# University Information Technology Services

KSU's MediaSpace
Faculty/Staff Guide

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Introduction

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

MediaSpace is available through integration with Desire2Learn, 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
Accessing MediaSpace

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.

Logging In

1. In your browser, go to https://mediaspace.kennesaw.edu.
2. Click the Guest button in the top right corner (See Error! Reference source not found.).
3. Click Login (See Error! Reference source not found.).
4. Enter your KSU NetID and password. (See Figure 2).
5. Click the Sign In button (See Figure 2).

Note: You will also be prompted to log in when you access any restricted area in MediaSpace, such as My Media, My Channels, or Add New.
MediaSpace Menu Overview

The following explains the top menu in MediaSpace:

1. **MediaSpace Home**: Main page of 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 all media**: A search bar 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).
Uploading Media

You can upload media to MediaSpace from the MediaSpace Top Menu Add New menu. Three options are available for uploading content to MediaSpace include Media Upload, Record a Presentation, 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. MediaSpace supports uploading files that are larger than 2GB. The following explains media upload:

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

![Figure 4 - MediaSpace:Media Upload](image)

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 read the full agreement.
   b. Check the box 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](image1)

**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 and select it (See Figure 7).

**Note:** The maximum file size is 2 GB.

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

![File Upload Screen](image2)

**Figure 7 - File Upload Screen**

8. Your media item will begin to upload.

9. While the media is uploading, enter the video **details**.

![Uploading Media](image3)

**Figure 8 - Uploading Media**
10. After the upload is complete, your progress bar will turn green and you will receive a message that the upload completed.

11. Scroll down below the description and tags to the publishing options. Choose one of the available publishing options:
   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).

12. Click **Save** (See Figure 11).
13. Click **Go to Media** to view your media upload (See Figure 11).

Keep a copy of the media you are uploading. If you need to submit it for captioning through DocSoft. Follow the link below to learn more about captioning at KSU. [http://www.kennesaw.edu/dlc/facultyresources/docsoft.php](http://www.kennesaw.edu/dlc/facultyresources/docsoft.php)
Webcam Recording

The *Webcam Recording* tool was discontinued by Kaltura in December of 2017. In order to perform a screen capture, please use Kaltura CaptureSpace. Documentation for CaptureSpace can be found at the following URL:

**Windows:**

**Mac:**

Screen Recording

The *Screen Recording* tool was discontinued by Kaltura in December of 2016. In order to perform a screen capture, please use Kaltura CaptureSpace. Documentation for CaptureSpace can be found at the following URL:

**Windows:**

**Mac:**

Sharing from MediaSpace with Embed Code

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

![My Media](image)

**Figure 13 - Select Video**

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

![Share Button](image)

**Figure 14 - Click the Share Button**

4. Click the **Embed** option, then copy the embed code that appears in the window.

![Embed Button](image)

**Figure 15 - Click the Embed Button**

5. Once you have copied the embed code, you can use this code online, for instance in Desire2Learn or 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 16).
2. Click the desired **player size** (See Figure 16).

![Image](image.png)

**Figure 16 - Responsive Sizing button**

Editing an Item in My Media

Add Captions

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

![Image](image.png)

**Figure 17 - Edit button**
3. Click Captions.

![Figure 18 - Captions tab](image)


![Figure 19 - Upload captions file](image)

5. Click Browse to locate the captions file.

![Figure 20 - Browse for captions file](image)

**Note:** Captions should be formatted in a captioning format, such as SRT. Follow the link below to learn more about captioning at KSU.

http://accessibility.kennesaw.edu/captioning.php
6. In the Language drop-down box, select a Language.

![Figure 21 - Select Language](image)

7. Enter a Label. A label is the text that will appear in the caption selector. **Note:** The caption selector displays caption options in the media player.

![Figure 22 - Enter a Label](image)

8. Click Save to upload the file. The file will be added to the Captions tab.

![Figure 23 - Save button](image)
Disable Comments

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

![Edit button](image1.png)

**Figure 24 - Edit button**

3. Click the Options tab.

![Options Tab](image2.png)

**Figure 25 - Options Tab**

4. Click the checkbox next to *Disable comments for this media.*

![Disable comments](image3.png)

**Figure 26 - Disable comments**
Video Editing Tools

Video Editing Tools are a one-stop shop for Timeline editing for Kaltura MediaSpace. The current release of the Kaltura Video Editing Tools supports the following:

- Interactive Video Quiz Creator
- Video Editor
  - Clipping a media entry
  - Trimming a media entry

You can launch the Kaltura Video Editing Tools from the Edit Entry window or from the Actions dropdown menu in MediaSpace.

Launching the Kaltura Video Editing Tools

1. Login to MediaSpace.
2. Click My Media.
3. There are two options to launch video editing tools:

Option 1

4. Click on the item's Edit icon.

5. Click Launch Editor.
Option 2

a. Click the **video thumbnail** (See Figure 29).

b. Click **Launch Editor** from the **Actions** drop-down menu (See Figure 29).

6. The *Kaltura Editor* window is displayed.

7. The Kaltura Editor contains the following navigation tabs:
a. **Quiz Tab**: Creating and Editing Interactive Video Quizzes (See Figure 31).

b. **Edit Tab**: Video Editor (See Figure 31).

c. **Help**: Accessibility Shortcuts (See Figure 31).

![Figure 31 - Video Editor tabs](image)

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

**Help - Accessibility Shortcuts**

Kaltura Video Editing Tools also contain the Help Question icon that opens accessibility shortcuts. These shortcuts are very useful to create clips and trim your videos. Click on the icon to open and close the Help information.

![Figure 32 - Help - Accessibility Shortcuts](image)
The Kaltura Video Editing Tools' Help contains:

- Link to the User Manual
- Accessibility shortcuts
  - The shortcuts are adapted to your OS. If you are on MAC, the MAC shortcuts are displayed. If on Windows, the Windows shortcuts are displayed.
  - The shortcuts are contextual for the tab you are in. If you are working in the Quiz Tab, the relevant shortcuts are displayed. If you are in the Editor Tab, the relevant shortcuts are displayed.

Creating and Editing Interactive Video Quizzes

Use the Kaltura Quiz Editor to:

- Create an Interactive Video Quiz
- Edit an Interactive Video Quiz

Creating a Quiz

You may upload new media or select existing media to create a quiz. You may create or modify a quiz from VOD, Audio and YouTube entries. You may not create quizzes from Live and Image entries. The following explains how to create a quiz using existing media:

1. Login to MediaSpace.
   a. Click Add New (See Figure 33).
   b. Click Video Quiz (See Figure 33).

   ![Figure 33 - Add New - Video Quiz](image)

2. The Editor / Media Selection page is displayed.

   ![Figure 34 - Editor / Media Selection page](image)
3. Next to the media you wish to use for your quiz, click the **Select** button.

![Figure 35 - Select](image)

a. The *Kaltura Editor* is launched, and the **Quiz tab** is selected with your chosen media (Figure 36).
b. Click **Start** to create the Quiz (Figure 36).
c. A copy of the media is created, and the original media is retained. Use the **Expand/Minimize** icon to minimize/expand the left pane to allow a cleaner view (See Figure 36).

![Figure 36 - Quiz tab - Start](image)

**Optional**

All options in the Quiz Editor include default values. Open each section to modify the default values for the selected media entry.

1. Click the **Details** tab. Default values are displayed. You may revert to defaults at any time.
2. Modify the following fields (optional).
   a. Quiz Name
   b. Welcome Message: This is going to appear on the first screen of the quiz.
   c. Instructions: Include basic instruction on how to complete the quiz.
3. Click the **Scoring** tab to set or modify the scoring options. Default values are displayed. You may revert to defaults at any time.

4. Click the **Experience** tab to set or modify the experience options. Default values are displayed. You may revert to defaults at any time.

**Adding Questions and Answers to Your Quiz**

This section describes how to add, edit and delete questions for the media quiz. After you click the Plus sign, the *Quiz Creator* screen is displayed on the player.

Use this screen to:
- Add/Delete Questions
- Add/Delete Answers
- Create Hints
- Create Rational (Why)
- Shuffle the order of answers

It is highly recommended that you place your final question close to the end of the video. After every question, the video continues from the point the video stopped (before the question). Placing the final question near the end keeps the user engaged until the video topic is completed.
Creating Quiz Questions and Answers

The following explains how to create quiz questions and answers:

1. **Play the video** or move the media’s realtime marker to the desired point in the video’s timeline.
2. Press the + button to display the following screen:
   a. Click **Add a Question Here** and enter the question text (See Figure 39).
   b. In the *Add the CORRECT Answer Here* field - enter the **correct answer**. The correct answer displays a checkmark to the right of the answer field (See Figure 39).
   c. In the *Add Additional Answer Here* field - enter **other possible answers** to choose from. 
      **Note:** Two answers are mandatory. You may add additional answers (maximum of four answers) by clicking the plus sign (See Figure 39).
   d. Use the **Shuffle** icon to shuffle the order of the answers (See Figure 39).

**Note:** To delete an answer, click on the x near the answer. The correct answer may not be deleted, only modified.

**Note:** Before you save the question, you may add a hint to the correct answer. When you finalize the quiz, you may add the **Why rational**.

3. Click **Save** to save the question. The question is saved with the question indicator on the timeline.

![Figure 39 - Quiz Creator Screen](image)

**Note:** To delete a question, click **Delete**.
4. **Move** the media’s realtime marker to the desired point in the video’s timeline to add additional questions and repeat the steps 2 and 3 above.

![Figure 40 - Media Realtime Marker](image)

5. Click **Done** when done. The Editor screen is displayed with the quiz questions displayed as cue points on the timeline. In this example, the quiz has 3 questions. The total number of questions is also indicated on top of the timeline.

**Previewing the Quiz**

The following explains how to preview the quiz:

1. Click on the **Eye icon** below the player.

![Figure 41 - Eye Icon](image)
2. Click **Continue** to view the quiz you created.

![Welcome Screen](image)

**Figure 42 - Preview Welcome Screen**

**Note:** Click **Escape** to exit Preview mode.

3. Play the video to confirm that the questions and answers are correct and in their proper places in the media.
4. Click the **question cue point** to jump to the question.

![Question Cue Point](image)

**Figure 43 - Question Cue Point**

**Editing a Quiz**

1. While still in the quiz, click **Edit Quiz**.

![Edit Quiz](image)

**Figure 44 - Edit Quiz**
2. Click the **Question Cue Point** on the timeline.
3. Enter your changes on the **Quiz Editor Screen**. Figure 45 - Quiz Editor
4. Click **Save** (See Figure 45).
5. Click the **Shuffle** button to shuffle the order of the answers (See Figure 45).
6. Click **Delete** to delete the entire question (See Figure 45).

![Figure 45 - Quiz Editor Screen](image)

**Trimming a Media Item**

Use the trimming tool to trim the start and/or end of your media. Trimming is only available to entitled users. The following explains how to trim a media item:

1. Set the **Range**. Use any of the methods listed in *Setting a Range*.
2. Click **Save** to create a new media item.

As an example, if you want to trim off the **first 5 seconds** and **last 10 seconds** of the video:

1. Click **My Media** and select the video you want to trim or create a clip from.
2. **Launch** the Kaltura Editor.
3. In this example, the desired start time will be **5 seconds**.
a. Drag the **handlebar to the 00.05 point** on the video (See Figure 46).
b. You can also select to **input the 00:05 time manually** (See Figure 46).

5. The manual input time syncs with Real-Time maker you set.
6. The handlebar should snap to the Real-Time marker. Drag the **other end to the time mark 10 seconds less prior to the end** and use the manual time input as a guide to the exact time.
7. You now have the desired segment of the original video.
8. Click **Save**.

9. A progress bar is displayed.
10. When complete, click **OK**.

![Figure 49 - Saved](image)

11. Click **My Media** to confirm that the clip has been created.

**Clipping a Media Entry**

Only the owner or co-editor of a media entry can create clips from media. The Real-Time marker is always in sync with Manual Time Input (below the player).

**To create a clip**

1. Set the **Range**. Use any of the methods listed in **Setting a Range**.
2. Click **Save a Copy** (clip) to create a clip. Saving a copy creates a copy and the original media is unchanged.

As an example, if you would like to create a one-minute clip:

1. Go to My Media and select the video you want to trim or create a clip from.
2. Launch the Kaltura Editor. See **Launching the Kaltura Video Editing Tools**.
3. In this example, the desired start time for the one-minute clip is at minute 3.00. Enter 0300 in the Time field and press Enter.
4. The Real-Time maker synchronizes with the input time you entered.

**Note:** You may also drag the handle bar to the start of the clip at (the 3.00 minute). The handlebar should snap to the Real Time marker. Drag the other end to the one-minute time mark. You have now created a one-minute clip of the original video.

**Add Attachments**

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

![Figure 50 - Edit](image)
3. Click the **Attachments** tab.

![Figure 51 - Attachments tab](image1)

4. Click the **Upload File** button.

![Figure 52 - Upload File](image2)

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

![Figure 53 - Select File](image3)

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

![Figure 54 - Save](image4)
8. The file is available to viewers when clicking **Attachments** underneath your media.

Reference source not found.

**Downloading Media**

Download media allows you to give your students the option to download the media file in a variety of formats for offline viewing. This feature does not appear to the students 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.

3. Click **Downloads**.

4. Select which formats of the media you would like to make available, then click **Save**.
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.

**Uploading an Image**

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

3. Click ** Thumbnails**.

4. Click **Upload Thumbnail**.
5. Navigate to an image on your computer and click OK or Open.

Capturing an Image

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

3. Click Thumbnails.

4. Scroll through the timeline of your video in the mini-player until you find a frame you like (a), then click Capture (b) (See Figure 64).
Auto-Generate Thumbnails

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

3. Click the Thumbnails tab.

4. Click Auto-Generate.
5. MediaSpace will automatically select 10 images from your video. **Select a Thumbnail** you like by clicking it (See Figure 68).

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 68).

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**Adding Chapters**

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

3. Click the **Timeline** tab.
4. Click along the **timeline** to the point where you would like to set a new chapter (a), then click the **Create a New Chapter** button (b) (See Figure 71).

![Figure 71 - Create a New Chapter](image)

5. Once a new chapter is created, more options appear below the timeline allowing you to:
   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 72).
   b. Change the point in the timeline where the chapter begins, and add any tags for the chapter (See Figure 72).
   c. Enter a Title and Description for the chapter (See Figure 72).
6. Once you are finished with this information, click the **Save** button (See Figure 72).

![Figure 72 - Chapter information](image)

7. Click **View in Player** to see your changes.

![Figure 73 - 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.
3. Click the **cue point** of the chapter you want to delete from the timeline of the video.
4. Click **Delete Chapter**.
5. A confirmation box is displayed, click Delete to confirm.

6. Click View in Player to see your changes.

**Using Slides in Kaltura MediaSpace**

You can add slides to enhance a video experience. Slides are part of the video content, and viewers can view the slides in the player simultaneously with the media. Using the Navigation Panel, you can navigate the video using the slides.

**Add or Edit slides**

1. Login to your My Media page.
2. Click the Edit icon near the entry you want to edit.
3. Click the Timeline tab.
4. Place the cursor on the timeline and click **Upload Slides Deck** to add a slide or slide deck, or click on the **cue point** for the slide you want to edit to view its properties.

**Creating a Video Clip**

**NOTE:** The clipping and trimming functionality for Kaltura MediaSpace and Kaltura Application Framework applications has been moved to the Kaltura Video Editing Tools feature.

When clipping and trimming are enabled on the account and for the specific media, you can create clips from existing videos. Each clip becomes its own media entry. The Kaltura Video Editing Tools enable you to edit your videos visually or by setting the start time and end time of your clip. Clipping creates a new entry from an existing entry and allows you to specify the start and end time for the new entry. For example, you can clip an entry that can be used to create a 2-minute intro video to a long lecture, or clip part of an entry, such as homework assignments. You can also clip a long lecture to several shorter clips divided by subjects. Entries can be clipped by the media entry owner and co-editors. To create clips from your media, or for more information about clipping content, see **Editing Media Using the Video Editor**. The clipped content appears in **My Media** as a new entry. Media Owners can define the videos that other users can generate clips from.

**Allow Other Users to Create Clips**

1. To allow other users to create clips of a video entry, navigate to the entry **Edit Page** in **My Media**.
2. Under the Options tab - **Clipping**, check the **Enable everyone to create clips from this video** checkbox.

![Figure 78 - Everyone checkbox](image)
3. Alternatively, click on an entry.
4. Under Actions, click Create Clip.

**Note:** this option always appears to the owner of the media. Following the instructions on how to create a video clip.

**Trimming a Video**

Trimming must be enabled on your account to use this feature. You can trim out parts of video in the Kaltura Video Editing Tools timeline. You can edit your videos visually by setting the start time and end time of your media. Sometimes, you may want to trim the start and/or end of a video to remove redundant parts. Trimming is performed on the source media, modifying that video permanently. Entries can be trimmed by the media entry owner and co-editors. For more information about trimming content, see Editing Media Using the Video Editor. The trimmed content appears in My Media as a new entry.
Replacing Media

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.

![Figure 79 - Edit](image)

3. Click Replace Video.

![Figure 80 - Replace video](image)

4. Click Choose File to Upload.

![Figure 81 - Choose file to upload](image)

5. Navigate to your new video.
6. Click OK or Done.
7. Once the new file has uploaded, you can choose to accept the replacement by clicking **Approve Replacement**, otherwise click **Cancel Replacement**.

![Figure 82 - Approve Replacement](image)

**Media Collaboration**

**Adding Co-Editors and Publishers**

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

![Figure 83 - Edit](image)

3. Click **Collaboration**.

![Figure 84 - Collaboration](image)
4. Click **Add Collaborator**.

![Add Collaborator](image)

**Figure 85 - +Add Collaborator**

5. On the **Add a Collaborator window**:
   a. Type the **name** of the user you would like to add as a collaborator. (See Figure 86)
   b. Indicate if they are a **Co-Editor**, **Co-Publisher**, or both. (See Figure 86)
   c. Click **Add** (See Figure 86).

![Add a Collaborator](image)

**Figure 86 - Add a Collaborator window**

6. Once a user has been added as a Co-Editor or Co-Publisher, then you can see media that they can edit or publish by going to My Media and clicking the **View filter** to see **Media I Own**, **Media I can Edit**, or **Media I Can Publish**.

![View Filters](image)

**Figure 87 - View Filters**
Changing Media Owner

Under the Change Media Owner, you will be able to change the owner of the media (for example in a case the owner is leaving the organization and someone needs to take ownership of the media, or an instructional designer has created media for an instructor).

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.

![Figure 88 - Edit](image1)

3. Click Collaboration.

![Figure 89 - Collaboration](image2)

4. Click Change Media Owner.

![Figure 90 - Change Media Owner](image3)
5. Type the Name or NetID of the media’s new owner(a), then click **save** (b). (See Figure 88)

![Change Media Owner Window](image)

**Figure 91 - Change Media Owner Window**

**Delete an Item from My Media**

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

![Delete button](image)

**Figure 92 - Delete button**

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

![Delete Confirmation](image)

**Figure 93 - Delete Confirmation**
Creating a Channel

1. Click My Channels.
2. On the Channels page, click 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 95).
   b. Description (Optional): Enter a description of the channels content to be displayed on the My Channels page (See Figure 95).
   c. Tags (Optional): Enter a tag that describes the channel, to use in searches (See Figure 95).

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 96)
   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 96)
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.
   a. **Moderate Content (Media will not appear in channel until approved by a channel manager)** (See Figure 97).
   b. **Enable comments in channels.** (See Figure 97).
      
      **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.

![Figure 97 - Options settings](image)

6. Click **Save**.

**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.

![Figure 98 - Members](image)

2. Click **Add Member**.

![Figure 99 - Add Member](image)

8. The **Add Member** window appears. From here:
a. Enter the **user name or id** for the person you would like to add (See Figure 100).
b. Under **Set permission**, click the drop-down to select the member’s **permission level** for the channel (See Figure 100).
c. Click **Add** (See Figure 100).

![Add member window](image)

**Figure 100 - Add member window**

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 manage the channel.</td>
</tr>
</tbody>
</table>

3. The member is now added to the channel.

**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.

**Creating Playlists**

1. Click **My Media**.
2. Click the checkbox next to the media you would like to add to the playlist.

![My Media](image1.png)

**Figure 101 - Select Media**

3. Click the **Actions** button.

![My Media](image2.png)

**Figure 102 - Actions Button**

4. In the drop-down menu, click **Add to playlist**.

![My Media](image3.png)

**Figure 103 - Add to Playlist**

5. The **My Media** window will appear. Make the following selections:
   a. Enter a **name** for the playlist (See Figure 104).
   b. Click the **Create** button (See Figure 104).
   c. Click **Save** (See Figure 104).
5. Click **Go To My Playlists**.

![My Media]

**Figure 105 - Go To My Playlists Button**

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

![My Playlists]

**Figure 106 - Select Playlist**

### Delete a Playlist

1. Click **My Playlists**.
2. Select the **playlist** that you would like to delete.

![My Playlists]

**Figure 107 - Select Playlist**

3. Click the **Delete Playlist** button.
4. In the *Delete Playlist* window, click the **Delete** button.

![Delete Playlist window](image1)

**Figure 109 - Delete playlist confirmation**

**Sharing a Playlist using Embed Code**

1. Click **My Playlists**.
2. Select the **playlist** you would like to share.

![My Playlists](image2)

**Figure 110 - Select playlist**

3. Click the **Embed** button.

![My Playlists](image3)

**Figure 111 - Embed button**

4. Choose the **Playlist Layout**.

![Playlist Layout](image4)

**Figure 112 - Playlist Layout**
5. Choose a **Playlist Color** (e.g., Dark or Light).

![Figure 113 - Playlist Color](image1.png)

6. Click **Save Changes**.

![Figure 114 - Save Changes Button](image2.png)

7. Copy the embed code. Once you have copied the embed code, you can use this code online, for instance in Desire2Learn or on a website.

![Figure 115 - Copy Embed Code](image3.png)

**Note:** Embed code overrides any privacy settings you have set, and is public.

**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 section **Download Media** under *Editing an Item in My Media*. The following explains how to download media:

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

![Figure 116 - Edit My Media](image4.png)
3. Click the **Download** icon in the bottom bar of the player.

![Figure 117 - Download button](image)

4. Choose **Save File** (See Figure 118).
5. Click **OK** (See Figure 118).

![Figure 118 - Save File](image)

6. An MP4 video file will be saved to your computer.

**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