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 within 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 **Course Navbar**.

![Figure 1 - Click Content](image)

4. Click an **existing module**.

![Figure 2 – Click the Module](image)

5. Click **Existing Activities**.

![Figure 3 - Existing Activities](image)
6. Click **External Learning Tools**.

![Figure 4 - External Learning Tools]

7. From the **Add Activity** window, click **Media Gallery**.

![Figure 5 - Add Activity window]

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

![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)

**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)
3. The My Media page will open. Click Add New. (See Figure 9).

4. Click Media Upload (See Figure 9).

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

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

![Figure 14 - Save button](image)

**Adding Media to the Media Gallery**

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

![Figure 15 - Course and Content](image)

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](image)
5. The media gallery window will open, click **Add Media**.

![Figure 17 - Add Media](figure17.png)

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).

![Figure 18 - Select Media](figure18.png)

8. Your media will be added to the course.
Create a Media Gallery Playlist

1. Navigate to the course that you would like to create a *Media Gallery Playlist*.
2. Click **Content** on the *course navbar*.

![Figure 19 - Course and Content](image)

3. Click the **module** that contains the *Media Gallery - External Learning Tool* (See Figure 20).
4. Click **Media Gallery** (See Figure 20).

![Figure 20 - Media Gallery](image)

5. The media gallery window will open, click the **Channel Actions** button (See Figure 21).
6. From the *Channel Actions* drop-down menu, click **Edit** (See Figure 21).

![Figure 21 - Channel Actions](image)
7. From the Edit Media Gallery screen, click the **Playlists** tab (See Figure 22).
8. Click **Create new** (See Figure 22).
9. From the Create new drop-down menu, click **Manual Playlist** (See Figure 22).

![Figure 22 - Playlists](image)

10. From the Set Details, enter the following details (See Figure 23):
    a. **Title** - Title of the playlist (See Figure 23).
    b. **Description** - Optional field to provide a description for viewers (See Figure 23).
    c. **Tags** - Optional field to help assign search tags (See Figure 23).

![Figure 23 - Set Details](image)
11. Click **Add Media** (See Figure 24).

**Note**: To add media to the playlist, you must have media added to the *Media Gallery* first.

12. From the *Add Media*, find the **media** and click **Add** (See Figure 24).
13. Repeat step 12 for all the media you want to add.
14. To **organize** the order of the media, **left-click and hold** the move icon (See Figure 24).
15. **Drag up or down** and let go of **left-click** to drop.
16. Repeat step 14 and 15 to organize the rest of your media.
17. Click **Save** (See Figure 24).

![Figure 24 - Add Media](image)

18. Click the **Details** tab (See Figure 25).
19. From the *Details* tab, click **Back to Media Gallery** (See Figure 25).

![Figure 25 - Back to Media Gallery](image)
20. From the **Home** tab of the Media Gallery, you will see the playlist.

![Figure 26 - Home Tab](image)

**Add or Remove Media to a Media Gallery Playlist**

1. Navigate to the course that you would like to add media to a **Media Gallery Playlist**.
2. Click **Content** on the **course navbar**.

![Figure 27 - Course and Content](image)

3. Click the **module** that contains the **Media Gallery - External Learning Tool** (See Figure 28).
4. Click **Media Gallery** (See Figure 28).

![Figure 28 - Media Gallery](image)
5. The media gallery window will open, click the **Channel Actions** button (See Figure 29).
6. From the **Channel Actions** drop-down menu, click **Edit** (See Figure 29).

![Figure 29 - Channel Actions](image)

7. From the **Edit Media Gallery** screen, click the **Playlists** tab (See Figure 30).
8. Find the **playlist** and click **edit** (See Figure 30).

![Figure 30 - Playlists](image)
9. Click **Add Media** (See Figure 31).

**Note:** To add media to the playlist, you must have media added to the *Media Gallery* first.

10. From the *Add Media*, find the **media** and click **Add** (See Figure 31).
11. Repeat step 10 for all the media you want to add.
12. From the *Playlist order*, find the **media** and click **Remove** (See Figure 31).
13. Repeat step 12 for all the media you want to remove.
14. To organize the order of the media, **left-click and hold** the move icon (See Figure 31).
15. **Drag up or down** and let go of **left-click** to drop.
16. Repeat step 14 and 15 to organize the rest of your media.
17. Click **Save** (See Figure 31).

![Figure 31 - Add or Remove Media](image)

18. Click the **Details** tab (See Figure 32).
19. From the **Details** tab, click **Back to Media Gallery** (See Figure 32).
20. From the **Home** tab of the Media Gallery, you will see the playlist.

**Figure 33 - Home Tab**

**Uploading a Media File from the Media Gallery**

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

**Figure 34 - Click Media Gallery**

5. Click **Add Media**.

**Figure 35 - Add Media**
6. Click **Add New**.

![Figure 36 - Add New button](image)

7. Click **Media Upload** from the menu that appears.

![Figure 37 - Media Upload](image)

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 38 - 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 39 - 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 40).

12. Click **Open** (See Figure 40).

![Figure 40 - Navigate to Media](image)

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

![Figure 41 - Name the media](image)
14. Scroll down and click the Save button.

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

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 44).
5. In the menu that appears, click Create a File (See Figure 44).

![Figure 44 - Create a File](image)

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

![Figure 45 - Insert Stuff](image)

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

![Figure 46 - 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 47).
   b. To add new media to your *Kaltura MediaSpace* page and embed in D2L Brightspace, click *Add New* (See Figure 47).

![Figure 47 - Add Media Window](image)

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

![Figure 48 - Media Upload](image)

11. Click *Choose a File to upload*.

![Figure 49 - 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 50).
13. Click Open (See Figure 50).

![File upload window](image)

Figure 50 - File upload window

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

![Upload Media window](image)

Figure 51 - Upload Media

15. Enter any other details you want about the media in the description field (See Figure 52).
16. Click Save. This saves the media to your Kaltura MediaSpace page (See Figure 52).

![Save Media](image)

Figure 52 - Save Media
17. Your media has been saved to your MediaSpace page. Click Back to return to embed the media in D2L Brightspace.

![Image of saved media](image1.png)

**Figure 53 - Click Back**

18. A preview of the media will appear in the window. Click the Play button to preview the media (See Figure 54).

19. When you are done previewing the media, click Select to insert into your content (See Figure 54).

20. A drop-down menu will appear. Select the size (e.g., Large, Medium, or Small) of the media to embed (See Figure 54).

![Image of media selection](image2.png)

**Figure 54 - Select Media & Size**
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**.

![Figure 55 - Insert Media](image)

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**.

![Figure 56 - Content window Publish](image)
24. The media will be added to the module.

![Image](image1)

**Figure 57 - 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 **navbar**.

![Image](image2)

**Figure 58 - Click Content**

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

![Image](image3)

**Figure 59 - Select a Module**

5. Click **Existing Activities** (See Figure 60).
6. Click **Add Kaltura Media** (See Figure 60).
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](image)

**Figure 61 - Click Media**

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

![Media Link](image)

**Figure 62 - Media Link**

**Accessibility Contrast Mode**

This accessibility feature turns on contrast mode.

1. Navigate to the course with your Kaltura MediaSpace Integration.
2. Click Content on the course navbar.
3. Click the **module** that contains the *Media Gallery - External Learning Tool* (See Figure 64).

4. Click **Media Gallery** (See Figure 64).

5. Click the **Accessibility Contrast Mode** button.
6. You will see bolded text, brighter buttons, and text on images bolded with a single background color.

**Figure 66 - Accessibility Contrast Mode**

**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](http://uits.kennesaw.edu)