Kaltura MediaSpace
User Manual

Version: 5.0

Contents

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.

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

SECTION 1

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 difference 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.
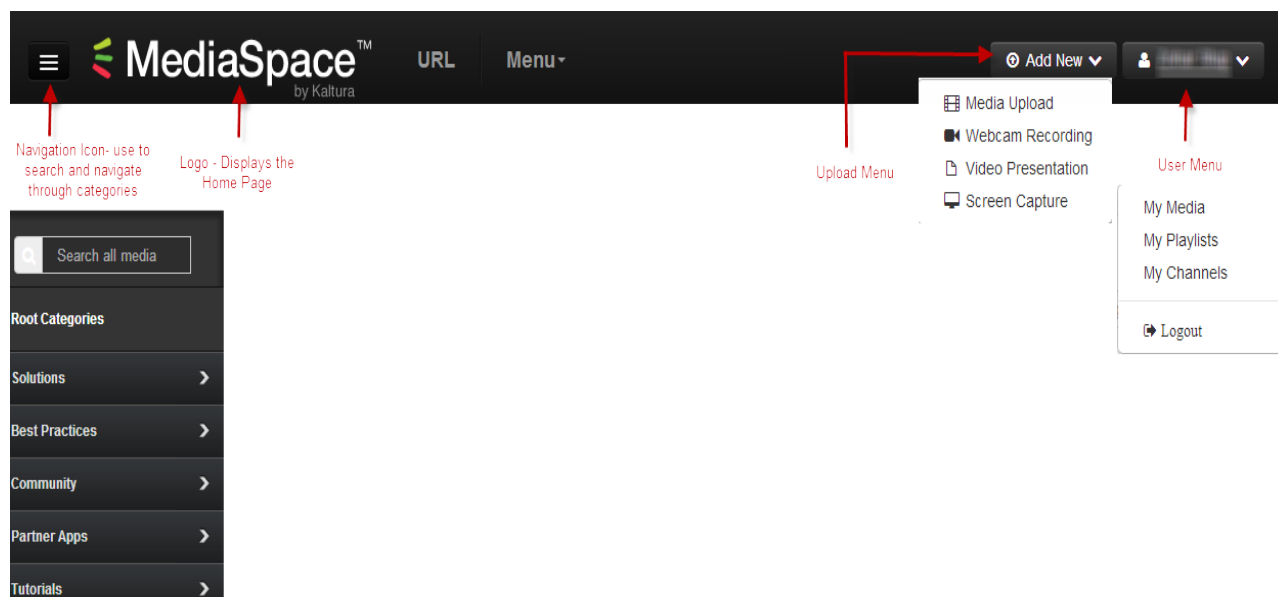
MediaSpace Sign In

viewer

••••••

Sign in   Forgot Password?

The MediaSpace User Interface

Kaltura MediaSpace 5 (KMS 5) has been redesigned and now 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	Entitlements
	Moderation	Moderation
	Group Offline Sync	Group Offline Sync
	Import members from Parent	
	Inherit members from parent	
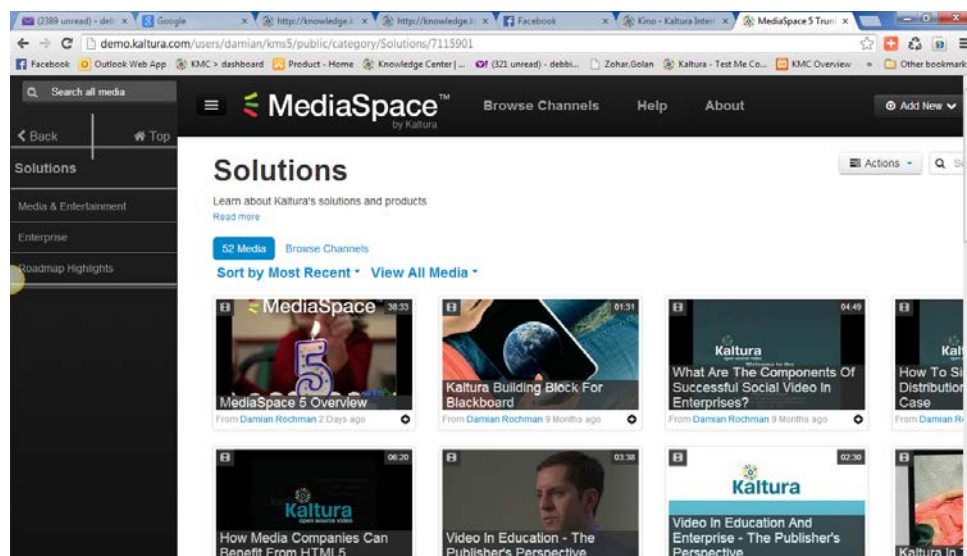
MediaSpace opens up with the Root categories displayed in the Category pane.
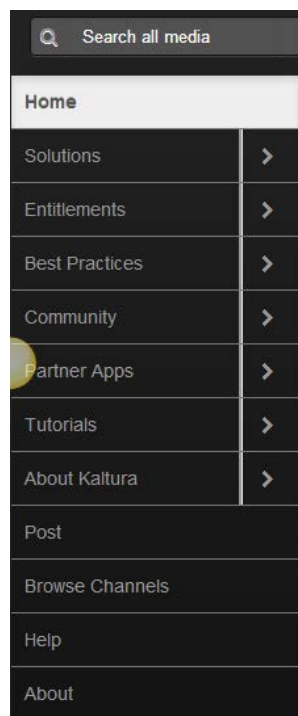
To select a category

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.

Browsing 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:
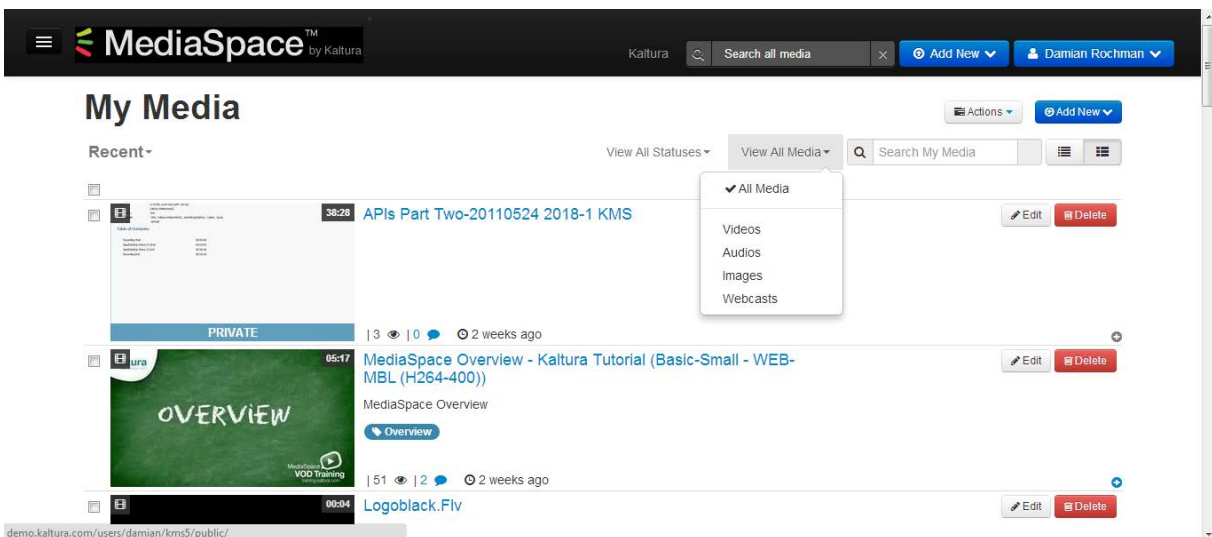
- Filter the content.
- Sort the content.
- Select a video to play.
- View media.
- Report abuse.
- Like media.
- Comment on media.
- Search media and captions.

Displaying and Viewing Content

To filter content

Select an option from the View All Media drop down menu:

- All Media types
- Videos
- Audios
- Images
- Webcasts

To sort content

In a media category or channel, click one of the following:

- Most Recent
- Views
- Alphabetical
- Likes
- Comments

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.
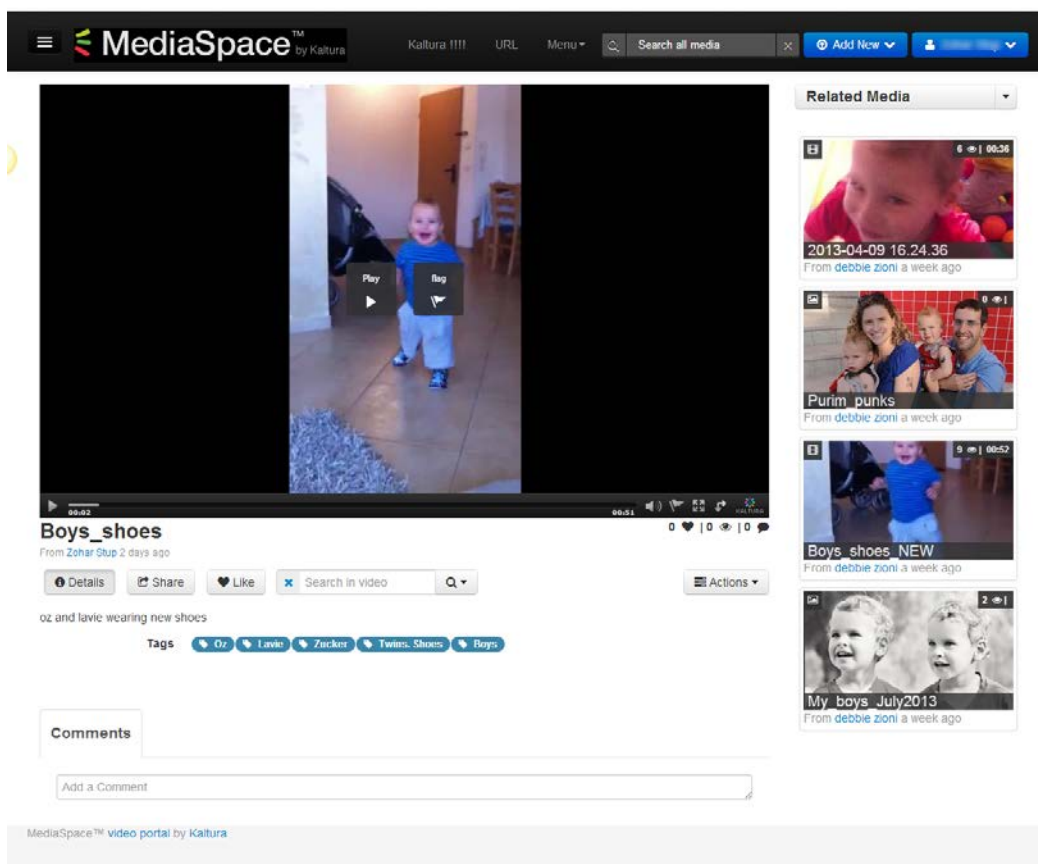

Click **Play** in the media player. You can use options such as volume control, report abuse (flag), caption selection, full screen, and enlarging the player within the MediaSpace window.

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.
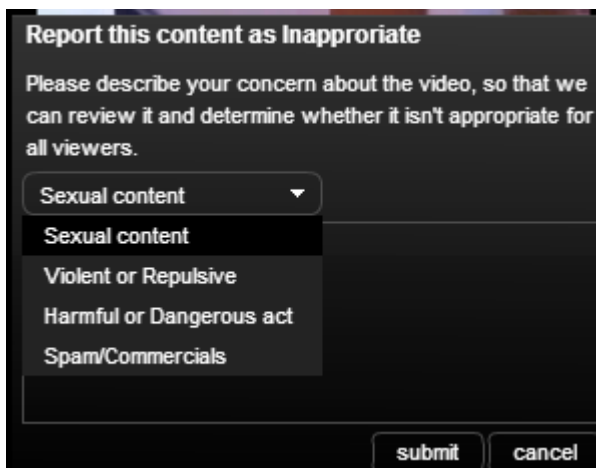
To Like or Unlike Media

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.
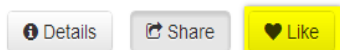

A *Liked* label and an *unlike* option are displayed.
3. To cancel the Like, click **Unlike**.

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**.
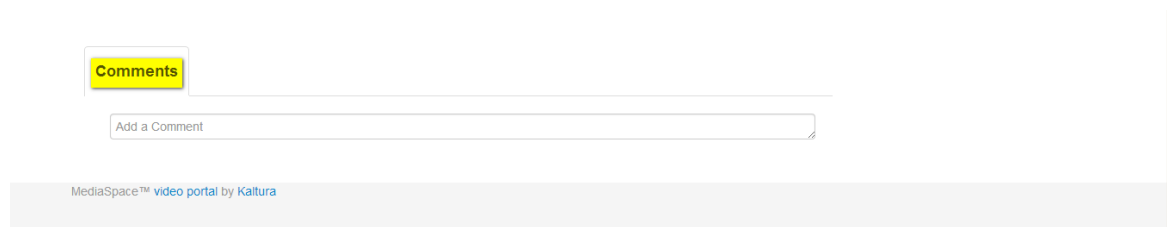
Your comment is displayed in the Comments tab.

To display comments

1. Click 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 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 and Categories

The ability to search metadata and captions has changed so that you now enter 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 and channels. You can toggle between the different objects after you enter the search term.

You can search:

- All media based on metadata
- All videos for captions
- A category or channel for media based on metadata
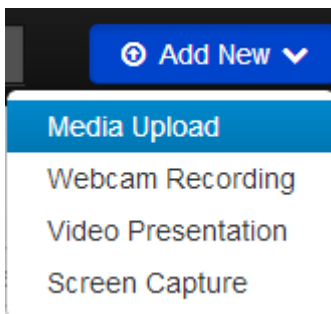- A category or channel for captions

- Captions in a single video
- For media associated with a user, tag, or category
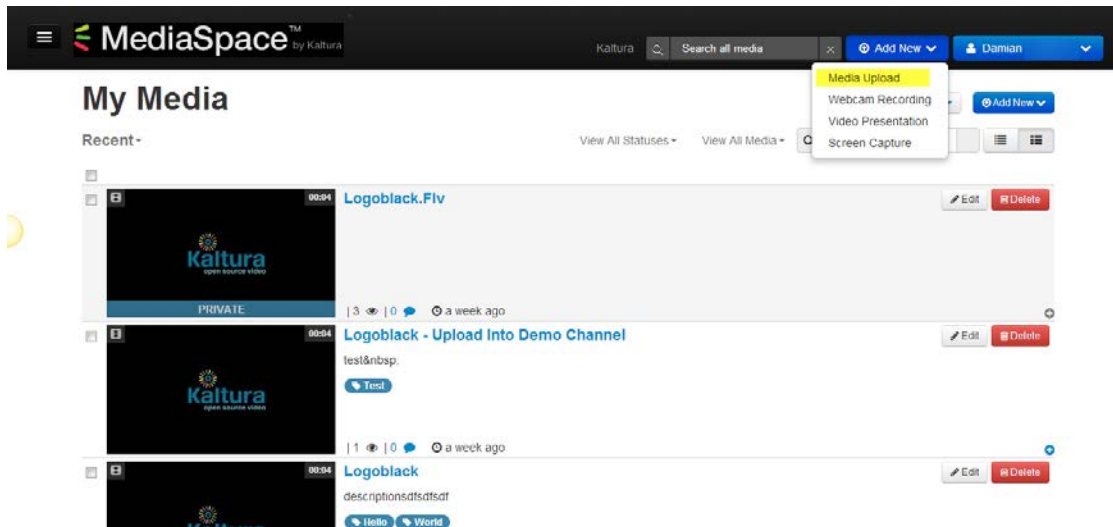
To clear the search text, click on the x.

Uploading Media

You can upload media to MediaSpace from the MediaSpace header's Add New menu or from the Add New Menu on your My Media page.
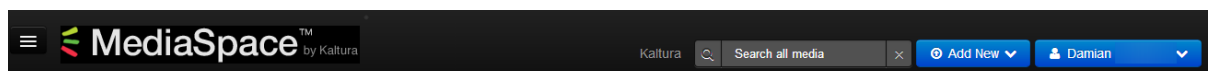

▤ To upload media from your desktop

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

The Upload Media page is displayed.

Upload Media

+ Choose a file to upload

Upload limited to 2GB files. 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.

2. Click **Choose a file to upload**.
3. In the Select file to upload window, select a media file to upload and click **Open**.
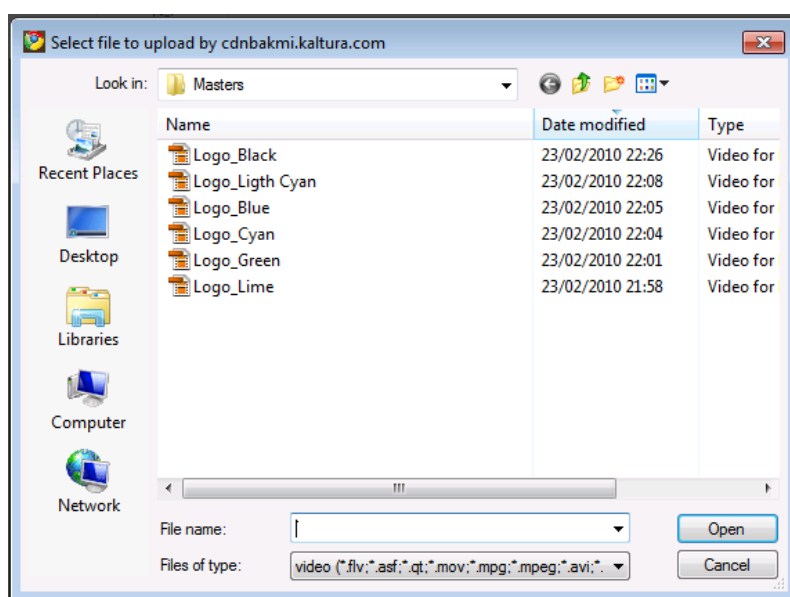
4. While the file is uploading, on the Upload Media page you can:
   o Enter metadata information about the media and click **Save**.
   o Mandatory fields are marked with an asterisk.

o   Click **Cancel** to cancel the upload.

o   Click **Choose another file to** upload additional files.

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

5. 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.
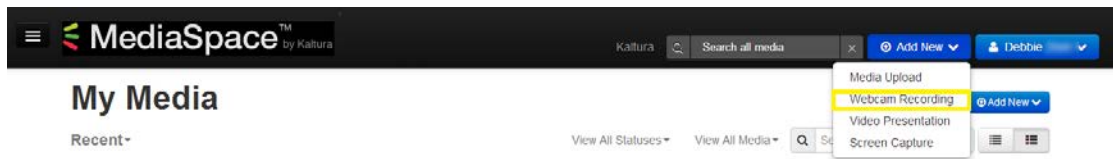
NOTE: Uploaded media also is displayed on your My Media page.
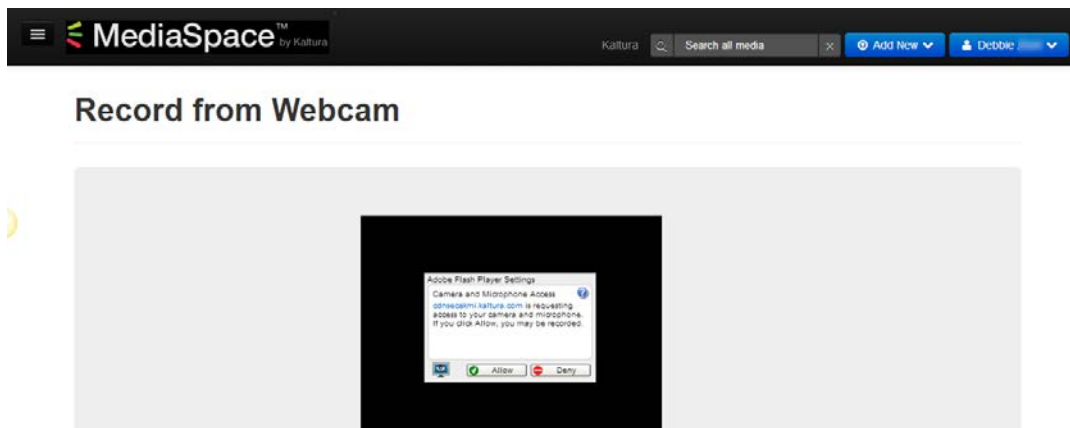
Recording from Webcam

■ **To record from a webcam**

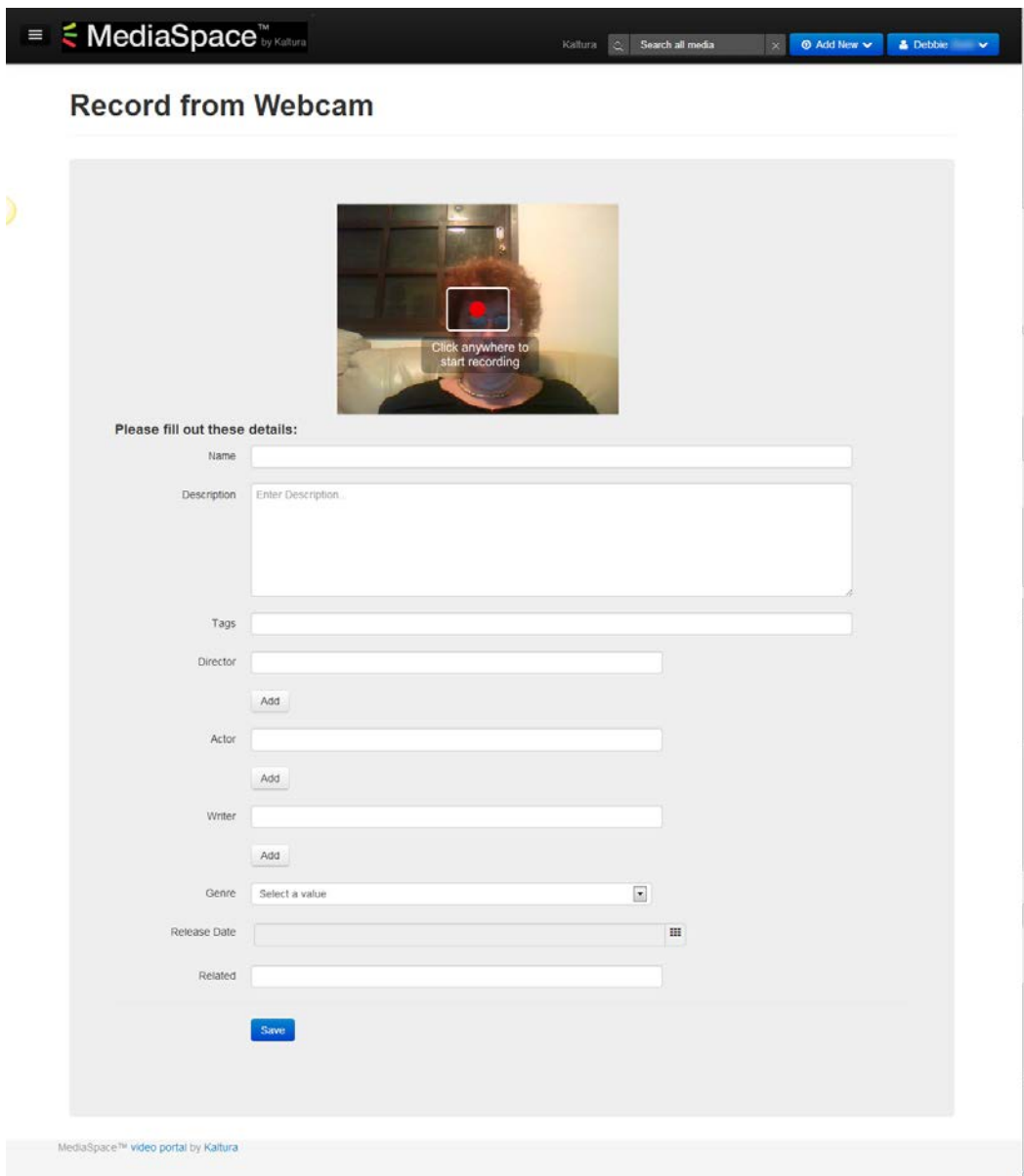1. Select Webcam Recording from the Add New dropdown menu.

   The Record from Webcam page is displayed.

2. In the Record from Webcam window, click **Allow** if a flash player 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**.

> **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.

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.
Once your content is ready it appears in the document list.

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

The Video Presentation Workflow

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

1. Upload a presentation (document), if you have previously not uploaded one. (The presentation file is required in step #3).

2. Select a media file.

3. Select a document file.

4. Add sync points to synchronize the document with the media.

To create a video presentation

1. Select Video Presentation from the Add New dropdown menu.
   The Add Video Presentation page is displayed.
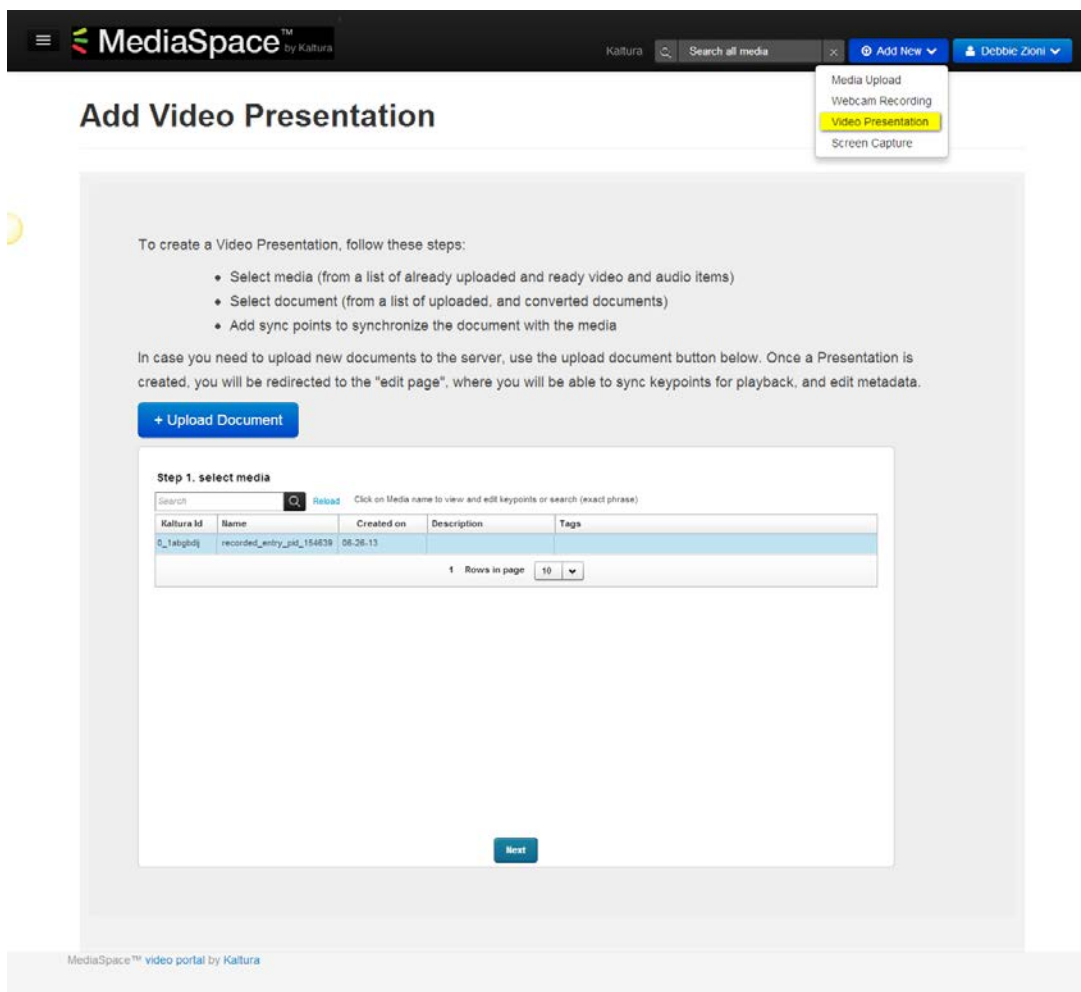
2. On the Add Video Presentation page, click **Upload Document**. This step is required if you did not upload the presentation before. After the file is uploaded it is converted and will be used when selecting the media and document to be synchronized.

3. In the Upload Document window, click **Browse your desktop**.

4. In the Select file to upload window, select a document or presentation file to upload and click **Open**.

5. In the Upload Document window, enter information about the document and click **Close**.
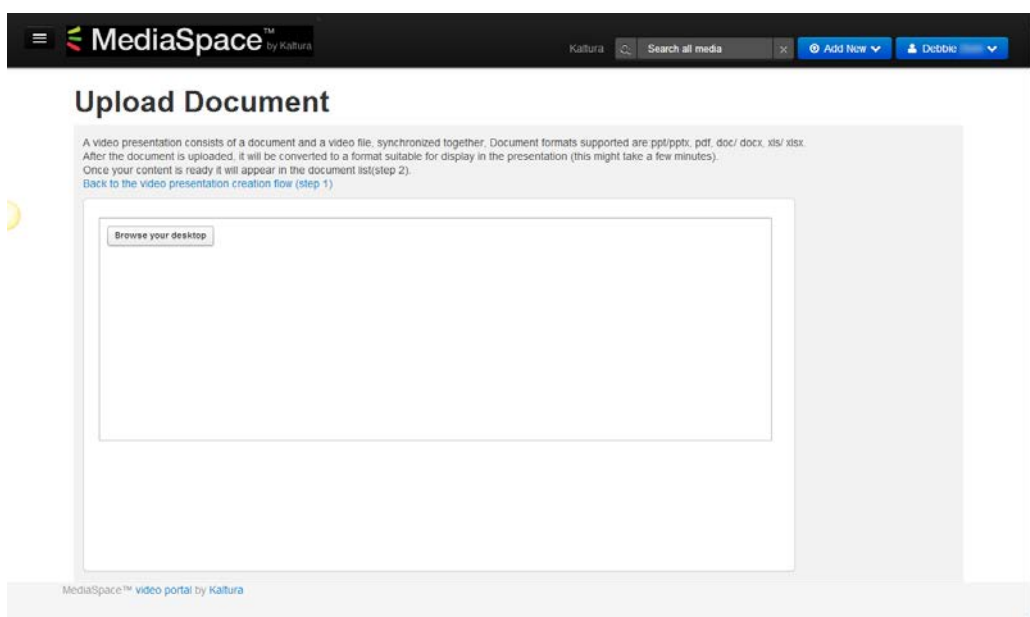
6. In the Upload Document window, click **Back to the video presentation creation flow (step 1)** to continue creating a video presentation.

> **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**.

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.

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

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**.

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.
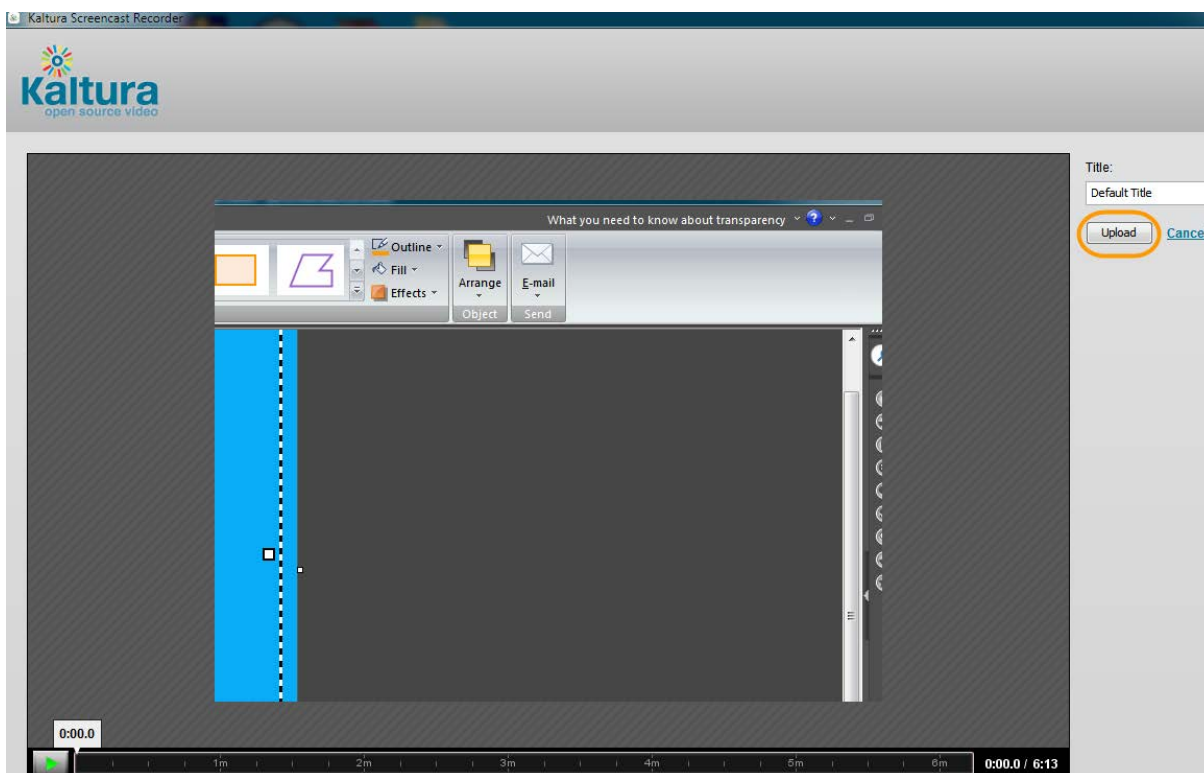   The Screen Recording page is displayed.

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.
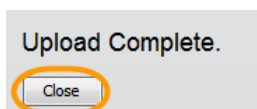   b. Toggle Alt-P or the Record/Pause button to pause and continue recording.

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.

Managing Your Media

NOTE: If you cannot access your My Media page content or actions, ask your MediaSpace administrator to give you the required permission.
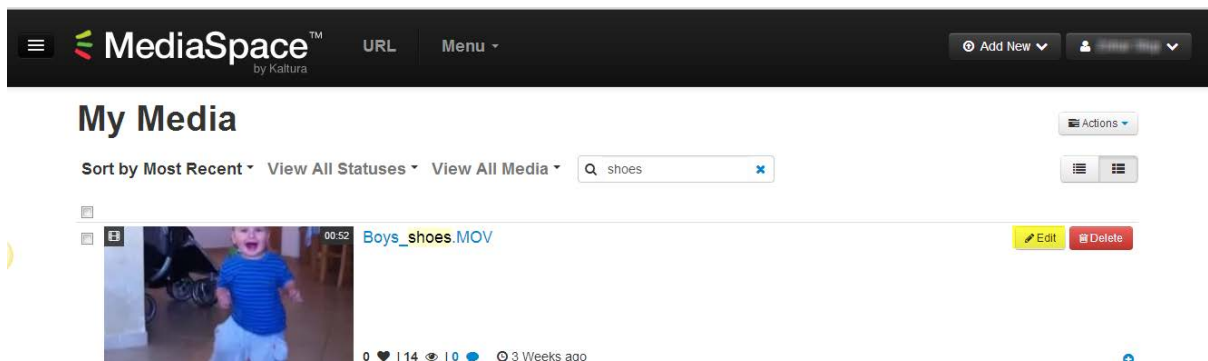
Your My Media page lists previously uploaded media. When you open a media page, you can:

- Edit metadata or delete media.
- Select a thumbnail.
- Upload and manage captions.
- Publish a media item.
- Publish multiple media items.
- Make media private.
- Add media to playlists or remove media from a playlist.
- Manage playlists.
- Share media.
- Disable or close comments.

Editing Media

To edit media

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

The Edit Media page opens.

2. In the Edit Media page, you can:
   o Edit information about the media.
   o Delete the media.
   o Select a frame to use as the media thumbnail, such as when the media is included in a gallery or channel.
   o Upload and manage your closed caption files for the media.
   o Modify tags.
   o Control comments for the media.

Selecting a Frame to Use as a Thumbnail

To select a frame as a thumbnail

1. In the Edit Media window, click **Play** in the media player.
2. Pause the player at the frame that you want to use as a thumbnail.
3. Click the camera icon to use the current frame as the thumbnail.

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. Click on the Captions tab.

Details	Options	Captions		🗑 Delete
Name	darlee_bath			

3. Click Upload captions file.

Upload caption file ✕

Select a file: Browse…

Language: Select Language ▼

Label:
(text that appears in caption selector)

Cancel Save

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

NOTE: To upload another file, click **Upload captions file** again and repeat step 3.

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:
   o To change the language, select a new language in the Language column.
   o 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:
   o Expand a video thumbnail entry to display the Edit button and click **Edit**.
   o 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:
   o Expand a video thumbnail entry to display the Edit button and click **Edit**.
   o 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.

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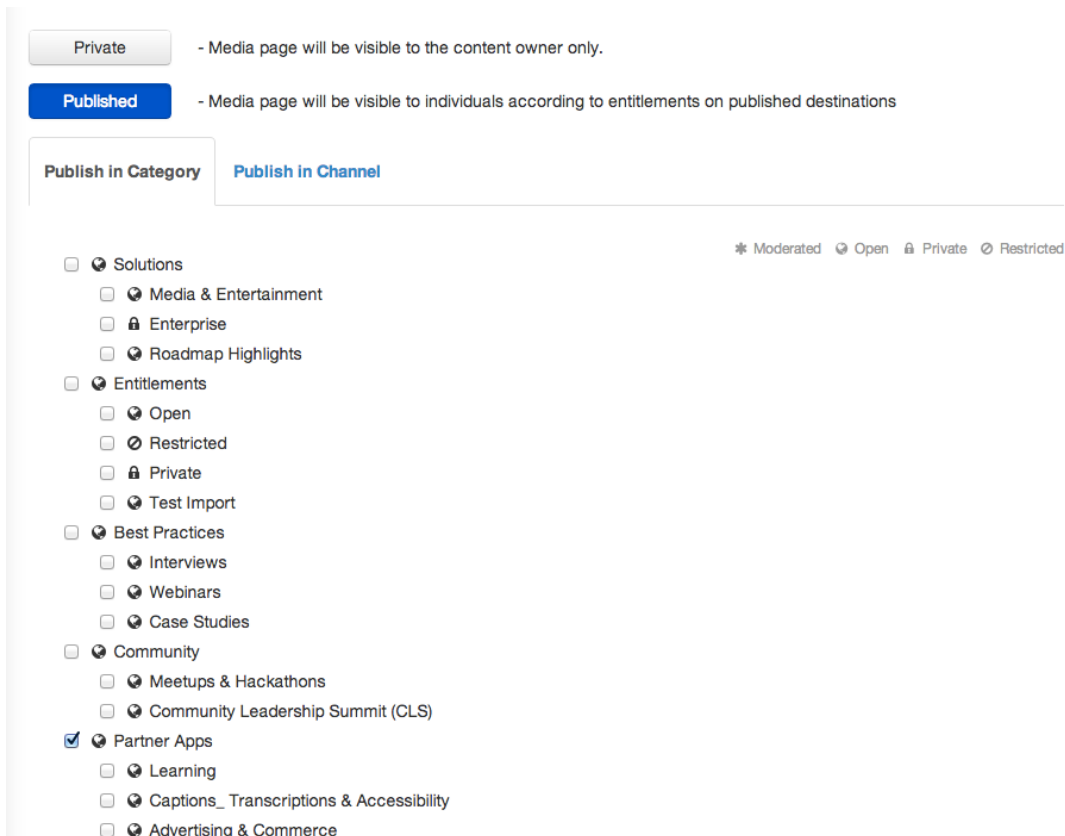
- In multiple categories and multiple channels
- Only when file conversion is complete and the media is not waiting for moderation

> **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.
   By default, uploaded media is not published.
2. Select Publish from the Actions menu.
3. Select one or more categories or channels to publish to.

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

To publish multiple media items

1. On your My Media page, check multiple media items, and select **Publis**h from the Actions menu.
2. In the Publish window:
   a. Select one or more categories listed in the Publish in Category tab.
   b. Select one or more channels listed in the Publish in Channel tab.
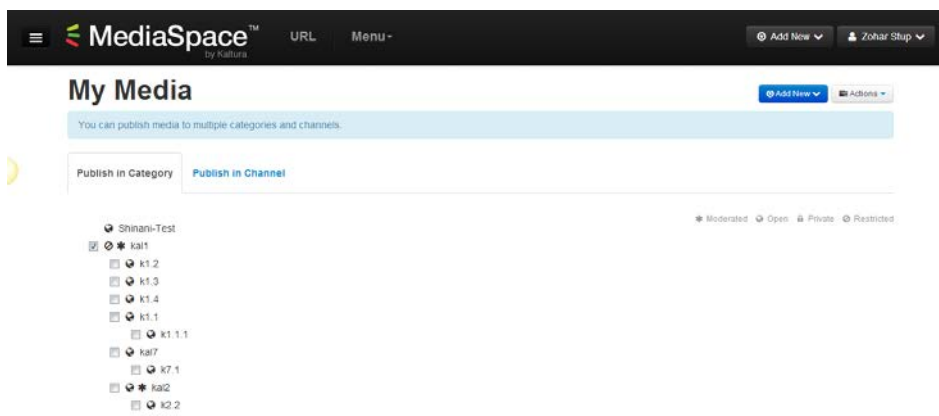
3. Click Save,

📋 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.

📋 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.

3. Click "Add" and enter a Name and Description, The media is added to the playlist.
4. 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.

▤ 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.
   The media is added to the new playlist.
4. Click Manage 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 a media thumbnail or title.
2. Select Add to Playlists from the Actions drop down menu.
3. Choose the playlist that you want to remove media from.
4. The content of the playlist is displayed.
5. Click **x** next to the media you want to remove from the playlist.
6. Confirm your actions.

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:

   o   Delete the playlist.

   o   Reorder the videos in the playlist. Drag and drop the content.

   o   Remove videos from the playlist.

   o   Copy the playlist's embed code to paste it on a web site.

   o   Select the layout and color of the playlist.

Sharing Media

You can share a media item by:

- Linking to a media page
- Embedding a media item

📄 To share a link to a media page

1. Click a media thumbnail or title.
2. Click the Share button under the media player, copy the media page link.

3. Paste the link to share the media page.

NOTE: If the media is restricted, only authorized users can access the shared media page.
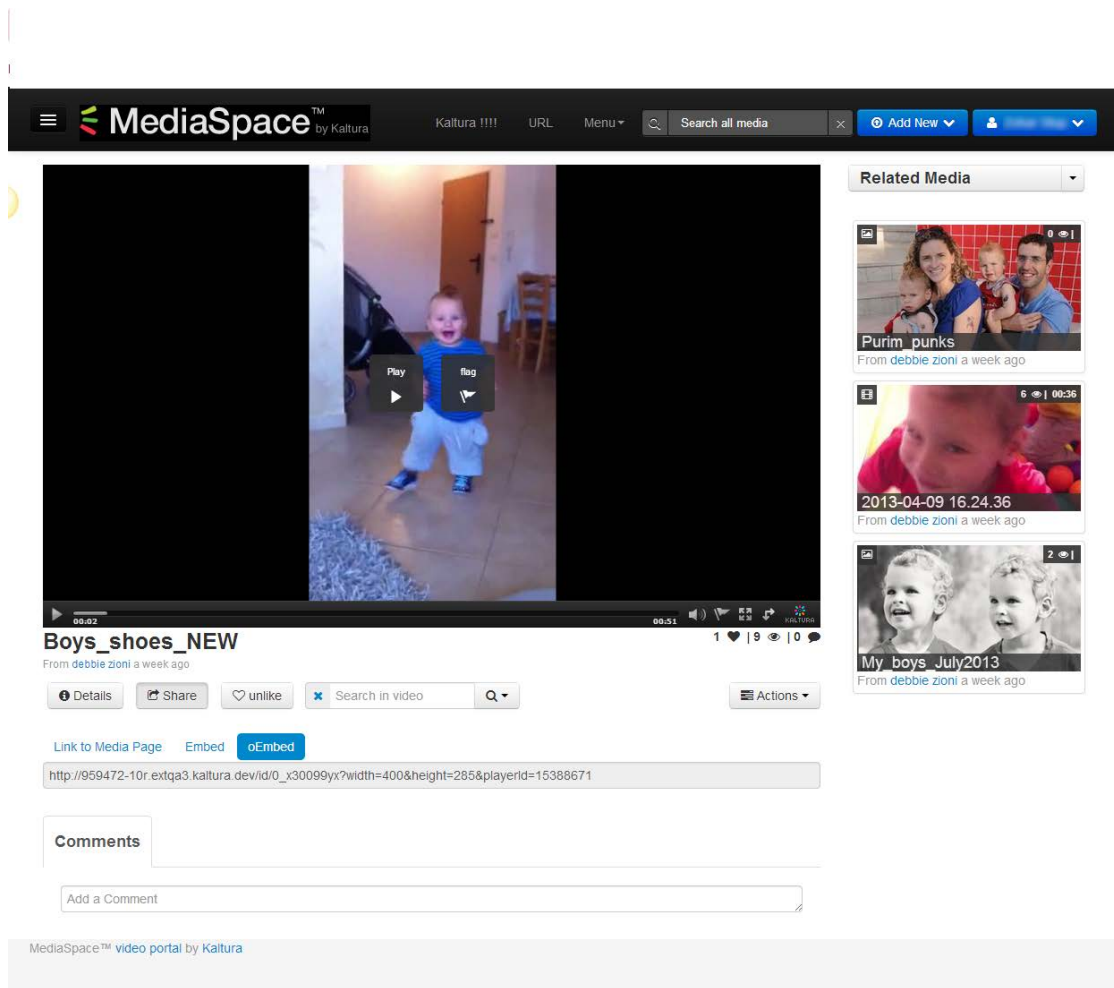
To embed a media item

1. Select a media Item.
2. Click Share.
3. In the Link to Media Page tab, press Ctrl + C to copy the embed code.
4. Paste the embed code into your site.

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.
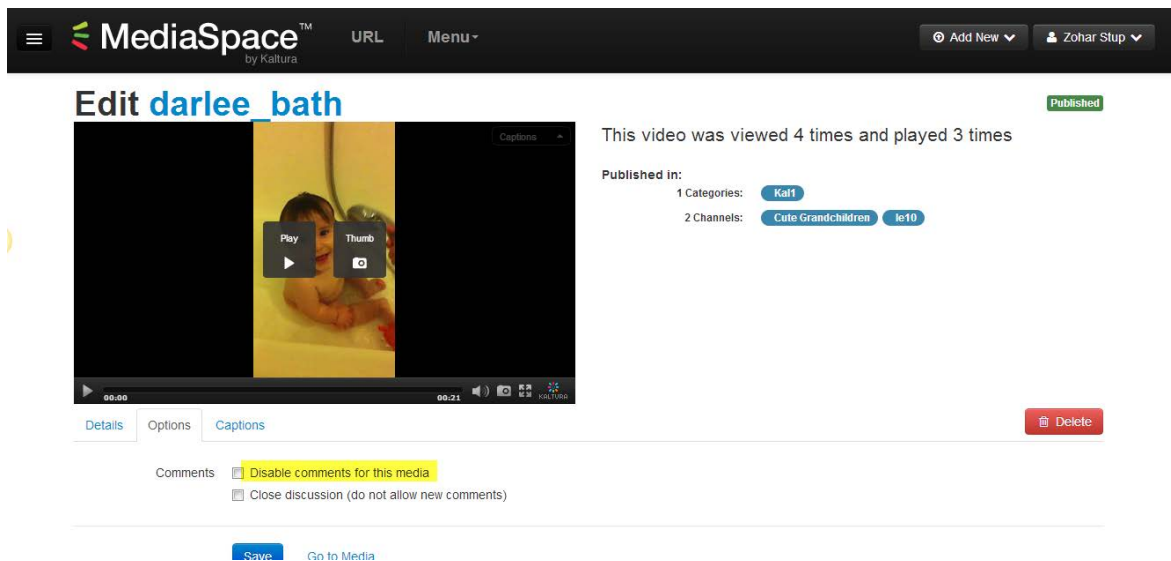
Disabling and Closing Comments

For each of your media items, you can:

- Disable the comment feature.
- Prevent additional comments.

☰ To disable comments on a media item

1. 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.
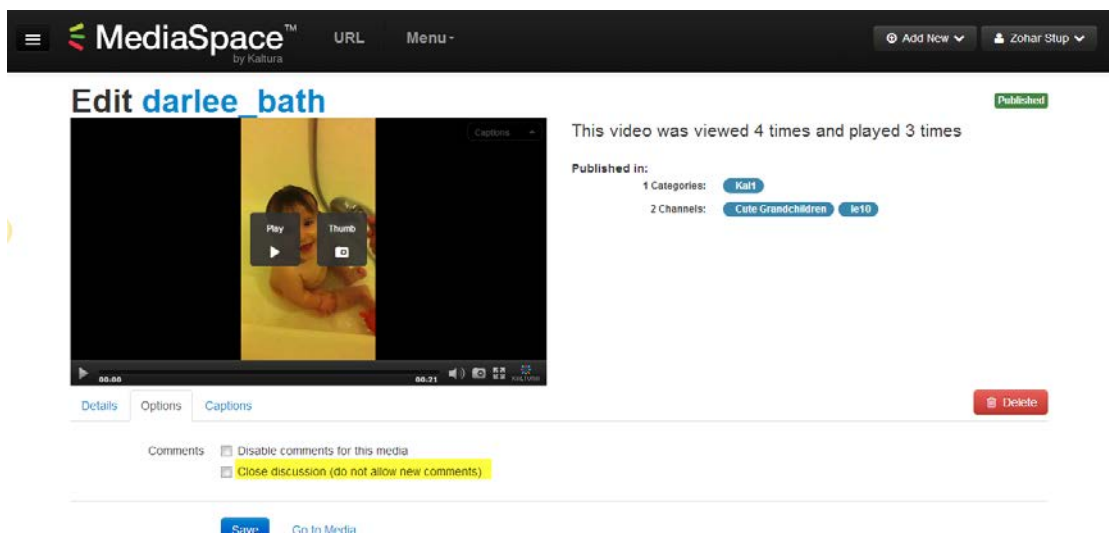
The Comments tab is not displayed on the media page.

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. Open 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.

Creating and Managing a Channel

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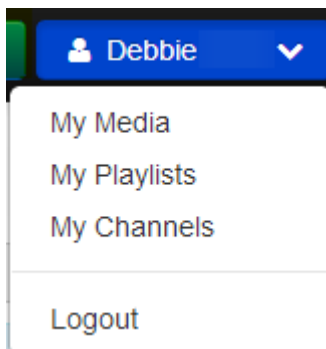
This section describes how to

- Create a channel.
- Manage a channel.
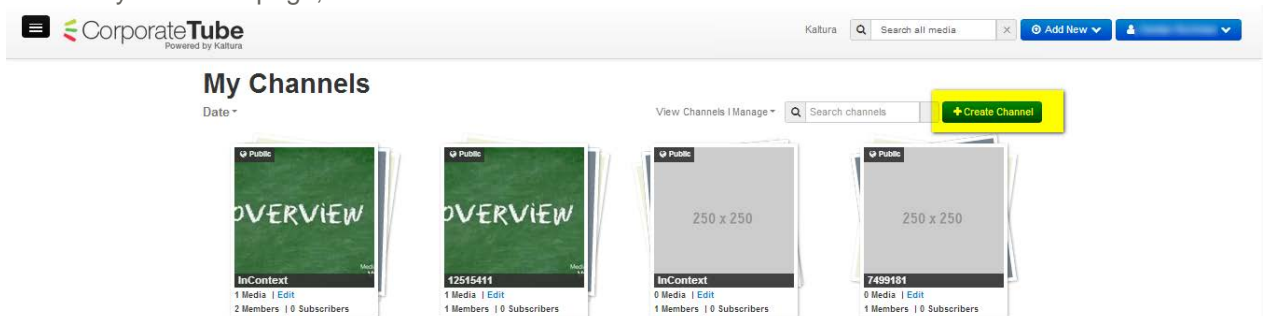- View Your Individual Channels

Creating a Channel

To create a channel

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

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

The Create a New Channel page is displayed.

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.

4. (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.

5. (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.

6. Select the Categories that this channel will be associated with.

7. Click **Save**.

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

Be certain to take a moment to consider your privacy settings. 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.
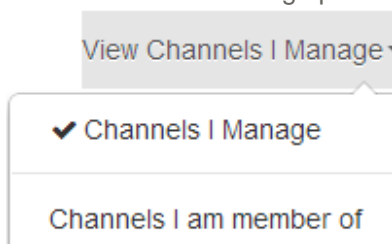
Managing a Channel

▤ To manage a channel

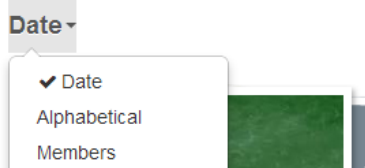1. Select My Channels from the User menu.
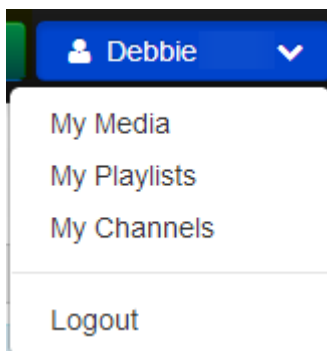
2. (Optional) Filter your channels.
   You can select a filtering option from the View Channels I Manage drop down menu.

or select a filtering option from the Date drop down menu.

3. On the My Channels page, click on a channel thumbnail to open the Channels page.

   The <channel_name> page opens.
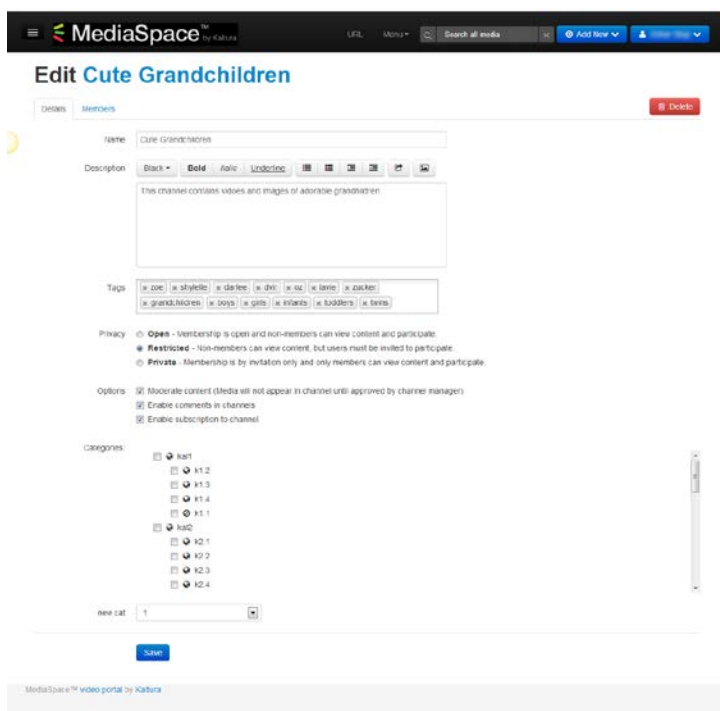
On the individual channel page you can:

Action	Notes
Edit the content	Select Edit from the Actions menu to opens the Edit Channel page.
Filter types of Media	See Displaying and Viewing Content
Add Media	See Add Media.to a media to the channel
Remove Media	Remove the media item from the channel

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

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.

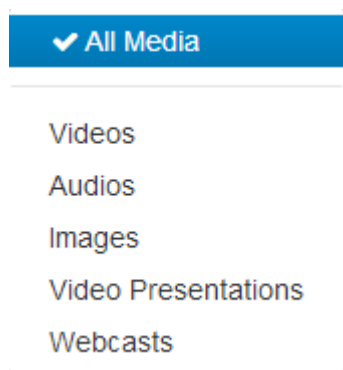### ▤ To add existing media to a channel or category

1. Select My Channels from the User drop down menu.
2. Click on the Channel that you would like to add content to.
3. Click on the Add Media button
4. Filter you content.
    Select one or more of the following filtering options

    o   Select View all Statuses and pick an option.
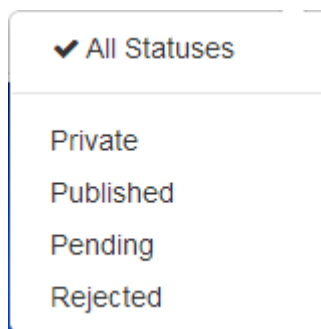
    o   Select View all Media.

- o Enter a search string.

5. Check the box(es) next to the media you want to add.
6. Click Publish.

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 page, click on Edit.

2. In the options select moderate.
3. Click Save.

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

To approve content that is pending

1. Go the My Channels page.
2. Click on a channel.

   The browser pending media window is displayed

   ,

- o   Click **Approve**.

    Approved content is displayed on the channel page.

- o   Click **Reject**...

- o   The 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. In the Offline Group Synchronization field, select the default permission level.
4. Select the Group name.
5. Click Save.
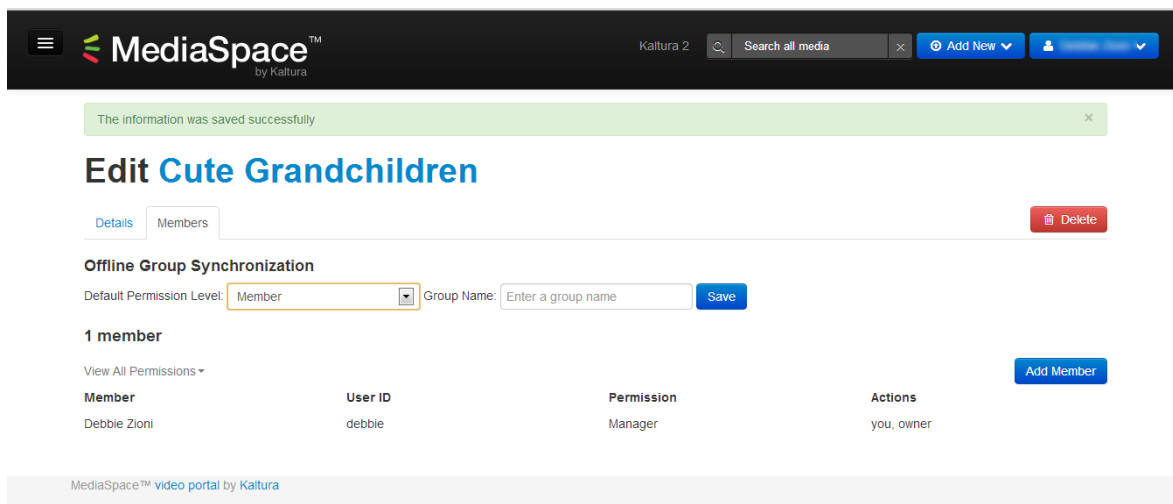
6. Click Add Member.

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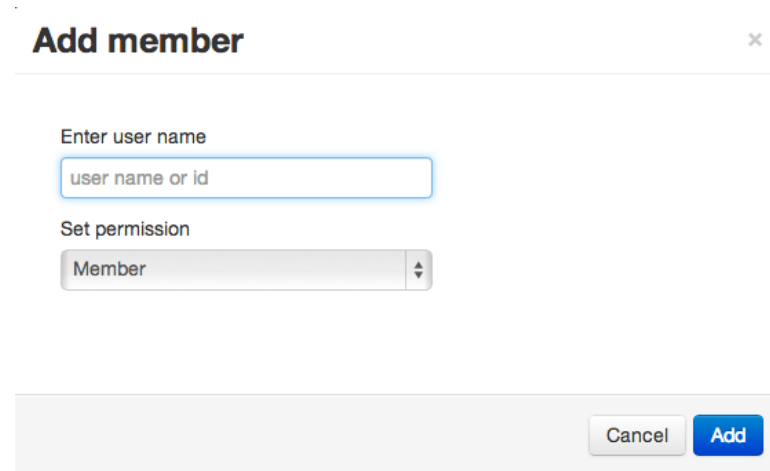
8. In the Add Member window under Set permission, select the member's permission.

Permission	Allows a user to…
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 channel content.
Manager	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 a channel to open the channel page.
2. Select Actions > Edit.
3. 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

4. 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.