Staff Guide to using *My Media* for managing Kaltura Media and uploading video to a *Media Gallery* within MyAberdeen

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QG 0044

The *My Media* module allows you to manage your Kaltura Media (Techsmith Relay recordings and video added to MyAberdeen via Mashups: Kaltura Media) – this includes uploading video from sources other than Relay, trimming the video, creating clips, adding chapters and sharing videos for collaboration. My Media also allows you to add videos to *Media Galleries* - an area within a MyAberdeen course/organisation that you create which then contains all the Kaltura Media associated with that course.

**An introduction to the My Media module in MyAberdeen**

You will find the My Media module towards the bottom of your MyAberdeen Home page, **Note**: you may have to scroll down to see it. If you click on the link to My Media, by default the resulting *My Media* page opens, sorted by Most Recent first, with thumbnails of all of your videos uploaded to Kaltura in the left hand part of the screen. Sorting can be changed to Alphabetically or by Comments. The default expanded view can be changed to List view by clicking on the Collapsed View button. A search button is also provided in the top right of the page – see Fig 1 below:

![My Media page in MyAberdeen](image)

Fig 1: *My Media* page in MyAberdeen

The **Actions** button allows you to Publish all selected videos (selected by clicking in the left hand check box adjacent to the thumbnail images) or Delete them. **Note**: the Delete option should be used with caution as once deleted from My Media the videos cannot be retrieved.

**The Edit button functionality**

Clicking on the **Edit** button adjacent to the selected video gives you a number of options detailed below:

**Details**

Allows you to add or edit the Name, Description and Tags (metadata) associated with your video. **Note**: In order to simplify being able to find your media it is important to add metadata – see Kaltura's [Tips and Tricks to Implement Searchable and Discoverable Media Experiences](https://www.kaltura.com/blog/post/searchable-exp)

**Options**

Allows clipping (enabling everyone to create clips for the media), and disable comments feature or close discussions associated with the media.
**Collaboration**
Enables you to add collaborators who can then edit the content, metadata and related assets.

**Attachments**
Allows you and collaborators to add attachments to the media.

**Captions**
Allows you to add closed caption files in SRT or DFXP format.

**Thumbnails**
Allows you to upload a new thumbnail via file upload, capture or auto-generate.

**Downloads**
By default Downloads are disabled. Selecting **Source File** option will permit the downloading of the video’s source file.

**Timeline**
Allows you to create Chapters or upload new slides at specific points in the video. When played back within MyAberdeen using the default player this enables students to ‘fast forward to key points in the video – see Fig 2 below:

![Fig 2: Video showing bookmark 'Closing Credits' added via My Media Timeline options](image)

**Trim Video**
This feature allows you to trim the start and end points of a video. The most precise way of doing this is detailed below:

- Click on the Play button in the centre of the video screen (See Fig 3 below)
- When the video is at the point where you’d like your clip to start, click on video to pause it
- Click on the Set Starting Point button. You can refine this point by adjusting figures in the **Start Time** display or by dragging the start and end brackets on the grey video time bar (less accurate). You can preview the start point by clicking on **Preview**
- To set the End time click on the video Play icon as before and click on the video at the point where you’d like it to end.
- Click on Set Ending Point and if necessary edit this point in the same way as for setting the Starting Point.
- Click **Preview** to check that the starting and ending points are as required
- Click **Trim Video** when satisfied with the start and end points of the clip

A screenshot of a video being trimmed using this technique is included below:
Fig 3: Trimming a video within My Media

Adding a Media Gallery link to a course

Kaltura media is normally added to a MyAberdeen course via Mashups – see Quick Guide QG0043b. There is however also an option of creating a Media Gallery containing all videos uploaded to a Course or Organisation.

Staff can upload video to a Media Gallery associated with any of their courses using My Media. Note: unless a link to the Media Gallery is made, students will not be able to access videos in a Media Gallery.

Creating a link to a Media Gallery within a MyAberdeen course

- Within the left hand menu click on the + button above the course code and title
- Select Tool Link from the drop down menu see Fig 1 below:

![Fig 4: From the course Home Page select + and Tool Link](image-url)
From the **Type** drop down menu select **Media Gallery** and give it a name in the **Name** box. By default the **Media Gallery** is available to users. If the tick box is unchecked the Gallery will become hidden.

**Adding a clip / video to a Course Media Gallery using My Media**

- From your My Media page select the video(s) to be added to a course Media Gallery by selecting the check box adjacent to it.

![My Media](image)

**Fig 5: Selecting media to publish**

- A list of courses, organisations and repositories in which you could elect to send the video appears.
- Select Published if you want others to be able to view the video.
- Select the Gallery which you want to post the video.
- When added to a Media Gallery or Course/Organisation area, the ‘+’ symbol to the right of the video turns blue. Clicking on this button reveals information on areas media where the video has been added – see Fig 5 above:

**Note:** unless a link to the Media Gallery is made, students will not be able to access videos in a Media Gallery – see Adding a Media Gallery link to a course above.

For further information and comments please contact elearning@abdn.ac.uk