Kaltura MediaSpace Integration with D2L Brightspace
Guide for Faculty / Staff
University Information Technology Services
Kaltura MediaSpace Integration with D2L Brightspace
Guide for Faculty / Staff

Table of Contents
Introduction ................................................................................................................................. 4
Learning Objectives ................................................................................................................ 4
Kaltura MediaSpace Integration in D2L Brightspace ............................................................. 5
Inserting External Learning Tools ......................................................................................... 5
Adding Media to the Media Gallery ...................................................................................... 8
Creating a Media Gallery Playlist .......................................................................................... 10
Add or Remove Media from a Media Gallery Playlist .......................................................... 13
Uploading a Media File to the Media Gallery ........................................................................ 16
How to Embed Media into D2L Brightspace ........................................................................ 19
Inserting Media via Insert Stuff ............................................................................................ 19
Insert Media via Existing Activities ..................................................................................... 27
Accessibility Contrast Mode .................................................................................................. 29
Uploading Media to My Media .............................................................................................. 31
Additional Help ..................................................................................................................... 34
Introduction

*Kaltura MediaSpace* is KSU’s solution for uploading and streaming media content, including videos and audio. It is available through integration within D2L Brightspace.

Learning Objectives

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

- Upload and publish media to *Kaltura MediaSpace* through the D2L Brightspace integration
- Access and add content to the Media Gallery
- Embed media into D2L Brightspace
Kaltura MediaSpace Integration in D2L Brightspace

Kaltura MediaSpace integration in D2L Brightspace allows you to easily access and share media stored within your MediaSpace account. You may insert media into various tools within your course (e.g., Announcements, Assignments, Content, Discussions, and Quizzes) by using the Insert Stuff button in any text entry field. You may also create a media gallery to provide a central location accessible to all students enrolled in the course. To create a media gallery, you will need to insert the External Learning Tool, Media Gallery, into the Content tool. The following explains how to add media to your course using a variety of methods:

Inserting External Learning Tools
The following explains how to insert an external learning tool into a module in your course content:

1. Log in to D2L Brightspace.
2. Navigate to the course where you would like to use MediaSpace files.
3. Click Content on the Course Navbar.

Figure 1 - Click Content

4. Click an existing module.

Figure 2 – Click the Module
5. Click **Existing Activities**.

![Figure 3 - Existing Activities](image)

6. Click **External Learning Tools**.

![Figure 4 - External Learning Tools](image)
7. From the Add Activity window, click Media Gallery.

![Figure 5 - Add Activity window]

8. The Media Gallery will be added to your module.

![Figure 6 - Media Gallery]
9. The first time you or your students access the Media Gallery or My Media in D2L Brightspace, you will be prompted to allow access by Kaltura.

   a. Place a checkmark in the Do not ask me again for this application box (See Figure 7).
   b. Click Continue (See Figure 7).

![Figure 7 - Allow Access to Kaltura](image)

**Adding Media to the Media Gallery**

The following explains how to add media to the Media Gallery:

1. Navigate to the course to which you would like to add new media.
2. Click Content on the course navbar.

![Figure 8 - Course and Content](image)

3. Click the module that contains the Media Gallery - External Learning Tool (See Figure 9).
4. Click Media Gallery (See Figure 9).

![Figure 9 - Media Gallery](image)
5. The *Media Gallery* window will open, click **Add Media**.

6. All media that located in your *Kaltura MediaSpace* account will appear. Click the **checkbox** next to the media that you would like to insert (See Figure 11).

7. Click **Publish** (See Figure 11).

8. Your media will be added to the course.
Creating a Media Gallery Playlist

1. Navigate to the course for which you would like to create a Media Gallery Playlist.
2. Click Content on the course navbar.

![Figure 12 - Course and Content](image)

3. Click the module that contains the Media Gallery - External Learning Tool (See Figure 13).
4. Click Media Gallery (See Figure 13).

![Figure 13 - Media Gallery](image)

5. The Media Gallery window will open, click the Channel Actions button (See Figure 14).
6. From the Channel Actions drop-down menu, click Edit (See Figure 14).

![Figure 14 - Channel Actions](image)
7. From the Edit Media Gallery screen, click the Playlists tab (See Figure 15).
8. Click Create new (See Figure 15).
9. From the Create new drop-down menu, click Manual Playlist (See Figure 15).

![Figure 15 - Playlists](image)

10. From the Set Details, enter the following details (See Figure 16):
   a. **Title** - Title of the playlist (See Figure 16).
   b. **Description** - Optional field to provide a description for viewers (See Figure 16).
   c. **Tags** - Optional field to help assign search tags (See Figure 16).

![Figure 16 - Set Details](image)
11. Click **Add Media** (See Figure 17).

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

12. From the *Add Media* section, find the media you want to add to the playlist and click **Add** (See Figure 17).

13. Repeat step 12 for all the media you want to add to the playlist.

14. To organize the order of the media, **left-click and hold** the move icon (See Figure 17).

15. **Drag up or down** and release the mouse button to drop.

16. Repeat step 14 and 15 to organize the rest of your media.

17. Click **Save** (See Figure 17).

18. Click the **Details** tab (See Figure 18).

19. From the **Details** tab, click **Back to Media Gallery** (See Figure 18).
20. From the **Home** tab of the **Media Gallery**, you will see the playlist.

![Media Gallery](image1)

**Figure 19 - Home Tab**

**Note:** Click the **Toggle Contrast Mode** button to switch to contrast mode (See Figure 19).

**Add or Remove Media from a Media Gallery Playlist**

1. Navigate to the course that you would like to add media a **Media Gallery Playlist**.
2. Click **Content** on the **course navbar**.

![Course and Content](image2)

**Figure 20 - Course and Content**

3. Click the **module** that contains the **Media Gallery - External Learning Tool** (See Figure 21).
4. Click **Media Gallery** (See Figure 21).

![Media Gallery](image3)

**Figure 21 - Media Gallery**
5. The Media Gallery window will open, click the **Channel Actions** button (See Figure 22).
6. From the **Channel Actions** drop-down menu, click **Edit** (See Figure 22).

![Figure 22 - Channel Actions](image)

7. From the **Edit Media Gallery** screen, click the **Playlists** tab (See Figure 23).
8. Find the **playlist** and click **edit** (See Figure 23).

![Figure 23 – Playlists](image)
9. Click **Add Media** (See Figure 24).

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

10. From the *Add Media* section, find the **media** and click **Add** (See Figure 24).

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

12. From the *Playlist order*, find the **media** and click **Remove** (See Figure 24).

13. Repeat step 12 for all the media you want to remove.

14. To **organize** the order of the media, **left-click and hold** the move icon (See Figure 24).

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

16. Repeat step 14 and 15 to organize the rest of your media.

17. Click **Save** (See Figure 24).

---

18. Click the **Details** tab (See Figure 25).

19. From the **Details** tab, click **Back to Media Gallery** (See Figure 25).
20. From the **Home** tab of the *Media Gallery*, you will see the playlist.

![Figure 26 - Home Tab](image)

**Uploading a Media File to the Media Gallery**

1. Navigate to the **course** where you would like to add a new media.
2. Click **Content** on the **Course Navbar**.
3. Click the **module** that contains the *Media Gallery - External Learning Tools*.
4. Click **Media Gallery**.

![Figure 27 - Click Media Gallery](image)

5. Click **Add Media**.

![Figure 28 - Add Media](image)
6. Click **Add New**.

![Figure 29 - Add New button](image)

7. Click **Media Upload** from the menu that appears.

![Figure 30 - Media Upload](image)

8. The KSU MediaSpace End-User License Agreement window will appear. Place a **checkmark** in the (Required) *I agree to the above terms and conditions* checkbox.

![Figure 31 - KSU MediaSpace End-User License Agreement](image)

9. The **Upload Media** window will appear. Drag and drop a file in the area indicated or click **Choose a file to upload**.

![Figure 32 - Choose a file to upload](image)
10. *Windows Explorer* will appear. Navigate to the **media** you would like to upload.
11. Click the **Media** to upload (See Figure 33).
12. Click **Open** (See Figure 33).

![Figure 33 - Navigate to Media](image)

13. Once the upload is complete, enter a **name** for the media. A description is optional.

![Figure 34 - Name the media](image)
14. Scroll down and click the **Save** button.

![Save button](image)

**Figure 35 - Save button**

15. Click either **Go To Media** or **Go To Media Gallery** to view the media that you have uploaded.

![Go to Media or Media Gallery](image)

**Figure 36 – Go to Media or Media Gallery**

**How to Embed Media into D2L Brightspace**

The following instructions explain how to embed media from Kaltura MediaSpace into a D2L Brightspace within any tool that offers the **Insert Stuff** tool, such as Announcements, **Content**, **Create a File**, **Discussions**, **Existing Activities**, etc.

**Note:** The recommended player size depends on where you plan to insert this media in your D2L Brightspace course.

- **Content** - 608x402 is the recommended size.
- **Discussion posts** - 400x285 is the recommended size.
- **News** - 304x231 is the recommended size.

**Inserting Media via Insert Stuff**

**Note:** Insert only one Video Quiz in a **Create a File**, or there will be complications with the grade book synchronization.
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. Click a **current module** or create a **new module**.
4. Click **Upload / Create** (See Figure 37).
5. In the menu that appears, click **Create a File** (See Figure 37).

![Figure 37 - Create a File](image)

6. Enter a **name** for the file (See Figure 38).
7. In the **Content** window, click the **Insert Stuff** button (See Figure 38).

![Figure 38 - Insert Stuff](image)

8. Click **Add Kaltura Media** from the menu on the left.

![Figure 39 - Add Kaltura Media](image)
9. The *Insert Stuff / Add Kaltura Media* window will appear. You may select media located on your *Kaltura MediaSpace* page or add new media content from your computer.

a. To select a media from your *Kaltura MediaSpace* page, click **My Media**, using filters and or navigation bar to sort and search your media (See Figure 40).

b. To add new media to your *Kaltura MediaSpace* page and embed in D2L Brightspace, click **Add New** (See Figure 40).

![Figure 40 - Add Media Window](image)

10. When adding new media content, in the menu that appears, click **Media Upload**.

![Figure 41 - Media Upload](image)
11. The **KSU MediaSpace End-User License Agreement** window will appear. Place a **checkmark** in the *(Required) I agree to the above terms and conditions* checkbox.

![Figure 42 - KSU MediaSpace End-User License Agreement](image)

12. Scroll **down** to view the *Upload Media* section (See Figure 43).

13. To upload to your *MediaSpace* page, you have two options (See Figure 43).
   a. **Drag and drop** a media file in the area indicated (See Figure 43).
   b. **Click Choose a file to upload** (See Figure 43).

![Figure 43 - Choose a file to upload button](image)
14. When selecting a file to upload, in the window that appears, locate the **media** file that you would like to upload.

15. Click the **media** to upload (See Figure 44).
16. Click **Open** (See Figure 44).

![Figure 44 - File upload window](image)

10. Once the upload is complete, fill out the details for your media (See Figure 45):

   a. **Name** - By default, this will pre-fill with the source name; however, you may modify to your satisfaction (See Figure 45).

   b. **Description** - Optional field to provide a description for viewers (See Figure 45).

   c. **Tags** - Optional field to assign search tags (See Figure 45).

![Figure 45 - Media Details](image)
17. If you have added information to any optional fields, click **Save**. This saves your changes to the media information for your uploaded file.

![Media Gallery](image)

**Figure 46 - Save Media**

18. Once your media has been uploaded, you have the following options:
   a. Click **Back** to return to D2L Brightspace without inserting the media file (See Figure 47).
   b. Click the **Embed Settings** button to select embed options, such as the player, size, and start and end time of the media you want to insert (See Figure 47).
   c. Click **Save and Embed** to insert with your default media settings for the media type selected (See Figure 47).

![Upload Media](image)

**Figure 47 - Insert Stuff Options**

19. Click **Embed Settings** to customize embed settings.

![Embed Settings](image)

**Figure 48 - Embed Settings**
20. The Embed Settings window will appear with the following options:
   a. **Choose Player**: This drop-down menu allows you to select one of the following player options: Player with Closed Captions, Playback Speed, and Info Screen (default); Player with Closed Captions and Info Screen; or Player with Closed Captions (See Figure 49).

   b. **Max Embed Size**: This drop-down menu allows you to select one of the following sizes for the media: 608x402 (large), 400x285 (medium), 304x231 (small) (See Figure 49).

   c. **Thumbnail Embed**: Toggle on to insert a thumbnail of the media rather than one of the sizes in option b (optional) (See Figure 49).

   d. **Auto Play**: Toggle on to auto play on item click (optional) (See Figure 49).
   
   **Note**: Either option c or d may be selected, both may not be enabled simultaneously.

   e. **Set as my default settings for media type**: This box will be checked by default to retain embed settings for future use. It may be unchecked if desired (See Figure 49).

   f. **Start at**: Allows you to set a specific start time for the embedded media (See Figure 49).

   g. **End at**: Allows you to set a specific end time for the embedded media (See Figure 49).

21. Click **Embed** (See Figure 49).

![Figure 49 - Embed Settings]
22. A preview of the media will appear in the window. Click the **Play** button to preview the media (See Figure 50).

23. When you are done previewing the media, click **Insert** to insert into your content (See Figure 50).

![Figure 50 – Preview Media](image)

24. The media will be added to the Content window in D2L Brightspace. Add your own **text** and other content within the content window (See Figure 51).

25. Click **Save and Close** (See Figure 51).

![Figure 51 – Save and Close](image)
26. The media will be added to the module.

![Figure 52 - Media added to module](image)

**Insert Media via Existing Activities**

1. Log in to D2L Brightspace at [https://kennesaw.view.usg.edu](https://kennesaw.view.usg.edu).
2. Navigate to the course where you would like to insert media.
3. Click the **Content** button in the course navbar.

![Figure 53 - Click Content](image)

4. Click the **module** where you want to place your video quiz.

![Figure 54 - Select a Module](image)

5. Click **Existing Activities** (See Figure 55).
6. Click **Add Kaltura Media** (See Figure 55).

![Figure 55 - Add Kaltura Media](image)
7. The Add Activity window appears. Click the **Embed Settings** button to the right of the video you want to embed to select embed options, such as the player, size, and start and end time of the video you want to insert.

![Figure 56 - Click Media](image)

8. The Embed Settings window will appear. The options are as follows:
   a. **Choose Player**: This drop-down menu allows you to select one of the following player options: Player with Closed Captions, Playback Speed, and Info Screen (default); Player with Closed Captions and Info Screen; or Player with Closed Captions (See Figure 57).
   
   b. **Max Embed Size**: This drop-down menu allows you to select one of the following sizes for the media: 608x402 (large), 400x285 (medium), 304x231 (small) (See Figure 57).
   
   c. **Thumbnail Embed**: Toggle on to insert a thumbnail of the media rather than one of the sizes in option b (optional) (See Figure 57).
   
   d. **Auto Play**: Toggle on to auto play on item click (optional) (See Figure 57).

   **Note**: Either option c or d may be selected, both may not be enabled simultaneously.

   e. **Set as my default settings for media type**: This box will be checked by default to retain embed settings for future use. It may be unchecked if desired (See Figure 57).

   f. **Start at**: Allows you to set a specific start time for the embedded media (See Figure 57).
   
   g. **End at**: Allows you to set a specific end time for the embedded media (See Figure 57).

9. Click **Embed** to insert the media with the desired settings (See Figure 57).
10. From the module with the added video, click the link to access the video.

![Embed Settings](image)

**Figure 57 - Embed Settings**

**Accessibility Contrast Mode**

This accessibility feature turns on contrast mode.

1. Navigate to the course with your Kaltura MediaSpace Integration.
2. Click Content on the course navbar.

![Course and Content](image)

**Figure 59 - Course and Content**
3. Click the **module** that contains the *Media Gallery - External Learning Tool* (See Figure 60).

4. Click **Media Gallery** (See Figure 60).

```
 MEDIA SPACE

Add dates and restrictions...
Add a description...

Upload / Create Existing Activities Bulk Edit

MEDIA GALLERY

External Learning Tool

Course Media Gallery
```

**Figure 60 - Media Gallery**

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

```
MEDIA GALLERY

Home 5 Media

Search this gallery

Filters

Search In: All Fields Sort By: Creation Date - Descending

Audio Test

Nickel and Dime

Pitcher Room 106 - Center of Room

Figure 61 - Accessibility Contrast Mode
6. You will see bolded text, brighter buttons, and text on images bolded with a single background color.

![Media Gallery](image)

**Figure 62 - Accessibility Contrast Mode**

**Uploading Media to My Media**

1. From within content, click the **module** that contains the *My Media - External Learning Tool*.
2. Click **My Media**.

![Week 1](image)

**Figure 63 - My Media**
3. The My Media page will open. Click **Add New**. (See Figure 64).

4. Click **Media Upload** (See Figure 64).

![Figure 64 - Media Upload](image)

5. The KSU MediaSpace End-User License Agreement window appears. Click, **I agree to the above terms and conditions**.

![Figure 65 - KSU MediaSpace End-User License Agreement window](image)

6. The Upload Media window will appear. Drag and drop a file in the area indicated or click **Choose a file to upload**.

![Figure 66 - Choose a file to upload](image)
7. In the window that appears, locate the **media** file that you would like to upload.
8. Click the **media** to upload (See Figure 67).
9. Click **Open** (See Figure 67).

![Figure 67 - Navigate to Media](image)

10. Once the upload is complete, fill out the details for your media:
   
   a. **Name** - By default, this will pre-fill with the source name; however, you may modify to your satisfaction (See Figure 68).
   
   b. **Description** - Optional field to provide a description for viewers (See Figure 68).
   
   c. **Tags** - Optional field to help assign search tags (See Figure 68).

![Figure 68 - Name the media](image)
11. Click the **Save** button.

![Media Gallery](image)

**Figure 69 - Save button**

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