Recording or Adding Video Content with Kaltura

Background

Kaltura, a video creation tool for use by instructors, has been integrated into Canvas. This means that Extended Studies instructors can record and post directly Canvas.

In addition to slides + audio recording, Kaltura enables Extended Studies instructors to include the following in lecture/presentation recordings:

- Animations
- Mouse pointers and gestures
- Other visual elements displayed on the screen

With these powerful tools, you will be able to create video content that supports the student learning experience by focusing attention on exactly what you demonstrate.

When you're ready to record lectures for your online course, the Online Learning team will orient you to Kaltura. Our team will guide you through using the Kaltura tool within your online course to capture your lectures/presentations and to display your video within your course immediately after you've completed the recording.

Process Overview for Video Content Production with Kaltura

1. Prepare Content (Presentation/Lecture)

UC San Diego Extended Studies recommends the following steps to prepare video content that provides an outstanding student learning experience in your course. Following the best practices outlined here in the recording of video content will ensure that your video content is engaging to the students in your Extended Studies course.

a. Divide Presentation Content into Mini-lectures: Chunk Your Content

- The student experience will be improved with multiple mini-lectures that are under 10 minutes. Organizing your content into topical chunks – content chunking - allows you to divide a week's content across multiple short recordings. Most importantly, breaking the content allows you to insert learning activities between the mini-lectures/presentations to increase student engagement and comprehension.
- Organizing your weekly presentation/lecture content into mini-lectures (chunks of content presented in 7-10 minutes) is easy with the right framework. We recommend starting by mapping out a single week's content in a detailed outline (think Cornell notes, like used to plan a 5-paragraph essay).

Week 1	Outline	Mini Lecture	Mini-Lecture Content and Slides (7-10 minutes)
	I. Introduction	Mini-Lecture 1	This week we are going to address the topic of X. The three main concepts related to this topic that I will address are I, II, and III. Before you move on to the next recording. Take a moment to reflect on what you already know or have learned about concepts. Take another minute to reflect on the questions you currently have about the topic or the main ideas. (5-10 slides)
	II. Main idea/concept 　A. Definition 　B. Details 　C. Examples/Applications 　D. Demonstration	Mini-Lecture 2	Let's dig into Concept I by defining it in terms of topic X. Here are some key details and related terms. Here are some real world examples. Here is what this concept looks like (demonstration). (10-20 slides/ 30-60 seconds of audio per slide)
	III. Main idea/concept 　A. Definition 　B. Details 　C. Examples/Applications 　D. Demonstration	Mini-Lecture 3	Let's dig into Concept II by defining it in terms of topic X. Here are some key details and related terms. Here are some real world examples. Here is what this concept looks like (demonstration). (10-20 slides/ 30-60 seconds of audio per slide)
	IV. Main idea/concept 　A. Definition 　B. Details 　C. Examples/Applications 　D. Demonstration	Mini-Lecture 4	Let's dig into Concept III by defining it in terms of topic X. Here are some key details and related terms. Here are some real world examples. Here is what this concept looks like (demonstration). (10-20 slides/ 30-60 seconds of audio per slide)
	V. Conclusion/Summary	Mini-Lecture 5	This week we talked about concepts I-III in terms of topic X. Think about the definitions/examples/demonstrations presented about each point. What questions do you now have about each of these? Reflect on what you know about each concept and whether you could apply your knowledge beyond this course, and how/why. (5-10 slides, you could recycle the A-D slides from each mini-lecture. You don't need a completely new deck here.)

2. Prepare your slide deck

a. Templates

If you do not already have a preferred template, please use one of our two templates to design your PowerPoint presentation:

1. [PowerPoint Template (PPTX)](#)
2. [PowerPoint Template (PPTX, 16x9 formatted)](#)

b. Notes Section within your Slide Deck

- Add transcript or notes (from outline) for each mini-lecture to each slide.

c. Identify Special Content within your Presentation and Determine Best Path for Student Access

Does your presentation include any hyperlinks or embedded video?

- Any hyperlinks that that you have included in your presentation will also need to be added to the course in Canvas. Hyperlinks will not automatically open from the lecture so be sure to post the full web URL as a hyperlink in the course.   Click this link to learn:
  - [How do I add an external URL as a module item?](#)
  - [How do I create hyperlinks to external URLs in the Rich Content Editor as an instructor?](#)
- If you have embedded video or other media within your presentation, notify Online Learning about the specific lectures and slides so we can make sure it is processed correctly. In some cases we may need you to provide that media as a separate file for students to be able to access correctly.

3. Rehearse/Practice

- Plan practice time in advance of your recording appointment so that you can get comfortable with your slides and the content you will be presenting. Pre-recorded content (lecture/presentation) requires different preparation techniques than those required for in-class (live) presentation in a classroom learning environment. Pre-recorded content is processed asynchronously by the audience and the speaker gets no audience feedback in real time. You need to plan practice time into your preparation.

- Rehearse your first mini lecture by advancing through the slide deck and speaking from your notes.

- Reflect on your rehearsal. How did it go? Did the notes help you cover everything you wanted to say for each slide? Do you sound like yourself? Did you sound engaged (not nervous)?
  - If yes, great! You are ready to record.
  - If no, rehearse at least two more times. Then, script out what you need to say and add the script to the notes section for each slide. Try to visualize your online students listening to your lectures. Is your personality coming through? You want to be sure that you DON'T sound like you are reading a script. You want to sound engaged with the content and the students.

- Remember, you may have some imperfections in your actual presentation (what you record). That's okay as long as you have covered the key content in a comprehensible way.
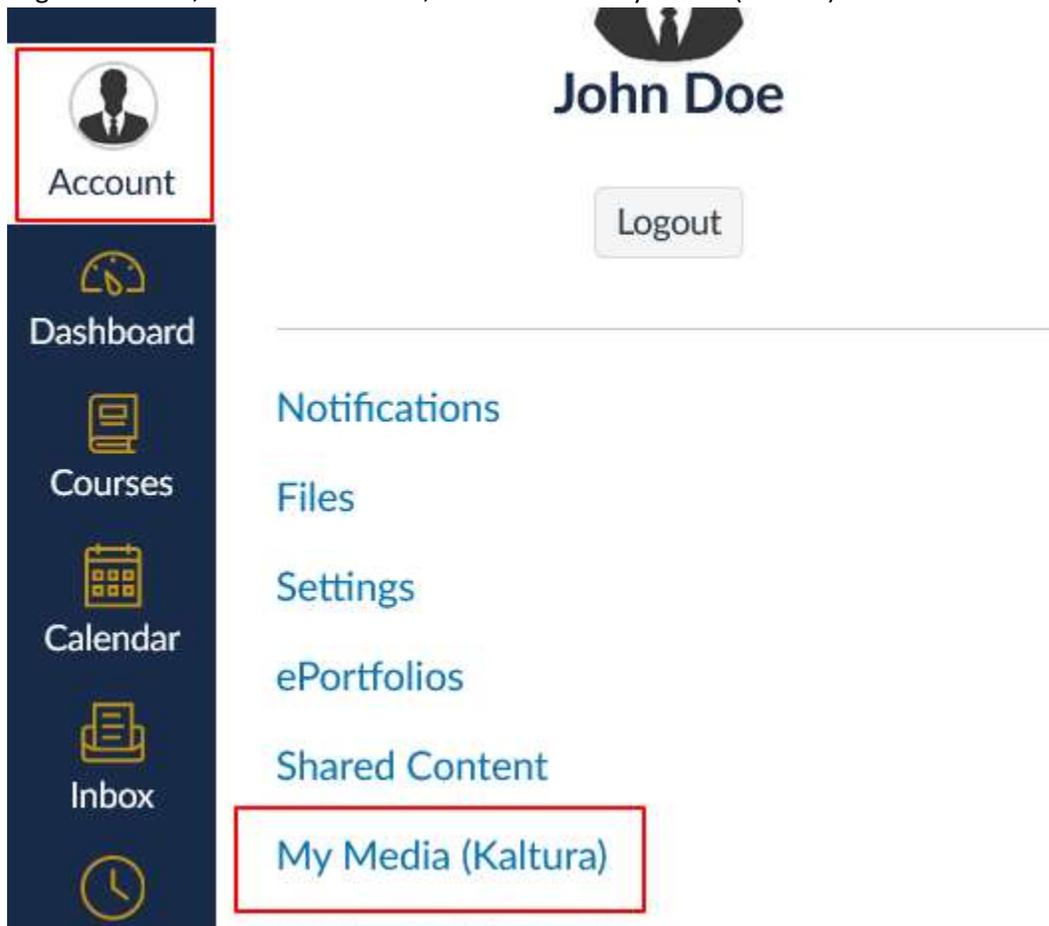
UC San Diego
EXTENDED STUDIES

4. Review Kaltura tutorials

Review the following tutorials prior to your recording session:

- [Kaltura Capture Overview](#)
- [Kaltura Capture - Getting Started](#)
- [Kaltura Capture - Recording Options](#)
- [Kaltura Capture - Completing and Uploading Your Recording](#)

5. Ready to record!

1. Login to Canvas, click on "Account", then click on "My Media (Kaltura)".

2. Your "My Media" page will load. Click on "Add New", then "Kaltura Capture".
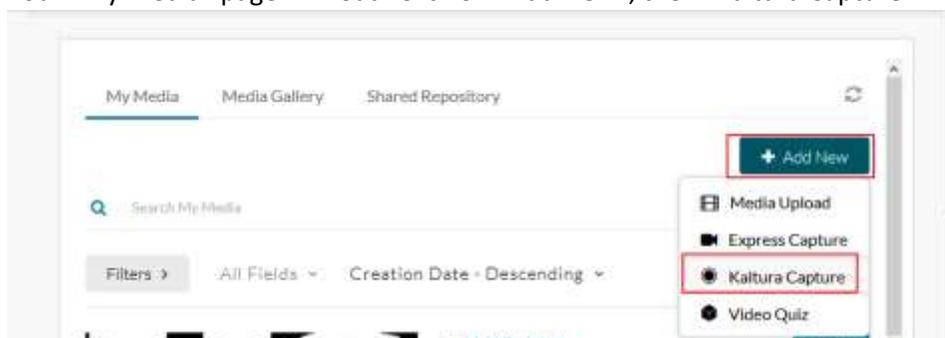
3. The Kaltura Capture application should automatically load.

4. If it does not automatically load, follow the directions on the screen to download and install the software on your Mac or PC, leaving the suggested settings during install.

   a. When prompted, allow Kaltura to access "your account."
   b. When the app eventually launches, we recommend clicking on <u>Manage</u>, click the gear wheel icon, and select the 'Yes' radio button for Auto minimize on recording, and then finally press the 'Save' button.
   c. After install, go back and start from step #2 in this list.

6. Upload video content to your account.

When you are done recording, upload the new content to your account.

a. Recorded through Kaltura Capture

1. Enter the file name for your recording, then click "Save & Upload".
   i. Please use the following file naming protocol (and use this in your subject line): Week number, followed by lecture part, followed by initials of first and last name, followed by course
   ii. For example, week 1, lecture 2, from Online Learning for MISC-00000 should be 01_02_OL_MISC00000).
2. Allow the upload to process in the background
   i. Please note, depending on the length of your recording, the time to complete the upload process may range from a few minutes to half an hour.

b. Recorded separate video file

1. Click on "Add New", then "Media Upload".
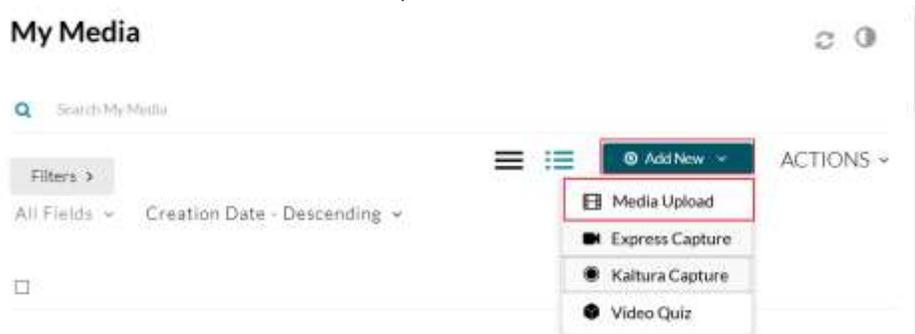
2. You'll be prompted to upload your file. Click to browse your computer or drag-and-drop the file within the upload window.
3. Once you've uploaded your file, you'll be able to navigate to your My Media and view your content.
   a. Please note, depending on the length of your recording, the time to complete the upload process may range from a few minutes to half an hour.

## 7. Deploy video content in your online course

1. When your recording has been uploaded to your account, navigate to "My Media".
2. Once you are logged in to your Canvas account, navigate to the course where you want to deploy your recording, then go to the specific lesson/learning module you want the recording to display in. (e.g. Lessons > Lesson 1 > Lecture 2, Lesson 1).
3. For Canvas, either create a new page or edit an existing page in your Canvas module. In the rich content editor (RCE), embed your Kaltura Video by clicking the Kaltura icon on the right of the editor box to launch the Kaltura tool.
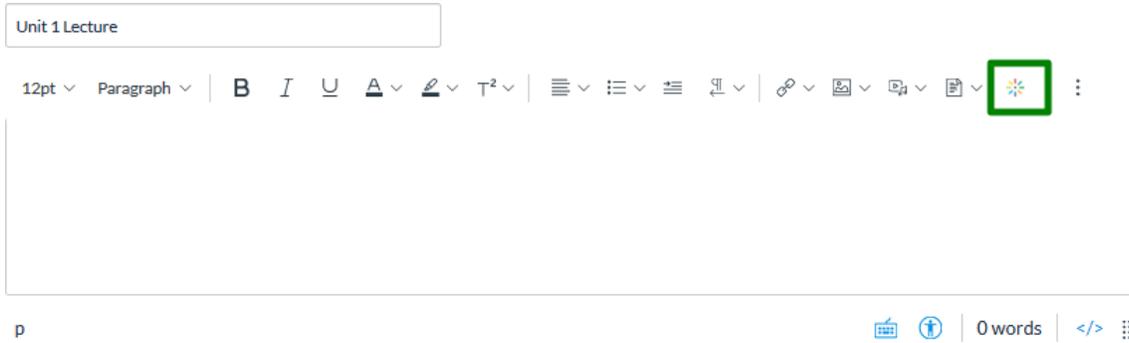
Note: if you do not see the Kaltura icon, click on the expand menu icon (3 dots) and then click on the Kaltura icon
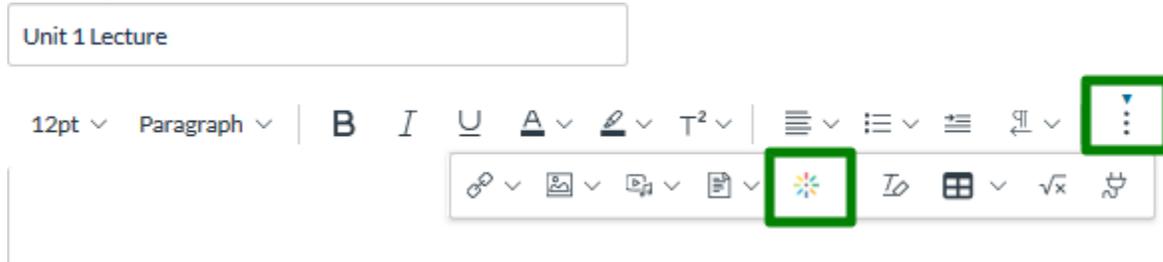
4. Your "My Media" page will load. Scroll to the video you recorded and click *Embed* in Canvas.

UC San Diego
EXTENDED STUDIES
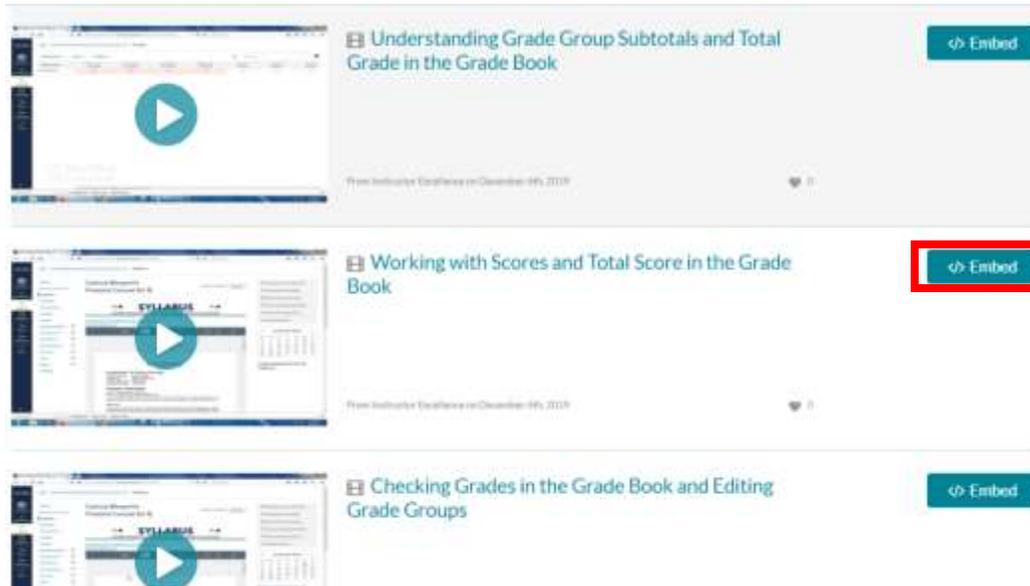
5. The page will refresh, and you will now see your media in the RCE and you may edit/save as needed.