



**Oregon State University**  
Information and  
Technology

# Media Workflow for Remote & Blended Instruction

**Faculty Media Center**

<https://is.oregonstate.edu/fmc>

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## Overview:

Oregon State University has developed several different workflows for using media in your remote and blended teaching. Faculty can record videos using either [Zoom](#) or [Kaltura](#). This presentation will cover both processes and notate the advantages and disadvantages of both methods.

Video editing of either Zoom recordings or Kaltura recordings can be done through the [Kaltura video editor](#). This presentation will briefly outline the steps for basic video editing using the Kaltura video editor.

All videos should be captioned, if possible. Kaltura provides an easy way to caption your videos. This presentation will describe how to add, edit & publish captions using the [Kaltura captions tool](#).

## Zoom: Recording Workflow

<b>Zoom:</b> →  Record in Zoom meeting by clicking <i>Record</i> button. Set up recording preferences in Global Zoom Settings.	<b>My Media:</b> →  Video automatically lands in MyMedia, which can be accessed through Canvas. Video can be edited using the Kaltura video editor.	<b>Canvas:</b>  Embed video in a Canvas page.
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*Student View*

## Pros:

- Easy to use once Global preferences are set up. You can record just the instructor, just an application (such as PPT), record the whole gallery, etc.
- Can use a virtual background for instructor view.

## Cons:

- Instructor is very small in screen when sharing an application such as PPT
- Lower resolution recording
- Students don't get to choose what to look at (instructor vs. PPT)
- Frequent Zoom updates to be aware of

## Use Cases:

- Lecture videos \*Best used for synchronous lecture capture
- Pre-recorded videos \*See *Kaltura Capture*

## Zoom Audio and Video Recording Tutorial videos:

[Zoom Video Controls](#)

[Zoom Audio Controls](#)

[Video Quality Tips](#)

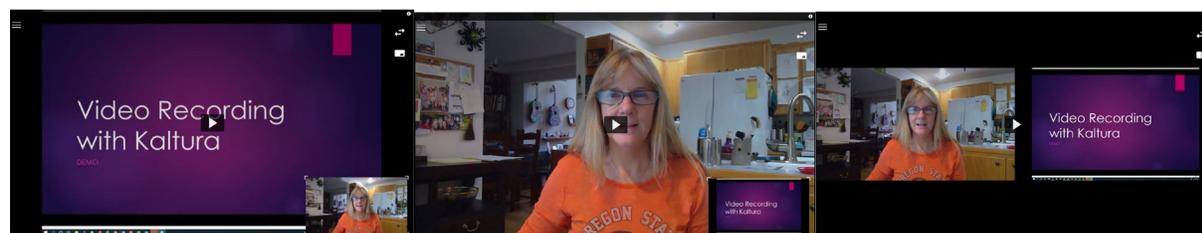
[Audio Quality Tips](#)

## Zoom Video Recording Knowledge Base articles:

[Zoom – Record a Meeting](#)

## Kaltura: Recording Workflow

<p>Kaltura: →</p> <p>Record in Kaltura Capture. Select instructor camera &amp; second screen for applications.</p>	<p>My Media: →</p> <p>Video automatically lands in MyMedia, which can be accessed through Canvas. Video can be edited using the Kaltura video editor.</p>	<p>Canvas:</p> <p>Embed video in a Canvas page.</p>
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*Student View*

## Pros:

- Easy to use, after downloading the Kaltura app.
- Allows students to adjust their view of the instructor & application
- Fewer application updates
- PPT text is searchable and Sides create chapters

## Cons:

- Creates two video streams so is more difficult to download separate video files.
- No virtual background for instructor.

## Use Cases:

- Lecture videos \*Best used for asynchronous mini-lectures
- Pre-recorded videos such as homework helpers, welcome videos, etc

## Kaltura Video Recording Tutorial videos:

[Download Kaltura Capture software](#)

[Record a Video using Kaltura Capture](#)

## Kaltura Video Recording Knowledge Base articles:

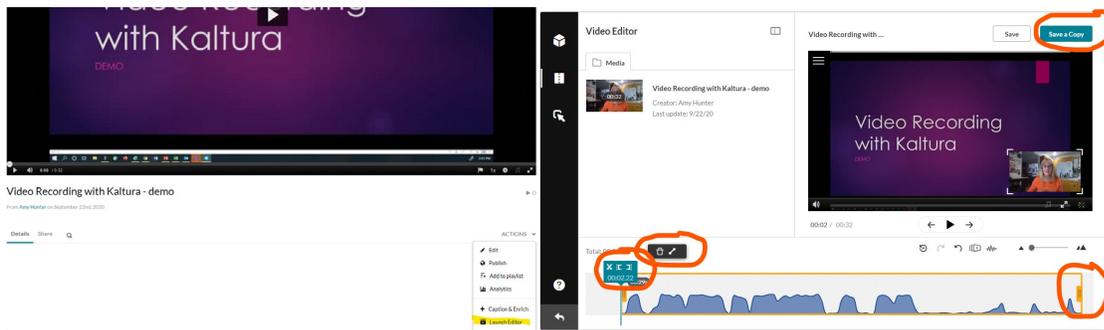
[Kaltura: Install and launch Kaltura Capture](#)

[Kaltura: Use Kaltura Capture](#)

[Kaltura: Where do I find My Media?](#)

## Editing: Using the Kaltura Video Editor

1. Click on video in MyMedia
2. Go to the *Action* menu pulldown = choose *Launch Editor*
3. Trim the beginning or end by moving the handlebar to the correct spot.
4. Cut out mistakes by using the *Scissors* tool to mark the beginning and end of the video that you want to cut out. Click the *trashcan* icon
5. *Save a Copy* of the video so the original video is not overwritten.



Step 1

Step 2

## Kaltura Video Editing Tutorial videos:

[Kaltura Video Editing](#)

[Sharing a Video in Canvas](#)

[Interactive Video Quizzing](#)

## Kaltura Video Editing Knowledge Base articles:

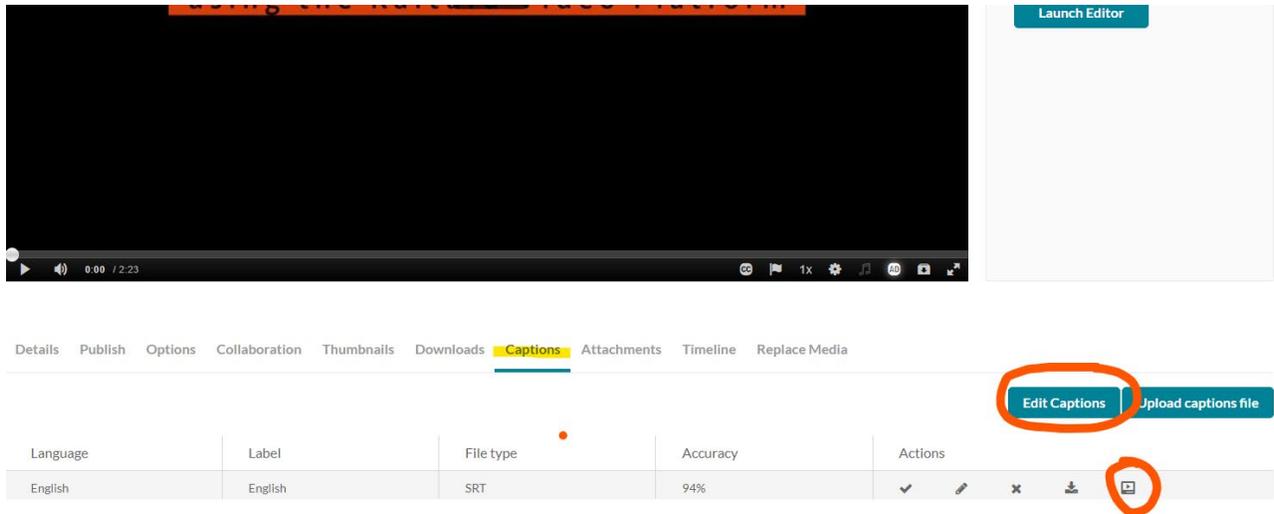
[Kaltura: Edit a Kaltura video](#)

[Kaltura: Share Kaltura media in Canvas](#)

[Kaltura: Create or edit an interactive video quiz](#)

## Captions: Adding & editing captions using Kaltura

1. Click on video in MyMedia
2. Go to the *Action* menu pulldown = choose *Caption & Enrich*
3. Hit the *Submit* button. Your captions will be added within approximately 30 min (or more!).
4. Go back to MyMedia and click on your video
5. Go to the *Action* menu pulldown = choose *Edit*
6. Then choose *Captions* from the center menu
7. Select *Edit Captions* to make sure the captions are accurate. Often, there are grammar and spelling errors.
8. To publish the captions to your video, click on the *Show on Player* icon. A *cc* button will appear below the video so users can turn it off and on.



## Kaltura Captions Tutorial videos:

[Adding Captions](#)

[Editing Captions](#)

## Kaltura Captions Knowledge Base articles:

[Kaltura: Request captions for your Kaltura video](#)

[Kaltura: Edit, delete, or download captions](#)

[Kaltura: Upload captions to a Kaltura video](#)

## Canvas: Embedding a video in Canvas course

1. Create a new page in the module where you want to embed the video.
2. Click on Edit button (top right)
3. In the Content-Rich Editor, select the green film strip icon called Embed Kaltura Media
4. You will be directed to MyMedia where your videos are stored. Select the video you want to embed.
5. Select Save & Publish

Week 1 Video-2

HTML Editor

Interactive Video Quiz  
using the Kaltura Quiz Tool

Options Can edit this page role selection  
Only teachers  
 Add to student to-do

Notify users that this content has changed

Cancel Save & Publish Save

## Canvas Embedding Media Knowledge Base article: [Kaltura: Embed media in Canvas](#)

## Kaltura: Video Analytics

Kaltura provides statistics on the viewership and usage of your media. Analytics can be helpful in creating insights into the impact your media is having on your student's performance.

## Kaltura Analytics Knowledge Base article: [Kaltura: View statistics/analytics about your Kaltura videos](#)