How to Upload a Video to Kaltura to Publish to Virginia Tech News

Kaltura (video.vt.edu) is used to publish videos via an overnight sync to Virginia Tech News (news.vt.edu), the platform for Virginia Tech news stories, videos, and magazine features. Video creators across campus are encouraged to share their video content to Virginia Tech News by publishing to Kaltura.

These instructions will review the Kaltura upload process.

Before uploading, please read these important notes:

- **SOFTWARE LICENSING AND MUSIC**–any software or websites used to obtain music or other assets must be approved by ITPALS. This applies to free software, downloads, and "royalty-free" music as well.

  Personal licenses for music or software (i.e. using personal accounts to license music or other assets) should not be used for producing Virginia Tech videos.
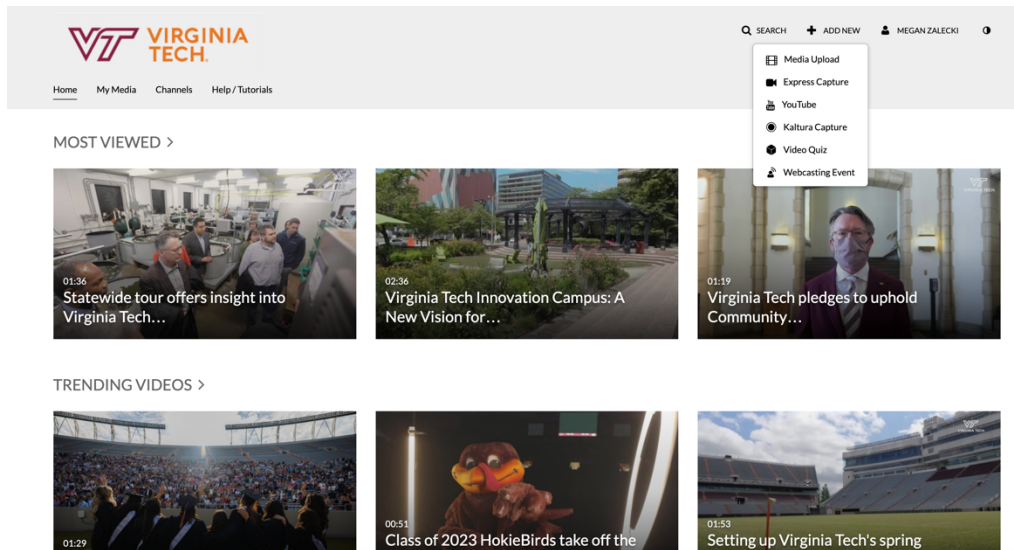
  Please contact ITPALS with any questions. **https://itpals.vt.edu/**

- **VIRGINIA TECH LOWER THIRDS, BUG, AND OUTRO**–Communications and Marketing has made branded lower third graphics, bug, and outro logo files available for communicators and videographers to use in Virginia Tech videos. These files are available **via the Brand Center** or upon request.

- **MEDIA RELEASES**–media release forms are required for all minors and for any materials used outside of editorial storytelling (i.e., advertising, promotional and marketing materials). The release form may be downloaded via the Brand Center.
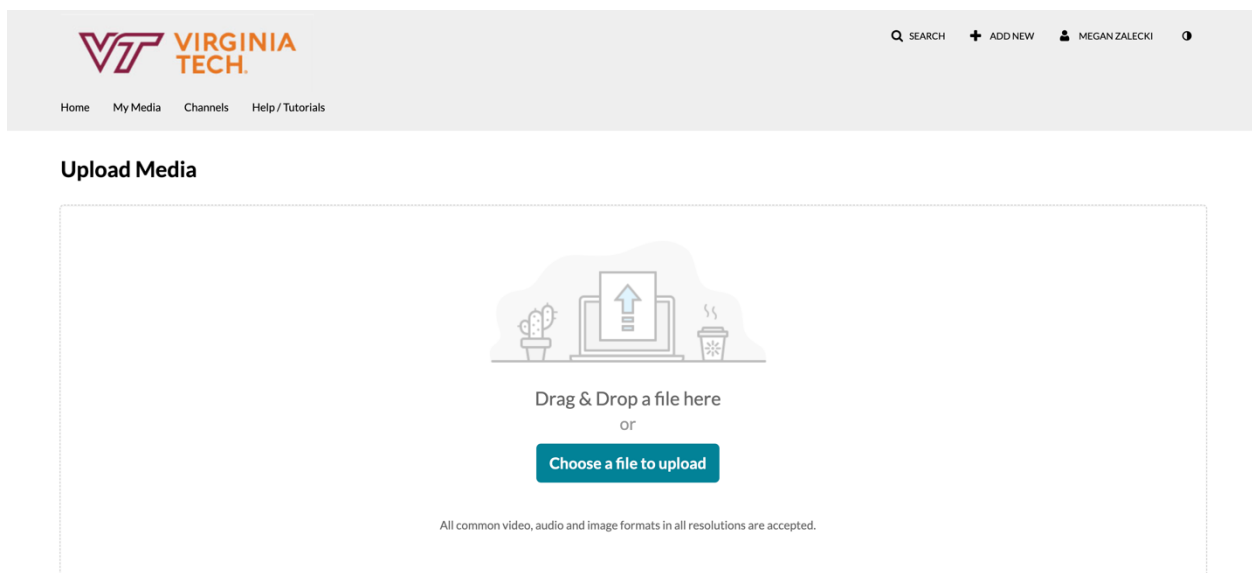
UPLOAD INSTRUCTIONS

At the top of the home page at video.vt.edu, users may log-in using their PID by clicking on "Guest" in the upper right-hand corner, then select "Login."

Once logged in, an option will display in the top bar labeled "Add New." Click this, then select "Media Upload."

Clicking "Media Upload" opens the upload page. Select "Choose a file to upload," then select your video file, or click and drag the file into the upload window.

Cancel

325.74MB of 445.1MB

Please fill out these details:

Name: | VTTI highlights safer roadway presence for Virginia State Police vehicles
(Required)

Description: Black ▾   **Bold**   *Italic*   <u>Underline</u>

The Virginia Tech Transportation Institute held an event to showcase its research and implementation of new red and blue lights in Virginia State Police vehicles. The lights are designed to enhance awareness of trooper vehicles on and off the roadways, as well as provide better overall safety.

* Required To Publish
* Use for accessibility and search

Tags: | ✕ research ✕ vtti

College: | Select a value

Department: | Select a value

Section: |

Term: |

Location: |

Start Date/Time: |

The upload will begin processing.

Videos should be given branded headlines in the "name" field.

Descriptions should be brief, typically, 1-3 sentences. Please follow university and AP style when writing descriptions. If copying and pasting this text, please remove any formatting.

Then, enter keyword tags. Tags are critical for the sync process between Kaltura and Virginia Tech News. Please refer to the **VT News Tags Google Doc** for a list of tags that are compatible. Copy and paste tags from the second column in this document (labeled: "copy-paste this to videos in Kaltura").

There are five category tags (matching the content categories on Virginia Tech News): Campus Experience, Academics, Research, Culture, and Impact.

Please add only one of these category tags, then add any other relevant topical tags from the Google Doc as well.

When adding keywords, think of how a viewer would search or browse for your content and what college/unit/department is represented, what is the event or activity taking place, any university initiatives, etc. Example keyword tags for a commencement video: Academics, Commencement; Student Life; Lane Stadium

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Uploaders do not need to add information to the "College," "Department," "Section," "Terms," or "Location" fields on Kaltura, as this information should be entered as tags.

Scroll down to the "Add Collaborator" button. Add Megan Zalecki, Donna Meese, and John Jackson as collaborators – select "Co-Editor", "Co-Publisher", and "Co-Viewer" for all.

Save the video as "Private" to apply and save changes.

Data Migration PID:				

Add
SYSTEM USE ONLY

Publishing Schedule: ● Always ○ Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Co-Editors and Co-Publishers:

+ Add Collaborator   View All Permissions ⌄

Member	User ID	Permission	
Megan Zalecki	meganz	Co-Editor, Co-Publisher, Co-Viewer	✎ ✖
Donna Meese	dmeese1	Co-Editor, Co-Publisher, Co-Viewer	✎ ✖
John Jackson	johnj1	Co-Editor, Co-Publisher, Co-Viewer	✎ ✖

Select users that will be allowed to edit the content metadata and related assets (such as caption files) and/or to publish

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Publishing Status: ● **Private** - Media page will be visible to the content owner only.
○ **Unlisted** - Media page will be visible to anyone with a link to the page.
○ **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

Save   Go To Media   Go To My Media

Selecting "Go To Media" will show the video file as it is processing. Editing options are also available under "Actions" > "Edit."

(TEST) VTTI highlights safer roadway presence for Virginia State Police vehicles

♥ 0   ▶ 0

From **Megan Zalecki** May 31st, 2023

Details   Share   🔍   ACTIONS ⌄

| ✏ Edit |
| ☉ Publish |
| ⇉ Add to playlist |
| 📊 Analytics |
| 🕐 Add to Watch List |
| ＋ Caption & Enrich |
| ▦ Launch Editor |
| 🗑 Delete |

The Virginia Tech Transportation Institute held an event to showcase its research and i
new red and blue lights in Virginia State Police vehicles. The lights are designed to enha
…Read more

[research]   [vtti]

CAPTIONING

Video files should not be uploaded with captions "burned in." To follow accessibility standards, videos must have the option to toggle captions on or off (known as closed captioning) via the video player.

Kaltura will automatically "request" machined captions for all videos that are uploaded. Captions must be proofed and corrected before publishing.

To correct machine captions, navigate to the video saved in "My Media." Click "Actions," then select "Caption & Enrich."

Click the pencil icon that displays next to the caption request. This opens the Closed Captions Editor page. Make any corrections needed, then click save.

Details   Attachments   Share   🔍   ACTIONS ⌄

Existing Requests   ＋ Order

REQUEST DATE ⌄	SERVICE	FEATURE	LANGUAGE	STATUS		
May 31st, 2023	Machine	Captions	English	● Completed	✏	›

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Once changes are applied and saved, click "Back" to navigate back to the media view.

ADDITIONAL EDITING OPTIONS

There are additional editing options available that should be considered before publishing the video to the University Relations channel for approval.

From "Actions" > "Edit":

- **Details**–options to edit title, description, and tags.

  *Note–Kaltura's machine captions generate additional tags as seen in the example image above. Once captions have been edited, users can keep or remove the auto-generated tags as needed. It is typically recommended to remove the generated tags. Any tags that do not match the VT News tags will not sync and display on the News site, but will continue to display in Kaltura if not removed.

- **Collaboration**–where additional users may be added as co-editors, co-publishers, etc.

- **Thumbnails**–videos should have a strong image selected as the thumbnail preview. Users have the option to upload a photo (recommended), use Kaltura to auto-generate a thumbnail, or use Kaltura to capture a still as the video plays.

- **Captions**–users have the option to upload .SRT files for closed captions here.

- **Replace Media**–offers the ability to replace the video file without having to re-enter description information and tags.

PUBLISHING

There are three publishing settings in Kaltura.

- Private- the Kaltura page is viewable to the video owner only
- Unlisted- the Kaltura page is viewable to anyone who has the Kaltura link
- Published- the Kaltura page is viewable according to publishing location (in this case, the University Relations channel).

Publishing Status:

○ **Private** - Media page will be visible to the content owner only.

○ **Unlisted** - Media page will be visible to anyone with a link to the page.

● **Published** - Media page will be visible to users according to entitlements based on the selected destinations in the options below.

Publish in Category   **Publish in Channel**

🔍 | Search channels   ✳ Moderated   🌐 Open   🔒 Private   ⊘ Restricted   👥 Shared Repository

Top Channels I Manage

☑ 🔒 ✳ University Relations

More Channels

☐ 🌐 Education   ☐ 🌐 Enterprise   ☐ 🌐 Sample channel   ☐ 🌐 Virginia Master Naturalist 2018 Continuing Ed Webinars

☐ 🌐 Brian's Favorite videos   ☐ 🌐 ✳ VT Master of Information Technology Program - Online   ☐ 🌐 ✳ College of Liberal Arts and Human Sciences   ☐ 🌐 ✳ College of Agriculture and Life Sciences

☐ 🌐 ✳ Virginia Cooperative Extension (VCE)   ☐ 🌐 Pallet Life   ☐ 🌐 University Libraries   ☐ 🌐 ✳ College of Engineering

☐ 🌐 ✳ Office of Summer and Winter Sessions   ☐ 🌐 ✳ Undergraduate Admissions   ☐ 🌐 Office of the Executive Vice President and Provost   ☐ 🌐 ✳ Virginia Tech Carilion School of Medicine

☐ 🌐 ✳ UDC Application   ☐ 🌐 ✳ HTM CareerScope Fall 2018   ☐ 🌐 ✳ Virginia Cyber Range   ☐ 🌐 ✳ Special Collections and University Archives

☐ 🌐 ✳ University Libraries - Test Channel   ☐ 🌐 Test   ☐ 🌐 ✳ TLOS   ☐ 🌐 ✳ VT Student Affairs

☐ 🌐 ✳ College of Science   ☐ 🌐 ✳ Virginia Tech Facilities   ☐ 🌐 ✳ NVC Professional Development   ☐ 🌐 CALS Open House - Recruitment

☐ 🌐 ✳ ServiceNow Tutorials   ☐ 🌐 ✳ Graduate Student Orientation for the DC Area   ☐ 🌐 Forestry Extension   ☐ 🌐 James Bell's Shared Videos

Once a video has been given a branded headline, description, tags, corrected closed captions, and a thumbnail image, it can be submitted for publishing. Click "publish", then select "Publish in Channel."

Select "University Relations," then click "save." The video is now pending approval for the overnight sync with Virginia Tech News.

If the University Relations channel is not available as a publishing option, please contact Megan Zalecki at meganz@vt.edu for account assistance.