



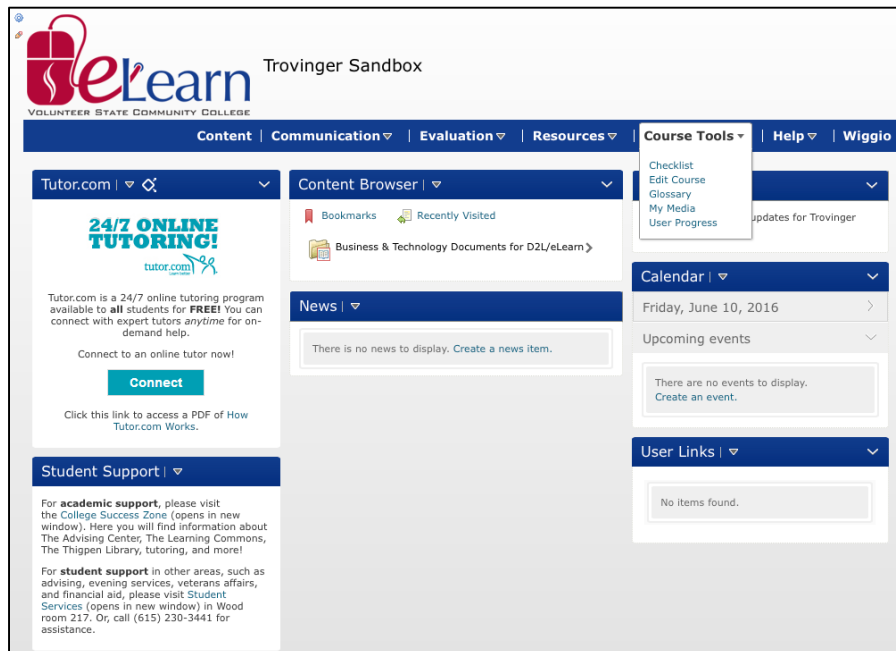
Creating New Media Within My Media in eLearn

My Media is an online video platform within eLearn which enables students, faculty, and staff alike to create videos. Media produced can be viewed on computers, tablets, and smartphones.

Creating a new video within My Media is simple and easy – whether you have existing media or creating something for the first time. Upon reading the handout, one will be able to create new media from the ‘My Media’ link by:

- Uploading media into the ‘My Media’ portal,
- Recording from your webcam, and
- Recording tasks done on your screen(s).

It is important to note as seen below that you will be able to access the ‘My Media’ link through the ‘Course Tools’ link within a course inside eLearn as shown below:

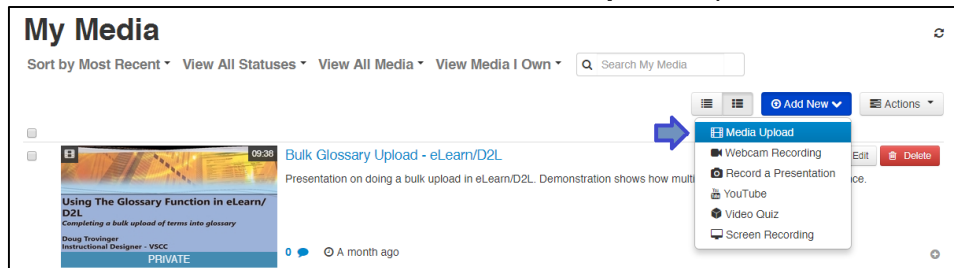


Option 1

Creating New Media Via Uploading Files into My Media

The first option provided is to upload video from the desktop that you are accessing eLearn from. It is important that users have already clicked on the 'My Media' link within the course in order to follow the steps shown below. To upload media from the desktop, follow these steps:

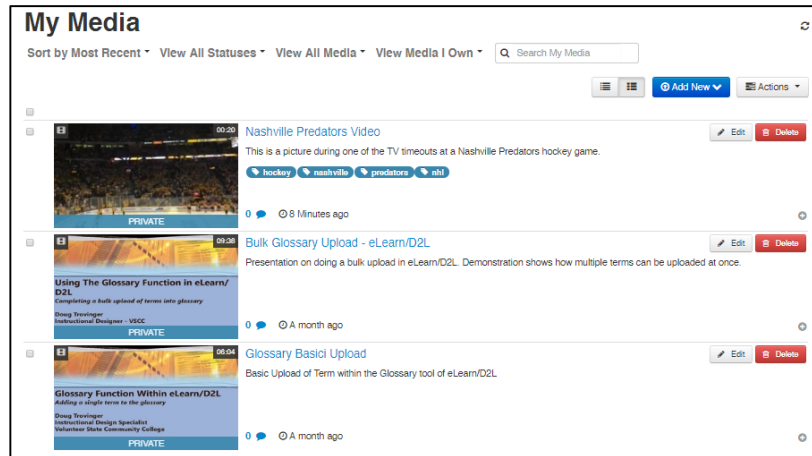
1. Click on the 'Add New' button and choose the '**Media Upload**' option.



2. Next, choose a file to upload into eLearn.
3. Once the document has been chosen, click the 'Open' button to continue in the process.
4. As the file uploads (which will be denoted by a green bar as shown below), you will be able to add specific information to the file, including:
 - a. Name of the file,
 - b. Description of the file,
 - c. Tags describing the file, and
 - d. Whether or not it will be made public (accessible by anyone) or private (only you can see).

A screenshot of the 'Upload Media' form. At the top, it says 'Upload Media'. Below that, there's a green progress bar indicating '100% of 1920Kb' and a message 'Upload Completed! Complete the required information for the uploaded media below.' Below this is a section titled 'Please fill out these details:' with four labeled sections: A, B, C, and D. Section A is 'Name: (Required)' with a text input field containing 'Nashville Predators Video'. Section B is 'Description:' with a text area containing 'This is a picture during one of the TV timeouts at a Nashville Predators hockey game.' Section C is 'Tags:' with a list of tags: 'hockey (new tag)', 'nashville (new tag)', 'predators (new tag)', and 'nhl (new tag)'. Section D is 'Privacy:' with two radio buttons: 'Private - Media page will be visible to the content owner only.' (selected) and 'Published - Media page will be visible to individuals according to entitlements on published destinations'. At the bottom, there are buttons for 'Save', 'Go To Media', and 'Go To My Media'.

5. Repeat as often as needed as users can upload multiple videos at one time (by clicking an upload button below the first one).
6. When finished, hit the blue 'Save' button at the bottom of the screen.
7. Upon successful uploading, the file you added will be in in your 'My Media' folder for viewing.



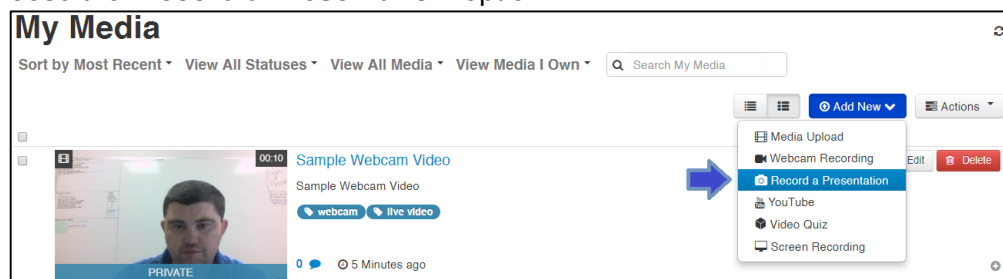
Important Notes

- If you click the 'Save' button before it is completely uploaded, media information that is put in there (e.g. file name, tags, and a description) will be saved once the file is fully uploaded.
- You can upload multiple media files at once as needed. The screen will cascade down deeper as additional media files are uploaded simultaneously.
- Always check the 'My Media' section of eLearn to ensure the files uploaded properly. Media uploaded can be viewed once the file is located there.
- Once a video has uploaded, it is converted for optimal playback regardless of the device used. Users will not be able to publish a video while it is being converted.

Option 2 Creating New Media Via Webcam Recordings

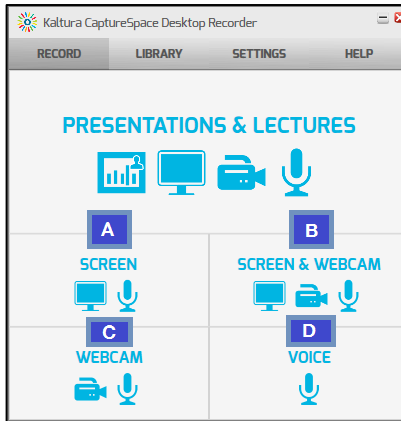
The second option that users can use is to *Record a Presentation*. This method involves a tool built by Kaltura called *CaptureSpace*, which can record in multiple forms to suit the needs of the user.

1. From "My Media", click on the 'Add New' button and when a drop down menu appears, choose the '**Record a Presentation**' option.

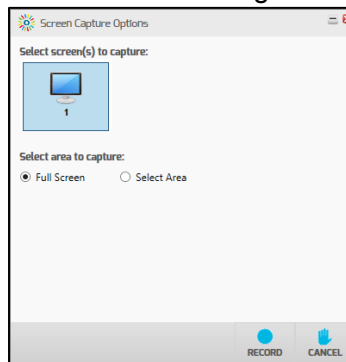


2. Once the link is clicked, the Kaltura CaptureSpace Desktop Recorder will open on your computer screen. If not installed, you will have to do this before continuing on further. See **Important Notes** at the end of the process for more information.

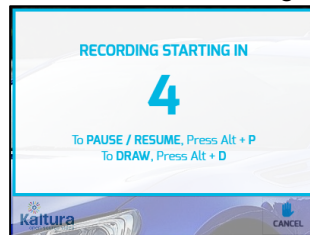
3. Within Kaltura's CaptureSpace, you will have four (4) different options to choose from to record a video. They include the following:
- Recording of the screen with audio,
 - Recording of the screen with audio and webcam video,
 - Webcam recording only, and
 - Voice recording only.



4. When choosing either the screen or screen & webcam options, the program will prompt you what area to record. This can be the full screen or a portion of thereof. Once chosen, click the 'Record button' in the lower right hand corner of the screen.

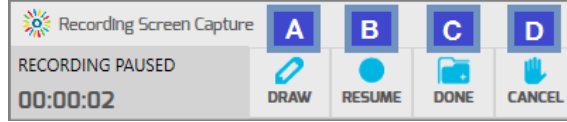


5. Once you choose Record, you will have 5 seconds before it begins. This countdown will display in the middle of the screen. When recording begins, it will disappear.



6. Once the recording has begun, a small pop-up box will be located in the right hand corner of the screen. Within this, there are four (4) functions one can do with it:
- Draw on the screen
 - Pause / resume recording

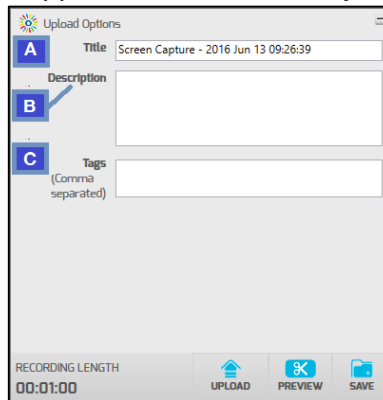
- c. Complete the recording (by hitting 'Done')
- d. Cancel the recording



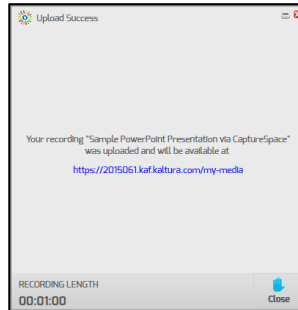
- 7. Once the video has been completed, the program will process and provide a preview of the video and the screenshots taken. Prior to saving, you will have an option to edit the video in the following four (4) ways:
 - a. Trimming the video,
 - b. Cropping the video,
 - c. Adding a title or titles to the video, and
 - d. Adding credits.



- 8. Click the 'Done' button in the bottom right hand corner of the program. This will prompt you to provide the file with some detailed information prior to uploading, including:
 - a. Titling the file,
 - b. Describing the file, and
 - c. Providing it with the applicable and necessary tags.



- 9. Once you've entered the metadata, you will have one last chance to preview the file before saving or uploading. If satisfied, click the 'Upload' button to continue.
- 10. Upon successful upload of the file, you will be provided a website link to your 'My Media' portal within eLearn. Clicking the link will take you to there.



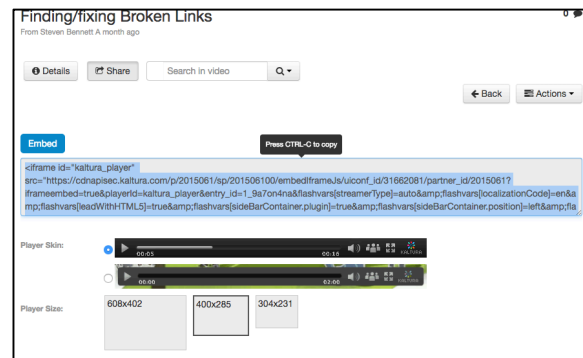
Important Notes

- The Kaltura CaptureSpace Desktop program will be installed after a few prompts on the computer(s) you use on the initial use (It is recommended that you use Google Chrome for this. Firefox will only relaunch the installer every time you load the page, not launch the application. See the My Media “Record a Presentation” page for more details). Computing requirements are as follows:
 - Windows / PC-Based Machines
 - Operating System Requirements
 - Windows 7, 8, 8.1, or 10 (32-bit or 64-bit)
 - .NET Framework 4.0+
 - Visual Studio Runtime tools
 - Microsoft PowerPoint Requirements
 - PowerPoint 2007 32-bit
 - PowerPoint 2010 32-bit or 64-bit
 - PowerPoint 2013 32-bit or 64-bit
 - Apple / OS X-Based Machines
 - OS X version 10.6 or above
 - Microsoft PowerPoint 2011 or 2016
- After install, you can quickly start up CaptureSpace by going back to “Record a Presentation”, or by opening CaptureSpace in your computer’s Programs (Applications on a Mac).
- Files created through the Kaltura CaptureSpace desktop program may be edited through that or online within the ‘My Media’ section of eLearn under ‘Course Tools.’

Using the Uploaded Media

Now that you've created and uploaded media to My Media, you'll want to add it to your course in eLearn. These steps will show you how:

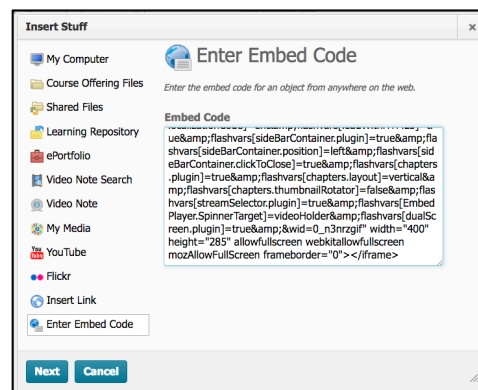
1. Go to My Media.
2. Click the Video you want in your course.
3. Click "Share"
4. Copy the "Embed Code" that appears.
5. You can make changes to how it appears with the options below. Copy the code once you've made your selections.



6. Go to where in eLearn you want the media to appear (Content Topic, Discussion Post, etc.)
7. Click "Insert Stuff" button.



8. Click "Enter Embed Code" on left hand list.
9. Paste code into the box, and click "Next"



10. Click Insert to embed the media.
11. Continue as needed.

Using the Uploaded Media (Alternative Method)

If you have any issues using the embed code method, you can use this method. It has less steps, but doesn't offer the same customizations.

1. Go to where in eLearn you want the media to appear (Content Topic, Discussion Post, etc.)
2. Click "Insert Stuff" button.



3. Click "My Media" on left hand list.
4. Select video. Hit next.
5. Click Insert to embed the media.
6. Continue as needed.