

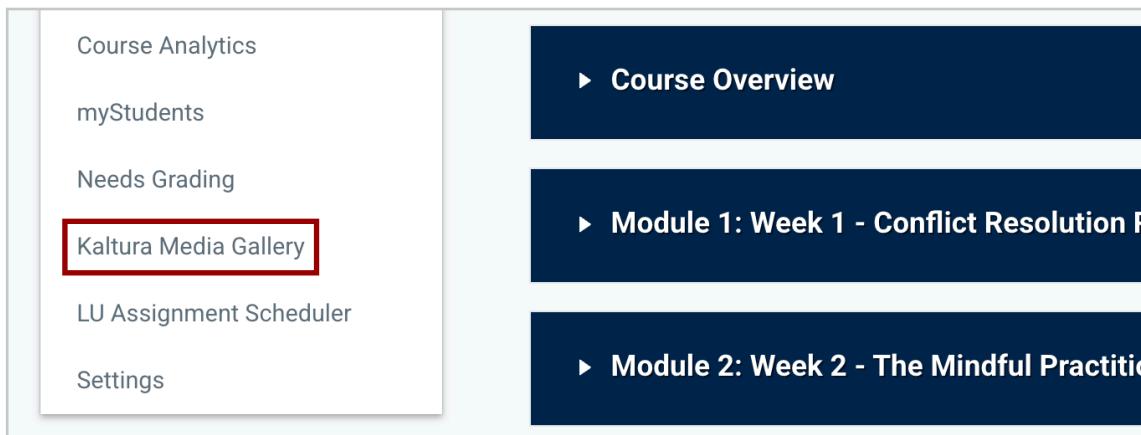
### How to Create, Upload, and Embed Kaltura Videos in Canvas

This training document will demonstrate how to create, upload, and embed Kaltura videos in Canvas.

Please note that you can only embed the Kaltura videos you own. If you recorded or uploaded a video into your account in Kaltura, then you own that video and have the ability to embed it into your course in Canvas.

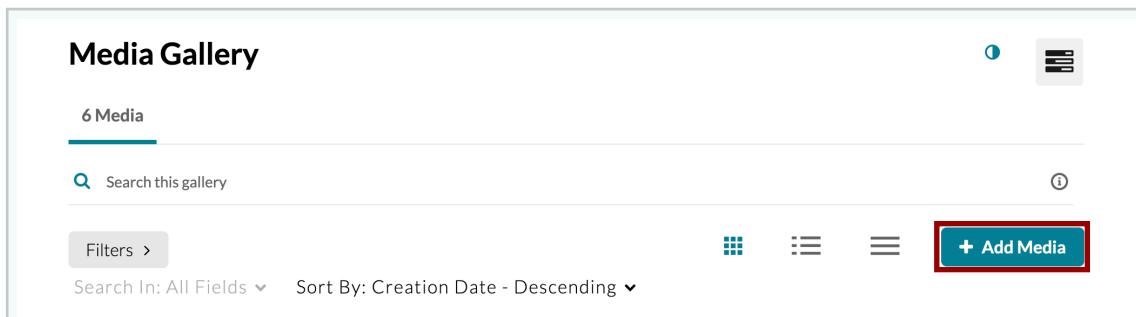
#### How to Create & Upload a Video in Kaltura

1. To begin, open a course in [Canvas](#) and select **Kaltura Media Gallery** from the left-hand menu.



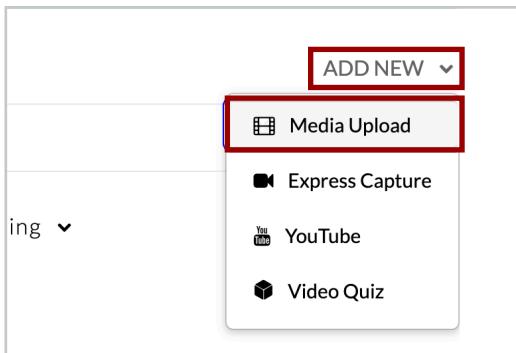
The screenshot shows the left sidebar of a Canvas course. The sidebar includes links for Course Analytics, myStudents, Needs Grading, Kaltura Media Gallery (which is highlighted with a red box), LU Assignment Scheduler, and Settings. To the right of the sidebar, there are three dark blue boxes representing course modules: 'Course Overview', 'Module 1: Week 1 - Conflict Resolution R', and 'Module 2: Week 2 - The Mindful Practitio'.

2. Click **+ Add Media**.

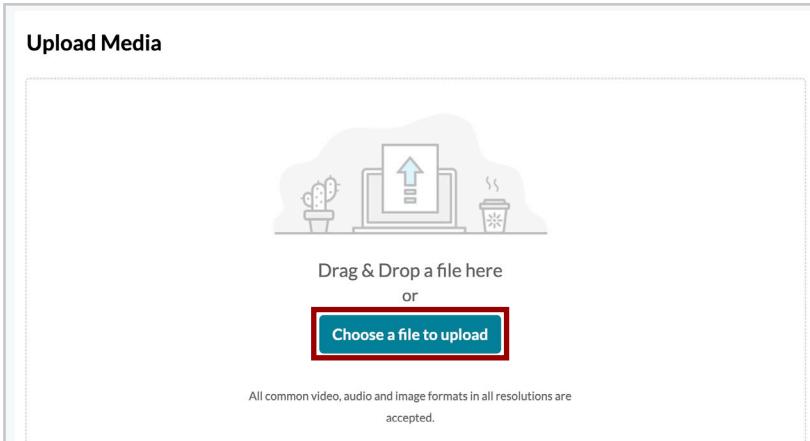


The screenshot shows the Kaltura Media Gallery interface. It displays 6 Media items. The interface includes a search bar, filter options, and sorting controls. The '+ Add Media' button is highlighted with a red box.

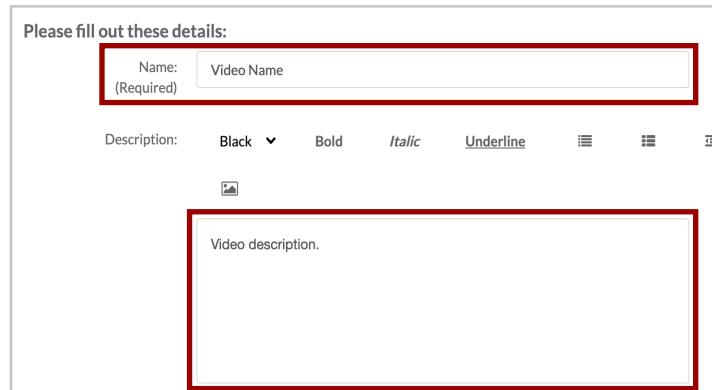
3. To upload a pre-recorded video from your computer, click the **Add New** dropdown menu and select **Media Upload**.



4. Then **drag and drop** or click **Choose a file to upload** to upload a video from your computer.



5. Use the **Name** and **Description** fields to provide a title and information about the video.



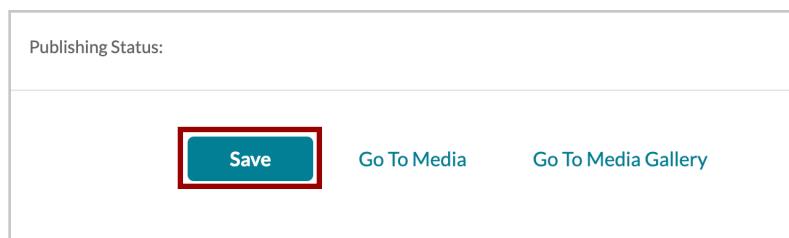
Please fill out these details:

Name:  (Required)

Description:

Formatting options: Black, Bold, Italic, Underline, etc.

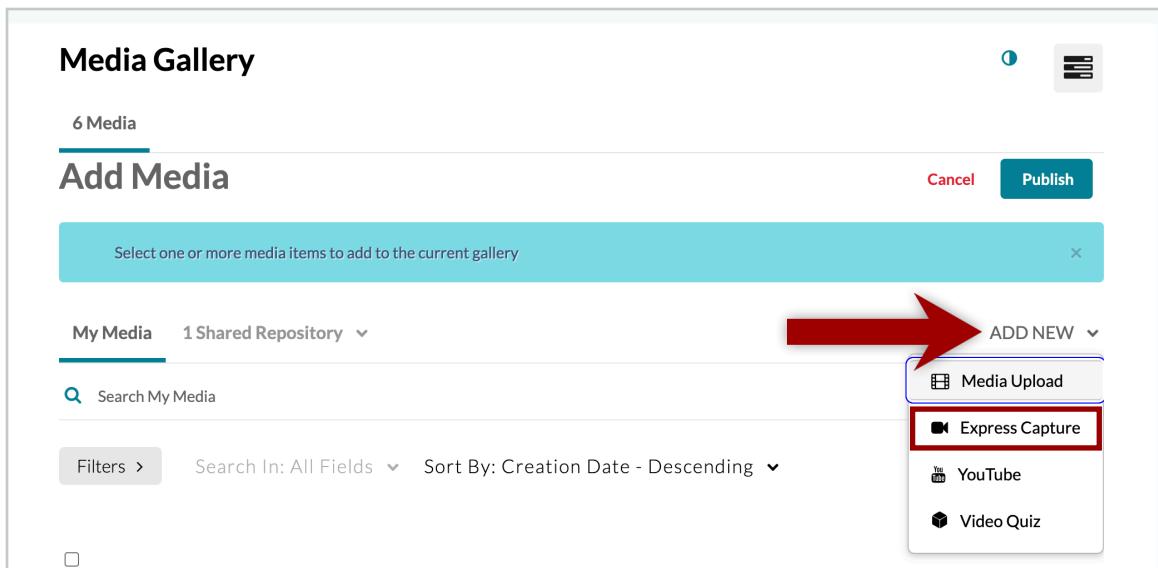
6. Click **Save**.



Publishing Status:

[Go To Media](#) [Go To Media Gallery](#)

7. To create a new video, return to the Add Media page. From the **Add New** dropdown menu, select **Express Capture**.



Media Gallery

6 Media

Add Media

Select one or more media items to add to the current gallery

Cancel Publish

My Media 1 Shared Repository

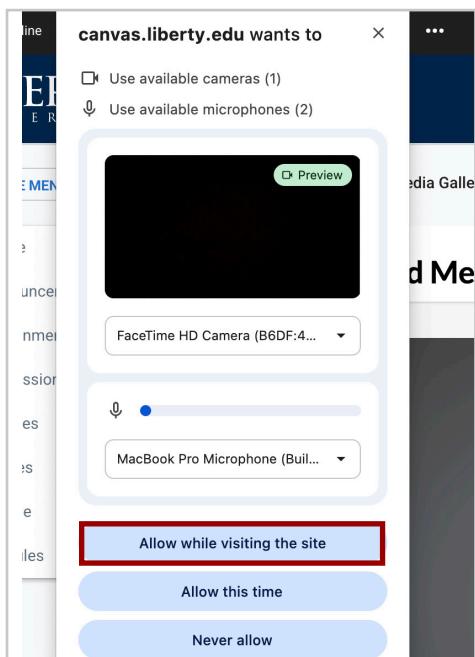
Search My Media

Filters > Search In: All Fields Sort By: Creation Date - Descending

ADD NEW

- Media Upload
- Express Capture**
- YouTube
- Video Quiz

8. Review your browser permissions to access your camera and microphone.



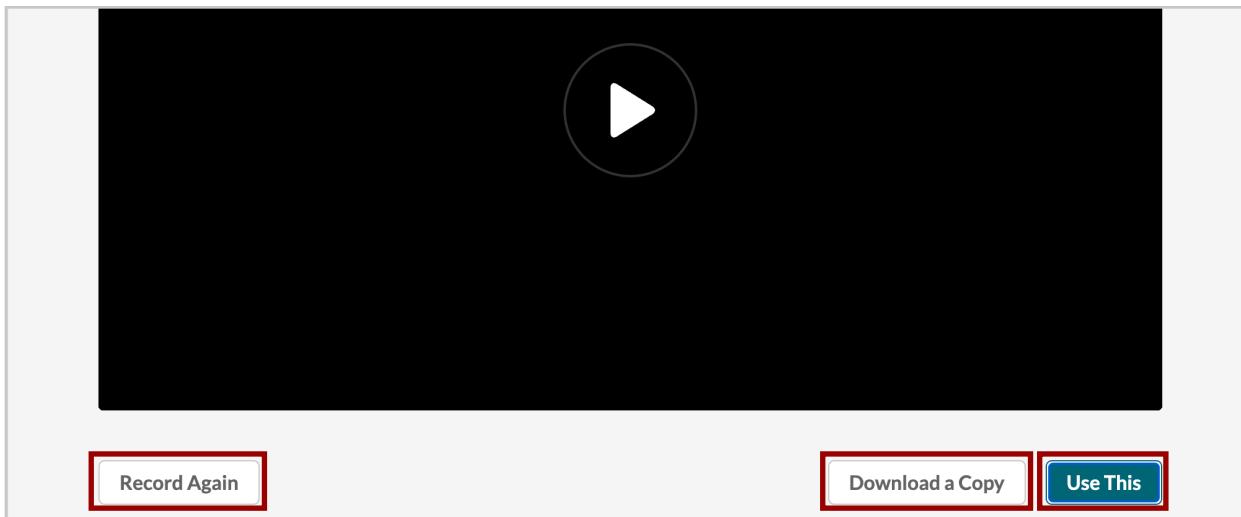
9. To record a video, click the **Record** button and record your video.



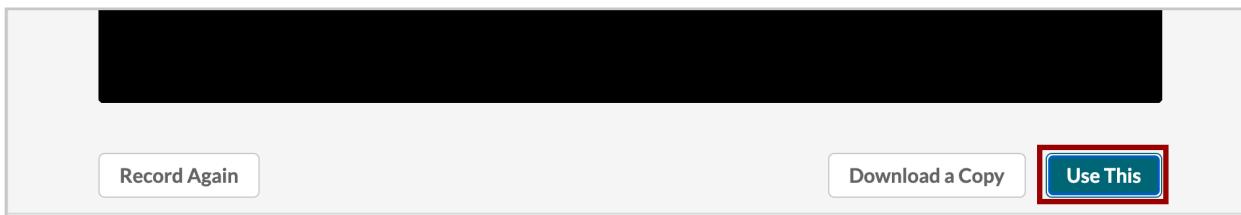
10. To end the video recording, click the **Stop** button.



11. Review your recording and select **Record Again**, **Download a Copy**, or **Use This**.

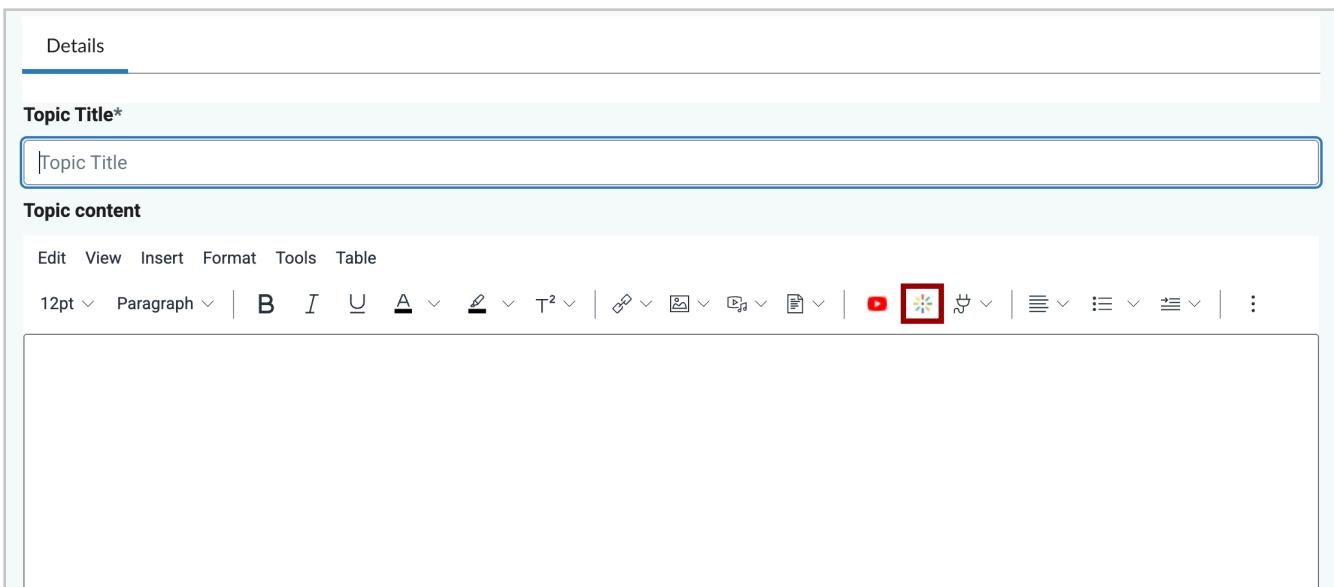


12. Once you are satisfied with your video, click **Use This**.

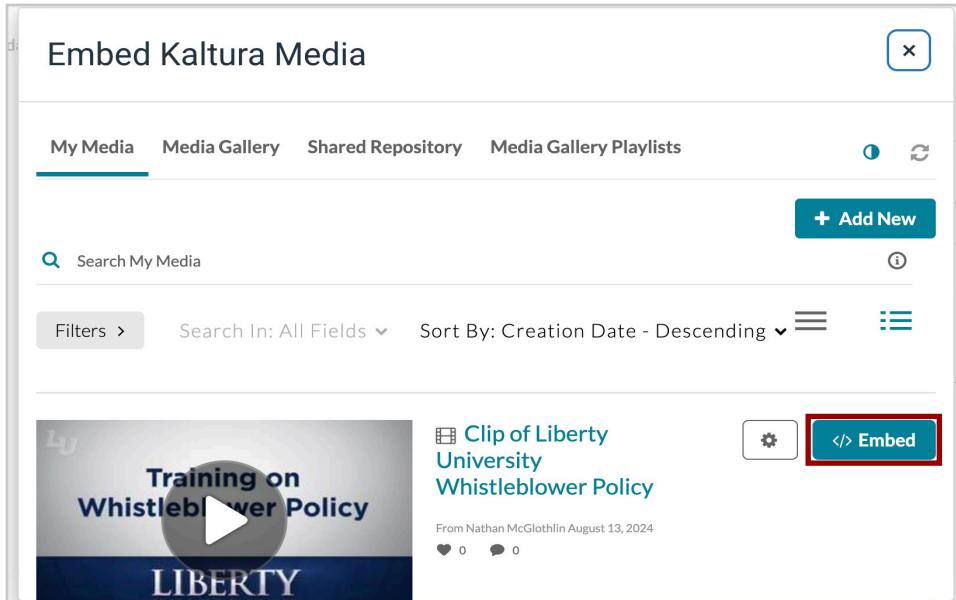


## How to Embed a Kaltura Video in Canvas

1. To embed a Kaltura video in Canvas, open the Rich Content Editor by creating an announcement or discussion and click the **Kaltura Media icon**.

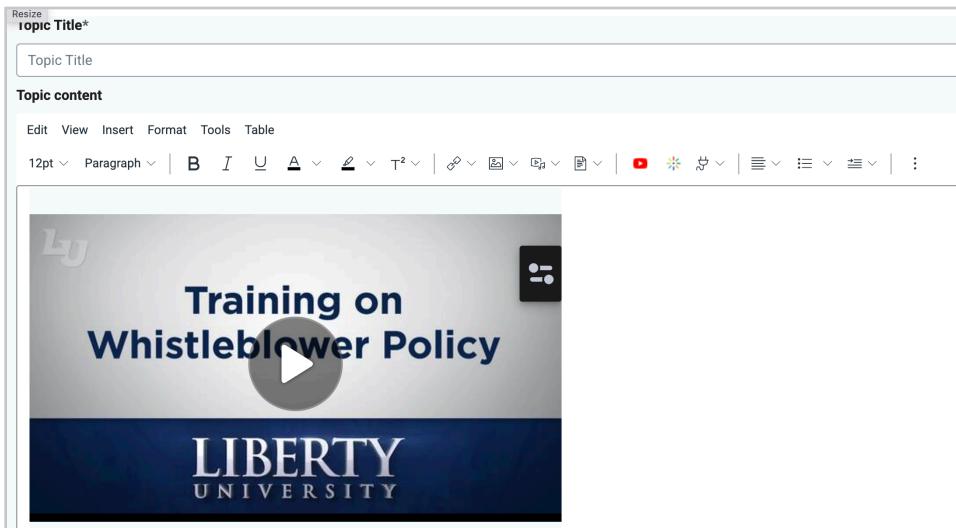


2. In the Kaltura Media window, locate the video you want to embed and **click Embed**.



The screenshot shows the 'Embed Kaltura Media' window. At the top, there are tabs for 'My Media', 'Media Gallery', 'Shared Repository', and 'Media Gallery Playlists'. Below the tabs is a search bar with the placeholder 'Search My Media'. Underneath the search bar are 'Filters' and 'Search In: All Fields' dropdowns, along with a 'Sort By: Creation Date - Descending' dropdown. A large video thumbnail is displayed, showing a play button and the title 'Clip of Liberty University Whistleblower Policy'. To the right of the thumbnail are a gear icon and an 'Embed' button, which is highlighted with a red box. Below the video thumbnail, the text 'From Nathan McGlothlin August 13, 2024' and some engagement metrics are visible.

3. The video file is now embedded and will load into the Canvas rich content editor.



The screenshot shows the Canvas rich content editor interface. At the top, there are sections for 'Topic Title\*' and 'Topic content'. Below these are the standard Canvas rich text editor tools, including 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table' menus, along with various icons for bold, italic, underline, etc. The main content area displays the embedded video from the Kaltura Media window, showing the 'Training on Whistleblower Policy' title and the Liberty University logo.

4. After embedding the video and completing your announcement or discussion post, click **Publish** to post your announcement or discussion.



The screenshot shows the 'Publish' dialog box. It has a 'Time' section with a calendar icon and a dropdown menu, along with 'Reset' and 'Cancel' buttons. The main area is empty. At the bottom right is a large 'Publish' button, which is highlighted with a red box.

## Need Assistance?

To learn more about Canvas, please visit [www.Liberty.edu/Canvas](http://www.Liberty.edu/Canvas).