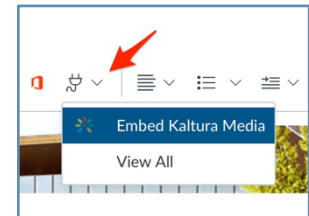# Kaltura in Canvas for Students

Kaltura and My Media are the same tool, it just has two names (we know, it can be confusing). Kaltura is a media hosting site, like YouTube or Vimeo, but without commercials. As part of the Gonzaga community you have a Kaltura account available at: *https://mymedia.gonzaga.edu*, this serves as your personal media repository. You can create and edit videos and audio through the system, host media, and share that media through Kaltura.

Add Kaltura/My Media Video to Canvas

If you already have a video in your My Media files, here are the steps to add that file to a Canvas course:

1. To add/embed a video to a discussion board post, while editing a page, or other areas of Canvas, you will use the tools in the Content Editor

2. Click on the caret next to the plugin icon (click the **View All** option if you do not see Kaltura), select **Embed Kaltura Media** from the options

3. A small window will appear with all the videos in your Kaltura account, click on the Embed button next to the video you want to add to Canvas.
Note: if you have a lot of videos, there is a search feature at the top of the window
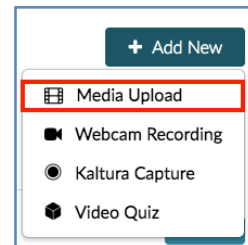
Upload a Media File to My Media

You have several options when it comes to creating media. If you are more comfortable using a recording tool you have used in the past or a software

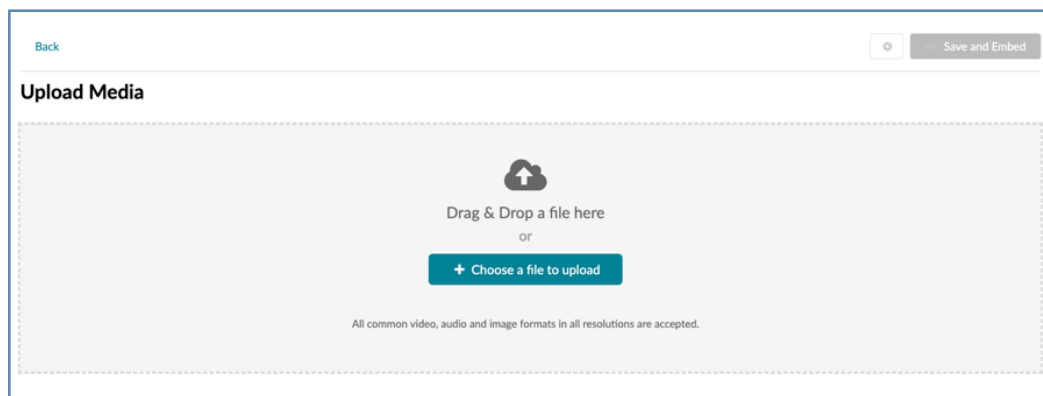GONZAGA UNIVERSITY | IDD INSTRUCTIONAL DESIGN & DELIVERY

that is native to your laptop, tablet, or phone, feel free to use that piece of technology to record and create your media. Once that process is complete, you can upload your media to the Kaltura My Media page and embed it in your course.

1. Access your Kaltura account: *https://mymedia.gonzaga.edu*

2. In the upper right corner of the page, click the **+ Add New** button, and choose **Media Upload** from the drop-down options, to open the media uploader.

3. Click the **+ Choose a file to upload** button to search your computer for the media file that you would like to upload; select the file; and click the **Open** button to begin uploading the file.

4. As the file uploads you may begin adding the details to the file. The details include:
- **Name**: this is the only required field. It will be prominently displayed above the media.
- **Description**: this is displayed below your media and allows you to write additional supplementary information.
- **Tags**: these are used when searching for your media within My Media

Instructional Design and Delivery
Foley Library, Suite #106 · (509) 313 – 7151
idd@gonzaga.edu

2

Canvas-Kaltura-Guide-Faculty-Staff-011924.docx
January 22, 2024

GONZAGA UNIVERSITY | INSTRUCTIONAL DESIGN & DELIVERY

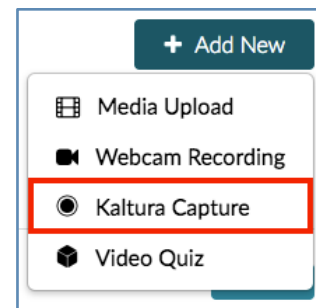**5.** When you are finished editing the details, click **Save**.

Create Media in My Media

Kaltura Capture is a software tool that is downloadable through My Media. It allows you to record videos of yourself and/or your computer screen and then automatically upload those videos to your My Media account.
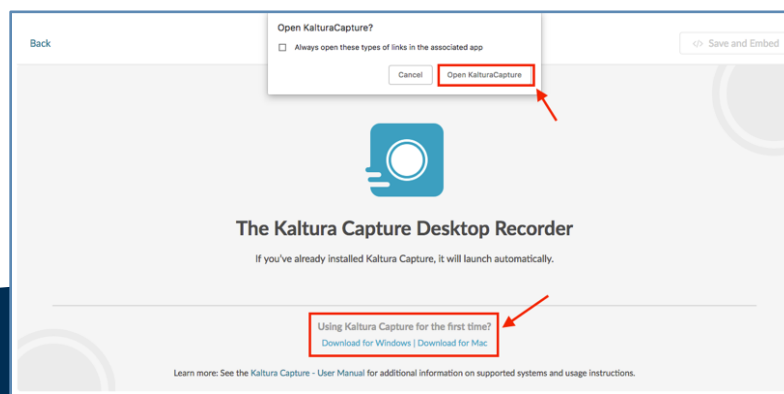
This tool makes creating content incredibly easy and fast!

To use the **Kaltura Capture** feature to create your media, follow these steps:

1. Access your Kaltura account: *https://mymedia.gonzaga.edu*

2. In the upper right corner of the page, select the **Add New** drop-down list and choose **Kaltura Capture**.
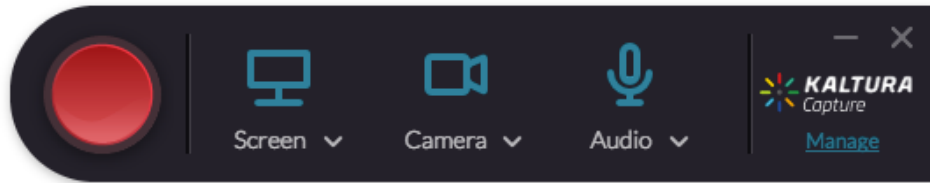

3. In the next page, a pop-up prompting Kaltura Capture to open will appear. Press **Open Kaltura Capture**. If using this tool for the first time, you will have to complete a one-time download. If you are using a Gonzaga computer disregard the authentication message, the application will be saved to your computer automatically.
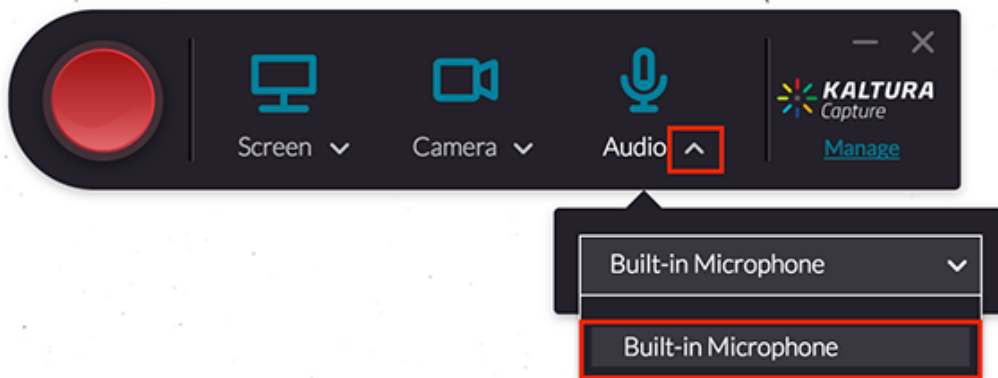
Instructional Design and Delivery
Foley Library, Suite #106 · (509) 313 – 7151
idd@gonzaga.edu

3

Canvas-Kaltura-Guide-Faculty-Staff-011924.docx
January 22, 2024

GONZAGA UNIVERSITY | INSTRUCTIONAL DESIGN & DELIVERY
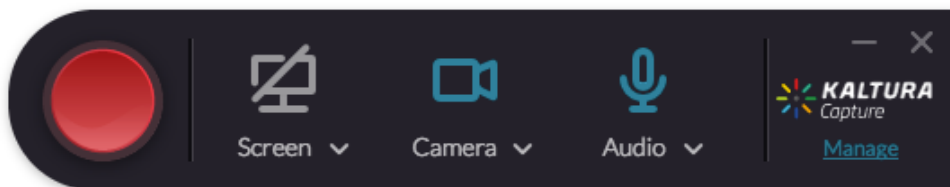
Kaltura in Canvas for Students

4. Once **Kaltura Capture Desktop Recorder** opens, you will be able to configure your media according to your preferences before hitting the **red record button**.

To select a specific screen, camera or audio input click on the dropdown arrow.

If you wish to opt out of recording the screen, webcam, or voice, simply click on the icon until it is grayed out and a line appears across it (as shown below):

5. When satisfied and ready to record, click the **red button**.
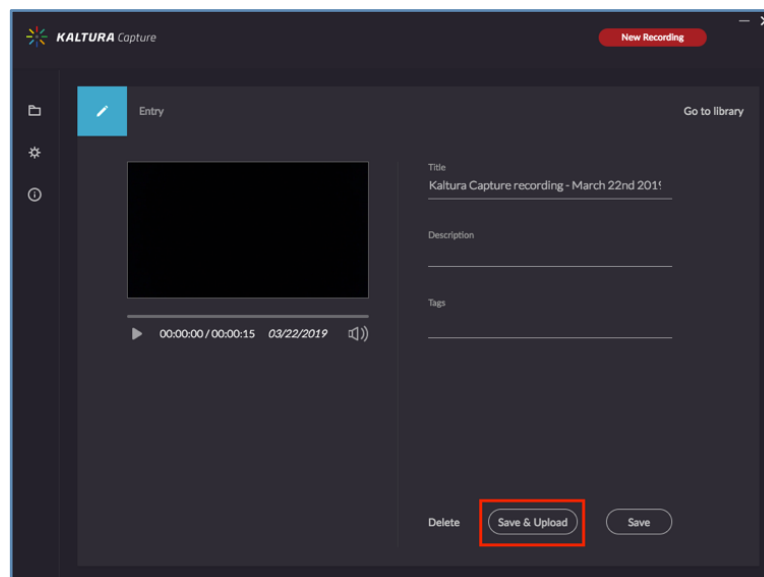
6. While recording, you will see the controls on the screen.

7. When done recording, click on the **square icon** and select **Yes, Stop It**.

8. In the next page, you can edit the Title and Description of your video. To save these changes and add this recording to your My Media, click **Save & Upload** as shown below.

9. When the file is successfully uploaded, exit out of this window

Instructional Design and Delivery
Foley Library, Suite #106 · (509) 313 – 7151
idd@gonzaga.edu

5

Canvas-Kaltura-Guide-Faculty-Staff-011924.docx
January 22, 2024

GONZAGA UNIVERSITY | INSTRUCTIONAL DESIGN & DELIVERY