D2L Brightspace and Kaltura MediaSpace Integration
Guide for Faculty / Staff
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Introduction

*Kaltura MediaSpace* is KSU’s solution for uploading and streaming media content, including videos and audio. It is available through integration with D2L Brightspace.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Upload and publish media to *Kaltura MediaSpace* through the D2L Brightspace integration
- Access and add content to the Media Gallery
- Embed media into D2L Brightspace
Kaltura MediaSpace Integration in D2L Brightspace

To access Kaltura MediaSpace in D2L Brightspace, you will first need to insert the External Learning Tools, Media Gallery and My Media, into the Content tool. The Media Gallery contains all of the media you have uploaded and shared to the course. My Media contains all of the media you have available in MediaSpace.

1. Log in to D2L Brightspace.
2. Navigate to the course where you would like to use MediaSpace.
3. Click Content on the Navbar.

4. Click an existing module.

5. Click Existing Activities.
6. Click **External Learning Tools**.

![External Learning Tools](image)

**Figure 4 - External Learning Tools**

7. The *Add Activity* window will appear. Click **Media Gallery**.

![Add Activity window](image)

**Figure 5 - Add Activity window**

8. The *Media Gallery* will be added to your module.

![Media Gallery](image)

**Figure 6 - Media Gallery**
9. The first time you or your students access the Media Gallery or My Media in D2L Brightspace, you will be prompted to allow access by Kaltura.

   a. Place a checkmark in the Do not ask me again for this application box (See Figure 7).
   b. Click Continue (See Figure 7).

![Figure 7 - Allow Access to Kaltura](image-url)

### Uploading Media to My Media

1. From within content, click the module that contains the My Media - External Learning Tool.
2. Click My Media.

![Figure 8 - My Media](image-url)
3. The *My Media* page will open. Click **Add New**. (See Figure 9).

4. Click **Media Upload** (See Figure 9).

![Figure 9 - Media Upload](image)

5. The KSU MediaSpace End-User Licencse Agreement window appears. Click **I agree to the above terms and conditions**.

![Figure 10 - KSU MediaSpace End-User License Agreement window](image)

6. The *Upload Media* window will appear. Drag and drop a file in the area indicated or click **Choose a file to upload**.

![Figure 11 - Choose a file to upload](image)
7. The Windows Explorer will appear. Navigate to the media you would like to upload.
8. Click the media to upload (See Figure 12).
9. Click Open (See Figure 12).

![Figure 12 - Navigate to Media](image)

10. Once the upload is complete, fill out the details for your media:

   a. **Name** - By default, this will pre-fill with the source name; however, you may modify to your satisfaction (See Figure 13.)

   b. **Description** - Optional field to provide a description for viewers (See Figure 13.)

c. **Tags** - Optional field to help assign search tags (See Figure 13.)

![Figure 13 - Name the media](image)
10. Click the **Save** button.

**Figure 14 - Save button**

### Adding Media to the Media Gallery

1. Navigate to the **course** that you would like to add new media (See Figure 15).
2. Click **Content** on the **navbar** (See Figure 15).

**Figure 15 - Course and Content**

3. Click the **module** that contains the **Media Gallery - External Learning Tool** (See Figure 16).
4. Click **Media Gallery** (See Figure 16).

**Figure 16 - Media Gallery**
5. The media gallery window will open, Click **Add Media**.

![Media Gallery](image)

**Figure 17 - Add Media**

6. All of your available media that is located on Kaltura MediaSpace will appear. Click the **checkbox** next to the media that you would like to insert (See Figure 18).

7. Click **Publish** (See Figure 18).

![Add Media](image)

**Figure 18 - Select Media**

8. Your media will be added to the course.
Uploading a Media File from Your Computer

1. Navigate to the course where you would like to add a new media.
2. Click Content on the Navbar.
3. Click the module that contains the Media Gallery - External Learning Tools.
4. Click Media Gallery.

5. Click Add Media.

6. Click Add New.

7. Click Media Upload from the menu that appears.
8. The KSU MediaSpace End-User License Agreement window will appear. Place a **checkmark** in the **(Required) I agree to the above terms and conditions** checkbox.

![Figure 23 - KSU MediaSpace End-User License Agreement](image)

9. The **Upload Media** window will appear. Drag and drop a file in the area indicated or click **Choose a file to upload**.

![Figure 24 - Choose a file to upload](image)
10. *Windows Explorer* will appear. Navigate to the **media** you would like to upload.
11. Click the **Media** to upload (See Figure 25).
12. Click **Open** (See Figure 25).

![Figure 25 - Navigate to Media](image)

13. Once the upload is complete, enter a **name** for the media. A description is optional.

![Figure 26 - Name the media](image)
14. Scroll down and click the **Save** button.

![Figure 27 - Save button](image)

15. Click either **Go To Media** or **Go To Media Gallery** to view the media that you have uploaded.

![Figure 28 – Go to Media or Media Gallery](image)

**How to Embed Media into D2L Brightspace**

The following instructions explain how to embed media from Kaltura MediaSpace into a D2L Brightspace within any tool that offers the **Insert Stuff** tool, such as **Content**, **News**, **Create a File**, **Discussions**, **Existing Activities**, etc..

**Note:** The recommended player size depends on where you plan to insert this media in your D2L Brightspace course.

- **Content** - 608x402 is the recommended size.
- **Discussion posts** - 400x285 is the recommended size.
- **News** - 304x231 is the recommended size

**Inserting Media via Insert Stuff**

**Note:** Only insert one Video Quiz in a **Create a File**, or there will be complications with the grade book synchronization.
1. Navigate to the course where you would like to insert media.
2. Go to the tool where you would like to insert media (e.g. Content, Discussions, News). For this example we will use the Content tool.
3. Click a current module or create a new module.
4. Click Upload / Create (See Figure 29).
5. In the menu that appears, click Create a File (See Figure 29).

![Figure 29 - Create a File](image)

6. Enter a name for the file.
7. In the Content window, click the Insert Stuff button.

![Figure 30 - Insert Stuff](image)

8. Click Add Kaltura Media from the menu on the left.

![Figure 31 - Add Kaltura Media](image)
9. The *Add Kaltura Media* window will appear. You may select media located on your *Kaltura MediaSpace* page or add new media content from your computer.
   a. To select a media from your *Kaltura MediaSpace* page, click **My Media**, using the drop-down arrows to sort and search your media (See Figure 32).
   b. To add new media to your *Kaltura MediaSpace* page and embed in D2L Brightspace, click **Add New** (See Figure 32).

![Figure 32 - Add Media Window](image)

10. When adding new media content, in the menu that appears, click **Media Upload**.

![Figure 33 - Media Upload](image)

11. Click **Choose a File to upload**.

![Figure 34 - Choose a file to upload button](image)
12. In the window that appears, locate the **media** file that you would like to upload (See Figure 35).

13. Click **Open** (See Figure 35).

![Figure 35 - File upload window](image)

14. The **Upload Media** window will appear with the **Name** field populated.

![Figure 36 - Upload Media](image)

15. Enter any other details you want about the media in the description field (See Figure 37).

16. Click **Save**. This saves the media to your **Kaltura MediaSpace** page (See Figure 37).

![Figure 37 - Save Media](image)
17. Your media has been saved to your MediaSpace page. Click **Back** to return to embed the media in D2L Brightspace.

![Figure 38 - Click Back](image)

18. A preview of the media will appear in the window. Click the **Play** button to preview the media (See Figure 39).

19. When you are done previewing the media, click **Select** to insert into your content (See Figure 39).

20. A drop-down menu will appear. Select the **size** (e.g., Large, Medium, or Small) of the media to embed (See Figure 39).

![Figure 39 - Select Media & Size](image)
21. A preview window will appear, allowing you to view the media in the size selected. You may go back and select an alternate size if needed. When satisfied with the size, click Insert.

![Insert Media](image)

**Figure 40 - Insert Media**

22. The media will be added to the Content window in D2L Brightspace. Add your own text and other content within the content window.

23. Click Publish.

![Content window Publish](image)

**Figure 41 - Content window Publish**
24. The media will be added to the module.

![Image](image.png)  
**Figure 42 - Media added to module**

**Insert Media via Existing Activities**

1. Log in to D2LBrightspace at [https://kennesaw.view.usg.edu](https://kennesaw.view.usg.edu).
2. Navigate to the course where you would like to insert media.
3. Click the **Content** button in the course navigation bar.

![Image](image.png)  
**Figure 43 - Click Content**

4. Click the **module** where you want to place your video quiz.

![Image](image.png)  
**Figure 44 - Select a Module**

5. Click **Existing Activities** (See Figure 45).
6. Click **Add Kaltura Media** (See Figure 45).

![Image](image.png)  
**Figure 45 - Add Kaltura Media**
7. The Add Activity window appears. Click the arrow to select the size of the video you want to insert (large, medium, or small).

![Add Activity Window]

Figure 46 - Click Media

8. From the module with the added video quiz, click the link to access the video.

![Media Link]

Figure 47 - Media Link

**Additional Help**

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu

**KSU Student Helpdesk**
- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: http://uits.kennesaw.edu