Kaltura / MyMedia

Kaltura (also known as MyMedia) is the video hosting platform available at Gonzaga. All faculty, staff, and students can login to their account at *mymedia.gonzaga.edu* to upload or access their media collection.

This guide will cover how to access and use Kaltura in Canvas.

My Media – Global Navigation

The **My Media** tab in the global navigation is a direct link to your Kaltura account:
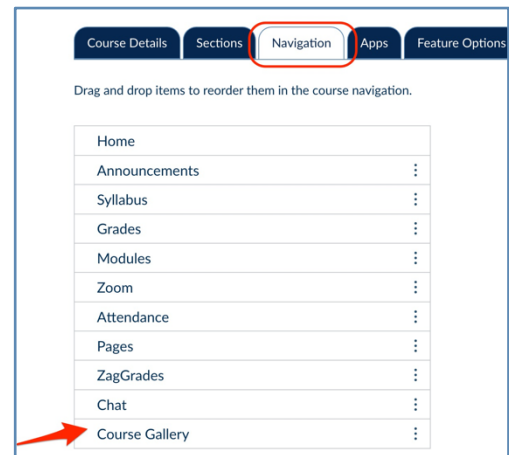
Course Media Gallery

You can create a media space for an individual course using Kaltura.

First, make sure the Course Gallery option is available in the course menu.

1. Click on **Settings** at the bottom of the course navigation menu
2. Select the **Navigation** tab
3. Move the **Course Gallery** option from the bottom group to the top group
4. Click the **Save** button at the bottom of the screen

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Next, set some options for the Media Gallery:

1. Click on **Course Gallery** in the course navigation menu

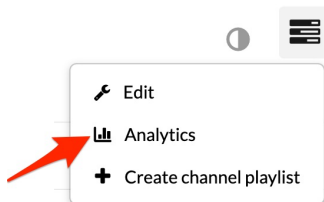**2.** Click on the Channel Actions button in the top-right corner:

3. Select Edit and then you can enter a description of the gallery if you like

4. Options available to enable:

    a. Moderate content – media must be approved before posting

    b. Enable comments for videos

    c. Keep comments private

    d. Display embedded media – this will add all Kaltura videos used in the course to the gallery

Analytics

1. Click on **Course Gallery** in the course navigation menu

2. Click on the Channel Actions button in the top-right corner:
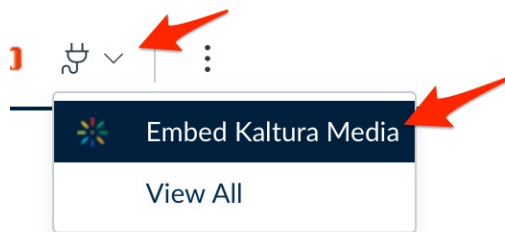

3. Select Analytics:

4. On the next screen you will see statistics for the overall media library and for each individual video

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Rich Content Editor

You can add media from Kaltura to any area of a Canvas course that has the Rich Content Editor (RCE) interface when editing the item – this includes the syllabus, assignments, pages, etc.

1. Open the area you want to add media to and click the Edit button

2. In the RCE, click on the plugin icon and select Embed Kaltura Media (click the View All option if you do not wee Kaltura):

3. Your Kaltura account will open in a pop-up window where you can see all of your videos – click on the **Embed** button next to the video you want to add to the area:

4. The video will display in the RCE

5. Save the RCE once you are finished editing

Student Access

Students also have Kaltura accounts and can add their media to the RCE when posting to a discussion board, if assignments allow text-based submissions, and editing pages.

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