Kaltura MediaSpace™
User Manual

Version: 5.37

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Preface

This preface contains the following topics:

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- Audience
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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

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

Logging in 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

viewer

••••••

Sign in   Forgot Password?
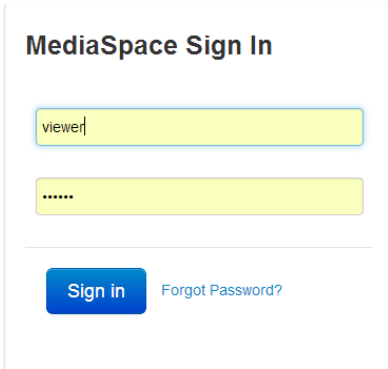
The MediaSpace User Interface

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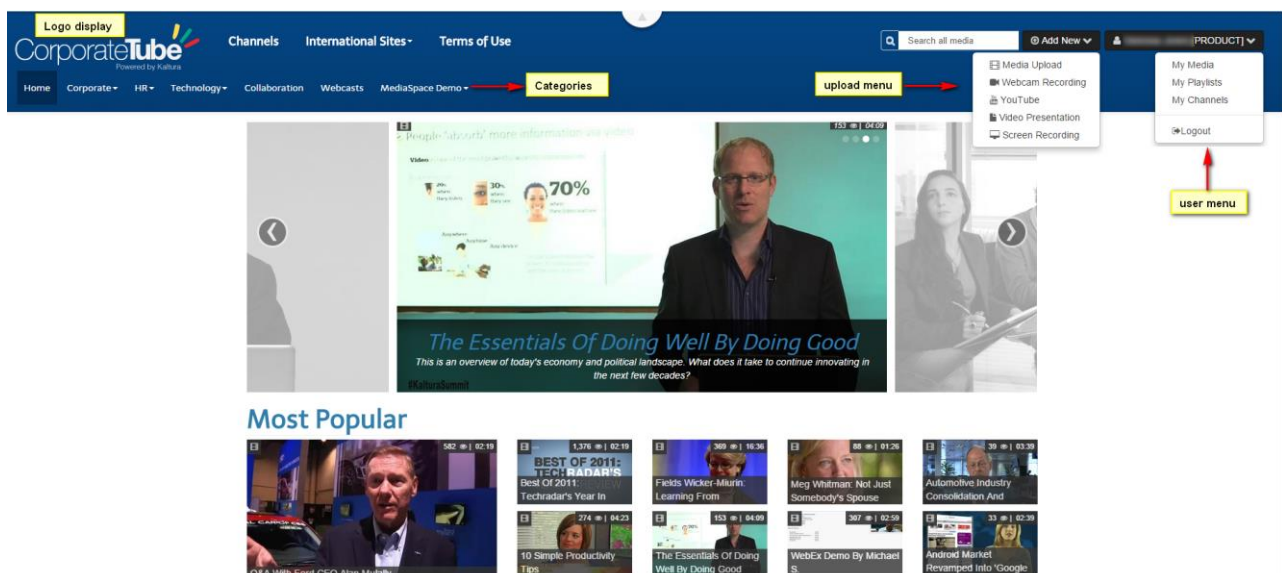
For example, the MediaSpace header on a mobile device displays as follows:

Understanding Categories and Channels

You can access MediaSpace media collections through categories and channels.
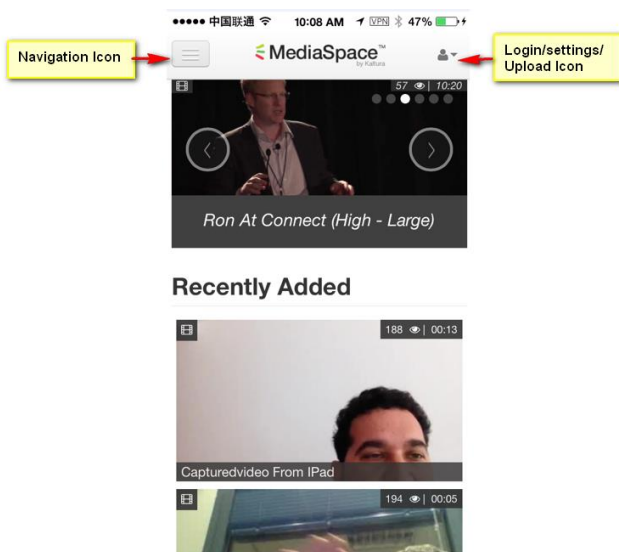
Categories define the taxonomy and hierarchical structure of your MediaSpace site. You can access categories through the Navigation icon and browse your content according to the categories they are contained in. Each category opens up the list of sub-categories that are pre-configured by your administrator.

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 moderate a category

1. Click on the navigation icon. The root categories are displayed initially.
2. Select a category and select Edit from the Actions drop down menu.
3. Check Moderate Content (Media will not appear in category until approved by category manager).
4. Click Save.

▤ 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:
- Expanded view
- Collapsed
- Tableview

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:
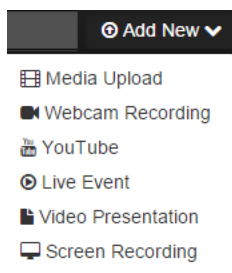
Sorting Content

To sort content

- Click on one or more of the sorting filters:
  - Sort by Most Recent

o   View All Statuses (For My Media)

✔All Statuses

Private
Published
Pending
Rejected
Unlisted

o   Media Count

Media Count

Most Recent
Alphabetical
Members & Subscribers
✔Media Count

o   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

o   View all Media

✔All Media

Video
Audio
Image
Live Events
Video Presentations
Webcasts

o   View Media I Own (For Media Collaboration)

View Media I Own

✔Media I Own

I Can Publish
I Can Edit

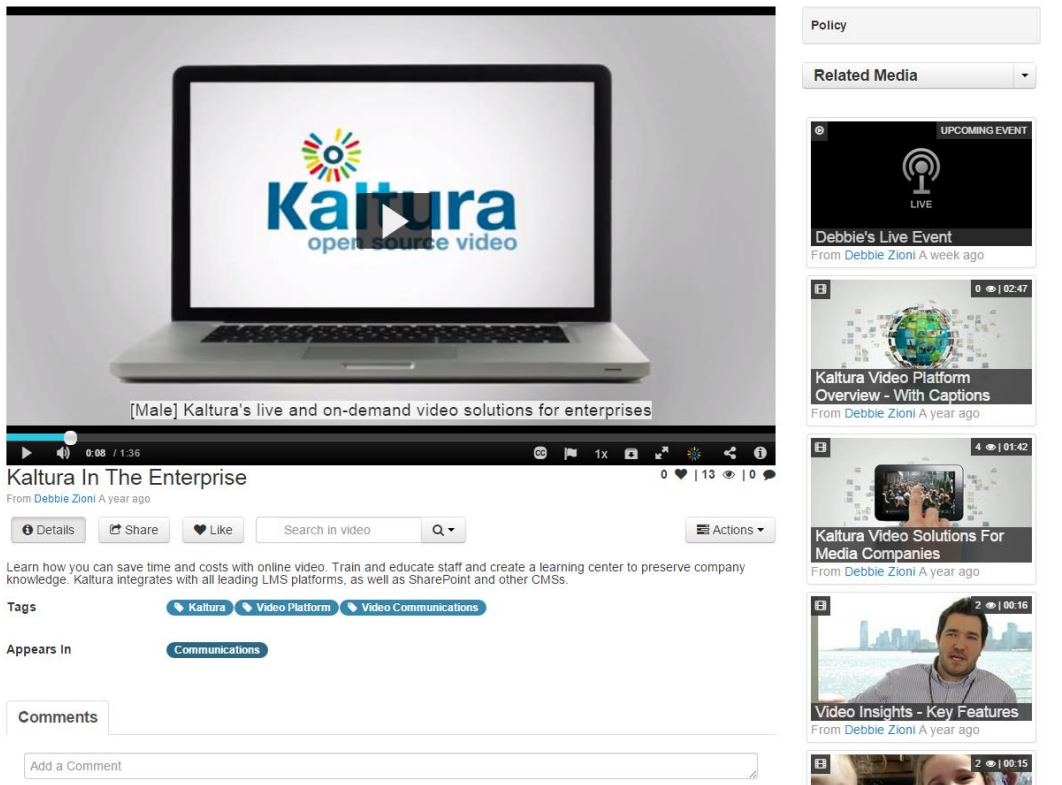o   View all Topics (For My Channels)

o   View all Availabilities

View All Availabilities ⁻

✔All Availabilities

Future Scheduling
In Window Media
Past Scheduling

To view content

1. Click on any media thumbnail from your My Media page, a category or channel to browse to

the media entry and play the content.

2. 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:
    o   Click **Flag** on the media player screen.
    o   Click the **Flag** icon on the media player controls area.
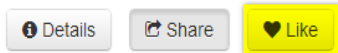3. Select the type of abuse.
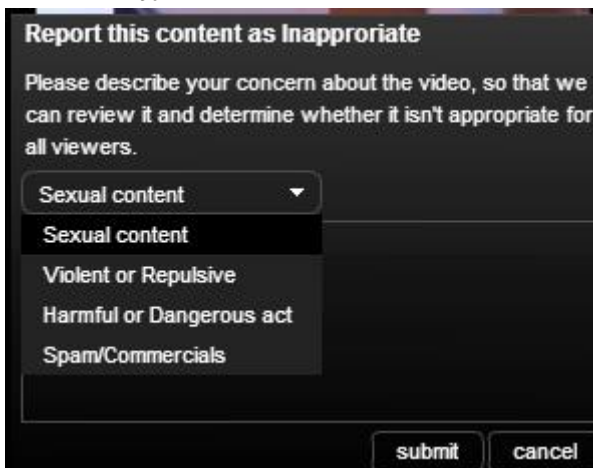
To Like or Unlike Media

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 💬

| ⓘ Details | ☐ Share | ♥ Like | | ☰ Actions ▼ |

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**.

Comments

Add a Comment

MediaSpace™ video portal by Kaltura
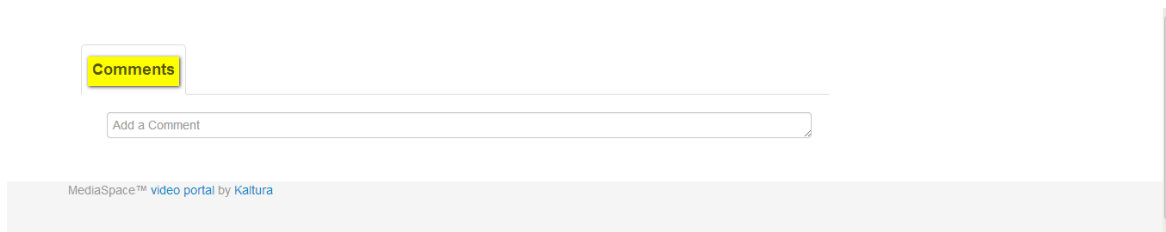
Your comment is displayed in the Comments tab.

📄 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 ▾   🔍 kaltura   ✖

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.
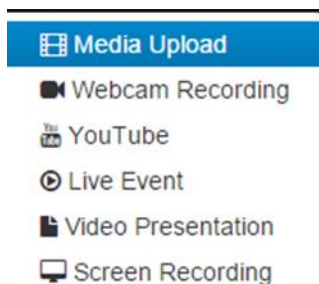
The Upload Media page is displayed.
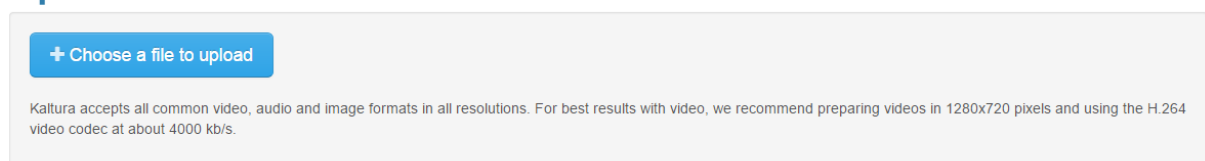
2. Click **Choose a file to upload**.

3. In the Select file to upload window, select a media file to upload and click **Open**.
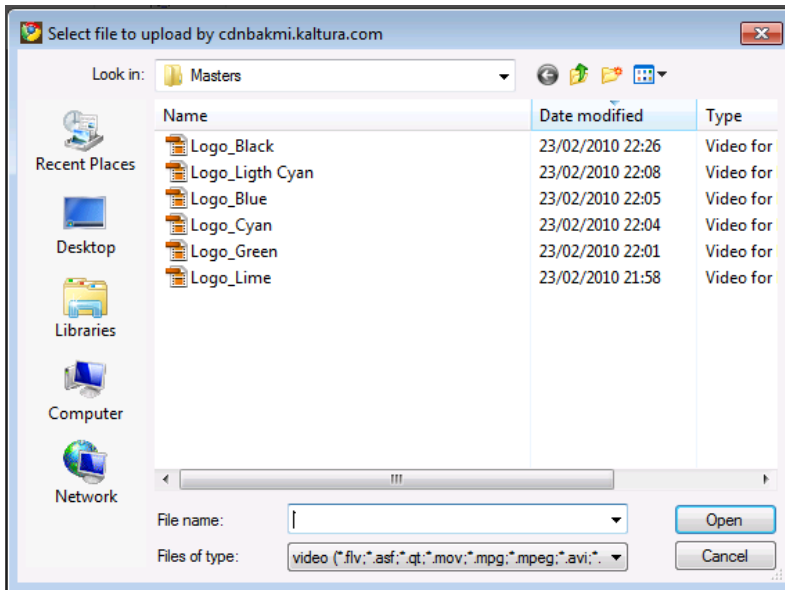
4. While the file is uploading, on the Upload Media page you can:

   o Enter metadata information about the media and click **Save**.

      Mandatory fields are marked with an asterisk.

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

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

Upload Media

5. 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.

6. 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.
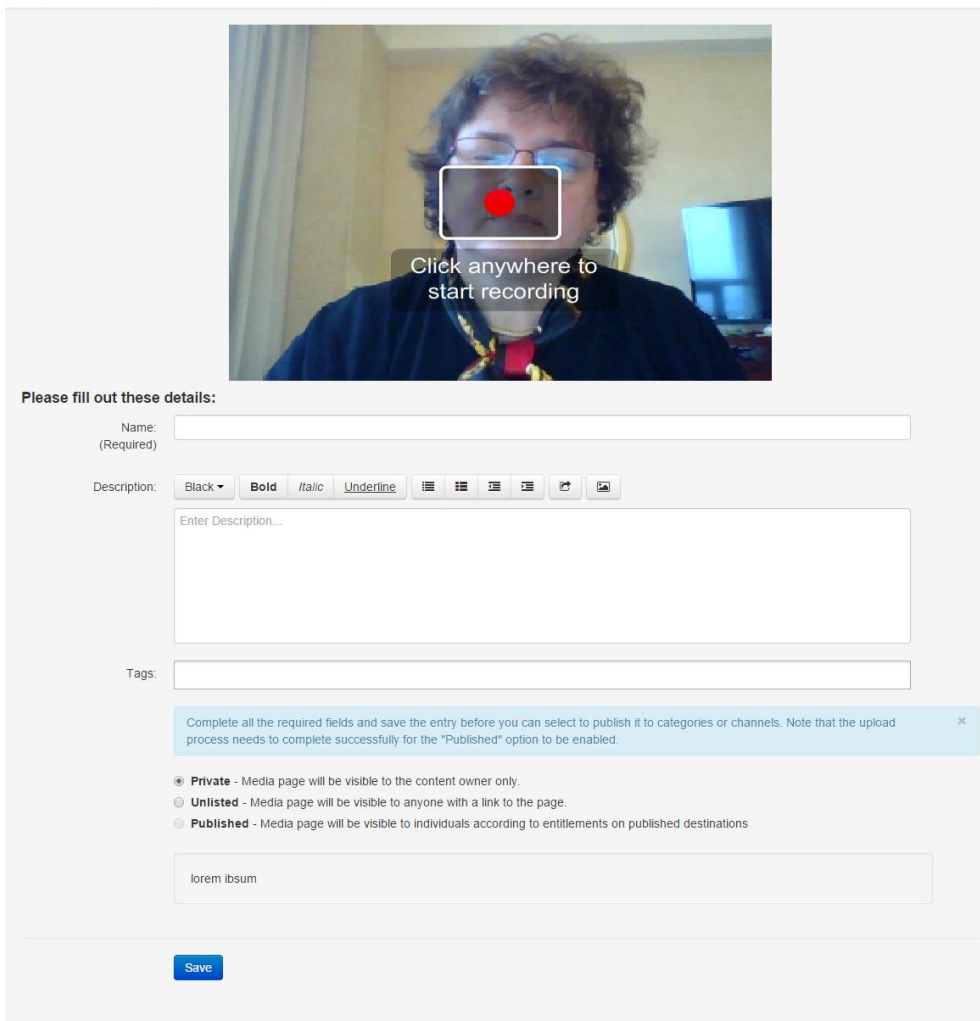
Audio Entries

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**.

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.: "htts://www.youtube.com/watch?v=81XmhlLjhFg"

   Preview   Note: Only public YouTube videos are supported

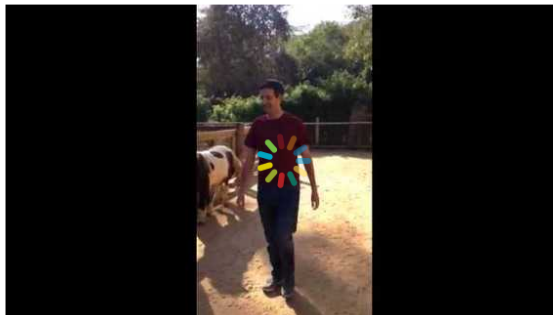2. Enter the Video Page Link or the Content ID and click Preview.

   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 | 🗑 Delete

   Name: (Required)   At the Zoo

   Description: Black ▾   **Bold**   *Italic*   Underline   ☰ ☰ ☰ ☰   ↗ 🖼

   YouTube entry

   Tags: × twins   × boys   × ng=fants   × boys. infants   × grandchildren

   lorem ibsum

   Save   Go To Media

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.
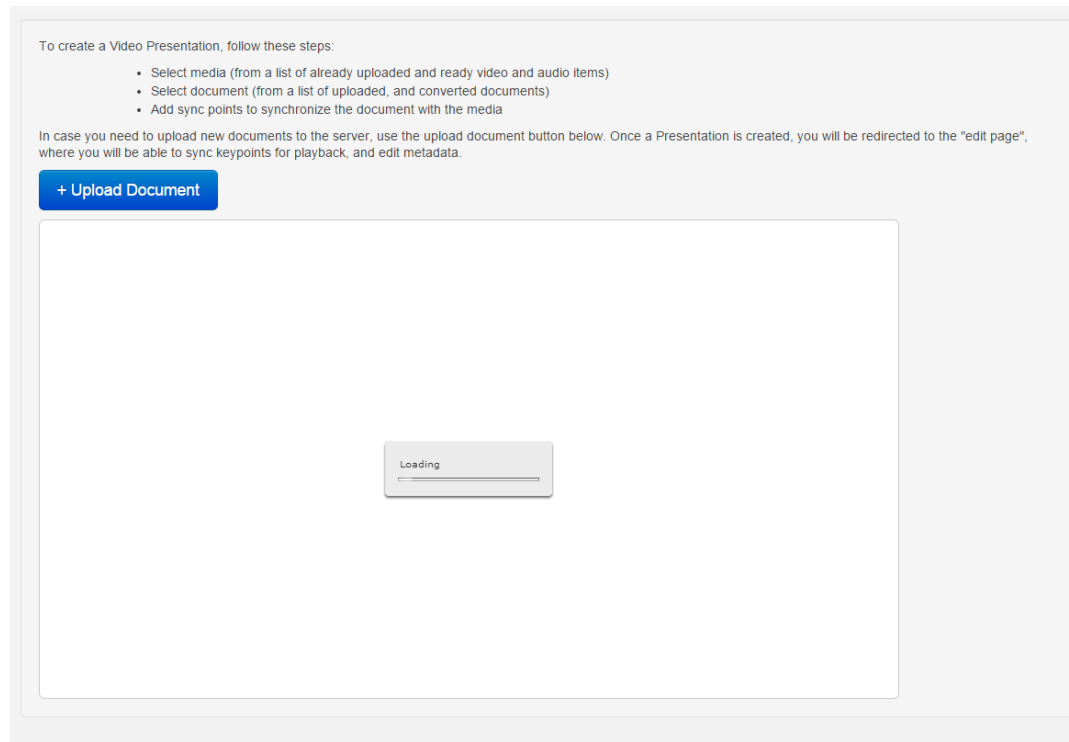
The Kaltura Video Presentation Widget

The Kaltura Video Presentation Widget allows the side-by-side, synchronized display of media and document files to end users.
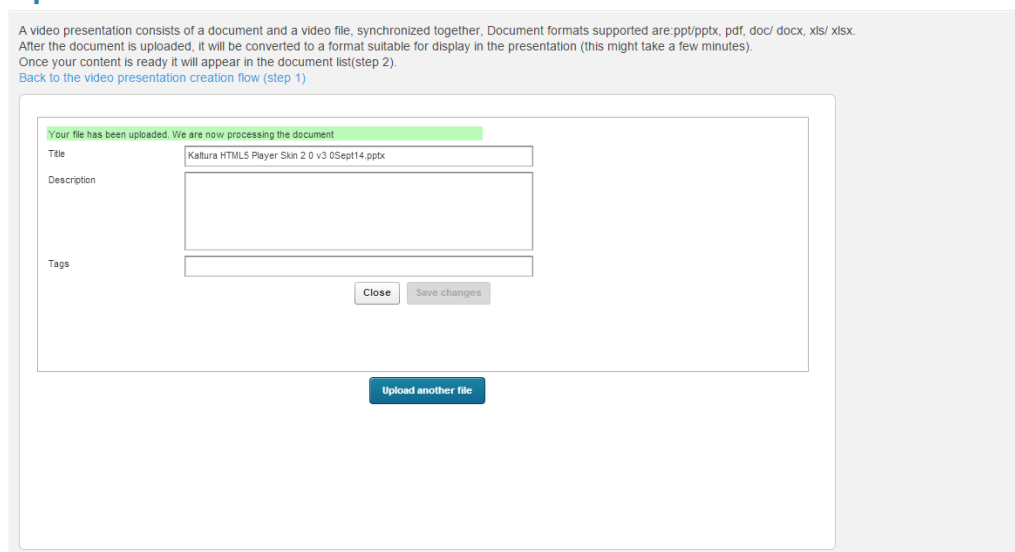
▤ To create a video presentation

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

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**.

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	Kaltura HTML5 Player Skin 2 0 v3 0Sept14.pptx
Description	
Tags	

Close Save changes

Upload another file

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**. .
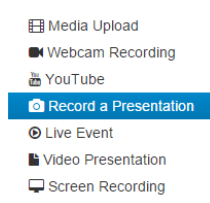
Record a Presentation

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.

   ▦ Media Upload
   ■ Webcam Recording
   ▶ YouTube
   ◉ Record a Presentation
   ⊙ Live Event
   ▮ Video Presentation
   ▭ Screen Recording

   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.

   Kaltura CaptureSpace Desktop Recorder   ✕

   ⓘ Please launch the Kaltura CaptureSpace Desktop Recorder from the 'Add New' menu on your website

   OK
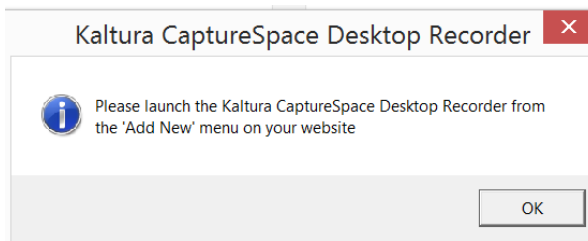
   Follow the instructions in the Kaltura CaptureSpace - User Guide to create multi-stream recordings using a vast array of recording devices

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 as 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 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.
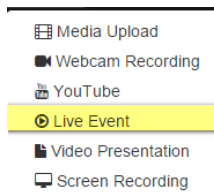
- **Publish live streams to channels and categories** - Live streams that are provisioned from the KMC can be published and displayed in any channel or category. The streams are also found in search results. If the live entry is associated with the user ID of a MediaSpace user, it will be available from 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

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

   ▦ Media Upload
   ◼ Webcam Recording
   ▶ YouTube
   ⊙ Live Event
   ▮ Video Presentation
   ▯ Screen Recording

   The Create Live Event page is displayed.

Create a Live Event

2. Enter the relevant fields in the Create Live Event window.

3. (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.

4. Click Create Event. The following message is displayed: "Live Event created successfully."

5. Set the media's status:

   o   Private - Media page will be visible to the content owner only.

   o   Unlisted - Media page will be visible to anyone with a link to the page.

   o   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.

6. 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.

   o   Enable DVR - Users will be able to seek back during the live event

   o   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.

   o   Click Start Streaming to start you broadcast. Click OK to Start;

   o   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.

   .

SECTION 9

Recording Your Screen

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

IMPORTANT NOTE: As of the latest version of Chrome (42), released last week, Google has decided to block Java by default, as described here. The Kaltura Screen Recorder (KSR) will not function in instances of Chrome that have recently been installed or which have auto-updated to the latest version. The Kaltura Screen Recorder continues to function properly in all other major browsers. To ensure that the Kaltura Screen Recorder continues to work properly in Chrome (42), Chrome needs to be set to use Java, using this flag: chrome://flags/#enable-npapi. For more information read here. If a user is using the Chrome browser, version 42, and did not enable the NPAPI flag, a message will be displayed in the KSR screen.

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
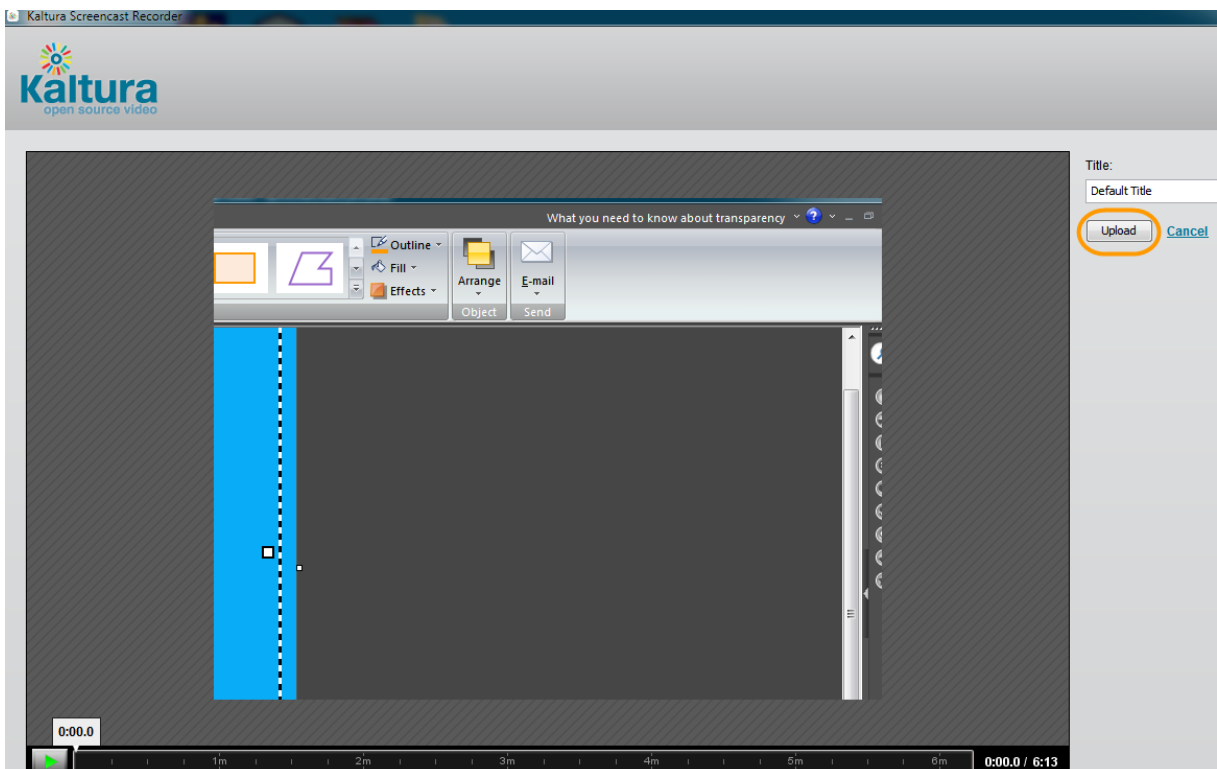
+ Launch the screen recorder

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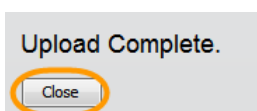   b. Toggle Alt-P or the Record/Pause button to pause and continue recording.

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.

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

8. 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
- Schedule Media

▤ 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.

Scheduling

Use the Schedule feature to create content and set its publishing start time and end time.

After you create content you may define whether to define scheduling rules. The default is that content is available always.

If you choose to apply a scheduling rule on the content add the following:

- start time (date and hour),
- end time
- time zone.

▤ To add a scheduling rule

1. Go to the entry Edit Page in My Media.
2. Select the Details tab and then enter the scheduling information.
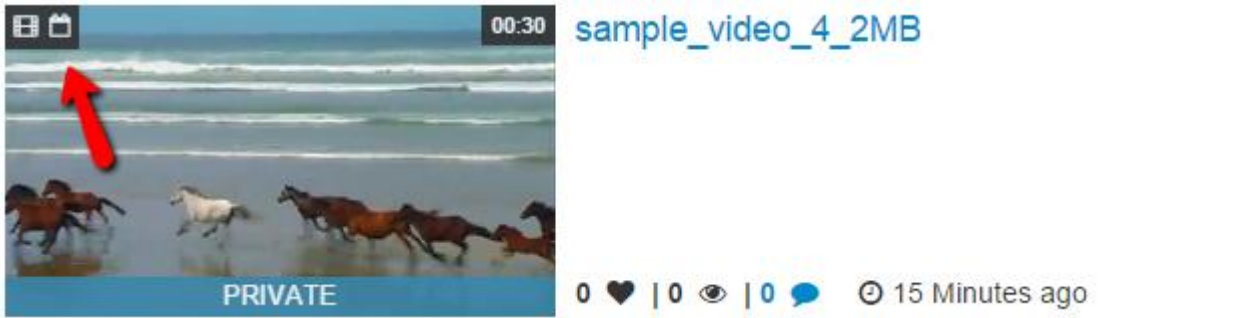
You can then publish the entry to channels and categories. The entry will only be visible to you or other users, only between the scheduling start time and end time.
Only the entry owner is able to see the entry in *My Media.*
Scheduled entries have a special appearance on the Thumbnail and in the Entry page.

You can filter entries from different availabilities in the My Media page as follows:

- All availabilities - all entires no matter what their scheduling window is
- Future Scheduling - entries that their scheduling start time is in the future (These entries will be seen in categories/channels in the future.)
- In window media - entries that are currently between their scheduling start time and end time.
- Past Scheduling - entries that there scheduling start time was in the past (These entries were seen in categories/channels in the past and are no longer available.)

See here for more information.
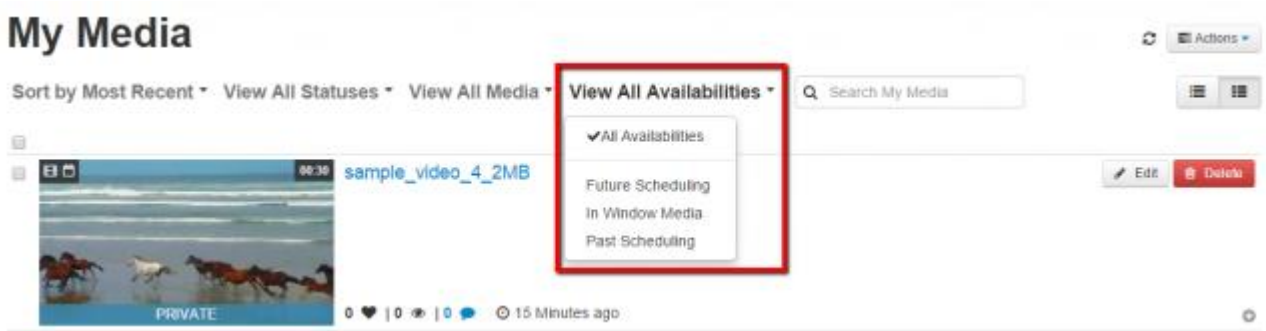
- Scheduled entry can be *published* but won't appear in the *category/channel* untill the scheduling window will start.
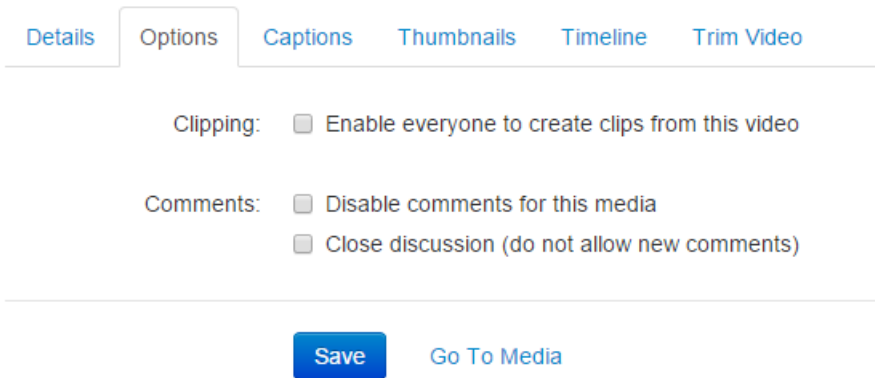- Scheduled entry can be added to a *playlist* but won't appear in the playlist untill the scheduling window will start.
- Scheduled entry can be set as *unlisted* shared but won't be able to be seen by anyone but the owner, untill the scheduling window will start.

Enabling Clipping

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

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.

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.
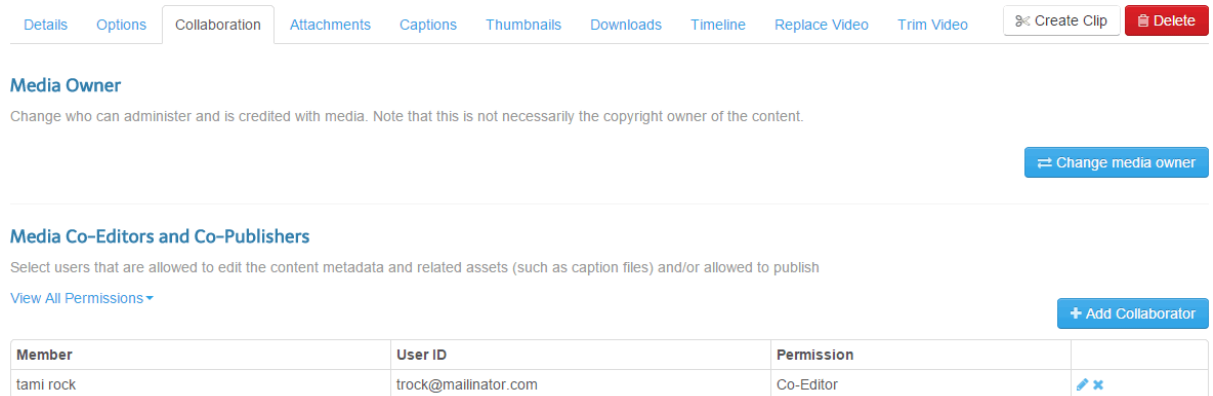
Co-Publishers can publish media to their entitled Categories or Channels. This option must be enabled

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.

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

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.
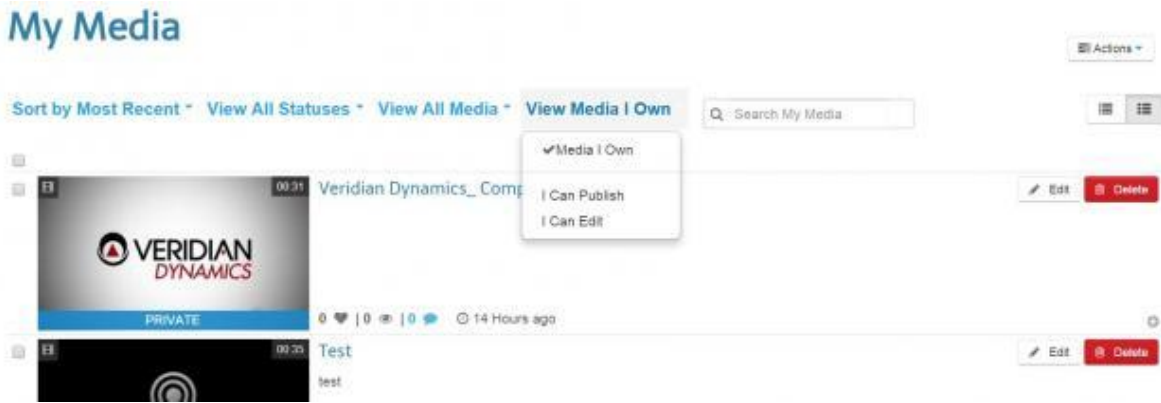
To add Co-Editors or Co-Publishers

1. Go to the entry Edit Page in My Media.
2. Select the Collaboration tab.
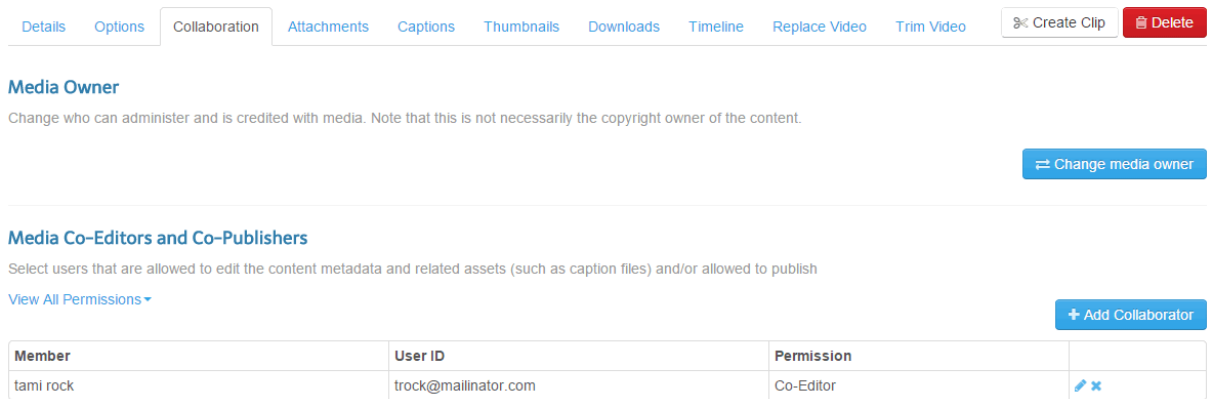
3. Click Add Collaborator.
   The Add Collaborator window is displayed.
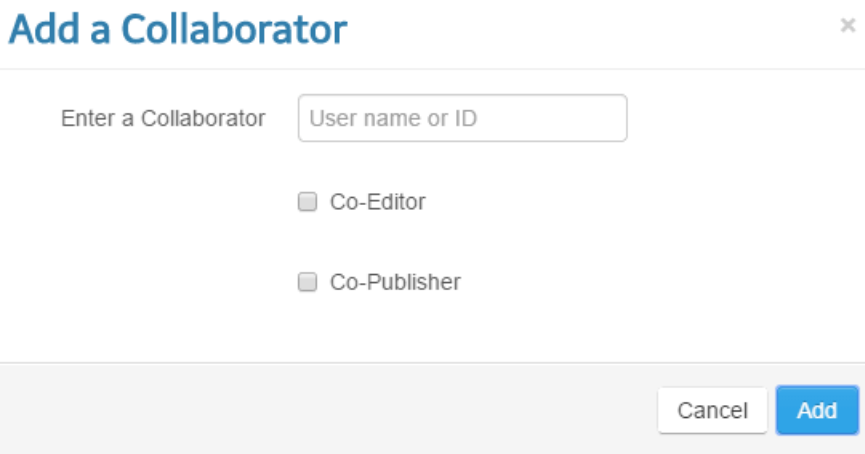
4. Enter the collaborator's user name or ID .You can add users that are available on the site and you can use the auto-complete function (from 3rd letter and on).
5. Check the type(s) of permissions for the collaborator you are adding to the media entry,
6. Click Add.
7. To view the collaborators' permissions click View all Permissions and select the type of collaborator.
8. Use the editing options /icons in the Actions column to edit/delete the collaboration options.

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. 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.

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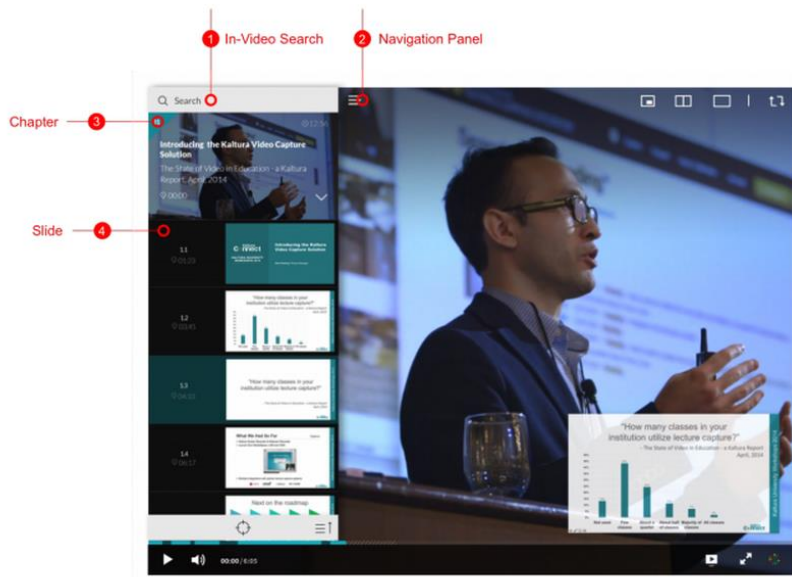
A viewer only sees the extended player and does not see the timeline for editing. A viewer can navigate between chapters and slides inside the player view, as well as search on its text.

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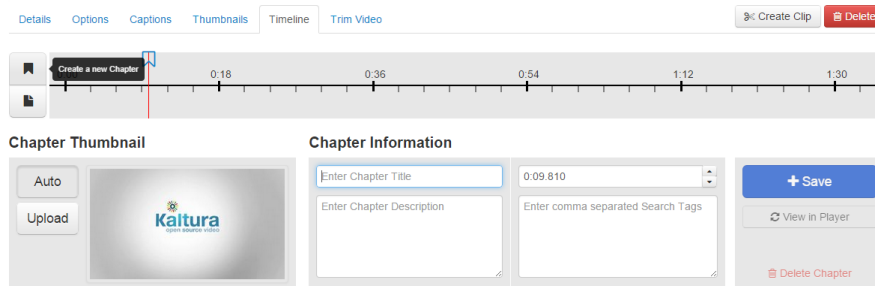
3. Place the cursor on the timeline and click the Create Chapter icon to create or update a chapter, or click on the cue point for the chapter you want to edit to view its properties.

4. After you create a chapter, you can:
   o Add or modify the Chapter Title.
   o Select a thumbnail. You can upload a thumbnail image for the chapter, or automatically create one from the video.

       o   Add or modify the Chapter Description (optional).

       o   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.
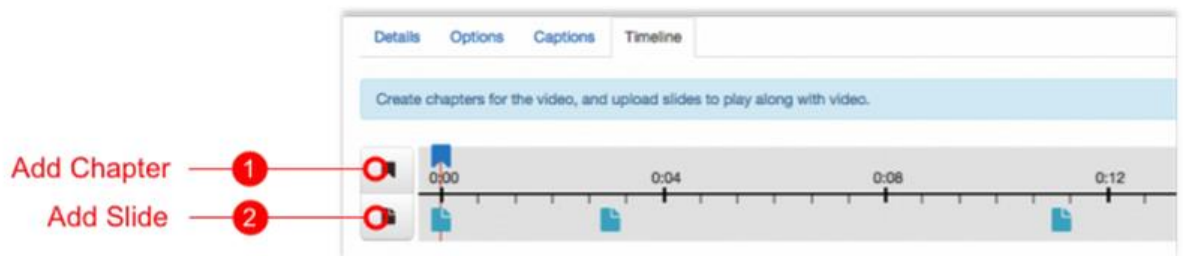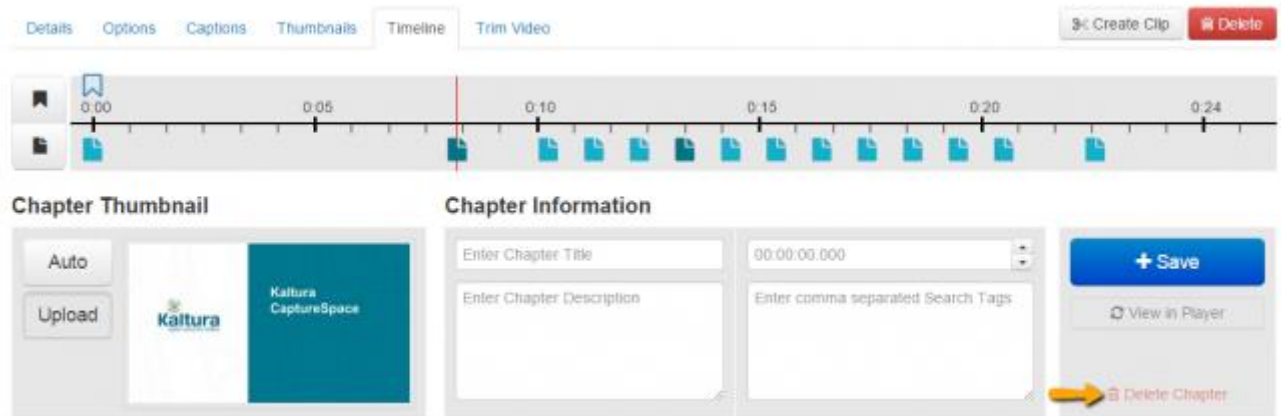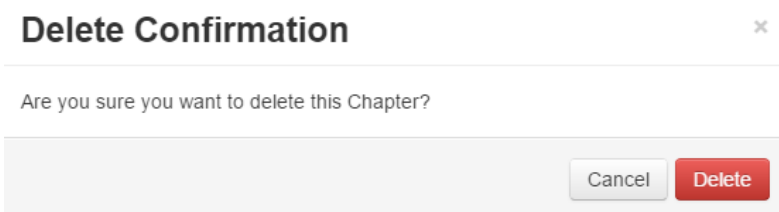2. Select the Timeline tab. Here you can view all the chapters and slides in the video.
3. Click on the cue point of the chapter you want to delete from the timeline of the video.

4. Click Delete Chapter.
5. A confirmation box is displayed, click Delete to confirm.

6. 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

1. Login to your My Media page.
2. Click Edit near the entry you want to edit and select the Timeline tab.
3. 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.
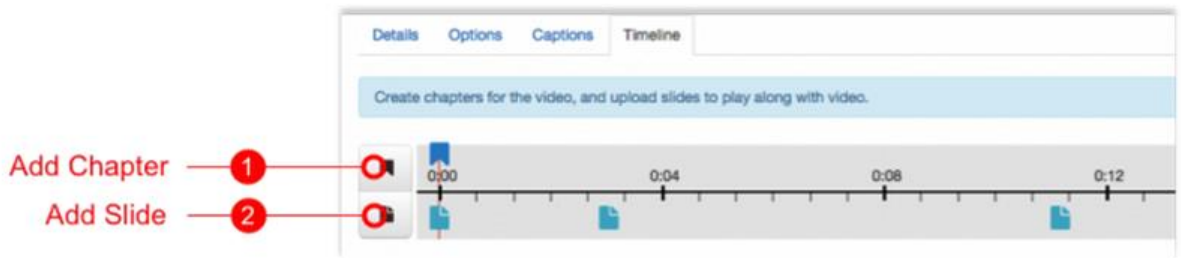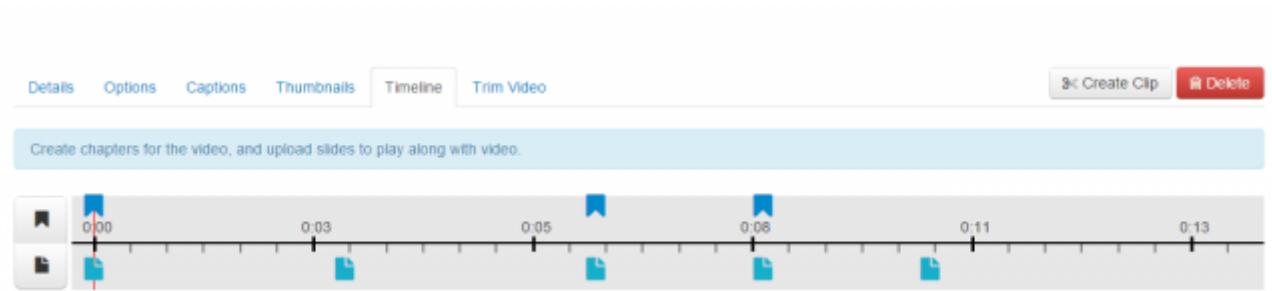
4. After you select or upload a slide, you can
    o Add or modify the Slide Image. You can upload a slide in any image format.
    o Add or modify the Slide Title.
    o Add or modify the Slide Description (optional).
    o Add Search Tags (optional)

    You can upload a slide in image format.
5. Click View in Player to see your changes.

▤ To delete a slide

1. Login to your My Media page.
2. Click on the entry you want to edit.
3. Select the Timeline tab.
4. Click on the cue point of the slide you want to delete from the timeline of the video.

5. Click Delete Slide.

    A confirmation box is displayed, click Delete to confirm.

Delete Confirmation   ✕

Are you sure you want to delete this Slide?

Cancel   **Delete**

6. Click View in Player to see your changes.
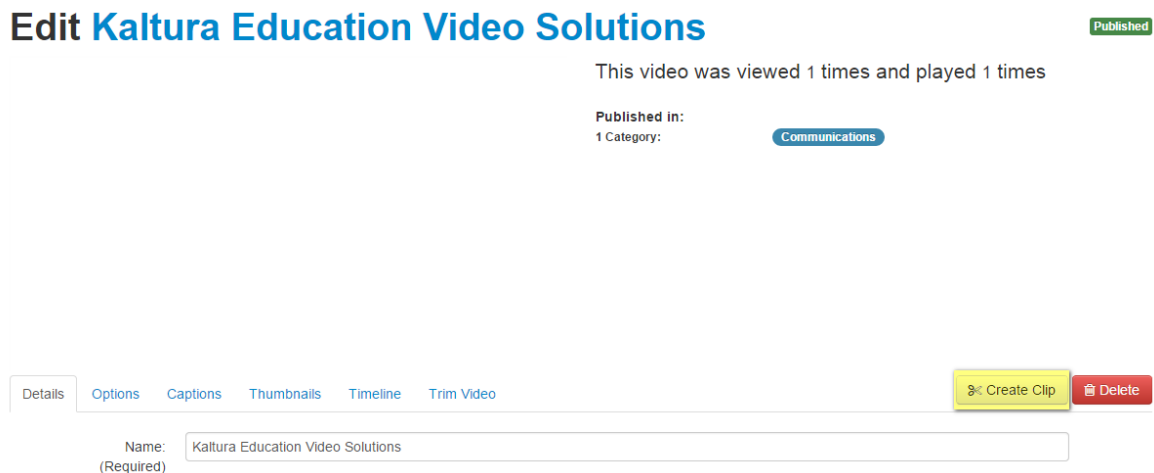
Creating a Video Clip

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.
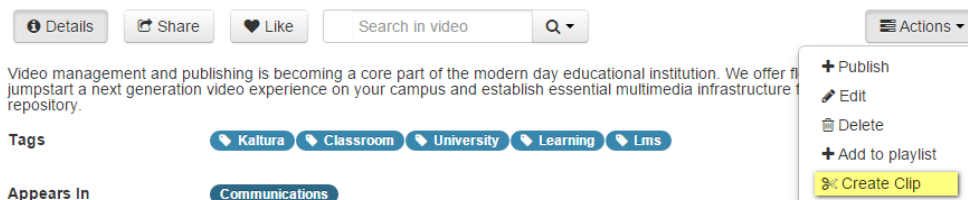
Entries can be clipped by the media entry owner in My Media.
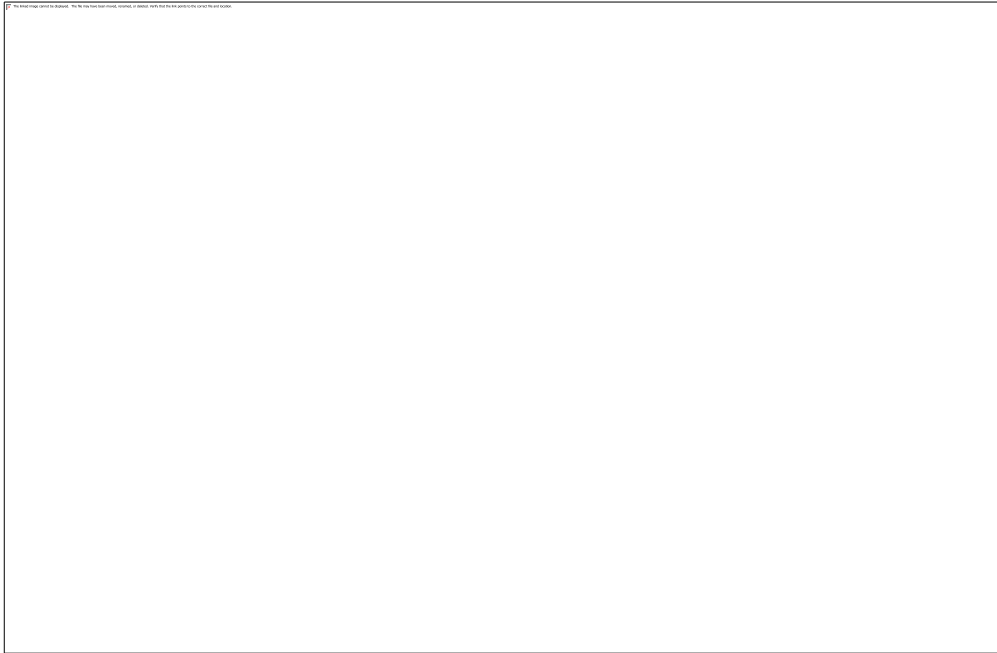
📇 **To create a video clip in My Media**

1. 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: Kaltura Education Video Solutions
(Required)

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

🛈 Details   ↪ Share   ♥ Like   Search in video   🔍 ▾   ☰ Actions ▾

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
repository.

Tags   🏷 Kaltura   🏷 Classroom   🏷 University   🏷 Learning   🏷 Lms

Appears In   Communications

＋ 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.
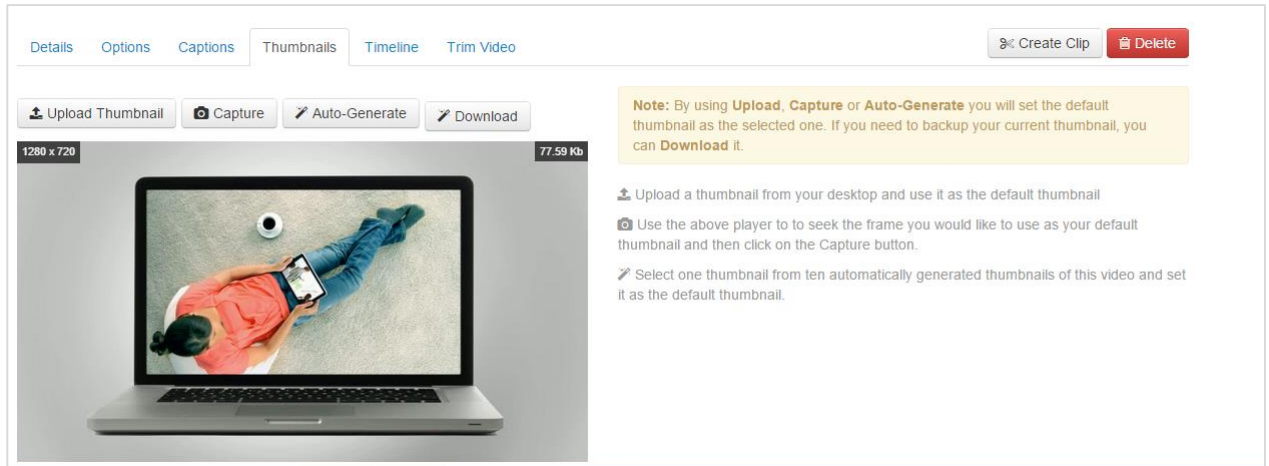
Selecting a Thumbnail

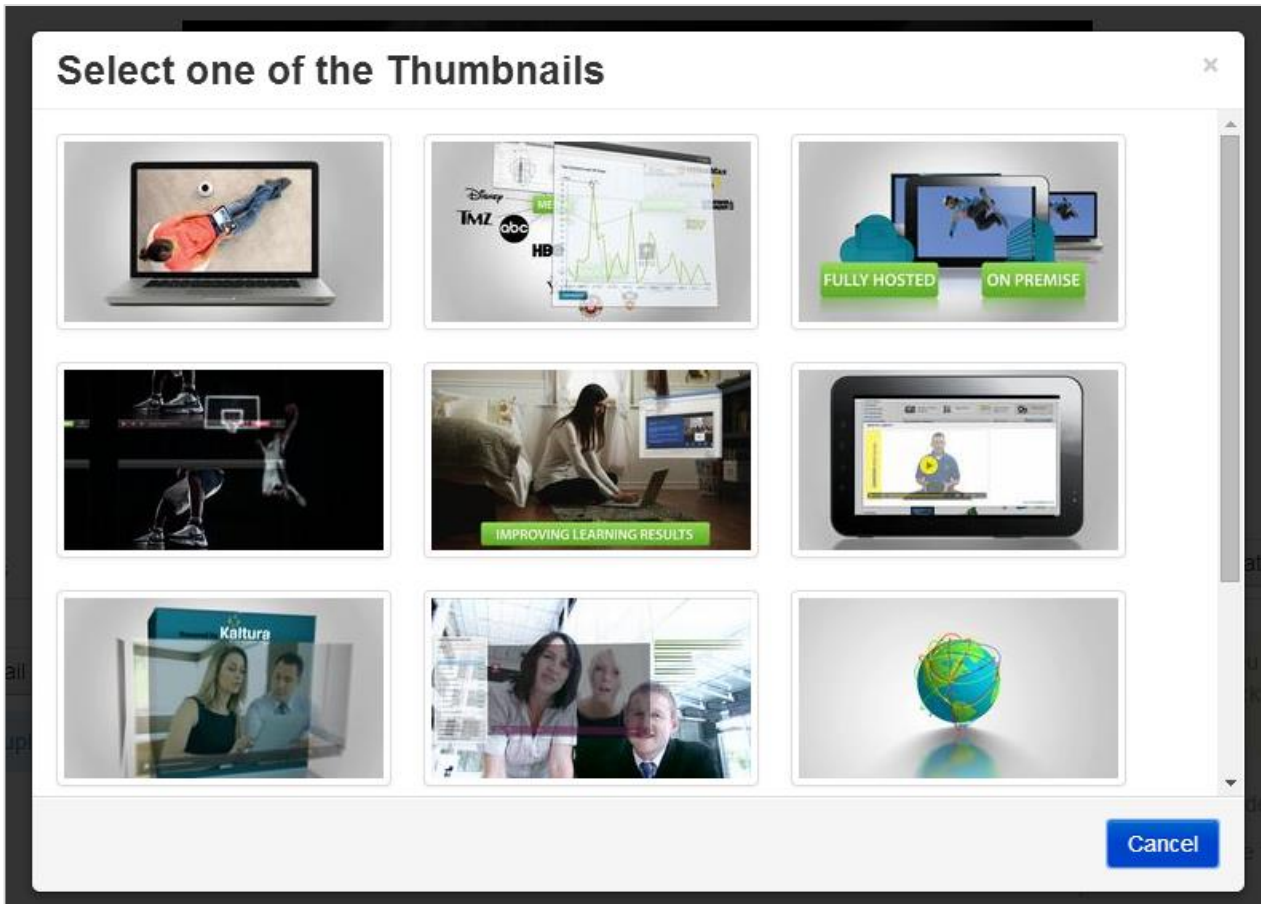### To upload a thumbnail from your desktop

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.

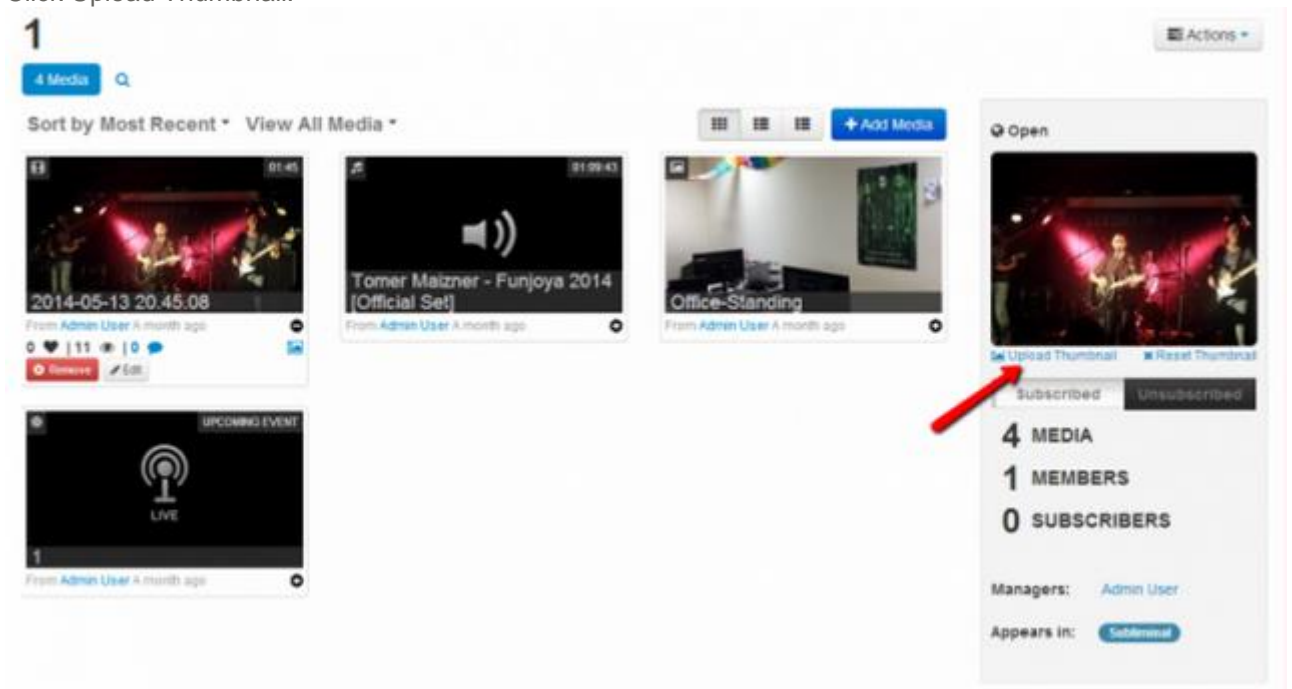### ▤ To set the entry thumbnail to the channel thumbnail

1. Select an entry.
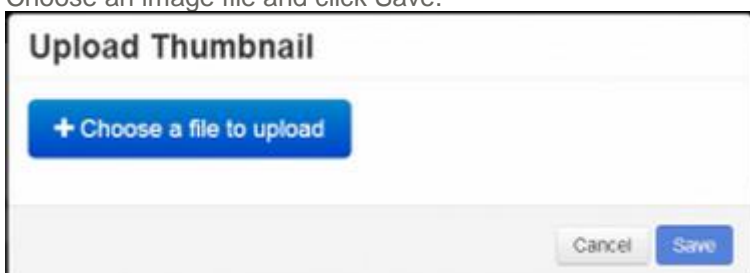
2. Click Set as Channel Thumbnail.
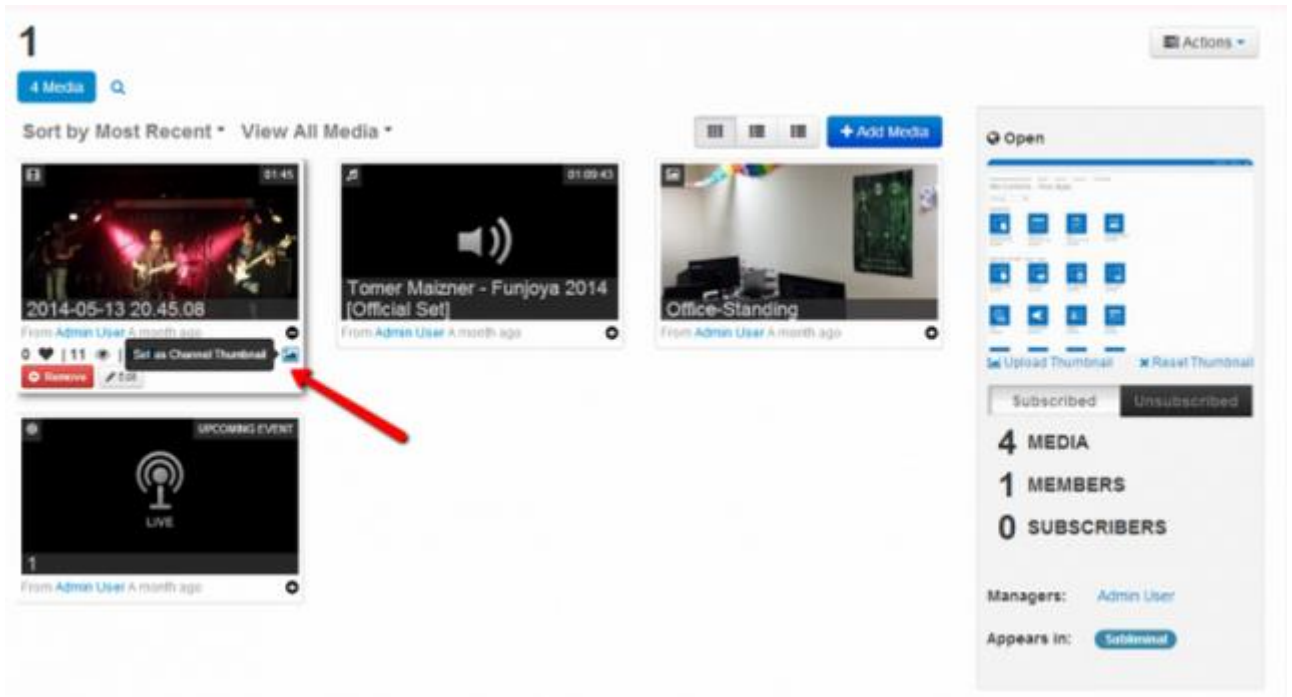
The Channel Manager can upload a thumbnail from the desktop.

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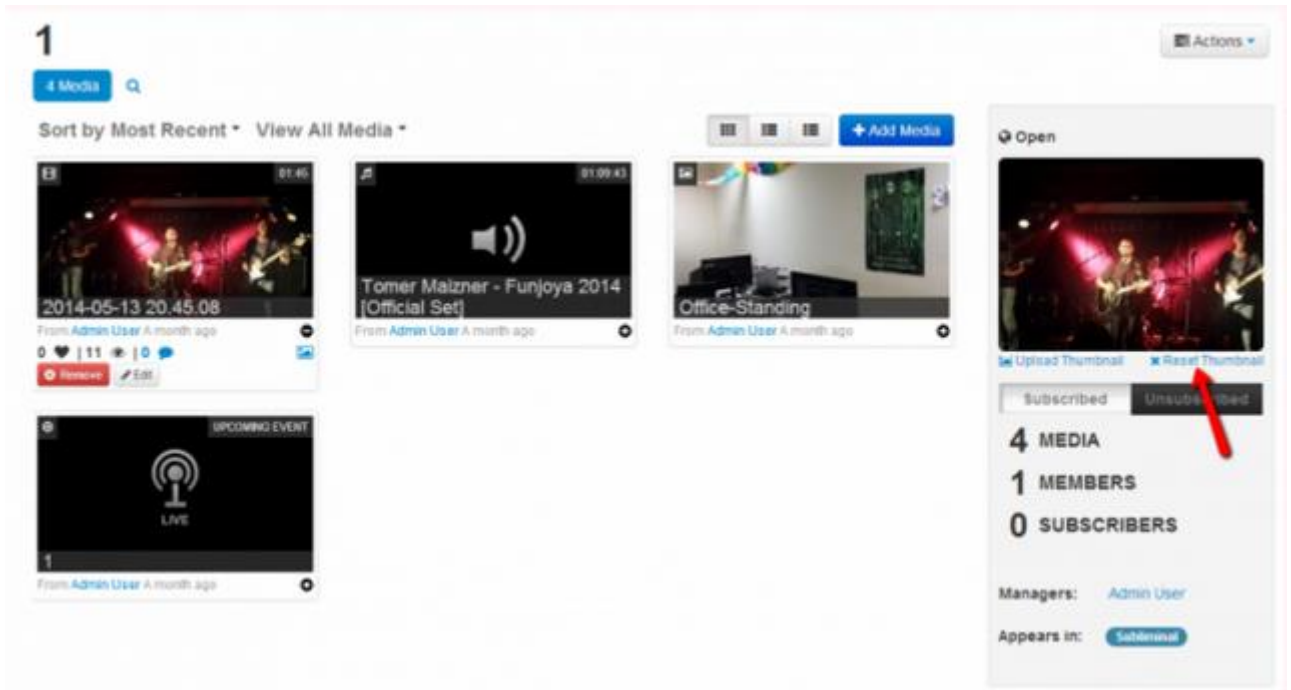
NOTE: Audio entries include a player thumbnail similar to video entries.

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.

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.

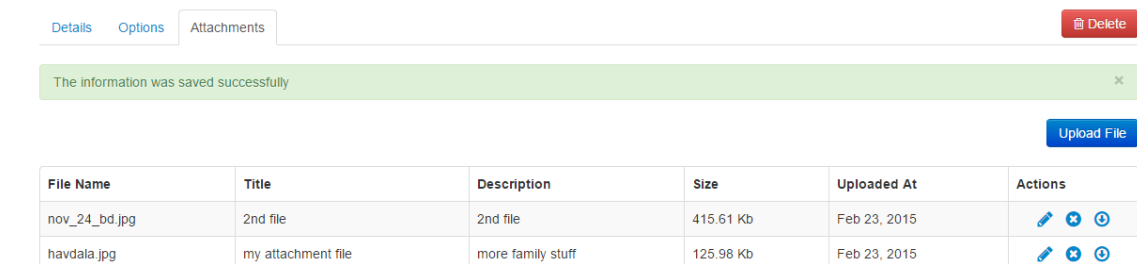3. Click Upload file. The Upload window is displayed.
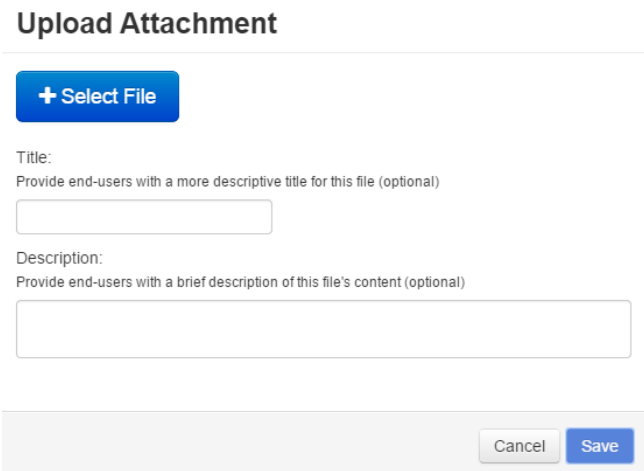
4. Provide descriptive information about the attachment (optional) and click Select File.

5. 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.

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

1. Select My Media and then click Edit next to the entry you want to replace.

2. In the Edit Media window select the Replace Video tab.
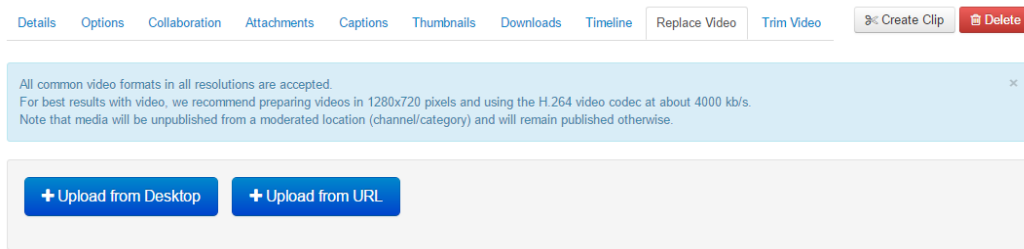
3. Select either Upload from Desktop or Upload from URL.

   Upload from Desktop: Choose a file to upload and select the replacement file.
   Upload from URL:
   a. Enter a URL in the Ingest media from a URL field.
   b. Click Validate URL

4. After the upload is complete either click Approve or Cancel Replacement to 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)

1. Select and entry.
2. Select Analytics from the Actions drop down menu.

Refresh Media

- You can refresh your media library in the My Media window and view the recently added entries. Due to caching constraints, an entry may appear in the search results for example, but may not appear in the My Media page. The Refresh option overcomes this constraint and displays the most recently added entries.

  ☰ **To refresh the My Media library**

  - In the My Media window, select Refresh from the Actions drop down menu.

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.

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.
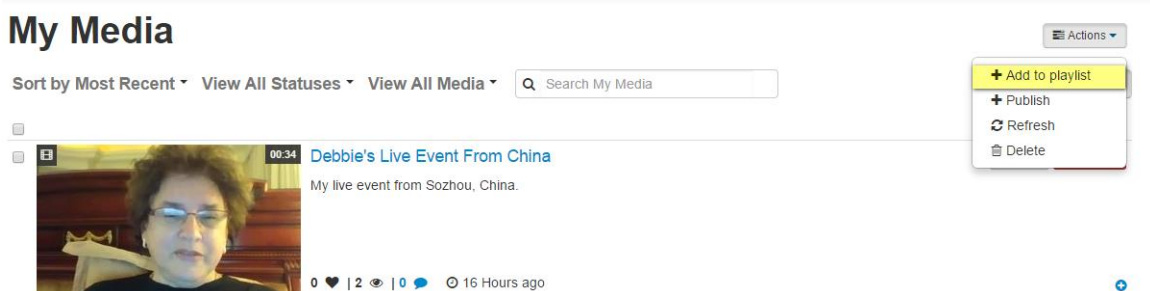
The My Media page is displayed.
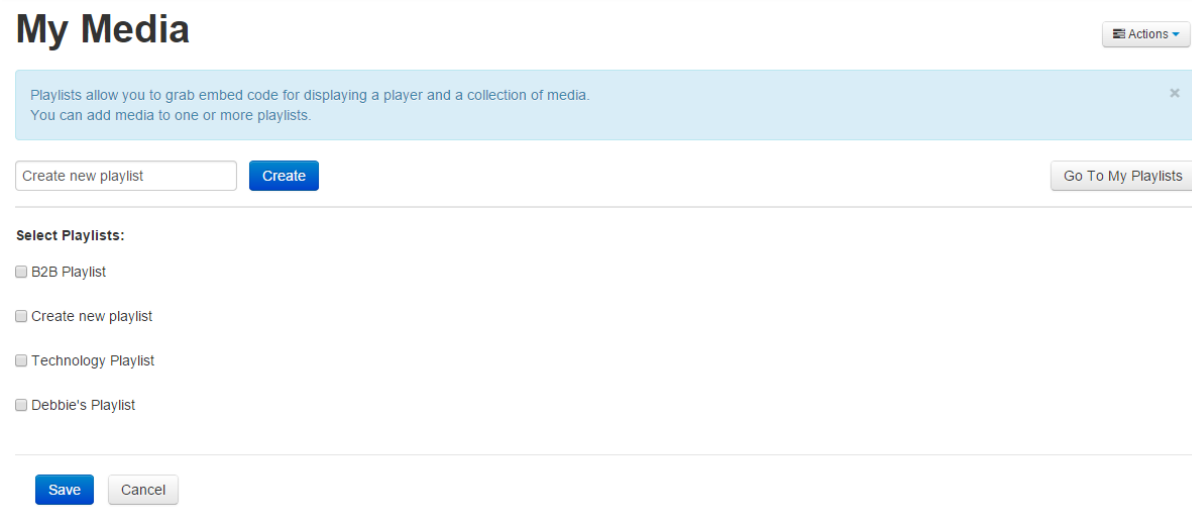
3. Enter a Name and click Create.

   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:

   o Delete the playlist. Click Delete 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 Share the playlist via email.

   o Select the layout and color of the playlist

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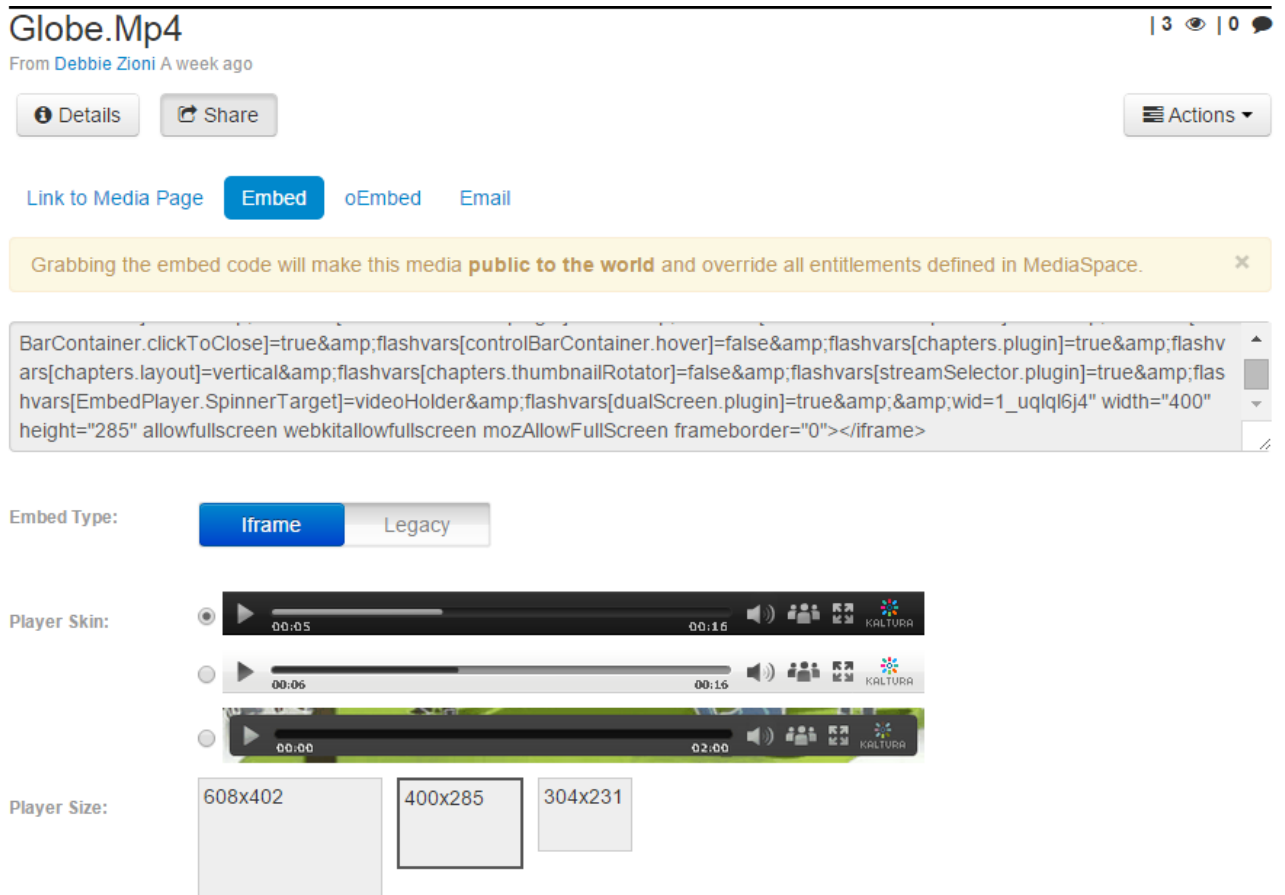
1. Click a media thumbnail or title.
2. Click the Share button under the media player.
3. Select the Link to Media tab to copy the media page link.
4. Paste the link to share the media page.

> **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.

5. Select the embed type:
   o   iFrame
   o   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.
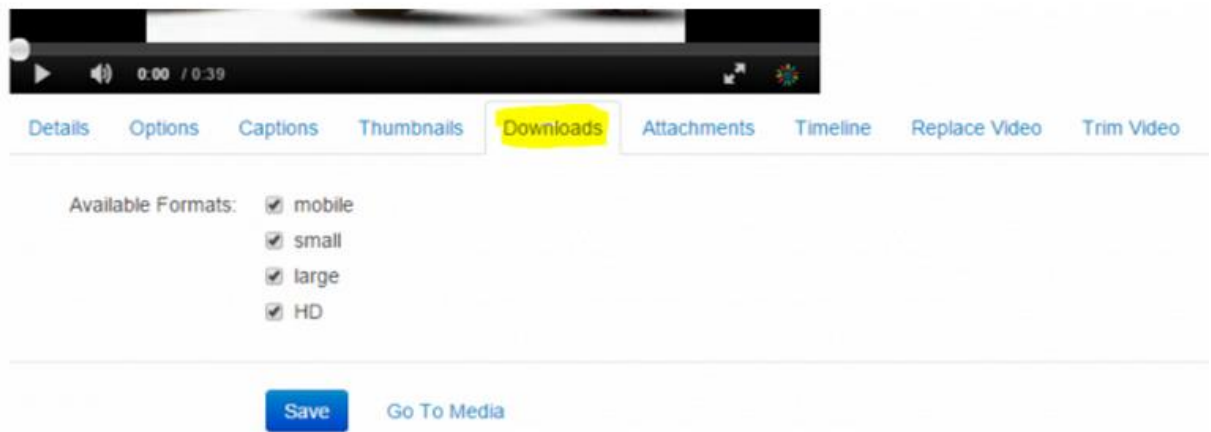
3. Check one or more Available Formats.
4. Click Save.

⊟ To Download Media (for viewers)

1. Select a media Item.
2. Click Download.
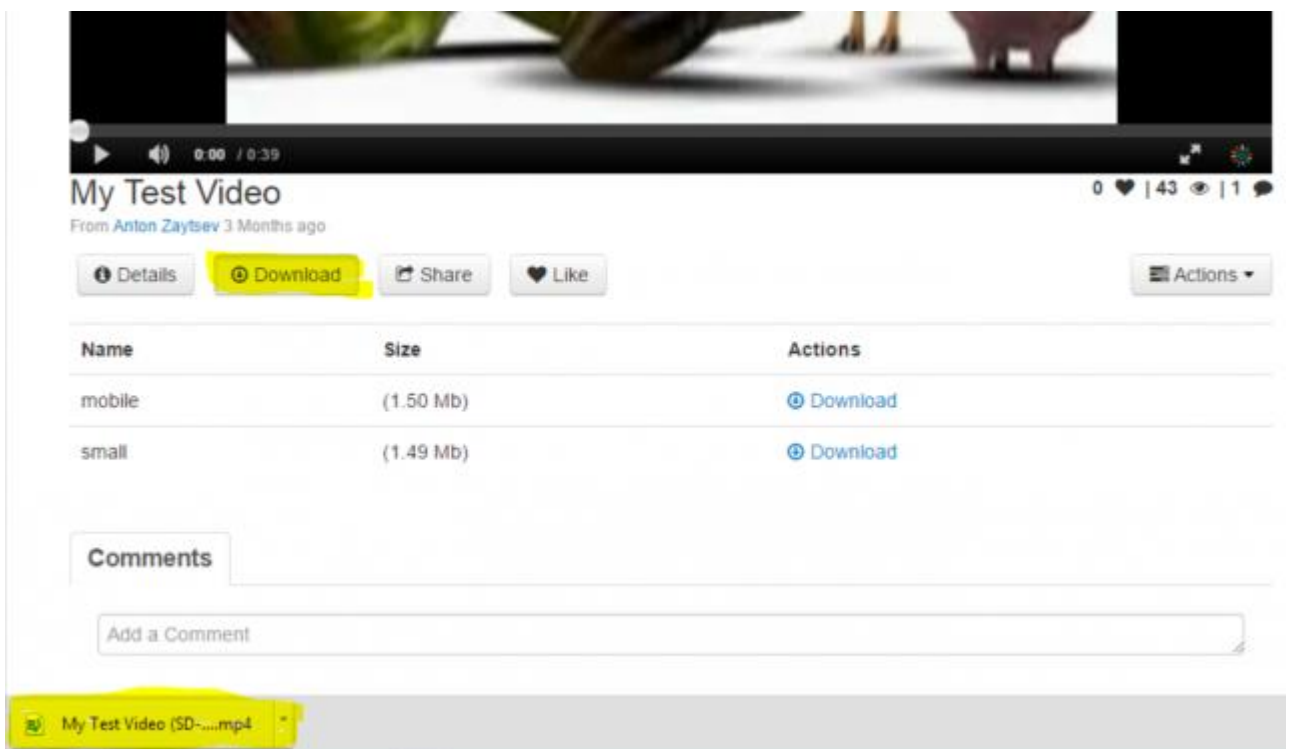
Creating and Managing a Channel

> **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 Channel Analytics
- Create and Manage Channel Playlists

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.

   👤 Debbie ⌄

   My Media
   My Playlists
   My Channels

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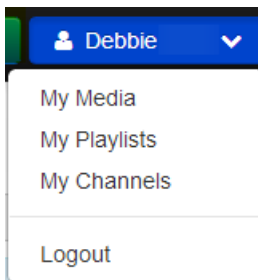
2. On the My Channels page, click **Create Channel**.

   My Channels

   Most Recent ⌄   View Channels I Manage ⌄   View All Topics ⌄   🔍 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.

3. On the Create New Channel page:

   a. Enter values for:

      o **Name** – Enter the channel name to display on the Channels page.

      o **Description** – Enter a summary of the channel content to display on the My Channels page.

      o **Tags** – Enter a descriptive tag to use in searches.

   b. (Optional) Select the privacy settings for the channel.

      o **Open** – Membership is open and non-members can view content and participate.

      o **Restricted** – Non-members can view content, but users must be invited to participate

      o **Private** – - Membership is by invitation only and only members can view content and participate.

      o **Shared Repository -** Membership is by invitation only. Members can publish content from this channel to any other channel according to their entitlements.

      o **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.

      o **Moderate content** (Media will not appear in channel until approved by channel manager.)

      o **Enable comments in channels**

      o **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 Displaying and Viewing Content
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.

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.

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.
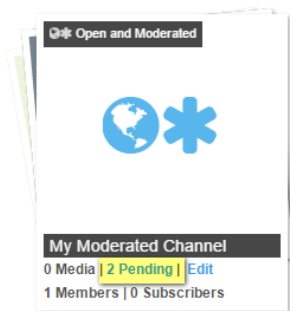
The browser pending media window is displayed.

,

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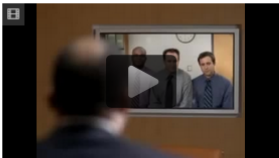
1. Select My Channels and then click on a channel.
2. Select Actions > Edit.

   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

Default Permission Level: [Member ▾]   Group Name: [Enter a group name]   [Save]

1 member

View All Permissions ▾

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

[user name or id]

Set permission

[Member ⇕]

[Cancel] [Add]

8. In the Add Member window under Set permission, select the member's permission.
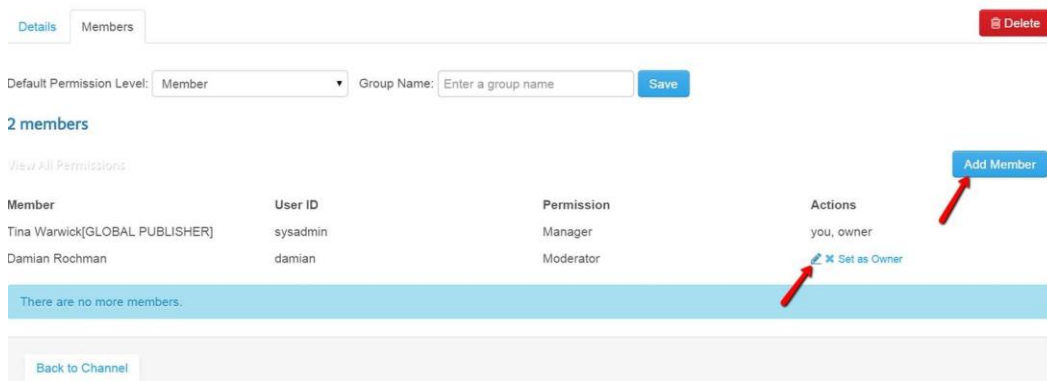
Permission	Allows a user to…
Member	View channel content only.
Contributor	View channel content and add media to the channel.
Moderator	View channel content, add media to the channel, and moderate channel content.
Manager	View channel content, add media to the channel, moderate channel content, and manage 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 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: Enter a group name Save

2 members

View All Permissions   Add Member

Member	User ID	Permission	Actions
Tina Warwick[GLOBAL PUBLISHER]	sysadmin	Manager	you, owner
Damian Rochman	damian	Moderator	✎ ✗ Set as Owner

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. Whould you like to proceed?

No   Yes

3. Click the Save icon to apply the modified permission to the member.
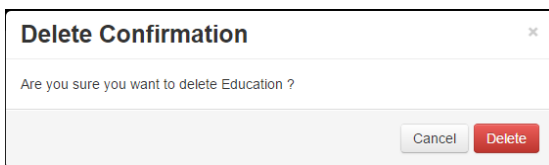
Deleting a Channel

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.

Importing Content from Other Channels/Galleries

To import content from other Channels/Media Galleries that are managed by you

1. Enter the Media Gallery or Channel.

   When a Channel/Media Gallery Manager enters an empty Channel/Media Gallery, the following message is displayed:

2. The importing process can also be initiated from the Actions drop down menu. Select Import from the Actions menu.

   Choose a Channel/Media Gallery to import content from. The list includes all Channels/Media Galleries the user manages that have content.
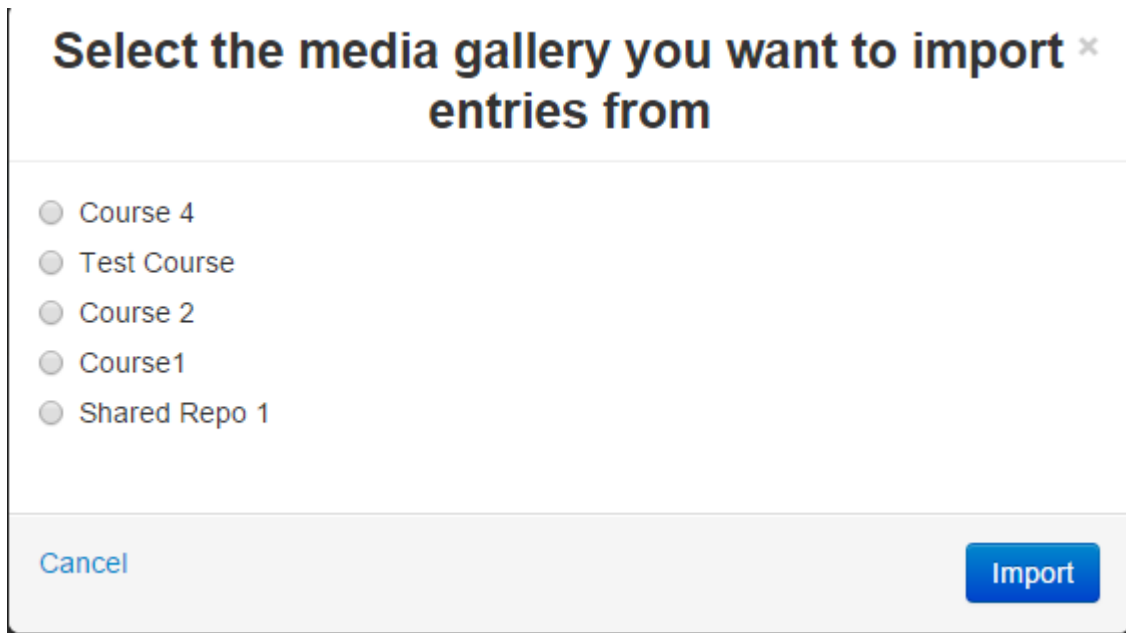
3. Click the selected Channel/Media Gallery and select Import.

   After the import is complete you will be required to refresh the page to view the imported content.


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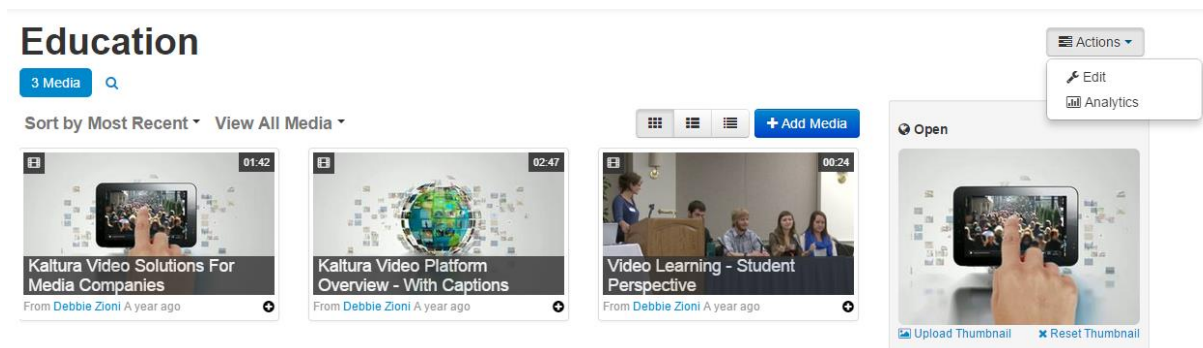
The Analytics Dashboard is displayed. The Dashboard presents a summary of the available analytics. For example,

   o **Top Engaged Users** – who are the users who viewed most content

   o **Top Contributors** – who are the users who contributed most content

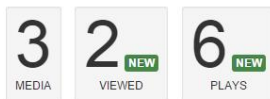4. Select a time range. You can select a custom range.

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.
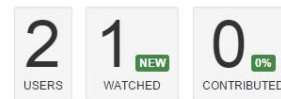

5. In the Analytics page, select the desired report by clicking its corresponding tab.

Media Analytics Report

The media analytics report lists all the content available in My Media. For each media entry, the number of plays is displayed, total view time, average view time and the average drop-off rate.

The Media tab presents information about who is watching specific information.

A column with a graph of last 7 days' plays for each entry is displayed (number of plays of this entry in the channel). The Total Plays" column shows all plays of the entry regardless of the context (the channel). This indicates the ratio between channel plays and general plays of the entry to the channel manager.

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.

Contribution Analytics Report

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

Create and Manage Channel Playlists

The Channel Playlist feature allows Channel Managers to curate, organize and improve displayed featured content in their channels.

Channel Managers can create a collection of media assets that can be presented throughout the application as a unified playlist.

The advantages of creating Channel Playlists are that you can create ordered entries to determine what will be viewed and even repeat the same entry in a specific location (by adding the same entry to the Channel Playlist). In addition, Channel Playlists are organic elements that can be shared (embedded) as-is.

Channel Playlists

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Channel Playlists Tab

The Playlists tab is used to manage a selected Channel's Playlist and is the first tab presented to the user.

☰ To open the Playlists Tab

1. Select My Channels.
2. Select a Channel or Create a new channel.
   The Channel Details page is displayed. Only channel owners can see the Playlists tab
3. Select Edit from the Actions drop down menu.
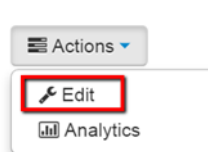
The Edit Page is displayed.

4. Click on the **Playlists** tab to display all the channel's existing playlists.

From this page you can:

- Search Playlists, by entering a search term in the **Search Playlists** area.
- Create a Channel Playlist
- Edit a Channel Playlist
- Embed a Playlist
- Modify Channel Playlist Order

Creating a Channel Playlist

Creating a channel playlist is the process of defining which Media Assets are included in the Playlist.

NOTE: To create a Channel Playlist you must be the channel's owner.

☰ To create a Channel Playlist

1. Login to MediaSpace, and select **Channels**.
2. Click on an existing channel or create a new channel.
   The Channel Details page is displayed. Only channel owners can see the Playlists tab.
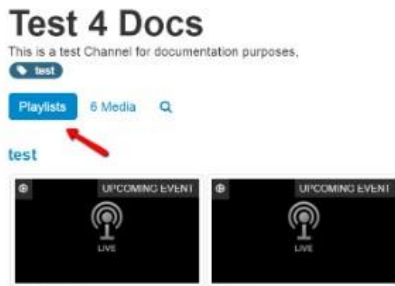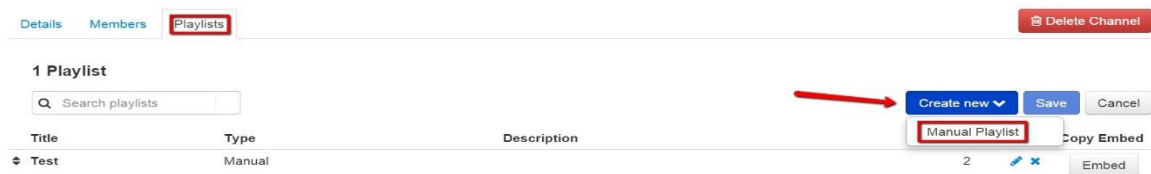

3. Select Edit from the Actions drop down menu.
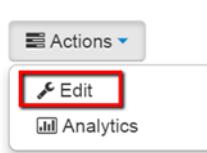
   The Edit page is displayed.
4. Click on the **Playlists** tab to display all the channel's existing playlists.
5. Click Create New and select **Manual Playlist**.


   The "Create a Manual Playlist" dialog is displayed.

6. Enter the following Details:
   a. **Title** - Give the playlist a unique name, indicative of the content and purpose of the playlist.

b. **Description** - Describe the Playlist's contents.

c. **Tags** - Add descriptive metadata to help categorize the playlist and improve searchability.

The auto-complete feature suggests existing tags, if the Tag does not exist after you have completed typing in the tag, click on the suggested option with (new Tag) next to it.

7. Click Add Media.

All the channel's content is listed and can be sorted by Attributes (Most Recent, Alphabetical, Likes and Comments), Media Type (Video or Audio) or Free Text by using the search field.
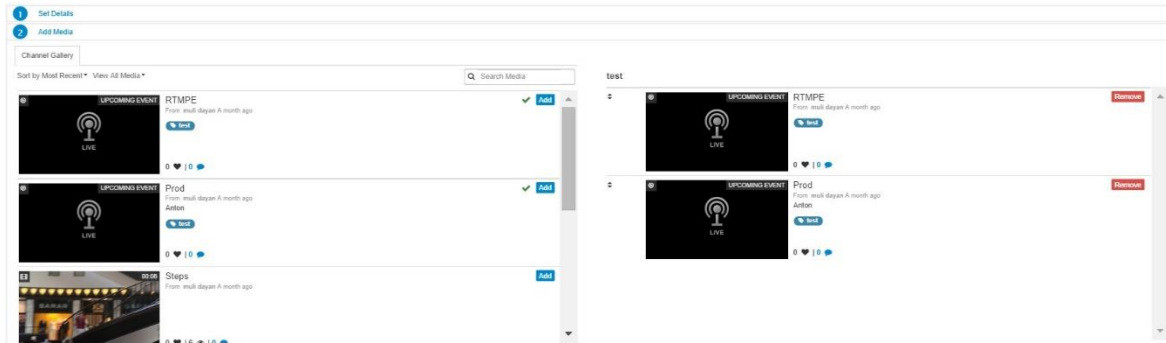
In the Add Media section you can:

a. Add content by selecting an item from the list on the left and clicking **Add**.

A green check-mark appears next to the Add button of items already in the Playlist. You can add the same entry as many times as you want to the Playlist.

b. Remove content by selecting an item from the Playlist on the right and clicking **Remove**.

c. Rearrange content in the Playlist by dragging and dropping the items on the left according to the order you want them to be played or using the up/down buttons♦.

8. Repeat adding Media Assets until you have completed populating your Playlist and click **Save**.

The "Create Manual Playlist" dialog closes and the new Playlist is added to the Playlists Tab.

Editing a Channel Playlist

You can modify a playlist's details, content and order from the Edit Playlist dialog.

After you have created a Channel Playlist, you can modify a playlist's details, content and order from the Edit Playlist dialog.

▤ To access the Edit Playlist dialog

1. Login to MediaSpace, and from the main menu select **Channels**.
2. Click on an existing channel or create a new channel.

The Channel Details page is displayed. Only channel owners can see the Playlists tab.

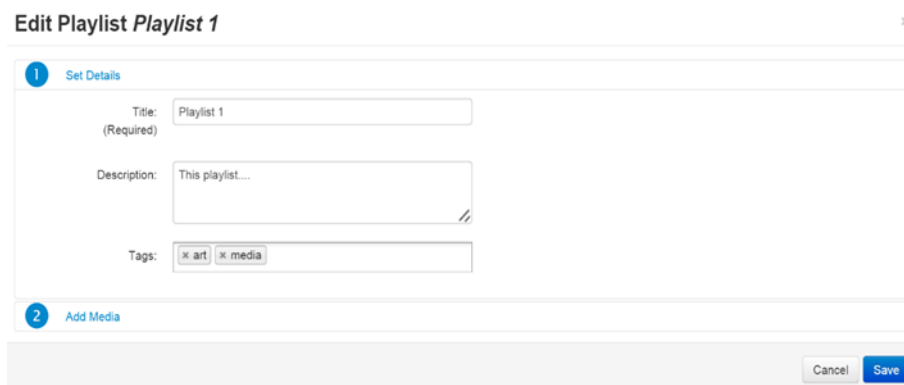3. Select Edit from the Actions drop down menu.
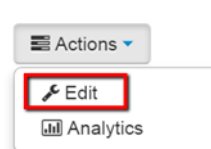
The Edit page is displayed.

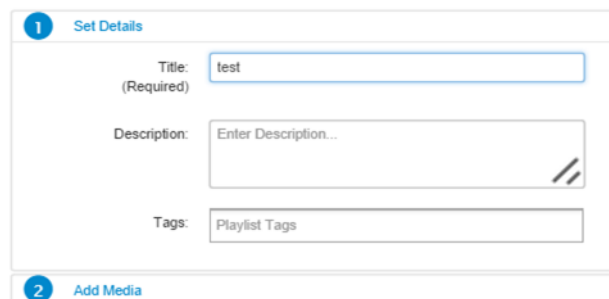4. Click on the **Playlists** tab to display all the channel's existing playlists.

5. Select the Playlist that you want to modify and click **Edit** ✏ .

📋 To modify the channel playlist's details

• In the Set Details section, edit the text in the relevant fields and click **Save**.

📋 To modify a channel playlist's content and/or order

• Click Add Media:

a. To add content, select an item from the list on the left and click Add.

A green check-mark appears next to the Add button of items already in the Playlist.

b. To remove content, select an item from the Playlist on the right and click Remove.

c. To rearrange content in the Playlist, drag-and-drop the items on the left according to the order you want them to be played or use the up/down buttons ⇕.
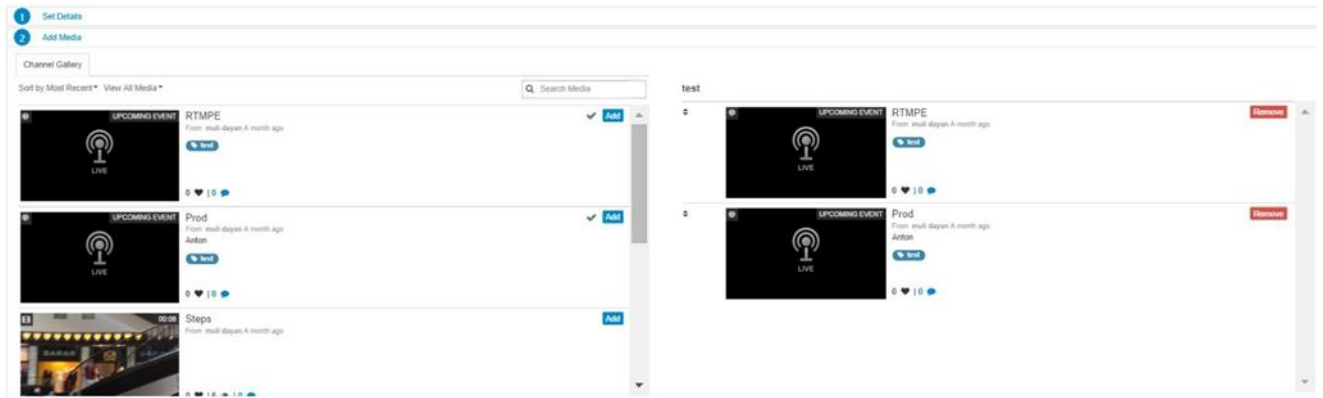
Embedding a Playlist

Channel Playlists are created so that you can share a certain selection of Media Assets with others through other web pages. Use the Embed feature to share your playlists by rendering the player and linking to the media assets as HTML code that can be added to any HTML page.

> **NOTE:**
>
> Channel Playlist content is publicly shared. Media assets in the playlist can be viewed over the web, no login is required. If the content you are embedding needs to be secured, embed the playlist on a page that requires login.

To generate Embed code for a channel

1. Login to MediaSpace, and from the main menu select **Channels**.
2. Click on an existing channel or create a new channel.
3. Edit the channel by clicking on Actions and choosing **Edit**..
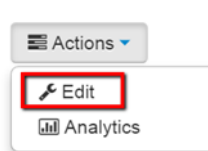
 The Edit Page is displayed.

4. Click on the Playlists tab to display all the channel's existing playlists.

   The embed feature supports the following media formats: **Video**, **Audio**, **Image, YoutTube** and **Live**.
5. Choose the Playlist that you want to Embed and click **Embed**.

   The Embed Playlist dialog is displayed.
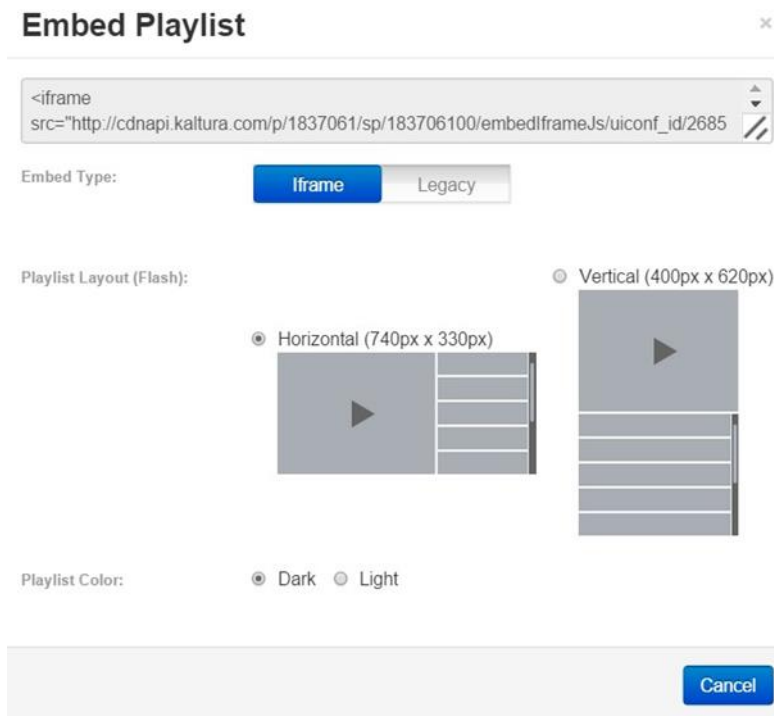
6. Choose the Embed Type code to be generated.
7. Choose the playlist's layout and the playlist's color.

   Clicking on an option automatically generates the embed code.
8. Copy the code from the code window:

   For example, if you choose to create an Iframe with a horizontal layout and dark coloring, the code displayed should be as follows::

```
<iframe src="http://cdnapi.kaltura.com/p/1837061/sp/183706100/
   embedIframeJs/uiconf_id/26850701/partner_id/1837061/widget_id/1_0h3vjbxq?
   iframeembed=true&playerId=kaltura_player_1390404249&fla]=true&flashvars
   [playlistAPI.autoInsert]=true&flashvars[ks]=&flashvars[streamerType]=auto
   " width="740" height="330" allowfullscreen webkitallowfullscreen
   mozAllowFullScreen frameborder="0"></iframe>

//Breaks have been added to make the code readable.
```

Testing the Embed Code

After the embed code is generated you can test to see what the playlist will look like by saving the embed code to an HTML file and opening it in a browser.

The example code renders as follows:
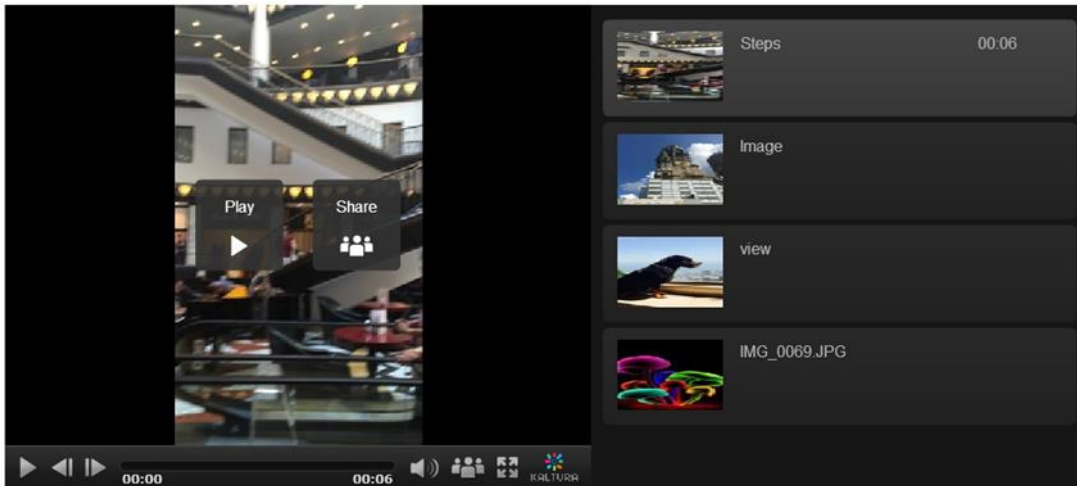
Modifying the Channel Playlist Order

Modifying the Channel Playlist Sequential Order is the process of defining the existing Playlist's order of appearance in the Channels page. Use the Channel's Playlists Tab to modify the channel playlist order.

📑 To Reorder Playlists:

1. Access the Channel Playlists tab. See To Open the Playlists tab.
2. Drag and drop to reorder the Playlists.
3. Click **Save** to apply your changes.

Working with Channel Playlists

The following topic describes how users can view and work with the Channel Playlists page.
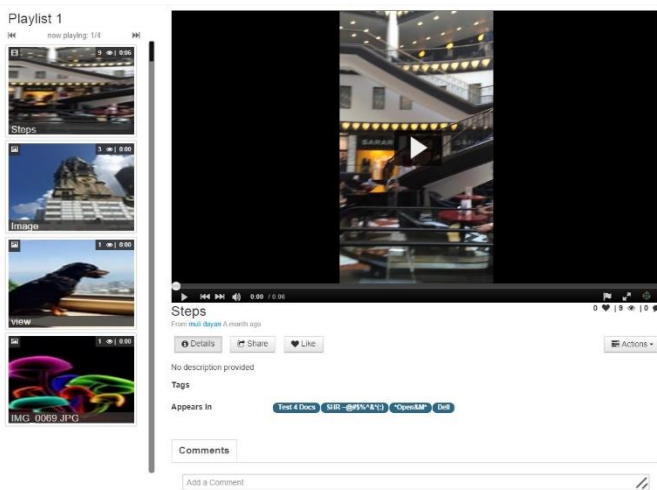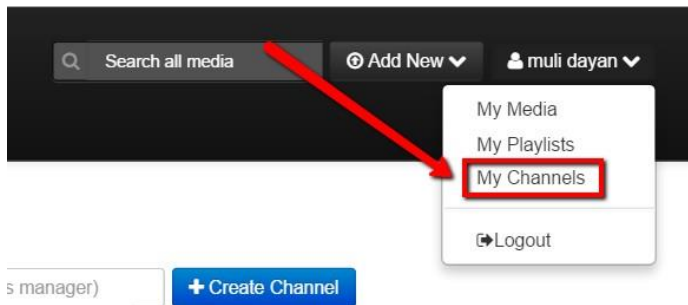
You can view and access Channel Playlists if the feature is enabled by your administrator and there are Channel Playlists created for a specific channel see: Creating a Channel Playlist.

Viewing a Channel Playlist

📇 To view a Channel Playlist

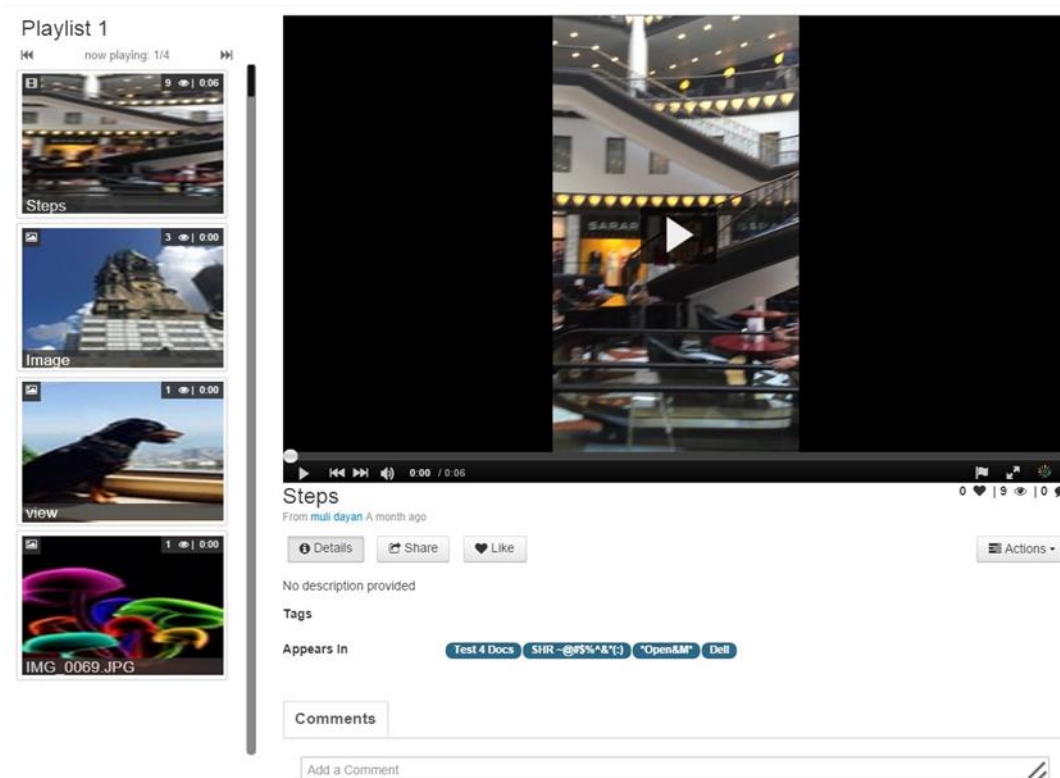1. Select My Channels to open the My Channels page.

2. Click on a Channel to display the Channel's content.

   Playlists are displayed by name and accompanying thumbnails to help identify the content of the Channel Playlist.

3. Click on one of the Channel Playlist titles to open the Channel Playlist's page.

The Channel Playlist page consists of two main areas:

- The left pane lists the videos included in the Channel Playlist. The currently playing item is displayed at the top of the playlist .Use the navigation buttons to skip back and forwards between the videos:
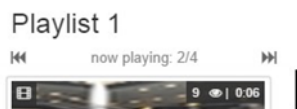

- On the right, the Player, the player details and the comments area are displayed. See Working with the Channel Playlists Page for a full list of the actions that can be performed from this page.

Working with the Channel Playlists Page

The Channel Playlists Page consists of the following components:

- **Player** - uses standard video player features.
- **Details** - clicking on Details shows the Description, the Tags associated with the item and where the item appears.
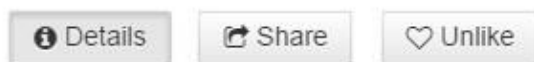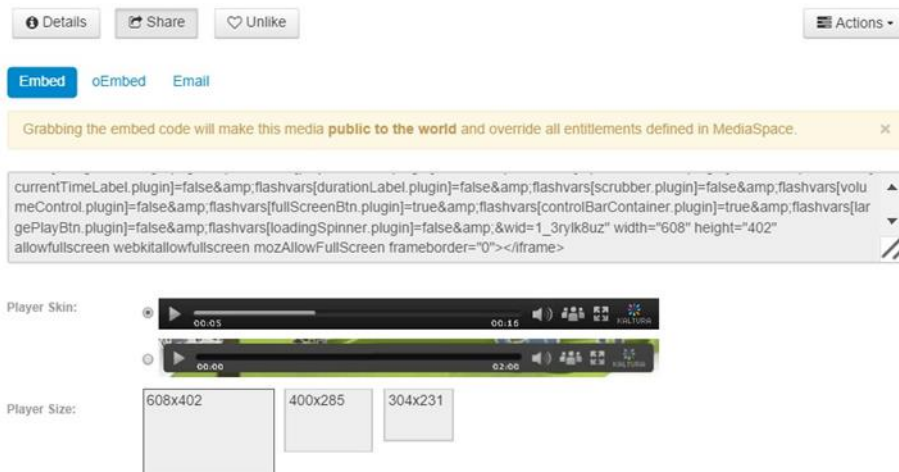

- **Share** – clicking on Share displays the different options for sharing and embedding the current media item. - for more about this see Embedding a Playlist
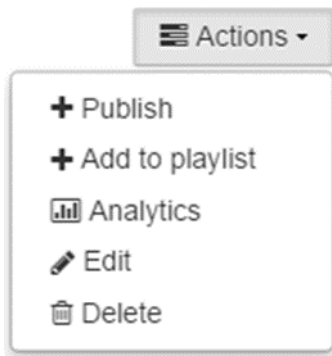
- **Like/Unlike** - Clicking on Like will increment the number of likes for the video currently being played,

- **Actions** - Clicking on Actions opens a menu with the following options:

- **Publish** - Opens the publish page with the different options for publishing the item currently being played,
- **Add to playlist** - Opens a page from which you can associate the item currently being played to an existing playlist or create a new playlist.
- **Analytics** - Directs you to the item's Analytics page where you can view a wealth of information surrounding the item and how and where it is used.
- **Edit** - Opens the item currently being played in the Edit page where you can change associated information such as details, collaboration, options and attachments.
- **Delete** - deleted the selected item from the Channel Playlist

Entries/items are played one after the other automatically. After the last entry/item in the playlist plays, the player the stops.