

How to use Kaltura Live Room

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Introduction

Kaltura Live Room is the tool to use for interactive teaching. It provides a visual of you, the teacher, and allows you to share a Whiteboard or your desktop screen/application windows. It has a chat facility so students can ask questions that you answer verbally. You can also record the Live Room to allow students to view the stream at a later stage.

You have to access Kaltura Live Room through Blackboard (<https://blackboard.leidenuniv.nl>). From the Blackboard portal you can start a Live Room and invite your students through Blackboard email. Note that the url of your Live Room is the same each time you start a new session. So once the students have your url, they can return to next week's Live Room without further notice.



In the tutorial below I will take you along the individual steps of starting a Live Room and show you how to share the whiteboard and your desktop, in particular your powerpoint presentation. I will also show what the students will see.

Note that for the best functionality seems to be if you use the Google Chrome browser. Many of the below images are taken using the Firefox browser. Note that Safari NOT the preferred browser for Kaltura...

Tutorial

Open the Blackboard link and login using your ULCN credentials:

Log in Here

 Change Text Size |  High Contrast Setting | [Privacy and Terms of Use](#)

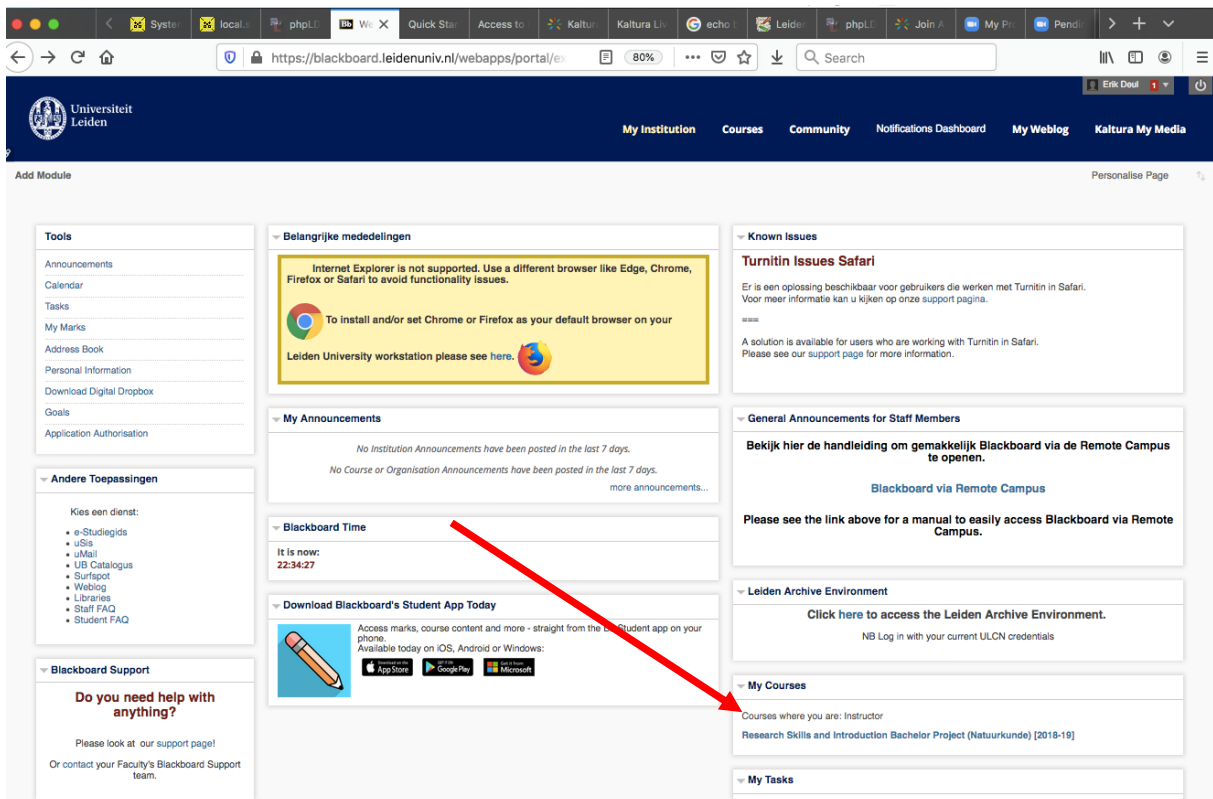
You are not logged in
Please enter your ULCN credentials and click the Login button below

USERNAME

PASSWORD

[Login](#)

After successful login you enter the dashboard and identify the course for which you want to open the Live Room.



The screenshot shows the Blackboard dashboard for Universiteit Leiden. The dashboard is organized into several sections:

- Tools:** Announcements, Calendar, Tasks, My Marks, Address Book, Personal Information, Download Digital Dropbox, Goals, Application Authorisation.
- Andere Toepassingen:** Kies een dienst: e-Studiegids, uSite, uMail, UB Catalogus, Surfspot, Weblog, Libraries, Staff FAQ, Student FAQ.
- Blackboard Support:** Do you need help with anything? Please look at our support page! Or contact your Faculty's Blackboard Support team.
- Belangrijke mededelingen:** Internet Explorer is not supported. Use a different browser like Edge, Chrome, Firefox or Safari to avoid functionality issues. To install and/or set Chrome or Firefox as your default browser on your Leiden University workstation please see here.
- My Announcements:** No Institution Announcements have been posted in the last 7 days. No Course or Organisation Announcements have been posted in the last 7 days. more announcements...
- Blackboard Time:** It is now: 22:34:27
- Download Blackboard's Student App Today:** Access marks, course content and more - straight from the Blackboard Student app on your phone. Available today on iOS, Android or Windows.
- Known Issues:** Turnitin Issues Safari. Er is een oplossing beschikbaar voor gebruikers die werken met Turnitin in Safari. Voor meer informatie kan u kijken op onze support pagina. A solution is available for users who are working with Turnitin in Safari. Please see our support page for more information.
- General Announcements for Staff Members:** Bekijk hier de handleiding om gemakkelijk Blackboard via de Remote Campus te openen. Blackboard via Remote Campus. Please see the link above for a manual to easily access Blackboard via Remote Campus.
- Leiden Archive Environment:** Click here to access the Leiden Archive Environment. NB Log in with your current ULCN credentials.
- My Courses:** Courses where you are: Instructor. Research Skills and Introduction Bachelor Project (Natuurkunde) [2018-19].
- My Tasks:**

A red arrow points to the 'My Courses' section, specifically to the course 'Research Skills and Introduction Bachelor Project (Natuurkunde) [2018-19]'.

Click the link for to the course specific pages (this is an example of a course I co-taught):

Research Skills and Introduction Bachelor Project (Natuurkunde) [2018-19] 4602RSIBP-1819FWN

General Information

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

The Path to your BSc

November-February - get ready

28 Nov 2018 14:00-18:00h	Bachelor Project Fair - At the Bachelor Project Fair all groups which accommodate students to do their research project will present themselves at posters in the central hall of the Gorlaeus Laboratory. Here you will be able to talk to all groups and get inspired by their research and the projects they offer. Starting by Mon the week thereafter you can pick the project you liked most by registering with the respective principle investigator (PI). The Bachelor Fair will start off by a presentation of the study advisor in room EM.1.19 .
	Approval Study advisor - Before you can make an appointment with a supervisor to talk about the details of the project, you'll need a (conditional) approval of the study advisor. Double bachelor students: you'll need an approval of both study advisors.
starting 03 Dec 2018	Registration - Starting by Monday Dec 3 and with a (conditional) approved registration form, you can pick the project you liked most by registering it with the respective supervisor.
18 Jan 2019, 23:59 hrs	DEADLINE: You can only start with the BSc Research Project if you have completed the Registration Form BSc Research Project with approvals of the study advisor(s) and supervisor(s). This form is available under "Forms" on the student website . Hand in the form to the Programme Coordinator.

The Skills Week

Skills Week - 04-08 Feb 2019 (full week) most of the courses will take place in HL204

On the left menu select 'Course Tools' and unfold that menu item. In that unfolded menu you will find the item 'Media Gallery':

1819FWN

Announcements

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email

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Content

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McGraw-Hill Higher Education

Media Gallery

Mobile Compatible Test List

Respondus LockDown Browser

Rubrics

SafeAssign

Self and Peer Assessment

Send Email

Tasks

Tests, Surveys and Pools

Turnitin Assignments

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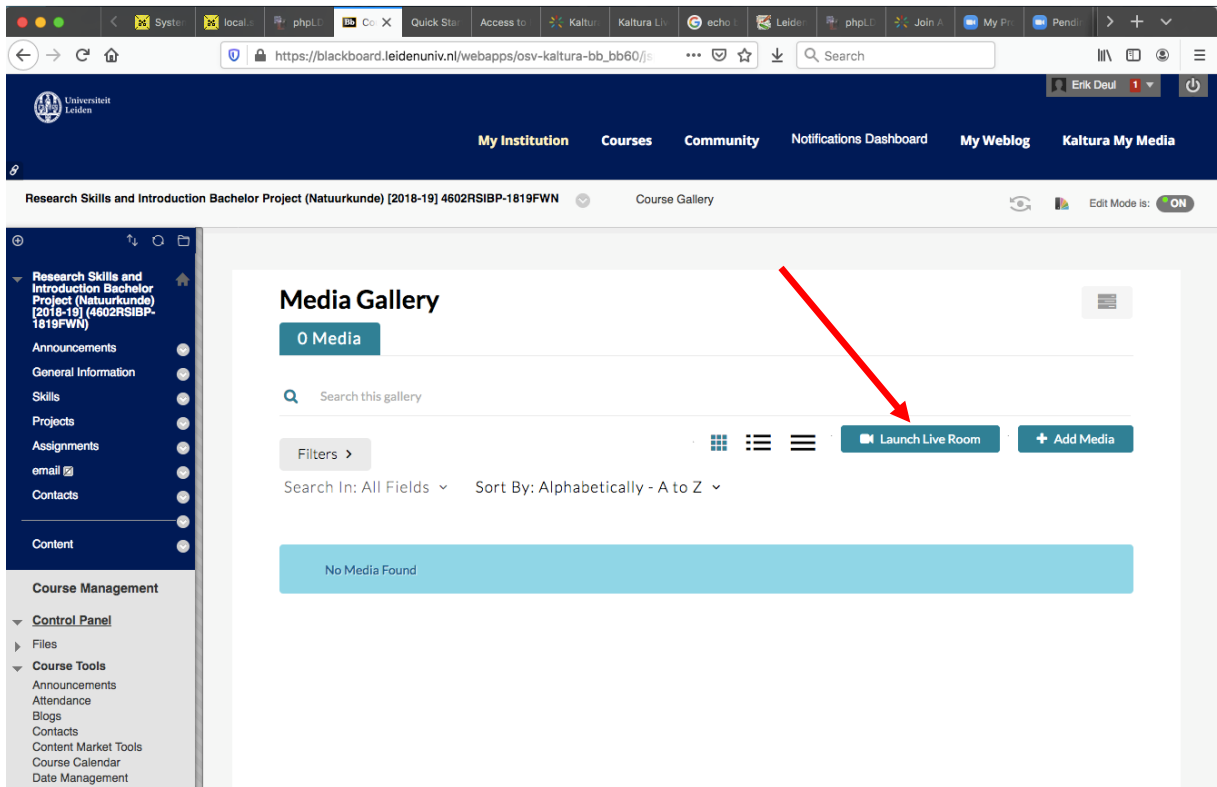
The Skills Week

Skills Week - 04-08 Feb 2019 (full week) most of the courses will take place in HL204

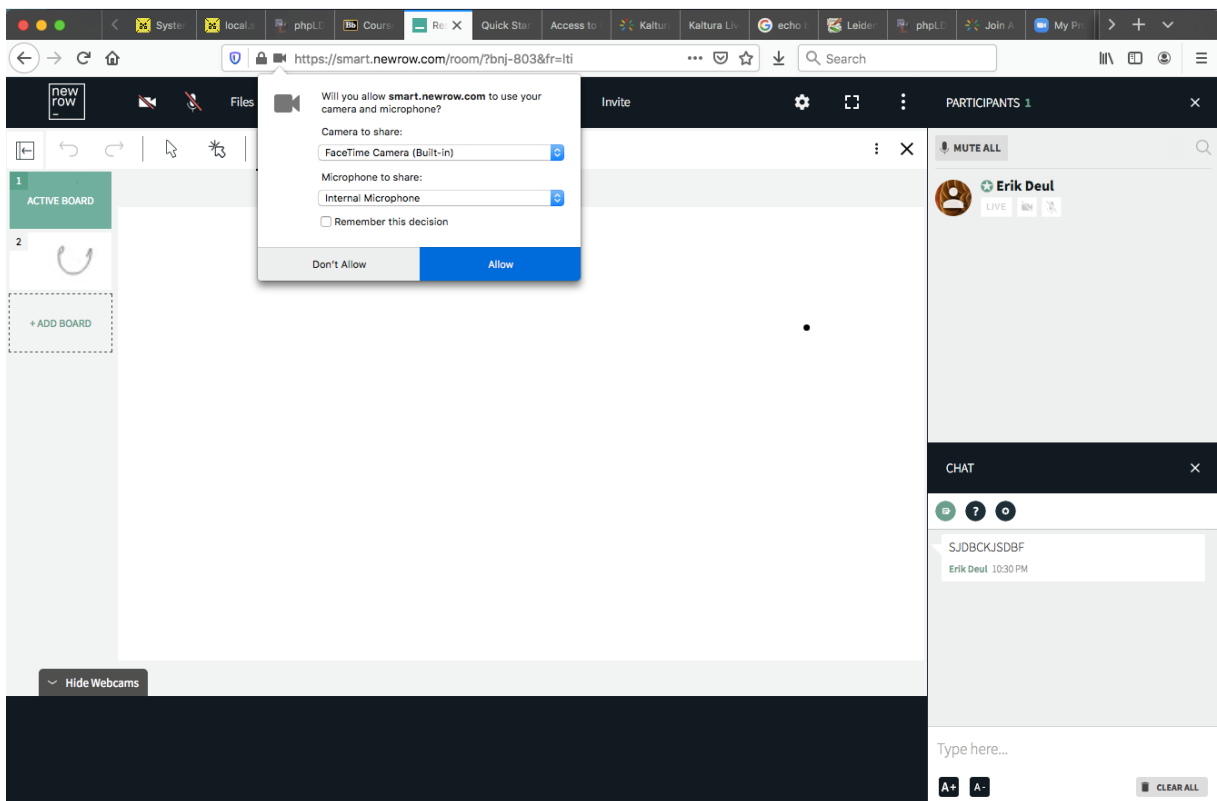
This is a one week full time course-block just prior to joining the research group you registered with. In this course-block you will acquire essential knowledge that will be required to successfully operate in research and handle your BSc project.
Be aware that attendance to all courses is compulsory.

04 Feb 2019 10:00-11:00h	dSZ	IBRP - Introduction session to the BSc research project. This session is organized by both the Physics and the Astronomy programs and will run as one session. It will summarize this first week and will review our regulations, expectations, and requirements for a successful BSc research project.
04 Feb 2019 14:30-16:30h	HL204	moved: May 16 - as of unexpected developments the lecturer is unavailable. Science Communication - In our profession we do things which are less obvious to the general public. This course will prepare you to explain to your friends and family at the next party what you are doing and why.
05 Feb 2019 09:00-11:00h	HL305	Library & Literature Search - Measured by the amount of published science, our knowledge is growing exponentially. How could you ever find the prior knowledge that is relevant to your research? This is daily

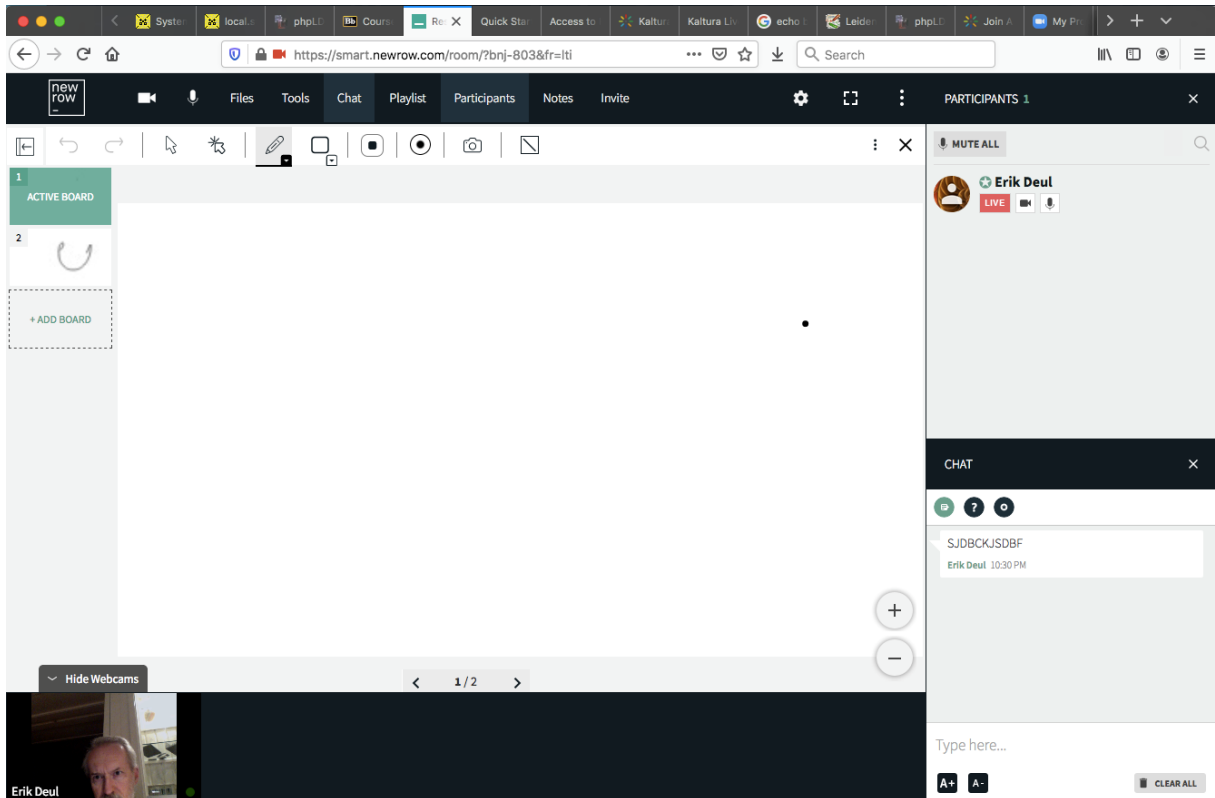
Click that item and you are taken to the Media Gallery (a Kaltura Live Room environment).



You can now 'Launch Live Room' for your course. Clicking the button will open a new TAB window with the Kaltura Live Room view.

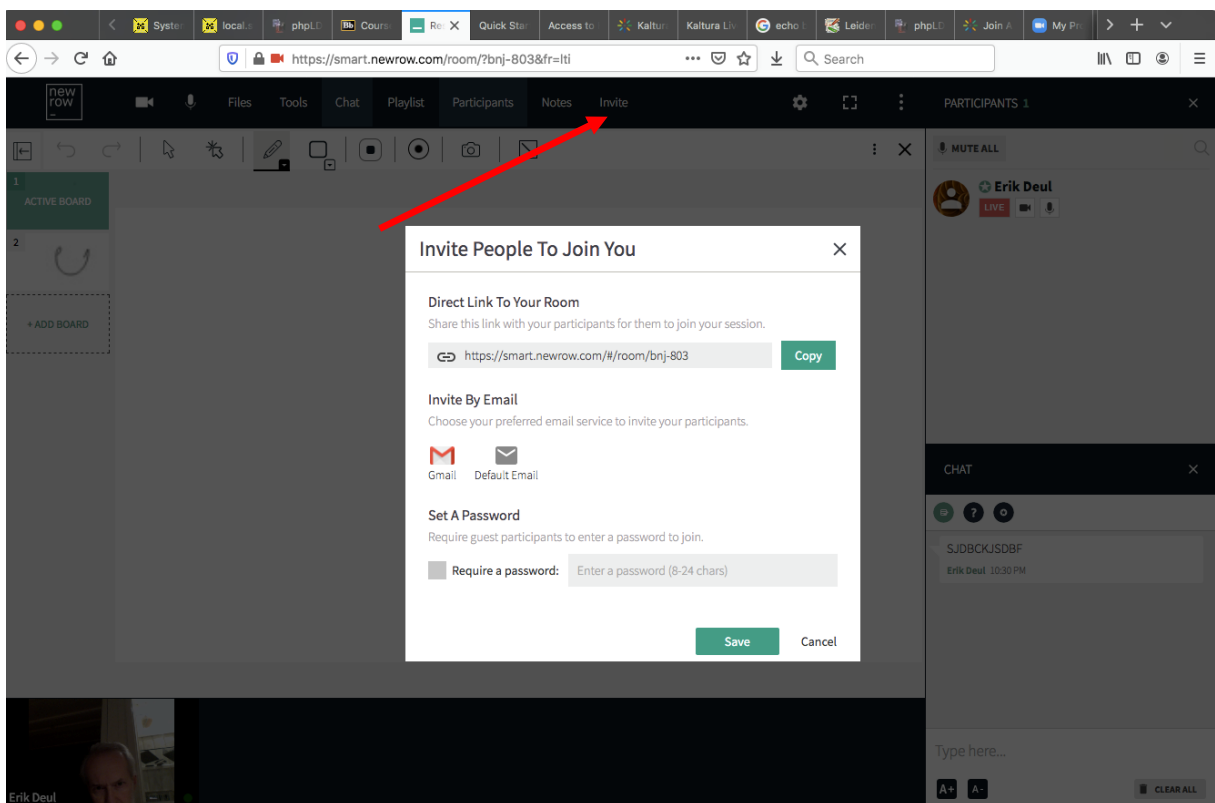


Make sure you allow the browser access to your Camera and Microphone. At a later stage you can activate/deactivate either. But if you do not, at this stage, allow access to those devices from the browser you will not be able to present with visual or sound!



This is the startup Live Room with Video and sound enable for the teacher (sorry too concentrated on preparing this tutorial...).

As mentioned before, you will have to inform your students which url is associated with your Live Room. Select the 'Invite' button in the top bar. And a popup window will appear with the link:



Copy this link and open the previous TAB that contains your Blackboard view and select the 'Email' item from the blue menu. This will open the mail facility within Blackboard:

The screenshot shows a web browser window displaying the Blackboard interface. The address bar shows the URL: `https://blackboard.leidenuniv.nl/webapps/blackboard/email/caret`. The page title is "Research Skills and Introduction Bachelor Project (Natuurkunde) [2018-19] 4602RSIBP-1819FWN". The navigation menu includes "My Institution", "Courses", "Community", "Notifications Dashboard", "My Weblog", and "Kaltura My Media". The main content area is titled "Send Email" and contains several options: "All Users", "All Groups", "All Teaching Assistant Users", "All Student Users", "All Instructor Users", "All Observer Users", and "Single / Select Users". A red arrow points from the "email" icon in the left-hand navigation menu to the "email" icon in the main content area. Another red arrow points from the "All Users" option in the main content area to the "All Users" text.

Send Email
Send emails to others in your course without having to switch to your email provider. [More Help](#)

All Users
Send email to all of the users in the Course.

All Groups
Send email to all of the Groups in the Course.

All Teaching Assistant Users
Send email to all of the Teaching Assistant users in the Course.

All Student Users
Send email to all of the Student users in the Course.

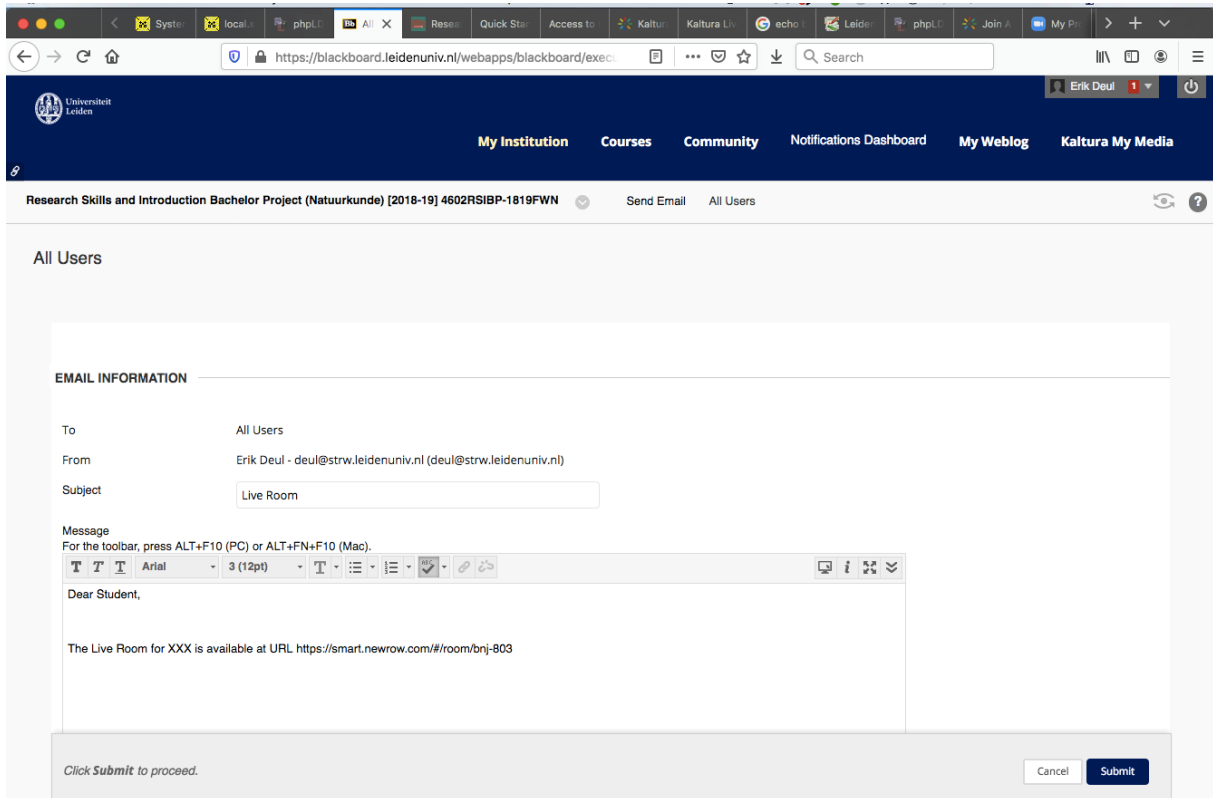
All Instructor Users
Send email to all of the Instructor users in the Course.

All Observer Users
Send email to all Observer users in the Course.

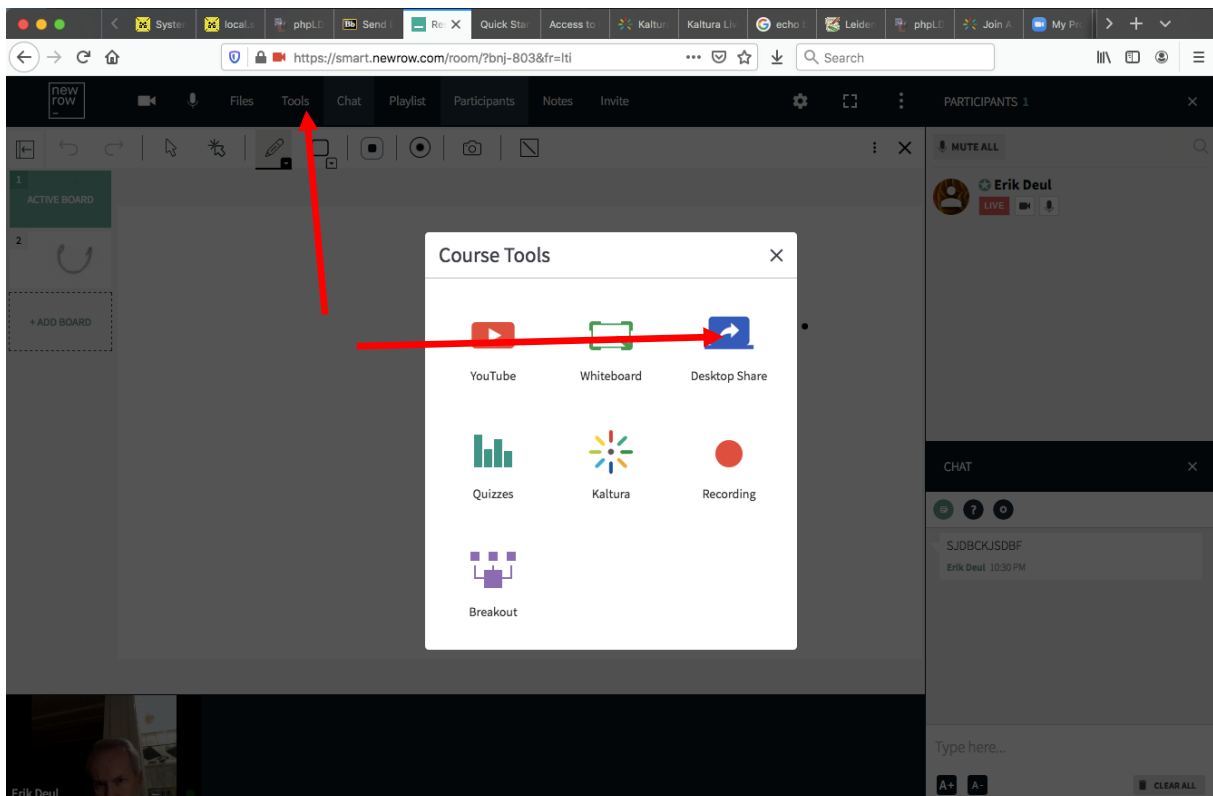
Single / Select Users
Select which users will receive the email.

`https://blackboard.leidenuniv.nl/webapps/blackboard/content/launchLink.isp?course_id=1744261&tool_id=15918&tool_tvpe=TOOL&mode=cview&mode=reset`

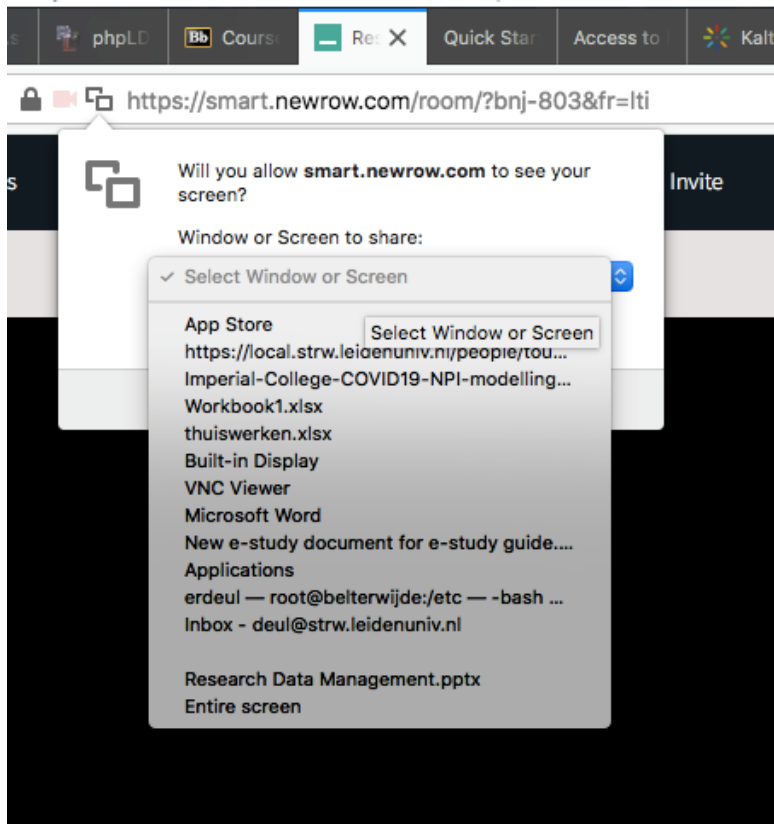
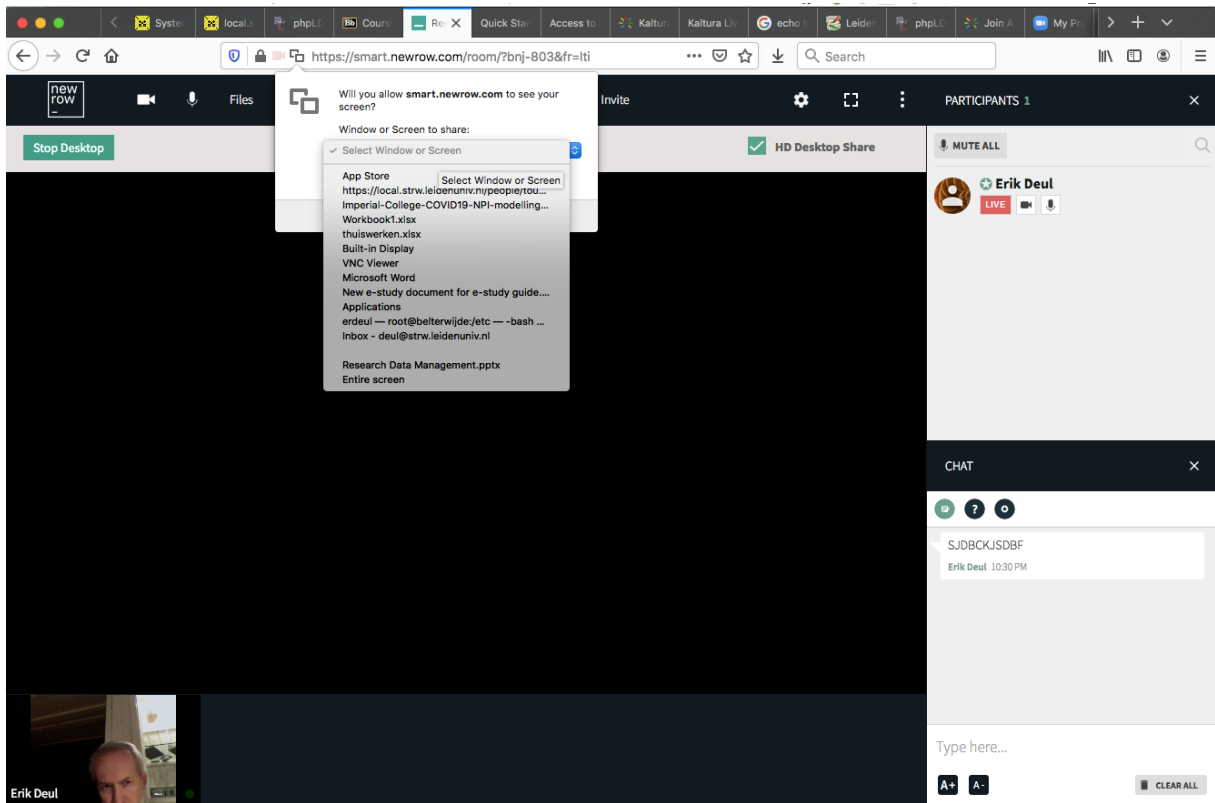
Now compose a mail to your students including the copied Live Room link:



And send, waiting for them to connect to your Live Room. In the mean time you can continue setting up your Live Room by enabling your PowerPoint presentation inside the view of the Live Room. So go back to the Live Room TAB and select Desktop from the 'Course Tools' (default you see the Whiteboard):



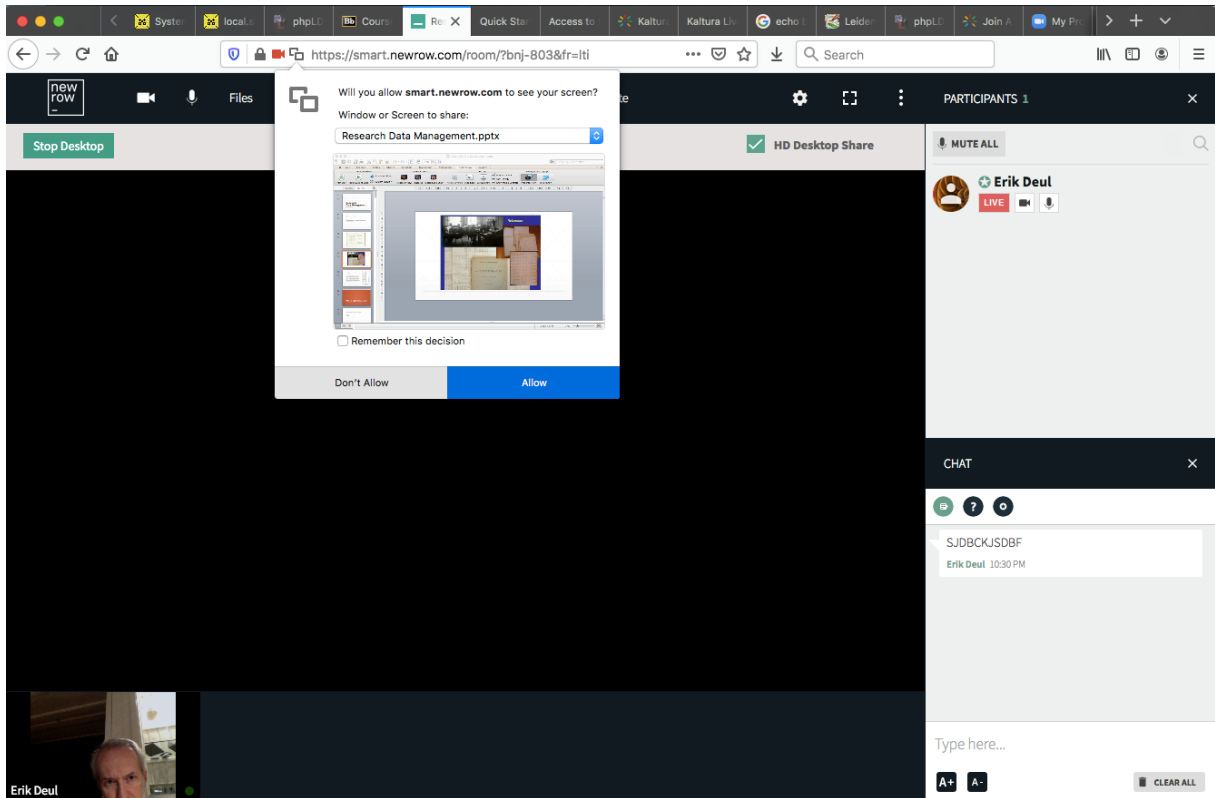
Once clicked you have to select what you want to show:



In this case it is vital you choose 'Entire screen' or in case you have two screens, choose the screen on which the PowerPoint will be displayed for the audience (usually screen2). You might be tempted to choose the application PowerPoint (here displayed by its PowerPoint file name 'Research data Management.pptx'). Do NOT do that because your students will see the edit environment of the PowerPoint application, not the audience view.

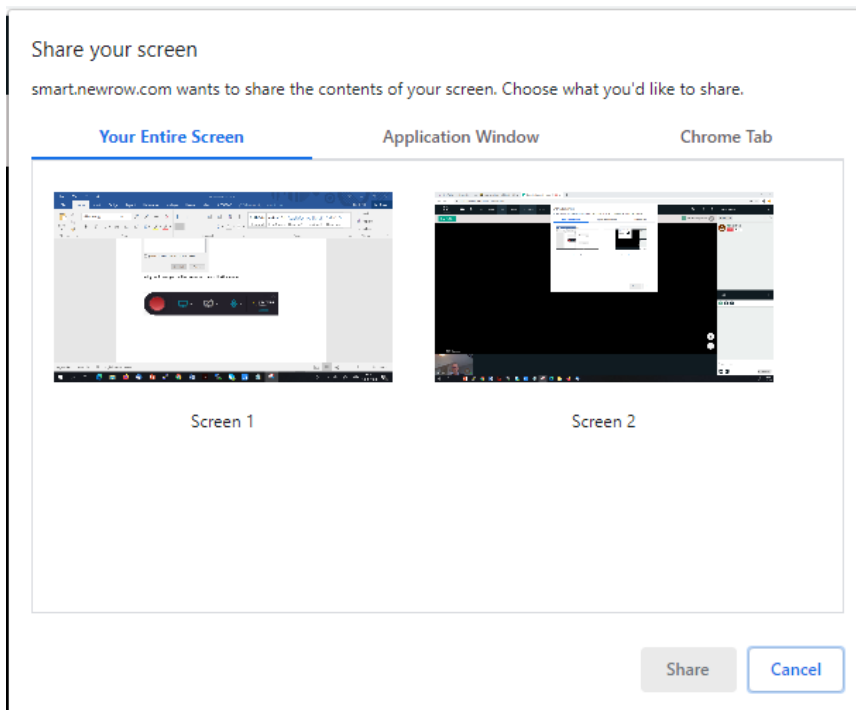
If you now start the PowerPoint presentation you will see it yourself presented over the Kulture Live Room view. This is unfortunate, but that is how it works in case of a one screen setup. Live Room does not

understand multiple desktops on MacOS...

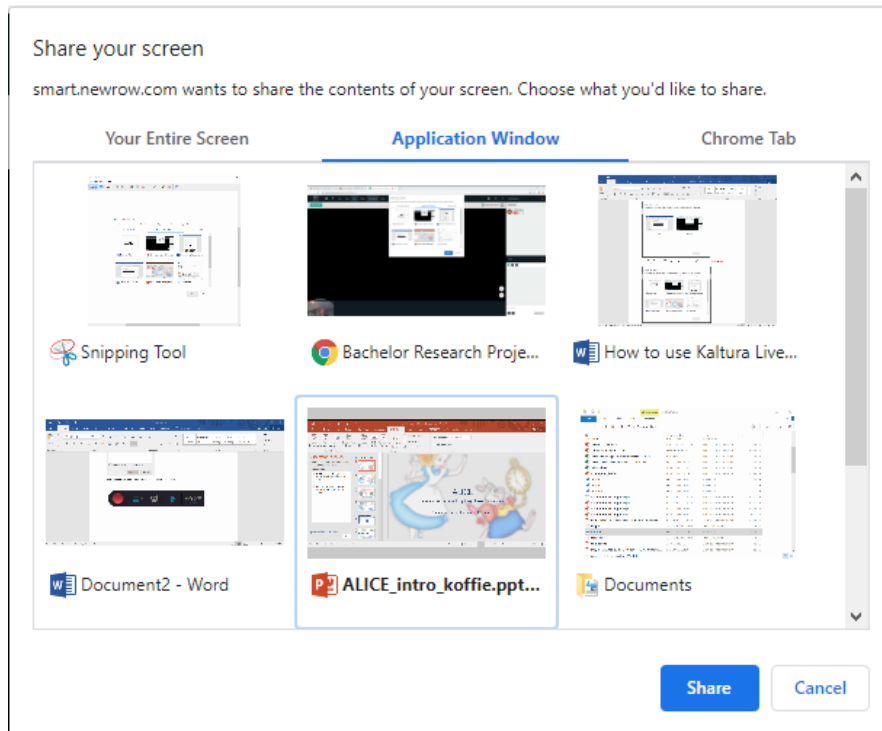


Once chosen the screen it will temporarily be shown in the popup. Note that by selecting the entire screen you will end up with a 'Droste effect'.

However, if you are using Google Chrome and select to share your Desktop, you get the option:



Or switch to Application Window, where you can share on application basis the Powerpoint presentation, only.

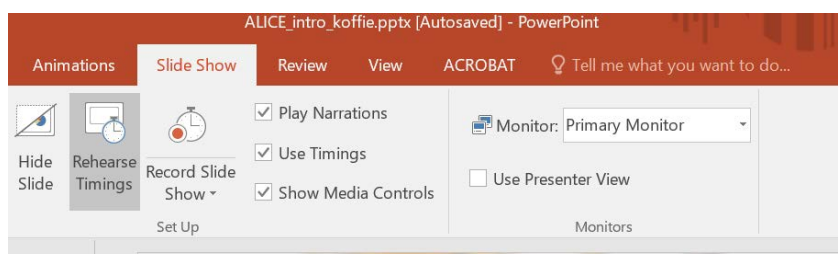


Again this does not work well with MacOS and desktops since the desktops are not 'seen' by Kaltura Live Room. And even putting the PowerPoint on one desktop and the browser on the other does not separate the views. So starting your slide show will overlay the webbrowser...

However, for Windows 10, this has the effect of allowing you to switch between applications using the ALT-TAB key sequence. This allows you to alternatively look at your slide show and your Live Room Chat window.

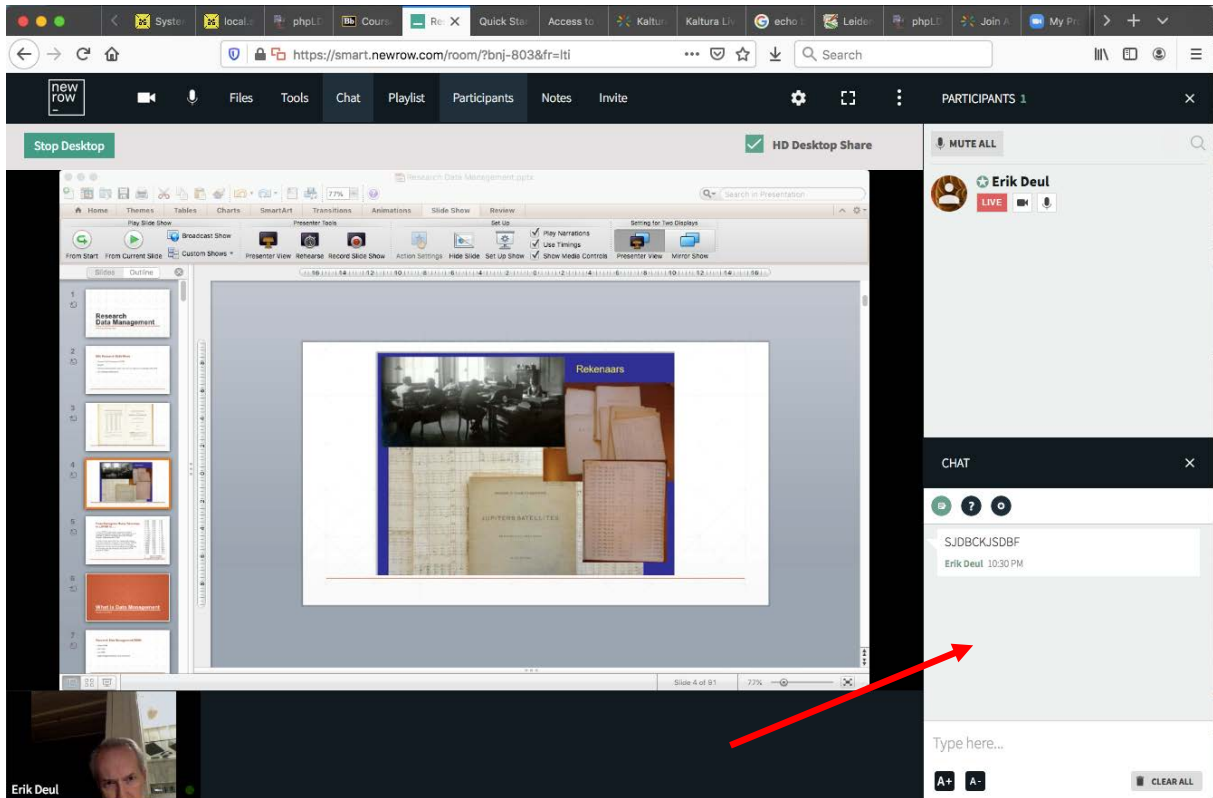
In case you have the fortunate advantage of having two screens, you can put the webbrowser on the second screen and your PowerPoint on the first screen. Before starting your slide show make sure you set on the Slide Show ribbon:

- Monitor: Primary Monitor
- Use Presenter View OFF



If you now start your slide show, the show is presented on your primary/first screen and inside the Kaltura Live Room, which itself is fully visible on your second screen! This is in fact the preferred way of working!

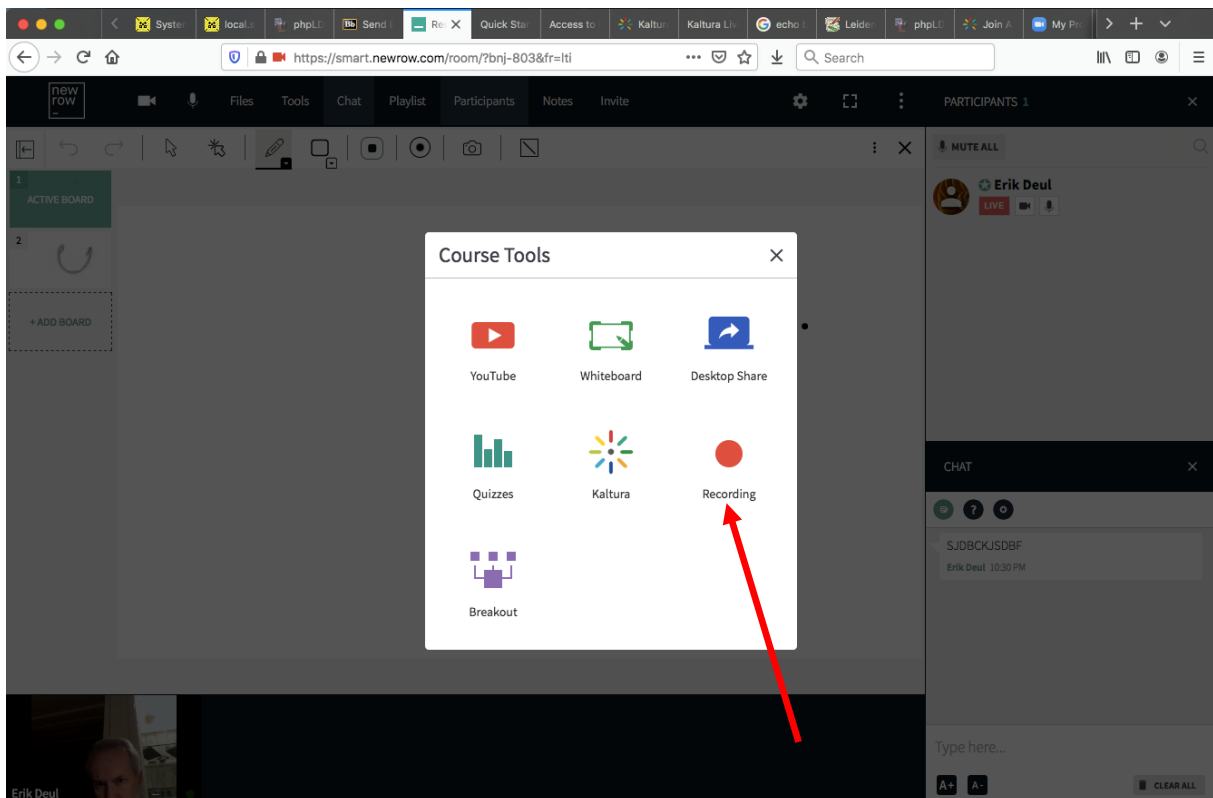
Double monitor setup for Mac might work, but the PowerPoint version I have (2011) does not allow to use only one screen for display when two screens are present.



Here you see what you get with selecting just the PowerPoint application.

There is a Chat window that you/your students can use to communicate during the Live lecture. Students can pose questions that you can answer audio-wise.

If you want to record the Live Room you can select the record button from the Course Tools:



This will pop-up a window asking you how long the recording should last. Select the appropriate length: 2 hr. Note that the recording will not start immediately.

Make sure the recording has ended after your lecturing is done. You might have to manually stop the recording by clicking the Rec icon in the top bar and confirm stopping to record. After you finish recording the Live Room will start uploading your recording to the Kaltera Media Repository. This might take some time as the file size of the recorded file can be considerable.

You will get an email by Kaltura with information about the upload:

Kaltura notification: Your entry named 'Rec - 18 Mar 2020 ...' imap://mail.strw.leidenuniv.nl:993/fetch>UID>/INBOX>...

Subject: Kaltura notification: Your entry named 'Rec - 18 Mar 2020 10:07 - Bachelor Research Project (Sterrenkunde) [2019-20].mp4' is available in your MyMedia
From: Kaltura Automated Response <customer_service@kaltura.com>
Date: 18-3-2020 10:56
To: Erik Deul <deul@strw.leidenuniv.nl>

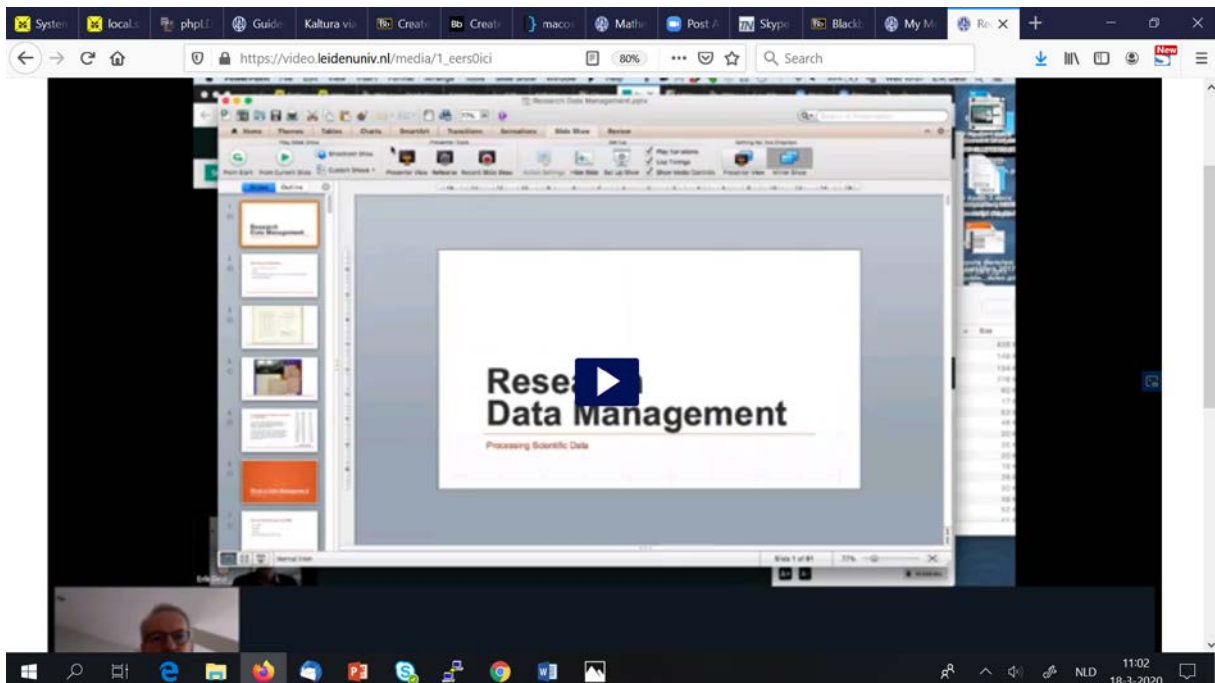
Hello!

A new entry is waiting for you in your My Media.

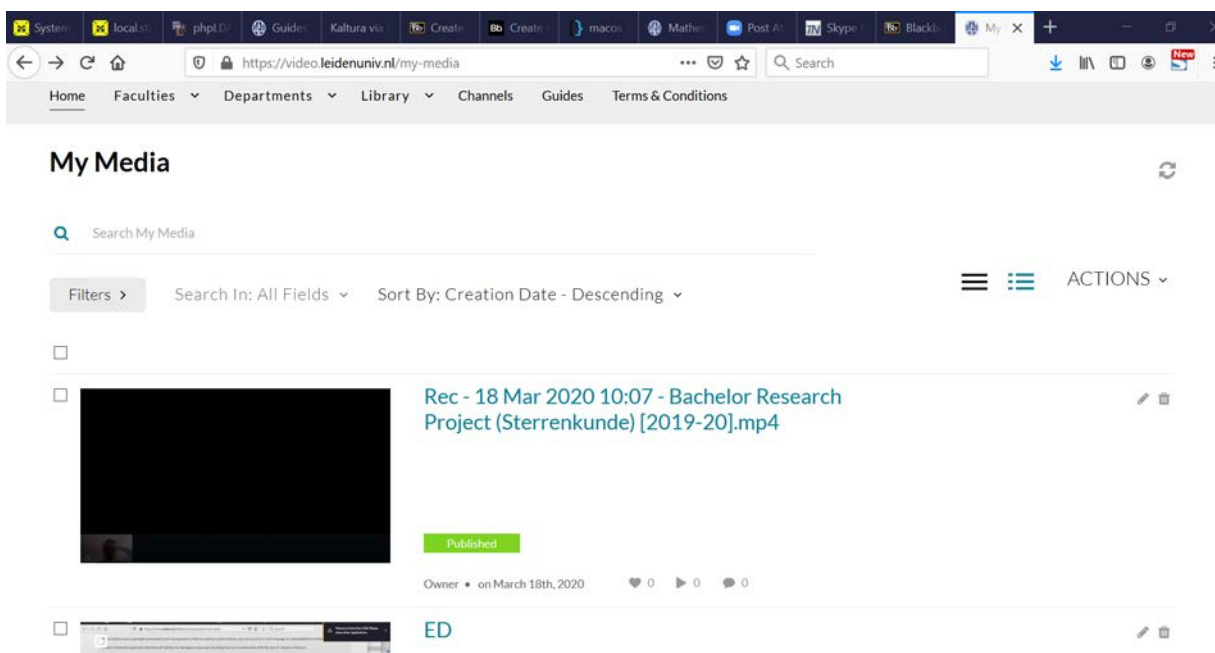
Click [here](#) to go directly to your media. Or [here](#) to go directly to your My Media.

Note: Please do **not** reply to this email. This email was automatically generated by the Leiden University video portal - *developed by Kaltura*

The first link brings you directly to the media view. So this is the link you want to tell your students to go back to if they need a replay of the Live Room.

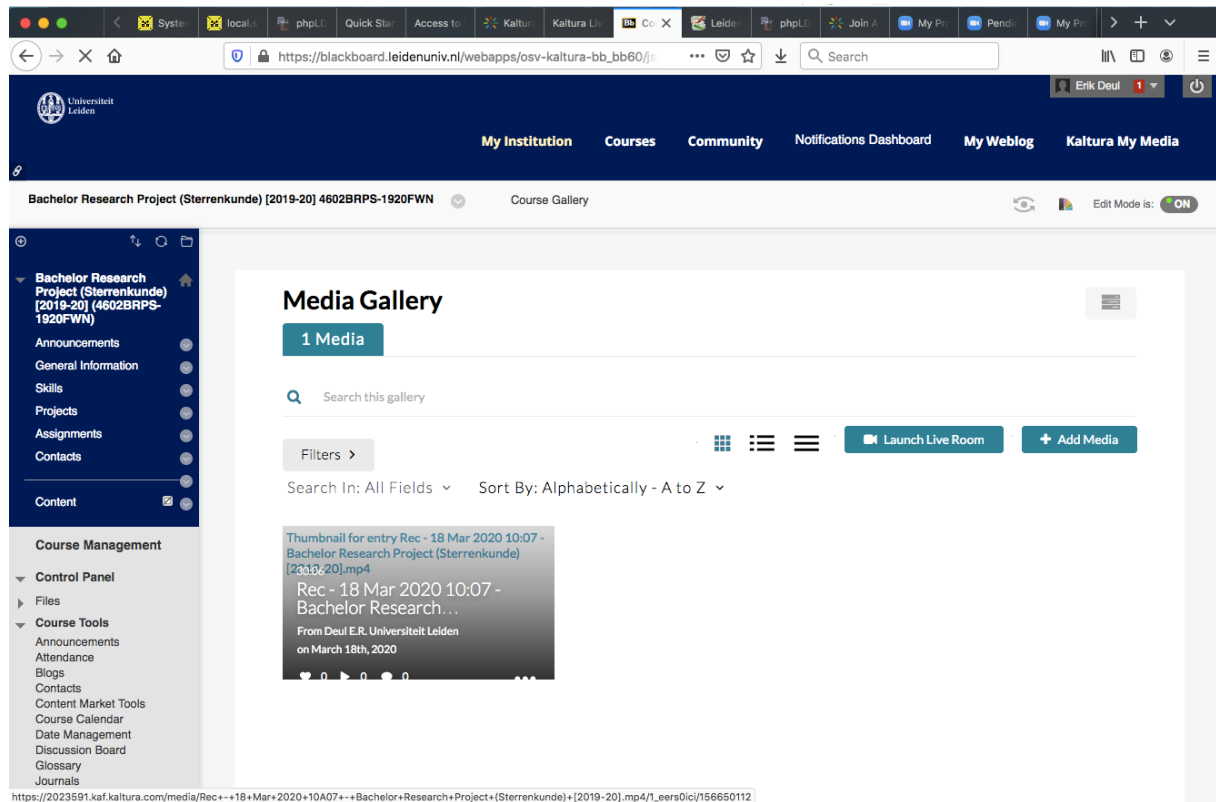


Following the second 'here' link you end up in your own Media Library and you can manage the recording.



You close the Live Room by closing the Browser TAB window that displays the Live Room. Note: Make sure you have received the Kaltura upload message before you close the Live Room, as you may lose the remaining content of your recording!

If you now return to your Blackboard 'Launch Live Room' view you will see the media file is also available from that view.



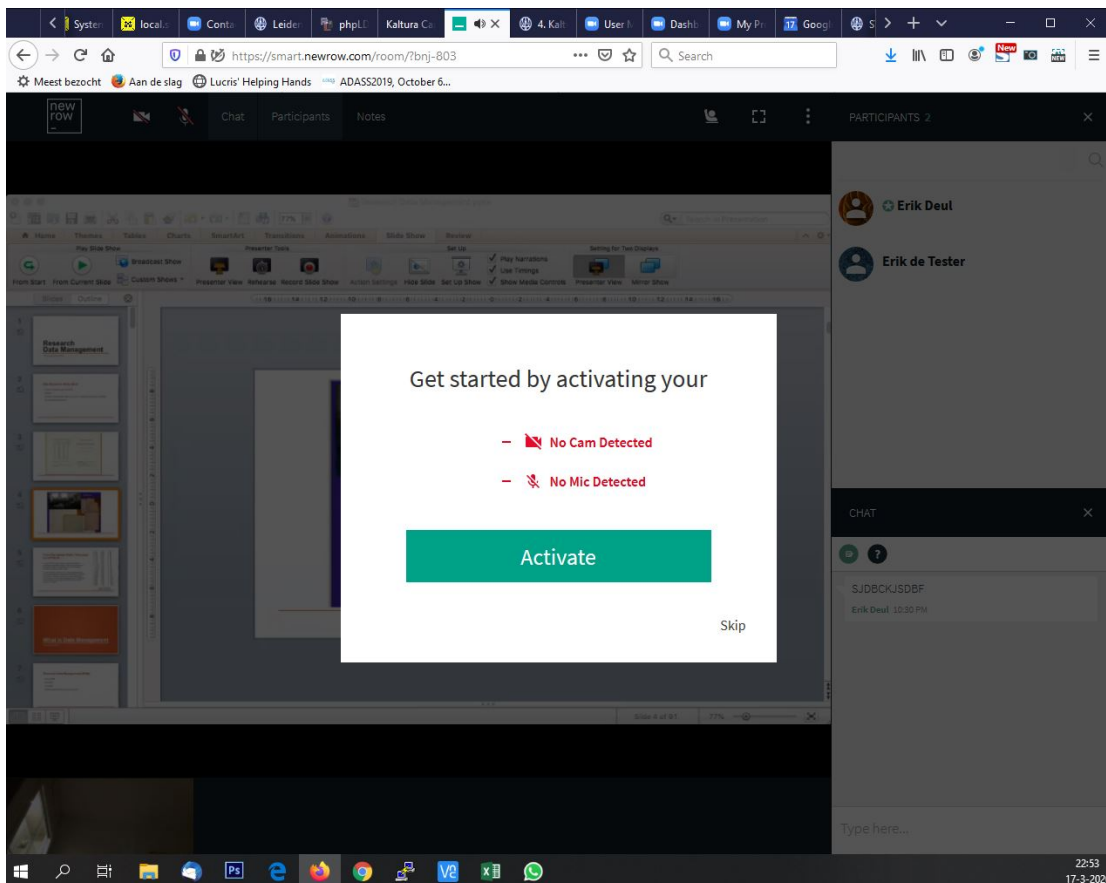
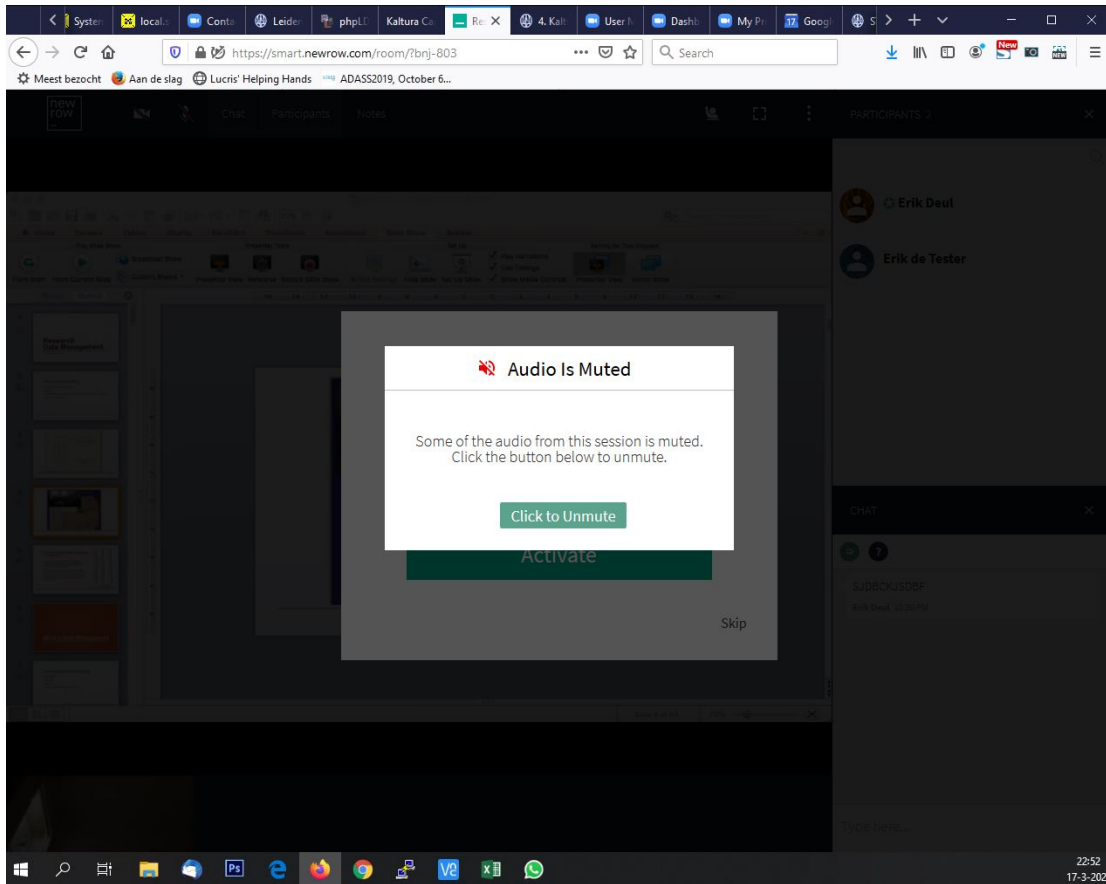
Since this is now linked within blackboard, your students should also be able to find it inside their Blackboard environment following the same path: Course selection->Course Tools-> Media Gallery

Student View

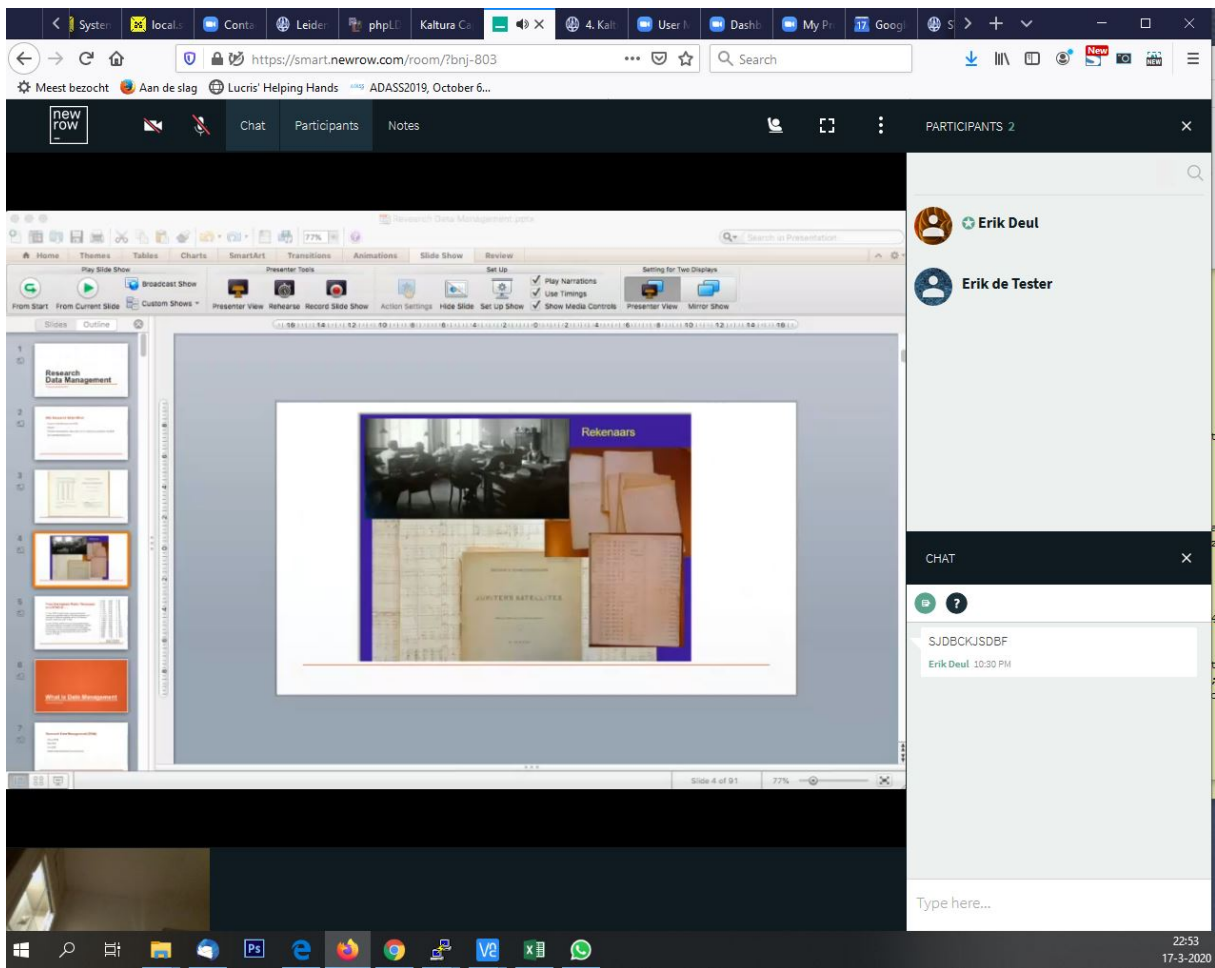
Your student will login with providing a name and email address:

The screenshot shows a web browser window with the URL `https://smart.newrow.com/#/room/bnj-803?_k=i0mgmv`. The page features a background image of a lecture hall with colorful chairs. A dark overlay contains the text **RESEARCH SKILLS AND INTR...** and **Join as guest**. Below this, a white form prompts the user to "Enter your name and email to join the class." The form has two input fields: "Name" with the value "Erik de Tester" and "Email" with the value "deul@astronomy.nl". A green button labeled "JOIN THE CLASS" is positioned below the fields. At the bottom of the form, a small disclaimer reads: "By clicking Join the class you agree to our [Terms of Use](#) and [Privacy Policy](#)."

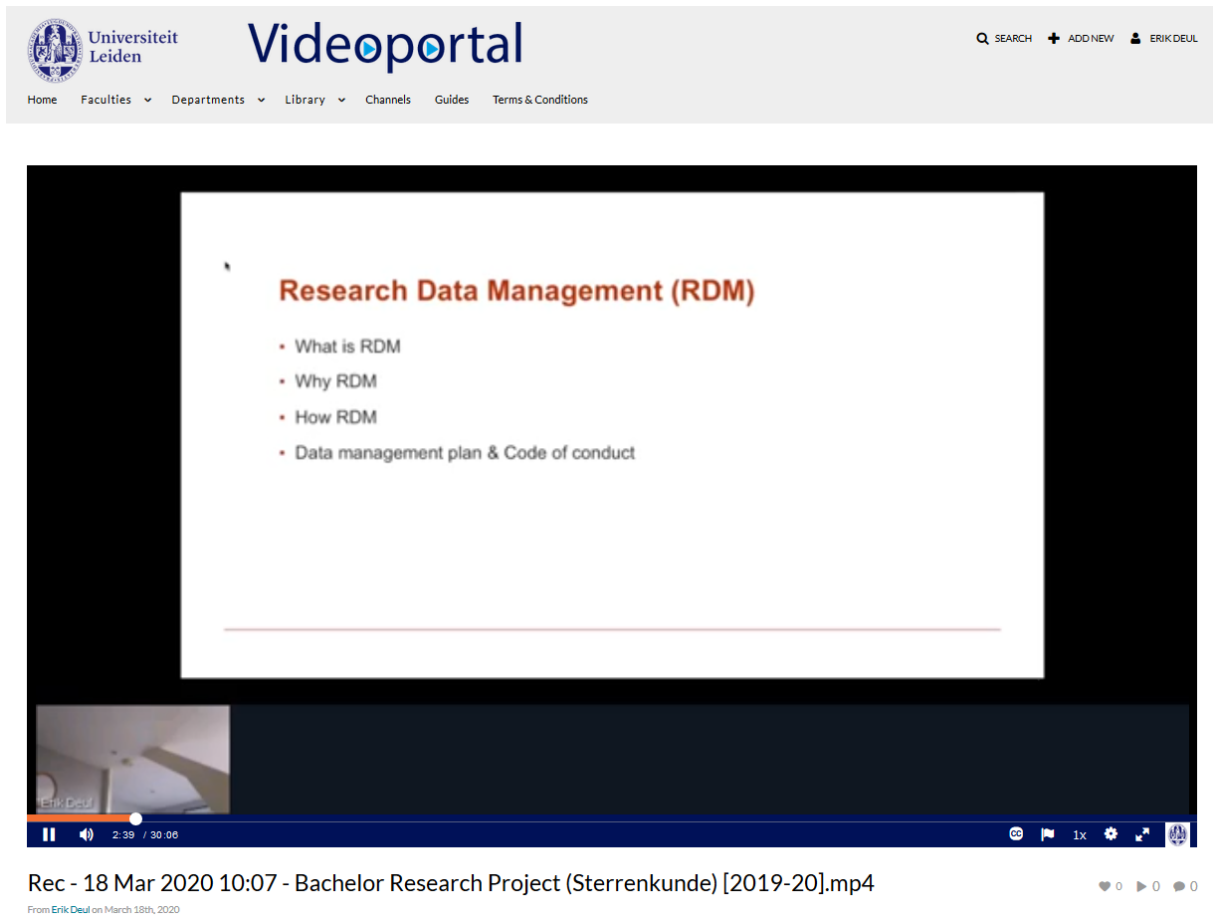
The default setting is that their audio and video is set off:



Once they skip enabling the video/audio they see the same view as you as teacher do:



After the Live Room recording is saved in the Media Gallery (both in Blackboard and your personal My Media (<https://video.leidenuniv.nl/my-media>) environment student can view de recording at any time from Blackboard or the Video Portal:



The screenshot displays the 'Videoportal' interface. At the top left is the 'Universiteit Leiden' logo. The main header 'Videoportal' is centered. On the right, there are search and user options: 'SEARCH', '+ ADD NEW', and 'ERIK DEUL'. Below the header is a navigation menu with links for 'Home', 'Faculties', 'Departments', 'Library', 'Channels', 'Guides', and 'Terms & Conditions'. The main content area shows a video player. The video frame displays a slide with the title 'Research Data Management (RDM)' and a bulleted list: 'What is RDM', 'Why RDM', 'How RDM', and 'Data management plan & Code of conduct'. Below the video frame is a small thumbnail of the video's content. The video player controls at the bottom show a play button, a progress bar at 2:39 / 30:08, and various settings icons. Below the video player, the video title is 'Rec - 18 Mar 2020 10:07 - Bachelor Research Project (Sterrenkunde) [2019-20].mp4'. To the right of the title are icons for likes, shares, and comments, all showing zero counts. At the bottom left, there is a small text attribution: 'From Erik Deul on March 18th, 2020'.