

Quick Reference - How to Create Media in Canvas (Students)

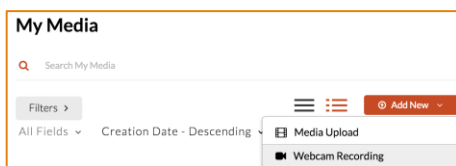
Note: This document focuses on how to use Kaltura but students can also use mobile devices or software like Screencast-o-Matic to create videos. If a student has recorded a video without using Kaltura, they can access My Media in Canvas, then select Add New-> Media Upload to upload videos directly to Canvas.

Record Media

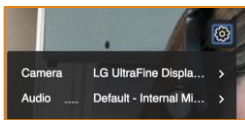
Use Kaltura to create and insert a screen capture, webcam video, or audio into Canvas.

Create a Webcam Recording

1. From the main menu at the left of Canvas, click on 'My Media'.
2. Select the 'Add New' dropdown menu and then 'Webcam Recording'.



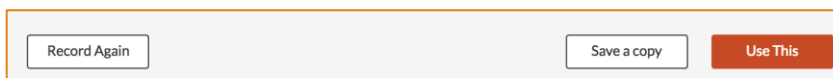
3. Select the options gear and review the Camera and Audio options.



4. Select the recording button (red circle) to begin recording.
5. Wait for the countdown and then record.
6. There is no pause button. Select the square Stop button to stop the recording.



7. Preview the video and select 'Use This' to save your recording.



8. Enter a Name, a brief Description, and/or Tags. Select Save.

Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

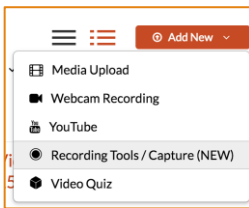
Tags:

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

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

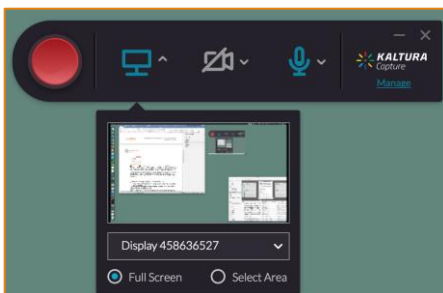
Create a Presentation or Screencast Recording

1. From the main menu at the left of Canvas, select 'My Media'.
2. Select the 'Add New' dropdown menu and then 'Recording Tools/Capture'. Review and agree to the terms, then open the Capture program.



(First time only) From this page you will be prompted to choose the Kaltura Capture installer for Mac or Windows. Download the right installer for your operating system and then run the download file. After the installation is complete, go back into Canvas. Click on 'My Media' from the main menu and select Add New -> Recording Tools again.

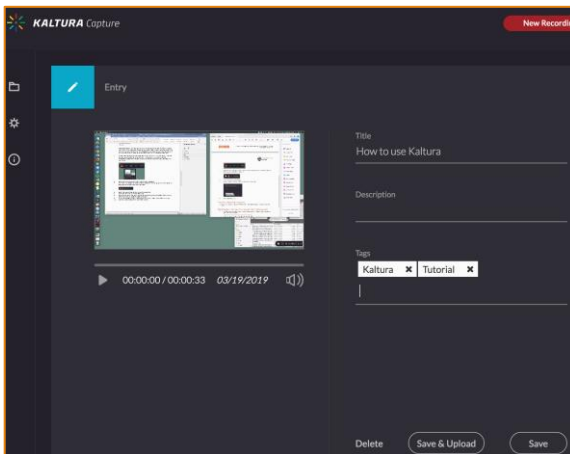
3. Choose video input(s) from the drop down menus and select an audio input. Mute the unused inputs by clicking on top of them. For example: To create a presentation, select the computer screen as one input, mute one input, and select an audio input.



4. Select the recording button (red circle) to begin recording.
5. Wait for the countdown and then record. During the recording, you have the option to Stop, Pause, Cancel, or use the highlighter.

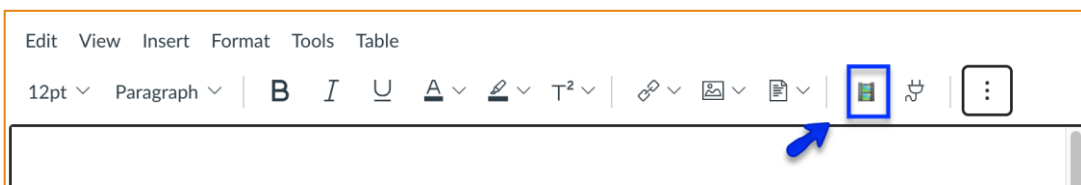


6. Select the square Stop button to stop the recording.
7. View the preview of the recording then enter a Title, a brief Description, and/or Tags.
8. Click on Save & Upload to save it for use within Canvas.

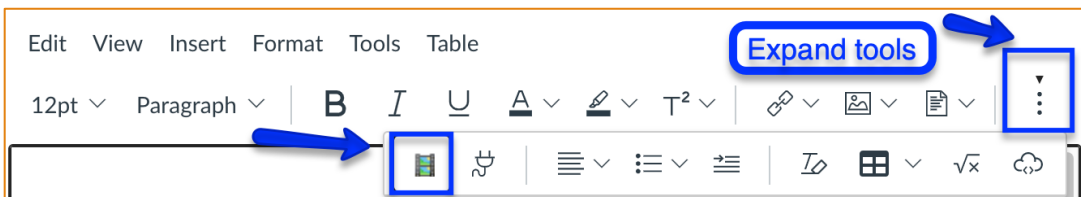


Share the Media you created in Canvas (in an Assignment or Discussion)

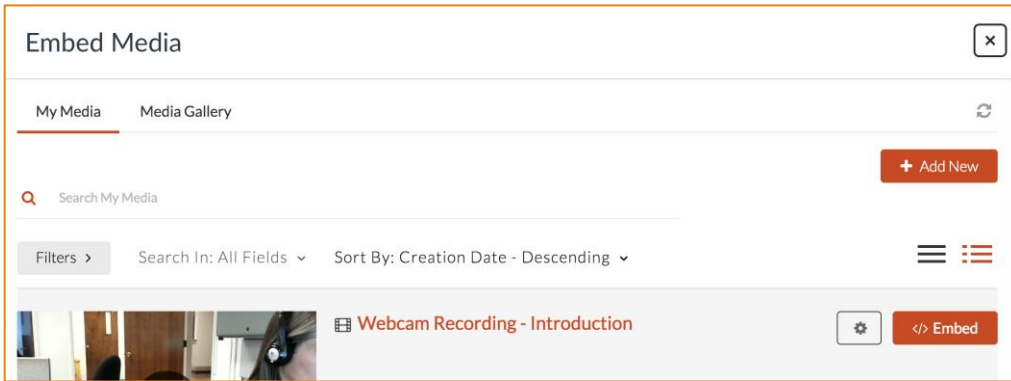
1. To add a recording to any area in Canvas select the Embed Kaltura Media Icon within the rich text editor.



If you do not see the Embed Kaltura Media Icon at first, select the triple dotted menu expansion button.



2. Click on `</>`Embed next to a recording to select it.



Support

Contact the [IS Service Desk](#) for help with Kaltura. Additional tutorials about Kaltura can be found at <https://learn.oregonstate.edu/kaltura>.

