Getting Started with KSU’s MediaSpace in D2L Brightspace - Daylight

MediaSpace for Students Guide
University Information Technology Services

Getting Started with KSU’s MediaSpace in D2L Brightspace - Daylight MediaSpace for Students

Contents

Introduction ........................................................................................................................................... 4
Learning Objectives............................................................................................................................. 4
Uploading Video.................................................................................................................................. 5
Screen Capture (Record a Presentation) ............................................................................................ 12
Accessing the Media Gallery ................................................................................................................ 19
Adding Media to the Media Gallery .................................................................................................... 20
Additional Help .................................................................................................................................. 23
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. From within Desire2Learn, navigate to the course to which you would like to upload video.
2. From the Navbar, click Discussions.

![Figure 1 - Discussions](image)

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

3. Click the Discussion Topic.

![Figure 2 - Discussion Topic](image)

4. Click Start a New Thread.

![Figure 3 - Start a New Thread](image)
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, click **Media Upload**.

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

![Choose a file to upload button](image8.png)

**Figure 8 - Choose a file to upload button**

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).

![File upload window](image9.png)

**Figure 9 - File upload window**
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 *MediaSpace* page (See Figure 10).

![Figure 10 - Save Video](image)

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

![Figure 11 - Click Back](image)
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).

![Figure 12 - Select Video](image)

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

18. The Insert Stuff/Add Media window will appear (See Figure 13).
19. Click Insert (See Figure 13).

![Figure 13 - Insert Stuff Window](image)
20. The video will appear in the *Text Editor* window. Enter the **desired text** along with your video.

21. Click **Post** to add your video to the *Discussion* topic.

22. Your post will appear in the *Discussion* topic list of threads. Click the **more** button to view the video.

23. Click **Play** to view the video.
Screen Capture (Record a Presentation)

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

1. From within Desire2Learn, navigate to the course to which you would like to upload video.
2. From the Navbar, click Discussions.

3. Click Discussion topic.
4. Click the **Start a New Thread** button.

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

5. Enter a **name** for the thread (See Figure 20).
6. In the **Text Editor** window, select the **Insert Stuff** button (See Figure 20).

![Text Editor](Figure 20 - Text Editor)

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

![Add Media](Figure 21 - Add Media)
8. Click **Add New** (See Figure 22).
9. In the menu that appears, click **Record a Presentation** (See Figure 22).

![Figure 22 - 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 23 - Download CaptureSpace](image)
11. The *Kaltura CaptureSpace Desktop Recorder* window 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 24).
   b. **Library**: A collection of all of your Kaltura CaptureSpace presentations (See Figure 24).
   c. **Settings**: Your default recording settings (i.e. Camera resolution, camera and microphone selection, local storage folder) (See Figure 24).
   d. **Help**: Information about your recorder version and MediaSpace website (See Figure 24).

![Figure 24 - 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 25).
   c. **Screen & Webcam**: Screen, Webcam, Voice (See Figure 25).
   d. **Webcam**: Webcam, Voice (See Figure 25).
   e. **Voice**: Voice Only (See Figure 25).

![Figure 25 - 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 26).
15. Click either **Full Screen** or **Select Area** to capture (See Figure 26).
16. Click **Record** (See Figure 26).

![Figure 26 - Select Recording Options](image)

17. CaptureSpace counts down to begin recording.

![Figure 27 - Recording Countdown](image)
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**.

![Recording Toolbar](image)

**Figure 28 - Recording Toolbar**

19. The *Video Editing* window appears.

![Video Editing Window](image)

**Figure 29 - Video Editing Window**

20. After making any necessary edits, click **Done**.

![Click Done](image)

**Figure 30 - Click Done**
21. 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 31).

22. When ready, click **Upload** (See Figure 31).

![Figure 31 - Uploads Options](image)

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

![Figure 32 - Upload Success Screen](image)
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. From within Desire2Learn, navigate to the course that contains the Media Gallery.
2. Click the Content tool on the Navbar.

![Navbar](image)

Figure 33 - Navbar

3. Click the module in which the Media Gallery is located.

![Module](image)

Figure 34 - Module

4. Click the Media Gallery link.

![Media Gallery link](image)

Figure 35 - Media Gallery link

5. In the Media Gallery window that opens, the Application Desire2Learn Digital Media Services prompt appears.
6. Check **Do not ask me again for this application** (See Figure 36).
7. Click **Continue** (See Figure 36).

8. Videos 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.

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.
3. Do one of the following:

**Option A:**

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

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

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

b. **Click Publish** to add the video to the Gallery.

![Figure 40 - Publish](image)

**Option B:**

a. **Click Add New** (See Figure 41).

b. **Click Media Upload** (See Figure 41).

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

![Figure 41 - Media Upload](image)

![Figure 42 - Choose a file to upload](image)
d. Navigate to the file you would like to upload (See Figure 43).

e. Click Open (See Figure 43).

f. Your file will begin to upload.

![Figure 43 - Upload Window](image)

![Figure 44 - File uploading](image)

Once the upload is complete, name the video.

**Note:** The description and tags are optional.

![Figure 45 - Name the video](image)

h. Scroll down to the bottom of the page until the Save button is visible.
i. Click **Save**.

![Save button](image)

**Figure 46 - Save button**

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

![Go to Media Gallery link](image)

**Figure 47 - Go to Media Gallery link**

k. The video will appear in the Media Gallery.

![Media Gallery](image)

**Figure 48 - Video added to Media Gallery**

### 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](http://uits.kennesaw.edu)