Getting Started with KSU’s MediaSpace

Faculty/Staff Quick Start Guide
# University Information Technology Services

## Getting Started with KSU’s MediaSpace
Faculty/Staff Quick Guide

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Introduction

MediaSpace is KSU’s solution for uploading and streaming media content, including videos and audio. MediaSpace uses the Kaltura platform. With MediaSpace you can upload and publish content, access and contribute to members-only channels, create playlists (a set of multiple videos), create channels, and share media via a link or embed code.

MediaSpace is available through integration with Desire2Learn, or as a stand-alone product at https://mediaspace.kennesaw.edu. The recommended browser is Firefox, which was the browser used to create this documentation. You will also need the free tools Adobe Flash Player and Java.

Learning Objectives

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

- Upload and publish content
- Access and contribute to members-only channels
- Create playlists and channels
- Share media
Getting Started with KSU’s MediaSpace in Desire2Learn

To access MediaSpace in D2L, 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 Desire2Learn.
2. Navigate to the course where you would like to use MediaSpace.
3. Select Content on the Navbar.

4. Open an existing module or create a new module.

5. Select Add Activities.
6. Select **External Learning Tools**.

![Figure 4 - External Learning Tools](image)

7. The *Insert Quicklink* window will appear. Select **Media Gallery**.

![Figure 5 - Insert Quicklink](image)

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

![Figure 6 - Media Gallery](image)

**Note:** Follow steps 1 - 7 to add *My Media* to your module.
9. The first time you or your students access the Media Gallery or My Media in Desire2Learn, you will be prompted to allow access by Kaltura. Click **Continue**.

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

### Uploading Video to My Media

The following instructions explain how to upload a video to the *My Media* External Learning Tool.

1. Navigate to the course that you would like to add new media.
2. Click **Content** on the **Navbar**.
3. Select the **module** that contains the media External Learning Tools.
4. Select **My Media**.

![Figure 8 - My Media](image)

5. Click **Add New**, then select **Media Upload**.

![Figure 9 - Media Upload](image)
6. Click on **Choose a file to upload.**

![Upload Media](image)

**Figure 10 - Upload Media**

7. Navigate to the media that you would like to upload.
8. When the upload is complete, name the video. A description is optional.

![Name the video](image)

**Figure 11 - Name the video**

9. Choose your sharing options:
   a. **Private**: the media is only visible to you (see Figure 12).
   b. **Published**: choose the course Media Gallery where you would like to publish the media (see Figure 12).

![Sharing options](image)

**Figure 12 - Sharing options**

10. Click **Save**.
11. To view the media, select **Go To Media** or **Go To My Media**.
Adding Media to your Course Media Gallery

The following instructions explain how to add media to your course using the Media Gallery *External Learning Tool*.

**Adding Media from MediaSpace**

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

5. Click **Add Media**.

![Figure 13 - Media Gallery](image)

![Figure 14 - Add Media](image)
6. All of your available media that is located on MediaSpace will appear. Click the **checkbox** next to the media that you would like to insert.

![Select media](image)

**Figure 15 - Select media**

7. Click **Publish**.

![Publish button](image)

**Figure 16 - Publish button**

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

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

5. Select Add Media.

6. Click Add New.
7. Select **Media Upload** from the menu that appears.

![Media Upload](image)

**Figure 20 - Media Upload**

8. Click on **Choose a file to upload**.

![Choose a file to upload](image)

**Figure 21 - Choose a file to upload**

9. Navigate to the media you would like to upload.

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

![Name the media](image)

**Figure 22 - Name the media**

11. Scroll down and click the **Save** button.

![Save button](image)

**Figure 23 - Save button**

12. Select either **Go To Media** or **Go To Media Gallery** to view the media that you have uploaded.
How to Embed Video into Desire2Learn

The following instructions explain how to embed video from MediaSpace into a Desire2Learn tool, such as Content or News. Before you can embed the video into D2L, you will need to copy the embed code from the My Media tool within Desire2Learn.

Note: You can also use the embed code from https://mediaspace.kennesaw.edu.

Copying the Embed Code from My Media

1. Access the My Media External Learning Tool in your Desire2Learn course Content.
2. All of your media will appear. Select the name of a video to open it.

![Figure 24 - Select video](image)

3. Underneath the preview of the video, click the Share button (see Figure 25).

![Figure 25 - Share button](image)

4. Scroll down in the Embed options, and choose the desired Player Size.

![Figure 26 - Embed size](image)
Note: The recommended player size depends on where you plan to insert this video in your Desire2Learn course.

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

5. Copy the Embed code by highlighting it and pressing **Ctrl-C** on your keyboard.

![Figure 27 - Copy embed code](image)

Once you have copied the embed code, follow the steps below to insert it into a tool in D2L.

**Inserting the Embed Code into Desire2Learn**

This example explains how to insert the embed code in a Content item. However, the steps are similar for any tool in D2L, including News, Discussion descriptions, or Quiz questions.

1. Click **Content** on the **Navbar**.
2. Select the **module** of your choice.
3. Click **Upload/Create - > Create a File**.

![Figure 28 - Create a File](image)
4. Enter a name for the file.

![Image](image-url) - Name the File

5. In the Content window, select the **Insert Stuff**.

![Image](image-url) - Insert Stuff

6. Select **Enter Embed Code** from the menu on the left.

![Image](image-url) - Enter Embed Code
7. Paste your embed code in the *Embed Code* box (See Figure 32).
8. Click the **Next** button (See Figure 32).

![Figure 32 - Insert Embed Code](image)

9. Click **Insert**.

![Figure 33 - Click Insert](image)
10. Click **Publish** to add the video to the module.

![Figure 34 - Publish button](image)

**Inserting Media via Insert Stuff**

Media can be inserted quickly and easily into Desire2Learn within any tool that offers the *Insert Stuff* tool, such as Discussions or Content.

**Note:** Inserting media via *Insert Stuff* is only recommended for on-the-fly, one-time use. Any media uploaded via *Insert Stuff* will not copy properly when copying courses via the *Import/Export/Copy Components* tool.

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. Select a **current module** or create a **new module**.
4. Click **Upload/Create**.

![Figure 35 - Upload/Create](image)
5. In the menu that appears, select **Create a File**.

![Figure 36 - Select Create a File](image)

6. Enter a **name** for the file.

![Figure 37 - Enter File name](image)

7. In the **Content** window, select the **Insert Stuff** button.

![Figure 38 - Insert Stuff](image)
8. *Select Add Media* from the menu on the left.

![Figure 39 - Click Add Media](image)

9. The *Add Media* window appears. You may select media located on your *MedisSpace* page or add new video content from your computer.
   a. To select a video from your MediaSpace page, click *My Media*, using the drop-down arrows to sort and search your videos (See Figure 40).
   b. To add new video to your *MediaSpace* page and embed in *D2L*, click *Add New* (See Figure 40).

![Figure 40 - Add Media Window](image)
10. When adding new video content, in the menu that appears, select **Media Upload**.

![Media Upload](image)

**Figure 41 - Media Upload**

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

![Choose a file to upload button](image)

**Figure 42 - Choose a file to upload button**

12. In the window that appears, locate the video file that you would like to upload (See Figure 43).

13. Click **Open** (See Figure 43).
14. The *Upload Media* window will appear with the *Name* field populated. Enter any other **details** you want about the video (See Figure 44).

15. Click **Save**. This saves the video to your *KSU MediaSpace* page (See Figure 44).

![Figure 44 - Save Video](image)

16. Your video has been saved to your *MediaSpace* page. Click **Back** to return to embed the video in D2L.

![Figure 45 - Click Back](image)
17. A preview of the video will appear in the window. Click the **Play** button to preview the video (See Figure 46).

18. When you are done previewing the video, click **Select** to insert into your content (See Figure 46).

![Figure 46 - Select Video](image)

**Figure 46 - Select Video**

**Note:** A drop-down menu is available to select the size (small, medium, or large) of your video to embed.

19. Click **Insert**.

![Figure 47 - Click Insert](image)

**Figure 47 - Click Insert**
20. The video will be added to the Content window.

![Content window]

Figure 48 - Content window

21. Add your own text and other content.

22. Click **Publish**.

![Publish video]

Figure 49 - Publish video
23. The video will be added to the module.

![Chapter 1 Interface](image)

**Figure 50 - Video added to module**

### Accessing MediaSpace Outside of Desire2Learn

**Logging In**

1. In your browser, go to [https://mediaspace.kennesaw.edu](https://mediaspace.kennesaw.edu).
2. Click the **Guest** button in the top right corner.

![Kennesaw State University Login Interface](image)

**Figure 51 - MediaSpace Login**

3. Click **Login**.
4. Enter your **KSU NetID** and **password**.

![KSU MediaSpace Sign In](image)

**Figure 52 - Sign in window**

5. Click the **Sign In** button.

**Note**: You will also be prompted to log in when you access any restricted area in MediaSpace, such as **My Media**, **My Channels**, or **Add New**.

**MediaSpace Menu Overview**

See the screenshot below for an overview of the top menu in MediaSpace.

![MediaSpace top menu](image)

**Figure 53 - MediaSpace top menu**

1. **MediaSpace Home**: Main page of MediaSpace (See Figure 53).
2. **My Media**: A repository of all the media items you have uploaded, including private (unshared) items (See Figure 53).
3. **My Playlists**: A repository to aggregate and organize media in a way that is meaningful to you (See Figure 53).
4. **Public Galleries**: Media that can be viewed without logging in to a specific user account (See Figure 53).
5. **My Channels**: A list of all channels you have access to, including those you have created and those that have been shared with you (See Figure 53).
6. **Resources**: Links to MediaSpace how-to documentation (See Figure 53).
7. **Search all media:** A search bar to search all media you have access to view (See Figure 53).

8. **Add New:** A dropdown menu where you can choose to upload media, including Media Upload, Webcam Recording, or Screen Recording (See Figure 53).

9. **Current User:** Your username is displayed here. Click your name to access the **Logout** link (See Figure 53).

### Uploading Content

Three options are available for uploading content to MediaSpace:

1. Media Upload
2. Record a Presentation
3. Video Quiz

#### Media Upload

Media Upload allows you to upload a media file from your computer, such as a video or audio file. The file size limit is 2 GB. MediaSpace supports most major audio and video file types.

1. Click the **Add New** button at the top-right of MediaSpace (See Figure 54).
2. Click **Media Upload** (See Figure 54).

3. If you have not already logged into MediaSpace, you will be prompted to log in with your KSU NetID and password.

4. You will be prompted to agree to the **KSU MediaSpace End-User License Agreement**.

   4.1. Scroll down read the full agreement.
   4.2. Check the box next to **(Required) I agree to the above terms and conditions**.
5. The Upload Media area will appear. Click the **Choose a file to upload** button.

![MediaSpace - Choose a file to upload](image)

*Figure 56 - MediaSpace - Choose a file to upload*

6. Your browser’s **File Upload** screen will appear.

![File Upload Screen](image)

*Figure 57 - File Upload Screen*

7. Browse to the media file on your computer and select it.
   
   **Note:** The maximum file size is 2 GB.

8. Click **Open**.

9. Your media item will begin to upload.

![Uploading Media](image)

*Figure 58 - Uploading Media*
10. While the media is uploading, enter a **Name** (Required), **Description** (optional), and **Tags** (optional).

11. After the upload is complete, your progress bar will turn green and you will receive a message that the upload is complete.

![Upload Media](image)

**Figure 59 - Upload Complete**

12. Scroll down below the description and tags to the publishing options. Choose one of the available publishing options:
   a. **Private**: This item is visible only to you.
   b. **Unlisted**: This item is visible to anyone who receives the link to the video (similar to the Unlisted option in YouTube).
   c. **Published**: This item will be published to a channel of your choosing, and visible only to those who have access to that channel.

![Publishing options](image)

**Figure 60 - Publishing options**

13. Click the **Save** button.

![Save button](image)

**Figure 61 - Save button**

14. Click the **Go to Media** link to view your media upload.
Sharing from MediaSpace with Embed Code

1. Click **My Media.**

![Figure 62 - MediaSpace - My Media](image)

2. All of your media will appear. Select the name of a video to open it.

![Figure 63 - Select video](image)

3. Underneath the preview of the video, click the **Share** button.

![Figure 64 - Share button](image)
4. Click the **Embed** option, then copy the embed code that appears in the window.

![Embed button](image)

**Figure 65 - Embed button**

Once you have copied the embed code, you can use this code online, for instance in Desire2Learn or on a website.

**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