KSU’s MediaSpace

MediaSpace for Students Guide
University Information Technology Services

Getting Started with KSU’S MediaSpace

MediaSpace for Students

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What is MediaSpace?

MediaSpace is KSU’s solution for uploading and streaming media content, including videos and audio. MediaSpace uses the Kaltura platform. It is available through integration with Desire2Learn. With MediaSpace you can upload media to a Dropbox folder and the Discussions tool in your D2L course, in one of the following ways:

- Uploading Media
- Webcam Recording
- Screen Recording

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

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.

This Quick Guide will explain how to upload media to the Discussions tool, and how to access and use the Media Gallery.

Uploading Video

The following explains how to upload video to a Discussion thread.

1. Log into Desire2Learn, then navigate to the course that you would like to upload video to.
2. From the Navbar, select Discussions (see Figure 1).

![Figure 1 – Navbar](image-url)
3. Select the *Discussion Topic* (see Figure 2).

![Figure 2 - Discussion Topic](image)

4. Click the **Start a New Thread** button (see Figure 3).

![Figure 3 - Start a New Thread button](image)

5. Enter a name for the Thread (see Figure 4).
6. In the text editor window, select the **Insert Stuff** button. **Note:** If you do not see the Insert Stuff button, click the **More** button (see Figure 4).
7. Select **My Media** from the menu on the left side of the Insert Stuff window (see Figure 5).

![Figure 5 - My Media](image)

8. Click the **Add New** button (see Figure 6).

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

9. In the menu that appears, select **Media Upload** (see Figure 7).

![Figure 7 - Media Upload](image)

10. Click the **Choose a File to upload** button (see Figure 8). **Note:** If you have previously uploaded videos to this course, the videos will appear in a list in this window for you to choose from.

![Figure 8 - Choose a file to upload button](image)
11. In the File upload window that appears, locate the video file that you would like to upload (see Figure 9).
12. Click **Open** (see Figure 9).

![Figure 9 - File upload window](image)

13. Enter a name for the video (see Figure 10). **Note**: The description and tags are optional.
14. Select the **Next** button (see Figure 10).

![Figure 10 - Name the video](image)
15. A preview of the video will appear in the window (see Figure 11). Click the **Play** button to preview the video.
16. When you are done previewing the video, click the **Insert** button (see Figure 11).

![Figure 11 - Preview window](image)

17. The video will appear in the text editor window (see Figure 12).

![Figure 12 - Video added to text editor window](image)

18. Click the **Post** button to add your video to the Discussion topic (see Figure 13).

![Figure 13 - Post button](image)
19. Your post will appear in the *Discussions* topic list of threads (see Figure 14).

![Figure 14 - Thread added to Discussion topic]

**Webcam Recording**

The following explains how to insert a webcam recording into a Discussion thread.

1. Log into Desire2Learn, then navigate to the course that you would like to upload video.
2. From the Navbar, select **Discussions** (see Figure 15).

![Figure 15 - Navbar]

3. Select the **Discussions Topic** (see Figure 16).

![Figure 16 - Discussion Topic]
4. Click the **Start a New Thread** button (see Figure 17).

   ![Start a New Thread button](image17)

   **Figure 17 - Start a New Thread button**

5. Enter a name for the Thread (see Figure 18).

6. In the text editor window, select the **Insert Stuff** button (see Figure 18). **Note**: If you do not see the Insert Stuff button, click the **More** button.

   ![Text Editor](image18)

   **Figure 18 - Text Editor**

7. Select **My Media** from the menu on the left (see Figure 19).

   ![My Media](image19)

   **Figure 19 - My Media**

8. Click the **Add New** button (see Figure 20).

   ![Add New button](image20)

   **Figure 20 - Add New button**
9. In the menu that appears, select **Webcam Recording** (see Figure 21).

![Figure 21 - Webcam Recording](image)

10. If the *Adobe Flash Player Settings* window appears, click the checkbox next to *Allow* to give D2L access to your camera and microphone (see Figure 22).

11. Next, click the *Remember* checkbox to prevent having to do this step in the future (see Figure 22).

12. Click the **Close** button (see Figure 22).

![Figure 22 - Adobe Flash Player Settings](image)

13. You are now ready to Record. Click the **Record** button to begin your recording (see Figure 23).

![Figure 23 - Record button](image)
14. Click the **Stop** button when you are done recording (see Figure 24).

![Stop button](image1)

**Figure 24 - Stop button**

15. Click **Play** to review the recording (see Figure 25).

![Play button](image2)

**Figure 25 - Play button**

16. Click **Clear** if you want to restart the recording (see Figure 26).

![Clear button](image3)

**Figure 26 - Clear button**

17. When done, click the **Next** button (see Figure 27).

![Next button](image4)

**Figure 27 - Next button**
18. Enter a name for the recording (see Figure 28).
19. Click the **Next** button (see Figure 28).

![Figure 28 - Name webcam recording](image)

20. The preview window will appear. Click **Play** to preview the video (see Figure 29).
21. Click the **Insert** button (see Figure 29).

![Figure 29 - Preview window](image)
22. The video will be added to the Discussions text editor (see Figure 30).
23. Click **Post** to add your thread to the Discussions topic (see Figure 30).

![Figure 30 - Post button](image)

24. The Recording will be added to the Discussion Topic (see Figure 31).

![Figure 31 - Recording added to Discussion](image)

**Screen Capture**

The following explains how to add a screen recording to a Discussion Thread.

1. Log into Desire2Learn, then navigate to the course that you would like to upload video to.
2. From the Navbar, select **Discussions** (see Figure 32).

![Figure 32 – Navbar](image)
3. Select the *Discussion Topic* (see Figure 33).

![Figure 33 - Discussion Topic](image)

4. Click the **Start a New Thread** button (see Figure 34).

![Figure 34 - Start a New Thread](image)

5. Enter a name for the Thread (see Figure 35).

6. In the text editor window, select the *Insert Stuff* button. Note: If you do not see the *Insert Stuff* button, click the **More** button (see Figure 35).
7. Select **My Media** from the menu on the left (see Figure 36).

![Figure 36 - My Media](image)

8. Click the Add New button (see Figure 37).

![Figure 37 - Add New button](image)

9. In the menu that appears, select Screen Capture (see Figure 38).

![Figure 38 - Screen Capture](image)

10. Click the **Launch Screen Recorder** button (see Figure 39). **Note:** The recorder may take 1-2 minutes to load.

![Figure 39 - Launch the Screen Recorder button](image)
11. A frame will appear on your screen. Select the area to capture by dragging the sizing handles to surround the area you would like to record (see Figure 40).

![Figure 40 - Sizing handle](image)

12. Choose your options from the Recorder (see Figure 41).

![Figure 41 - Webcam Recorder](image)

- Microphone Options: Click the drop-down arrow to select the microphone you would like to use from the list (see Figure 42).

![Figure 42 - Microphone Options](image)
• Webcam Options: Click the drop-down arrow to select your webcam from the list (see Figure 43).

![Figure 43 - Webcam Options](image)

13. Click the **Record** button once you are ready to begin the recording.
14. Click **Done** when you are done recording (see Figure 44).

![Figure 44 - Done button](image)

15. The preview window will appear. Click **Play** to preview the recording (see Figure 45).
16. Click **Upload**. The recording will begin to upload (see Figure 45).

![Figure 45 - Upload button](image)
17. Once the recording is done uploading, click Close (see Figure 46).

![Close button](image)

Figure 46 - Close button

18. The video will be placed into the Discussion text editor. Click the Post button to add the recording to the Discussion topic (see Figure 47).

![Post button](image)

Figure 47 - Post button

**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 videos to the Media Gallery if it has been enabled by your professor.

1. Log into Desire2Learn, then navigate to the course that contains the Media Gallery.
2. Click the Content tool from the Navbar (see Figure 48).

![Navbar](image)

Figure 48 – Navbar
3. Navigate to the module where the Media Gallery is located (see Figure 49).

![Figure 49 - Module](image)

4. Click the **Media Gallery** link (see Figure 50).

![Figure 50 - Media Gallery link](image)

5. Videos that have been uploaded to the gallery by your instructor and classmates will appear (see Figure 51).

![Figure 51 - Media Gallery](image)
Adding Media to the Media Gallery

1. Click the **Add Media** button.
2. The *Add Media* window will appear. A list of the media available in your Media Gallery will appear. The list will also include media you have added to the course via the text editor (see Figure 52).

![Figure 52 - Add Media window](image)

3. Do one of the following:

   **Option A:**
   a. Select a video from the list by clicking the checkbox next to the video (see Figure 53).
   **Note:** You will only be able to select videos from the list that are not currently in the Media Gallery.

   ![Figure 53 - Select video](image)

   b. Click the **Publish** button to add the video to the Gallery (see Figure 54).

![Figure 54 - Publish button](image)
Option B:

a. Click the **Add New** button (see Figure 55).
b. Select **Media Upload** (see Figure 55).

c. Click the **Choose a file to upload** button (see Figure 56).

d. Navigate to the file you would like to upload, then click **Open** (see Figure 57).

e. Your file will begin to upload (see Figure 58).
f. Once the upload is complete, name the video (see Figure 59). The description and tags are optional.

![Figure 59 - Name the video](image)

Figure 59 - Name the video

- g. Scroll down, then click the **Save** button (see Figure 60).

![Figure 60 - Save button](image)

Figure 60 - Save button

- h. Select **Go to Media Gallery** to view the video in the *Media Gallery* (see Figure 61).

![Figure 61 - Go to Media Gallery link](image)

Figure 61 - Go to Media Gallery link

- i. The video will appear in the Media Gallery (see Figure 62).

![Figure 62 - Video added to Media gallery](image)

Figure 62 - Video added to Media gallery