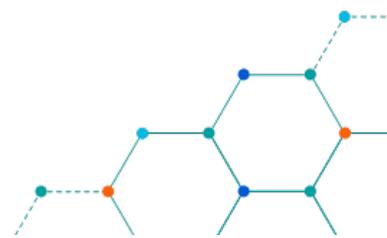


Using the Kaltura Media Assignment

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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 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

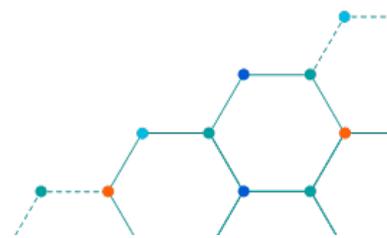
1. In KEATS course, select and add 'Kaltura Media Assignment' from activities list
2. Enter required name/description and set the configuration options
3. Specify the re-submitting option
4. Save and display new activity

Edit a Kaltura Media Assignment

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

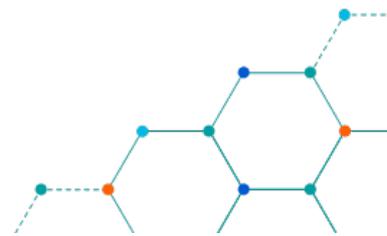
Grade a Kaltura Media Assignment

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

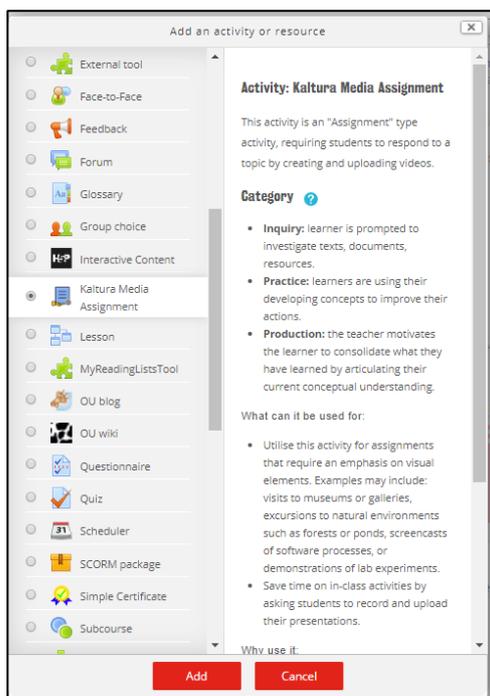


DETAILED GUIDE

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.

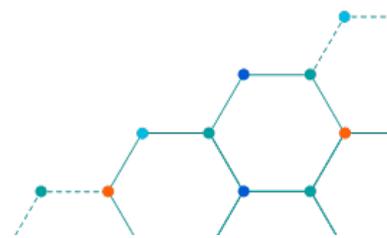


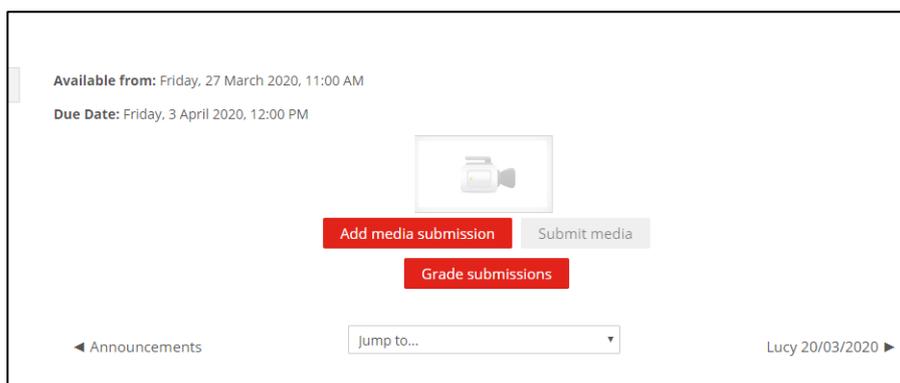
2. Click the 'Add' button, enter the assignment Name and Description, along with other configuration options.

The screenshot shows the configuration form for the Kaltura Media Assignment. The fields are:

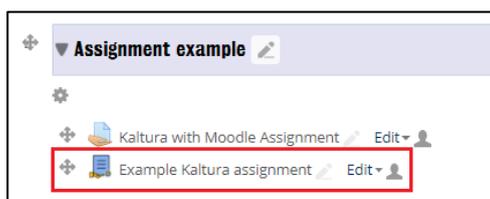
- Name ***: Elevator pitch video assignment
- Description**: Upload your Elevator pitch video here...|
- Path:** p
- Available from**: 21 August 2019 12:29 (with a calendar icon and an "Enable" checkbox checked)
- Due Date**: 28 August 2019 12:29 (with a calendar icon and an "Enable" checkbox checked)

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





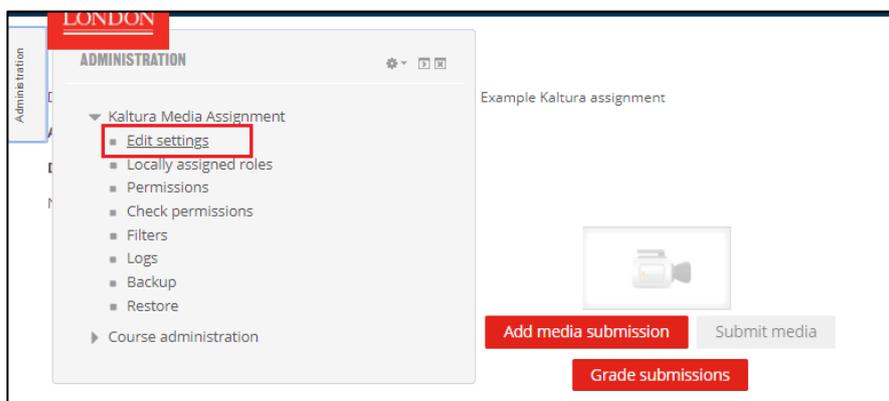
5. See the link in the KEATS course below:



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

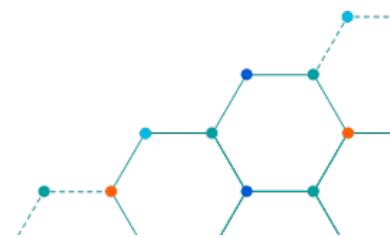
1. Click the relevant Assignment activity then click the Edit settings option.



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 submissions](#)

- 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 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page: 1 2 3 4 (Next)

First name / Surname	Grade	Comment	Last modified (Submission)	Last modified (Grade)	Status	Final grade
 Vaishnavi Gogu	No grade		Wednesday, 26 September 2018, 10:06 AM		Grade	-
 Haz Feliks	48 / 100	This is a ...	Monday, 24 September 2018, 11:01 AM		Update	18.00

Page: 1 2 3 4 (Next)

Optional settings

Group Filter

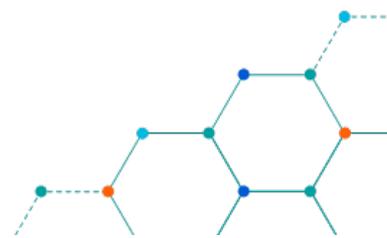
Show

Submissions shown per page

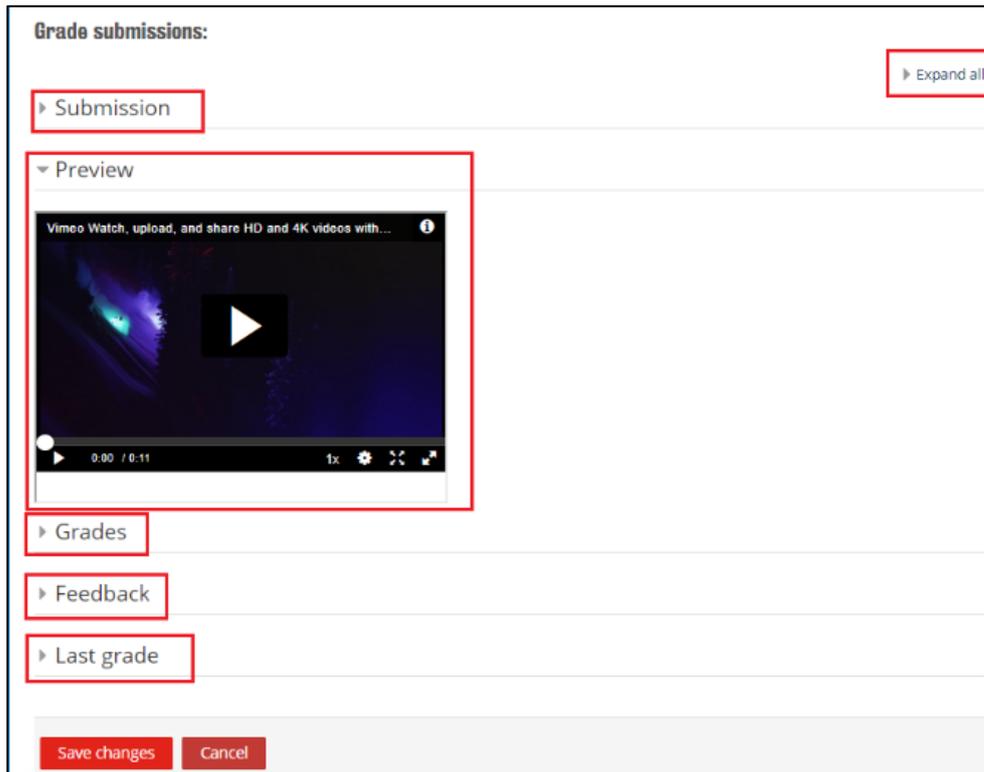
Allow quick grade

[Save preferences](#)

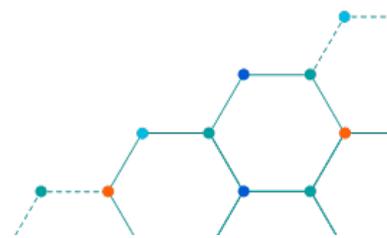
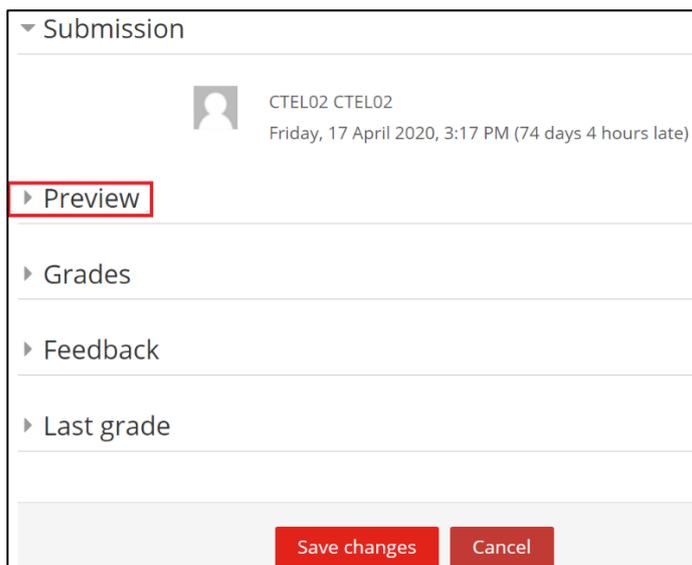
- After selecting the assignment that you need to mark you will have the option to view:
 - Submission details,
 - Preview the submitted video,
 - Grade the assignment (varies with the selected grade type),
 - add Feedback in the form of text and
 - view Last Grade if already marked.



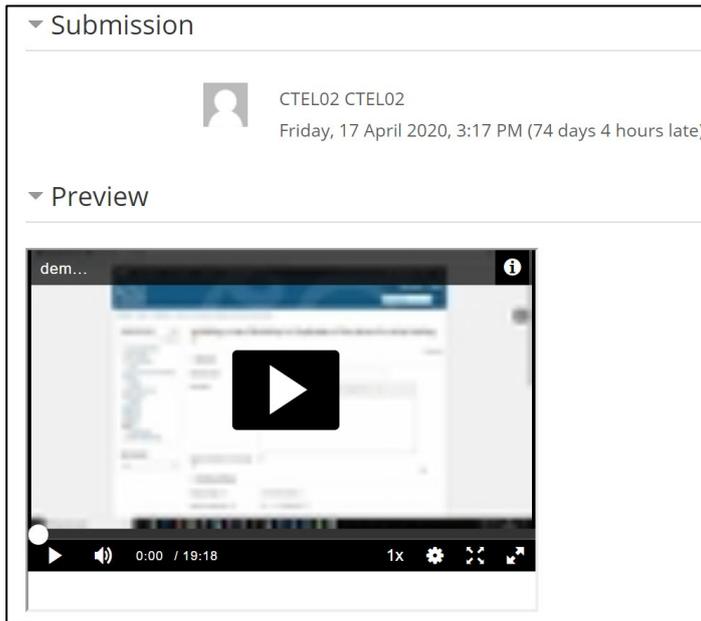
Or 'Expand all' to see all the sections.



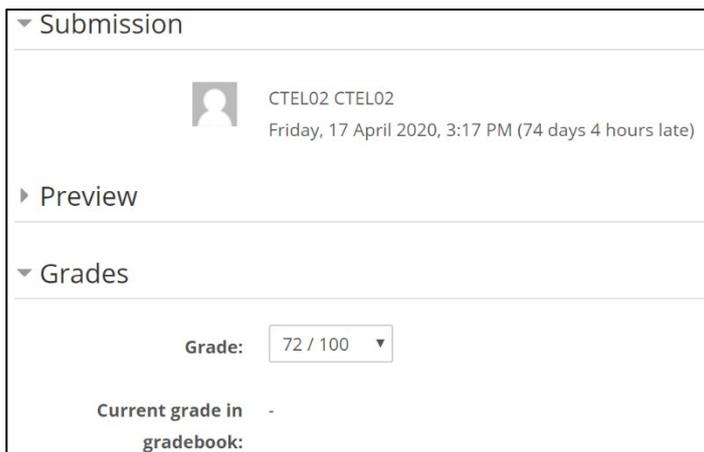
4. Click on the 'Preview' option:



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

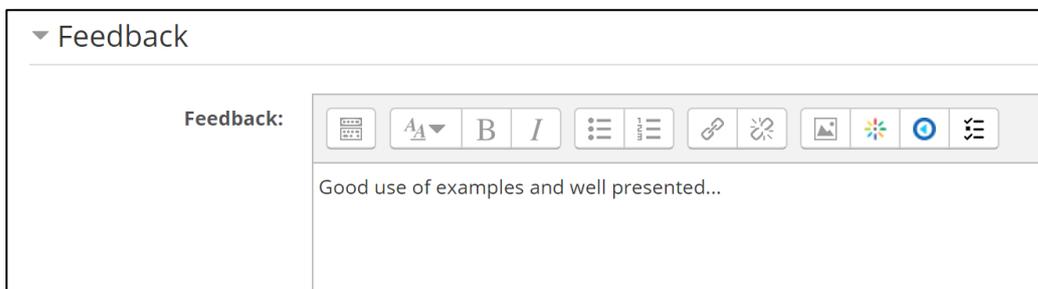


6. Under the 'Grades' option select the grade you wish to assign the submission:



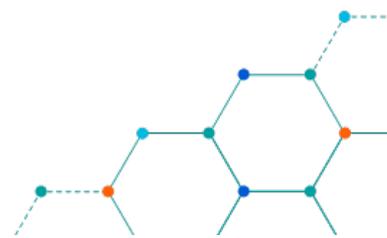
7. You can provide feedback in two ways, either as the usual text or as audio/video.

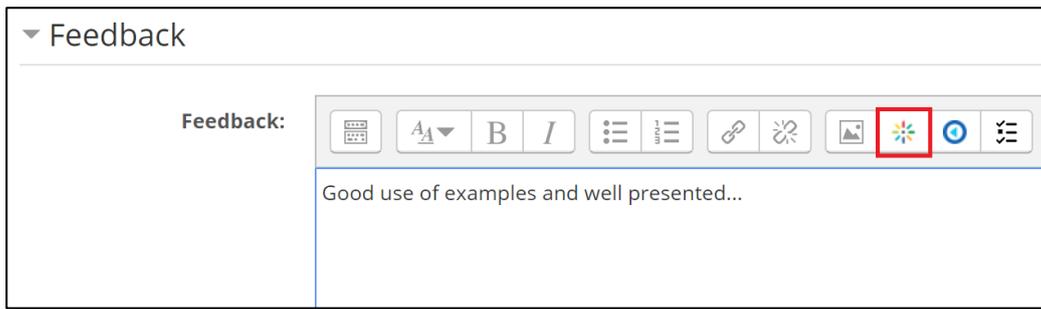
Option 1 - Under the Feedback option enter in text as normal:



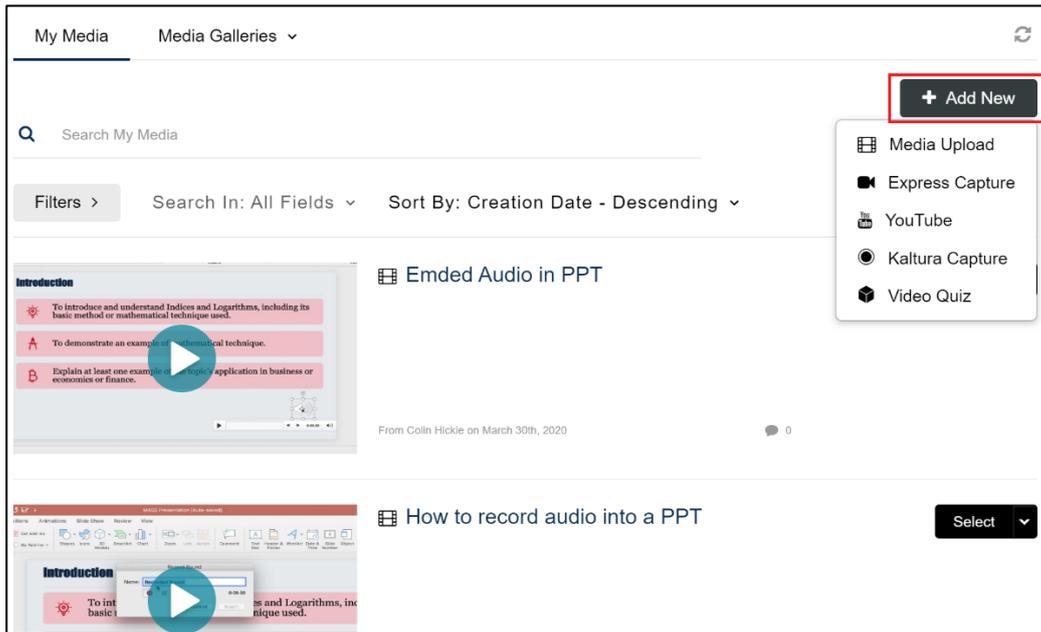
Option 2 - To give audio/video feedback follow these steps:

7.1 Click on the Kaltura icon:

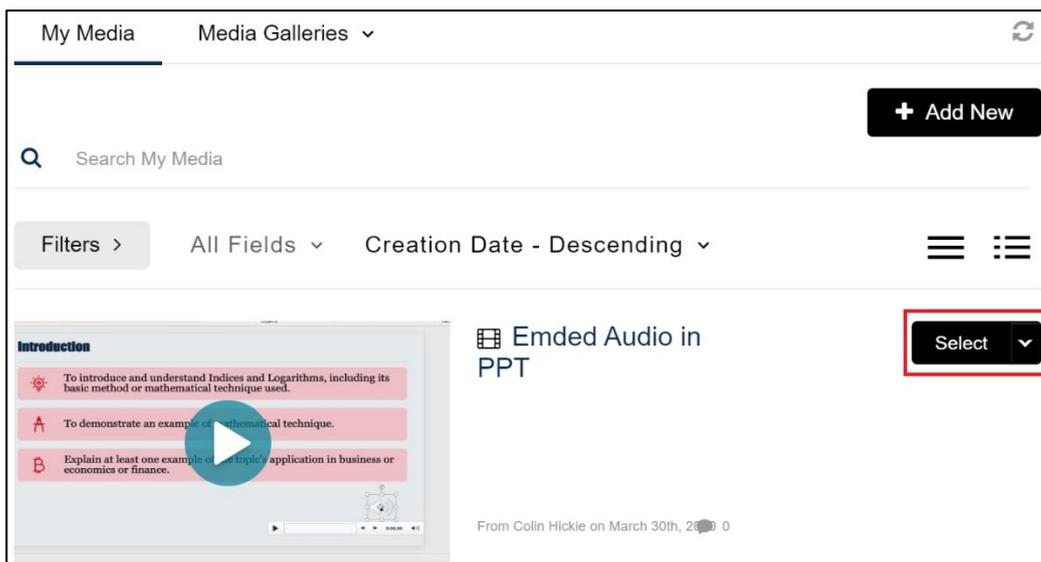




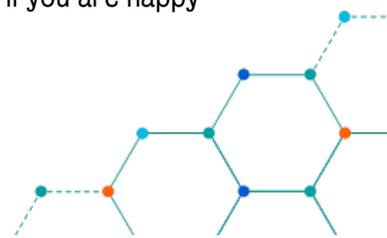
7.2 Click the 'Add New' button and then select the relevant option to either [upload a video/audio file](#) (Media Upload) or [record a personal capture](#) (Kaltura Capture):

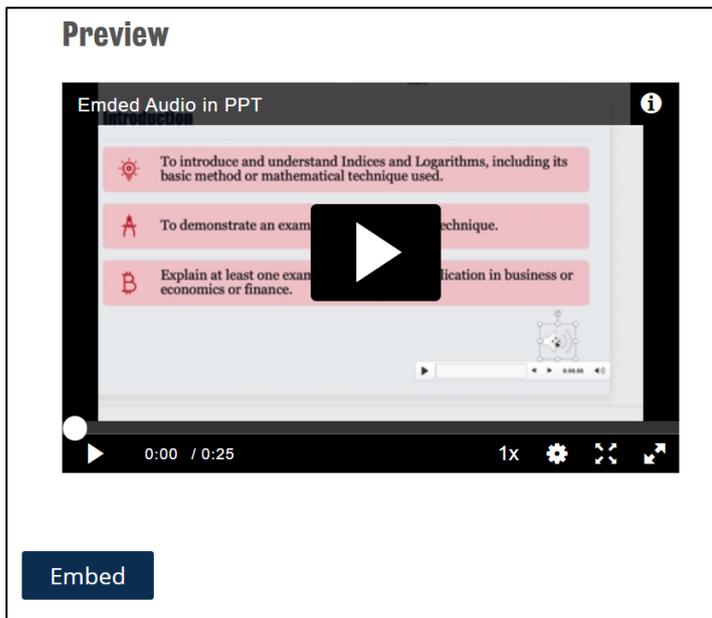


7.3 Once your media has been uploaded click the 'Select' button next to the relevant media:

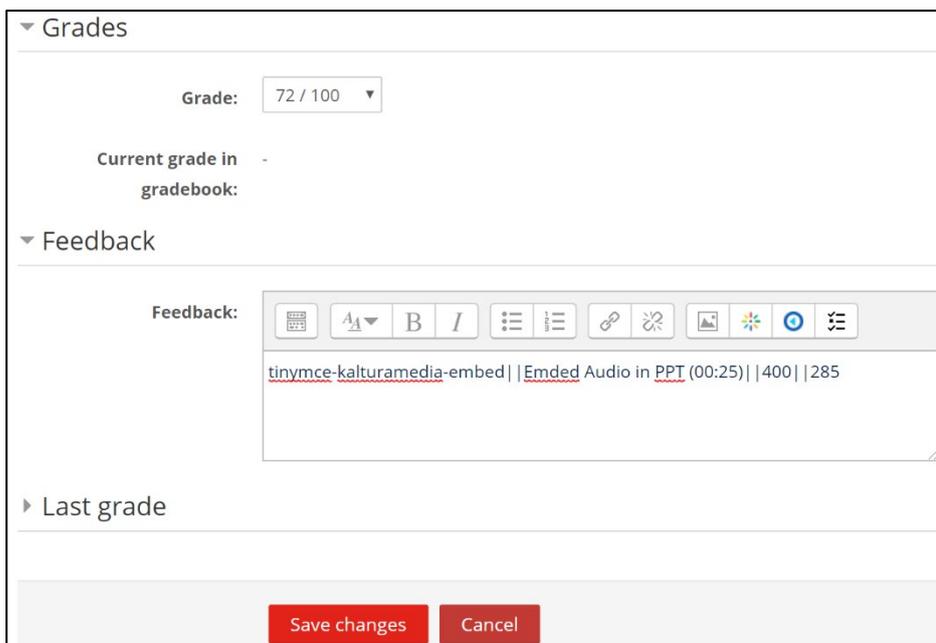


7.4 A pop up window will provide an opportunity to preview the selected media, if you are happy with the media click the 'Embed' button:

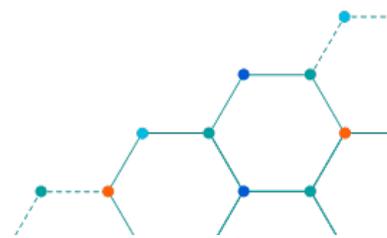




7.5 Click 'Save changes' to finish:

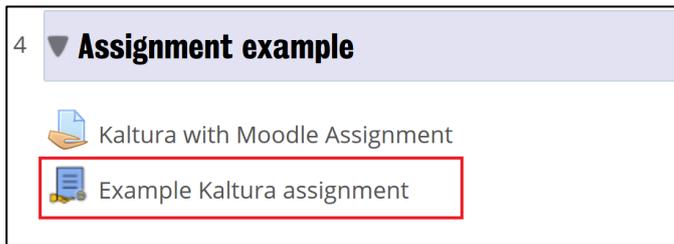


8. As the grades are assigned, students can log into their course and view their grade.

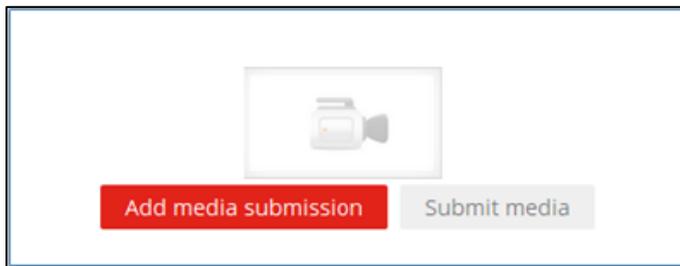


Student submitting media to a Kaltura Media Assignment

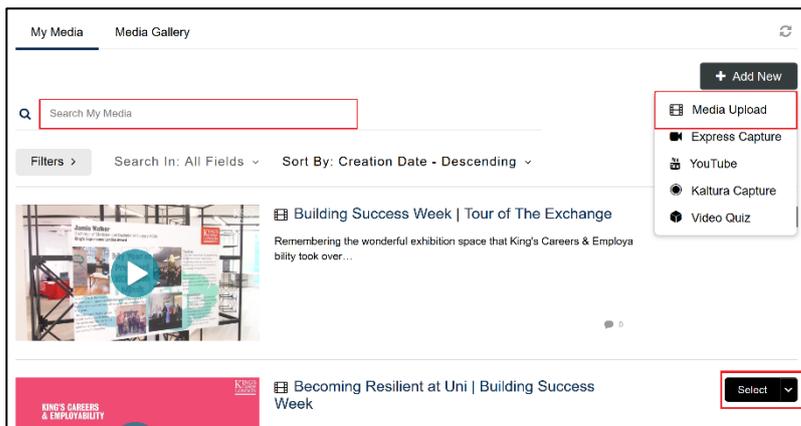
1. Select My Courses, select the course from your course list and then select the assignment as shown below



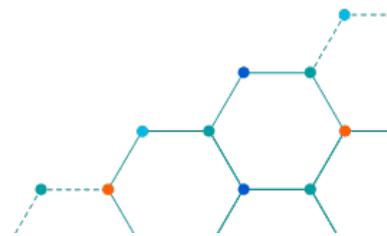
2. Click on 'Add media submission' button.

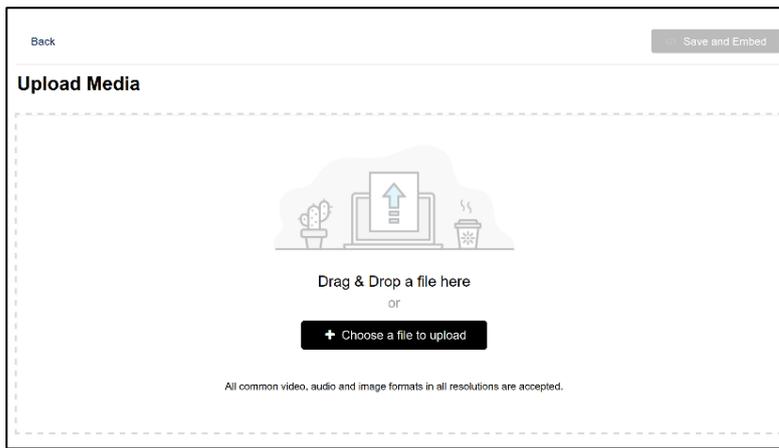


3. Search for the content you want to upload, then select it as shown below or click on '+ Add New' and then on 'Media Upload' as shown below.

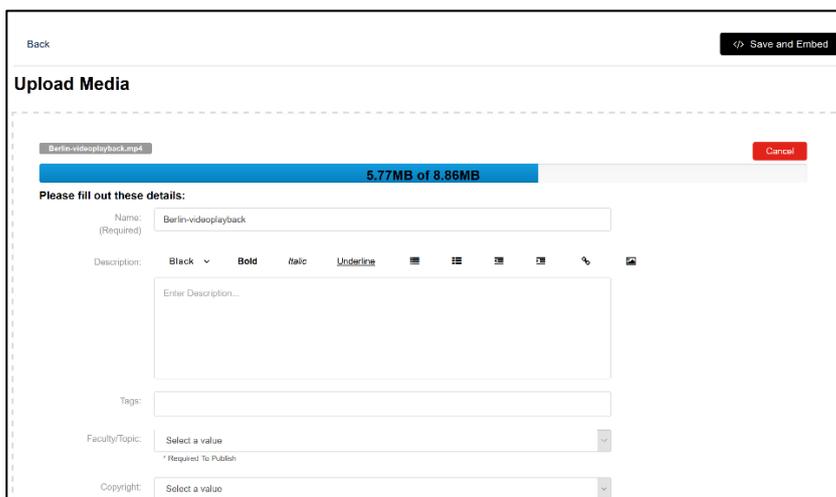


4. Drag and drop your video file or select '+ Choose and file to upload' and navigate to your media file (video) on your device and select it.



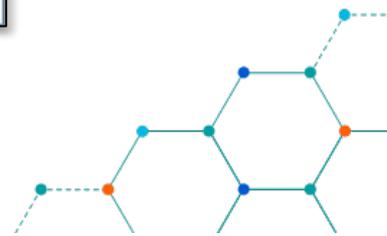
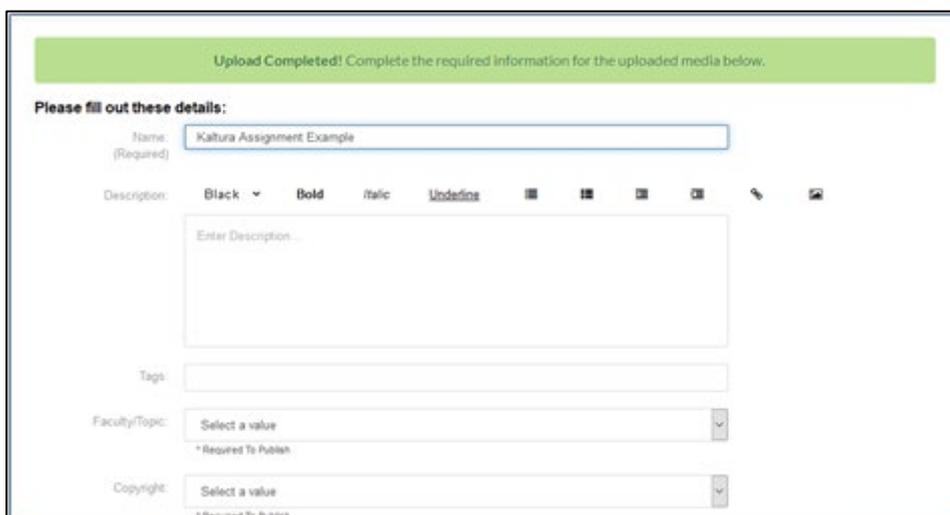


Wait until the upload is completed before navigating away for the browser screen.

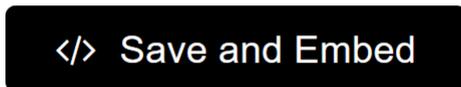


5. Your video will now upload to your Kaltura media space. Scroll down the page and complete the following compulsory fields:

- Faculty /Topic – your faculty
- Copyright – Yes
- Date created/recorded – Today's date



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



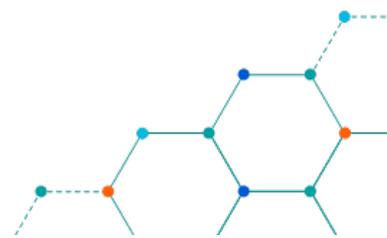
Then complete the submission by clicking on the 'Submit media' button when viewing the embedded video, as shown below and 'Continue'.

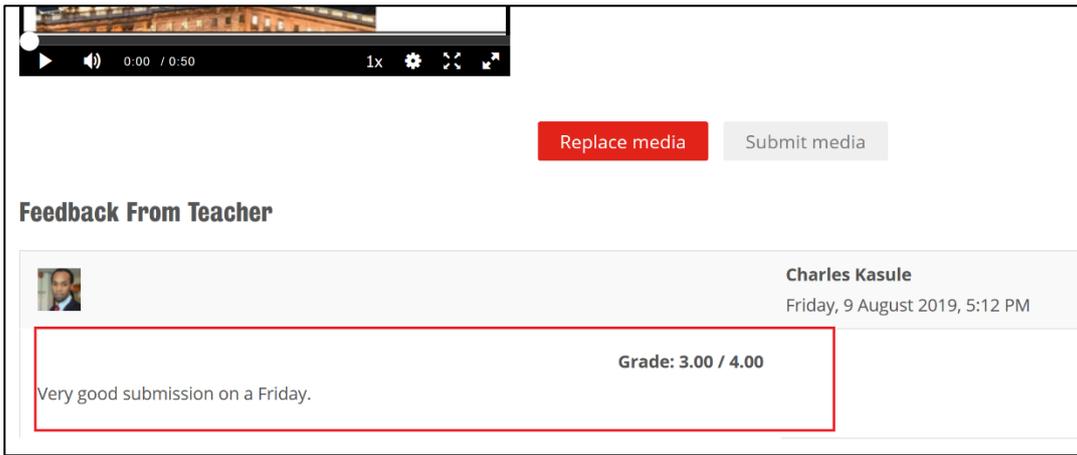


6. If re-submission is possible, you will be able to click the 'Replace media' button. A confirmation message is displayed.



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





The image shows a screenshot of a video player interface. At the top, there is a video player with a play button, a volume icon, a progress bar showing 0:00 / 0:50, a 1x zoom level, and icons for settings, full screen, and share. Below the video player are two buttons: a red "Replace media" button and a grey "Submit media" button. The section is titled "Feedback From Teacher". It features a profile picture of a man, the name "Charles Kasule", and the timestamp "Friday, 9 August 2019, 5:12 PM". A red-bordered box highlights the feedback text "Very good submission on a Friday." and the grade "Grade: 3.00 / 4.00".

