

## Quick Start Guide

Explore Kent State's new video platform solution.

**Upload a Video**  
Click the *Add New* button and pick *Media Upload* from the drop-down menu to upload new videos.

**FlashLine Login**  
Login to upload videos from the *Add New* menu. Manage videos from *My Media* in the dropdown menu.

**Tutorials**  
Review tutorial videos to help guide you through the new features and tools in Kaltura.

**Kaltura Capture**  
Click the *Add New* button and pick *Kaltura Capture* to download and install the application. Use Kaltura Capture for screencasts, powerpoints and more.

**Access your Videos**  
Kaltura uploads reside in your *My Media* gallery. Click the *My Media* link under the login button to access a list of your online videos.

**Adjust Settings**  
Use the *Actions* button to adjust privacy settings with *Publish*; check viewership with *Analytics*; add features such as chapters, new video thumbnails, and collaborators with *Edit*.

**Link and Embed Code**  
Use the *Share* button to access the link or embed code for your video.

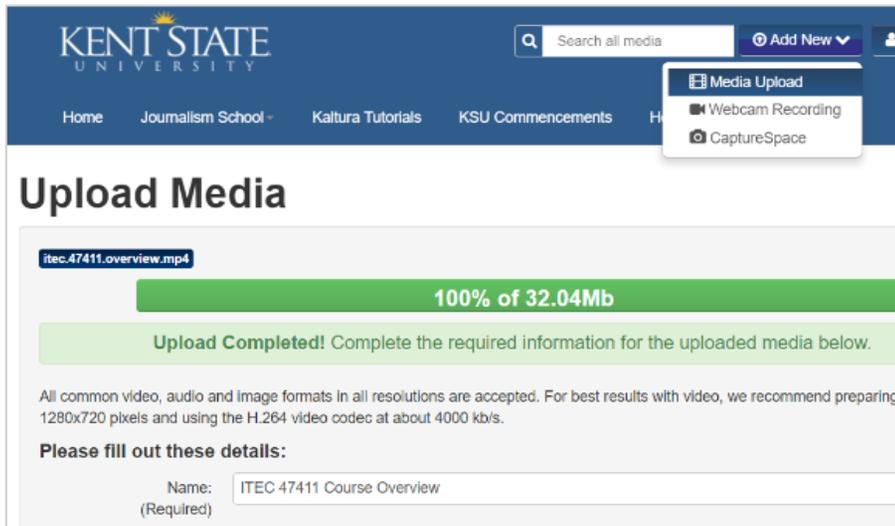
The screenshot shows the Kaltura interface with a top navigation bar containing 'Home', 'Kaltura Tutorials', and 'Help'. A search bar and 'ADD NEW' button are also present. A user profile for 'BRENDEN SMITH' is visible. The 'ADD NEW' dropdown menu is open, showing options: 'Media Upload', 'Kaltura Capture', and 'Video Quiz'. The 'My Media' dropdown menu is also open, showing 'My Media', 'My Playlists', 'My Channels', and 'Logout'. The main content area displays a video player for 'ITEC 47411 Course Overview' with a play button and a progress bar. Below the video player, there are 'Details' and 'Share' buttons. The 'Share' button is highlighted, and a dropdown menu is open showing options: 'Link to Media Page', 'Embed', 'Email', and a URL. The 'Actions' button is also highlighted, and a dropdown menu is open showing options: 'Edit', 'Publish', 'Add to playlist', 'Analytics', and 'Launch Editor'.

## Upload a Video

### MEDIA UPLOAD

Use Kaltura to upload video files that you have created for online streaming playback.

1. Visit [video.kent.edu](http://video.kent.edu), and login with your FlashLine username and password.
2. Click the **Add New** button and pick **Media Upload**.
3. Choose a file to upload.
4. Add a descriptive name (eg. ITEC 47411 Course Overview), adjust settings, and Save.
5. Add to Blackboard (steps on the next page).



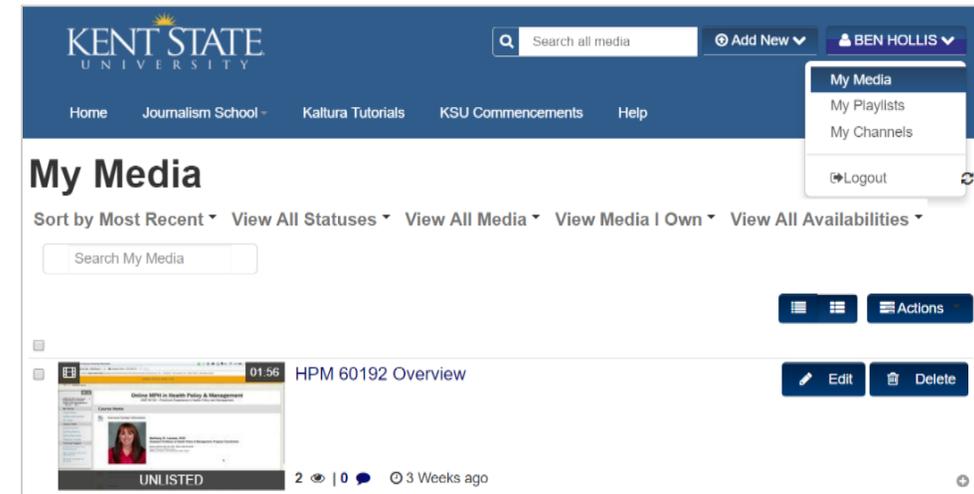
## Access your Videos

### MY MEDIA

Kaltura uploads will reside in your **My Media** gallery.

1. Visit [video.kent.edu](http://video.kent.edu), and login with your FlashLine username and password.\*
2. Click on your login/account button and pick **My Media**.
3. Click **Edit** for any video to adjust settings, and explore features such as chapters, collaborators, and analytics.

*\* You can also access all of your Kaltura videos within Blackboard with the Kaltura Mashup.*

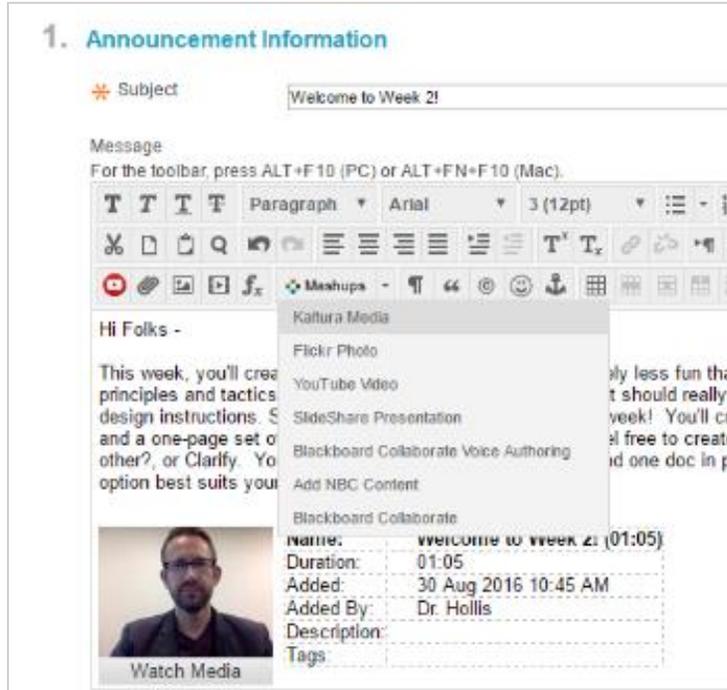


## Kaltura and Blackboard

### TEXT EDITOR

You can easily access and add your Kaltura videos to your Blackboard course!

1. Within any Blackboard text editor, click **Mashups** (third row of the editor).
2. Choose **Kaltura Media**.
3. Browse your Kaltura My Media gallery, select, and embed a video within your message!

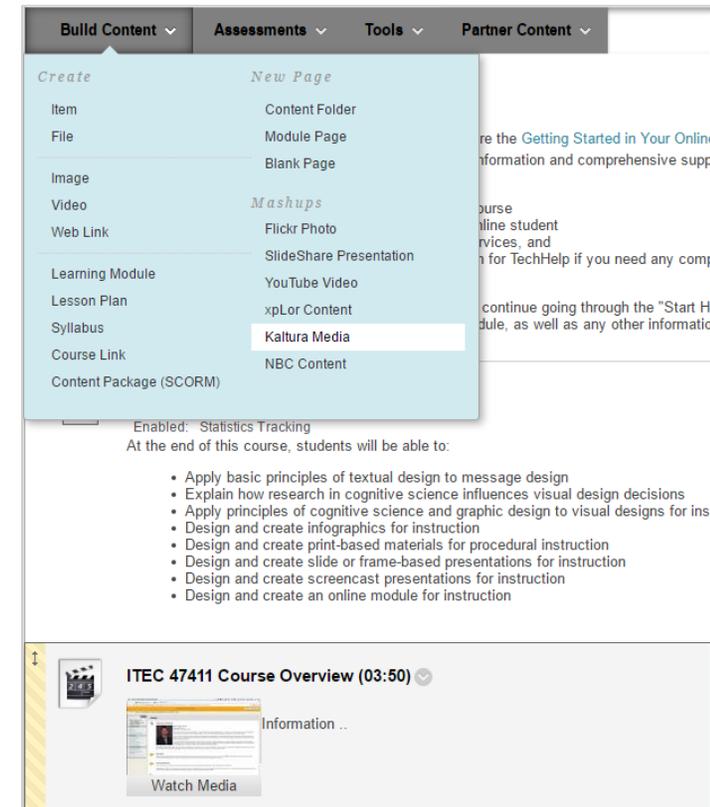


## Or ..

### CONTENT AREA OR FOLDER

Navigate to a folder or content area within your Blackboard course.

1. Click **Build Content**.
2. Choose **Kaltura Media**.
3. Browse your Kaltura My Media gallery, select, and embed a video within your course!



## Key Terms & Features

### GET TO KNOW KALTURA

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**Kaltura:** Synonymous with video.kent.edu. Kaltura is the cloud-based platform for streaming online video.

**Kaltura Capture:** Desktop application for recording your screen, webcam, and/or voice, and uploading to your My Media gallery.

**MyMedia:** Kaltura uploads reside in your My Media gallery. Access your My Media gallery from video.kent.edu to edit and organize videos, or from Blackboard using the Mashup tool (noted below) to add videos to your course.

**Publish:** Set videos to *Private* (viewable to content owner only); *Unlisted* (viewable to anyone with the link); or *Published* (viewable to anyone). Note - videos uploaded from CaptureSpace are Private. Private videos added to Blackboard via the Mashup are viewable to students enrolled in the course and the content owner.

**Channels:** Method of limiting and managing online viewership. Note – all videos organized in channels, even *open channels*, require a FlashLine username and password to view videos in that channel.

**Tags:** Add tags to help organize videos; however, descriptive titles for videos often yield better search results within your My Media gallery.

**Playlists:** Create and add a list of multiple videos to a single space in Blackboard by adding the playlist HTML embed code to any Blackboard text editor.

**Mashup:** Add videos from your My Media gallery to Blackboard: text editor.  
(*Mashup* > *Kaltura Media*), or course (*Build Content* > *Kaltura Media*).

**Collaboration:** Change or share administration of a video. Click *Edit* on a video within your My Media gallery, and pick the *Collaboration* tab to get started.

**Timeline:** Create chapters within a video; viewers can interact with chapters during video playback, and navigate to key topics within the video timeline. Click *Edit* on a video within your My Media gallery, and pick the *Timeline* tab to get started.

## Training & Support

### QUESTIONS?

Tutorials and answers to FAQ's are available by visiting [video.kent.edu](https://video.kent.edu), and accessing **Kaltura Tutorials** and/or **Help**.

### NEED MORE ASSISTANCE?

Articles and other documentation can be found at [support.kent.edu](https://support.kent.edu) and search on **Kaltura**.

For more assistance or problem solving, please submit a ticket to our Helpdesk at [support.kent.edu](https://support.kent.edu). You may also contact the Educational Technologies support staff at [etsupport@kent.edu](mailto:etsupport@kent.edu).

## Faculty Workshops

### VIEW SESSIONS AND REGISTER

[Kent State Online](#) offers a variety of in-person presentations and workshops, webinars, and self-paced online workshops that support and extend the [Kent State Online Framework](#) for designing, developing, and teaching high quality online courses.

[Sessions](#) are available to all university faculty, graduate teaching assistants, and staff, and can also be requested for any college, campus, or unit.

### ONLINE TEACHING LISTSERV

Sign-up for the Online Teaching Listserv to be notified when new sessions are available. Our listserv includes news, resources, tips, and best practices for online instructors.

[Online Teaching Listserv Sign-Up Form](#)