

# DeakinAir

## Adding Content to DeakinAir

There are three main approaches to be able to contribute content to DeakinAir, the primary of which is via the DeakinAir interface itself (Media Upload), the second is via a webcam recording and the third method, is to import a YouTube video.

Follow the instruction below, selecting your chosen method after Step 2:

1. Go to the [DeakinAir](#) web site.
2. You should be automatically logged in via Deakin's single sign-in system. If not, navigate to and select the Login link under the **Guest** icon in the top right-hand corner of the Home page. Log in using your normal Deakin credentials.



### Add a media upload

1. Click on **Add New** and select **Media Upload**.
2. You must agree to the Conditions of Use by selecting the **I agree** radio button in order to continue with Media Upload.
3. Select the **Choose a file to upload** icon. Media Upload allows you to browse to a file on either your device or a network share, by selecting the file. Alternatively, you can drag and drop your file to the upload button.
4. Browse to the file you'd like to upload, select it and click **Open**.  
**Note:** If you're uploading a huge file, please ensure that you've a good Internet connection. Best end-user experience will be on-campus via wired network or off-campus via ADSL.
5. A progress bar will indicate that your file is being uploaded and confirm when it is finished.
6. Fill in the metadata required for each video.
7. When metadata has been added select the **Save** icon at the bottom of the page. You can then view your video by using the **Go to Media** icon or go to a list of your videos by using the **Go to My Media** icon.
8. Alternatively you have the option of saving the file and uploading another file.
9. DeakinAir confirms the action and also generates a unique URL to the file.

## Find out more

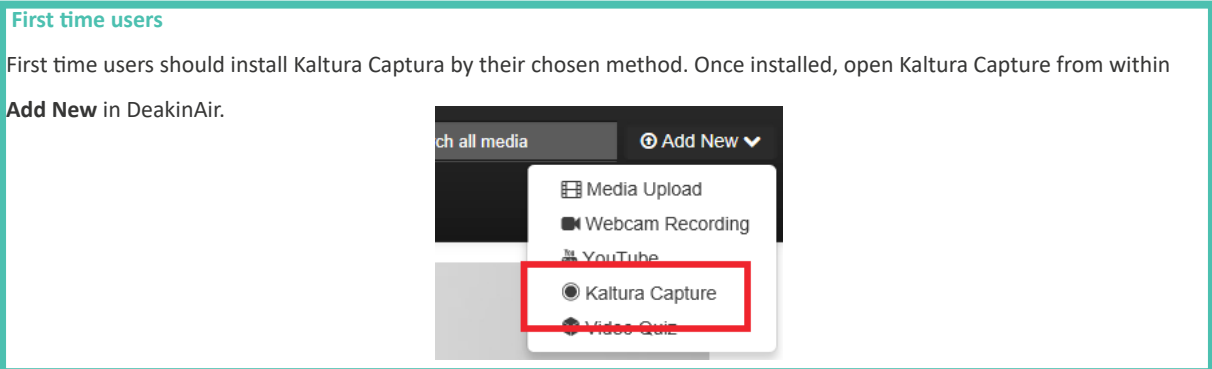
For more user guides and tips on DeakinAir and the digital tools available, check out DTeach:  
[dteach.deakin.edu.au](http://dteach.deakin.edu.au)

► eSolutions support staff are available 8am – 8pm  
Monday – Friday, and 11am – 5pm on weekends,  
on +61 3 5227 8888 or [it-help@deakin.edu.au](mailto:it-help@deakin.edu.au)

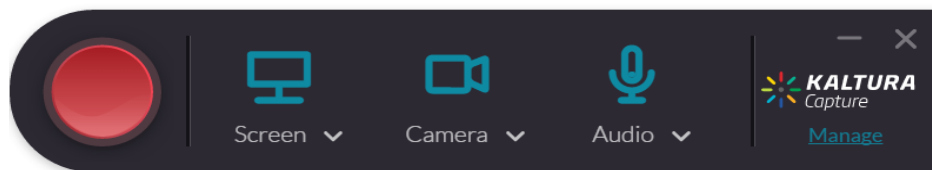
# Add a webcam recording screen capture and other options using Kaltura Personal Capture

Kaltura Capture is DeakinAir's webcam, screen, and audio recorder which creates easy video capture.

Deakin Shield users can install Kaltura Capture via the Software centre or Mac users via Self Service. Once installed navigate to DeakinAir <https://video.deakin.edu.au/>



1. You must agree to the Conditions of Use by selecting the **I agree** radio button in order to continue with Media Upload
2. In the **Launch Application** box click on **OK**. The Recording interface will appear.



3. By default, only screen recording will be selected. If a camera and microphone input is detected, you will also be able to toggle these options on and off for your recording.
4. A three second countdown will appear before your recording starts.
5. Use the recording timer to keep track of how long the recording has been going. When you have finished select **Stop Recording** and select **Yes, Stop it**.
6. You will be given a preview of your recording. Fill in the relevant metadata for your video. Use a descriptive file name. Check with your Faculty teaching and learning team for Faculty file naming conventions.
7. Enter a description of the video, tags which will be helpful for searching and grouping like videos together. You can select **Delete**, **Save & Upload** or **Save**, and if you select **Save & Upload** your recording will be saved to DeakinAir.
8. You can then view your video in the **My Media** section of DeakinAir.
9. You can edit your video within DeakinAir using the **Edit** button. To complete simple cuts, access the Editor by clicking **Launch Editor** from within the **Edit** menu.

## Find out more

For more user guides and tips on DeakinAir and the digital tools available, check out DTeach: [dteach.deakin.edu.au](https://dteach.deakin.edu.au)

► eSolutions support staff are available 8am – 8pm Monday – Friday, and 11am – 5pm on weekends, on +61 3 5227 8888 or [it-help@deakin.edu.au](mailto:it-help@deakin.edu.au)

## Add new YouTube

1. Click on **Add New** and select **YouTube**
2. You must agree to the Conditions of Use by selecting the **'I agree'** radio button in order to continue with Media Upload.
3. You will be prompted to add the YouTube link. Only videos which have been stored in YouTube on a Public setting can be stored in CloudDeakin in this way.
4. Select Preview.
5. You will see a sample of the video in a small window and be prompted to fill in metadata.
6. When the metadata fields are complete **Save** using the icon at the bottom of the page.
7. You can view the video by using the **Go to Media** icon.

## YouTube

Video Page Link (or Content ID)

e.g.: "https://www.youtube.com/watch?v=..."

Preview Note: Only public YouTube videos are supported

## Metadata

File properties (metadata) describe the content of your file. It is important to have descriptive metadata to help classify, search for and identify videos.

1. Give your video a logical, meaningful name. You may wish to contact your Faculty teaching and learning group for information about Faculty naming conventions.
2. Include a brief description of the video content and who created it.
3. Tags are used to search for videos and to organise videos with similar content. Use logical, meaningful tags.
4. Select the predominant language used in the video.
5. You may wish to include a brief abstract. This is not required.
6. Choose the publishing status required for your video: private, unlisted or published.

Name:  (Required)

Description:  **Bold** *Italic* Underline

Enter Description...

\* Required To Publish

Tags:

\* Required To Publish

Type:

\* Required To Publish

Language:

Abstract:

Person\_Type:

Dept:

Div:

## Made a mistake?

Don't panic.

1. To delete a video, or edit your metadata go to your profile in the top right-hand corner of the screen.
2. Select the drop down menu under your name
3. Choose **My Media** to go to a list of your videos. You have the choice to **Edit** or **Delete** each video.
4. You can change your metadata by using **Edit**.
5. Edit mode offers access to other editing tools. See the tutorials for more detailed editing information.



## Find out more

For more user guides and tips on DeakinAir and the digital tools available, check out DTeach: [dteach.deakin.edu.au](http://dteach.deakin.edu.au)

▶ eSolutions support staff are available 8am – 8pm Monday – Friday, and 11am – 5pm on weekends, on +61 3 5227 8888 or [it-help@deakin.edu.au](mailto:it-help@deakin.edu.au)