Table of Contents

What is MediaSpace? .......................................................................................................................... 5
Accessing MediaSpace ..................................................................................................................... 5
  Logging In ......................................................................................................................................... 5
MediaSpace Menu Overview ............................................................................................................. 6
Uploading Content ............................................................................................................................. 7
  Media Upload .................................................................................................................................. 7
  Webcam Recording ........................................................................................................................... 10
  Screen Recording ............................................................................................................................ 13
Sharing from MediaSpace with Embed Code .................................................................................... 14
Editing an Item in My Media ............................................................................................................. 15
  Add Captions ................................................................................................................................. 15
  Captioning in MediaSpace .............................................................................................................. 17
  Disable Comments ......................................................................................................................... 17
  Trim Video ...................................................................................................................................... 18
  Add Attachments ............................................................................................................................ 21
  Download Media ............................................................................................................................. 23
  Thumbnails ...................................................................................................................................... 23
    Uploading an Image ....................................................................................................................... 24
    Capturing an Image ....................................................................................................................... 24
  Auto-Generate Thumbnails ............................................................................................................... 25
Adding Chapters ................................................................................................................................. 27
Adding Slides ..................................................................................................................................... 29
Replace Video .................................................................................................................. 31
Media Collaboration ........................................................................................................ 32
Adding Co-Editors and Publishers .................................................................................. 32
Changing Media Owner .................................................................................................... 34
Delete an Item from My Media ........................................................................................ 36
Channels .......................................................................................................................... 37
Creating a Channel ......................................................................................................... 37
Adding Members to a Channel ......................................................................................... 38
Playlists ............................................................................................................................ 40
Creating Playlists ............................................................................................................ 40
Delete a Playlist .............................................................................................................. 42
Sharing a Playlist using Embed Code ............................................................................. 43
Download Your Media ..................................................................................................... 44
Additional Help ................................................................................................................ 45
What is MediaSpace?

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
- 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 Figure 1).

![Figure 1 - MediaSpace Login](image)

3. Click Login.
4. Enter your **KSU NetID** and **password** (See Figure 2).

![Figure 2 - Sign In window](image)

5. Click the **Sign In** button.

**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**

See the screenshot below for an overview of the top menu in MediaSpace (See Figure 3).

![Figure 3 - MediaSpace top menu](image)

1. **MediaSpace Home:** Main page of MediaSpace.
2. **My Media:** A repository of all the media items you have uploaded, including private (unshared) items.
3. **My Channels:** A list of all channels you have access to, including those you have created and those that have been shared to you.
4. **Resources:** Links to MediaSpace how-to documentation
5. **Search all media:** A search bar to search all media you have access to view
6. **Add New:** A dropdown menu where you can choose to upload media, including Media Upload, Webcam Recording, or Screen Recording.
7. **Current User:** Your username is displayed here. Click your name to access the **Logout** link.
Uploading Content

3 options are available for uploading content to MediaSpace:

1. Media Upload
2. Webcam Recording
3. Screen Recording

Media Upload

Media Upload allows you to upload a media file from your computer, such as a video or audio file. The file size limit is 2 GB. MediaSpace supports most major audio and video file types.

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

2. Click Media Upload.
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 (See Figure 5).
   4.1. Scroll down read the full agreement.
   4.2. Check the box next to (Required) I agree to the above terms and conditions.

Figure 4 – MediaSpace - Media Upload

Figure 5 - End-User License Agreement
5. The Upload Media area will appear (See Figure 6).

![Upload Media](image)

Figure 6 - MediaSpace - Choose a file to upload

6. Click the **Choose a file to upload** button.

7. Your browser’s **File Upload** screen will appear (See Figure 7).

![File Upload Screen](image)

Figure 7 - File Upload Screen

8. Browse to the media file on your computer and select it.

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

9. Click **Open**.
10. Your media item will begin to upload (See Figure 8).

![Figure 8 - Uploading Media]

11. While the media is uploading, enter a **Name** (Required), **Description** (optional), and **Tags** (optional).
12. After the upload is complete, your progress bar will turn green and you will receive a message that the upload completes (See Figure 9).

![Figure 9 - Upload Complete]

13. Scroll down below the description and tags to the publishing options (See Figure 10).

![Figure 10 - Publishing options]

14. Choose one of the available publishing options:
   14.1. **Private**: This item is visible only to you.
   14.2. **Unlisted**: This item is visible to anyone who receives the link to the video (similar to the Unlisted option in YouTube).
14.3. **Published**: This item will be published to a channel of your choosing, and visible only to those who have access to that channel.

15. Click the **Save** button (See Figure 11).

![Figure 11 - Save button](image)

16. Click the **Go to Media** link to view your media upload.

Follow the link below to learn more about captioning at KSU.

http://accessibility.kennesaw.edu/captioning.php

See the following link for captioning in KSU’s MediaSpace: [Captioning in MediaSpace](#)

**Webcam Recording**

Webcam recording allows you to use your webcam to quickly record a video and save it to MediaSpace.

1. Click the **Add New** button at the top-right of MediaSpace (See Figure 12).

![Figure 12 - Add New Webcam Recording](image)

2. Click **Webcam Recording**.

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** (See Figure 13).

![Figure 13 - Agree to License Agreement](image)

4.1. Scroll down read the full agreement.

4.2. Check the box next to **(Required) I agree to the above terms and conditions**.
5. The **Record from Webcam** area will appear (See Figure 14).

![Record from Webcam](image1.png)

**Figure 14 - Allow Flash**

6. At the *Adobe Flash* prompt, click **Allow**.

7. Your webcam may take 1-2 minutes to load. Once a webcam preview appears, click on the webcam preview to begin recording (See Figure 15).

![Record from Webcam](image2.png)

**Figure 15 - Click to begin recording**

**Note**: if you receive audio feedback while trying to record, try muting your speakers or using a headset with microphone while recording.
8. When you are done recording, click on the webcam preview to stop recording (See Figure 16).

9. Your recording will play back for you to review. Choose to either Save or Record (See Figure 17):

9.1. Click Save to save your recording.
9.2. Click the red Record button to re-record. You will be prompted, “Record again without saving?” Click Yes to discard your recording and record again.

10. Beneath the recording, enter a Name (Required).
11. Enter a Description (optional) and Tags (optional).
12. Scroll down below the description and tags to the publishing options (See Figure 18).

13. Choose one of the available publishing options:

Revised 3/30/2017
13.1. **Private:** This item is visible only to you.

13.2. **Unlisted:** This item is visible to anyone who receives the link to the video (similar to the Unlisted option in YouTube).*

13.3. **Published:** This item will be published to a channel of your choosing, and visible only to those who have access to that channel.**

*See the section in this guide on sharing a media item for more information.
**See the section in this guide on channels for more information.

14. Click the **Save** button (See Figure 19).

![Figure 19 - Save](image)

15. Click the **Go to Media** link to view your webcam recording.

Follow the link below to learn more about captioning at KSU.

[http://accessibility.kennesaw.edu/captioning.php](http://accessibility.kennesaw.edu/captioning.php)

See the following link for captioning in KSU’s MediaSpace: [Captioning in MediaSpace](http://accessibility.kennesaw.edu/captioning.php).

### 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** (see Figure 20).

![Figure 20 - MediaSpace - My Media](image)

2. All of your media will appear. Select the name of a video to open it (see Figure 21).

![Figure 21 - Select video](image)

3. Underneath the preview of the video, click the **Share** button (see Figure 22).

![Figure 22 - Share button](image)

4. Click the **Embed** option, then copy the embed code that appears in the window (see Figure 23).

![Figure 23 - Embed button](image)

Once you have copied the embed code, you can use this code online, for instance in Desire2Learn or on a website.
Editing an Item in My Media

Add Captions

1. Click My Media.

2. All of your media will appear. Click the Edit button (see Figure 24).

3. Select the Captions tab (see Figure 25).

4. Click the Upload captions file button (see Figure 26).
5. Click the **Browse** button to locate the captions file (see Figure 27).

![Figure 27 - 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](http://accessibility.kennesaw.edu/captioning.php)

6. Select a **Language** (see Figure 28).

![Figure 28 - 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 (see Figure 29).

![Figure 29 - Enter a Label](image)
8. Click **Save** to upload the file. The file will be added to the **Captions** tab (see Figure 30).

![Upload a captions file](image)

**Figure 30 - Save button**

**Captioning in MediaSpace**

Faculty and staff have the option to order and edit captions for videos in MediaSpace. See the Kaltura REACH - Captioning in MediaSpace documentation [here](#).

**Disable Comments**

1. Click **My Media**.

2. All of your media will appear. Click the **Edit** button (see Figure 31).

![My Media](image)

**Figure 31 - Edit button**

3. Click the **Options** tab (see Figure 32).
4. Click the checkbox next to *Disable comments for this media* (see Figure 33).

![Figure 33 - Disable comments](image)

**Trim Video**

1. Click **My Media**.

2. All of your media will appear. Click the **Edit** button (see Figure 34).

![Figure 34 – Edit](image)

3. Select the **Trim Video** tab (see Figure 35).
4. Using the trimming timeline, click and drag the start time slider to the right to where you would like the video to start (see Figure 36).

5. Using the trimming timeline, click and drag the end time slider to the left to where you would like the video to end (see Figure 37).
6. Click the Preview button to view the changes (see Figure 38).

![Figure 38 - Preview button]

7. Click **Set Starting Point** to set the starting point of the video (see Figure 39).

![Figure 39 - Set Starting Point]

8. Click **Set Ending Point** to set the ending point of the video (see Figure 40).

![Figure 40 - Set Ending Point]

9. Click **Trim Video**. The trimmed video appears in *My Media* (see Figure 41).

![Figure 41 - Trim Video button]
**Note:** You can also enter the exact start and end times using the Start Time field and End Time field (see Figure 42).

![Start Time and End Time fields](image)

**Add Attachments**

1. Click **My Media**.

2. All of your media will appear. Click the **Edit** button (see Figure 43).

![Edit](image)

3. Select the **Attachments** tab (see Figure 54).

![Attachments tab](image)

4. Click the **Upload File** button (see Figure 45).

![Upload File](image)

5. In the Upload File window, click **Select File** (see Figure 46).
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, so once you’re finished click **Save** (see Figure 47).

8. The file is available to viewers when clicking **Attachments** underneath your media (see Figure 48).
Download 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 (see Figure 49).

3. Click the **Downloads** tab (see Figure 50).

4. Select which formats of the media you would like to make available, then click **Save** (see Figure 51).

**Thumbnails**
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 the **Edit** button (see Figure 52).

![Figure 52 – Edit](image)

3. Click the ** Thumbnails** tab (see Figure 53).

![Figure 53 – Thumbnails](image)

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**.
   *The image can be any of the following file types: .jpg, .jpeg, .bmp, .gif, .tif, .tiff, .png

**Capturing an Image**

1. Click **My Media**.
2. All of your media will appear. Click the **Edit** button (see Figure 55).
3. Click the **Thumbnails** tab (see Figure 56).

![Figure 56 – Thumbnails](image)

4. Scroll through the timeline of your video in the mini-player until you find a frame you like, then click **Capture** (see Figure 57).

![Figure 57 - Capture](image)

**Auto-Generate Thumbnails**

1. Click **My Media**.

2. All of your media will appear. Click the **Edit** button (see Figure 58).
3. Click the **Thumbnails** tab (see Figure 59).

![Figure 58 – Edit](image)

4. Click **Auto-Generate** (see Figure 60)

![Figure 59 - Thumbnails](image)

5. MediaSpace will automatically select 10 images from your video. **Select a Thumbnail** you like by clicking it (see Figure 61).

![Figure 60 - Auto-Generate thumbnails](image)

![Figure 61 - Select a Thumbnail](image)
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.

Adding Chapters

1. Click My Media.

2. All of your media will appear. Click the Edit button (see Figure 62).

![Figure 62 – Edit](image)

3. Select the Timeline tab (see Figure 63).

![Figure 63 - Timeline](image)

4. Click along the timeline (highlighted in green) to the point where you would like to set a new chapter, then click the Create a New Chapter button (see Figure 64).

![Figure 64 - 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.
   b) Change the point in the timeline where the chapter begins, and add any tags for the chapter.
c) Enter a Title and Description for the chapter. Once you’re finished with this information, click the Save button (see Figure 65).

![Figure 65 - Chapters information](image)

6. When chapters are available, the **Chapters Icon** will appear in the upper-left corner of the video player (see Figure 66).

![Figure 66 - Chapters icon](image)

7. Once this icon is clicked, you can search for chapters by tag or title, or simply scroll through and click the Chapter you would like to skip to (see Figure 67).
Adding Slides

1. Click **My Media**.

2. All of your media will appear. Click the **Edit** button (see Figure 68).

3. Select the **Timeline** tab (see Figure 69).

4. Click along the timeline (highlighted in green) to the point where you would like to add a new slide, then click the **Create a New Slide** button (see Figure 70).
5. Once a new slide is added, more options appear below the timeline allowing you to
   a) Select a Slide. Please note that this MUST be an image file. If you plan to use a slide from a
      PowerPoint Presentation, export your slide as an image file, preferably a .jpg.
   b) Change the point in the timeline where the slide begins, and add any tags for the slide.
   c) Enter a Title and Description for the slide.
   d) Once you’re finished with this information, click the Save button (see Figure 71).

![Figure 70 – New Slide](image)

6. When slides are available, icons will appear in the top-right corner of the player (see Figure 72).
   a) Picture in Picture – Either the video presentation or the slide is full sized within the player, and the other is viewed as a thumbnail in the bottom-right corner of the player. Can be switched using the toggle button.
   b) Side-by-Side – Both the video presentation and the slide are viewed side-by-side.
   c) Single View – Either the video presentation or slide is viewed. Can be switched using the toggle button.
   d) Toggle Button
   e) Thumbnail window for Picture in Picture mode.

![Figure 71 - New Slide Settings](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 the **Edit** button (see Figure 73).

3. Click the **Replace Video** tab (see Figure 74).
4. Click **Choose File to Upload** (see Figure 85).
5. Navigate to your new video, then click OK or Done.

6. Once the new file has uploaded, you can choose to accept the replacement by clicking **Approve Replacement**, otherwise click **Cancel Replacement** (see Figure 76).

![Figure 75 - Choose file to upload](image1)

![Figure 76 - Approve Replacement](image2)

---

**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.

1. Click **My Media**.

2. All of your media will appear. Click the **Edit** button (see Figure 77).
3. Click **Collaboration**. (see Figure 78).

![Figure 77 – Edit](image)

**Figure 77 – Edit**

4. Click **+Add Collaborator** (see Figure 79).

![Figure 78 – Collaboration](image)

**Figure 78 – Collaboration**

5. On the Add a Collaborator window (see Figure 80):
   a. Type the name of the user you would like to add as a collaborator.
   b. Select whether you would like them to be a Co-Editor, Co-Publisher, or both.
   c. Click **Add**
6. Once a user has been added as a Co-Editor or Co-Publisher, then 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** (see Figure 81).

![Figure 81 – View Filters](image)

**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 the **Edit** button (see Figure 82).
3. Click **Collaboration**. (see Figure 83).

![Figure 83 – Collaboration]

4. Click **Change Media Owner** (see Figure 84).

![Figure 84 - Change Media Owner]

5. Type the Name or NetID of the media’s new owner, then click save (see Figure 85).
Delete an Item from My Media

1. Click **My Media**.
2. Locate the item you would like to delete.
3. Click the red **Delete** button (see Figure 86).

4. You will receive a message confirming that you would like to delete the item. Click **Delete** (see Figure 87).
Channels

Creating a Channel

1. Click My Channels.

2. On the Channels page, click Create Channel. The Create a New Channel page will appear (see Figure 88).

![Create Channel button]

3. Enter values for:
   
a. Name (Required) – Enter the channel name to display on the Channels page (see Figure 89).

b. Description (Optional) – Enter a description of the channels content to be displayed on the My Channels page (see Figure 89).

c. Tags (Optional) – Enter a tag that describes the channel, to use in searches (see Figure 89).

![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 90).

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 90).

**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 91).
   a. Moderate Content (Media will not appear in channel until approved by a channel manager)
   b. Enable comments in channels

**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**.

### Adding Members to a Channel

After creating the channel you can now add members to the channel.

1. On the *Edit* channel page, click the **Members** tab (see Figure 92).

2. Click **Add Member** (see Figure 93).

3. In the Add Member window, enter the **user name** for the person you would like to add (see Figure 94).
4. Select the correct name from the list.

5. Under **Set permission**, select the member’s permission level for the channel (see Figure 95).

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>

6. Click **Add**. The user will be added to the channel with the specified permissions (see Figure 96).

7. The member is now added to the channel (see Figure 97).
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 (see Figure 98).

3. Click the **Actions** button (see Figure 99).

4. Select **Add to Playlist** (see Figure 100).
5. Enter a name for the playlist (see Figure 101).

6. Click the **Create** button (see Figure 102).

7. Click **Save** (see Figure 103).

8. Click **Go To My Playlists** (see Figure 104).
9. Click the Playlist that you would like to view (see Figure 105).

Delete a Playlist

1. Click My Playlists.
2. Select the playlist that you would like to delete (see Figure 106).
3. Click the Delete Playlist button (see Figure 107).
4. In the *Delete Playlist* window, click the **Delete** button (see Figure 108).

![Figure 108 - Delete playlist confirmation](image)

**Sharing a Playlist using Embed Code**

1. Click **My Playlists**.
2. Select the *playlist* you would like to share (see Figure 109).

![Figure 109 - Select playlist](image)

3. Click the **Embed** button (see Figure 110).

![Figure 110 - Embed button](image)

4. Choose the **Playlist Layout** (see Figure 111).

![Figure 111 - Playlist Layout](image)
5. Choose a **Playlist Color** (see Figure 112).

![Figure 112 - Playlist Color](image)

6. **Click Save Changes** (see Figure 113).

![Figure 113 - Save Changes button](image)

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 (see Figure 114).

![Figure 114 - Copy embed code](image)

**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*.

1. **Click My Media.**

2. All of your media will appear. Click the **Edit** button (see Figure 115).

![Figure 115 - Edit My Media](image)
3. Click the **Download** icon in the bottom bar of the player (see Figure 116).

![Figure 116 - Download button](image)

4. Choose **Save File** and click **OK** (see Figure 117).

![Figure 117 - Save File](image)

An MP4 video file will be saved to your computer.

**Additional Help**

If you need additional assistance, contact the KSU Service Desk at:

- Faculty and Staff Service Desk
- Phone: 470-578-6999
- Email: service@kennesaw.edu