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

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is MediaSpace?</td>
<td>4</td>
</tr>
<tr>
<td>Getting Started with KSU’s MediaSpace in Desire2Learn</td>
<td>4</td>
</tr>
<tr>
<td>Uploading Video to My Media</td>
<td>6</td>
</tr>
<tr>
<td>Adding Media to your Course Media Gallery</td>
<td>8</td>
</tr>
<tr>
<td>Adding media from MediaSpace</td>
<td>8</td>
</tr>
<tr>
<td>Uploading a Video File from your Computer</td>
<td>10</td>
</tr>
<tr>
<td>How to Embed Video into Desire2Learn</td>
<td>12</td>
</tr>
<tr>
<td>Copying the Embed Code from My Media</td>
<td>12</td>
</tr>
<tr>
<td>Inserting the Embed Code into Desire2Learn</td>
<td>13</td>
</tr>
<tr>
<td>Inserting Media via Insert Stuff</td>
<td>15</td>
</tr>
<tr>
<td>Accessing MediaSpace Outside of Desire2Learn</td>
<td>20</td>
</tr>
<tr>
<td>Logging In</td>
<td>20</td>
</tr>
<tr>
<td>MediaSpace Menu Overview</td>
<td>21</td>
</tr>
<tr>
<td>Uploading Content</td>
<td>21</td>
</tr>
<tr>
<td>Media Upload</td>
<td>21</td>
</tr>
<tr>
<td>Sharing from MediaSpace with Embed Code</td>
<td>24</td>
</tr>
</tbody>
</table>
What is MediaSpace?
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
- 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.

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 (see Figure 1).

![Figure 1 - Navbar](image1)

4. Open an existing module or create a new module (see Figure 2).

![Figure 2 - Select Module](image2)
5. Select **Add Activities** (see Figure 3).

![Figure 3 - Add Activities](image)

6. Select **External Learning Tools** (see Figure 4).

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

7. The **Insert Quicklink** window will appear. Select **Media Gallery** (see Figure 5).

![Figure 5 - Insert Quicklink](image)
8. The Media Gallery will be added to your module (see Figure 6).

**Note**: Follow steps 1 – 7 to add My Media to your module.

![Figure 6 - Media Gallery](image)

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** (see Figure 7).

![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 (see Figure 8).

5. Click Add New, then select Media Upload (see Figure 9).

6. Click on Choose a file to upload (see Figure 10).

7. Navigate to the media that you would like to upload.
8. When the upload is complete, name the video (see Figure 11). A description is optional.

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

10. Click Save.
11. To view the media, select Go To Media or Go To Media Gallery.

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** (see Figure 13).

5. Select **Add media** (see Figure 14).

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 (see Figure 15).
7. Select **Publish** (see Figure 16).

![Figure 16 - Publish button](image)

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. Select **Media Gallery** (see Figure 17).

![Figure 17 - Select Media Gallery](image)

5. Select **Add media** (see Figure 18).

![Figure 18 - Add Media button](image)
6. Click **Add New** (see Figure 19).

![Figure 19 - Add New button]

7. Select **Media Upload** from the menu that appears (see Figure 20).

![Figure 20 - Media Upload]

8. Click on **Choose a file to upload** (see Figure 21).

![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 (see Figure 22). A description is optional.

![Figure 22 - Name the media]
11. Scroll down and click the **Save** button (see Figure 23).

![Figure 23 - Save button](image)

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](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 (see Figure 24).

![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 (see Figure 26).

![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 (see Figure 27).

![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 the **New** button, then select **Create a File** from the drop-down menu (see Figure 28).

![Create a File](image1)

**Figure 28 - Create a File**

4. Enter a name for the file (see Figure 29).

![Name the File](image2)

**Figure 29 - Name the File**

5. In the **Content** window, select the **Insert Stuff** button (see Figure 30).

![Insert Stuff button](image3)

**Figure 30 - Insert Stuff button**
6. Select **Enter Embed Code** from the menu on the left (see Figure 31).

![Figure 31 - Enter Embed Code](image)

7. Paste your embed code in the *Embed Code* box.

8. Click the **Next** button.

9. Click the **Insert** button.

10. Click **Publish** to add the video to the module (see Figure 32).

![Figure 32 - 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. Select the New button (see Figure 33).

![Figure 33 - New button](image)

5. In the menu that appears, select Create a File (see Figure 34).

![Figure 34 - Select Create a File](image)

6. Name the File (see Figure 35).

![Figure 35 - Enter File name](image)
7. In the Content window, select the **Insert Stuff** button (see Figure 36).

![Figure 36 - Insert Stuff](image)

8. Select **My Media** from the menu on the left (see Figure 37).

![Figure 37 - Select My Media](image)

9. A list of your media will appear. Select the **video** of your choice (see Figure 38).

![Figure 38 - Select a video](image)
10. Click the **Next** button in the bottom-left corner of the window.
11. A preview of the video will appear. Click the **Play** button to preview the video.
12. Click the **Insert button** (see Figure 39).

![Figure 39 - Insert button](image)

13. The video will be added to the Content window (see Figure 40).

![Figure 40 - Content window](image)

14. Make your additional selections from the options available.
15. Click the **Publish** button (see Figure 41).

![Figure 41 - Publish video](image)

16. The video will be added to the module (see Figure 42).

![Figure 42 - Video added to module](image)
Accessing MediaSpace Outside of Desire2Learn


Logging In

1. In your browser, go to https://mediaspace.kennesaw.edu.
2. Click the Guest button in the top right corner (see Figure 43).

![Figure 43 - MediaSpace Login](image)

3. Click Login.
4. Enter your KSU NetID and password (see Figure 44).

![Figure 44 - Sign In window](image)

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 (see Figure 45).

![MediaSpace Menu](image)

1. **MediaSpace Home**: Main page of MediaSpace.
2. **My Media**: A repository of all the media items you have uploaded, including private (unshared) items.
3. **My Channels**: A list of all channels you have access to, including those you have created and those that have been shared with you.
4. **Resources**: Links to MediaSpace how-to documentation.
5. **Search all media**: A search bar to search all media you have access to view.
6. **Add New**: A dropdown menu where you can choose to upload media, including Media Upload, Webcam Recording, or Screen Recording.
7. **Current User**: Your username is displayed here. Click your name to access the **Logout** link.

Uploading Content

3 options are available for uploading content to MediaSpace:

1. Media Upload
2. Webcam Recording
3. Screen Recording

**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 46).

![Media Upload](image)

2. Click **Media Upload**.
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* (see Figure 47).

   ![Figure 47 - End-User License Agreement](image)

   **Figure 47 - 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 (see Figure 48).

   ![Figure 48 - MediaSpace - Choose a file to upload](image)

   **Figure 48 - MediaSpace - Choose a file to upload**

6. Click the *Choose a file to upload* button (see Figure 48).

7. Your browser’s *File Upload* screen will appear (see Figure 49).

   ![Figure 49 - File Upload Screen](image)

   **Figure 49 - File Upload Screen**
8. Browse to the media file on your computer and select it.  
   **Note:** The maximum file size is 2 GB.

9. Click **Open**.

10. Your media item will begin to upload (see Figure 50).

![Figure 50 - Uploading Media](image)

11. While the media is uploading, enter a **Name** (Required), **Description** (optional), and **Tags** (optional).

12. After the upload is complete, your progress bar will turn green and you will receive a message that the upload is complete (see Figure 51).

![Figure 51 - Upload Complete](image)

13. Scroll down below the description and tags to the publishing options (see Figure 52).

![Figure 52 - Publishing options](image)
14. Choose one of the available publishing options:
   14.1. **Private**: This item is visible only to you.
   14.2. **Unlisted**: This item is visible to anyone who receives the link to the video (similar to the Unlisted option in YouTube).
   14.3. **Published**: This item will be published to a channel of your choosing, and visible only to those who have access to that channel.

15. Click the **Save** button (see Figure 53).

![Figure 53 - Save button](image)

16. Click the **Go to Media** link to view your media upload.

**Sharing from MediaSpace with Embed Code**

1. Click **My Media** (see Figure 54).

![Figure 54 - MediaSpace - My Media](image)

2. All of your media will appear. Select the name of a video to open it (see Figure 55).

![Figure 55 - Select video](image)
3. Underneath the preview of the video, click the **Share** button (see Figure 56).

![Figure 56 - Share button](image)

4. Click the **Embed** option, then copy the embed code that appears in the window (see Figure 57).

![Figure 57 - Embed button](image)

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