

Kaltura: Managing Media in Moodle

Uploading, Embedding and Downloading Kaltura Media

This guide will show how to upload media to your My Media folder and directly into your Moodle course. When embedding audio or video files a default dedicated audio or video player is displayed.

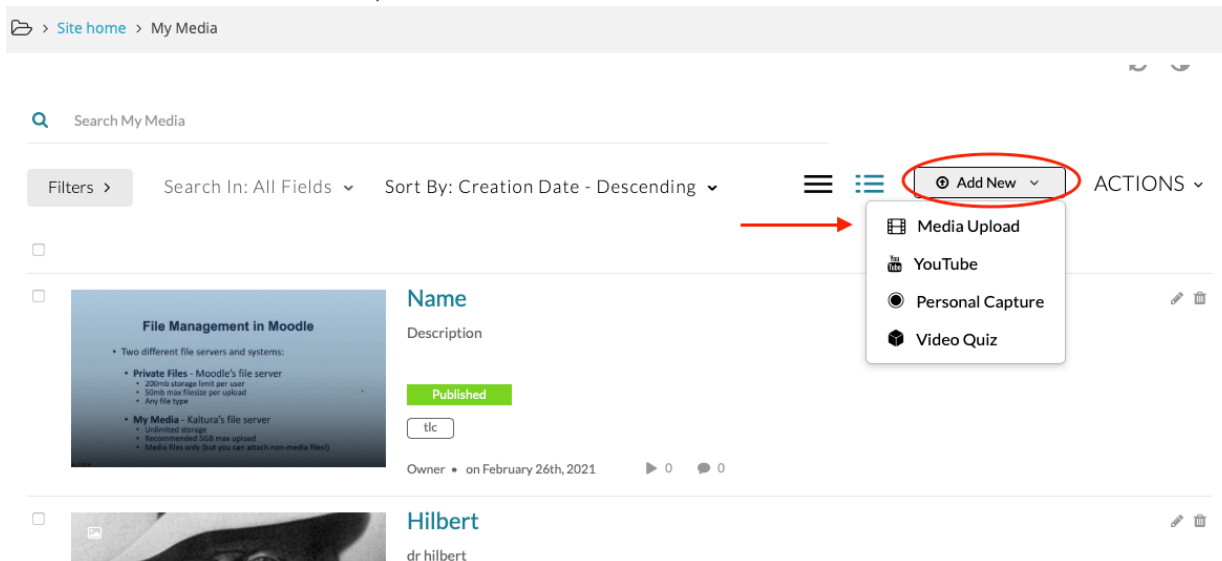
To learn how to select different player configurations, or a player with a download button, scroll to the last pages of this guide.

Note: Although you can upload and embed images using Kaltura, it is recommended you use the image embed tool in the rich text editor for better formatting control.

UPLOADING MEDIA FILES TO MY MEDIA

To add content to your My Media folder:

1. In Moodle, from the top navbar, click on My Media (Kaltura)
2. Click Add New and then Media Upload:



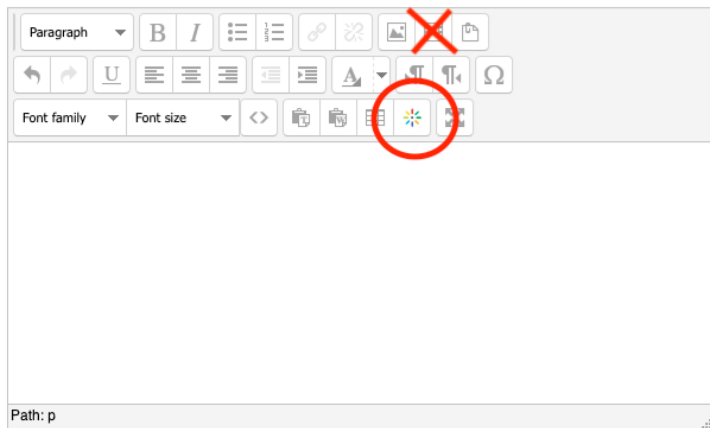
3. In the next window, drag and drop your video into the square displayed or select it from your file directory
4. After the upload finishes, on the next screen enter a name, description, and one tag then click Save. If you set the video to Private, it will not be visible by anyone until you add it to a resource in Moodle
5. Either upload more videos/media (scroll down to the upload window below), view the video you just uploaded (Go To Media), or go back to your list of media (Go To My Media)

EMBEDDING VIDEO OR AUDIO FILES IN A MOODLE ACTIVITY OR RESOURCE

You can embed video and audio into any resource with the rich text editor and make it fit your layout.

To embed video or audio into a Moodle resource in your course:

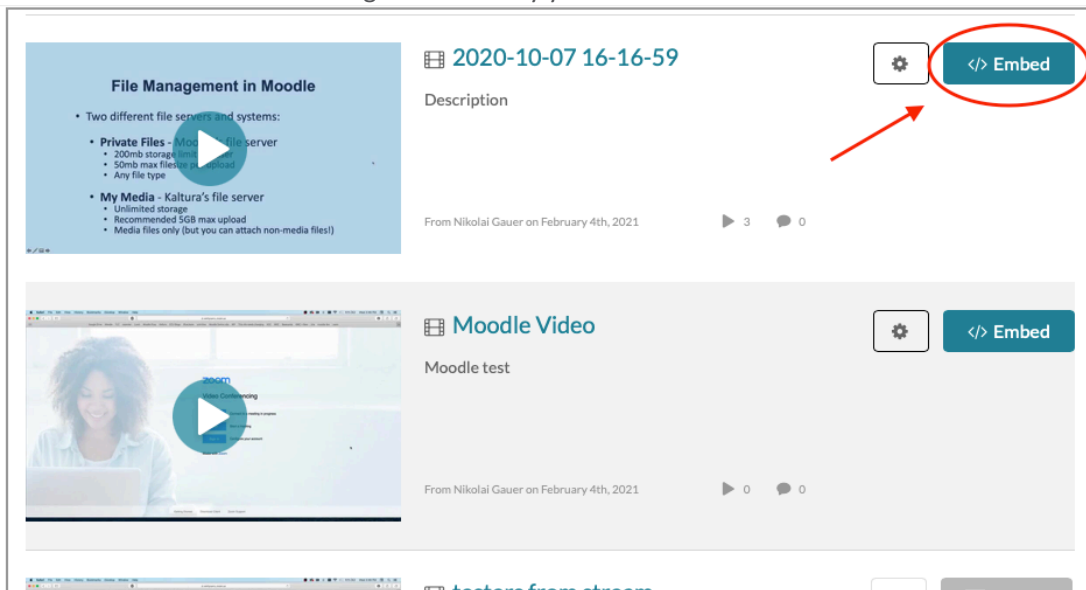
1. At the top right of your course page turn editing on
2. Scroll down to the section where you want to post the video
3. Click on Add an Activity or Resource
4. Choose the resource to add (e.g. Page, Text and Media Area, Forum etc.)
5. In the text editor click the Embed Kaltura Media button:



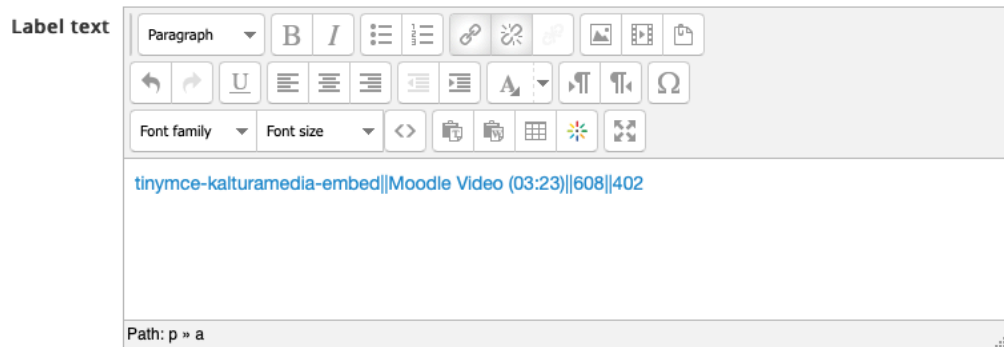
The window that pops up will list your previously uploaded content. You can choose to either upload and add new media or select a previously uploaded video.

To embed previously uploaded media:

1. Click the Embed button to the right of the entry you want to embed:



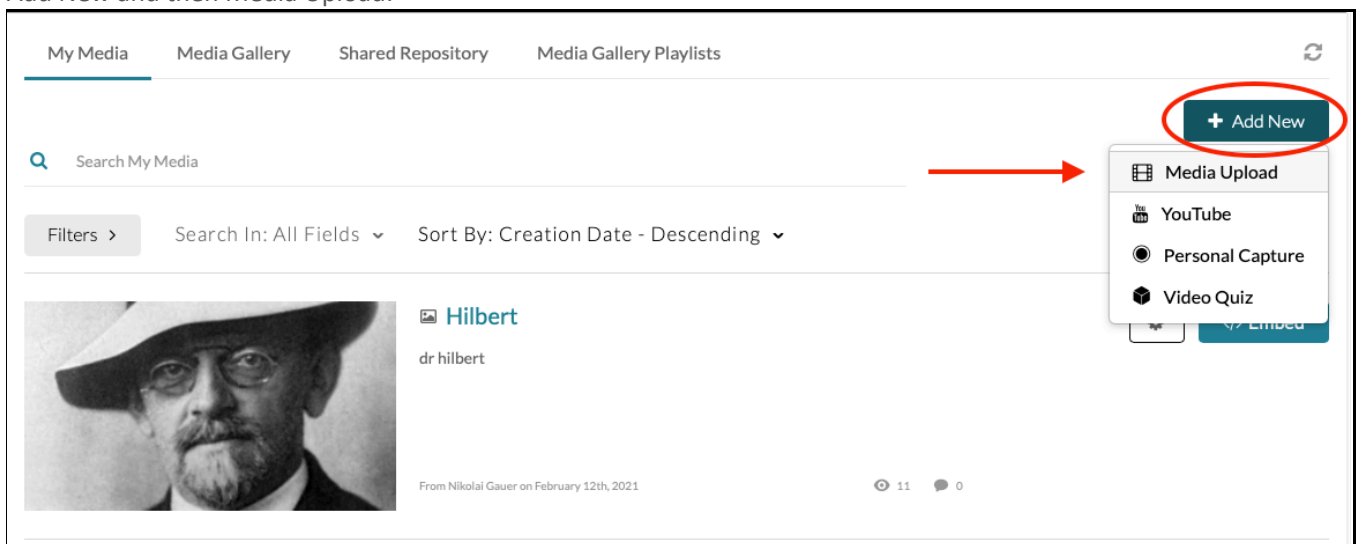
2. You will see the embedded media represented in short code. You can continue to embed more media and/or type and format text to be displayed either before or after this code:



3. Once you are done scroll down and click Save and Return to Course to view your media

Embedding new media uploads:

1. After clicking the Embed Kaltura Button in the rich text editor as described in the instructions above, click Add New and then Media Upload:



2. Drag and drop your video into the square displayed or select it from your files
3. On the next screen, enter a name, description, and a tag then click on Save and Embed in the top right corner:

The screenshot shows a form titled "Please fill out these details:" with the following elements:

- A "Back" link in the top left corner.
- A settings gear icon and a "Save and Embed" button in the top right corner, which is circled in red.
- A "Name: (Required)" text input field containing the word "Name".
- A "Description:" section with a rich text editor toolbar including options for "Black", "Bold", "Italic", and "Underline", as well as icons for bulleted list, numbered list, link, unlink, and image.
- A large text area for the "Description" with a placeholder "Description" and a small "i" icon on the right side.
- A note below the description area: "* Required To Publish".
- A "Tags:" section with a text input field containing "x tlc" and a small "i" icon on the right side.
- A "Cancel" button in the bottom right corner.

4. The video is then ingested into Kaltura – this may take some time. But you can still embed the video in your Moodle resource and it will appear in your course once it is processed on Kaltura’s servers
5. After clicking the Save and Embed button as illustrated above and you should see this:

The screenshot shows the TinyMCE editor interface with the following elements:

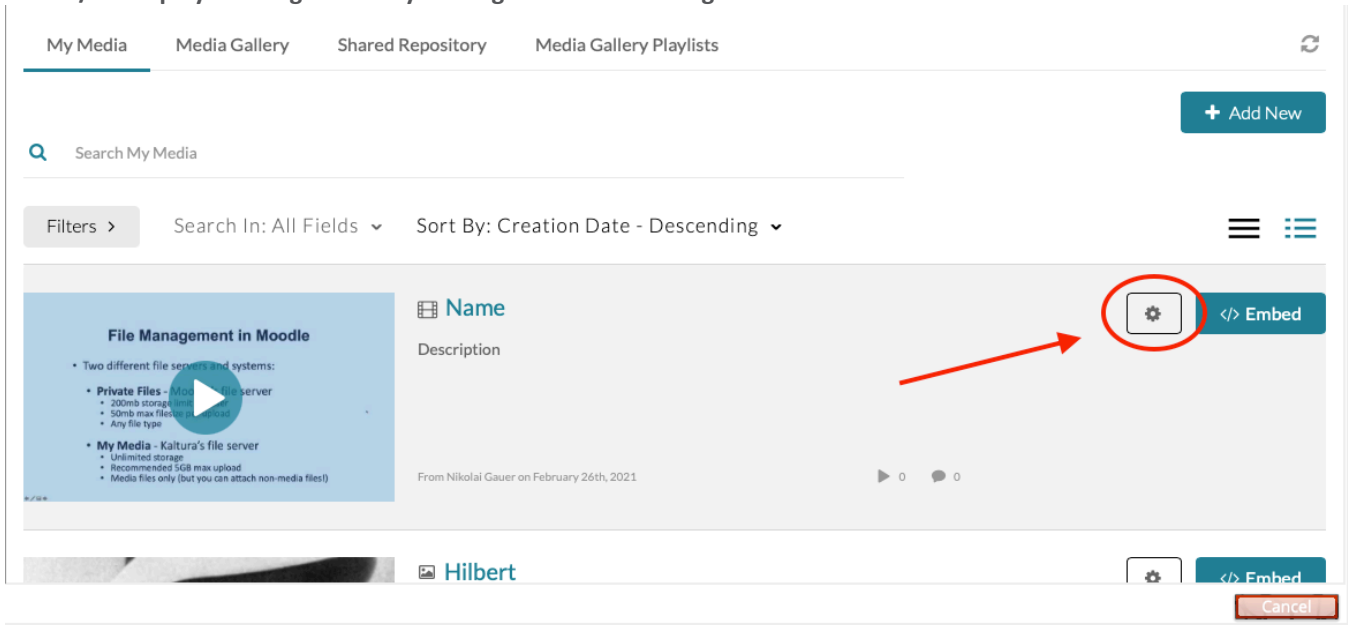
- A "Label text" label on the left side.
- A rich text editor toolbar with various icons for text formatting, lists, links, and media.
- A text area containing the short code: `tinymce-kalturnamedia-embed||Moodle Video (03:23)||608||402`.
- A "Path: p » a" breadcrumb at the bottom left.

6. The video/audio player is represented in short code. You can type around the player by inputting text either before or after the code or continue to embed more media. Once you are ready scroll down and click Save and Return to Course.

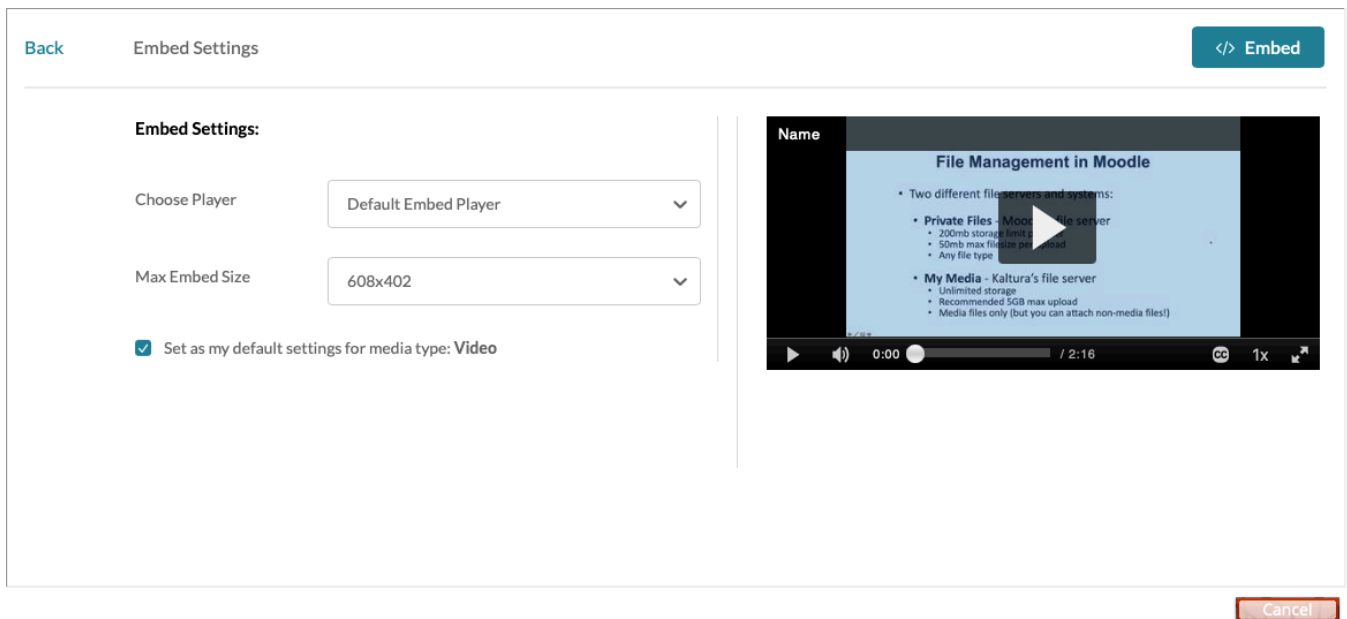
CONFIGURING YOUR PLAYER AND ENABLING MEDIA FILE DOWNLOAD

Note: To make your video content downloadable in smaller file sizes optimal for low-bandwidth situations, you will have to use the Kaltura Media Gallery. Instructions are provided in the [Faculty Moodle Guide](#) under Teaching With Video found [here](#) and [here](#).

Following the instructions on how to embed media as described above, you have the option of changing your video/audio player configuration by clicking the Embed Settings button found next to the Embed button:



The Embed Settings window allows you to choose any available player and set the size of the player as it will appear in your Moodle resource:



To make your audio or video file downloadable, choose the player with the download button in the Choose Player field:

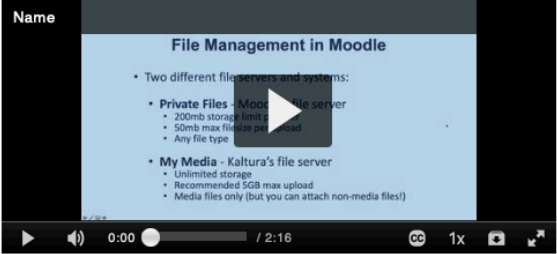
Back Embed Settings </> Embed

Embed Settings:

Choose Player: Video Player/w Download Button

Max Embed Size: Default Embed Player
Video Player/w Download Button

Set as my default settings for media type: Video



Cancel

Caution! Potential copyright/privacy issue: By default, the box for setting your default player will be checked. This can potentially lead to privacy and/or copyright issues if you are unaware or forget you are allowing your media to be downloaded. Be sure to uncheck the box if you do not want the player with the download button to be your default player. Whatever you choose as your default player will be used when you embed media in the future:

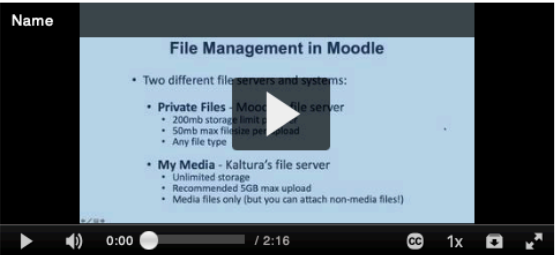
Back Embed Settings </> Embed

Embed Settings:

Choose Player: Video Player/w Download Button

Max Embed Size: 608x402

Set as my default settings for media type: Video



Cancel