Centre for Technology Enhanced Learning



Using the Kaltura Media Assignment

CONTENTS

Introduction	. 2
Important information	. 2
Accessibility considerations	. 2
Quick Guide	. 2
Adding a Kaltura Media Assignment to KEATS course	. 2
Edit a Kaltura Media Assignment	. 2
Grade a Kaltura Media Assignment	. 2
Student submitting media to a Kaltura Media Assignment	. 3
Detailed Guide	. 4
Adding a Kaltura Media Assignment to KEATS course	. 4
Edit a Kaltura Media Assignment	5
Grade a Kaltura Media Assignment	5
Student submitting media to a Kaltura Media Assignment	.11

INTRODUCTION

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

Kaltura Media Assignment is one of the activities in KEATS that allows learners to create and submit multimedia 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 to create a Kaltura Media Assignment in KEATS.
- How staff access and mark the submissions in a Kaltura Media Assignment.
- How students submit to 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

Adding a Kaltura Media Assignment to KEATS course

- 1. In KEATS course, select and add 'Kaltura Media Assignment' from activities list
- 2. Enter required name/description and set the configuration options
- 3. Specify the re-submitting option
- 4. Save and display new activity

Edit a Kaltura Media Assignment

- 1. Select the Assignment and click Edit settings
- 2. Change the configuration or resubmission options and save

Grade a Kaltura Media Assignment

- 1. Access KEATS course, select relevant media assignment
- 2. Click on Grade submissions and select student submission
- 3. View, grade provide feedback for submitted media
- 4. Grade, add comments and then save changes

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
- 6. If resubmission click on 'Replace media' button



DETAILED GUIDE

Adding a Kaltura Media Assignment to KEATS course

Login to the KEATS course with the appropriate access rights (for example Editing / Managing Teacher or other admin roles) and Turn Editing On.

1. Within the required Week or Topic section click 'Add an Activity or Resource link'. Select the Kaltura Media Assignment from the activities and resources menu.



2. Click the 'Add' button, enter the assignment Name and Description, along with other configuration options.

Name *	
Elevator pitch video assignment	
Description	
	* • • *
Upload your Elevator pitch video here	
Path: p	İh.
Available from	
21 V August V 2019 V 12 V 29 V	🛗 🗹 Enable
Due Date	
28 V August V 2019 V 12 V 29 V	🛗 🗹 Enable

- 3. Optional Allow Resubmitting.
- 4. Click 'Save and Display' to show the new activity.

Available from: Friday, 27 March 2020, 11:00 AM Due Date: Friday, 3 April 2020, 12:00 PM	
Add media submission Subm	it media
Grade submissions Announcements Jump to	▼ Lucy 20/03/2020 ►

5. See the link in the KEATS course below:

\$	🛡 Assignment example 🗾
	٥
	💠 👵 Kaltura with Moodle Assignment 🥂 Edit – 👤
	💠 📕 Example Kaltura assignment 🖉 Edit 🛪 👤
_	

The assignment is saved. After teachers save their course assignment, students have access to the assignment. They are displayed through My Courses.

Edit a Kaltura Media Assignment

1. Click the relevant Assignment activity then click the Edit settings option.

tration		\$~ > X	
Adminis	 Kaltura Media Assignment Edit settings Locally assigned roles Permissions 		Example Kaltura assignment
	 Check permissions Filters Logs Backup Restore 		
	Course administration		Add media submission Submit media Grade submissions

2. Change the configuration options or the options for resubmitting as needed and then click 'Save and Display'.

Grade a Kaltura Media Assignment

1. Access the KEATS course and then select the relevant media assignment.



Available from: Saturday, 1 February 2020, 10:09 AM						
Due Date: Monday, 3 February 2020, 10:09 AM						
Number of submissions: 2						
Add media	submission	Submit media				
	Grade submissi	ons				

2. Click 'Grade Submissions', select the student assignment that you need to mark by clicking to the 'Grade' link. Or click the 'Update' to update the feedback and grading already completed.

First name All A	BCC	EF	G	I I	JK	LM	Ν	0	P	QR	S	Т	U	VV	X	Y	Z		
Surname All A	BCC	E F	G	1	JK	LM	N	0	P	QR	S	Т	U	VV	X	Y	Z		
					Page:	1234	(Ne	ext)											
First name / Surname	Grade	Comn	nent	Last i	modi	fied (S	ubn	nissi	on)	La	ist r	nod	ifie	d (G	rad	e)		Status =	Final grade
				Wedn 2018,	10:00	y, 26 Se 5 AM	epte	mbe	er								_		
Vaishnavi Gogu	No grade				X					-							L	Grade	-
				Mond	ay, 2	4 Septe	emb	er 2	018	,									
Haz Feliks	48 / 100	This is	a	11.01						Tu 20	iesd)18,	ay, 1 9:30	25 S	Septo A	emb	er	C	Update	48.00
					Page:	1234	(Ne	ext)											
 Optional settings 																			
Group Filter All																			
Show ⑦ All v																			
Submissions shown po pag	er 2 ge																		
Allow quick grade																			
		Save	prefe	rence	es														

- 3. After selecting the assignment that you need to mark you will have the option to view:
 - Submission details,
 - Preview the submitted video,
 - Grade the assignment (varies with the selected grade type),
 - add Feedback in the form of text and
 - view Last Grade if already marked.

Or 'Expand all' to see all the sections.

Grade submissions:	
Submission	Expand all
- Preview	
Vimeo Watch, upload, and share HD and 4K videos with	
▶ Grades	
Feedback	
▶ Last grade	
Save changes Cancel	

4. Click on the 'Preview' option:

 Submission 			
	2	CTEL02 CTEL02 Friday, 17 April 2020, 3	:17 PM (74 days 4 hours late)
Preview			
 Grades 			
Feedback			
Last grade			
		Save changes	Cancel



5. You will now be able to view the submitted media by clicking the play button:

 Submiss 	sion	
	2	CTEL02 CTEL02 Friday, 17 April 2020, 3:17 PM (74 days 4 hours late
 Preview 		
dem		
	- Horaca - Alexandria	-
► () 0:1	00 /19:18	1x 💠 🔀 🖃

6. Under the 'Grades' option select the grade you wish to assign the submission:

 Submission 	
я	CTEL02 CTEL02 Friday, 17 April 2020, 3:17 PM (74 days 4 hours late)
Preview	
 Grades 	
Grade:	72/100 🔻
Current grade in gradebook:	-

7. You can provide feedback in two ways, either as the usual text or as audio/video.

Option 1 - Under the Feedback option enter in text as normal:

 Feedback 	
Feedback:	
	Good use of examples and well presented

Option 2 - To give audio/video feedback follow these steps:

7.1 Click on the Kaltura icon:

- Feedback	
Feedback:	
	Good use of examples and well presented

7.2 Click the 'Add New' button and then select the relevant option to either <u>upload a video/audio</u> <u>file</u> (Media Upload) or <u>record a personal capture</u> (Kaltura Capture):

My Media Media Galleries 🗸			C
Q Search My Media Filters ≻ Search In: All Fields ∽	Sort By: Creation Date - Descending ~		+ Add New Media Upload Express Capture XouTubo
Introduction To introduce and understand indices and Logarithms, including its To demonstrate an example of thema is technique.	E Emded Audio in PPT		 Kaltura Capture Video Quiz
B Explain at least one examples a period application in business or	From Colin Hickle on March 30th, 2020	• 0	
To int basic basic basi	⊟ How to record audio into a PPT		Select

7.3 Once your media has been uploaded click the 'Select' button next to the relevant media:

My Media	Media Galleries 🗸		C2
Q Search My	/ Media		Add New Add New
Filters >	All Fields ~ Creation	n Date - Descending v	≡≔
Introduction To introduce and ur basic method or ma	iderstand Indices and Logarithms, including its thematical technique used.	Emded Audio in PPT	Select 🗸
 To demonstrate an e Explain at least one economics or finance 	example of thematical technique. example of topic's application in business or s.		
	b (+ mm ()	From Colin Hickle on March 30th, 2000 0	

7.4 A pop up window will provide an opportunity to preview the selected media, if you are happy with the media click the 'Embed' button:

mded	Audio in PPT					1
-@-	To introduce and understand Indices an basic method or mathematical technique	d Logarithm e used.	ıs, includin	g its		
A	To demonstrate an exam	echnie	que.			
₿	Explain at least one exan economics or finance.	licatio	on in busine	ss or		
				; (*)		
		•	•	×	•)	
	0:00 / 0:25		1x	*	X	

7.5 Click 'Save changes' to finish:

 Grades 	
Grade:	72/100 🔻
Current grade in gradebook:	-
 Feedback 	
Feedback:	Image: Book and the second
Last grade	
	Save changes Cancel

8. As the grades are assigned, students can log into their course and view their grade.

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.

Add media	submission	Submit media	

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.

My Media Media Gallery	2
Q Search My Media Filters > Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Descending Image: Search In: All Fields Sort By: Creation Date - Desc	Add New Media Upload Express Capture YouTube Kaltura Capture Video Quiz
B Becoming Resilient at Uni Building Success	Salast y
	Select V

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.



Back	Save and Embed
Upload Media	
Drag & Drop a file here	
+ Choose a file to upload	
All common video, audio and image formats in all resolutions are accepted.	

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

ck											and
load Media											
Berlin-videoplayback.mp4)									C	incel
				5.77	MB of	8.86MB					
Please fill out these of	letails:										
Name: (Required)	Berlin-videoplayt	back									
Description:	Black ~	Bold	Italic	Underline		:=	3	1	æ		
	Enter Description	l									
Tags:											
Faculty/Topic:	Select a value								×		
	Required To Public	sh									

- 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

ease fill out these o	details:							
Name: (Required)	Kaltura Assignm	ent Exampl	le					
Description:	Black 👻	Bold	Italic	Underline		a	٠	
	Enter Descriptor							
Tags:								
Faculty/Topic:	Select a value					~		
	* Required To Publish	h.;						
Copyright:	Select a value					¥		
	A Real Property of the Real Property of					100		

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



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

Available from: Friday, 27 March 2020, 11:25	AM
Due Date: Wednesday, 3 June 2020, 12:25 PM	
Example Kaltura Media Assignment 2020	0
► • • • • • • • • • • • • • • • • • • •	⊕ 50 un
	Replace media Submit media

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



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



► •) 0:00 / 0:50 1x * X **	Replace media	iubmit media
		Charles Kasule Friday, 9 August 2019, 5:12 PM
Very good submission on a Friday.	Grade: 3.00 / 4.0	0

