



How to Create Kaltura Video for Lecture Capture

Kaltura is a video hosting service that allows you to easily record and upload videos from your computer into Canvas. Videos uploaded to Kaltura can be placed anywhere in your course, or automatically placed in a course Gallery so all of your videos are centrally located for your students. Kaltura can be used to record a lecture while you present a PowerPoint presentation.

You will need to enable Kaltura My Media from the Navigation area of Settings in your Canvas course. Once enabled, you will be able to see and create new videos. You will need to download the Kaltura recorder application to a computer if you want to record videos. Watch the [Kaltura tutorial videos](#) for instructions.

Zoom Installation and Instructions

[Zoom](#) has been added as an imbedded tool within Canvas to help with the transition to alternate instruction. This tool allows you to deliver course content synchronously, or asynchronously, hold virtual office hours, and connect with students easily.

Faculty, staff, and students all have Zoom licenses. To get registered go to <http://NKU.Zoom.US> and log in using your NKU credentials (username and password).

Additional information is being added to the [Virtual Campus Teach Remotely](#) website with documents and tutorials to explain the features of Zoom. This [tutorial](#) has been created to help you get started with using Zoom inside your Canvas courses. [Additional Zoom tutorials](#) are available to show you additional functionality.

Virtual Private Network (VPN) Instructions

Most NKU resources do not require the use of VPN. If you do need this access, see the [VPN webpage](#) for specific instructions based upon your operating system.

Resources that do require VPN include:

- Network Drives (J: and K:)
- Department Servers
- Adobe AEM
- Some myNKU functionality
 - Order approvals, UWL, and SAP GUI require VPN. Other myNKU functions **do not** require VPN.

How to Map your J: and K: Drives

Mapping your network drives allows you to access files on your J: and K: drives. [Drive Mapping Instructions](#) are available to assist you. Please contact the [IT Help Desk](#) if you need assistance.

How to get Administrative Rights on a Loaner Laptop

If you are working remotely, and need administrative rights on your loaner laptop, you will need to contact the [IT Help Desk](#).

How to access Virtual Computer Software

NKU offers a convenient solution for accessing NKU software from any internet connected device - a virtual desktop.

Faculty, staff, and students can use NKU's virtual desktops. [Follow these instructions](#) to install. Please contact the [IT Help Desk](#) if you need assistance.

Some feature highlights:

- Access to software that is not installed on your computer
- Windows 10 Virtual desktops for faculty/staff and students
- Smartphone and tablet apps

- Use Windows software on a Mac
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Working from Home

The Office of Information Technology is here to help with any questions or issues you may have when working from home. Visit our [Work Remotely webpage](#) to learn about the tips and tools available to help you. If you have questions or need anything related to working online, email us at NorseIT@nku.edu; our temporary email to assist you with remote work / instruction during this challenging time. For all regular technology issues, you may contact the [IT Help Desk](#) via telephone or chat.

Phone for Work at Home

Working from home can present some challenges for answering your campus phone. Visit the [phone section](#) of the Work Remotely webpage for directions for accessing your voice mail, changing your voicemail message, and forwarding your office phone to a home or mobile number. If you have additional phone needs, please email NorseIT@nku.edu for assistance.

How to Get a Loaner Laptop / Microphone / Web Cam

Contact the [IT Help Desk](#) or email NorseIT@nku.edu to request equipment to transition to alternate instruction.

Check our [IT website](#) for the latest system alerts and news.
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