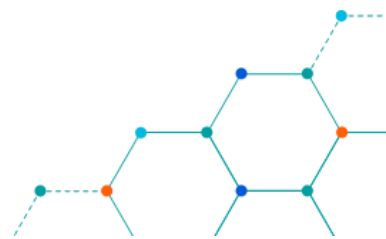


Student uploading media to a Kaltura Media Assignment

CONTENTS

Contents.....	1
Introduction.....	2
Important information.....	2
Accessibility considerations.....	2
Quick Guide	3
Student submitting media to a Kaltura Media Assignment.....	3
Student re-submitting media and viewing their feedback	3
Detailed Guide	4
Student submitting media to a Kaltura Media Assignment.....	4
Student re-submitting media and viewing feedback from submission	6



INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series](#). Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.

Kaltura Media Assignment is one of the activities in KEATS that allows learners to create and submit multi-media assignments that require an emphasis on audio/visual elements. Examples of use can include:

- visits to museums or galleries,
- excursions to natural environments such as forests or ponds,
- screencasts of software processes,
- or demonstrations of lab experiments.

This document covers:

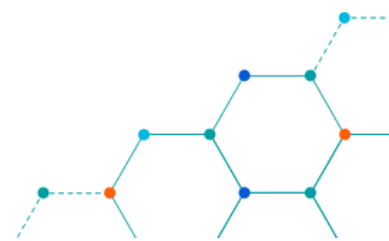
- How students submit to a Kaltura Media Assignment.
- How students resubmit to an assignment
- How students view their feedback from a Kaltura Media Assignment.

Important information

The Kaltura Media Assignment can only be set up within KEATS (Moodle) virtual learning environment.

Accessibility considerations

Kaltura offers the user the option of adding transcription and captions to the media added. Please note that the automatic captions generated will have an 80% maximum accuracy.



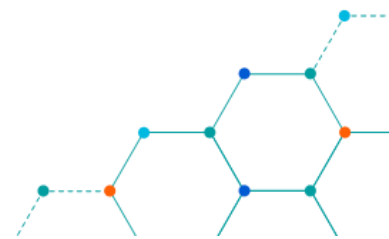
QUICK GUIDE

Student submitting media to a Kaltura Media Assignment

1. Access KEATS course, select relevant media assignment
2. Click on 'Add media submission' button
3. Search for content or click 'Add New' button then Media Upload
4. Drag and drop media or choose a file to submit
5. Complete compulsory fields, then click 'Save and Embed' then 'Submit media' to finish

Student re-submitting media and viewing their feedback

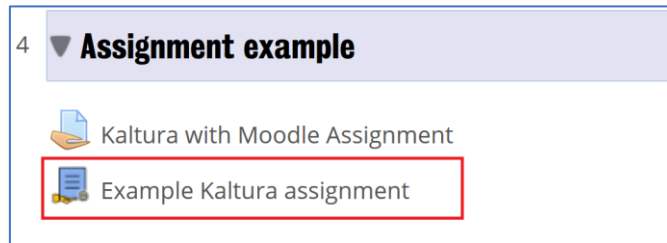
1. If resubmission click on 'Replace media' button
2. Student viewing the feedback from their submission



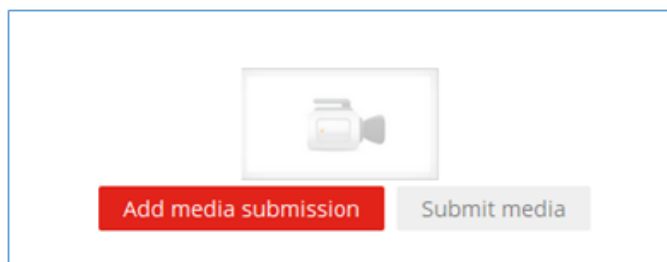
DETAILED GUIDE

Student submitting media to a Kaltura Media Assignment

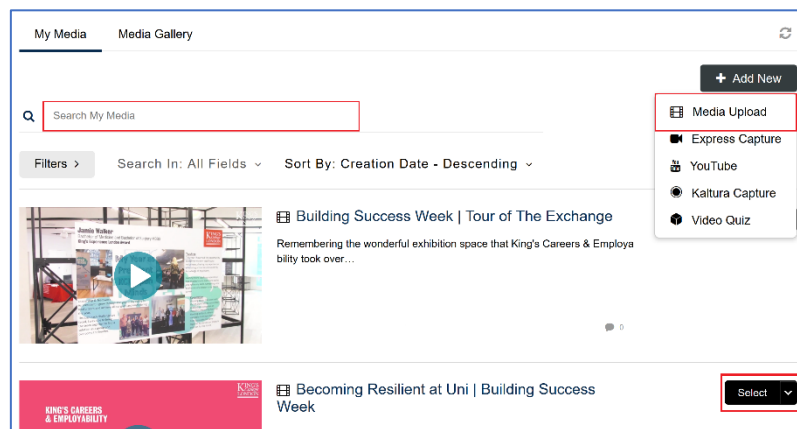
1. Select My Courses, select the course from your course list and then select the assignment as shown below



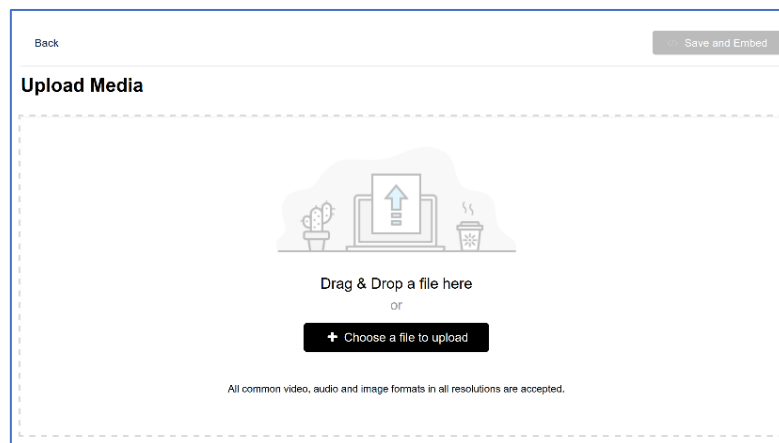
2. Click on 'Add media submission' button.



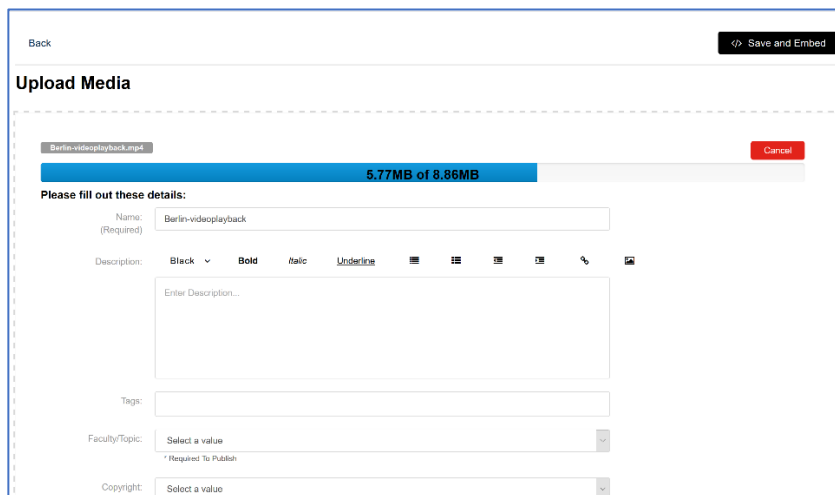
3. Search for the content you want to upload, then select it as shown below or click on '+ Add New' and then on 'Media Upload' as shown below.



4. Drag and drop your video file or select '+ Choose and file to upload' and navigate to your media file (video) on your device and select it.



Wait until the upload is completed before navigating away for the browser screen.

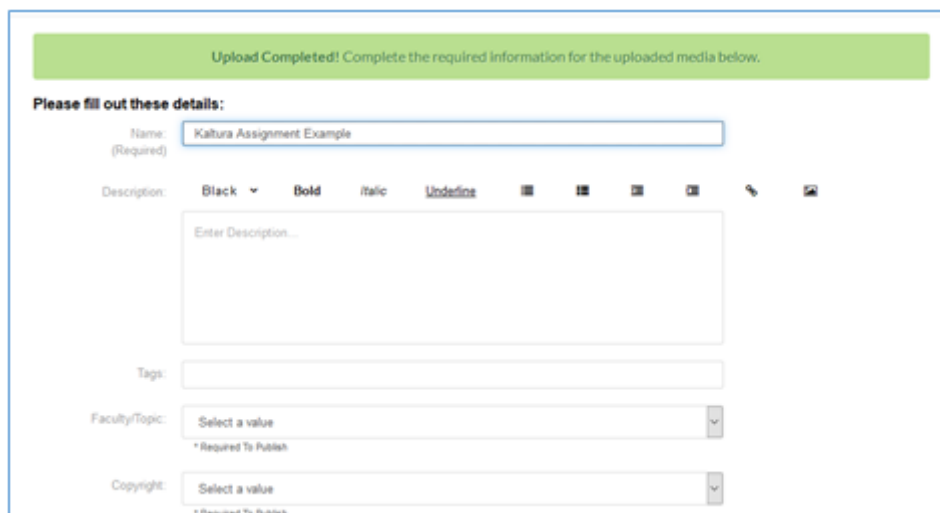


The screenshot shows the 'Upload Media' interface. At the top, there is a 'Back' link and a 'Save and Embed' button. Below the title 'Upload Media', a progress bar indicates '5.77MB of 8.86MB' with a 'Cancel' button. The form asks to 'Please fill out these details:' and includes the following fields:

- Name (Required): Berlin-videoplayback
- Description: A rich text editor with options for Black, Bold, Italic, Underline, and various alignment and link tools. The text area contains 'Enter Description...'
- Tags: An empty text input field.
- Faculty/Topic: A dropdown menu with 'Select a value' and a note '* Required To Publish'.
- Copyright: A dropdown menu with 'Select a value' and a note '* Required To Publish'.

5. Your video will now upload to your Kaltura media space. Scroll down the page and complete the following compulsory fields:

- Faculty /Topic – your faculty
- Copyright – Yes
- Date created/recorded – Todays date



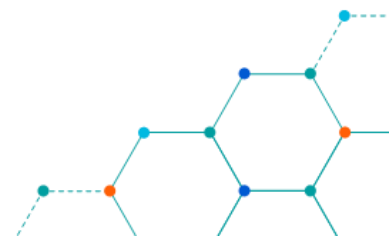
The screenshot shows the 'Upload Completed!' screen with a green banner at the top that says 'Upload Completed! Complete the required information for the uploaded media below.' Below this, the form asks to 'Please fill out these details:' and includes the following fields:

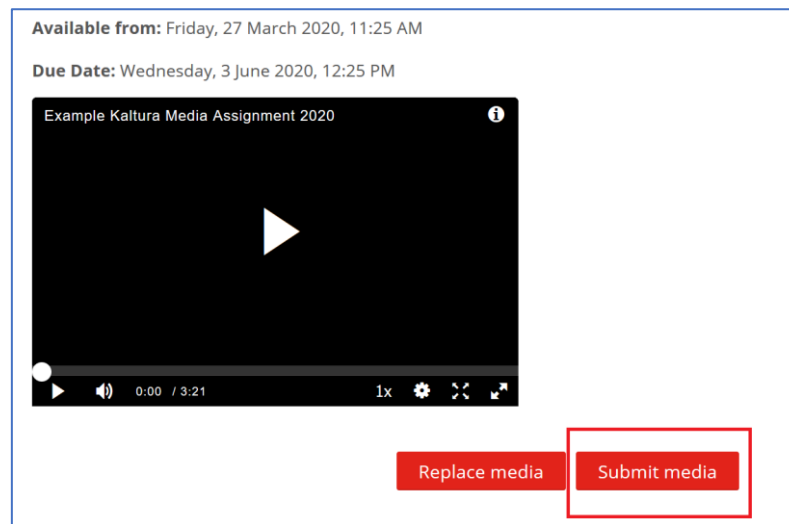
- Name (Required): Kaltura Assignment Example
- Description: A rich text editor with options for Black, Bold, Italic, Underline, and various alignment and link tools. The text area contains 'Enter Description...'
- Tags: An empty text input field.
- Faculty/Topic: A dropdown menu with 'Select a value' and a note '* Required To Publish'.
- Copyright: A dropdown menu with 'Select a value' and a note '* Required To Publish'.

Then select 'Save and Embed' at the top or the 'Save' button at the bottom of the window.

</> Save and Embed

Then complete the submission by clicking on the 'Submit media' button when viewing the embedded video, as shown below and 'Continue'.





Student re-submitting media and viewing feedback from submission

1. If re-submission is possible, you will be able to click the 'Replace media' button. A confirmation message is displayed.



2. After the media assignment is marked and feedback provided by you teacher, your submission will look like the image below.

