How to Add Videos to Kaltura to Obtain an Embed Code

Description: Kaltura is a platform provided by Clemson. Users can upload their training videos into the Advancement Services Channel which allows them to obtain a code for embedding their media file into a training.

- 1. Log in to your <u>Kaltura</u> Account.
- 2. Next you will access "My Channels" in the task bar that generates when you click on your name in the orange block in the upper right hand corner.

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- 3. From here, you will click the + Create Channel button in the right-hand corner. This will bring you to a new page where you will Name your channel, add a brief description and choose privacy rights. It is recommended to keep your channel **Private**.
- 4. Click Save. When the page refreshes, scroll down and click "back to channel".
- 5. From here, you will click on +Add to Channel on the right-hand side.
- 6. Once the page loads, you will see that you are now on a page called Add Media to Channel.
- 7. From here, select the ADD NEW drop-down menu and select Media Upload to access the video you have saved on your device.
- 8. Here, you will select the file you wish to upload to the channel.
 - a. Fill out the Name of your training.
 - b. Brief description of the training.
 - c. Click Save. (**Note that you cannot Save until you see "Upload Completed!" at the top of your screen.

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

d. Now you will click Go To Media next to the SAVE button.

Note: It may take several minutes for your media to be processed in Kaltura.



- 9. Once you click Go To Media, a new page will load where you can now view Details and Share your media. Next, you will click on the Share tab followed by the Embed tab. Below, an embed code will generate for you to add this file to the source you are using to create your training (i.e., Qualtrics).
- 10. Before comping your embed code, be sure to select EmbedNoTranscript next to the Player Skin option.

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11. Now you are ready to embed your code into your training!

Test

From Mary Csernak January 10th, 2023

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