

Getting Started with Kaltura MediaSpace - DRAFT 2

Faculty/Staff Quick Start Guide

What is MediaSpace?

Kaltura 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.

HGSE uses the Kaltura back-end for our two video portal integrations of MediaSpace and for the Canvas learning management system to provide the ability to upload and share video content. MediaSpace is primarily used as a standalone site for video centric use cases while HGSE courses use the integration within the Canvas learning management system.

With MediaSpace depending on your role you are able to:

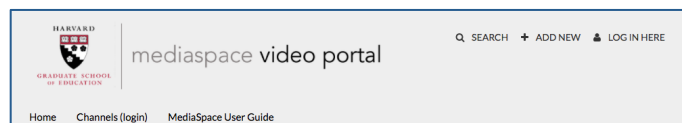
- Browse and search public categories (aka galleries) and private channels
- Upload and publish content
- Contribute to categories and channels
- Access and contribute to members-only channels
- Create playlists
- Create channels
- Comment on media
- Share media

For detailed step by step information please reference the [Kaltura MediaSpace User Manual](#).

How to Access MediaSpace

HGSE faculty and staff can request access to MediaSpace through HGSE IT Services. HGSE has integrated MediaSpace with HarvardKey **[in progress]**. MediaSpace content can be either in public galleries where anyone can view it or via channels that are restricted to authorized end users with active HarvardKey credentials.

- Login to MediaSpace at <https://video.gse.harvard.edu> and select “Log in here” at upper right
- You will be redirected to the HarvardKey Login screen **[once Key implemented]** and once authenticated as a user you will be redirected back to the MediaSpace portal.



Please Log In

To log in, please select your login type from the tabs below and enter your credentials. If you're not sure what login type to use, [look here for how you login with HarvardKey](#).

HarvardKey XID

Login Name (in the form of an email address):
me@exampleemailprovider.com

Password:

Login

MediaSpace Training

Kaltura has a large support community and online tutorials that we recommend you access.

- *Kaltura MediaSpace User Manual*
https://knowledge.kaltura.com/sites/default/files/Kaltura_MediaSpace_User_Manual_5.pdf
- *Kaltura Learning Center*
<http://knowledge.kaltura.com>
- *Kaltura Blog and forum*
<https://blog.kaltura.org>
- *Video Tutorials*
https://videos.kaltura.com/category/4_Tutorials/
https://videos.kaltura.com/category/4_Tutorials/4061861
[TBD – perhaps we can do our own quick tutorials like the Rutgers University [Exploring MediaSpace](#) and [Upload and Sharing Tutorial](#)]

Understanding Content Collections: Galleries/Categories and Channels

Content in MediaSpace is organized as either **Galleries**, also known as Categories in the documentation, or **Channels**. Galleries (aka Categories) are the public videos that are centrally curated by KMC admins that anyone who logs in to MediaSpace can view as a guest. HGSE currently has only placed Kaltura training videos in this location. Channels are user-generated media collections that are personally managed and that can be accessed by a subset of users (or all authenticated 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 a 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.

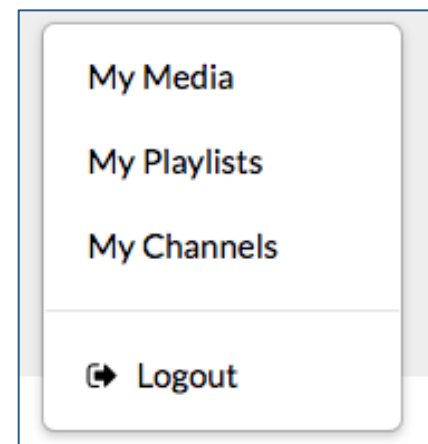
MediaSpace supports the following privacy types for channels:

- **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.

My Media, My Playlists, and My Channels

Once logged in to MediaSpace you will 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.

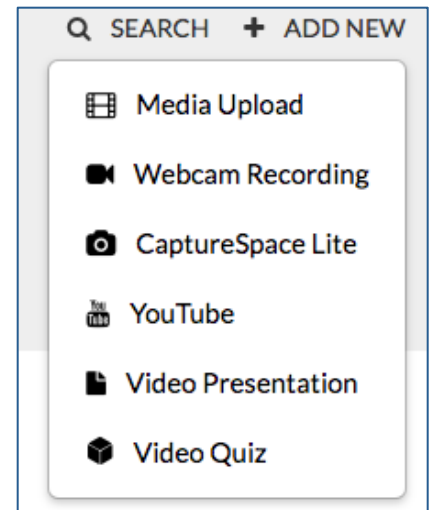
Channels are user-generated collections that are personally managed. Channels can be created by a KMC admin or a MediaSpace user who has been granted this permission. Channels are used primarily for HGSE programs, team and group work, and research groups. The majority of content in MediaSpace is password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



Uploading Content

There are currently five 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; will accept most file formats
- **Webcam Recording** – note requires Flash; recommend use Firefox browser (can be issues with other browsers)
- **CaptureSpace Lite** – use for creating screencasts; this is enabled once logged in; initial use downloads the Kaltura CaptureSpace Desktop recorder
- **YouTube** – add a 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

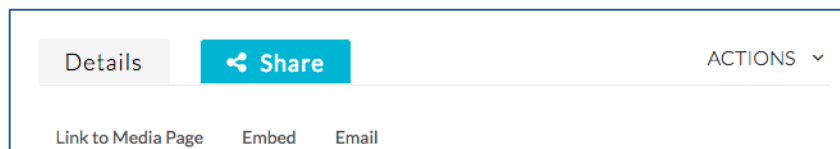
Once you have created content you will name it, add description as well as add tags/metadata to help you manage your content; there is a publishing schedule option if needed. You will assign who has access to view the content. [Note currently Clip ID required field - issue]

- ☒ **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

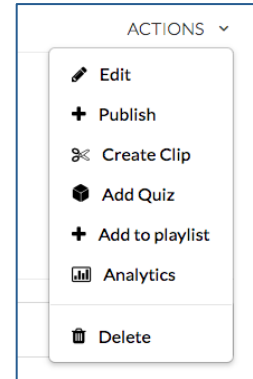
Once content is uploaded and finished processing (which may take some time), options for sharing media content include:

- Link to Media Page
- Embed
- Email

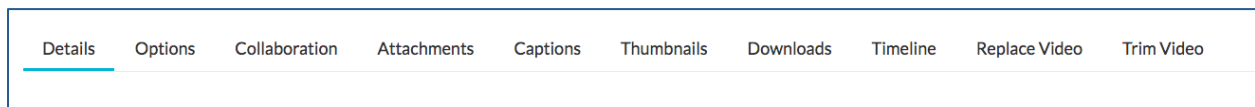


Managing Your Media: Editing Content

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



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 **[flesh out]**

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.

Creating and Managing a Channel **[flesh out]**

Channel creation is currently restricted to **XXX probably designated channel managers** . If your role allows you to create a channel follow these steps.

- Select My Channels from the User drop down menu.
- Add required information
- **(check if Optional)** Select the privacy settings for the channel.
- **(check if Optional)** Select the options settings for the channel.
- Moderate Channel Content
- Edit channel users

Create a New Channel

Name:
(Required)

Description:

Black
▼
Bold
Italic
Underline

Tags:

Privacy:

☒ **Open** - All logged in users can view and contribute content (contribution is not allowed for viewer-role users).
☐ **Restricted** - All logged in users can view content and only channel members can contribute content.
☐ **Private** - Only channel members can view and contribute content.

Options:

☐ Moderate content (Media will not appear in channel until approved by channel manager)
☒ Enable comments in channel
☐ Enable subscription to channel

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 add tags or metadata to their videos. HGSE recommends the following minimum fields, based on recommendations of the HUIT video metadata working group. Best practices for metadata is

to limit tags to under 10; over-tagging is not considered valuable. The tags you create can be searched within the main Search menu as well as restricted to your My Media page. [let's figure out what tags we recommend]

- Name
- Description
- Tags
- Date of Creation
- Video Credits
- Names of Contributors: faculty, program
- Restrictions

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.

MediaSpace and Kaltura/Canvas Integration

Kaltura uses a common back-end called the Kaltura Management Console for video storage. If you have an account in MediaSpace as well as a teaching role in Canvas, videos in My Media will be accessible in each instance. [confirm this]