Kaltura

Setting Up My Media (Kaltura) in D2L – Kaltura Tutorial

This tutorial is designed for faculty who have previous experience using D2L, including adding items to a course Navbar and My Tools drop-down menu. For further information or assistance, go to our <u>Team</u> <u>Dynamix Support portal</u> and click the appropriate Category to submit a ticket.

Scenario 1: Adding My Media to your NavBar

This tutorial will cover the steps involved when you wish to add the link to **My Media** to the NavBar in your D2L course. Note that if **My Media** is linked on your NavBar or **My Tools** drop-down menu, students will also have access to their own media space in Kaltura. This will NOT have an impact on *your* **My Media** space.

Steps

- 1. Go to your course in D2L.
- 2. Hover your mouse over the Navbar, and click on the three dots that appear at the top, right, and select **Customize this Navbar** (note, if you have already customized your Navbar, you will select **Edit this Navbar**).

f CAMOSUN Training Course 05	iii 🖂 🗗 🕻 📗 🔅
Training Course 05 Course Home My Tools → Edit Course	
	Customize This Navbar
News 🗸	Territorial Acknowl Manage All Course Navbars
There is no news to display. Create a news item.	Size of the second
	And the second se
	Camosun College campuses are located on
	the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge

3. Change the Name of your Navbar if you like, then in the Links area, click Add Links.

Training Course 05 Course Home My Tools 🗸 Edit Course			
Edit Navbar			
Name • Training Course 05 <u>Navbar</u>			
End t description			
Tra hing Course 05 Course Home My Tools 🗸 Edit Course			
Add Links Enable Icon-Based Navbar			
Theme Camosun upgrade 10.3			
Save and Close Save Cancel			

4. In the Add Links box, scroll down until you find My Media, click the select box next to it, and click Add.

	Logged in as
	Includes the user's name in the navbar using the format "Logged in as [username]."
	Manage Files
	Provides access to the Manage Files tool
	My Home
	Provides access to the homepage of the organization. Note that the
	homepage is set by the organization, and may be subject to change.
)	My Media
	My Tools
	For the Course home
	My Tools
	For the Course home
	News
	Provides access to the News tool.
I	Pager
Y	
Ad	d Cancel

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5. Move the new navbar link as needed (click and hold your mouse button on the new link and move around the navbar), then click **Save and Close**. Your new link will now appear in your Navbar.

Training Course 03 Course Home My Tools 🗸 Edit Course				
Edit Navbar				
Name *				
Training Course 03 NavBar				
Edit description				
Links				
Training Course 03 Course Home My Tools 🗸 My Media Edit Course				
Add Links				
Enable Icon-Based Navbar				
Theme				
Camosun upgrade 1.3				
CAMOSUN Change Theorem				
More Options				
Save Cancel				

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Scenario 2: Adding My Media to your My Tools drop-down menu

This tutorial will cover the steps involved when you wish to add the link to **My Media** to the **My Tools** drop-down menu on the NavBar in your D2L course. Note that if **My Media** is linked on your NavBar or **My Tools** drop-down menu, students will also have access to their own media space in Kaltura. This will NOT have an impact on *your* **My Media** space.

Steps

- 1. Go to your course in D2L.
- 2. Click Edit Course.
- 3. Click Navigation and Themes.
- 4. Make sure you have already created custom NavBar for your course (see *Customizing your Navigation Bar* for more information). Then click **Custom Links**.

Training Course 03 Course Home My Tools 🗸 Edit Course		
Navbars Custom Links		
Create Navbar		
Active Navbar		
Training Course 03 NavBar × Apply		
Course default 10.3 v	Default	
Course default for all new courses after 10.3 upgrade	Shared from Camosun D2L	
My Home 10.3 🗸		
Navigation Bar for main D2L page - do not change	Shared from Camosun D2L	
OLD 9.4.1 Course Default 🐱		
Navigation Bar used for new courses	Shared from Camosun D2L	
Training Course 03 NavBar 🗸 Active		
Course default for all new courses after 10.3 upgrade Not sh		

5. Click My Tools.

Training Course 03 Course Home My Tools 🗸 Edit Course	
Navbars Custom Links	
Create Link Create Link Group	
Filter by: Link Groups	
Asse sments	Shared from Camosun D2L
Cormunication Cormunication Structe link group that is meant to contain links to communication tools.	Shared from Camosun D2L
₩ ₩ ₩ For the Course home ₩ ¥	Used in 1 navbars and 1 org units
■ ■ I Resources	Shared from Camosun D2L

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6. Scroll down to the Links area and click Add Existing Link.

Links	
ii Calendar	×
Classlist	×
iontent	×
📱 🛙 ropbox	×
📙 E hail	×
📕 Gussary	×
📕 Gr des	×
📙 Loc er	×
🖁 Marage Files	×
🖁 Quiz es	×
Add Existing Link Create Link	
Save	

7. Scroll down until you find **My Media**, click the select box next to it, and click **Add**.

	Logged in as
	Includes the user's name in the navbar using the format "Logged in as [username]."
	Manage Files
	Provides access to the Manage Files tool
	My Home
	Provides access to the homepage of the organization. Note that the homepage is set by the organization, and may be subject to change
3	My Media
	My Tools
	For the Course home
	My Tools
	For the Course home
	News
	Provides access to the News tool.
ł	Pager

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8. Click Save.

Link	(5	
	Calendar	×
	Classlist	×
	Content	×
8	Dropbox	×
H	Email	×
	Glossary	×
	Grades	×
	Locker	×
	Manage Files	×
8	Quizzes	×
8	Kaltura My media	×
	Evisting Link Create Link	
	Save	

9. Click Navbars and make sure your NavBar is selected as Active in the **Active Navbar** drop-down menu. You will then see the **My Media** link appear in your My Tools drop-down menu.



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Scenario 3: Adding My Media in a draft Topic in Content

This tutorial will cover the steps involved when you wish to add the link to **My Media** to a draft Content Topic – this will mean that students will not have access to their own **My Media** space through your course site.

Steps

- 1. Go to your course in D2L.
- 2. Click My Tools and select Content.



3. Click the title of the Module you would like to add your draft Topic to. For the purposes of this tutorial, we have added a Module called Kaltura Videos, and set it to **Draft**.

Training Course 03 Course Hom	ne My Tools 🗸 Edit Course	
Search Topics Q	Kaltura Videos ~	🛟 Settings
토 Overview	Add dates and restrictions	Draft 🗸
Bookmarks	Add a description	Draft Published
Course Schedule	New V Add Existing Activities V V D to cont	ų
Table of contents	Drag and drop files here to create and update topics	
H Kaltura Videos Draft	Add a sub-module	
Sample Module		

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4. Click New and select Create a File.



5. Give your Topic a Title. Then, in the HTML editor box, click Insert Quicklink.

Training Course 03 Course Home My Tools \checkmark	Edit Course		
Create a File in "Kaltura"	Videos"		
Paragraph V B I		Verdana V Size V	
			A/ @/ K/2 En 5.5 //
Publish Save as Draft Cancel			

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6. Scroll down, and click External Learning Tools.



7. Click My Media launch (you may need to scroll down).



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8. Click Save as Draft.

Training Course 03 Course Home	My Tools 🗸 Edit Course
Create a File in "	Kaltura Videos"
My Media Link	EB Browse for a Template
Paragraph	► B I <u>U</u> ▼ Ξ Ξ Ξ ▼
<u>My Media launch</u>	
Publish Save as Draft	Cancel

9. Click Cancel.



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10. Click the My Media launch link, and the My Media space will open in the Topic window.



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My№	1edia		C
Q Se	arch My Media		
Filters	s Sort by Most Recent 🗸		Add New ~ ACTIONS ~
		Clip of media-elements-defined	1
	Media Elements		
	Defined		
ł	Defined	test media video caption complete	

Things to Remember

If you need more help creating Topics in the Content tool, see the tutorial *Creating Modules and Topics in the Content Tool* for more information.

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