

## Getting Started in Kaltura

Using Kaltura, you can upload and share videos (including Zoom recordings) with students in your Canvas course. You don't need to set up an account, it is automatically available to you in Canvas.

To get started, follow the written instructions below or visit the CTI website (<https://teaching.cornell.edu/resource/overview-technology-tools>) for more information.

Accessibility tips when using videos:

- Write a script before recording, and add a link to it below the video.
- Use videos under 10 minutes.
- Verbally describe any images or props you show in the video or include textual descriptions below the video.

### Add the My Media Link in Course Navigation

This is only necessary if you need to edit a video or the information about a video. If you are simply adding videos to Canvas, you can skip this process. This process is not needed if **My Media** is already available in the Course Navigation to the left.

1. Within your course, click the **Settings** link at the bottom of the Course Navigation menu on the left.
2. Click the **Navigation** tab in the top middle of the page.
3. Drag and drop **My Media** from the bottom list to the top list. (Alternatively, you can click the three dots next to **My Media** and choose **Enable**.)
4. Click the **Save** button at the bottom.

Drag and drop items to reorder them in the course navigation.


Home	
Announcements	⋮
Syllabus	⋮
Modules	⋮
Library Reserves	⋮
Grades	⋮

Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page.

New Analytics	⋮
<i>Page disabled, won't appear in navigation</i>	
My Media	⋮
<i>Page disabled, won't appear in navigation</i>	
Assignments	⋮
<i>Page disabled, will redirect to course home page</i>	
Attendance	⋮
<i>Page disabled, won't appear in navigation</i>	

# Add a Video to a Course through Kaltura

Before getting started, you will need a video that is already in Kaltura or a video on your device that you can add to Kaltura.

5. Within your course, click the **Modules** link in the Course Navigation menu on the left.
6. Click **+ Module** to create a new module to which to add a video or go to an existing module.
7. Click the **+** button to the far right of the module. (You may have to click it two times.)
8. Click the dropdown menu at the top of the pop-up window and choose **Page**.
9. Select **New Page**, name the page (usually the title of the video), and click the **Add Item** button at the bottom right.
10. Click the title of the page that was just added to the module.
11. Click the **Edit** button at the top right.
12. Add text as needed to contextualize the video.
13. Click the Kaltura logo  in the middle of the second line of buttons.
14. If the video is already in Kaltura, click the **Select** button to the right of the video title. If not, click the **+ Add New** button on the top right, choose **Media Upload** from the dropdown, follow the onscreen instructions to add your video, add a video name and description as desired, and click the **</> Save and Embed** button on the top right.
15. Click the **Save & Publish** button on the bottom right.

