

# Kaltura Video App for Canvas User Guide

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Version: 1.0

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## Preface

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# Preface

This preface contains the following topics:

- [About this Guide](#)
- [Audience](#)
- [Document Conventions](#)
- [About the Screenshots](#)

## About this Guide

This guide describes how to use Kaltura Video App for Canvas.



**NOTE:** Please refer to the official and latest product release notes for last-minute updates. Technical support may be obtained directly from: [Kaltura Customer Care](#).

### Contact Us:

Please send your documentation-related comments and feedback or report mistakes to [knowledge@kaltura.com](mailto:knowledge@kaltura.com).

We are committed to improving our documentation and your feedback is important to us.

## Audience

This guide is intended for Kaltura Video App for Canvas users. The information in this guide assumes familiarity with Canvas concepts and flows and focuses on the Kaltura flows and functionality.

## Document Conventions

Kaltura uses the following admonitions:

- Note
- Workflow



**NOTE:** Identifies important information that contains helpful suggestions.



**Workflow:** Provides workflow information.

1. Step 1
2. Step 2

## About the Screenshots

The Kaltura Video App for Canvas version 1.0 implements a responsive web design for optimal user experience across all devices. The user interface displays differently on different devices and available screen sizes.

The screenshots in this guide were taken on a desktop computer, and the user interface may differ somewhat on different devices. The functionality remains the same.

# Overview of the Kaltura Video App for Canvas

Kaltura has partnered with Canvas to offer an out-of-the-box extension that enables you to view, record, upload, publish, search, and share video directly from your Canvas environment. This translates into time and money saved for your organization, improved student engagement, creativity and learning results, as well as ease of use for students, faculty and teaching assistants.

## Main Features and Tools

### Upload and Record

- **Easy Video Uploading** - Upload any type of media (video, audio, images) using a simple interface.
- **Create webcam videos** - Welcome messages, introductions, assignment instructions, simple demonstrations, and other webcam media.
- **Screen Recording** – Easily record the screen, along with audio and webcam feeds, to create and publish screencasts. Instructors and students can record and share lectures, presentations, software tutorials, and additional screencasts.

### Organize and Share

- **My Media** – Upload, manage, assign, and share content (based on permissions) with a private media library for each Canvas user.
- **Course Gallery** – Search or view rich media assigned to a course if you are a member. Media can be added by instructors or students, with an option for student contributions moderation by instructors.
- **Rich-text editor integration:** Intuitively use rich media without time-consuming training, simply click on the “Embed Kaltura Media” link from within any rich-text editor in Canvas.

### View and Interact

- **The Kaltura Player:**
  - Customize the player - functionality, features and display.
  - Configure once use everywhere - mobile, tablet, PC, TV.
  - Open Standards, Open Source.
  - Files are transcoded for Web, HD, or Mobile Delivery across various devices and platforms. Player auto detects device and platform and adjusts the playback using adaptive bitrate technology.
  - Playback supporting both Flash and HTML5 for mobile, with automated fall back.
  - Accessibility - Supports playback with ADA/508 compliant player.
- **Responsive Design:** Automatically adjusts site layout to the screen size and device to provide optimal mobile device support.
- **Captions** - Upload multi-lingual captions to reach international, multi-lingual, and hearing-impaired audiences while also enabling in-video search within the captions.

- **Comments** - Boost online conversations and user engagement by allowing users to comment on videos.
- **Search** - Quickly find videos based on metadata (name, description, tags, categories)
- **In-video search** – Upload captions and then search for every spoken word. Search results allow skipping directly to the relevant part in the video. In-video search available within an entry or across videos in the course gallery/my media gallery.

## My Media

My Media is a repository of single user's media, where each user has a personal searchable repository for viewing and managing private media content. Media items within My Media may be added to courses and inline text item, based on the user's enrolment. User's My Media content is shared and consistent across all Kaltura applications (for example, Kaltura MediaSpace) in use by the institution and serves as the basis for cross campus suite.

## Kaltura Media Gallery

The Kaltura Media Gallery is a searchable gallery of media content of a specific course. The Media Gallery does not necessarily include all media that is used within the course in other contexts. Instead, the Gallery contains the content that was deliberately assigned to it. The Kaltura Media Gallery is intended to be used as a media syllabus for a course. The Kaltura Media Gallery may be used simultaneously with media in context, as a standalone or not at all, depending on how the teacher and school prefer to use it. The Kaltura Media Gallery is also referred to as Course Galleries.

## Shared Repository

Users can upload videos and share them with others in Canvas courses through the Shared Repository. Content that is uploaded through My Media or a course Media Galley is not automatically uploaded to the Shared Repository. Student and Faculty can publish to the shared repository through My Media, or through an Entry page. After a user publishes its content to the Shared Repository, it can be viewed by all and published to any course Media Gallery in Canvas

The Shared Repository is available to users based on their role configuration in KAF. A user can publish to and from the Shared Repository contingent upon their configuration. The administrator can configure the Shared Repository to be accessible only to Faculty (Teachers) to create a cross-site Faculty Repository. For more details, please refer to the Kaltura Video Application for Canvas Setup Guide

## SECTION 2

# Interacting with Media

In My Media and in Media Galleries, you can do the following:

- [Filter the content](#)
- [Sort the content](#)
- [View content](#)
- [Comment on media](#)
- [Search media and captions](#)



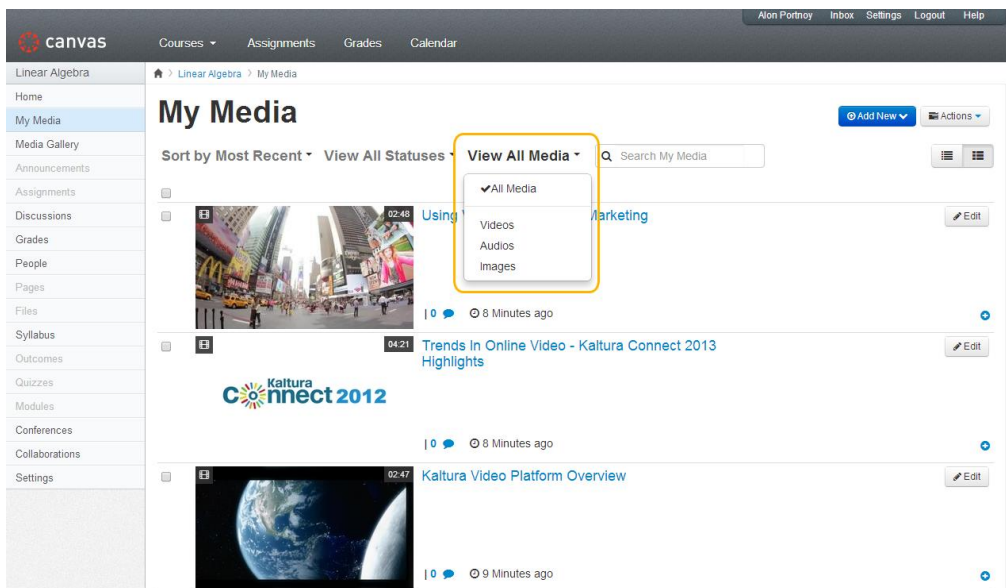
**NOTE:** My Media and Media Gallery are accessible in a course from the left-pane navigation menu. Your Canvas instance may not have My Media or Media Gallery available if it was disabled by your instructor or system administrator.

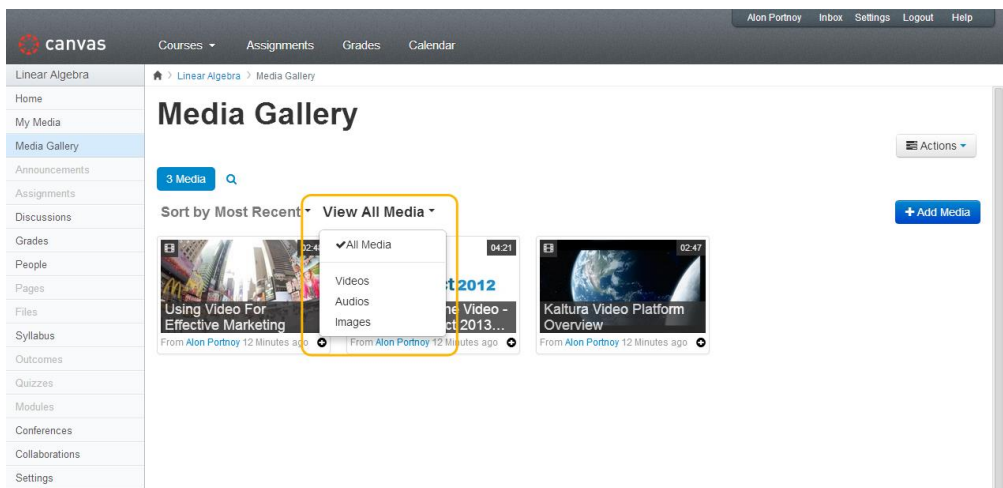
## Displaying and Viewing Content

### To filter content

In My Media and in Media Gallery, select an option from the View All Media drop down menu:

- All Media types (videos, audio, and images)
- Videos
- Audios
- Images

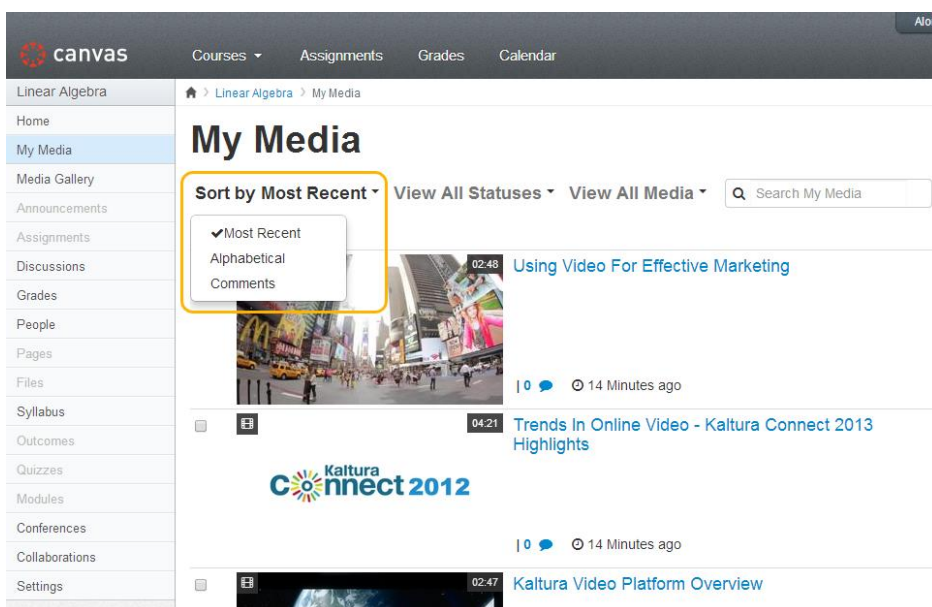


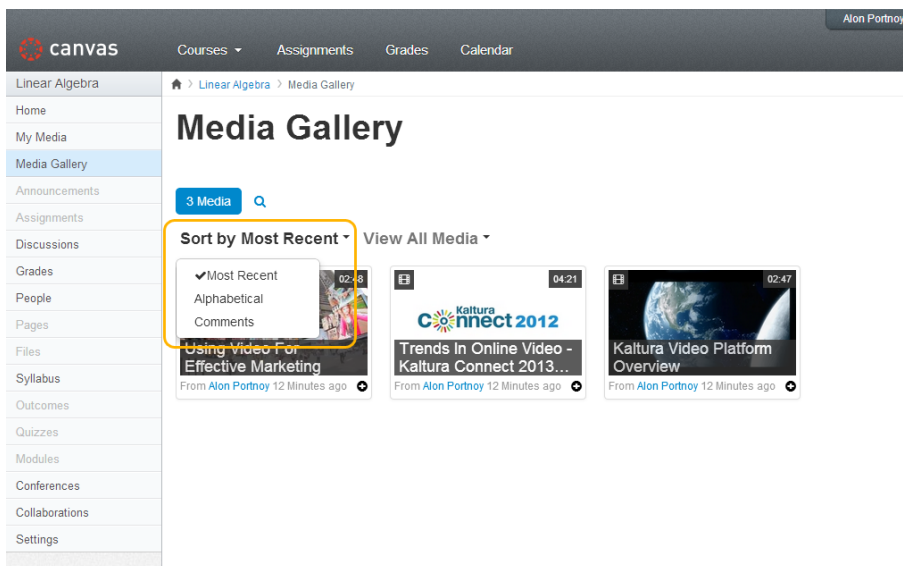


### To sort content

In a My Media or in a Media Gallery, click on one of the following:

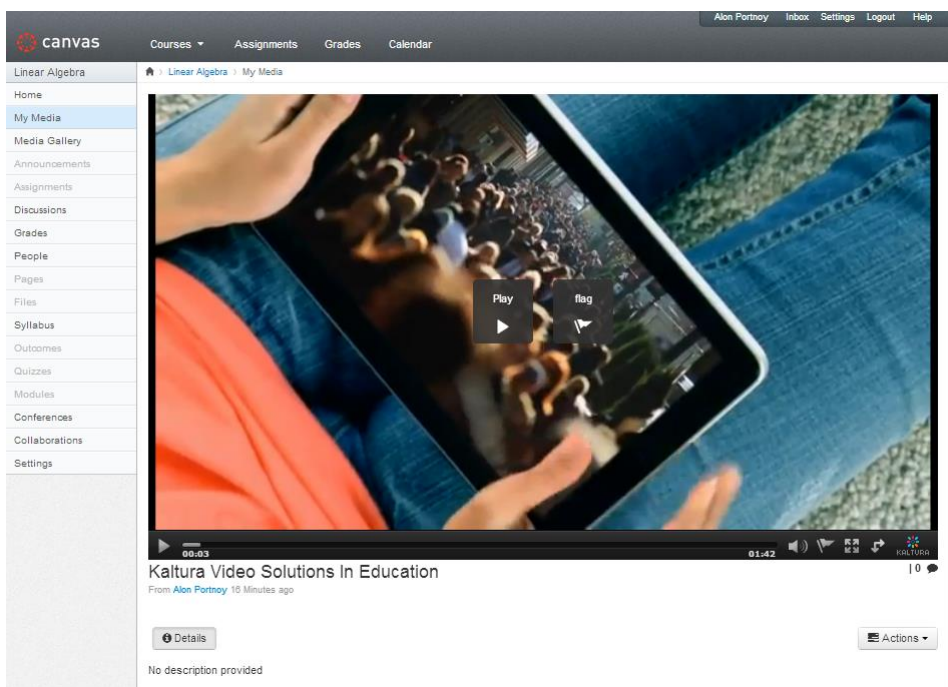
- Most Recent
- Alphabetical
- Comments





### To view content

1. In My Media or Media Gallery, browse to the media entry and click the thumbnail or the title of the content.
2. Click Play in the media player. You can use options such as volume control, caption selection and full screen.



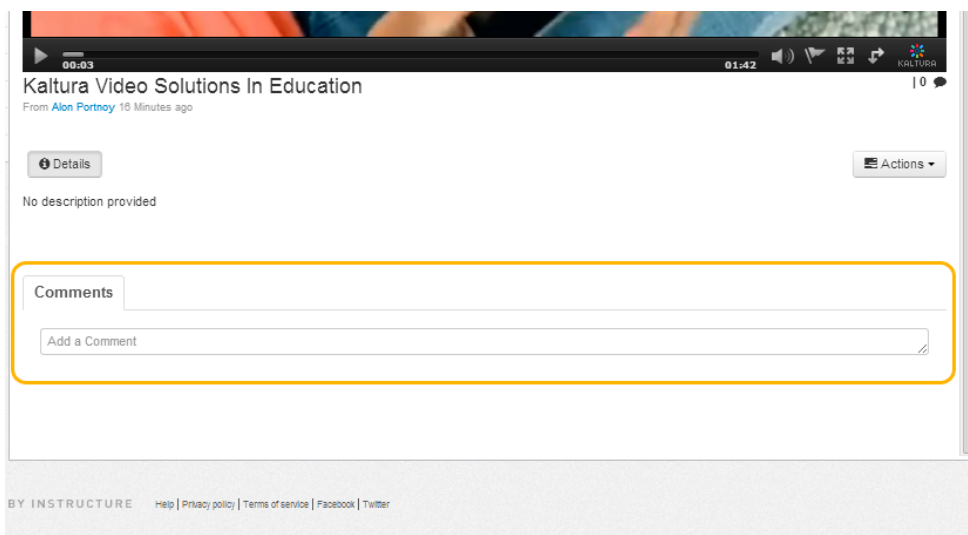
**NOTE:** On an iOS device, a built-in iOS media player is used to play the media.

## Commenting on Media

You can comment on media, view comments by other users, reply to existing comments, and delete comments and replies.

### To comment on a media item

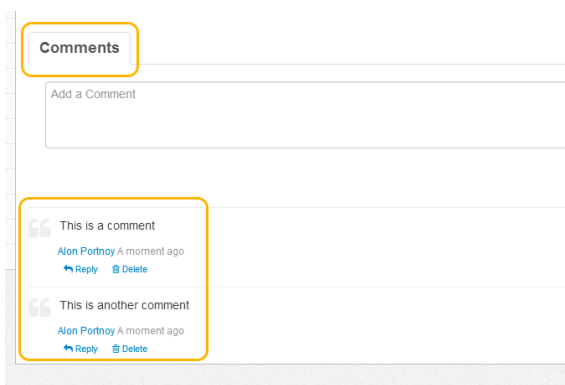
1. Click a media thumbnail or title.
2. In the Comments tab under the media player, enter a comment in the Add a Comment field and click Add.



Your comment is displayed in the Comments tab.

### To display comments

1. Click a media thumbnail or title.
2. If comments were entered, they are displayed in the Comments area under the media metadata.
3. When a limited number of comments are displayed, click Load more comments to display additional comments.



### To reply to a comment

1. Click a media thumbnail or title.

2. In the Comments tab under the media player, hover over a comment and click **Reply**.
3. In the Add a Comment field, enter a reply and click **Add**. Your reply is displayed under the comment.

### To delete a comment or reply



**NOTE:** You can delete a comment or reply only in the following cases:

- You added the comment or reply.
- You are the media owner.

1. Click a media thumbnail or title.
2. In the Comments tab under the media player, hover over a comment or reply and click **Delete**.
3. Click **Yes** to confirm the deletion.



**NOTE:** Deleting a comment also deletes replies to the comment.

## Searching Media and Captions

You can search:

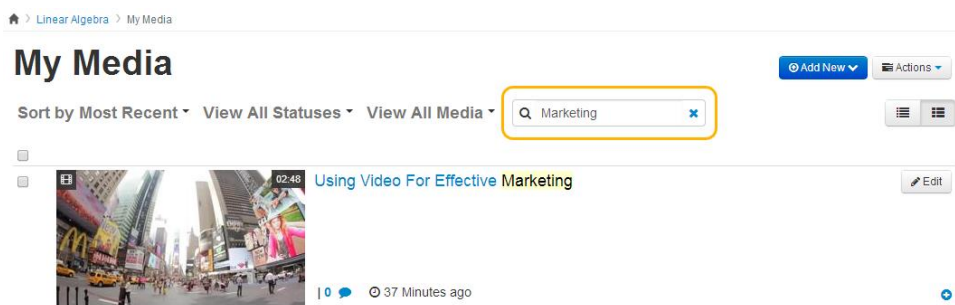
- [All media based on metadata](#)
- [Captions in a single video](#)

## Searching for Media Based on Metadata

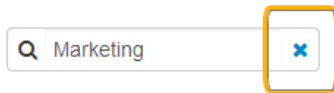
The ability to search metadata and captions is available by entering a search term that you are looking for. The results for metadata are returned by default. The Search feature filters the search string and enables you to search on captions and within metadata in the Media Galleries. You can toggle between the different objects after you enter the search term.

### To search in a Media Gallery or in My Media

1. On the Media Gallery or My Media, enter a search string (such as a tag or part of a title) in the Search field. Media with metadata that includes the text is displayed.

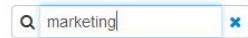


2. To clear the search text, click the clear X icon



3. In Media Galleries you can toggle between search results in metadata and in captions by clicking on Media or Search in Video respectively.

## Media Gallery



### Search for "marketing"

1 Media Search in Video

Sort by Most Recent View All Media



Using Video For Effective Marketing  
From Alon Portnoy 41 Minutes ago

10



**NOTE:** Only video items can have captions.

## Searching for Strings in Captions in a single video

### To search for strings in captions in a single video

1. From My Media or Media Gallery, click a video thumbnail or title to open the Media page.
2. Enter a search term in the Search in Video search box under the media player. A result is displayed for each point in the video where the caption text appears.



3. In the results, click a caption to play the video from the point where the text appears.
4. To clear the search text, click the clear icon.



**NOTE:** A Search in Video search box is displayed only when the video includes captions.

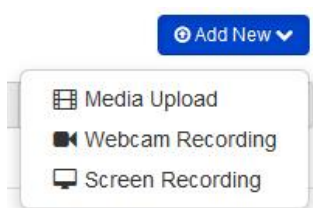
# Creating New Media

You can create new media from My Media and in Media Galleries by:

- [Uploading media](#)
- [Recording from webcam](#)
- [Recording your screen](#)

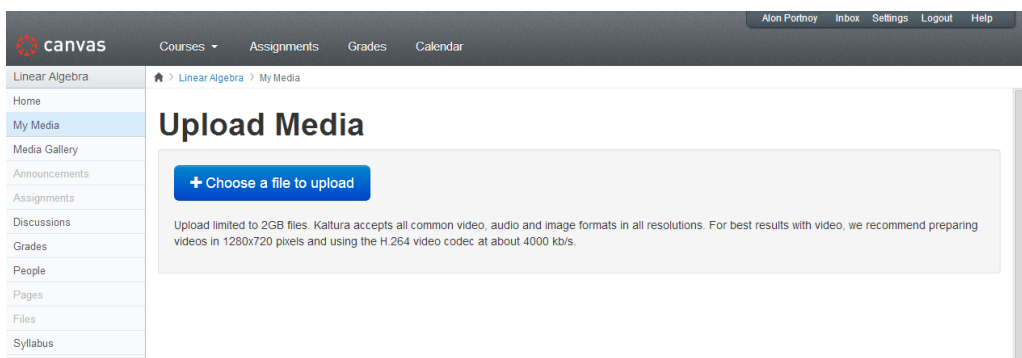
## Uploading Media

You can upload media from the My Media or Media Gallery interface via the Add New menu.



### To upload media from your desktop

1. Select Media Upload from the Add New dropdown menu. The Upload Media page is displayed.



2. Click **Choose a file to upload**.
3. In the Select file to upload window, select a media file to upload and click **Open**.
4. While the file is uploading, on the Upload Media page you can:
  - Enter metadata information about the media and click **Save**.
  - Mandatory fields are marked with an asterisk.

## Creating New Media

- Click **Cancel** to cancel the upload.
  - Click **Choose another file to** upload additional files.
5. To view the media page when uploading is complete, select the media from My Media.

The screenshot shows a video upload progress bar at 25% of 41Mb. A red 'Cancel' button is in the top right. Below the progress bar, a message states: 'Upload limited to 2GB files. Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s. Upload limited to 2GB files. Kaltura accepts all common video, audio and image formats in all resolutions. 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:

Enter Description...

Tags:

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

☒ **Private** - Media page will be visible to the content owner only.

☐ **Published** - Media page will be visible to individuals according to entitlements on published destinations

### Video Status after Upload

After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion. If media is waiting for moderation, you cannot preview or publish it until it is approved.

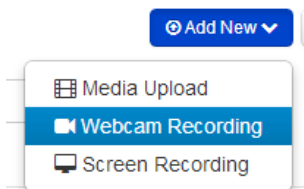
You can edit media information during conversion and while waiting for moderation.

## Recording from Webcam

Use the Record from Webcam feature to create webcam media such as welcome messages, introductions, assignment instructions, simple demonstrations, and other recordings.

### To record from a webcam

1. Select Webcam Recording from the Add New dropdown menu.



The Record from Webcam page is displayed.

2. In the Record from Webcam window, click **Allow** if a flash player message is displayed.

## Record from Webcam



3. In the Record from Webcam window, click anywhere in the recording area to start recording. Click anywhere in the recording area to stop recording, and click **Save**.
4. In the Record from Webcam window, enter information about the media and click **Save**.

# Recording Your Screen

The following lists the basic workflow of how to record your screen:



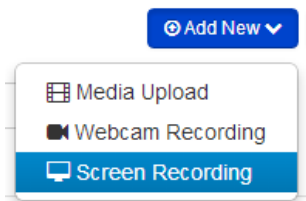
## Workflow:

1. Select the Screen Recording option.
2. Launch the Screen Recorder.
3. Select the options and area to capture, and start recording.
4. After recording, review the results and upload.
5. After uploading, enter metadata.



## To record your screen

1. Select Screen Recording from the Add New dropdown menu. The Screen Recording page is displayed.



2. In the Screen Recording window, click **Launch the screen recorder**.

🏠 > Linear Algebra > My Media

## Screen Recorder

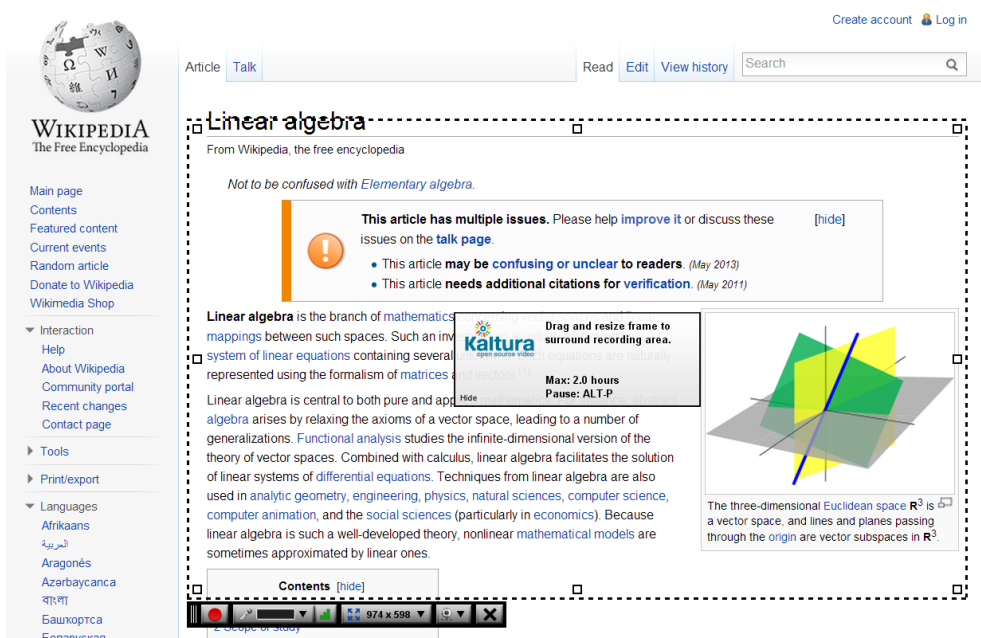
To create a Screen Recording, follow these steps:

- Click on the button to launch the Screen Recorder
- Select the options, area to capture and click the Record button
- Once you complete the recording, review the result and click the Upload button
- After the upload is complete you will be able to enter the metadata for the entry and save it

**+ Launch the screen recorder**

3. In the Screen Recorder, follow the instructions to record your screen:
  - a. Drag and resize the frame to define the screen area to record and enter Alt-P or click the Record button to begin recording.
  - b. Toggle Alt-P or the Record/Pause button to pause and continue recording.

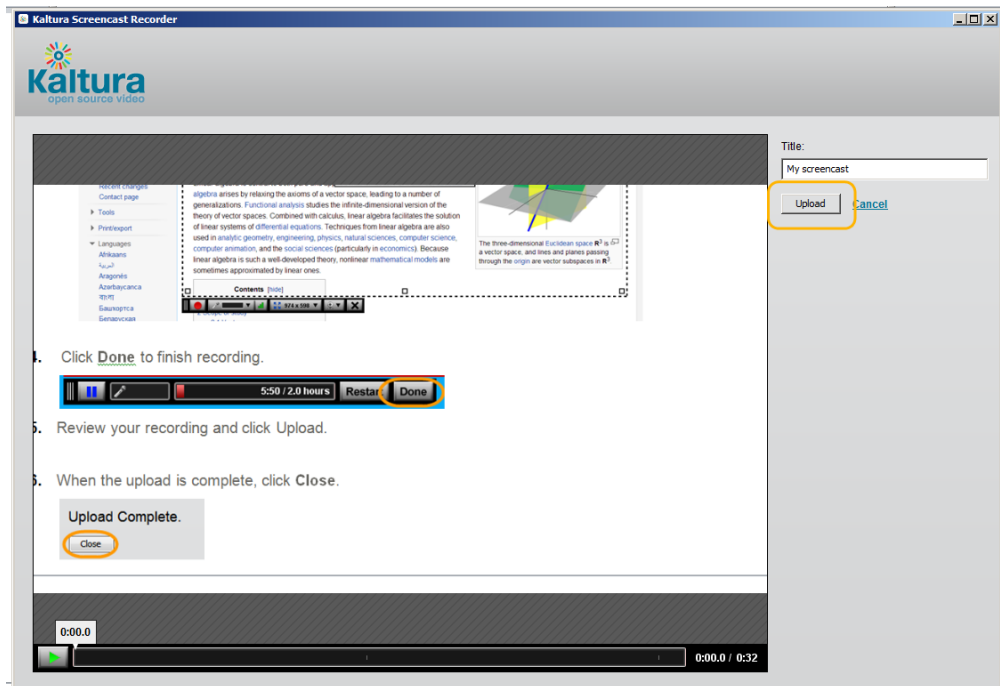
## Recording Your Screen



- Click **Done** to finish recording.



- Review your recording and click **Upload**.



- When the upload is complete, click **Close**.

# Managing Your Media

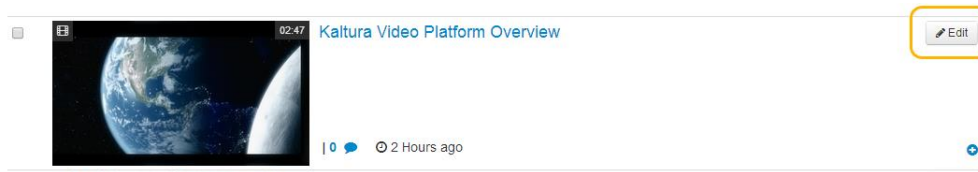
Your My Media page lists the media that you created. In addition to all normal interactions with media as described in [Interacting with Media](#) when you open a media page, you can:

- [Edit media](#)
- [Select a frame to use as a thumbnail](#)
- [Upload and manage captions](#)
- [Publish media items](#)
- [Disable or close comments](#)

## Editing Media

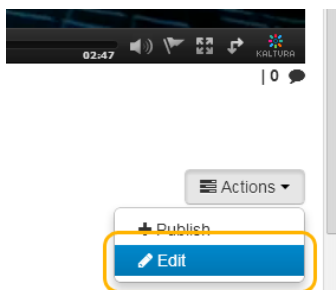
 **To edit media do one of the following**

- On your My Media page, click **Edit** for the media you want to edit.

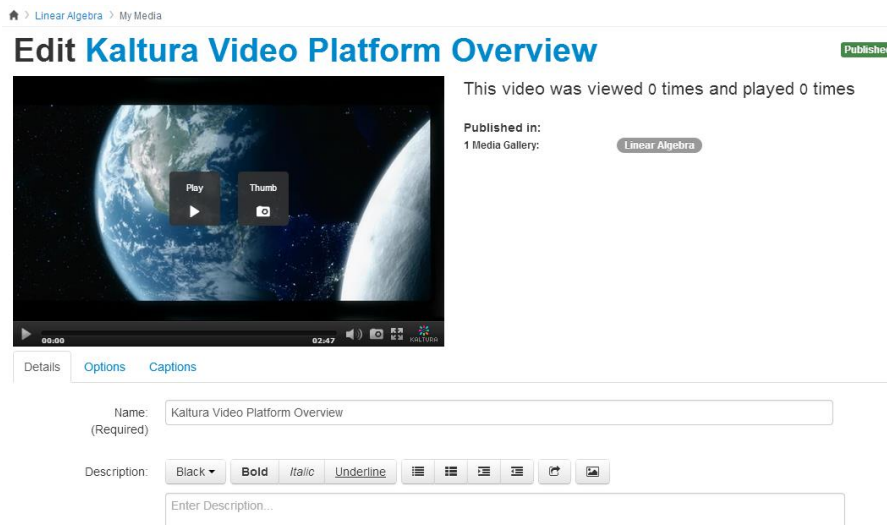


or

- on the view media page of a media entry you created, click **Actions** and select **Edit**.



The Edit Media page is displayed.



In the Edit Media window, you can:

- Edit information about the media.
- [Select a frame](#) to use as the media thumbnail, such as when the media is included in a gallery.
- [Upload and manage](#) your closed caption files for the media.

## Selecting a Frame to Use as a Thumbnail

### To select a frame as a thumbnail

1. In the Edit Media window, click **Play** in the media player.
2. Pause the player at the frame that you want to use as a thumbnail.
3. Click the camera icon to use the current frame as the thumbnail.



## Uploading and Managing Captions

You can [upload caption](#) files for your media items and [manage the captions](#). Users can [search the caption texts](#).



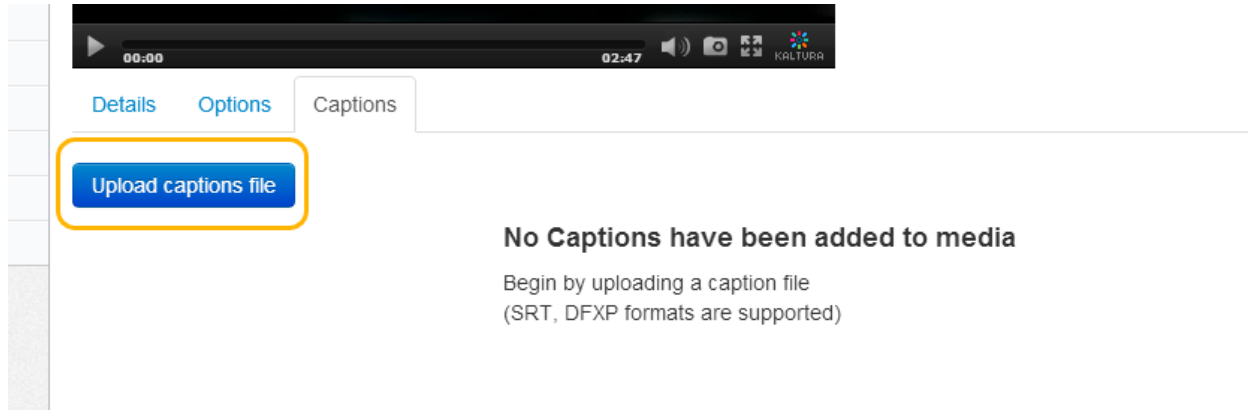
**NOTE:** Only video items can have captions.

## Uploading Captions

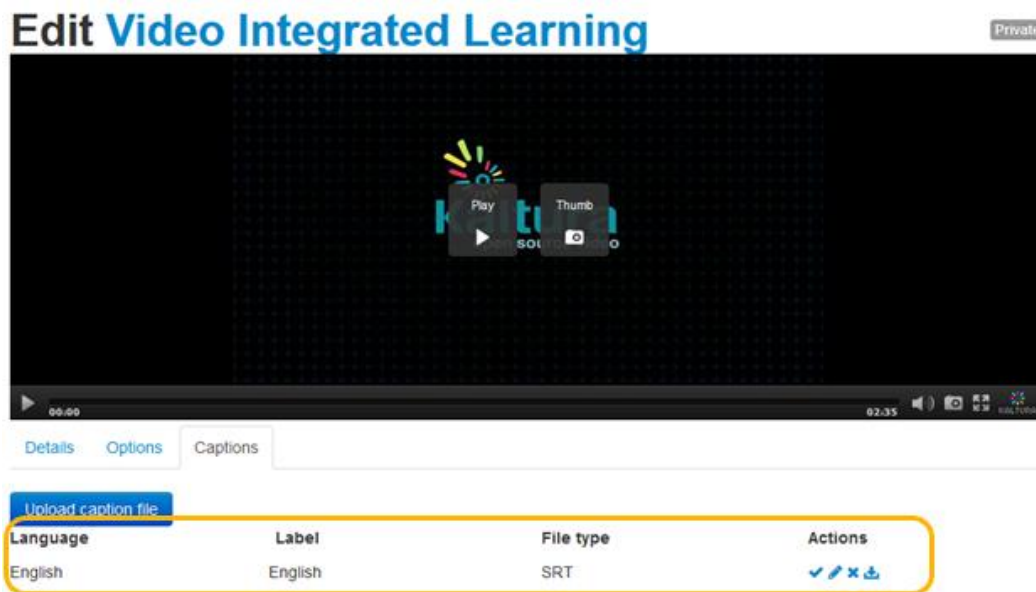
### To upload captions

1. Click **Edit** next to the video you want to add captions to.
2. Click on the **Captions** tab.

3. Click **Upload captions file**.



4. Click **Browse** and select an SRT or DFXP caption file.
5. Select the caption language.
6. Enter a label to display for the file in the caption selector.  
The caption selector displays caption options in the media player.  
Click **Save** to upload the file.
7. The file is added to a table on the media page's Captions tab.



**NOTE:** To upload another file, click **Upload captions file** again and repeat from step 3.



## Managing Captions

After you upload captions for a video, in the caption table you can:


- [Modify the caption language or label](#)
- [Change the default caption file](#)

- [Delete a caption file](#)
- [Download a caption file](#)


### **To modify the language or the caption selector label**

1. Do one of the following:
  - On your My Media page, click **Edit** for the media you want to edit.
  - On the view entry page of an entry you uploaded, click Actions and select Edit
2. Open the Captions tab to display the caption table.
3. In the caption table, click the **Edit** icon  and do the following:
  - To change the language, select a new language in the Language column.
  - To change the label, enter new text in the Label column.
4. Click the Save icon  to update the values.


### **To change the caption file used by default in the media player**

1. Do one of the following:
  - On your My Media page, click **Edit** for the media you want to edit.
  - On the view entry page of an entry you uploaded, click Actions and select Edit
2. Open the Captions tab to display the caption table.
3. In the caption table, click on the **Set as Default** icon .

### **To delete a caption file**

1. Do one of the following:
  - On your My Media page, click **Edit** for the media you want to edit.
  - On the view entry page of an entry you uploaded, click Actions and select Edit
2. Open the Captions tab to display the caption table.
3. In the caption table, click on the **Delete** icon .
4. In the Confirm Remove window, click **Yes** to remove the caption file.

### **To download a caption file**

1. Select My Media from the user menu.
2. Select a video and click **Edit**.
3. Click the Captions tab to display the caption table.
4. Click the **Download** icon .

## Publishing Media

By default, media that you upload is private. You can access private media on your My Media page.


## My Media

## My Media

⊕ Add New ▾
⌵ Actions ▾

Sort by Comments ▾
View All Statuses ▾
View All Media ▾

---




01:42

Kaltura Video Solutions In Education

2 2 Hours ago

PRIVATE

Edit




00:04

Kaltura Logo

0 2 Weeks ago

PRIVATE

Edit



03:38

Ray Charles - Georgia On My Mind

Edit

From your My Media page, you can publish content to Media Galleries of courses you are enrolled to.

You can publish media:

- To multiple Media Galleries
- To the Shared Repository
- Only when file conversion is complete and the media is not waiting for moderation

 **To publish one or more media items**

1. On your My Media page, check the media items you want to publish and select **Publish** from the Actions menu.

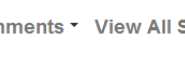
# My Media

Sort by Comments ▾ View All Statuses ▾ View All Media ▾

Add New ▾ Actions ▾


+ Publish

☒



01:42
Kaltura Video Solutions In Education
2 2 Hours ago
Edit

☒



00:04
Kaltura Logo
0 2 Weeks ago
Edit

The publish window is displayed.

2. Click **Published** and then check the courses where you want to publish the content to. Check Shared Repository if you want to publish your content to the shared repository.

## My Media

☐ **Private** - Media page will be visible to the content owner only.
 ☒ **Published** - Media page will be visible to individuals according to entitlements on published destinations

Publish in Gallery

☐ Physics 101
 ☒ Linear Algebra



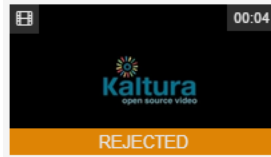

### 3. Click **Save**.

When the media is published, a notification is displayed at top of the page and the media will be available in the Media Galleries you selected and or the Shared Repository if selected.

## My Media

Media successfully published

If the target Media Gallery is moderated by a Teacher, the media should appear as **Pending** in My Media until the Teacher approves the content. A Teacher may reject the media from being included in the Media Gallery. In this case, the media appears as **Rejected** in My Media. If the target Media Gallery is not moderated, no label will appear for the media, indicating that the media is **published**.

			
Private entry – not published to any Media Gallery	Pending – published to one or more Media Galleries and waiting for approval	Rejected – published to one or more Media Galleries but was rejected	Published (no label) – appears in at least one Media Gallery

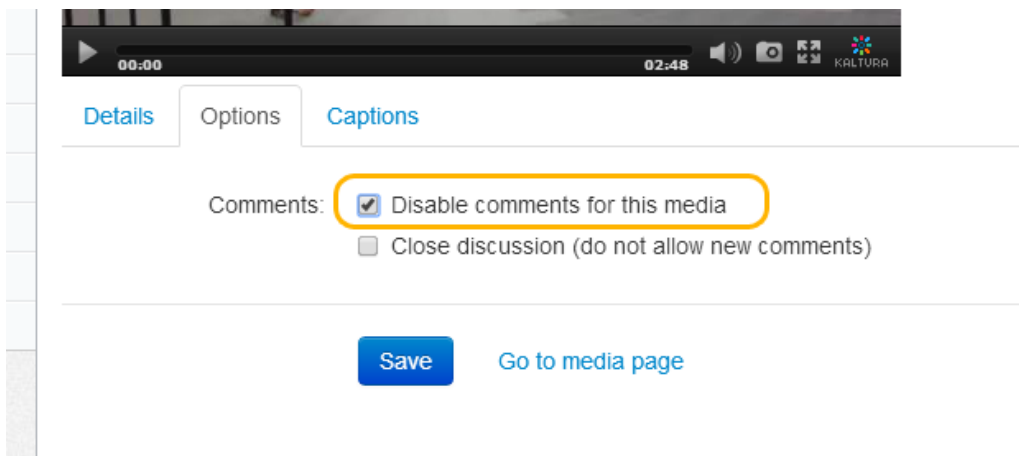
## Disabling and Closing Comments

For each of your media items, you can:

- [Disable the comment feature.](#)
- [Prevent additional comments.](#)

### To disable comments on a media item

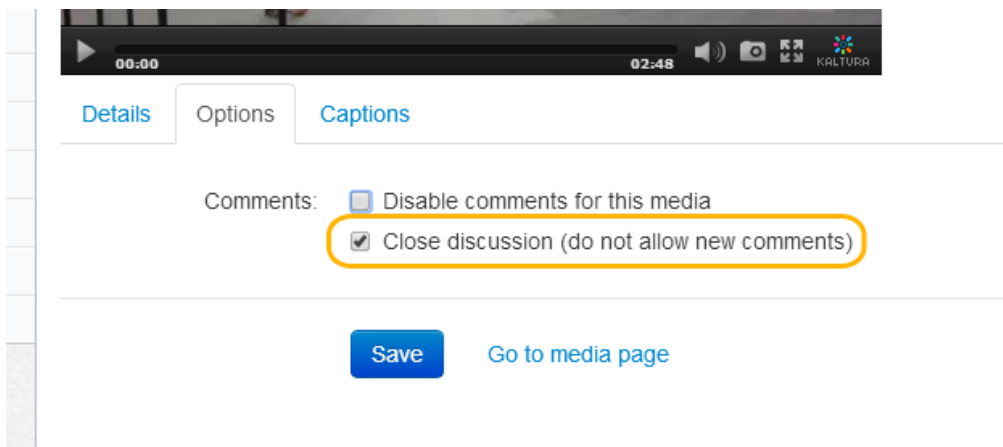
1. On your My Media page click **Edit** for the video you want to edit.
2. Select the **Options** tab and select the **Disable comments for this media** checkbox.



**NOTE:** Comments that were entered before you disable the comment feature are re-displayed if you re-enable comments.

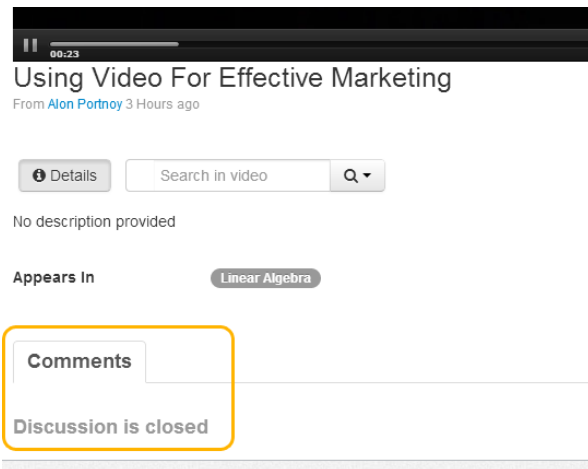
### To prevent additional comments on a media item

1. On your My Media page click **Edit** next to the video you want to edit.
2. Open the Options tab and select the **Close discussion** checkbox.



On the Comments tab of the media page, *Discussion is closed* is displayed and the “Add a Comment” text box is not displayed.

## Managing Your Media



# Managing a Media Gallery

By default, users with Teacher role in a Canvas course can manage the course Media Gallery. As the manager, you can perform actions that other users enrolled to the course cannot.

These actions include:

- Configuring settings and setting the description for the Media Gallery
- Moderating the content added to the Media Gallery
- Removing content from the Media Gallery
- Access the Media Gallery Analytics page



**NOTE:** By default a Teaching Assistant in Canvas is a Media Gallery moderator and can moderate content added to the Media Gallery.

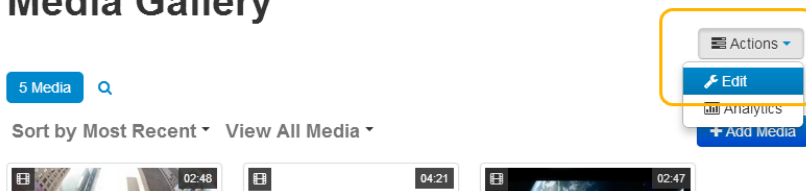
All users enrolled to the course can:

- View approved content
- Browse and search the Media Gallery
- Add Media (pending the instructor's moderation)
- Remove media they have added

## To edit a Media Gallery configuration and metadata (available to Course Instructors)

1. In the Media Gallery, select **Edit** from the **Actions** drop down menu.

## Media Gallery



The Edit Media Gallery page is displayed.

## Edit Media Gallery

Details

Description: Black ▾ **Bold** *Italic* Underline ☰ ☷ ☷ ☷ 🔗 🖼️

Enter Description...

Tags:

Options: ☒ Moderate content (Media will not appear in Media Gallery until approved by the faculty)  
☒ Enable comments in Media Gallery  
☒ Keep comments private to Media Gallery.

Save Back to Media Gallery

2. (Optional) Enter a description and tags for the Media Gallery of the course.
3. Select:
  - **Moderate content** (Media will not appear in Media Gallery until approved by the faculty) – Determines whether content should be moderated.
  - **Enable comments in Media Gallery** – Determines whether comments should be enabled in the gallery.
  - **Keep comments private to Media Gallery** - If checked, all comments added to media in Media Gallery will be private to the Media Gallery and will not appear elsewhere (except for the My Media page of the user who owns the media).
4. Click **Save**.

## Publishing Media to a Media Gallery

You can publish existing media or upload new content

### To publish existing media to a Media Gallery


1. Click the + **Add Media** button.

## Media Gallery


Actions ▾

5 Media 🔍


Sort by Most Recent ▾ View All Media ▾



Using Video For Effective Marketing  
From Alon Portnoy  
4 Hours ago



Trends In Online Video - Kaltura Connect 2012...  
From Alon Portnoy  
4 Hours ago



Kaltura Video Platform Overview  
From Alon Portnoy  
4 Hours ago

+ Add Media

2. Filter your content.

Select one or more of the following filtering options:

- View all Statuses – Private, Published, Pending or Rejected
- View All Media – Videos, Audios or Images
- Enter a search string in the search box


### Add Media

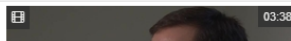
  

Select one or more media items to add to the current gallery

Sort by Most Recent ▾

View All Statuses ▾ View All Media ▾

 Search My Media



03:38 Video In Education - The Publisher's Perspective  
(SD-I arge - WFR-MRI (H264-1500)) Mn4

3. Check the box(es) next to the media you want to add to the Media Gallery.
4. Click **Publish**.

The content will be added to the Media Gallery

### To upload new media to a Media Gallery

1. Click the + Add Media button.
2. Click Add New.
3. Select the desired authoring method.
4. Continue as described in [Creating New Media](#).
5. The new media item/s are automatically published to the Media Gallery they are initiated from.

## Moderating Channel Content

Teachers and Teaching Assistants may approve or reject content from the Media Gallery.

### To approve and reject content that is pending moderation

1. In the Media Gallery, click on the Browse Pending.

### Media Gallery

Known economics talks about subjects in this course

27 Media





**NOTE:** If there are no media items are pending moderation, the Pending tab is not displayed.

The browse pending media window is displayed.



## Managing a Media Gallery

Media 2 Pending

• [Sort by Most Recent](#) ▾

[View All Media](#) ▾ [Approve](#) [Reject](#)

---





### Kaltura Logo Black

From [Zohar](#)  
9 minutes ago

[Approve](#) [Reject](#)

---



### Webcam Recording

From [Zohar](#)

[Approve](#) [Reject](#)

2. Click on the thumbnail to view the media.
  3. Click **Approve** or **Reject** for a specific media item
- or
- check multiple media items and click **Approve** or **Reject** on the top (View All media) for bulk approving or rejecting.



**NOTE:** Approved content is displayed in the Media Gallery for all users enrolled to the course.

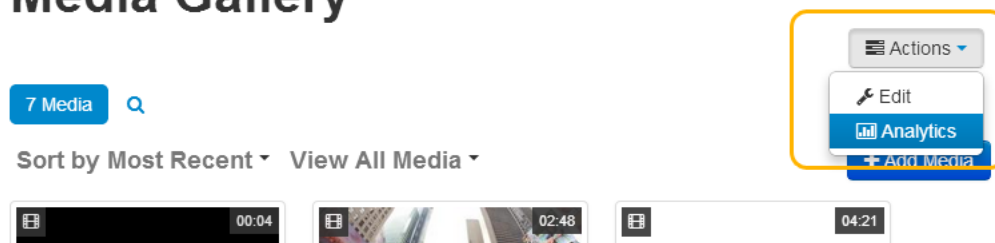
# Viewing Media Gallery Analytics

Teachers can access the Media Gallery Analytics page to view different engagement reports for students enrolled in a course.

## To view the Analytics page

- In the Media Gallery, click Actions and then Analytics.

## Media Gallery



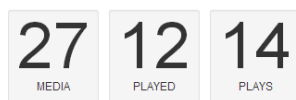
The Media Gallery Analytics page is displayed showing the Analytics Dashboard.

## Analytics for Media Gallery

Last 30 days ▾

**Dashboard** Media Engagement Contribution

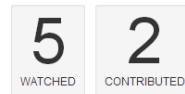
### Media Items



#### Most Popular Media



### User Engagement and Contribution



#### Top Engaged Users

[View All](#)

Kaltura.F1	Kaltura.F1	12	PLAYS
Kaltura F3		1	PLAYS
Kaltura.S1	Kaltura.S1	1	PLAYS

#### Top Contributors

[View All](#)

Kaltura.F1	Kaltura.F1	9	CONTRIBUTIONS
Kaltura.S1	Kaltura.S1	2	

The Dashboard presents a summary of the available analytics. For example,

- **Top Engaged Users** – who are the users who viewed most content
- **Top Contributors** – who are the users who contributed most content

# Types of Media Analytics Reports

The analytics page is composed of the following types of video analytics reports:

- [Media Analytics Report](#)
- [Engagement Analytics Report](#)
- [Contribution Analytics Report](#)

You can access a detailed report for each entry in a Media, Engagement or Contribution report. See [Detailed Analytics Reports](#).

## Media Analytics Report

The media analytics report lists all the content available in the course Media Gallery. For each media entry, the number of plays is displayed, total view time, average view time and the average drop-off rate.

## Engagement Analytics Report

The engagement analytics report lists all the users enrolled to the course that have viewed at least one video from the Media Gallery. For each user, the total view time, average view time and average drop off rate are presented.

## Contribution Analytics Report

The contribution analytics report lists all the users that contributed content to the Media Gallery.

### To view Media, Engagement and Contribution Reports



- From the Media Gallery Analytics page, select the desired report by clicking its corresponding tab.

### Analytics for **Media Gallery**

Last 30 days ▾


Dashboard **Media** Engagement Contribution

 Export to CSV  Printable Version

Media Title	Contributed B
 Kaltura logo	Kaltura.F1 Kalti
 zerodarkthirty-1lr2 h1080p	Kaltura.F1 Kalti

## Detailed Analytics Reports

### To view a detailed entry report

1. From the Media Gallery Analytics page, select the desired report by clicking its corresponding tab.
2. Click on the  next to the entry.

## Viewing Media Gallery Analytics

Media Title	Contributed By	Plays	Total View
<a href="#">Kaltura logo</a>	Kaltura.F1 Kaltura.F1	4	00:00
<a href="#">zerodarkthirty-tlr2_h1080p</a>	Kaltura.F1 Kaltura.F1	3	00:00
<a href="#">Kaltura logo.mp4</a>	Kaltura.F1 Kaltura.F1	2	00:00
<a href="#">Kaltura logo.mp4</a>	Kaltura.F1 Kaltura.F1	1	00:00
<a href="#">Upload from Course Gallery</a>	Kaltura.S1 Kaltura.S1	1	00:00

The detailed entry analytics reports depend on the type of report you selected.

### Media Detailed Entry Report

The **Media** detailed entry report displays the list of all the users that viewed the selected media entry.

Dashboard **Media** Engagement Contribution

[Export to CSV](#) [Printable Version](#)

Media Title	Contributed By	Plays
<a href="#">Kaltura logo</a>	Kaltura.F1 Kaltura.F1	4

[Download](#) [Print](#)

User	View Drop-Off
Kaltura.F1 Kaltura.F1	100%
Kaltura.S1 Kaltura.S1	100%
Kaltura F3	25%

### Engagement Detailed Entry Report

The **Engagement** detailed entry report displays the list of all the media entries viewed by the selected user.

## Analytics for Media Gallery

Last 30 days ▾

Dashboard Media **Engagement** Contribution

[Export to CSV](#) [Printable Version](#)

User	Watched	Total View Time
<a href="#">James Smith</a>	12	00:00

[Download](#) [Print](#)


Media Title	View Drop-Off
Kaltura logo.mp4	1%
Kaltura logo	1%
Trends in Online Video - Kaltura Connect 2012 Highlights (High - Large (H264)).mp4	0%
Kaltura logo.mp4	1%
capcod	0%
Kaltura logo.mp4	0%

### Contribution Detailed Entry Report

The **Contribution** detailed entry report lists all media contributed by the selected user.

## Printing Analytics Reports

### To print a report

1. In a report or detailed entry report, click the **Printable Version** button . A new browser tab with a printable report version is displayed.
1. Click **Print** to print the page.

### Media Items Report | For Media Gallery

Jan 01,2014 - Jan 31,2014


[print](#)

Media Title	Contributed By	Plays	Total View Time	Avg. View Time	Avg. Drop-Off
Kaltura logo	Kaltura.F1 Kaltura.F1	4	00:00	00:00	94%
Kaltura logo.mp4	Kaltura.F1 Kaltura.F1	2	00:00	00:00	100%
Upload from Course Gallery	Kaltura.S1 Kaltura.S1	1	00:00	00:00	100%
From Insert Stuff	Kaltura.F1 Kaltura.F1	0	00:00	00:00	0%
Trends in Online Video - Kaltura Connect 2012 Highlights (High - Large (H264)).mp4	Kaltura.F1 Kaltura.F1	0	00:00	00:00	0%
Media Entry Using C#.Net Client To Test Flavor Replace (Mobile (H264) - Basic)	Kaltura.S2	0	00:00	00:00	0%

[print](#)

## Exporting Analytics Reports to A CSV

### To export a report to CSV

- In a report or detailed entry report, click the **Export to CSV** button . Depending on your browser definitions you may be prompted to save the file to a local directory.

# Adding Media in Rich-Text Items

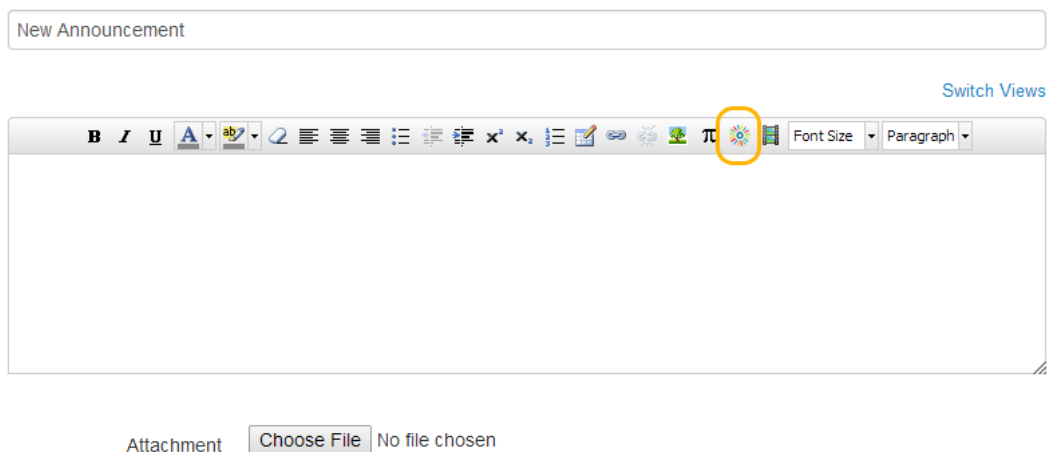
The Kaltura Video App for Canvas allows you to embed rich-media inside rich-text element such as Discussions, Announcements and Course Pages.

Using the rich-text integration you can:

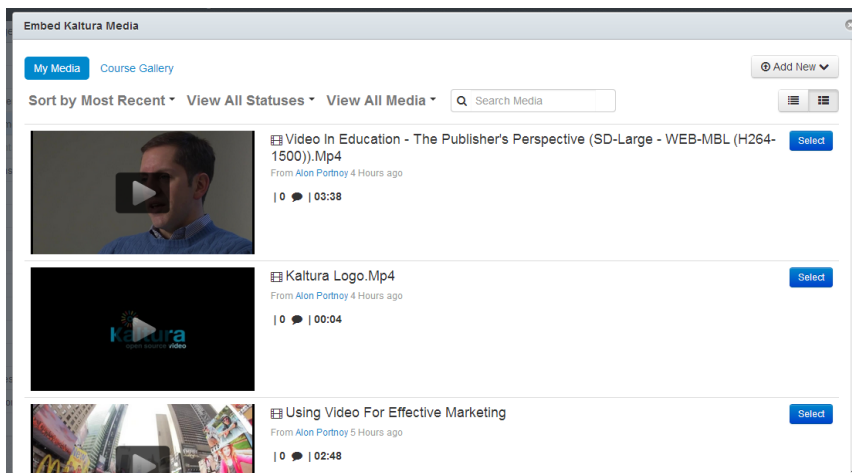
- [Embed content from your My Media gallery](#)
- [Embed content from the current course's Media Gallery](#)
- [Embed content from the Shared Repository](#)
- [Upload and embed New Content](#)

## To Embed media from My Media

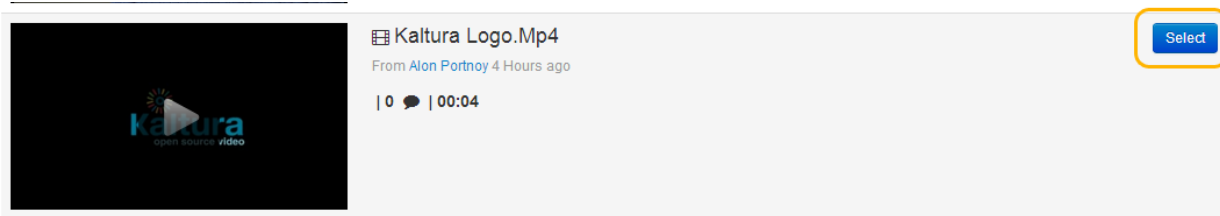
1. In the rich-text editor, click the Embed Kaltura Media button. .



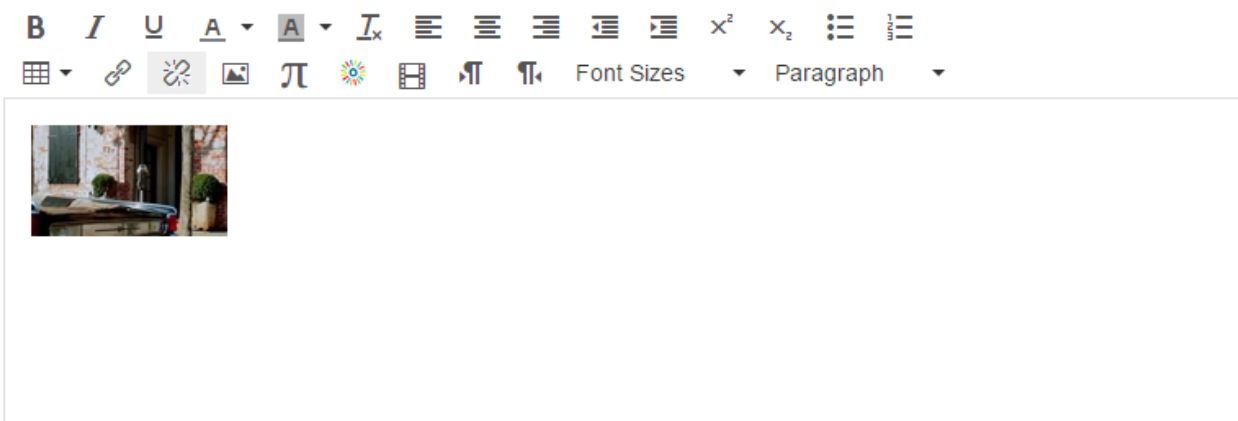
The Embed Kaltura Media window is displayed with the My Media tab selected.



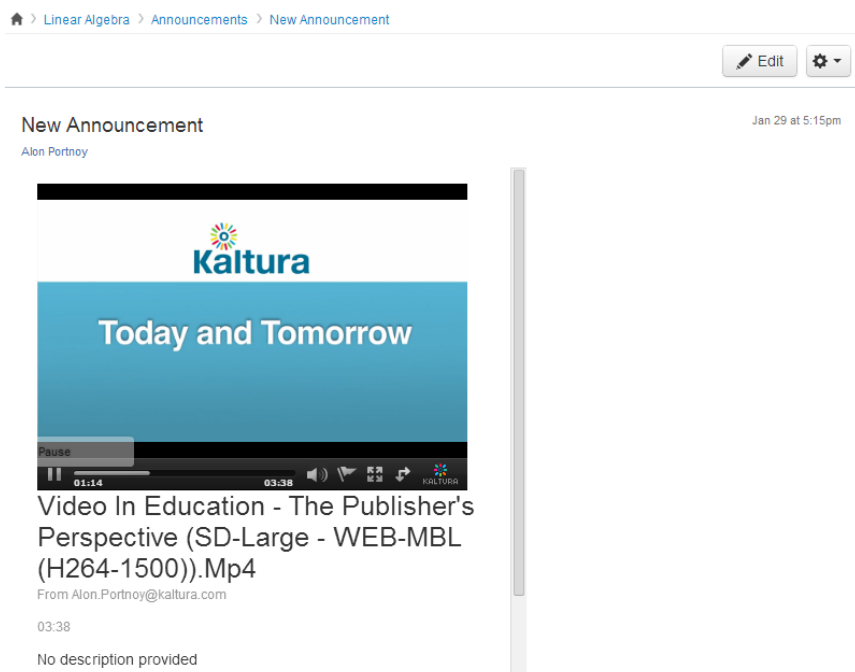
2. Search for the item you want to embed by sorting and filtering the content or by using the search box.
3. Click Select to select the content to embed.



4. A placeholder is added to the text item indicating a Kaltura Media will be presented after the text item is saved.

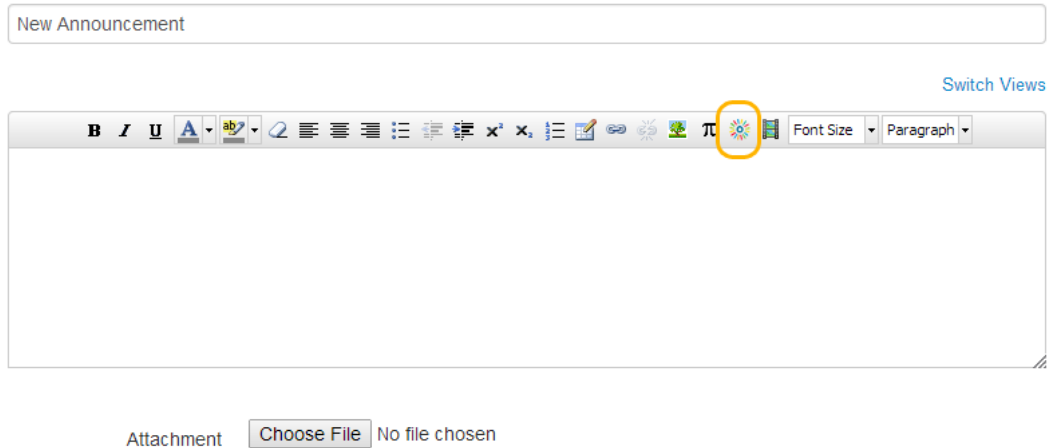


5. Edit the text item and click **Save**.  
The embedded media is displayed in the Preview dialog.



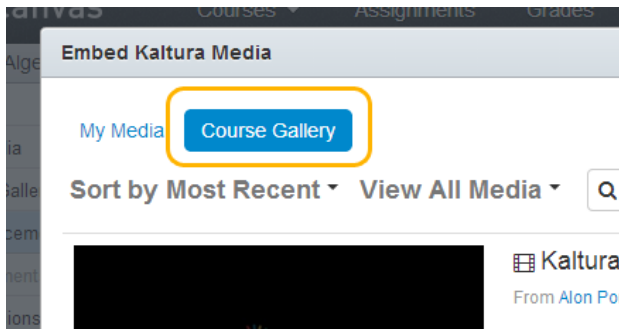
## To Embed media from the course Media Gallery

1. In the rich-text editor, click the Embed Kaltura Media button. .

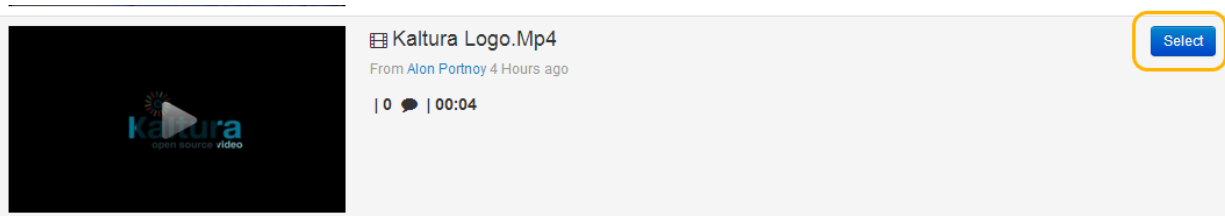


The Embed Kaltura Media window is displayed with the My Media tab selected.

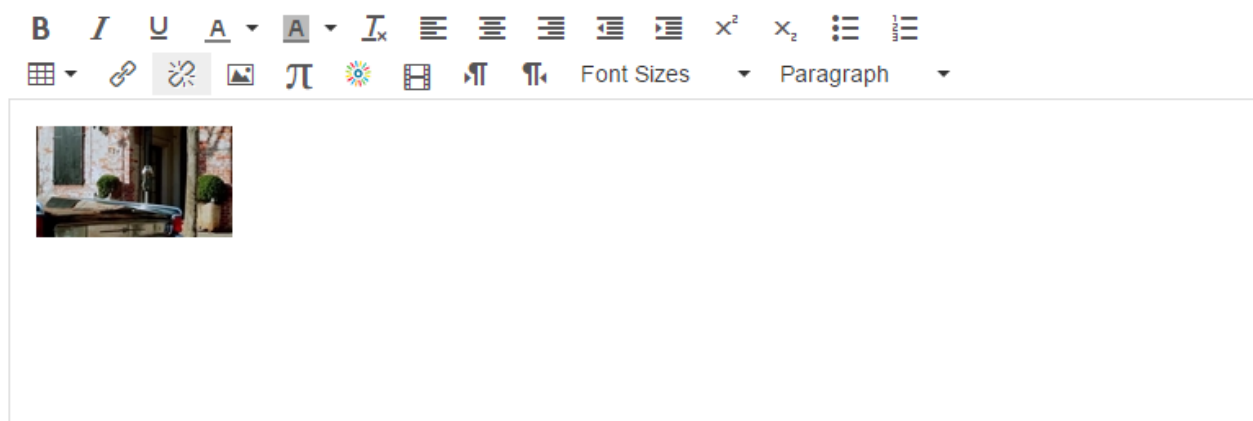
2. Click **the Course Gallery** tab in the Embed Kaltura Media dialog.



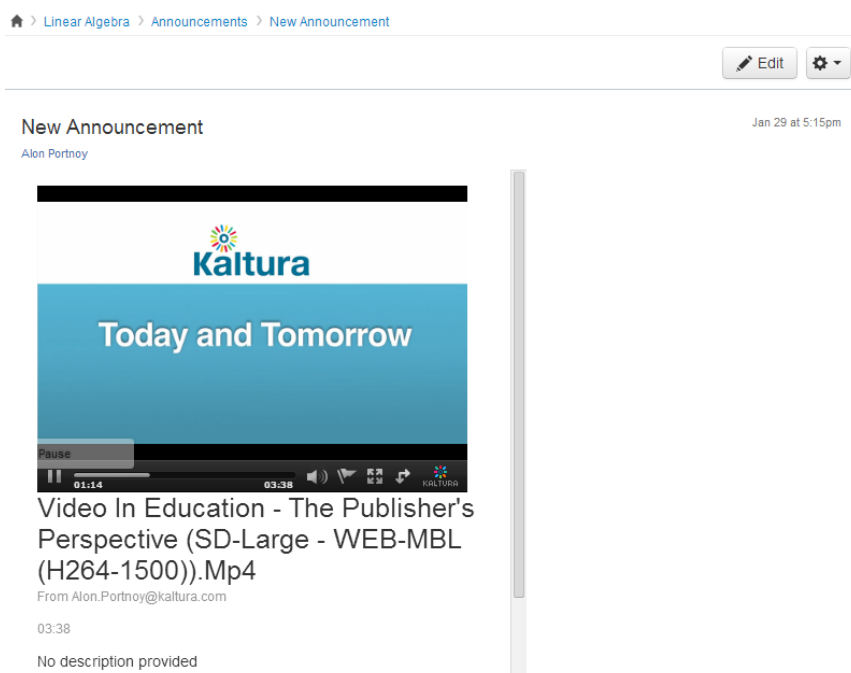
3. Search for the item you want to embed by sorting and filtering the content or use the search box.
4. Click Select to select the content to embed.



5. A placeholder will be added to the text item indicating a Kaltura Media will be presented after the text item is saved.

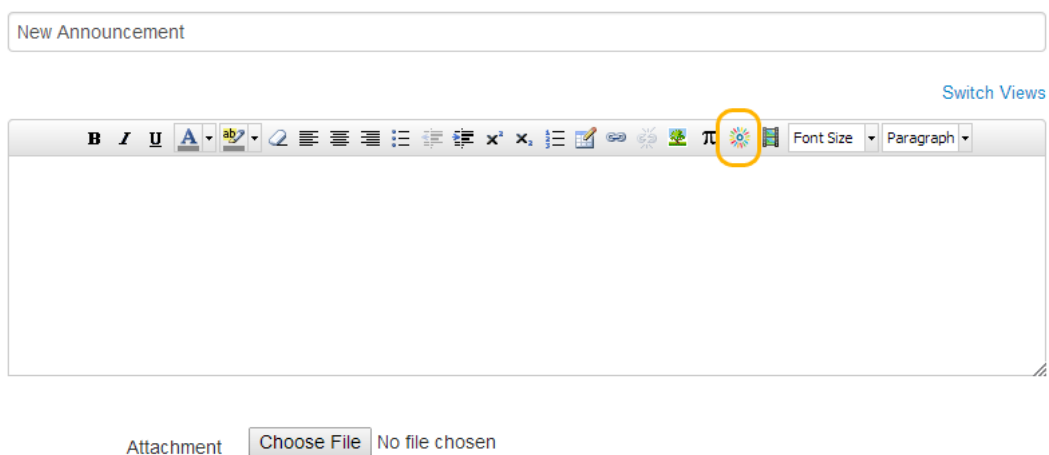


6. Edit the text item and click **Save**.  
The embedded media is displayed in the Preview dialog.



### To Embed media from the Shared Repository

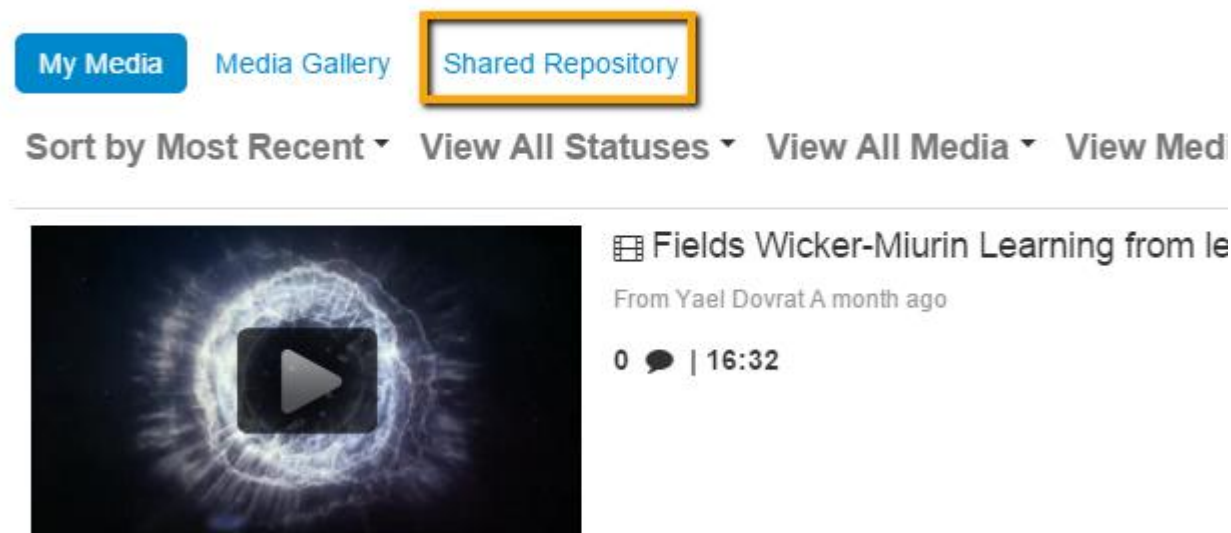
1. In the rich-text editor, click the Embed Kaltura Media button. .



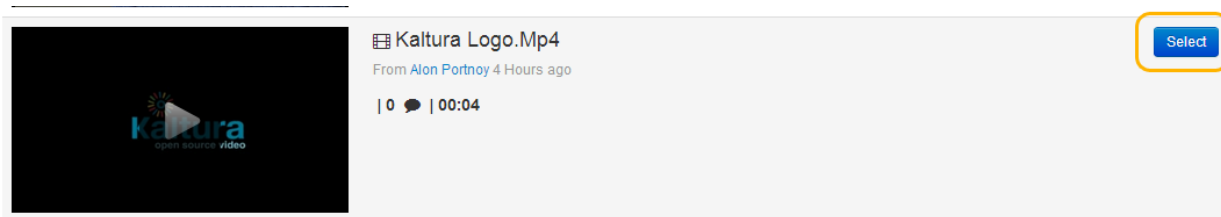
The Embed Kaltura Media window is displayed with the My Media tab selected.

2. Click the **Shared Repository** tab in the Embed Kaltura Media dialog.

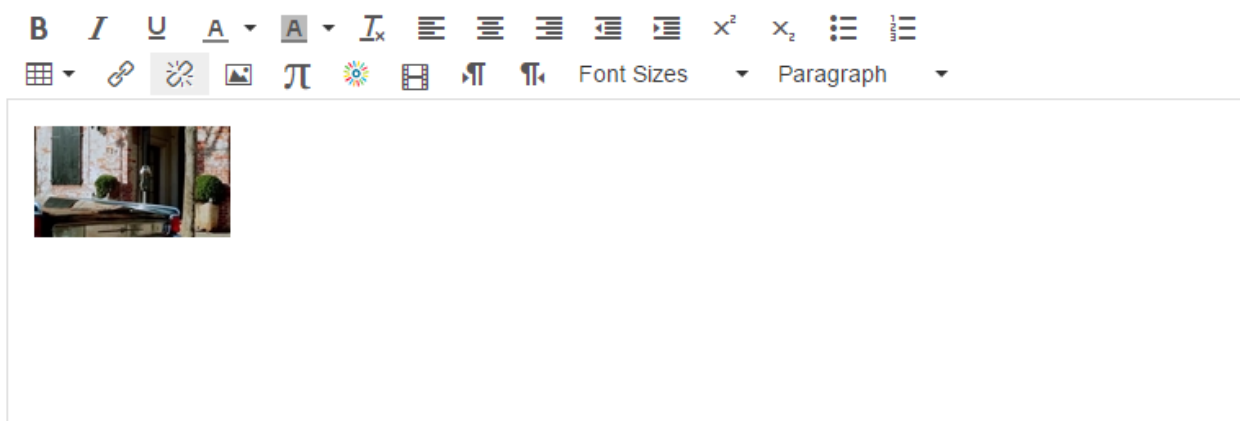
## Embed content from Embed Kaltura Media



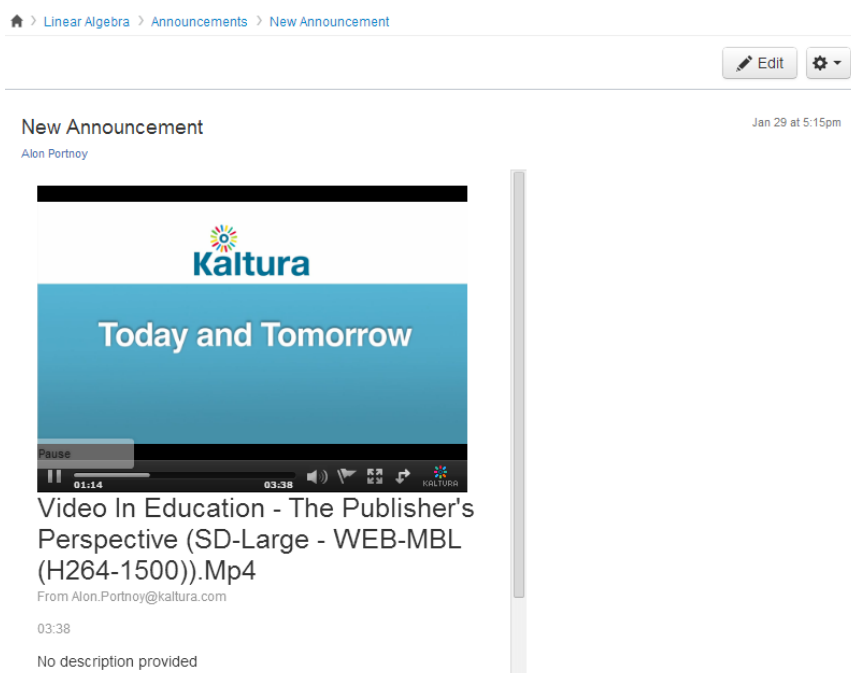
3. Search for the item you want to embed by sorting and filtering the content or use the search box.
4. Click Select to select the content to embed.



5. A thumbnail will be added to the text item indicating a Kaltura Media will be presented after the text item is saved.

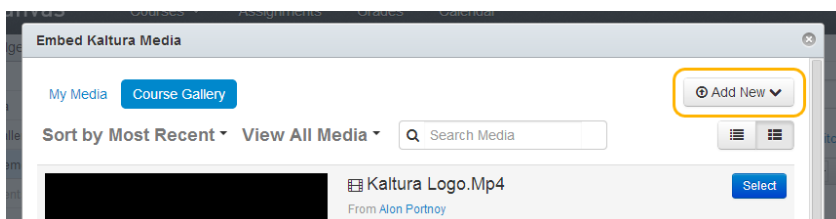


6. Edit the text item and click **Save**.  
The embedded media is displayed in the Preview dialog.



### To upload and embed media

1. In the Embed Kaltura Media dialog click the **Add New** button and choose an authoring method.



2. Perform the steps described in [Creating New Media](#). The newly uploaded content appears under My Media.

3. Perform the steps for [Embedding media from My Media](#).