Getting Started with KSU’s MediaSpace in D2L

MediaSpace for Students Guide
# University Information Technology Services

Getting Started with KSU’s MediaSpace

MediaSpace for Students

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Learning Objectives</td>
<td>4</td>
</tr>
<tr>
<td>Uploading Video</td>
<td>5</td>
</tr>
<tr>
<td>Screen Capture (Record a Presentation)</td>
<td>12</td>
</tr>
<tr>
<td>Accessing the Media Gallery</td>
<td>18</td>
</tr>
<tr>
<td>Adding Media to the Media Gallery</td>
<td>19</td>
</tr>
<tr>
<td>Additional Help</td>
<td>23</td>
</tr>
</tbody>
</table>
Introduction

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 (D2L). With MediaSpace you can upload media to an Assignment submission folder and the Discussions tool in your D2L course.

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. You will also need the free tools Adobe Flash Player and Java.

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

Learning Objectives

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

- Upload media to D2L
- Create a screen recording using Kaltura CaptureSpace
- Access and add content to the Media Gallery
Uploading Video

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

1. Log In to Desire2Learn, then navigate to the course that you would like to upload video to.
2. From the Navbar, select Discussions.

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

3. Select 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 Media**.

![Figure 5 - Add Media](image)
8. 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 6).
   b. To add new video to your MediaSpace page and embed in D2L, click Add New (See Figure 6).

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

9. When adding new video content, in the menu that appears, select Media Upload.

![Figure 7 - Media Upload](image)
10. Click **Choose a File to upload**.

![Figure 8 - Choose a file to upload button](image)

11. In the 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. The *Upload Media* window will appear with the *Name* field populated. Enter any other **details** you want about the video (See Figure 10).

14. Click **Save**. This saves the video to your *KSU MediaSpace* page (See Figure 10).

![Figure 10 - Save Video](image.png)

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

![Figure 11 - Click Back](image.png)
16. A preview of the video will appear in the window. Click the **Play** button to preview the video (See Figure 12).
17. When you are done previewing the video, click **Select** to insert into your Discussion topic (See Figure 12).

![Insert Stuff](image)

**Figure 12 - Select Video**

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

18. The video will appear in the text editor window. Enter the desired text along with your video and click **Post** to add your video to the Discussion topic.

![My Introduction Video](image)

**Figure 13 - Post button**
19. Your post will appear in the *Discussions* topic list of threads. Click the **more** button to view the video.

![Figure 14 - Thread added to Discussion topic](image)

20. Click **play** to view the video.

![Figure 15 - Embedded Video](image)
Screen Capture (Record a Presentation)

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.

![Figure 16 - Navbar](image)

3. Select the Discussion Topic.

![Figure 17 - Discussion Topic](image)

4. Click the Start a New Thread button.

![Figure 18 - Start a New Thread](image)
5. Enter a **name** for the Thread (See Figure 19).
6. In the text editor window, select the **Insert Stuff** button (See Figure 19).

![Figure 19 - Text Editor](image)

7. Select **Add Media** from the menu on the left.

![Figure 20 - Add Media](image)
8. Click **Add New** (See .
9. In the menu that appears, select **Record a Presentation**.

![Figure 21 - Record a Presentation](image)

10. The first time you select **Record a Presentation**, a window will appear directing you to download the **Kaltura CaptureSpace Desktop Recorder**. Click the **Download button** that matches your operating system (PC or Mac).

![Figure 22 - Download CaptureSpace](image)
11. The Kaltura CaptureSpace Desktop Recorder opens. The CaptureSpace Desktop Recorder is divided into 4 tabs:
   a. **Record:** The starting point for selecting the type of presentation you would like to record (See Figure 23).
   b. **Library:** A collection of all of your Kaltura CaptureSpace presentations (See Figure 23).
   c. **Settings:** Your default recording settings (i.e. Camera resolution, camera and microphone selection, local storage folder) (See Figure 23).
   d. **Help:** Information about your recorder version and MediaSpace website (See Figure 23).

![Figure 23 - Launch the Screen Recorder button](image)

12. The Record tab enables you to select from the different recording options available in the CaptureSpace Desktop Recorder. The blue icons indicate which type of media can be recorded.
   a. **Presentations & Lectures:** Powerpoint or Screen, Webcam, Voice (See Figure 24).
   b. **Screen:** Screen, Voice (See Figure 24).
   c. **Screen & Webcam:** Screen, Webcam, Voice (See Figure 24).
   d. **Webcam:** Webcam, Voice (See Figure 24).
   e. **Voice:** Voice Only (See Figure 24).

![Figure 24 - Recording Options](image)

**Note:** See Kaltura CaptureSpace in the UITS Documentation Center for additional information about the different types of recordings you can make.
13. Click the **type of recording** you want to make (this example uses screen capture).
14. Click to select the **screen** you want to capture (See Figure 25).
15. Click either **Full Screen** or **Select Area** to capture (See Figure 25).
16. Click **Record** (See Figure 25).

17. CaptureSpace counts down to begin recording.
18. A small toolbar will appear in the bottom-right corner of the screen. You may use this to pause the recording at any time, use the draw feature, cancel the recording, or indicate that you are done recording. When finished recording, click **Done**.

19. The *Upload Options* window appears with a set of editing tools for your recording and an upload button. A title appears by default, but you may overwrite with your own **title** for your file (See Figure 28).

20. When ready, click **Upload** (See Figure 28).

21. Your file is uploaded to D2L. Click **Close**.
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.

3. Navigate to the module where the Media Gallery is located.

4. Click the Media Gallery link.
5. Videos that have been uploaded to the gallery by your instructor and classmates will appear.

![Media Gallery](image)

**Figure 33 - Media Gallery**

**Adding Media to the Media Gallery**

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

![Add Media](image)

**Figure 34 - Add Media**
2. The Add Media window will appear. A list of the media available in your MediaSpace Media Gallery will appear. The list will also include media you have added to the course.

![Add Media window](image)

**Figure 35 - Add Media window**

2. Do one of the following:

**Option A:**
   a. Select a video from the list by clicking the checkbox next to the video.

![Selected video](image)

**Figure 36 - Select video**

**Note:** You will only be able to select videos from the list that are not currently in the Media Gallery.
b. Click **Publish** to add the video to the Gallery.

**Figure 37 - Publish**

**Option B:**

a. Click **Add New**.

b. Click **Media Upload**.

**Figure 38 - Media Upload**

c. Click **Choose a file to upload**.

**Figure 39 - Choose a file to upload**
d. Navigate to the file you would like to upload, then click **Open**.

![File Upload window](image)

**Figure 40 - File Upload window**

e. Your file will begin to upload.

![File uploading](image)

**Figure 41 - File uploading**

f. Once the upload is complete, name the video. The description and tags are optional.

![Name the video](image)

**Figure 42 - Name the video**
g. Scroll down, then click **Save**.

![Image of Save button]

**Figure 43 - Save button**

h. Click **Go to Media Gallery** to view the video in the **Media Gallery**.

![Image of Go to Media Gallery link]

**Figure 44 - Go to Media Gallery link**

i. The video will appear in the Media Gallery.

![Image of Media Gallery]

**Figure 45 - Video added to Media gallery**

### 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