# Table of Contents

- **Introduction** .................................................................................................................. 5
- **Learning Objectives** ........................................................................................................ 5
- **Log in to Kaltura MediaSpace** ......................................................................................... 6
- **Kaltura MediaSpace Menu Overview** ............................................................................. 7
- **Uploading Media** ............................................................................................................... 8
  - **Media Upload** .................................................................................................................. 8
- **Sharing from Kaltura MediaSpace** .................................................................................. 12
  - **Embed Code** .................................................................................................................. 12
  - **Responsive Embed** ......................................................................................................... 13
- **Video Editing Tools** ......................................................................................................... 14
  - **Launching the Kaltura Video Editing Tools** .................................................................. 14
- **Help - Accessibility Shortcuts** ......................................................................................... 16
- **Trimming and Clipping Media** ....................................................................................... 17
  - **Setting a Range** .............................................................................................................. 17
  - **Trimming a Media Item** ................................................................................................ 18
  - **Using the Clipping Tools** ............................................................................................... 21
- **Editing Tabs for My Media** ............................................................................................. 22
  - **Options** .......................................................................................................................... 22
    - **Disable Comments** ...................................................................................................... 22
    - **Allow Other Users to Create Clips** ........................................................................... 23
  - **Collaboration** ................................................................................................................. 24
    - **Change Media Owner** ................................................................................................. 24
    - **Adding Co-Editors, Co-Publishers, and Co-Viewers** ............................................... 25
- ** Thumbnails** ...................................................................................................................... 27
  - **Upload Thumbnail** .......................................................................................................... 27
Capture an Image ........................................................................................................... 28
Auto-Generate Thumbnails .............................................................................................. 29
Downloads ..................................................................................................................... 30
Captions ........................................................................................................................ 31
Attachments .................................................................................................................. 33
Timeline ......................................................................................................................... 34
Adding Chapters ............................................................................................................. 35
Deleting a Chapter .......................................................................................................... 36
Slides ............................................................................................................................... 37
Slides Deck ..................................................................................................................... 38
Replace Video .................................................................................................................. 41
Delete Media .................................................................................................................... 42
Channels .......................................................................................................................... 42
Creating a Channel ......................................................................................................... 42
Adding Media to a Channel ........................................................................................... 44
Create a Channel Playlist .............................................................................................. 45
Add or Remove Media to a Channel Playlist ................................................................. 48
Adding Members to a Channel ....................................................................................... 51
Playlists .......................................................................................................................... 52
Creating Playlists ........................................................................................................... 53
Delete a Playlist ............................................................................................................. 55
Download Your Media .................................................................................................... 55
Accessibility Contrast Mode .......................................................................................... 56
Additional Help ............................................................................................................... 57
Introduction

Kaltura MediaSpace is KSU’s solution for uploading and streaming media content, including videos and audio. 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.

Kaltura MediaSpace is available through integration with D2L Brightspace, or as a stand-alone product at https://mediaspace.kennesaw.edu.

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 via a link or embed code
Log in to Kaltura MediaSpace

1. In your browser, navigate to https://mediaspace.kennesaw.edu.
2. Click the Login button in the top right corner (See Figure 1).
3. Click Login (See Figure 1).

4. Enter your KSU NetID and password. (See Figure 2).
5. Click the Sign In button (See Figure 2).
Kaltura MediaSpace Menu Overview

The following explains the Kaltura MediaSpace menu:

1. **Kaltura MediaSpace Home** - Main page of Kaltura MediaSpace (See Figure 3).
2. **My Media** - A repository of all the media items you have uploaded, including private (unshared) items (See Figure 3).

3. **My Playlists** - Playlists are a great way for you to aggregate and organize media in a particular order that is meaningful to your viewers/students. Just like individual media you have hosted in Kaltura MediaSpace, you can link to and embed playlists (See Figure 3).

4. **Public Galleries** - Public Galleries are also known as Categories. Categories define the taxonomy and hierarchical structure of your MediaSpace site. You can access categories through the Navigation icon and browse your content according to the categories they are contained in (See Figure 3).

5. **My Channels** - A list of all channels you have access to, including those you have created and those that have been shared to you (See Figure 3).

6. **Resources** - Links to MediaSpace how-to documentation (See Figure 3).
7. **Search** - A search button to search all media you have access to view (See Figure 3).

8. **Add New** - A dropdown menu where you can choose to upload media, including Media Upload, Webcam Recording, or Screen Recording (See Figure 3).

9. **Current User** - Your username is displayed here. Click your name to access the Logout link (See Figure 3).

10. **Accessibility - Contrast Mode** - This accessibility feature turns on contrast mode (See Figure 3).

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![Figure 3 - MediaSpace Top Menu](image_url)
Uploading Media

You can upload media to Kaltura MediaSpace from the Add New menu. Three options are available for uploading content to Kaltura MediaSpace: Media Upload, Kaltura Capture, and Video Quiz.

Media Upload

You can upload images and video files directly from your phone and tablet browser using the new upload control that uploads files in chunks and supports resuming uploads as well. The following explains media upload:

1. Click the Add New button at the top-right of Kaltura MediaSpace (See Figure 4).
2. Click Media Upload (See Figure 4).

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.
   a. Scroll down to read the full agreement.
   b. Place a checkmark in the checkbox next to (Required) I agree to the above terms and conditions.
5. The *Upload Media* window will appear. Click the **Choose a file to upload** button.

![Upload Media](image)

**Figure 6 - Click Choose a file to upload**

6. Your browser’s *File Upload* window will appear. Browse to the **media file** on your computer (See Figure 7).

7. **Select** the media file (See Figure 7).

8. Click **Open** (See Figure 7).

![File Upload Screen](image)

**Figure 7 - File Upload Screen**

9. The file will begin to upload in Kaltura MediaSpace.
10. After the upload is complete, the *Upload Media* window will appear with the *Name* field populated and the progress bar will indicate that the upload is complete.

![Figure 8 - Upload Complete](image)

11. Enter any other **details** you want about the video in the *Description* field as well as any **search tags** in the *Tags* field (See Figure 9).

12. Click **Save**. This saves the video to your *Kaltura MediaSpace* page (See Figure 9).

![Figure 9 - Save Video](image)
13. Scroll down below the description and tags to the publishing options. Choose one of the available publishing options (See Figure 10):
   a. **Private** - This item is visible only to you (See Figure 10).
   
   b. **Unlisted** - This item is visible to anyone who receives the link to the video (similar to the Unlisted option in YouTube) (See Figure 10).
   
   c. **Published** - This item will be published to a channel of your choosing, and visible only to those who have access to that channel (See Figure 10).

14. Click **Save** (See Figure 10).

![Publishing options](image1)

**Figure 10 - Publishing options**

15. Click **Go To Media** to view your media upload.

![Save button](image2)

**Figure 11 - Save button**

**Note**: Keep a copy of the media you are uploading. If you need to submit it for captioning, follow the link below to learn more about captioning at KSU. [http://accessibility.kennesaw.edu/captioning.php](http://accessibility.kennesaw.edu/captioning.php)
Sharing from Kaltura MediaSpace
The following explains how to share media using embed code and responsive embed.

Embed Code
1. Click My Media.

![MediaSpace - My Media](image1)

Figure 12 - MediaSpace - My Media

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

![Select Video](image2)

Figure 13 - Select Video

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

![Click the Share Button](image3)

Figure 14 - Click the Share Button
4. Click the **Embed** tab, then copy the embed code that appears in the window.

   ![Figure 15 - Click the Embed Button](image)

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

   ![Figure 16 - Copy Embed Code](image)

6. Once you have copied the embed code, you can use this code online on a website.

**Responsive Embed**

Allow users to grab responsive embed codes, which means that the embedded player will resize according to the browser’s dimensions. To allow responsive sizing:

1. Click the **Responsive Sizing** button (See Figure 17).
2. Click the desired **player size** (See Figure 17).

   ![Figure 17 - Responsive Sizing button](image)
Video Editing Tools

Video Editing Tools are a one-stop shop for timeline editing in *Kaltura MediaSpace*. The current release of the *Video Editing Tools* supports the following: *Video Editor*, which enables clipping and trimming of media, and *Video Quiz Creator*, which allows for the placement of questions along the timeline of a video.

You can launch the *Kaltura Video Editing* Tools from the *Edit Entry* window or from the *Actions* drop-down menu.

**Launching the Kaltura Video Editing Tools**

1. **Login** to Kaltura MediaSpace.
2. Click **My Media**.
3. There are two options to launch video editing tools:
   a. **Edit Icon** - Provides access to media details, options, collaboration, and editing tools.
      i. Click the item's **Edit** icon.
   ii. Click **Launch Editor**.

![Figure 18 - Edit Button](image)

![Figure 19 - Launch Editor](image)
b. **Details and Sharing**: Provides access to media *Details* tab, *Sharing* tab, and *Actions* menu.
   i. Click the **name** of a video to open it.

![Select Video](image)

**Figure 20 - Select Video**

ii. Click the **Actions** drop-down menu (See Figure 21).

iii. Click **Launch Editor** from the *Actions* drop-down menu (See Figure 21).

![Actions - Launch Editor](image)

**Figure 21 - Actions - Launch Editor**

4. The **Video Editor** window will open.

![Video Editor](image)

**Figure 22 - Video Editor**
5. The Video Editor window will open.

6. The Video Editor contains the following navigation tabs:
   a. **Quiz Tab** – For creating and editing interactive video quizzes (See Figure 23).
   b. **Edit Tab** – Opens the Video Editor (See Figure 23).
   c. **Help** – Provides a link to accessibility shortcuts (See Figure 23).

**Note:** Depending on the type of media you selected, the Video Editor will open the relevant tab.

![Figure 23 - Video Editor tabs](image)

**Help - Accessibility Shortcuts**

*Kaltura Video Editing Tools* contain the Help Question icon that provides a link to the user manual and opens accessibility shortcuts. These shortcuts are useful to create clips and trim your videos. The shortcuts are adapted to your operating system and are contextual for the tab you are working in. For example, if you are working in the Quiz tab, the relevant shortcuts will appear. Simply click the **help icon** to open and close the Help information.

![Figure 24 - Help - Accessibility Shortcuts](image)
Trimming and Clipping Media

Setting a Range
To trim media or to create a clip, you must first define the range you want to keep or make a clip from. You can set the range in one of the following ways:

a. Drag the **handlebars** of the start/end point with your mouse to set the range (See Figure 25).

b. Click **anywhere** on the timeline, the real time marker will position itself there. Drag either timeline edge to snap it to the real time marker (See Figure 25).

c. Enter a **start/end time** in the real-time input field, and press **Enter**. The real time marker will position itself on the timeline at the manually set time. You can then drag either handlebar on the timeline edge to snap it to the real time marker (See Figure 25).

d. Play the media, and pause on desired time. The real time marker will position itself at that time. Drag either **timeline handlebar** to snap it to the real time marker. When arrows are displayed on the real time marker, you can move the real time marker on the timeline to a different position, either backwards or forwards (See Figure 25).

Figure 25 - Setting a Range
Trimming a Media Item
Use the trimming tool to trim the start/end of your media. The following explains how to trim a media item:

In the following example, the **first 5 seconds** will be trimmed from a video:

1. Click **My Media**.
2. Using the video from which you want to trim, click the **Edit** icon.

3. To the right of the video thumbnail, click **Launch Editor**.

4. To retain a copy of the original video, click **Save a Copy** prior to trimming.

5. Enter a title for the new media and click **Create**.

6. When the **Success** notification window appears, click **OK**.
7. Click **My Media** to edit the copy.
8. Click **Edit** to trim the copy.

![Figure 31 - Edit Clip](image)

9. To the right of the video thumbnail, click **Launch Editor**.

![Figure 32 - Launch Editor](image)

10. In this example, the desired start time will be **5 seconds**. Using the handlebars to set the range, drag the **handlebar to the 00:05.00 point** on the video.

![Figure 33 - Clipping Video](image)
11. You can also select to input the **00:05** time manually.

![Figure 34 - Manual Time Input](image)

12. You now have the desired segment of the video. Click **Save**.

![Figure 35 - Click Save](image)

13. A warning message appears. Click **Save**.

![Figure 36 - Click Save](image)
14. A progress bar appears to display progress.

![Figure 37 - Progress Bar]

15. When complete, click **OK**.

![Figure 38 - Saved]

16. Click **Exit** to return to *My Media*.

**Using the Clipping Tools**

The following explains how to use the clipping tools:

1. Click anywhere on the **timeline** (See Figure 39).
2. Clipping tools will appear above the time selected on the real time marker (See Figure 39).

![Figure 39 - Clipping Tools on Timeline]

3. To split the video into segments, click the **Split Tool (scissors)**.

![Figure 40 - Split Tool]
4. To set the selected time as the beginning of the video, click **Set In**.

![Figure 41 - Set In Tool](image)

5. To set the selected time as the end of the video, click **Set Out**.

![Figure 42 - Set Out Tool](image)

**Editing Tabs for My Media**

**Options**

The **Options** tab provides checkboxes to enable or disable comments and clip creation by users given permissions to access the selected media.

**Disable Comments**

The follow explains how to disable comments:

1. Click **My Media**.
2. All of your media will appear. Click the **Edit** icon next to the media you wish to edit.
3. Click the **Options** tab (See Figure 44).
4. Click the checkbox next to *Disable comments for this media* (See Figure 44).
5. Click **Save** (See Figure 44).

![Figure 44 - Disable comments](image)

**Allow Other Users to Create Clips**

The following explains how to allow other users to create clips of a video entry:

1. Login to your **My Media** page.
2. Click the **Edit** icon near the entry you want to edit.
3. Click the **Options** tab (See Figure 45).

4. Under **Clipping**, check the **Enable everyone to create clips from this video** checkbox (See Figure 45).

5. Click **Save** (See Figure 45).

![Figure 45 - Everyone checkbox](image)
Collaboration

The *Collaboration* tab provides access to change the media owner and add collaborators to the selected media.

**Change Media Owner**

The following explains how to change the media owner:

- **Note:** Once you change owner you will not be able to edit this media and it will no longer appear in your *My Media* list.

1. Click **My Media**.
2. All of your media will appear. Click **Edit**.

3. Click the **Collaboration** tab (See Figure 47).
4. Click **Change Media Owner** (See Figure 47).
5. Type the **NetID** of the media’s new owner (See Figure 48).
6. Click **Save** (See Figure 48).

![Change Media Owner](image)

**Figure 48 - Change Media Owner Window**

### Adding Co-Editors, Co-Publishers, and Co-Viewers

MediaSpace offers the ability for users to collaborate on a piece of media by adding Co-Editors, Co-Publishers, and Co-Viewers:

- **Co-editors**: can edit an entry's details and metadata, trim media, replace media, edit captions, edit chapters and slides, but cannot delete media or add new co-editors and co-publishers.

- **Co-Viewers**: are only able to view media and do not have editing permissions nor allowed to view unlisted entries, unless they are also co-publishers or co-editors of that entry.

- **Co-Publishers**: can publish the media to their entitled Categories or Channels.

The following explains how to add co-editors and co-publishers:

1. Click **My Media**.
2. All of your media will appear. Click **Edit**.
3. Click **Collaboration**. (See Figure 49).
4. Click **+Add Collaborator**. (See Figure 49).

![Add Collaborator](image)

**Figure 49 - Add Collaborator**
5. The *Add a Collaborator* window appears (See Figure 50):
   a. Type the **name** of the user you would like to add as a collaborator (See Figure 50).
   b. Place a **checkmark** next to all applicable roles (See Figure 50).
   c. Click **Add** (See Figure 50).

![Figure 50 - Add a Collaborator window](image)

6. You can view Media Collaborators, edit permissions and delete as needed for each collaborator.

![Figure 51 - Media Collaborators](image)
7. Once a user has been added as a Co-Editor, Co-Publisher, or Co-Viewer, you will be able to see media that they can edit or publish by going to My Media and clicking the Filters button to select Media I Own, Media I Can Edit, or Media I Can Publish.

There are three ways to change the thumbnail for your media: uploading an image, capturing an image from the video itself, or having MediaSpace auto-generate thumbnails for you to select your favorite. The following explains how to create each type of thumbnail:

**Upload Thumbnail**

1. Click My Media.
2. All of your media will appear. Click Edit.
3. Click **Thumbnails** (See Figure 54).
4. Click **Upload Thumbnail** (See Figure 54).

![Figure 54 - Upload Thumbnail](image)

5. Navigate to an image on your computer and click **OK** or **Open**.

**Capture an Image**

1. Click **My Media**.
2. All of your media will appear. Click **Edit**.
3. Click **Thumbnails** (See Figure 55).
4. **Scroll** through the timeline of your video until you find a frame you like (See Figure 55).
5. Click **Capture** (See Figure 55).

![Figure 55 - Capture](image)
Auto-Generate Thumbnails

1. Click **My Media**.
2. All of your media will appear. Click the **Edit** button.

![Figure 56 - Edit](image)

3. Click the **Thumbnails** tab (See Figure 57).
4. Click **Auto-Generate** (See Figure 57).

![Figure 57 - Auto-Generate thumbnails](image)

5. MediaSpace will automatically select 10 images from your video. **Select a Thumbnail** you like by clicking it (See Figure 58).

6. If you don’t like any of the auto generated thumbnails, click **Cancel**, and then click **auto-generate** again until you find an image you like (See Figure 58).

![Figure 58 - Select a Thumbnail](image)
Downloads

Download media allows you to give those with media access permissions the option to download the media file in a variety of formats for offline viewing. This feature does not appear unless you select which versions of the media are available for download.

1. Click **My Media**.
2. All of your media will appear. Click the **Edit** button.

![Figure 59 - Edit](image)

3. Click **Downloads** (See Figure 60).
4. Select which formats of the media you would like to make available (e.g., High Definition or Standard Definition) (See Figure 60).
5. Click **Save** (See Figure 60).

![Figure 60 - Select Available Formats](image)
Captions

1. Click **My Media**.
2. All of your media will appear. Click the **Edit** icon.

![Figure 61 - Edit button](image)

3. Click **Captions** (See Figure 62).
4. Click **Upload captions file** (See Figure 62).

![Figure 62 - Upload captions file](image)

5. Click **Browse** to locate the captions file.

![Figure 63 - Browse for captions file](image)

**Note**: Captions must be uploaded to media in a particular format, such as SRT. Follow the link below to learn more about captioning at KSU. [http://accessibility.kennesaw.edu/captioning.php](http://accessibility.kennesaw.edu/captioning.php)
6. When file upload is complete, an *Upload Complete* message will appear. In the *Language* drop-down box, select a *Language* (See Figure 64).

7. Enter a *Label*. A label is the text that will appear in the caption selector (See Figure 64).

**Note:** The caption selector displays caption options in the media player.

8. Click *Save*. The file will be added to the *Captions* tab (See Figure 64).

9. The uploaded caption file will appear.

![Figure 64 – Select Caption Details](image)

![Figure 65 – Uploaded SRT Caption File](image)
Attachments

1. Click My Media.
2. All of your media will appear. Click the Edit button.

3. Click the Attachments tab (See Figure 67).
4. Click the Upload File button (See Figure 67).

5. In the Upload File window, click +Select File.

Figure 66 - Edit

Figure 67 - Upload File

Figure 68 - Select File
6. Browse to the file you would like to upload, and click **OK**.

7. Once the file has uploaded, you may change the title of the file, and add a description. Both of these fields are optional.

8. When you are finished, click **Save**.

9. The file is available to viewers when clicking **Attachments** underneath your media.

![Image](https://via.placeholder.com/150)

**Figure 69 - Save**

**Timeline**

The **Timeline** tab provides the ability to create chapters and slides to your media for ease of viewing. You can add slides and chapters to enhance a video experience. Slides and chapters are part of the video content, and viewers can view them in the player simultaneously with the media. Using the Navigation Panel, you can navigate the video using the slides and chapters. The following explains how to add chapters and slides:
Adding Chapters

1. Click My Media.
2. All of your media will appear. Click the Edit button.

3. Click the Timeline tab (See Figure 72).
4. Click along the timeline to the point where you would like to set a new chapter (See Figure 72).
5. Click the Create a New Chapter button (See Figure 72).

6. Once a new chapter is created, more options appear below the timeline allowing you to (See Figure 73):
   
a. Select a Thumbnail for the chapter. You can either use the image from the video at the point your chapter begins, or upload your own image (See Figure 73).
   b. Enter a Title and Description for the chapter (See Figure 73).
   c. Change the point in the timeline where the chapter begins, and add any tags for the chapter (See Figure 73).

7. Once you are finished with this information, click the Save button (See Figure 73).
8. Click **View in Player** to see your changes.

![Figure 74 - View in Player](image)

**Deleting a Chapter**

1. Go to your My Media page and click the **edit** icon next to the video you want to edit.
2. Click the **Timeline tab** to view all the chapters and slides in the video (See Figure 75).
3. Click the **cue point** of the chapter you want to delete from the timeline (See Figure 75).
4. Click **Delete Chapter** (See Figure 75).

![Figure 75 - Delete Chapter](image)

5. A confirmation box will appear. Click **Delete** to confirm.

![Figure 76 - Delete Confirmation](image)

6. Click **View in Player** to see your changes.
Slides
1. Login to your My Media page.
2. Click the Edit icon near the entry you want to edit.

![Figure 77 - Edit](image)

3. Click the Timeline tab (See Figure 78).
4. Place the cursor on the timeline where you want to add a slide (See Figure 78).
5. Click Upload Single Slide icon to add a slide (See Figure 78).

![Figure 78 - Upload Slides](image)

6. Navigate to an image on your computer and click OK or Open.
7. Enter relevant slide information (See Figure 79).
8. Click Save (See Figure 79).

![Figure 79 - Upload Slide](image)

**Note:** To edit an existing slide, click the slide on the Timeline.
Slides Deck

1. Login to your My Media page.
2. Click the **Edit** icon near the entry you want to edit.

![Figure 80 - Edit](image)

3. Click the **Timeline** tab (See Figure 81).
4. To the left of the **Timeline**, click the **drop-down arrow** (See Figure 81).
5. From the **drop-down menu**, click **Upload Full Deck** (See Figure 81).

![Figure 81 - Upload Full Deck](image)

6. Click **upload a full deck**.

![Figure 82 - Upload a Full Deck](image)
7. From the Deck Upload window, choose a slides resolution (See Figure 83):
   a. Normal Resolution (1024x768) (See Figure 83).
   b. Wide Resolution (1066x768) (See Figure 83).
8. Click Choose a file to upload (See Figure 83).

9. Your browser’s File Upload window will appear. Browse to the media file on your computer (See Figure 84).

10. Select the file (See Figure 84).
11. Click Open (See Figure 84).

**Note:** The supported formats are: PPT, PPTX, and PDF.
12. The file will upload and process. Click **Back to Timeline**.

![Figure 85 - File Processing](image)

13. The slides will be added and distributed evenly along the timeline, starting from the red marker point. You can move each slide to its desired point in the timeline and save.

![Figure 86 - Slides Added](image)
Replace Video

This tool can be used to replace or update a video. This is extremely helpful for users who have embedded presentations from MediaSpace onto other sites such as D2L BrightSpace, since the video can be replaced without having to update the embed code.

1. Click My Media.
2. All of your media will appear. Click Edit.
3. Click Replace Video (See Figure 87).
4. Click Choose File to Upload (See Figure 87).
5. Navigate to your new video on your computer and select it for upload.
6. Click OK or Done. The new file will begin uploading.
7. Once the new file has uploaded, you can choose to accept the replacement by clicking Approve Replacement, otherwise click Cancel Replacement.
Delete Media

1. Click My Media.
2. Locate the item you would like to delete.
3. Click Delete.

![Delete button](image)

Figure 89 - Delete button

4. You will receive a message confirming that you would like to delete the item. Click Delete.

![Delete Confirmation](image)

Figure 90 - Delete Confirmation

Channels

Creating a Channel

1. Click My Channels (See Figure 91).
2. On the Channels page, click Create Channel (See Figure 91).

![Create Channel](image)

Figure 91 - Create Channel
3. The *Create a New Channel* page will appear. Enter values for:
   a. **Name** (Required) - Enter the channel name to display on the Channels page (See Figure 92).
   b. **Description** (Optional) - Enter a description of the channel's content to be displayed on the My Channels page (See Figure 92).
   c. **Tags** (Optional) - Enter a tag that describes the channel, to use in searches (See Figure 92).

![Create a New Channel](image1)

**Figure 92 - Create a New Channel**

4. Choose a *Privacy* setting for the channel:
   a. **Private** - Membership is by invitation only and only members can view content and participate. (See Figure 93)
   b. **Shared Repository** - Membership is by invitation only. Members can publish content from this channel to any other channel according to their entitlements. (See Figure 93)

![Privacy Settings](image2)

**Figure 93 - Privacy Settings**

*Note:* Shared Repositories allow any member to browse the media that is published within the channel, and use the media to publish to other channels.
5. Choose the **Options settings** for the channel (See Figure 94).

   a. *Moderate Content (Media will not appear in channel until approved by a channel manager)* (See Figure 94).

   b. *Enable comments in channels.* (See Figure 94).

**Note:** When media is accessed through a channel, comments are only visible if comments are enabled for the media item, and the *Enable comments in channels* checkbox is selected.

6. Click **Save** (See Figure 94).

![Figure 94 - Options settings](image)

**Adding Media to a Channel**

1. Click **Channels**.

2. From the **Channels** page, select a **Channel**.

3. The channel window will open, click **Add to Channel**.

![Figure 95 - Add to Channel](image)
4. All of your available media that is located on Kaltura MediaSpace will appear. Click the checkbox next to the media that you would like to insert (See Figure 96).

5. Click Publish (See Figure 96).

![Figure 96 - Select Media](image)

6. Your media will be added to the channel.

**Create a Channel Playlist**

1. Click Channels.
2. From the Channels page, select a Channel.
3. The channel window will open. Click the Channel Actions button (See Figure 97).
4. From the Channel Actions drop-down menu, click Edit (See Figure 97).

![Figure 97 - Channel Actions](image)
5. From the *Edit Channel Name* screen, click the **Playlists** tab (See Figure 98).
6. Click **Create new** (See Figure 98).
7. From the **Create new** drop-down menu, click **Manual Playlist** (See Figure 98).

![Figure 98 - Playlists](image_url)

8. From the **Set Details**, enter the following details (See Figure 99):
   a. **Title** - Title of the playlist (See Figure 99).
   b. **Description** - Optional field to provide a description for viewers (See Figure 99).
   c. **Tags** - Optional field to help assign search tags (See Figure 99).

![Figure 99 - Set Details](image_url)
9. Click **Add Media** (See Figure 100).

**Note:** To add media to the playlist, you must have media added to the *Media Gallery* first.

10. From the *Add Media*, find the *media* and click **Add** (See Figure 100).

11. Repeat step 10 for all the media you want to add.

12. To **organize** the order of the media, **left-click and hold** the move icon (See Figure 100).

13. **Drag up or down** and let go of **left-click** to drop.

14. Repeat step 12 and 13 to organize the rest of your media.

15. Click **Save** (See Figure 100).

---

**Figure 100 - Add Media**

16. Click the **Details** tab (See Figure 101).

17. From the **Details** tab, click **Back to Channel** (See Figure 101).

---

**Figure 101 - Back to Channel**
18. From the **Home** tab of the Channel, you will see the playlist.

![Home Tab](image1)

**Add or Remove Media to a Channel Playlist**

1. Click **Channels**.
2. From the **Channels** page, select a **Channel**.
3. The channel window will open, the **Channel Actions** button (See Figure 103).
4. From the **Channel Actions** drop-down menu, click **Edit** (See Figure 103).

![Channel Actions](image2)
5. From the *Edit Channel Name* screen, click the **Playlists** tab (See Figure 104).

6. Find the **playlist** and click **edit** (See Figure 104).

![Figure 104 - Playlists](image)

7. Click **Add Media** (See Figure 105).

**Note:** To add media to the playlist, you must have media added to the *Media Gallery* first.

8. From the **Add Media**, find the media and click **Add** (See Figure 105).

9. Repeat step 8 for all the media you want to add.

10. To remove media from the **Playlist order**, find the media and click **Remove** (See Figure 105).

11. Repeat step 10 for all the media you want to remove.

12. To **organize** the order of the media, **left-click and hold** the move icon (See Figure 105).

13. **Drag up or down** and let go of **left-click** to drop.

14. Repeat step 12 and 13 to organize the rest of your media.

15. Click **Save** (See Figure 105).

![Figure 105 - Add or Remove Media](image)

16. Click the **Details** tab (See Figure 106).
17. From the Details tab, click Back to Channel (See Figure 106).

![Figure 106 - Back to Channel](image)

18. From the Home tab of the Channel, you will see the playlist.

![Figure 107 - Home Tab](image)
Adding Members to a Channel

After creating the channel, you can now add members to the channel. To add members to a channel:

1. On the Edit channel page, click the Members tab (See Figure 108).
2. Click Add Member (See Figure 108).

3. The Add Member window appears. From here:
   a. Enter the NetID for the person you would like to add (See Figure 109).
   b. Under Set permission, click the drop-down to select the member’s permission level for the channel (See Figure 109).
   c. Click Add (See Figure 109).
4. The table below describes each permission level.

<table>
<thead>
<tr>
<th>Permission</th>
<th>Allows users to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>View channel content only.</td>
</tr>
<tr>
<td>Contributor</td>
<td>View channel content and add media to the channel.</td>
</tr>
<tr>
<td>Moderator</td>
<td>View channel content, add media to the channel, and moderate channel content.</td>
</tr>
<tr>
<td>Manager</td>
<td>View channel content, add media to the channel, and moderate channel content, and manage the channel.</td>
</tr>
</tbody>
</table>

5. The member is now added to the channel.

![Edit Holiday Videos](image)

**Figure 110 - Member Added**

**Playlists**

Playlists allow you to grab embed code for displaying a player and a collection of media. You can add media to one or more playlists. The following explains how to create, edit, and share playlists:
Creating Playlists

1. Click **My Media**.
2. Click the **checkbox** next to the media you would like to add to the playlist (See Figure 111).
3. Click the **Actions** button (See Figure 111).
4. In the drop-down menu, click **Add to playlist** (See Figure 111).

![Figure 111 - Select Media](image)

5. The **My Media** window will appear. Make the following selections:
   a. Enter a **name** for the playlist (See Figure 112).
   b. Click the **Create** button (See Figure 112).

![Figure 112 - Create Playlist](image)
6. The newly created playlist appears. Click **Save**.

![Figure 113 - Save New Playlist](image)

7. The selected media has been added to the new playlist. Click **Go To My Playlists**.

![Figure 114 - Click Go To My Playlists](image)

8. Click the **Playlist** that you would like to view.

![Figure 115 - Select Playlist](image)
Delete a Playlist

1. Click My Playlists.
2. Select the playlist that you would like to delete (See Figure 116).
3. Click the Delete Playlist button (See Figure 116).

![Figure 116 - Delete Playlist Button]

4. In the Delete Playlist window, click the Delete button.

![Figure 117 - Delete playlist confirmation]

Download Your Media

You can download a copy of any piece of media in your My Media area. These instructions apply to the content owner; if you would like to release download permissions to all the viewers of a piece of media, see the Downloads and Collaboration sections. The following explains how to download media:

1. Click My Media.
2. All of your media will appear. Click Edit.

![Figure 118 - Edit My Media]
3. Click the **Download** icon in the bottom bar of the player.

![Figure 119 - Download button](image)

4. The file will begin to download to your default downloads folder. An MP4 video file will be saved to your computer. If it does not open automatically, **locate** in your folder to open it.

**Accessibility Contrast Mode**

This accessibility feature turns on contrast mode.

1. Click the **Accessibility Contrast Mode** button.

![Figure 120 - Accessibility Contrast Mode](image)
2. You will see bolded text, brighter buttons, and text on images bolded with a single background color.

![Accessibility Contrast Mode](Figure 121)

**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