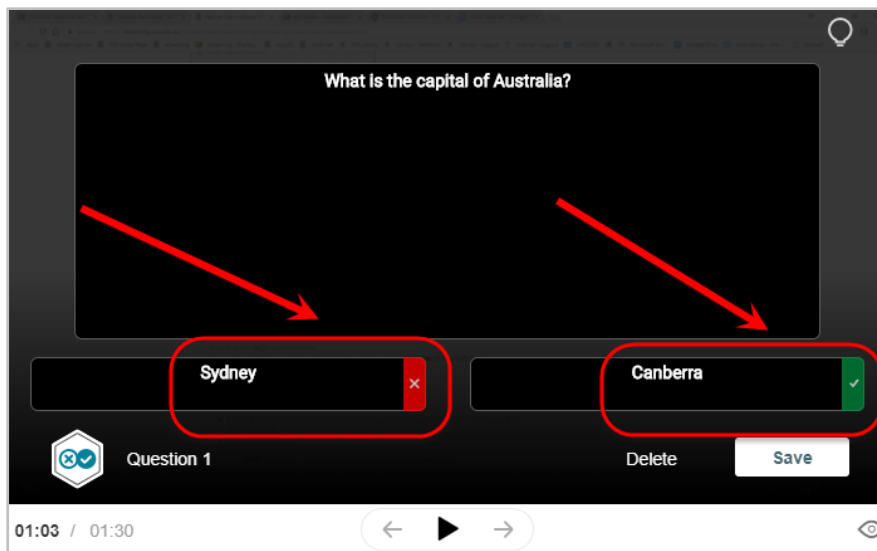

- Enter text in the **Add a Question here**.

- The correct answer should be in the box next to the (**green tick**) and the incorrect

  answer in the box next to the (**red cross**).

  Tip: You can change the correct response by clicking either the (**green tick**) or (**red cross**).

Tip: The default **true** and **false** answer text can be changed by deleting the text and typing in alternative responses.
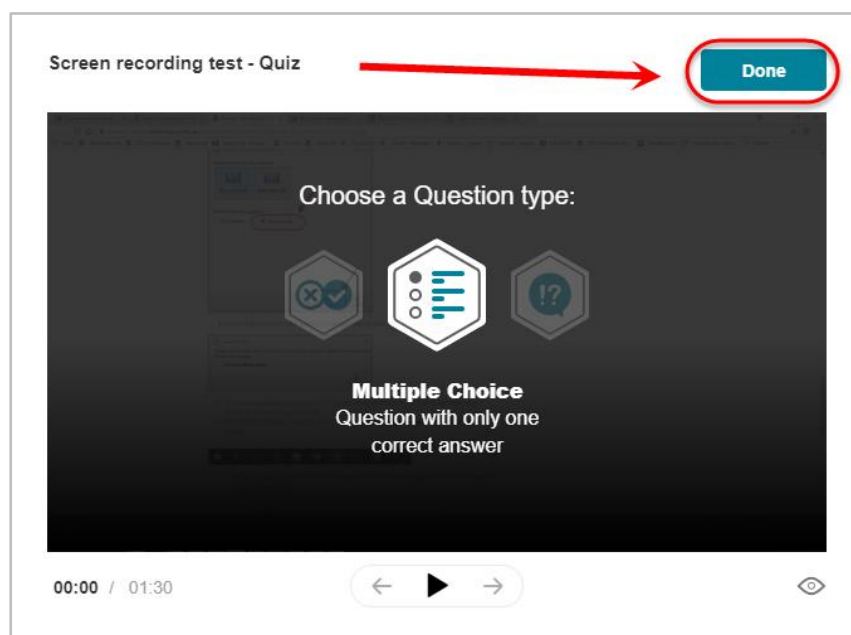

- When complete, **Save** the question

Finishing Video Quiz

- Once all questions have been added, click **Done**

Edit a Video Quiz

Note: Once the video quiz has completed attempts, making edits to the questions will not alter the results for students that have completed the quiz prior to changes. Therefore, if the student's attempt should be correct and you amend the quiz question to match their answer, it will not mark the student as correct. This is due to the answers not being text-matched and are placeholder matched. Any attempts made after changes, the questions will be marked as per the edited quiz version (with the amended correct answer option).

- Find Video Quiz you would like to edit in **My Media** or **Course Gallery**.
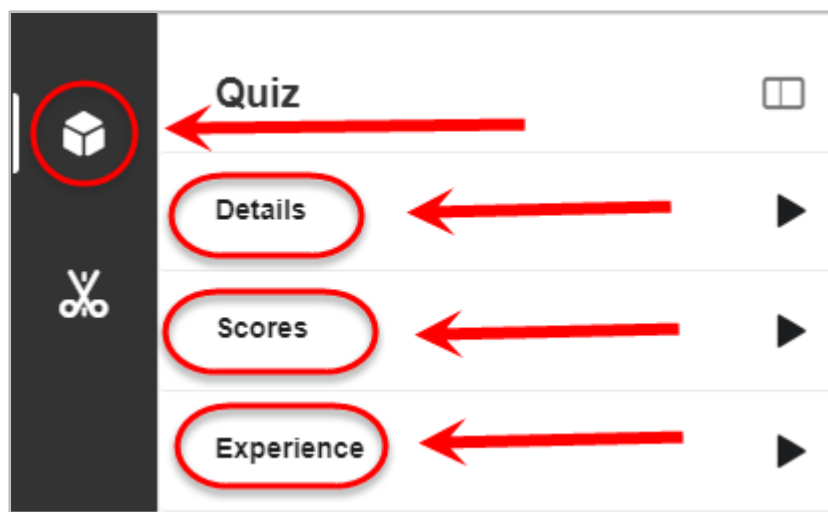- Click on the video thumbnail/title.

- Click the [Launch Editor] (**Launch Editor**) button.
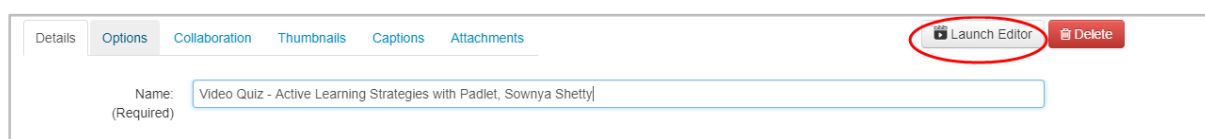
Edit Video Quiz Settings

- Click the (**Quiz**) then change **Details**, **Scores** and **Experience** (if necessary) by clicking and expanding each section. (Refer to Video Quiz Settings for more information)
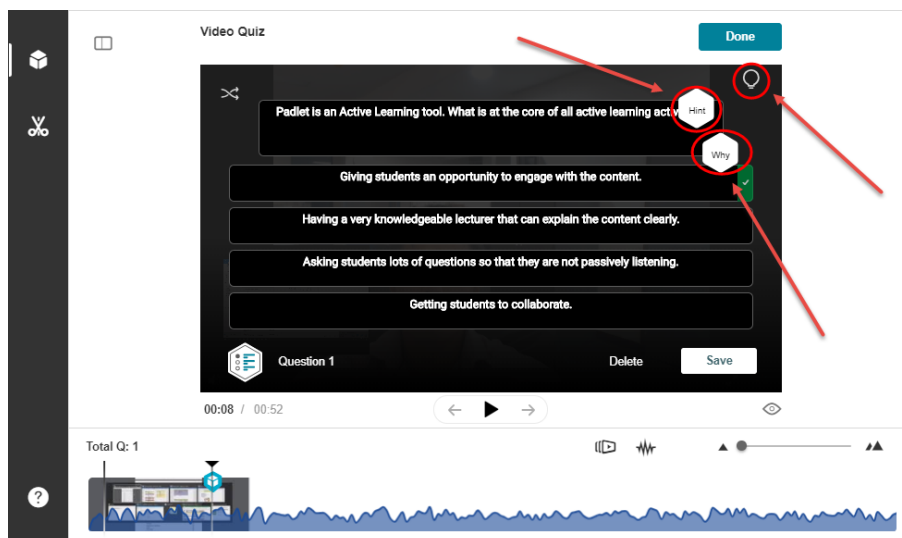

Edit a Quiz Question

- Locate the quiz question that you would like to edit on the timeline bar and click on the question button.
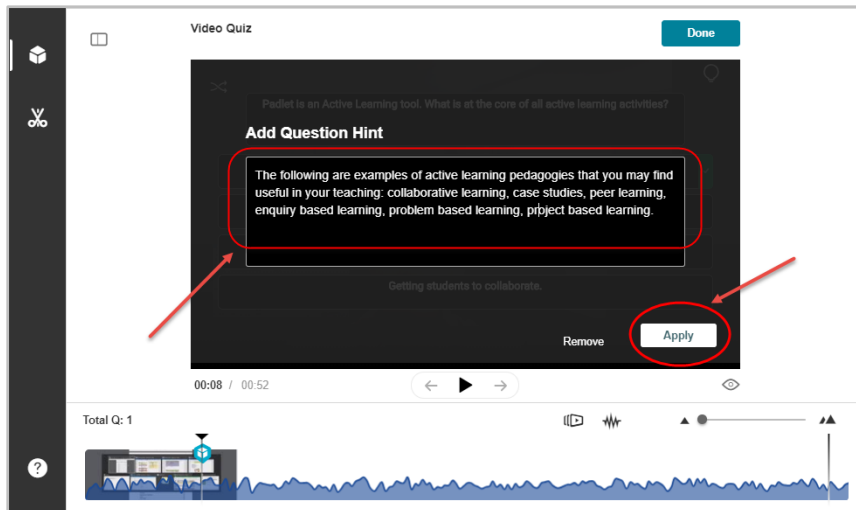
- Make changes to the question and the answer options as required. Refer to **Add a Multiple Choice Question**, **Add a Reflection Point Question**, and **Add a True/False Question** for more information.

   Note: Changing the answer options will not automatically re-grade any previously completed student attempts. The answers are placeholder matched and not text matched. Therefore, whatever option the student chose will be marked according to the placeholder they chose, not the text within in. i.e. If the question is 2+2 and you incorrectly assigned 5 as the correct answer, the student might choose 4 as the correct answer. At this point editing the question to make 4 the actual correct answer will still grade the student as per their previous selection which will not be the correct placeholder. Therefore the student will still be marked as incorrect.
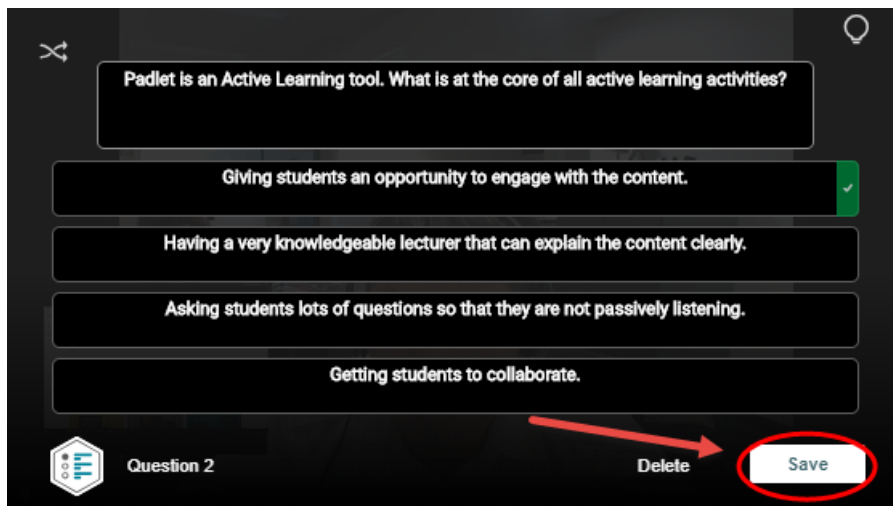
- Click on the ⬡ (**Hint**) button or ⬡ (**Why**) button to make any changes to the hint and question feedback. Refer to the **Add a Question Hint and/or Why** for more information.

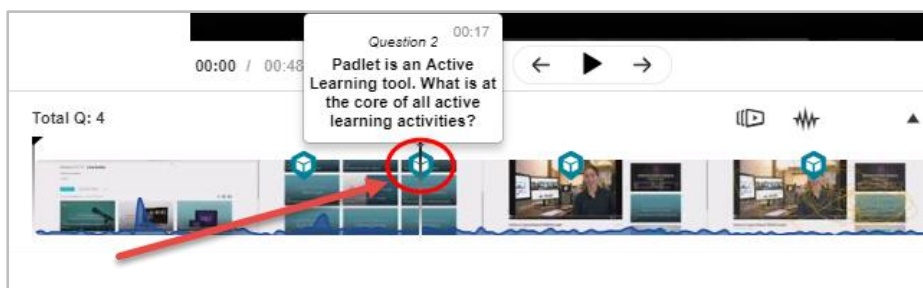- Enter the required changes and click the **Apply** button.

- Make any necessary changes to the question text and any answer options.
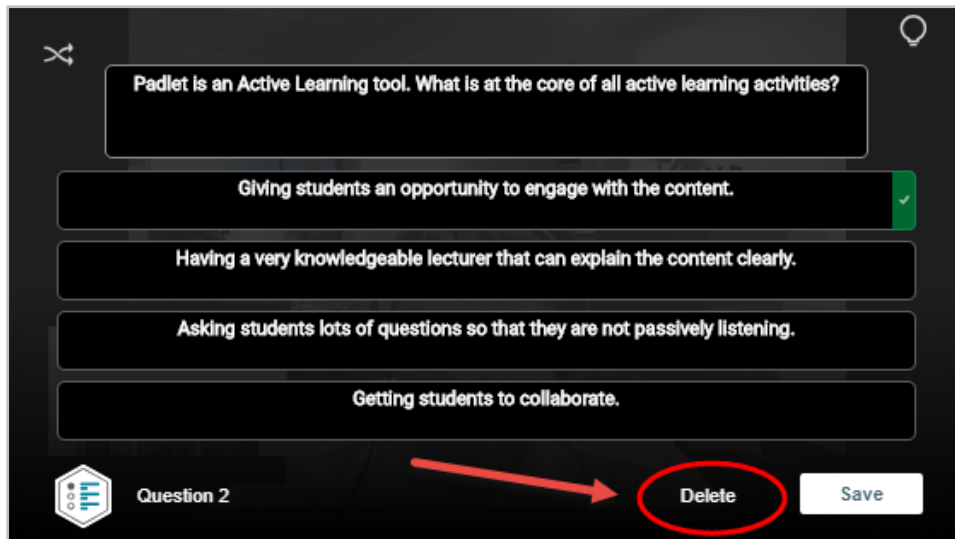- Click on the **Save** button.

Delete a Quiz Question

- Locate the quiz question that you would like to delete on the timeline bar and click on the question button.
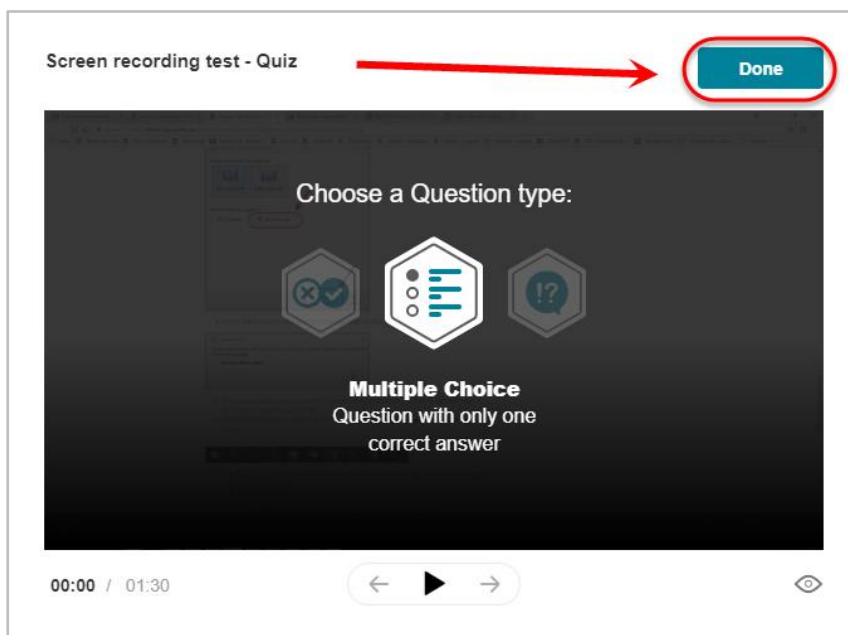

2. Click on **Delete**.
   Note: there is no confirmation before deleting the question, so ensure the decision is finalised before proceeding.

## Finishing Edited Video Quiz

- Once all questions have been amended/deleted, click **Done**

Student View of Quiz Questions

Note: Students will have the option to view the hint for each question (if applicable) as they progress through the video quiz. Feedback will be shown at the completion of the quiz and is limited to overall feedback for that question (i.e. not separate feedback for each correct/incorrect answer option).

- Student view at question:
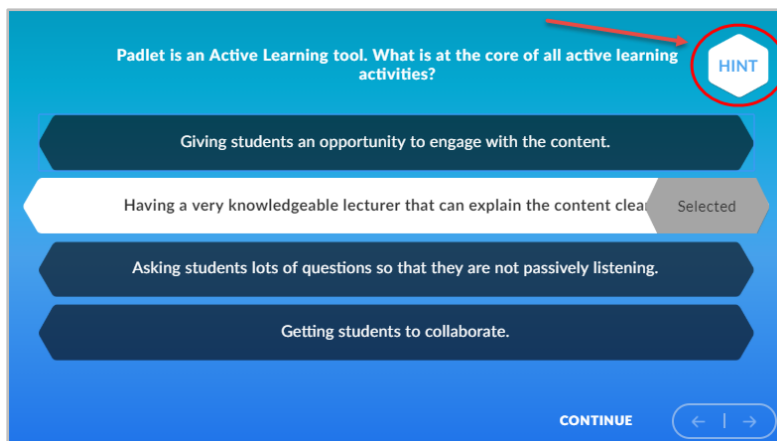
- Student view at feedback:
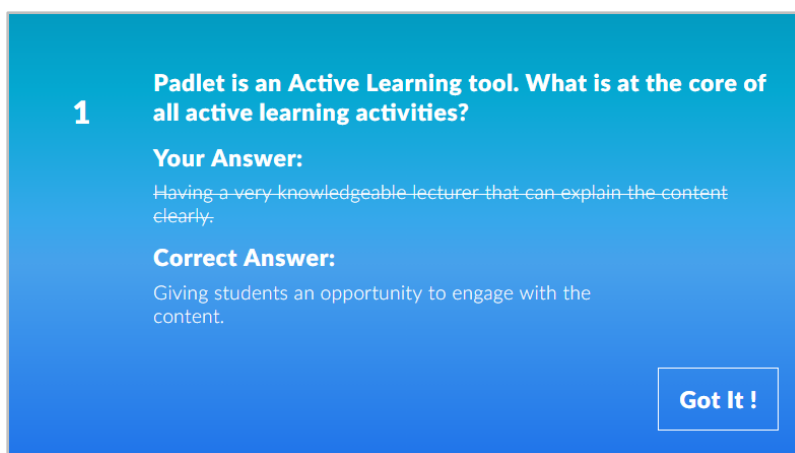
Publishing a Video Quiz

Publish Kaltura Video Quiz on Blackboard

For more information on how to publish recordings to a section in Blackboard, refer to the main section, **Uploading to My Media via Blackboard** then the subsection, **Publishing Recordings from My Media**.

> **Note**: In order for a Video Quiz's marks to appear in Grade Centre, it must be published via the **Assessments** tools in Blackboard in **Learning Resources** or **Assessment**.
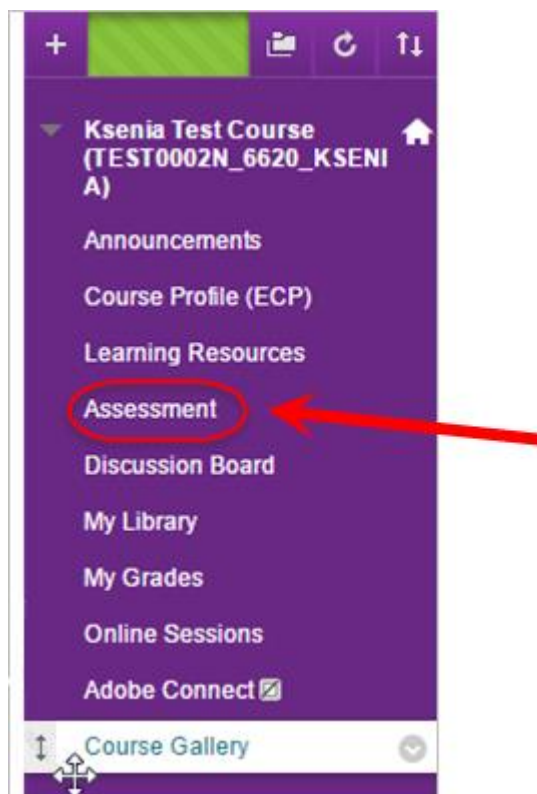> **Note**: The quiz may only be attempted once and is recommended it be used as formative assessment.
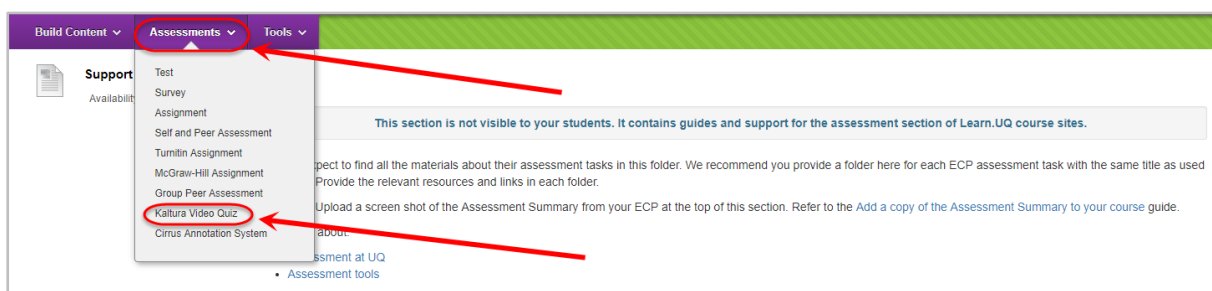
- Once Video Quiz has been created, go to Blackboard and find your course under **My Courses**.
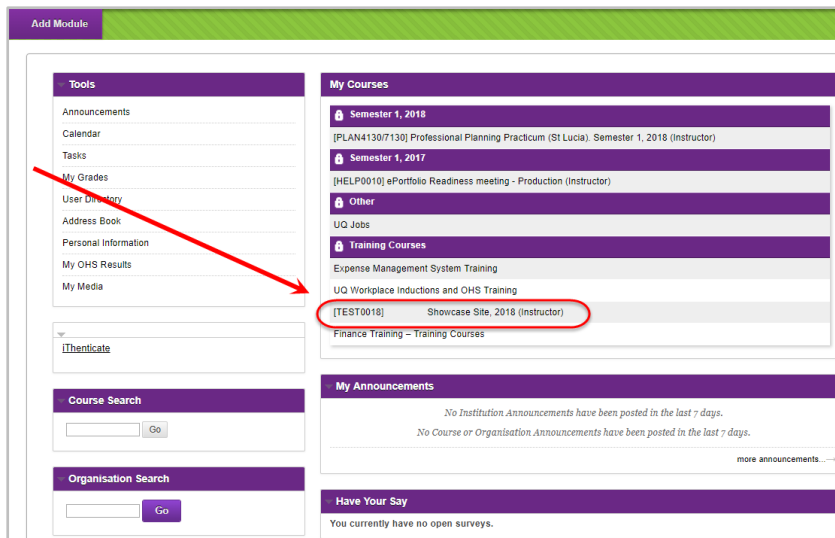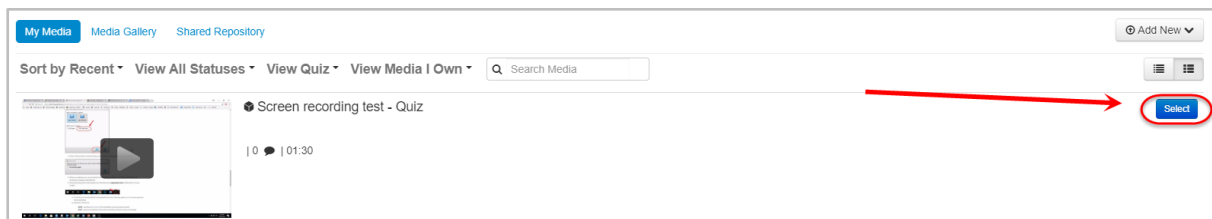

- Click on **Assessment**.

- Hover mouse over **Assessments** and click on **Kaltura Video Quiz**.
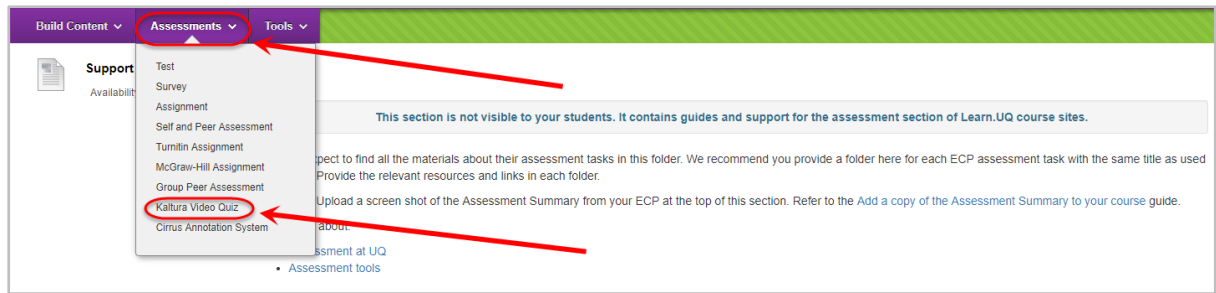
- Select the relevant quiz from your **My Media** and click **Select**.
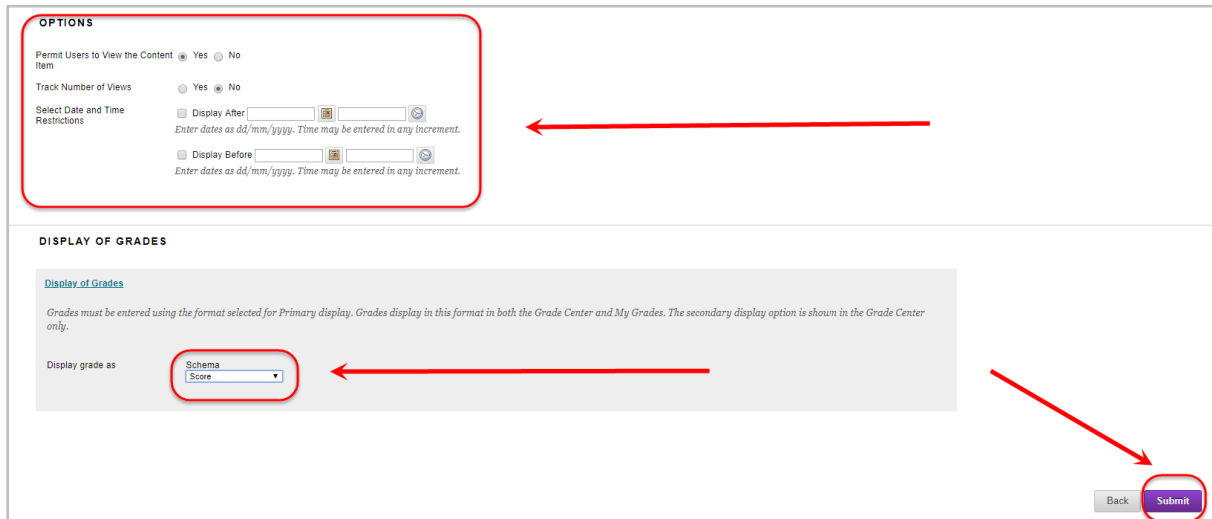

- Fill in **Title** and **Description**.

- Optionally, if you have not completed organising the content, select the No **Permit Users to View this Content** radio button.
- Optionally, if you need statistics on which students have viewed the content select Yes **Track Number of Views** radio button.
- Optionally, set **Date and Time Restrictions:** i.e. The course content could be organised into weekly learning modules that are displayed progressive over the semester at the relevant time.
    - o If required, select the **Display After** checkbox and enter the date using the
       (Date Selection Calendar) and enter the time using the (Time Selection Menu).

- o If required, select the **Display Until** checkbox and enter the date using the 🗓 (Date Selection Calendar) and enter the time using the 🕐 (Time Selection Menu).
- In **Display of Grades**, change **Display grade as** under **Schema** to **Score**.
- To complete process, click the **Submit** (**Submit**) button.

Check Video Quiz Results on Grade Centre

- When a quiz has been completed, the results show up in Grade Centre.
- View results by accessing your course on Blackboard, clicking on **Grade Centre** then **Full Grade Centre**.
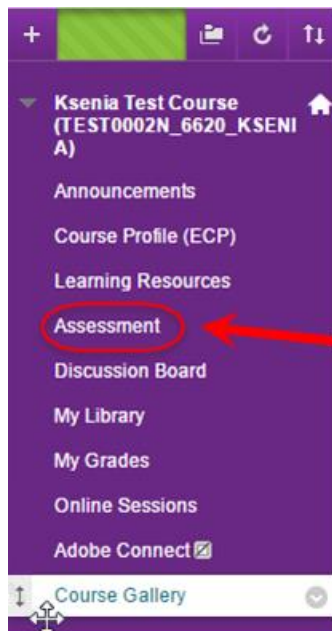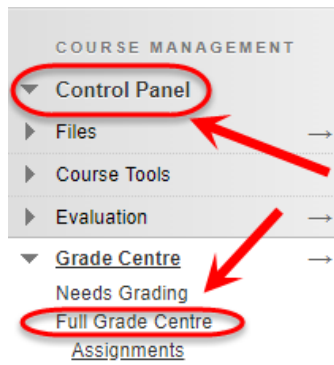
- The results for that test are displayed as follows.

Insert a Video Using Text Editor

Insert a Kaltura Video

Videos can be uploaded anywhere there is a Visual Textbox Editor in either:
- An announcement
- Content item
- Discussion Board
- Blog
- Journal
- Wiki
- An assignment

- In the Textbox editor, click on the **Mashups** button.
- Select **Kaltura Media** from the drop down menu.
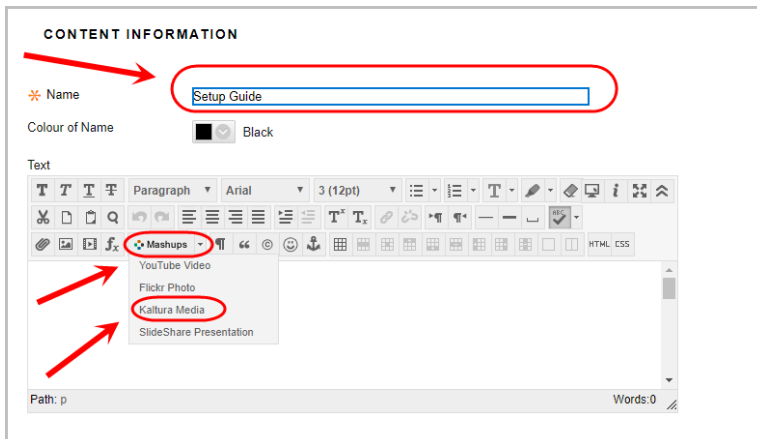
- In the pop-up window, click the **Select** button to choose the video for insertion.
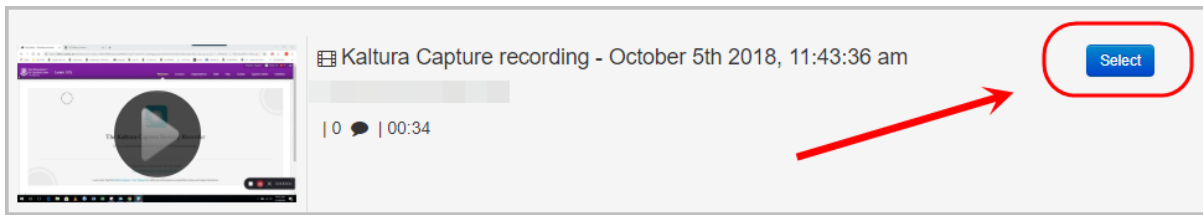
- The video will display in the Textbox editor.
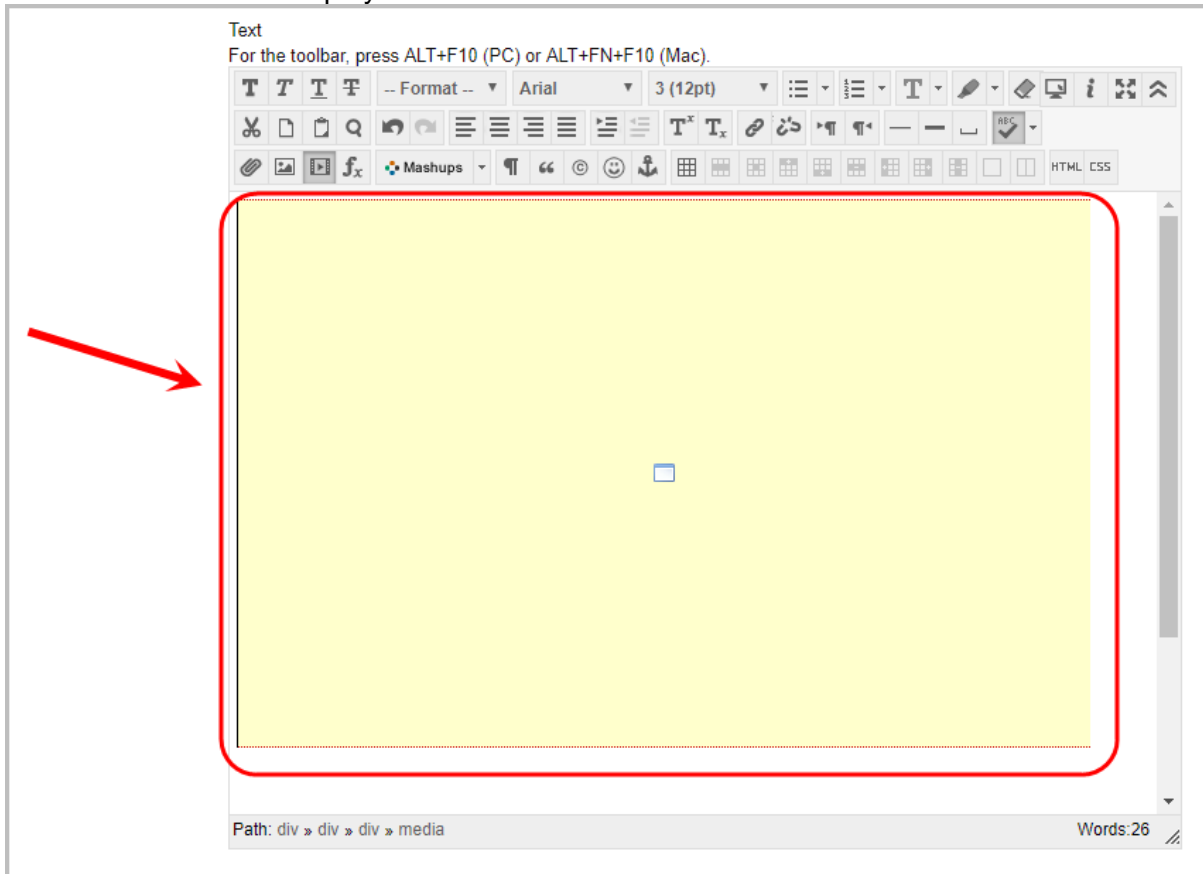
- To complete process, click the ⬛ Submit (**Submit**) button.

Delete a Kaltura Video

- Highlight the entire thumbnail
- Press the **Delete** key on your keyboard to remove the video
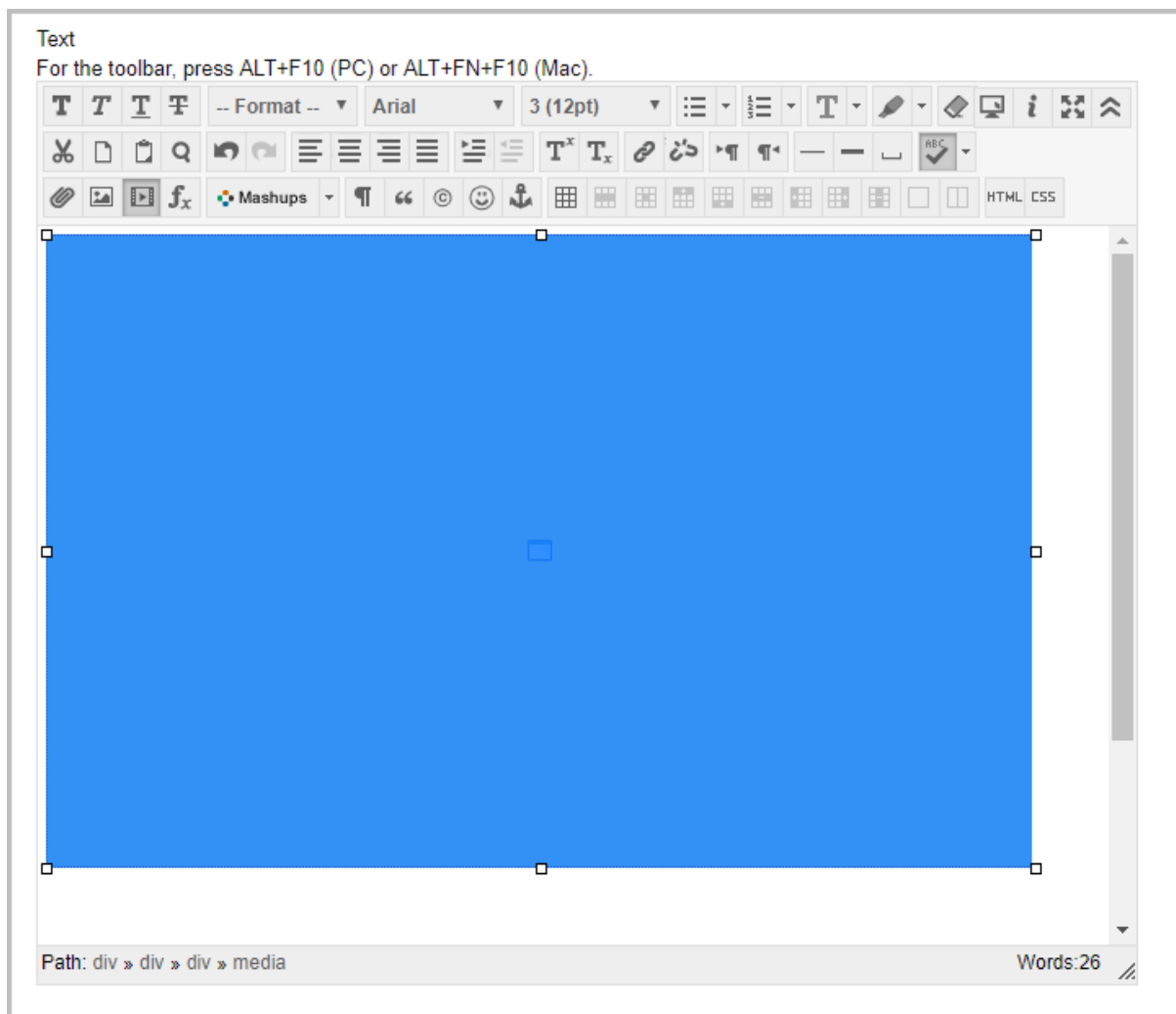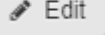
Order Captions

It is recommended captions are inserted into videos for accessibility reasons.
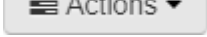
- Access **My Media** via Blackboard.
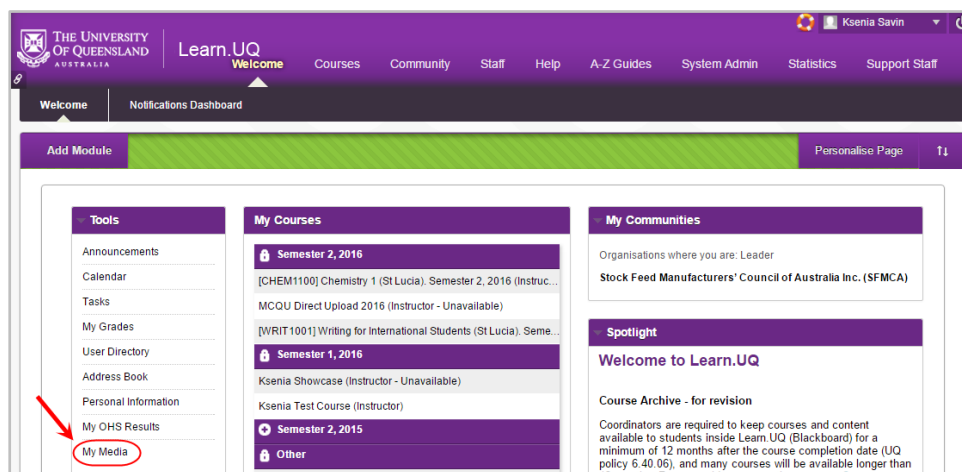
- Select the video that you would like to order captions for.

  Note: Do not select the [✎ Edit] (**Edit**) button as it does not include the function to add captions.
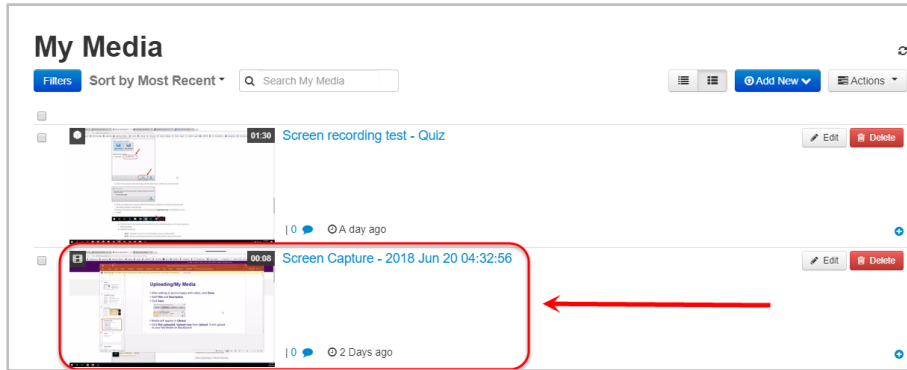
- Click on [☰ Actions ▾] (**Actions**) and from the drop down menu, click on **Order Captions**.
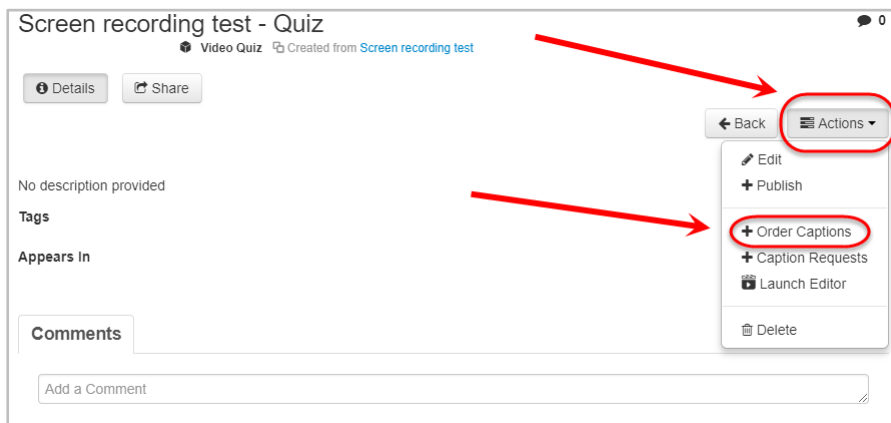
- Ensure the **Source Media Language** is **English**.
- Click **Order Captions.**
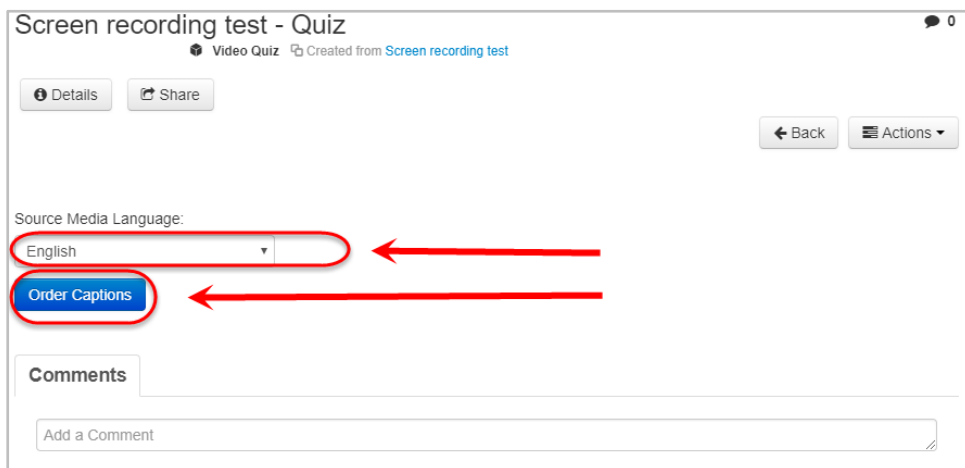
- Check on the status of the Caption Requests by clicking the refresh link provided.

- Upon completion, refresh the link and the **Status** will state it as **COMPLETE**.

    Note: If there are inaccurate captions, click the (**edit**) button to edit them.
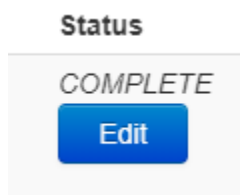
Editing Captions

After captions have been ordered, it is recommended you watch the video to see if the captions are accurate. In the event they are not, you can edit them.

1. In My Media, click on the video link or thumbnail that you would like to edit captions for.
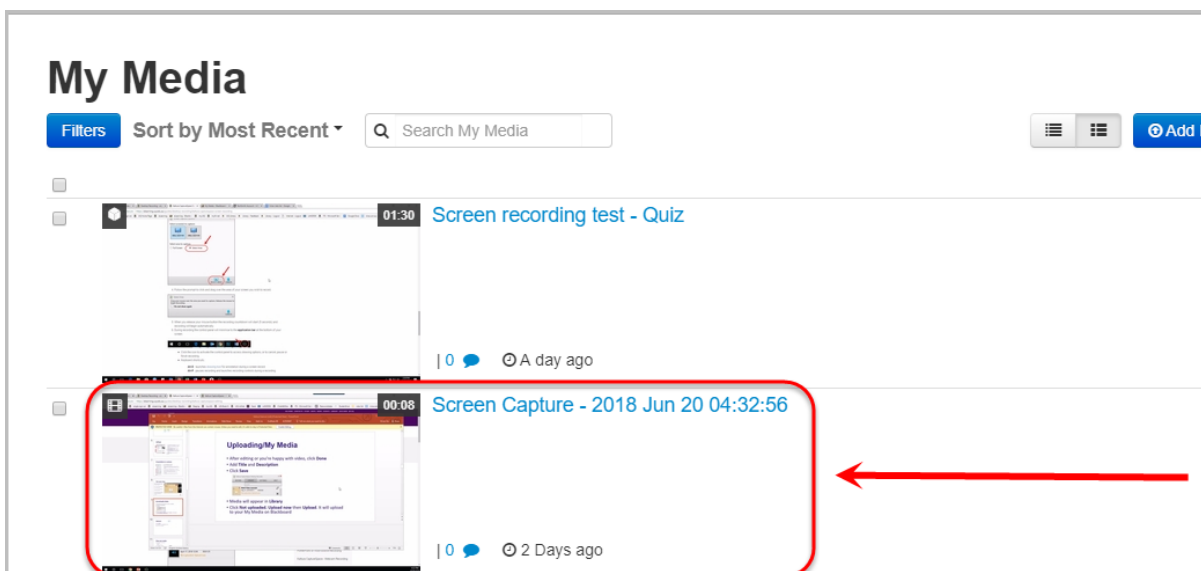
2. Click on Actions, then Caption Requests.
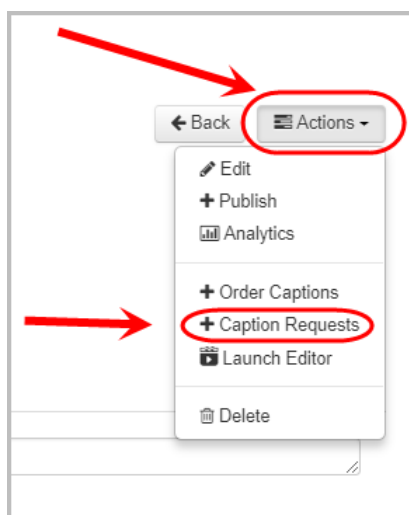
3. Click on Edit.

4. In the new screen, the section on the left displays the caption box in the order it appears in the video. Click on a box to turn it yellow and a timestamp will appear on where it appears in the video.

Note: Doing so will show a preview of that section in the video preview.
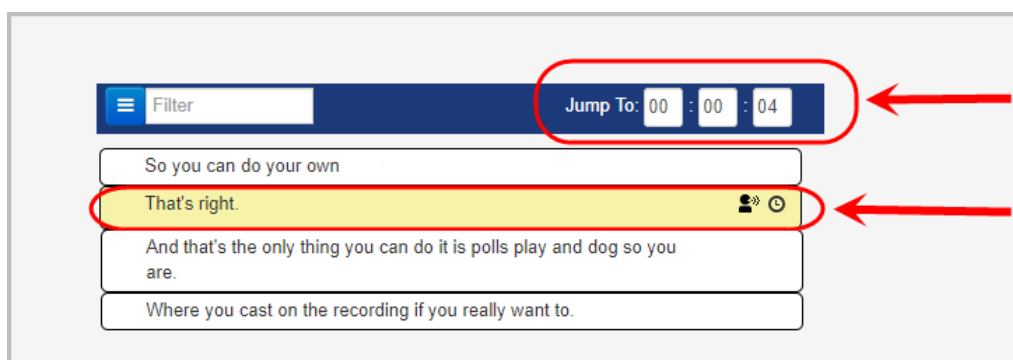
5. In the middle section, you can edit the captions to make it more accurate by highlighting the text and amending it.

Note: This will also show the duration of the captioned section in the green bar.
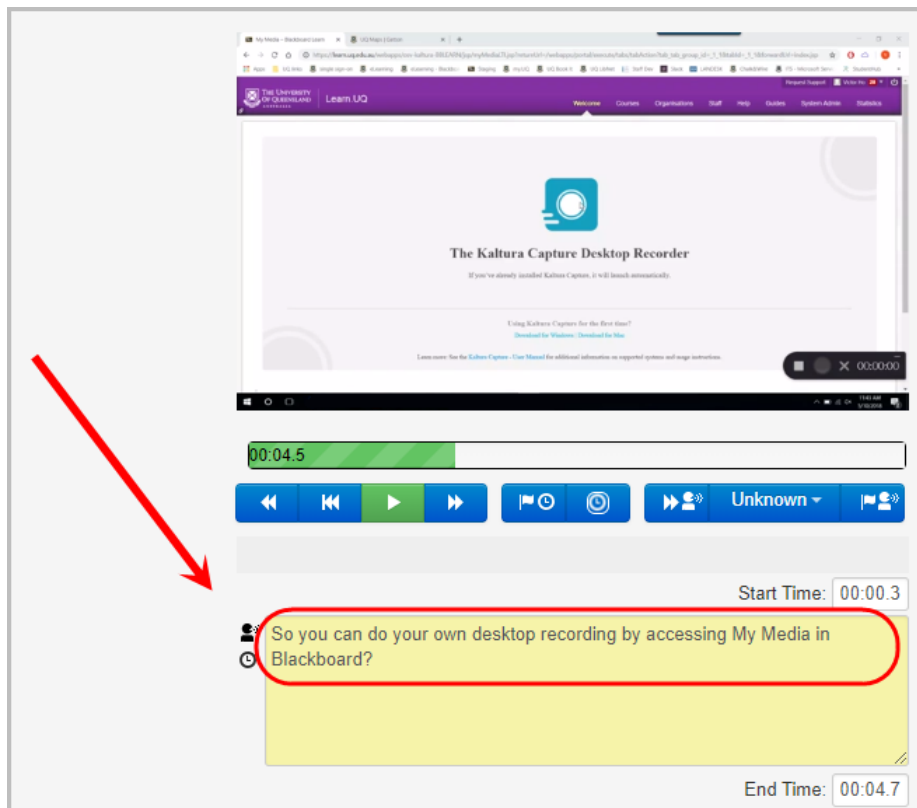
6. After amending a caption, it is recommended that you Save your work.
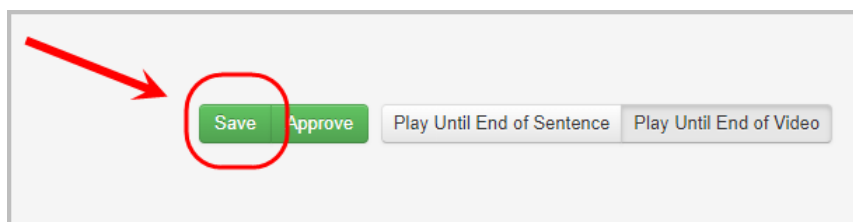
7. Once all captions have been amended, click on Approve.
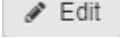
Tip: Watch the video again to ensure captions are accurate.

Upload Manually-Created Script

- Access **My Media** via Blackboard.
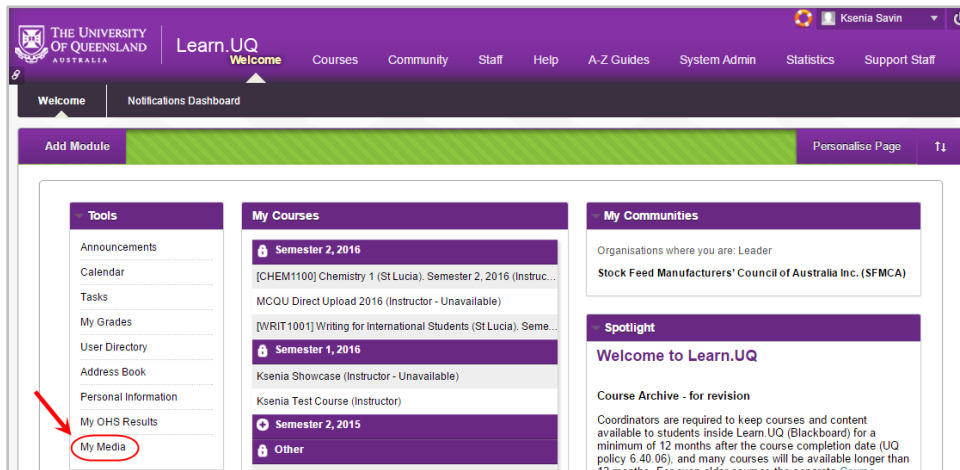
- Select the video that you would like to upload the manuallty-created script for.

  Note: Do not select the [✏ Edit] (**Edit**) button as it does not include the function to add captions.
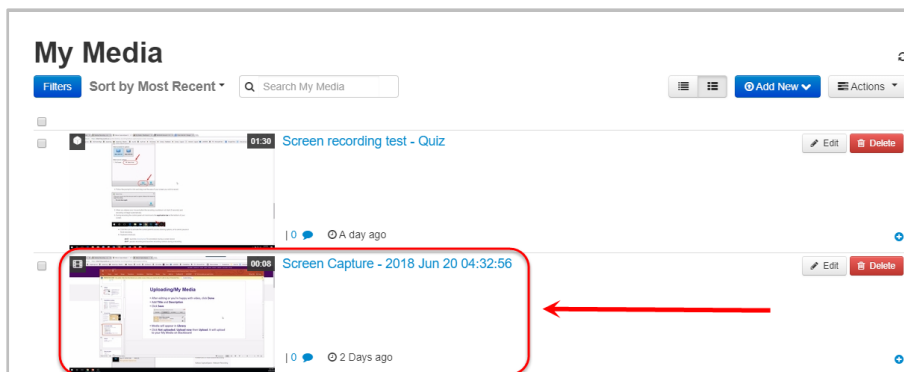
- Select **Actions**, then **Edit**.
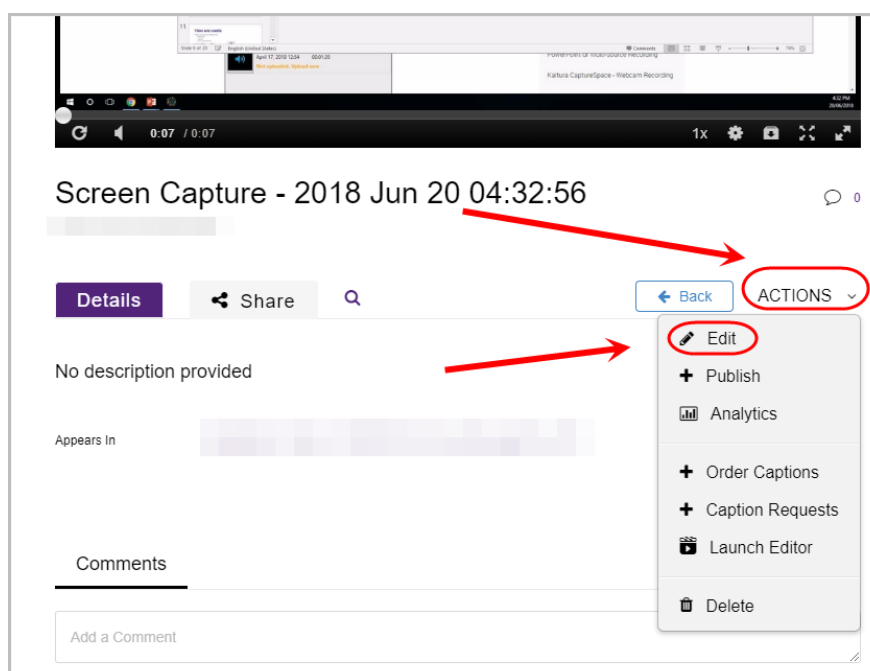
4. Select **Captions** then the **Upload captions file** button.
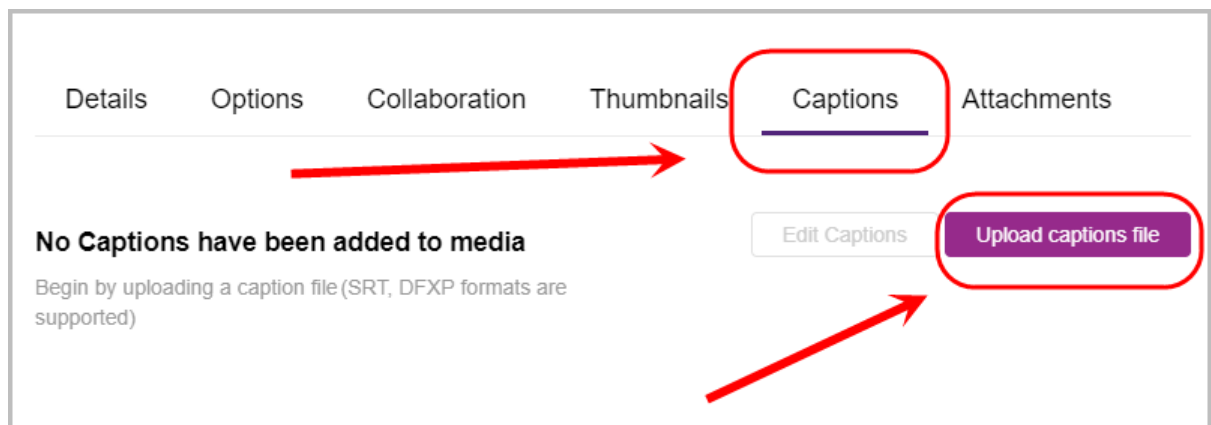
- In **Select a file:**, select the **Browse…** button.
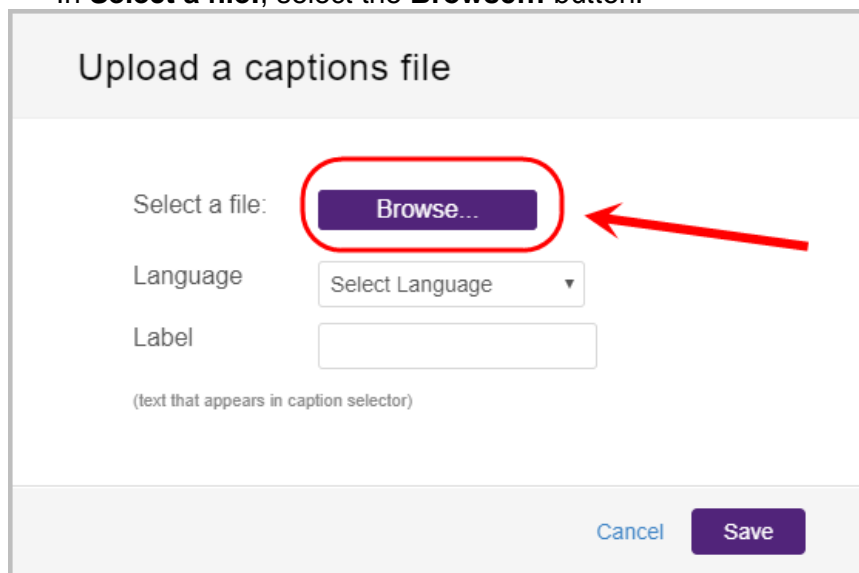
- Select the required file then select **Open**.
  Note: The required file must be in SRT format.
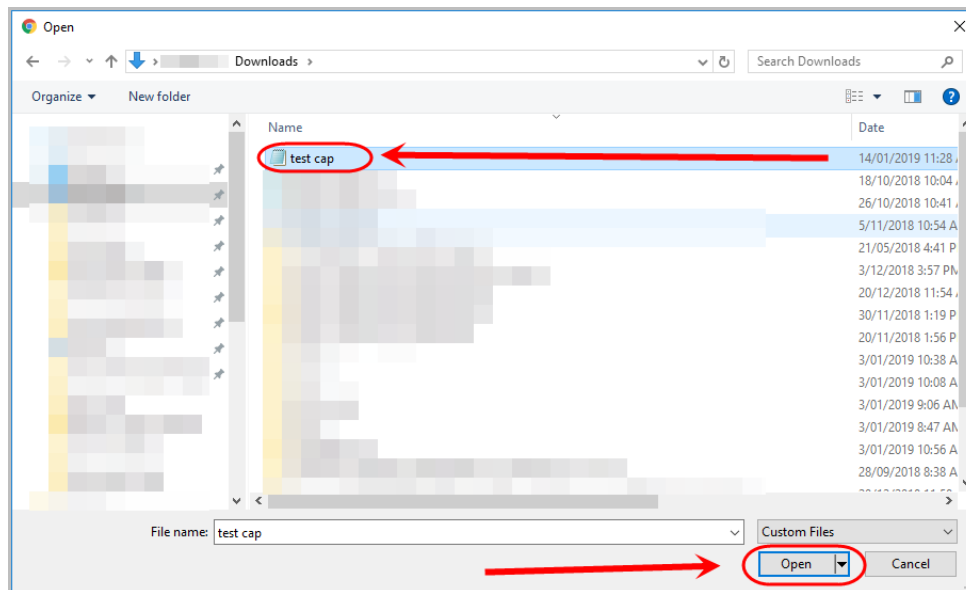
- Select **English** from the **Language** drop-down menu.
- In **Label**, type in the name of the transcript.
- Select **Save**.

- Once uploaded, the caption information is now visible along with the **Actions**:
    1. **Set as Default**: Select if there are more than one caption files from the list and that caption will appear as the default.
        - **Note**: The default caption will have a **black tick** under **Actions**.
    2. **Edit**: Select if you would like to edit the caption file.
        - **Note**: If changes were made, the **save icon** under **Actions** needs to be selected.
    3. **Delete**: Select if you would like to delete the captions file.
    4. **Download**: Select if you would like to download the captions file as an SRT file.

| Details | Options | Collaboration | Thumbnails | Captions | Attachments |

Edit Captions   **Upload captions file**

Language	Label	File type	Actions
English	Transcript (English)	SRT	① ✓ ② ✏ ✗ ③ ⬇ ④

Further Resources

Technical Support

Helpdesk staff – Gary Smith, Paul Dutton and Michael Luyten.
help@learn.uq.edu.au or Ph 336 56000

eLearning Solutions Service

The eLearning Systems and Support team provide an eLearning Solutions Service to help staff implement eLearning solutions for the most common teaching and learning problems, using centrally supported eLearning tools.

ITaLI Teach Assist

TeachAssist is provided by ITaLI for the UQ community to offer support for their teaching and learning. If you are considering changing your curriculum, its delivery or assessment, evaluating your teaching or perhaps even educational research then get in contact through the ITaLI TeachAssist website.

Faculty Educational Designers

Faculty	Educational Designer	Email	Phone
BEL	Christy Patton (Business)	c.patton@business.uq.edu.au	334 66978
EAIT	Esther Fink	e.fink@uq.edu.au	336 57390
HABS	Jessica Tsai	j.tsai@uq.edu.au	336 56641
HASS	Chris Frost Inge Matt	c.frost1@uq.edu.au i.matt@uq.edu.au	334 61632 336 51333
MABS	Kym Ward (Medicine) Michael O'Brien (Public Health)	k.ward1@uq.edu.au m.obrien3@uq.edu.au	334 64620 336 55037
Science	Pablo Riveros	p.riveros@uq.edu.au	336 58869

eLearning Resources

A range of resources are available on our eLearning website, including self-help text based guides, self-help videos, teaching and learning quick-guides and information on known technical issues. Additionally, updates are also available on the progress of eLearning projects such as the implementation of new tools and upgrades to current systems.

eLearning Newsletter

The eLearning newsletter is published fortnightly and includes articles on eLearning tips for the start and end of semester, promotion of new tools, tool functionality and how tools could be used to improve teaching and learning. Other relevant communications on policy updates, tool upgrades and outages are also included in the newsletter.

UQ eLearning Twitter

https://twitter.com/elearningUQ

Pedagogical Resources

The Institute for Teaching and Learning Innovation (ITaLI) provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics.

Student Resources

Library Services provides AskUS a help and information service for students. They also offer face-to-face help, provide online Learn.UQ student guides and run workshops for students.

eLearning Workshops

A range of technical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the Teaching and Learning Technologies series on the Staff Development website.

ITaLI Workshops

A range of pedagogical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the Teaching, Learning and assessment series on the Staff Development website.

Custom Workshops

Custom workshops for schools can be provided by the eLearning Systems and Support team and ITaLI.

- eLearning technical workshops: elearningtraining@uq.edu.au
- eLearning pedagogical workshops: itali@uq.edu.au
- combined technical and pedagogical workshops: elearningtraining@uq.edu.au or itali@uq.edu.au