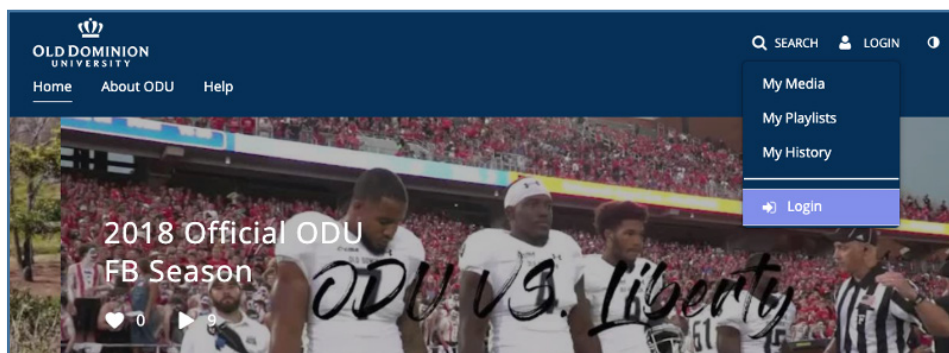


Kaltura MediaSpace: Add, Create and Edit Content

Log in to Kaltura MediaSpace

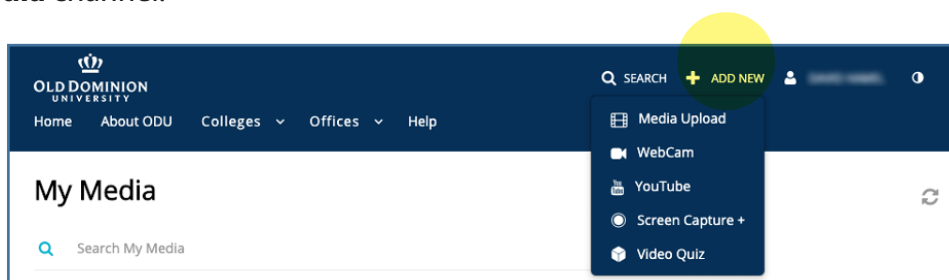
1. Go to odumedia.mediaspace.kaltura.com and click **Login**.



2. Log in with your MIDAS ID and password.

Add Media

At the top of the screen, click on **Add New** and select which type of media you would like to add. These files are uploaded to Kaltura and available in your **My Media** channel.



Before adding new media to MediaSpace for the first time, you'll be asked to accept the University Terms & Conditions.

By uploading this content, I acknowledge that it does not violate any laws, policies, rules and/or regulations of Old Dominion University, the Commonwealth of Virginia, or the United States of America (including, but not limited to, those pertaining to: Acceptable Use, Accessibility, Copyright, Privacy, Information Security, and Integrity & Compliance.) I further acknowledge that I am responsible for this content.

See www.odu.edu/facultystaff/communication/socialmedia for additional information.

☒ I agree to the above terms and conditions

Media Upload

1. Drag and drop files or browse to files on your computer.

Upload Media



Drag & Drop a file here
or

+ Choose a file to upload

All common video, audio and image formats in all resolutions are accepted.

2. Update the Details (Metadata) about the media:
Name*, Description*, Tags*, Publishing, Collaborators, etc. (*required).
Be as detailed as you can.

YouTube

1. Ingest any publicly available media directly from YouTube. Insert the video's URL and click **Preview**, then add any metadata before saving to Kaltura.

YouTube

Video Page Link (or Content ID)

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

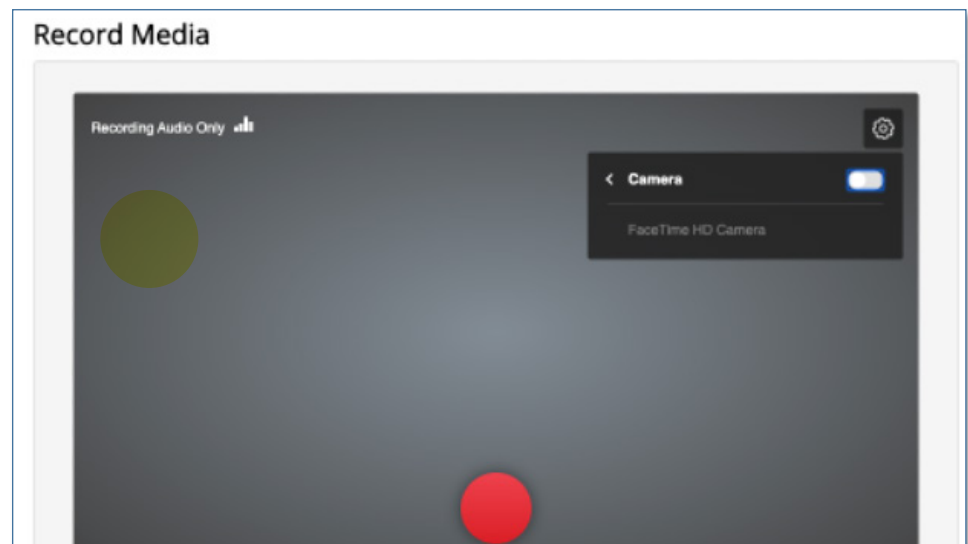
Preview Note: Only public YouTube videos are supported

Create Media

At the top of the screen, click on **Add New** and select which type of media you would like to create. These files are uploaded to Kaltura and available in your **My Media** channel.

WebCam

1. Record video using your web camera and mic. You have the option of turning your camera or mic on or off.



2. Recordings are stored locally until you accept them. Click **Use This** to upload the recording to your **My Media** Channel (after completing the meta-data details).

Screen Capture+

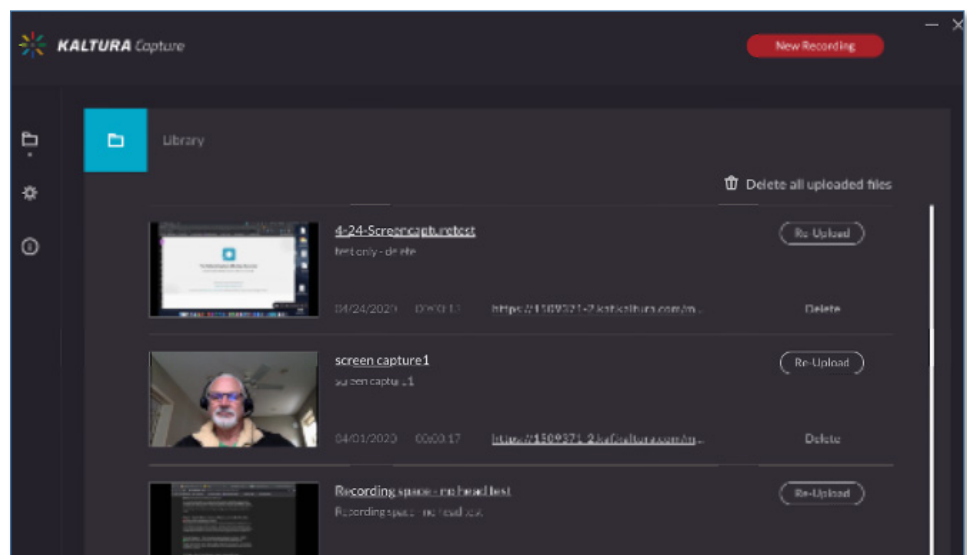
Screen Capture+ records video from 2 simultaneous input streams: a monitor (or multiple monitors), webcam or external camera and/or microphone(s).

1. Download the Screen Capture+ app if you do not already have it installed on your computer (MediaSpace will prompt you). Then run the application.

- Click on the **Screen**, **Camera** or **Microphone** icons on the bar to turn each input on or off. On the bar below the current input screen, you can select from multiple inputs, full screen or selected areas. Press the red button to start recording.



- Once a video is recorded, click on the **Manage** link in the upper right to go to the media management screen. You can edit media and metadata, upload to My Media or delete existing media files. (Once you have uploaded a media file, deleting it from this interface deletes it from your local computer; it DOES NOT delete it from My Media (Kaltura).



Video Quiz

This option allows you to edit existing media and add questions / answers at selected points in your media. With the existing Blackboard integration, quiz scores can be integrated back into a course gradebook.

Edit Media

find the media file you wish to edit and click on the pencil icon immediately to the right. This will take you to the media file metadata page.

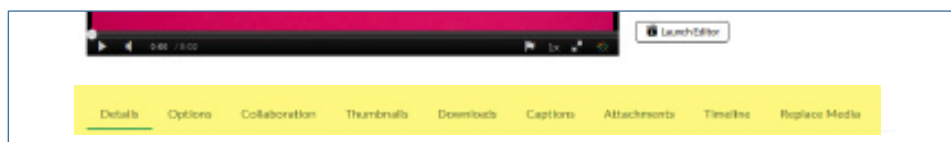
1. At the top of the screen, click on your user name, then select **My Media**.



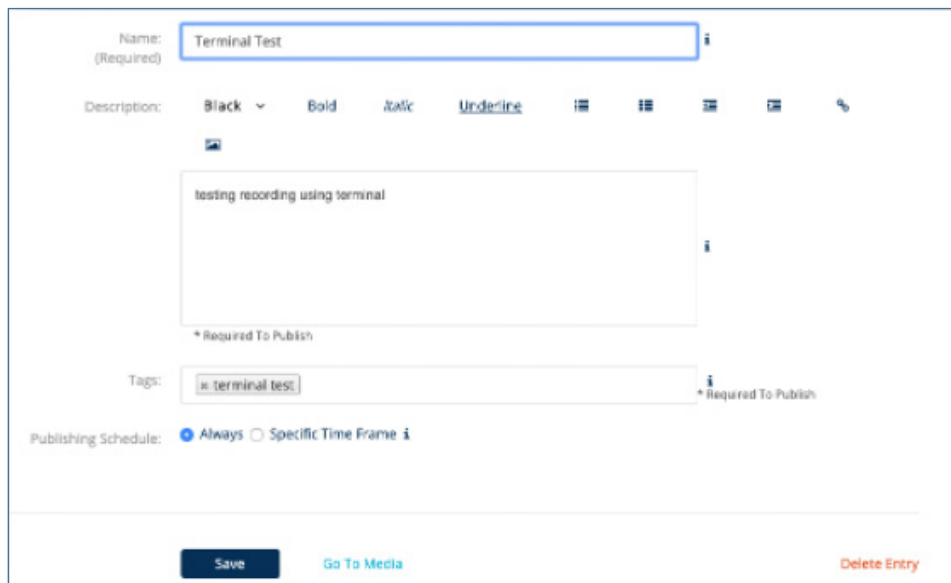
2. Click the **pencil** icon () next to the media you wish to edit.








3. Edit different aspects of the media by clicking on the tabs under the video.




Details: Change the **Name** of the file, add or update the **Description**, add or remove **Tags**, or set a **Publishing Schedule**. Be as detailed as possible when completing this information, and **Save** any changes.



Name: ⓘ

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



testing recording using terminal ⓘ

* Required To Publish

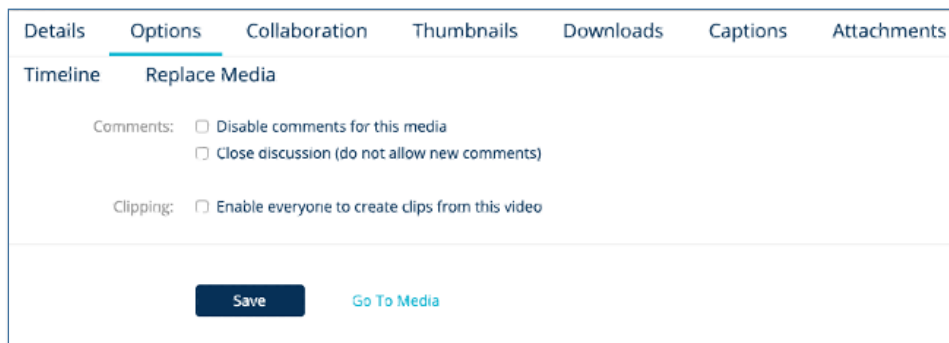
Tags: ⓘ

* Required To Publish

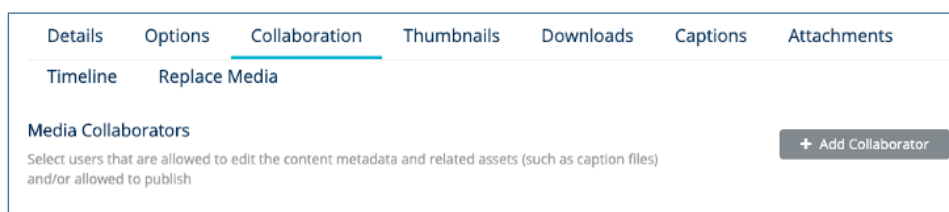
Publishing Schedule: ☒ Always ☐ Specific Time Frame ⓘ

Save [Go To Media](#) [Delete Entry](#)

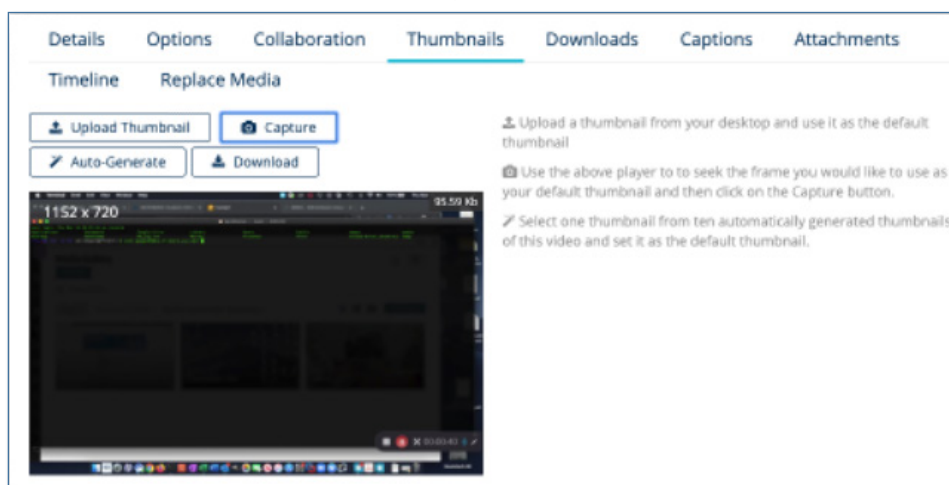
Options: Specify whether or not you will allow comments on this media. (Closing comments does not remove existing comments, only prevents new ones.) And specify whether others who view this media can take/extract clips of it for use elsewhere. Remember to **Save** any changes.



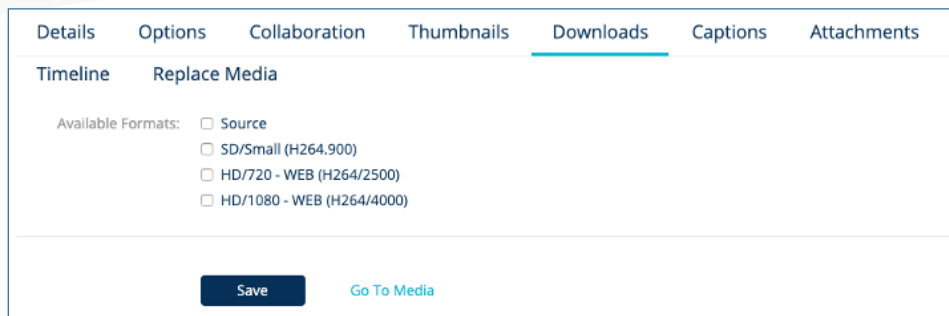
Collaboration: Add or remove individuals or groups of individuals as collaborators for a specific media. There are three levels of collaboration available which are Co-Contributor, Co-Editor, Co-Viewer. More information [here](#).



Thumbnails: Select **Upload Thumbnail** to upload an image. Or begin playing the video in the player until you get to a place that would make a good thumbnail, then pause the playback; select **Capture** to set the paused screen as the thumbnail. Or select **Auto Generate** to automatically generate 10 screens from within the media, then select one of those as the thumbnail. Remember to **Save** any changes.

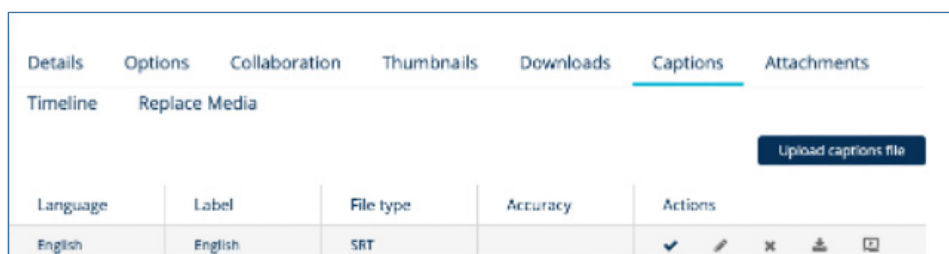


Downloads: Determine if you will allow others to download your media. If you check any box on this screen and click **Save**, viewers will be allowed to download a copy in one of those resolutions.



The screenshot shows the 'Downloads' tab selected. It includes a 'Timeline' and 'Replace Media' section. Under 'Available Formats', there are four checkboxes: 'Source', 'SD/Small (H264.900)', 'HD/720 - WEB (H264/2500)', and 'HD/1080 - WEB (H264/4000)'. At the bottom, there are 'Save' and 'Go To Media' buttons.

Captions: Captioning is automatically generated for all media, so you should see an .srt file in this window that contains the captions.



The screenshot shows the 'Captions' tab selected. It includes a 'Timeline' and 'Replace Media' section. There is an 'Upload captions file' button. Below is a table with columns: Language, Label, File type, Accuracy, and Actions. The table contains one row for 'English' with 'English' as the label and 'SRT' as the file type. The Actions column has icons for edit, delete, and download.

Attachments: See the transcription files associated with the media. These are automatically generated along with captions. Additional attachments could include transcription files for other languages.



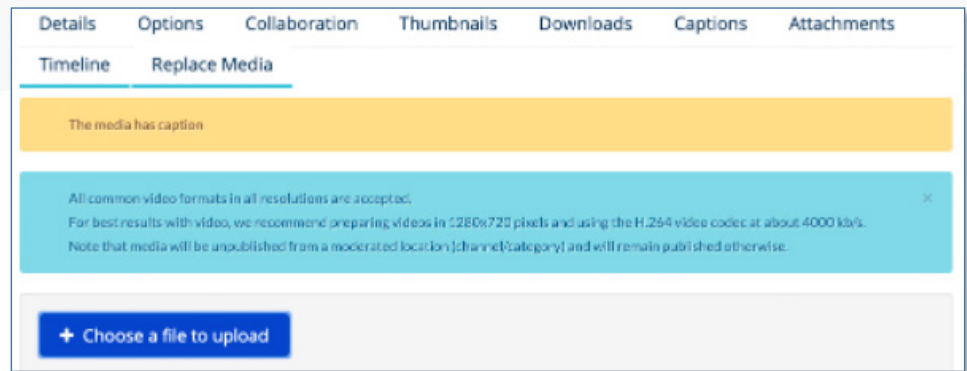
The screenshot shows the 'Attachments' tab selected. It includes a 'Timeline' and 'Replace Media' section. There is an 'Upload File' button. Below is a table with columns: File Name, Title, Description, Size, Uploaded At, and Actions. The table contains two rows: 'transcript_en.txt' with title 'transcript_en' and size '31.93 Kb', and 'c24Trans_en.json' with title 'c24Trans_en' and size '1.44 Mb'. Both rows were uploaded on 'Apr 29, 2020'. The Actions column has icons for edit, delete, and download.

Timeline: Review the media timeline and create Chapters to separate content. You can upload / attach additional files to each chapter marker.



The screenshot shows the 'Timeline' tab selected. It includes a 'Timeline' and 'Replace Media' section. There is a blue bar with the text 'Create chapters for the video, and upload slides to play along with video.' Below is a timeline with a red vertical line at the start. A button 'Create a new Chapter' is visible. The timeline has markers at 0:00, 0:05, 0:10, 0:15, 0:20, and 0:25. At the bottom right, there is a 'View in Player' button.

Replace Media: Replace just the media file.



Launch Editor: Launch the Kaltura Video Editor by selecting the **Launch Editor** button just above the tabs. The editor allows you to create a Video Quiz, clip/edit, chop/splice and insert hotspots into the video to provide additional information. More information [here](#).

