

Getting Started

MediaSpace is a video portal offered to the HGSE community for use in teaching, learning, research, and scholarship. It is a cloud-based, video centric YouTube-like interface for departments or programs and serves as a repository for the delivery of active video content and collections.

Log in to HGSE MediaSpace

Login at <https://video.gse.harvard.edu>

Sign in

1. Select “Log in here” > “Login” at upper right.
2. You will be redirected to HarvardKey Login and once authenticated as a user redirected back to the MediaSpace portal.



Basic Features

Content in MediaSpace is organized as either **Galleries**, also known as Categories, or **Channels**. Galleries are centrally curated public videos that anyone who logs in to MediaSpace can view as a guest. Channels are user-generated media collections that are personally managed and that can be accessed by a subset of users or all authenticated users.

Depending on your role you are able to:

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

Learning More

The Kaltura MediaSpace User Manual is available on the HGSE MediaSpace home page. Kaltura also has extensive information in their Learning Center, <http://knowledge.kaltura.com> and their Blog and forum, <https://blog.kaltura.org>

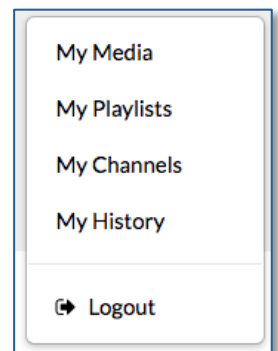
Video Tutorials include:

- https://videos.kaltura.com/category/4_Tutorials/
- https://videos.kaltura.com/category/4_Tutorials/4061861
- [Exploring MediaSpace](#)
- [Upload and Sharing Tutorial](#)

My Media, My Playlists, and My Channels

Once logged in you have access to **My Media**, which is your personal collection of video files that have been uploaded; as well as any **Playlists** you have created or **Channels** you have been authenticated to view. The **History** option allows logged in users to view content that you previously watched and resume playback.

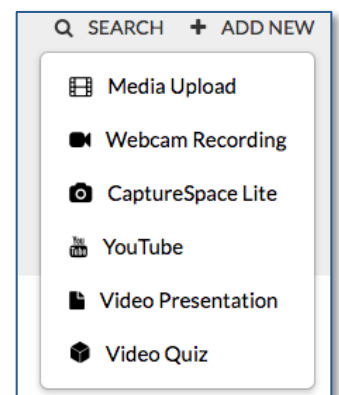
Channels are user-generated collections that are personally managed. Channels can be created by a KMC admin or a MediaSpace user who has been granted this permission. Channels are used primarily for HGSE programs, team and group work, and research groups. The majority of content in MediaSpace is password protected to a channel.



Uploading Content

There are currently six options for adding new content. All media captured in MediaSpace will appear in **My Media** in the user drop down menu.

- **Media Upload** – of a prerecorded video
- **Webcam Recording** – requires Flash; recommend use Firefox browser (can be issues with other browsers)
- **CaptureSpace Lite** – for creating screencasts; enabled once logged in; initial use downloads CaptureSpace Desktop recorder
- **YouTube** – link to a public-only YouTube video
- **Video Presentation** – combine and sync previously uploaded video, audio and PowerPoint slides
- **Video Quiz** – create an in-video quiz to a previously uploaded video or a new upload



Publishing Content

Once you have created content you need to name it, we suggest use of a consistent and descriptive naming convention; and you can add a description, tags to help you manage and search within your content; select a publishing schedule if needed, and assign who has access to view the content.

- ☒ **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

Sharing Content

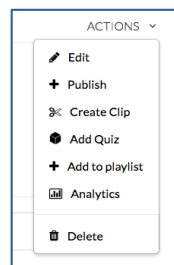
Once content is uploaded and fully finished processing (which may take some time), options for sharing media content include:

- Link to Media Page
- Embed
- Email

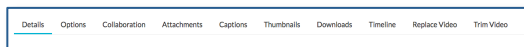
Managing Your Media: Editing Content

Seven options for editing the content is available in the **Actions** drop-down menu:

- Edit
- Publish
- Create clip
- Add quiz
- Add to playlist
- Analytics
- Delete



Ten additional options are available in the **Actions > Edit** field such as collaboration where you can assign a co-editor of the media file, measure engagement with Analytics, add attachment such as a pdf, and replace the video.



Create and Manage a Playlist

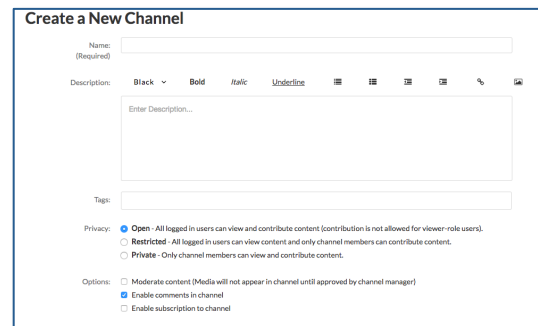
Playlists can be helpful as they package and display a collection of videos into one a player. To create a playlist:

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

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.

Create and Manage a Channel

Channel creation is currently restricted to KMC admins or designated channel managers [check options]. If your role allows you to create a channel follow these steps.



- Select My Channels from the User drop down menu.
- Add Channel name (required)
- Select the privacy settings for the channel.
- Select the options settings for the channel: Moderate Channel Content, enable comments, and enable subscription
- Edit channel users

Understanding Roles and Permissions for Categories and Channels

Entitlement permissions are used to assign permissions to categories or channels (for example, enabling a user to add content to a channel).

Application Roles apply globally, while entitlement permissions are contextual. For a user to perform an action that permission allows, the action must be allowed by the user's application role.

Permission Configuration Types

- Application Roles are applied globally to the site
 - ☐ anonymousRole
 - ☐ viewerRole
 - ☐ privateOnlyRole
 - ☐ adminRole
 - ☐ unmoderatedAdminRole
- Entitlements are contextual and applied as needed
 - ☐ Member
 - ☐ Contributor
 - ☐ Moderator
 - ☐ Manager

Understanding Privacy Types

MediaSpace supports the following privacy types for public categories/galleries:

- **Open:** All users are entitled to access the category (anonymous or authenticated, depending on the configuration of your site) but only specific users are entitled to contribute content.
- **Restricted:** All authenticated users are entitled to access the category, but only specific users are entitled to contribute content.
- **Private:** Only specific users are entitled to access the channel and to contribute content.

MediaSpace supports the following privacy types for channels:

- **Open:** All authenticated users are entitled to access the channel and contribute content.
- **Restricted:** All authenticated users are entitled to access the channel, but only specific users are entitled to contribute content.
- **Private:** Only specific users are entitled to access the channel and to contribute content.

MediaSpace and Kaltura/Canvas Integration

MediaSpace is currently a standalone video portal and is separate from the Kaltura integration within Canvas although both use the Kaltura back-end to provide the ability to upload and share video content. MediaSpace is used primarily for video centric use cases while HGSE courses use the integration within the Canvas LMS.

Recommended Community Standards

Metadata

In order to leverage the full features of MediaSpace and to help locate video, users should as part of file ingest always choose and use a consistent and descriptive naming convention for your video files and add tags or metadata to their videos. HGSE recommends the following minimum tags, based on recommendations of the HUIT video metadata working group:

- Date of Creation
- Names of Contributors: faculty, program
- Any Restrictions
- Video Credits

Best practices for metadata is to limit tags to under 10; over-tagging is not considered valuable. Depending on the level of privacy selected, the tags you create can be searched within the main Search menu as well as restricted to your My Media page.

Content Curation

Distribution of content on MediaSpace may be protected by copyright laws, FERPA, and similar regulations governing protection of intellectual property and privacy of individuals. Users must agree to abide by these regulations and to acceptable use of this resource.

File management

Video file management is ongoing. MediaSpace is a cloud-based service that is monitored by the vendor in terms of capacity and bandwidth used. It is intended as a portal for final content for active delivery. We expect that users will agree to regularly manage their video file storage footprint as well as weed and delete non-active content as needed.