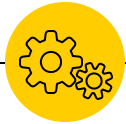


# How to Record or Upload and Submit Video Assignments Using Kaltura



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## Using Kaltura in ICON

Kaltura is an external media tool integrated into ICON. To record or submit media via Kaltura you will need:

- A quiet and private location with adequate lighting (to record).
- Computer with high speed Internet – a wired connection is recommended.
- Webcam and microphone or another recording device such as a digital camera, mobile phone or tablet.
- Tip: for best results, wear neutral, solid colors and avoid direct view of any strong light source (e.g. a bright window in the background).



## Two Ways to Submit Videos

### 1-Record on Computer

Record directly on your computer via Kaltura in the assignment (Rich Content Editor).

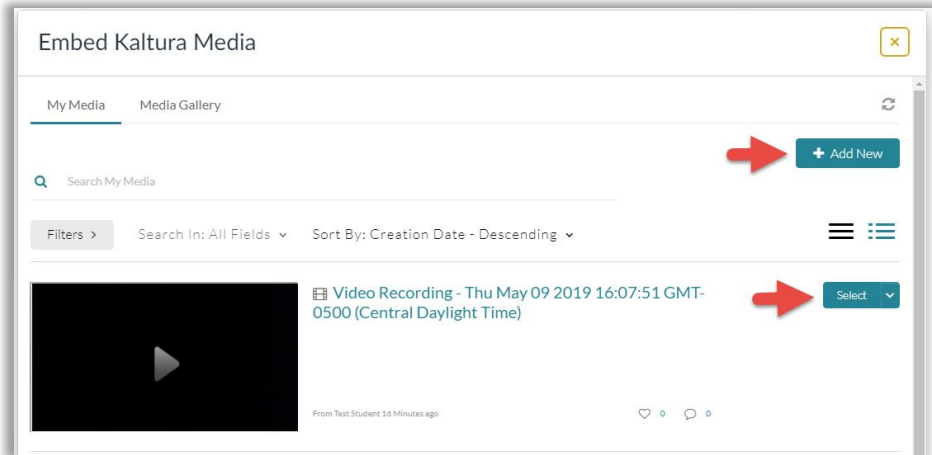
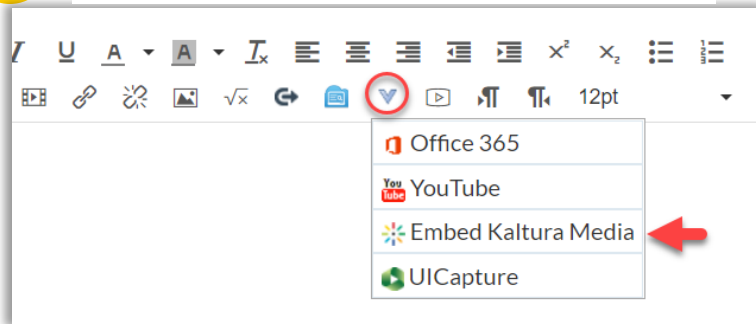
### 2-Upload Video Files

Record using another device, then upload the video file to Kaltura in ICON.

Want to record your computer screen? See [Record a Presentation with Kaltura Capture](#).



## Access Kaltura in ICON

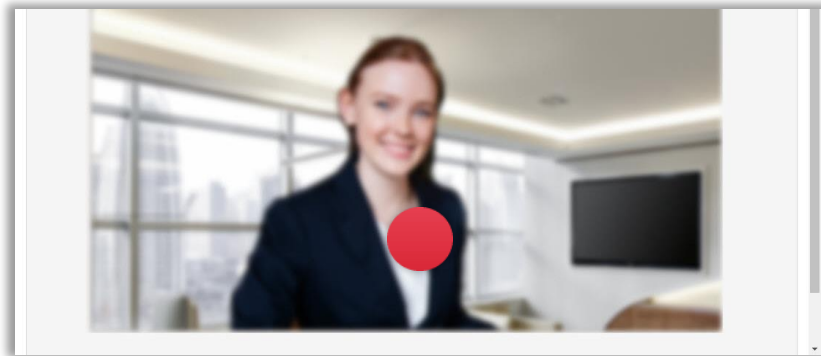
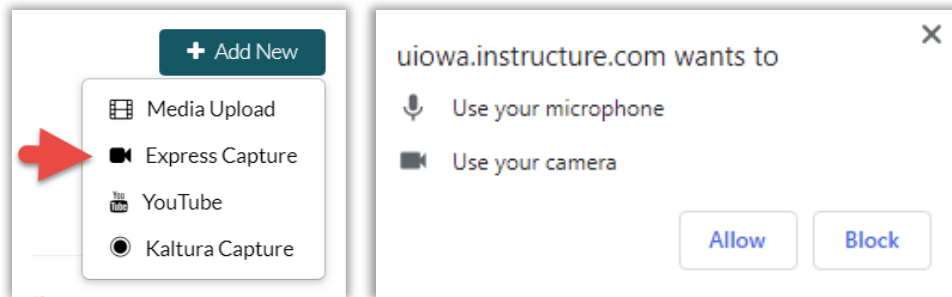


- To begin, go to the assignment and click “Submit Assignment” or “Reply” if posting to a discussion.
- On the Rich Content Editor screen, select the “V” icon (More External Tool), then “Embed Kaltura Media.”
- On the Kaltura screen, select “Add New.” (If the video is already in the My Media tab, you can also select it from the list.)

**Note:** jump to page 8 if you are uploading a video file.



## 1-1. Record on Computer

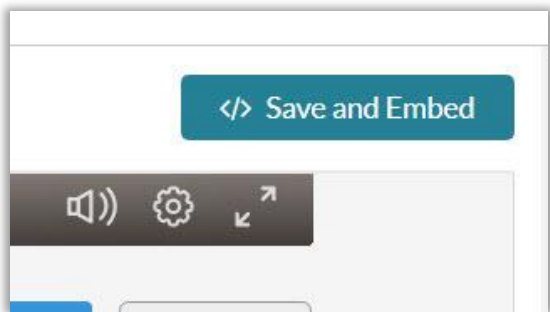
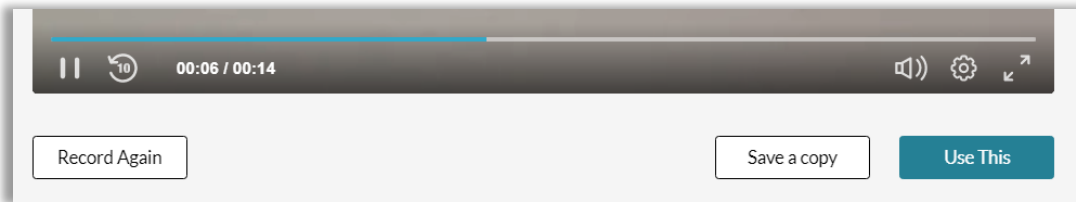


- From the “Add New” menu, select “Express Capture.”
- If prompted, click to allow the browser to use your microphone and camera.
- Click the red button to begin, then click timer on screen to stop.

**Note:** it is highly recommended that you do a short test each time before recording an actual assignment.



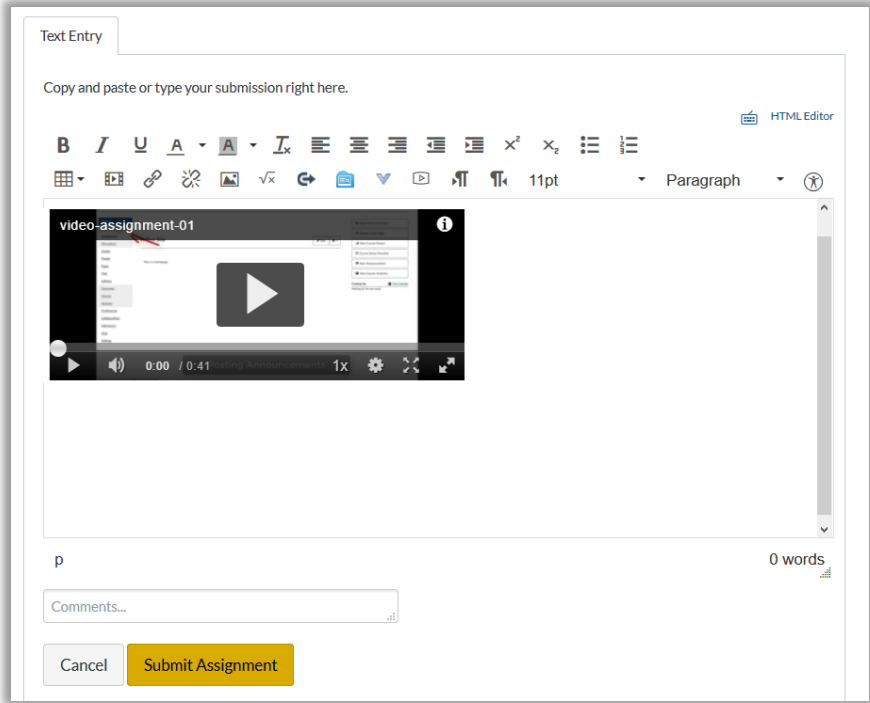
## 1-2. Record on Computer



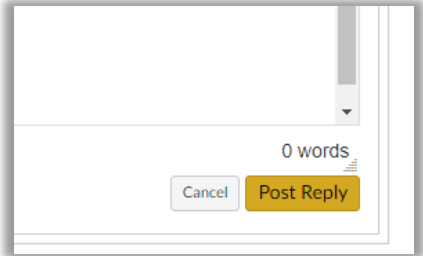
- Review your video and select “Record Again” if needed, or save video with “Use This.”
- If you select “Use This,” the video will begin to upload. (If you don’t want to use the video but want to keep a copy, click “Save a copy.” The video will be found on your My Media page.)
- Wait for video to finish uploading, then select “Save and Embed.”



# 1-3. Record on Computer

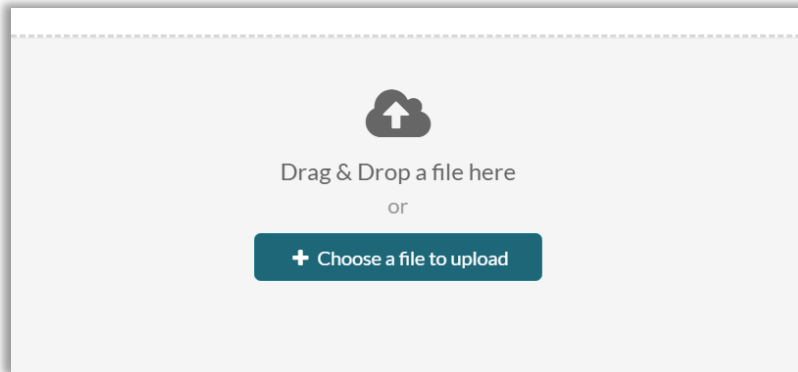
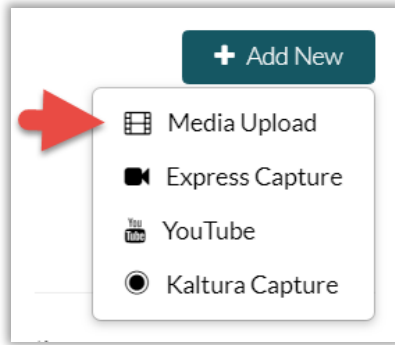


- The uploaded video will be embedded in the Rich Content Editor box.
- You can delete the embedded video and start over, or click “Submit Assignment” (or “Post Reply” in a discussion) to finish submitting.





## 2-1. Upload Video



- Follow the steps on page 4 to access Kaltura in the assignment's Rich Content Editor. Then from the “Add New” menu, select “Media Upload.”
- Select the video file from your computer.
- Most common media file formats such as MP4, MOV, QT, FLV, WMV, AVI are supported.
- Tips: for longer videos, use a lower video setting (e.g. 480/720p) to reduce file size and upload time.





## 2-2. Upload Video

- Wait for file to upload.
- Once upload is completed, click “Save and Embed.”

Back <> Save and Embed

### Upload Media

video-assignment-01.mp4 Cancel

911KB of 1385KB

Please fill out these details:

Name:

(Required)

Back <> Save and Embed

### Upload Media

Upload Completed! Complete the required information for the uploaded media below.

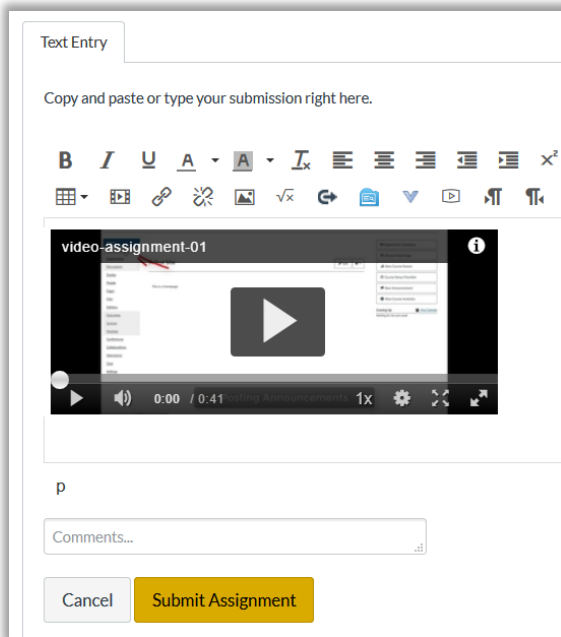
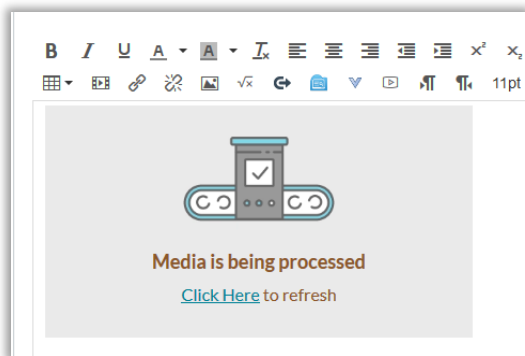
Please fill out these details:

Name:

(Required)



## 2-3. Upload Video



- Media files must be processed before submission. Wait for processing to complete.
- When the playback screen appears, click “Submit Assignment” (or “Post Reply” in a discussion) to finish submitting.

