

# Kaltura MediaSpace™ User Manual

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Version: 5.21

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# Preface

This preface contains the following topics:

- [About this Manual](#)
- [Audience](#)
- [Document Conventions](#)

## About this Manual

This manual describes how to use Kaltura MediaSpace™ version 5.0.



**NOTE:** Please refer to the official and latest product release notes for last-minute updates. Technical support may be obtained directly from: [Kaltura Support](#).

### Contact Us:

Please send your documentation-related comments and feedback or report mistakes to [knowledge@kaltura.com](mailto:knowledge@kaltura.com).

We are committed to improving our documentation and your feedback is important to us.

## Audience

This manual is intended for Kaltura MediaSpace users.

## Document Conventions

Kaltura uses the following admonitions:

- Note
- Workflow



**NOTE:** Identifies important information that contains helpful suggestions.



**Workflow:** Provides workflow information.

1. Step 1
2. Step 2

# Kaltura MediaSpace Overview

Kaltura MediaSpace is a fully customizable media destination site for your organization. MediaSpace is an out-of-the-box video-centric site that can serve as a repository for media collections across the organization or a full-featured "Corporate YouTube."

MediaSpace enables community, collaboration and social activities by leveraging the power of online video. MediaSpace enables true collaboration with many contributors, moderators and viewers in a multitude of channels, projects and communities.

Depending on your setup, the site can be either public or restricted to authorized end users. In addition, sections of the site may be restricted to members only.

The Kaltura MediaSpace administrator sets up the content and the configuration of your MediaSpace homepage.

You may have playlists, a list of videos, or a single video displayed in the My Media window.

With MediaSpace you can

- Browse and search public categories and channels
- Upload and publish content
  - Contribute to categories and channels
  - Access and contribute to members-only channels
  - Create playlists
  - Create channels
  - Comment on media
  - Share media

## Logging In

The login to MediaSpace depends on your MediaSpace configuration. When you receive the MediaSpace URL to login into, there may be two options:

- The site presents a login window to login into MediaSpace.
- The MediaSpace site homepage is displayed with pre-configured content.

The different login displays depend on whether your site is configured to allow anonymous users to access your portal. There are some pages in MediaSpace that are reserved for authenticated users.



### To log in to MediaSpace

The Login window is displayed either when you open MediaSpace or when you click:

- **My Media**
- **My Playlists**
- **Guest (login)**
- **My Channels**

In the Login window, enter your username and password.

### MediaSpace Sign In

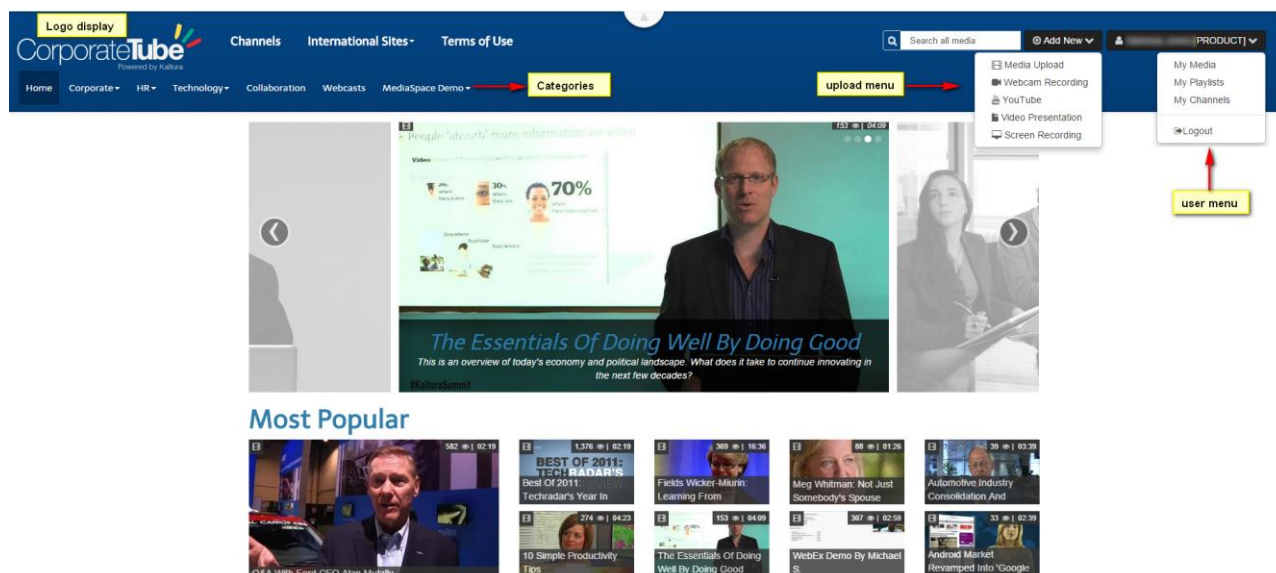
Sign in

[Forgot Password?](#)

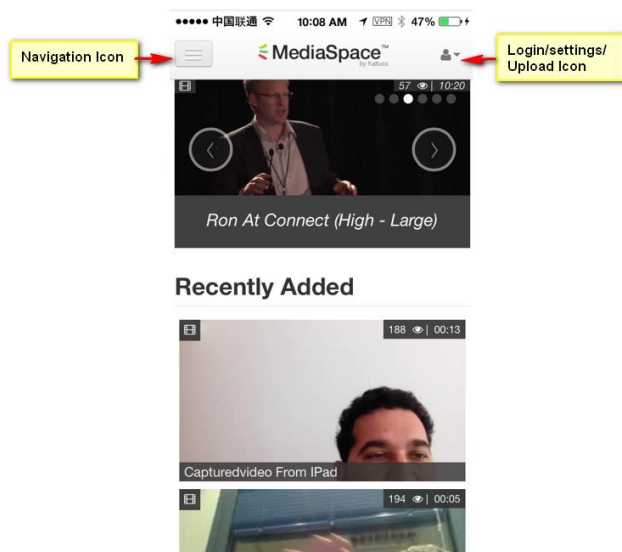
## The MediaSpace User Interface

Kaltura MediaSpace 5 (KMS 5) implements a responsive web design for optimal user experience across all devices. The MediaSpace User Interface displays differently on each device.

For example, the MediaSpace header on a desktop displays as follows:



For example, the MediaSpace header on a mobile device displays as follows:



## Understanding Categories and Channels

You can access MediaSpace media collections through categories and channels.

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. Each category opens up the list of sub-categories that are pre-configured by your administrator.

A *channel* is a user generated collection of content that pertains to a subset of users (or all authenticated users). Channel managers and site administrators may give users permission to perform specific actions in a channel. You can access your channels from the My Channels selection in the User menu.

To learn how to use channels, see [Creating and Managing a Channel](#). The MediaSpace channel page that is public displays the information you have decided to share with the public from your account,

The following table lists some of the differences between categories and channels.

	Categories	Channels
What are they?	Centrally curated hierarchical structure that defines the taxonomy of the site.	User generated collections that are personally managed
Who can create?	KMC users only	Any KMS user (configurable according to role)
Where do they show?	Navigation menu	My Channels All Channels Inside a category.
Options	Entitlements Moderation Group Offline Sync Import members from parent Inherit members from parent	Entitlements. Moderation Group Offline Sync

MediaSpace opens up with the Root categories displayed in the Category pane.

### To select a category

1. Click on the navigation icon. The root categories are displayed initially.
2. Use the arrows to open the sub-categories.  
The media and channels associated with the category are displayed.

When you exit MediaSpace your last category request is saved for your next KMS session.

### To view your channels

- Click on My Channels in the User Menu.

The My Channels page has a clear indication of all the information related to the channel including, the name, a thumbnail display of the last video added to the channel, total number of views, statistics, who is managing the channel, links to send email to and which categories the channel is associated with.

### To set the channel display

1. Click on My Channels in the User Menu.
2. Select an option:



- Grid
- Detailed
- Collapsed



# Interacting with Media



**NOTE:** Depending on your MediaSpace role, you may be able to access additional content after you log in. To understand your role, ask your MediaSpace administrator.

You can do the following:

- [Display and Filter the content](#)
- [Sort the content](#)
- [Select a video to play](#)
- [View media](#)
- [Report abuse](#)
- [Like media](#)
- [Comment on media](#)
- [Search media and captions](#)

**NOTE:** Some MediaSpace features depending on your MediaSpace account's configuration. Contact your system administrator to enable features that you may want to use.

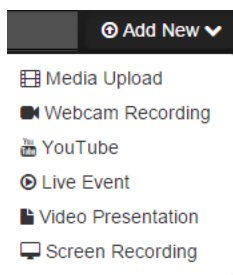
## Displaying and Filtering Content

Select My Media or My Channels from the Add New drop down menu.



### To filter content

- Select an option from the Add New drop down menu:



## Sorting Content



### To sort content

1. Click on one or more of the sorting filters:

- Sort by Most Recent

☒ Most Recent  
☐ Alphabetical  
☐ Likes  
☐ Comments

- View All Statuses (For My Media)

✓ All Statuses

Private  
Published  
Pending  
Rejected  
Unlisted

- Media Count

**Media Count**

Most Recent  
Alphabetical  
Members & Subscribers  
✓ Media Count

- View Channels I Manage (For My Channels)

✓ Channels I Manage

Channels I am member of  
Channels I am subscribed to  
Shared Repositories I am member of

- View all Media

✓ All Media

Video  
Audio  
Image  
Live Events  
Video Presentations  
Webcasts

- View Media I Own (For Media Collaboration)

**View Media I Own**

✓ Media I Own

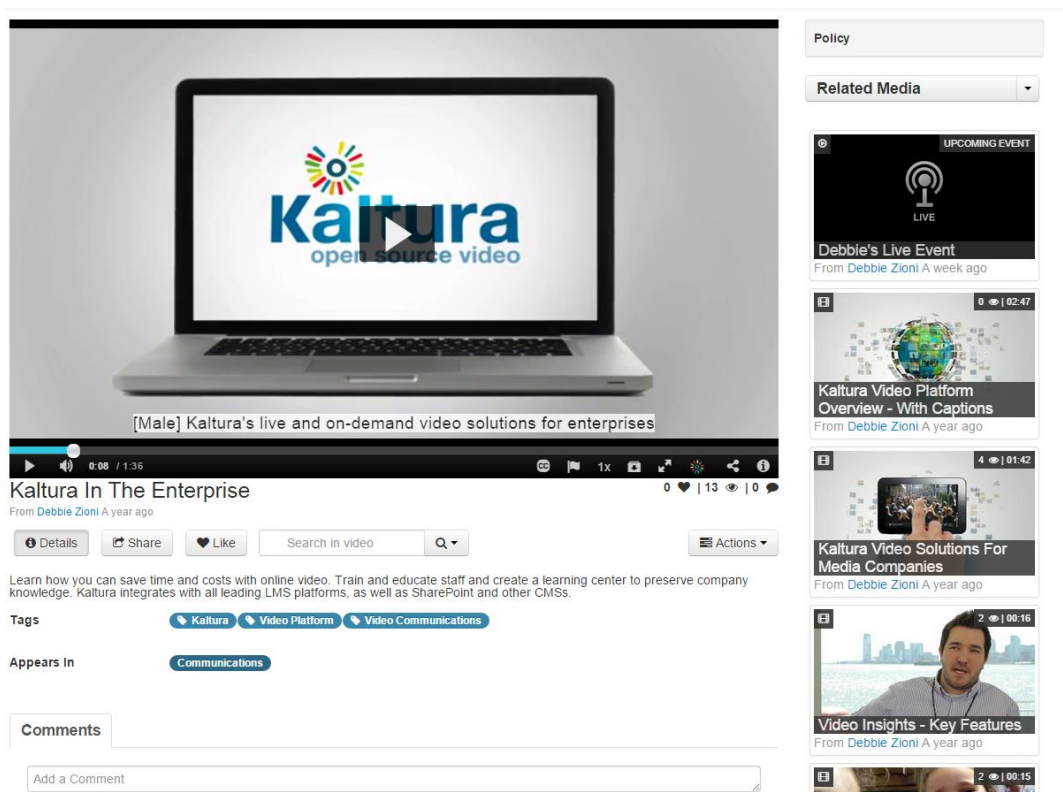
I Can Publish  
I Can Edit

- View all Topics (For My Channels)



### To view content

- Click on any media thumbnail from your My Media page, a category or channel to browse to the media entry and play the content.



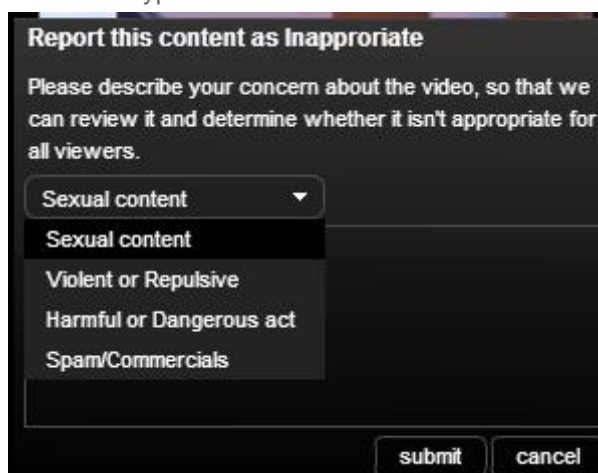
Click **Play** in the media player. You can use options such as volume control, report abuse (flag), caption selection, full screen, and enlarging the player within the MediaSpace window.



On an iOS device, a built-in iOS media player plays MediaSpace media.

## To report abuse (Flag)

1. Click a media thumbnail or title to display the video in the media player.
2. Do one of the following:
  - Click **Flag** on the media player screen.
  - Click the **Flag** icon on the media player controls area.
3. Select the type of abuse.



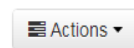
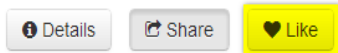
## To Like or Unlike Media

1. Click on a media thumbnail or title to display the video in the media player.
2. Click the **Like** button under the media player.

### Boys\_shoes\_NEW

From [debbie zioni](#) 31 minutes ago

0 ♥ | 0 👁 | 0 💬



A *Liked* label and an *unlike* option are displayed.

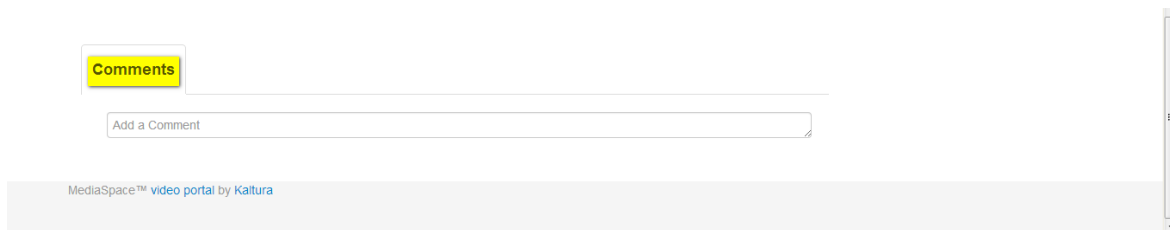
3. To cancel the Like, click **Unlike**.

## Commenting on Media

You can comment on media, view comments by other users, reply to existing comments, and delete comments and replies.

### To comment on a media item

1. Click a media thumbnail or title.
2. In the Comments tab under the media player, enter a comment in the Add a Comment field and click **Add**.



Your comment is displayed in the Comments tab.

### To display comments

1. Click on a media thumbnail or title.
2. If comments were entered, they are displayed in the Comments area under the media metadata.
3. When a limited number of comments are displayed, click **Load more comments** to display additional comments.

### To reply to a comment

1. Click on a media thumbnail or title.
  2. In the Comments area under the media player, click **Reply** under the comment you would like to reply to.
  3. In the Add a Comment field, enter a reply and click **Add**.
- Your reply is displayed under the comment.

### To delete a comment or reply



**NOTE:** You can delete a comment or reply only in the following cases:

- You added the comment or reply.
- You are the media owner.

1. Click a media thumbnail or title.

2. In the Comments area under the media player, click **Delete** under the comment you would like to delete.
3. Click **Yes** to confirm the deletion.



**NOTE:** Deleting a comment also deletes replies to the comment.

## Searching Through Channels, Categories and Chapters

The ability to search metadata and captions is provided by entering a search term that you are looking for. The results for metadata are returned by default. The Search feature filters the search string and enables you to search on captions, channels and chapters. You can toggle between the different objects after you enter the search term.

### My Media

Actions ▾

Sort by Most Recent ▾ View All Statuses ▾ View All Media ▾

Q kaltura X

☰ ☱

No Entries Found

You can search:

- All media based on metadata – basic metadata and text fields from custom metadata
- All videos for captions
- A category or channel for media based on metadata
- A category or channel for captions
- Captions in a single video
- For media associated with a user, tag, or category
- For media in slides and chapters based on metadata



#### To clear the search text

- Click on the x.

You can Search through Custom Metadata - Search results show entries with matching text from custom metadata fields and not only basic metadata (Title, Description, Text). Searchable custom metadata fields are of text type. Results include '+' sign that shows the custom metadata fields and the matching one will be highlighted.

## Uploading Media

You can upload media to MediaSpace from the MediaSpace header's Add New menu.

The following upload options are available:

- [Media Upload](#)
- [Webcam Recording](#)
- [YouTube](#)
- [Record a Presentation](#)
- [Live Event](#)
- [Video Presentation](#)
- [Screen Recording](#)

### 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.

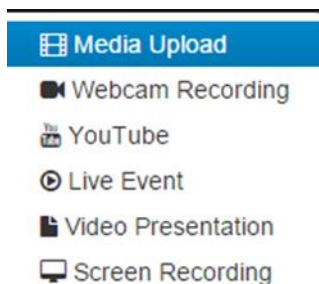


**NOTE:** Not all features are supported on all mobile browsers and operating system versions. Please refer to [this list](#) for detailed information. The new upload control is supported in Chrome, Safari, Firefox and IE 10+



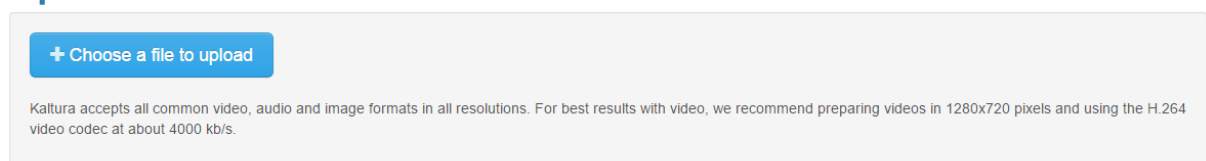
#### To upload media from your desktop

1. Select Media Upload from the Add New dropdown menu.

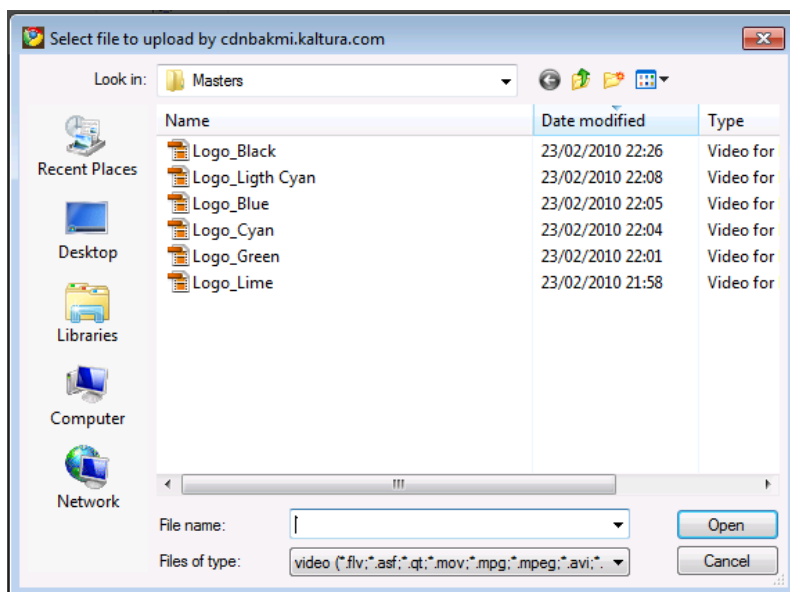


The Upload Media page is displayed.

### Upload Media




2. Click **Choose a file to upload**.
3. In the Select file to upload window, select a media file to upload and click **Open**.



4. While the file is uploading, on the Upload Media page you can:
  - Enter metadata information about the media and click **Save**.  
Mandatory fields are marked with an asterisk.
  - Click **Cancel** to cancel the upload.
  - Click **Choose another file to** upload additional files.



## Upload Media









100% of 6.32Mb

Upload Completed! Complete the required information for the uploaded media below.

Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

**Please fill out these details:**

Name:   
(Required)

Description: Black **Bold** *Italic* Underline      

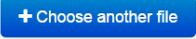
Tags:

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

☒ **Private** - Media page will be visible to the content owner only.  
☐ **Unlisted** - Media page will be visible to anyone with a link to the page.  
☐ **Published** - Media page will be visible to individuals according to entitlements on published destinations

[Save](#)
[Go To Media](#)
[Go To My Media](#)

### Upload another file



Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

- Select the Privacy Settings. When adding new media and editing the metadata, select if the media will be private, unlisted or automatically published to specific categories and/or channels when the media is ready.



**NOTE:** If you click **Save** before the file is completely uploaded, the media information is saved after the media is uploaded.

- To view the media page when uploading is complete, select My Media from the User dropdown menu.

## Video after Upload

After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion.

If media is waiting for moderation, you cannot preview or publish it until it is approved.

You can edit media information during conversion and while waiting for moderation.



**NOTE:** Uploaded media also is displayed on your My Media page.

## Audio Entries


Audio entries are displayed on the default KMS player

# Recording from Webcam

## To record from a webcam

1. Select Webcam Recording from the Add New dropdown menu.
2. The Record from Webcam page is displayed in the Record from Webcam window, click Allow when the Flash Player Settings message is displayed.
3. In the Record from Webcam window, click anywhere in the recording area to start recording, click anywhere in the recording area to stop recording, and click **Save**.
4. In the Record from Webcam window, enter information about the media and click **Save**.

## Record from Webcam









Click anywhere to start recording

Please fill out these details:

Name:

(Required)

Description:

Black **Bold** *Italic* Underline      

Enter Description...

Tags:

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

☒ **Private** - Media page will be visible to the content owner only.  
☐ **Unlisted** - Media page will be visible to anyone with a link to the page.  
☐ **Published** - Media page will be visible to individuals according to entitlements on published destinations

lorem ibsum

**Save**

# Uploading a Video from YouTube

Uploading content from YouTube to MediaSpace requires the YouTube feature to be enabled on your partner.

## To add media from YouTube

1. Select YouTube from the Add New dropdown menu.  
The Kaltura MediaSpace YouTube page is displayed.

### YouTube

**Video Page Link (or Content ID)**

e.g.: "https://www.youtube.com/watch?v=81XmhILjhFg"

Note: Only public YouTube videos are supported

2. Enter the Video Page Link or the Content ID and click Preview.

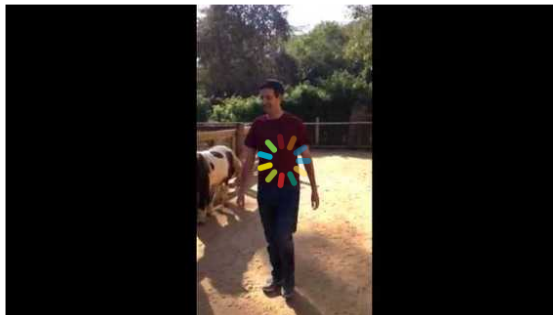


**NOTE:** To obtain the URL, right click on the video in YouTube and copy the URL. Only public YouTube videos are supported

3. In the YouTube window, enter information about the document and click **Save**.

## Edit **At the Zoo**

Private



Details Options **YouTube**

Name:  (Required)

Description:

Tags:



**NOTE:** You cannot add video presentations or YouTube media to playlists.

## Creating a Video Presentation

A video presentation consists of a document and a video file, synchronized together. Document formats supported are: ppt/pptx, pdf, doc/ docx, xls/ xlsx. After the document is uploaded, it is converted to a format suitable for display in the presentation. The conversion process may take a few minutes. After your content is ready it appears in the document list.

The video presentation feature enables content creators to synchronize video and specific slides in a slideshow or document and share the synchronized presentation.



### Basic workflow to synchronize the display of media and document files:

1. Add a presentation file
2. Select a media file.
3. Upload a presentation (document), if you have previously not uploaded one. (The presentation file is required in step #3).
4. Select a document file.
5. Add sync points to synchronize the document with the media.

## The Kaltura Video Presentation Widget



The Kaltura Video Presentation Widget allows the side-by-side, synchronized display of media and document files to end users.



### To create a video presentation

1. Select Video Presentation from the Add New dropdown menu.  
The Add Video Presentation page is displayed.

## Add Video Presentation

To create a Video Presentation, follow these steps:

- Select media (from a list of already uploaded and ready video and audio items)
- Select document (from a list of uploaded, and converted documents)
- Add sync points to synchronize the document with the media

In case you need to upload new documents to the server, use the upload document button below. Once a Presentation is created, you will be redirected to the "edit page", where you will be able to sync keypoints for playback, and edit metadata.

[+ Upload Document](#)

Loading

- On the Add Video Presentation page, click **Upload Document**. This step is required if you did not upload the presentation before. After the file is uploaded it is converted and will be used when selecting the media and document to be synchronized.
- In the Upload Document window, click **Browse your desktop**.
- In the Select file to upload window, select a document or presentation file to upload and click **Open**.
- In the Upload Document window, enter information about the document and click **Close**.

## Upload Document

A video presentation consists of a document and a video file, synchronized together. Document formats supported are ppt/pptx, pdf, doc/docx, xls/xlsx. After the document is uploaded, it will be converted to a format suitable for display in the presentation (this might take a few minutes). Once your content is ready it will appear in the document list (step 2). [Back to the video presentation creation flow \(step 1\)](#)

Your file has been uploaded. We are now processing the document

Title

Description

Tags

[Upload another file](#)

- In the Upload Document window, click **Back to the video presentation creation flow (step 1)** to continue creating a video presentation.



**NOTE:** After a document is uploaded, it is optimized for display in the presentation. You cannot use a document in a video presentation until optimization is complete.

## To select and synchronize files

1. On the Add Video Presentation page, select a media item from a list of available video and audio items, and click **Next**.

## Add Video Presentation

To create a Video Presentation, follow these steps:

- Select media (from a list of already uploaded and ready video and audio items)
- Select document (from a list of uploaded, and converted documents)
- Add sync points to synchronize the document with the media

In case you need to upload new documents to the server, use the upload document button below. Once a Presentation is created, you will be redirected to the "edit page", where you will be able to sync keypoints for playback, and edit metadata.

[+ Upload Document](#)

**Step 2. select document**

Search  [Reload](#) Click on Presentation name to view and edit keypoints or search (exact phrase)

Kaltura Id	Name	Created on	Description	Tags
1_rvjq41at	Kaltura HTML5 Player Skin 2	01-21-15		twins, infants, kaltura
1_4f2yppm1	Short pres 3 slides to easy u	03-10-14		
0_wmj2ymg	shuttle.pdf	03-04-14		
1_65e5n4	TEAM -Web Capabilities - Tea	10-21-13		
1_h2j8a4x	VE architecture slides.pptx	08-16-13		
0_m7719eo	Video Presentation Test.pptx	05-07-13	Testing presentation	testing presentation upload
0_e4js421	Video Presentation Test.pptx	05-07-13	Goes with testing caves	testing presentation upload
0_vvvfdnm	listadeemails.xls	03-19-13	listadeemails.xls	listadeemails.xls
0_z3k05ki	Matéria_18_03_ALEX.docx	03-19-13	teste	
1_7h1u9jcw	masanori test.pptx	01-28-13		

1 2 [Next](#) Rows in page

[Back](#) [Next](#)

2. On the Add Video Presentation page, select an item from a list of available documents and presentations, and click **Next** to create the video presentation.



## Add Video Presentation

To create a Video Presentation, follow these steps:

- Select media (from a list of already uploaded and ready video and audio items)
- Select document (from a list of uploaded, and converted documents)
- Add sync points to synchronize the document with the media

In case you need to upload new documents to the server, use the upload document button below. Once a Presentation is created, you will be redirected to the "edit page", where you will be able to sync keypoints for playback, and edit metadata.

[+ Upload Document](#)

**Step 2. select document**

Search  [Refresh](#) Click on Presentation name to view and edit keypoints or search (exact phrase)

Kaltura id	Name	Created on	Description	Tags
1_mv491dac	Captions Webinar.pptx	07-14-13		
1_26cs9tdx	Jive Extension built on KAF.p	06-10-13		


1 Rows in page

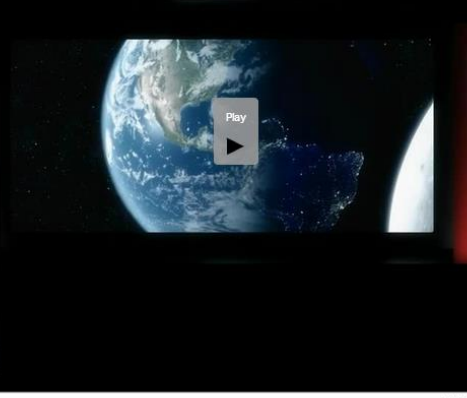
[Back](#) [Next](#)

3. In the Edit Media window, synchronize the media and slides.

Your presentation has been successfully created. You can now sync keypoints or edit metadata. [X](#)

## Edit Globe.mp4 Private






02:46 02:46

[+ Sync Video/Slide](#)
[Remove](#)
[Save](#)
[Hide Thumbnails](#)
[Delete](#)

Details Options

Name:  (Required)

00:23



[+ Sync Video/Slide](#)
[Remove](#)
[Save](#)

4. To start synchronizing the media with the slides, click **Play** in the media player.
5. When you reach a point that you want to synchronize:
  - a. Click the player to pause the playback.
  - b. Hover over the video to display the thumbnail carousel.
  - c. In the thumbnail carousel, select the slide to synchronize with the point where the playback paused, and click **+ Sync Video/Slide**.



- d. Click **Play** in the media player to continue synchronizing the playback with the slides.
  - e. Add and remove sync points as needed, and click **Save**.
6. In the Edit Media window, enter information about the video presentation and click **Save**.

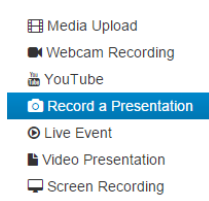
## Record a Presentation

The Kaltura CaptureSpace Desktop Recorder enables easy capture in class, at home or on-the-go with automated publishing and interactive viewing within Kaltura's MediaSpace video portal.

Contact your Kaltura account manager to activate the CaptureSpace module in your MediaSpace account.

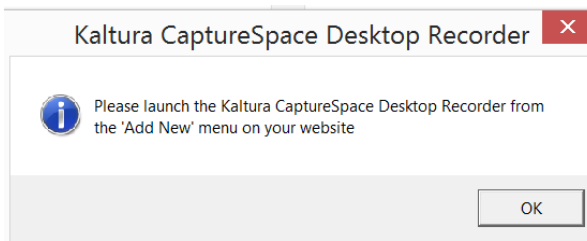
### To record a presentation

1. Select Record a Presentation from the Add New dropdown menu.



The Kaltura CaptureSpace Desktop Recorder download page is displayed.

2. Click Download to download the software required to record your presentation.
3. Click on the Kaltura icon that is displayed after you download the software. The following window is displayed.



Follow the instructions in the [Kaltura CaptureSpace - User Guide](#) to create multi-stream recordings using a vast array of recording devices

## Viewing Rich Media in the Kaltura Player

After you upload your recording you can view your recording using one of the many robust features of the Kaltura Player. For more information about the viewing options, see [Viewing Rich Media in the Kaltura Player](#).

## Using Chapters and Slides

Chapters and slides are used markers for navigation purposes. Slides are automatically created when a presentation is recorded using the Kaltura CaptureSpace Desktop Recorder. For more information about chapters and slides see [Managing Chapters and Slides in the Timeline Tab](#). To learn more about recording presentations using the Kaltura CaptureSpace Desktop Recorder, see the [Kaltura CaptureSpace - User Guide](#).

# Provisioning and Publishing Live Events

You can publish live stream events to channels and categories and provision live events and stream them from MediaSpace.

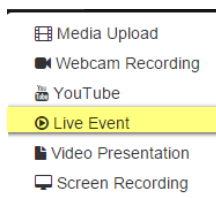
- **Publish live streams to channels and categories** - Live streams that are provisioned from the KMC can be published and displayed in any channel or category. The streams are also found in search results. If the live entry is associated with the user ID of a MediaSpace user, it will be available from the media owner through "My Media", to manage and publish from MediaSpace.
- **Provision a Live Event and Stream from MediaSpace**- Authorized MediaSpace users can create a live event from MediaSpace that is provisioned instantaneously. Users are able to stream from MediaSpace using a web camera without the need for external encoding software.

Provisioning a live event from MediaSpace requires the new Kaltura Live feature to be enabled on your partner. See [Live Streaming Using Kaltura Live Streaming \(HDS / HLS / DASH\)](#) for more information.

Using live in MediaSpace requires you to update the uiConf of your main player to SWF URL version 3.9.7 or above.

## To create a live event

4. Select Live Event from the Add New dropdown menu.



The Create Live Event page is displayed.

## Create a Live Event

Name: (Required)

Description: Black Bold Italic Underline List Table Link Image

Tags: ✕ kaltura ✕ twins

Event Options: ☒ Enable Recording of the Event - The event will be available to watch on demand after the broadcast ends. Up to 24 hours will be recorded.

[Create Event](#)

5. Enter the relevant fields in the Create Live Event window.
6. (Optional) Check Enable Recording of the Event - The event will be available to watch on demand after the broadcast ends. Up to 24 hours will be recorded.
7. Click Create Event. The following message is displayed: "Live Event created successfully."
8. Set the media's status:
  - Private - Media page will be visible to the content owner only.
  - Unlisted - Media page will be visible to anyone with a link to the page.
  - Published - Media page will be visible to individuals according to entitlements on published destinations. If selected, choose the Categories and Channels where you want to publish to.
9. Click Save and then edit the Live Event. Click Edit Event and Broadcasting Options or Go To My Media.

### To start/stop broadcasting the live event

1. In the My Media Page select the live entry and click Edit.
2. Enable the relevant Options in the Options tab.
  - Enable DVR - Users will be able to seek back during the live event
  - Enable Recording of the Event - The event will be available to watch on demand after the broadcast ends. Up to 24 hours will be recorded.
  - Click Start Streaming to start you broadcast. Click OK to Start;
  - Click Stop Streaming to stop your broadcast. Click OK to Stop.
3. Click Save.

### To publish or perform actions on the entry

1. Select the Live Event entry in the My Media page.
2. Select an option from the Actions drop down menu.

# Recording Your Screen



**NOTE:** If you cannot record your screen, ask your MediaSpace administrator to give you the required permission.

You can record your screen and add the recording to MediaSpace.



## Basic workflow to record your screen:

1. Select the Screen Recording option.
2. Launch the Screen Recorder.
3. Select the options and area to capture, and start recording.
4. After recording, review the results and upload to MediaSpace.
5. After uploading, enter metadata.



## To record your screen

1. Select Screen Recording from the Add New dropdown menu.  
The Screen Recording page is displayed.

## Screen Recorder

To create a Screen Recording, follow these steps:

- Click on the button to launch the Screen Recorder
- Select the options, area to capture and click the Record button
- Once you complete the recording, review the result and click the Upload button
- After the upload is complete you will be able to enter the metadata for the entry and save it

[+ Launch the screen recorder](#)

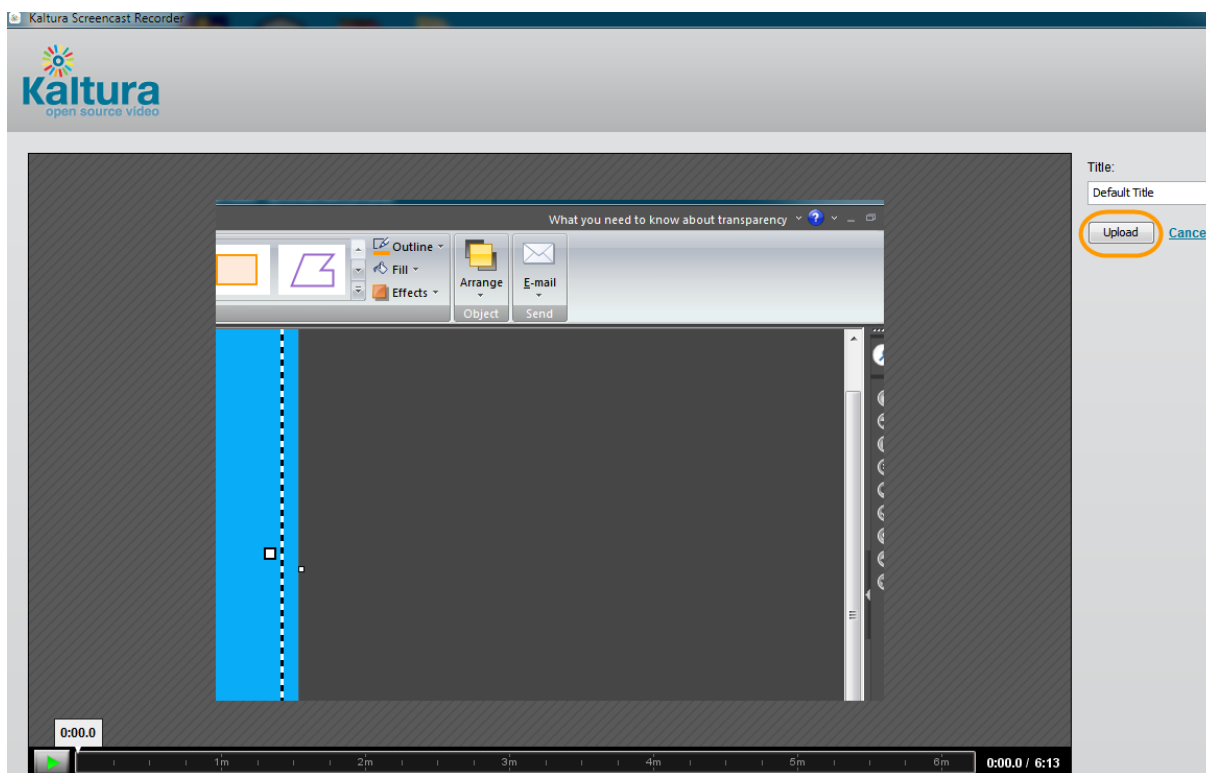
2. In the Screen Recording window, click **Launch the screen recorder**.
3. In the Screen Recorder, follow the instructions to record your screen:
  - a. Drag and resize the frame to define the screen area to record and enter Alt-P or click the Record button to begin recording.
  - b. Toggle Alt-P or the Record/Pause button to pause and continue recording.



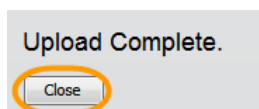
4. Click **Done** to finish recording.



5. Review your recording and click Upload.



6. When the upload is complete, click **Close**.



7. In the Screen Capture window, enter information about the recording and click **Save**.  
A link to the media is displayed.

When creating a new webcam or screen recording through "Add Media" in a channel or category, the media is published automatically to the channel/category.

## Recording Your Screen

The Kaltura Screen Recorder uses Java which may cause issues on certain devices and browsers. Your system admin may configure a note indicating that there are certain limitations on certain devices and browsers.

The screenshot displays the Kaltura Screencast Recorder window. The main content area shows an "INVESTMENT PORTFOLIO: WITH 0.11% RISK-FREE" analysis. On the left, a graph plots Return (Y-axis, 8.90% to 9.90%) against Risk (X-axis, 16.00% to 18.00%). A dashed curve represents the efficient frontier, with five points labeled 1 through 5. Point 1 is at the top right (highest return, highest risk), and point 5 is at the bottom left (lowest return, lowest risk). To the right of the graph is a table with five columns labeled 1 through 5, representing different portfolio points. The table includes rows for Return, Volatility, Sharpe, 2-s loss, and various asset classes (S&P 500, Small-Cap, EAFE, Emerging Markets, Hedge Funds, Commodities). The "2-s loss" row shows values in red, indicating negative values. At the bottom of the window, there is a video player interface with a play button, a progress bar, and a timestamp of 0:00.0 / 0:01. On the right side of the window, there is a "Title:" field with the text "My First Webcast!" and two buttons: "Upload" (highlighted with a red box) and "Cancel".

	1	2	3	4	5
	Max Return	Min Risk (Volatility)	Max Sharpe (unconstrained)	Diversify Max Return	Diversify Max Sharpe
Return	9.73%	9.00%	9.83%	9.64%	9.45%
Volatility	17.72%	16.49%	17.90%	17.67%	17.29%
Sharpe	54.30%	53.90%	54.32%	53.91%	53.99%
2-s loss	-25.000%	-23.33%	-25.248%	-25.000%	-24.444%
S&P 500	49.92%	42.84%	48.61%	35.21%	38.74%
Small-Cap	0.00%	0.00%	0.00%	5.00%	5.00%
EAFE	0.00%	0.00%	0.00%	5.00%	5.00%
Emerging Markets	13.23%	10.51%	14.72%	15.07%	11.70%
Hedge Funds	0.39%	14.23%	0.00%	5.00%	5.00%
Commodities	36.46%	32.41%	36.67%	34.73%	34.56%

- When the upload is complete, click Close.



# Managing Your Media



**NOTE:** If you cannot access your My Media page content or actions, or display editing tabs, ask your MediaSpace administrator to give you the required permission.

Your My Media page lists previously uploaded media.

## Editing Media - Details Tab

In the Edit Media page, you can:

- Edit information about the media. Modify tags. The Tags field automatically completes values from tags that already exist in your application and consolidate taxonomy and improve discoverability of your content.
- Click Delete media to delete an entry.
- Click Create Clip to create a clip. See [Creating a Video Clip](#).
- Access other Editing tabs.
- Add attachments



### To edit media

1. On your My Media page, click **Edit** for the media you want to edit.

The Edit Media page opens with Editing tabs. The editing tab display is dependent on your MediaSpace admin configuration.

The screenshot shows the 'Edit Media' interface. At the top, there are tabs: Details, Options, Captions, Thumbnails, Timeline, Trim Video, and Editing Tabs. The 'Editing Tabs' tab is highlighted with a yellow box and a red arrow. To the right of the tabs are buttons for 'Create Clip' and 'Delete'. Below the tabs, there is a 'Name' field with the value 'Kaltura in the Enterprise'. Below that is a 'Description' field with a rich text editor containing the text: 'Learn how you can save time and costs with online video. Train and educate staff and create a learning center to preserve company knowledge. Kaltura integrates with all leading LMS platforms, as well as SharePoint and other CMSs.' At the bottom, there is a 'Tags' field with three tags: 'kaltura', 'video platform', and 'video communications'.

## Enabling Clipping

Use the Options tab in the Edit page to manage clipping and to manage comments.

Details
Options
Captions
Thumbnails
Timeline
Trim Video

Clipping: ☐ Enable everyone to create clips from this video

Comments: ☐ Disable comments for this media  
☐ Close discussion (do not allow new comments)

Save
Go To Media

### To allow other users to create clips from an entry

1. Go to the entry Edit Page in My Media.
2. Select the Options tab and then check the “Enable everyone to create clips from this video” checkbox.

Details
Options
Captions
Thumbnails
Timeline
Trim Video

Create Clip
Delete

Clipping: ☐ Enable everyone to create clips from this video

## Media Collaboration

Media owners can change the media ownership and are able to add co-editors and co-publishers to their media.

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

Co-Publishers can publish media to their entitled Categories or Channels. This option must be enabled by your KMS administrator for this tab to display.

## Change Media Owner

### To change an entry's media owner

1. Go to the entry Edit Page in My Media.
2. Select the Collaboration tab.

Details
Options
Collaboration
Attachments
Captions
Thumbnails
Downloads
Timeline
Replace Video
Trim Video

Create Clip
Delete

Media Owner

Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.


Change media owner

Media Co-Editors and Co-Publishers

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

View All Permissions

Add Collaborator

Member	User ID	Permission	
tami rock	trock@mailinator.com	Co-Editor	

3. Click Change media owner.  
The Change media Owner window is displayed.

## Change media owner



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

Enter user name

Cancel

Save

4. Enter the user name for the new owner.
5. Click Save.

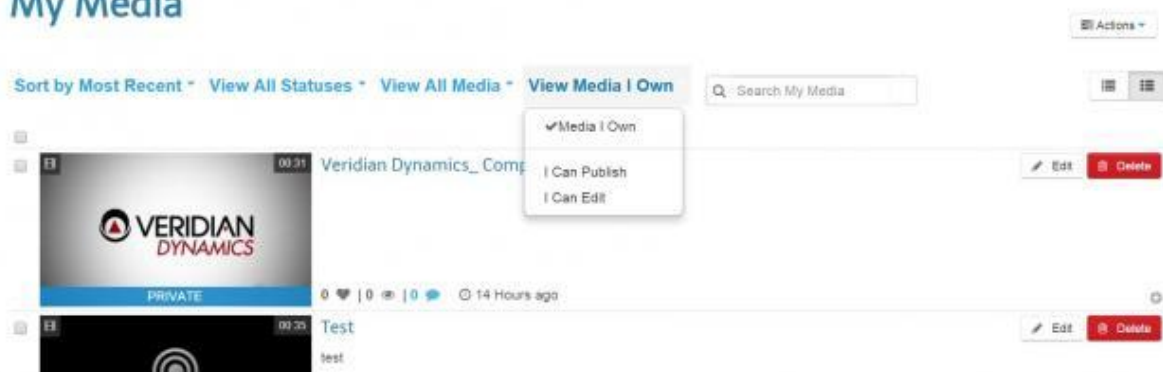
## Add Co-Editors or Co-Publishers

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

Co-Publishers can publish the media to their entitled categories or channels.

You can use the sorting option View Media I Own in My Media, to filter media according to the collaboration settings.

### My Media



### To add Co-Editors or Co-Publishers

1. Go to the entry Edit Page in My Media.
2. Select the Collaboration tab.

[Details](#)
[Options](#)
[Collaboration](#)
[Attachments](#)
[Captions](#)
[Thumbnails](#)
[Downloads](#)
[Timeline](#)
[Replace Video](#)
[Trim Video](#)
[Create Clip](#)
[Delete](#)

### Media Owner

Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.

[Change media owner](#)

### Media Co-Editors and Co-Publishers

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

[View All Permissions](#)

[+ Add Collaborator](#)

Member	User ID	Permission	
tami rock	trock@mailinator.com	Co-Editor	<a href="#">✎</a> <a href="#">✕</a>

- Click Add Collaborator.  
The Add Collaborator window is displayed.

## Add a Collaborator

✕

Enter a Collaborator

☐ Co-Editor
   
☐ Co-Publisher

Cancel
Add

- Enter the collaborator's user name or ID .You can add users that are available on the site and you can use the auto-complete function (from 3rd letter and on).
- Check the type(s) of permissions for the collaborator you are adding to the media entry,
- Click Add.
- To view the collaborators' permissions click View all Permissions and select the type of collaborator.
- Use the editing options /icons in the Actions column to edit/delete the collaboration options.

### Media Co-Editors and Co-Publishers

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

[View All Permissions](#)

[+ Add Collaborator](#)

☒ All Permissions
   
☐ Co-Editor
   
☐ Co-Publisher

	User ID	Permission	
	trock@mailinator.com	Co-Editor	<a href="#">✎</a> <a href="#">✕</a>

## Disabling and Closing Comments

For each of your media items, you can:

- Disable the comment feature.
- Prevent additional comments.

### To disable comments on a media item

- On your My Media page click Edit for the video you want to edit.

2. Select the Options tab and select the Disable comments for this media checkbox.

The Comments tab is not displayed on the media page.



**NOTE:** Comments that were entered before you disable the comment feature are re displayed if you re enable comments.

### To prevent additional comments on a media item

1. On your My Media page click Edit next to the video you want to edit.
2. Select the Options tab and select the Close discussion checkbox.

On the Comments tab of the media page, Comments closed is displayed and the Add a Comment field is not displayed.

## Uploading and Managing Captions

You can [upload caption](#) files for your media items and [manage the captions](#). Users can [search the caption texts](#).

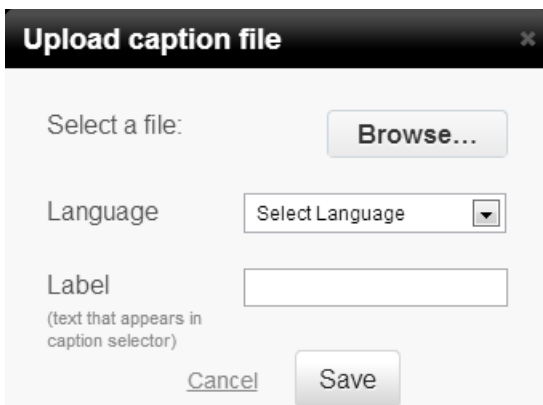


**NOTE:** Only video items can have captions.

## Uploading Captions

### To upload captions

1. Click **Edit** next to the video you want to add captions to.
2. Select the Captions tab and click Upload captions file.



3. Click **Browse** and select an SRT or DFXP caption file.
4. Select the caption language.
5. Enter a label to display for the file in the caption selector.  
The caption selector displays caption options in the media player.
6. Click **Save** to upload the file.  
The file is added to a table on the media page's Captions tab.

Details	Options	Captions	Thumbnails	Timeline	Trim Video
<a href="#">Upload captions file</a>					
Language	Label	File type	Actions		
Spanish	es	SRT	✓ ✎ ✕ ⬇		
French	fr	SRT	✓ ✎ ✕ ⬇		
German	de	SRT	✓ ✎ ✕ ⬇		
English	uk	SRT	✓ ✎ ✕ ⬇		



**NOTE:** To upload another file, click **Upload captions file** again and repeat step **Error! Reference source not found.**

## Managing Captions

After you upload captions for a video, in the caption table you can:

- [Modify the caption language or label.](#)
- [Change the default caption file.](#)
- [Delete a caption file.](#)
- [Download a caption file.](#)



### To modify the language or the caption selector label

1. On your My Media page, select the video and click **Edit**.
2. Open the Captions tab to display the caption table.
3. In the caption table, click **Change** and do the following:
  - To change the language, select a new language in the Language column.
  - To change the label, enter new text in the Label column.
4. Click the **disk icon** to update the values.



### To change the caption file used by default in the media player

1. Do one of the following on your My Media page:
  - Expand a video thumbnail entry to display the Edit button and click **Edit**.
  - Click the thumbnail or title of a video entry to open the video page.
2. Under the Actions drop down in the video page, click **Edit**.
3. Open the Captions tab to display the caption table.
4. In the caption table, click on the checkmark icon in the right column of a caption row to **Set as default**.



### To delete a caption file

1. Do one of the following on your My Media page:
  - Expand a video thumbnail entry to display the Edit button and click **Edit**.
  - Click the thumbnail or title of a video entry to open the video page.
2. Under the Actions drop down in the video page, click **Edit**.
3. Open the Captions tab to display the caption table.

4. In the caption table, click on the “x” icon to **Delete**.
5. In the Confirm Remove window, click **Yes** to remove the caption file.

### To download a caption file

1. Select My Media from the user menu.
2. Select a video and click **Edit**.
3. Click the Captions tab to display the caption table.
4. Click the **Download** icon.



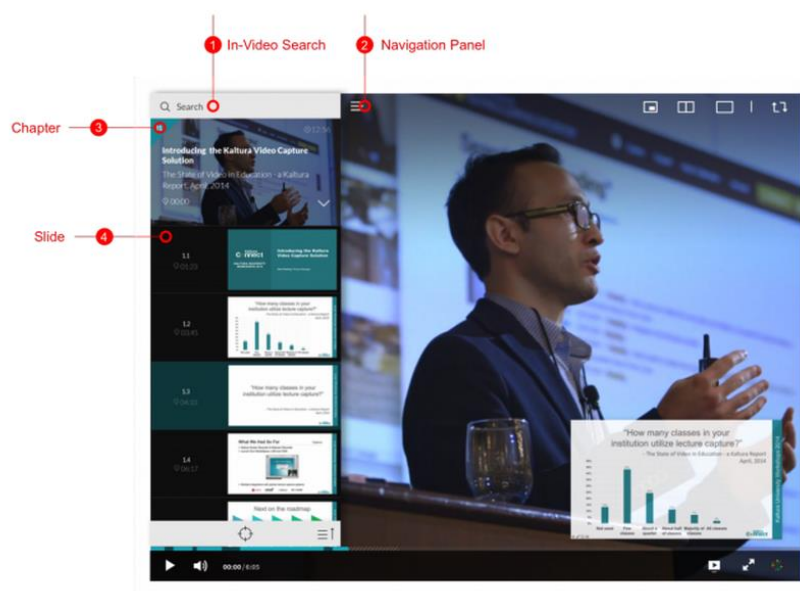
The captions file is downloaded

## Managing Chapters and Slides in the Timeline Tab

Chapters are like bookmarks in the video and can be used to navigate through the video. You can use chapters to mark the beginning of a new topic, highlight important segments, or help navigate through the content of a long video. You can add, edit, and delete chapters and slides in the Timeline tab.

A chapter is a marker on the media timeline that is used to provide context to a segment of the media. A Slide is a synchronized visual element to the main media.

After chapters and slides are created, the player is displayed with a matching plugin that presents the chapters and slides view on it.



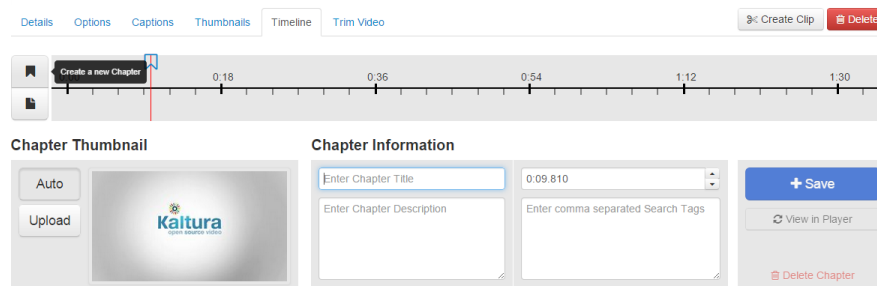
A viewer only sees the extended player and does not see the timeline for editing. A viewer can navigate between chapters and slides inside the player view, as well as search on its text.

## Creating and Editing Chapters

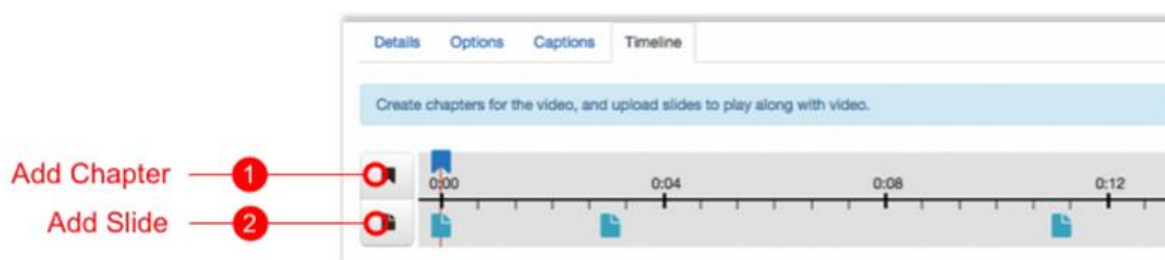
### To edit or add a chapter

1. Go to your My Media page and click Edit near the entry you want to edit.

2. Select the Timeline tab. Here you can view all the chapters and slides in the video.



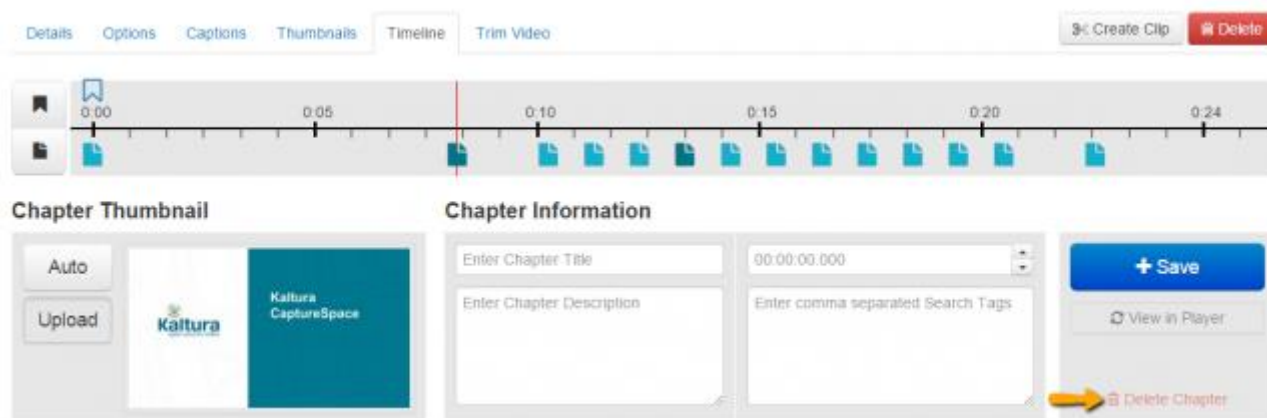
3. Place the cursor on the timeline and click the Create Chapter icon to create or update a chapter, or click on the cue point for the chapter you want to edit to view its properties.



4. After you create a chapter, you can:
  - Add or modify the Chapter Title.
  - Select a thumbnail. You can upload a thumbnail image for the chapter, or automatically create one from the video.
  - Add or modify the Chapter Description (optional).
  - Add Search Tags (optional).
5. Click View in Player to see your changes.

## To delete a chapter

1. Go to your My Media page and click Edit near the entry you want to edit.
2. Select the Timeline tab. Here you can view all the chapters and slides in the video.
3. Click on 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.



## Delete Confirmation

Are you sure you want to delete this Chapter?

Cancel

Delete

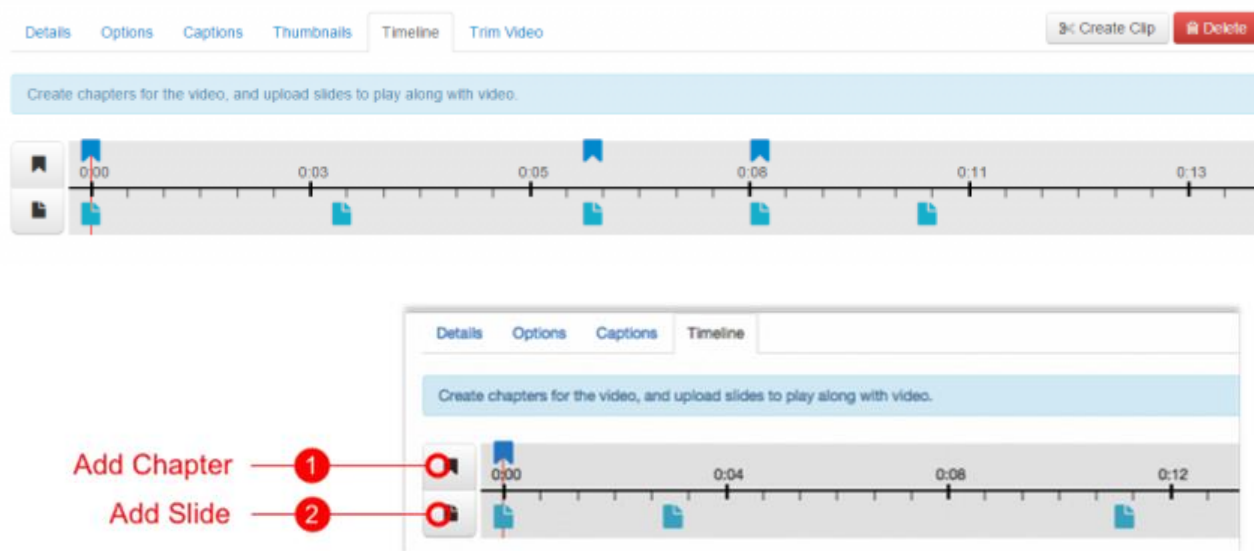
- Click View in Player to see your changes.

## 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.

### To add or edit slides

- Login to your My Media page.
- Click Edit near the entry you want to edit and select the Timeline tab.
- Place the cursor on the timeline and click Add Slide to create a slide, or click on the cue point for the slide you want to edit to view its properties.



- After you select or upload a slide, you can
  - Add or modify the Slide Image. You can upload a slide in any image format.
  - Add or modify the Slide Title.
  - Add or modify the Slide Description (optional).
  - Add Search Tags (optional)

You can upload a slide in image format.

- Click View in Player to see your changes.

### To delete a slide

- Login to your My Media page.
- Click on the entry you want to edit.
- Select the Timeline tab.

- Click on the cue point of the slide you want to delete from the timeline of the video.



- Click Delete Slide.  
A confirmation box is displayed, click Delete to confirm.



- Click View in Player to see your changes.

## Creating a Video Clip

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 clipping tool enables 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 in My Media.

### To create a video clip in My Media

- Select My Media and then click Edit next to the entry you want to use to create a clip. Click Create Clip.

## Edit Kaltura Education Video Solutions

Published

This video was viewed 1 times and played 1 times

Published in:

1 Category:

Communications

Details
Options
Captions
Thumbnails
Timeline
Trim Video

Create Clip
Delete

Name: (Required)
Kaltura Education Video Solutions

or click on the entry and select Create Clip from the Actions drop down menu.

Details
Share
Like
Search in video

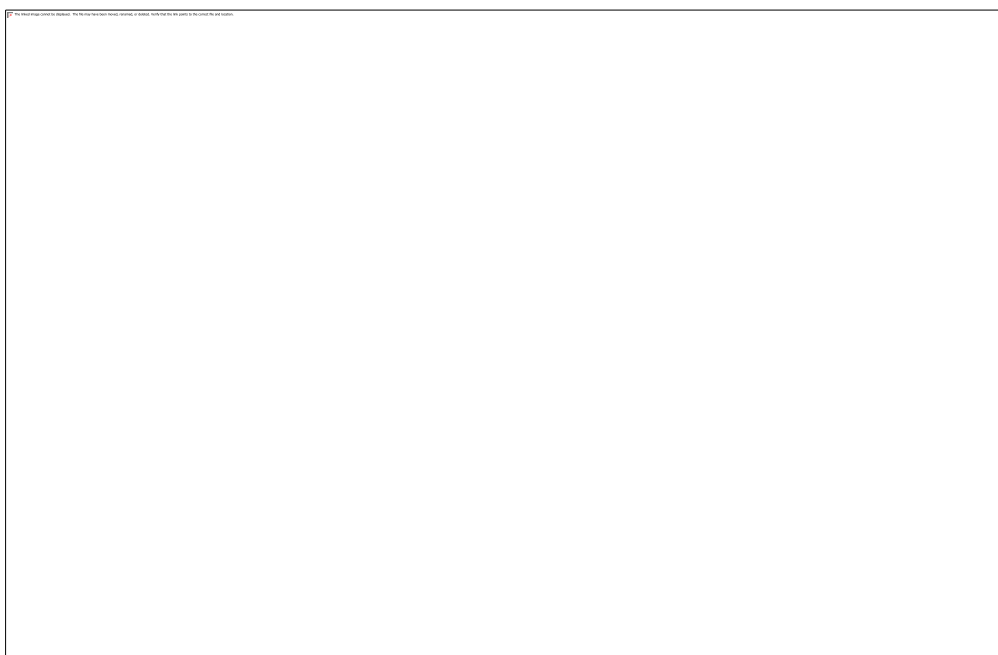
Video management and publishing is becoming a core part of the modern day educational institution. We offer fl  
jumpstart a next generation video experience on your campus and establish essential multimedia infrastructure f  
repository.

Tags
Kaltura Classroom University Learning Lms

Appears in
Communications

Actions
+ Publish
Edit
Delete
+ Add to playlist
Create Clip

2. Use the trimming timeline or enter exact start and end times.



3. Press Play and click Set Starting Point of the video clip or alternatively, select the Start Time.
4. Select Set Ending Point as the end point of the video clip, or alternatively select the End Time.
5. Click Create Clip.

The clipped content appears in My Media as a new entry. Media Owners can define the videos that other users can generate clips from.



### To allow other users to create clips from an entry

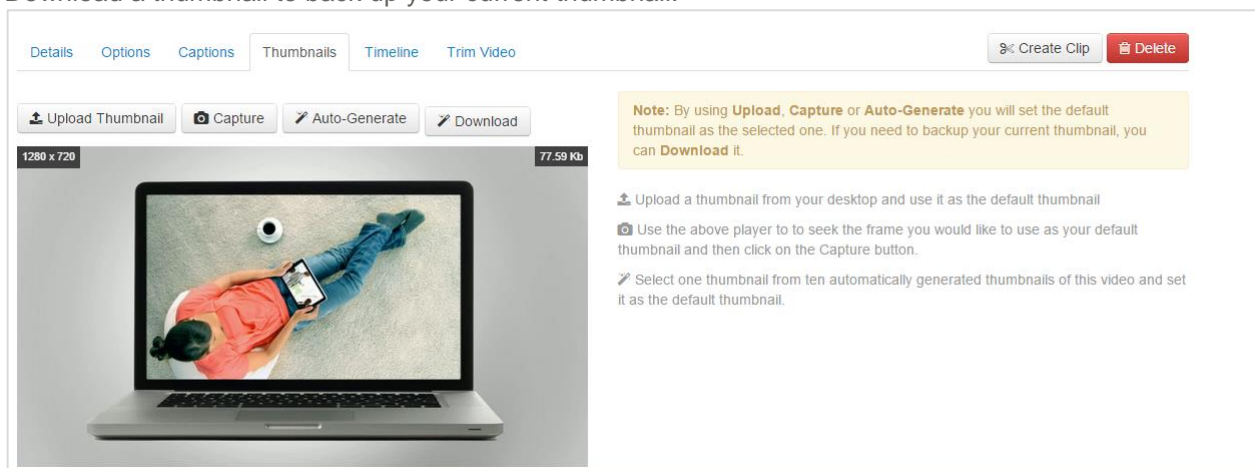
- To allow other users to create clips of a video entry, go to the entry Edit Page in My Media and under Options → Clipping check the “Everyone” checkbox.



## Setting and Modifying Thumbnails

There are four options for setting and managing a thumbnail for your content:

- Upload a thumbnail from your desktop and use it as the default thumbnail.
- Use the player to select the frame you want to use as your default thumbnail and then click on the Capture button.
- Select one thumbnail from ten automatically generated thumbnails of the selected video and set it as the default thumbnail.
- Download a thumbnail to back up your current thumbnail.



## Selecting a Thumbnail

### To upload a thumbnail from your desktop

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Upload Thumbnail.
4. Upload a file from your desktop and click Open.

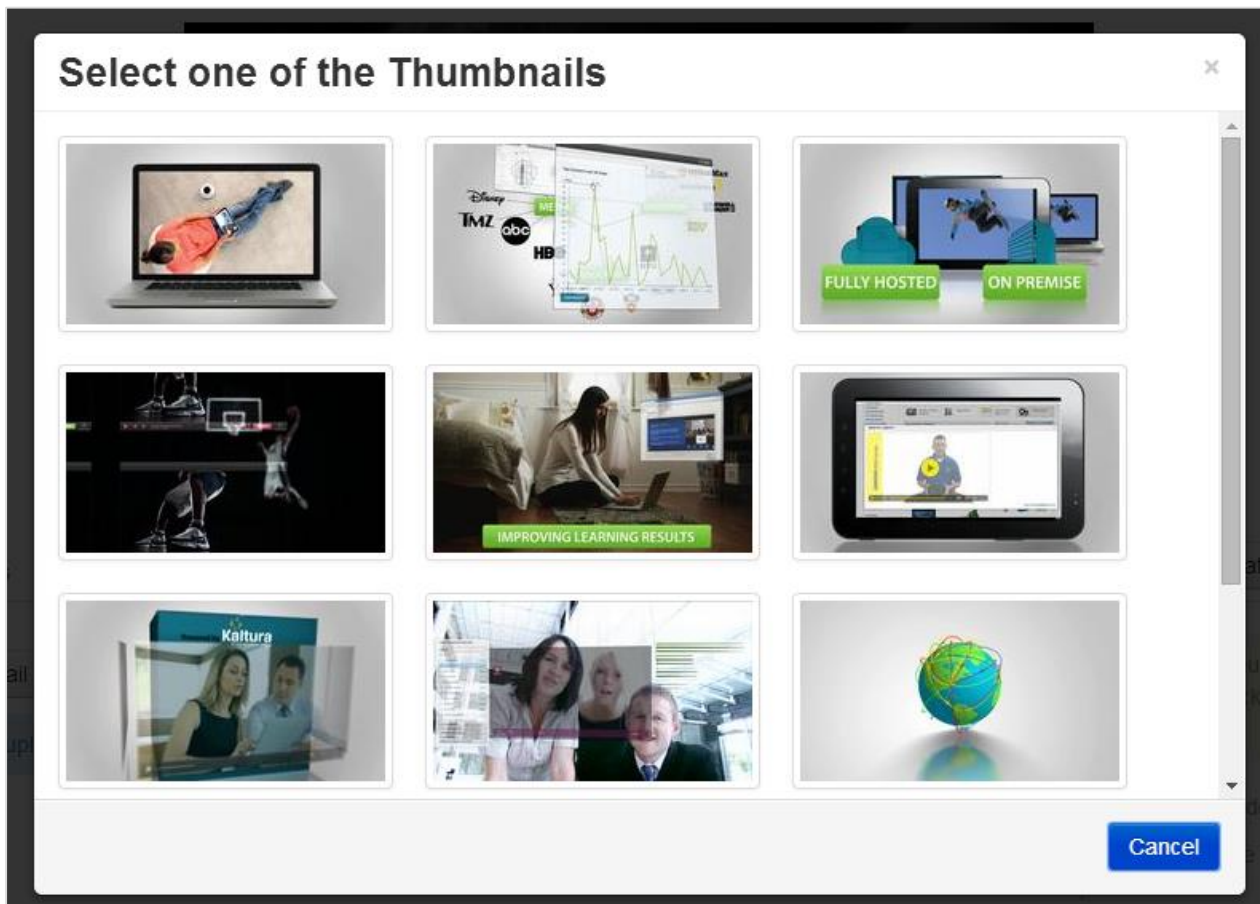
### To grab a frame from the content as a thumbnail

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Select the Thumbnails tab and click **Play**.
4. Click Capture at the frame that you want to use as a thumbnail.

The captured frame is saved automatically and used for the thumbnail.

### To select an automatically generated thumbnail

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Automatically Generate.



#### To download and save a thumbnails

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Download.
4. Save your image.

## Updating a Channel Thumbnail

The Update Channel Thumbnail feature allows the KMS Channel Manager to choose and set a thumbnail for a channel. Previously, the channel thumbnail was set by default based on the type and content of the channel. The thumbnail was based on the last media item published to the channel. If there was no media, the thumbnail was based on the type of channel (open, private, moderated, shared repository).

The thumbnail permissions are available in MANAGER view only.

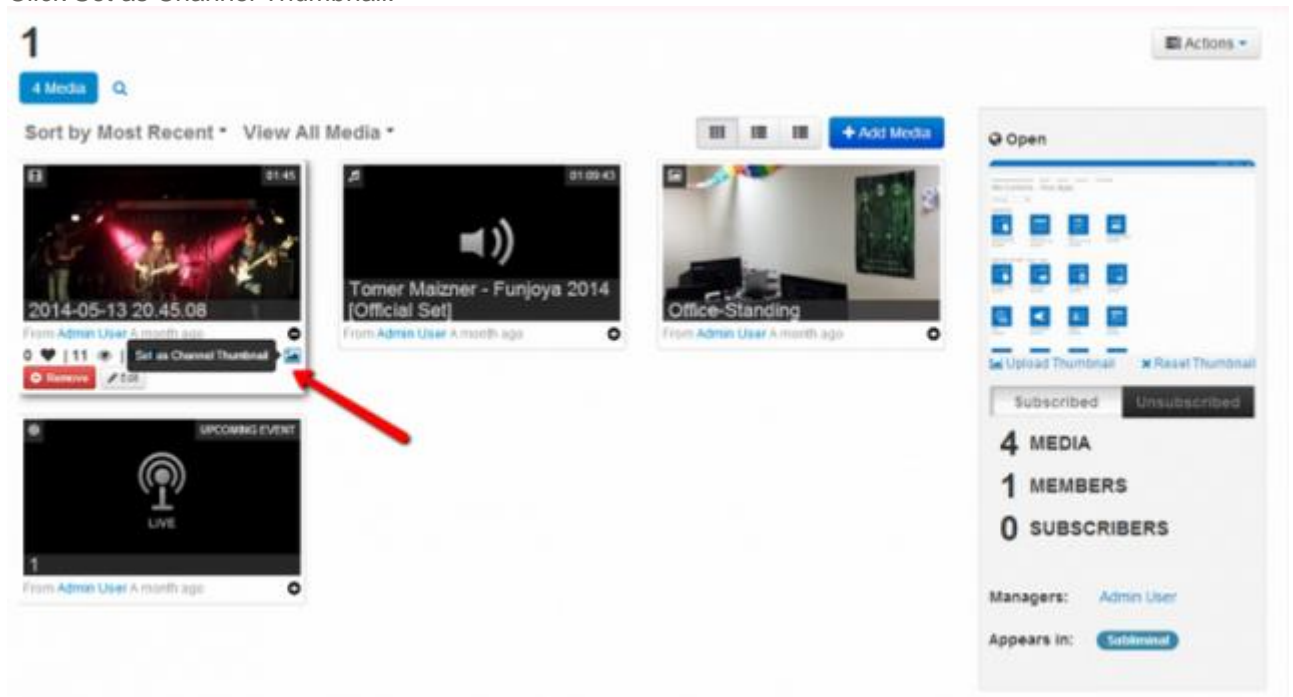
When a channel manager creates a new channel, the channel's thumbnail cannot be chosen and the default thumbnail is used. The channel manager can change the thumbnail only after the channel is created.

A Channel Manager can set an entry thumbnail to be the channel thumbnail.

#### To set the entry thumbnail to the channel thumbnail

## Managing Your Media

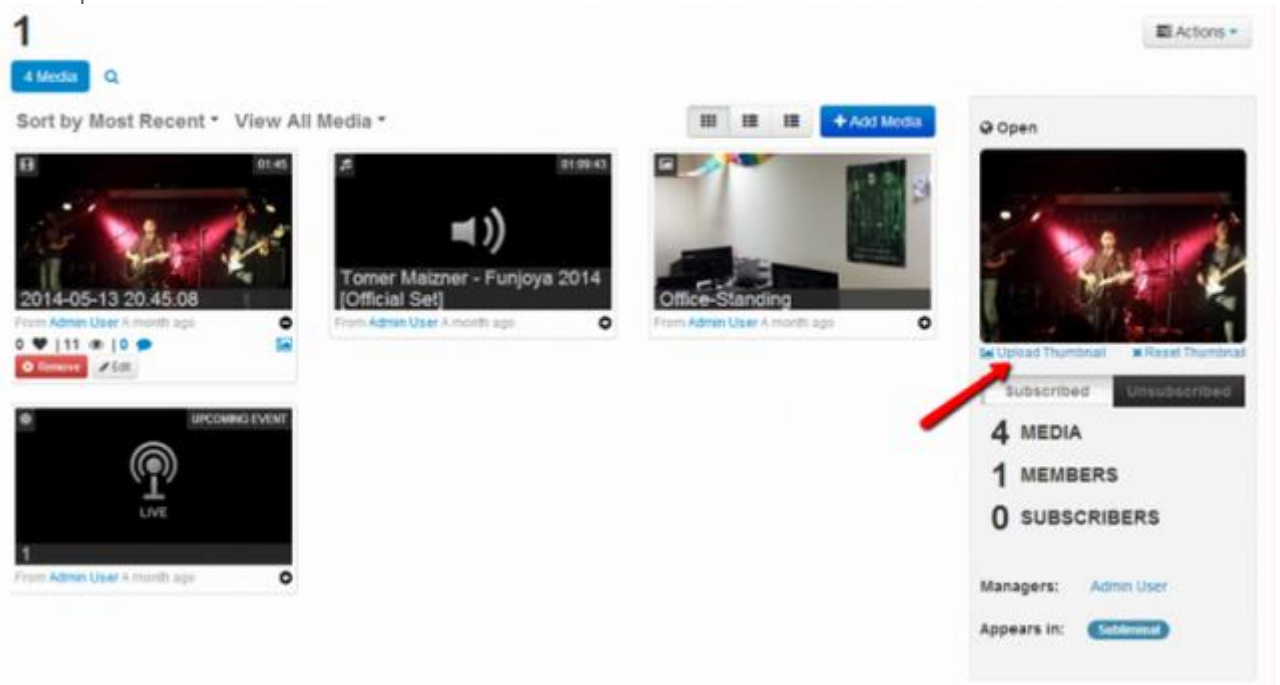
1. Select an entry.
2. Click Set as Channel Thumbnail.



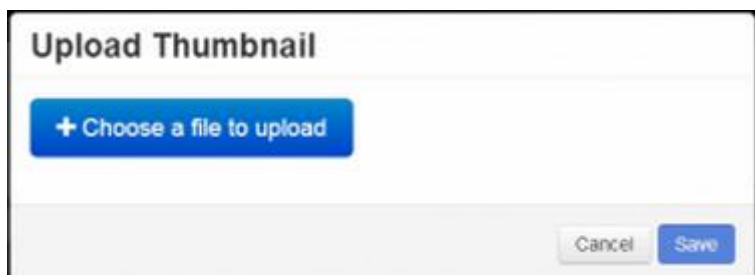
The Channel Manager can upload a thumbnail from the desktop.

### To upload a channel thumbnail from your desktop

1. Click Upload Thumbnail.



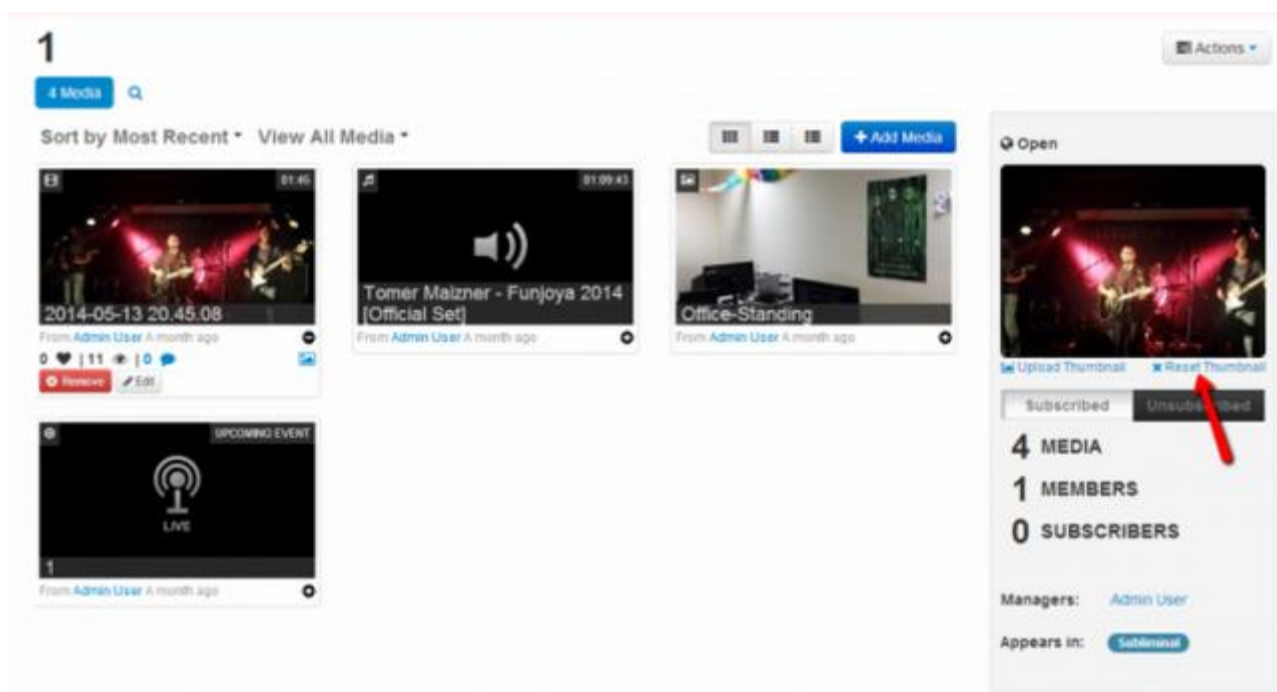
2. Choose an image file and click Save.



The Channel Manager can choose to reset the channel thumbnail to the default thumbnail, which is the dynamic thumbnail choice of the system. The default thumbnail is based on the last media item published to the channel. If there was no media, the thumbnail is based on the type of channel (open, private, moderated, shared repository).

### To restore the default thumbnail

- Click Reset Thumbnail.



**NOTE:** Audio entries include a player thumbnail similar to video entries.

## Replacing a YouTube Link

The option to upload and edit links to YouTube videos must be enabled by your KMS administrator for this option to display.

### Replacing a YouTube Link

#### To replace a YouTube link

1. In the Edit Media window, click the YouTube tab.
2. Replace the video link.



## Edit In grandpa's shoes



Details

Options

YouTube

Video Page Link (or Content ID)

Replace

## Trimming a Video Clip

Trimming must be enabled on your account to use this feature.

### To trim a media entry

1. Select My Media and then click Edit next to the entry you want to trim,
2. In the Edit Media window select the Trim Video tab.
3. Use the trimming timeline or enter exact start and end times.
4. Press Play and click Set Starting Point of the video clip or alternatively, select the start time.
5. Select Set Ending Point as the end point of the video clip, or alternatively select the end time.
6. Click Trim video.

The trimmed video appears in My Media.

## Adding an Attachment to a Video

You can attach files to you media. Media viewers may download the file before, during or after viewing the media.

### To add an attachment to a media entry

1. Select My Media and then click Edit next to the entry you want to trim,
2. In the Edit Media window select the Attachment tab.



Details
Options
Attachments
Delete

No Attachments have been added to media

Upload File

- Click Upload file. The Upload window is displayed.

Upload Attachment

+ Select File

Title:  
Provide end-users with a more descriptive title for this file (optional)

Description:  
Provide end-users with a brief description of this file's content (optional)

Cancel
Save

- Provide descriptive information about the attachment (optional) and click Select File.

- Select a file to attach and click Open.

The file is saved as attachment to your media file.

Use the editing options /icons in the Actions column to change delete or download the attachment file.

Details
Options
Attachments
Delete

The information was saved successfully

Upload File

File Name	Title	Description	Size	Uploaded At	Actions
nov_24_bd.jpg	2nd file	2nd file	415.61 Kb	Feb 23, 2015	
havdala.jpg	my attachment file	more family stuff	125.98 Kb	Feb 23, 2015	

## Replacing Media

You can replace media, and retain the entry's metadata, URL and analytics. Only video entries can be replaced. The time-based metadata on the entry is kept in place, however it most probably will be out of sync with the new media. The time based metadata should be manually adjusted.

When replacing media:

- If the media is published in a moderated channel/category - Media will be unpublished and moved to the pending moderation state.
- If the media is in un-moderated channel/category - Media will still be published.

Note that media will be unpublished from a moderated location (channel/gallery/category) and will remain published otherwise.

### To replace a media entry

- Select My Media and then click Edit next to the entry you want to replace.
- In the Edit Media window select the Replace Video tab.

[Details](#)
[Options](#)
[Captions](#)
[Thumbnails](#)
[Attachments](#)
[Timeline](#)
[Replace Video](#)
[Trim Video](#)

[Create Clip](#)
[Delete](#)

Kaltura accepts all common video formats in all resolutions.  
For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

[+ Choose a file to upload](#)

- Click Choose a file to upload and select the replacement file,
- After the upload is complete either click Approve or Cancel Replacement determine your choice.

## Entry Analytics

Media Owners can view analytics on their media. Analytics are available for total plays, views, plays in channels, plays in categories, users that watched, drop off rates and other analytics.



**NOTE:** Entry analytics are identical to the analytics for the entry in the KMC.

### To view entry analytics (for Media Owners)

- Select and entry.
- Select Analytics from the Actions drop down menu.

## Analytics for media **Kaltura in the Enterprise**

Last 30 days ▾

[Dashboard](#) [Channels](#) [Categories](#) [Users](#)

### General Metrics



### Top Engaged Users

[View All](#)

Unknown

4 Plays

### Top Plays In Channels

[View All](#)

No data

### Top Plays In Categories

[View All](#)

No data

# Publishing Media

By default, media that you upload is private. You can access private media on your My Media page. On your My Media page, you can grab the embed code of private media or publish it to make it public in MediaSpace.

Publishing media makes the media publicly accessible to MediaSpace users. You can publish media:

- In multiple categories and multiple channels
- Only when file conversion is complete and the media is not waiting for moderation



**NOTE:** If you cannot publish media, ask your MediaSpace administrator to give you the required permission.

## To publish a media item

1. On your My Media page, click the thumbnail or title of the media you want to publish. For multiple entries, check multiple media items.
2. Select **Publish** from the Actions menu.  
By default, uploaded media is not published.
3. When publishing an entry you can use the search box to find the desired media entry. Select Publish in Channel or Publish in Category tab. Enter the search string (tag) to see where the media item is located. Results of the search are highlighted on the category tree for categories and the channels are listed as the search results.
4. Select one or more categories or channels to publish to.

Publish in Category
Publish in Channel

\* Moderated
Open
Private
Restricted
Shared Repository
Public

☐ Corporate
☐ Communications
☐ Employee Discounts
☐ Events and Entertainment
☐ News
☐ Family
☐ HR
☐ Learning and Training
☒ Recruiting
☐ Technology

Published in:  
1 Categories:

Recruiting

Save

Cancel

5. Click on **Save** to apply changes.

## To set media to be private

1. Click the thumbnail or title of the published media that you want to make private.
2. Click on the Publish under the Actions dropdown and select **Private**.
3. In the Confirm Unpublishing window, click **Confirm** to unpublish the media.  
Private media is accessible only on the media owner's My Media page.

## Creating a Playlist

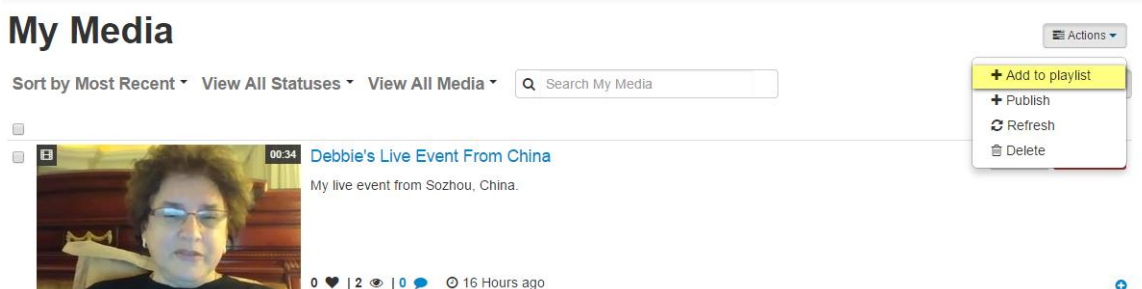
You can create playlists and associate media with the playlists. Playlists in the homepage ('Most Recent', 'Most popular', etc.) showing 9 entries, are clickable, leading to a playlist media page with the full list of playlist entries

### To create a playlist



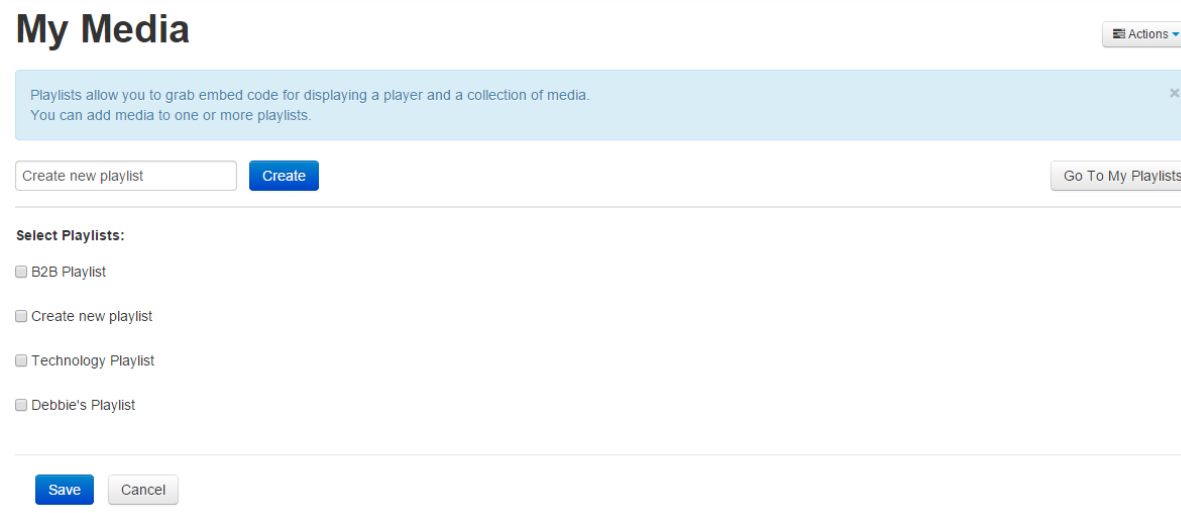
**NOTE:** If you cannot create a playlist, ask your MediaSpace administrator to give you the required permission.

1. Browse to the media that you would like to add to a playlist.
2. Select the "Add to Playlist" option under the Actions dropdown.



The screenshot shows the 'My Media' interface. At the top, there's a search bar and filters for 'Sort by Most Recent', 'View All Statuses', and 'View All Media'. Below this is a video player for 'Debbie's Live Event From China'. To the right of the video, an 'Actions' dropdown menu is open, showing options: '+ Add to playlist' (highlighted in yellow), '+ Publish', 'Refresh', and 'Delete'.

The My Media page is displayed.



This screenshot shows the 'My Media' page with a light blue informational banner at the top stating: '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.' Below the banner, there's a 'Create new playlist' input field and a 'Create' button. On the right, there's a 'Go To My Playlists' button. The 'Select Playlists:' section lists four options with checkboxes: 'B2B Playlist', 'Create new playlist', 'Technology Playlist', and 'Debbie's Playlist'. At the bottom, there are 'Save' and 'Cancel' buttons.

3. Enter a Name and click Create.  
After you create a playlist, it appears on the My Playlists page where you can preview it, edit the sequence of media, select design of playlist, and grab the embed code.



**NOTE:** You cannot add video presentations or YouTube media to playlists.

### To add media to playlists

1. Click a media thumbnail or title.

2. Select Add to Playlists from the Actions dropdown.
3. Check the playlists you want to add the media to or create a new playlist and click Save.  
The media is added to the new playlist.
4. Click Go to My Playlists to preview the content, edit the sequence of media, select design of playlist, and grab the embed code.

### To remove media from a playlist

1. Click the media thumbnail or title that you want to remove from a playlist.
2. Select Add to Playlists from the Actions drop down menu.
3. Uncheck the playlist that you want to remove media from.
4. Click Save.

## Managing Playlists

After you create a playlist, you can preview the playlist, reorder the media in the playlist, design the playlist, and copy the playlist's embed code.

### To manage a playlist



**NOTE:** If you cannot manage a playlist, ask your MediaSpace administrator to give you the required permission.

1. Select My Playlists from the User menu.
2. Select the playlist name to view all the content in the playlist.  
For the selected playlist, you can do the following:
  - Delete the playlist. Click Delete Playlist.
  - Reorder the videos in the playlist. Drag and drop the content.
  - Remove videos from the playlist.
  - Copy the playlist's embed code to paste it on a web site.
  - Share the playlist via email.
  - Select the layout and color of the playlist
  - Add entries to playlists

### My Playlists

## Sharing Media

You can share a media item by:

- [Linking to a media page](#)
- [Embedding a media item](#)
- [Using Oembed](#)
- [Email](#)

### To share a link to a media page

1. Click a media thumbnail or title.
2. Click the Share button under the media player.
3. Select the Link to Media tab to copy the media page link.
4. Paste the link to share the media page.



**NOTE:** If the media is restricted, only authorized users can access the shared media page.

### To embed a media item

1. Click a media thumbnail or title.
2. Click the Share button under the media player.
3. Select the Embed tab to grab and share the embed code. Grabbing the embed code will make this media public to the world and override all entitlements defined in MediaSpace. .
4. Paste the embed code into your site.

#### Globe.Mp4

From [Debbie Zioni](#) A week ago

| 3 | 0

 Details

 Share

 Actions ▾

[Link to Media Page](#)

**Embed**

[oEmbed](#)

[Email](#)

Grabbing the embed code will make this media **public to the world** and override all entitlements defined in MediaSpace. 

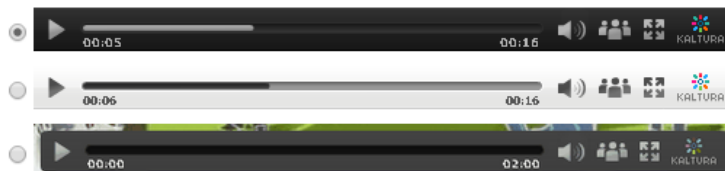
```
BarContainer.clickToClose]=true&flashvars[controlBarContainer.hover]=false&flashvars[chapters.plugin]=true&flashvars[chapters.layout]=vertical&flashvars[chapters.thumbnailRotator]=false&flashvars[streamSelector.plugin]=true&flashvars[EmbedPlayer.SpinnerTarget]=videoHolder&flashvars[dualScreen.plugin]=true&flashvars[width=1_uqlql6j4" width="400" height="285" allowfullscreen webkitallowfullscreen mozAllowFullScreen frameborder="0"></iframe>
```

Embed Type:

**Iframe**

Legacy

Player Skin:



Player Size:

608x402

400x285

304x231

5. Select the embed type:
  - iFrame
  - Legacy

6. Select a Player Skin.
7. Select the Player Size.
8. Copy the embed code.
9. On the web site where you want to share the media, paste the embed code.

### To use oEmbed to embed a media item

1. Select a media Item.
2. Click Share.



3. Select the oEmbed tab.
4. Copy the embed code.
5. On the web site where you want to share the media, paste the embed code.

### To share a media item through email



**NOTE:** To share media via Email you have to publish it to a channel or unlist it.

1. Select a media Item.
2. Click Share.



3. Select the Email tab. The media is shared by the default mail client on the machine.

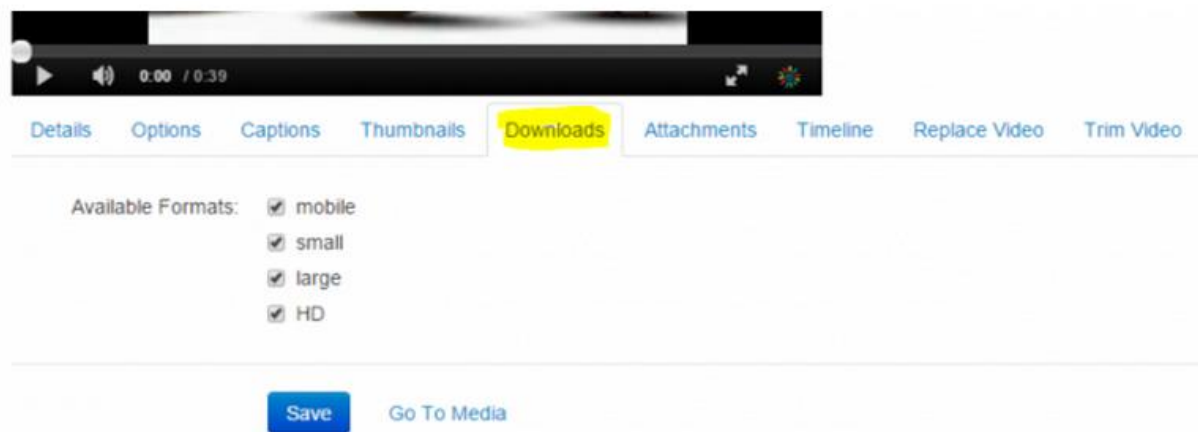
## Downloading Media

If Media Download was enabled for a specific entry you can use the Download button and then choose from the available flavors list to download the specific file.

The media file is downloaded to the desktop for future use.

### To Download Media (for Media Owners)

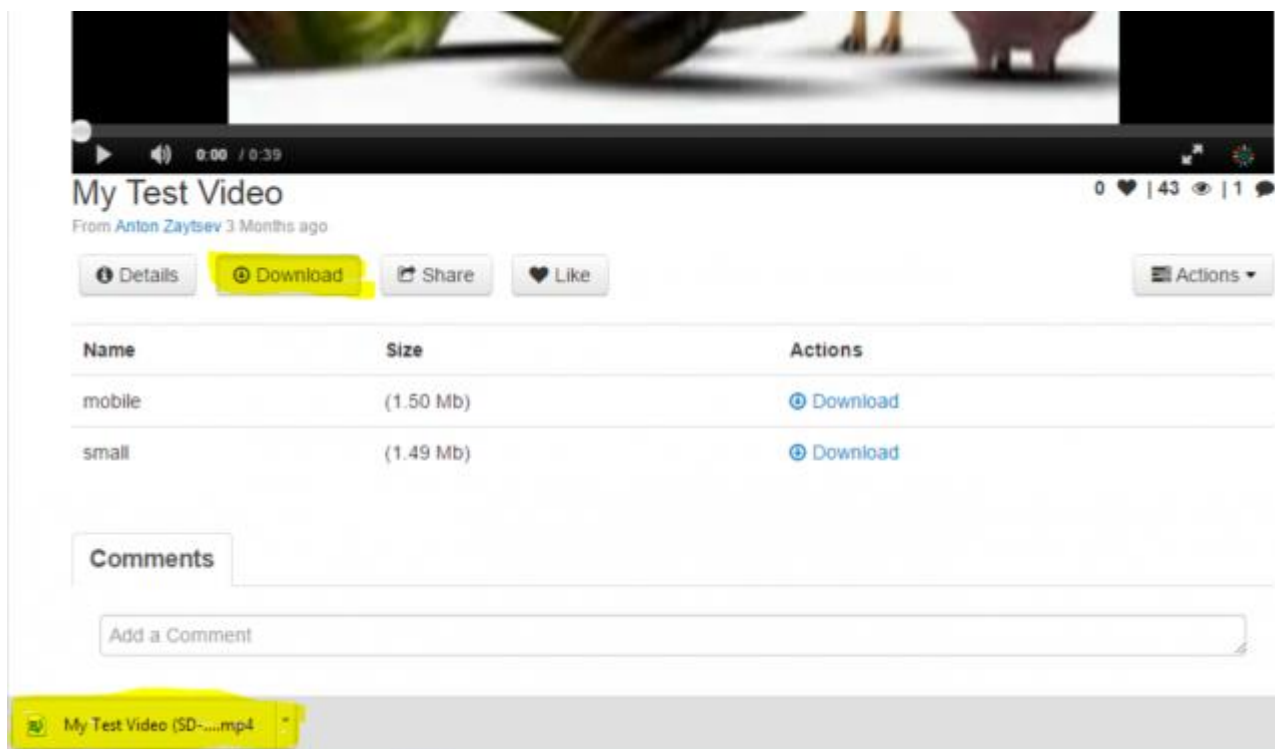
1. Select a media Item and click Edit.
2. Click the Downloads Tab.



3. Check one or more Available Formats.
4. Click Save.

### To Download Media (for viewers)

1. Select a media Item.
2. Click Download.





# Creating and Managing a Channel



**NOTE:** If you cannot create and manage channels, ask your MediaSpace administrator to give you the required permission.

This section describes how to

- [Create a channel.](#)
- [Manage a channel.](#)
- [View Your Individual Channels](#)

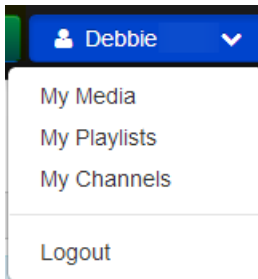
## Creating a Channel

Be certain to take a moment to consider your privacy settings when creating a channel. You have the option of deciding who sees what, and you should make a conscious choice here. You can decide to allow only members to send messages or share videos with you; to let others see your “channel” on MediaSpace if they have your e-mail address; and to share or hide “interesting statistics” about each of your videos with your viewers.



### To create a channel

1. Select My Channels from the User drop down menu.



2. On the My Channels page, click **Create Channel**.

### My Channels

Most Recent ▾ View Channels I Manage ▾ View All Topics ▾

Q Search (as manager)

+ Create Channel

The Create a New Channel page is displayed.

There are two types of channels that are configuration based: Shared Repositories and Public channels.

## Create a New Channel

Name:

(Required)

Description:

Enter Description...

Tags:

Privacy:

- ☒ **Open** - Membership is open and non-members can view content and participate.
- ☐ **Restricted** - Non-members can view content, but users must be invited to participate.
- ☐ **Private** - Membership is by invitation only and only members can view content and participate.
- ☐ **Shared Repository** - Membership is by invitation only. Members can publish content from this channel to any other channel according to their entitlements.
- ☐ **Public** - Non-members can view content (including anonymous users) but users must be invited to participate.

Options:

- ☐ Moderate content (Media will not appear in channel until approved by channel manager)
- ☒ Enable comments in channel
- ☐ Enable subscription to channel

Categories: Assign the channel to one or more categories:

- ☒ Corporate
  - ☐ Communications
  - ☐ Employee Discounts
  - ☐ Events and Entertainment
  - ☐ News
- ☐ Family
- ☐ HR
- ☐ Learning and Training
- ☐ Recruiting
- ☐ Technology

☐ Moderated ☒ Open ☐ Private ☐ Restricted ☐ Shared Repository ☐ Public

MediaSpace™ video portal by Kaltura

User Guides and Technical Documentation

3. On the Create New Channel page:
  - a. Enter values for:
    - **Name** – Enter the channel name to display on the Channels page.
    - **Description** – Enter a summary of the channel content to display on the My Channels page.
    - **Tags** – Enter a descriptive tag to use in searches.
  - b. (Optional) Select the privacy settings for the channel.
    - **Open** – Membership is open and non-members can view content and participate.
    - **Restricted** – Non-members can view content, but users must be invited to participate
    - **Private** – - Membership is by invitation only and only members can view content and participate.
    - **Shared Repository** - Membership is by invitation only. Members can publish content from this channel to any other channel according to their entitlements.
    - **Public** - Non-members can view content (including anonymous users) but users must be invited to participate.
  - c. (Optional) Select the options settings for the channel.
    - **Moderate content** (Media will not appear in channel until approved by channel manager.)
    - **Enable comments in channels**
    - **Enable subscription to channel**



**NOTE:** If comments are enabled for a media item, the comments are displayed when the media item is accessed through a channel only when the *Enable comments in Channels* checkbox is selected. To completely disable comments for a media item, see [Disabling and Closing Comments](#).

- d. Select the Categories that this channel will be associated with.

4. Click **Save**.

You can access the new channel from your My Channels page.

### Shared Repositories

You can create shared media repositories that allow any member to not only browse the media that is published in the shared repository, but also use the media to publish to other channels and/or categories. Share Repositories allow education institutions and enterprises to create a shared media location for media that anyone with access to it has publishing rights to other areas in MediaSpace.

### Public Channels

A public channel allows anonymous users (guests) to view the channel when enabled, the Channels gallery link is available to anonymous users but displays only public channels.

## Managing a Channel



### To manage a channel

1. Select My Channels from the User menu.
2. (Optional) Filter the content.

- Most Recent

☒ Most Recent  
☐ Alphabetical  
☐ Members & Subscribers

- View Channels/Manage

☒ Channels I Manage

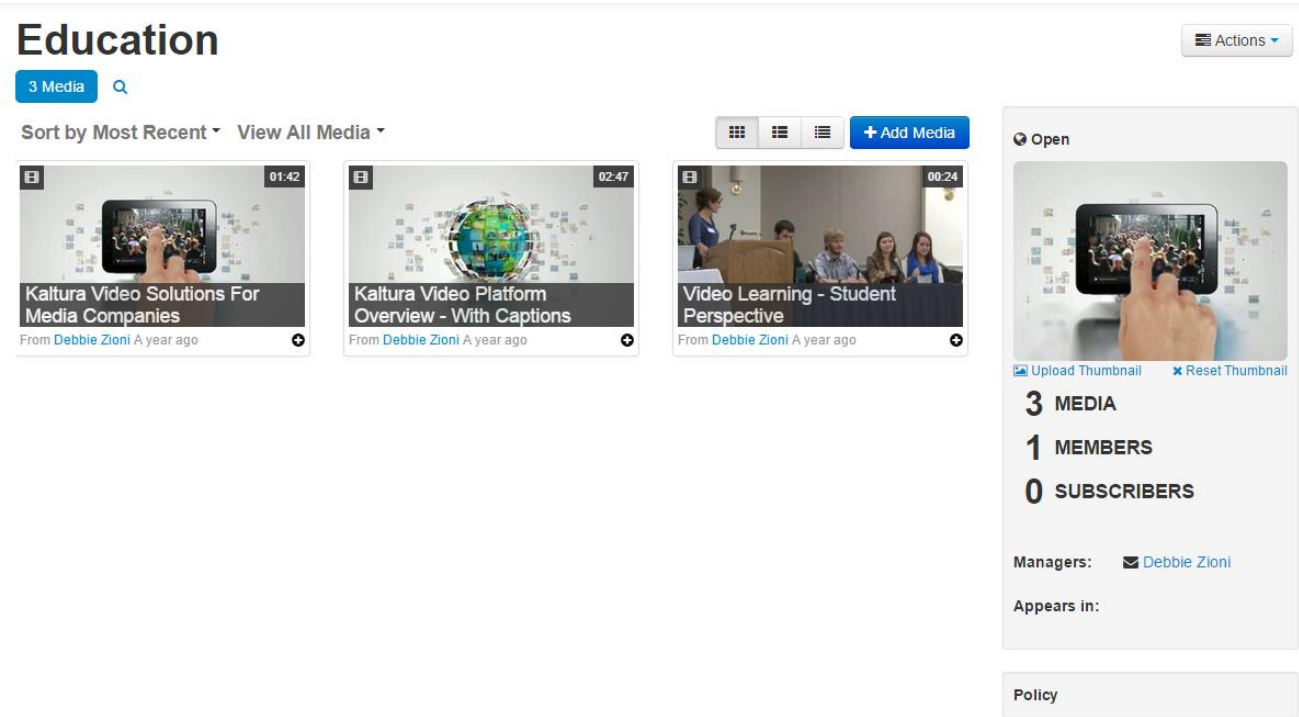
Channels I am member of

Channels I am subscribed to

Shared Repositories I am member of

- View all Topics

3. On the My Channels page, click on a channel thumbnail to open the Channels page.  
The <channel\_name> page opens.



On the individual channel page you can:

Action	Notes
Edit the content	Select Edit from the Actions menu to opens the Edit Channel page.
Filter types of Media	See <a href="#">Displaying and Viewing Content</a>
Add Media	See Add Media.to a media to the channel
Remove Media	Remove the media item from the channel
Create Analytics	Display analytics for the selected channel.

4. Select Edit from the Actions drop down menu.  
The Edit <channel name> page is displayed.

**Edit Education**

Details Members Delete

Name:  (Required)

Description: Black Bold Italic Underline [List Icons] [Link Icon] [Image Icon]

Tags:

Privacy: ☒ **Open** - Membership is open and non-members can view content and participate.  
☐ **Restricted** - Non-members can view content, but users must be invited to participate.  
☐ **Private** - Membership is by invitation only and only members can view content and participate.  
☐ **Shared Repository** - Membership is by invitation only. Members can publish content from this channel to any other channel according to their entitlements.  
☐ **Public** - Non-members can view content (including anonymous users) but users must be invited to participate.

Options: ☐ Moderate content (Media will not appear in channel until approved by channel manager)  
☒ Enable comments in channel  
☐ Enable subscription to channel

Categories: Assign the channel to one or more categories: Moderated Open Private Restricted Shared Repository Public

- ☐ Corporate
  - ☐ Communications
  - ☐ Employee Discounts
  - ☐ Events and Entertainment
  - ☐ News
- ☐ Family
- ☐ HR
  - ☐ Learning and Training
  - ☐ Recruiting
- ☐ Technology

Save Back to Channel

## Adding Media to a Channel

In the Add Media to a Channel page you can add existing media or upload new content to the channel.

### To add existing media to a channel or category

1. Select My Channels from the User drop down menu.
2. Click on the Channel that you want to add content to.
3. Click on the Add Media button.
4. Select the content you want to add to the channel and click Publish.

### To delete media from a channel or category

1. Select My Channels from the User drop down menu.
2. Click on the Channel that you want to delete content from.
3. Select the content you want to delete and click Delete.
4. Confirm the deletion.

### To add new media

1. Follow the instructions for [Uploading Media](#).
2. Following the instructions for [Adding Media to a Channel](#).

# Education

**3 Media**

## Add Media

Select one or more media items to add to the current category

Sort by Most Recent View All Statuses View All Media

Search My Media

- Most Recent
- Alphabetical
- Comments

UPCOMING EVENT

Latenite With Debbie

Twins

0 3 Days ago

Kaltura Education Video Solutions -  
Clipped By Debbie Zion

Video management and publishing is becoming a core part of the modern day educational institution. We offer flexible options to jumpstart a next generation video experience on your campus and

Kaltura Classroom University Learning Lms

13 0 3 Days ago

Gorgeous2

Twins

Open

Upload Thumbnail Reset Thumbnail

3 MEDIA

1 MEMBERS

0 SUBSCRIBERS

Managers: Debbie Zion

Appears in:

Policy

## Moderating Channel Content

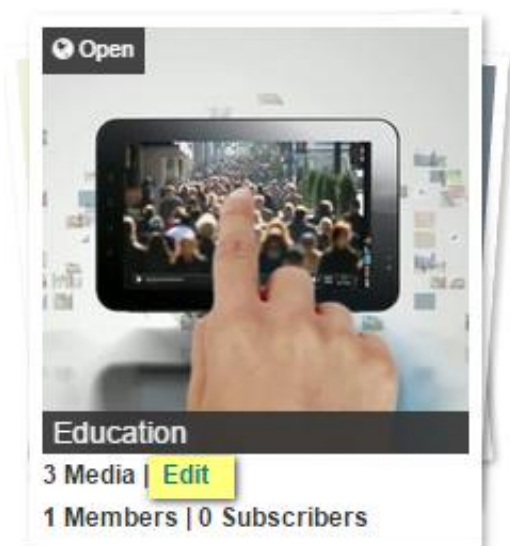
Channel managers and moderators approve or reject content when a channel manager's approval is required before media is displayed.

## To set content moderation

- Modify the channel options in the Edit Channels page. For details, see [Channel Options Settings](#).

## To moderate channel content

1. On the Channels icon, click on Edit.



2. In the Edit <channel name> page options' section, select Moderate.

- Options:
- ☒ Moderate content (Media will not appear in channel until approved by channel manager)
  - ☐ Enable comments in channel
  - ☐ Enable subscription to channel

3. Click Save.

The channel is moderated. If content is uploaded to the channel the status will be pending approval.

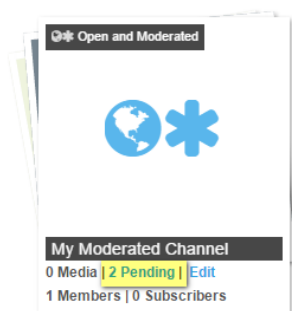


**NOTE:** If media is waiting for moderation, you cannot preview or publish it until it is approved.

You can edit media information while waiting for moderation.

## To approve content that is pending

1. Go the My Channels page.
2. Click on the pending link on a channel that has media pending or on the Channel page click Browse Pending.



The browser pending media window is displayed.

## My moderated channel

0 Media
2 Pending

Sort by Most Recent
View All Media

**Funny FedEx Commercial**

From Aaron Fields [SALES] 3 Weeks ago  
ujgjjg

Approve
Reject

**Airplane Jousting With Richard Branson**

From Gary Tiegel 2 Months ago

Approve
Reject

Open and Moderated

Upload Thumbnail
Reset Thumbnail

0 MEDIA  
1 MEMBERS  
2 PENDING  
0 SUBSCRIBERS

Managers: Tina Warwick[GLOBAL PUBLISHER]

Appears in:

3. Click **Approve** or **Reject**. Approved content is displayed on the channel page. Rejected content will not be added to the channel.

## Editing Channel Users

### To configure and add members to a channel



**NOTE:** Adding members applies only to channels that are restricted or public.

1. Select My Channels and then click on a channel.
2. Select Actions > Edit.

If you are the channel manager or owner, you are able to add members to the channel.

3. Select the default permission level.
4. Select the Group name.
5. Click Save.

### Edit Education

[Details](#)
[Members](#)
Delete

Default Permission Level: Member
Group Name: 
Save

1 member

View All Permissions ▾
Add Member

Member	User ID	Permission	Actions
Debbie Zioni	debbie.zioni@kaltura.com	Manager	you, owner

[Back to Channel](#)

6. Click Add Member.
7. In the Add Member window under Enter user name, start typing a user name to display user names, and select a member to add.

### Add member

Enter user name

Set permission

Member
Cancel
Add

8. In the Add Member window under Set permission, select the member's permission.

Permission	Allows a user to...
<b>Member</b>	View channel content only.
<b>Contributor</b>	View channel content and add media to the channel.
<b>Moderator</b>	View channel content, add media to the channel, and moderate channel content.
<b>Manager</b>	View channel content, add media to the channel, moderate channel content, and manage the channel (delegate managerial rights to additional users).

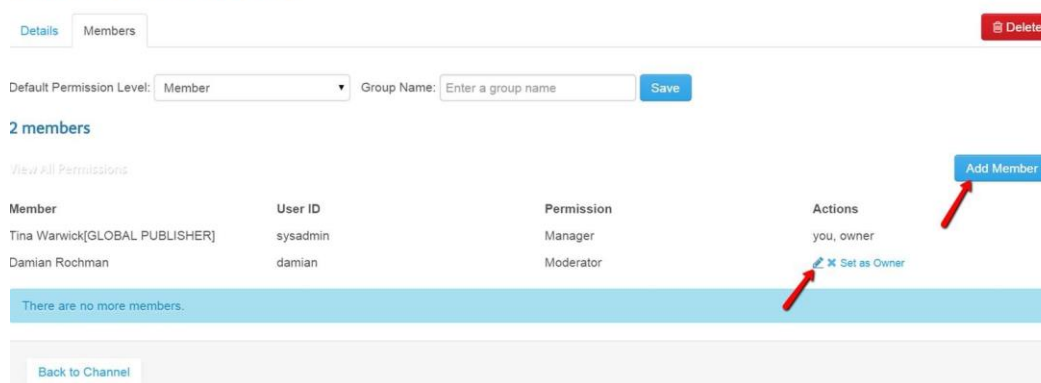


9. In the Add Member window, click **Add** to add the selected member with the specified permission.

### To modify a channel member's permission

1. On the My Channels page, click Edit.
2. On the Members tab, you can choose from one of the following options
  - Edit the permission - a drop down appears
  - Select member.
  - Assign the user to be the channel owner.

#### Edit New Horizons



Details Members Delete

Default Permission Level: Member Group Name:  Save

2 members

[View All Permissions](#)

Member	User ID	Permission	Actions
Tina Warwick[GLOBAL PUBLISHER]	sysadmin	Manager	you, owner
Damian Rochman	damian	Moderator	<a href="#">Set as Owner</a>

There are no more members.

Back to Channel

### Set Owner

Only one owner can be assigned. This change will make the selected user the new owner and you will be set as a manager for this category. Would you like to proceed?

No Yes

3. Click the Save icon to apply the modified permission to the member.

## Deleting a Channel



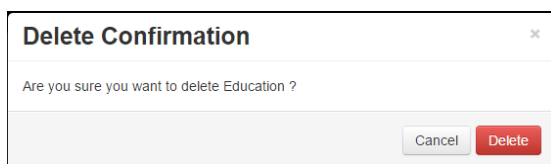
**NOTE:** Deleting a channel does not delete the media from MediaSpace.

### To delete a channel

1. On the My Channels page, click on Edit.



2. In the Edit <channel name> page click **Delete**.
3. Click **Delete** to confirm the deletion.



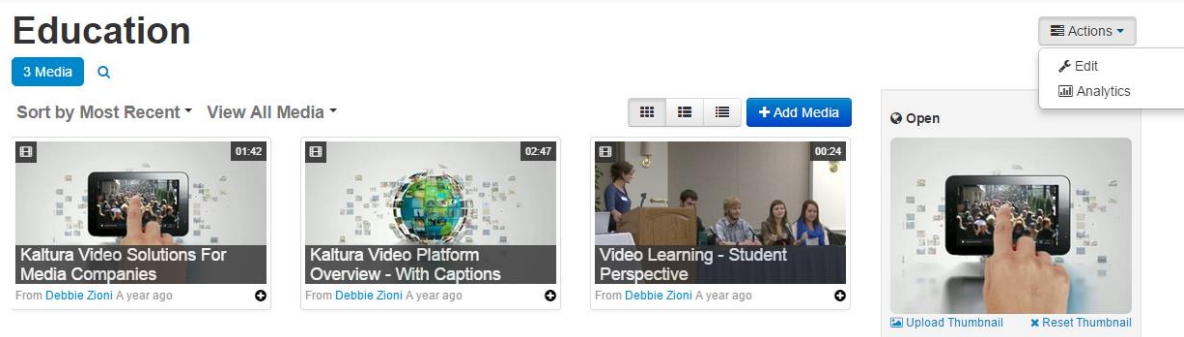
## Channel Analytics

Channel Managers can measure and analyze the user engagement and contribution to their channels. These contextual analytics allow channel managers to answer important questions such as: What are the most popular videos in the channel? Who are the members that watch the most videos and what is their drop off rate? Who are the members that contribute the most media to the channel?

All analytics tabs have the option to Export to a CSV or print your information.

### To display Channel Analytics

1. Select My Channels.
2. Select a Channel.
3. Select Analytics from the Actions drop down menu.

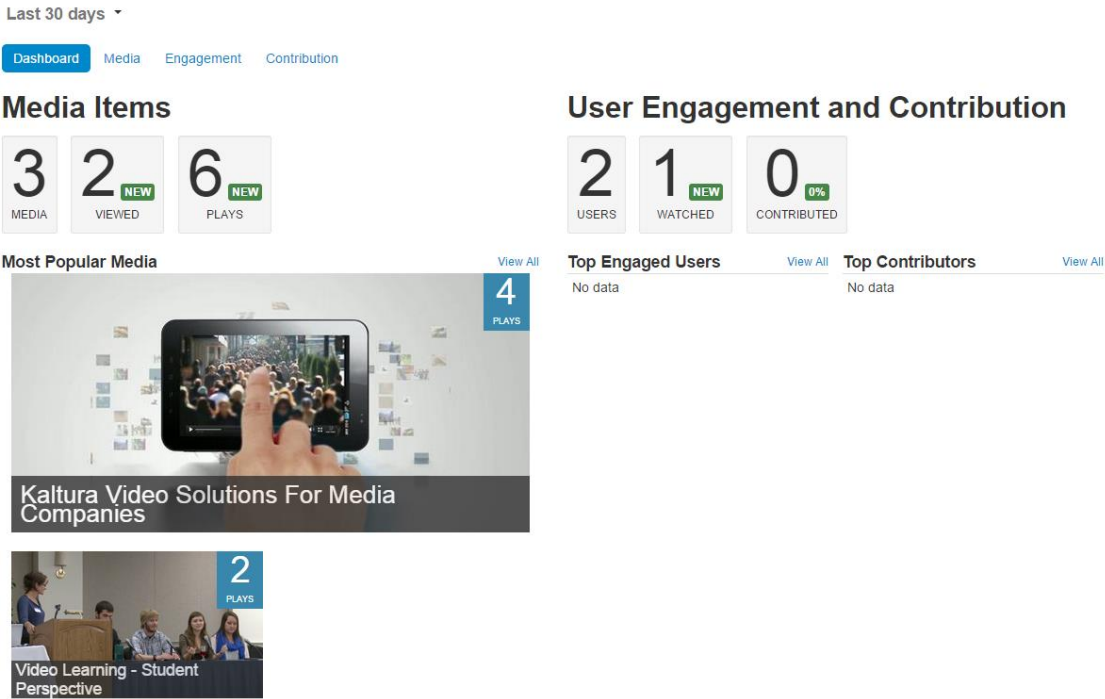


The Analytics Dashboard is displayed. The Dashboard presents a summary of the available analytics. For example,

- **Top Engaged Users** – who are the users who viewed most content
- **Top Contributors** – who are the users who contributed most content

- 4. Select a time range. You can select a custom range.  
If you have previously seen the channel analytics, a red/green percentage is displayed on the Media Items display and User Engagement and Contribution data that shows the change from the previous period selected in the time range.

Analytics for Channel Education



## Analytics for Channel Education



Last 30 days ▾

Dashboard **Media** Engagement Contribution

Export to CSV

Printable Version

Q Search

Media Title	Contributed By	Plays in Channel	Total Plays	Trend	Total View Time	Avg. View Time	Avg. Drop-Off
<a href="#">Kaltura Video Solutions for Media Companies</a>	Debbie Zioni	4	5		00:00:00	00:00:00	0%
<a href="#">Video Learning - Student Perspective</a>	Debbie Zioni	2	2		00:00:48	00:00:24	100%

## Engagement Analytics Report

The Engagement tab presents information about what a specific user is watching. The column with a graph of last 7 days' plays for each user indicated the number of plays of this user in the channel.

## Analytics for Channel Education

Last 30 days ▾

Dashboard Media **Engagement** Contribution

Export to CSV

Printable Version

Q Search

No data

## Contribution Analytics Report

The Contribution tab presents information about who is contributing to the channel.

## Analytics for Channel Education

Last 30 days ▾

Dashboard Media Engagement **Contribution**

Export to CSV

Printable Version

Q Search

No data

Legend

Video

Image

Audio

Other