UAB
eLEARNING AND
PROFESSIONAL STUDIES
The University of Alabama at Birmingham

Kaltura

canvas BY INSTRUCTURE

Modifying Media in My Media

This guide explores several options for modifying media once it is in the user's My Media. Users can edit details such as the media name, description, and tags to help identify and organize media. Users can also add or modify captions to videos. Media can be edited to show a different image as the thumbnail and chapters or slides can be added. Users can add collaborators by giving them specific permissions to the media. All of this is done in My Media and changes are saved in the cloud.

Click the links below to navigate this Guide.

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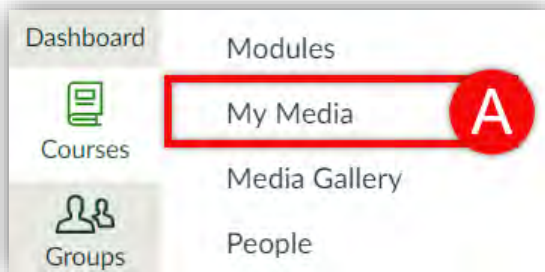### Edit Thumbnail

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Access My Media

1. Login to Canvas at uab.instructure.com, click courses, choose a desired course, and click **My Media** (A) in the course navigation.

2. If My Media in not listed in the course navigation, it will need to be enabled for that course. Click here to learn how to enable My Media in a Canvas Course.

My Media View Options

Users have the ability to search, filter, and sort through media in My Media
1. Use the **Search** (A) bar to search media by title, meta-data, captions, and more.
2. Click **Filters** (B) to filter by type, status, ownership, caption status, duration, and/or date.
3. Click the **Sort** (C) drop down menu to sort by data, alphabetical, plays, or comment counts.
4. Click the **View** (D) tabs to toggle between collapsed view and detailed view.


Order Machine Captioning

User can order automatic machine captioning for videos in My Media. These captions are around 80% accurate and can be edited by the user after the caption process is complete.
1. From My Media, click the checkboxes of the desired **Videos** (A).
2. Click **Actions** (B), then click **+ Order Captions** (C).
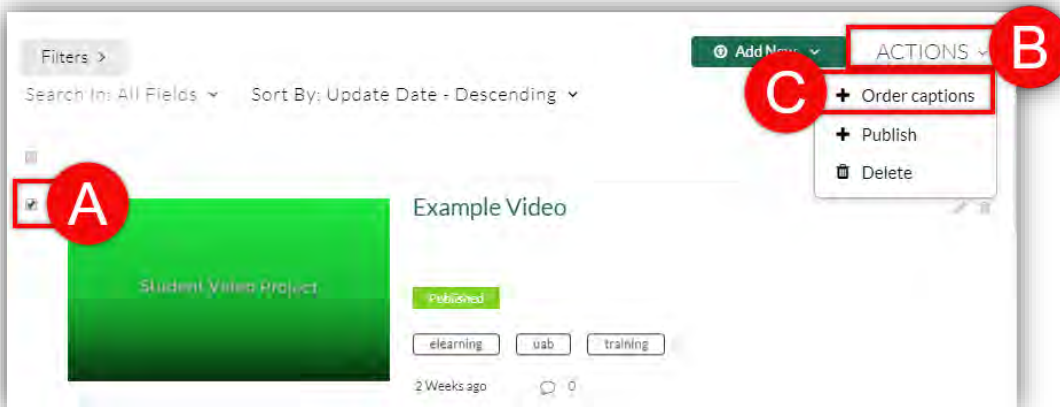
3. Click the **Source Language** (D) dropdown menu and choose the language spoken in the video.
4. Click **Submit** (E). The captions will be added to the video(s) automatically (1-24 hours).
5. Click here to see how captions can be edited. NOTE: Machine captioning is available for Dutch, English, French, German, Italian, Portuguese, Russian, and Spanish.
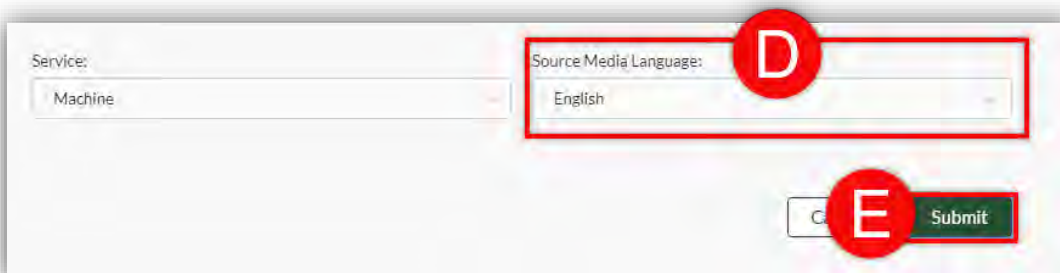
Edit Media

Users have the option to edit the media details, options, collaboration, thumbnails, captions, and timeline. The user must first get to the edit screen for that media to access these options. Follow the directions below.

Choose Media to Edit

There are two locations that users can access the edit button for media in My Media.

1. From the My Media screen, click the **Pencil icon** (A) on the right side of the desired media.
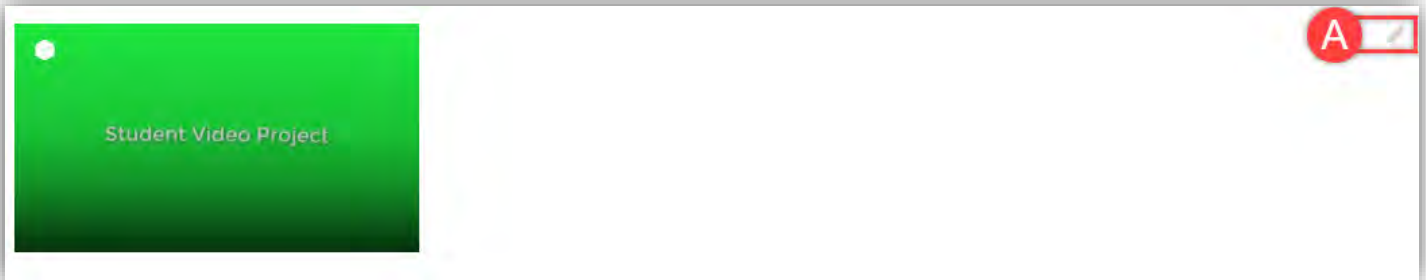
2. From the Media page where the user can watch the video, click **Actions** (B), then click **Edit** (C).

Edit Details

1. Click the **Details** (A) tab to access and edit the details of media.
2. The **Name** (B) can be edited. This field is required.
3. The **Description** (C) can be edited using the rich text editor to include formatted words, hyperlinks, and pictures.
4. **Tags** (D) can be removed or added to make searching for the media easier.
5. Once edits have been made, click **Save** (E) to save the changes.
6. Click **Go to Media** (F) to go the media page and see changes made.


Edit Options

1. Click the **Options** (A) tab to edit the comment and clipping options of the media.
2. Choose to **Disable comments** (B) to remove the comment window under media in Media Gallery
3. Choose to **Close discussion** (C) to let past comments remain but deny further commenting.
4. Choose if users can **Create a clip** (D) of the media in their own My Media. How to create a clip
5. Once options have been chosen, click **Save** (E) to save the changes.
6. Click **Go to Media** (F) to go the media page and see changes made.

Edit Collaboration

Users can give other Kaltura – Media Space users permission to collaborate on media in My Media. Permission levels include co-view, co-publish, and co-editor.

1. Click the **Collaboration** (A) tab to edit or add collaborators to media.
2. Click **+ Add Collaborator** (B) to give a user or users permissions to your media.
3. **Current Collaborators** (C) and their permissions to that media will be listed including their BlazerID.
4. Click the **Filter** (D) dropdown menu to filter the list by permission level.
5. **Edit collaborator permissions** (E) or remove collaborator using the pencil or "X".
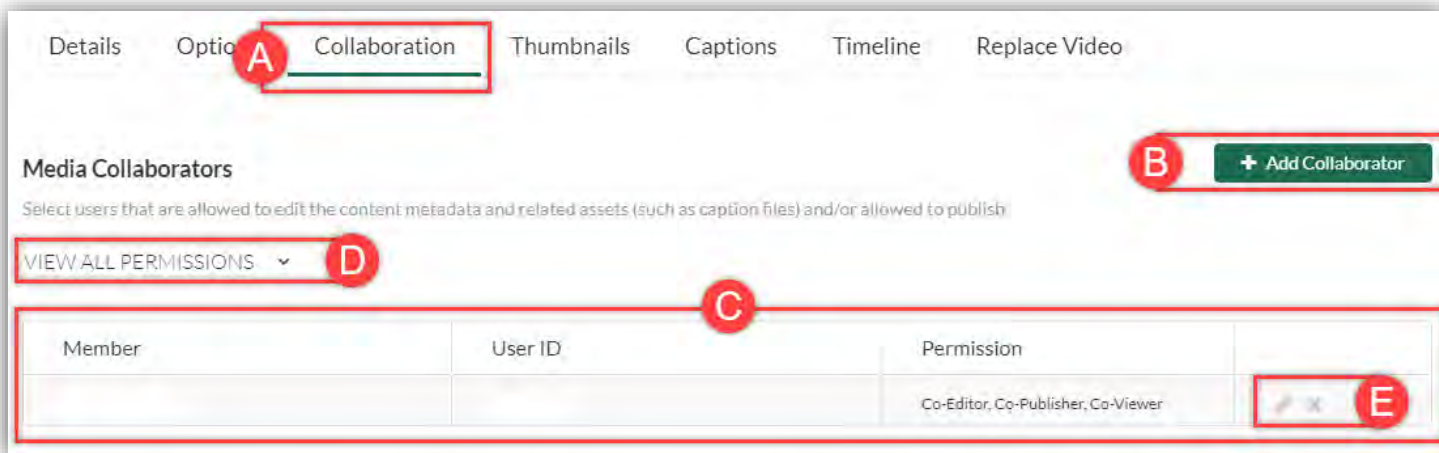
Add a Collaborator

Once you click **+ Add Collaborator** (B) mentioned above, a dialog box will appear. Follow the directions below.

1. Click the **User** (F) textbox and type in either the BlazerID or name of desired user(s) to be added.
2. Check the box(es) of desired **Permissions** (G) for the selected collaborator. Multiple selections can be made.
   Co-Editor allows collaborators to edit the original media content. (Be careful)
   Co-Publisher allows collaborators to publish your media in their courses but cannot edit it.
   Co-Viewer allows collaborators to view the video but cannot publish or edit the media.
3. Click **Add** (H) to save the changes made.
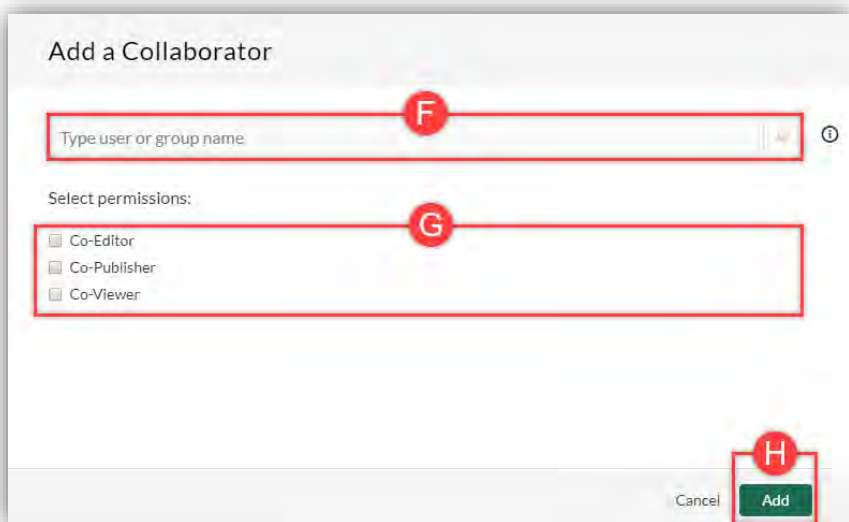
Edit Thumbnail

A Thumbnail is the image that users see before the video is played. The default thumbnail image selected for media is the first frame of the video. This image can be changed by using one of the methods below.

Upload Thumbnail

Users can upload their own image to be the thumbnail image.

1. Click the **Thumbnail** (A) tab to edit the thumbnail of the media.
2. Click **Upload Thumbnail** (B), select the desired image file, and choose upload. The image will load and become the default thumbnail for the media.
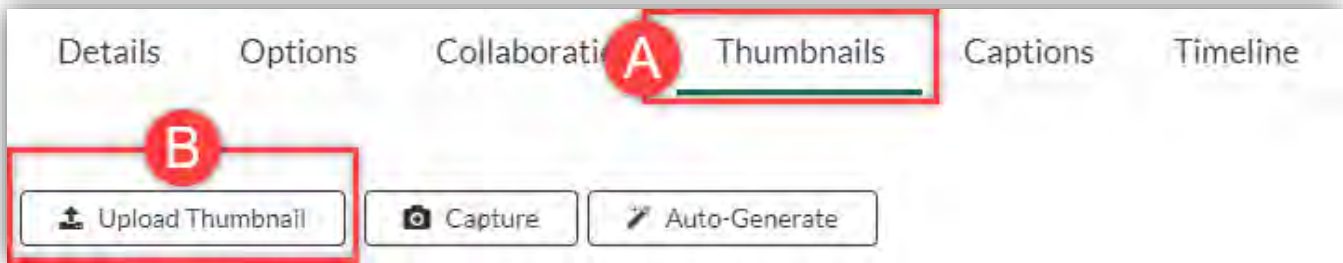
Capture Thumbnail

Users can choose a particular second of the video and capture it as a still image to be used at the thumbnail.

1. Click and drag the white **Circle** (C) on the playback timeline to the desired time in the video.
2. Click **Capture** (D). The image displayed in the player at that moment will become the thumbnail image.
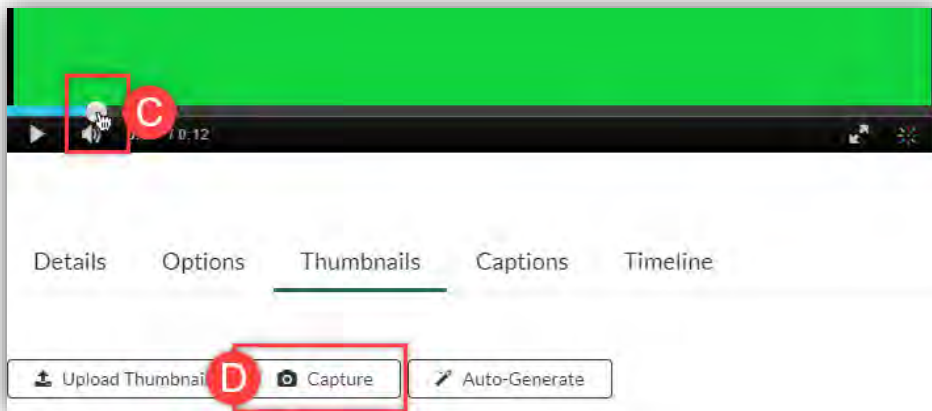
Auto Generate Thumbnail

Users can choose a thumbnail image from a selection that is auto-generated by Kaltura.

1. Click **Auto-Generate** (E). A dialog box will appear with several images that are created from your media. Choose the desired image and it will become the thumbnail image for the media.
2. Download the current thumbnail image used in Kaltura by clicking **Download** (F).
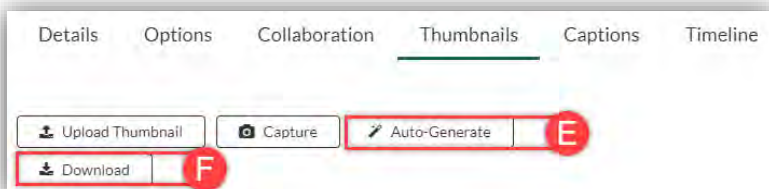
Edit Captions

Captions can be added, edited, or deleted from media. Follow the directions below.

1. Click the **Captions** (A) tab to edit, add, or delete captions for the media.
2. Click **Upload captions file** (B) to upload your own captions file (SRT or DFXP file). Multiple files can be added to give other language options.
3. Choose which caption file is default, edit the file, delete the file, or download file by clicking the corresponding icon under **Actions** (C). Hover over icons to see descriptions.
4. Click **Edit Captions** (D) to open the web-based captions editor.

Captions Editor

Once Edit Captions has been clicked a web-based captions editor will appear.

1. Click the **Captions** (E) dropdown menu to choose which file to edit.
2. Type a word in the **Search** (F) box to search the captions file.
3. Type a word in the **Replace** (G) box and click Replace to replace every instance of the word in the search box with the word in the replace with box.
4. Type a name in the **Speaker** (H) box, select desired **check boxes** (I), and click Add to identify the speaker of the caption text.
5. Click anywhere in the text to make the desired **Manual Edits** (J).
6. After each change, **Revert or Save** (K) can be clicked. Revert takes away all changes since the last save. Save will save all changes that have been made.
7. Click **Back** (L) to go back to the media page to see the saved changes.
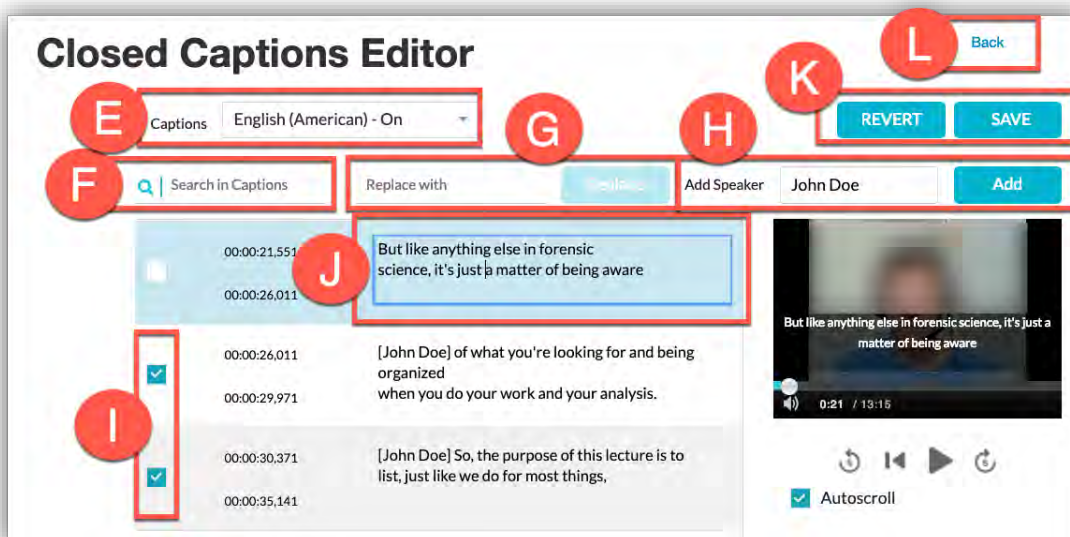
Edit Timeline

Users can edit the timeline of the media which includes chapters and slides. More information is below.

1. Click the **Timeline** (A) tab to edit chapters and/or slides for media.
2. Current **Chapters** (B) are shown on the timeline with a bookmark icon. Click this icon to edit that chapter.
3. Current **Slides** (C) are shown on the timeline with a page icon. Click this icon to edit that slide.
4. Click the **Add Chapter** (D) icon to add a new chapter at the current place in the timeline.
5. Click the **Add Slide** (E) icon to add a new slide at the current place in the timeline.
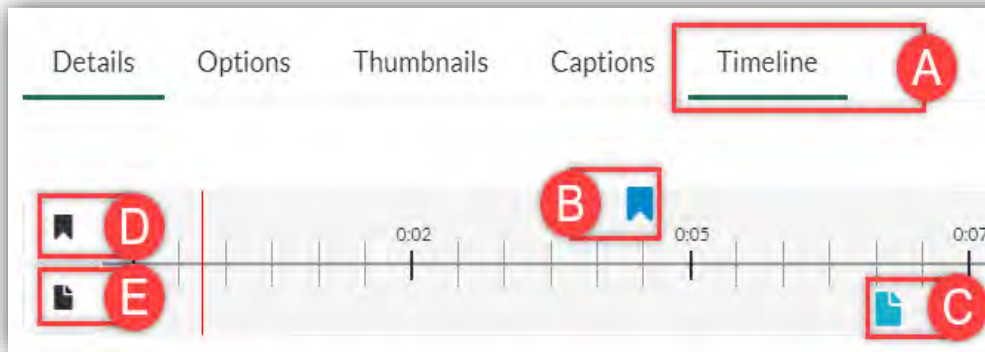
Quick Tip:

Use Kaltura Capture to record PowerPoint presentations and the slides will automatically be added as chapters for you.

Edit/Insert Chapters

Chapters allow users watching the video to navigate through the video by clicking the provided chapter links. Chapter information and tags are also searchable in the media player. Once you have clicked Add Chapter follow the directions below.

1. Choose the chapter **Thumbnail** (F) by either uploading a file or keeping the auto image from the media.
2. Type in the **Title and Description** (G) of chapter that will display and be searchable in the player.
3. Choose the time on the **Time and Tags** (H). Time will be the start of the chapter and tags will be searchable.
4. Click **Save** (I) to save your changes or **Delete** (G) to delete the chapter.
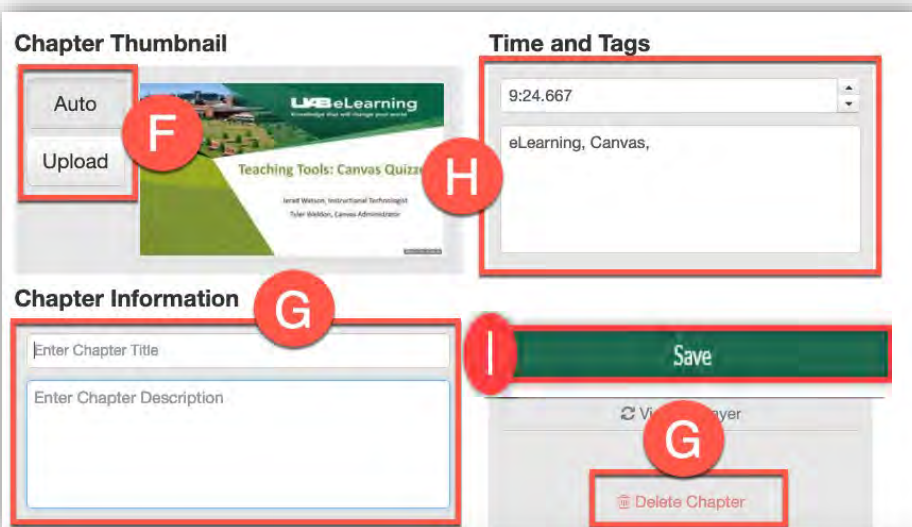
Edit/Insert Slides

Users can record a video of someone presenting and then add slides afterwards. Follow the directions below.

1. Click the Add Slide drop down menu and either select **Upload Full Deck** (K) which allows full PowerPoint presentations or PDFs to be uploaded and then moved to the desired locations or select **Upload Single Slide** (L) to insert 1 slide at that point in the timeline.
2. Click the **Upload** (M) symbol to choose the individual slide. PPT, PPTX, or PDF is accepted.
3. Enter or edit the **Title and Description** (N) that is searchable.
4. Enter or edit the **Time and Tags** (O). Time is where the slide will be placed and tags are searchable.
5. Click **Save** (P) to save your changes or **Delete** (Q) to delete the slide.
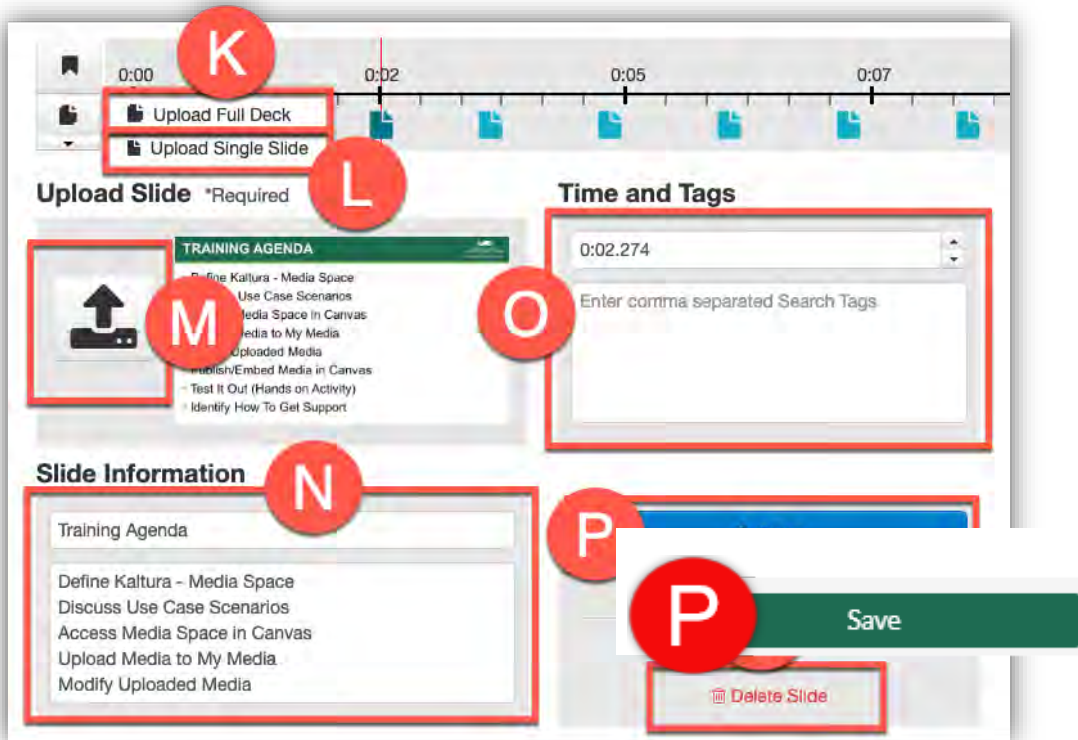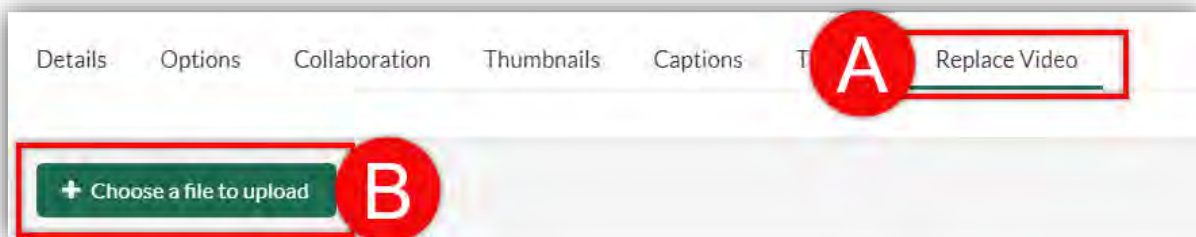

Replace Video

Users can upload a video to replace a current video in My Media. The newly uploaded video replaces the original media in My Media and would be published everywhere the original video is published.

Note: Beware that this action will remove the previous video permanently.

1. Click the **Replace Video** (A) tab.
2. Click **+ Choose a file** (B) to upload a new video.

Video Editor

Kaltura provides a media editor that allows users to trim and split, delete and fade in/out. Changes can be made to the original or can be applied to a copy of the original media. Follow the directions below to access the media editor and make edits.

Launch Video Editor

There are two places the media editor can be accessed within Canvas.

1. From the media page, click the **Actions** (A) dropdown menu and click **Launch Editor** (B).
2. When editing other details of media, the **Launch Editor** (C) button is at far right of the screen.


Video Editor Window Layout

1. The **Left Navigation** (D) bar has options to toggle video editor/Quiz editor, get help, and exit editor.
2. The left pane displays media details and can be collapsed by clicking the **open/close left pane** (E) button.
3. **Save** (F) options are on the top right.
4. The **Media Player** (G) and playback buttons are used to preview timeline modifications.
5. The **Timeline** (H) is at the bottom and provides options to modify media.
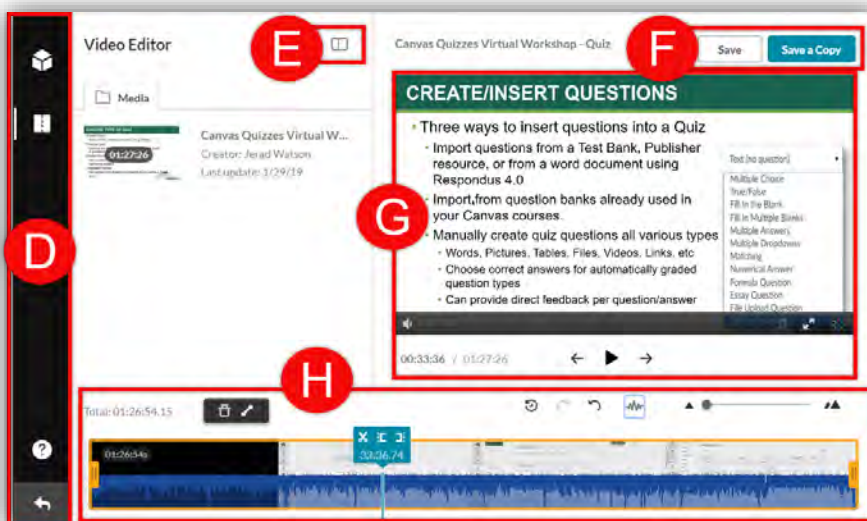
Trim Media

Users can use the trimming tool to trim the start and/or end of their media.

1. Click and Drag the **left Yellow Handlebar** (A) to the desired starting place of the video.
2. Click and drag the **right Yellow Handlebar** (B) to the desired ending place of the video.
3. Alternatively, click the desire location on the timeline or move the blue timeline marker to the desired location on the timeline and click the **Set in** (C) icon to delete everything to the left and the **Set out** (D) icon to delete everything to the right.
4. Click **Save** (E) to make these changes to the original media or click **Save a Copy** (F) to save the changes to a copy of the media with the original media left unchanged.
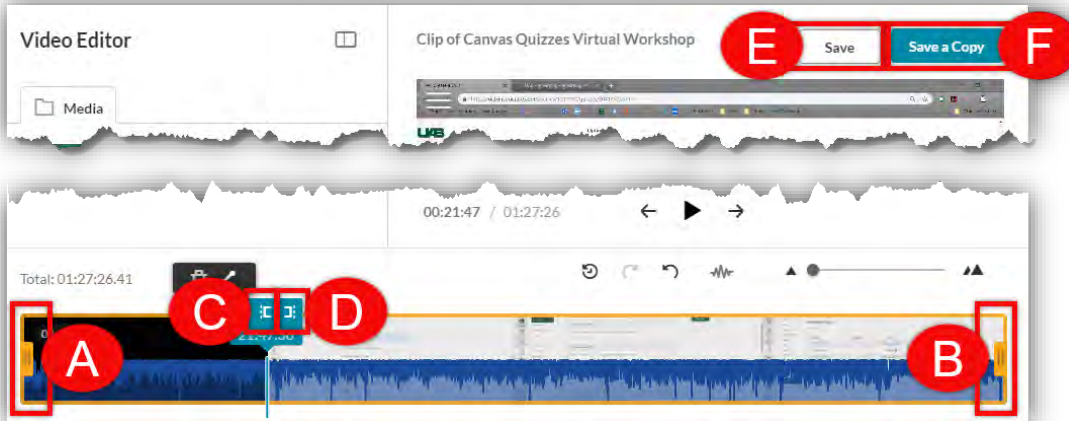
Split, Delete, and Fade In/Out

Users can split or cut the timeline into sections and delete desired sections from the timeline. Users can then add fade in/out effects to transition from one section on the timeline to another. Follow the directions below.

1. Move the **blue Timeline Marker** (G) to the starting location of the piece of video you want to remove and click the **Split** (H) icon to cut the timeline at that point. Repeat for the end of section of video.
2. Click the section that is to be removed to select it and click the **Delete** (I) icon.
3. The **Gray Area** (J) will automatically be skipped. Do NOT attempt to drag the sections together.
4. Select a section of the remaining video and click the **Fade in/out** (K) icon.
5. Input the desired **amount of seconds of fade in/out** (L) in the dialog box. Fade icons will appear to show which sections have fade in/out applied.
6. Click **Save** (M) to make these changes to the original media or click **Save a Copy** (N) to save the changes to a copy of the media with the original media left unchanged.

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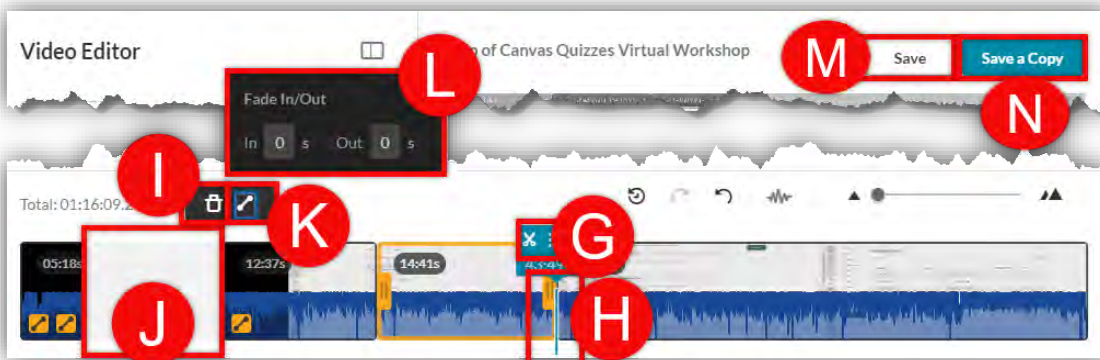
Delete Media

Users can delete media from the Kaltura My Media account.

NOTE: This action is permanent and cannot be undone. Deleting media from My Media will remove that media from everywhere it is published or embedded permanently.

1. From My Media page, click the **Delete** (A) icon on the right side of the media.
2. Users can also delete multiple videos by selecting the desired media using the **checkboxes** (B) on the left, clicking **Actions** (C), and then click **Delete** (D).