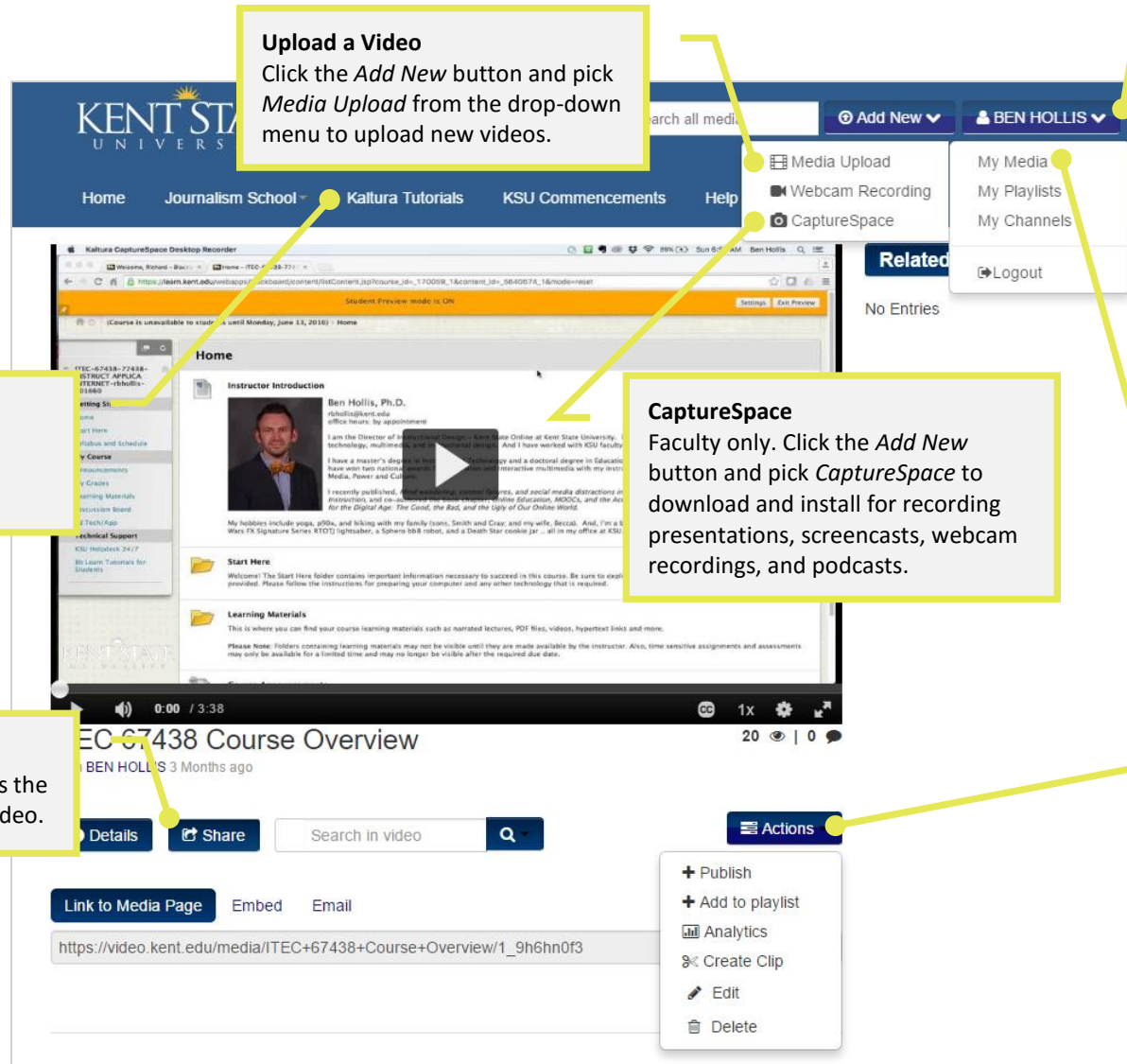


Quick Start Guide

Explore Kent State's new video platform solution.



Upload a Video
Click the *Add New* button and pick *Media Upload* from the drop-down menu to upload new videos.

FlashLine Login
Login to upload videos from the *Add New* menu. Manage videos from *My Media* in the dropdown menu.

Tutorials
Review tutorial videos to help guide you through the new features and tools in Kaltura.

CaptureSpace
Faculty only. Click the *Add New* button and pick *CaptureSpace* to download and install for recording presentations, screencasts, webcam recordings, and podcasts.

Access your Videos
Kaltura uploads reside in your *My Media* gallery. Click the *My Media* link under the login button to access a list of your online videos.

Link and Embed Code
Use the *Share* button to access the link or embed code for your video.

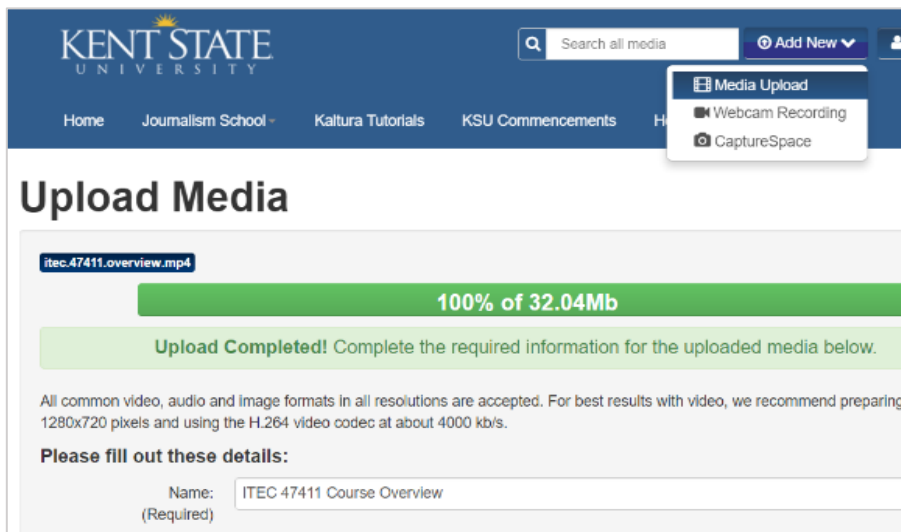
Adjust Settings
Use the *Actions* button to adjust privacy settings with *Publish*; check viewership with *Analytics*; add features such as chapters, new video thumbnails, and collaborators with *Edit*.

Upload a Video

MEDIA UPLOAD

Use Kaltura to upload video files that you have created for online streaming playback.

1. Visit video.kent.edu, and login with your FlashLine username and password.
2. Click the **Add New** button and pick **Media Upload**.
3. Choose a file to upload.
4. Add a descriptive name (eg. ITEC 47411 Course Overview), adjust settings, and Save.
5. Add to Blackboard (steps on the next page).



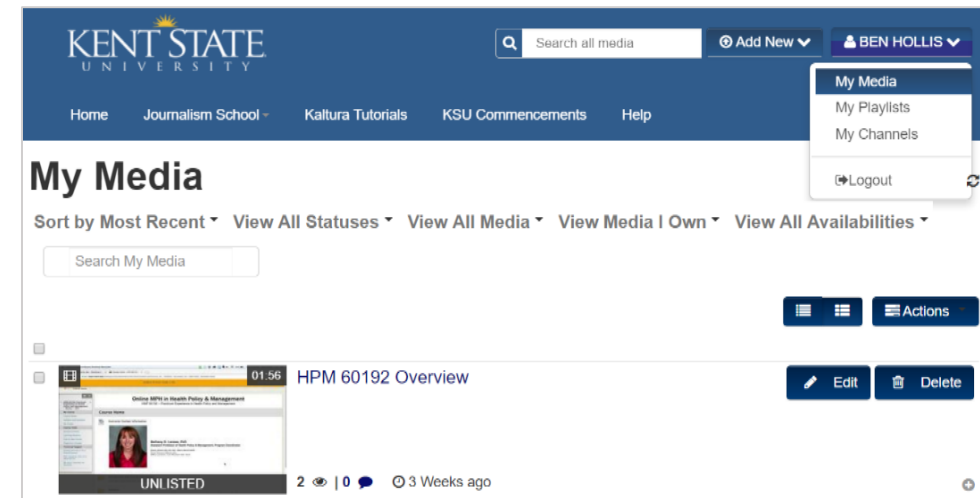
Access your Videos

MY MEDIA

Kaltura uploads will reside in your **My Media** gallery.

1. Visit video.kent.edu, and login with your FlashLine username and password.*
2. Click on your login/account button and pick **My Media**.
3. Click **Edit** for any video to adjust settings, and explore features such as chapters, collaborators, and analytics.

** You can also access all of your Kaltura videos within Blackboard with the Kaltura Mashup.*

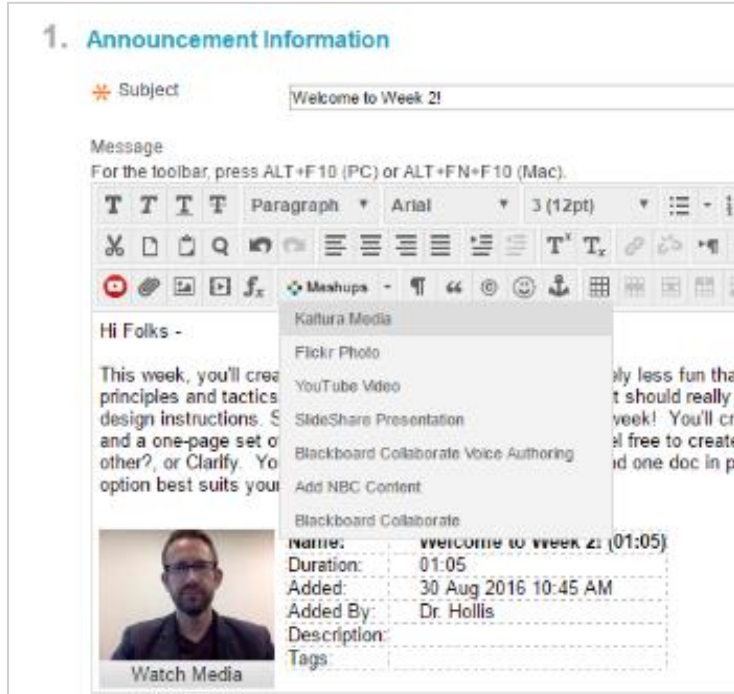


Kaltura and Blackboard

TEXT EDITOR

You can easily access and add your Kaltura videos to your Blackboard course!

1. Within any Blackboard text editor, click **Mashups** (third row of the editor).
2. Choose **Kaltura Media**.
3. Browse your Kaltura My Media gallery, select, and embed a video within your message!

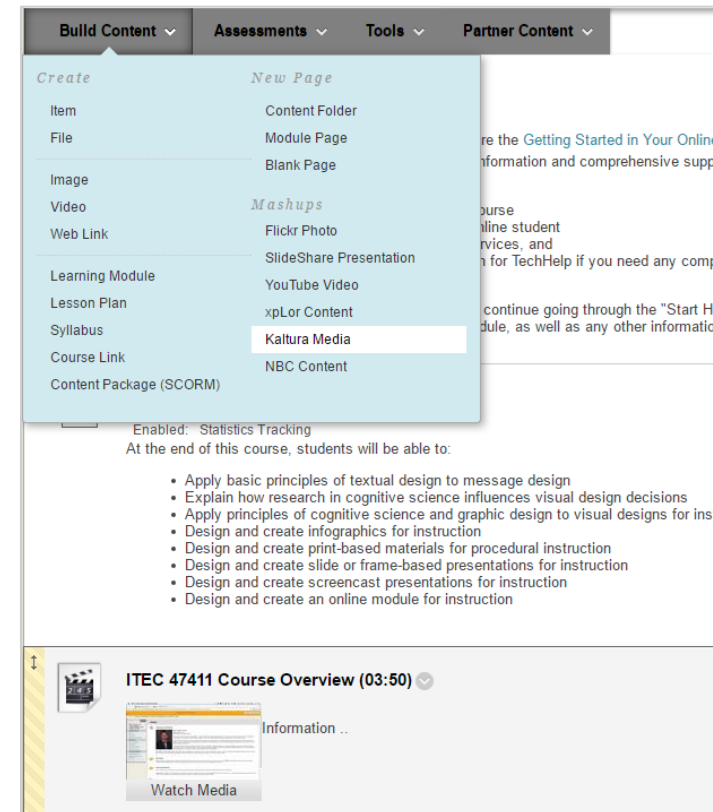


Or ..

CONTENT AREA OR FOLDER

Navigate to a folder or content area within your Blackboard course.

1. Click **Build Content**.
2. Choose **Kaltura Media**.
3. Browse your Kaltura My Media gallery, select, and embed a video within your course!



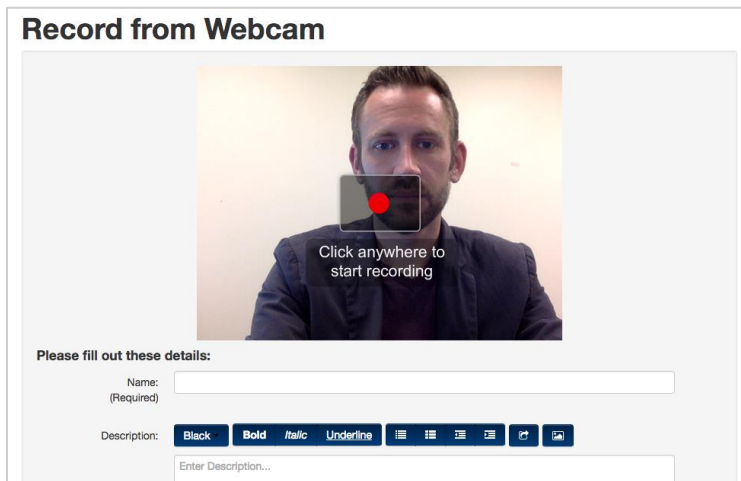
Webcam Recordings

RECORD FROM YOUR BROWSER

Kaltura's web-based webcam recording is a great way for students and faculty to add presence to an online course.

1. Visit video.kent.edu, and login with your FlashLine username and password.
2. Click the **Add New** button and pick **Webcam Recording**.*
3. Use the Webcam Recording feature to start, preview, and save your recording.
4. Your recording is added to your My Media Gallery!

* *You can also use Webcam Recording within Blackboard with the Kaltura Mashup.*




Record from Webcam

Click anywhere to start recording

Please fill out these details:

Name: (Required)

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

Key Terms & Features

GET TO KNOW KALTURA

Kaltura: Synonymous with video.kent.edu. Kaltura is the cloud-based platform for streaming online video.

CaptureSpace: Desktop application for recording your screen, webcam, or voice, and uploading to your My Media gallery. CaptureSpace is only supported for faculty use.

My Media: Kaltura uploads reside in your My Media gallery. Access your My Media gallery from video.kent.edu to edit and organize videos, or from Blackboard using the Mashup tool (noted below) to add videos to your course.

Publish: Set videos to *Private* (viewable to content owner only); *Unlisted* (viewable to anyone with the link); or *Published* (viewable to anyone). Note - videos uploaded from CaptureSpace are Private. Private videos added to Blackboard via the Mashup are viewable to students enrolled in the course and the content owner.

Channels: Method of limiting and managing online viewership. Note – all videos organized in channels, even *open channels*, require a FlashLine username and password to view videos in that channel.

Tags: Add tags to help organize videos; however, descriptive titles for videos often yield better search results within your My Media gallery.

Playlists: Create and add a list of multiple videos to a single space in Blackboard by adding the playlist HTML embed code to any Blackboard text editor.

Mashup: Add videos from your My Media gallery to Blackboard: text editor (*Mashup > Kaltura Media*), or course (*Build Content > Kaltura Media*).

Collaboration: Change or share administration of a video. Click *Edit* on a video within your My Media gallery, and pick the *Collaboration* tab to get started.

Timeline: Create chapters within a video; viewers can interact with chapters during video playback, and navigate to key topics within the video timeline. Click *Edit* on a video within your My Media gallery, and pick the *Timeline* tab to get started.

Training & Support

QUESTIONS?

Tutorials and answers to FAQ's are available by visiting video.kent.edu, and accessing **Kaltura Tutorials** and/or **Help**.

You can also review the Technology Workshops from Information Services, and sign up for *ET Apps: Dropbox, Kaltura, and Presenter* on training.kent.edu.

NEED MORE ASSISTANCE?

Articles and other documentation can be found at support.kent.edu and search on **Kaltura**.

For more assistance or problem solving, please submit a ticket to our Helpdesk at support.kent.edu. You may also contact the Educational Technologies support staff at etsupport@kent.edu.

Faculty Workshops

VIEW SESSIONS AND REGISTER

[Kent State Online](https://kentstateonline.com) offers a variety of in-person presentations and workshops, webinars, and self-paced online workshops that support and extend the [Kent State Online Framework](https://kentstateonline.com/framework) for designing, developing, and teaching high quality online courses.

[Sessions](#) are available to all university faculty, graduate teaching assistants, and staff, and can also be requested for any college, campus, or unit.

ONLINE TEACHING LISTSERV

Sign-up for the Online Teaching Listserv to be notified when new sessions are available. Our listserv includes news, resources, tips, and best practices for online instructors.

[Online Teaching Listserv Sign-Up Form](#)