HOW TO RECORD VIDEO USING MEDIA GALLERY

11/07/2013

The *Media Gallery* tool in Sakai allows you to record video directly into the *Site Library* of your project or course site using any digital video and audio device, including a laptop webcam. Using a good quality recording device will help ensure a better quality video. The finished video can be imported into a Lesson in Sakai by clicking the *Kaltura* link and selecting the video file from the *Site Library*. Videos included in Lessons should be close-captioned for accessibility. Assistance with captioning is offered as a service of the Innovation in Learning Center.

Recording Video using Media Gallery

First, make sure that you have connected your video device to your computer unless you are using a built-in webcam. If your video device does not have an internal microphone, then you will need to connect a microphone also. No editing options are available through the *Media Gallery* tool, so good preparation is essential. If your first recording is not acceptable, then you will need to re-record until you are satisfied with your recording.

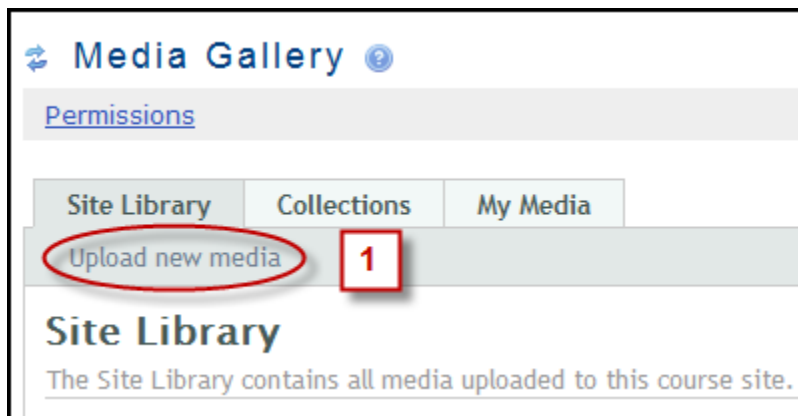1. Click *Upload new media* in the *Site Library* tab.

Figure 1. *Upload new media*

2. Click *Webcam*.

3. Open the dropdown menu to select your recording devices.

4. When you are ready, click *Record*.

5. Click *Play* to review the video.

6. If you are satisfied with the video, click *Next*. If you are not satisfied with the video, click *Record* to re-record.
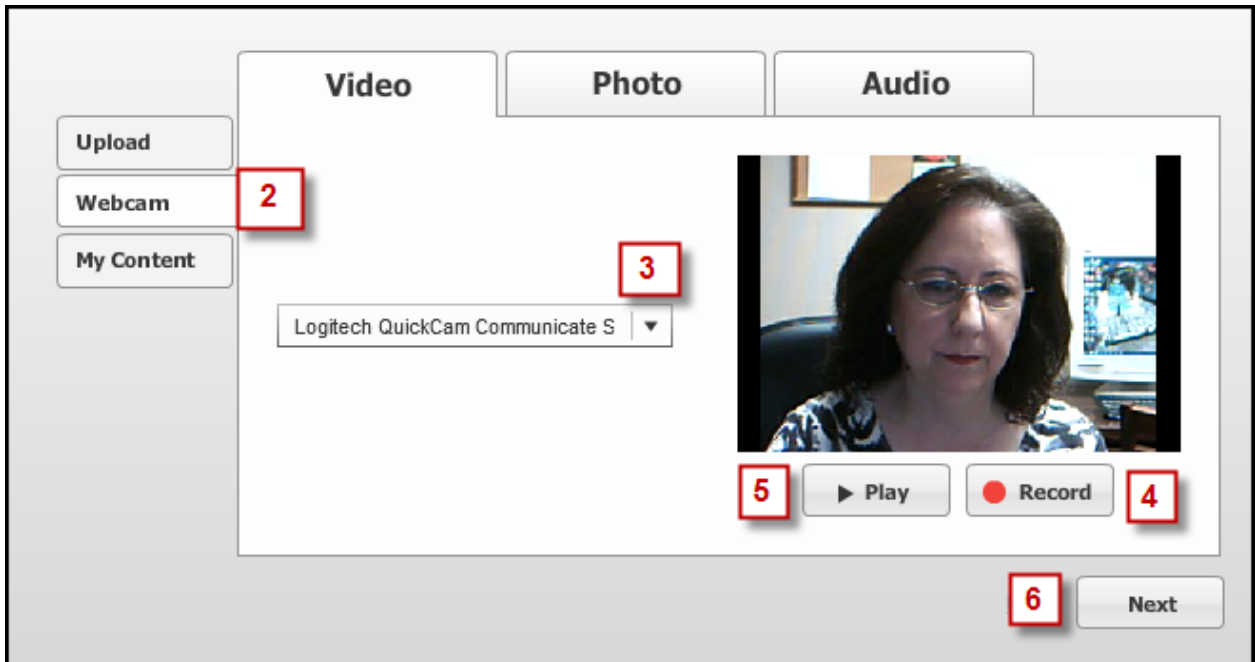
Figure 2. Steps for Recording

7. Type a *Title* for your video in the title box.
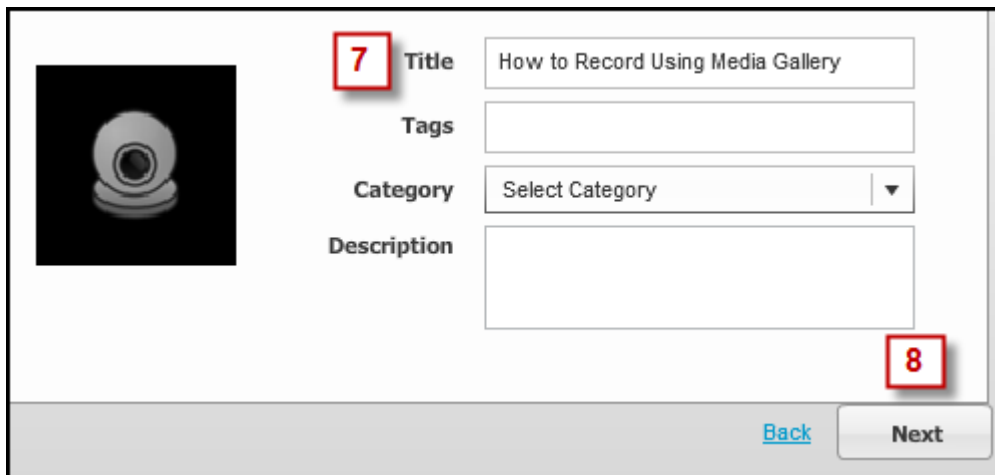
8. Click *Next*.

Figure 3. Video Title Box

9. Your video will appear in your *Site Library*. Hovering your mouse over the filmstrip icon at the base of the video thumbnail will cause a menu to appear. When the menu appears, click on *Details*.
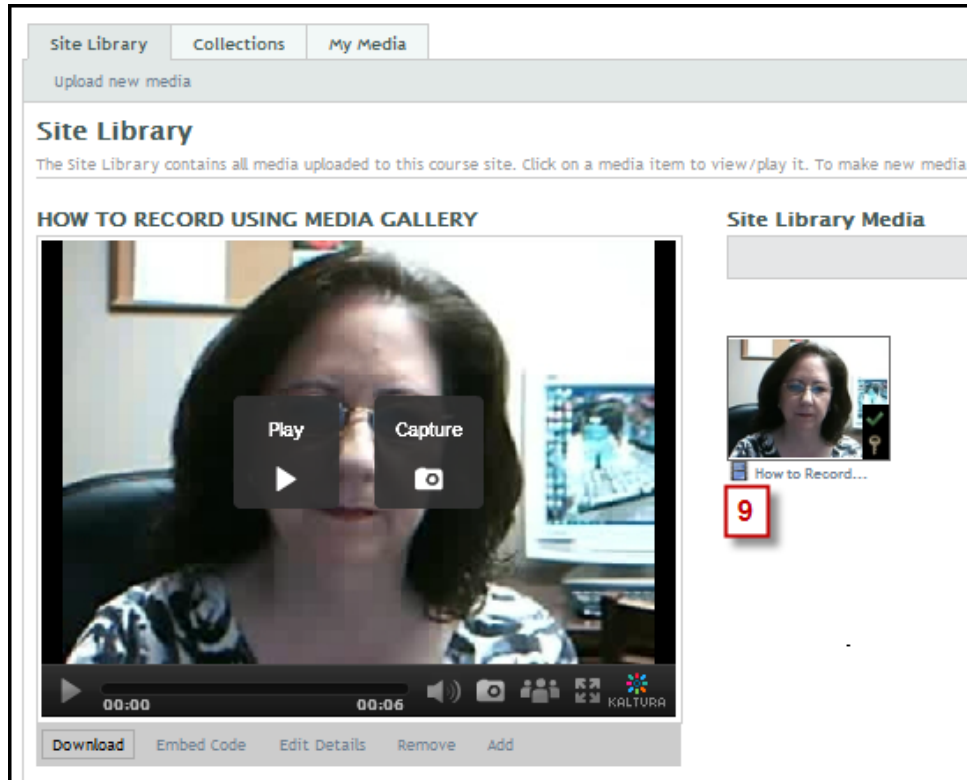
Figure 4. Video in *Site Library*

10. When the *Details* menu opens, put a checkmark in each of the boxes: *Public, Reusable, and Clippable.* Then click *Save*. Your video is now complete.
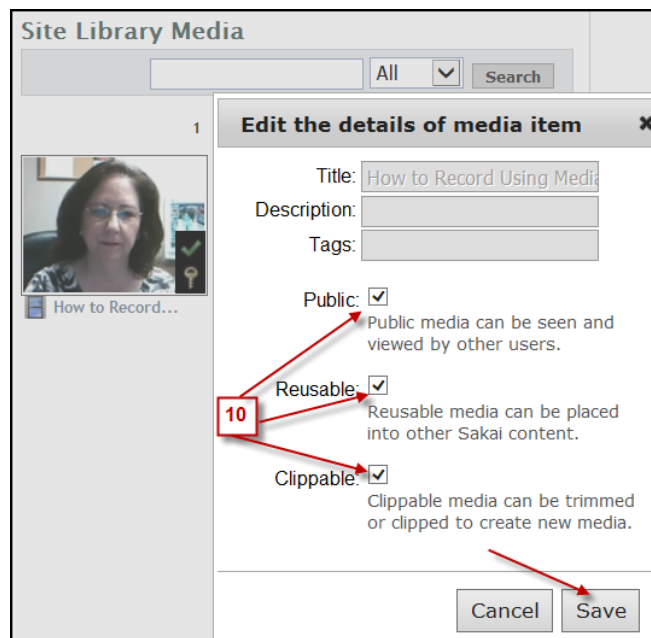

Figure 5. Edit the Details

11. To import your video into a Lesson in Sakai, open the *Lessons* tool. Put a checkmark in the box identifying the module to which you would like to add the video. *Click Add Content.*
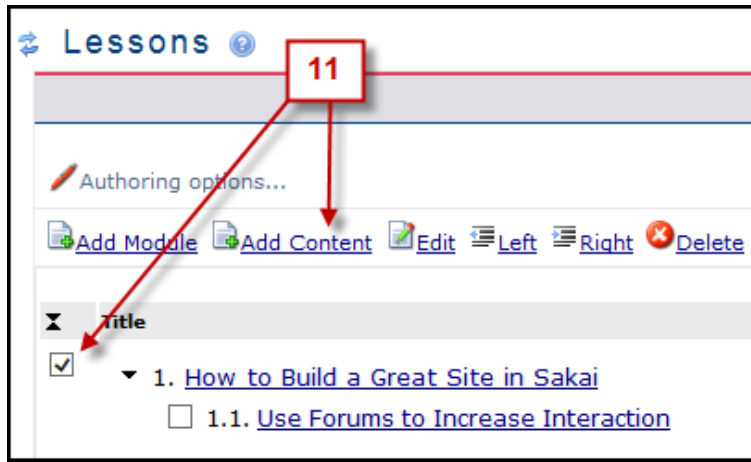

Figure 6. Add a *Content Section* in the *Lessons Tool*

12. When the *Content* screen opens, type a title for your lesson in the title box.

13. Choose *Compose content with editor* from the dropdown menu.

14. Delete the placeholder text "Compose content here*."*

15. Click on the *Kaltura* link (the icon that looks like a rainbow).
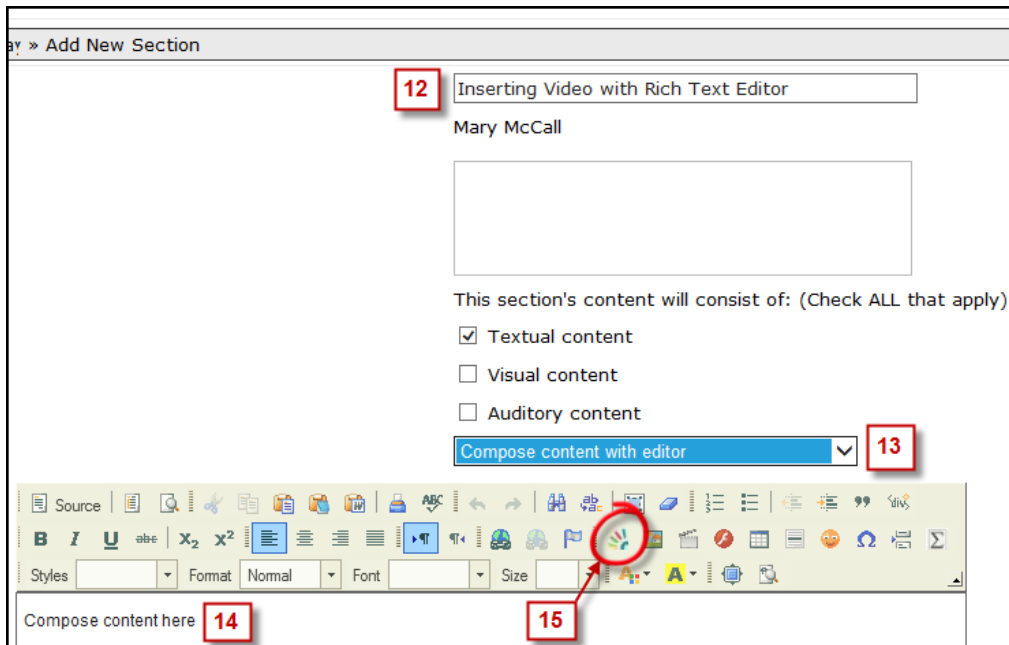

Figure 7. *Kaltura* Link in *Rich Text Editor*

16. When the next box appears, click on the thumbnail of the video. Do **not** click on the words "Upload Media" or "Refresh Media." Ignore any warning messages that may appear on the screen. Clicking on the thumbnail of the video inserts it into your lesson.
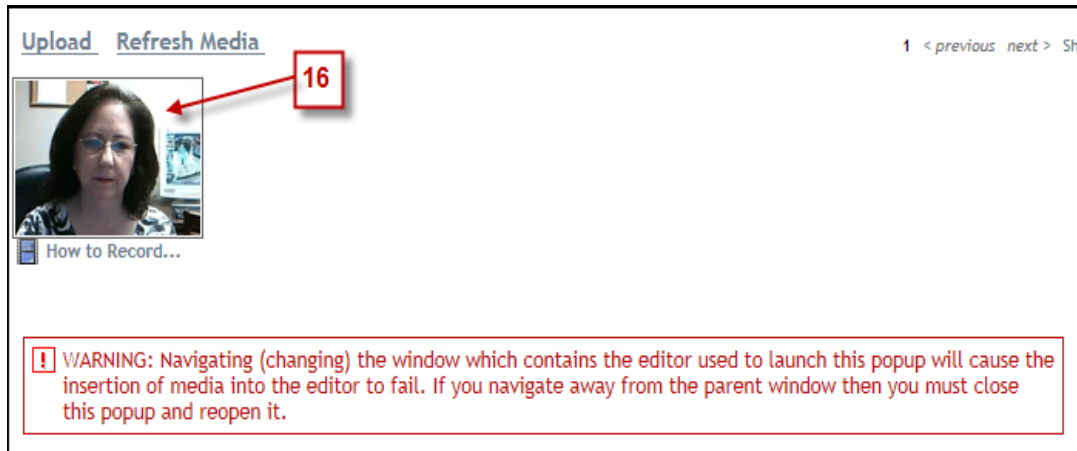

Figure 7. Video Thumbnail Selection

17. When the video thumbnail appears in the *Rich Text Editor*, you may continue editing your lesson content. When you are satisfied with your lesson, click *Add* at the bottom of the screen. You will see a message confirming that your content section has been successfully added.
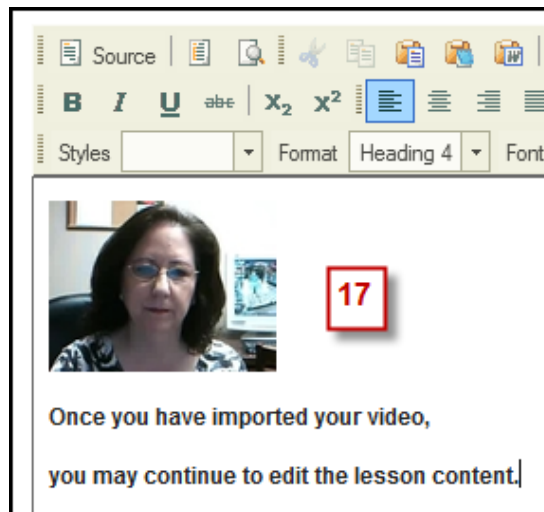

Figure 8. Video Thumbnail in *Content Section*

18. To request captioning for your video, please go to http://usailc.org/initiatives/ and submit the *ILC Caption Request Form* located there under the *Resources* heading.

*For further assistance, contact the Innovation in Learning Center at (251) 461 - 1888.