D2L Brightspace and Kaltura MediaSpace Integration Guide for Students
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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. With Kaltura MediaSpace, you can upload media to an Assignment submission folder and the Discussions tool, and take a Video Quiz in your D2L Brightspace course.

If enabled, you may have access to the Media Gallery as well. The Media Gallery is a shared media area for a course.

Learning Objectives

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

- Upload media to Kaltura MediaSpace through the D2L Brightspace integration
- Create a media recording using Kaltura Capture
- Take a Video Quiz in D2L Brightspace
- Access and add content to the Media Gallery
Uploading Media

The following explains how to upload media and attach it to a Discussion thread:

1. From within D2L Brightspace, navigate to the course to which you would like to upload media.
2. From the Navbar, click Discussions.

Note: This process uploads to your Kaltura MediaSpace page prior to attaching to your discussion topic.

3. Click the Discussion Topic.

4. Click Start a New Thread.
5. Enter a **name** for the thread (See Figure 4).
6. In the *Text Editor* window, click the **Insert Stuff** button (See Figure 4).

![Figure 4 - Text Editor](image)

7. In the *Insert Stuff* window, click **Add Kaltura Media**.

![Figure 5 - Add Kaltura Media](image)
8. The Insert Stuff / Add Kaltura Media window appears. You may select media located on your Kaltura MedisSpace page or add new media content from your computer.

   a. To select media from your Kaltura MediaSpace page, click My Media (See Figure 6).
   b. To add new media to your Kaltura MediaSpace page and embed within D2L Brightspace, click Add New (See Figure 6).

![Figure 6 - Add New Button](image)

9. When adding new media content, click Media Upload.

![Figure 7 - Media Upload](image)
10. The KSU MediaSpace End-User Licencse Agreement window appears. Click the **checkbox** next to *(Required) I agree to the above terms and conditions.*

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

**Figure 8 - KSU MediaSpace End-User License Agreement Window**

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

![Upload Media](image)

**Figure 9 - Choose a file to upload**

12. The File Explorer will appear. Navigate to the **media** you would like to upload.
13. Click the **media** to upload (See Figure 10).
14. Click **Open** (See Figure 10).

![Navigate to Media](image)

**Figure 10 - Navigate to Media**
15. 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 11).

   b. **Description** - Optional field to provide a description for viewers (See Figure 11).

   c. **Tags** - Optional field to assign search tags (See Figure 11).

![Figure 11 - Name the Media](image)

16. Click **Save and Embed**.
17. Your media has been saved to your Kaltura MediaSpace page. The Insert Stuff / Add Kaltura Media window will appear displaying a preview of the media in the window. Click the Play button to preview the media (See Figure 13).

18. Click Insert to insert into your Discussion topic (See Figure 13).

19. The media will appear in the Text Editor window. Enter the desired text along with your media (See Figure 14).

20. Click Post to add your media to the Discussion topic (See Figure 14).
21. Your post will appear in the Discussion topic list of threads. Click the more button to view the media.

![Figure 15 - Thread Added to Discussion Topic](image)

22. Click Play to view the media.

![Figure 16 - Embedded Media](image)

**Kaltura Capture**

The following explains how to record media and add a media recording to a Discussion thread.

1. From within D2L Brightspace, navigate to the course to which you would like to upload media.
2. From the Navbar, click Discussions.

![Figure 17 - Navbar](image)
3. Click a **Discussion topic**.

![Figure 18 - Discussion Topic](image)

4. Click the **Start a New Thread** button.

![Figure 19 - Start a New Thread](image)

5. Enter a **name** for the thread (See Figure 20).

6. In the **Text Editor** window, click the **Insert Stuff** button (See Figure 20).
7. Click **Add Kaltura Media** from the menu.

8. Click **Add New** (See Figure 22).

9. In the menu that appears, click **Kaltura Capture** (See Figure 22).

10. For information about using **Kaltura Capture**, please refer to the **Kaltura Capture** guide on the [UITS Documentation Center](https://www.uits.indiana.edu/docs/).
Take a Video Quiz

Starting a Video Quiz

2. Click the Course Selector icon (See Figure 23).
3. In the drop-down menu, click the course (See Figure 23).

![Figure 23 - Select a Course](image)

4. Click Content on the Course Navbar.

![Figure 24 - Click Content](image)

5. Select the module where your quiz is posted.

![Figure 25 - Select Module](image)
6. Click the link for your instructor’s interactive video quiz.

![Interactive Video Quiz](image)

**Figure 26 - Select the Quiz**

7. Click the play button on the video player.

![Video Player](image)

**Figure 27 - Click Play**

8. The player will load a welcome message informing you that this is an Interactive Video Quiz. Click **Continue**.

![Welcome Message](image)

**Figure 28 - Click Continue**
Answering Questions

1. Once you hit the **Continue** button, the video will play, and you can see the question positions in the scrub bar.

![Figure 29 - Question Positions](image)

2. During the video, the video will pause at each question location.

**Note:** While the quiz is in progress, you cannot move the scrubber or perform any player actions.

3. At the first location point, the first quiz question will appear on the player screen.

**Note:** If the instructor has provided a hint, a **Hint** button will appear above the question.

![Figure 30 - Question Screen](image)
4. To select an answer, click the **answer** you wish to select.

![Figure 31 - Click the Answer](image1)

5. Click **Select**.

![Figure 32 - Click Select](image2)

6. Click **Continue** to resume viewing the video quiz.
Accessing Hints

If the instructor has included a hint for a particular question, it will appear in the top right corner of the question in the player. The following explains how to view hints:

1. Click **Hint** in the top-right corner of the player.

![Figure 33 - Hint](image)

2. The hint window will open.

![Figure 34 - Question Hint](image)

3. To exit the hint, click the X at the top-right of the player.

![Figure 35 - Close Hint](image)

4. The Hint window closes and returns you to the quiz question.
Skipping a Question

1. To skip a question click the **SKIP FOR NOW** button in the bottom-left corner of the question window.

![Figure 36 - Skip for Now](image)

2. The video will continue until the next question.
3. To complete skipped questions, wait until the end of the video and the *Almost Done* window will appear letting you know that there are unanswered questions that must be completed.

4. Click the **OK, Got It!** button, and you will be sent back to the video so that you can answer your skipped questions.

![Figure 37 - Almost Done](image)
5. When you return to the player, your unanswered questions icons will be larger and white.

6. Click on an un-answered question icon to be sent to the question so that you can answer it.

**Reviewing and Submitting the Video Quiz**

1. After answering the final question and viewing the complete video, the Completed screen will appear to offer the option to review your answers or submit the quiz.
2. To review your answers click the Review button.

3. The video will start playing from the beginning.
4. You can review each question that has already been answered, and change your answer by selecting a different answer and clicking **Continue**.

![Figure 40 - Change Answer](image)

5. When you are finished reviewing your answers, click the **Video Quiz** button.

![Figure 41 - Video Quiz Button](image)
6. You will return to the Completed window. Click Submit.

![Completed window](image)

Figure 42 - Submit

7. You will be taken to the Submitted window where your score will appear.
8. Click Done! To submit your score to your instructor.

![Submitted window](image)

Figure 43 - Done
Accessing the Media Gallery

The Media Gallery is a collection of media that can be used repeatedly within the course. The following explains how to upload media to the Media Gallery if it has been enabled by your instructor:

1. From within D2L Brightspace, navigate to the course that contains the Media Gallery.
2. Click the Content tool on the Navbar.
3. Click the module in which the Media Gallery is located.
4. Click the Media Gallery link.
5. Media that have been uploaded to the gallery by your instructor and classmates will appear.
Adding Media to the Media Gallery

1. Click the Add Media button.

![Media Gallery](image)

Figure 47 - Add Media

2. The Add Media window will appear. A list of the media available in your Kaltura MediaSpace Media Gallery will appear.

![Add Media Window](image)

Figure 48 - Add Media Window

3. Select a media from the list by clicking the checkbox next to the media.

Note: You will only be able to select media from the list that is not currently in the Media Gallery.

![Media Checkbox](image)

Figure 49 - Media Checkbox
4. Click **Publish** to add the media to the Media Gallery.

![Media Gallery](image)

**Figure 50 - Publish**

**Uploading Media to the Media Gallery**

1. Click the **Add Media** button.

![Media Gallery](image)

**Figure 51 - Add Media**

2. The **Add Media** window will appear. A list of the media available in your *Kaltura MediaSpace Media Gallery* will appear.

![Add Media Window](image)

**Figure 52 - Add Media Window**
3. Click **Add New** (See Figure 53).
4. Click **Media Upload** (See Figure 53).

![Figure 53 - Media Upload](image)

5. The KSU MediaSpace End-User License Agreement window appears. Click the **checkbox** next to *(Required) I agree to the above terms and conditions.*

![Figure 54 - 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 55 - Choose a file to upload](image)
7. The File Explorer will appear. Navigate to the **media** you would like to upload.
8. Click the **media** to upload (See Figure 56).
9. Click **Open** (See Figure 56).

![Figure 56 - Navigate to Media](image)

10. Once the upload is complete, enter a **name** for the media. A description and tags are optional.

![Figure 57 - Name the Media](image)
11. Scroll down and click the **Save** button.

12. Click **Go To Media Gallery** to view the media that you have uploaded.

13. Select the uploaded media from the list by clicking the **checkbox** next to the media.

14. Click **Publish** to add the media to the Media Gallery.
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.

![Course and Content]

Figure 62 - Course and Content

3. Click the module that contains the Media Gallery - External Learning Tool (See Figure 63).
4. Click Media Gallery (See Figure 63).
5. Click the **Accessibility Contrast Mode** button.

![Figure 64 - Accessibility Contrast Mode](image)

6. You will see bolded text, brighter buttons, and text on images bolded with a single background color.

![Figure 65 - Accessibility Contrast Mode](image)
Additional Help

For additional support, please contact the KSU Service Desk:

KSU Student Helpdesk

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