

# **Kaltura MediaSpace™**

## **User Manual**

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# Preface

This preface contains the following topics:

- [About this Manual](#)
- [Audience](#)
- [Document Conventions](#)

## About this Manual

This manual describes how to use Kaltura MediaSpace™.



**NOTE:** Please refer to the official and latest product release notes for last-minute updates.

Technical support may be obtained directly from: [Kaltura Customer Care](#).

### Contact Us:

Please send your documentation-related comments and feedback or report mistakes to [knowledge@kaltura.com](mailto: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

## SECTION 1

# 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:

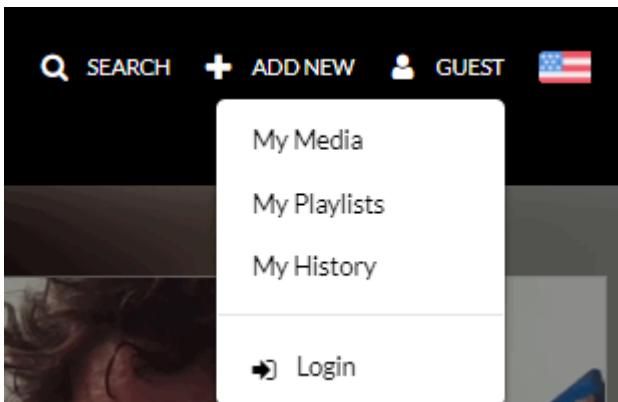
- The site presents a login window to login into MediaSpace.
- The MediaSpace site homepage is displayed with pre-configured content.

The screenshot shows the Kaltura MediaSpace Overview page. At the top, there's a navigation bar with links for CHANNELS, INTERNATIONAL SITES, TERMS OF USE, and LOGIN HERE. Below the navigation is a menu with options like Home, Corporate, Education & Customer Stories, HR, Products, Technology, and Webcasts. The main content area features a large video thumbnail on the left with the title "Kaltura MediaSpace Overview" and a timestamp of 01:57. To its right is another video thumbnail for "MediaSpace by Kaltura" with the subtitle "THE VIDEO PORTAL THAT DOES IT ALL". Below these thumbnails are three small video preview cards, each labeled "ENDED". A link "MOST RECENT >" is located above the preview cards.

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 and the login window displayed depends on your administrator's configuration.

### **To log in to MediaSpace**

1. Select Login from the User drop-down menu.

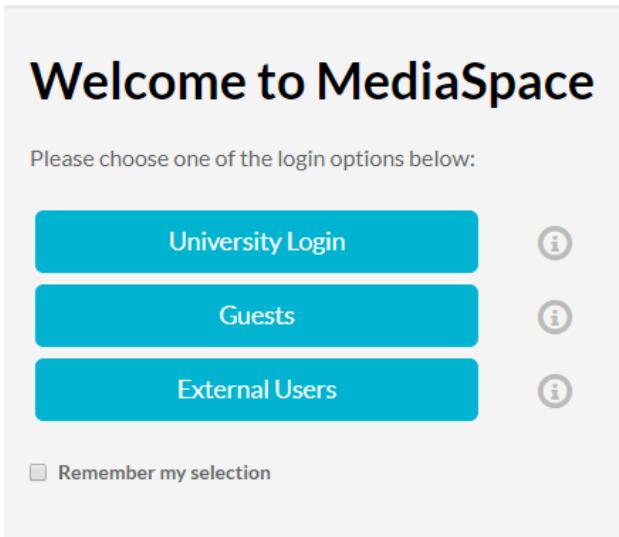


2. Enter your UserID and Password, in the MediaSpace Sign In window and click Sign in.

A screenshot of the "MediaSpace Sign In" window. It contains two input fields: "User ID" and "Password". Below the fields is a large blue "Sign in" button. At the bottom of the window, there are links for "Forgot Password?" and "Cancel".

If your administrator configured your site to allow multiple authentication providers, the login

prompt will display with several choices for you to login. If you are uncertain which option to use, use the tooltip for guidance.

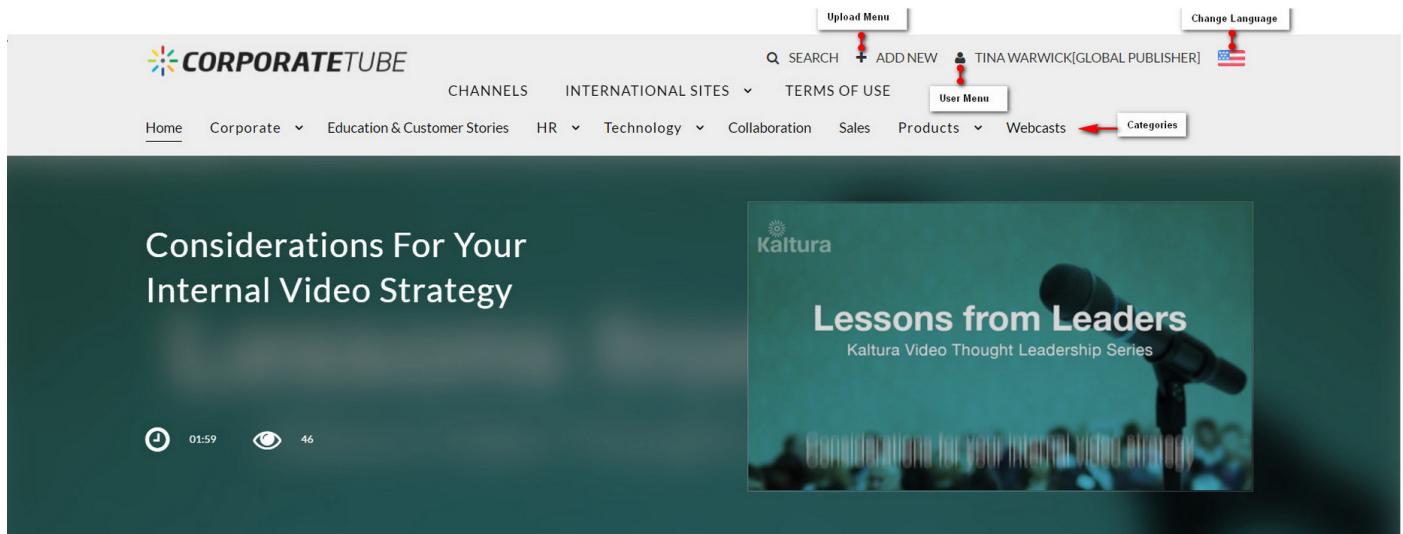


## The MediaSpace User Interface

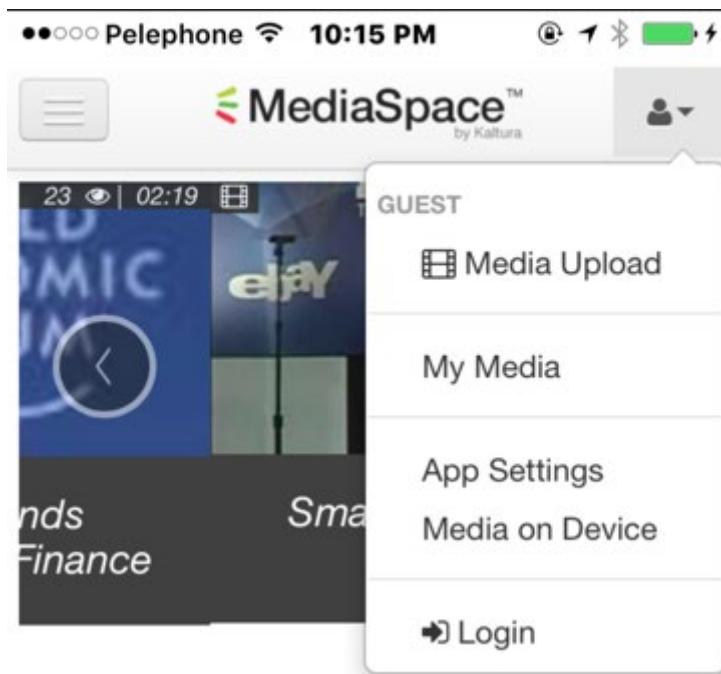
Kaltura MediaSpace 5 (KMS 5) implements a responsive web design for optimal user experience across all devices. The MediaSpace User Interface displays differently on each device.

This guide screenshots were captured using the latest KMS UI that is configured by your administrator in the KMS Management Console (v2ui Module). The previously documented UI is available as well and you can refer to the relevant documentation on the Knowledge Center for the UI version you are using.

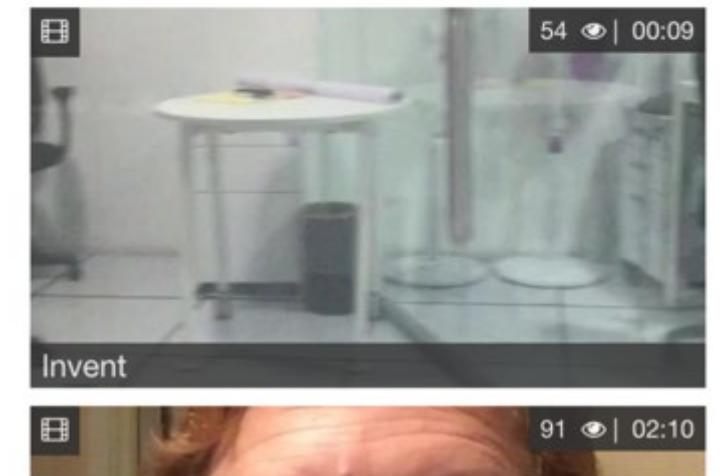
For example, the MediaSpace header on a desktop displays as follows:



Kaltura MediaSpace Go is available on mobile devices. For example, the MediaSpace header on a mobile device displays as follows:



## Recently Added



For more information about KMS Go, please see the relevant documentation for your device on the [Knowledge Center](#).

## Changing the KMS Language

MediaSpace users can change the language of their specific instance dynamically. When a language is changed, it is saved on a persistent cookie on that specific browser until it is deleted. For a list of the latest KMS and KAF languages that are supported, see [What are the supported KMC, KMS & KAF languages?](#)

### To change the display language in KMS

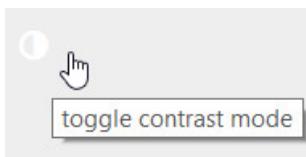
- Click on the Flag icon on the upper right section in the header and select the language of your choice from the drop-down menu.



Administrators can create additional languages and customize existing languages. See [Localization for KMS/KAF Administrators - How to Change Your Kaltura Application Language?](#) for additional information.

## Accessibility Icon

An icon has been added to the KMS header, in the upper right-hand corner, that allows you to toggle on Contrast Mode. Contrast mode allows you to browse the web with a high-**contrast** filter designed to make content easier to read.



## 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 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. You can access channels in the header based on your entitlements.

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.

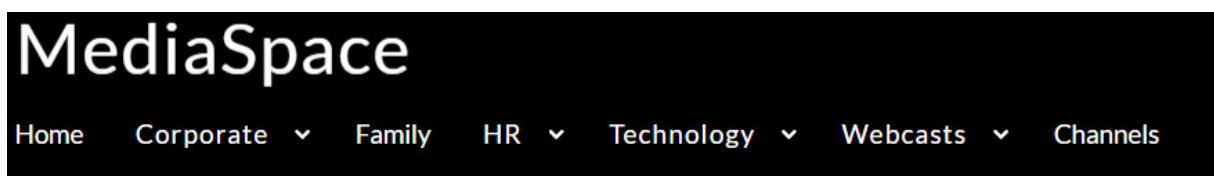
	<b>Categories</b>	<b>Channels</b>
What are they?	Centrally curated hierarchical structure that defines the taxonomy of the site.	User generated collections that are personally managed

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

## Interacting with Categories

MediaSpace opens with the Root categories displayed in the Category pane. Categories are also referred to as Galleries. The categories/galleries are all set up in the KMC and not editable in MediaSpace. Categories/galleries do not have thumbnails.

For example:



### To select a category

1. Select a Category from the header.
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 (entitlement dependent)

1. Select a Category from the header or a subcategory from the drop-down menu. The root categories are displayed initially.
2. Click the Edit icon in the upper right corner.



3. Check Moderate Content. (Media will not appear in the category until approved by the category manager.)

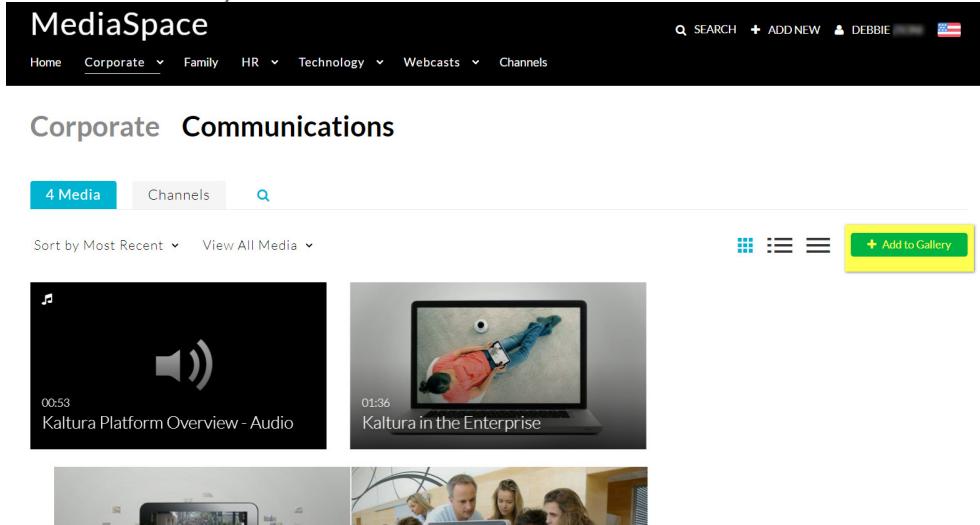
## Options

- Options:
- Moderate content (Media will not appear in category until approved by category manager)
  - Enable comments in category

**4.** Click Save.

### To add media to a category/Media Gallery (entitlement dependent)

- 1.** Select a Category from the header or a subcategory from the drop-down menu.
- 2.** Click Add to Gallery.



The screenshot shows the Kaltura MediaSpace interface. At the top, there's a navigation bar with links for Home, Corporate (which is underlined), Family, HR, Technology, Webcasts, and Channels. On the right side of the header, there are buttons for SEARCH, ADD NEW, and DEBBIE, along with a user profile icon and a flag icon. Below the header, the page title is "Corporate Communications". Underneath the title, there are two media items listed: "Kaltura Platform Overview - Audio" (duration 00:53) and "Kaltura in the Enterprise" (duration 01:36). Both items have a thumbnail image and a play button icon. At the bottom of the list, there are three small thumbnail images. To the right of the media items, there are three icons: a grid, a list, and a details view. A prominent yellow rectangular box highlights the "Add to Gallery" button, which is located at the far right of the toolbar.

The Add Media to Gallery window opens.

For existing media in My Media: Check the boxes next to the media items you want to add to the category/gallery and click Publish.

For new media:

- Select an option from the Add New Drop down and upload new media.
- Create the media.
- In the Publish in Category section check the Category you want to add the media to.

**3.** Click Save.

### **To delete media from a category/Media Gallery (entitlement dependent)**

- Select a Category from the header or a subcategory from the drop-down menu.
- Click on the media you want to delete.
- Select Delete from the Actions drop down menu.

## Think Fast, Talk Smart: Communication Techniques

Heart 0 Eye 0 Comment 0

From [Debbie Zioni](#) 4 Days ago

Details
Share
ACTIONS

Communication is critical to success in business and life. Concerned about an upcoming presentation? Anxious about being asked to give your thoughts during a meeting? Fearful about receiving critical feedback in the moment? You are not alone! Learn and practice techniques to speak spontaneously with greater confidence and clarity, regardless of content area or audience.

Recorded on October 25, 2014, in collaboration with the Stanford Alumni Association.

Edit
Publish
Add Quiz
Analytics
Delete

4. Confirm the deletion in the message that is displayed.

## Interacting with Channels

Channels are set up for you by your administrator and depend on your entitlements. For more information on Channel Management see [Kaltura MediaSpace Channels and Permissions Planning Guide](#).

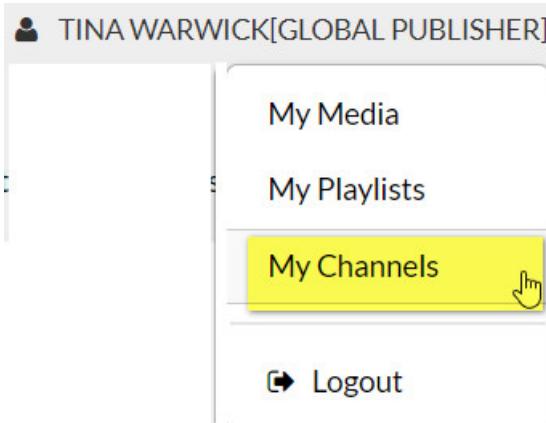
My Channels include channels that may be set up for viewing and sharing media depending on your entitlements. There are the following Channels in My Channels:

- Channels I am a member of
- Channels I am subscribed to
- Share Repositories I am a member of

Viewing media in channels requires authentication. Depending on your permissions, you can view, contribute to, share and administer channel contents.

### To view your channels

1. Click on My Channels in the User Menu.



The My Channels page is displayed.

## Kaltura MediaSpace Overview

Screenshot of the Kaltura MediaSpace interface showing the 'My Channels' section.

The top navigation bar includes:

- CORPORATE TUBE logo
- SEARCH, ADD NEW, and INTERNATIONAL SITES (set to TINA WARWICK (GLOBAL PUBLISHER) with USA flag)
- CHANNELS, INTERNATIONAL SITES, TERMS OF USE
- Home, Corporate, Education & Customer Stories, HR, Technology, Collaboration, Sales, Products, Webcasts

The main heading is "My Channels".

Search bar: Search (as manager)

Sort by Media Count, View Channels | Manage, + Create Channel

Channel thumbnails (9 shown):

- ELECTROLUX FUN DAY: 13 Media, 4 Members, 2 Subscribers
- SHARED REPOSITORY: 12 Media, 1 Members, 0 Subscribers
- EMPLOYEE EDUCATION - EXPAND YOUR HORIZONS: 11 Media, 6 Members, 3 Subscribers
- CEO ON CAMERA CHANNEL: 11 Media, 6 Members, 3 Subscribers
- TESTDMM: 0 Media, 1 Members, 0 Subscribers
- FINANCE & OPS: 0 Media, 7 Members, 3 Subscribers
- CAPTURESPACE LITE: 0 Media, 3 Members, 0 Subscribers
- GROUNDBREAKING HR PRACTICES: 0 Media, 1 Members, 0 Subscribers
- VISUAL MERCH. BRAINSTORMING: 0 Media, 5 Members, 0 Subscribers

Message at the bottom: There are no more channels.

MediaSpace™ video portal by Kaltura

Click on a channel under My Channels to display the channel's playlists (if configured and available). The icon highlighted in yellow may be used to advance the media list.

## Kaltura MediaSpace Overview

The screenshot shows a channel page for 'Electrolux fun day'. At the top, there's a navigation bar with links for CHANNELS, INTERNATIONAL SITES, TERMS OF USE, and user information for TINA WARWICK (GLOBAL PUBLISHER) with a USA flag icon. Below the navigation is a menu with Home, Corporate, Education & Customer Stories, HR, Technology, Collaboration, Sales, Products, and Webcasts.

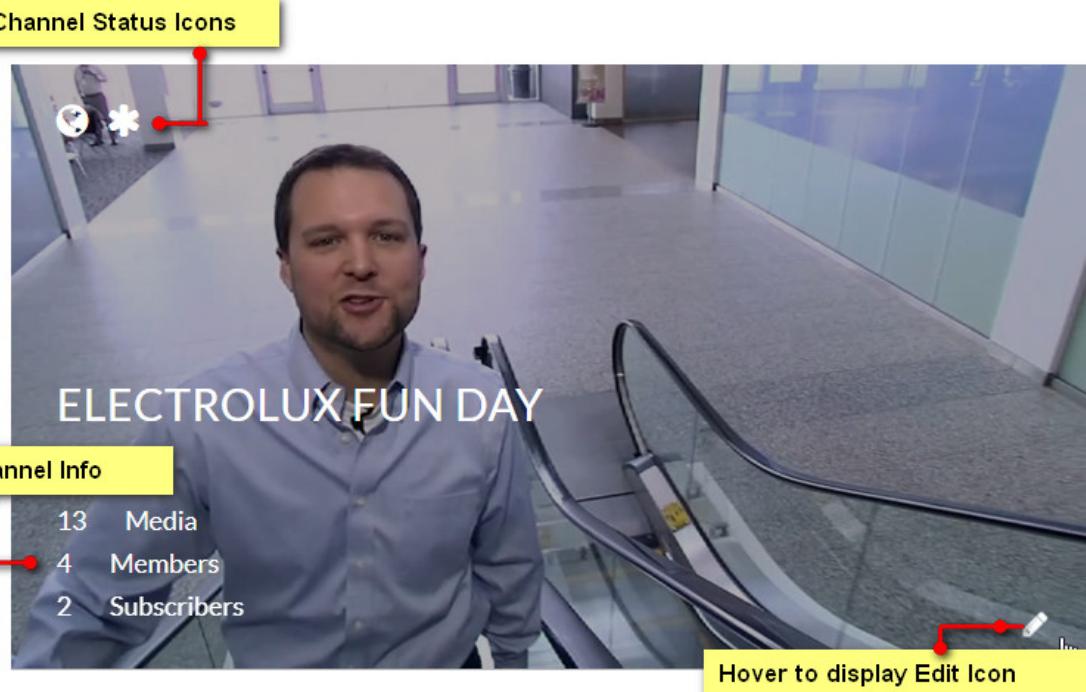
The main content area features a large banner image of a woman sitting on the floor using a laptop. To the right of the banner is a video thumbnail showing a person at a desk. Below the banner, channel statistics are displayed: Open And Moderated (14 Media), Members (4), Pending (0), Subscribers (2). There are dropdown menus for Managers, Moderators, and Appears in. A 'SUBSCRIBE' button is located on the right.

Below the stats, there are tabs for Home (selected), 13 Media, Interactive Videos, and a search icon. The '13 Media' tab is active, showing a grid of four video thumbnails:

- Platform Overview
- Sodexo & World FM Day
- WebEx Demo by Michael S.
- Lessons From Leaders - General Mills

A message at the bottom of the media grid states: "There are no more playlists."

Each channel thumbnail 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 and channel status.



After selecting the Edit icon, additional options to modify the media are displayed.

This screenshot shows the channel page for "Electrolux fun day". The title is at the top left. Below it is a large, blurred thumbnail image of the video. At the bottom, there's a summary bar with the status "Open And Moderated", the count "13 Media", "4 Members", "0 Pending", and "2 Subscribers". There are dropdown menus for "Managers", "Moderators", and "Appears in". On the far right, there's a "SUBSCRIBE" button and a small settings icon.

### To set the channel or category display

1. Select My Channels in the User Menu or select a category.
2. Select a channel or select a sub category.
3. Select an option:



- Collapsed View
- Detailed View
- Table View

## Media Symbols and Channel Status Icons

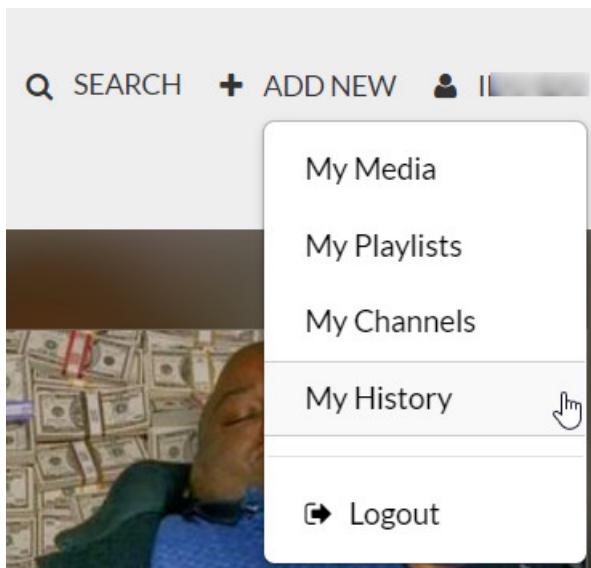
Status Icon	Status	What it means
	Open	Membership is open, and non-members can view content and participate.
	Shared Repository	Membership is by invitation only. Members can publish content from this channel to any other channel according to their entitlements.
	Restricted	Non-members can view content, but users must be invited to participate
	Private	Membership is by invitation only and only members can view content and participate.
	Moderated	Media does not appear in channel until approved by channel manager
	Public	Anyone can view content (including anonymous not logged-in users). Only channel members can contribute content according to their publishing entitlements.

## My History

MediaSpace now includes an option to view the content that you previously watched or heard and resume playback from the point you left off. The History feature, My History, is accessed from the user login menu and displays videos that you have viewed while signed in. This includes videos that you have watched while signed in to the KMS app or browser on a mobile device. Changes you make to your account history will appear on all devices you sign in to with using your account.

### To view my history

1. Login to MediaSpace
2. Select My History from the User drop down Menu or



For more information about the History module, see the article [Kaltura My History and Resume Playback](#) on the Knowledge Center.

## SECTION 2

# 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.

## Sorting and Filtering Content

The sorting and filtering media options for My Media and My Channels are as follows:

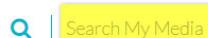
### My Media

Select My Media from the Add New drop-down menu.

#### To search for content

- Enter the Search term.

### My Media



Filters Sort by Most Recent ▾

#### To sort content

- Click on one or more of the sorting filters:

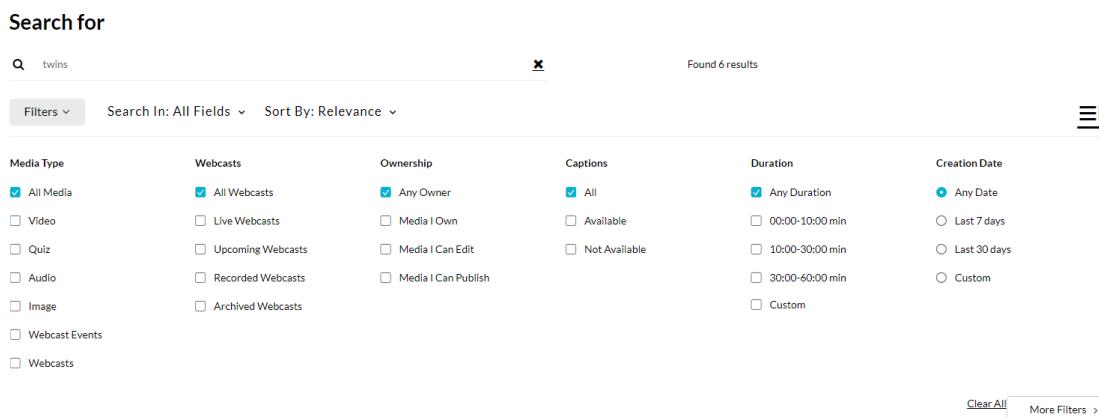
- ✓ Most Recent
- Views
- Likes
- Alphabetical
- Comments
- Scheduling Ascending
- Scheduling Descending

### To filter Content

1. Select My Media or My Channels from the Add New drop-down menu.

2. Click on Filters.

The Filtering options are displayed.



Search for: twins

Found 6 results

Filters ▾ Search In: All Fields ▾ Sort By: Relevance ▾

Media Type	Webcasts	Ownership	Captions	Duration	Creation Date
<input checked="" type="checkbox"/> All Media	<input checked="" type="checkbox"/> All Webcasts	<input checked="" type="checkbox"/> Any Owner	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Any Duration	<input checked="" type="radio"/> Any Date
<input type="checkbox"/> Video	<input type="checkbox"/> Live Webcasts	<input type="checkbox"/> Media I Own	<input type="checkbox"/> Available	<input type="checkbox"/> 00:00-10:00 min	<input type="radio"/> Last 7 days
<input type="checkbox"/> Quiz	<input type="checkbox"/> Upcoming Webcasts	<input type="checkbox"/> Media I Can Edit	<input type="checkbox"/> Not Available	<input type="checkbox"/> 10:00-30:00 min	<input type="radio"/> Last 30 days
<input type="checkbox"/> Audio	<input type="checkbox"/> Recorded Webcasts	<input type="checkbox"/> Media I Can Publish		<input type="checkbox"/> 30:00-60:00 min	<input type="radio"/> Custom
<input type="checkbox"/> Image	<input type="checkbox"/> Archived Webcasts				
<input type="checkbox"/> Webcast Events					
<input type="checkbox"/> Webcasts					

[Clear All](#) [More Filters >](#)

3. Click on the filters you would like to apply.

The relevant media is displayed on the page.

## My Channels

Select My Channels from the Add New drop-down menu.

### To sort content

- Click on one or more of the sorting filters:
- Sort by Media Count

Sort by Media Count ▾

- Most Recent
- Alphabetical
- Members & Subscribers
- ✓ Media Count

- View Channels I manage

View Channels I Manage ▾

✓ Channels I Manage

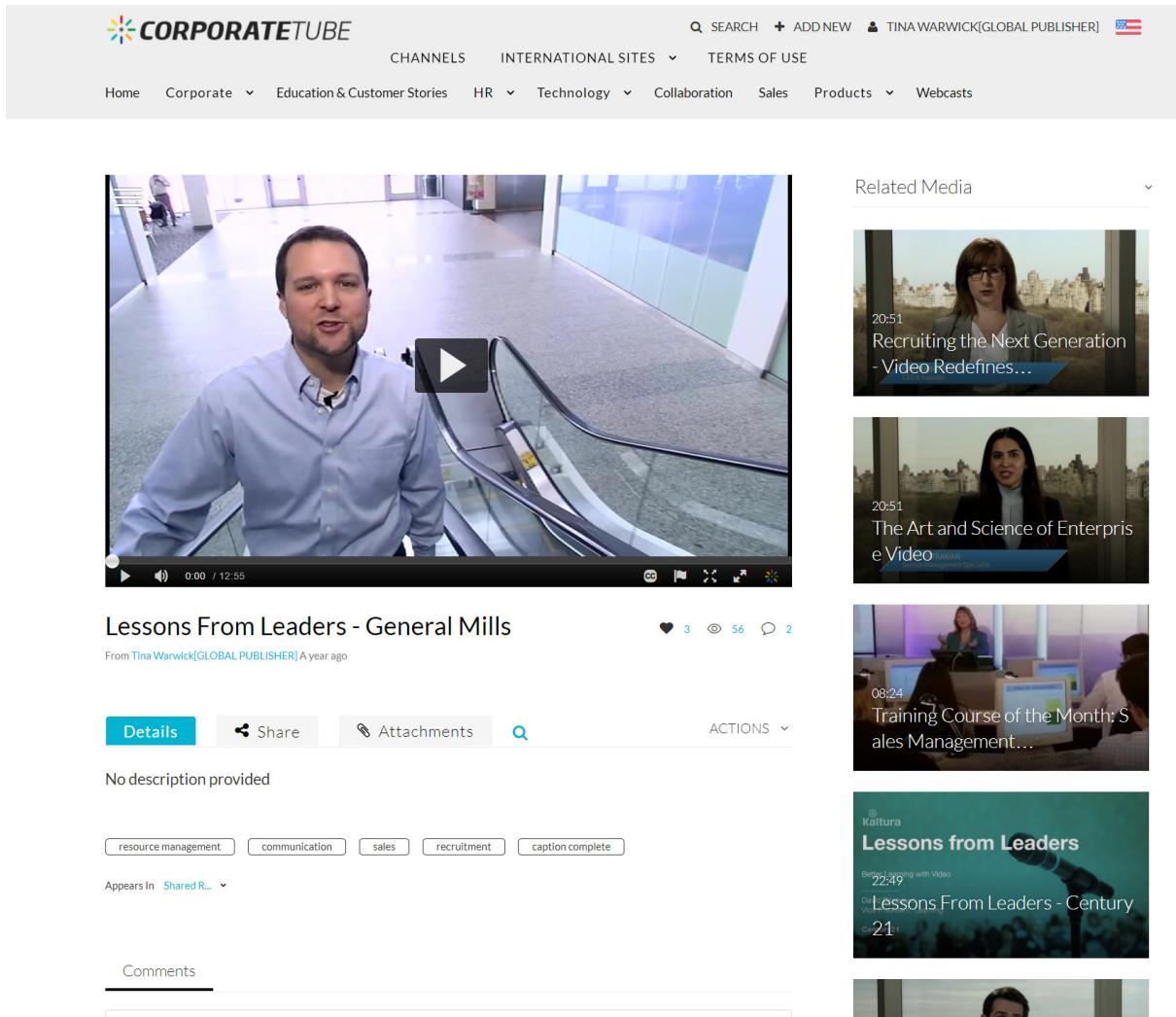
Channels I am a member of

Channels I am subscribed to

Shared Repositories I am a member of

## 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.



The screenshot shows a video player interface on CorporateTube. At the top, there's a navigation bar with links for Home, Corporate, Education & Customer Stories, HR, Technology, Collaboration, Sales, Products, and Webcasts. The main content area displays a video titled "Lessons From Leaders - General Mills" by Tina Warwick, which is a year old. The video duration is 12:55, and it has 3 likes, 56 views, and 2 comments. Below the video, there are buttons for Details, Share, Attachments, and Actions. A note says "No description provided". Underneath, there are tags: resource management, communication, sales, recruitment, and caption complete. It also says "Appears In Shared R...". At the bottom, there's a "Comments" section with a single comment from "Tina Warwick" that says "Great video! Thanks for sharing". On the right side, there's a "Related Media" sidebar with three more video thumbnails: "Recruiting the Next Generation - Video Redefines...", "The Art and Science of Enterprise Video", and "Training Course of the Month: Sales Management...".

If you are the media owner, you can click on the Settings icon to open additional options.

## To open the settings for your media

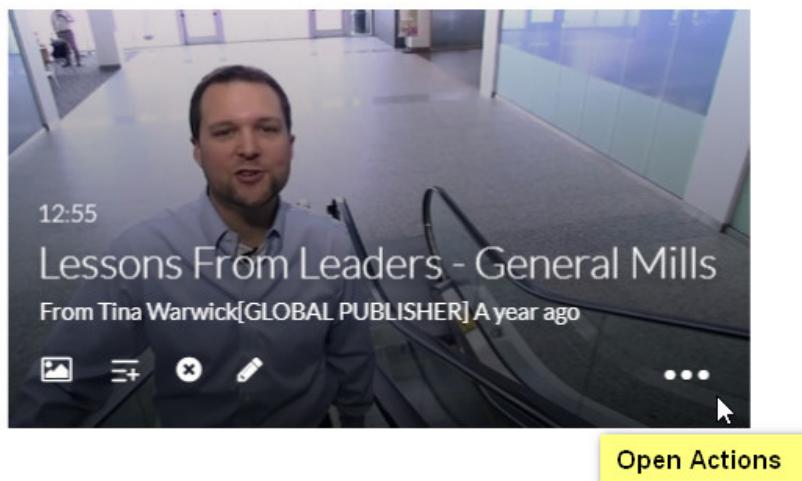
1. Select My Channels from the user drop down.
2. Click on a Channel thumbnail.

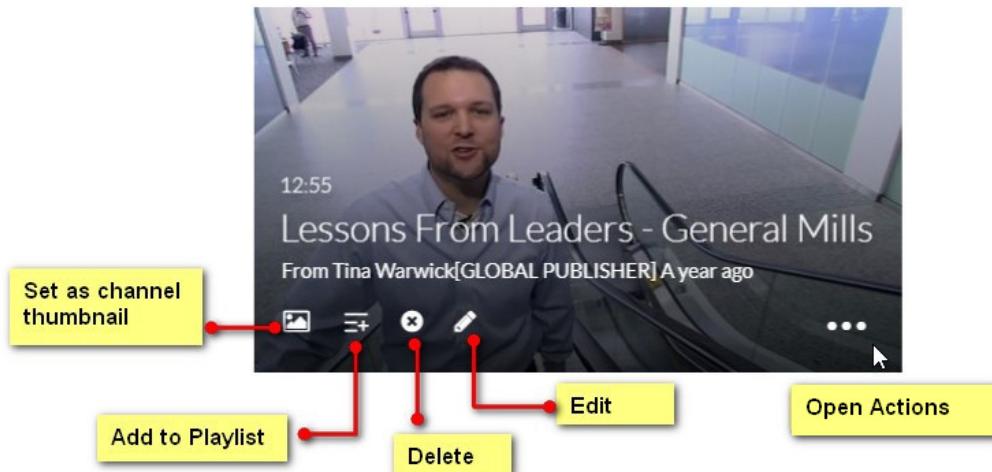
Select the Media tab.

The screenshot shows a media management interface with the following details:

- Top navigation bar: Open And Moderated | 14 Media | 4 Members | 0 Pending | 2 Subscribers | Managers | Moderators | Appears in
- Header menu: Home, 13 Media (highlighted in blue), Interactive Videos, Search icon
- Sort options: Sort by Most Recent, View All Media
- Two video thumbnails displayed:
  - Thumbnail 1: A woman sitting at a desk with a laptop, titled "Kaltura Video Platform Overview" (02:48).
  - Thumbnail 2: A man in a suit and glasses, titled "Lessons From Leaders - General Mills" (12:55). It includes a timestamp, title, and metadata: "From Tina Warwick [GLOBAL PUBLISHER] A year ago". Below the thumbnail are like, comment, and share counts (3, 58, 2) and a three-dot menu icon.

3. Click on the 3 dots in the lower right corner of the thumbnail to see additional options.





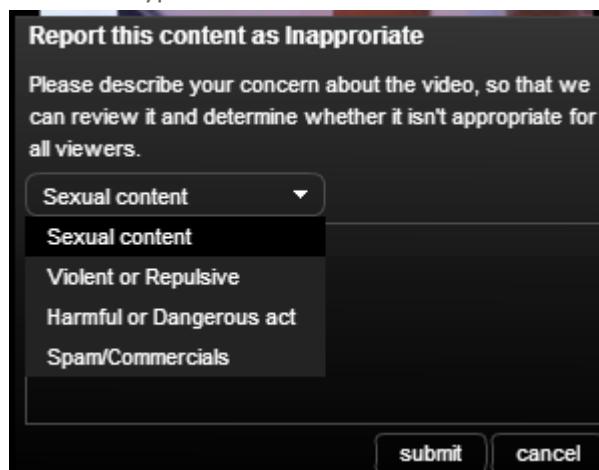
4. Click **Play** in the media player. You can use options such as volume control, report abuse (flag), caption selection, full screen, and enlarging the player within the MediaSpace window.



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.

Take complexity out of your organization



133

1

From Tony Walsh 3 Years ago

Details Share

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**.

The screenshot shows a web interface for a video portal. At the top, there's a navigation bar with various icons. Below it, a large video player window is visible. To the left of the video player, a tab labeled 'Comments' is highlighted with a yellow box. Below this tab, there's a text input field with the placeholder 'Add a Comment'. At the bottom of the screen, a footer bar displays the text '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 Media

Developed specifically for video to address video's unique findability challenges, the Kaltura Media Search searches through all regular, custom and temporal metadata, and adheres to content entitlements.

The search results are unified, meaning that by searching for a keyword, the results from all metadata fields are returned in one symmetry search through all data.

Search results are rendered visually with the search string highlighted for each entry. The search is used for multiple use cases: "classical" full text search, analytics, auto completer, spell checker, alerting engine, and as a general-purpose document store.

The improved Search includes additional new filters and search capabilities such as partial search, synonyms and more. For more information see the [Kaltura Search Module User Guide](#)

A screenshot of the MediaSpace search interface. At the top, there is a dark header bar with the 'MediaSpace' logo on the left. To its right is a search bar containing the word 'twins'. Below the search bar are several navigation links: 'Home', 'Corporate', 'Family', 'HR', 'Technology', 'Webcasts', and 'Channels'. On the far right of the header, there are icons for 'ADD NEW', a user profile, and a language selection dropdown set to 'DEBB'.

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
- An entry for captions
- For media associated with a user, tag, or category
- For media in slides and chapters based on metadata

The screenshot shows the Kaltura MediaSpace interface. At the top, there's a navigation bar with links for Home, Corporate, Family, HR, Technology, Webcasts, and Channels. On the right side of the header, there are search, add new, user profile, and language selection options. Below the header, a search bar contains the term "twins". To the right of the search bar, it says "Found 48 results". Underneath the search bar are filter and sorting options: "Filters >" and "Search In: All Fields" with "Sort By: Relevance". The main content area displays three media items and a channel section. The first item is a video thumbnail titled "Twins playing with fish" from "summer 2016", showing two children playing with fish. The second item is a video thumbnail titled "Star Wars Twins" from "summer 2016", showing two children in Star Wars costumes. The third item is a video thumbnail titled "Star Wars Twins - Quiz" from "summer 2016", showing two children taking a quiz. Each media item includes a "Show More" link. To the right of these items is a section titled "11 Channels found" with three channel thumbnails: "TWINS MY NEW CHANNEL", "DEBBIE'S CHANNEL", and "NEW CHANNEL DEBBIE". Each channel thumbnail has a "Go to Channel Results" link below it. Below the channels is a section titled "1 Gallery found" with a single gallery item labeled "Family". A "Go to Gallery Results" link is also present.

### To clear the search text

- Click on the x.

For additional information on the KMS search behavior see the article [Kaltura Search Engine for Media, Metadata and Timeline: Search Behavior and Commands](#) in the Knowledge Center.

Specific URLs for all pages that have data filtered are available (except for the category pages).

Each time you search or use filters for My Media, Global Search, or All-Channels, the URL changes accordingly to reflect your search/filtering results. You can save the URL in your favorites or send it to someone else.

An important use case for the filters' URL feature is the Channel Topics. The Channel topics filter may be used to add and filter topics for channels in the "All Channels" and "My Channels" Pages.

The URL created by filtering channels by topics provides a new way to create dedicated channel pages per topic.

For additional information see [Creating and Using Topics for Channels for KMS and KAF](#).

## SECTION 3

# 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](#)
- [Express Capture](#)
- [Live Event](#)
- [Video Quiz](#)

## 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.

### Dynamic Chunk Size Upload

To improve upload performance, KMS now dynamically changes the uploaded chunk size. The upload starts with a minimum-size of chunk, (1MB) then makes an intelligent decision as to what should be the next chunk size based on upload capabilities, and so on (the max chunk size of 50MB)



**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+

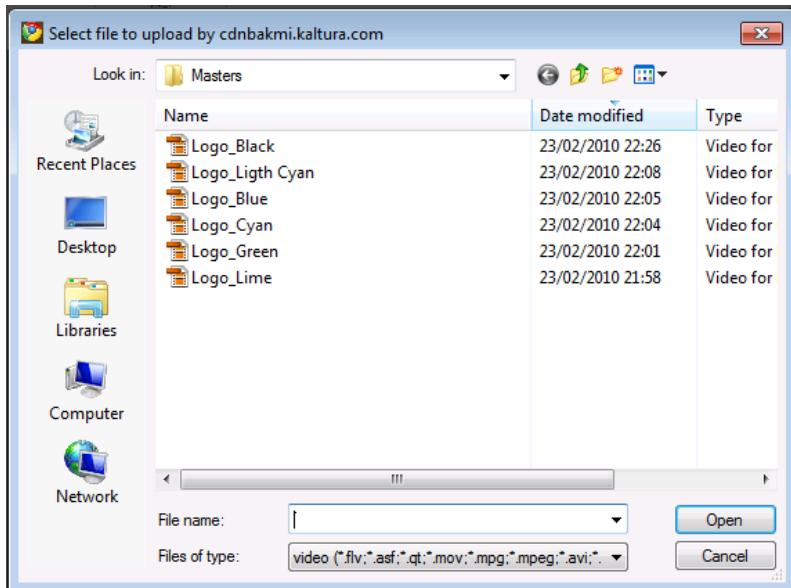
#### To upload media from your desktop

1. Select Media Upload from the Add New dropdown menu.

The Upload Media page is displayed.

Upload Media

2. Drag and drop a media file or 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:
  - Enter metadata information about the media and click **Save**.  
Mandatory fields are marked with an asterisk.
  - Click **Cancel** to cancel the upload.
  - Click **Choose another file to** upload additional files.

## Uploading Media



### Upload Media

All common video, audio and image formats in all resolutions are accepted.  
For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

**FXGO3697.mp4** 100% of 1478Kb  
Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name:  (Required)

Description:   <input type="

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.

## SECTION 4

# Kaltura Express Capture – Webcam Recording

Kaltura Express Capture enables recording content directly from the browser, with no need to install any additional software.

## Adding Media Through a Webcam Recorder

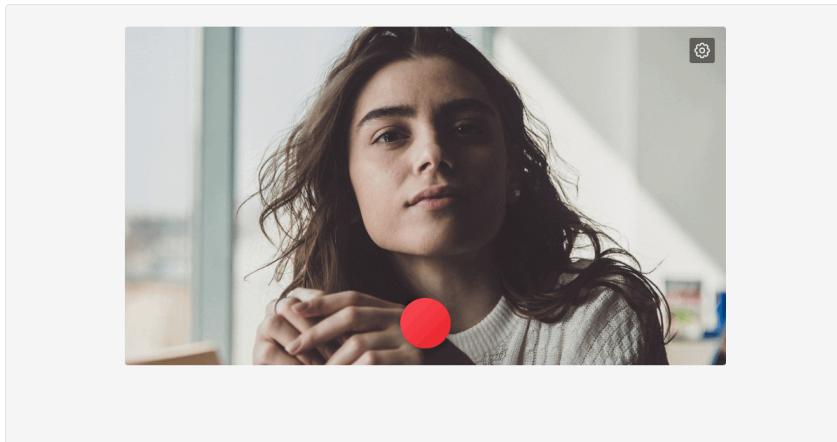
Adding content from your Webcam Recorder to MediaSpace requires the Recorder feature to be enabled on your partner. The Kaltura HTML recorder allows you to use your webcam or audio devices to record video and audio entries directly from your browser. (The browser must support [webRTC](#). ) Please see supported browsers and more information here.

### To create media using your Webcam Recorder and Microphone

1. Select Express Capture from the Add New dropdown menu.

The Record Media page is displayed.

Record Media



For more information please see the article [Kaltura Express Capture](#).

## SECTION 5

# Adding YouTube Media to Kaltura

Adding 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 YouTube page is displayed.

**YouTube**

Video Page Link (or Content ID)

https://www.youtube.com/watch?v=83XemtLJnfg

**Preview** Note: Only public YouTube videos are supported

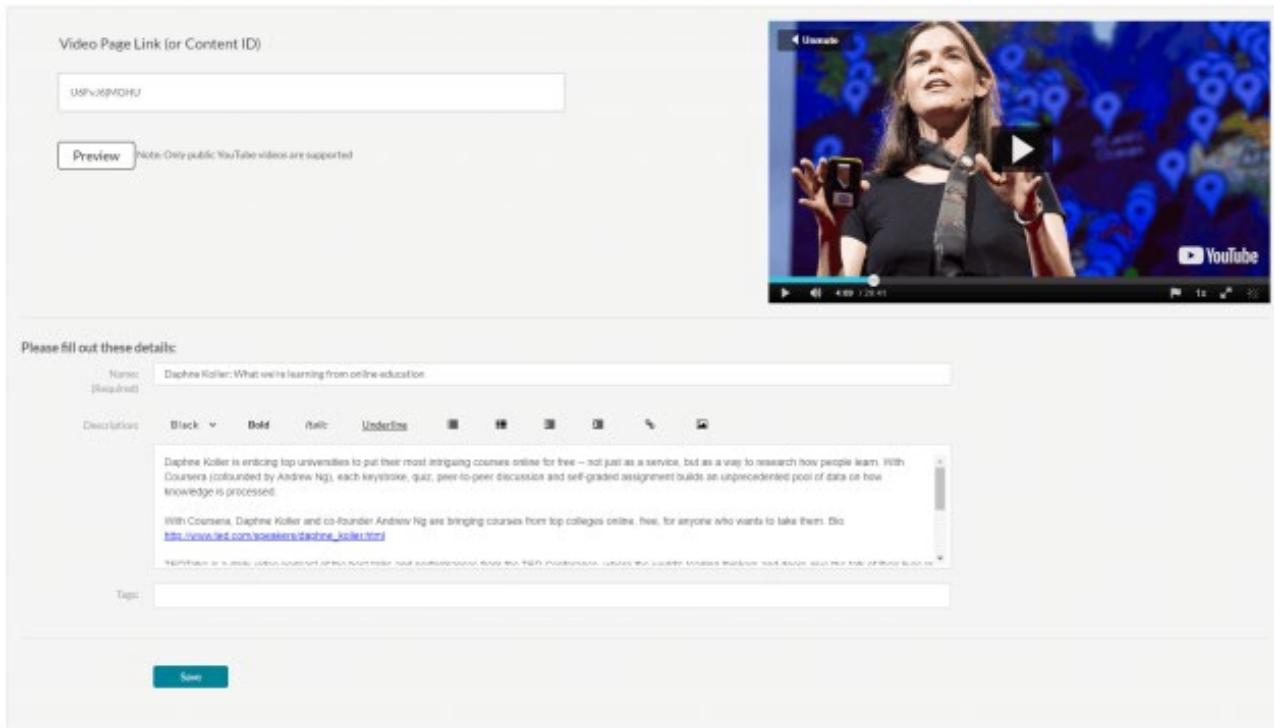
2. Enter the Video Page Link or the Content ID and click Preview.



**NOTE:** To obtain the URL, right click on the video in YouTube and copy the URL.  
Only public YouTube videos are supported.

3. Click Preview to edit the YouTube entry and enter metadata. Metadata includes the Name, Description and Tags.

## Adding YouTube Media to Kaltura



The screenshot shows the 'Video Page Link (or Content ID)' field containing 'UdFvH8M0HJU'. A 'Preview' button is visible, with a note: 'Note: Only public YouTube videos are supported'. To the right is a thumbnail image of Daphne Koller speaking at a podium. Below the preview area, there's a text input for 'Name' (labeled '(Required)') with 'Daphne Koller: What we're learning from online education' entered. A rich text editor toolbar is shown above a detailed description of the video. The description text reads: 'Daphne Koller is leading top universities to put their most intriguing courses online for free – not just as a service, but as a way to research how people learn. With Coursera (co-founded by Andrew Ng), each keystroke, quiz, peer-to-peer discussion and self-graded assignment builds an unprecedented pool of data on how knowledge is processed.' Below the description is a link: 'With Coursera, Daphne Koller and co-founder Andrew Ng are bringing courses from top colleges online. Here, for anyone who wants to take them: Bio: [http://www.keted.com/speakers/daphne\\_koller.html](http://www.keted.com/speakers/daphne_koller.html)'.

4. Click Save.
5. Click My Media or Go to My Media.

You cannot add video presentations or YouTube media to playlists.

The 'Share' option (Email, Media Link, Embeds) is available for YouTube entries (like other entry types).

## Replacing a YouTube Link

### To replace a YouTube link

1. In the Edit Media window, click the Replace Video tab. See [Editing Media](#).
2. Enter the replacement video page link or Content ID and click Replace.



The screenshot shows the 'Replace Video' tab selected in the navigation bar. Below it, a video player displays a video of Daphne Koller. The video player controls include play/pause, volume, and a progress bar showing 0:00 / 1:29:41. A 'Launch Editor' button is located in the bottom right corner of the video player. At the bottom of the screen, there are tabs for Details, Options, Collaboration, Replace Video, Captions, and Attachments. The 'Replace Video' tab is highlighted with a green underline. In the bottom left corner, there is a 'Video Page Link for Content ID' input field containing 'UdFvH8M0HJU' and a 'Replace' button.

3. A Confirmation message is displayed to ensure your choice.

### Replace external entry

I confirm that this new external content is similar in essence to the original content which may have already generated views and likes

Cancel OK

4. Go to My Media and click the pencil icon to edit the YouTube entry.

## Analytics for YouTube Entries

Videos that originate in YouTube (presented and linked to KMS through the YouTube module) now include the analytics pages, similar to other entry types. The analytics for these entries include metrics for engagement inside KMS only and are not aggregated with YouTube playback analytics.

## SECTION 6

# Express Capture

Kaltura [Express Capture](#) enables recording content directly from the browser without the need to install any additional software. Kaltura [Express Capture](#) is now available for all KMS and KAF instances. A new Big Red Button has been added to the Kaltura Capture suit to enable you to add content from your Webcam Recorder to MediaSpace or your KAF applications. Kaltura Capture Express requires the [Recorder](#) module to be enabled on your partner. The Kaltura HTML recorder allows you to use your webcam or audio devices to record video and audio entries directly from your browser. (The browser must support webRTC.) Please see supported browsers and more information [here](#).

See the article on [Express Capture](#) for more information.

## 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 Slides in the Timeline Tab](#). To learn more about recording presentations using the Kaltura CaptureSpace Desktop Recorder, see the [Kaltura CaptureSpace - User Guide](#).

## SECTION 7

# Video Quiz

Kaltura's Video Quizzes (VQ) integrate and work seamlessly with Kaltura MediaSpace (KMS) and all Kaltura Application Framework (KAF) based applications, such as different Learning Management Systems (LMSs) and Social Business Software (SBSs). The VQ feature is based on the Kaltura Player version 2.0.

As users watch a video, a question appears at its chosen point; the video continues after the user answers the question. Depending on configuration, users may be allowed to repeat sections, skip questions, revise answers, receive hints, and discover the correct answers. Practically, VQ increases engagement, tests knowledge and retention, and gathers media effectiveness data. Users can watch media segments multiple times in preparation for answering questions; and receive feedback, correct answers, and in-depth explanations when completing questions.

On the playback side, VQ is part of Kaltura player and is supported by the player wherever media quizzes are embedded and presented. Viewing and use is supported on any digital device.

See the article [Video Quizzes - How to Take a Quiz](#) in the Knowledge Center, for information on how to take a quiz and for other frequently asked questions.

### To display media that have quizzes configured

1. Go to My Media Page and click Filters.
2. Select Quiz.

All Media  
Video  
Quiz  
Audio  
Image  
Webcast Events

All media with quizzes is displayed on the My Media page.

A special icon on the video thumbnail, and on the entry page, is displayed for videos that have quizzes



configured.



## SECTION 8

# 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 can 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.

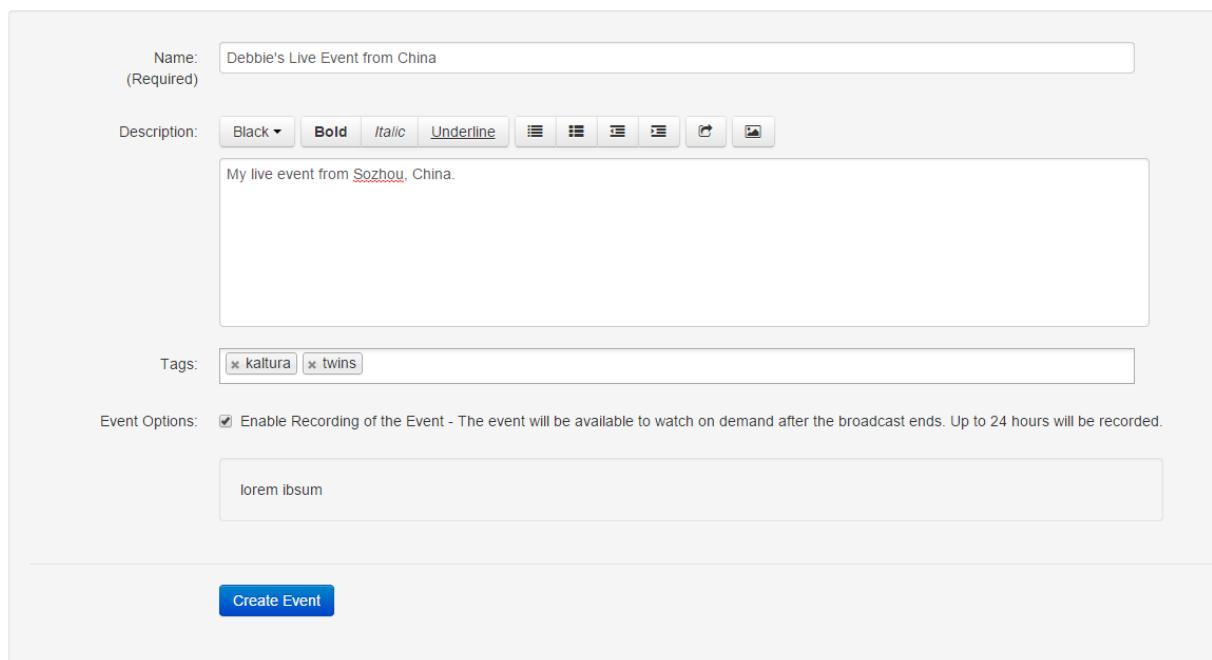
Using live in MediaSpace requires you to update the uiConf of your main player to SWF URL version 3.9.7 or above.

### To create a live event

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

The Create Live Event page is displayed.

### Create a Live Event



The screenshot shows the 'Create a Live Event' form. The 'Name' field contains 'Debbie's Live Event from China' and is marked as required. The 'Description' field contains 'My live event from Sozhou, China.' and includes a rich text editor toolbar with options like Black, Bold, Italic, Underline, and various alignment and style buttons. The 'Tags' field contains 'kaltura' and 'twins'. The 'Event Options' section has a checked checkbox for 'Enable Recording of the Event' with the note 'The event will be available to watch on demand after the broadcast ends. Up to 24 hours will be recorded.' Below this is a text area containing 'lorem ipsum'. At the bottom is a blue 'Create Event' button.

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:
  - 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. 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. Live Events are indicated with the Live icon in the upper left corner. 

### **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.
  - Enable DVR - Users will be able to seek back during the live event
  - 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.
  - Click Start Streaming to start your broadcast. Click OK to Start;
  - 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

# 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

In the Edit Media page, you can:

- Edit metadata 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 the Delete icon next to the media to delete an entry.
- Launch the Kaltura Video Editing Tools to trim or clip content. See [Creating a Video Clip](#).
- Access other Editing tabs.
- Comment, [Disable and Close Commenting](#)
- Add Attachments
- Schedule Media
- Replace Media
- Change Media Owners and Collaborate
- Upload and Manage Captions

### To edit media

- On your My Media page, click on the pencil (Edit icon) next to the media you want to edit.

The screenshot shows the Kaltura Edit Media page. At the top, there are filters and a sorting dropdown set to "Sort by Most Recent". On the right, there's an "ACTIONS" menu with three icons: a pencil for edit, a trash can for delete, and a refresh symbol. Below the header, a video thumbnail for a file named "Globe" is displayed. The thumbnail shows a view of Earth from space. A blue bar at the bottom of the thumbnail says "Private". To the right of the thumbnail, the file name "Globe" and a brief description "Kaltura is everywhere" are shown. Underneath the thumbnail, there are engagement statistics: "2 Days ago", "0", "0", and "0". At the very bottom of the screenshot, a navigation bar lists various editing tabs: Details (underlined), Options, Collaboration, Thumbnails, Downloads, Captions, Attachments, Timeline, Replace Video, and Display.

The Edit Media page opens with Editing tabs. The editing tab display depends on your MediaSpace admin configuration.

## Editing Metadata

### To edit metadata

1. Go to your **My Media Page** and click **Edit** near the entry you want to edit.

2. On the **Details** tab, fill in the various metadata fields:

a. Name



**NOTE:** A name is required for any media item.

b. Description

You can use the button above the textbox to format the description text.

c. Tags



**NOTE:** As you type there will be suggestions for tags from tags already used in this account for quick action and to encourage tag consistency.

3. Click **Save**.



**NOTE:** Depending on how your account is set up, there could be additional metadata fields to fill, some of which may be required for publishing.



The screenshot shows the 'Trim Video' interface with the 'Details' tab selected. The 'Name' field contains 'Globe'. The 'Description' field contains 'Globe with the original thumbnail.' Below the description is a rich text editor toolbar. The 'Tags' field is empty.

## Scheduling

Use the Publishing Schedule feature in the Details tab 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.

Publishing Schedule:  Always  Specific Time Frame  
(The time range in which this media will be visible to users in published channels/categories)

Start Time:

End Time:    (UTC -4:00) Eastern Time (US & Canada) (EDT)

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

- start time (date and hour),
- end time – “The default is “no end time”.
- time zone.

Scheduling input from the KMC is visible in KMS. It is possible to input a start date without an end

date. (Select Clear from the date drop down menu.)

It is possible to select start or end dates that are prior to current date.

Publish schedule time zone presentation - Entries where Scheduling was set outside of KMS (thus the time zone is not specified on the entry) will show Scheduling in the user's local time zone, per the current Scheduling functionality. Entries where Scheduling was set in KMS (thus time zone is specified on the entry) will show Scheduling in the time zone specified by the KMS user who set the Scheduling.

### To add a scheduling rule

1. Go to the entry Edit Page in My Media.
2. Select the Details tab and then enter the publishing schedule.

Publishing Schedule:  Always  Specific Time Frame  
(The time range in which this media will be visible to users in published channels/categories)

Start Time: 07/09/2017  3:30 PM  (UTC +3:00) Jerusalem (IDT)

End Time: 07/18/2017  4:30 PM

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

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 can see the entry in *My Media*.

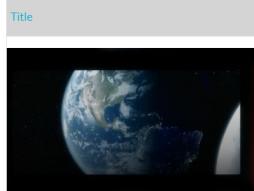
## My Media



 Search My Media

Filters Sort by Most Recent ▾

ACTIONS ▾

Title	ID	Published In	Scheduling	Media Type	Publish Date	Actions
	0_w3ttvepc	Learning and Training	Upcoming	Video	Jul. 24th 2017 08:00 pm	 

There are no more media items.

## Managing Your Media

The screenshot shows the Kaltura MediaSpace interface. On the left, a video player displays a video titled "Globe.mp4" showing the Earth from space. The video is 2:47 long and has 17 views. Below the video player is a yellow box containing scheduling information: "AVAILABLE TO VIEW From: Monday, July 24th, 2017 8:00 PM IDT Until: Monday, July 31st, 2017 4:30 PM IDT". To the right of the video player is a sidebar with a "Policy" section and a "Related Media" dropdown. Under "Related Media", there are four thumbnails: "Debbie's Live Event" (LIVE), "In grandpa's shoes", "At the Zoo", and "kids". Each thumbnail has a play button icon.

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

- All availabilities - all entries 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.)
- Past Scheduling - entries that their 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.

The screenshot shows the filtering options for the "All Statuses" and "All Media" sections. The "All Statuses" section includes filters for Private, Published, Pending, Rejected, and Unlisted. The "All Media" section includes filters for Video, Quiz, Audio, and Image. The "Media I Own" section includes filters for Media I Can Publish, Media I Can Edit, and Media I Can Share. The "All Availabilities" section includes filters for Future Scheduling, Available Now, and Past Scheduling.

- Scheduled entry can be *published* but won't appear in the *category/channel* until the scheduling window will start.
- Scheduled entry can be added to a *playlist* but won't appear in the playlist until 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, until the scheduling window will start.

# Enabling Clipping

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

Details    **Options**    Collaboration    Attachments    Captions    Thumbnails    Downloads    Timeline    Replace Video

Trim Video

Clipping:  Enable everyone to create clips from this video

Comments:  Disable comments for this media  
 Close discussion (do not allow new comments)

**Save**    [Go To Media](#)

## 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. See [Creating a Video Clip](#).

# 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-editors can see analytics page for the media they co-edit.

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. Group support may be enabled for the Media Collaboration' features. When enabled, you can select groups that may be assigned as co-editors/publishers for an entry.

Kaltura Webcasting Moderators are also added through the Media Collaboration Tab. Only Media Owners may add Webcasting Moderators.

Webcast Moderators may:

- Send announcements
- Respond to questions
- Mark questions in queues.
- Answer on air.

# Change Media Owner

Use the Change Media Owner screen to change the owner of the media (for example in case the owner is leaving the organization, and someone needs to take ownership of the media). Only Media Owners may assign Kaltura Webcasting Moderators.

## To change an entry's media owner

1. Go to the entry Edit Page in My Media.
2. Select the Collaboration tab.

## Managing Your Media

Details Options **Collaboration** Attachments Captions Presenters Thumbnails Live Stream Details

Timeline Replace Video Trim Video

**Media Owner** Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content. [Change media owner](#)

**Media Collaborators** Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish. [Add Collaborator](#)

[VIEW ALL PERMISSIONS](#)

Member	User ID	Permission	
private user	private	Co-Editor	
adminedge user	adminedge	Co-Editor	
Debbie Ziloni	debbie.ziloni	Webcast Moderator	

- 3.** Click Change media owner.

The Change media owner window is displayed.

### Change Media Owner

**Note** Once you change owner you will not be able to edit this media and it will no longer appear in your 'My Media' list

Type user or group name

Cancel

Add

- 4.** Enter the user/group name for the new owner.

- 5.** Click Save.

## Filtering Media

You can filter media according to the collaboration settings.

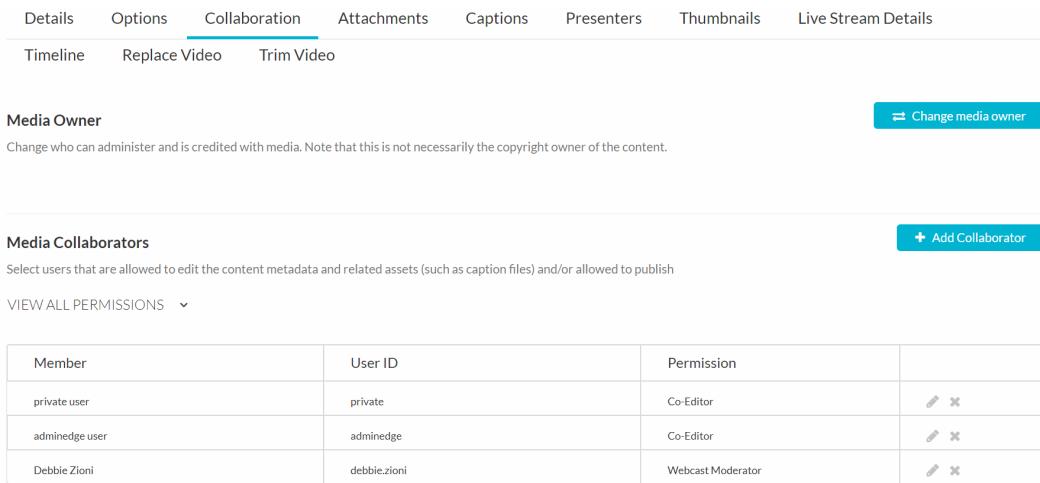
All Statuses	All Media	Media I Own	All Availabilities
Private	Video	Media I Can Publish	Future Scheduling
Published	Quiz	Media I Can Edit	Available Now
Pending	Audio		Past Scheduling
Rejected	Image		
Unlisted			

## Add Co-Editors, Co-Publishers or Webcasting Moderators

You may add a multiple selection of users and groups with one click.

### To add Co-Editors, Co-Publishers or Webcasting Moderators

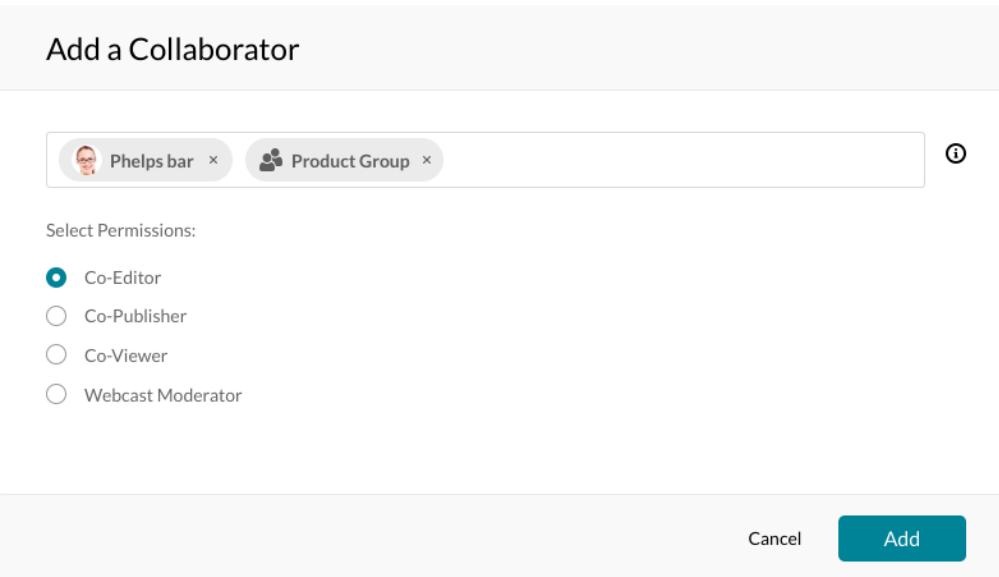
1. Go to the entry Edit Page in My Media.
2. Select the Collaboration tab.



The screenshot shows the 'Collaboration' tab selected in the top navigation bar. Below it are tabs for 'Timeline', 'Replace Video', and 'Trim Video'. Under 'Media Owner', there is a 'Change media owner' button. Under 'Media Collaborators', there is a '+ Add Collaborator' button. Both sections have a note about changing who can administer and be credited with media.

Member	User ID	Permission	
private user	private	Co-Editor	 
adminedge user	adminedge	Co-Editor	 
Debbie Zioni	debbie.zioni	Webcast Moderator	 

3. Click Add Collaborator.  
The Add Collaborator window is displayed.



The screenshot shows the 'Add a Collaborator' window. It has tabs for 'Phelps bar' and 'Product Group'. Below is a section for 'Select Permissions' with radio buttons for 'Co-Editor' (selected), 'Co-Publisher', 'Co-Viewer', and 'Webcast Moderator'. At the bottom are 'Cancel' and 'Add' buttons.

4. Enter the user/group name or ID. You can add users/groups 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.

**Media Collaborators**

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

**VIEW ALL PERMISSIONS** ▾

**All Permissions**

	User ID	Permission	
Co-Editor	private	Co-Editor	
Co-Publisher	adminedgede	Co-Publisher	
Webcast Moderator	debbie.zioni	Webcast Moderator	

**+ Add Collaborator**

Your KMS administrator may also configure the option of adding co-editors, co-publishers or Webcast Moderators during upload of an entry in KMS or KAF.

## Customizing an Entry Display Page

Content Owners and co-editors may customize the look and feel of an entry page. Your Kaltura MediaSpace administrator must enable this option for you. See [Customizing the Media Entry Display for Kaltura MediaSpace Entries](#) for more information.

## 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, click the Edit icon.
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 the edit icon 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](#) and filter media according to captions and their availability.

## Uploading Captions

### To upload captions

1. On your My Media page click the edit icon next to the video you want to edit.
2. Select the Captions tab and click Upload captions file.

Upload a captions file

Select a file:

Language:

Label:

(text that appears in caption selector)

Cancel

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.

Details	Options	Collaboration	Attachments	Captions	thumbnails	Downloads	Timeline	Replace Video
Trim Video								
<input type="button" value="Upload captions file"/>								
Language	Label	File type	Actions					
English		SRT	  					



**NOTE:** To upload another file, click **Upload captions file** again and repeat.

## 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 click the edit icon next to the video you want to edit.
2. Open the Captions tab to display the caption table.
3. In the Actions section, select the Pencil icon to edit the captions file.
  - To change the language, select a new language in the Language column.
  - To change the label, enter new text in the Label column.

Language	Label	File type	Actions
English		SRT	

4. Click the disk icon to update the values.

#### To change the caption file used by default in the media player

1. On your My Media page click the edit icon next to the video you want to edit.
2. Open the Captions tab to display the caption table.
3. 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. On your My Media page click the edit icon next to the video you want to edit.
2. Open the Captions tab to display the caption table.
3. In the caption table, click on the "x" icon to **Delete**.
4. In the Confirm Remove window, click **Yes** to remove the caption file.

#### To download a caption file

1. On your My Media page click the edit icon next to the video you want to edit.
2. Open the Captions tab to display the caption table.
2. 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. Contact your administrator to enable this feature.

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. For more displaying options see [Viewing Rich Media in the Kaltura Player](#).

## Remote Storage

In KMS and KAF instances that are set with remote storage configuration, slides on entries are stored and played from the remote storage.

## Creating and Editing Chapters

### To edit or add a chapter

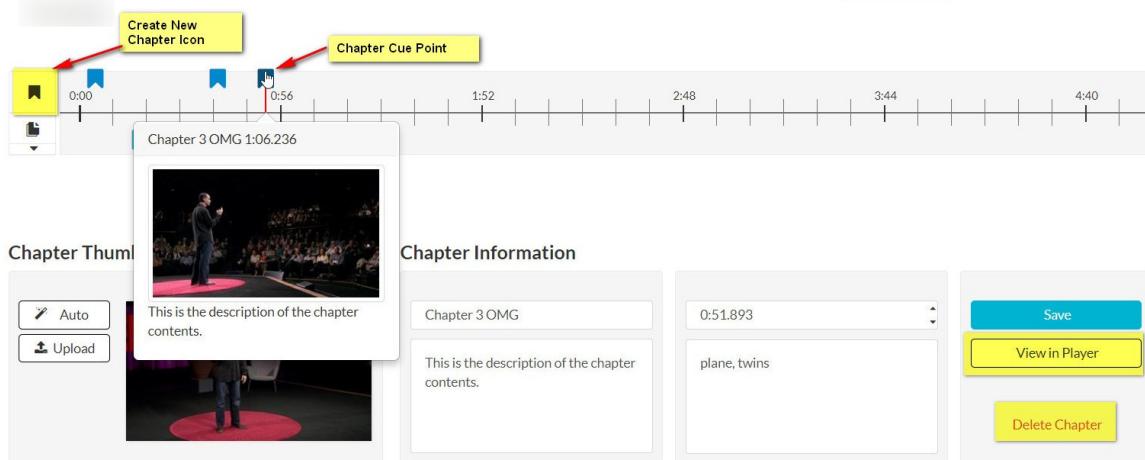
1. Go to your My Media page and click the edit icon next to the video you want to edit.
2. Select the Timeline tab. Here you can view all the chapters and slides in the video.

3. Place the cursor on the timeline and click the Create New 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:

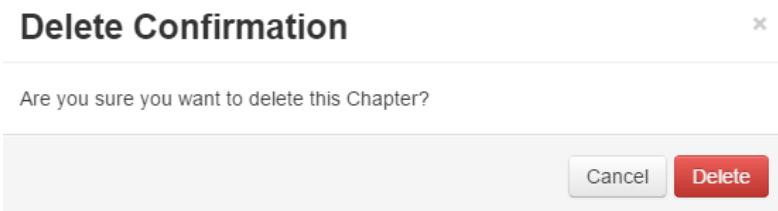
- Add or modify the Chapter Title.
- Select a thumbnail. You can upload a thumbnail image for the chapter, or automatically create one from the video.
- Add or modify the Chapter Description (optional).
- Add Search Tags (optional).

**5.** Click View in Player to see your changes.



## To delete a chapter

1. Go to your My Media page and click the edit icon next to the video you want to edit.
2. Select the Timeline tab to 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.

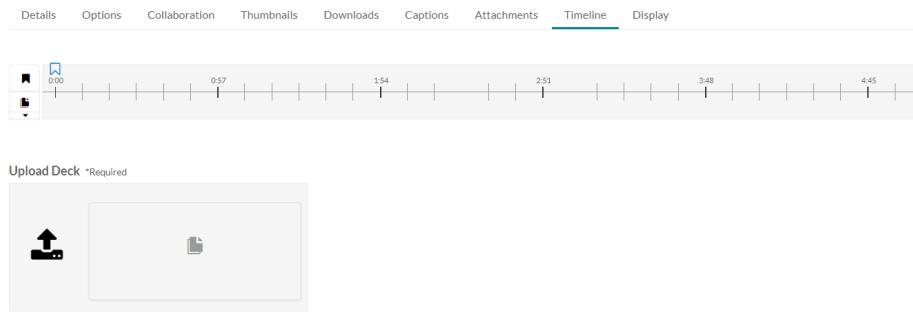
## Using Slides in Kaltura MediaSpace

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 on the Edit icon near the entry you want to edit and select the Timeline tab.

## Managing Your Media



- 3.** Place the cursor on the timeline and click Upload Slides Deck to add a slide or a slide deck or click on the cue point for the slide you want to edit to view its properties.

Deck upload

Choose slides resolution:

Normal Resolution (1024x768)  
 Wide Resolution (1366x768)

Choose a file to upload

Cancel

- 4.** Upload a full deck of slides. The supported formats are: PPT, PPTX, and PDF.

Note - once the upload and processing are done, the slides will be equally spread across the timeline for you to manually arrange them.



## Managing Your Media

The screenshot shows a video player interface. At the top, there's a search bar and a title '3 Things I Learned'. Below the video frame, there are two slide thumbnails. The first slide is titled 'Capt. Chesley "Sully" Sullenberger' and the second is titled 'Chapter 2 Into The Hudson'. A timeline at the bottom shows cue points for both slides. The timeline has markers at 0:00, 0:56, 1:52, 2:48, 3:44, and 4:40. The slide for Capt. Sullenberger is positioned at approximately 0:16.895.

5. Move each slide to its desired point in the timeline and save.

6. After you upload a slide deck, you can:

- Add or modify the slide image.
- Add or modify the slide title.
- Add or modify the slide description (optional).
- Add search tags. (optional)

7. Click View in Player to see your changes.

### To delete a slide

- Login to your My Media page.
- Click on the Edit icon near the entry you want to edit and select the Timeline tab.
- Click on the cue point of the slide you want to delete from the timeline of the video.

The screenshot shows the Timeline tab of the Kaltura MediaSpace interface. A slide deck has been uploaded, and the timeline shows multiple slide icons. A yellow box highlights the 'Delete Slide' button in the bottom right corner of the slide information panel.

**4.** 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**

**5.** Click View in Player to see your changes.

## Creating a Video Clip



**NOTE:** The clipping and trimming functionality for Kaltura MediaSpace and Kaltura Application Framework applications has been moved to the Kaltura Video Editing Tools feature.

You can create clips from existing videos. Each clip becomes its own media entry. The [Kaltura Video Editing Tools](#) enable 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 and co-editors.

To create clips from your media see For more information about clipping content, see [Editing Media Using the Video Editor](#).

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

- See the description in the [Options Tab](#).

You can trim out parts of video in the Kaltura Video Editing Tools timeline. You can edit your videos visually by setting the start time and end time of your media.

Sometimes, you may want to trim the start and/or end of a video to remove redundant parts. Trimming is performed on the source media, modifying that video permanently.

Entries can be trimmed by the media entry owner and co-editors.

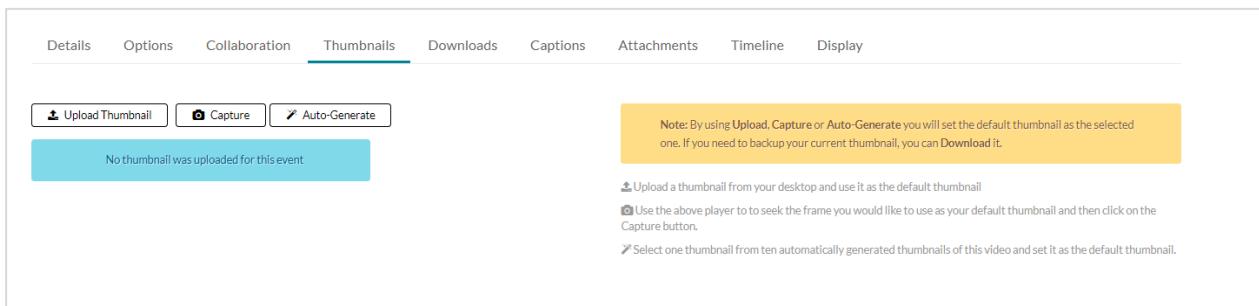
For more information about trimming content, see [Editing Media Using the Video Editor](#).

The trimmed content appears in My Media as a new entry.

## 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

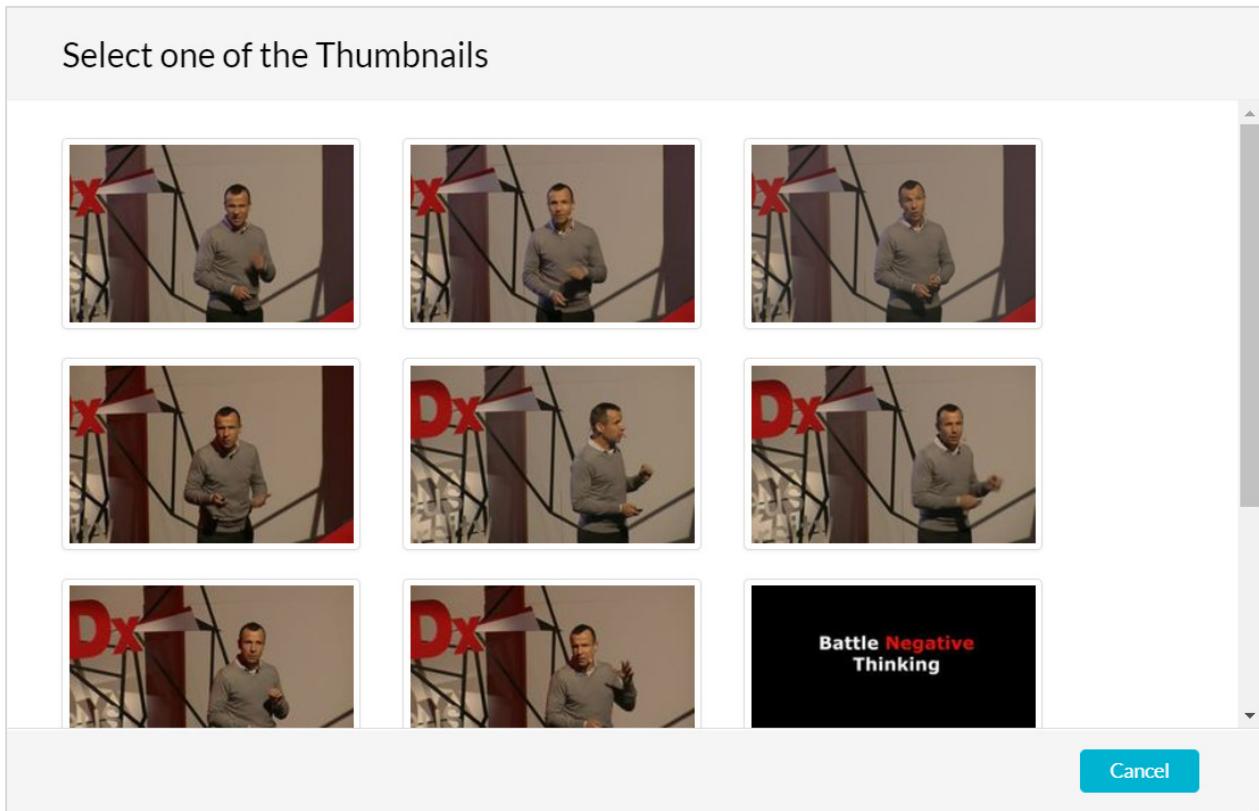
1. Select My Media and then click the Edit icon next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Upload Thumbnail.
4. Upload a file from your desktop and click Open.

### To grab a frame from the content as a thumbnail

1. Select My Media and then click the Edit icon 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 the Edit icon next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Auto Generate.



#### To download and save a thumbnail

1. Select My Media and then click the Edit icon 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).

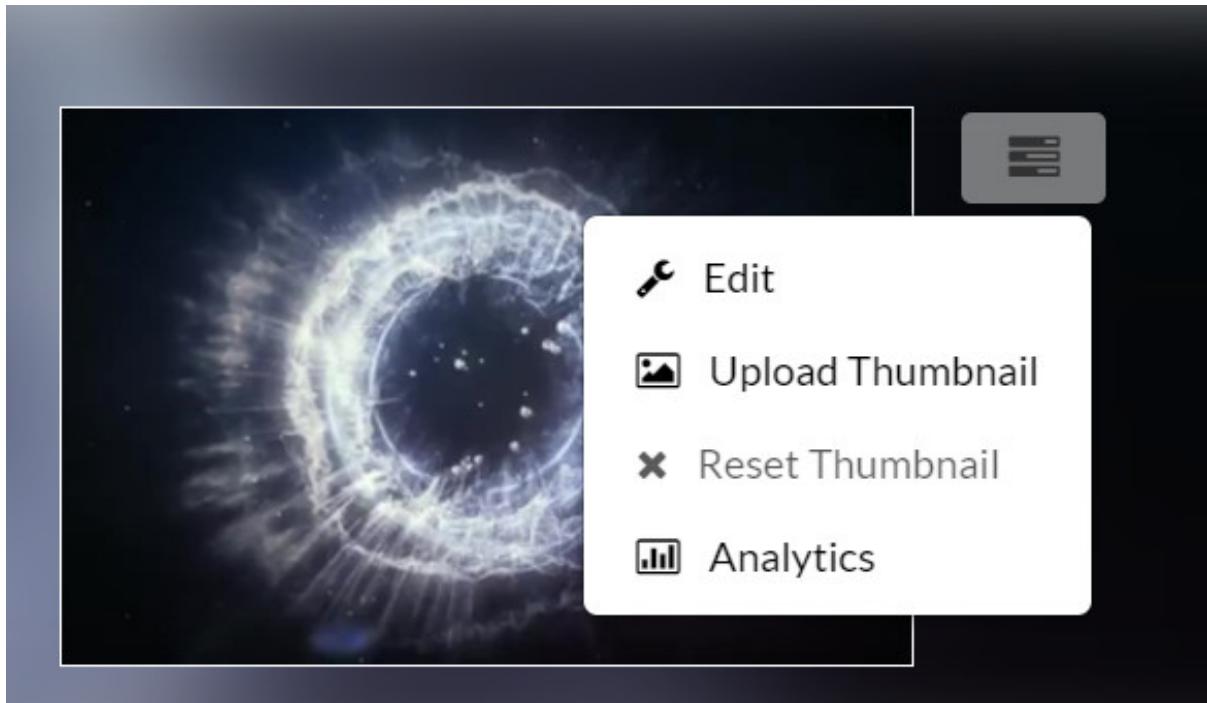
The thumbnail permissions are available in MANAGER view only.

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. Go to My channels and select a channel.
2. Select a media entry and click on the Edit icon to open the editing options.



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.

Upload Thumbnail

Choose a file to upload

Cancel 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.  
A confirmation message is displayed.

**NOTE:** Audio entries include a player thumbnail like video entries.

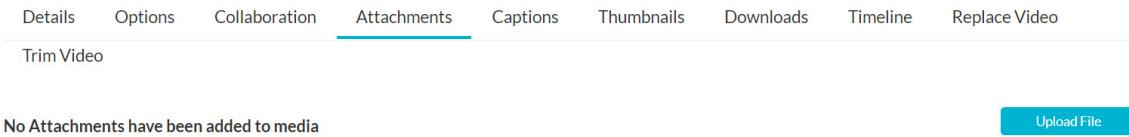
## **Adding an Attachment to a Video**

You can attach files to your media. Media viewers may download the file before, during or after

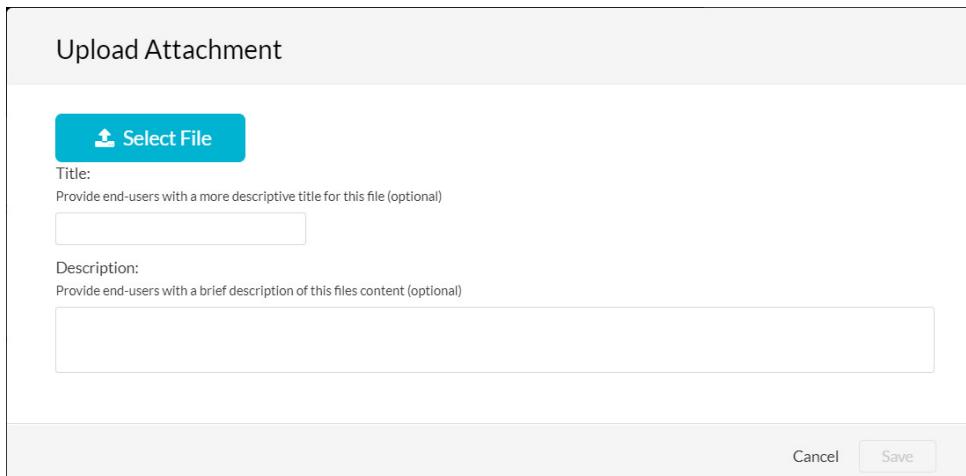
viewing the media.

### To add an attachment to a media entry

1. Select My Media and then click the Edit icon next to the entry you want to add an attachment to.
2. Select the Attachment tab.



3. Click Upload file. The Upload window is displayed.

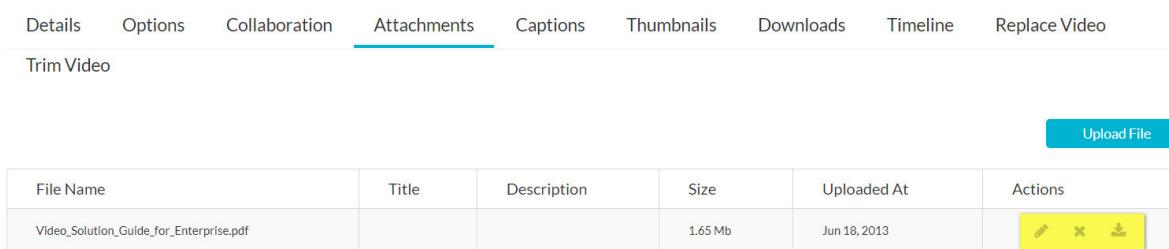


4. Provide descriptive information about the attachment (optional) and click Select File.

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 (Pencil icon) the title or description of the attachment file, delete (X icon) or download (Download icon) the attachment file.



File Name	Title	Description	Size	Uploaded At	Actions
Video_Solution_Guide_for_Enterprise.pdf			1.65 Mb	Jun 18, 2013	

## 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

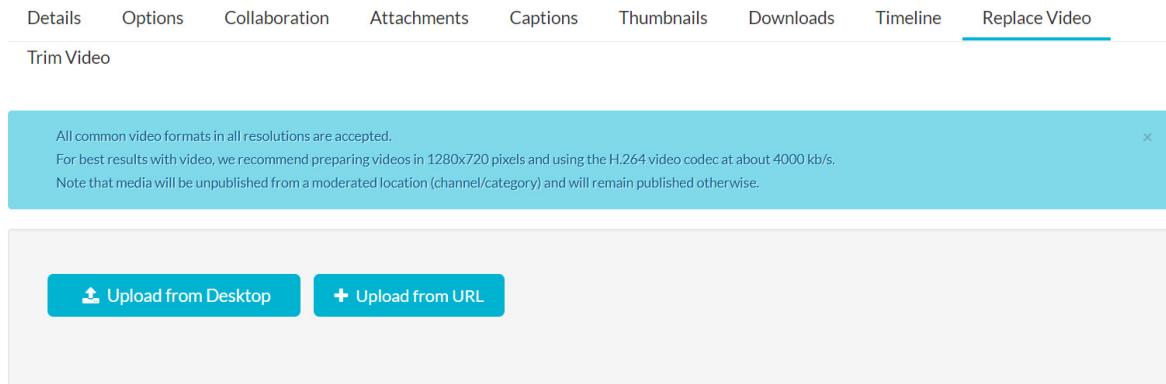
moved to the pending moderation state.

- 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 the Edit icon 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 and co-editors may view analytics about their media. Analytics are available for total plays, views, plays in channels, plays in categories, users that watched, drop off rates and other metrics.



**NOTE:** Entry analytics are identical to the analytics for the entry in the KMC.

### To view entry analytics (for Media Owners and co-editors)

1. Search for or click on an entry to edit.
2. Select Analytics from the Actions drop down menu.

## Kaltura MediaSpace Overview

From Tina Warwick[GLOBAL PUBLISHER] A year ago

2 210 1

A quick overview of the Kaltura MediaSpace portal. Download the MediaSpace "Attachments" and navigate this demo site to learn more.

enterprise mediaspace product overview caption complete

Appears In Products

Comments

Add a Comment

ACTIONS

- Edit
- Publish
- Add Quiz
- Create Clip
- Add to playlist
- Analytics** (highlighted)
- Order Captions
- Caption Requests
- Delete

3. Select the timeframe for the analytics from the drop-down list.

### Analytics for media

Kaltura MediaSpace Overview

LAST 30 DAYS

LAST 7 DAYS ✓

LAST 30 DAYS

LAST 120 DAYS

LAST 365 DAYS

CUSTOM

GENERAL METRICS

22 VISITS

14 PLAYS

MediaSpace™  
by Kaltura  
THE VIDEO PORTAL THAT DOES IT ALL

The analytics for the entry are displayed across four tabs.

- Dashboard
- Channels
- Categories
- Users

### Dashboard View Analytics for an Entry

The Dashboard view presents the analytics for the entry from all perspectives. You can use the other tabs to break the information down into more specific details.

### Analytics for media

Lessons From Leaders - General Mills

LAST 365 DAYS ▾

Dashboard

Channels

Categories

Users

#### GENERAL METRICS

225 VISITS

43 PLAYS

24% VIEW DROP OFF

00:03:09 AVG VIEW TIME

3 LIKES

2 COMMENTS



#### TOP PLAYS IN CHANNELS

[View All](#)

CEO On Camera Channel	2 Plays
Shared Repository	0 Plays
Electrolux fun day	0 Plays

#### TOP PLAYS IN CATEGORIES

[View All](#)

Communications	6 Plays
Interactive Video Quizzing	4 Plays
Corporate	1 Plays
Events & Entertainment	1 Plays
Products	0 Plays

#### TOP ENGAGED USERS

[View All](#)

Unknown	26 Plays
Tina Warwick [GLOBAL PUBLISHER]	11 Plays
David Webber	4 Plays
Salesmanager undefined	1 Plays
Aaron Fields [SALES]	1 Plays
John Kaplan [TECH]	0 Plays
Peggy Wright [CONSULTANT]	0 Plays
Devin Drake	0 Plays

## Channels View Analytics for an Entry

The Entry analytics Channels' view displays the statistics for the views of the entry in the channels the entry was viewed in.

## Managing Your Media

The screenshot shows the CorporateTube navigation bar. At the top left is the logo 'CORPORATE TUBE'. To its right are links for 'SEARCH', '+ ADD NEW', and 'TINA WARWICK(GLOBAL PUBLISHER)' with a small American flag icon. Below these are 'CHANNELS', 'INTERNATIONAL SITES', and 'TERMS OF USE'. A dropdown menu for 'Home' includes 'Corporate', 'Education & Customer Stories', 'HR', 'Technology', 'Collaboration', 'Sales', 'Products', and 'Webcasts'.

### Analytics for media

Lessons From Leaders - General Mills

LAST 365 DAYS ▾

Dashboard   **Channels**   Categories   Users

[Export to CSV](#)   [Printable Version](#)

Name	Plays	Visits	Plays to Visits Ratio	Avg. Drop-Off	Avg. View Time	Comments
CEO On Camera Channel	2	10	20%	0%	00:00:00	0
Shared Repository	0	1	0%	0%	00:00:00	
Electrolux fun day	0	6	0%	0%	00:00:00	

There are no more channels.

### Categories View Analytics for an Entry

The Entry analytics Categories' view displays the statistics for the views of the entry in the categories the entry was viewed in.

### Analytics for media

Lessons From Leaders - General Mills

LAST 365 DAYS ▾

Dashboard   Channels   **Categories**   Users

[Export to CSV](#)   [Printable Version](#)

Name	Plays	Visits	Plays to Visits Ratio	Avg. Drop-Off	Avg. View Time
Communications	6	13	46%	25%	00:03:13
Interactive Video Quizzing	4	9	44%	19%	00:02:25
Corporate	1	13	8%	50%	00:06:27
Events & Entertainment	1	1	100%	50%	00:06:28
Products	0	1	0%	0%	00:00:00

## Users View Analytics for an Entry

The Entry analytics Users view displays the statistics for the views of the entry according to the users that watched or attempted to watch the video.

### Analytics for media

Lessons From Leaders - General Mills

LAST 365 DAYS ▾

[Dashboard](#) [Channels](#) [Categories](#) [Users](#)

[Export to CSV](#)
[Printable Version](#)
 Search

User	Plays	Visits	Plays to Visits Ratio	Avg. Drop-Off	Avg. View Time	Total View Time
Unknown	26	116	22%	26%	00:03:21	01:27:17
Tina Warwick [GLOBAL PUBLISHER]	11	89	12%	23%	00:02:56	00:32:19
David Webber	4	10	40%	13%	00:01:37	00:06:28
Salesmanager undefined	1	2	50%	0%	00:00:00	00:00:00
Aaron Fields [SALES]	1	4	25%	75%	00:09:41	00:09:41
John Kaplan [TECH]	0	2	0%	0%	00:00:00	00:00:00
Peggy Wright [CONSULTANT]	0	1	0%	0%	00:00:00	00:00:00
Devin Drake	0	1	0%	0%	00:00:00	00:00:00

There are no more users.

Channel Managers can view analytics for their channels. Analytics are available for total plays, views, plays in channels, plays in categories, users that watched, drop off rates and other analytics.



**NOTE:** Channel analytics are identical to the analytics for the categories in the KMC. Use the tabs and drop-down options to produce various options available for analytics.

For more information see [Channel Analytics](#).

## Quiz Reporting (Analytics)

The VQ feature enables quiz creators/media owners and co-editors to view analytics about the quiz and the users that have submitted them. The [Userreports](#) module must be enabled in KMS or in your KAF instance to view VQ analytics.

### To access the analytics reports

Select *Analytics* from the Actions drop down menu. The Dashboard tab contains a snapshot of all the metrics for the entry.



## Tongli - Quiz

From [Tzachi Guetta](#) 7 Hours ago • Video Quiz • Created from [Tongli](#)

0 0 0 0

Details Share ACTIONS

twins

Comments

Add a Comment

Add comment at 00:00

**Add**

**ACTIONS**

- Edit
- Publish
- Analytics**
- Captions Requests
- Launch Editor
- Delete

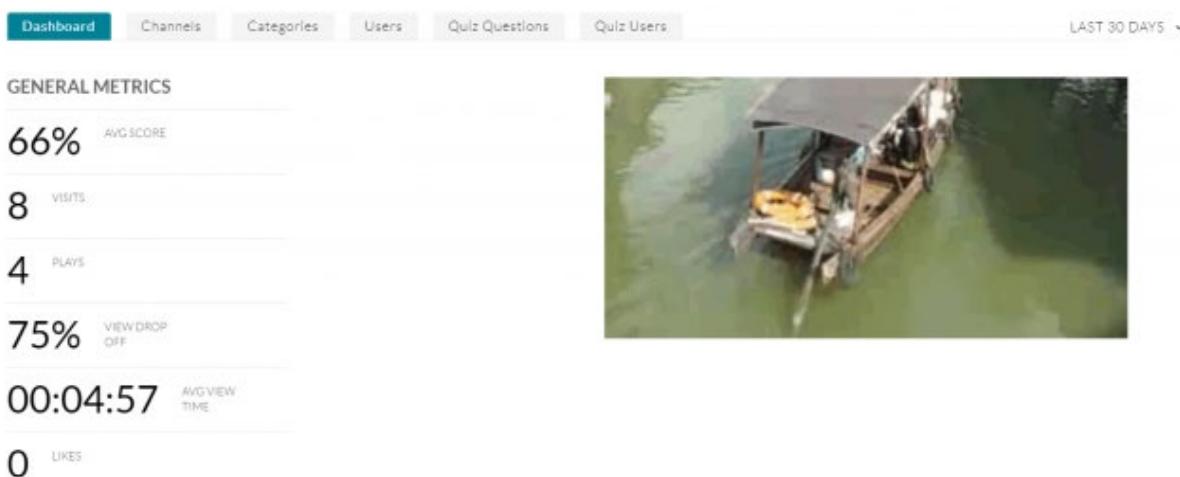
- The following sections of this document describe how you, the quiz creator, can view analytics for quizzes.

### To view the average score for all users

In the General Metrics Average Score field, you can view the average score of all the users that have taken the quiz until now. Use the drop down menu to set the time period for the analytics information.

### Analytics for media

Tongli - Quiz



### To view a specific user's quiz results

To view how specific users scored on the quiz, and how many times they took the quiz, click the *Quiz Users* tab. Use the drop down menu to set the time period for the analytics information.

The screenshot shows the 'Quiz Users' section of the Kaltura MediaSpace interface. At the top, there are tabs for Dashboard, Channels, Categories, Users, Quiz Questions, Quiz Users, and a dropdown for 'LAST 30 DAYS'. Below this is a table with the following data:

User	Attempts	Final Score (%)	Action
Nitzan Designer	1/1	25%	
ido achraf	1/1	75%	
Student Student	1/1	50%	
faculty member	1/1	0%	

A report listing all users is displayed with a breakdown for the following values for each user. **User Name** - click to expand for [Additional Details](#).

**Attempts** - related to the Multiple Attempts feature. See [Multiple Attempts](#).

If the Multiple Attempts field is not enabled by your administrator for quizzes, you will always see "Attempt": 1/1

**Final Score** - displays the final grade for each user.

If [Multiple Attempts](#) is not enabled on the quiz, you will always see "Final Score" as the latest.

**Actions** - You can remove a user's last attempt. When you remove the last attempt, the user's last submission is removed, and the user will be allowed to take the quiz again.

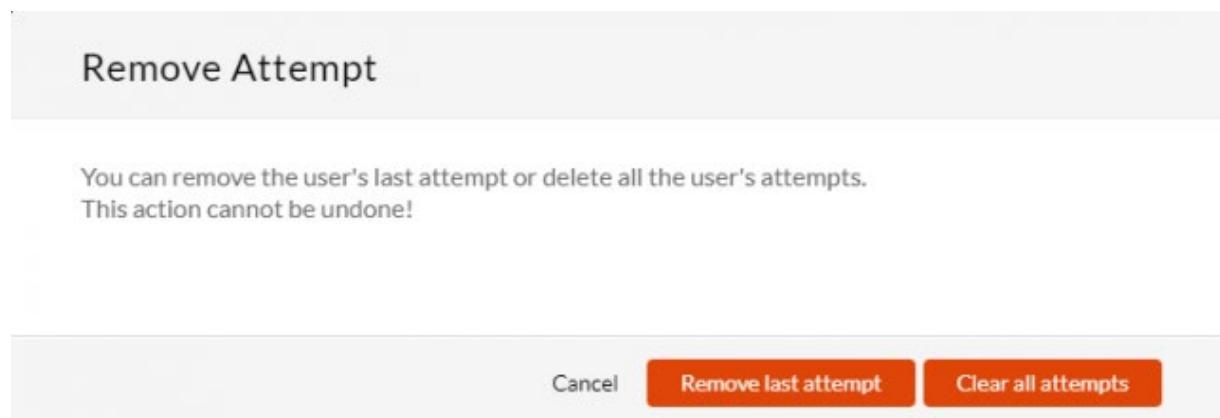
Clear all attempts will remove the user's attempts completely and allow the user to take the

quiz again.

To remove submissions - click on the Trash can.



A warning message is displayed:



All anonymous users (not logged in) that have taken the quiz, will be identified as a single *anonymous* user.

#### Additional Details

Click on a User Name. The table expands and displays the Last Attempt's Results for the user (even if final score is calculated based on first or highest score for example).

**Users**

Nitzan Designer

Last Attempt's Results: Answered 1 right and 3 wrong

- What is the background color? - Answered "black"
- what is her name? - Answered "Dana B"
- what is her shirt's color? - Answered "Shawarma!!"
- what is her pants color? - Answered "cannot see"

[Load more...](#)

- Click Export to CSV file or Printable Version to export or print the data in this report or use the representative icons to do so.
- Alternatively, click on the Dashboard to view this report.

## To view answers to specific questions

- Click Quiz Questions.

A report with all questions is shown with a breakdown of how each user answered it.

### Analytics for media

Tongli - Quiz

LAST 30 DAYS ▾

[Export to CSV](#) [Printable Version](#)

- Where is Tongli
- Is Tongli A water town?
- In what year was Tuisi Garden created?
- Is Tongli in the province of Suzhou?
- Tongli is a very colorful city.

When you create an Open Question for your users, (quiz takers) you enable them to add free text as their answer. After the quiz is submitted, a quiz owner can review at the written response and reply with a note to the quiz taker. See [Quiz Reporting \(Analytics\)](#) for more information.

## Managing Your Media

In the KMS entry Analytics for quiz Questions, the quiz owner can look at the answers for each of the users. Open answers may be reviewed and addressed by the quiz owner.

The screenshot shows the 'Quiz Questions' tab selected in the navigation bar. Below it are two buttons: 'Export to CSV' and 'Printable Version'. A list of answers is displayed, with the first one shown in detail:

What do you feel when watching this part?

Last Attempt's Results: Answered 1 right and 0 wrong

thumb up icon Kaltura - Answered "It makes me happy. people are nice, and this is something to learn from."

Add Note

Load more...

Below each answer, the quiz owner can add a note for later review.



**NOTE:** The ability to add a note will be available to the quiz taker in later versions of the VQ.

Enter text and click Add Note.

Last Attempt's Results: Answered 1 right and 0 wrong

thumb up icon Kaltura - Answered "It makes me happy. people are nice, and this is something to learn from."

Add Note

I am happy you feel this way

Cancel Add

Load more...

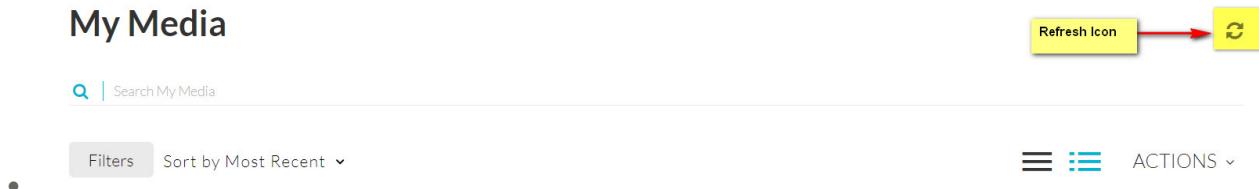
- Edit or delete the note if needed.
- Click Export to CSV file or Printable Version to export or print the data in this report.
- Alternatively, click on the Dashboard to view this report.

## 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, click on the Refresh icon.



## SECTION 10

# 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.

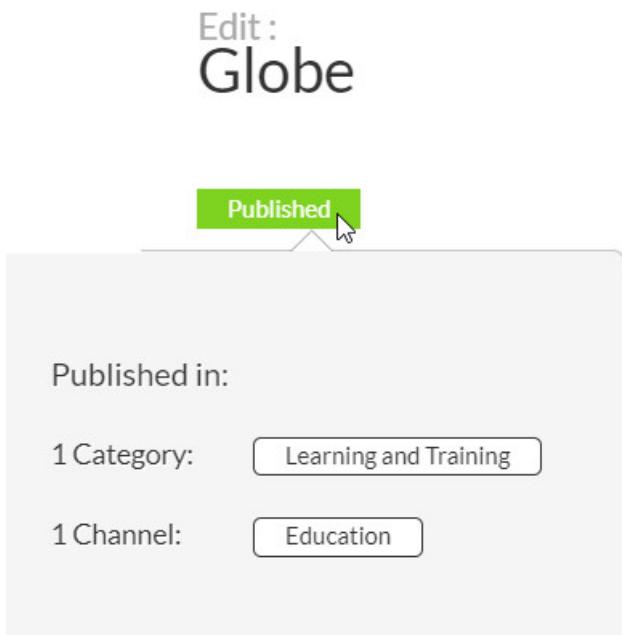
### To publish a media item

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.

The screenshot shows the 'Published in' section of the Kaltura MediaSpace 'Publish' dialog. It includes tabs for 'Publish in Category' and 'Publish in Channel', a search bar labeled 'Search Categories', and a sidebar with filtering options like 'Moderated', 'Open', 'Private', 'Restricted', 'Shared Repository', and 'Public'. A list of categories is shown with checkboxes, including Corporate, Communications, Employee Discounts, Events and Entertainment, News, Family, HR, Learning and Training, Recruiting, and Technology. Under 'Published in:', it shows '1 Categories:' and 'Recruiting'. At the bottom are 'Save' and 'Cancel' buttons.

5. Click on **Save** to apply changes.

When hovering over the published icon- the relevant information for the entry is displayed.



### To set media to be private

1. Click the thumbnail or title of the published media that you want to make private.
  2. In the Actions dropdown select Publish and then 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.

## Cross Application Publishing

The My Media Page may be used to display all of the Kaltura applications into which the selected media is published.

- Click on the green Published button to display all other applications this media appears in.

**Identifying High Potentials**  
Case Study Presentation media CTO, Internet Broadcasting; Nina Kelly-Rumpf, Program Manager, Knowledge Management; SAP; Andrew Page, Manager, Video Collaboration news is most...

**Publish in KMS:**

6 Categories	Ted Talk   Events   MediSpace (KMS) Overview   MediSpace Admin   Kaltura Tutorials   Kaltura Tutorials
3 Channel	Kaltura Tutorials Channel   All Kaltura Tutorials   Media

**Publish in Canvas:**

4 Categories	Ted Talk   Events   MediSpace Admin   Kaltura Tutorials
1 Channel	YouTube Channel

The publishing information for each individual application is displayed above the Save and Cancel buttons.

The screenshot shows a user interface for publishing media. At the top, there's a section titled "Publish in KMS:" with two rows of items:

6 Categories	Ted Talk   Events   MediaSpace (KMS) Overview   MediaSpace Admin   Kaltura Tutorials   Kaltura Tutorials
7 Channels	Marketing Team   New Channel for UC - Shared Repository   YouTube Channel   MediaSpace Admin Channel   Kaltura Tutorials Channel   All Kaltura Tutorials   Media

Below this is another section titled "Publish in Canvas:" with two rows of items:

4 Categories	Ted Talk   Events   MediaSpace Admin   Kaltura Tutorials
1 Channel	YouTube Channel

At the bottom of the interface are two buttons: "Save" (in a teal box) and "Cancel".

The “Unpublish from all applications” feature is located below the Published state radio button. Clicking “Unpublish from all applications” removes the media from ALL applications, including the current one, and the media entry is then completely private.

The screenshot shows a dropdown menu for selecting a publishing state. It includes three options:

- 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

Below the dropdown is a link labeled "Unpublish from all applications".

This feature may be turned on using the [External Applications Guide](#).

## Creating a Playlist

You can create playlists and associate media with the playlists. Playlists are displayed in the homepage ('Most Recent', 'Most popular', etc.) showing entries, are clickable, leading to a playlist media page with the full list of playlist entries.

### To create a playlist



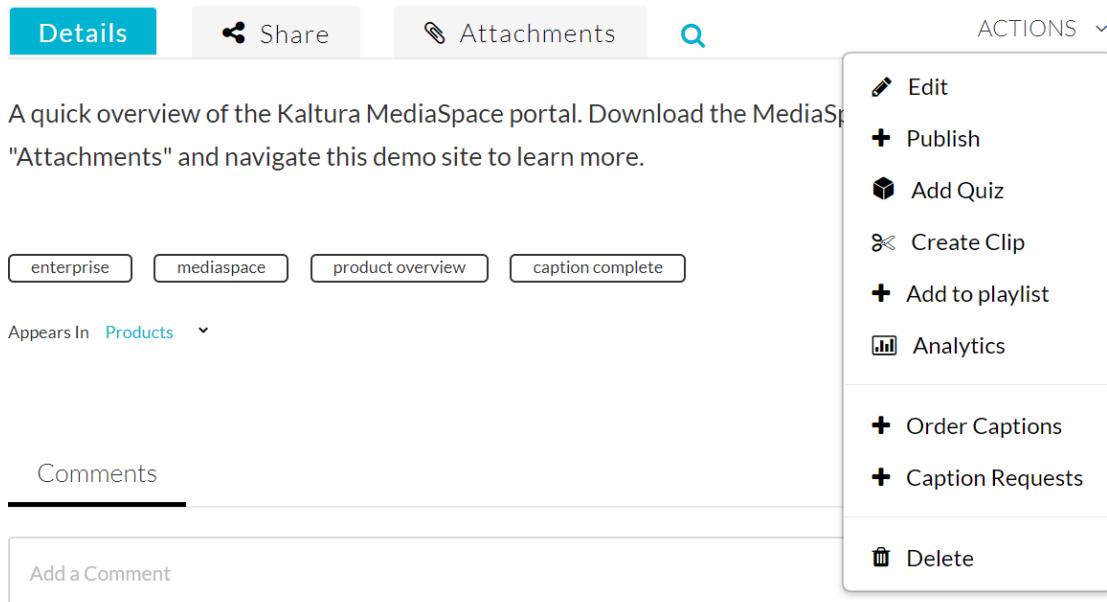
**NOTE:** If you cannot create a playlist, ask your MediaSpace administrator to give you the required permission.

1. Select My Playlists from the user drop down menu.
2. Go to My Media and click on the media item(s) you want to add to your playlist.
3. Select "Add to Playlist" from the "Actions" drop down that appears under the player.

## Kaltura MediaSpace Overview

 2  216  1

From Tina Warwick[GLOBAL PUBLISHER] A year ago



A quick overview of the Kaltura MediaSpace portal. Download the MediaSpace "Attachments" and navigate this demo site to learn more.

enterprise mediaspace product overview caption complete

Appears In Products

Comments

Add a Comment

ACTIONS

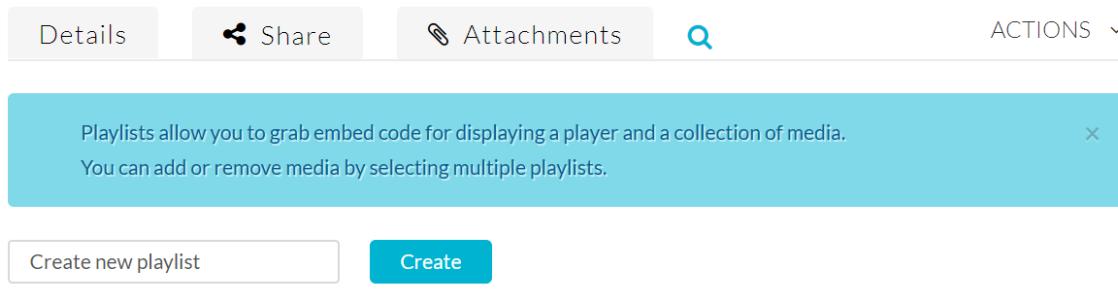
- Edit
- Publish
- Add Quiz
- Create Clip
- Add to playlist
- Analytics
- Order Captions
- Caption Requests
- Delete

4. In the "Create new playlist" field enter the playlist name and click Create. The playlist name is displayed with a checkbox indicating that the media item will be added to the playlist.

## Kaltura MediaSpace Overview

 2  216  1

From Tina Warwick[GLOBAL PUBLISHER] A year ago



Playlists allow you to grab embed code for displaying a player and a collection of media. 

You can add or remove media by selecting multiple playlists.

Create new playlist 

### Select Playlists:

 Save

[Go To My Playlists](#)

Appears in Playlists:

For example, the Playlist name is Trending Now Playlist.

## My Media

Playlists allow you to grab embed code for displaying a player and a collection of media. You can add media to one or more playlists.

Trending Now Playlist  Create

Select Playlists:

[Go To My Playlists](#)

**5.** Click Save.

A message is displayed that "Media added to selected playlist(s):<playlist name>. In following example displays the "Trending Now Kaltura Playlist".

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.

**CORPORATE TUBE** CHANNELS INTERNATIONAL SITES TERMS OF USE

Home Corporate Education & Customer Stories HR Technology Collaboration Sales Products We My Media My Playlists My Channels Logout

## My Playlists

Trending Now Playlist  Cancel Save Changes

Kaltura MediaSpace Overview

A quick overview of the Kaltura MediaSpace portal. Download the MediaSpace datasheet under "Attachments" and navigate this demo site to learn more.

### To add media to a playlist

- On the My Media page select the media (use the checkbox) you want to add to your playlist or go to the edit media page for the media you would like to add to a playlist.
- Select the "Add to Playlist" option under the Actions dropdown.

## My Media

Search My Media

Filters Sort by Most Recent

Title	ID	Published In	Scheduling	Media Type	Publish Date
MediaSpace	1234567890	Corporate	2023-10-01 10:00:00	Video	2023-10-01 10:00:00

ACTIONS

- + Publish
- + Add to playlist
- >Delete



### 3 Things I Learned

From Debbie Zioni 2 Days ago

Details Share

Hudson PLane Crash Survivor

twins kaltura plane

Appears In Education

Comments

Add a Comment

ACTIONS

- Edit
- + Publish
- % Create Clip
- Y Add Quiz
- + Add to playlist
- Analytics
- Delete

### Related Media



The My Media page is displayed with a list of playlists or the option to create a new playlist.

## My Media



Now your selected media is part of the selected playlist(s).



Playlists allow you to grab embed code for displaying a player and a collection of media.  
You can add media to one or more playlists.



Create New Playlist

Create

#### Select Playlists:

- Technology Playlist
- Suggested Videos
- new playlist for UC

Save

Cancel

Go To My Playlists

- 3.** Check one or more playlists to add the media to and click Save.



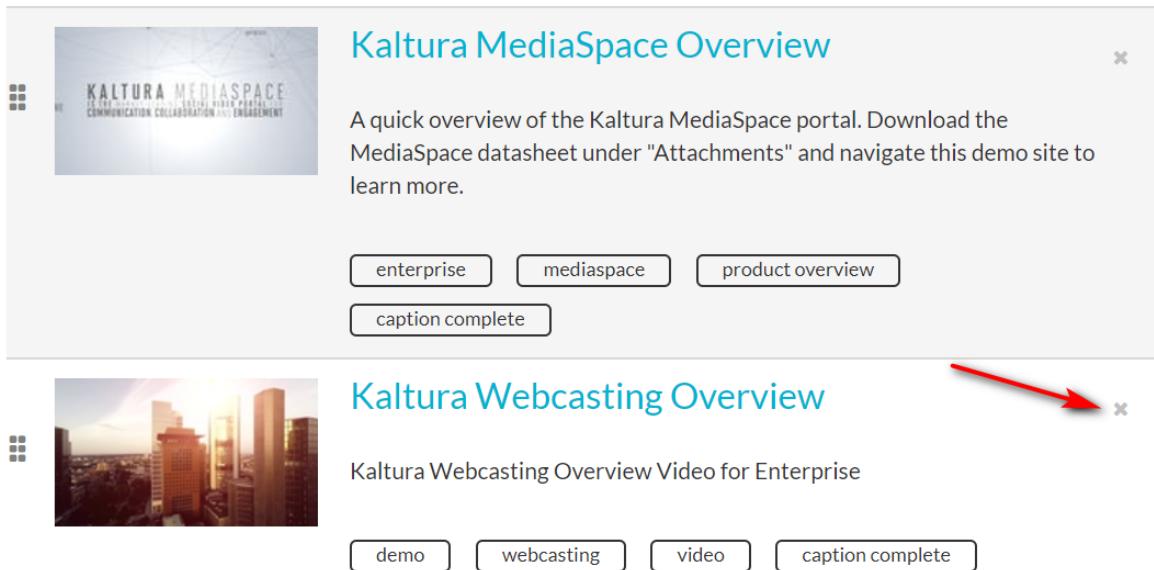
**NOTE:** You cannot add video presentations or YouTube media to playlists.

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. Click on the x on the media that you want to remove from the playlist.



The screenshot shows two media entries in a list. The top entry is 'Kaltura MediaSpace Overview' with a thumbnail showing a grid of small video thumbnails. Below it is 'Kaltura Webcasting Overview' with a thumbnail showing a city skyline at sunset. A red arrow points to the close (x) button of the 'Kaltura Webcasting Overview' card.

**Kaltura MediaSpace Overview**  
A quick overview of the Kaltura MediaSpace portal. Download the MediaSpace datasheet under "Attachments" and navigate this demo site to learn more.  
[enterprise](#) [mediaspace](#) [product overview](#)  
[caption complete](#)

**Kaltura Webcasting Overview**  
Kaltura Webcasting Overview Video for Enterprise  
[demo](#) [webcasting](#) [video](#) [caption complete](#)

4. A delete confirmation is displayed.

### Delete Confirmation

Are you sure you want to remove the entry from the playlist?

[Cancel](#) [Delete](#)

5. 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 playlists embed code.

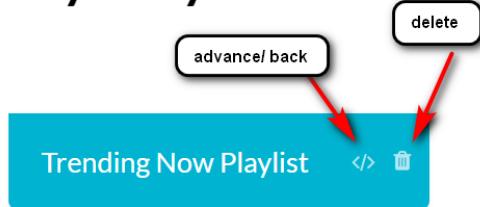
## To manage a playlist



**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 the Trash icon.

## My Playlists



- Reorder the videos in the playlist. Drag and drop the content.
- Remove videos from the playlist.
- Copy the playlists embed code to paste it on a web site.
- Share the playlist via email.
- Select the layout and color of the playlist
- Add entries to playlists

## My Playlists

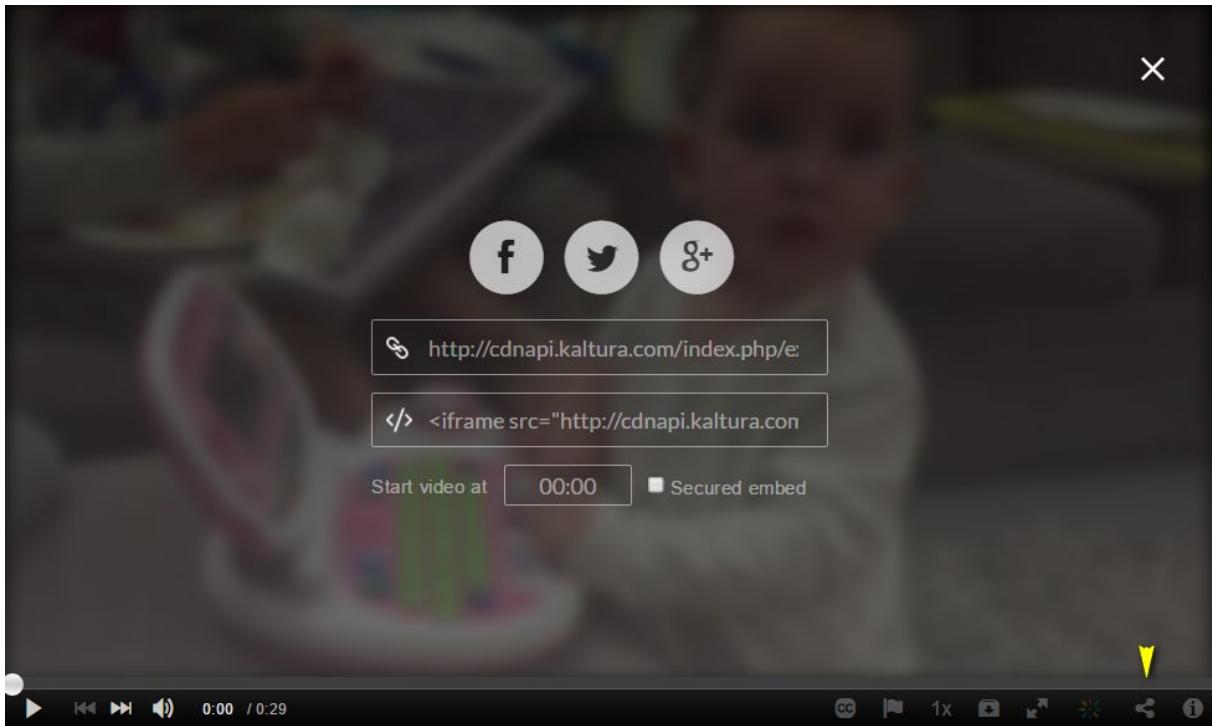
A screenshot of a "Technology Playlist" page. On the left, there's a sidebar with "Suggested Videos" and "new playlist for UC". The main area shows a video thumbnail of the Earth with the title "Globe" and the subtitle "Kaltura is everywhere". To the right of the video are "Cancel" and "Save Changes" buttons. Below the video are "twins" and "x" buttons.

A playlist type "Trending" is now available in the Home page setting and may be set by your system admin.

The Trending playlist presents the set of the most played media in the past 30 days, 7 days, or last 48 hours on the MediaSpace home page.

## Sharing Media

You can share media using the Share icon configured in your v2 Player.



Select the platform you want to share your media to and post whatever relevant text you want to add.

You can also share a media item by:

- [Linking to a media page](#)
- [Embedding a media item](#)
- [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 Page 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.

You can send a link to a media page with a specific portion of the media so only a concentrated portion of the media is shared. Use one of the following methods:

- Use the Start at time or End at time field to enter the viewing start and end times.
- Use the icon next to the field to sync the time that is currently on the media player.
- Manually input the start and end times into the link by adding `st=$ed=`  
**?st=226&ed=251**

## 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.

## aria\_computer.mp4

From Debbie Zioni A week ago

0 ❤️ | 1 🏹 | 0 💬

Details

Share

Like

Actions ▾

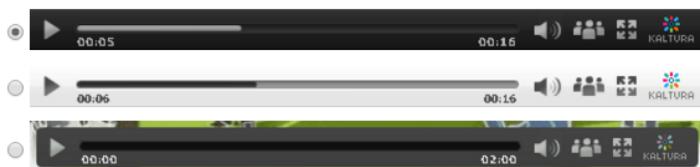
Link to Media Page

Embed

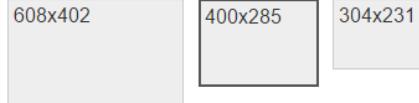
Email

```
<iframe id="kmsemerged-1_0v8jmogt" width="400" height="285"  
src="http://[REDACTED] mediaspace.kaltura.com/embed/secure/iframe/entryId/1_0v8jmogt/uiConfId/14[REDACTED]" class="kmsemerged"  
allowfullscreen webkitallowfullscreen mozAllowFullScreen frameborder="0"></iframe>
```

Player Skin:



Player Size:



### Comments

Add a Comment

5. Select a Player Skin.
6. Select the Player Size.
7. Copy the embed code.
8. 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 must publish it to a channel or unlist it.

1. Select a media Item.
2. Click Share.

aria\_computer.mp4  
From Debbie Zioni A week ago

0 ❤️ | 1 🏹 | 0 💬

Details

Share

Like

Actions ▾

Link to Media Page

Embed

Email

Share this media via Email

Comments

Add a Comment

3. Select the Email tab. The media is shared by the default mail client on the machine.

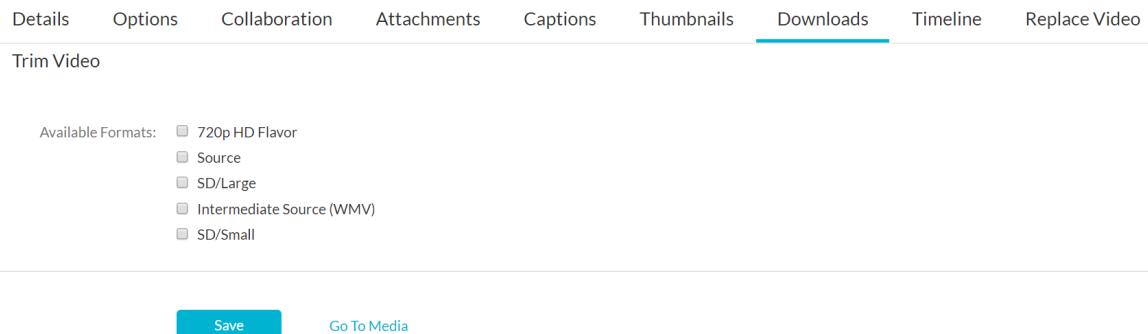
## Downloading Media

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.



The screenshot shows a navigation bar with tabs: Details, Options, Collaboration, Attachments, Captions, Thumbnails, **Downloads**, Timeline, and Replace Video. Below the navigation bar, the title 'Trim Video' is displayed. Underneath the title, there is a section for 'Available Formats' with the following options:

- 720p HD Flavor
- Source
- SD/Large
- Intermediate Source (WMV)
- SD/Small

At the bottom of the screen, there are two buttons: 'Save' and 'Go To Media'.

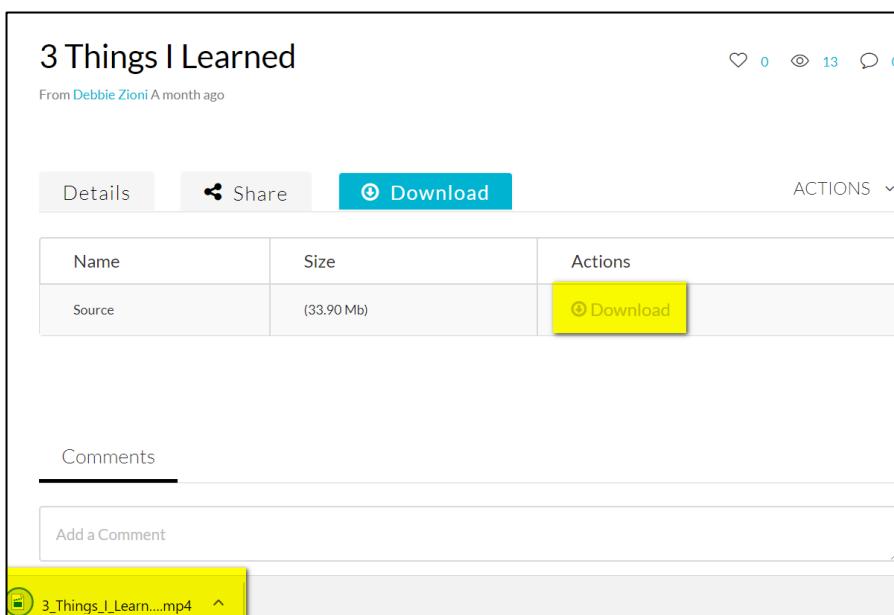
3. Check one or more Available Formats.
4. Click Save.

### To Download Media (for viewers)

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.

1. Select a media item.
2. Click the Download tab and then under Actions click Download.



The screenshot shows a media entry titled '3 Things I Learned'. Above the entry, there are social sharing icons: a heart (0), a person (0), a play (13), and a comment (0). Below the title, it says 'From Debbie Zioni A month ago'. The entry has a 'Details' tab and a 'Share' button. The 'Download' button is highlighted with a yellow box. In the 'Actions' dropdown, there is a table with three columns: Name, Size, and Actions. The first row shows 'Source' with '(33.90 Mb)' and a yellow box around the 'Download' button in the Actions column. Below the table, there is a 'Comments' section with a text input field 'Add a Comment' and a file preview for '3\_Things\_I\_Learn....mp4'.

The 'Download' option is also available for Audio entry types (Similar to video entry) if Media

Download was enabled for a specific entry.



## SECTION 11

# 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

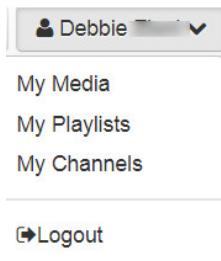
- [Create a channel.](#)
- [Manage a channel.](#)
- [View Channel Analytics](#)
- [Create and Manage Channel Playlists](#)

## 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.



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

### My Channels

Search (as manager)

Sort by Media Count ▾ View Channels | Manage ▾

+ 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.

The screenshot shows the MediaSpace interface. At the top, there's a navigation bar with links for Home, Corporate, Family, HR, Technology, Webcasts, and Channels. On the right side of the header, there are search, add new, user profile, and language selection options. Below the header, the main title "Create a New Channel" is displayed. The form fields include "Name:" (Required), "Description:" (with rich text editor toolbar), "Tags:", "Privacy:" (radio buttons for Open, Restricted, Private, Shared Repository, and Public), and "Options:" (checkboxes for Moderate content, Enable comments in channel, and Enable subscription to channel). A note at the bottom left indicates that comments are displayed when the "Enable comments in Channels" checkbox is selected.

### Create a New Channel

Name:

(Required)

Description:  Black Bold *Italic* Underline ≡ ≡ ≡ ≡ % Image

Enter Description...

Tags:

Privacy:  Open - All logged in users can view content but only admin-role users and channel members can contribute content.  
 Restricted - All logged in users can view content and only channel members can contribute content.  
 Private - Only channel members can view and contribute content.  
 Shared Repository - Only channel members can view and contribute content; Content may be published to other channels, according to publishing entitlements.  
 Public - Anyone can view content (including anonymous not logged-in users). Only channel members can contribute content according to their publishing entitlements.

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

**3.** On the Create New Channel page:

- a. Enter values for:
  - **Name** – Enter the channel name to display on the Channels page.
  - **Description** – Enter a summary of the channel content to display on the My Channels page.
  - **Tags** – Enter a descriptive tag to use in searches.
- b. (Optional) Select the privacy settings for the channel.
  - **Open** – Membership is open, and non-members can view content and participate.
  - **Restricted** – Non-members can view content, but users must be invited to participate
  - **Private** – Membership is by invitation only and only members can view content and participate.
  - **Shared Repository** – Membership is by invitation only. Members can publish content from this channel to any other channel according to their entitlements.
- c. (Optional) Select the options settings for the channel.
  - **Moderate content** (Media will not appear in channel until approved by channel manager.)
  - **Enable comments in channels**
  - **Enable subscription to channel**

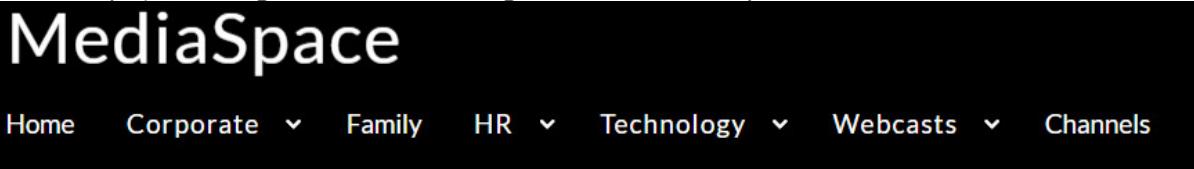


**NOTE:** If comments are enabled for a media item, the comments are displayed when the media item is accessed through a channel only when the *Enable comments in Channels* checkbox is selected. To completely disable comments for a media item, see [Disabling and Closing Comments](#).

- d. Depending on your entitlements, select the Categories that this channel will be associated

with.

For example, the categories of the following instance of MediaSpace are as follows:



In the Create a New Channel Window the option to assign the channel to one of the categories is available:

A screenshot of the "Create a New Channel" window. At the top, there is a section titled "Categories:" with the sub-instruction "Assign the channel to one or more categories:". Below this is a tree-view list of categories. A legend at the top right indicates: \* Moderated (radio button), Open (radio button), Private (radio button), Restricted (radio button), Shared Repository (radio button), and Public (radio button). The categories listed are: Corporate (selected), Communications, Learning and Training, Recruiting, Technology (selected), Innovation, R&D, Webcasts (selected), Sample Sub-Gallery 3.1, and Sample Sub-Gallery 3.2. At the bottom of the window is a blue "Save" button.

**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. Members of a shared repository can contribute content to it, based on permission level, and re-use content that was contributed to the shared repository by other members.

Shared Repositories allow education institutions and enterprises to create a shared media location for media that anyone with access to the location, has publishing rights to that content and can share the media to other areas in MediaSpace.

A shared repository is a special type of channel. Nested filters add the ability to filter media from a shared repository when media is added to a channel/category. For more information about Nested Filters see [How to Use Nested Filters](#).

When adding content to any shared repository, a user can add content from their My Media list

or

if the user is a member of one or more shared repositories, they can add a content item from the shared repository to a selected channel/gallery (whether that content item is theirs or was contributed to the shared repository by someone else).

### To create a shared repository

- 1.** Create a channel and set the privacy settings to Shared Repository. See [Creating a Channel](#).
- 2.** Add Users to the Shared Repository. See [Editing Channel Users](#).

### To add entries to the shared repository

- 1.** Go to My Media.
- 2.** Select the content you want to add to the Shared Repository.
- 3.** In the edit entry window click "Click to add required metadata for shared repository."

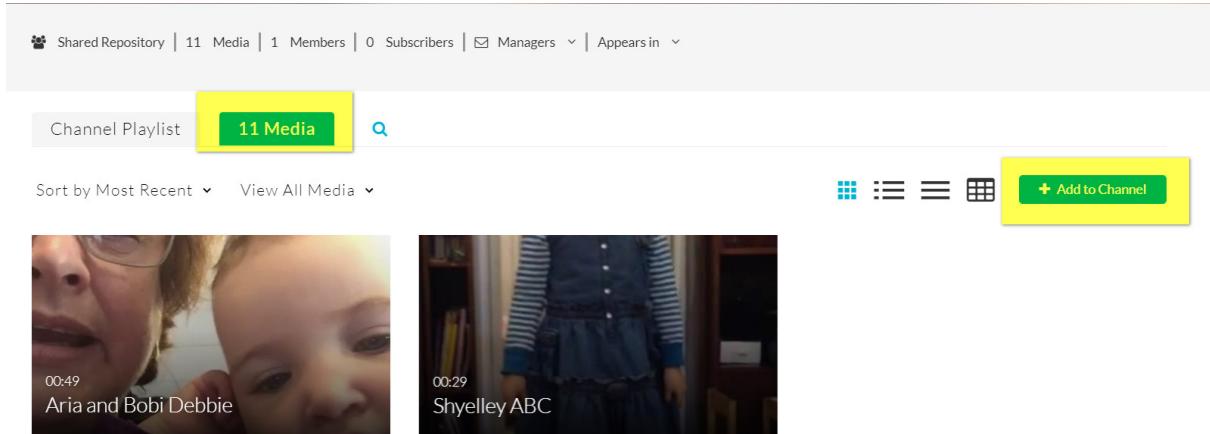
4. Assign the media to one or more filters and click Save.

5. Publish your media. See [Publishing Media](#)

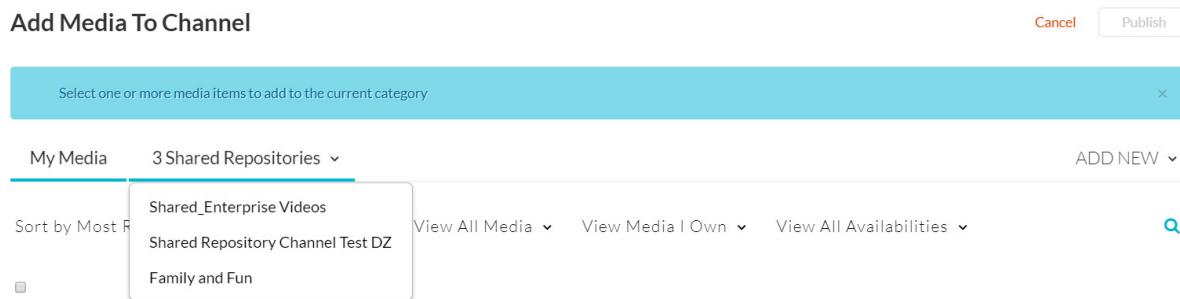
Your media is now shareable between members of defined shared repositories.

### To add content from a Shared Repository to your channels

1. Select My Channels from the User drop down menu.
2. Click on the Channel that you want to add the content from to the shared repository.
3. Click on the Media tab to display the media.
4. Click Add to Channel button.



5. Click on Shared Repositories tab and select one of the shared repositories from the drop-down list.



The content items in the selected shared repository are displayed.

6. Search for the item by either scrolling down the page or using the search box or nested filters.
  - a. Enter a search string and click Search
  - or
  - b. Click on the Search icon and check the filters that you want to search through to find content and click Search.

The content that was created within the nested filters is displayed.

7. Select the content you want to add to the channel and click Publish.

## 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.

o Most Recent

Most Recent  
Alphabetical  
Members & Subscribers

o View Channels/Manage

Channels I Manage

Channels I am member of  
Channels I am subscribed to  
Shared Repositories I am member of

o View all Topics

3. On the My Channels page, click on a channel thumbnail to open the Channels page.

The <channel\_name> page opens.

4. Click on the Media tab to display media content.

# 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

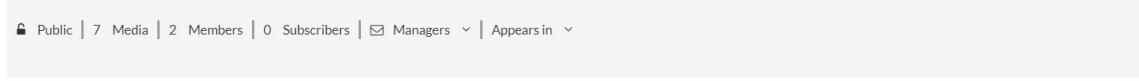
1. Select My Channels from the User drop down menu.

2. Click on the Channel that you want to add content to.

3. Click on the Media tab.

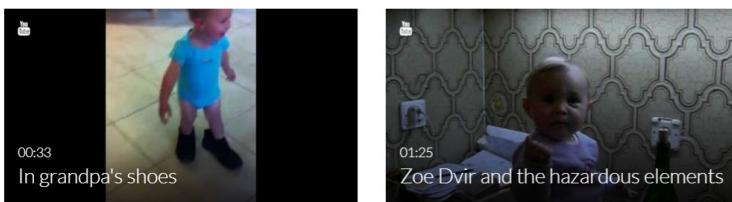
4. Select the content you want to add or select an option from the Add New drop down to add media.

5. Click Add to Channel.



Sort by Most Recent ▾ View All Media ▾

      + Add to Channel



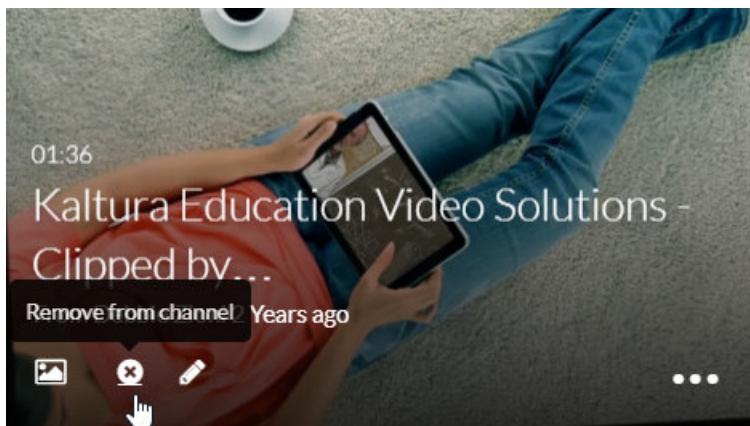
On the Add Media to Channel page you can:

Action	Notes
Filter types of Media	See <a href="#">Displaying and Viewing Content</a>
Add Media	See Add Media to upload media to the channel.

- Click Publish to add media to the channel.

### **To delete media from a channel or category**

- Select My Channels from the User drop down menu.
- Click on the Channel that you want to delete content from.
- Click on the Settings icon on the lower right of the content you want to delete and click Remove from Channel.



- Confirm the deletion.

## Moderating Channel Content

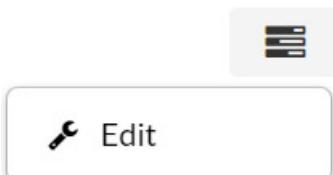
Channel managers and moderators approve or reject content when a channel manager's approval is required before media is displayed.

### **To set content moderation**

- Modify the channel options in the Edit Channels page. For details, see [Channel Options Settings](#).

### **To moderate channel content**

1. Select My Channels from the user drop down and select a channel.
2. Click the Edit icon in the upper right corner.



3. Check Moderate Content. (Media will not appear in category until approved by category manager.)

### Options

Options:  Moderate content (Media will not appear in category until approved by category manager)  
 Enable comments in category

4. Click Save.

The channel is moderated. If content is uploaded to the channel the status will be pending approval.

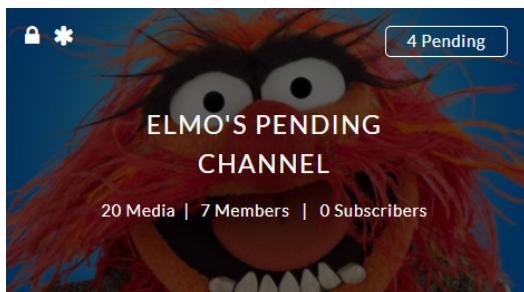


**NOTE:** If media is waiting for moderation, you cannot preview or publish it until it is approved.

You can edit media information while waiting for moderation.

### To approve content that is pending

1. Go to 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.

The screenshot shows the 'Elmo's Pending Channel' page. At the top, it says 'This channel has pending content that needs to be approved.' Below this, there are buttons for 'Show more...' and a search bar. A large image of Elmo is on the right. Below the main heading, there are statistics: 'Private And Moderated | 20 Media | 7 Members | 4 Pending | 0 Subscribers |'. Underneath are dropdown menus for 'Managers', 'Moderators', and 'Appears in'. The media list shows two items:

- Old Logo Purple.mp4**: From [ido achraf](#) 4 Days ago. Buttons: **Approve** (green) and **Reject** (red).
- Logo Intro yellow.mov**: From [ido achraf](#) 4 Days ago. Buttons: **Approve** (green) and **Reject** (red).

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 open.

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

If you are the channel manager or owner, you can add members to the channel.

3. Select the default permission level.
4. Click Save.

## Creating and Managing a Channel

The information was saved successfully.

### Edit Shared\_Enterprise Videos

Details Members Playlists

Membership Settings

Default Permission Level: Member Save

1 member

View All Permissions Add Member

Member	User ID	Permission	Actions
Debbie Zioni	debbie.zioni@kaltura.com	Manager	you, owner

There are no more members.

Back to Channel Delete Channel

5. Click Add Member.
6. In the Add Member window under Enter user name, start typing a user name or group name to display user names,/group names and select a member/group to add.

Type user or group name

Select Permissions:

Member  
 Contributor  
 Moderator  
 Manager

Cancel Add

7. 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).

8. In the Add Member window, click **Add** to add the selected member with the specified

permission.

- Click Save to apply your changes.

### To modify a channel member's permission

- On the My Channels page, hover over the bottom right of the channel thumbnail and click the pencil icon to Edit.
- On the Members tab, you can choose from one of the following options:
  - Edit the permission - a drop down appears
  - Select a member.
  - Assign the user to be the channel owner.

#### Edit Working at Kaltura

The screenshot shows the 'Members' tab selected in the channel settings. At the top, there are tabs for 'Details', 'Members' (which is highlighted), and 'Playlists'. Below the tabs is a 'Membership Settings' section with a dropdown for 'Default Permission Level' set to 'Member' and a 'Save' button. A message indicates '3 members'. A 'View All Permissions' dropdown is shown, along with an 'Add Member' button. A table lists three members: Debbie (User ID debbie.z@kaltura.com, Permission Manager, Actions you, owner), Buki (User ID buki, Permission Member, Actions edit, delete, Set as Owner), and InternalEmployee Group [Groups] (User ID InternalGroup1, Permission Member, Actions edit, delete). A note at the bottom says 'There are no more members.' At the bottom of the screen, there are 'Back to Channel' and 'Delete Channel' buttons.

#### 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 channel. Would you like to proceed?

No Yes

- Click the Save icon to apply the modified permission to the member.

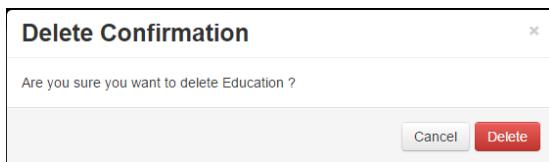
## Deleting a Channel



**NOTE:** Deleting a channel does not delete the media from MediaSpace.

## To delete a channel

1. On the My Channels page, hover over the bottom right of the channel thumbnail and click the pencil icon to 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:

The screenshot shows the CorporateTube interface. At the top, there's a navigation bar with 'CORPORATETUBE', search, add new, user info, and language selection. Below it is a main menu with 'CHANNELS', 'INTERNATIONAL SITES', and 'TERMS OF USE'. Under 'CHANNELS', there are links for 'Home', 'Corporate', 'Education & Customer Stories', 'HR', 'Technology', 'Collaboration', 'Sales', 'Products', and 'Webcasts'. The main content area is titled 'Corporate Info' and shows a message 'No Media Found'. At the bottom, there's a yellow banner with the text 'To import content from another channel you manage, click here'.

2. The importing process can also be initiated from the Actions drop down menu or by clicking 'Click here' on the page.
3. Choose a Channel/Media Gallery to import content from. The list includes all Channels/Media Galleries the user manages that have content.

## Creating and Managing a Channel

Select the channel you want to import entries from

- CEO On Camera Channel
- Employee education - expand your horizons
- Finance & Ops
- Electrolux fun day
- Shared Repository

[Cancel](#)

[Import](#)

- 4.** Click the selected Channel/Media Gallery and select Import. A confirmation message is displayed.

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

Importing completed successfully. To refresh the page and view the imported entries, [click here](#).

X

After importing media and refreshing the page, the imported media is displayed with all the channel statistics.

The screenshot shows the CorporateTube Media Gallery interface. At the top, there's a navigation bar with the logo, search bar, and user information (TINA WARWICK [GLOBAL PUBLISHER] with a USA flag). Below the navigation, there are links for CHANNELS, INTERNATIONAL SITES, and TERMS OF USE, followed by a dropdown menu with Home, Corporate, Education & Customer Stories, HR, Technology, Collaboration, Sales, Products, and Webcasts. The main content area has a dark header with the title "Corporate Info". Below the header, there's a summary bar with metrics: Open (1), Media (13), Members (1), Subscribers (0), Managers (1), and Appears in (dropdown). The main content area displays two video thumbnails. The first thumbnail is for a video titled "Lessons From Leaders - General Mills" (12:55). The second thumbnail is for a video titled "Sodexo & World FM Day". At the bottom of the page, there's a green success message: "Importing completed successfully. To refresh the page and view the imported entries, [click here](#)".

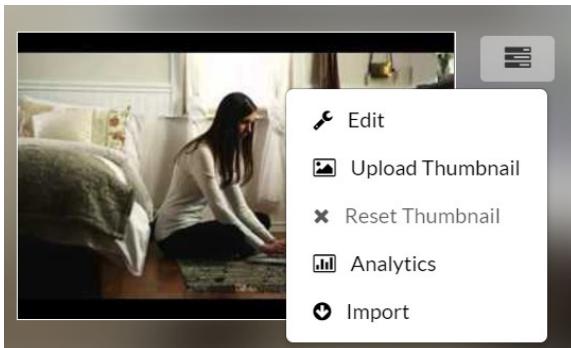
## Channel Analytics

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. Click on 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,

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

MEDIA ITEMS	USER ENGAGEMENT AND CONTRIBUTION
14 MEDIA	5 USERS
2 VIEWED <span style="background-color: green; color: white;">+100%</span>	1 WATCHED <span style="background-color: green; color: white;">NEW</span>
0 PLAYS <span style="background-color: red; color: white;">-100%</span>	1 CONTRIBUTED <span style="background-color: green; color: white;">NEW</span>

MOST POPULAR MEDIA	TOP ENGAGED USERS	TOP CONTRIBUTORS
 0 plays Sodexo & World FM Day	Tina Warwick (GLOBAL PUBLISHER) View All	Tina Warwick (GLOBAL PUBLISHER) 0 Plays 1 Contributions View All

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.

### Analytics for Channel Education

Last 30 days ▾

Dashboard   **Media**   Engagement   Contribution

Export to CSV   Printable Version

Search

Media Title	Contributed By	Plays in Channel	Total Plays	Trend	Total View Time	Avg. View Time	Avg. Drop-Off
+ Kaltura Video Solutions for Media Companies	Debbie Zioni	4	5		00:00:00	00:00:00	0%
+ Video Learning - Student Perspective	Debbie Zioni	2	2		00:00:48	00:00:24	100%

## 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.

### Analytics for Channel Education

Last 30 days ▾

Dashboard   Media   **Engagement**   Contribution

Export to CSV   Printable Version

Search

No data

## Contribution Analytics Report

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

### Analytics for Channel Education

Last 30 days ▾

Dashboard   Media   Engagement   **Contribution**

Export to CSV   Printable Version

Search

No data

#### Legend

- Video
- Image
- Audio
- Other

## 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

The Channel Playlists 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.

When you click on a channel thumbnail the channel playlists are displayed.

## Channel Playlists Tab

The Playlists Tab is used to manage a selected channel's playlist and is the first tab presented to the user.

## Creating a Channel Playlist

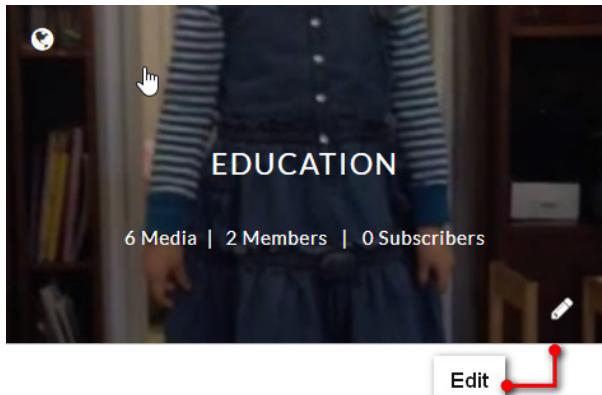
Creating a channel playlist is the process of defining which media assets are included in the Playlist.



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

### To create a Channel Playlist

- 1.** Login to MediaSpace and select **My Channels**.
- 2.** Click Edit on the channel thumbnail or create a new channel. See [Creating a Channel](#).



The Edit <Channel Name> Page is displayed.

3. Click on the **Playlists** tab.  
Only channel owners can see the Playlists tab.
4. Click Create New and select **Manual Playlist**.

### Edit Education

A screenshot of the 'Edit Education' page. At the top, there are three tabs: 'Details', 'Members', and 'Playlists', with 'Playlists' being the active tab. Below the tabs, it says '0 Playlists'. At the top right, there's a search bar with a magnifying glass icon and the placeholder 'Search Playlists', followed by a 'Create new' button with a dropdown arrow. Below the search bar is a table with columns: 'Title', 'Type', 'Description', 'Entries', and 'Copy Embed'. There are no rows in the table. A red arrow points from the 'Edit' button on the channel thumbnail in the first image to the 'Edit' button on the 'Create new' button here.

The "Create a Manual Playlist" dialog is displayed.

A screenshot of the 'Create a Manual Playlist' dialog. The title bar says 'Create a Manual Playlist'.

1. Set Details

Title: Educational Playlist  
(Required)

Description: educational videos

Tags: x twins x education (new tag) x kultura

2. Add Media

Cancel Save

A red arrow points from the 'Create new' button in the previous screenshot to the 'Create a Manual Playlist' dialog here.

5. 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 search

## Creating and Managing a Channel

ability.

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.

### 6. 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.

Create a Manual Playlist

1. Set Details

2. Add Media

Channel Gallery

Educational Playlist

Sort by Most Recent ▾ View All Media ▾

Globe.mp4 From Debbie Zioni 2 Years ago

Kaltura Video Solutions for Media Companies From Debbie Zioni 4 Years ago

Add

Add media to the playlist

Cancel Save

In the Add Media section you can:

- 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.

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

### 7. 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.

## Edit Education

Details Members Playlists

Successfully added a new playlist *Educational Playlist*

1 Playlist

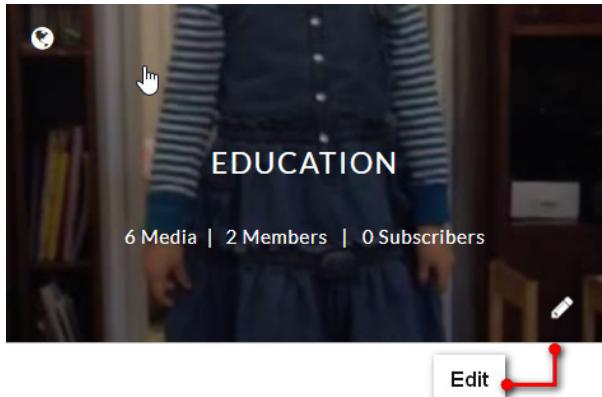
Search Playlists Create new ▾

Title	Type	Description	Entries	Edit	Copy Embed
Educational Playlist	Manual	educational videos	4	✎	Embed

The Playlists tab is used to manage a selected Channel's Playlist.

## To open the Channel Playlists Tab

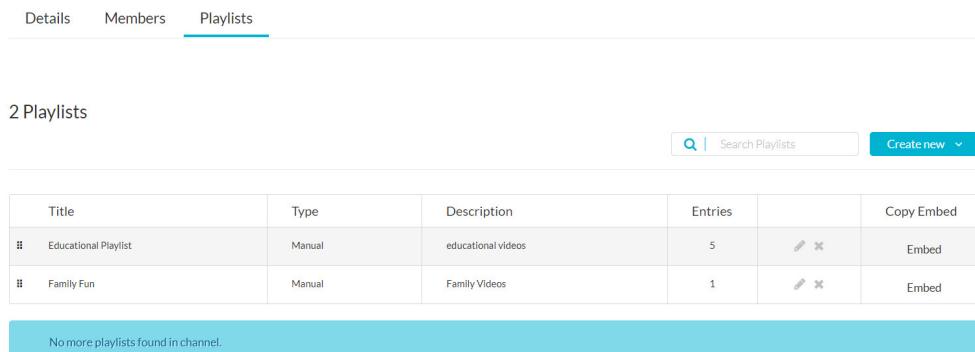
1. Login to MediaSpace and select a channel.
2. Click Edit on the channel thumbnail or create a new channel. See [Creating a Channel](#).



The Edit <Channel Name> Page is displayed.

3. Click on the **Playlists** tab to display all the channel's existing playlists.  
Only channel owners can see the Playlists tab.

### Edit Education



Title	Type	Description	Entries	Actions	Copy Embed
Educational Playlist	Manual	educational videos	5	 	Embed
Family Fun	Manual	Family Videos	1	 	Embed

No more playlists found in channel.

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](#)

## Editing a Channel Playlist

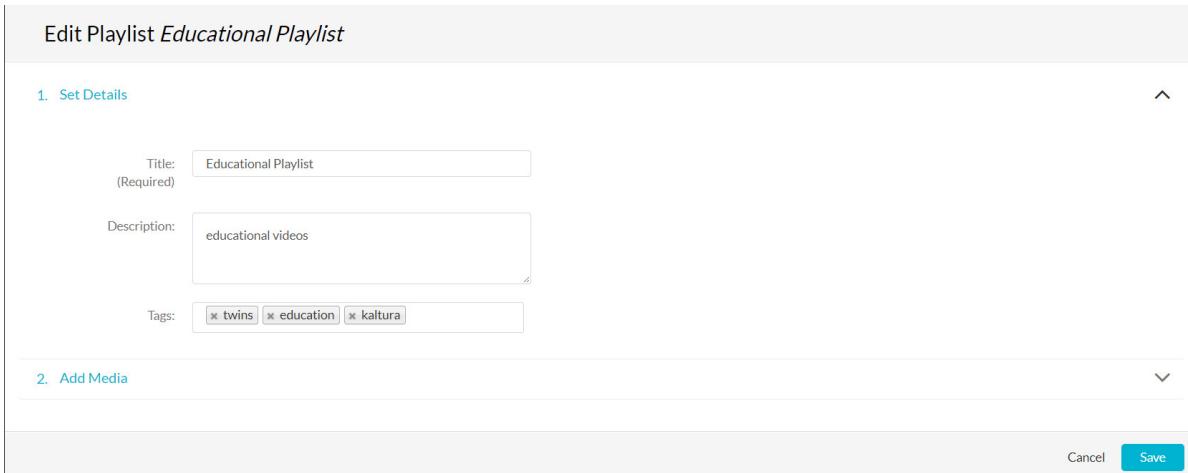
You can modify a playlist's details, content and order from the Edit Playlist dialog.

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 and modify details

1. Open the Channel Playlists tab.

2. Select the Playlists tab and click **Edit**  for the playlist you want to modify.



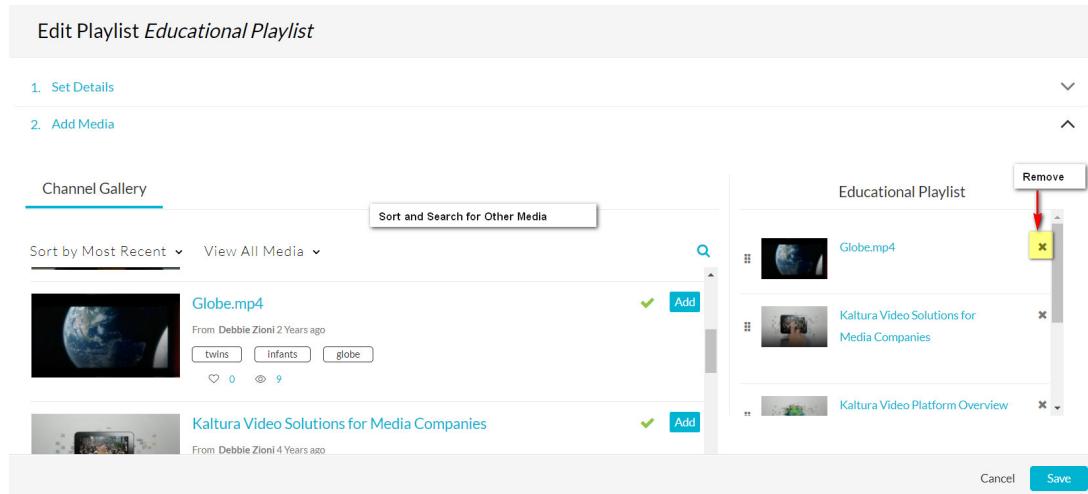
The screenshot shows the 'Edit Playlist' interface for 'Educational Playlist'. It includes sections for 'Set Details' (Title: 'Educational Playlist', Description: 'educational videos', Tags: 'twins', 'education', 'kultura') and 'Add Media'. A 'Save' button is visible at the bottom right.

The Edit<playlist name> window is displayed.

3. In the Set Details section, modify the text in the relevant fields and click **Save**.

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

- In the Add Media section:
  - To add content, select one or more items 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.
  - To remove content, click on the x next to the item you want to remove.
  - To rearrange content in the Playlist, drag-and-drop the items on the right according to the order you want them to be played.



The screenshot shows the 'Edit Playlist' interface for 'Educational Playlist'. It includes sections for 'Set Details' and 'Add Media'. On the left is the 'Channel Gallery' with media items like 'Globe.mp4' and 'Kaltura Video Solutions for Media Companies'. On the right is the 'Educational Playlist' list with items like 'Globe.mp4' and 'Kaltura Video Platform Overview'. A red arrow points to the 'Remove' button next to the first item in the list.

## 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.

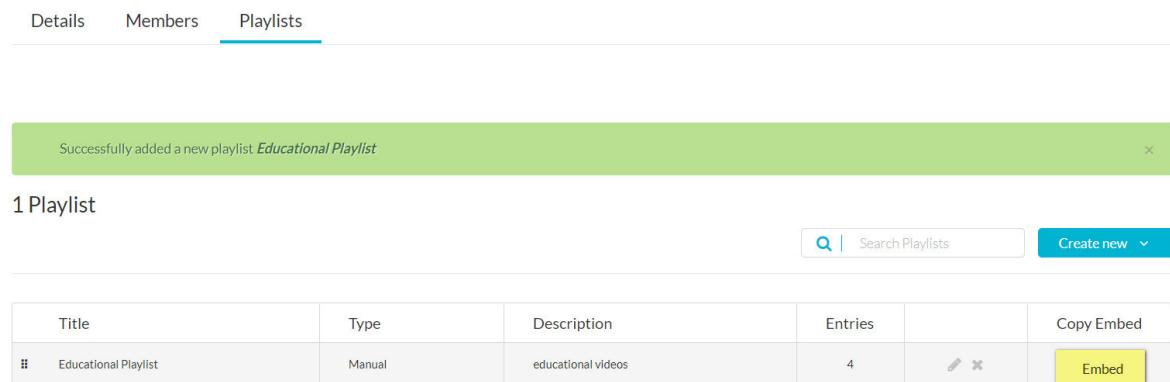
## To generate Embed code for a channel

1. Open the Channel Playlists tab.

The embed feature supports the following media formats: **Video, Audio, Image, YouTube and Live.**

2. Choose the Playlist that you want to Embed and click **Embed**.

### Edit Education



Title	Type	Description	Entries	Actions	Copy Embed
Educational Playlist	Manual	educational videos	4	 	

The Embed Playlist dialog is displayed.



3. Choose the Embed Type code to be generated.

4. Choose the playlist's layout.

Clicking on an option automatically generates the embed code.

5. Copy the code from the code window:

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

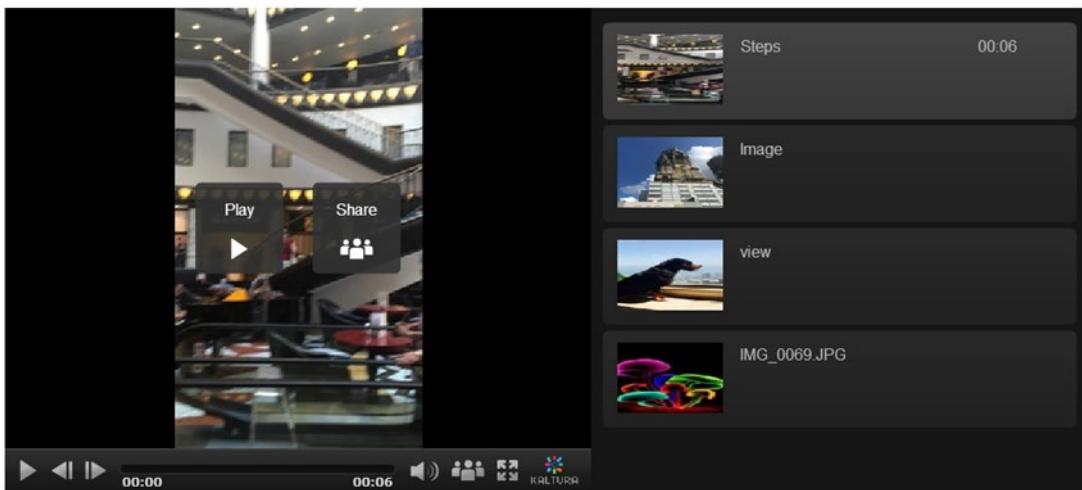
```
<iframe src="http://cdnapi.kaltura.com/p/1837061/sp/183706100/embedIframeJs/uiconf_id/26850701/partner_id/1837061/widget_id/1_0h3vjbqxq?iframeembed=true&playerId=kaltura_player_1390404249&flashvars[playlistAPI.autoInsert]=true&flashvars[ks]=&flashvars[streamerType]=auto" width="740" height="330" 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.

### Edit Education

Details Members Playlists

Playlist *Family Fun* updated successfully

2 Playlists

Search Playlists Create new

Title	Type	Description	Entries		Copy Embed
Educational Playlist	Manual	educational videos	4		
Family Fun	Manual	Family Videos	1		

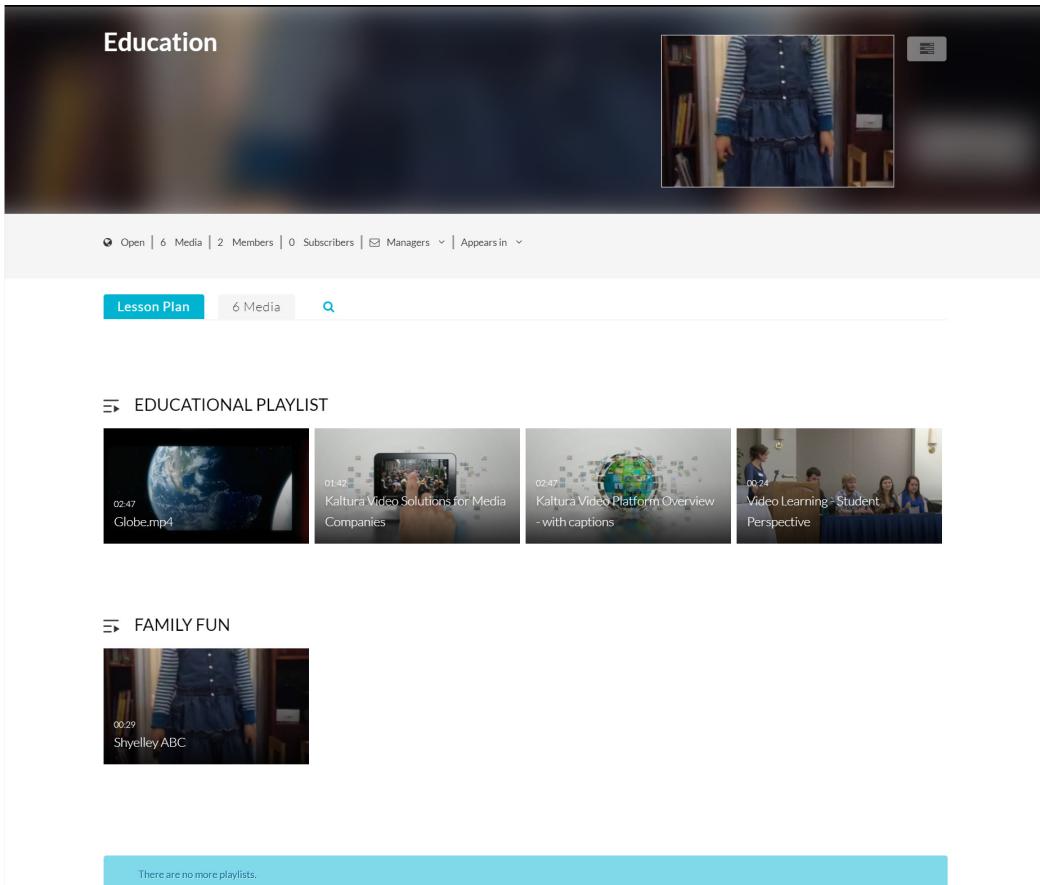
# Working with Channel Playlists

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.



The screenshot shows the 'Education' channel page. At the top, there is a large thumbnail of a person in a blue dress. Below it, a navigation bar includes 'Open' (with a play icon), '6 Media', '2 Members', '0 Subscribers', 'Managers', 'Appears in', and dropdown menus for 'Lesson Plan' and 'Media'. A search bar is also present. The main content area is titled 'EDUCATIONAL PLAYLIST' and contains four video thumbnails:

- 02:47 Globe.mp4
- 01:42 Kaltura Video Solutions for Media Companies
- 02:47 Kaltura Video Platform Overview - with captions
- 00:24 Video Learning - Student Perspective

Below this, another section is titled 'FAMILY FUN' with one visible thumbnail:

- 00:29 Shyelley ABC

A teal banner at the bottom states 'There are no more playlists.'

At the very bottom, the footer includes 'MediaSpace™ video portal by Kaltura' and 'User Guides and Technical Documentation'.

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.
4. Click on a thumbnail to begin viewing or click on the Playlist title to open the playlist.

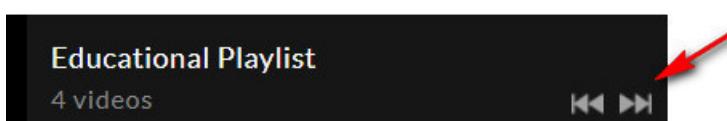
The screenshot shows the Kaltura MediaSpace interface. At the top, there's a navigation bar with links for Home, Corporate, Family, HR, Technology, Webcasts, and Channels. On the right side of the header, there are search, add new, user profile, and language selection options. Below the header, a large video player is displayed, showing a hand holding a smartphone displaying a video of a crowd. To the right of the player is a sidebar titled "Educational Playlist" which lists four video items:

Video Title	Length
Globe.mp4	2:47
Kaltura Video Solutions...	1:42
Kaltura Video Platform ...	2:47
Video Learning - Stud...	0:24

Below the sidebar, there's a detailed view of a video item titled "Kaltura Video Solutions for Media Companies". The page includes a thumbnail, title, description, and various interaction metrics like likes, comments, and shares. It also shows tags such as "kaltura", "mobile", "ads", and "monetization", and a category "Appears In Marketing".

The Channel Playlist page consists of two main areas:

- The right pane lists the videos included in the Channel Playlist. The currently playing item is highlighted. 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.

## Creating and Managing a Channel

# Kaltura Video Solutions for Media Companies

From Debbie Zioni 4 Years ago

Details Attachments Share ACTIONS ▾

Kaltura's groundbreaking media middleware platform gives you everything you need to manage live and on-demand rich-media. From video ingestion and transcoding, through moderation and metadata management, to distribution, monetization and content analysis – our Video Platform covers it all.

kaltura mobile ads monetization

- **Attachments** – Lists available attachments for downloading.

Kaltura Video Solutions for Media Companies					
From Debbie Zioni 4 Years ago					
Details	Attachments	Share	Search	Actions	
File Name	Title	Description	Size	Uploaded At	Download
Video_Solution_for_Media_Use_Cases.pdf			634.26 Kb	Jun 18, 2013	

- **Share** – clicking on Share displays the different options for sharing and embedding the current media item. - for more information, see [Embedding a Playlist](#)

# Kaltura Video Solutions for Media Companies

From Debbie Zioni 4 Years ago

There are four options:

- **Link to Media Page** – copy the link to share.
  - **Embed** - Grab the embed code to make the media public to all and override all entitlements defined in MediaSpace.

## Kaltura Video Solutions for Media Companies

From Debbie Zioni 4 Years ago

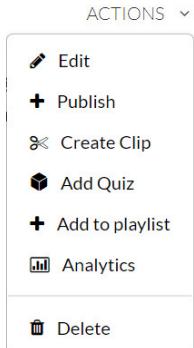
0 7 0

The screenshot shows the Kaltura video player configuration interface. At the top, there are tabs for 'Details', 'Attachments', 'Share' (which is highlighted in blue), and 'Search'. Below these are buttons for 'Link to Media Page', 'Embed' (which is also highlighted in blue), and 'Email'. A tooltip says 'Press CTRL-C to copy'. A large text area contains the embed code:

```
<iframe id="kmselement-0_w3ttvepc" width="400" height="285"
src="http://1471302.mediaspace.kaltura.com/embed/secure/iframe/entryId/0_w3ttvepc/uiConflId/148&flashvars[streamerType]=auto&flashvars[localizationCode]=en&class="kmselement" allowfullscreen webkitallowfullscreen mozAllowFullScreen frameborder="0" title="Kaltura Player"></iframe>
```

Below this, there are sections for 'Player Skin' and 'Player Size'. Under 'Player Skin', three options are shown with radio buttons: a standard skin, a dark skin, and a green skin. Under 'Player Size', three options are shown: '608x402' (selected), '400x285', and '304x231'.

- **Email** – Share via email.
- **Actions** - Clicking on Actions opens a menu with the following options:



- **Edit** - Opens the item currently being played in the Edit page where you can change associated information such as details, collaboration, options and attachments.
- **Publish** - Opens the publish page with the different options for publishing the item currently being played,
- **Create Clip** – If configured allows you to create a clip from the video. See [Creating a Video Clip](#) for more information.
- **Add Quiz** – If configured allows you to create an interactive quiz for the media. See [Video Quiz](#) for more information.
- **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.
- **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 stops.