Kaltura and WebEx Workshop

Click on the links below to go to that page.

- [WebEx Menu](#)
- [Kaltura Menu](#)
- [Technology Assistance](#)
WebEx

Click on the links below to go to that page.

- What is WebEx
  - Using WebEx
  - Setting up your room
  - WebEx Meeting
  - Sharing Your Desktop or Applications
What is WebEx

• An online conferencing tool
  – Allows you to meet with students or colleagues from wherever you are as long as you and the students or colleagues have internet access.
  – You can collaborate with others online, share data, presentations, and online demonstrations.
Using WebEx

Go to [https://ctedu.webex.com](https://ctedu.webex.com)
Using WebEx

Go to https://ctedu.webex.com

On the Right Click Login
Using WebEx

Go to https://ctedu.webex.com
Login with your myCommNet ID and Password
Setup Your Room

Enter the rooms name.

* Room name: David Tang’s Online Classroom
A room name must be between 1 and 128 characters.

URL: https://ctedu.webex.com/meet
Video address: commnet.edu@ctedu.webex.com

* Host PIN: ****
Your host PIN must be exactly 4 digits. It cannot contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.

Automatic lock: [ ] Automatically lock my room [ ] minutes after meeting starts so people can’t enter until I admit them

Notification: [ ] Notify me by email when someone enters my Personal Room lobby while I am away

Alternate host: [ ] Let others host my Personal Room meetings without me
[ ] Allow anyone with an account on this site to be an alternate host for my Personal Room meetings
[ ] Let me choose alternate hosts for my Personal Room meetings

<Separate email addresses with a comma or semicolon>
Using WebEx

Start Meeting

Good morning, David.

Start Meeting
Using WebEx

Start Meeting
Using WebEx

Start Meeting
Using WebEx

The host can share the screen or an application

Click the More Options button
Using WebEx

The host can share the screen or an application.
Using WebEx

After the host selects a share mode

Host should make the Participants and Chat Window Open by going to the Top of the Screen.
Using WebEx

After the host selects a share mode

Host can also annotate the screen.
Using WebEx

Functions

The host can mute themselves and others.
The host can also see a raised hand.
Using WebEx

Functions

Students can raise their hand to talk. They can also mute/unmute themselves.
Kaltura

Click on the links below to go to that page.

- What is Kaltura
- Accessing Kaltura Media
- Kaltura Media - Edit Videos
- Accessing Kaltura Media via Mashups
- Accessing Kaltura Capture Space
What is Kaltura

• A video building block for Blackboard
  – Allows you to easily record, upload, manage, clip, transcode, publish, and deliver high-quality video content to any device.
How to Access Kaltura
How to Access Kaltura
Kaltura Media Collection

My Media

Filters  Sort by Most Recent

Search My Media

Add New
Actions

Media Items:
- [Media Title]
- [Duration]
- [Date]

Options:
- Edit
- Delete
Kaltura Media Collection

My Media

Filters   Sort by Most Recent   Search My Media

[Items listed with options to edit and delete]
Kaltura Media Collection

Select an Option

- Media Upload – Upload media from your computer
- Webcam Recording – To active webcam recording
- CaptureSpace – Record your screen (download and install)
- Video Quiz – Make a video quiz
Kaltura – Upload Media

Find the Media File

Upload Media

Choose a file to upload from the list.
Kaltura – Edit Videos

You can edit videos in the My Media View.
Kaltura – Edit Videos

Edit Kiosk-powtoon-1080p

The Create Clip Creates a copy of this clip.
Kaltura – Edit Videos

Is the video too long? You can set a starting and end point.

Set the range of your clip, complete the metadata and save:

- **Name**: Bild-name-1000 - Clipped by David Tang
- **Description**: 

[Image of a video editing interface with options to set starting and ending points]
Access Kaltura via Blackboard Mashups

ASSIGNMENT SUBMISSION

Text Submission

Write Submission

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
Kaltura – Blackboard Mashups
Kaltura – Blackboard Mashups

Select Add New

Select an Option
Media Upload – To upload media
Webcam Recording – To upload a live recording
Video Quiz – Make a video quiz
Kaltura – Blackboard Mashups

Find the Media File
Kaltura – Blackboard Mashups

When upload has completed fill out the details and click Save
Kaltura – Blackboard Mashups

Go back to My Media and then select the video to insert
Use the select button.
Kaltura – Blackboard Mashups

It enters a block of information into the editor so you can view it.
When done with the submission select Submit.
How to Access Kaltura CaptureSpace

<table>
<thead>
<tr>
<th>My Institution</th>
<th>Kaltura My Media</th>
</tr>
</thead>
</table>

*Students and Faculty:*
How to Access Kaltura CaptureSpace
How to Access Kaltura CaptureSpace

Kaltura Media Collection

Click on Add New
How to Access Kaltura CaptureSpace

Click on CaptureSpace
How to Access Kaltura CaptureSpace

Download the application

The Kaltura CaptureSpace Desktop Recorder

The Kaltura CaptureSpace Desktop Recorder enables easy capture in class, at home or on-the-go with automated publishing and interactive viewing within the LMS and Kaltura's MediaSpace video portal.

If you've already installed CaptureSpace, it will launch automatically.

Using CaptureSpace for the first time?

Download for Windows  
Download for Mac

Learn more

See the Kaltura CaptureSpace - User Manual for additional information on supported systems and usage instructions.
How to Access Kaltura CaptureSpace

Run the application by clicking on it.

Kaltura.CaptureSpace.exe
How to Access Kaltura CaptureSpace

A dialogue box might appear click Run.
How to Access Kaltura CaptureSpace

Wait for the program to finish installing.
When done go to your browser and navigate to Blackboard → Kaltura Media → My Media → Add New → CaptureSpace. A dialogue box may appear. Click on Open.
Kaltura - CaptureSpace

Click on the five options and Settings below to navigate to those pages.
Kaltura - CaptureSpace

Presentations and Lectures Recording Option
Kaltura - CaptureSpace

Screen and Screen &Webcam Recording Options
Kaltura - CaptureSpace

Webcam Option

Starting Webcam  Recording Webcam
Kaltura - CaptureSpace

Audio Option

Starting Audio Recording

Recording Audio
Kaltura - CaptureSpace

In Settings you can see where your media files are stored and change your camera and microphone settings.
Technology Assistance and Training

-Educational Technology and Distance Learning staff arranges for relevant training for faculty and staff on new technologies.

-This training is to help faculty and staff determine the appropriateness of new technologies and to become competent in using them.

One-On-One Consulting and Tutorial Help:
To set up an appointment contact:
Email: sandbox@manchestercc.edu Phone: 860-512-2857

Technology Training Workshops:
Connecticut State Colleges and Universities Learning Technology Training Calendar offers faculty and staff throughout the system numerous free training opportunities throughout the year on all twelve campuses, including MCC.

More can be found at: calendar.ct.edu
Blackboard Training and Help

The online course management system used throughout the Connecticut Community College System is Blackboard.

If you’re interested in learning about and using Blackboard, there are several training options:

- Look at the Faculty Orientation shell which can be found on the My Courses list.
- Training workshops are scheduled at MCC and at other community colleges.
- Visit calendar.ct.edu to register and view sessions scheduled.

Contact the ETDL Department with questions.
- E-mail: sandbox@manchestercc.edu
- Phone: 860-512-2857

Contact the BOR Help Desk Support on Weekends & Evenings at:
- Online Support: https://cscu.edusupportcenter.com
- Phone: 860-723-0221