

Kaltura MediaSpace™ User Manual

Version: 3.0

Kaltura Business Headquarters

200 Park Avenue South, New York, NY. 10003, USA

Tel.: +1 800 871 5224

Copyright © 2012 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners.

Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

Contents

Preface	4
About this Manual	4
Audience	4
Document Conventions.....	4
Section 1 Kaltura MediaSpace Overview.....	5
Opening MediaSpace	5
Logging In	6
Browsing Media	6
Displaying and Viewing Content.....	6
Searching Media	8
Section 2 Uploading Media	10
Section 3 Recording from Webcam	14
Section 4 Creating a Video Presentation	16
The Kaltura Video Presentation Widget.....	16
The Video Presentation Workflow	16
Section 5 Managing Your Media.....	21
Editing Media	22
Publishing Media.....	24
Adding Media to Playlists.....	24
Managing Playlists	26
Sharing Media.....	27

Preface

This preface contains the following topics:

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

About this Manual

This manual describes how to use Kaltura MediaSpace™ Version 3.0.



NOTE: Please refer to the official and latest product release notes for last-minute updates. Technical support may be obtained directly from: [Kaltura Support](#).

Contact Us:

Please send your documentation-related comments and feedback or report mistakes to <http://knowledge.kaltura.com/report-issues>.

We are committed to improving our documentation and your feedback is important to us.

Audience

This manual is intended for Kaltura MediaSpace users.

Document Conventions

Kaltura uses the following admonitions:

- Note
- Workflow



NOTE: Identifies important information that contains helpful suggestions.



Workflow: Provides workflow information.

1. Step 1
2. Step 2

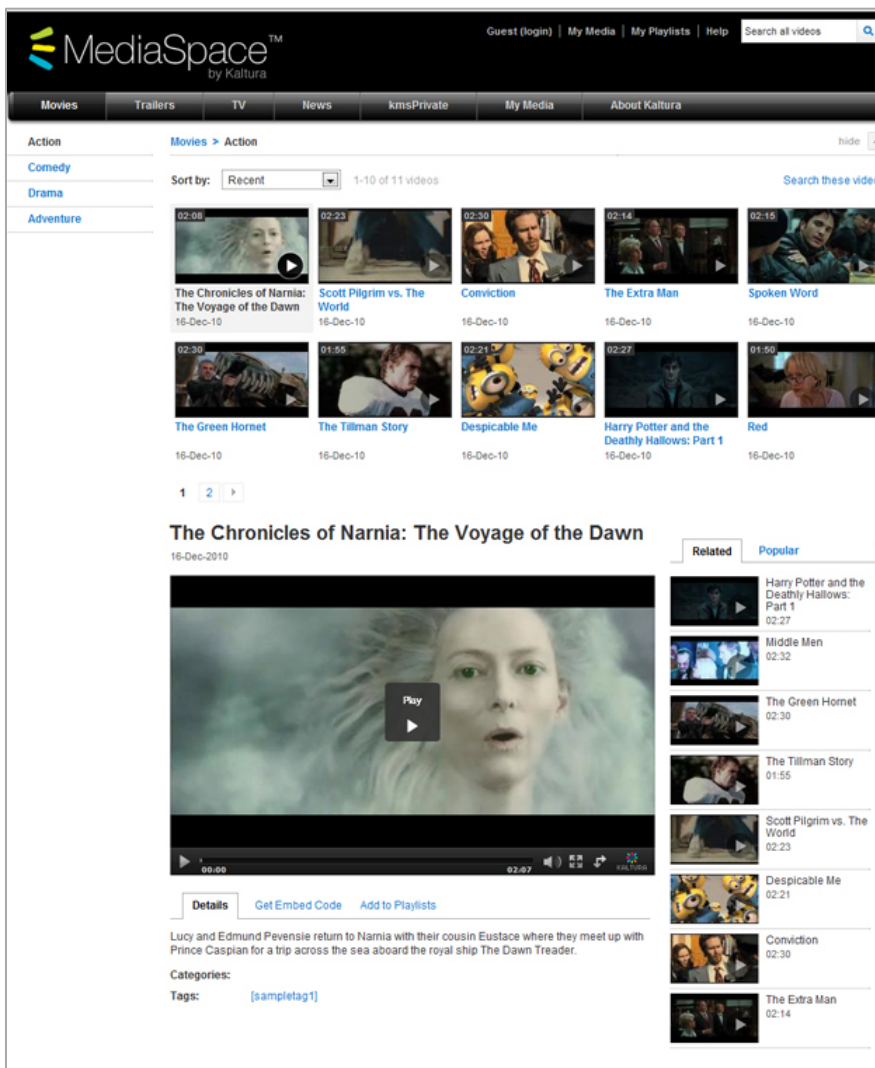
Kaltura MediaSpace Overview

Kaltura MediaSpace is a fully customizable media destination site for your organization. MediaSpace is an out-of-the-box video-centric site that can serve as a repository for media collections across the organization or a full-featured "internal YouTube." You can integrate MediaSpace into your local authentication environment for role-based authentication, or use it as a public destination site.

MediaSpace can be easily configured and branded, and requires minimal resources to get up and running while allowing extensive customization.

Opening MediaSpace

Open the [MediaSpace home page](#) to view media.



Home Page



NOTE: You may be required to [log in](#).
You must [log in](#) to upload media or create playlists.

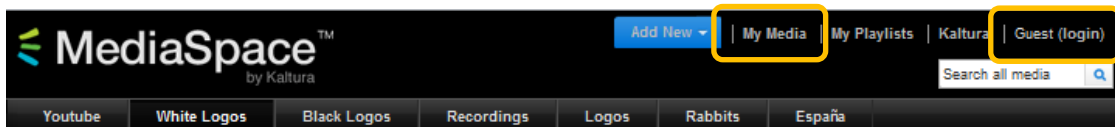
Logging In

To log in to MediaSpace



NOTE: If you are required to log in to view unrestricted media, skip the first step.

1. On the MediaSpace home page, click **My Media** or **login**.



2. In the Login window, enter your username and password.

Username	Password	Allows you to...
viewer	viewer	View media.
admin	admin1	Upload media and grab embed codes. Media that you upload is not published until approved by a moderator.
sysadmin	sysadmin	Upload and publish media without moderation. MediaSpace is a public site. All published media is displayed to all visitors

Browsing 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:

- [Filter the content.](#)
- [Sort the content.](#)
- [Hide or display a gallery.](#)
- [Select a video to play.](#)
- [View media.](#)
- [Search media.](#)

Displaying and Viewing Content

To filter content

In a media gallery, click the Show menu and select one the following:

- All Media types (videos, audio, and images)
- Video Only
- Audio Only

- Images Only
- Video Presentations Only

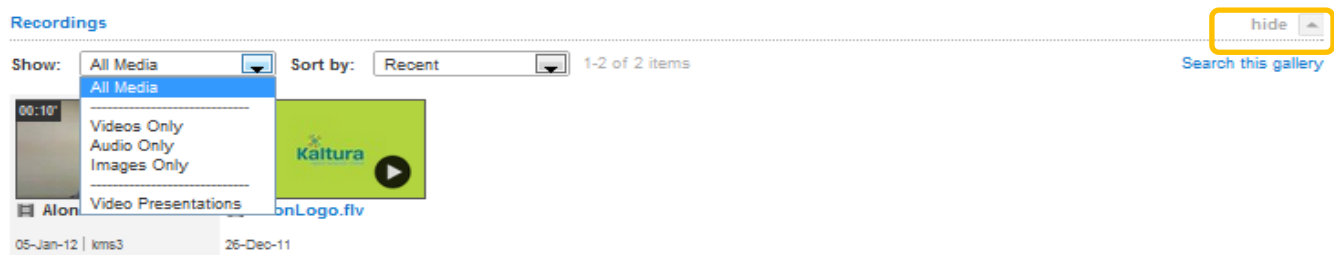
To sort content

In a media gallery, click the Sort By menu and select one the following:

- Recent
- Most viewed
- Alphabetical

To hide or display a gallery

- In a media gallery, click **hide** to hide the gallery.
- To re-display a gallery, click **show**.



To select a video to play

In a media gallery, click a video thumbnail to display the video in the media player. Related videos from all galleries are displayed next to the media player.



To view media

Click **Play** in the media player. You can use options such as volume control, full screen, and enlarging the player within the MediaSpace window.



Media Player: The Expand Player icon for enlarging the player

On an iOS device, a built-in iOS media player plays MediaSpace media.

Searching Media

You can search for media in the following ways:

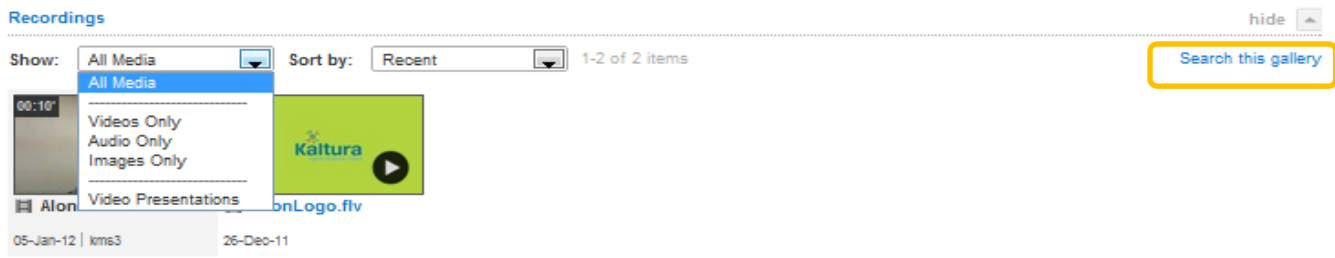
- Text search of:
 - [All media](#)
 - [A gallery](#)
 - [A category](#)
- [Media associated with a user, tag, or category](#)

To search all media

In the MediaSpace header's search field, enter your search text.

To search a gallery

1. In a media gallery, click **Search this gallery**.



2. Enter text in the search field.

To search a category

1. Open a category.
2. Click **Search these videos**.
3. Enter text in the search field.

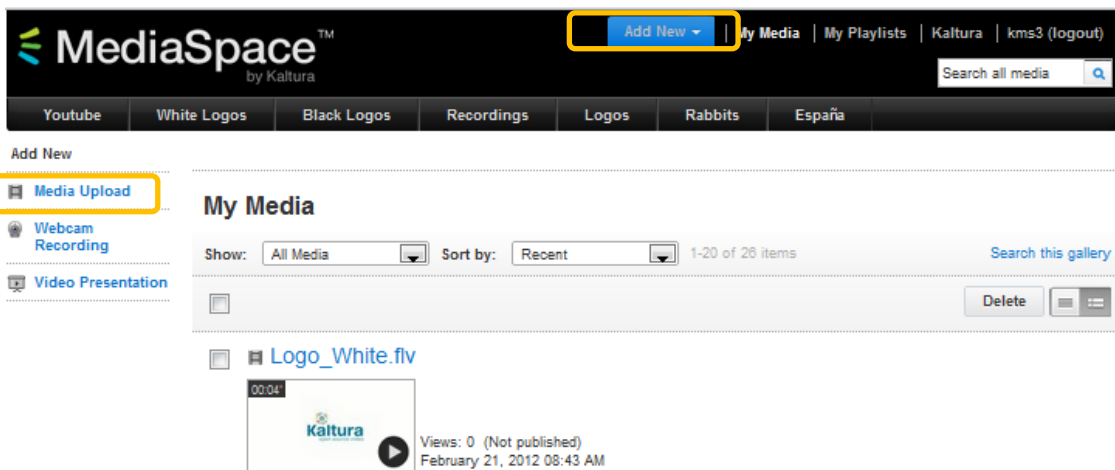
To search media associated with a user, tag, or category

On a media's Details tab, click the name of a user, tag, or category. For example, click a tag name (such as *sampletag*) to display a gallery of all media with the same tag.

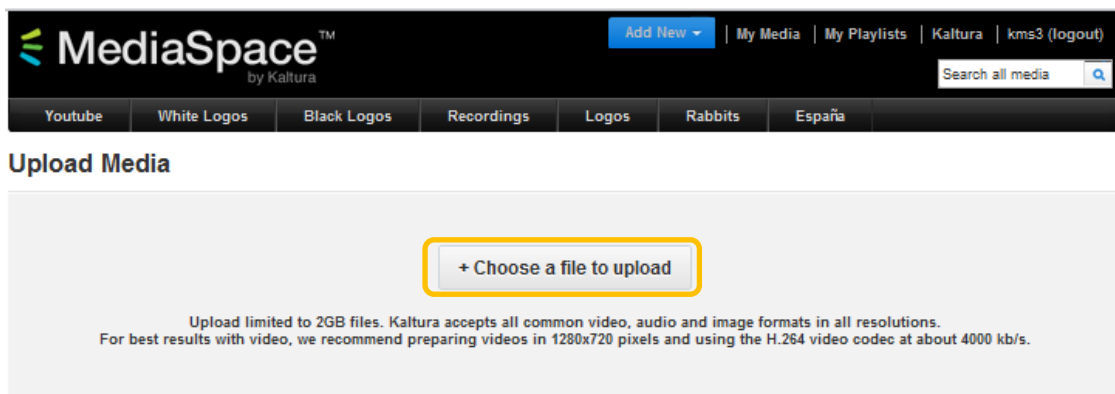
Uploading Media

To upload media

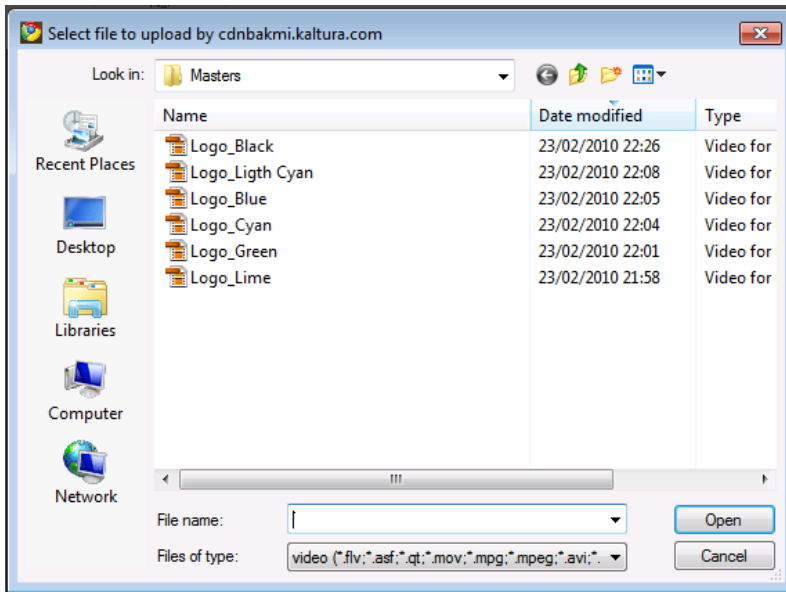
1. Do one of the following:
 - In the My Media tab, click **Media Upload**.
 - In the MediaSpace header's Add New menu, select **Media Upload**.



2. In the Upload Media window, click **Choose a file to upload**.



3. In the Select file to upload window, select a media file to upload and click **Open**.



Uploading Media

4. While the file is uploading, in the Upload Media window you can:

- Enter information about the media and click **Save**.



NOTE: If you click **Save** before the file is completely uploaded, the media information is saved after the media is uploaded.

- Click **x** next to the progress bar to cancel the upload.
- Click **Upload another file**.

MediaSpace™ by Kaltura

Add New | My Media | My Playlists | Kaltura | kms3 (logout)

Search all media

Youtube | White Logos | Black Logos | Recordings | Logos | Rabbits | España

Upload Media

Excellent web quality video (1200kbps) (High - Large).flv

100% x

Please fill out these details:

Name: (* Required) Excellent web quality video (1200kbps) (High - Large)

Created By: kms3

Description:

Tags:

Source:

Title:

Languages: English with Danish and English subtitles

Date:

Save

Upload another file

5. To view the media page when uploading is complete, click **Go to media page** in the Upload Media window.

Finished uploading! [Go to media page](#)

Video after Upload

After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion.

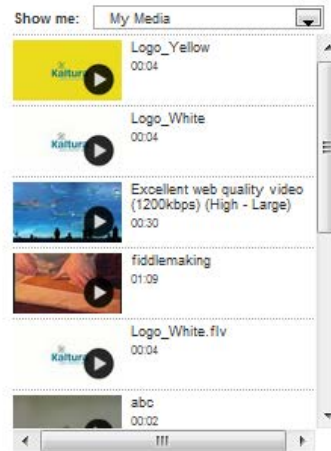
If media is waiting for moderation, you cannot preview or publish it until it is approved.

Uploading Media

You can edit media information during conversion and while waiting for moderation.

Excellent web quality video (1200kbps) (High - Large)

By: [kms3](#) 22-Feb-12



[Details](#) [Get Embed Code](#) [Add to Playlists](#) [Publish](#)

This media is pending review.

[Edit](#)
[Delete](#)

No description provided

Languages: English with Danish and English subtitles

Subject terms: video

Genre: Instructional

Youtube Category: Film

Media Page: A video that is awaiting moderation

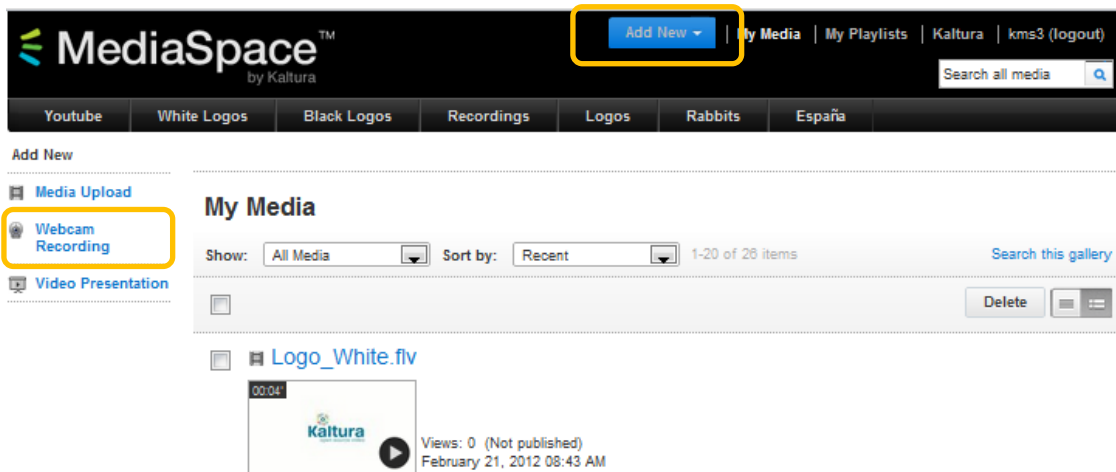


NOTE: Uploaded media also is displayed on your My Media tab.

Recording from Webcam

To record from a webcam

1. Do one of the following:
 - In the My Media tab, click **Webcam Recording**.
 - In the MediaSpace header's Add New menu, select **Webcam Recording**.

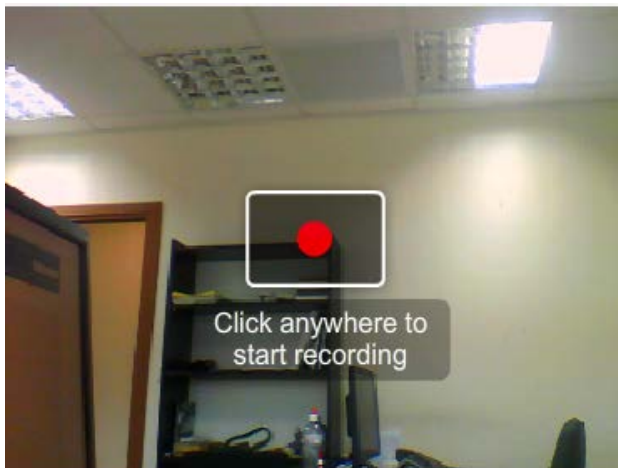


2. In the Record from Webcam window, click **Allow** if a flash player message is displayed.

Record from Webcam



3. In the Record from Webcam window, click anywhere in the recording area to start recording.



4. In the Record from Webcam window, click anywhere in the recording area to stop recording, and click **Save**.
5. In the Record from Webcam window, enter information about the media and click **Save**.
6. To view the media page after saving the recording, click **Go to media page** in the Record from Webcam window.

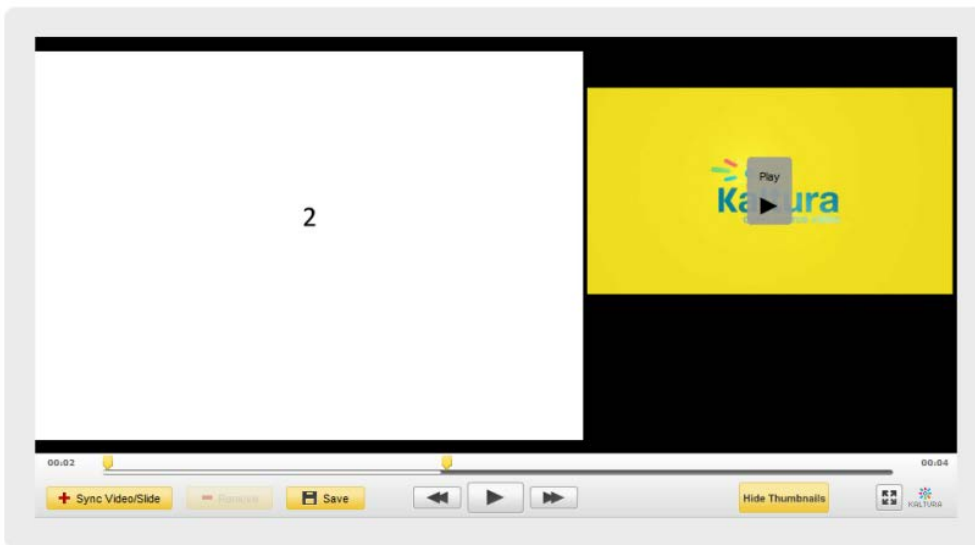
Finished recording! [Go to media page](#)



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.

Creating a Video Presentation

The Kaltura Video Presentation Widget



The Kaltura Video Presentation Widget allows the side-by-side, synchronized display of media and document files to end users. The Video Presentation feature enables content creators to synchronize video and specific slides in a slideshow or document and share the synchronized presentation.

The Video Presentation Workflow



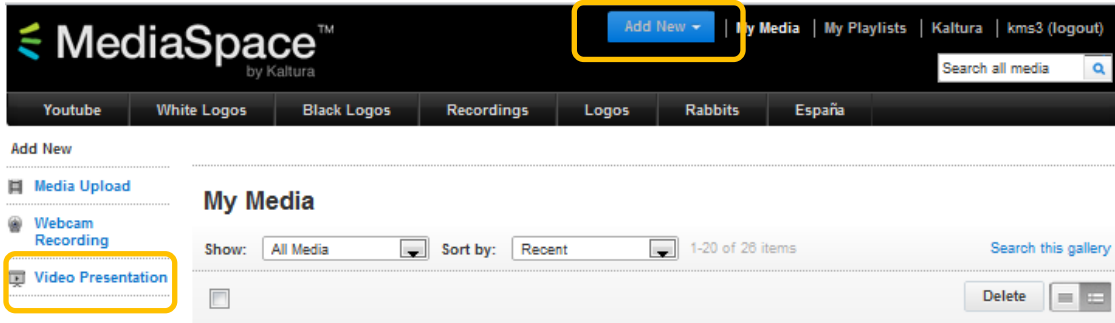
Basic workflow to synchronize the display of media and document files:

1. Select a media file.
2. Select a document file.
3. Add sync points to synchronize the document with the media.

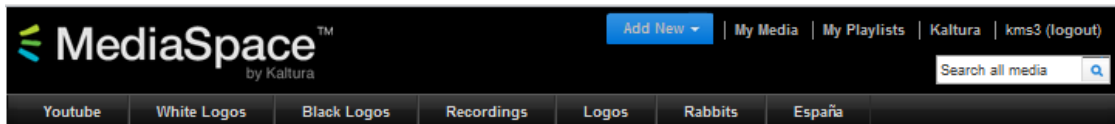
To create a video presentation

Do one of the following:

- In the My Media tab, click **Video Presentation**.
- In the MediaSpace header's Add New menu, select **Video Presentation**.



The Add Video Presentation window is displayed.



Add Video Presentation

To create a Video Presentation, follow these steps:

- Select media (from a list of already uploaded and ready video and audio items)
- Select document (from a list of uploaded, and converted documents)
- Add sync points to synchronize the document with the media

In case you need to upload new documents to the server, use the upload document button below. Once a Presentation is created, you will be redirected to the "edit page", where you will be able to sync keypoints for playback, and edit metadata.

[+ Upload Document](#)

Kaltura Id	Name	Created on	Tags	Description
1_vab9jm06	maria	01-25-12	displayname_kms3, n :(
1_zhpd5s56	AVI_8	01-25-12	displayname_kms3, d post	
1_yrwekrzj	AVI_8.avi			
1_8npxk1f6	kaltura_logo_animated			logo in Green
1_pamu1hdl	South Park.flv	01-22-12		
1_t8cveox5	Two Frogs.flv	01-22-12	displayname_someon	chen test
1_gz0szpgs	South Park.flv	01-22-12	displayname_kms3, b	Chen test
1_qdxjmvpf	AVI_2.avi	01-17-12	displayname_fdsf, fsf:	fdsfs
1_tp45hdmz	AVI_1.avi	01-17-12	displayname_s	1
0_qq16zz3f	Logo_White.flv	01-15-12	displayname_kms3, q	qwerwer

(Optional) To upload a new document

1. In the Add Video Presentation window, click **Upload Document**.
2. In the Upload Document window, click **Browse your desktop**.
3. In the Select file to upload window, select a document or presentation file to upload and click **Open**.
4. In the Upload Document window, enter information about the document and click **Close**.

Upload Document

A video presentation consists of a document and a video file, synchronized together. Document formats supported are: ppt/pptx, pdf, doc/ docx, xls/ xlsx. After the document is uploaded, it will be converted to a format suitable for display in the presentation (this might take a few minutes). Once your content is ready it will appear in the document list(step 2).

Your file has been uploaded. We are now processing the document

Title

Description

Tags

5. In the Upload Document window, click **Back to the video presentation creation flow (step 1)** to continue creating a video presentation.

Upload Document

A video presentation consists of a document and a video file, synchronized together. Document formats supported are: ppt/pptx, pdf, doc/ docx, xls/ xlsx. After the document is uploaded, it will be converted to a format suitable for display in the presentation (this might take a few minutes). Once your content is ready it will appear in the document list(step 2).

[Back to the video presentation creation flow \(step 1\)](#)



NOTE: After a document is uploaded, it is optimized for display in the presentation. You cannot use a document in a video presentation until optimization is complete.

To select and synchronize files

1. In the Add Video Presentation window, select an item from a list of available video and audio items, and click **Next**.
2. In the Add Video Presentation window, select an item from a list of available documents and presentations, and click **Next** to create the video presentation.

3. In the Edit Media window, synchronize the media and slides.

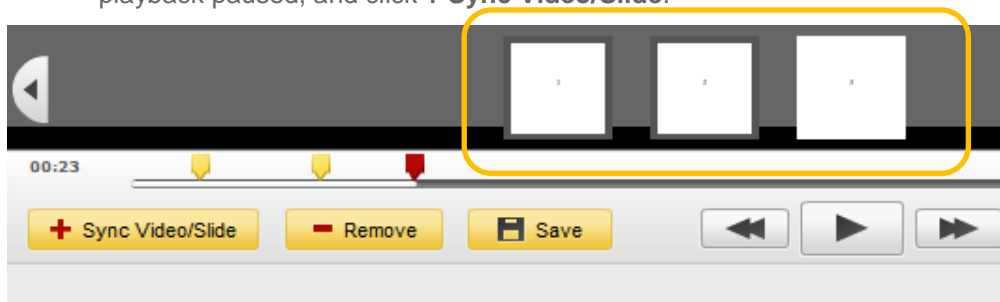


Sync Playback



Sync Actions

- a. To start synchronizing the media with the slides, click **Play** in the media player.
- b. When you reach a point that you want to synchronize:
 - Click the player to pause the playback.
 - In the thumbnail carousel, select the slide to synchronize with the point where the playback paused, and click **+ Sync Video/Slide**.

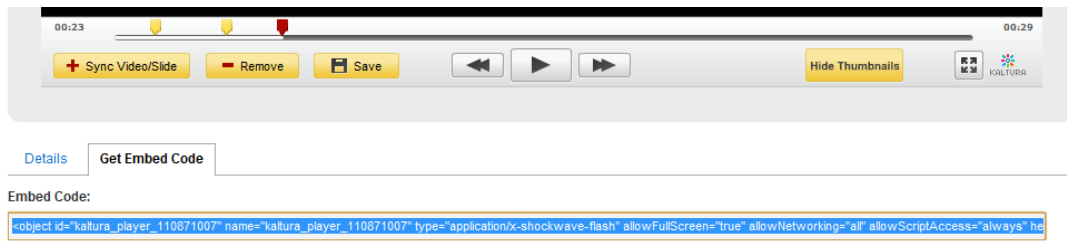


Click **Play** in the media player to continue synchronizing the playback with the slides. Add and remove sync points as needed, and click **Save**.

4. In the Edit Media window, enter information about the video presentation and click **Save**.

To embed the video presentation on a web site

1. In your video presentation page's Get Embed Code tab, copy the embed code.



Video Presentation Embed Code

2. Paste the embed code on a web site.

Managing Your Media



NOTE: If you cannot access the My Media tab content or actions, ask your MediaSpace administrator to give you the required permission.

The My Media tab lists previously uploaded media. When you open a media page, you can:

[Edit metadata or delete the media.](#)

[Select a thumbnail.](#)

[Publish media.](#)

[Add media to playlists or remove media from a playlist.](#)

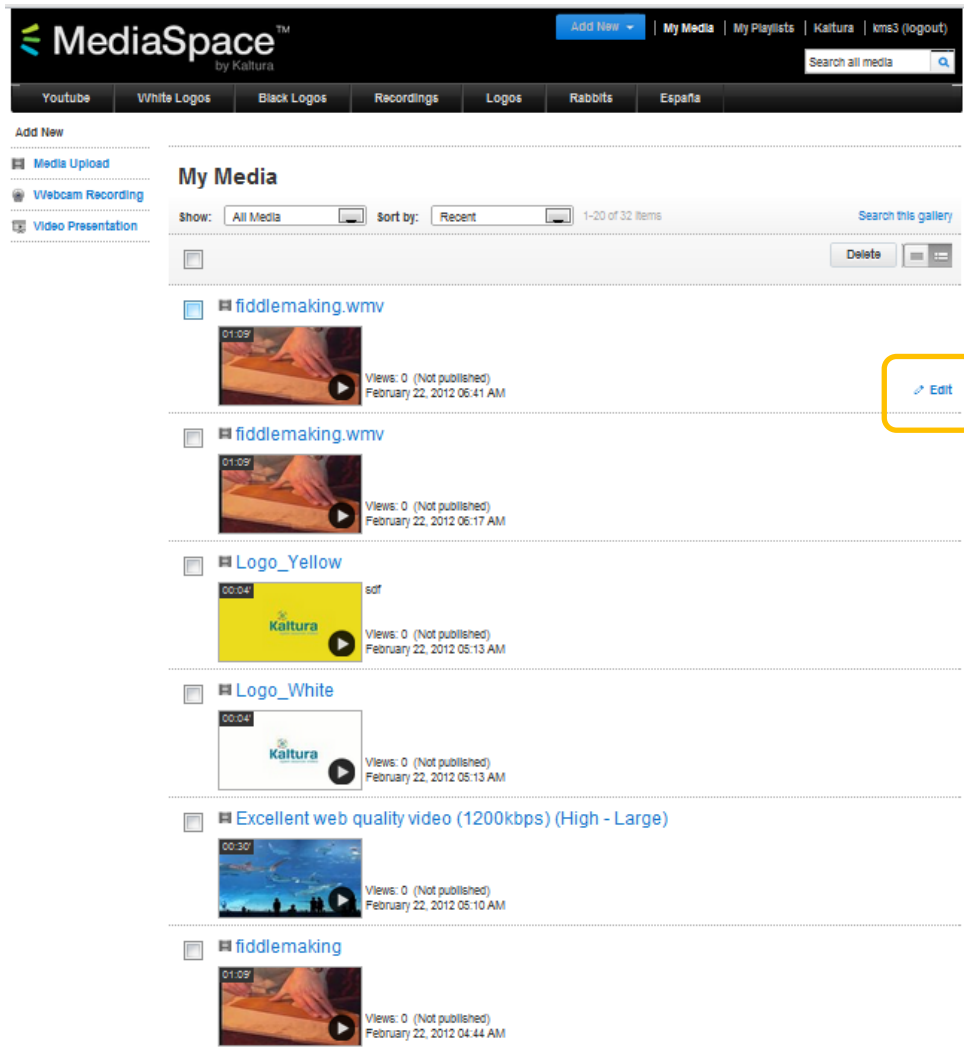
[Manage playlists.](#)

[Share media.](#)

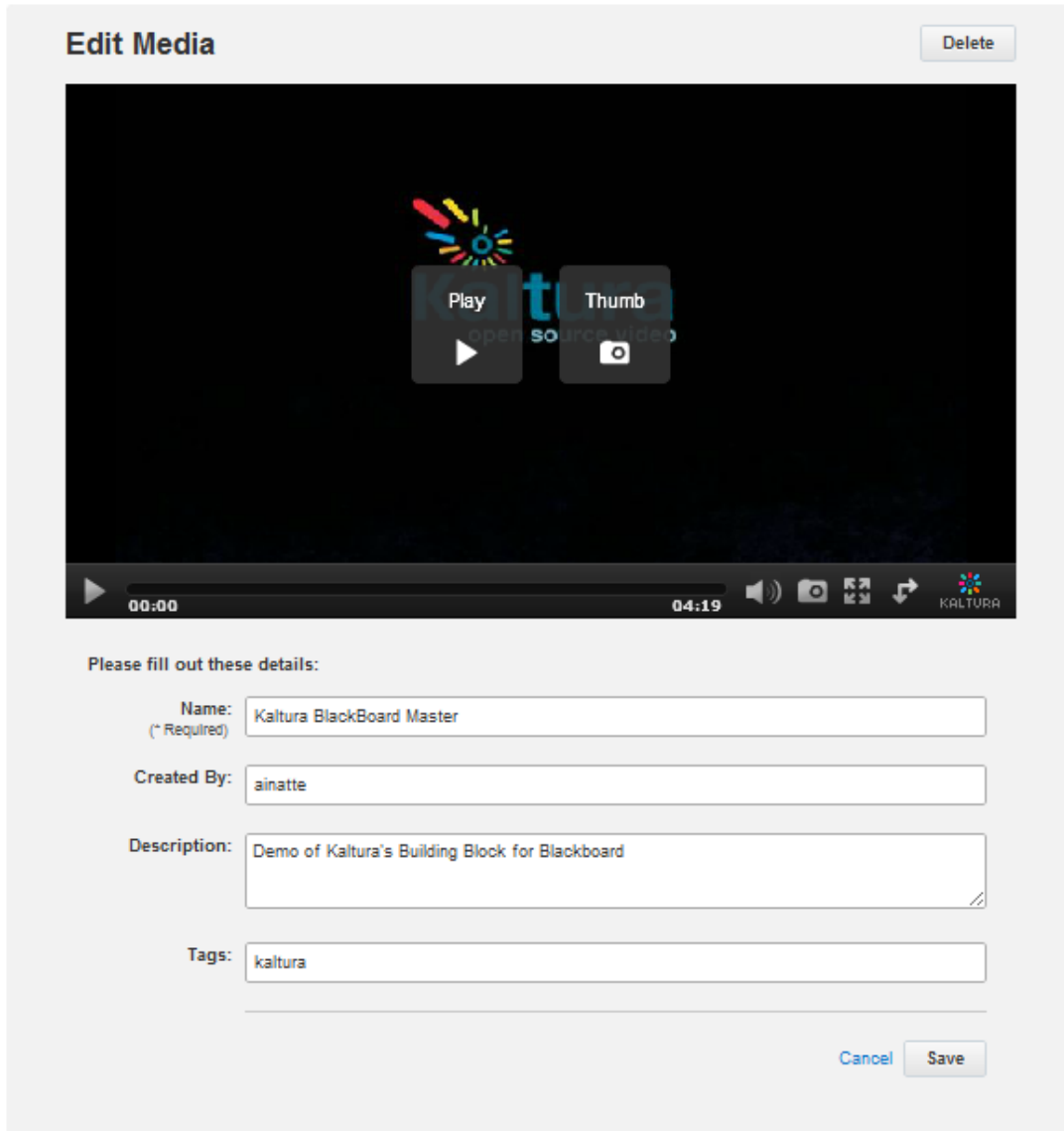
Editing Media

To edit media

1. Do one of the following:
 - o In the My Media tab, click **Edit** for the media you want to edit.



- o In the My Media tab, click the thumbnail or title of the media you want to edit. In the media page's Details tab, click **Edit**.



2. In the Edit Media window, you can:
 - o Edit information about the media.
 - o Delete the media.
 - o Select a frame to use as the media thumbnail, such as when the media is included in a gallery.

To select a frame as a thumbnail

1. In the Edit Media window, click **Play** in the media player.
2. Pause the player at the frame that you want to use as a thumbnail.
3. Click the camera icon to use the current frame as the thumbnail.



Edit Media: Camera icon for capturing the current frame as the video thumbnail

Publishing Media

By default, media that you upload is private. You can access private media in your My Media tab. In the My Media tab, 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:

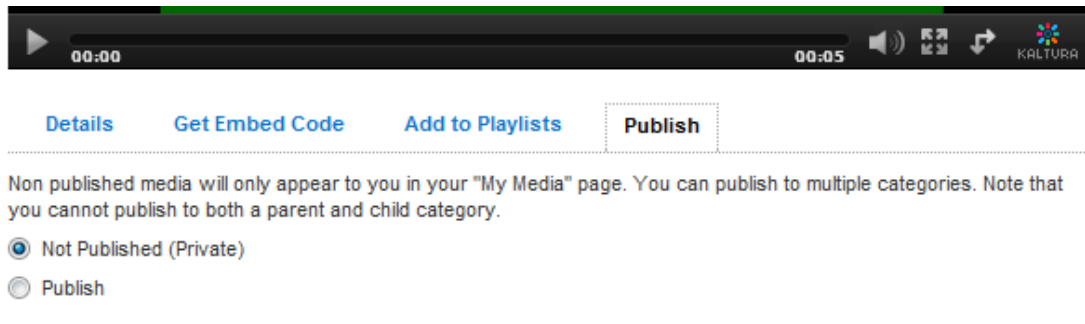
- In multiple categories
- Only when file conversion is complete and the media is not waiting for moderation

To publish media



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

1. In the My Media tab, click the thumbnail or title of the media you want to publish.
By default, uploaded media is not published.



2. In the media page's Publish tab, select **Publish**.
3. Select categories for the published media.

To make media private

1. Click the thumbnail or title of the published media that you want to make private.
2. In the media page's Publish tab, select **Not Published (Private)**.
Private media is accessible only on the media owner's My Media tab.

Adding Media to Playlists

You can create playlists and associate media with the playlists.

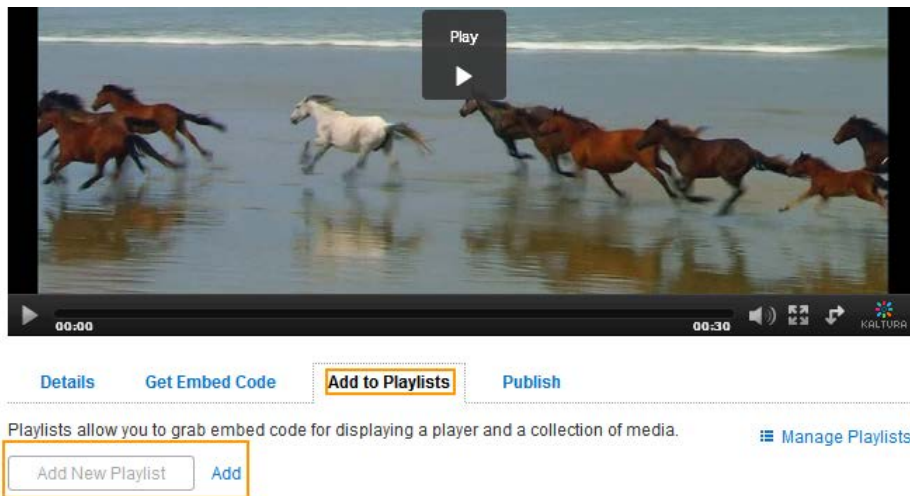
To create a playlist



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

1. Click a media thumbnail or title.

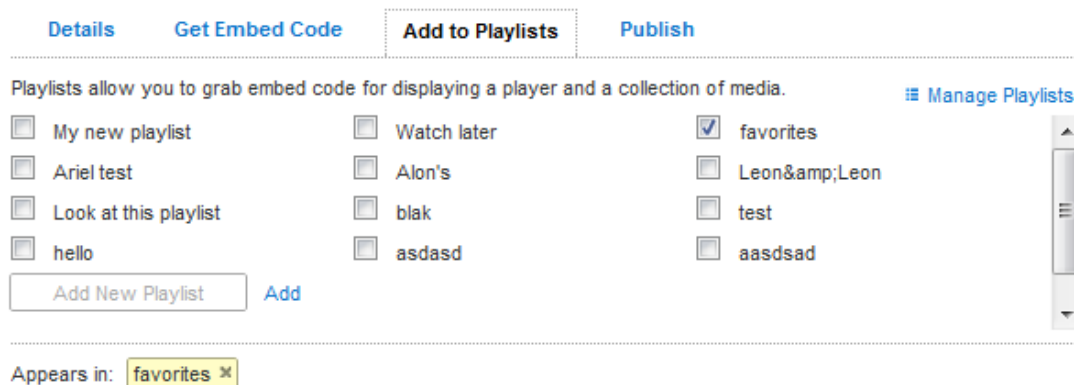
- In the Add to Playlists tab under the media player, enter a descriptive name in the Add New Playlist field, and click **Add**.



The media is added to the new playlist.

To add media to a playlist

- Click a media thumbnail or title.
- In the Add to Playlists tab under the media player, select one or more playlists. The selected playlist name is displayed in the *Appears in* field. You also can add a new playlist.



To remove media from a playlist

- Click a media thumbnail or title.
- In the Add to Playlists tab under the media player, do one of the following:
 - Clear a selected playlist.
 - In the *Appears in* field, click **x** next to a playlist name.

Managing Playlists

After you create a playlist, you can preview the playlist, reorder the media in the playlist, design the playlist, and copy the playlist's embed code.

To manage a playlist

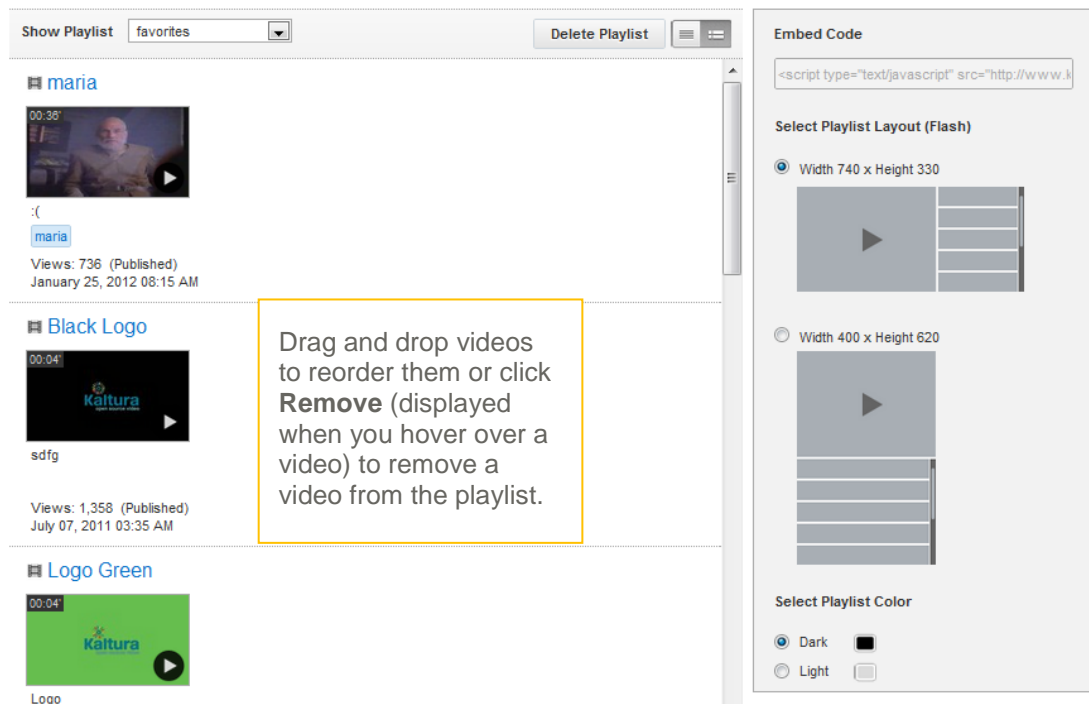


NOTE: If you cannot manage a playlist, ask your MediaSpace administrator to give you the required permission.

1. Do one of the following:
 - o Select the My Playlists tab.
 - o Click a media thumbnail or title. In the Add to Playlists tab under the media player, click **Manage Playlists**.
2. In the My Playlists tab, select a playlist from the Show Playlist menu.
3. For the selected playlist, you can do the following:
 - o Delete the playlist.
 - o Reorder the videos in the playlist.
 - o Remove videos from the playlist.
 - o Copy the playlist's embed code to paste it on a web site.
 - o Select the layout and color of the playlist.

My Playlists

Drag and drop to reorder media



The screenshot shows the 'My Playlists' interface. On the left, there is a list of three video items:

- maria**: Video thumbnail, duration 00:38, views 736, published January 25, 2012 08:15 AM.
- Black Logo**: Video thumbnail, duration 00:04, views 1,358, published July 07, 2011 03:35 AM.
- Logo Green**: Video thumbnail, duration 00:04, views 1,358, published July 07, 2011 03:35 AM.

A yellow box highlights the 'Black Logo' item with the text: "Drag and drop videos to reorder them or click **Remove** (displayed when you hover over a video) to remove a video from the playlist."

On the right side, there is a settings panel:

- Embed Code**: A text area containing a script tag: `<script type="text/javascript" src="http://www.k`
- Select Playlist Layout (Flash)**: Two radio button options: "Width 740 x Height 330" (selected) and "Width 400 x Height 620".
- Select Playlist Color**: Two radio button options: "Dark" (selected) and "Light".

Sharing Media

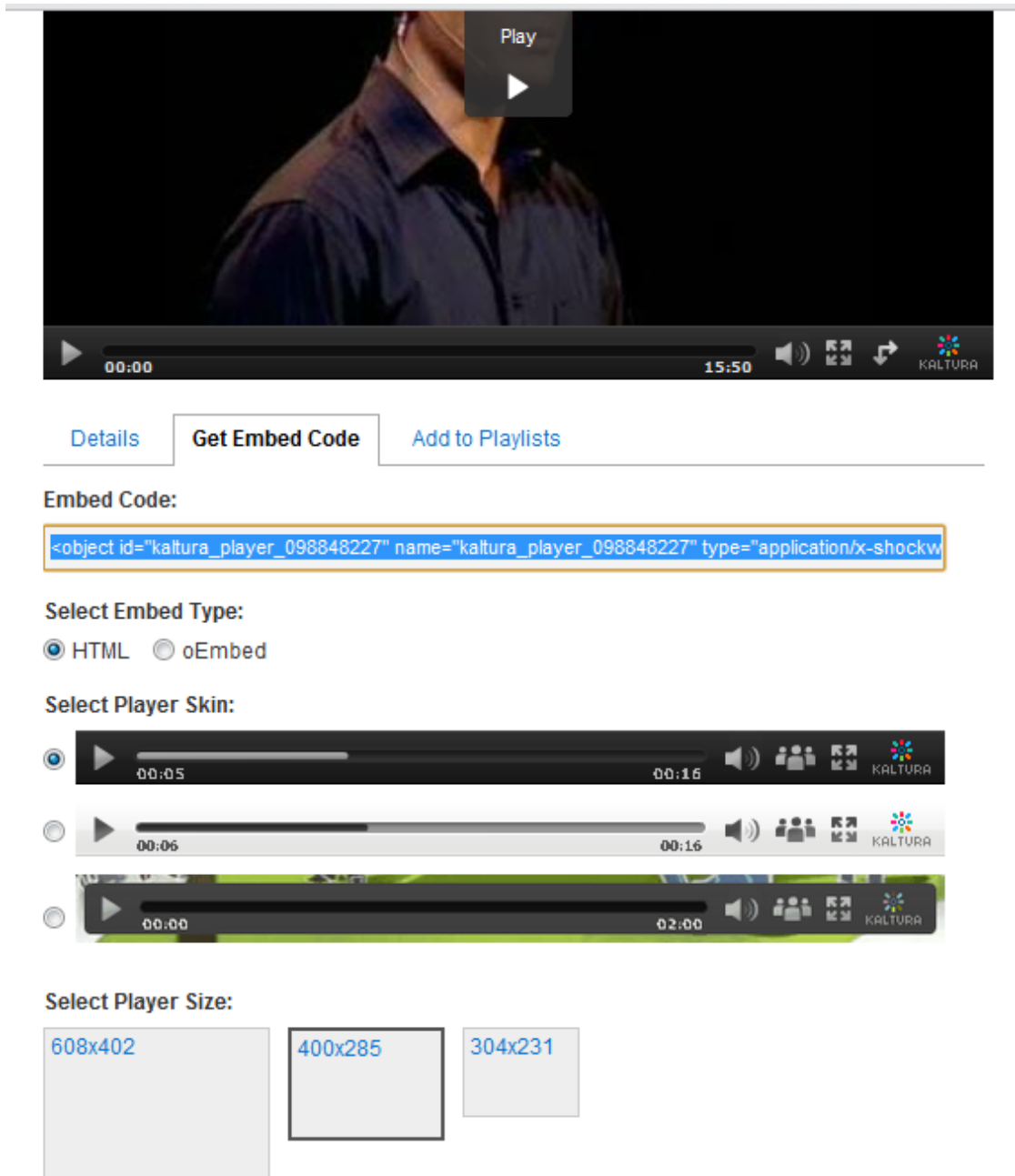
You can share a media item by copying the embed code and pasting it on a web site.

To share a media item



NOTE: If you cannot grab embed code or select a player design, ask your MediaSpace administrator to give you the required permission.

1. Click a media thumbnail or title.
2. In the Get Embed Code tab under the media player:
 - a. Select one embed type:
 - HTML
 - oEmbed
 - b. Select a player skin.
 - c. Select a player size.
 - d. Copy the embed code.



Play

00:00 15:50 KALTURA

Details Get Embed Code Add to Playlists

Embed Code:

```
<object id="kaltura_player_098848227" name="kaltura_player_098848227" type="application/x-shockw
```

Select Embed Type:

HTML oEmbed

Select Player Skin:

00:05 00:16 KALTURA

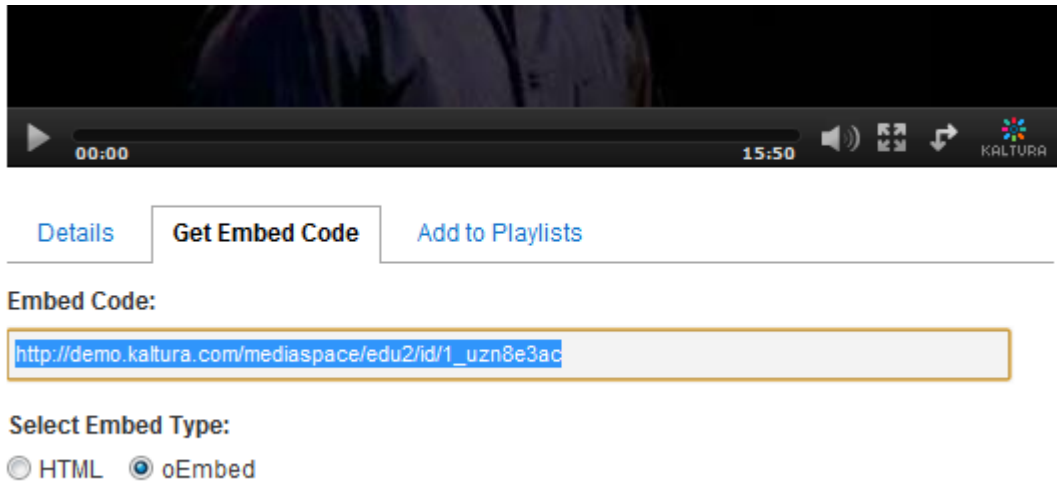
00:06 00:16 KALTURA

00:00 02:00 KALTURA

Select Player Size:

608x402 400x285 304x231

Get Embed Code tab: Options



00:00 15:50 KALTURA

Details Get Embed Code Add to Playlists

Embed Code:

http://demo.kaltura.com/mediaspace/edu2/id/1_uzn8e3ac

Select Embed Type:

HTML oEmbed

Get Embed Code tab: oEmbed Type selected

3. In the web site where you want to share the media, paste the embed code.