

# Kaltura - MediaSpace

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Kaltura MediaSpace is a Youtube-like, online media area specifically for CofC faculty, staff and students. Unlike other media servers on campus Kaltura is available to students so it can be used to upload video projects. Faculty can use it to upload tutorials, online lectures or any original work.

**NOTE: You may not upload any copyright protected media to the Kaltura server.**

For more information on copyright visit

<http://blogs.cofc.edu/tlt/teaching/copyright-information/>

## Logging into Kaltura

1. Using a Browser go to <https://cofc.mediaspace.kaltura.com>.

2. Sign in using your **entire cofc email address** (e.g. user@cofc.edu for faculty, staff, and student workers and user@g.cofc.edu for students) and COUGARS password

## Adding Media

Kaltura offers three ways to record and publish media.

- **Media Upload** - allows you to upload a video or audio file that already exists on your computer.
- **Webcam Recording** - allows you to record a video using the webcam on or attached to your computer. Note: you must have Flash installed.

### Media Upload

1. Make sure you are logged into Kaltura using your Cougars username and password.
2. In the upper right corner choose **Add New > Media Upload**
3. Click the button **Choose a file to upload**. **NOTE:** Kaltura has a 2 GB file size limit.
4. Locate the appropriate file from your computer and choose **Open**.
5. A bar will appear at the top of the window that displays the status of the upload. While waiting for the file to upload you may complete the Details form below.
6. **Name (Required):** type in a name for the video or audio. This is the name the viewers will see so it should be more descriptive than a filename.
7. **Description:** you can type in a description of the media in this area.
8. **Tags:** type in keywords or descriptor that will aid your viewers in searching for your media (example: benignim, tutorial, Prezi). While not required they are an important component in allowing your media to be easily found.
9. When all is finished, including the upload of the video (status = 100%) click **Save**.
10. Once you have successfully saved click **Go to Media** to view your file.
11. If at any point you need to make changes to the description you can click on the **Actions** button located under the media and choose **Edit**.

### Webcam Recording

Things to note about the webcam recording option. This will not be a high quality recording. You will see some pixelation in the video, especially in the background. In addition there are no editing or appending function within Kaltura. You will have to download the media and edit it in a 3rd party program like iMovie or Windows Movie Maker then republish it.

1. Make sure you are logged into Kaltura using your Cougars username and password.

2. In the upper right corner choose **Add New > Webcam Recording**
3. You will receive an **Adobe Flash Player Settings** notification. Click **Allow** to allow this application to access your webcam.
4. When ready to record press the Red Record button in the center of the video then begin recording.
5. When finished recording press the center of the video again to stop recording.
6. At this point you may preview your recording by pressing the play arrow, re-record by pressing the red record button, or save the recording by pressing the **Save** button.
7. After saving you will then complete the details form.
8. **Name (Required):** type in a name for the video or audio. This is the name the viewers will see so it should be more descriptive than a filename.
9. **Description:** you can type in a description of the media in this area.
10. **Tags:** type in keywords or descriptor that will aid your viewers in searching for your media (example: benignim, tutorial, Prezi). While not required they are an important component in allowing your media to be easily found.
11. Click **Save**.
12. Once you have successfully saved click **Go to Media** to view your file.
13. If at any point you need to make changes to the description you can click on the **Actions** button located under the media and choose **Edit**.
14. To download the media for editing in a 3rd party program choose **Edit** next to the video and click on the down arrow at the bottom of the play

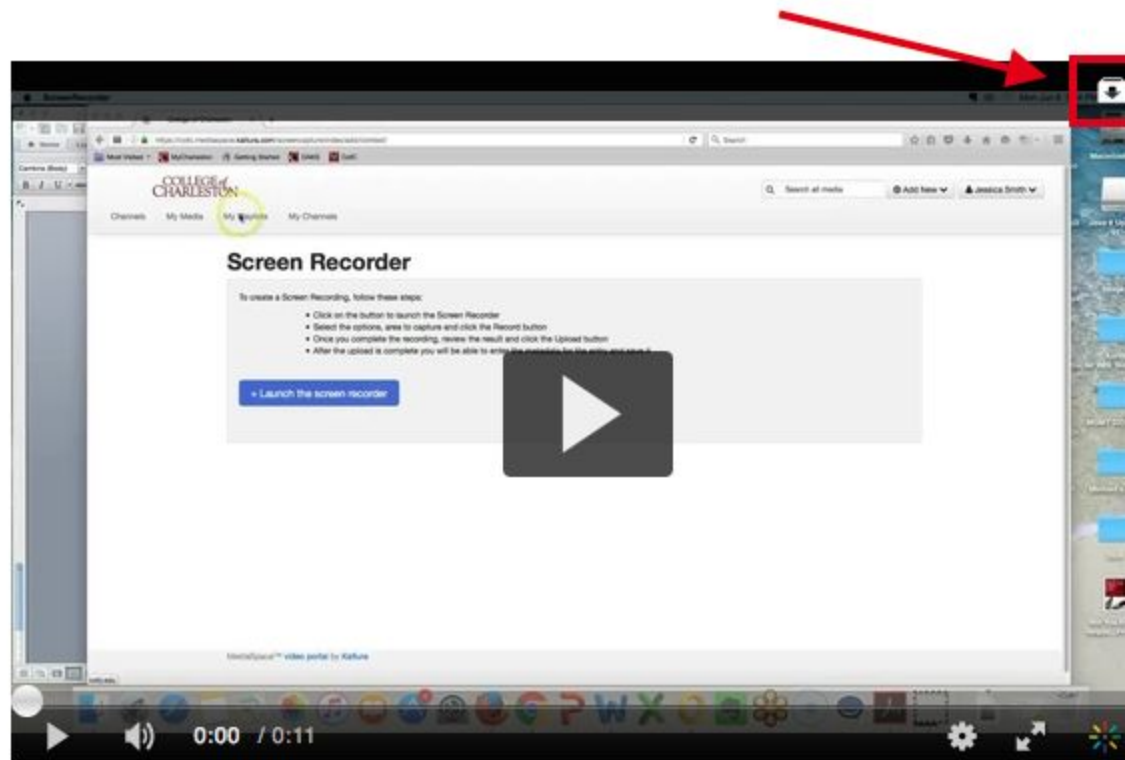


## Upload your Recording

Last step is to name and upload your video

1. Next to **Title** type in a name for your video and a **Description** if you want. **Tags** are just keywords that can help you search for your video later
2. When you are ready to publish it to the Kaltura server for others to view click **Upload**

- 1.
2. To download the media for editing in a 3rd party program choose **Edit** next to the video and click on the down folder/arrow at the top right of the player



## Launching the Kaltura Editor

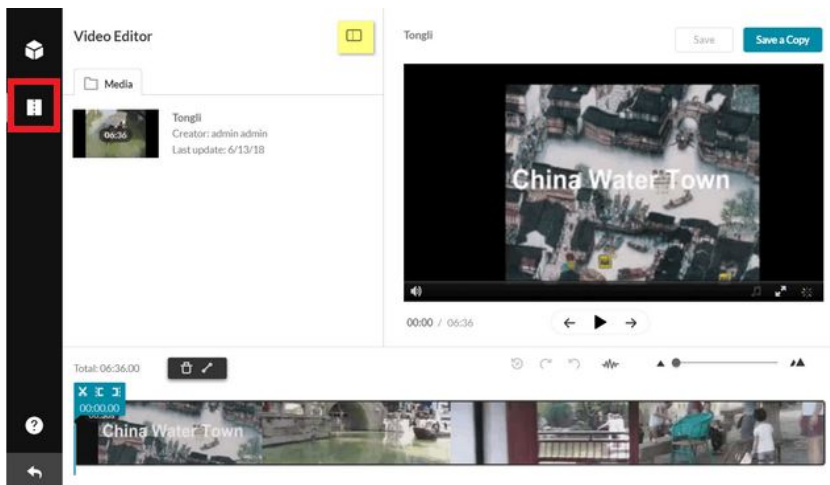
To the right of the video, you will see a Launch Editor button (screenshot 1). Clicking this will take you into Kaltura's direct video-editing tool. Within this editor you can [trim the start and/or end of your video](#), or [chop and splice to remove a segment from the middle of your video](#). For more information on how to use this editing interface, see [Kaltura's Editing Media Using the Video Editor](#) resource.

### SCREENSHOT 1



*Note: After you click the Launch Editor button, in order to activate the Editor you will need to click on the Editor icon on the left side of the screen (**screenshot 2**). This icon is not active on an existing video/recording, only on a new video/recording. If there is an existing video you want to edit, download that file and then upload it back into Kaltura. Kaltura will consider it a "New" video and you will be able to use the Editor.*

### SCREENSHOT 2



To download a file, you must access the file from <https://cofc.mediaspace.kaltura.com>. Locate the video and click on the **edit icon (pencil)** to the right of that video. Click on the **download icon** located in the upper right of the video ( screenshot 3).

### SCREENSHOT 3



## Sharing Media

By default when you upload media to your Kaltura space it is **Private** so that only you can view or listen to it. In order to share it you must either publish it into a Channel or embed it into OAKS or other web format.

### *Embed into a webpage or OAKS*

Using this method allows you to easily add a video onto a blog, webpage, or within OAKS. There are no permissions to set, just take the embed code and paste it into your desired online medium. Even if the video is flagged as Private on Kaltura you can still embed it for others to see.

1. Access the OAKS course.
2. Click **Content**.
3. Click into or Add a module for the embedded video to reside in.

4. Click **New** and then select **Create a File**.
5. Enter a title for the page in the “**Enter a Title**” field.
6. Click the **Insert Stuff** button.
7. Click **Insert Kaltura Media**.
8. Find the video that you have previously uploaded and select **</>Embed**.
9. Click the **Next** button.
10. Click the **Insert** button.
11. Click **Save and Close**.

NOTE: If the video is Private and not in a channel you will not be able to use the **Link to Media Page** option.

### *Share a Link*

1. In the upper right corner click on your name and choose **My Media**.
2. Click on the appropriate media to open it.
3. Under the video click on the **Actions** button and select **Publish**.
4. Click on the **Unlisted** button.
5. Click **Save**.
6. Now click on the **Share** button and highlight and copy the address.
7. Now you can paste this address into OAKS or an email. **Note:** this link will still only be viewable by those with a CofC login/password.

### *Publishing to a Channel*

A Channel is a container for videos and is an organizational structure to make videos easier for you and the viewers to find. For example you could create a channel using your name and publish all of your videos to that channel, or you could create a channel for each of your classes. The Channels are there to help you organize your shared media in any way you see fit.

When you publish to a channel the media will take on the rights and permissions set on that channel. For example if your channel is “Open” then a video published to that channel will be available to anyone on the CofC Kaltura Server who clicks on the channel name.

You must publish to a channel if you wish to use the **Link to Media Page** option. Only CofC faculty, staff, and students will have access to Kaltura videos via a link because they are required to log in using their CofC credentials.

#### *Create a Channel*

1. In the upper right corner click on the dropdown arrow next to your name and choose **My Channels**. If you have channels created they will appear here.



2. To create a new channel click the **Create Channel** button.
3. Next to **Name** type in the name of the channel. **NOTE:** If you are creating a channel for yourself consider using your name followed by your Cougars login (ex. Mendi Benigni - benignim). If you are creating a class channel then use the class name and number followed by your username (ex. COMM 214 benigniv). This helps make sure your channel isn't confused with another professor's channel for the same course.
4. **Description:** type in a short description for the entire channel.
5. **Tags:** type in keywords that will make your channel easy to search for.
6. **Privacy:** allows you to set the privacy or viewing options for the Channel. This setting will affect ALL videos placed in this channel.
  - a. **Open** - this option allows **ALL** individuals at CofC to **VIEW** and **ADD** media to the channel. This is probably not an appropriate option for most users.
  - b. **Restricted** - this option allows **ALL** individuals at CofC to **VIEW** the content but **ONLY** those invited (Members) can **ADD** media to the channel.
  - c. **Private** - this option allows **ONLY** invited users (Members) to **VIEW** and **ADD** contribute or upload media.
7. **Options: Moderate Content:** check this box to enable media moderation. This allows users, such as your students, to add media to your channel but others will not be able to view that media until you approve it (see section below on **Approving Media**).
8. **Options: Enable Comments:** check this box to allow viewers to add comments on videos or media published in this channel.
9. Click **Save** to save and create the channel.

### *Add Members*

If you choose **Restricted** or **Private** you must now add your users or members.

**Note:** *If you wish to add the students in a class please email the Helpdesk ([helpdesk@cofc.edu](mailto:helpdesk@cofc.edu)) to request that your class be added to the server. In the email include the name of the class (full CRN, name number and section) and the Kaltura Channel.*

1. Click on the **Members** tab at the top of the channel creation window.
2. Click on the **Add Member** button.
3. Type in the CofC username (beginning of the email before the @) under **Enter User Name**.
4. Under **Set Permission** choose the proper access:
  - **Member:** View channel content only.
  - **Contributor:** View channel content and add media to the channel.



- **Moderator:** View channel content, add media to the channel, and moderate content.
  - **Manager:** View channel content, add media to the channel, moderate content, and manage the channel.
5. Click **Add**.
  6. You can change user permissions or delete a user by clicking on the appropriate icon next to the member's name.

Member	User ID	Permission	Actions
benignim	benignim	Manager	you, owner
benigniv	benigniv	Contributor	  Set as Owner

 change the user permissions  
 delete the user

If at any time you wish to edit the above selections for this channel you can edit it by clicking on the Channel, then under the **Actions** button choose **Edit**.

#### *Publish Media to a Channel*

1. In the upper right corner click on your name and choose **My Media**.
2. Click on the appropriate media to open it.
3. Under the video click on the **Actions** button and select **Publish**.
4. Click on the **Published** button.
5. Select the appropriate channel or channels to which you wish to publish. NOTE: the permissions for that channel are displayed under the channel name.
6. Click **Save** to publish it.

#### *Sharing a published video*

Once media is published to a channel it can be shared in several ways:

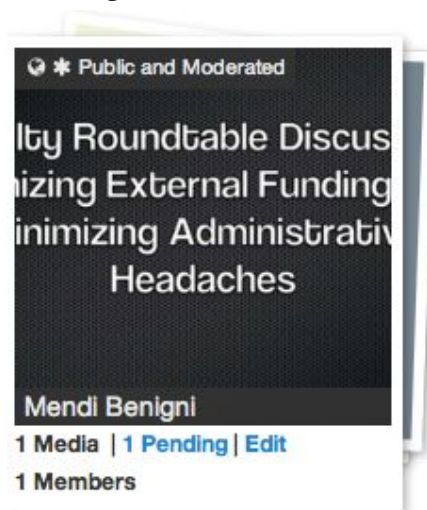
- Students can log into Kaltura (<https://cofc.mediaspace.kaltura.com>) and access your videos from your Kaltura Channel. The permissions and access on that channel will determine which logins can access the media.
  - Sign in using **entire cofc email address** (e.g. user@cofc.edu for faculty, staff, and student workers and user@g.cofc.edu for students) and COUGARS password
- You can share via a URL (web address). **This method should only be used for access by CofC users as it requires the users CofC credentials to access the media.**

- In the upper right corner click on your name and choose **My Media**.
- Click on the appropriate media to open it.
- Underneath the video click on the **Share** button.
- Click on **Link to Media Page** and copy the URL.
- Paste the URL into your blog, webpage or OAKS.
- Remember, viewing permissions and access are dictated by those set on the channel.
- You can embed the video. This method is available to anyone. It does not require CofC credentials to view and access and permissions are NOT dictated by the channel. This makes it perfect for viewing by those outside the CofC community, on blogs and on web pages.
  - To embed your media follow the instructions above, **Embed into a webpage or OAKS**

## Approving Media

If you checked the box next to **Options: Moderate Content** when creating your channel then you will need to approve or moderate the content uploaded by other users. Using this method allows you to control what is viewable to your channel members.

1. In the upper right corner click on the dropdown arrow next to your name and choose **My Channels**. If you have channels created they will appear here.
2. If you have media awaiting approval your channel should indicate the number "Pending"



3. Click on the **# Pending** link.
4. Click on the play button for the video to preview it.
5. To approve it click on the **Approve** button. This will allow the media to be accessible to all in the channel.
6. To reject it click on the **Reject** button. No one in your channel will see the media and

the end user will be informed that their video was rejected.

