# Video Inventory Table

This is an example table to organize videos that you will be using in 2026 and after. Gathering this information before you begin updating existing videos can help make sure that you catch them. You can put all your videos in one table or make a copy for each of your classes and delete the first column.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Class used | Video name in Kaltura\* | Kaltura URL\*\* | Video location in Canvas | Canvas URL# | Location of slides (if any)+ | Actions | Done |
| *Example:**German 104* | *Example: Conjugating regular verbs, part 1* | *Example: https://iu.mediaspace.kaltura.com/edit/....* | *Example:* *Module 3 overview page* | *Example: https://canvas.iu.edu/....* | *Example: GER104 folder| 2023 Spring subfolder* | *Example: Update slides, re-record, and verify captions* | *Yes or No* |
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\* If your video doesn’t have a name that clearly identifies what it is about, this is a good time to rename it. You can rename it from something generic like “MyZoomRoom – 2/15/2023” to something more descriptive. You can change the name in edit view in Kaltura. You can get to edit view by either selecting the edit (pencil) icon to the right of the video from the list of all your media or selecting the Actions button and then selecting Edit below your video on the media page.

\*\* This can be the URL at the top of the regular media page in Kaltura or the one at the top of the page when you are in edit view. The URL for the editing view will begin with https://iu.mediaspace.kaltura.com/edit/ followed by the string of letters and numbers that is your video’s identifier.

# This is the URL at the top of the page or other Canvas tool where your video is embedded.

+ If you have slides, it helps to put all the files for each class in one clearly named folder on One Drive, Teams, or wherever you store your files. Making sub-folders for each module or unit can also help if you have a large amount of files.