

## Introduction

**Kaltura** is a user-friendly website that stores and displays audio/video, much like YouTube!  
Access your Kaltura account at <http://kaltura.uga.edu>

**Zoom** can record virtual meetings, webinars, training tutorials, and demonstrations.  
Press the Record button in any Zoom session, and Zoom will create a multimedia file for you!

**Zoom recordings** will automatically be stored, edited, and shared from your **Kaltura account** only if you complete the following steps!

## Zoom Cloud Recording for Kaltura Streaming

Set-up through <https://zoom.us>

1. Go to [https://eits.uga.edu/learning\\_and\\_training/zoom/](https://eits.uga.edu/learning_and_training/zoom/)
2. Click **Sign in – Configure your account**
3. Sign in with your SSO MyID and password.
4. Click **Settings** on the left navigation panel.
5. Click on the **Recording** tab toward the top of the page.

The screenshot shows the Zoom account settings interface. On the left, a navigation menu has 'Settings' highlighted in red. The main content area shows the 'Recording' tab selected, with 'Local recording' and 'Cloud recording' sections. The 'Cloud recording' toggle is turned on, indicated by a green arrow pointing to it. The 'Local recording' toggle is also turned on. Below the 'Cloud recording' section, there are several checkboxes for recording options: 'Record active speaker with shared screen', 'Record gallery view with shared screen', and 'Record active speaker, gallery view and shared screen separately'. The 'Record active speaker, gallery view and shared screen separately' option is checked, and it has sub-options for 'Active speaker', 'Gallery view', and 'Shared screen', all of which are also checked. The top of the page shows the University of Georgia logo, the phone number 1.888.799.9666, and buttons for 'JOIN A MEETING' and 'HOST A MEETING'.

6. Click the toggle button to the right of **Zoom Cloud recording**.

\*Every time you press **Record** on a Zoom meeting, your session will be stored to your Zoom and Kaltura account.

You can access all configuration settings by logging in <http://zoom.us>

7. Access your Zoom Recordings any time, by clicking on the **Recordings** tab.

UNIVERSITY OF GEORGIA 1.888.799.9666 JOIN A MEETING HOST A MEETING

Profile Meetings Webinars **Recordings** Settings Account Profile Reports

Attend Live Training Video Tutorials Knowledge Base

Cloud Recordings Local Recordings Settings

From mm/dd/yyyy To 06/12/2020 All Status

Search by ID Search Export

Delete Selected Delete All

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Rebekah Harper's Personal Meeting Room	954 416 4707	Jun 12, 2020 01:10 PM	2 Files (866 KB)	Share... More
<input type="checkbox"/>	FACHS - Options for Sending Letters and Consent Forms	964 6096 4789	Jun 10, 2020 01:00 PM	2 Files (17 KB)	Share... More
<input type="checkbox"/>	OneDrive	913 9303 1651	Jun 9, 2020 02:59 PM	2 Files (79 KB)	Share... More

You can access Zoom Recordings on Kaltura by logging into your Kaltura account.

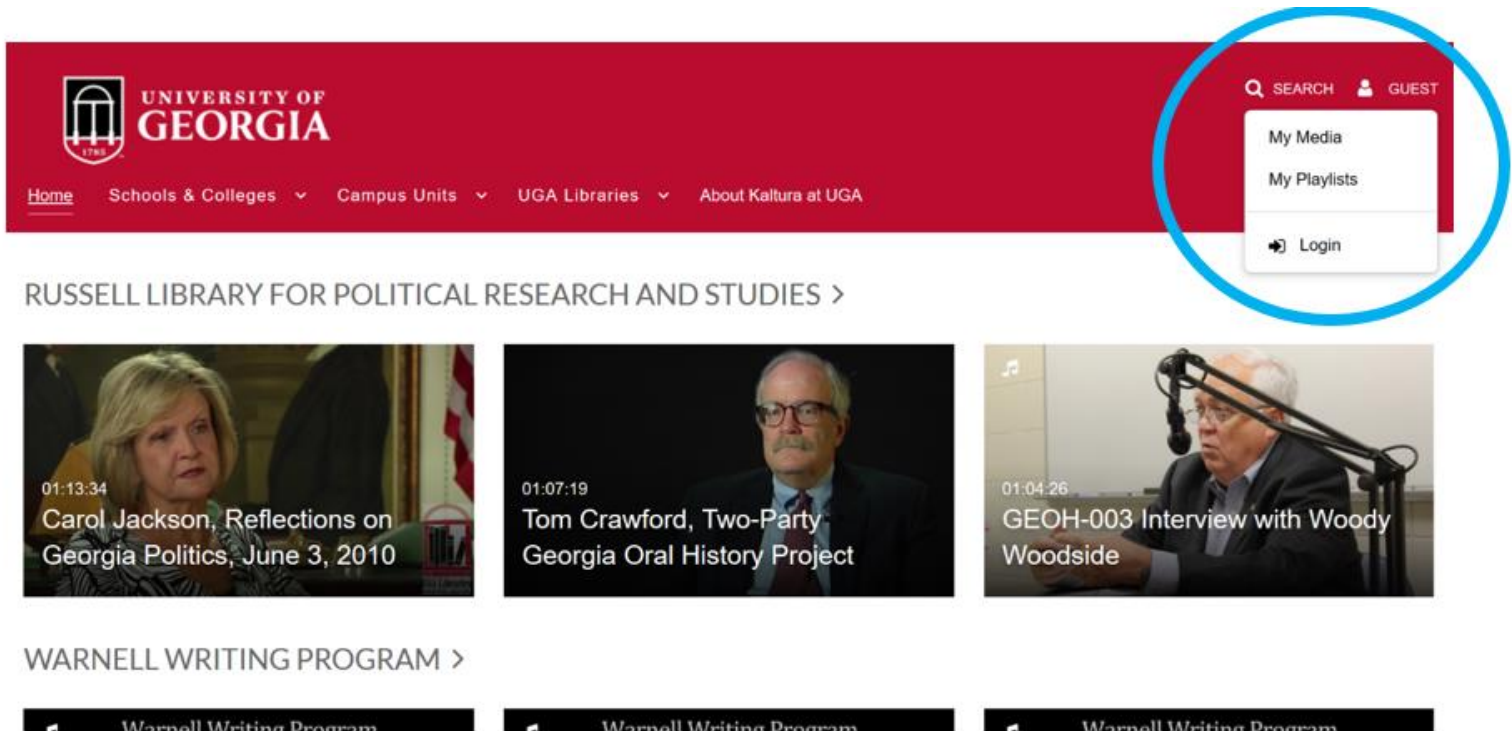
## Kaltura Cloud Streaming

### Log-into Kaltura

1. Visit <https://kaltura.uga.edu>
2. In the upper-right hand corner, click **GUEST** → **Login**

You can access all configuration settings by logging in <http://zoom.uga.edu>

3. Log into your Kaltura account by entering your SSO MyID and Password.



After log-in...

Click **MY MEDIA** in the same upper-right hand corner to access your Zoom Recordings!

You can access all configuration settings by logging in <http://zoom.uqa.edu>

## Your Media

1. Click **your username** in the upper-right hand corner.
2. A dropdown list will appear.

Kaltura multimedia is displayed, edited, and organized using these three main tabs:

**My Media** displays all multimedia you have uploaded to your Kaltura account.

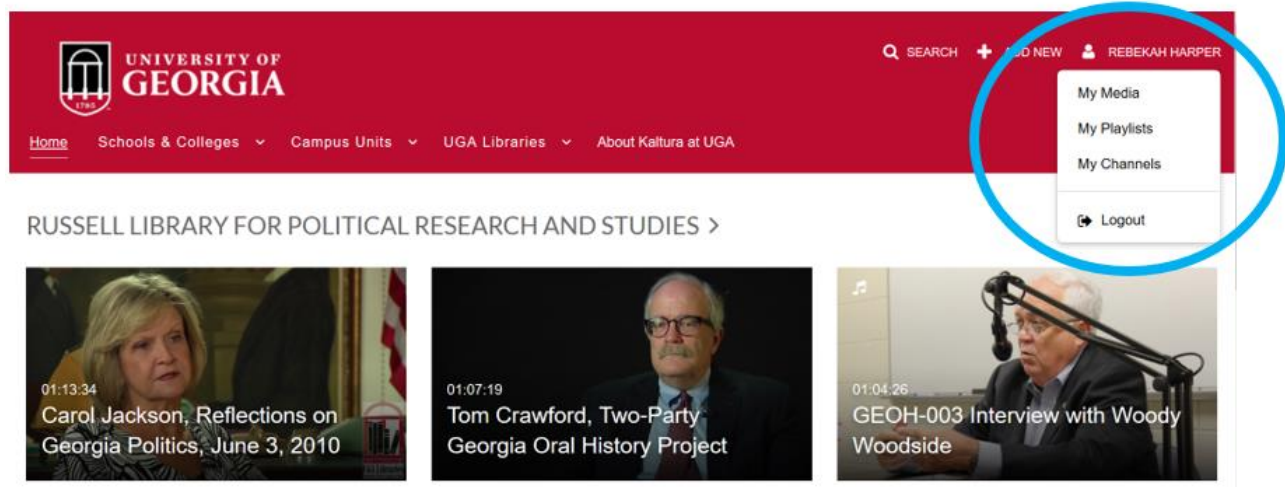
**My Playlists** displays multimedia playlists created by the user.

*\*Playlists automatically play through a series of multimedia videos.*

**My Channels** displays multimedia channels created by the user.

*\*Channels display multimedia videos selected by the user. The user can add/remove users from the Channel, and control member multimedia access permissions.*

*\*\*Channels must be requested from EITS. Please submit an IT Ticket for assistance.*



The screenshot shows the top navigation bar of the University of Georgia Kaltura interface. The bar is red and contains the University of Georgia logo on the left, a search icon, a plus sign, and the user name "REBEKAH HARPER" on the right. Below the user name, a dropdown menu is open, listing "My Media", "My Playlists", "My Channels", and "Logout". The dropdown menu is circled in blue. Below the navigation bar, there is a section for "RUSSELL LIBRARY FOR POLITICAL RESEARCH AND STUDIES" with three video thumbnails. The first thumbnail is titled "Carol Jackson, Reflections on Georgia Politics, June 3, 2010" with a duration of 01:13:34. The second thumbnail is titled "Tom Crawford, Two-Party Georgia Oral History Project" with a duration of 01:07:19. The third thumbnail is titled "GEOH-003 Interview with Woody Woodside" with a duration of 01:04:26.

You can access all configuration settings by logging in <http://zoom.uqa.edu>