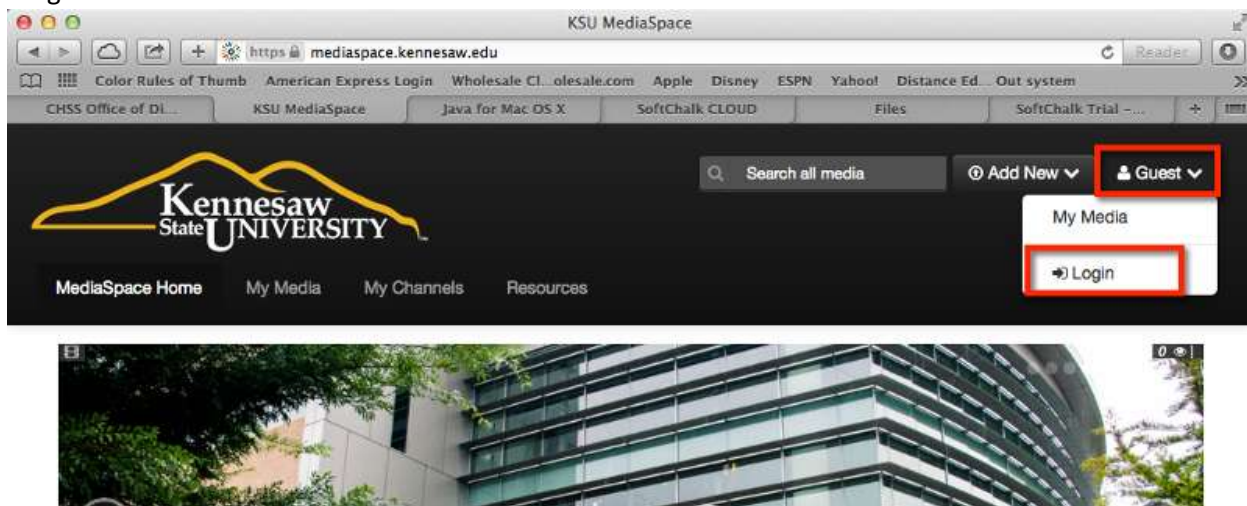


# MediaSpace/Kaltura in CHSS

[Kaltura Recorder](#) | [Uploading to MediaSpace](#) | [Sharing in D2L](#)

## Developing Course Lectures and Tours

1. Log on to <http://mediaspace.kennesaw.edu> using your KSU netID and password by clicking the “Guest” button located in the upper right hand corner of the screen. In the sub-menu, click “Login.”



2. On the next page, type in your KSU netID and password and then click the “Sign in” button.

### KSU MediaSpace Sign In

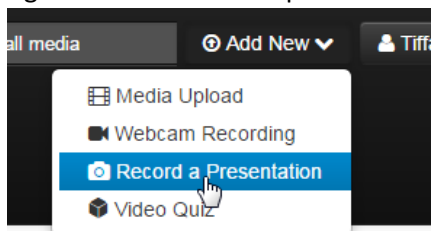
Use your KSU NetID and Password to login

treardo2

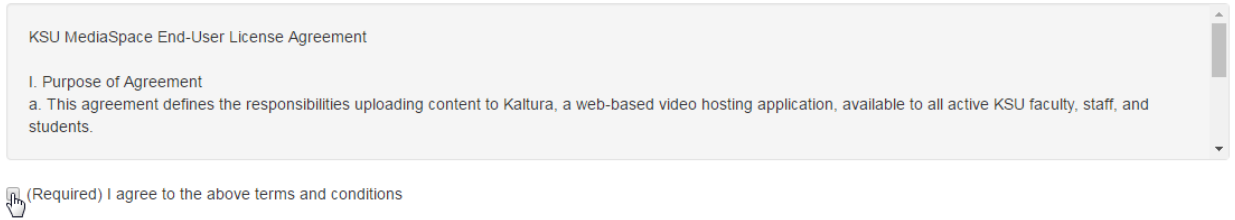
.....

[Sign in](#) [Forgot Password?](#) [Cancel](#)

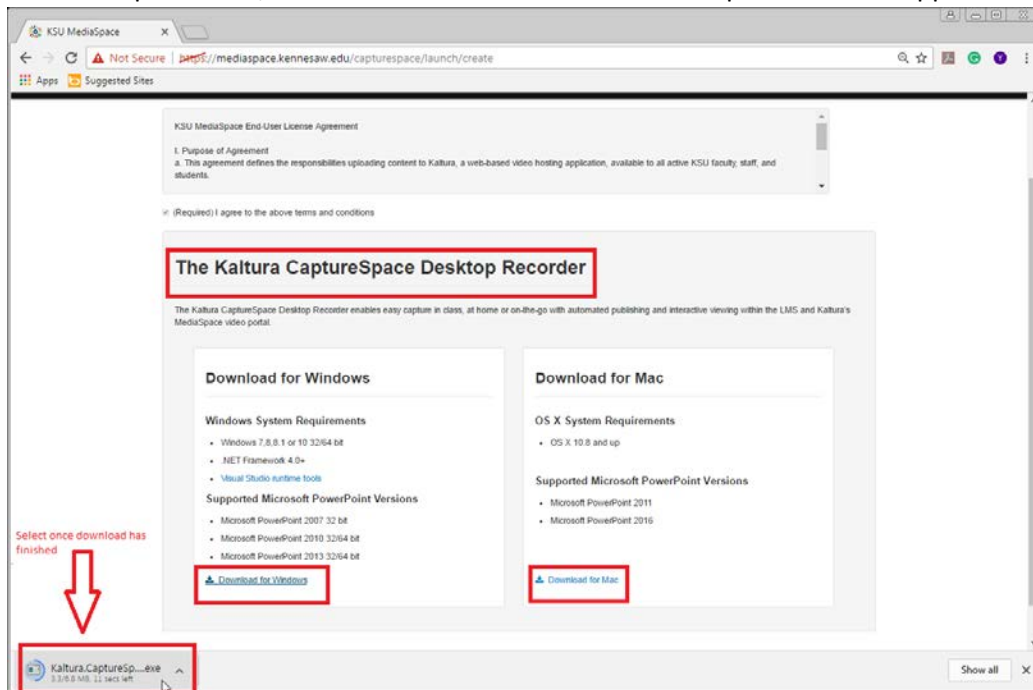
3. You will return to the home screen, where a new button “Add New” is now available in the top-right corner. Click the option “Record a Presentation.”



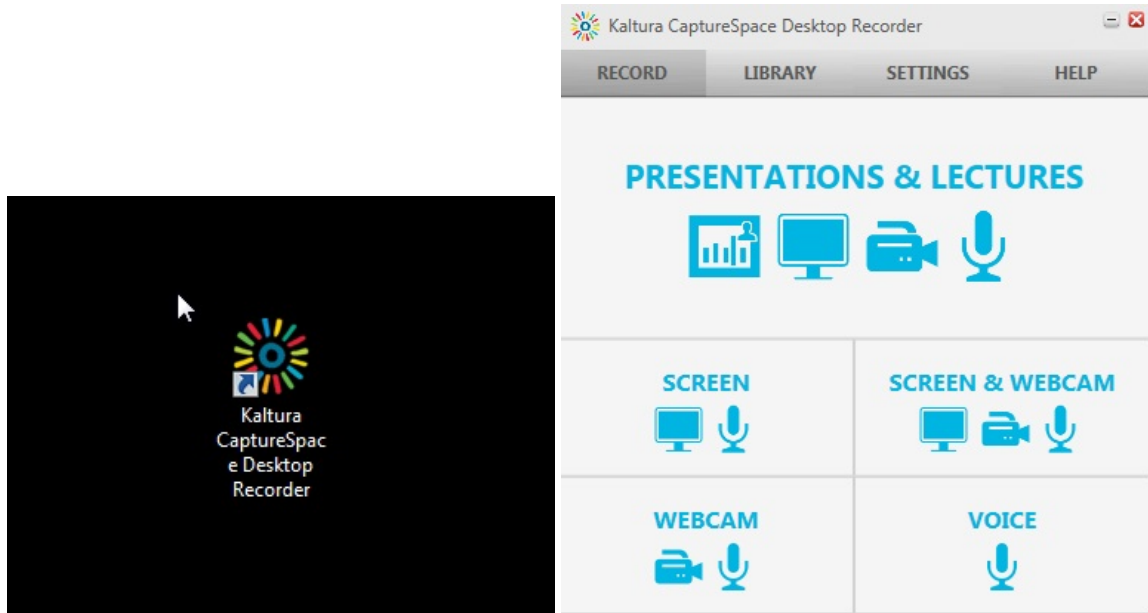
4. On the next screen, you will be asked to agree to the End-User License Agreement. Read the terms and click the box, agreeing to the terms and conditions.



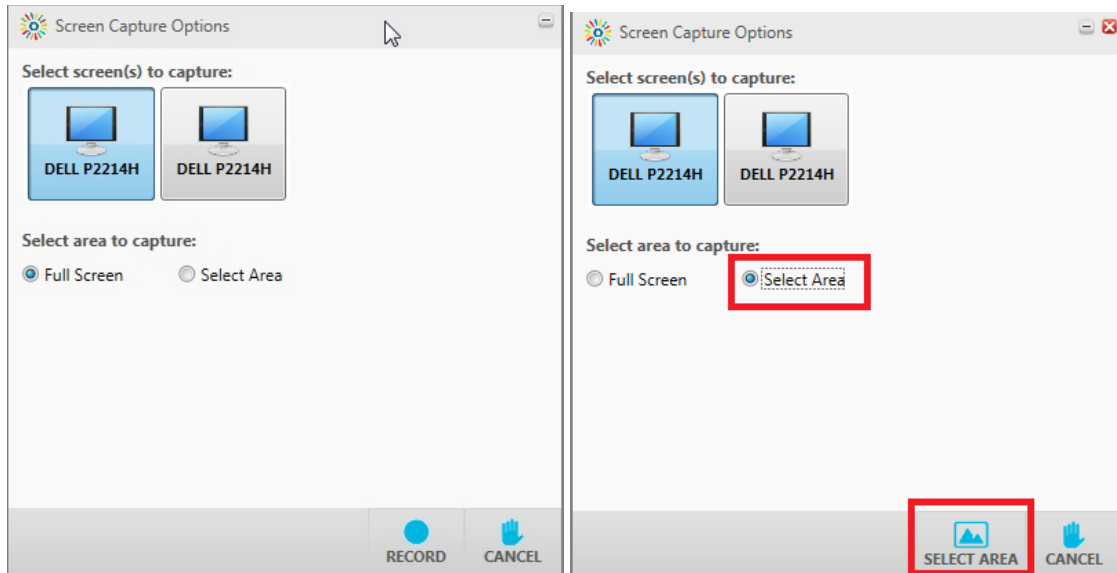
5. After checking the box, you will be prompted to download *The Kaltura CaptureSpace Desktop Recorder* for a Windows or Mac computer. Follow the steps promoted on the screen to install the desktop recorder, once installation has finished a desktop shortcut will appear.

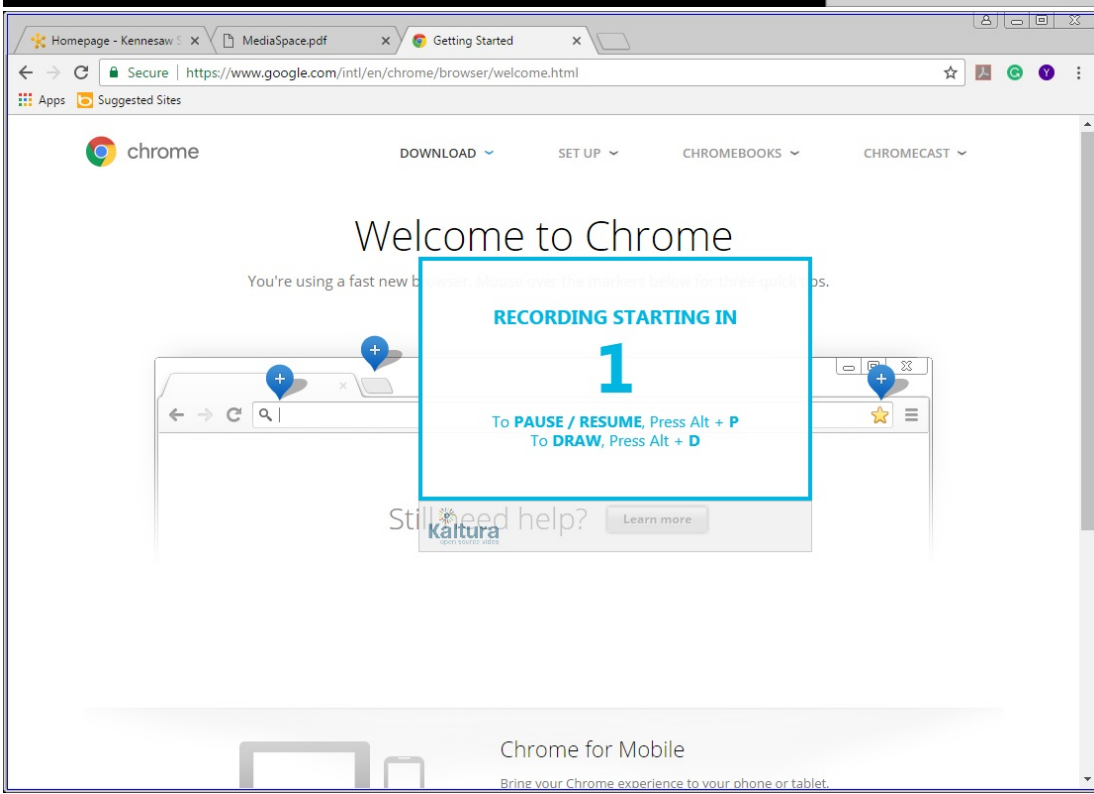
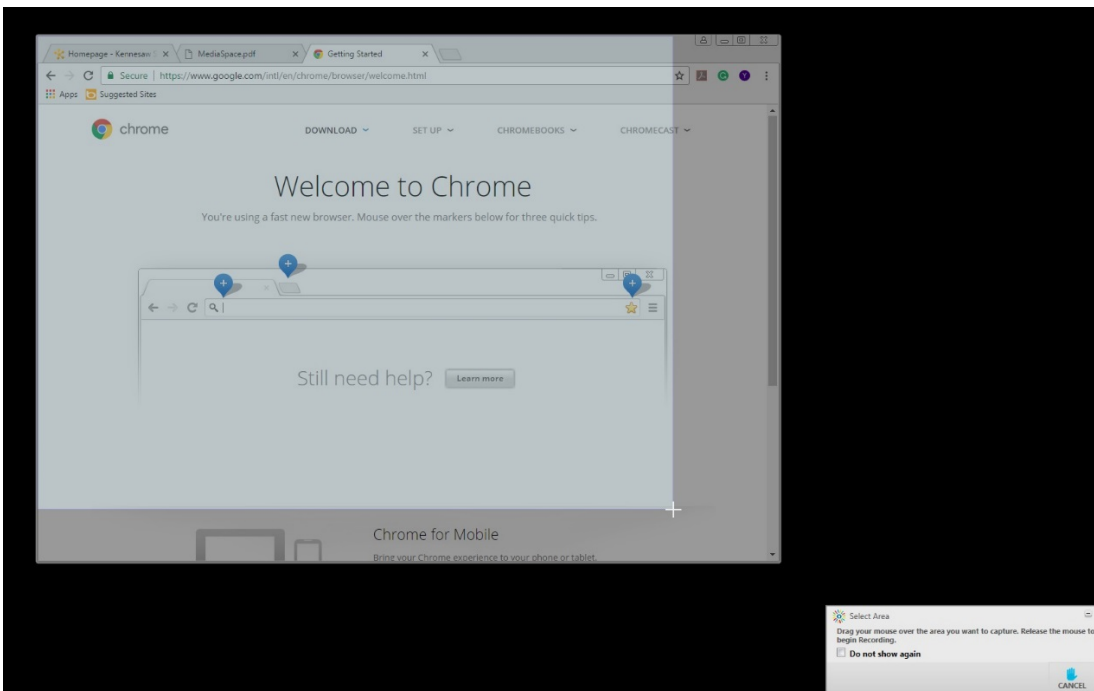


6. The icon will look like the image shown below. Double-click the icon to open your desktop recorder. In the window that appears, select “Screen” for screen recording.

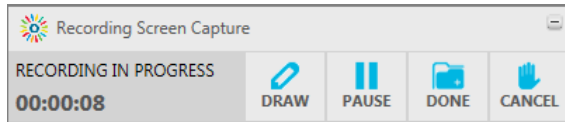


7. After selecting “Screen,” you will be asked to record the full screen or a select area of the screen. If you are using the full screen just click the recording button to begin recording. For specific portions of the screen to be recorded, click on select area, and the select area, once again, when it appears at the bottom of the drop box. You will be promoted to crop the area of the screen you would like to record. After the area has been selected a countdown begins and recording will automatically start.



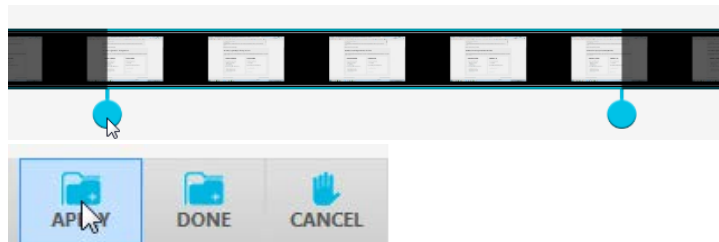


8. Once you have begun recording, a new menu will appear. The new menu provides you with the current duration of your video, a draw button for drawing on the screen, a pause button, a done button, and a cancel button.



Click the done button when you are finished recording.

9. A new screen will appear with several options.
- To trim your video, click "Trim." This allows you to trim the edges off the video using the sliders at the top. Click "Apply" at the bottom of the screen when you are done.



- To chop something out of your video, click "Chop." This allows you to chop something out of your video by selecting the area you want to chop with the sliders at the top. Click "Apply" at the bottom of the screen when you are done.

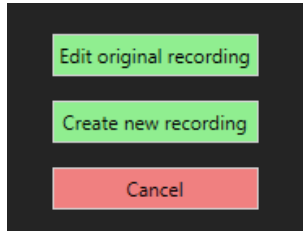


- To add a title screen to the video, click "Titles." This will give you some template designs for a title page to choose from. Choose the one you want, then click on the words in the slide and change them to be what you want. Click "Apply" at the bottom-right of the page when you are done.

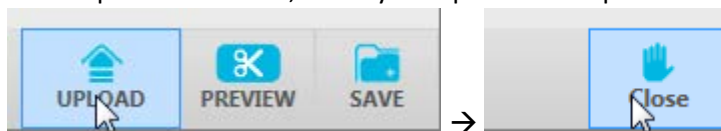


- To add a credits screen to the video, click "Credits." Follow the same steps as the title screen for the credits, then click "Apply" at the bottom of the screen.

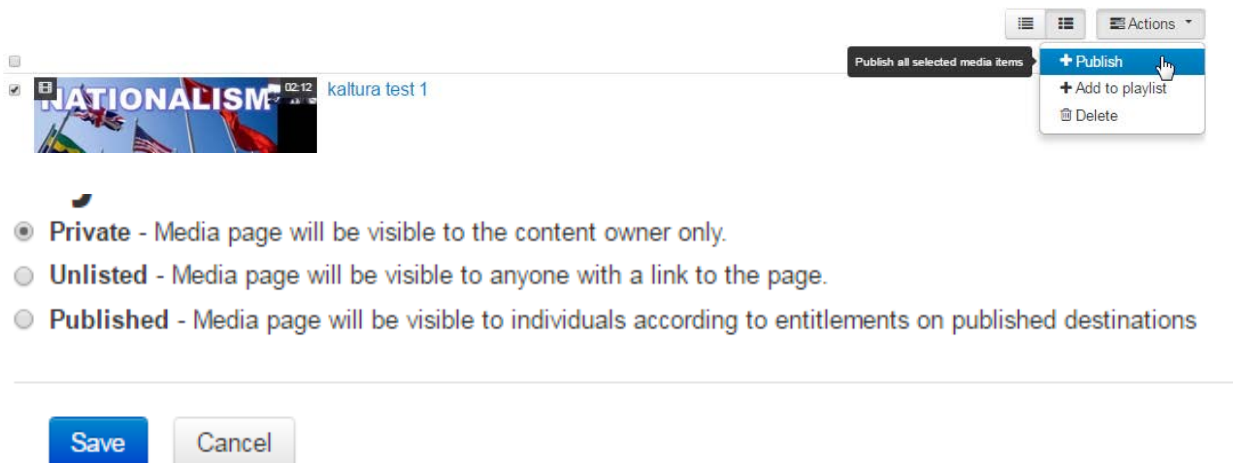
10. When you are done editing your video, click “Done” at the bottom of the screen. If you made edits to the video, you will first see a window with the option to edit the original recording, create a new recording, or cancel. If you want to keep the edited version of your video as the only version, click “edit original recording.” If you want to keep a copy of the original and a copy of the edited version, click “create a new recording.”



11. You can now give your recording a title, description, and tags. Tags are an optional feature in Kaltura (like YouTube) that allows your video to be searched for with key words. Separate different tags with a comma. Once you have provided your title, description, and tags click the upload button. The upload bar will display your progress for uploading the video into MediaSpace. Click close, when your upload is complete.



12. Go back to your MediaSpace account. You can check the box next to it and click “actions,” then “Publish.” Here you can choose from making your video private, unlisted, or public (just like in YouTube). A private video means that only you or certain people that you give access to can see the video. An unlisted video is a video that will not appear in public search results. Only people with the shared link can see the video. Anyone with access to MediaSites can see/share a public video. Make your selection and then click on “Save.”

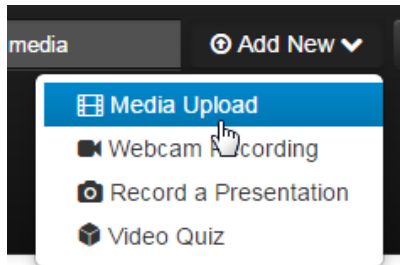


Your video has been successfully published in MediaSpace now.

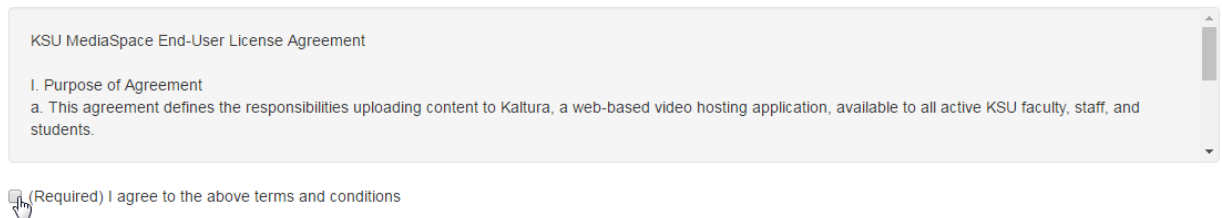
## Adding Previously-Created Media to MediaSpace

Kaltura accepts all types of video, image, and audio files, however there is a 2GB maximum to each upload.

1. To add media to [MediaSpace](#), click the “Add New” button located in the upper right-hand corner. From the sub-menu, click “Media Upload.”

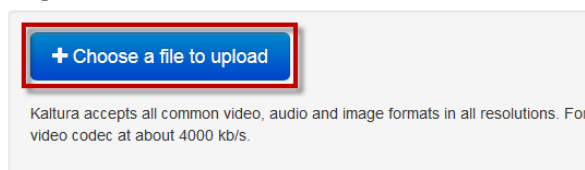


2. On the next screen, you will be asked to agree to the End-User License Agreement. Read the terms and click the box, agreeing to the terms and conditions.



3. Click the blue button called “Choose a file to upload,” to browse your local drives for the file. Select your file and click “Open.”

### Upload Media



4. The media will begin to upload and you can see the status of your upload via the upload status bar. You can continue to upload additional media while your initial file is uploading by scrolling down your screen to the button “Choose another file.” Once your upload is complete, the status bar will turn green and you can provide more details about your video.

5. Under the status bar, add the name of your video, a description, applicable tags, and select your privacy settings for the video. Once you have completed this information, click the “save” button.

100% of 128Kb

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

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

Jobids:

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](#)

Once you see the message “Media successfully set to... (whatever privacy setting you selected),” click the “Go to Media” link to see your video. Your video has now been successfully published.



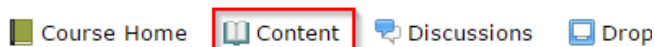
## Sharing Media Content

There are two ways in which to share your content with others from MediaSpace.

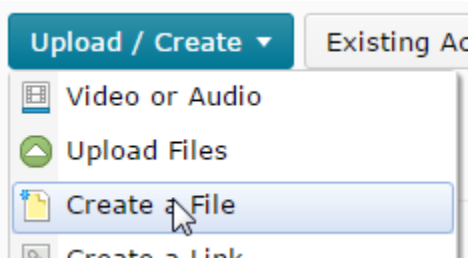
[Single Video](#) | [Video Gallery](#)

### Adding a Single Video to D2L

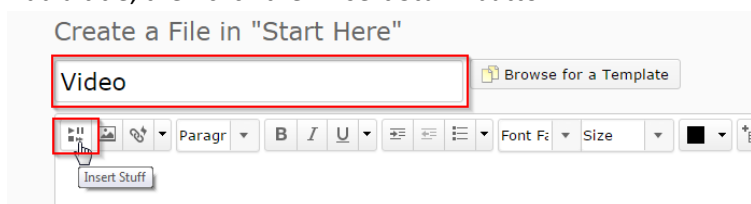
1. From your D2L course, click the “Content” icon.



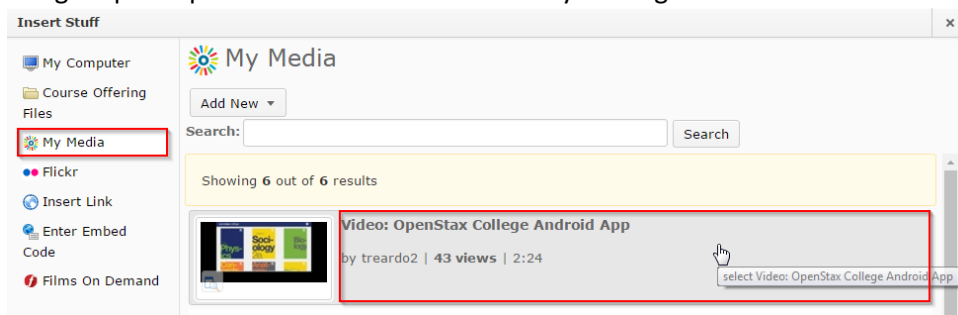
2. In the module you want your video to be in, click “Upload/Create,” then “Create a File.”



3. Add a title, then click the “Insert Stuff” button.



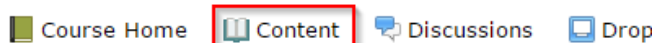
4. Click “My Media,” then click *next to* the video you want to insert. If you click the video, it will bring it up as a preview. You have to select it by clicking *next to* it.



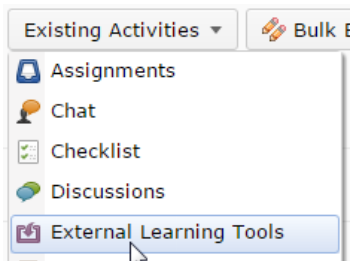
5. Click “Next,” then “Insert.” Then click “Publish.”

## Adding a Gallery of Videos

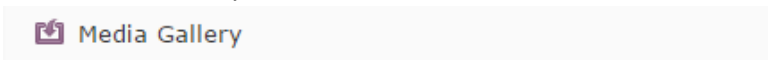
1. From your course in D2L, click the “Content” icon.



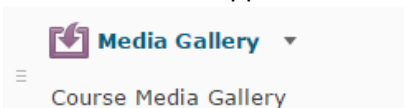
2. In the module you want your gallery to be in, click “Existing Activities,” then “External Learning Tools.”



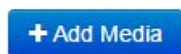
3. Click “Media Gallery.”



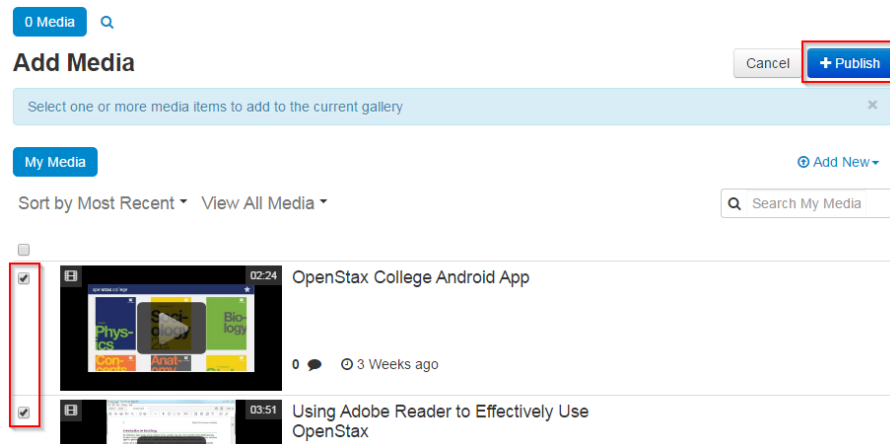
4. Click the link that appears at the bottom of your module titled “Media Gallery.”



5. Click “Add Media.”



6. Check the boxes next to the videos you want to put in the gallery. Then click “Publish.”



Your videos will appear in the gallery, and your students will be able to see them.