



# Manchester Community College Library and ETDL Workshop

# 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>

The screenshot shows the Cisco WebEx interface. At the top left is the Cisco WebEx logo. On the top right, it says "For Connecticut Community Colleges" with a blue button. Below the logo is a navigation bar with tabs: Home, Meeting Center, Event Center, Support Center, Training Center, and My WebEx. A "Log In" button is on the far right of this bar. On the left side, there is a sidebar menu under "Attend a Meeting" with sub-items: Host a Meeting, Set Up, and Support. The main content area has the heading "Enter the meeting number to join." followed by a red "NEW!" notification: "Invited to a Personal Room? Enter the host's room ID." with an information icon. Below this is a large empty text input box and a grey "Join" button.

WebEx

For [Connecticut Community Colleges](#)

Home Meeting Center Event Center Support Center Training Center My WebEx [Log In](#)

Attend a Meeting

- ▶ Host a Meeting
- ▶ Set Up
- ▶ Support

English : New York Time

Enter the meeting number to join.

**NEW!** Invited to a Personal Room? Enter the host's room ID. [i](#)

Join

# Using WebEx

Go to <https://ctedu.webex.com>

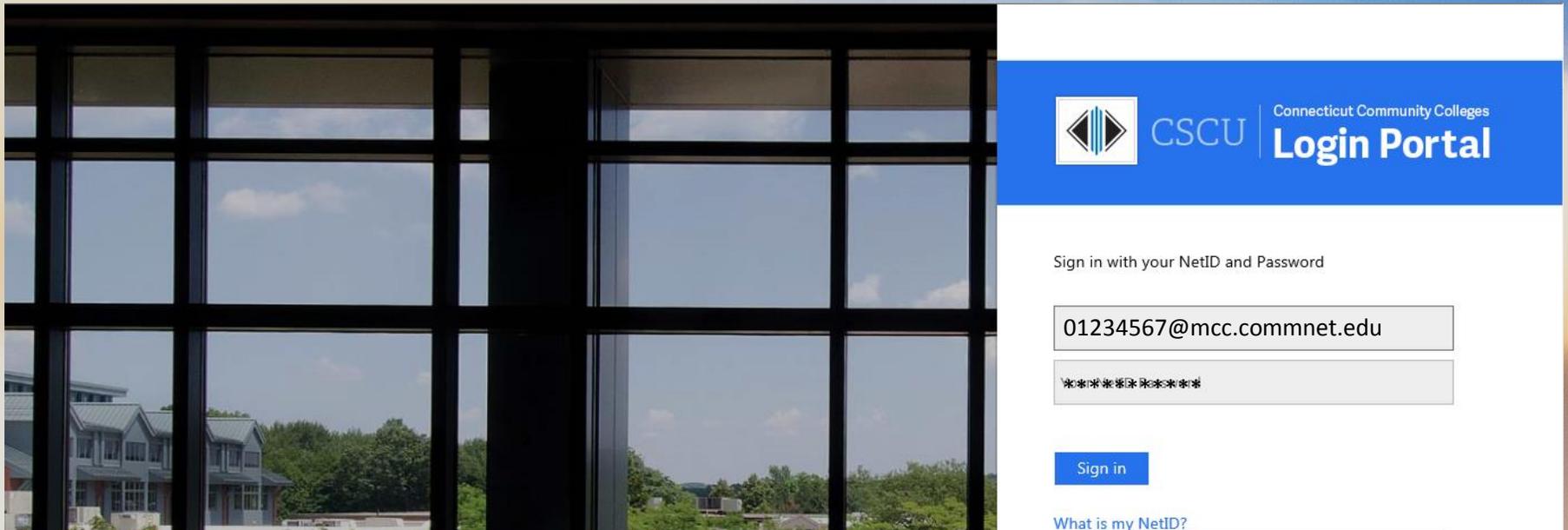
On the Right Click Login

The screenshot shows the Cisco WebEx interface. At the top left is the Cisco WebEx logo. On the right, it says 'For Connecticut Community Colleges'. Below this is a navigation bar with tabs: Home, Meeting Center, Event Center, Support Center, Training Center, and My WebEx. The 'Log In' button is circled in red. On the left side, there is a sidebar menu with options: Attend a Meeting, Host a Meeting, Set Up, and Support. The main content area contains the text 'Enter the meeting number to join.' followed by a red 'NEW!' notification: 'Invited to a Personal Room? Enter the host's room ID.' Below this is a text input field and a 'Join' button.

# Using WebEx

Go to <https://ctedu.webex.com>

Login with your myCommNet ID and Password

A screenshot of the CSCU Login Portal. The page features a blue header with the CSCU logo and the text "Connecticut Community Colleges Login Portal". Below the header, there is a sign-in form with two input fields: one for the NetID (containing "01234567@mcc.commnet.edu") and one for the password (containing masked characters). A blue "Sign in" button is positioned below the password field. At the bottom of the page, there is a link that says "What is my NetID?". The background of the page shows a large window with a view of a building and trees.

 **CSCU** | Connecticut Community Colleges  
**Login Portal**

Sign in with your NetID and Password

[Sign in](#)

[What is my NetID?](#)

# Setup Your Room

▶ Audio [Set up](#)

▼ My Personal Room

\* Room name:  **Enter the rooms name.**  
A room name must be between 1 and 128 characters.

URL:  **Meeting Room URL**  
Video address: 17tangm.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

# Using WebEx

## Start Meeting

The screenshot shows the Cisco WebEx interface. At the top left is the Cisco WebEx logo. On the top right, it says "For Connecticut Community Colleges". Below the logo is a navigation bar with links for Home, Meeting Center, Event Center, Support Center, Training Center, and My WebEx. On the far right of the navigation bar, the user's email "DTang@mcc.commnet.edu" and a "Log Out" link are visible. The main content area features a circular profile picture of a man wearing sunglasses and a grey jacket. Below the picture, the text "Good morning, David." is displayed in a blue font. A large green button with the text "Start Meeting" is centered below the greeting. At the bottom of the page, there is a link that says "More ways to join" with a small icon of three dots and a plus sign.

**WebEx**

For **Connecticut Community Colleges**

Home Meeting Center Event Center Support Center Training Center My WebEx DTang@mcc.commnet.edu Log Out

Good morning, David.

**Start Meeting**

More ways to join

# Using WebEx

## Start Meeting

The screenshot displays the Cisco WebEx Meeting Center interface. The main window title is "Cisco WebEx Meeting Center". The menu bar includes "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". The top navigation bar has "Quick Start", "Meeting Info", and "New Whiteboard". On the right, there are icons for "Participants", "Chat", "Recorder", and "Notes".

The "Audio and Video Connection" dialog box is the central focus. It has two sections: "Select Audio Connection" and "Select Video Connection".

- Select Audio Connection:** A dropdown menu titled "Choose Audio Option" is open, showing four options: "Call Me", "I Will Call In", "Call Using Computer" (circled in red), and "No Audio".
- Select Video Connection:** A dropdown menu is set to "No Video".

A tooltip with a red arrow points to the "Call Using Computer" option, containing the text: "Choose how to connect to audio". Another tooltip above it says: "We can't detect a video device. Make sure your camera is plugged in and is turned on." At the bottom of the dialog, there is a "Connect Audio" button and a "Skip" link.

In the background, the meeting interface shows a participant list with "David Tang (Host, me)". At the bottom right, there is a "Recorder" control with a "Select button to record on server" dropdown and a "Connected" status indicator.

# Using WebEx

## Start Meeting

The screenshot displays the WebEx interface for starting a meeting. At the top, there are navigation tabs: "Quick Start", "Meeting Info", and "New Whiteboard". On the right side, there are icons for "Participants", "Chat", "Recorder", and "Notes".

In the top left, a notification bubble says: "Your room is unlocked. Lock your room to keep people from entering." Below this are three buttons: "Lock Room", "Record", and "End Meeting".

The main area features three large circular icons with labels and "More Options" links below them:

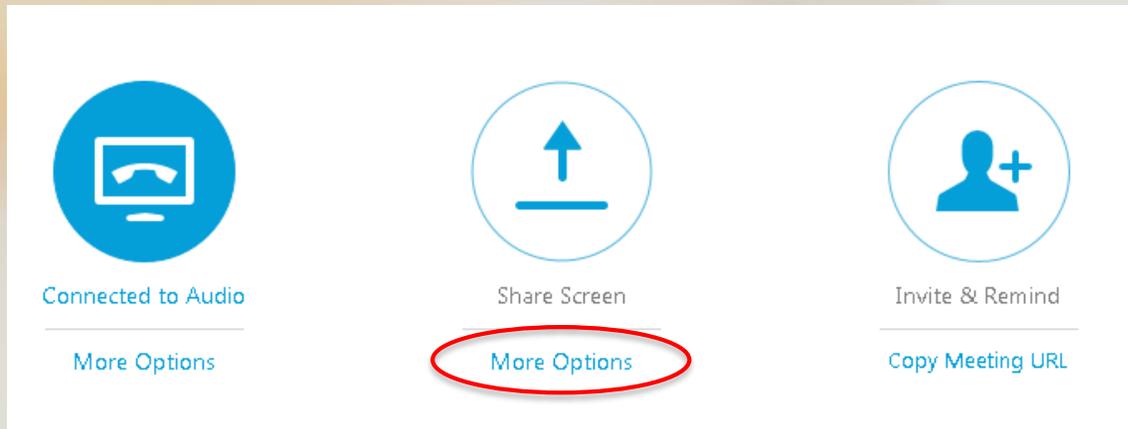
- Connected to Audio**: Represented by a blue circle with a white telephone handset icon.
- Share Screen**: Represented by a blue circle with a white upward-pointing arrow icon. A tooltip above it reads: "Select 'Share Screen' to share your screen, or select 'More' to choose other sharing options."
- Invite & Remind**: Represented by a blue circle with a white person icon and a plus sign.

On the right side, there is a "Participants" panel showing "David Tang (Host, me)" with icons for video and audio. Below it is a "Recorder" panel with a "Select button to record on server" dropdown menu and a recording status indicator. A tooltip above the Recorder panel reads: "Use these controls to start, pause, resume, or stop recording."

At the bottom left, the Cisco logo is visible. At the bottom right, it says "Connected" with a blue dot.

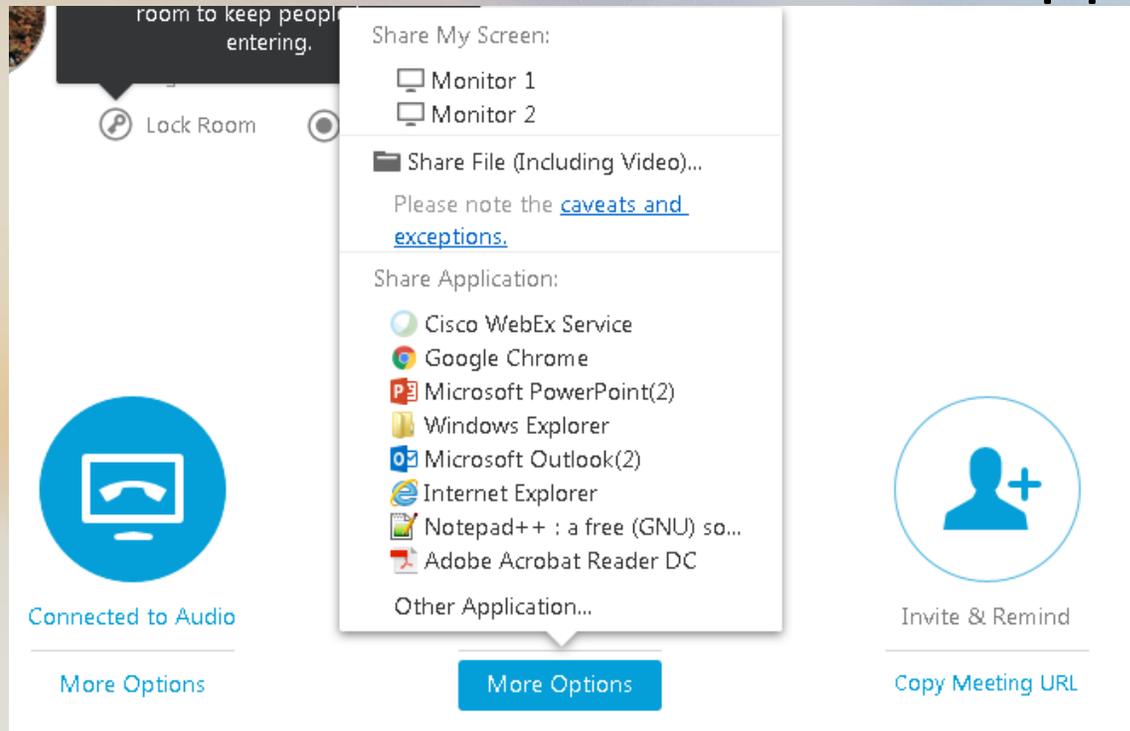
# Using WebEx

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



The screenshot displays a WebEx meeting interface with a central menu open. The menu is titled "Share My Screen:" and lists "Monitor 1" and "Monitor 2". Below this is a section titled "Share File (Including Video)..." with a note: "Please note the [caveats and exceptions.](#)". The "Share Application:" section lists several applications: Cisco WebEx Service, Google Chrome, Microsoft PowerPoint(2), Windows Explorer, Microsoft Outlook(2), Internet Explorer, Notepad++ : a free (GNU) so..., and Adobe Acrobat Reader DC. At the bottom of the menu is "Other Application...".

room to keep people entering.

Lock Room

Connected to Audio

More Options

Share My Screen:

- Monitor 1
- Monitor 2

Share File (Including Video)...

Please note the [caveats and exceptions.](#)

Share Application:

- Cisco WebEx Service
- Google Chrome
- Microsoft PowerPoint(2)
- Windows Explorer
- Microsoft Outlook(2)
- Internet Explorer
- Notepad++ : a free (GNU) so...
- Adobe Acrobat Reader DC

Other Application...

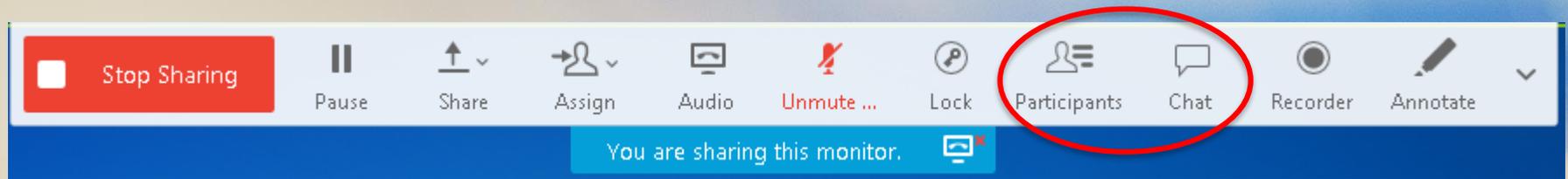
Invite & Remind

Copy Meeting URL

More Options

# Using WebEx

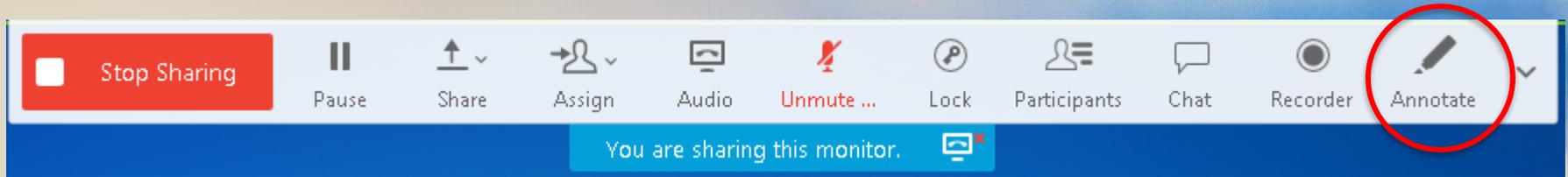
After the host selects a share mode



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

# Using WebEx

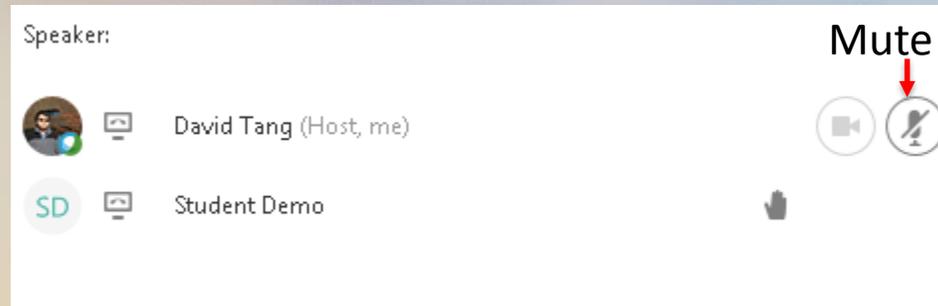
After the host selects a share mode



Host can also annotate the screen.

# Using WebEx

## Functions

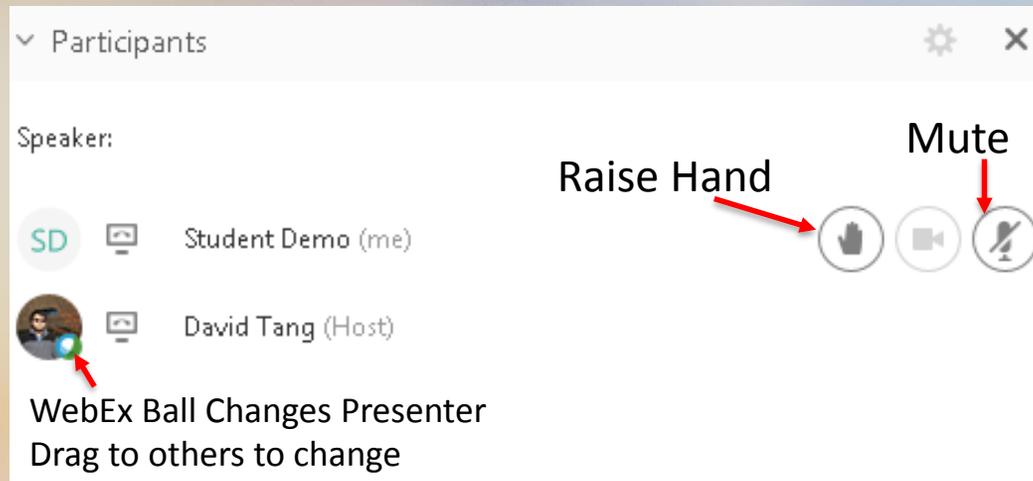


The host can mute themselves and others.

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.

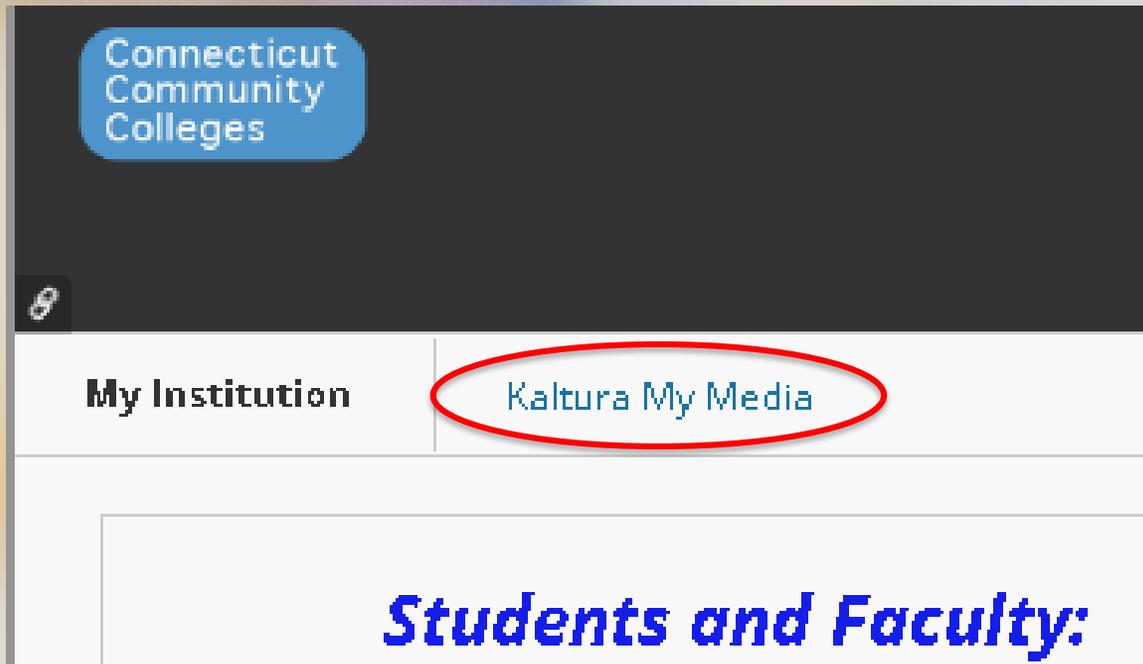
## [What is Kaltura](#)

- [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



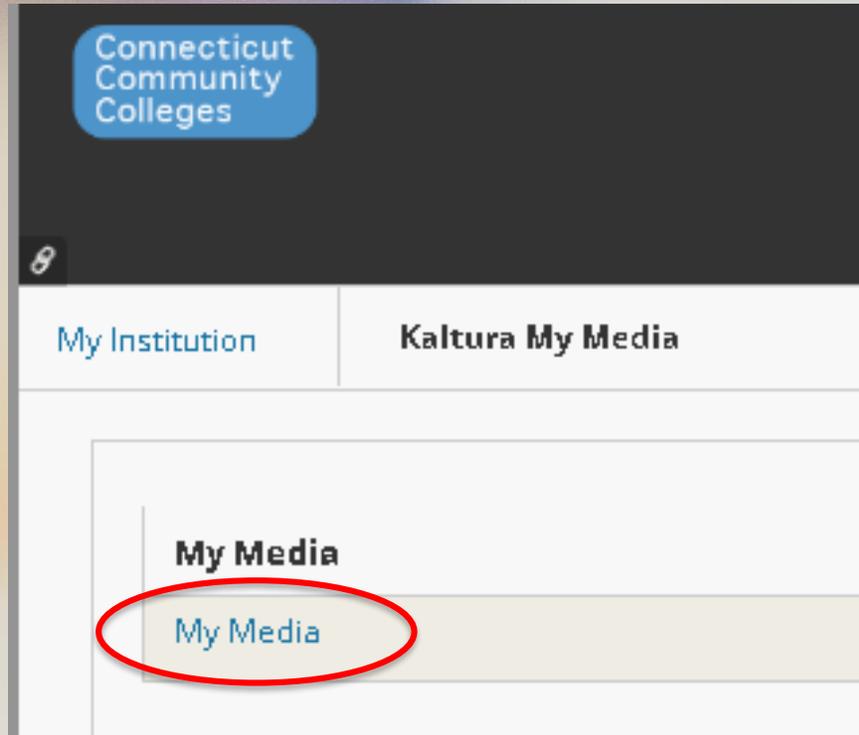
Connecticut  
Community  
Colleges

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My Institution [Kaltura My Media](#)

***Students and Faculty:***

# How to Access Kaltura

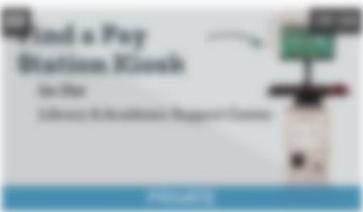
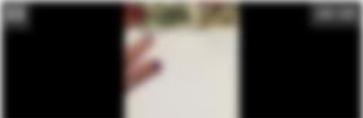


# Kultura Media Collection

**My Media** 🔄

**Filters** Sort by Most Recent

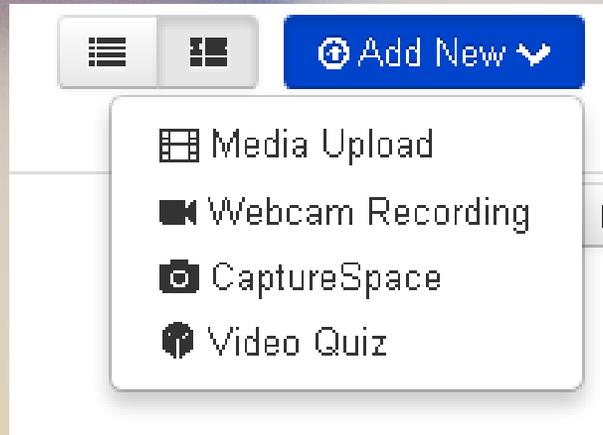
☰ ☰ Add New Actions

-  [Road & Pay Station Kiosk](#) 🔗 📅 10 Weeks ago Edit Delete +
-  [Humidity Control panel](#) 🔗 📅 2 Weeks ago Edit Delete +
-  [Duration of Supply panel](#) 🔗 Edit Delete

# Kultura Media Collection

The screenshot displays the 'My Media' interface. At the top left, the title 'My Media' is shown. Below it, there are controls for 'Filters', 'Sort by Most Recent', and a search bar labeled 'Search My Media'. On the right side, there are icons for list and grid views, a blue 'Add New' button with a dropdown arrow (circled in red), and an 'Actions' dropdown menu. The main area contains a list of media items, each with a thumbnail, a title, and an 'Edit' or 'Delete' button. The first item is titled 'Food & Pay Station Clock' and the second is 'Humidity Control panel'. The interface is clean and modern, with a white background and blue accents.

# 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](#)

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

[Back](#)

Choose a file to upload from the list.

# Kaltura – Edit Videos

You can edit videos in the My Media View

## My Media

Filters

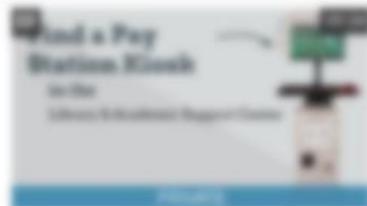
Sort by Most Recent ▾

Search My Media



Add New ▾

Actions ▾



Load a Pay Station Kiosk

11 • 10 Minutes ago

Edit

Delete



Humidity Control

11 • 2 Weeks ago

Edit

Delete



Duration of Supply

Edit

Delete

# Kaltura – Edit Videos

The Create Clip Creates a copy of this clip.

Edit **Kiosk-powtoon-1080p**

Private



Details

Options

Collaboration

Attachments

Captions

Downloads

Thumbnails

Replace Video

Trim Video

**Create Clip**

Delete

Name:  
(Required)

Kiosk-powtoon-1080p

Description:

Black

**Bold**

*Italic*

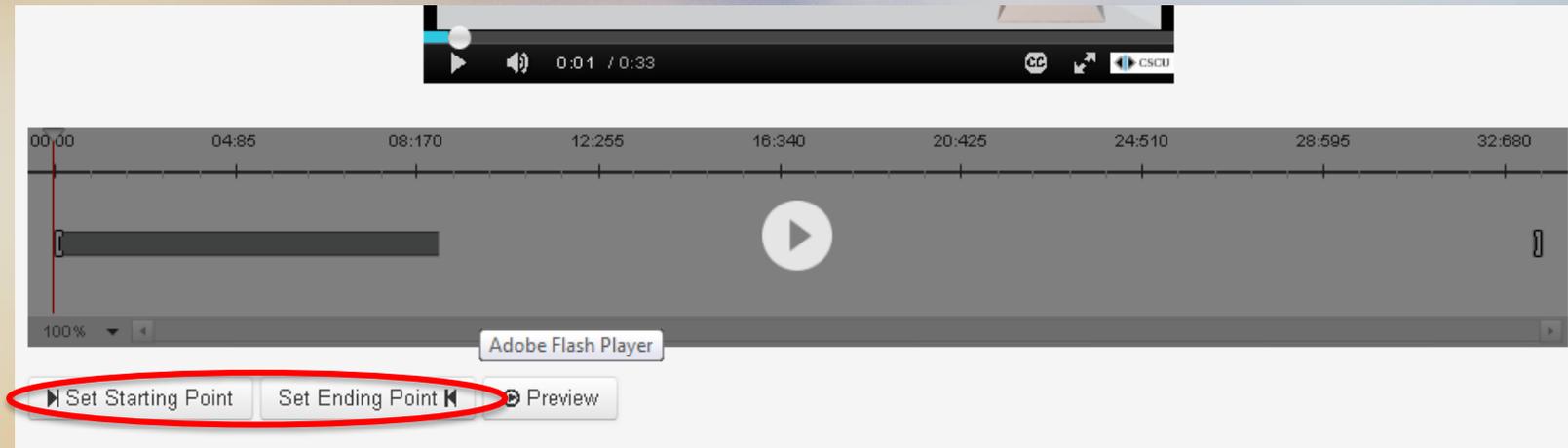
Underline



Enter Description...

# Kaltura – Edit Videos

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



The screenshot displays the Kaltura video editor interface. At the top, a video player shows a progress bar at 0:01 / 0:33. Below it is a detailed timeline with markers at 00:00, 04:85, 08:170, 12:255, 16:340, 20:425, 24:510, 28:595, and 32:680. A play button is centered on the timeline. Below the timeline, the text 'Adobe Flash Player' is visible. At the bottom of the interface, three buttons are shown: 'Set Starting Point', 'Set Ending Point', and 'Preview'. The 'Set Starting Point' and 'Set Ending Point' buttons are circled in red.

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

Name:  (Required)

Description:  **Bold** *Italic* Underline [List] [List] [List] [List] [Image] [Image]

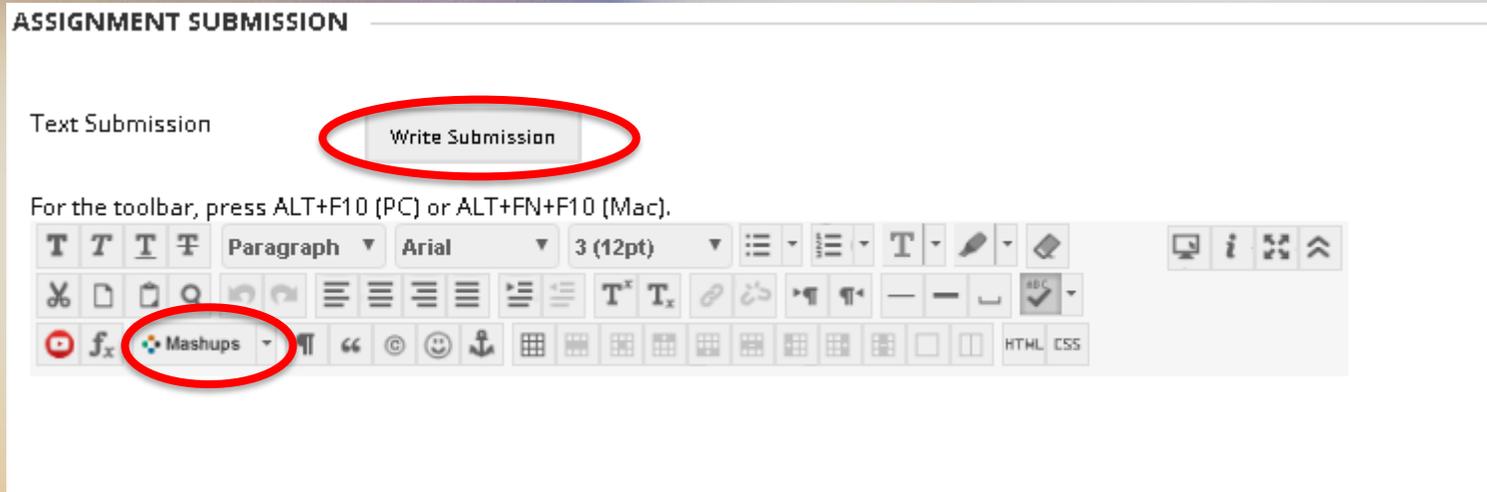
Enter Description...

# Access Kaltura via Blackboard Mashups

**ASSIGNMENT SUBMISSION**

Text Submission Write Submission

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



The screenshot displays the Blackboard assignment submission interface. At the top, the text 'ASSIGNMENT SUBMISSION' is followed by a horizontal line. Below this, the text 'Text Submission' is on the left, and a button labeled 'Write Submission' is on the right, both circled in red. Underneath, a note reads 'For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)'. The toolbar itself is a horizontal strip of icons. The 'Mashups' icon, which is a blue square with a white plus sign, is circled in red. Other icons include text formatting tools, alignment options, and a 'HTML CSS' dropdown menu.

# Kaltura – Blackboard Mashups

ASSIGNMENT SUBMISSION

Text Submission Write Submission

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various formatting tools. A dropdown menu is open under the Mashups icon, listing SlideShare Presentation, YouTube Video, Flickr Photo, and Kaltura Media (highlighted with a red circle).

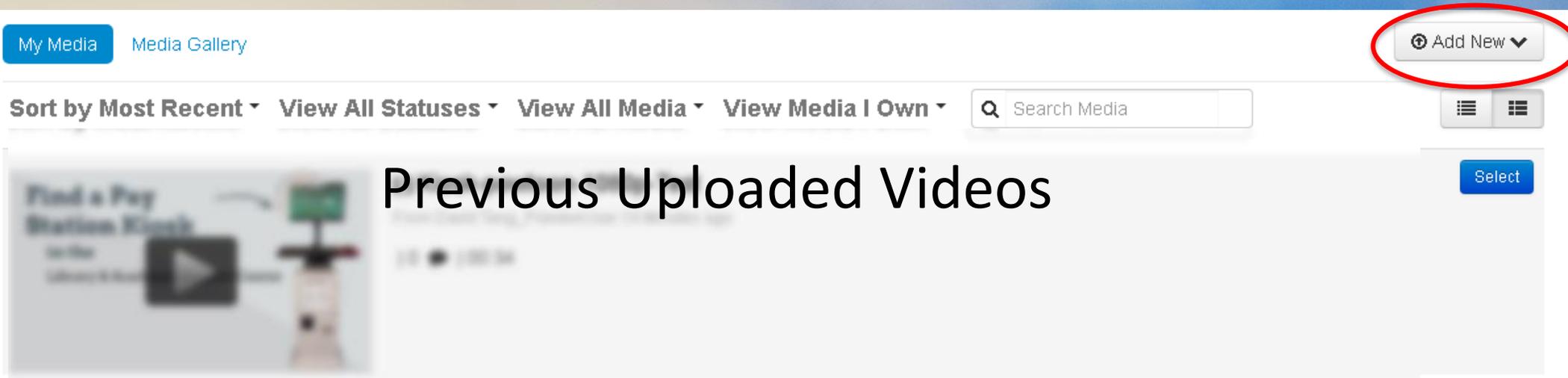
Path: p Kaltura Media Words:0

Attach Files Browse My Computer Browse Course

ADD COMMENTS

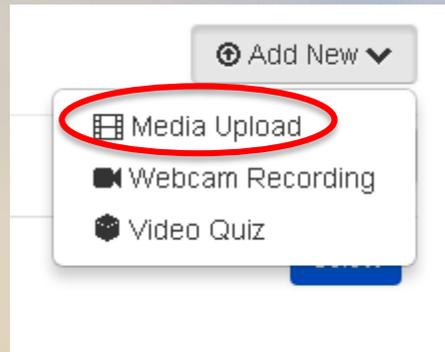
# Kaltura – Blackboard Mashups

## A Pop Up Window Opens



# 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

### Upload Media

[+ Choose a file to upload](#)

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

[Back](#)

# Kaltura – Blackboard Mashups

When upload has completed fill out the details and click Save

**Upload Media**

Kiosk: powtoon-1080p.mp4

100% of 4579Kb

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

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

**Please fill out these details:**

Name:  (Required)

Description: **Black** **Bold** *Italic* Underline      

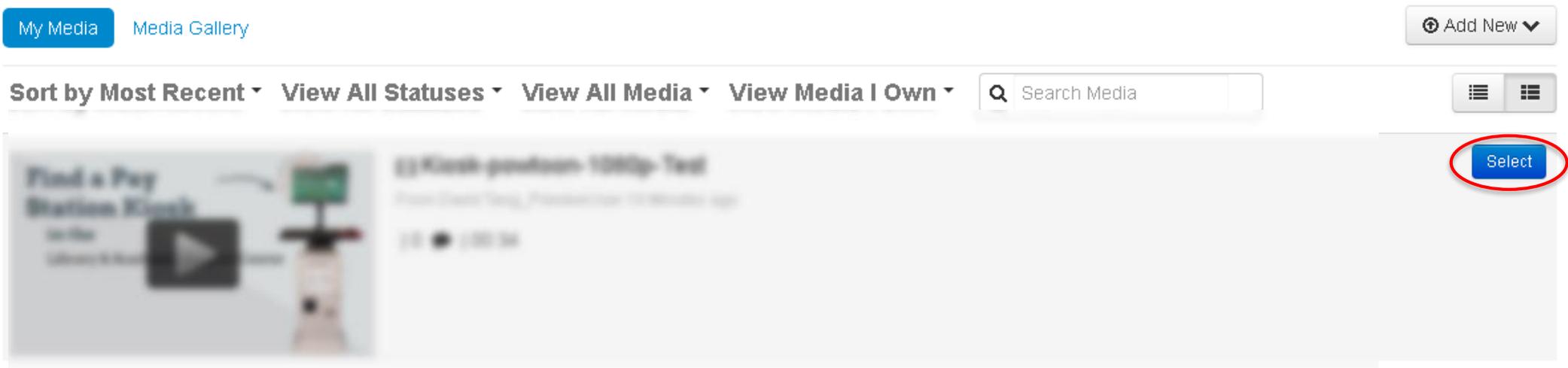
Enter Description...

Tags:

[Back to Browse and Embed](#)

# Kaltura – Blackboard Mashups

Go back to My Media and then select the video to insert  
Use the select button.



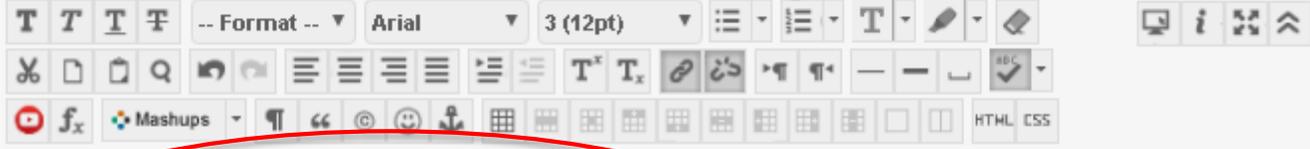
# Kaltura – Blackboard Mashups

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

**ASSIGNMENT SUBMISSION**

Text Submission Write Submission

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



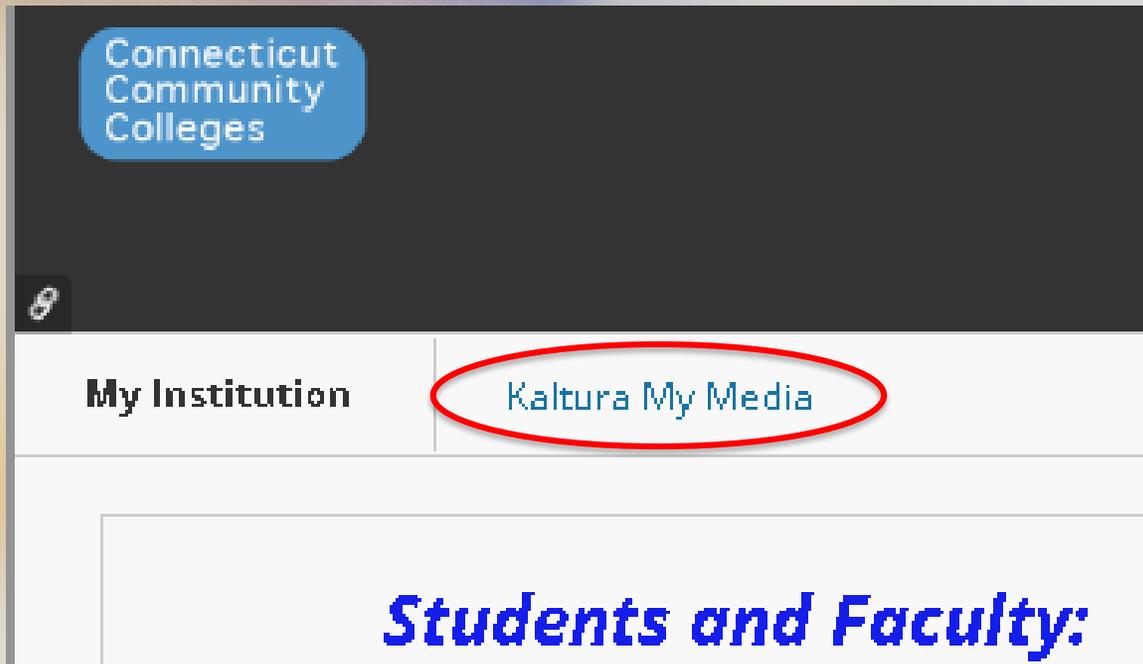
**Find a Pay Station Kiosk**  
in the  
Library & Academic Support Center



Watch Media

<b>Name:</b>	<b>Kiosk-powtoon-1080p (00:34)</b>
Duration:	00:34
Added:	14 Nov 2017 02:13 PM
Added By:	David Tang_PreviewUser
Description:	
Tags:	

# How to Access Kaltura CaptureSpace



Connecticut  
Community  
Colleges

8

My Institution [Kaltura My Media](#)

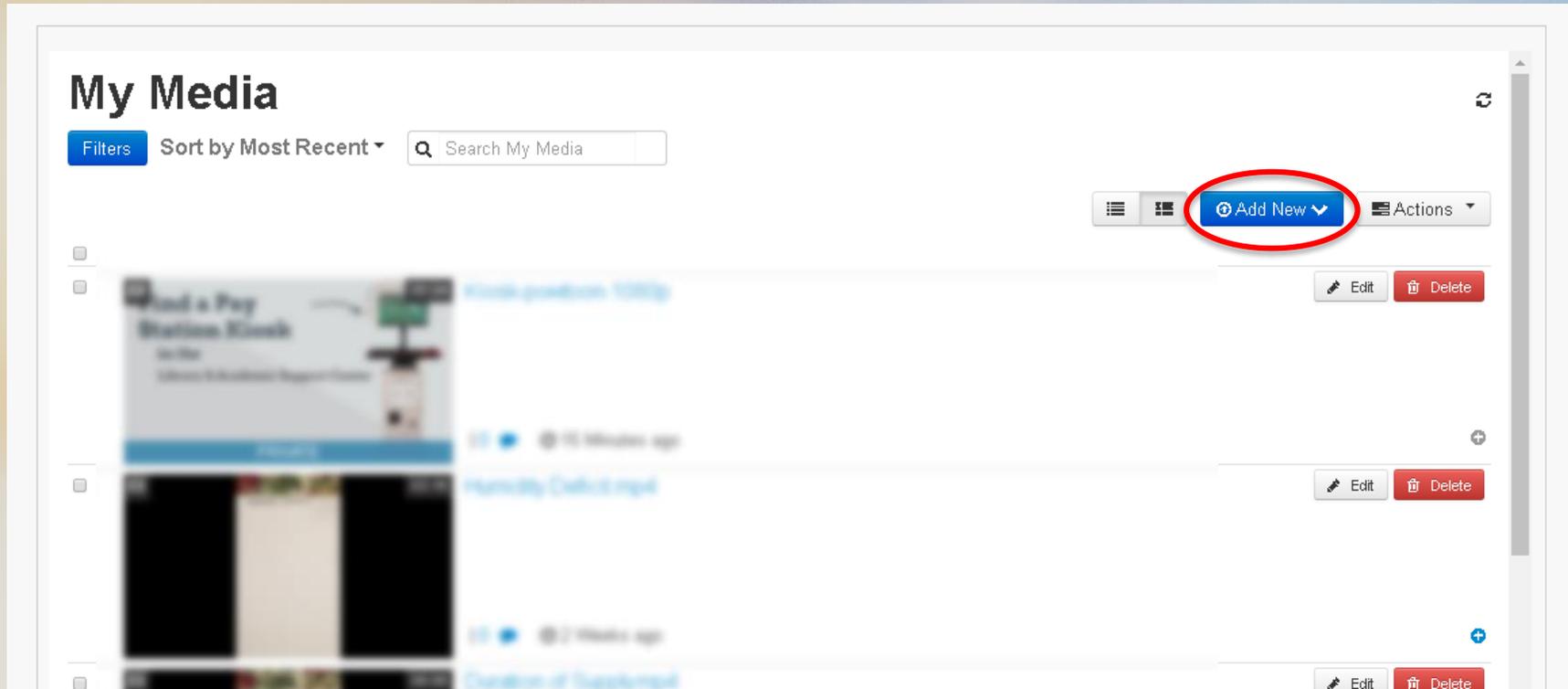
***Students and Faculty:***

# How to Access Kaltura CaptureSpace



# How to Access Kaltura CaptureSpace Kaltura Media Collection

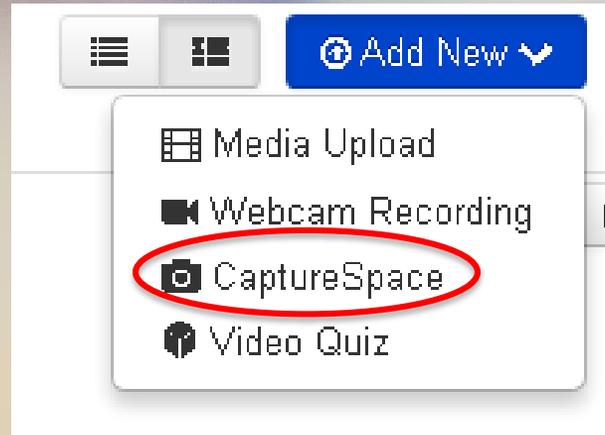
Click on Add New



The screenshot displays the 'My Media' interface. At the top left, there is a 'Filters' button and a 'Sort by Most Recent' dropdown menu. A search bar labeled 'Search My Media' is positioned to the right. In the top right corner, there are icons for list and grid views, a blue 'Add New' button with a plus icon and a dropdown arrow (circled in red), and an 'Actions' dropdown menu. Below these elements, a list of media items is visible, each with a thumbnail, a title, and 'Edit' and 'Delete' buttons. The first item is titled 'Lead a Pay Station Kiosk' and the second is 'Humidity Control'.

# 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

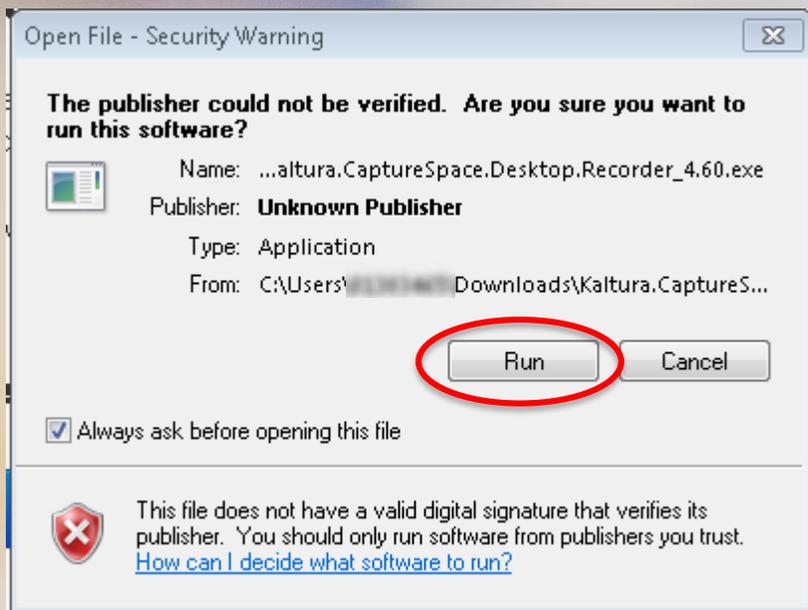
Run the application by clicking on it.



Kaltura.CaptureSp...exe ^

# How to Access Kaltura CaptureSpace

A dialogue box might appear click Run.

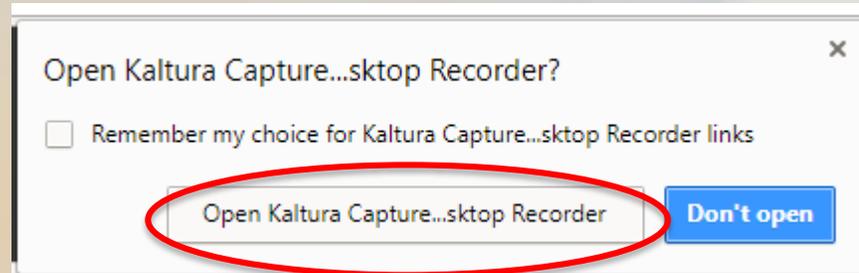


# How to Access Kaltura CaptureSpace

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

The screenshot displays the Kaltura CaptureSpace Desktop Recorder interface. On the left, there is a 'RECORDING OPTIONS' panel with the following settings:

- Integrated Camera:** Selected, with radio buttons for 480P and 720P, and a 'More >' link.
- Screen Capture:** Selected, with radio buttons for 480P, 720P, and 1080P, and a 'More >' link.
- DISPLAY 1 (Primary):** Selected, with radio buttons for On and Off.
- PRESENTATION:** Selected, with radio buttons for On and Off.
- SOUND:** Default, with radio buttons for On and Off.

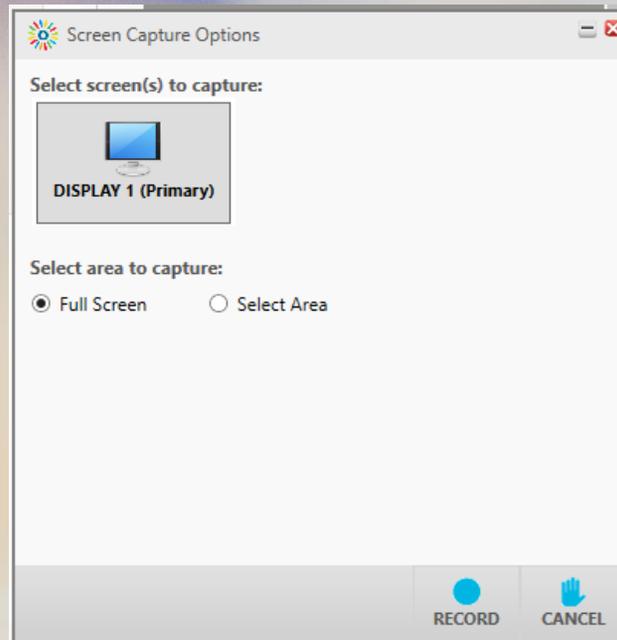
The main preview window shows a desktop recording of a web browser. The browser address bar displays 'https://dcca.kaltura.com/vmsapps/over-kaltura-881703aff0c7443app/myMediaUI.jsp'. The page content includes:

- Connection Community Collage** logo.
- Navigation links: My Institution, My Help/Training, My Organizations, System Admin.
- The Kaltura CaptureSpace Desktop Recorder** title.
- Text: '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.'
- Text: 'If you've already installed CaptureSpace, it will launch automatically.'
- Using CaptureSpace for the first time?** section with buttons for 'Download for Windows' and 'Download for Mac'.
- Learn more** section with a link to 'See the Kaltura CaptureSpace - User Manual for additional information on supported systems and usage instructions.'

At the bottom left is the Kaltura logo, and at the bottom right are 'RECORD' and 'CANCEL' buttons.

# Kaltura - CaptureSpace

Screen and Screen & Webcam Recording Options



# Kaltura - CaptureSpace

## Webcam Option

Starting Webcam

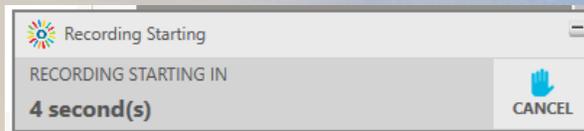
Recording Webcam



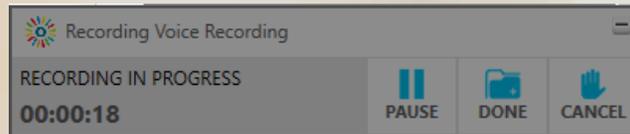
# Kaltura - CaptureSpace

## Audio Option

### Starting Audio Recording

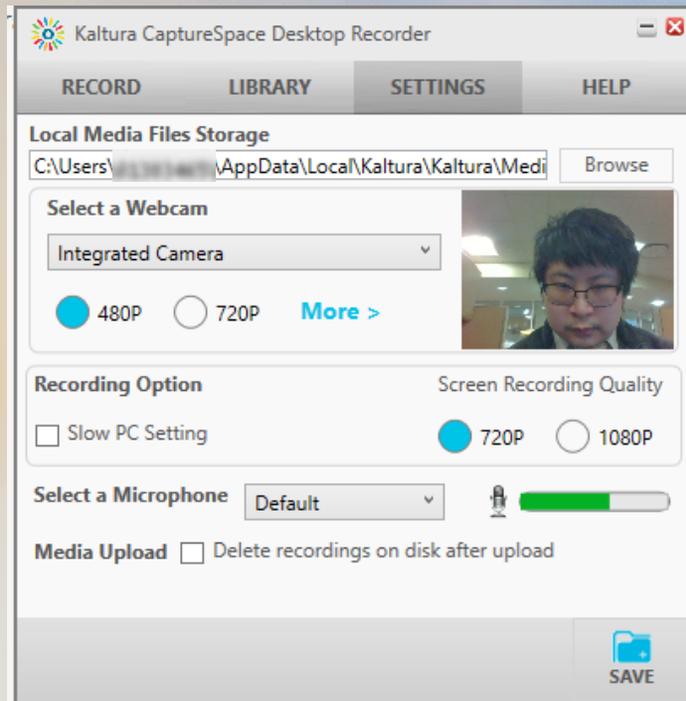


### Recording Audio



# 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](mailto: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](http://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](https://calendar.ct.edu) to register and view sessions scheduled.

Contact the ETDL Department with questions.

E-mail: [sandbox@manchestercc.edu](mailto: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**

