

CLAREMONT SCHOOL OF THEOLOGY

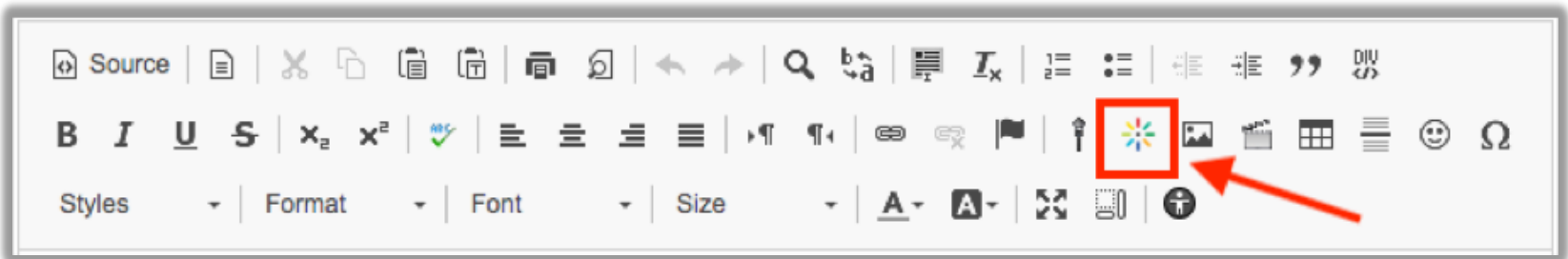
Embedding Media on Sakai

Instructional Technology | Fall 2019 | Sakai 12.6

Kirianna Florez | Office 909.962-6744 | kflorez@cst.edu or sakaisupport@cst.edu

How to Embed Media on Sakai

- Once you have uploaded media files to your **My Media** tool on Sakai, you can easily embed them in other tools, such as Announcements, Forums, and Assignments, wherever the **Kaltura** icon is available on the rich text toolbar:



- You may edit the details of each file as needed.
- To help with troubleshooting technical issues, you are required to **tag** each of your media files with **your Sakai username**.

I. For the example, we will be embedding a video in the Forum tool.

The screenshot displays the Sakai LMS interface for Claremont School of Theology. The browser address bar shows the URL: <https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06>. The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, 18-19 Courses, and 19-20 Courses. The main navigation bar features a dropdown menu with options: Home, Administration Workspace, Course Sandbox KF, and Sandbox KF. The left sidebar contains a list of tools: Overview, Syllabus, Media Gallery, Lessons, Forums (highlighted with a red box and a red arrow), Announcements, Resources, Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, Chat Room, and Section Info. The main content area is titled 'OVERVIEW' and contains a 'Site Information Display' section with a 'Sample Description Here' and placeholder text. To the right, there are sections for 'Recent Announcements' and 'Announcements' (viewing announcements from the last 10 days), which currently shows 'There are currently no announcements at this location.' At the bottom right, there is a 'Calendar' section for July 2019, showing a grid of days from Sunday to Saturday.

CLAREMONT SCHOOL OF THEOLOGY

Home Administration Workspace Course Sandbox KF Sandbox KF

Overview

Syllabus

Media Gallery

Lessons

Forums

Announcements

Resources

Site Info

Calendar

Assignments

Tests & Quizzes

Drop Box

Chat Room

Section Info

OVERVIEW

Site Information Display

Sample Description Here

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

And on it goes:

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

to make it long enough:

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut

Recent Announcements

Options

Announcements
(viewing announcements from the last 10 days)

There are currently no announcements at this location.

Calendar

Options Publish (private)

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6

2. To embed a media file, click on the Kaltura icon in the rich text tool bar.

The screenshot displays the Sakai web interface for Claremont School of Theology. The browser address bar shows the URL: `https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/e81f8234-1753-450d-8200-558825ebe20d/dfCompose`. The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, 18-19 Courses, and 19-20 Courses. The left sidebar contains a menu with items: Resources, Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, Chat Room, Section Info, Gradebook, Messages, Wiki, Gradebook Classic, Statistics, Sign-up, and Help. The main content area features a rich text editor with a toolbar. The toolbar includes icons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Table, and Smiley. The Kaltura icon, which is a colorful starburst, is highlighted with a red square and a red arrow. Below the toolbar, the text "Words: 0, Characters (with HTML): 0/1000000" is visible. The bottom of the page shows a "No attachments yet" message and an "Add attachments" button.

3a. You will be able to browse all the files in your “My Media”.

The screenshot displays the Sakai LMS interface for Claremont School of Theology. A modal window titled 'Kaltura' is open, showing the 'My Media' tab. The modal includes a search bar labeled 'Search My Media', a '+ Add New' button, and a list of media items. The first item is a video titled 'Demo Jan 14' with a play button icon and a 'Select' dropdown menu. The video thumbnail shows a blue sky with clouds. Below the thumbnail, it says 'From sakai support 59 Minutes' and '0' views. The modal has a 'Cancel' button and an 'OK' button at the bottom right. A red arrow points to the 'Select' dropdown menu. The background shows the Sakai navigation menu with options like Resources, Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, Chat Room, Section Info, Gradebook, Messages, Wiki, Gradebook Classic, Statistics, Sign-up, and Help. The top navigation bar includes links to Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, 18-19 Courses, and 19-20 Courses. The top right corner shows 'Sites' and 'sakai' logos.

3b. You can search for certain words in titles, descriptions, and tags.

The screenshot displays the Sakai LKML interface within a web browser. The browser's address bar shows the URL: `https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/e81f8234-1753-450d-8200-558825ebe20d/dfCompose`. The top navigation bar includes links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, 18-19 Courses, and 19-20 Courses. The left sidebar lists various site features: Resources, Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, Chat Room, Section Info, Gradebook, Messages, Wiki, Gradebook Classic, Statistics, Sign-up, and Help. A red arrow points from the 'Drop Box' link in the sidebar to a search modal window titled 'Kaltura'. The modal has tabs for 'My Media' and 'Media Gallery'. A search bar in the modal contains the text 'example' and is highlighted with a red rectangle. To the right of the search bar is a '+ Add New' button. Below the search bar, there are filter options: 'Filters >', 'All Fields v', and 'Relevance v'. The search results display a video thumbnail with the title 'Example with Deepak' and a description 'Example video'. Below the description, it says 'Keyword found in: 3 Chapters' and includes a 'Show More' link. A 'Select' button is visible next to the video entry.

4a. Once you have found the media file, you can click “Select” to embed the file.

The screenshot shows a web browser window with the URL <https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/e81f8234-1753-450d-8200-558825ebe20d/dfCompose>. The page displays the Kaltura media interface. A modal window titled "Kaltura" is open, showing a search results page. The search term "example" is entered in the search bar. The results list includes a video titled "Example with Deepak" with a thumbnail image. A red arrow points to the "Select" button next to the video title. The "Select" button is highlighted with a red box. The interface also shows a "Filters" section with "All Fields" and "Relevance" options. The background shows the Sakai portal navigation menu with items like Resources, Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, Chat Room, Section Info, Gradebook, Messages, Wiki, Gradebook Classic, Statistics, Sign-up, and Help.

Required items marked with *

* Title

Message

Style

body

Attach

No

https://1836621.kaf.kaltura.com/browseandembed/index/embed-with-params/entryid/0_hul14yad/catid/95715942/uniqueid//playerSize/medium

4b. Or you can click the Arrow and choose the size you want: Large, Medium, or Small.

The screenshot shows the Sakai LKML interface. The browser address bar displays the URL: <https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/e81f8234-1753-450d-8200-558825ebe20d/dfCompose>. The page header includes the Claremont School of Theology logo and navigation links for Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, 18-19 Courses, and 19-20 Courses. The left sidebar contains a list of resources: Resources, Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, Chat Room, Section Info, Gradebook, Messages, Wiki, Gradebook Classic, Statistics, Sign-up, and Help. The main content area shows a media gallery with a search bar containing 'example'. A video titled 'Example with Deepak' is displayed, with a red box highlighting the 'Select' dropdown menu. The dropdown menu is open, showing options for 'Large', 'Medium', and 'Small' sizes. A red arrow points from the video thumbnail to the 'Select' dropdown.

5. The media file will now be embedded.

Note: The video cannot be played yet.

sakai.cst.edu : Sandbox KF : F: X

https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/e81f8234-1753-450d-8200-558825ebe20d/dfCompose

Apps sakai.cst.edu Helpdesk Solutions Longsight Support Kaltura Portal KMC KAF Login Data Longsight 18-19 Courses 19-20 Courses

CLAREMONT SCHOOL OF THEOLOGY Sites sakai

Resources Site Info Calendar Assignments Tests & Quizzes Drop Box Chat Room Section Info Gradebook Messages Wiki Gradebook Classic Statistics Sign-up Help


Required items marked with *

* Title

Message Word Count:

Source X Copy Paste Undo Redo Bold Italic Underline Strikethrough Bulleted List Numbered List Indent Outdent Link Unlink Image Video Embed Table Insert Table of Contents Spell Check Grammar Check Print Preview Full Screen Help

Styles Normal Font Size A- A+ [Icons]



body p span image Words: 0, Characters (with HTML): 446/1000000

Attachments

No attachments yet

Add attachments

6. When you have finished writing your post, click “Post”.

The screenshot shows the Sakai LMS interface for a user named 'K'. The browser address bar displays the URL: <https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/e81f8234-1753-450d-8200-558825ebe20d/dfCompose>. The left sidebar contains a navigation menu with items: Assignments, Tests & Quizzes, Drop Box, Chat Room, Section Info, Gradebook, Messages, Wiki, Gradebook Classic, Statistics, Sign-up, and Help. The main content area is titled 'Embedding Example' and shows a 'Message' editor. The editor has a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, table, etc.) and a 'Word Count' section. Below the toolbar is a text area containing an image of a red box with white text. The status bar at the bottom of the editor shows 'Words: 0, Characters (with HTML): 446/1000000'. Below the editor is the 'Attachments' section, which includes a button to 'Add attachments' and a 'Post' button circled in red. A red arrow points from the 'Add attachments' button to the 'Post' button.

7. Your media file now is embedded in your post and can be played.

The screenshot shows a web browser window with the URL <https://sakai.cst.edu/portal/site/4d106fb7-b7b6-4ab0-bcd1-daeed7b4df06/tool/e81f8234-1753-450d-8200-558825ebe20d/discussionForum/message/dfVi...>. The page is titled "Forums / Sandbox KF Forum / Week 1 / Embedding Example". The forum post, titled "Embedding Example", is from "sakai support (sakaisupport)" dated "Jul 30, 2019 4:53 PM" and has been read by 1 person. The post content includes a video player titled "Example with Deepak" which is embedded within the forum message. A red rectangular box highlights the video player, and a red arrow points to it from the right. The video player shows a thumbnail of a presentation slide with the text "CLAREMONT SCHOOL OF THEOLOGY" and "How to Create a Presentation". The video player controls show a duration of 0:00 / 0:52. The forum interface includes a left sidebar with navigation links such as Syllabus, Media Gallery, Lessons, Forums, Announcements, Resources, Site Info, Calendar, Assignments, Tests & Quizzes, Drop Box, Chat Room, Section Info, Gradebook, and Messages. The top navigation bar includes links to Apps, sakai.cst.edu, Helpdesk, Solutions, Longsight Support, Kaltura Portal, KMC, KAF, Login, Data Longsight, 18-19 Courses, and 19-20 Courses. The bottom right corner of the page features the Claremont School of Theology logo.

Thank you!

For assistance, please contact:

Kirianna Florez

Office (909) 962-6744

Email: kflorez@cst.edu | sakaisupport@cst.edu

Instructional Design

Claremont School of Theology