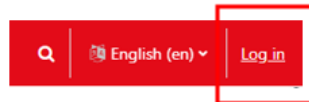


ADDING A KALTURA VIDEO RESOURCE ACTIVITY IN LEARN2024

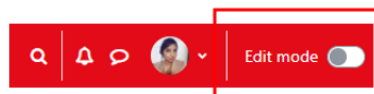
1. Go to <https://learn2024.ukzn.ac.za/>. Click on login at the top right of the homepage.



2. Enter your UKZN LAN credentials and click log in.

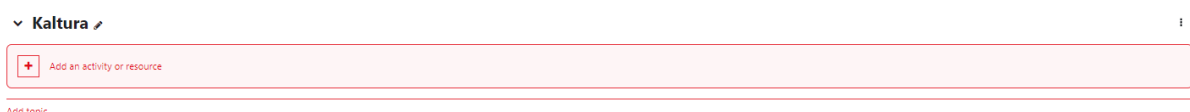


3. At the top right of your course page, **switch edit** mode on. Editing icons and links will appear. You can now edit your page accordingly.

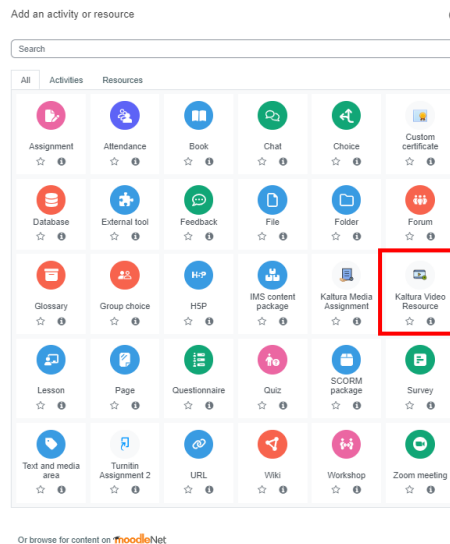


4. Locate the Section where you want to add the Chat activity.
5. At the bottom left of the Section, click + Add an activity or resource.

The Add an activity or resource window will open.



6. In the Add an activity or resource window, select Kaltura Video Resource. The Adding a Kaltura Video Resource page will open.



7. On the Adding a new Kaltura Video Resource page, enter an informative name in the Kaltura Video Resource field. The name of the Kaltura Video Resource is mandatory.
8. In the Description box, enter a description that lets your students know the purpose of the Kaltura Video Resource.

Note: It is generally advisable to leave the Display description on the course page unchecked to avoid clutter on the main course page.

Name

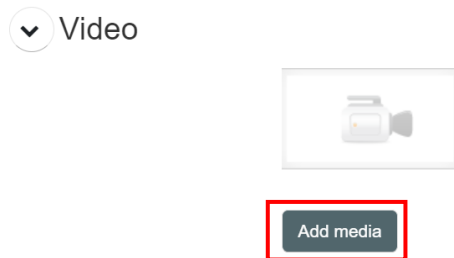
Description

! Zoom Lecture 25 November 2023

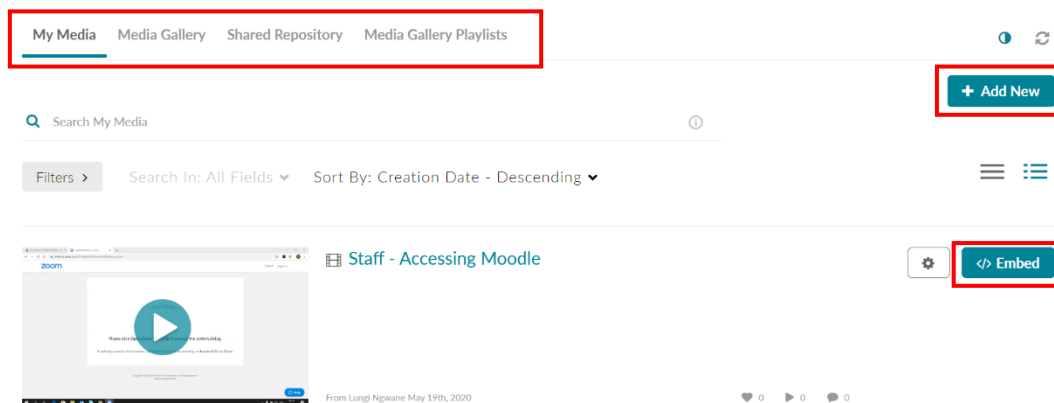
Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, video, audio, H5P, and other media elements.

☐ Display description on course page ?

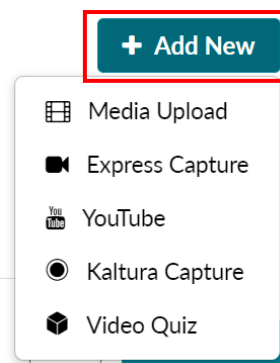
9. The Video Section allows you to add videos to your module using Kaltura. Click Add Media



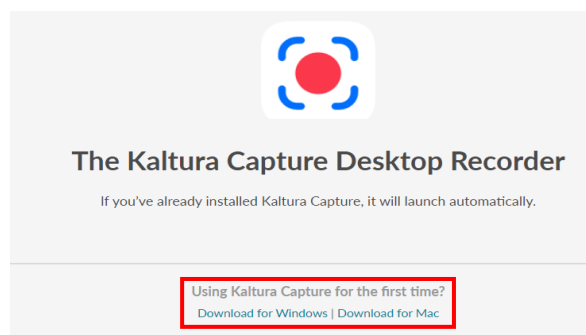
This will open the Kaltura page on a new pop-up window. This window will show you your uploaded video under My Media. Here, you can upload a new video to your module by embedding an existing video or adding a new video to My Media and then embedding it.



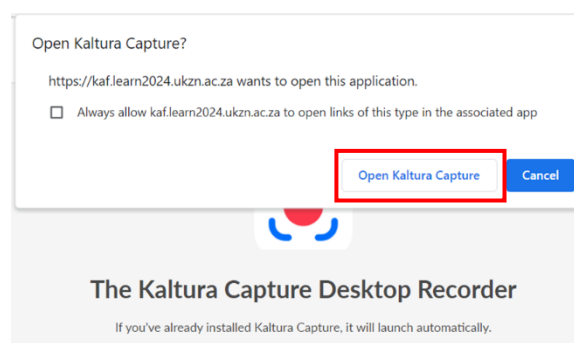
10. To add a new video, click on Add New. This will give you the following options:



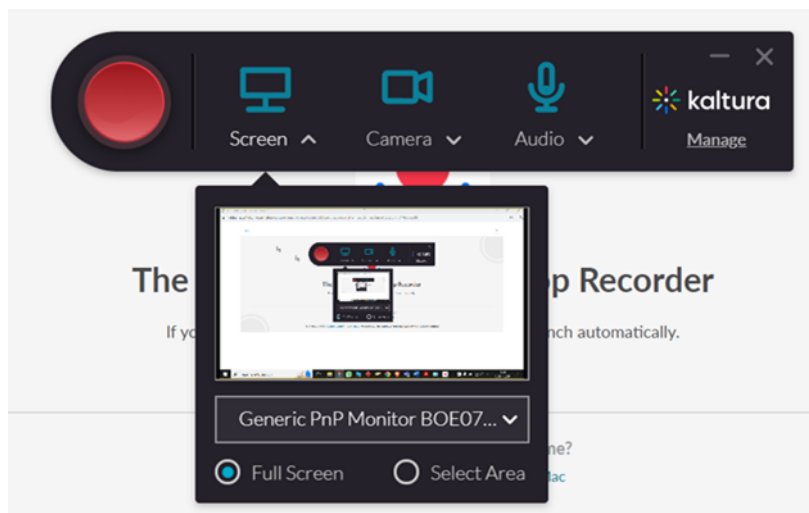
- **Media Upload** – You can upload a media file from your computer or a storage device. A file picker will open to allow you to drag and drop or browse to the file location. You can add the name, description, and tags and select a college, school, or department. You can add co-editors and collaborators. You can save or embed the video from here. The media will appear under My Media.
- **Express Capture** – This option allows you to capture a video using a camera. It can be a built-in laptop camera or an external video recording device.
- **YouTube** – allows you to upload a video to Kaltura with a YouTube link. You can add the name, description, and tags and select a college, school, or department. You can save or embed the video from here. The media will appear under My Media.
- **Kaltura Capture** – This lets you capture or record your Screen, Video, and Voice. The first time you select Kaltura Capture, you must install the Kaltura Capture Desktop Recorder. The downloaded file will be in your Downloads folder. Double-click and follow the installation instructions.



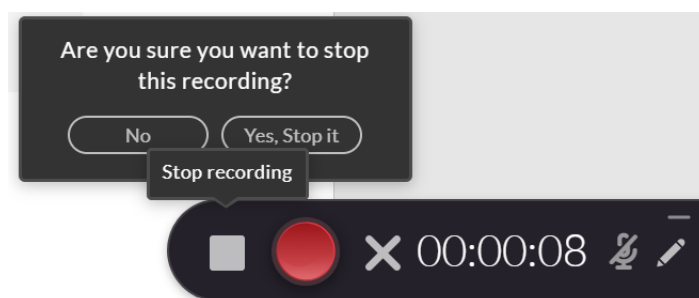
Once installed, click back, select Add Media, and select Kaltura Capture. The pop-up below will appear. Click Open Kaltura Capture.



Kaltura Capture will open, allowing you to capture video using your connected camera, whatever is on your selected screen, and voice using your microphone. You can record the whole screen or a selected area on your screen.

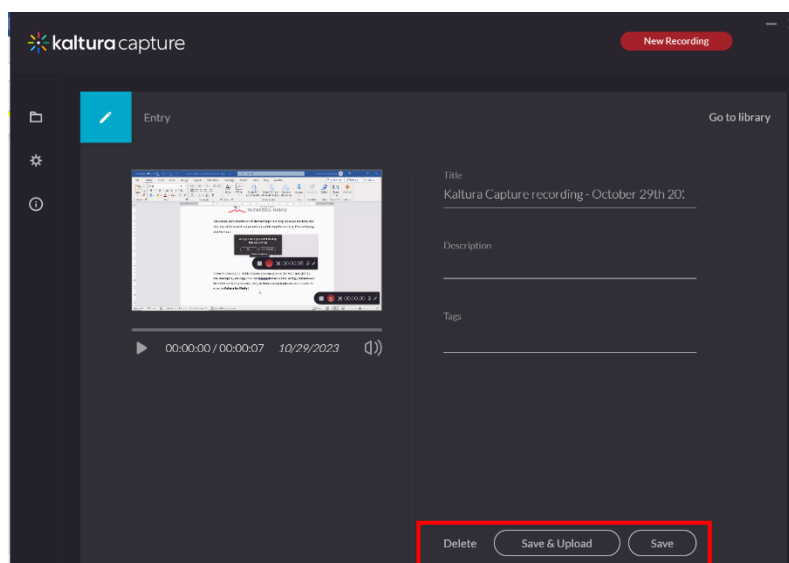


Click record, and a countdown will start and begin recording. When you are done, click stop. You will be asked if you are sure you want to stop the recording; if you are happy, click Yes, stop it.



A new window opens. In this window, you can preview the video and give it a title, description, and tags. You can Delete (delete without saving), Save (Save the video locally on your computer), or Save and upload (save and upload the video to Kaltura My Media).

You can close the application and go to Kaltura. The video will appear there, and you can embed it in your module. The video will take some time to finish processing.



11. Once your media is ready to embed, on the right of your video, click on embed. It will appear in Learn2024, Adding a new Kaltura resource setting.



12. In the common module settings section, you can set the availability, ID number, force language, and course content download.

▼ Common module settings

Availability

ID number

Force language

Include in course content download

Group mode

ⓘ Show on course page ▾

ⓘ

Do not force ▾

ⓘ Yes ▾

ⓘ No groups ▾

Add group/grouping access restriction

13. The Restrict access section lets you set conditions for student access to the Chat activity, either by date or by prerequisite.

Note: During periods when access is restricted, the activity is completely hidden from students, on the course page, in the Gradebook, and in the course Calendar.

▼ Restrict access

Access restrictions

None

Add restriction...

14. In the activity completion section, you can allow completion tracking.

▼ Activity completion

Completion tracking

Expect completed on

ⓘ Students can manually mark the activity as completed ▾

ⓘ ☐ Enable 26 ▾ October ▾ 2023 ▾ 10 ▾ 16 ▾ 📅

15. Click save and return to course or save and display. If you wish to cancel, click cancel.

Save and return to course Save and display Cancel