Kaltura MediaSpace™ Setup Guide

Version: 5.31

Kaltura
open source video

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Contents

Preface 7
About this Guide 7
Audience 7
Document Conventions 7
Related Documentation 8
Section 1 Understanding the MediaSpace Setup 9
Enabling User Permissions – Prerequisites 9
Understanding Content Collections 9
Understanding Categories 9
Understanding Channels 9
Categories vs. Channels 10
Understanding Roles and Permissions for Categories and Channels 10
KMS Galleries / Channels Entitlements 12
Understanding Application Roles 12
Modifying Application Role Names 13
Assigning Application Roles to Multiple Users in Bulk 13
Understanding Entitlement Permissions 14
Understanding Roles and Permissions 14
Section 2 Setting up MediaSpace 16
Setting up MediaSpace Content in the KMC 16
Uploading MediaSpace Content 18
Setting up MediaSpace Categories in the KMC 19
Adding Content to your MediaSpace Categories 21
Adding Members and Contributors via the KMC 23
Setting up MediaSpace Channels 25
Displaying Channels in MediaSpace 25
Setting Permissions for Creating a MediaSpace Channel 26
Assigning MediaSpace Content to Channels 27
Assigning User Permissions to MediaSpace Channels 28
Assigning User Permissions to MediaSpace Channels in the KMC 28
Assigning Managers to a MediaSpace Channel 28
Assigning User Permissions to a Channel in MediaSpace 29
Setting up MediaSpace to Run on HTTPS 30
Section 3 Authenticating and Authorizing Users in MediaSpace 31
Scenario 1: Authentication and Authorization Are Managed in Organizational Systems 31
Scenario 2: Authentication and Authorization are Managed by Kaltura 32
Scenario 3: Authentication is Managed in an Organizational System, Authorization is Managed by Kaltura 33
Enabling Common Login Configurations 33
Enabling Authentication Methods 34

Enabling Authorization Methods 34
Configuring LDAP Authentication and Authorization 35
Configuring SSO Gateway Authentication and Authorization 39
Configuring Header Authentication 41
Configuring Kaltura Authentication and Authorization for MediaSpace 41
Section 4 Organizational Strategy for MediaSpace Entitlements 45
Terminology 45
Planning Considerations 46
Channel Management Types 48
Creating Channels in MediaSpace by Users 49
Creating Channels Centrally by Administrators 49
Creating MediaSpace Channels in Bulk 49
Creating MediaSpace Channels Individually 50
Assigning Permissions and Entitlements 50
Setting Up Members and Permissions Manually in MediaSpace 51
Setting Up Permissions Centrally in Bulk 51
Setting Up Permissions Individually 52
Automatically Updating Permissions 53
Deleting MediaSpace Channels 56
Deactivating Channel Memberships 56
Setting Up the Initial Add Members Auto-Complete List 57
Updating the Add Members Auto-Complete List 58
Section 5 Setting the Home Page 61
Configuring your Home Page 61
Section 6 Customizing the Look and Feel 63
Choosing a Different Included Style 63
Uploading your Own Custom Style 63
Section 7 MediaSpace Administration: Actions and Configurable Fields 65
User Management 65
Configuration Management: Global 65
Application 66
Auth 67
Categories 68
Channels 68
Client 69
Debug 70
Gallery 70
Header 70
Metadata 71
Moderation 71
Navigation 72
Player 74
PlaylistPage 75
Roles 76

Security 76
SharedRepositories 76
Widgets 77
Search 77
MediaCollaboration 77
Configuration Management: Modules 78
Addcontent 78
Addtoplaylists 78
Attachments 78
Bootswatch 78
Captions 78
Chapters 79
Cielo24 79
Clipper 80
Comments 80
Contentpolicy 80
Cssupload 81
Customdata 81
Disclaimer 81
Downloadmedia 82
Emailnotifications 83
Embed 83
Embedplaylist 84
Facebook 84
Headermenu 85
Home 85
Oembed 86
Publish 87
Related 87
ReplaceMedia 87
Screencapture 88
Sidemymedia 88
Sideplaylists 88
Staticpages 88
Thumbnails 89
Twitter 89
Userreports 89
Configuration Management: Category Modules 90
Categorymembers 90
Categorymoderation 90
Configuration Management:Channel Modules 90
Channelcategories 90
Channelmembers 90
Channelmoderation 91
Configuration Management:Entry Type Modules 91

Audioentry 91
Imageentry 92
Liveentry 92
Videopresentations 92
Webcast 93
Youtube 93
Custom/Core Modules 93
Capturespace 93
Channel Playlists 94
Events 95
Kwebcast 95

Preface

This preface contains the following topics:

- About this Guide
- Audience
- Document Conventions
- Related Documentation

About this Guide

This guide details the setup required for Kaltura MediaSpace™ (KMS) Version 5.19. The document describes how to set up your site structure, prepopulate Kaltura MediaSpace content, assign user permissions, and implement authentication and authorization.

NOTE: You perform some setup steps in the Kaltura MediaSpace Administration Area and in the Kaltura Management Console (KMC).

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

Contact Us:

Please send your documentation-related comments and feedback or report mistakes to knowledge@kaltura.com.

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

Audience

This document is intended for Kaltura MediaSpace site administrators.

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

Related Documentation

In addition to this guide, the following product documentation is available:

- Kaltura MediaSpace
- Kaltura Management Console (KMC) User Manual
- Kaltura's Entitlement Infrastructure – Information Guide
- Kaltura's Entitlement Infrastructure – Bulk Services

SECTION 1

Understanding the MediaSpace Setup

Kaltura MediaSpace features fine grained governance rules that grant specific permissions to content on the MediaSpace site. To explain your options, this document describes the different site sections, roles, and permissions that you can configure for MediaSpace.

This document focuses on setups that include user permissions, referred to as entitlement enabled.

To start learning about MediaSpace, refer to the Kaltura MediaSpace User Manual, which describes channels and user permissions in terms of site features.

Enabling User Permissions – Prerequisites

Contact your Kaltura Project/Account Manager to confirm that the following prerequisites are implemented:

- Entitlement services are enabled and *Default Entitlement Enforcement* is set to true in your account settings.
- (Optional) The *Like* feature is enabled in your account settings.
- A root category is set up for MediaSpace in the KMC (see To set up a MediaSpace category tree in the KMC.)

Assigning user permissions usually is handled in bulk using a comma-separated value (CSV) file. To learn more about the End-User Entitlements CSV, refer to the End-User Entitlements CSV.

Understanding Content Collections

Content collections in MediaSpace are defined as either categories or channels. Your MediaSpace instance can include one or both.

Understanding Categories

Categories represent a centrally curated structure and hierarchy that is available from the MediaSpace navigation side panel. Media can be organized around specific topics in either a hierarchal or a flat navigation layout. When MediaSpace is used as a company/institution-wide media portal, categories usually are shared with the entire organization and also may be available to the public on the web.

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

Understanding Channels

Channels are media collections that can be accessed by a subset of users (or all authenticated users). Channels can be created and managed by authorized **MediaSpace users** or can be provisioned centrally by a **KMC admin**.

Categories vs. Channels

	Categories	Channels
What are they?	Centrally curated hierarchical structure that defines the taxonomy of your site	User generated collections that are personally managed
Who can create?	KMC user only	Any MediaSpace user (configurable according to application roles)
Where do they appear?	Navigation panel	• My Channels • All Channels • Inside a category
Options	• Entitlements • Moderation • Group Offline Synchronization • Inherit members from parent category • Import members from parent category	• Entitlements • Moderation • Group Offline Synchronization •

Understanding Roles and Permissions for Categories and Channels

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

Application Roles apply globally, while entitlement permissions are contextual. An example of contextual channel permissions is a user with *Manager* permissions for one channel and lower-level *Contributor* permissions for another channel.

For a user to perform an action that a permission allows, the action must be allowed by the user's application role. Therefore, you must ensure that a user with a permission of *Contributor* or higher (see Understanding Permissions) is assigned a role of *privateUploader* or higher (see Application Roles). Otherwise, the user is not able to upload content to MediaSpace despite the permission that entitles the user to contribute content.

A Channel Manager can assign permissions in MediaSpace. The channel manager selects the kind of access that users have for the channel. If the channel type is restricted or private, the channel manager adds members and assigns member permissions. To learn more, refer to the Kaltura MediaSpace User Manual.

Understanding Privacy Types

MediaSpace supports the following privacy types for categories:

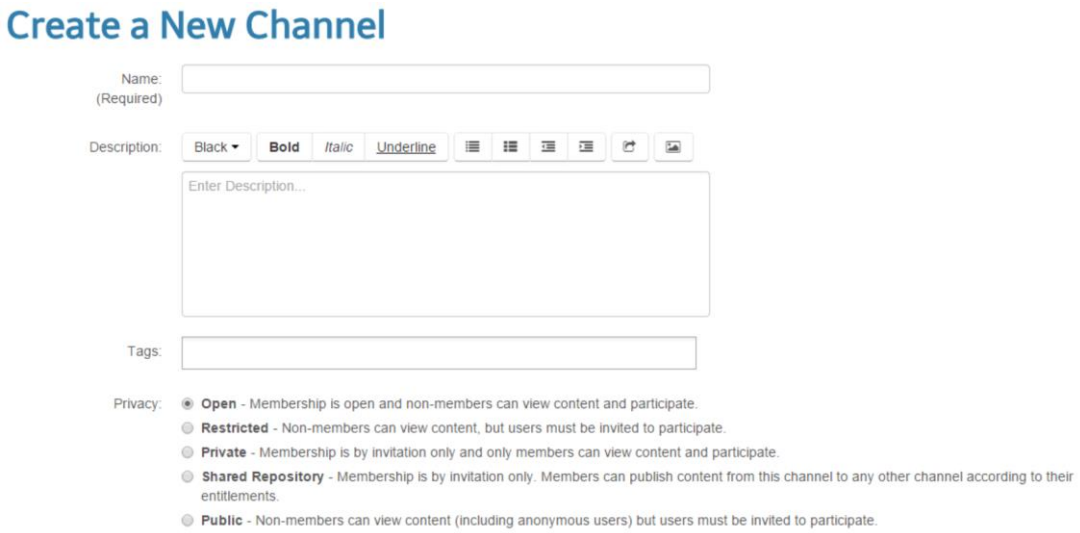
- **Open:** All users are entitled to access the category (anonymous or authenticated, depending on the configuration of your site) but only specific users are entitled to contribute content
- **Restricted**: All authenticated users are entitled to access the category, but only specific users are entitled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

MediaSpace supports the following privacy types for channels:

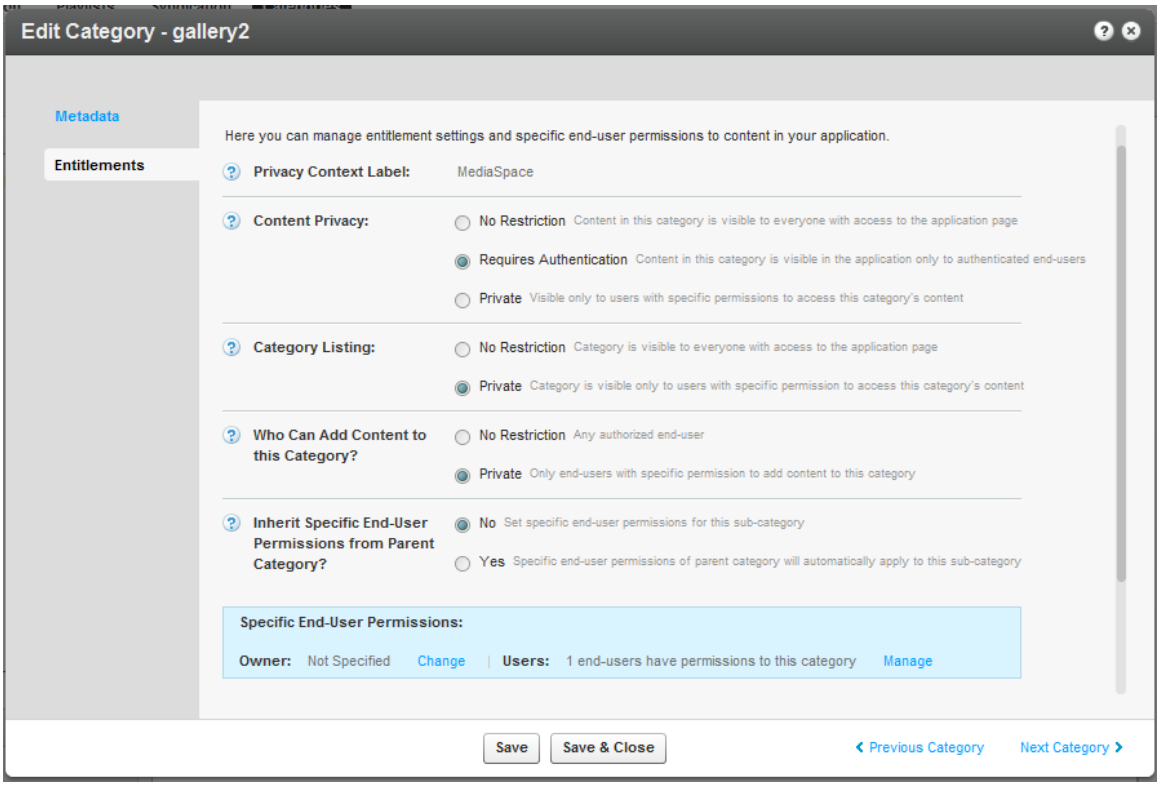
- **Open:** All authenticated users are entitled to access the channel and contribute content.
- **Restricted**: All authenticated users are entitled to access the channel, but only specific users are entitled to contribute content.
- **Private:** Only specific users are entitled to access the channel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

- **Shared Repository:** Only specific users are entitled to access the channel, to contribute content and to publish content from it to other channels and categories,
- **Public**: Non-authenticated users are entitled to access the channel but only specific users are entitled to contribute content.

Channel type definitions are displayed in MediaSpace under Channel Edit>Details.



KMC entitlement definitions are displayed in the KMC under Content>Categories>Edit Category window>Entitlements tab.



NOTE: If modifications are made in the KMC that do not correspond to one of the channel types, MediaSpace behavior follows the KMC definition, not the designated type.

For more information, refer to How to set entitlement settings in the KMC.

KMS Galleries / Channels Entitlements

The following information describes how Channels/Galleries work, in context to KMS application roles.

Please familiarize yourself with the information in the article Kaltura MediaSpace/Kaltura Application Framework (KAF) Roles and Permissions before you set entitlement settings for KMS.

NOTE: KMS Galleries / Channels entitlements settings should NEVER be modified through the KMC. Changes to entitlements of KMS galleries / channels should be made through KMS ONLY.

KMS Galleries / channels are manifested with the following entitlements combinations in KMC :

Gallery type / permission	Content Privacy	Category listing	Who can add content to gallery
Open	No restriction	No restriction	No restriction
Restricted	Requires authentication	No restriction	Private
Private	Private	Private	Private

Channel type / permission	Content Privacy	Category listing	Who can add content to gallery
Public	No restriction	No restriction	Private
Open	Requires authentication	No restriction	No restriction
Restricted	Requires authentication	No restriction	Private
Private	Private	Private	Private
Shared Repository	Private	Private	Private

ANY combination that is set through the KMC and does not align with the above combinations, will not work properly or as described in the Kaltura MediaSpace/Kaltura Application Framework (KAF) Roles and Permissions article.

Understanding Application Roles

MediaSpace application roles apply globally and include:

- **anonymousRole** – Can browse your site anonymously until trying to access pages/actions that require login: My Media, My Playlists, and Add New.
- **viewerRole**
  - Can browse open galleries
  - Is not authorized to upload new content
  - Does not have a My Media page
- **privateOnlyRole**
  - Can upload content to My Media
  - Can publish to galleries/channels by entitlements **adminRole**
  - Can upload content to My Media

  - Can publish to all open galleries and all galleries/channels by entitlements
- **unmoderatedAdminRole** – Can upload content and bypass moderation (when moderation is enabled for an account)

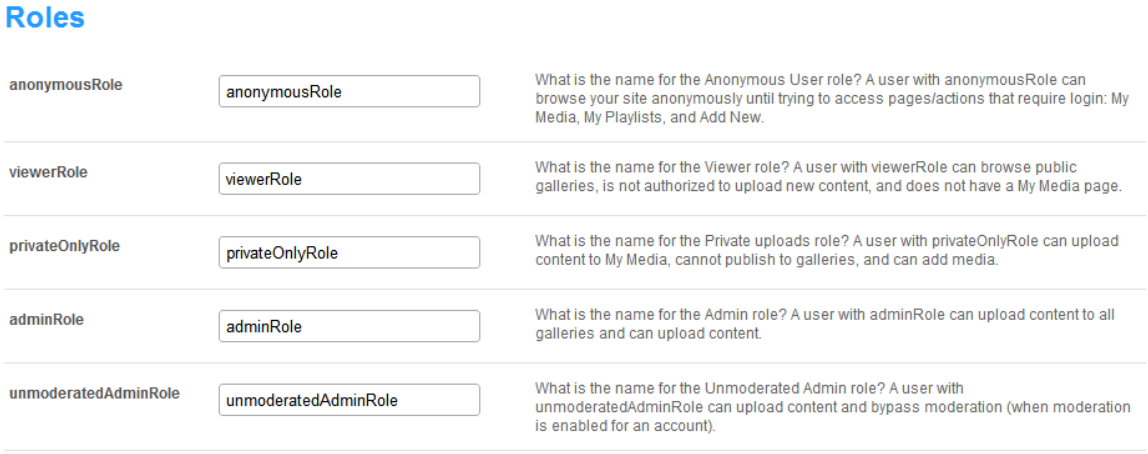
MediaSpace application roles are backward compatible.

Modifying Application Role Names

You can modify MediaSpace application role names to match your institutional terminology.

To modify MediaSpace application role names

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Roles tab.
2. Modify the label for one or more roles, and click **Save**.



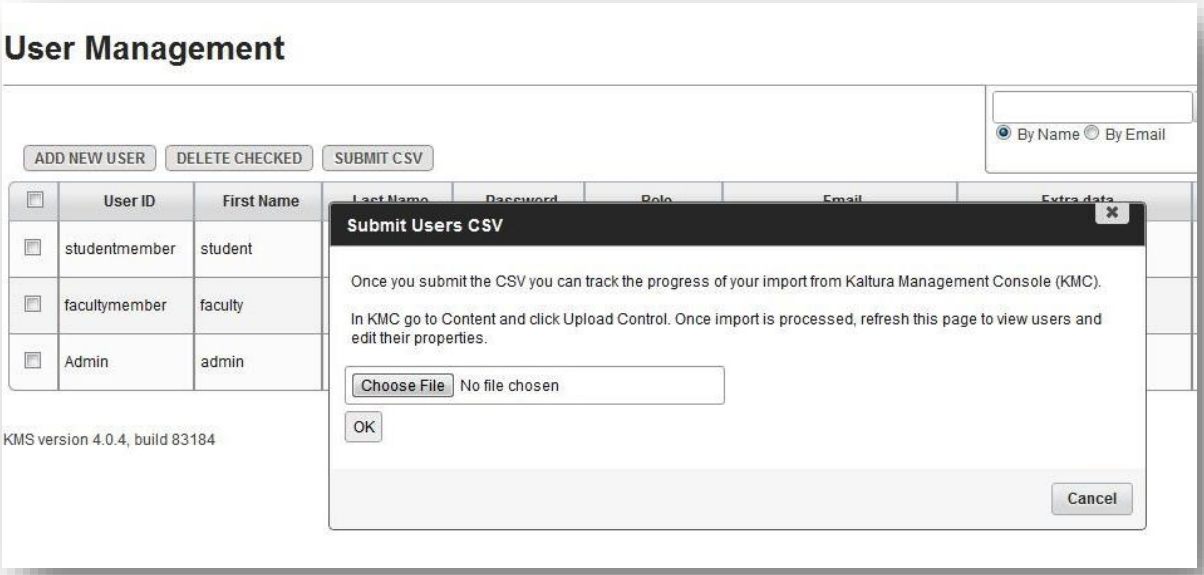
Assigning Application Roles to Multiple Users in Bulk

You can assign application roles to multiple users with a bulk action. You use an End Users CSV that includes an option to assign roles.

To upload an End Users CSV

Do one of the following:

- In the KMC, upload the End-Users CSV. Refer to the End-Users CSV - Usage and Schema Description.
- On the User Management panel of the Kaltura MediaSpace Administration Area:
  - Click **Submit CSV**.
  - Click **Choose File** to select the CSV file, and click **OK**.



Understanding Entitlement Permissions

While an application role applies to your **entire** MediaSpace site, some permissions may be category or channel-specific.

You set user permissions to a specific content collection by applying the following permission levels:

- **Member**: Can access a channel or category but cannot add new content
- **Contributor**: Can add content to a channel or category
- **Moderator**: In addition to the Contributor permission, can moderate content.
- **Manager**: In addition to the Contributor permission, can moderate content and access settings, including change metadata, edit members, change appearance, and delete channel. See Understanding Roles and Permissions.

In **channels**: All permission levels are relevant for channels.

In **galleries**: Only the Contributor and Member permission levels are relevant to galleries. Assigning a list of users as Members enables the users only to access a gallery. Assigning a list of users as Contributors enables the users to access a gallery and add media. (A user with the Admin application role also can add media.)

Understanding Roles and Permissions

Who can upload content to MediaSpace?

A user with an application role of privateOnlyRole and higher (adminRole, unmoderatedAdminRole) can upload content to MediaSpace.

Who can view categories?

By default, categories can be accessed by all authorized users.

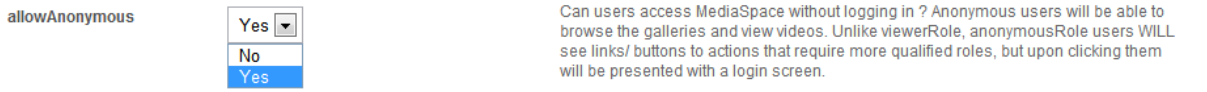
When Anonymous mode is enabled, open categories can also be viewed by anonymous users.

To enable Anonymous mode

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area,

open the Auth tab.

2. Under *allowAnonymous*, select **Yes** and click **Save**.



Who can view or contribute content to a category/channel?

The following table describes the different scenarios depending on your KMS configuration and entitlements settings:

Privacy Type	Action	Category	Channel
Open	View	Anonymous + (if KMS is enabled for anonymous mode)	Any Authenticated User
	Contribute	Contributor + adminRole +	Any Authenticated User
Restricted	View	Any Authenticated User	Any Authenticated User
	Contribute	Contributor +	Contributor +
Private	View	Member +	Member +
	Contribute	Contributor +	Contributor +
Shared Repository	View	N/A	Member +
	Contribute	N/A	Contributor +
Public	View	N/A	Anonymous +
	Contribute	N/A	Contributor +

How does a user become a manager?

A user can become a manager in the following ways:

- The End-User Entitlements CSV includes fields for assigning a manager, contributors, and member permissions for each user and channel.
- An authorized user who creates a channel is assigned as the channel owner with managerial rights. An owner can add additional managers, contributors, and members to a channel.

How does a user join a channel?

An end user cannot join a channel. The sys-admin or channel manager must authorize the user. An authenticated user can access channels that are **Open** or **Restricted.**

Who can create a channel?

A user with a role that is defined as a channel creator can create a channel. You define the user roles that can create a channel. See Setting Permissions for Creating a MediaSpace Channel.

Who can delete a channel?

The following are authorized to delete a channel:

- From MediaSpace: The channel owner/manager
- From the KMC: A KMC admin

SECTION 2

Setting up MediaSpace

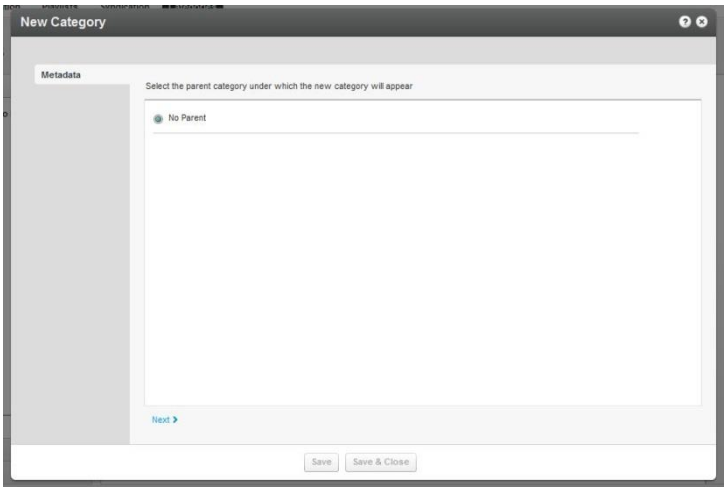
This section describes the following topics:

- Setting up MediaSpace Content in the KMC
- Uploading MediaSpace Content
- Setting up MediaSpace Galleries in the KMC
- Setting up MediaSpace Channels
- Assigning User Permissions to MediaSpace Channels
- Setting up MediaSpace to Run on HTTPS

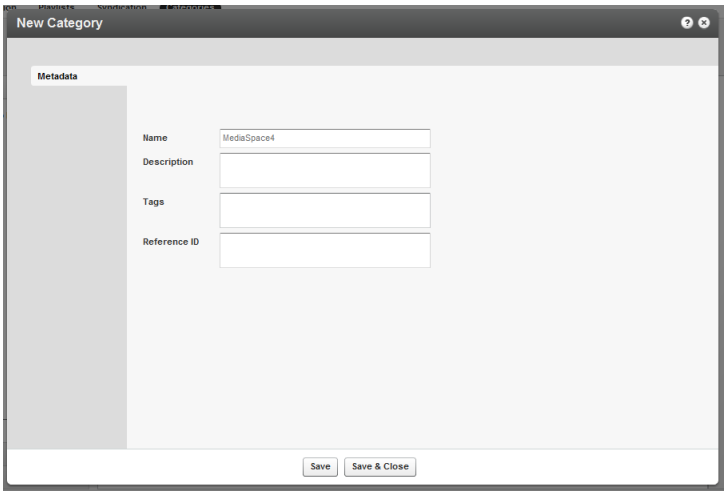
Setting up MediaSpace Content in the KMC

To set up a MediaSpace category tree in the KMC

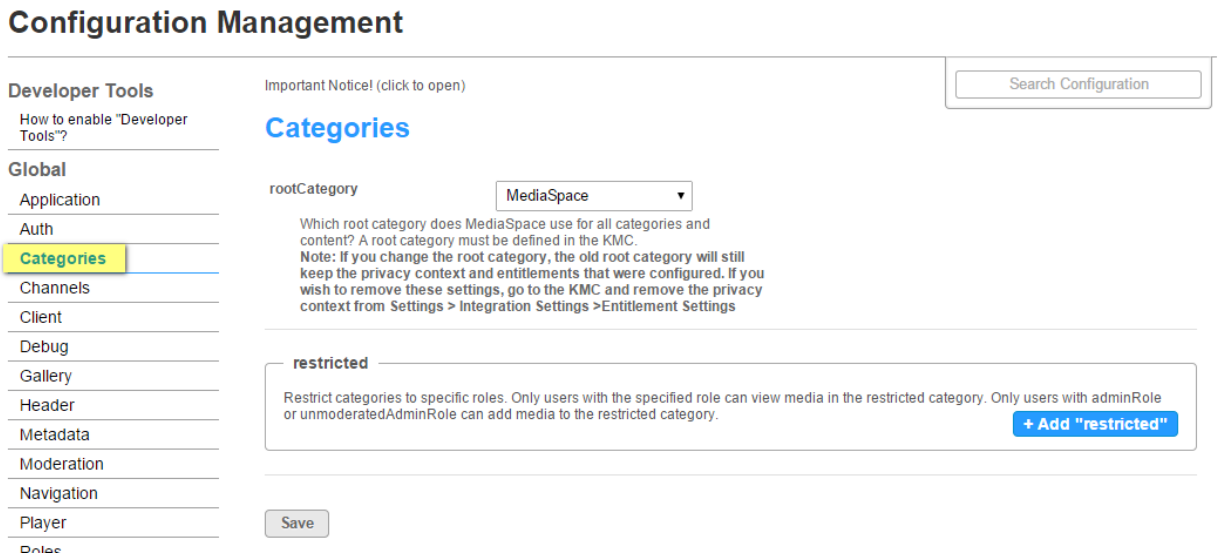
1. In the KMC, create a MediaSpace root category.
   a. Select the Content tab and then select the Categories tab.
   b. Click Add Category.
   c. On the New Category window, select the position of the root category and save your new category.



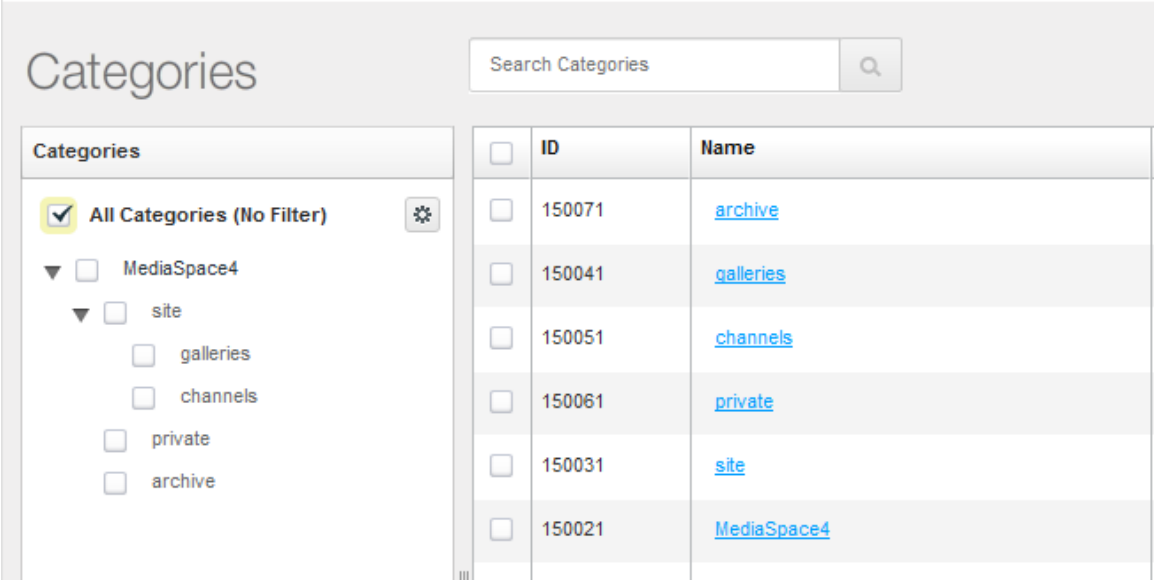
   d. In the New Category window, enter metadata for the new category and click **Save**.



2. In MediaSpace, define the root category.
   a. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Categories tab.
   b. Under *rootCategory*, select the category that you created, and click **Save**.

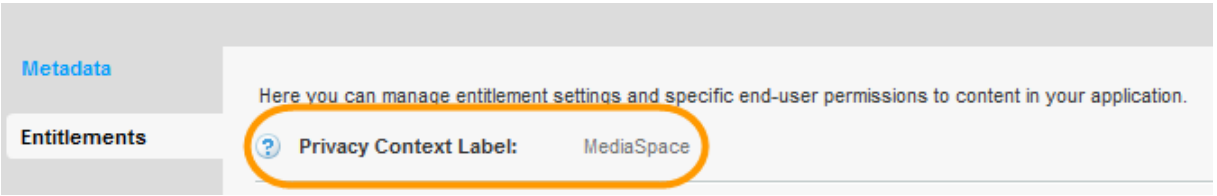


3. In the KMC, verify your root category and sub-categories.
   a. Select the Content tab and then select the Categories tab.
   b. Verify that the root category is displayed with new sub-categories.



NOTE: The Archive category is reserved for future versions.
The Private category isn't in use anymore. Do **not** change the Private category and Archive category settings.

4. In the KMC, verify that the root category is assigned a Privacy Context.
   A Privacy Context is defined during MediaSpace installation or using the KMC. Refer to How to add Entitlements to Categories.
   a. In the KMC, select the Content tab and then select the Categories tab.
   b. In the Categories table, click the root category name.
   c. On the Edit Category window, select the Entitlements tab.
   d. Under Privacy Context Label, confirm that a value is displayed.



Uploading MediaSpace Content

To upload initial content for MediaSpace in the KMC

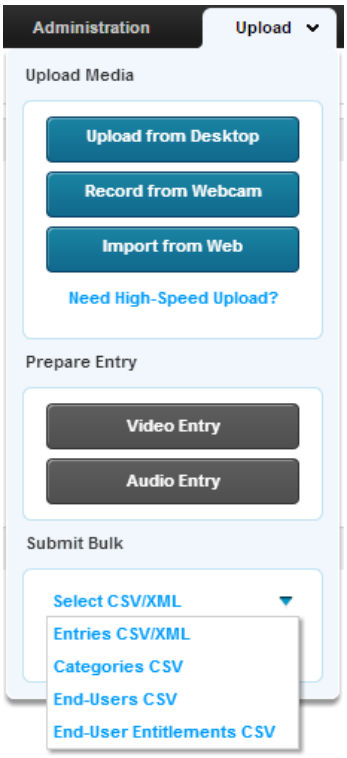
In the KMC, select the Upload tab and then do one of the following:

- Click **Upload from Desktop**.

  Use this option to upload a small number of files.

- Under Submit Bulk, select **Entries CSV/XML**.

  Use this option to upload a large number of files. Using this option, you also import metadata such as categories and tags.



To learn more about uploading and ingestion, refer to the Kaltura Management Console (KMC) User Manual.

Setting up MediaSpace Categories in the KMC

After you set up a MediaSpace category tree, you can create categories and channels.

To learn more about Creating and Managing Content Categories, see How to Create and Manage Content Categories?

To add MediaSpace categories manually in the KMC

1. In the KMC, select the Content tab and then select the Categories tab.
2. Click **Add Category**.
3. Add a category under *[MediaSpace root]>site>galleries*, and save your new category.

To create MediaSpace categories in bulk in the KMC

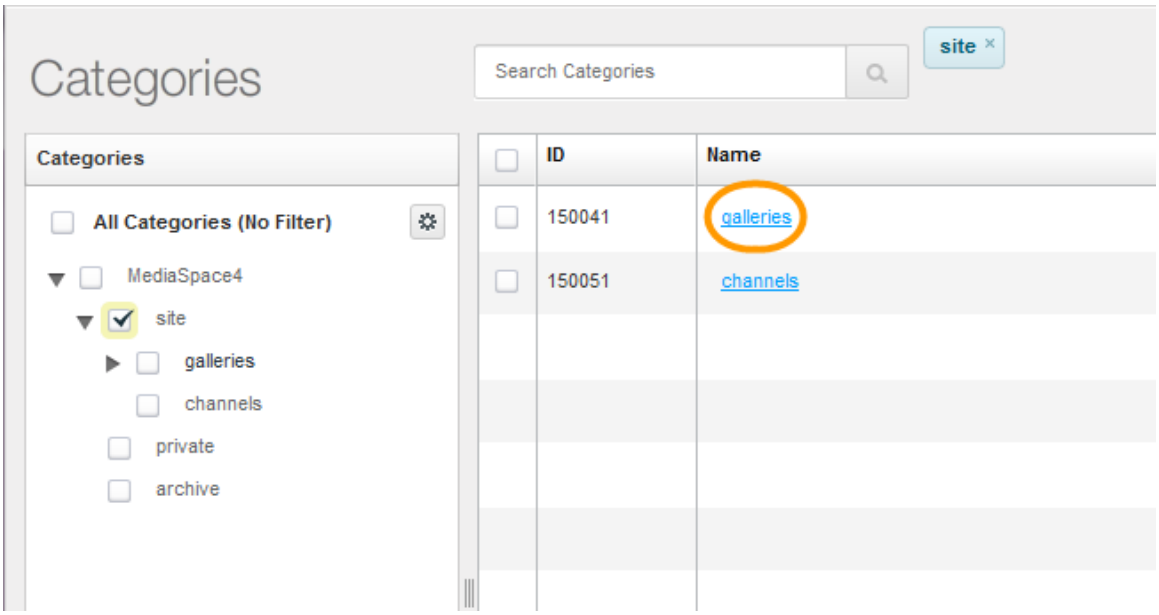
1. In the KMC, select the Upload tab and, under Submit Bulk, select **Categories CSV**.
2. Specify the path for the gallery categories under *[MediaSpace root]>site>galleries*.

To specify the order of MediaSpace gallery categories in the KMC

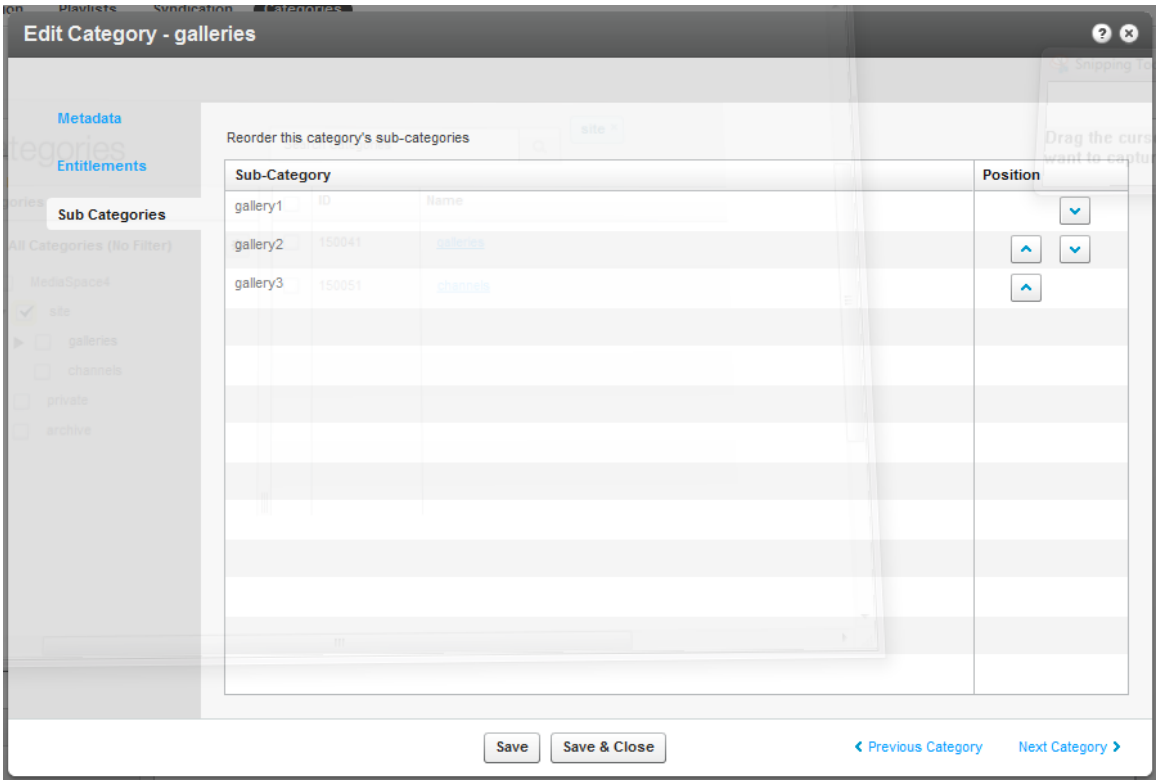
By default, categories in MediaSpace are displayed by their creation date (the most recent appears last).

1. In the KMC, select the Content tab and then select the Categories tab.

2. Open the Site category and click **galleries** to open the Edit Category window.



3. On the Edit Category window, select the Sub Categories tab (displayed only when there is more than one sub-category):



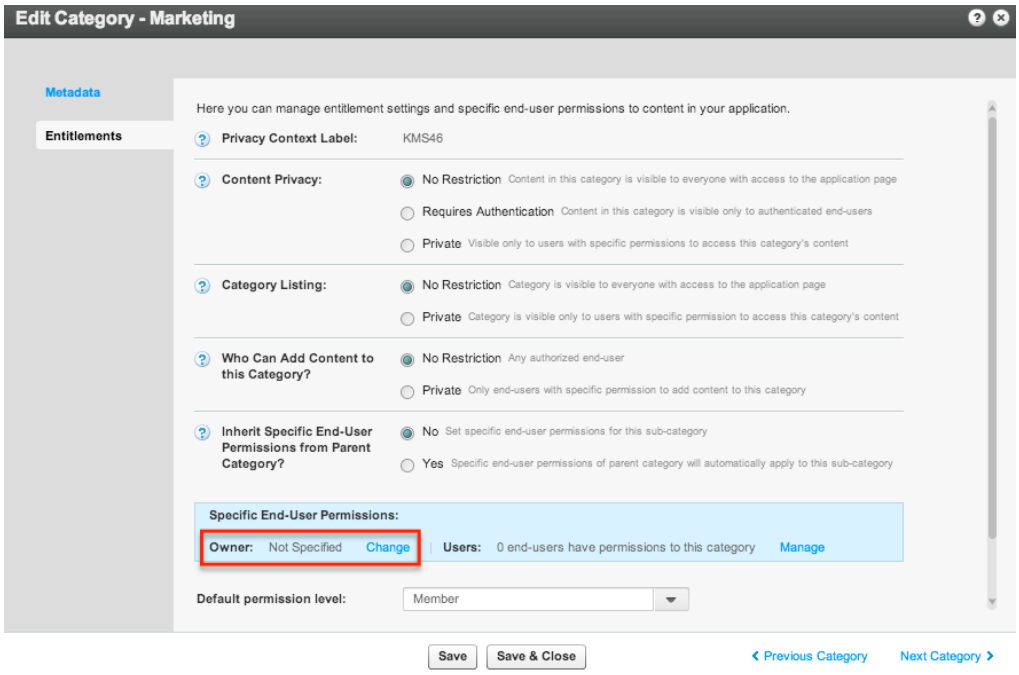
4. Specify the order of the sub-categories using the Up and Down arrows, and click **Save**.
5. Repeat for additional sub-category levels under *galleries*.

To set the owner of a category manually in the KMC

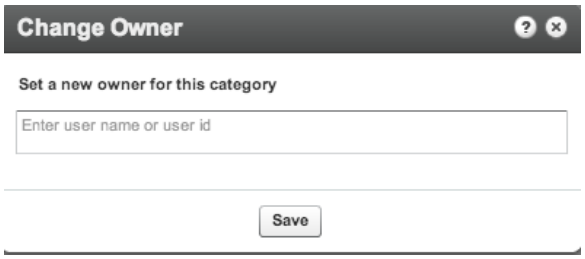
By default, categories in MediaSpace are added without an owner. To delegate the management of a specific category to a MediaSpace user and allow that user to configure that category and manage members, you should assign the appropriate MediaSpace user as the category owner.

1. In the KMC, select the Content tab and then select the Categories tab.

2. Search for the category that you want to set the owner for, and open the Edit Category window.
3. On the Edit Category window, select the Entitlements tab. You will notice that the “Owner” is not specified.



4. Click Change.
5. Enter the user name or user ID of the appropriate owner for this category and click Save.



Adding Content to your MediaSpace Categories

After your category structure is set up, you can publish content to your categories.

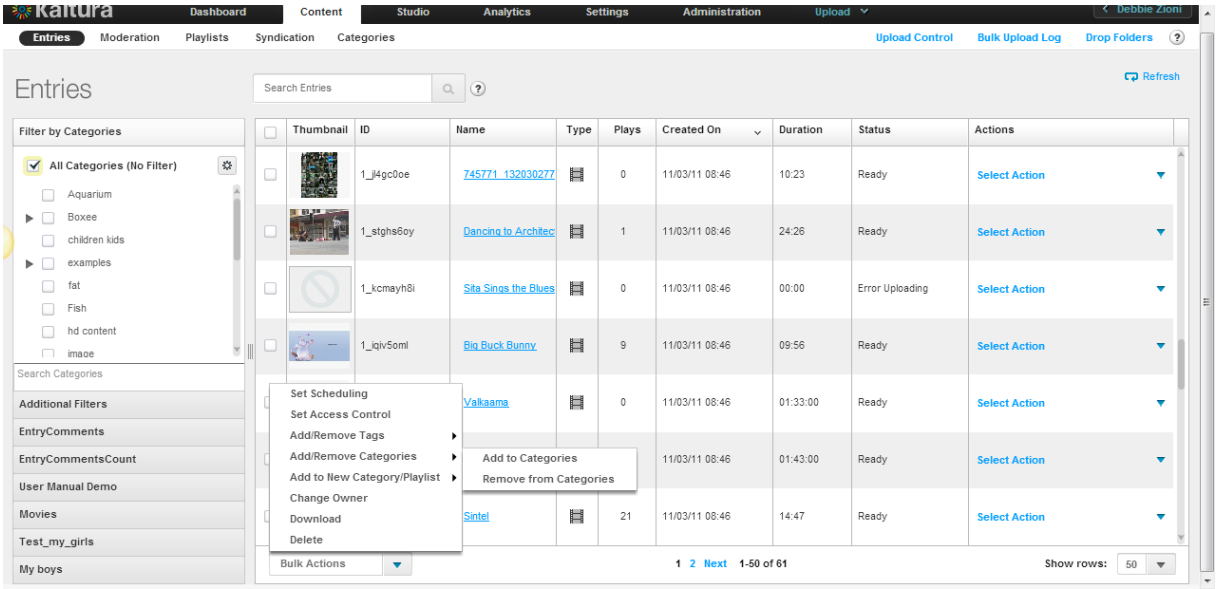
You can add entries to categories in the KMC on the Upload tab's Submit Bulk menu using the Entries CSV/XML option. Categories that do not exist are created when you submit the file. To display these categories in MediaSpace, specify the [MediaSpace Root]>site>galleries path.

To learn more about Assigning Content to Categories, refer to How to create Categories and Assign Entries to a Category.

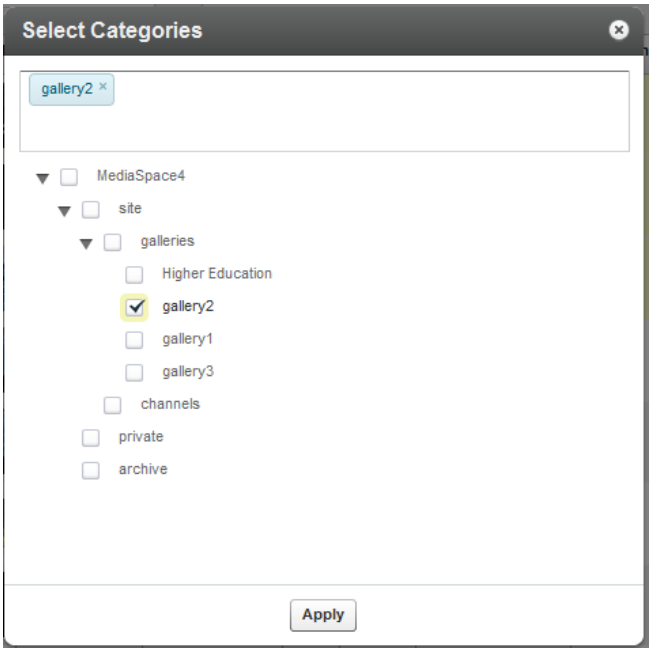
To manually assign content to a MediaSpace category in the KMC

1. In the KMC, select the Content tab and then select the Entries tab.
2. In the Entries table, select one or more entries and click **Bulk Actions**.

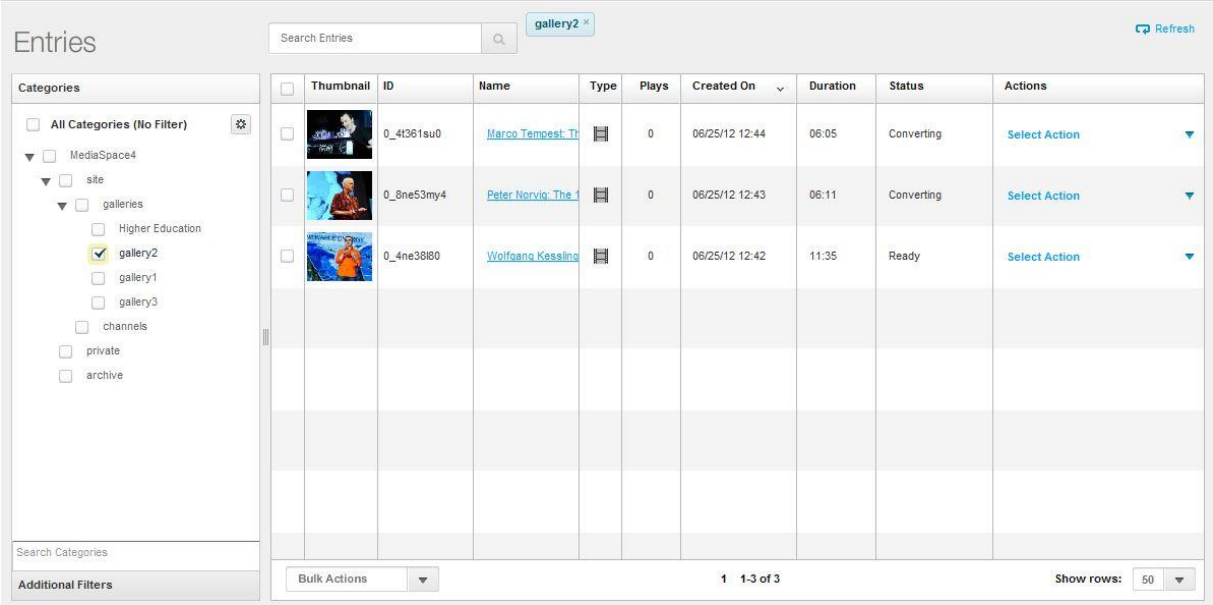
3. Select Add/Remove Categories and click **Add to Categories**.



4. On the Select Categories window, under the *galleries* category, select one or more categories and click **Apply**:



In the Entries table, the entries are displayed for the category you used as a filter.

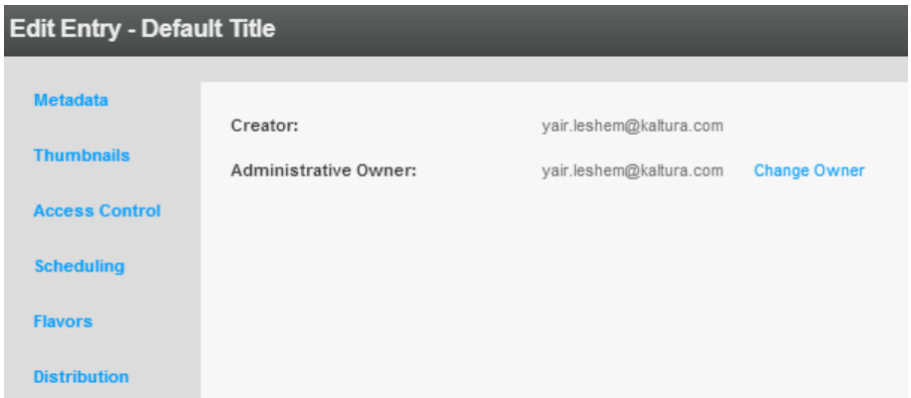


Also, see Assigning MediaSpace Content to Channels.

To change an entry's MediaSpace content owner in the KMC

Usually, the user who uploads content in the KMC is not the administrative content owner of the media entry.

Changing the owner can be done in the KMC, in the 'Users' tab of the entry drill down, under 'change owner' link.



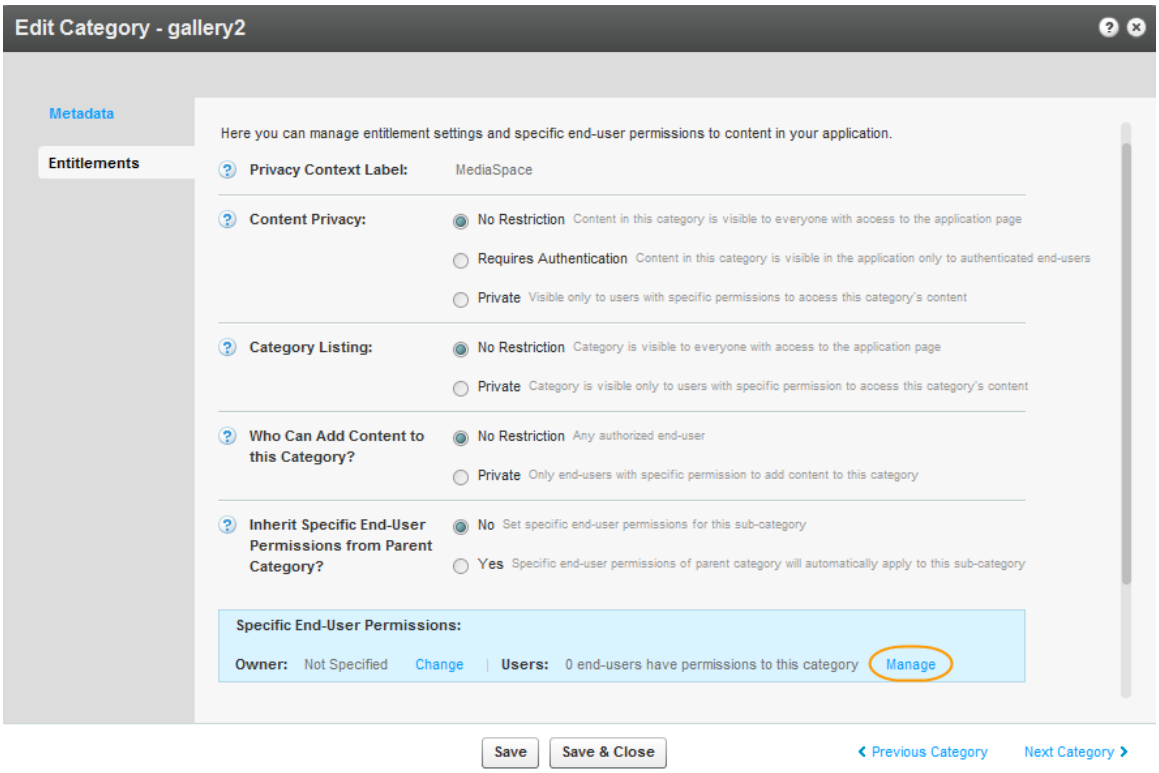
- Refer to How to change the category owner in the KMC or KMS.

NOTE: The content owner is the user that has the manager permission level for this category and can manage the category settings from the application.

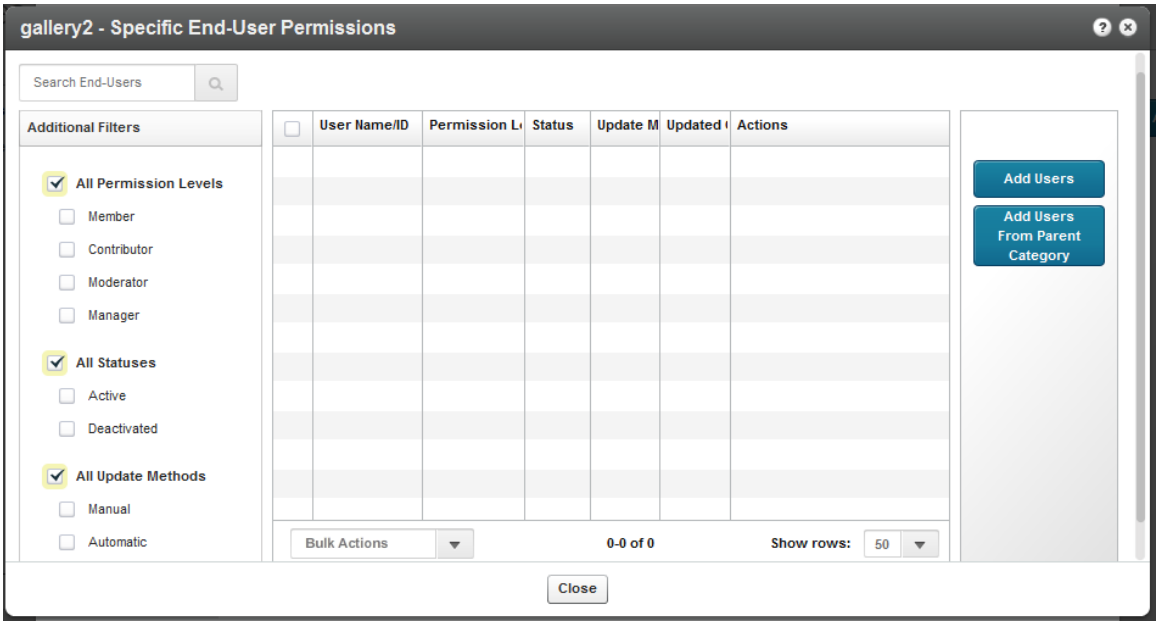
Adding Members and Contributors via the KMC

To add a user as a contributor to a MediaSpace category in the KMC

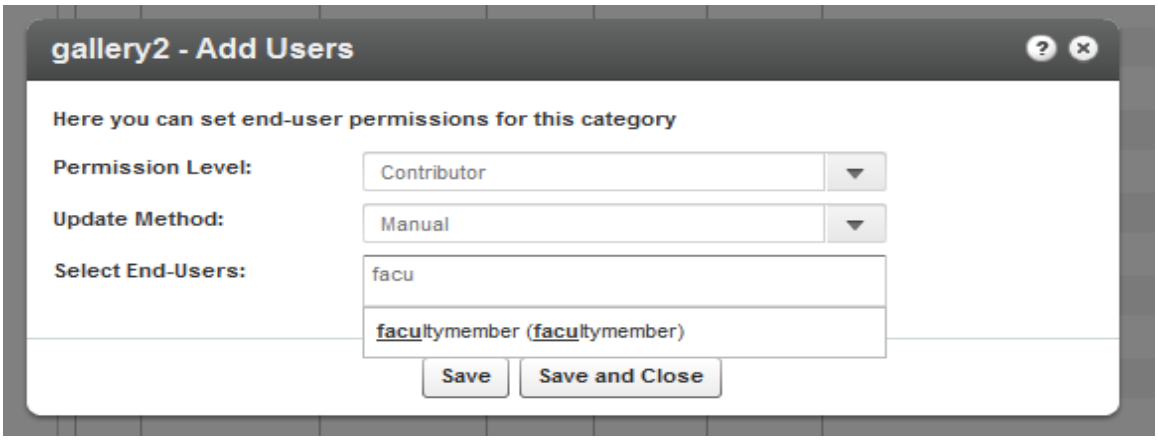
1. In the KMC, select the Content tab and then select the Categories tab.
2. In the Categories table, click the category name.
3. On the Edit Category window, select the Entitlements tab.
4. Under Specific End-User Permissions, click **Manage**.



5. On the Specific End-User Permissions window, click **Add Users.**



6. On the Add Users window, under Permission Level select **Contributor**.
7. On the Add Users window, under Select End-Users start typing a user name. A list of suggestions is displayed after you type the third character.



8. On the Add Users window, select a user from the suggestion list and click **Save**.
   In MediaSpace, the selected user will have the Add Media option for the specified gallery.

Setting up MediaSpace Channels

Setting up MediaSpace channels in the KMC is similar to setting up categories. To learn about what's unique for channels, see Assigning User Permissions to MediaSpace Channels in the KMC.

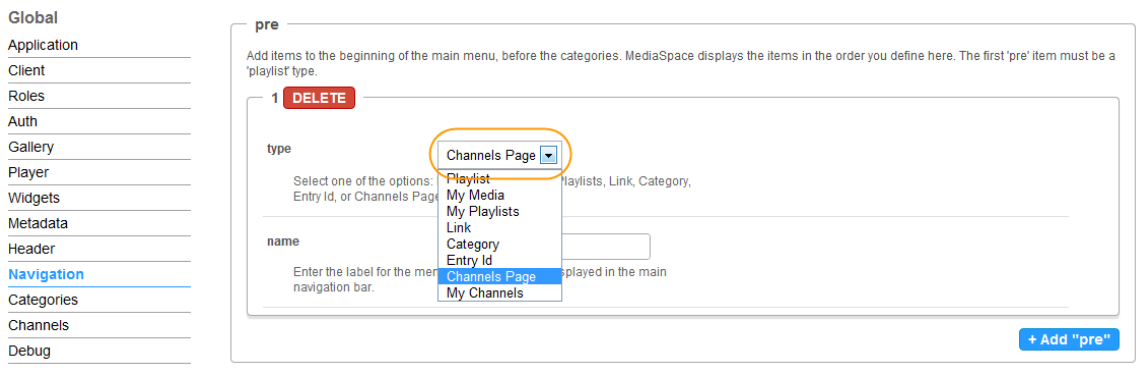
Displaying Channels in MediaSpace

This section describes the following topics:

- Adding a Link to the Channels Page and My Channels in the Top MediaSpace Navigation
- Adding a Link to My Channels in the MediaSpace Header Menu
- Associating Channels to Categories

To add a link to the Channels page and My Channels in the top MediaSpace navigation

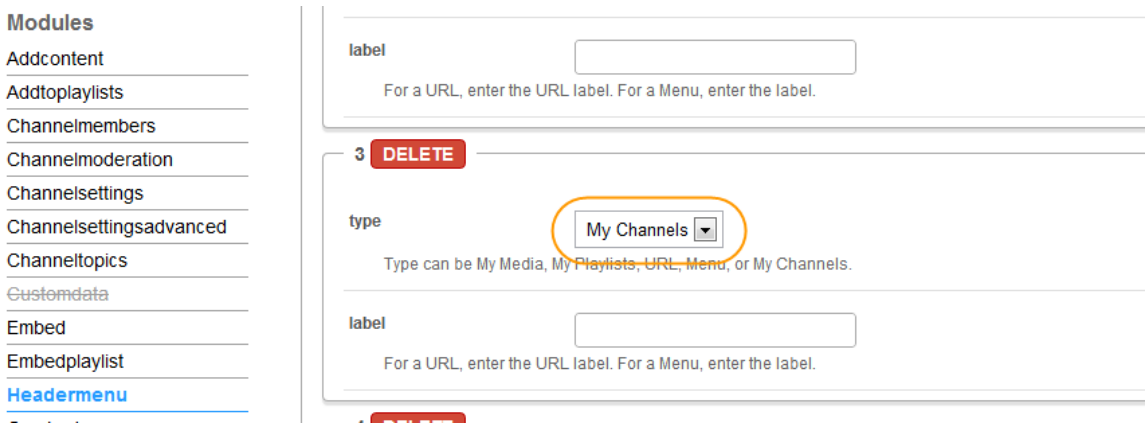
1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Navigation tab.
2. Under *pre*:
   a. In the *type* menu, select **Channels Page** or **My Channels**.
   b. In the *name* field, enter the label to display.



3. Click **Save** to display the link in the top MediaSpace navigation bar.

To add a link to My Channels in the header menu

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Headermenu tab.
2. Under *enabled*, select **Yes** to enable the Headermenu module.
3. Under *menu*:
   a. In the *type* menu, select **My Channels**.
   b. In the *label* field, enter the label to display.



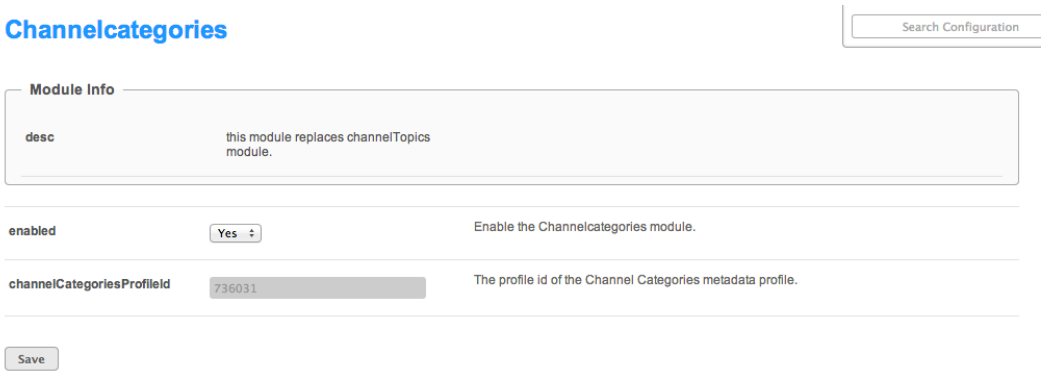
4. Click **Save** to display the link in the MediaSpace header menu.

Associating Channel to Categories

When you create a channel, you can associate a channel to a category. When users navigate to a category page, they will be able to browse the media and also the channels associated with that category.

To enable associating channels to categories when creating a channel

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the *Channelcategories* tab.



2. Under *enabled*, select **Yes** to enable the *Channelcategories* module.
3. Click **Save**.

Setting Permissions for Creating a MediaSpace Channel

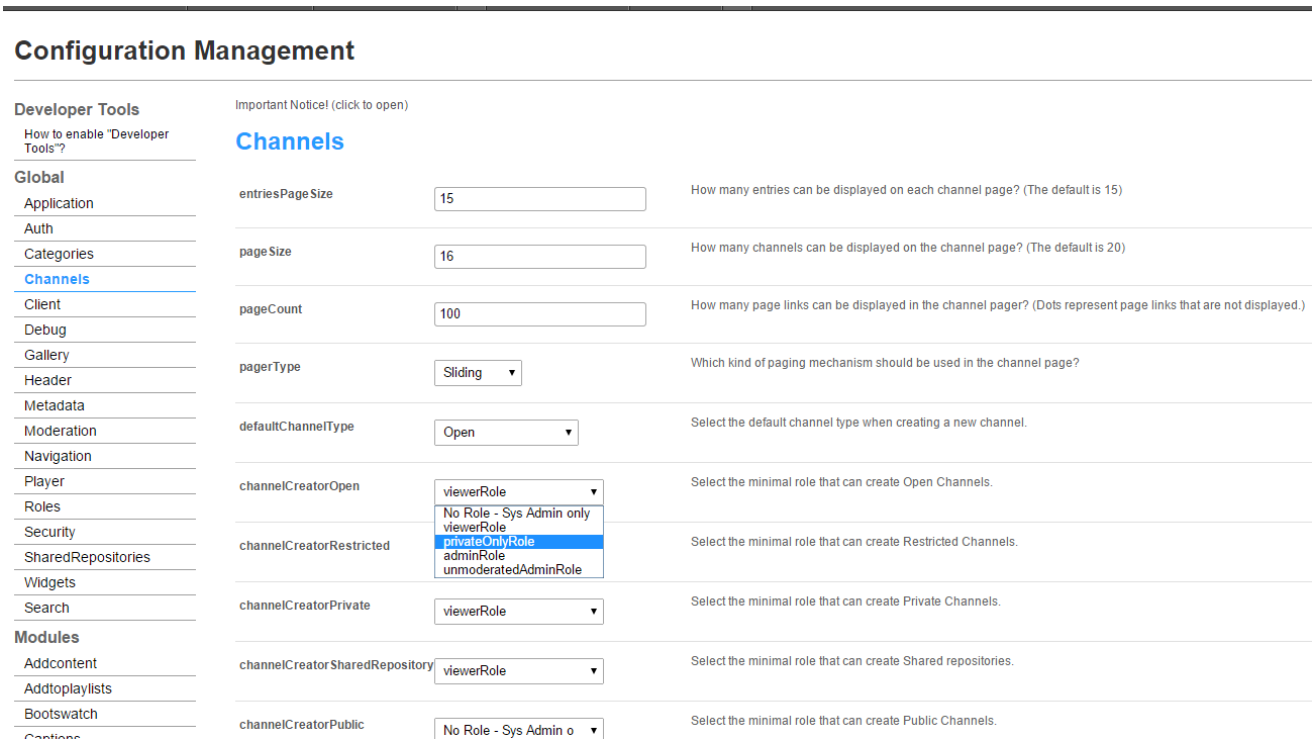
See Who can create a channel?

To define a user role with permissions to create a specific type of channel

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area,

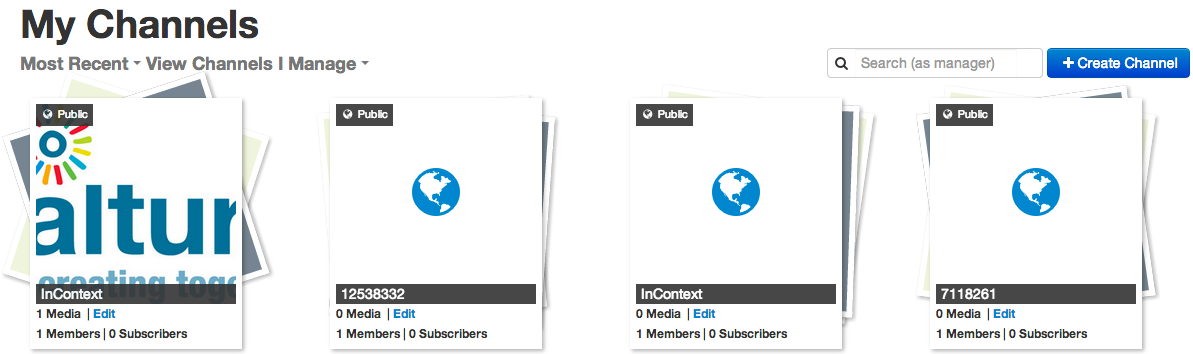
open the *Channels* tab.

2. Under *channelCreator<type>*, select one of the following roles, and click **Save**.
   - **Sys Admin** – Channels can be created *only* from the KMC by the KMC admin user.
   - **viewerRole** – All authenticated users
   - **privateOnlyRole** – All users with upload permissions
   - **adminRole** – All users with permission to upload and publish to all categories
   - **unmoderatedAdminRole** – All users with permission to upload and publish to categories and to bypass moderation (if moderation is enabled)



NOTE: We do not recommend enabling a Viewer to create channels since Viewers cannot add content to channels they create.

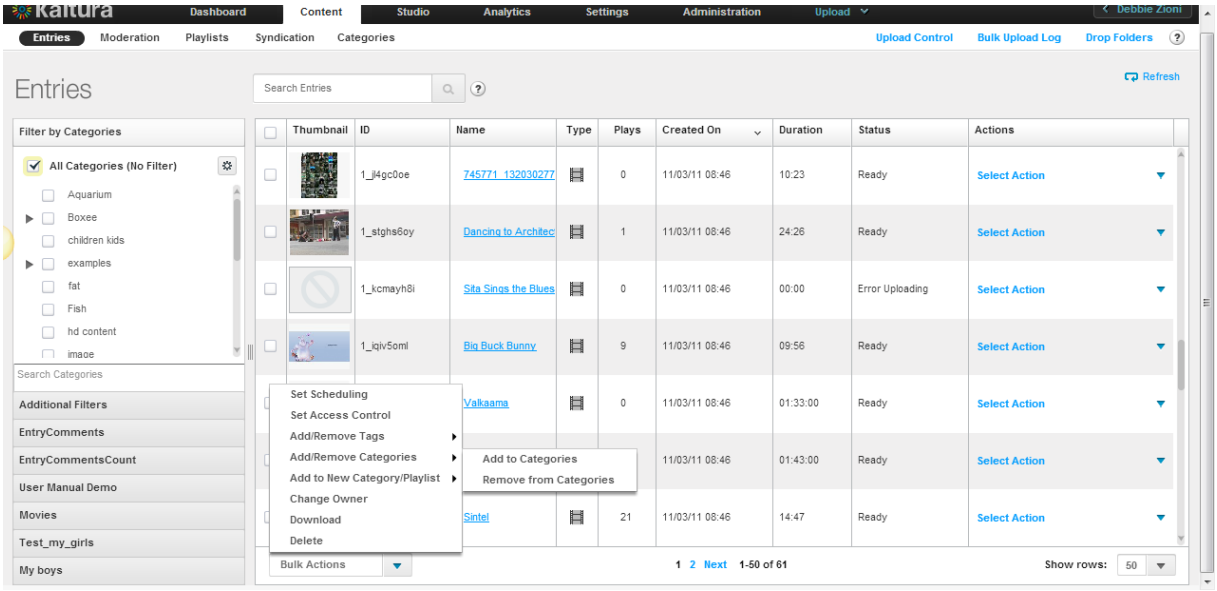
When a user has permissions to create a channel, a *Create Channel* button is displayed on Channel Listing pages. See Channels for additional configuration information.



Assigning MediaSpace Content to Channels

To manually assign content to a MediaSpace channel in the KMC

1. In the KMC, select the Content tab and then select the Entries tab.
2. In the Entries table, select one or more entries and click **Bulk Actions**.
3. Select Add/Remove Categories and click **Add to Categories**.



4. On the Select Categories window, under the *channels* category, select one or more categories and click **Apply**:

   In the Entries table, the entries are displayed when you filter for a category to which you assigned the entries.
   Also see Adding Content to your MediaSpace Categories.

Assigning User Permissions to MediaSpace Channels

To assign user permissions in bulk, use the End-User Entitlements CSV. To learn more about assigning end-user permissions, refer to the Kaltura Management Console (KMC) User Manual.

To learn more about entitlement services and how they apply to MediaSpace permissions, refer to Introduction to the Kaltura Entitlement Infrastructure.

Assigning User Permissions to MediaSpace Channels in the KMC

By default, a channel that you create in the KMC is restricted to authenticated users. Handling permission restrictions for channels is similar to the way you handle permissions for galleries. See Adding Contributors to MediaSpace Galleries.

In addition, you perform the following important flows related to channels in the KMC:

- Assigning Managers to a MediaSpace Channel
- Assigning User Permissions to a Channel in MediaSpace

Assigning Managers to a MediaSpace Channel

To access channel settings in MediaSpace, a user must have Manager permissions for the channel. To learn more about channel settings, refer to the Kaltura MediaSpace User Manual.

To assign a manager to a MediaSpace channel in the KMC

1. In the KMC, select the Content tab and then select the Categories tab.
2. In the Categories table, click the channel category name.
3. On the Edit Category window, select the Entitlements tab.
4. Under Specific End-User Permissions, click **Manage**.
5. On the Specific End-User Permissions window, do one or more of the following:
   - In the user list, select one or more users and change the user permission to Manager.
   - Click **Add Users**.
     - On the Add Users window, under Permission Level select **Manager/Moderator**.
     - On the Add Users window, under Select End-Users start typing a user name. A list of suggestions is displayed after you type the third character.
     - On the Add Users window, select a user from the suggestion list and click **Save**.

NOTE: A MediaSpace end user who creates a channel can assign permissions, including adding managers and moderators.

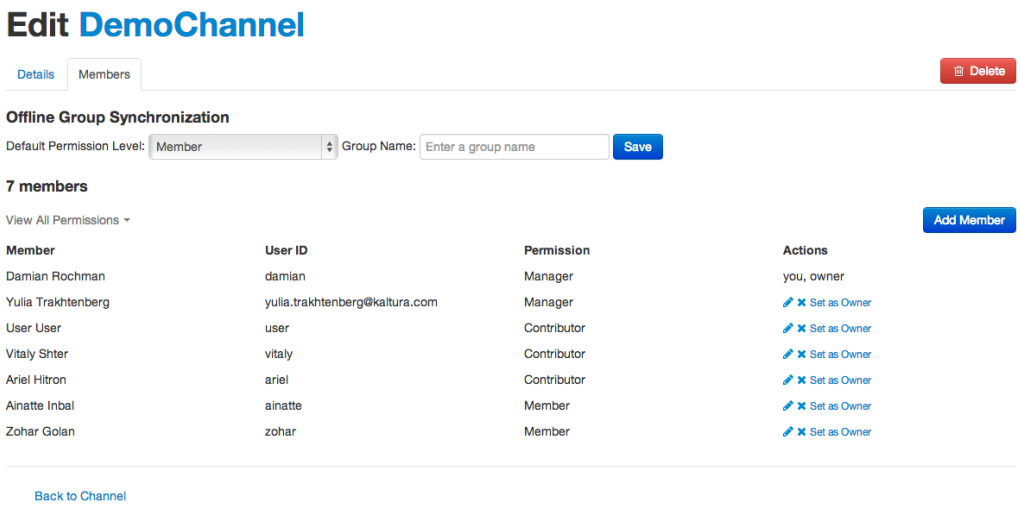
Assigning User Permissions to a Channel in MediaSpace

Channel managers and owners can add members and change user permissions in MediaSpace.

To edit channel members and permissions in MediaSpace

1. In MediaSpace, on the Channels page or your My Channels page, click a channel to open the channel page, and then click Actions → Edit.
2. On the Members tab:
   - To modify the member's permission level, next to the member's Permission column, click the **Pencil** icon, select a new permission, and click **Done**.
   - To remove the member from channel membership, click **X** icon.
   - To add a member and assign a permission level to the new member, click **Add Member,** enter a user name and select a permission, and click **Add**.
   - To set a different member as the channel owner, click the **Set as Owner** link.

NOTE: This operation is available to current owner only and will **transfer** ownership from you to selected member.



To learn more about editing channel users, refer to the Kaltura MediaSpace User Manual.

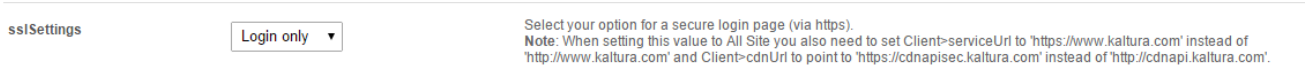
Setting up MediaSpace to Run on HTTPS

You can configure MediaSpace to run on HTTPS.

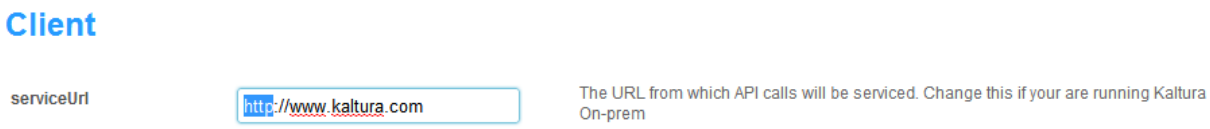
To run MediaSpace on HTTPS

Do one of the following:

- Use HTTPS for login only.
  a. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Auth tab.
  b. Under *sslSettings*, select **Login only** and click **Save**.



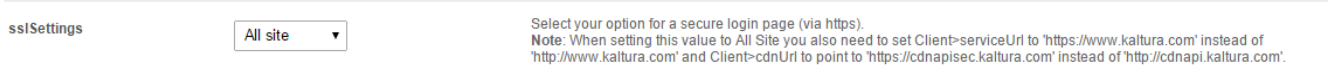
  c. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Client tab.
  d. Under *serviceUrl*, enter an HTTP URL and click **Save**.



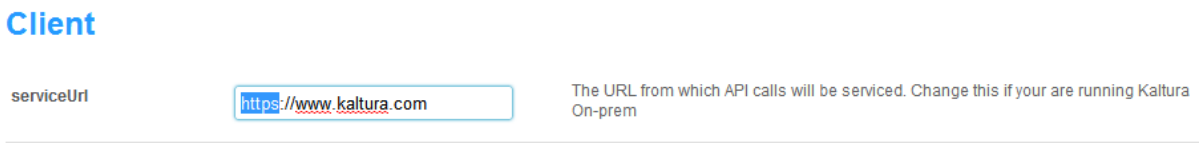
- Use HTTPS for your MediaSpace site.

NOTE: To run MediaSpace on HTTPS, contact your Kaltura Project Manager or Account Manager for assistance. Do not attempt to run MediaSpace on HTTPS before consulting your Kaltura representative. Implement the following procedure when your Kaltura representative instructs you to do so.

  a. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Auth tab.
  b. Under *sslSettings*, select **All site** and click **Save**.



  c. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Client tab.
  d. Under *serviceUrl*, enter an HTTPS URL and click **Save**.



SECTION 3

Authenticating and Authorizing Users in MediaSpace

Use the Configuration Management panel Auth tab of the Kaltura MediaSpace Administration Area to configure the authentication and authorization methods for accessing MediaSpace content. Access is based on the Application role configured for the user.

The following scenarios are supported:

- Scenario 1: Authentication and Authorization Are Managed in Organizational Systems
- Scenario 2: Authentication and Authorization Are Managed in Kaltura
- Scenario 3: Authentication Is Managed in an Organizational System, Authorization Is Managed in Kaltura

Usually, both authentication and role authorization are set through integration with the organizational identity and group management systems (Scenario 1). Kaltura's authentication and/or authorization options may be useful in the cases described in Scenarios 2 and 3.

NOTE: User authorization to channel and content entitlements is handled separately.

Scenario 1: Authentication and Authorization Are Managed in Organizational Systems

When does this scenario apply?

You can use your organizational system as your MediaSpace identity and role authorization provider when:

- You have a large-scale MediaSpace deployment. You want all users to log into MediaSpace with their organizational credentials and to be authenticated by your centralized authentication system.
- You can provide access from the MediaSpace application to your authentication and group management systems.
- Authorization to access MediaSpace with a specific Application Role derive in most cases from user membership in organizational units or groups.

Who can access MediaSpace?

Only users who are authenticated and authorized by your systems can access MediaSpace. Users who are not authenticated by your systems are denied access to MediaSpace and are not able to log in.

What user details are stored in Kaltura?

The user's identifier, Application Role, and first and last names (optional but recommended) must be stored in Kaltura. After the user logs into MediaSpace for the first time, administrators can view and manage the user record on the User Management panel of the Kaltura MediaSpace Administration Area. The user's organizational password is not saved in Kaltura.

Can you manually set different user details in Kaltura?

Yes, you can manually set different user details in Kaltura. After the user logs into MediaSpace for the first time, administrators can manage the user record on the User Management panel of the Kaltura MediaSpace Administration Area. An administrator can override the user details (first and last name) and the user MediaSpace Application Role. This option is useful mainly for granting a higher- or lower-level Application Role to certain users. For example, you can set a **Viewer** Application Role to a large group of people within your organization and then manually assign the higher level MediaSpace Admin role to a few of them.

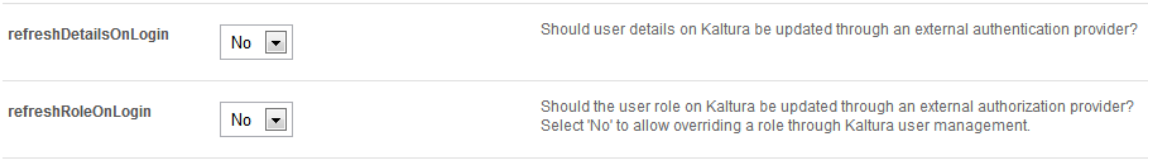
To enable overriding settings manually

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Auth tab.
2. Set the following values and click **Save**.
   a. Under refreshDetailsOnLogin, select **No**.

      This option is displayed only when using an external authentication provider.

   b. Under *refreshRoleOnLogin*, select **No**.

      This option is displayed only when using an external role authorization provider.



Scenario 2: Authentication and Authorization are Managed by Kaltura

When does this scenario apply?

You can use Kaltura as your MediaSpace identity and role authorization provider when:

- You want to launch a MediaSpace pilot in your organization without IT integration.
- You want to quickly go live with your organizational video portal before performing IT integration with your organizational authentication and group management systems.
- Only a few users in your organization need to work with MediaSpace, and there is no requirement or need for managing user authentication and credential validation in your organizational systems.
- You do not have a centralized authentication system or you are not able to provide access to your authentication system from the MediaSpace application.

Who can access MediaSpace?

Only users with a MediaSpace user account pre-provisioned in Kaltura can access MediaSpace. (The user account must include a MediaSpace Role and a MediaSpace password.) If you want to revoke MediaSpace access from a specific user, it is your responsibility to delete the user account in one of the following ways:

- On the User Management panel of the Kaltura MediaSpace Administration area, select one or more users, and click **Delete** or **Delete Checked**.
- Submit a Kaltura end-users CSV to delete MediaSpace user accounts in bulk. To learn more, see the submit a Kaltura end-users CSV procedure step.
- Use the Kaltura API to:
  - Delete the user record.
  - Remove the user's MediaSpace Role stored in a custom data profile.

How do you switch from Kaltura-managed authentication and authorization to managing MediaSpace authentication and authorization in your system?

Following the completion of your pilot, or when the IT integration with your user authentication and group management systems is completed, on the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Auth tab and change the selected authentication/authorization method. In the Kaltura MediaSpace Administration Area, you may override the Kaltura-managed Application Roles from your system on the Configuration Management panel or by manually deleting existing MediaSpace user accounts on the User Management panel.

To override Kaltura-managed Application Roles on the Configuration Management panel

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Auth tab.
2. Set the following values and click **Save**.
   a. Under refreshDetailsOnLogin, select **Yes**.

      This option is displayed only when using an external authentication provider.

   b. Under *refreshRoleOnLogin*, select **Yes**.

      This option is displayed only when using an external role authorization provider.

Scenario 3: Authentication is Managed in an Organizational System, Authorization is Managed by Kaltura

When does this scenario apply?

You can use Kaltura as your MediaSpace access and role authorization provider when:

- You have a small- to large-scale MediaSpace deployment. You want all users to log into MediaSpace with their organizational credentials and to be authenticated by your centralized authentication system.
- Authorization for users to access MediaSpace and MediaSpace Application Roles is independent of their membership in organizational units or groups. For example, users who will be granted MediaSpace access do not belong to a specific organizational unit or group.
- You are not able to provide access to your group management system from the MediaSpace application for setting group-based role authorization. You want to set users' application roles before their first login to MediaSpace.

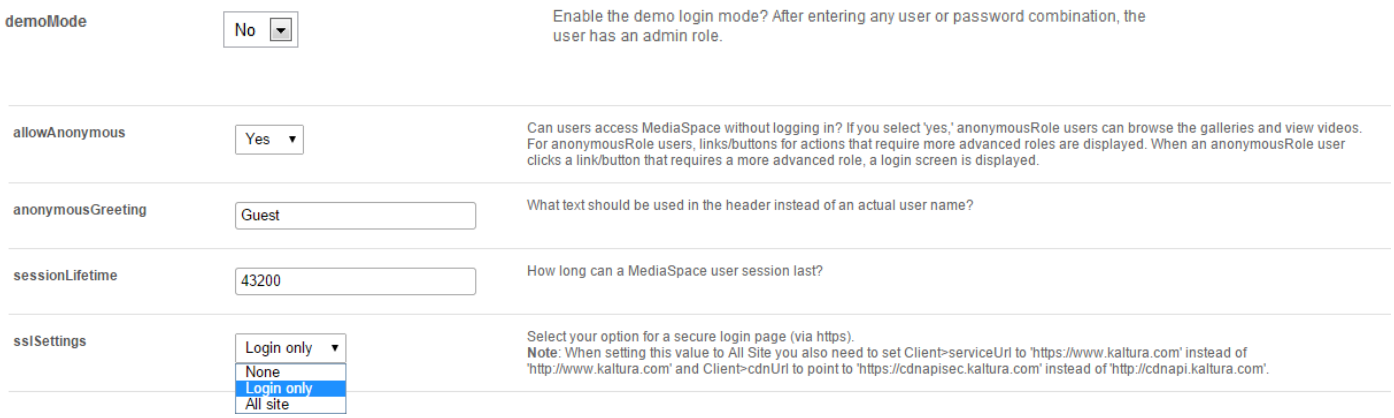
Who can access MediaSpace?

Only users who are authenticated by your systems *and* have MediaSpace user accounts pre-provisioned in Kaltura (the user account includes MediaSpace Application Roles) can access MediaSpace. Users who are not authenticated by your systems are denied access to MediaSpace, even if they are have a user account and a MediaSpace Application Role in Kaltura. These unauthenticated users will not be able to log in.

Enabling Common Login Configurations

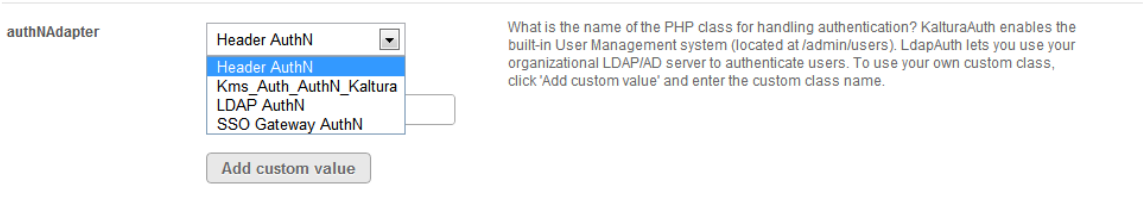
On the Configuration Management panel Auth tab of the Kaltura MediaSpace Administration Area, the

following MediaSpace login options are available for all authentication and authorization methods.



Enabling Authentication Methods

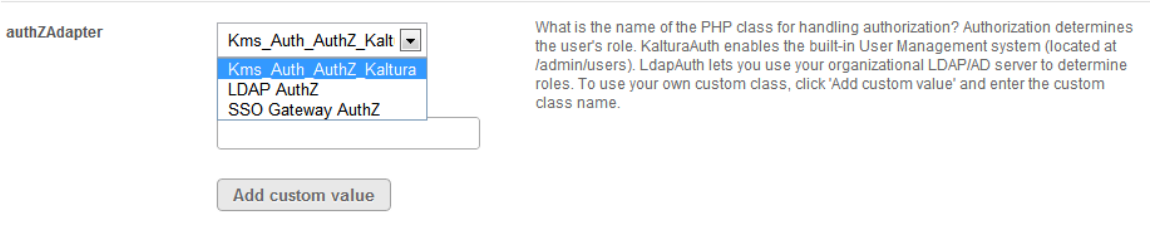
On the Configuration Management panel Auth tab of the Kaltura MediaSpace Administration Area, the following authentication methods are supported as part of the MediaSpace standard installation. When you select an authentication adapter, a set of relevant configuration fields is displayed to fill in.



- **LDAP Authentication** – User authentication and credentials validation through direct access to the organizational LDAP or Active Directory server.
- **SSO Gateway Authentication** – A Kaltura generic gateway for integrating with a customer- specific login and authentication implementation, while providing the user with a Single Sign-On experience.
- **Header Authentication** – User is authenticated through a request in the organizational authentication system. The response includes the authenticated user ID in a specific HTTP header.
- **Kaltura Authentication** – User authentication and credentials managed by Kaltura.
- **Custom Authentication Methods** – For any other type of authentication method, custom adapters can be developed and added to the MediaSpace installation.

Enabling Authorization Methods

On the Configuration Management panel Auth tab of the Kaltura MediaSpace Administration Area, the following authorization methods are supported as part of the MediaSpace standard installation. When you select an authorization method, a set of relevant configuration fields is displayed to fill in.



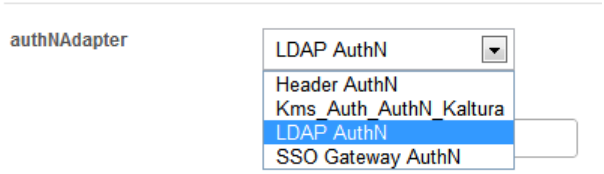
- **LDAP Authorization** – The user's application role in MediaSpace is determined based on organizational groups in which the user is a member, which are managed in the organization's LDAP server. This authorization method usually is used together with the LDAP authentication method. The method also can be selected when using other authentication methods (SSO Gateway authentication, Kaltura authentication, and Header authentication).
- **SSO Gateway Authorization** - The user's application role in MediaSpace is set and passed to MediaSpace as part of the customer-specific login and authentication implementation, which is set through the Kaltura SSO gateway interface. Always use this option with SSO Gateway authentication. This option cannot be used with any authentication method besides SSO Gateway authentication.
- **Kaltura Authorization** – Manage user authorization to access MediaSpace and user MediaSpace application roles in Kaltura. This authorization option can be used with any other authentication method (SSO Gateway authentication, Kaltura authentication, and Header authentication).
- **Custom Authorization Methods** – For any other type of access and role authorization method, custom adapters can be developed and added to the MediaSpace installation.

Configuring LDAP Authentication and Authorization

To learn more about integrating your LDAP server for authenticating users and authorizing user access to MediaSpace with a specific application role, refer to Kaltura MediaSpace Introduction to Authentication and Authorization Solutions and Kaltura MediaSpace LDAP Integration Guide.

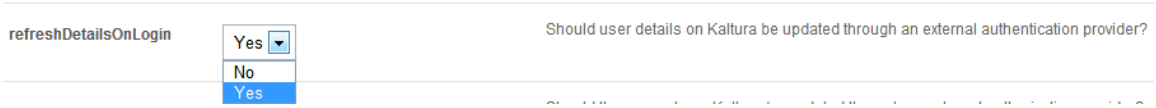
To configure user authentication through your LDAP server

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Auth tab.
2. Under *authNAdapter*, select **LDAP AuthN**.



3. Select your preferences for the common login options.
4. Under *refreshDetailsOnLogin*, select your preference.

   This option affects the updating of the user's first name, last name, and email address (when provided) from your LDAP system upon every login.

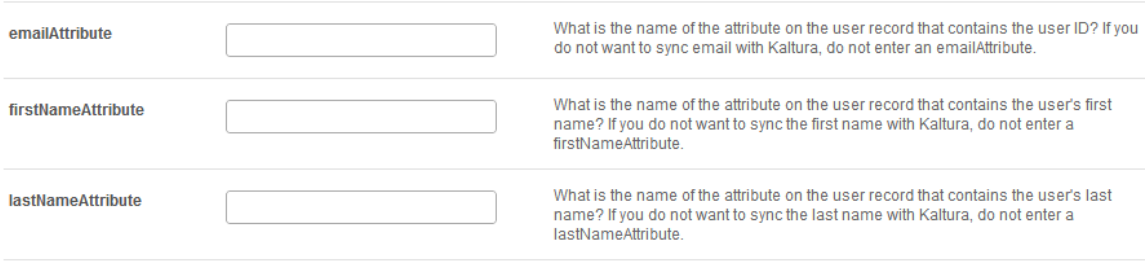


5. Under *ldapServer*:
   a. Select the LDAP Server access and bind settings.

      Your **bindMethod** selection will affect the information you need to provide for authenticating the user.

b. Select the LDAP attributes for first name, last name and email address.

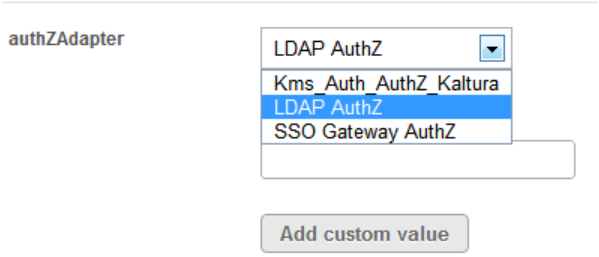
   Populating the user's first and last name is used for several MediaSpace options that require the user name.
   The email address is optional. This field is useful for user management and for future features (such as email notifications).



6. If you are using your LDAP server to authorize user access to MediaSpace with a specific application role, continue with the next procedure. If not, select a different authorization method.
7. After you complete and verify the steps, click **Save**.

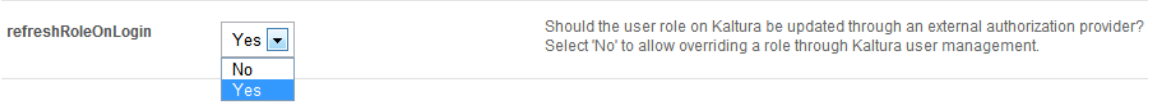
To configure user authorization through your LDAP server

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Auth tab.
2. Under *authZAdapter*, select **LDAP AuthZ**.



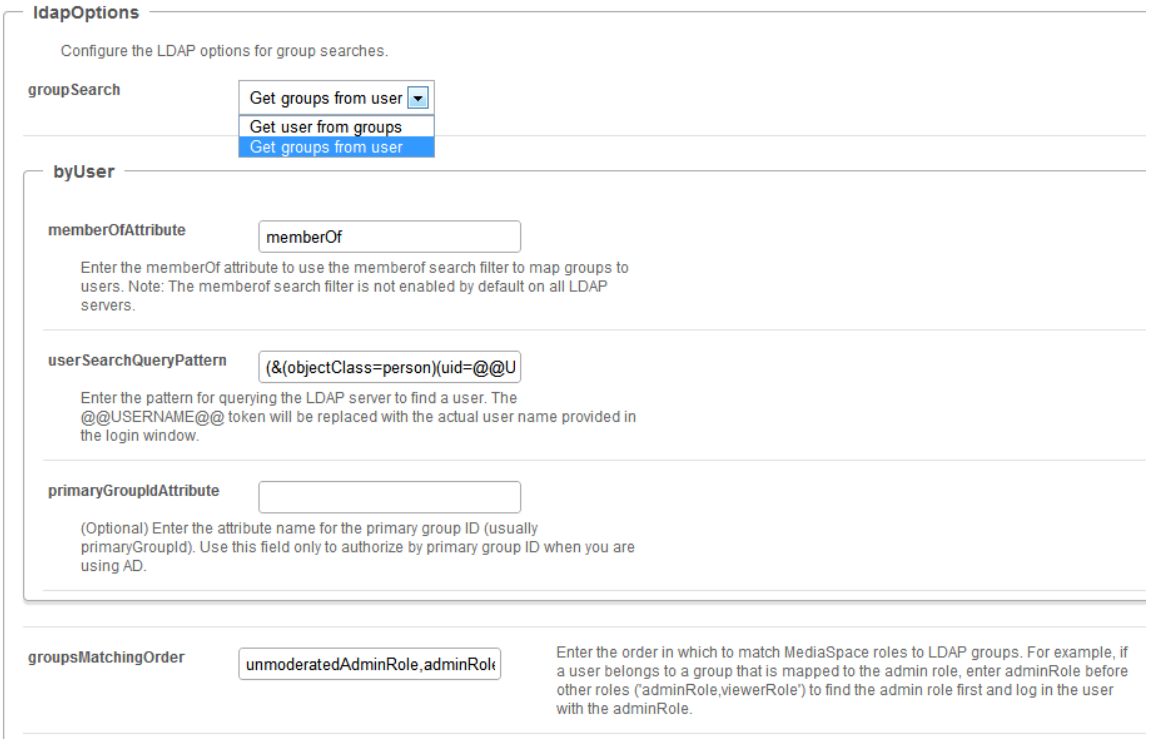
3. Under *refreshRoleOnLogin*, select your preference.

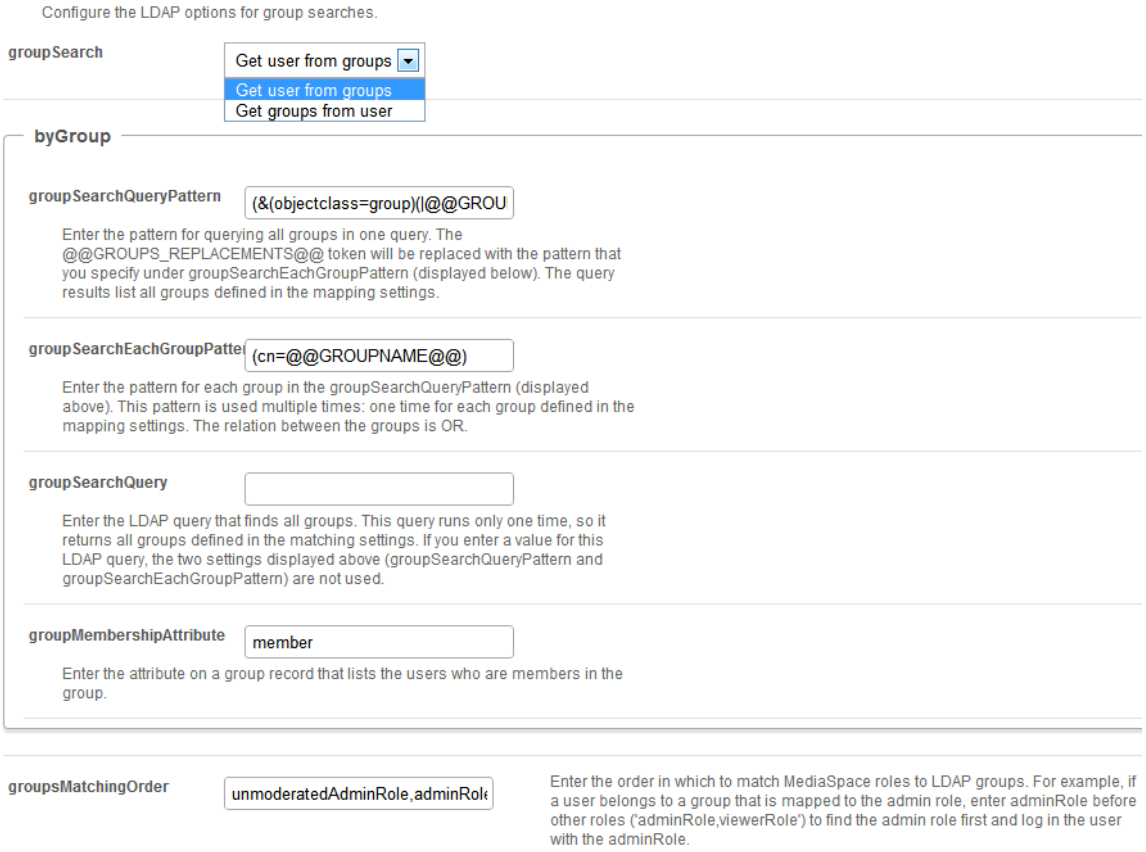
   This option affects the updating of the user's role from your LDAP system upon every login.



4. Under *ldapOptions*, select your preferences for getting the list of groups in which the user is a member.

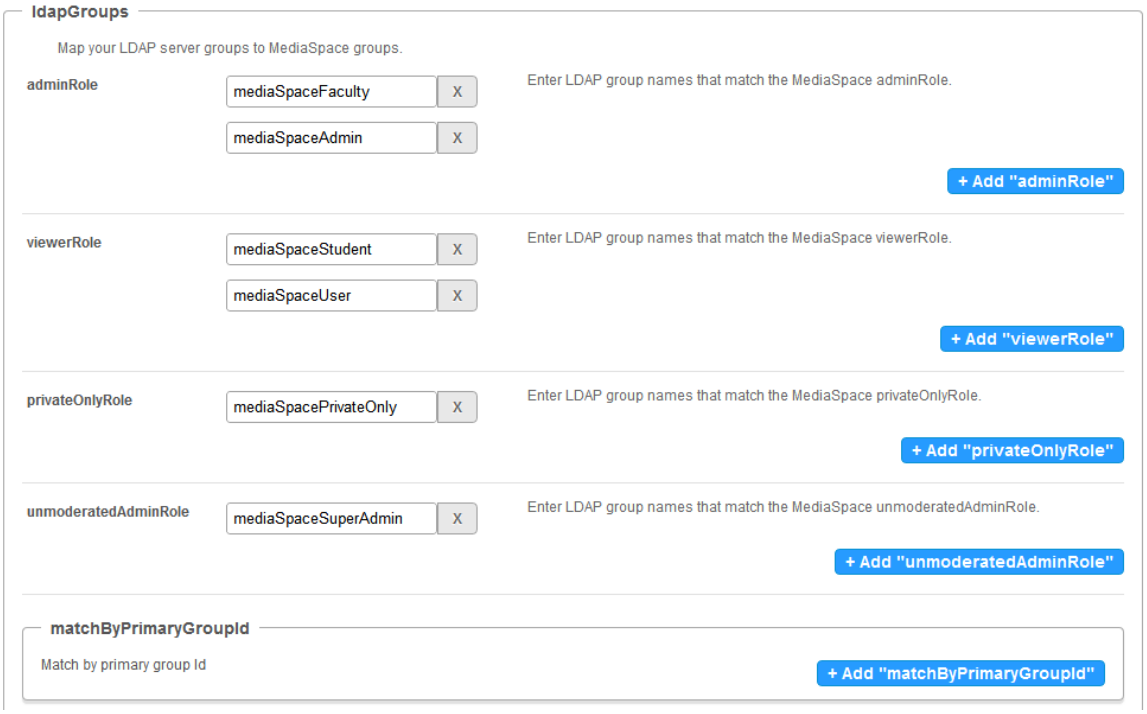
   This option is used to determine the user's MediaSpace Application Role.
   Under *groupsMatchingOrder*, enter the order for matching MediaSpace roles to LDAP groups.
   The order determines whether the strongest or weakest role is mapped first.
   Your groupSearch selection will affect the information you need to provide.





5. Under *ldapGroups*, select your preferences to define the mappings between the groups

defined in your LDAP server and the MediaSpace Application Roles.



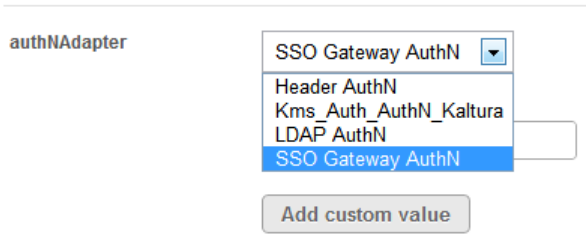
6. After you complete and verify the steps, click **Save**.

Configuring SSO Gateway Authentication and Authorization

To learn more about integrating MediaSpace with your authentication systems using the MediaSpace SSO Gateway, refer to Kaltura MediaSpace Introduction to Authentication and Authorization Solutions and Kaltura MediaSpace SSO Integration Guide.

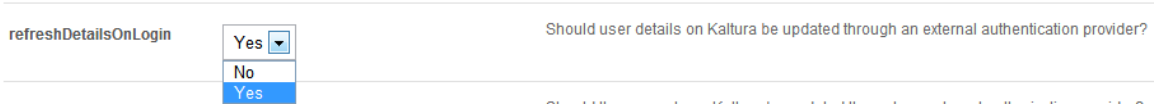
To configure user authentication using the MediaSpace SSO gateway

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Auth tab.
2. Under *authNAdapter*, select **SSO Gateway AuthN**.



3. Select your preferences for the common login options.
4. Under *refreshDetailsOnLogin*, select your preference.

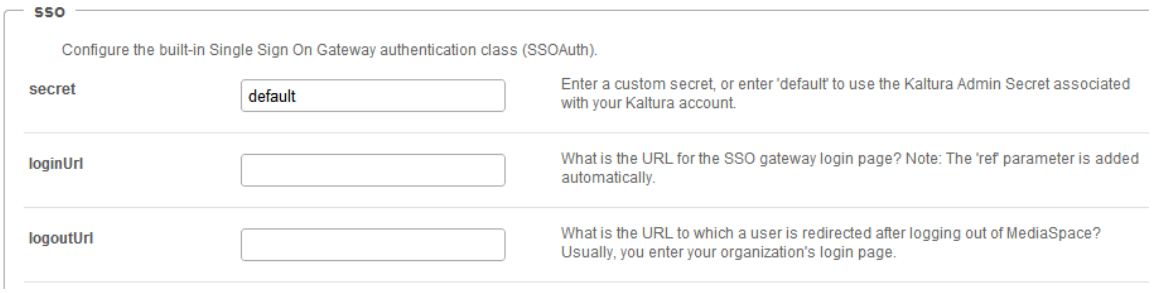
   This option affects the updating of the user's first name, last name and email address (when provided) from your authentication system upon every login.



5. Under *sso*, select your preferences for integrating the MediaSpace SSO Gateway with your

login implementation:

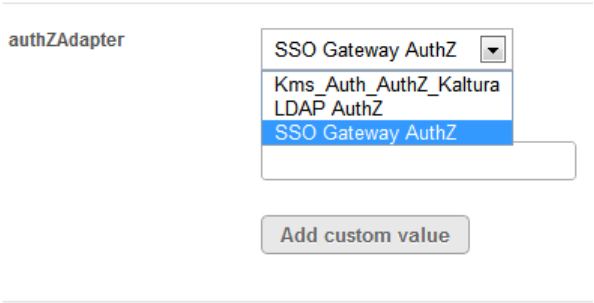
- **secret** – **Enter** the secret string shared with the login page. The *default* value uses your Kaltura Admin Secret (accessible from KMC -> Settings -> Integration Settings).
- **loginUrl** – Enter the absolute URL where you host the login page.
- **logoutUrl** – Enter the URL to which MediaSpace redirects a user after invalidating the local MediaSpace session (for example, when a user clicks **logout**).
  - On your site you may use this page to invalidate other authenticated sessions, if needed (for example, CAS login).
  - A *sessionKey* URL parameter is automatically appended to the logout URL. This parameter securely encapsulates the user information, enabling you to know which user logged out. The *sessionKey* parameter is constructed using the secret shared with the login page.



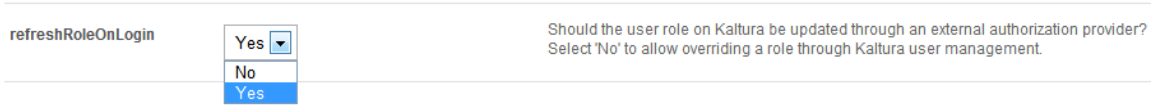
6. After you complete and verify the steps, click **Save**.
7. If you are using the MediaSpace SSO Gateway to authorize user access to MediaSpace with a specific application role, continue with the next procedure.

To configure user authorization using the MediaSpace SSO gateway

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Auth tab.
2. Under *authZAdapter*, select **SSO Gateway AuthZ**.



3. Under *refreshRoleOnLogin*, select your preference.
   This option affects the updating of the user's role upon every login.

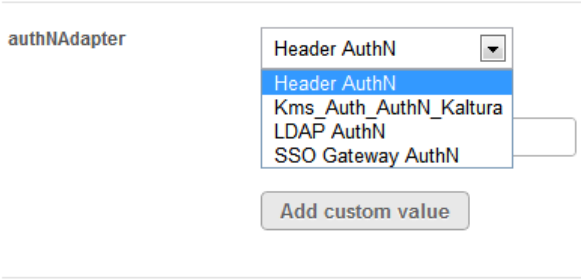


4. After you complete and verify the steps, click **Save**.

Configuring Header Authentication

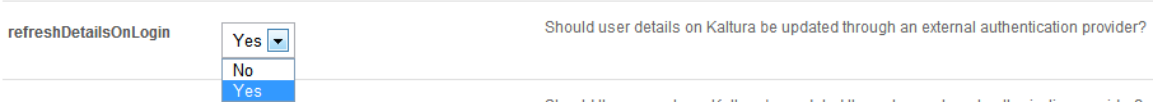
To configure header authentication through the MediaSpace SSO gateway

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Auth tab.
2. Under *authNAdapter*, select **Header AuthN**.



3. Select your preferences for the common login options.
4. Under *refreshDetailsOnLogin*, select your preference.

   This option affects the updating of the user's first name, last name, and email address (when provided) from your authentication system upon every login.



5. Under *headerAuth*, enter values for:
   - **headerName** – the ID of the authenticated user
   - **logoutUrl**

6. After you complete and verify the steps, click **Save**.

Configuring Kaltura Authentication and Authorization for MediaSpace

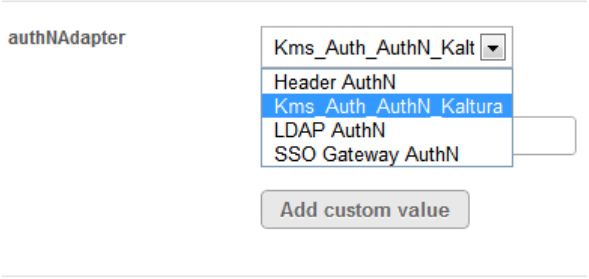
Authenticating or authorizing MediaSpace users in Kaltura requires creating MediaSpace user accounts that include a MediaSpace Application Role. Only users with a MediaSpace user account and MediaSpace Application Role are able to log into MediaSpace.

Authenticating MediaSpace users in Kaltura also requires setting a password for each MediaSpace user. Follow the procedure to create MediaSpace user accounts that include a MediaSpace Application Role.

To configure Kaltura authentication

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Auth tab.

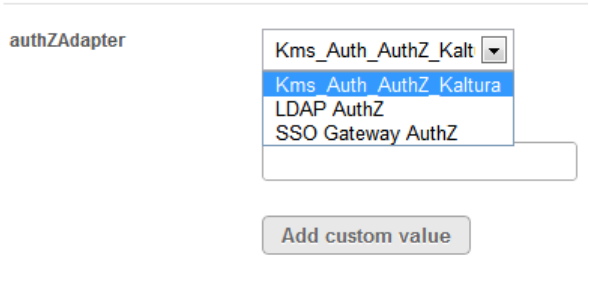
2. Under *authNAdapter*, select **Kms_Auth AuthN**.



3. Select your preferences for the common login options.
4. After you complete and verify the steps, click **Save**.

To configure Kaltura authorization

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the Auth tab.
2. Under *authZAdapter*, select **Kms_Auth AuthZ** and click **Save**.

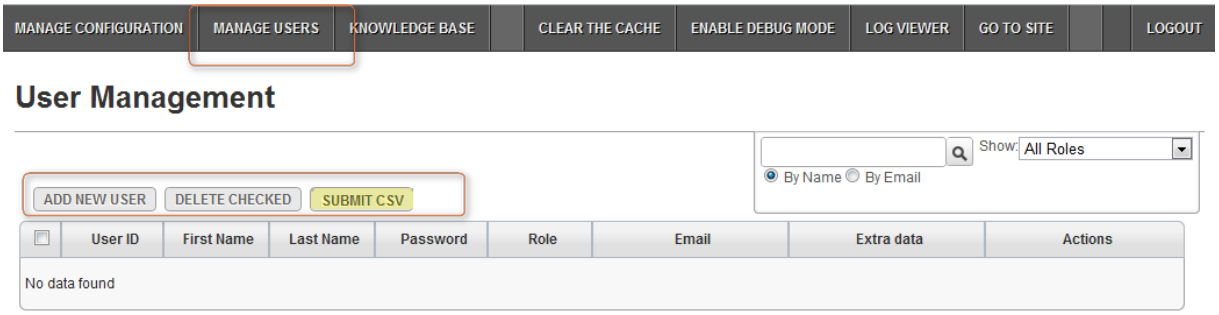


To create MediaSpace user accounts that include a MediaSpace Application Role

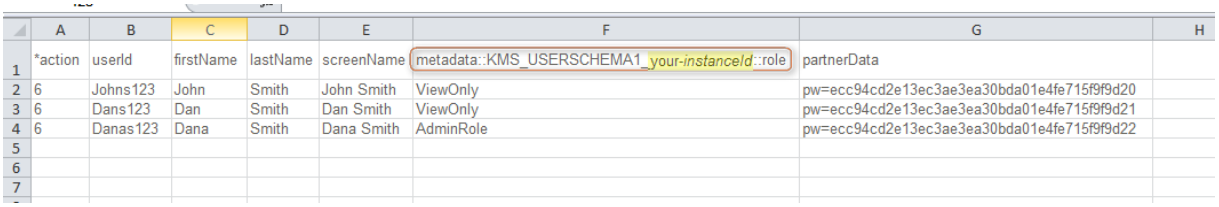
Do one of the following:

- On the User Management panel of the Kaltura MediaSpace Administration Area, you can create and manage MediaSpace user accounts.

  Use the list to manually manage all users in the partner account that have a MediaSpace role for the specific MediaSpace instance.

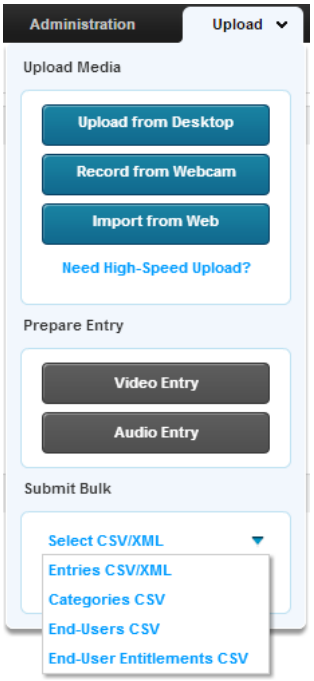


- Submit a Kaltura end-users CSV to create MediaSpace user accounts in bulk. Use the following format:



	A	B	C	D	E	F	G	H
1	*action	userId	firstName	lastName	screenName	metadata::KMS_USERSCHEMA1_*your-instanceId*::role	partnerData	
2	6	Johns123	John	Smith	John Smith	ViewOnly	pw=ecc94cd2e13ec3ae3ea30bda01e4fe715f9f9d20	
3	6	Dans123	Dan	Smith	Dan Smith	ViewOnly	pw=ecc94cd2e13ec3ae3ea30bda01e4fe715f9f9d21	
4	6	Danas123	Dana	Smith	Dana Smith	AdminRole	pw=ecc94cd2e13ec3ae3ea30bda01e4fe715f9f9d22	
5								
6								
7								

- To learn more about the end-user CSV schema, refer to End-Users CSV – Usage and Schema Description.
- The userId field must include a minimum of three characters.
- The MediaSpace password must include a minimum of six characters.
- The MediaSpace Application Role is managed within the MediaSpace user metadata schema. Adjust the schema name in the example to include your MediaSpace **instanceId**. (You can copy the MediaSpace **instanceId** from the Configuration Management panel Application tab of the Kaltura MediaSpace Administration Area.)
- Set the role names in the CSV according to the role labels you set in the Configuration Management panel Roles tab of the Kaltura MediaSpace Administration Area.
- When using Kaltura to authenticate users, you may populate a sha1 hashed password in the CSV as part of the partnerData field, as in the example. MediaSpace administrators are responsible for managing password hashing and distribution to users. The un-hashed password must include a minimum of six characters.
- When using Kaltura only for authorizing user access to MediaSpace with a specific application role, do not populate the password in the CSV. (You can remove the partnerData column in the example from the CSV since it is not required.)
- You can submit the end-users CSV in the following ways:
  - On the User Management panel of the Kaltura MediaSpace Administration Area, click Submit CSV.
  - In the KMC, select the Upload tab and then under Submit Bulk, select End-Users CSV.



To automate the update of the authorized MediaSpace users list

When you manage MediaSpace authorization in Kaltura, you can develop automated processes for updating the list of MediaSpace users based on changes in your organizational information system.

- You can develop a scheduled update process to periodically add or delete multiple users to the MediaSpace users list using the Kaltura end-users CSV. In your script, you can call the user.addfrombulkupload Kaltura API action to submit the CSV.
- Using Kaltura API actions, you can develop a trigger-based process to update the MediaSpace users list in real time when changes occur in your organizational information

system. You can call the user.add, user.delete and user.update Kaltura API actions to add, delete, and update specific user records. You can call the metadata.add, metadata.delete, and metadata.update Kaltura API actions to add, delete, and update the user's MediaSpace role.

NOTE: Deleted users are also removed from all channels in which they are members. Content ownership and analytics information of the deleted user are not deleted.

NOTE: Since user records are shared by all Kaltura applications running on the same account, we recommend that you delete records only of users who left the organization. In other cases, we recommend revoking the user's access to MediaSpace by using the Kaltura API to remove only the user's MediaSpace role or by using the User Management panel of the Kaltura MediaSpace Administration Area to delete the user.

SECTION 4

Organizational Strategy for MediaSpace Entitlements

When creating an organizational video portal with MediaSpace, MediaSpace categories, channels and their respective user permissions can be set and maintained in different ways. When categories and channels serve organizational units and groups, it may be possible to create the channels and maintain the channel permissions based on data managed in the organization's information system (for example, identity management systems and group management systems).

This section addresses:

- How to plan the organizational operations and integrations related to managing user permissions
- How to create categories and channels in bulk for groups managed in the organizational information systems
- How to create and maintain user permissions based on groups managed in the organizational information systems
- How to create and maintain the Add Members auto-complete list for adding members manually

These tasks can be accomplished in different ways since every organization has different needs and requirements, deploys and supports different information systems, and has different levels of IT capabilities and resources. The guidelines in this document can be adapted to fit each organization's needs and capabilities.

Terminology

User ID – A user's unique identifier in your organization's information systems. The same ID is used in Kaltura as a unique identifier of the user in a specific partner account.

Group ID – A unique identifier in your organizational information system representing an actual organizational unit or an ad-hoc security group. A user can be a member of multiple groups and may hold a different organizational role in each group. The organizational role of a user within a unit/group may or may not be represented within the organization information system.

MediaSpace Category – An open/private/restricted category in MediaSpace that a specific group of users (category members) is able to access. Categories are centrally created via the Kaltura Management Console (KMC) and reflect the navigation structure of your MediaSpace site. The list of people with permission to access the category may derive from user membership in a specific organizational group or may be defined manually by the category manager with no relation to organizational structure and units

MediaSpace Channel – An open/private/restricted channel in MediaSpace that a specific group of users (channel members) is able to access. The list of people with permissions to access the group channel may derive from user membership in a specific organizational group or may be defined manually by the channel manager with no relation to organizational structure and units.

NOTE: MediaSpace Channels can be associated with one or more MediaSpace Category according to the entitlements set in the category.

Kaltura User – A Kaltura backend object that holds information about a specific user and is identified by the **User ID**. Kaltura supports the management of different user attributes. The **user ID** is a mandatory attribute; the user's first name, last name, and screen name (by default, the user's full name) are required to enable convenient end-user management in MediaSpace and in the KMC.

Kaltura User objects are automatically created in Kaltura for different scenarios. For user management purposes, **Kaltura User** objects also may be created manually from the KMC or using bulk services. The **Kaltura User** object is used for managing both KMC admins and application end-users. Only KMC administrators have a special attribute granting access to the KMC account.

Kaltura Category – A Kaltura backend object for managing media collections and the end-user entitlements to access and manage these media collections in MediaSpace. This backend entity manages **MediaSpace Channels** and **MediaSpace Categories.**

Kaltura Category ID – A Kaltura internal unique identifier of a single **Kaltura Category** Object.

Kaltura Category Reference ID – A **Kaltura Category** attribute designed to hold and connect the category to an external identifier such as the **Group ID.** Uniqueness of the Category Reference ID is not enforced by Kaltura.

Kaltura's End-User Entitlements – A permission level that enables a specific end-user to access, contribute to, or manage a specific channel or category. In the Kaltura backend, end-user entitlements are managed in Kaltura's categoryUser object, which manages the relationship between a specific end-user and a specific category.

Planning Considerations

Consider the following questions when you plan the organizational process for managing MediaSpace channels and channel memberships.

What types of channels will be in your video portal?

- Education Examples
  - Course channels

    For media-rich courses, faculty can create a course channel in MediaSpace in a simple, feature-rich environment.
  - School/Department channels

    Each school/department has its own managed channel that shows content that either is accessible only to the school/department or is open to all.
  - Workgroup channels

    Not bound by a strict learning management system (LMS) structure, faculty and students can create cross-course ad hoc groups for research, projects, and more.
  - Portfolio Channel

    Allow faculty and any authorized users to create their own portfolio channel, with recordings of public speaking, awards and events, lectures, video work, and more. Typically, the channels are public under the university roof, but also can be restricted to a specific set of users within the organization.
- Enterprise Examples
  - Department channel

    Each department head manages the department channel that shows content that either is accessible only to the department or is accessible to all employees.
  - Community channels

    All employees are empowered to create their own channels, and can either invite specific co-workers to join or can enable open access. For each channel, the creator can control who can contribute and whether moderation is required.

For which units in your organization do you want to create a MediaSpace channel?

Examples:

- For all groups of a specific type (for example, all departments or all schools)
- For only a few groups within the organization (for example, a few departments or

media-related courses only)

- For a few communities/work groups within the organization
- Every user will be able to open a channel.

What should be the typical/default privacy level required for channels of each type?

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

What should be the typical/default privacy level required for categories of each type?

- **Open** - All users in the organization are entitled to access the category including anonymous users if your site is configured for unauthenticated access. Only specific users are entitled to contribute content.
- **Restricted** - All users in the organization are entitled to access the cateogry, but only specific users are entitled to contribute content.
- **Private** - Only specific users in the organization are entitled to access the category and contribute content.

What changes in your organization should require an update to user permissions?

Examples:

- Someone joined/left an organizational group.
- Someone's role in organizational groups changed.
- Someone joined or left the organization.

What is the frequency and volume of the relevant organizational changes?

- How often do the changes happen?
- How many users/groups are affected?

What is the acceptable lag time for channel permissions to be updated in MediaSpace following an organizational change?

How promptly must organizational changes be reflected within MediaSpace channels and channel permissions? For example, immediately, within a few hours, on the next day.

How available is your organizational IT Department?

Do you have resources for developing and maintaining an automated update of channel permissions based on changes in your organizational information systems?

Channel Management Types

Based on your evaluation of the planning consideration questions, decide on the best way to manage channels and channel memberships in your organization. You can select one of the following options or combine options to manage different types of channels.

Management Type	Integration Effort	Channel Management			
			Creation	Channel Permissions — Initial Setup	Channel Permissions — Ongoing Updates
Self-Created	Very Low	Who?	Organizational unit/group managers or anyone authorized by the organization to create a MediaSpace channel	Channel Managers	Channel Managers
		When?	Whenever a new channel is needed	Upon channel creation	When needed
		How?	On the MediaSpace site	On the MediaSpace site	On the MediaSpace site
Centrally Assigned	Low–Medium	Who?	Video portal administrators, with or without IT department assistance	Channel Managers	Channel Managers
		When?	Upon initial set up of video portal channels, upon major organizational changes, when a new channel is needed	Upon channel creation	When needed
		How?	In the KMC: manual or bulk CSV-based creation	On the MediaSpace site	On the MediaSpace site
Centrally Prepared	Medium	Who?	Video portal administrators, with or without IT department assistance	Video portal administrators, with or without IT department assistance	Organizational unit managers and/or their assistants.
		When?	Upon initial set up of video portal channels, upon major organizational changes, when a new channel is needed	Upon channel creation	When needed
		How?	In the KMC: manual or bulk CSV-based creation	In the KMC: manual or bulk CSV-based setup	On the MediaSpace Site
Automatically Maintained	High	Who?	Video portal administrators, with or without IT department assistance	Video portal administrators, with or without IT department assistance	Scheduled automated update process or based on information system's triggers
		When?	Upon initial set up of video portal channels, upon major organizational changes, when a new channel is needed	Upon initial set up of video portal channels, upon major organizational changes, when a new channel is needed	Scheduled as needed or triggered in real-time upon group membership modifications
		How?	In the KMC: manual or bulk CSV-based creation	In the KMC: manual or bulk CSV-based setup	See Automatically Updating Channel Permissions

Creating MediaSpace Channels

The following topics are described:

- Creating Channels in MediaSpace by Users

- Creating Channels Centrally by Administrators

Creating Channels in MediaSpace by Users

Organizational group managers or anyone authorized by the organization to create channels in MediaSpace can create a channel on the MediaSpace site and manually select the channel's settings and member permissions.

Users who create channels in MediaSpace require a MediaSpace application role that enables channel creation. To learn more, refer to Setting Permissions for Creating a MediaSpace Channel in this guide.

To learn more about channel creation and management, refer to Creating and Managing a Channel in the Kaltura MediaSpace User Manual.

Creating Channels Centrally by Administrators

Video portal administrators can create channels, with or without the assistance of the organizational IT department.

Creating MediaSpace Channels in Bulk

You may need to create channels in bulk, either at the initial setup or upon major organizational changes that trigger the creation of numerous channels. We recommend creating channels in bulk using Kaltura's bulk services with Kaltura's Categories CSV.

To create MediaSpace Channels in bulk

1. Prepare the initial list of groups that will use the new MediaSpace Channels. You can prepare the list manually or export the list from the organizational information system. Include at least the following information from your organizational information system:
   - For groups managed in your organizational information system, include the **Group ID** of each organizational group/unit.
   - If a group manager plans to create the channel members list and permissions in MediaSpace, specify the **User ID** of the group manager. This sets the group manager as the channel owner and enables the group manager immediate access to the group channel settings in MediaSpace.
   - If a friendly group name is available in your information system, you can export the friendly group name to use as the channel name.
2. Edit the basic group list in a spreadsheet editor or programmatically to comply with Kaltura's Categories CSV format. Insert the following information to create channels in MediaSpace with relevant channel settings (see example below).
   - Enter the relative category path to your MediaSpace Channels category.
   - When relevant, set each **Group ID** as the **reference ID** of its respective category. This enables you to refer to the category based on the **Group ID**, when needed (for example, for automated channel membership creation)**.**
   - Enter the channel name. You can use the group name exported from your information system, the **Group ID,** or any name you select. The name will be displayed as the channel name in MediaSpace.
   - For the category owner, enter the **User ID** of the user who will initially manage the channel (for example, the **User ID** of the unit/group manager).
   - Enter the category entitlement settings according to the type of channel (open/restricted/private).

- You can add additional information, such as channel description, tags, and any custom channel classification or topic managed by the category's custom data. The channel owner also can manually enter this information in MediaSpace after the channel is created.
- Insert the Categories CSV headers for fields that are populated in your CSV.

	A	B	C	D	E	F	G	H	I
1	*action	relativePath	name	referenceId	description	privacy	appearInList	contributionPolicy	owner
2	1	MediaSpace>site>channels	Tutorials	dep-training	This is an Open channel moderated by the Training department	2	1	1	Johns123
3	1	MediaSpace>site>channels	Marketing	dep-marktg	This is a Restricted channel managed by the Marketing department	2	1	2	Dabas123
4	1	MediaSpace>site>channels	HR	dep-hr	This is a Private channel managed by the HR department	3	3	2	Dans123

Categories CSV for creating different types of MediaSpace Channels

NOTE: While there is no limit on the number of lines in the CSV, the processing time of each CSV is affected by the number of lines in the CSV. Therefore, we recommend splitting the CSV into manageable chunks for convenient editing, processing, and tracking.

3. On the KMC Upload tab, upload the Categories CSV.

Bulk processing in Kaltura is handled in an asynchronous batch process. Track the completion status of the bulk job in the KMC on the Bulk Upload Log page or using email notifications set by Kaltura for your account.

Creating MediaSpace Channels Individually

Occasionally you may need to create a single channel or a few channels. We recommend creating and configuring individual channels in the KMC Edit Category window.

To learn more, refer to Managing Categories in the Kaltura Management Console (KMC) User Manual and Understanding Privacy Types in this guide.

Creating and Updating Channel and Category Permissions

This section describes the following topics:

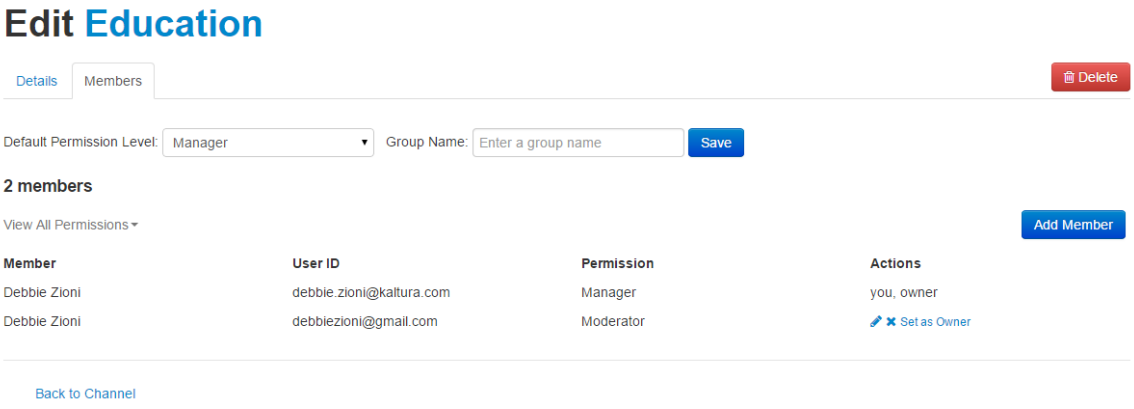
- Assigning Permissions and Entitlements
  - Setting Up Members and Permissions Manually in MediaSpace
  - Setting Up Permissions Centrally in Bulk
  - Setting Up Permissions Individually
  - Automatically Updating Permissions
- Deleting MediaSpace Channels
- Deactivating Channel Memberships

Assigning Permissions and Entitlements

Entitlements are configurable for categories as well as channels. You can define whether the category is open, private or restricted. You can also define who actually has access to specific categories and in which role. Formerly, if you wanted someone to publish media to a gallery they had to be defined as an adminRole. You can define a category and allow specific users to contribute content providing granular control over the entitlements and the roles of users according to the structure of your categories.

This includes:

- Inheriting permissions from parent categories – you don't need to define users again and again in each sub category
- Importing members from the parent category - you can add or remove users from subcategories
- You can define a group name, for example LDAP group or authorization provider that you are using and the default permission level, so that when you are developing an offline sync process, to synchronize roles and permissions on KMS and roles and permissions in your identity provider, you can leverage the group name definition to add or remove users from KMS.



Setting Up Members and Permissions Manually in MediaSpace

Channel and category managers can manually add members to their channels, assign and update member permission levels, and remove members. A channel manager manages channel members and permissions on the Edit Channel / Category page in MediaSpace.

To learn more, refer to Creating and Managing a Channel in the Kaltura MediaSpace User Manual.

Setting Up Permissions Centrally in Bulk

The video portal administrator in the KMC can initially assign category and channel permissions for categories or channels related to organizational units. The organizational IT department usually needs to assist setting up group permissions by exporting the organizational group membership data from the organization's information systems.

Channel and category permissions should be assigned in bulk for a large number of new categories or channels, either at the initial setup or upon major organizational changes that trigger the creation of numerous categories / channels. We recommend assigning permissions in bulk using Kaltura's bulk services with Kaltura's End-User Entitlements CSV.

NOTE: You must assign permissions in bulk *after* creating the channels or categories. Assigning permissions in bulk requires first setting the **Group ID** value as the channel **Category's Reference ID**. See the procedure To create MediaSpace Channels in bulk.

To create memberships and permissions in bulk

1. For all channels or categories for which you are assigning permissions, prepare an initial list of

organizational user/group membership pairs with the required channel permission levels.

	A	B	C
1	Group ID	User ID	channel permission
2	dep-marktg	danba1	manager
3	dep-marktg	johnc3	contributor
4	dep-marktg	mikea2	contributor
5	dep-marktg	sharonyd1	contributor
6	dep-marktg	johnathans2	contributor
7	dep-hr	lenar56	manager
8	dep-hr	donr523	member
9	dep-hr	ronw3556	member

Initial list of group memberships

- When you export group memberships from your organizational information system for the list, you may need to separately query all group managers, all group members, and so on. This is to ensure that different channel permission levels are assigned according to the user's organization role within a specific group.
- If you want the channel to be self-managed in MediaSpace and did not assign a channel owner when creating the channel, assign a Manager permission level to at least one user.

2. Edit the basic group membership list in a spreadsheet editor or programmatically to comply with Kaltura's End-User Entitlements CSV format. Specifically, insert the CSV field headers, specify the CSV 'add' action (action =1), and specify the numeric value of each permission level according to Kaltura's specifications.

You may assign permissions for multiple channels and categories within one CSV file.

	A	B	C	D
1	*action	categoryReferenceId	userId	permissionLevel
2	1	dep-marktg	danba1	0
3	1	dep-marktg	johnc3	2
4	1	dep-marktg	mikea2	2
5	1	dep-marktg	sharonyd1	2
6	1	dep-marktg	johnathans2	2
7	1	dep-hr	lenar56	0
8	1	dep-hr	donr523	3
9	1	dep-hr	ronw3556	3

Memberships formatted in Kaltura's End-User Entitlements CSV

NOTE: While there is no limit on the number of lines in the CSV, the processing time of each CSV is affected by the number of lines in the CSV. Therefore, we recommend splitting the CSV into manageable chunks for convenient editing, processing, and tracking.

3. On the KMC Upload tab, upload the End-User Entitlements CSV.

Bulk processing in Kaltura is handled in an asynchronous batch process. Track the completion status of the bulk job in the KMC on the Bulk Upload Log page or using email notifications set by Kaltura for your account.

Setting Up Permissions Individually

Occasionally the video portal administrator may need to assign individual membership and permissions. We recommend assigning individual channel membership and permissions in the KMC Edit Category window.

To learn more, refer to Managing Categories in the Kaltura Management Console (KMC) User Manual.

Automatically Updating Permissions

Following the initial setup of permissions, you can automate the updating of permissions to reflect relevant changes in your organization (user joined/left an organizational group; User joined/left the organization, and so on).

Automated updating of MediaSpace permissions based on changes made in your organizational information system is very useful for big organizations. Automatic permission updates help when organizational group memberships are updated frequently and when you want to eliminate the need for each channel manager to manually manage permissions in MediaSpace.

Automating ongoing updates of channel permissions requires the expertise and full involvement of the organizational IT department and requires your organizational information system to support one of the following modes:

- **Automated periodic export of changes**

  Audit, query, report, or export changes in your information systems for a specific time period (for example, day or week) to prepare and submit a scheduled bulk update using Kaltura's End-User Entitlements CSV or Kaltura's API.

- **Real-time triggers**

  Trigger real-time update calls from your information system or from related applications to Kaltura using Kaltura's API when every relevant change occurs in your system.

NOTE: The following procedures provide general guidelines and rely on your IT experts and/or developers to tailor the automation process based on the capabilities of your organizational information system and related applications. Kaltura's professional services team may provide assistance in designing and developing the automated updating process and will provide all information required for utilizing Kaltura's bulk services and API for automation.

To develop an automated process for periodically updating channel membership permissions

1. Define how frequently to schedule the update.

   Decide how often you need to update the membership permissions, and schedule the frequency of the update process accordingly.

2. Develop an automated process that includes the following steps and logic:

   a. List the required permissions modifications.

      Based on your information system audit, querying, and export capabilities, retrieve the list of users who — within a specific time range — joined or left groups within your organization, or changed their organizational role in specific groups.
      You may rely on direct audit information available in your information system or develop a *query and sync* process that implements the following logic:

      - List every user whose record was created/modified/deleted within a specific time range (for example, from the last update until now).
      - For each user in this list:

        a. Query your information system to get the list of groups that the user currently belongs to (possibly with the specific role in each group)

        b. Query Kaltura for the list of channels and categories that the user currently is a member of.

- Compare the two lists (based on the Group ID and Category reference ID) and implement the logic for determining the channels for which the specific user's permission should be created, updated, or deleted. Format this as an initial list of channel permission actions (add, update, delete).

This logic assumes that changes in user group memberships affect the modification date of the *user*'s record. When changes in user group memberships affect the modification date of the *group*'s record, implement an equivalent logic that is oriented toward synchronizing the list of channel members instead of synchronizing the list of channels that the user is a member of.

NOTE:

- An attempt to create/update/delete user permission in a channel's category that does not exist yet in Kaltura will fail. You may extend the logic for automatic creation of new channels when the first relevant group membership is set in Kaltura. Note that such an addition may cause uncontrolled channel creation and may result in a large number of empty channels, which is not recommended when channel browsing is enabled in your site.
- An attempt to create a user permission in a channel's category when the user record is not yet in Kaltura will cause the automatic creation of the user's record in Kaltura with the specified User ID.
- The category's reference ID is a standard way to map a single organizational group to a single channel. To automatically assign permissions for a single channel to users of multiple organizational groups, you may tailor a synchronization logic that relies on a category custom data schema that enables multiple Group IDs to be assigned specific permission levels to a single category. Contact Kaltura professional services for assistance if necessary.

b. Prepare the End-User Entitlements CSV.

Transform the initial list of channel permission actions (add, update, delete) to comply with Kaltura's End-User Entitlements CSV format. Insert the CSV field headers and specify the permission levels and actions.
To add a user permission, use the CSV add action (action = 1).
To update a user permission or create a new one as a fallback in case the permission you attempt to update was not yet set, use the CSV add or update action (action = 6).
To delete a user permission, use the CSV delete action (action = 3).

	A	B	C	D	E	F	G	H	I
1	*action	categoryReferenceId	userId	permissionLevel					
2	6	dep-marktg	johnc3	0	john's channel permission is updated to 'manager'				
3	1	dep-marktg	danaa2	2	Dana is added as a 'contributor' in the channel				
4	3	dep-marktg	sharonyd1		Sharon's channel permission is deleted				

Channel permission actions formatted in Kaltura's End-User Entitlements CSV

c. Submit the End-User Entitlements CSV.

When the End-User Entitlements CSV is available, submit it to Kaltura using the Kaltura API: Call the categoryUser.addfrombulkupload API action.
Bulk processing in Kaltura is handled in an asynchronous batch process. Track the completion status of the bulk job in the KMC on the Bulk Upload Log page or using email notifications set by Kaltura for your account.

To develop a trigger-based process for updating membership permissions

NOTE: For changes in your information system to trigger real-time updates to channel membership permissions, your information system or related applications must support real-time triggering of notifications to other systems.

Develop the following:

1. Trigger an Add Permission call

Create a script that implements the following Kaltura API requests when a new group membership is created for a user in your information system (a user joins an organizational group).

a. Call the category.list API action to retrieve the category object. In the list filter, include the **Group ID** set as the **Category's Reference ID** attribute.
b. When the category is found, call the categoryUser.add API action to create a new permission for the user with the proper permission level.

2. Trigger a Delete Membership call

Create a script that implements the following Kaltura API requests when an existing group membership is removed from a user in your information system (a user leaves an organizational group).

a. Call the category.list API action to retrieve the category object. In the list filter, include the **Group ID** set as the **Category's Reference ID** attribute.
b. When the category is found, call the categoryUser.delete API action to delete the user's existing membership.

3. Trigger an Update Channel Membership call

Create a script that implements the following Kaltura API requests when an existing group membership type in your information system is changed in a way that impacts the relevant channel or category permission level (for example, a user's role within a group changes and the user should be set as a channel manager).

a. Call the category.list API action to retrieve the category object. In the list filter, include the **Group ID** set as the **Category's Reference ID** attribute.
b. When the category is found, call the categoryUser.update API action to adjust the user's permission level.

NOTE: In the previous steps you may skip step A, which lists the category with the specified Reference ID, if you store the **Kaltura Category ID** in your information system's group record.

Enabling Manual Overrides of Automatically Updated Permissions

When permissions are assigned and automatically updated based on organizational group memberships, you may want to allow managers and video portal administrators the flexibility to assign different permissions in specific cases.

Examples:

- In a company departmental channel, you want one of the employees to be the channel *moderator*, while all employees in the department are assigned only the channel *member* permission level.
- In a course channel, you want to assign contribution privileges to one of the students, while all other students are assigned only the channel *member* permission.
- In a company business unit channel, you want the unit's administrative assistant to be the channel manager but there is no attribute within your organizational information system that you can use to assign this permission level automatically.

The Update Method attribute of channel permissions enables manual overrides to a channel's user permission levels that will not be updated by the automatic update process. You can set the Update Method as *automatic* or *manual*.

Call the categoryUser.update Kaltura API action to enable a controlled override of permission levels that were set or updated manually in MediaSpace or the KMC. Use the *override* parameter to indicate whether to override a permission level that is set manually.

Using this API action enables you to implement a logic that prevents manually created or updated permission levels from being updated by automated processes or that allows the permission levels to be updated only in specific cases.

By default, end-user permissions created in bulk using a CSV use the *automatic update* method and will not override manual updates to permission levels.

Any member added in MediaSpace is set to the *manual update* method. In addition, any permission level change to existing members by a MediaSpace channel or category manager sets the channel permission to *manual update*.

You can view and fully control the permission level update method in the KMC Category Edit window.

Deleting MediaSpace Channels

MediaSpace Channels can be deleted:

- By the channel owner in MediaSpace
- By the video portal administrators in the KMC
- With a bulk service, using Kaltura's Categories CSV
- With a script that calls the category.delete Kaltura API action

When a category is deleted, the media entries in the category (including sub-category entries) are not deleted. The media entries lose the association with the deleted category, including any privacy setting defined in the deleted category.

To plan channel deletions and to ensure that access to content in deleted channels is controlled according to your organizational needs, note that:

1. When a channel is deleted in MediaSpace, a media entry in the channel that is not associated with any other channel or gallery becomes private (associated with the MediaSpace private category).
2. When categories are deleted manually in the KMC or using the Categories CSV, the media entries in the category automatically are associated with the deleted category's parent category. Before deleting a category, you may want to associate the category's entries with new categories using the entry bulk actions available in the KMC (Edit Categories, Add to New Category).

When a category is deleted using the category.delete Kaltura API action, you can control whether the deleted category's media entries automatically are assigned to the parent category. In addition, you can programmatically associate the entries with other categories before the category is deleted, according to the logic you want to implement.

Deactivating Channel Memberships

Deactivating MediaSpace channel memberships may be useful when you want to block channel members from accessing a channel's content while retaining the option to reactivate their memberships later.

To deactivate and reactivate channel memberships

You can do either of the following:

- In the KMC Edit Category window, apply the deactivate/activate action to selected channel members.
- Prepare a Kaltura End-User Entitlements CSV:
  - To deactivate a user's channel membership, use the CSV 'update' action (action = 2) with status = 3.
  - To activate a user's channel membership, use the CSV 'update' action (action = 2) with status = 1.

	A	B	C	D
1	*action	categoryReferenceId	userId	status
2	2	dep-marktg	johnc3	3
3	2	dep-marktg	danaa2	3
4	2	dep-marktg	sharonyd1	3

Deactivating channel's members (status = 3)

	A	B	C	D
1	*action	categoryReferenceId	userId	status
2	2	dep-marktg	johnc3	1
3	2	dep-marktg	danaa2	1
4	2	dep-marktg	sharonyd1	1

Reactivating channel's members (status=1)

Creating and Updating the Add Members Auto-Complete List

A channel or category manager can add end-users as members in MediaSpace on the Members tab of the Edit Channel / Category page. The manager can conveniently select members using an auto-complete feature. In the Add Member window under Enter user name, the manager starts typing a user name or user ID. Suggested user names are displayed after three characters are entered, and the manager can select a member to add. To learn more about editing members, refer to Editing Channel Users in the Kaltura MediaSpace User Manual.

By default, the auto-complete list includes only users who already are listed in Kaltura.

When authorizing access to MediaSpace through integration with SSO/LDAP, a user's record in Kaltura is not necessarily created prior to the user's first login to MediaSpace.

To populate the auto-complete list with all users who potentially can use MediaSpace (and not only those who already are logged-in), you may pre-provision the user records in Kaltura.

The Workflow for Creating and Updating the Add Members Auto-Complete List:

1. Setting Up the Initial Add Members Auto-Complete List
2. Updating the Add Members Auto-Complete List

NOTE: When you use Kaltura to authorize access to MediaSpace, it is assumed that all user accounts are pre-provisioned in Kaltura. Therefore, the auto-complete list includes all potential MediaSpace users.

Setting Up the Initial Add Members Auto-Complete List

To populate the Add Members auto-complete user list in bulk

1. Prepare the initial list of users in your organization who will be eligible to access MediaSpace. You can prepare the list manually or export the list from your organizational information

system. Include at least the following information:

- User ID
- User's first name
- User's last name

2. Edit the initial users list in a spreadsheet editor or programmatically to comply with Kaltura's end-users CSV format.
   a. Use the CSV *add or update* action (action = 6) to update any existing user record that includes only the user ID with the user's first and last names, or to create new records.
   b. (Optional) Combine the first and last names into an additional field called *screenName,* which also is used in the KMC and applications.

	A	B	C	D	E
1	*action	userId	firstName	lastName	screenName
2	6	johns23	John	Smith	John Smith
3	6	dang256	Dan	Green	Dan Green
4	6	mikeb436	Mike	Black	Mike Black

Adding/Updating User Records Using the End-Users CSV

NOTE: While there is no limit on the number of lines in the CSV, the processing time of each CSV is affected by the number of lines in the CSV. Therefore, we recommend splitting the CSV into manageable chunks for convenient editing, processing, and tracking.

3. On the KMC Upload tab upload the End-Users CSV.
   Bulk processing in Kaltura is handled in an asynchronous batch process. Track the completion status of the bulk job in the KMC on the Bulk Upload Log page or using email notifications set by Kaltura for your account.

Updating the Add Members Auto-Complete List

You may need to update the Add Members auto-complete list when users join or leave your organization.

To add or delete users, you can:

- Manually update the users list and submit the End-Users CSV.
- Develop an automated process for periodically updating the Add Members auto-complete users list.
- Develop a trigger-based process for updating the Add Members auto-complete user list.

NOTE: Deleted users are also removed from all channels in which they are members. Content ownership and analytics information of the deleted user are not deleted.

NOTE: Since user records are shared by all Kaltura applications running on the same account, we recommend that you delete records only of users who left the organization.

NOTE: Integrating the Add Members auto-complete feature directly with your information system to enable a real-time search of users may be possible as custom work. The integration requires real-time access and search capabilities based on user ID and user name. To learn more, contact Kaltura.

To develop an automated process for periodically updating the Add Members auto-complete users list

1. Define how frequently to schedule the update.

   Decide how often you need to update the Add Members auto-complete users list, and schedule the frequency of the update process accordingly.

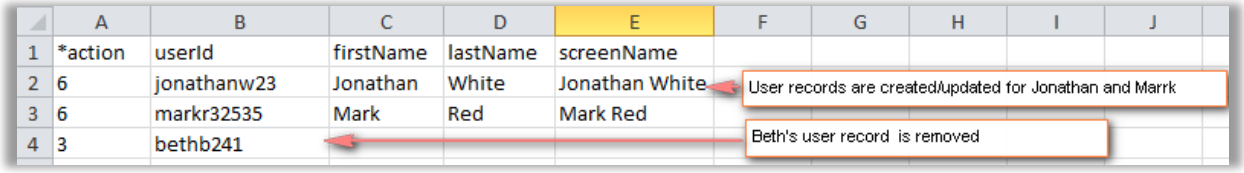
2. Develop an automated process that includes:

   a. List the users to add or delete in the Add Members auto-complete users list.

      Create the list of users to be added or deleted, based on your information system audit, querying, and export capabilities.

   b. Prepare the End-User CSV.

      Transform your update data to comply with the Kaltura's end-users CSV format for adding/deleting users from the user list. Insert the CSV field headers and specify the actions.
      To add a user, use the CSV *add or update* action (action = 6). To delete a user, use the CSV *delete* action (action = 3).



	A	B	C	D	E	F	G	H	I	J
1	*action	userId	firstName	lastName	screenName					
2	6	jonathanw23	Jonathan	White	Jonathan White					
3	6	markr32535	Mark	Red	Mark Red					
4	3	bethb241								

User records are added/updated/deleted using Kaltura's End-Users CSV

   c. Submit the End-User CSV.

      When the End-Users CSV is available, submit it to Kaltura using the Kaltura API: Call the user.addfrombulkupload API action.
      Bulk processing in Kaltura is handled in an asynchronous batch process. Track the completion status of the bulk job in the KMC on the Bulk Upload Log page or using email notifications set by Kaltura for your account.

NOTE: For the updating process, you can use direct Kaltura API calls (user.add, user.delete) instead of the CSV.

To develop a trigger-based process for updating the Add Members auto-complete users list

NOTE: For changes in your information system to trigger real-time updates to the Add Members auto-complete users list, your information system or related applications must support real-time triggering of notifications to other systems.

Develop the following:

1. Trigger an Add User notification.

   Create a script that implements the following Kaltura API requests when a new user who is eligible to access MediaSpace is added to your information system.

   - Call the user.add API action to create a new user record. Specify at least the following:
     - User ID
     - User's first name

    - User's last name
    - screenName (Combine the first and last names.)

2. Trigger a Delete User notification.

   Create a script that implements the following Kaltura API requests when a MediaSpace user leaves your organization.

   - Call the user.delete API action to delete the user's record from Kaltura.

     Specify the User ID.

3. Trigger an Update User notification.

   Create a script that implements the following Kaltura API request when an existing MediaSpace user's name changes in your information system.

   - Call the user.update API action to update the user record. Specify the following:

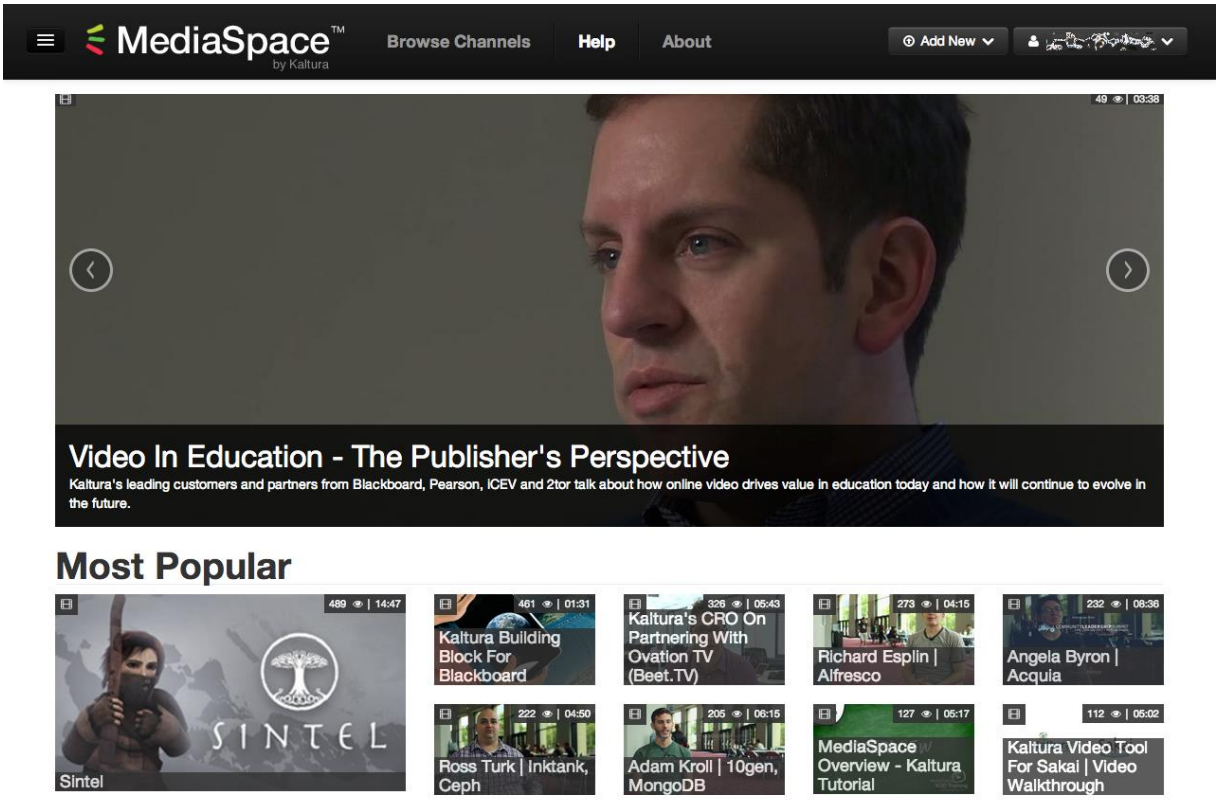
     - User ID
     - Updated values for:

       - User's first name
       - User's last name
       - screenName (Combine the first and last names

SECTION 5

Setting the Home Page

MediaSpace provides a home page module that allows you to curate and define specific content that you would like to feature in the landing page of your MediaSpace site. The home can contain a single large carousel and as many additional lists of featured content. This section describes how to configure your home page and set your MediaSpace site to display your home page as your landing page.



Configuring your Home Page

To configure your home page content

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the *Home* tab.
2. Under *enabled*, select **Yes**.
3. If you would like to use a carousel control: Select *Yes* for **carouselEnabled.**

   In the *carousel* section, Select the type of playlist to load in the carousel. The options are:

   - Most Recent – All published media by creation date
   - Most Viewed – All published media by number of views
   - Most Liked – All published media by number of likes
   - Most Commented – All published media by number of comments
   - Custom Playlist – This option will allow you to enter any manual or rule based playlist created via the KMC. When selecting this option, you can enter the playlist ID in the

additional **playlistId** field. Refer to the Kaltura Management Console (KMC) User Manual to learn how to create custom playlists.

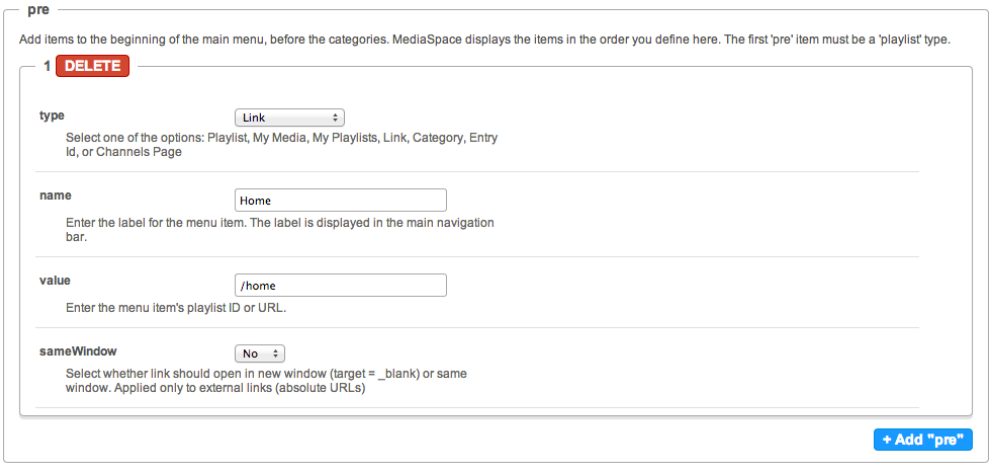
carouselBg – Defines the hex color code for letterboxing for cases that the thumbnail that is displayed doesn't fill the entire carousel

4. To add additional lists in the home page, in the *lists* section, click **Add "lists"**. Repeat these actions for each list to feature in the home page. For each list you can define the following:
   a. Select the **type** of playlist to load in the carousel. The options are:
   - Most Recent – All published media by creation date
   - Most Viewed – All published media by number of views
   - Most Liked – All published media by number of likes
   - Most Commented – All published media by number of comments
   - Custom Playlist – This option will allow you to enter any manual or rule based playlist playlist created via the KMC. When selecting this option, you can enter the playlist ID in the additional **playlistId** field. You can refer to the Kaltura Management Console (KMC) User Manual to learn how to create custom playlists

   b. **name** – The title that is displayed for the list in the home page.
5. Click **Save**.

To configure your home page as your landing page

1. Make sure the home page is configured and enabled as in the instructions.
2. Go to the *Navigation* tab.
3. Click **Add "pre"**
4. Add a:
   a. **type**: *Link*
   b. **name**: *Home* (or any other textual description that will appear in the navigation panel for your home page.
   c. **value**: */home*



5. Click **Save.**

NOTE: The home page must be the first item (top one) in your "pre" navigation items to function as the landing page of the site.

SECTION 6

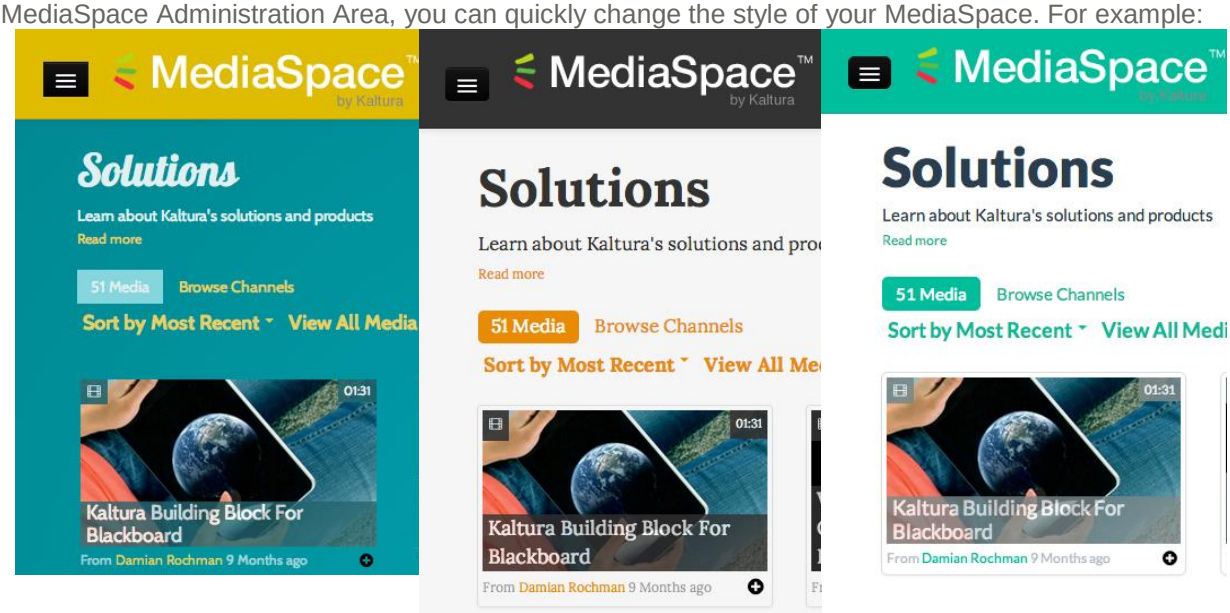
Customizing the Look and Feel

MediaSpace allows you to override the default style that is included in the application. The default style is defined in bootstrap.css. Since the default theme in MediaSpace is built on top of the Twitter Bootstrap framework, you can provide a standard Bootstrap CSS and override the default style that MediaSpace provides out-of-the-box.

This section defines the different options to “skin” MediaSpace and adjust it to your own brand colors.

Choosing a Different Included Style

MediaSpace includes 13 additional styles to choose from in addition to the default style. These styles are open source CSS files available from Bootswatch 2.X. With a single selection, from your Kaltura MediaSpace Administration Area, you can quickly change the style of your MediaSpace. For example:



To choose a different Bootswatch CSS

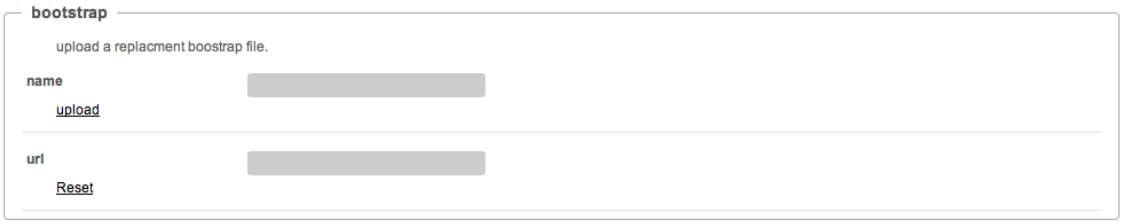
1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the *Bootswatch* tab.
2. Under *enabled*, select **Yes**.
3. Under *bootstrap*, select the Bootswatch CSS style you would like to apply to your site.
4. Click **Save**.
5. Refresh your MediaSpace site to see the updated style

Uploading your Own Custom Style

You can create your own custom Bootstrap CSS and upload it via the MediaSpace Administration Area. You can write a CSS using your favourite CSS editing tool, or use own of the many dedicated Bootstrap tools that generate a standard Bootstrap CSS without the need to do any coding. Refer to the Kaltura MediaSpace Styling Guide for information on how you can create your own custom CSS file before you upload it to MediaSpace.

To upload a custom CSS file

1. On the Configuration Management panel of the Kaltura MediaSpace Administration Area, open the *Cssupload* tab.
2. Under *enabled*, select **Yes**.
3. Click **Save**. You will not be able to upload a file until the module is enabled.
4. Under the *bootstrap* section, click the *upload* link.



5. Browse to your Bootstrap CSS file and click **Upload**.
6. The *additional* section, allows you to provide a separate CSS file for other CSS classes used in MediaSpace that are not part of the standard Bootstrap CSS file. If you want to override any of these classes, create a separate CSS file and upload it through the *upload* link in this section
7. Click **Save**.
8. Refresh your MediaSpace site to see the updated style.

SECTION 7

MediaSpace Administration: Actions and Configurable Fields

This reference section for the Kaltura MediaSpace Administration Area lists:

- The available actions in the User Management panel
- The configurable fields in the Configuration Management panel, which includes Global and Modules sections.

User Management

To add or modify user information

- In the KMS Admin window select the Manage Users tab.

Action	Description
Add New User	Add a new MediaSpace user. Define the following fields: • User ID • First Name • Last Name • Password • Role • (Optional) Email • (Optional) Extra Data (Additional data about the user)
Delete Checked	Delete all selected users. Note: Exercise caution when you perform this action.
Submit CSV	Import a CSV file to add multiple new users. Note that only "End Users CSV" can be submitted. "End Users Entitlements CSV", "Categories CSV" or "Entries CSV" must be submited via the KMC After you submit the CSV you can track the progress of your import from Kaltura Management Console (KMC). In KMC go to Content and click Upload Control. After the import is processed, refresh this page to view users and edit their properties.
Edit User	Edit the user fields defined when you added the selected user.
Delete	Delete the selected user.

Configuration Management: Global

NOTES:

1. Some fields are displayed only when you select a specific value for a different field.
2. The group's configurable fields follow the group name.

To modify KMS configuration modules

- In the KMS Admin window select the Manage Configuration tab.

Application

Field	Description
instanceId	Unique string to identify that installation of MediaSpace. This value can be set during installation only.
privacyContext	String used to be set as privacy context on root category. This value can be set during installation only.
userRoleProfile	Metadata Profile ID for user's role per KMS installation instance
title	What is your MediaSpace website title? The website title is displayed in the browser's title bar and usually is displayed in search engine results. Page titles consist of the name of the currently loaded media and the website title. For example, if a page has a video called 'My Video' and 'MediaSpace' is the website title, the page title is: 'My Video – MediaSpace
footer	What is your MediaSpace footer text? default is: MediaSpace video portal by Kaltura
theme	What is the name of your custom MediaSpace theme?
language	Which language should MediaSpace use? Note: Language files are in /locale/kms/{LANG}/default.po. See here for the list of supported KMS localization languages. Fr = French Jp= Japanese SR= Serbian Pt-Br Portuguese Brazlian En = English Es- Spanish D2L = custom language for D2L En_Custom = custom language Ar = Arabic De = German Da - Danish
enableLike	Enable the 'Like' feature for entries.
enableWebcam	Enable or Disable the Webcam upload.
enableEntryTitles	Include the media title in the URL of the media page when browsing the site and sharing a link to the media.
allowEditPublished	Enable editing of published entries
allowDeletePublished	Enable deletion of published entries

Field	Description
enableEntryDelete	Enable deleting the media from MediaSpace.
enableViews	Enable showing number of views per entry.
showPageTitles	Show page titles
enableUnlisted	Enable setting entries as unlisted. An unlisted entry can be viewed by anyone with the link to the entry page. Unlisted media can be accessed by anyone with a direct link to the media page and will not be displayed in search results.
timezone	Which timezone should MediaSpace use to present times and dates.
assetConsolidationEnabled	Enable assets (js/css) consolidation and minification.

Auth

Field	Description
demoMode	Enable the demo login mode? After entering any user or password combination, the user has an admin role
showLogin	Show login / logout menu on site header
phUser phPwd	user ID alternate field placeholder password alternate field placeholder
phLoginInstruction	login instructions
authNAdapter	What is the name of the PHP class for handling authentication? KalturaAuth enables the built-in User Management system (located at /admin/users). LdapAuth lets you use your organizational LDAP/AD server to authenticate users. To use your own custom class, click 'Add custom value' and enter the custom class name.
authZAdapter	What is the name of the PHP class for handling authorization? Authorization determines the user's role. KalturaAuth enables the built-in User Management system (located at /admin/users). LdapAuth lets you use your organizational LDAP/AD server to determine roles. To use your own custom class, click 'Add custom value' and enter the custom class name.
allowAnonymous	Can users access MediaSpace without logging in? If you select 'yes,' anonymousRole users can browse the galleries and view videos. For anonymousRole users, links/buttons for actions that require more advanced roles are displayed. When an anonymousRole user clicks a link/button that requires a more advanced role, a login screen is displayed.
anonymousGreeting	What text should be used in the header instead of an actual user name?
sessionLifetime	How long can a MediaSpace user session last?
sslSettings	Select your option for a secure login page (via https).
forgotPassword	
link	The 'link' options are: [1] Empty the value if you do not want a 'Forgot Password' link to be displayed. [2] Enter an email address preceded by 'mailto:' (without quotes). The user's local email client opens an email with the subject and body populated with the texts defined in the 'emailSubject' and 'emailBody' fields. [3] Enter a URL for a page that you define (for example, a mechanism for reminding users of their login credentials). Note: Do not enter 'true.'
emailSubject	If you enter an email address in the 'link' field, enter the text to populate the

Field	Description
	subject field of the email. If you do not want to populate the subject field, enter an empty string (' ').
emailBody	If you enter an email address in the 'link' field, enter the text to populate the body of the email. If you do not want to populate the body, enter an empty string (' '). For KalturaAuth's User Management send new password feature: (If authClass is set to KalturaAuth, MediaSpace exposes a user management system. This system's admin can click on a user's email to open the admin's local email client to email the new password to the user.)
reminderSubject	Enter the text to populate the subject field of the 'new password' email. If you do not want to populate the subject field, enter an empty string (' ').
reminderBody	Enter the text to populate the body of the 'new password' email. The password will be inserted automatically at the end of the body text. If you do not want to populate the body, enter an empty string (' ').

Categories

Field	Description
rootCategory	Which root category does MediaSpace use for all categories and content? A root category must be defined in the KMC.
restricted	Restrict categories to specific roles. Only users with the specified role can view media in the restricted category. Only users with adminRole or unmoderatedAdminRole can add media to the restricted category.
category	Select a category to restrict.
roles	Select one or more roles that can access the restricted category. Use 'Ctrl' to select multiple roles.

Channels

Field	Description
entriesPageSize	How many entries can be displayed on each channel page? (The default is 15)
pageSize	How many channels can be displayed on each channel page? (The default is 20.)
pageCount	How many page links can be displayed in the channel pager? (Dots represent page links that are not displayed.)
pagerType	Which kind of paging mechanism should be used in the channel page?
defaultChannelType	Select the default channel type when creating a new channel.
channelCreatorOpen	Select the minimal role that can create Channels.
channelCreatorRestricted	Select the minimal role that can create Restricted Channels.
channelCreatorPrivate	Select the minimal role that can create Private Channels.
channelCreatorSharedRepository	Select the minimal role that can create Shared repositories.
channelCreatorPublic	Select the minimal role that can create Public

Field	Description
	Channels
channelsTermUse	Add channel term of use. Use to configure a policy message that is displayed to users every time a channel is created. The configured text is displayed in the top of the channel creation
supportPublicChannel	Set to yes to support creation of channels that anonymous users can access. Note that after you change to 'no' anonymous users won't be able to view your public channels and the option to create public channels will be removed from the create channels page. Note that if you enabled this field then disabled it, the channels/ type would have to be manually reset to a new channel type.
channelsSorting	Use the drop down to select the channels' sorting default. The options are: Media Count, Alphabetical, Members and Subscribers or Most Recent..

Client

Field	Description
serviceUrl	The URL of the service for API calls. Modify the URL if you use the Kaltura On-Prem Edition.
CDNUrl	The CDN regular URL Used for Player and html5lib. Leave empty for default. You can change the Kaltura Server CDN URL used by the Kaltura HTML5 player and player embeds. The default value is http://cdnapi.kaltura.com. To update your CDN URL, add the URL in this field. Note: When configuring a KMS site to HTTPS, also change the CDN URL to https://cdnapisec.kaltura.com.
SecuredCDNUrl	The CDN secured URL. Used for Player and html5lib. Leave empty for default.
partnerId	Copy your Kaltura account's Partner ID from the Kaltura Management Console (KMC): KMC->Settings->Integration Settings.
secret	Copy your Kaltura account's user secret from KMC->Settings->Integration Settings (http://www.kaltura.com/index.php/kmc/kmc4#account|integration). Kaltura MediaSpace uses your user secret to create secure sessions to access the Kaltura API.
adminSecret	Copy your Kaltura account's administrator secret from KMC->Settings->Integration Settings (http://www.kaltura.com/index.php/kmc/kmc4#account|integration). Kaltura MediaSpace uses your administrator secret when you need an 'admin' session, which allows more actions than a user secret session.
verifySSL	Set to No, if you want to use SSL with a self-signed certificate.
proxy	Configure proxy settings if the HTTP communication from the MediaSpace server to Kaltura server has to go through a proxy
host	roxy server hostname or IP

Field	Description
port	Port through which the communication with the proxy is going through
username	OPTIONAL - proxy username if the proxy server requires authentication
password	OPTIONAL - proxy password if the proxy server requires authentication
type	Type of web proxy.

Debug

Field	Description
logLevel	Debug level of the KMS Log File (logs/kms.log)
kalturaDebug	Enable debug log of requests to the Kaltura API (logs/apidebug.log)
kalturaStats	Enable stats log of requests to the Kaltura API (logs/api.log)
emailErrors	Enable sending emails in case of errors

Gallery

Field	Description
pageSize	How many entries can be displayed on each gallery page? (The default is 10.)
pageSizeWide	How many entries can be displayed on each gallery page in the Wide gallery view (for example, search results, playlists)? (The default is 24.)
pageCount	How many page links can be displayed in the gallery pager? (Dots represent page links that are not displayed.)
pagerType	Which kind of paging mechanism should be used in the gallery page?
sortMediaBy	By default, how should media in the gallery be sorted?
globalSearchSortMediaBy	By default, how should media in the global search be sorted?
thumbnailRotator	Enable thumbnail image rotation on mouseover in galleries
categoryDefaultView	Default view for categories. You can define optional view modes for media items inside Galleries. Choose from Grid, Collapsed view or Detailed view.
categoryExplicitDateFormat	Explicit date format.
firstTabLoad	Select the tab you want to load first in categories. The options are: • Media • Category moderation • Channel categories

Header

Field	Description
headerStyle	Which background and matching theme should MediaSpace use for the header?
logoImageUrl	The option to load logo from URL - specify the URL of the logo. If URL is specified it will be used instead of logoImage (above). Default logo size is 325px wide X 41px high. Note: The width of the logo image affects the amount of space available for the Header menu. (See menu configuration below.)
logoAltText	The 'logoAltText' options are: [1] If you insert an image file in the 'logoImage' field, you may enter alternate text for the tag's 'alt' attribute; [2] If you enter 'false' or an empty string in the 'logoImage' field, you must enter text for the page header.
logoLink	The options for defining the behavior when a user clicks the logo are: [1] Enter 'false' if you do not want the logo to be clickable; [2] Enter 'home' to display the home page (displayed when MediaSpace opens); [3] Enter a full URL (starting with http://) to open a different page in a new browser window/tab.
enableUploadButton	Enable or Disable the 'Add New' button in the site's header

Metadata

Field	Description
descriptionRequired	Require users to fill in the 'Description' field when uploading or editing media?
tagsRequired	Require users to fill in the 'Tags' field when uploading or editing media?
readMoreEnabled	Enable/disable read more for entry description - shortening to 500 characters. ***Notice*** : channel & category description is always shortend.
metaDataInReadMore	If enabled metadata is hidden until clicking on 'read more...' works for all descriptions - entry/channel/category
basicNameFieldHelperText	Tooltip comment for the ***Name*** field when uploading or editing an entry.
basicDescriptionFieldHelperText	Tooltip comment for the ***Description*** field when uploading or editing an entry.
basicTagsFieldHelperText	Tooltip comment for the ***Tags*** field when uploading or editing an entry.
showDescriptionInTooltipMeta	Choose whether to display field's description as a tooltip

Moderation

Field	Description
reasonSex	Please provide the reasons KMS users can choose for flagging media. (If none are provided, the default Kaltura reasons will be used)
reasonViolence	Please provide the reasons KMS users can choose for flagging media. (If none are provided, the default Kaltura reasons will be used)
reasonHarmful	Please provide the reasons KMS users can choose for flagging media. (If none are provided, the default Kaltura reasons will be used)

Field	Description
reasonSpam	Please provide the reasons KMS users can choose for flagging media. (If none are provided, the default Kaltura reasons will be used)

Navigation

Use options in this module to add menus to your MediaSpace header.

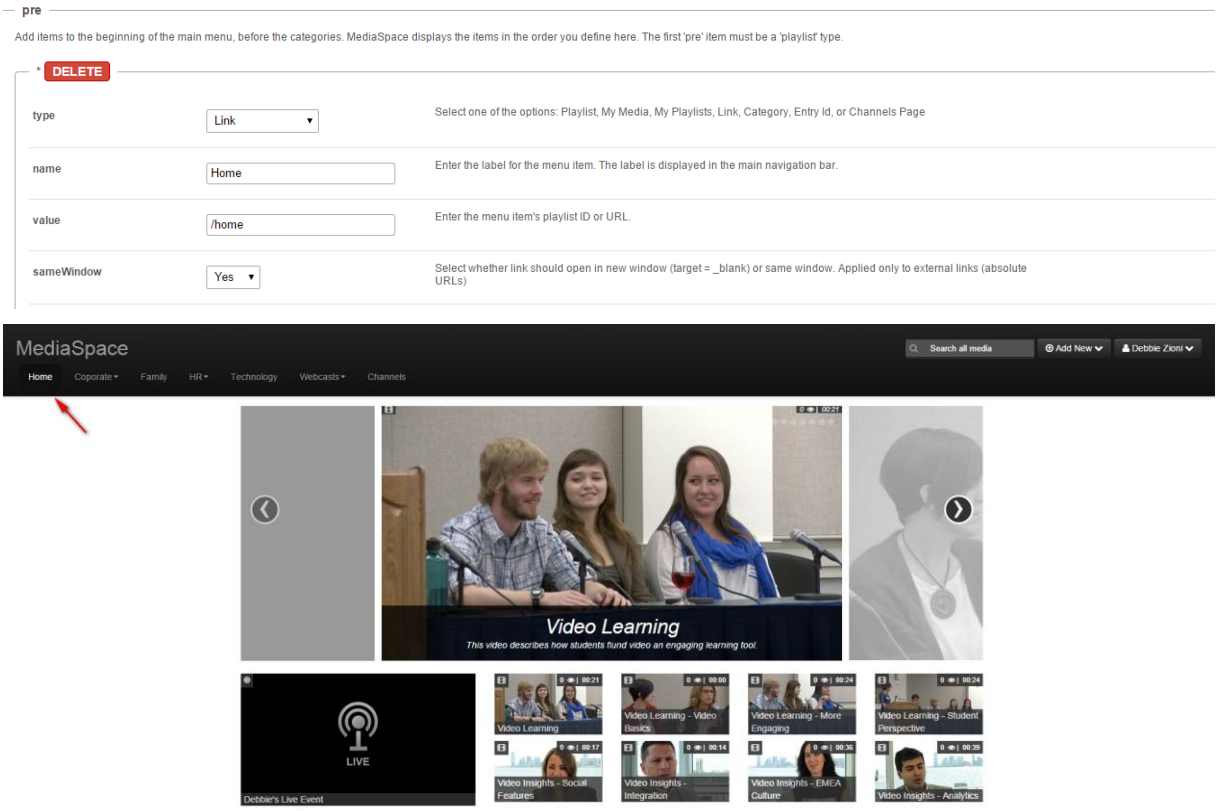
Field	Description
navigationStyle	Vertical - a hidden vertical menu appears on the left in all resolutions, Horizontal - a horizontal menu appears in desktop resolution and vertical menu appears in lower resolutions.
includeCategories	Select 'No' if you don't want the categories to display in main navigation and only want PRE and POST items to appear
showSearchBoxInHeader	relevant only for horizontal navigation - select 'yes' to show the search box in the header instead of in the navigation pane.
pre	Add items to the beginning of the main menu, before the categories. MediaSpace displays the items in the order you define here. The first 'pre' item must be a 'playlist' type.
type	Select one of the options: Playlist, My Media, My Playlists, Link, Category, Entry Id, or Channels Page
name	Enter the label for the menu item. The label is displayed in the main navigation bar.
value	Enter the menu item's playlist ID or URL.
post	Add items to the end of the main menu, after the categories. MediaSpace displays the items in the order you define here.
type	Select one of the options: Playlist, My Media, My Playlists, Link, Category, Entry Id, or Channels Page
name	Enter the label for the menu item. The label is displayed in the main navigation bar.
value	Enter the menu item's playlist ID or URL.

Example: Add the Home menu to the header

Configure the options to display the Home Page menu in your KMS header.

To add the Home page link to the header

1. In the “pre” section, select Link from the type dropdown menu.
2. Enter an intuitive name for the menu. In this example: Home
3. Enter “/home” in the value field.
4. Select Yes for the Home page to open in the same window.
5. Click Save.

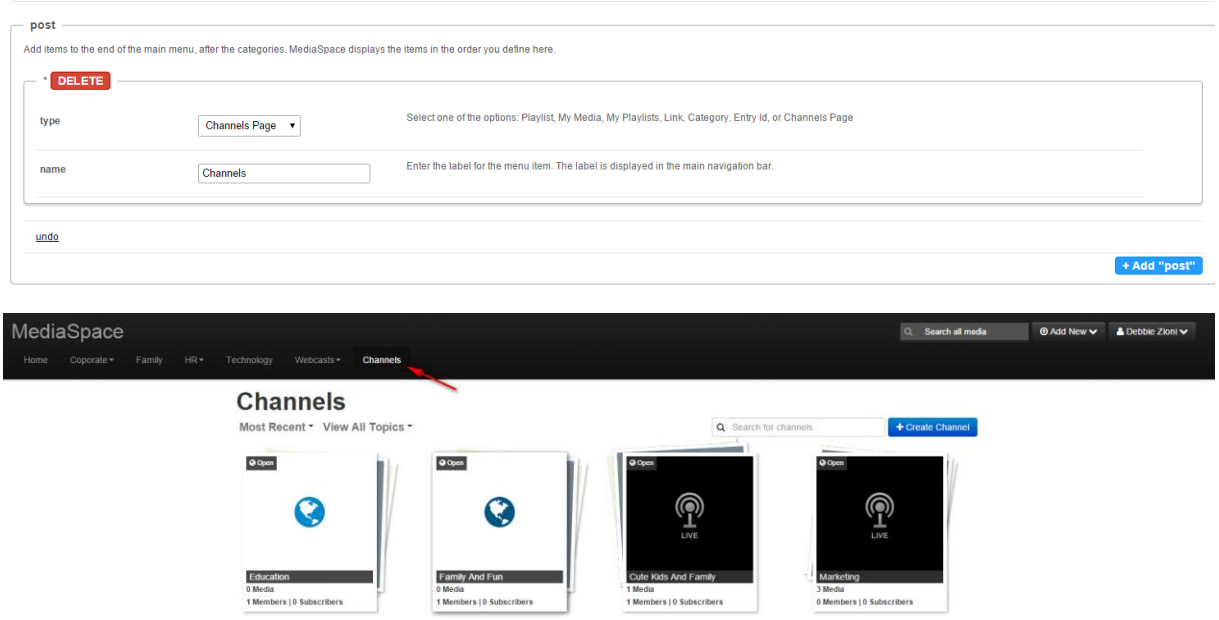


Example: Add the Channels menu to the header

Configure the options to display the channels menu in your KMS header. The Channels menu displays all available channels. My channels displays only channels that are created by the user.

To set the vertical navigation menu

1. In the “post” section, select Channels Page from the “type” drop down menu.
2. Enter an intuitive name for the menu. In this example: Channels
3. Click Save.

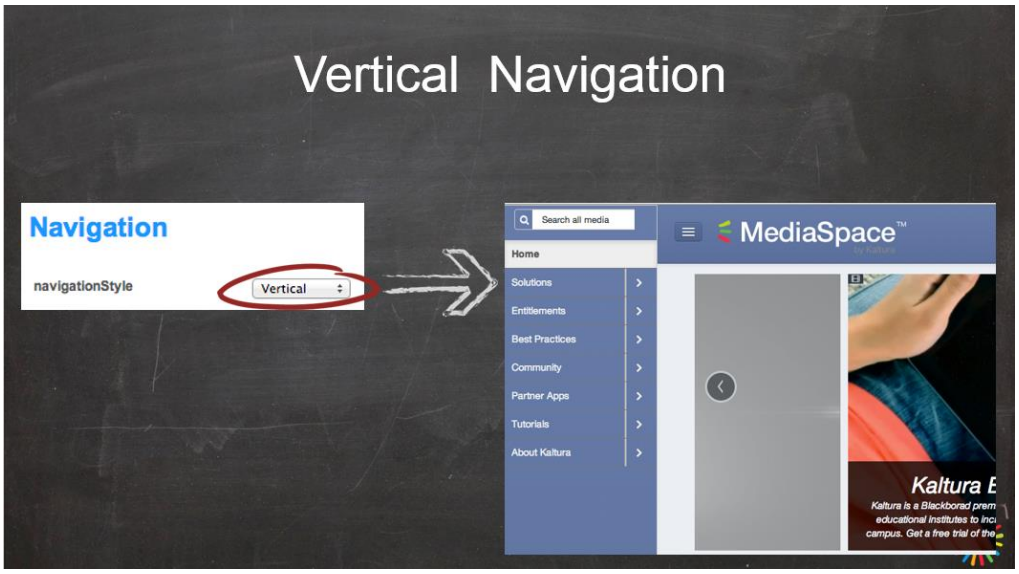


Example: Configure a vertical navigation layout menu.

To set the navigation menus

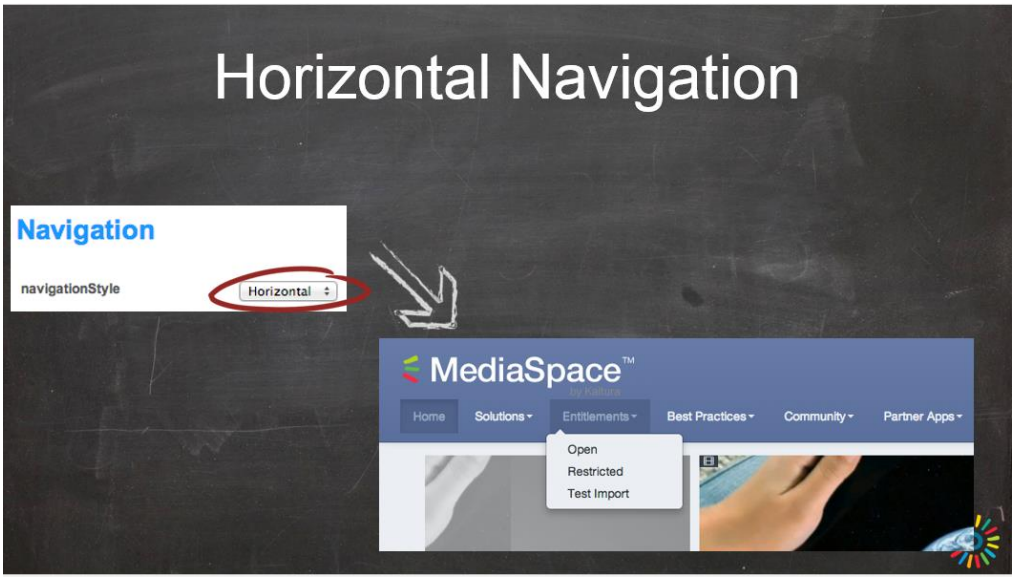
Vertical

4. Set the *navigationStyle* value to vertical.
5. Click Save.



Horizontal

1. Set the *navigationStyle* value to vertical.
2. Click Save.



Player

Kaltura MediaSpace instances are automatically created using the Kaltura v2 Player.

Field	Description
playerId	What is the player ID (uiConf ID) of the player that plays the embedded video?
playerBarHeightPixels	The height (in pixels) of the player ui which is not part of the actual video (for example - the bottom bar)

Field	Description
playerVideoRatioPercent	The ratio (in percent) of the video inside the player. Standard values: 16:9 = 56.25 , 4:3 = 75 , 16:10 = 62.5
playerEditId	What is the player ID (uiConf ID) of the player that edits entries?
autoPlayOnLoad	When MediaSpace loads, should the video that is loaded in the player begin playing automatically? Notes: (1) Autoplay is triggered when MediaSpace starts and each time a new page loads, such as when switching from My Playlists to a gallery page. (2) The player always begins playing automatically when a user clicks a video in a gallery, regardless of whether autoPlayOnLoad is enabled.
playback	Which Playback method should MediaSpace use? Kaltura Auto' is the default playback option for a new MediaSpace instance. MediaSpace administrators can select additional playback options. From *Player > playback*, select any of the following options: • **Auto** - Kaltura server chooses between HTTP Progressive Download and Akamai's HTTP Adaptive Streaming, based on entry duration and available flavors. Auto gives you the best video delivery and playback quality for your entry. • **HTTP Progressive Download** – Allows you to pause the video playback and wait for the content to download. Typically used where viewers have very limited bandwidth and might experience more buffering than adaptive bitrate. • **HTTP Streaming (HDS)** - HTTP streaming based on Adobe technology. Allows adaptive bitrate so the player can adjust the video quality on the fly based on network and CPU conditions. • **HTTP Streaming (Akamai HD)** – HTTP streaming based on Akamai's technology. Allows adaptive bitrate so the player can adjust the video quality on the fly based on network and CPU conditions, formally called Akamai HD. • **RTMP Streaming** – RTMP streaming based on Adobe technology. Allows adaptive bitrate so the player can adjust the video quality on the fly based on network and CPU conditions. • **Secure Transport (RTMPE)** - RTMP encrypted using Adobe's security mechanism which wraps the RTMP session in a lighter-weight encryption layer. RTMP is not formally supported for MediaSpace based on the Kaltura On-Prem Edition.
playerModerationId	What is the player ID (uiConf ID) of the player shown in moderation pages?

PlaylistPage

You can generate a player ID or refer to the playlist player ID in this module if you need to use the player ID number.

Field	Description
playerId	Enter the Playlist playerId. The playerId field is initially empty and the following message is displayed: "Create a Playlist player ID (uiConf ID) for playlists dedicated view page". Click Create to generate the player ID.

Roles

Field	Description
anonymousRole	What is the name for the Anonymous User role? A user with anonymousRole can browse your site anonymously until trying to access pages/actions that require login: My Media, My Playlists, and Add New.
viewerRole	What is the name for the Viewer role? A user with viewerRole can browse public galleries, is not authorized to upload new content, and does not have a My Media page.
privateOnlyRole	What is the name for the Private uploads role? A user with privateOnlyRole can upload content to My Media, cannot publish to galleries, and can add media.
adminRole	What is the name for the Admin role? A user with adminRole can upload content to all galleries and can upload content.
unmoderatedAdminRole	What is the name for the Unmoderated Admin role? A user with unmoderatedAdminRole can upload content and bypass moderation (when moderation is enabled for an account).

Security

Field	Description
allowLoadInIframe	Allow MediaSpace to be loaded in Iframe. The default is NO for XFS.

SharedRepositories

The SharedRepositories module allows 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. The shared repository allows education institutions and enterprises to create a shared media location for media that anyone with access to it has publishing rights to other areas in MediaSpace.

Metadata is composed of the following:

- customDataProfileId
- nested filters

At least one of these must be defined for the Advanced Search form to display in your MediaSpace instance.
customDataProfileId (schema) - Create a metadata schema, and select it in the KMS admin sharedRepositories module..

NOTE: The customDataProfileId selected in the sharedRepositories module **MUST** be different than the profileId selected in Customdata module.

nested filters - Select "yes" in the KMS admin nestedFilters field, to enable the nested filters appearance in KMS and to create the nestedFilters category (if needed).

Nested filters should be created in the KMC. In the KMC Categoriestab site > nestedFilters category, add nested categories (up to 2 levels) which will be used as labels on the entry. For example, Create nestedFilters>Science category and nested to it create nestedFilters>Science>Physics and nestedFilters>Science>Biology. This allows you to tag your entry with the relevant labels.

Currently, searching for nested filters is only available via the Shared Repository Advanced Search.

Field	Description
enabled	Enable shared repositories.
amountOfSharedRepositories	Amount of shared repositories to show in the drop down (when adding media from shared repository).
termsOfUseLink	Enable Terms of Use
nestedFilters	Enable nested filters. Configure them as nested categories under root>site category in the KMC (http://kmc.kaltura.com/index.php/kmc/kmc4#content|categories).
customDataProfileId	Choose custom metadata schema for media in the shared repository. All custom data schemas can be viewed in KMC > Settings > Custom Data (http://www.kaltura.com/index.php/kmc/kmc4#account|metadata).
requiredFields	Which custom metadata fields are required before publishing media to a shared repository? Use custom data system names from KMC > Settings > Custom Data (http://www.kaltura.com/index.php/kmc/kmc4#account|metadata).
dateFormat	What is the format of the date for the datepicker (of the shared repository custom data)?

Widgets

Field	Description
ksuId	What is the uiConf ID of the Kaltura Simple Uploader (KSU)? MediaSpace uses KSU to upload videos, images, and audio files.
krecordId	What is the uiConf ID of the kRecord widget? MediaSpace uses kRecord to record and upload video from a webcam.
rtmpUrl	What is the URL of your RTMP Server? The URL is required for Webcam recording.
krecordDefaults	Configure recording details. Select Yes, *to* expose additional fields to configure the webcam widget quality.
emailErrors	Enable sending emails in case of errors.

Search

Field	Description
entriesPageSize	How many entries to show in search results.
inVideoPageSize	How many in-entry search results to show.

MediaCollaboration

Field	Description
mediaCollaborationEnabled	Enable MediaCollaboration module.
changeOwnerEnabled	This field is available when the MediaCollaboration module is enabled. The change owner feature has a special configuration for the co-editor/co-publisher and can be set to enable or disable the co-editor or co-publisher without any dependencies.

Enable this module to change the media owner and edit co-editors and co-publishers.

NOTE: If configuration is set to 'no' after it was set to 'yes' and in the interim, entries were added with co-editors and co-publishers, all co-editors and co-publishers will lose their ability to view, edit or publish those entries.

Configuration Management: Modules

NOTES:

1. Some fields are displayed only when you select a specific value for a different field.
2. Field group names are in bold. The group's configurable fields follow the group name.

Addcontent

Field	Description
enabled	Enable the Addcontent module.

Addtoplaylists

Field	Description
enabled	Enable the Addtoplaylists module.
allowCreation	Allow users to create new playlists from the 'Add to Playlists' module?

Attachments

Enable this module to:

- allow media owners to attach files of any type to their media,
- enable media viewers to download the file before, during or after viewing.

Field	Description
enabled	Enable the Attachments module.

Bootswatch

Change the bootstrap.min.css file in use by KMS. Only useable for Bootstrap based themes. To preview Bootswatch themes, and create your own, see http://www.bootswatch.com

Field	Description
enabled	Enable the Bootswatch module.
Bootstrap	Select the CSS file to use.

Captions

Field	Description
enabled	Enable the Captions module.
captionsKsuId	What is the uiConf ID of the Kaltura Simple Uploader (KSU) used for captions? MediaSpace uses KSU to upload .SRT and .DFXP

Field	Description
	caption files.
thumbnailRotator	Enable thumbnail image rotation on mouse over in captions search results
entriesPageSize	How many entries are displayed as captions search results on each page? (The default is 10)
captionsPageSize	How many caption lines are displayed for each entry in search results? (The default is 5)

Chapters

NOTE: The minimum player version required for this module to work is v2.26.
The Chapters module is mandatory for the Kaltura CaptureSpace module but can also work independently, without it.

Field	Description
enabled	Enable the Chapters module.

Cielo24

cielo24- searchable captions™ and Kaltura have partnered to provide Kaltura clients with full caption, index and transcription services.

Field	Description
enabled	Enable the Cielo24 module.
logo	Hide or Show the cielo24 logo?
allowOrdering	Which user can order captions?
allowAuthorize	Which user can authorize and delete caption orders?
userName	The username of the cielo24 account
password	The password of the cielo24 account
serverURL	cielo24 server URL
language	Language default language (can be changed by user - if allowed)
Additional language	Which role can request an additional language?
fidelity	Fidelity default value (can be changed by user - if allowed)
fidelityOverride	Which user can override the fidelity default value?
fidelityChoices	Which fidelity options should be available?
turnaroundTime	Turnaround Time default value (can be changed by user - if allowed)
format	caption output format
progressiveReturnDefault	Progressive Return: Quickly return lower-fidelity captions while selected fidelity is being processed? (can be changed by user - if allowed)
turnaroundTimeOverride	Which user can override the Turnaround Time default value?
progressiveReturn	Which user can select a progressive return option?
allowNotes	Which role can add notes to the request?

Field	Description
cielo24ProfileId	Custom Metadata profile Id for cielo24

Clipper

Enable this module to create a Clip button in the Edit Media page. The Create Clip feature allows media owners to create clips directly from the Edit Media page.

Field	Description
enabled	Enable the Clipper module.
showClipAttribution	Should a clipped entry page contain an attribution to the original entry.
clipKdpUiconfId	What is the uiConf ID of the clipper kdp.
clippAppUiconfId	What is the uiConf ID of the clipp App.
clipperProfileId	The clipper custom data profile id.)

Comments

Field	Description
enabled	Enable the Comments module.
channelCommentsProfileId	Custom Metadata profile Id for channels
entryCommentsProfileId	Custom Metadata profile Id for entries
entryCommentsCountProfileId	Custom Metadata profile Id for entry comments count
commentsAllowed	Who can add comments?
pageSize	Number of comments to display
sort	Sort comments by newest or oldest first?
sortReplies	Sort replies by newest or oldest first?
allowClose	Allow content owners to disable/close comments for particular entries
showInGalleries	Enable/disable showing of comments for entries in the gallery page
showInChannels	Enable/disable showing of comments for entries in the channels page
showInChannelsOnly	Show comments on media entries to users only in the context of a channel. In this case, users will not be able to see media comments if browsing to the media from search results, my media or any other context that doesn't include the context of the channel. To enable this feature, from the KMS Admin > Comments set showInChannelsOnly to Yes.
showAddTimedCommentsCheckbox	Show Add comment at mm:ss checkbox.
showPrivateCommentsConfig	Show configuration for setting private comments per gallery/channel

Contentpolicy

Field	Description
enabled	Enable the Contentpolicy module.
contentPolicyText	Content policy for my media entries and channels. Use [b]foo[/b] - for bold, [i]foo[/i] - for italic. Full list here.

Cssupload

Upload CSS files to your KMS site.

Field	Description
enabled	Enable the Cssupload module.
upload bootstrap	Upload an alternative bootstrap.min.css file to the one in use by KMS. Only useable for Bootstrap based themes.
upload additional	Upload an additional css file to KMS to include additional classes not defined as part of the standard Bootstrap CSS file

Customdata

Field	Description
enabled	Enable the Customdata module.
profileId	What is the ID of the custom metadata? Copy the custom data schema ID from KMC > Settings > Custom Data (http://www.kaltura.com/index.php/kmc/kmc4#account|metadata).
dateFormat	What is the format of the date for the datepicker
requiredFields	Which custom data fields are required when uploading or editing media? Use custom data System Names from KMC > Settings > Custom Data (http://www.kaltura.com/index.php/kmc/kmc4#account|metadata).
privateFields	Which custom data fields are not displayed in MediaSpace? Use custom data system names from KMC > Settings > Custom Data (http://www.kaltura.com/index.php/kmc/kmc4#account|metadata). Note: Private custom data fields are not hidden when the media owner accesses the media from My Media.
showInSearchResults	Allow custom data to be searchable

Disclaimer

MediaSpace administrators can enforce the Terms of Agreement text and checkbox for end-users to review and/or accept before uploading or publishing content.

Field	Description
enabled	Enable the Disclaimer module.
disclaimerProfileId	The disclaimer custom data profile id.
disclaimerField	Which custom data field is required to be checked when uploading or publishing media?.
disclaimerText	Text to show when explaining user the reason for this checkbox.
agreeText	The text to display next to the checkbox that the user accepts the

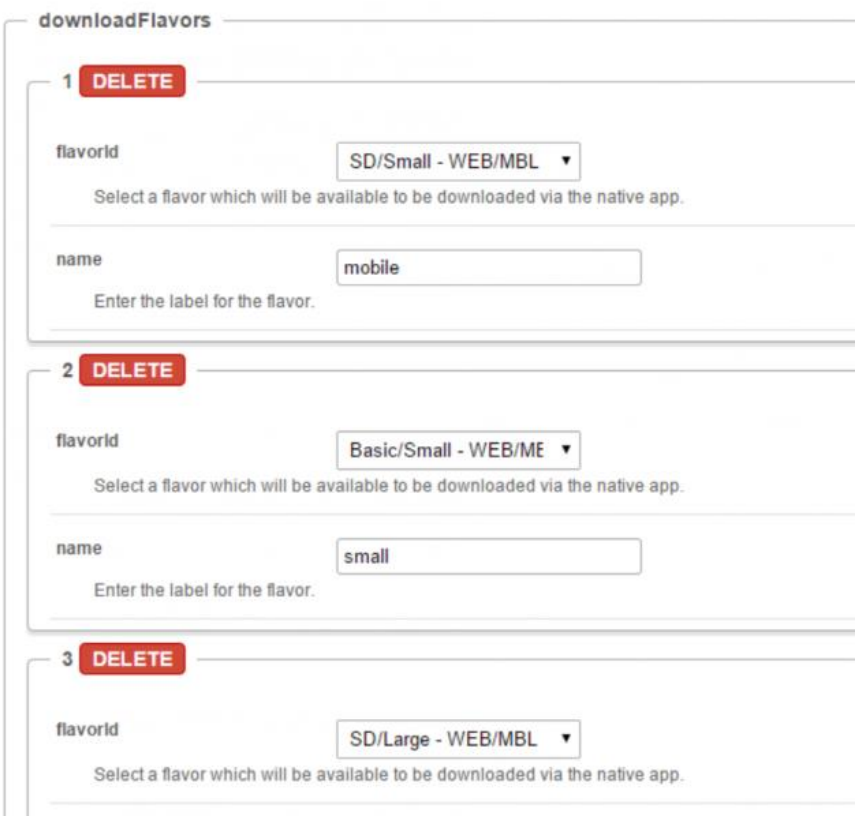
Field	Description
	terms of agreements.
displayArea	Before Upload - Terms of agreement are displayed to the user before they can contribute content. Only after the user agrees, the upload, launch screen recorder and other buttons are displayed. After checking the box, the button (or other option to upload) is enabled and the checkbox is disabled so it cannot be unchecked. Before Publish - Terms of agreement are presented as part of metadata in the upload screen and in the edit media screen. The checkbox can be configured as a required field preventing the user from publishing media if the checkbox is not selected (This is the same behavior as when required metadata is not completed). After terms are agreed to by the user (The checkbox is selected and saved) the field turns into view only and select cannot be unchecked,
agreeRequired	This is relevant only if selected to show before publish. In this case the module displays the text of the terms of agreement and does not display a checkbox for the user to select.

Downloadmedia

Enable this module to configure downloadable versions of the media for viewers to download from the media page.

Field	Description
enabled	Enable the Downloadmedia module.
downloadRoles	Select one or more roles that can use the Downloadmedia module.
downloadFlavors	Click Add Download Flavors to configure the flavors that will be visible to the media owner to choose from. You, the admin, choose as many flavors as you want from the list of the transcoding profiles, as they appear in the KMC. You then can name the flavors as they should be displayed to the media owner. If no name is given, the flavor default name in Kaltura is used as the default name.. The final list that is displayed to the media owner includes the list that was chosen by the admin, the flavors that are actually set (in the KMC) for this KMS instance and all other available flavors on the specific entry. It is advised that the KMS admin will verify with KMC admin what flavors are checked for the account beforehand.

Example of Donwloadmedia Configuration



Emailnotifications

Click on the dedicated page link in this screen to get to the page where you can enable the different email notification events and define the email templates for each.

Field	Description
enabled	Enable the Emailnotifications module.

Embed

Field	Description
enabled	Enable the Embed module.
secureEmbed	Use secure embed. MediaSpace entitlements are enforced on media that is embedded in external sites. When embedding restricted or private media to your sites and blogs, you will be prompted to authenticate (if not already authenticated). If a user is authorized to watch the media according to the entitlements defined in MediaSpace, the media will play. Otherwise, a message will be displayed that they are not authorized to watch the media.
showMediaURL	Show link to media page.
emailShare	Sharing by email
allowEmbedIframeShare	Allow/Restrict sharing using 'iframe'. This configuration is only supported for non v2 supported players
embedAllowed	Select one or more roles that can use the Embed module. Use 'Ctrl' to select multiple roles. His End-users can share Kaltura unlisted and published media via Email. This is available in share tab, like media grab embed and page link. The media will be shared by the

Field	Description
	default mail client on the machine.
embedSkins	Define skins that can be used for embedded players.
name	What is the name of the skin? The skin name is displayed when the user selects an embed skin.
imgFile	What is the relative path to the image file on the server? The image file represents how the skin looks.
uiConfId	What is the numerical value of the player ID to use in the embed code?
embedSizes	Define sizes that can be used for embedded players. Define the player size in the following format: {width}x{height}
large	608x402
medium	400x285
small	304x231

Embedplaylist

You can set the playlist embed to be secure (similar to entry secure embed). MediaSpace entitlements are enforced on a playlist that is embedded in external sites. When embedding a playlist to your sites and blogs, you will be prompted to authenticate (if not already authenticated). If a user is authorized to watch the media according to the entitlements defined in MediaSpace, the media will play. Otherwise, a message is displayed indicating that the user is not authorized to watch the media. If the playlist secureEmbed feature is not enabled, only public media is viewable in the playlist, However, when the playlist secureEmbed is enabled, you will be required to login (to display the additional media aside from the public media of the playlist). Playlist secureEmbed cannot work when anonymous MediaSpace is enabled.

Field	Description
enabled	Enable the Embedplaylist module.
secureEmbed	Use secure embed.
playlistEmbedAllowed	Select one or more roles that can use the Embedplaylist module. Use 'Ctrl' to select multiple roles.
embedSkins	Define skins that can be used for embedded playlists.
light_horizontal	
dark_horizontal	
light_vertical	
dark_vertical	
embedSizes	Define sizes that can be used for embedded playlists.
horizontal	
vertical	

Facebook

Add the open-graph metadata to the view media page to support embedding videos in a Facebook feed by simply copy and pasting the URL of the media page.

To use this feature ‘allowAnonymous’ in ‘auth’ module must be enabled as well and 'Default

Entitlement Enforcement' on the partner should be disabled .

Field	Description
enabled	Enable the Facebook module.
fPlayerId	What is the player ID (uiConf ID) of the player that plays videos on Facebook?

Headermenu

Field	Description
enabled	Enable the Headermenu module.
menu	Define the items that are displayed on the top right in the header menu.
type	Type can be My Media, My Playlists, URL, Menu, or My Channels.
label	For a URL, enter the URL label. For a Menu, enter the label.
link	Enter a URL. A URL that starts with http:// opens in a new window.
items	A menu item consists of a label (text) and a link (URL).
sameWindow	Select whether link should open in new window (target = _blank) or same window. Applied only to external links (absolute URLs)
linkLoaction	Choose the location of where each added link will appear. Added links can be displayed in the header itself (as they did before) or in the user drop down menu that is part of the header (for example, “My Media”, “My Playlists, etc.). To define the location of your menu items of type URL, configure the **linkLocation** for each menu of type URL.

Home

Use this module to configure your MediaSpace home page/landing page.

Field	Description
enabled	Enable the Home module.
thumbnailRotator	Enable thumbnail image rotation on mouseover in homepage
carouselEnabled	Show the carousel
carouselInterval	interval (in miliseconds) between carousel transitions
carouselStyle	Select carousel style
carousel	
type	Select content for the Carousel: Most Recent, Most Viewed, Most Liked, Most Commented or Custom Playlist
carouselBg	carousel background color
playlistId	Enter a custom playlist ID
lists	To add playlists to your home page. You can use playlists that have been configured in the KMC.
type	Select content for the list:

Field	Description
	Most Recent, Most Viewed, Most Liked, Most Commented or Custom Playlist
Name	Enter the list name to display. Choose “custom” to enter a KMC playlistid

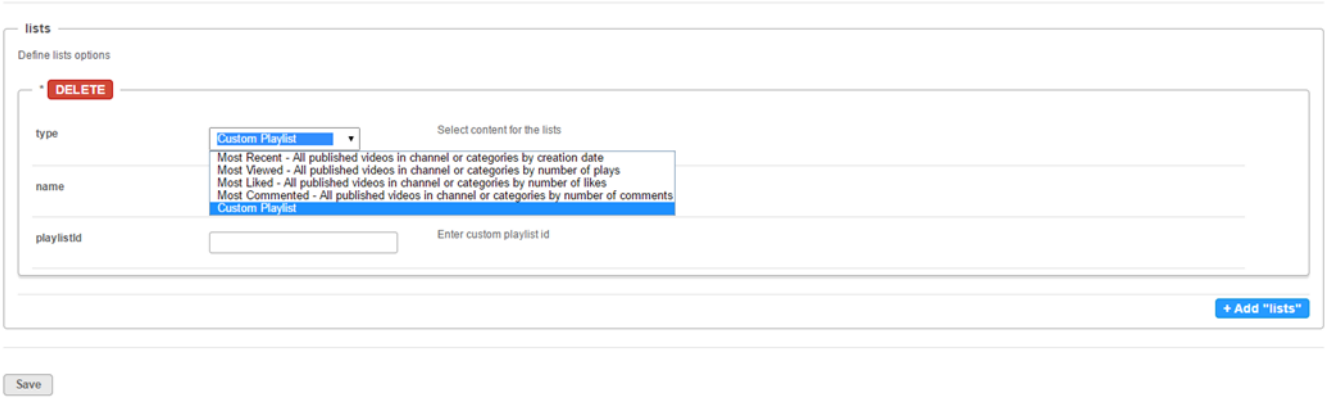
Example: Configure the carousel display

To configure the carousel display

1. Select an option from “type” drop down menu.
2. Click Save.

To add a custom playlist

1. Select Custom Playlist from the Type drop down menu.
2. Enter the playlistId. The playlistId can be obtained from the KMC.
3. Click Save.



Oembed

Field	Description
enabled	Enable the Oembed module.
type	Which type of oEmbed code should be displayed? 'Short' is the common type. For example: http://url.for.mediaspace/id/xyz, where xyz is the media asset ID (entry ID). 'Short' links are valid URLs. A 'Short' link entered in a browser loads MediaSpace with the video loaded in the player. 'Full' is much longer than 'Short.' Use 'Full' when your oEmbed 'consumer' cannot convert a link embed code to

Field	Description
	a full oEmbed request.
enableCustomization	When a user selects 'oEmbed' for the 'Select Embed Type' option, should the options for selecting a player skin and player size be displayed? Note: If you enable customization, your oEmbed must be able to accept the oEmbed link format that is created.
playerId	What player ID (uiConf ID) should be used to display the embedded video? Note: If you are not sure, enter 'default' (without quotes) or leave the playerId field empty. MediaSpace will use the value of the first embedSkin config.
height	What is the height (in pixels) of the oEmbed player? Enter only the number.
width	What is the width (in pixels) of the oEmbed player? Enter only the number.

Publish

Field	Description
enabled	Enable the Publish module.
defaultPublishStatusOnUpload	Define the default privacy for each newly uploaded media. Prior to this change, each newly uploaded media's status was set to "Private" as the default. Now, MediaSpace administrators can configure every newly uploaded media to be set as "Unlisted" by default, and allow the media owner to change the privacy mode. To configure this option, set the required value for **defaultPublishStatusOnUpload**. Note that this configuration is applicable only if Unlisted mode is enabled on your MediaSpace instance. You can check if it is enabled under Application > enableUnlisted.
manPublish	Enable publish to a list of categories - from the menu, media, and upload. Disable this if you do not have access to the list of categories.

Related

Field	Description
enabled	Enable the Related module.
limit	How many related videos can be displayed?

ReplaceMedia

Media owners can replace their media, while keeping metadata, URL and analytics in place. The same functionality as in the KMC is available in KMS and is configurable in the Replacemedia module.

NOTE: Only video entries may be replaced. Any time-based metadata on the entry will be kept in place and may be out of sync with the new media, The metatdata should be manually adjusted.

Field	Description
enabled	Enable the Replacemedia module.

Field	Description
replaceMediaFromUrl	When true, the Replace Media module will have the Upload from URL option
ValidateUrl	When true, the module will validate the URL before upload.

Screencapture.

Field	Description
enabled	Enable the Screencapture module.
ksrId	What is the widget ID (uiConf ID) of the Kaltura Screen Recorder Widget (KSR) used in MediaSpace?
videoBitrate	The video bitrate quality (in kbps) to use for the capture. For example 2000
advancedOptionsEnabled	Enable the option to select frames per second by the user
limitationNoteEnable	Show limitation note?
limitationNote	Configure limitation note.

Sidemymedia

Field	Description
enabled	Enable the Sidemymedia module.
limit	How many Sidemymedia items can be displayed?

Sideplaylists

Field	Description
enabled	Enable the Sideplaylists module.
limit	How many items can be displayed in a side playlist?
items	Define playlists to display on the right side next to the player.
label	Enter the playlist label.
id	Enter the ID of the playlist to display.

Staticpages

You can add static/content pages to your MediaSpace site. Static pages can be used, for example, to create help pages, privacy policies etc. From the KMS Admin, enable the *Staticpages* module. After you enable the module, you can add multiple pages to your site. Each page should include:

Field	Description
Module Info	
description	Create custom static pages in KMS.
styling	It is best to use Bootstrap css classes in the markup.

Field	Description
custom styling	Use inline styles, or consider using the css upload module.
enabled	Enable the Staticpages module.
title	The title of your page to display as the page header
pageSlug	What is the ***unique*** semantic slug for your page? (e.g. www.yourvideoportal/<slug>) The unique identifier for the page to be accessed as a URL. For example, if you provide 'privacy' as a slug, you can add links to your static page as [MediaSpace URL]/privacy. You can add these links in Navigation or Headermenu modules or anywhere you want to include links to your pages within the MediaSpace site.
permission	Select the minimum role allowed that can access this page. Set as anonymousRole to keep this page public.
content	What is the content of this page? You can use HTMLmarkup and Bootstrap.

Thumbnails

Field	Description
enabled	Enable the Thumbnails module.
thumbnailsKsuId	What is the uiConf ID of the Kaltura Simple Uploader (KSU) used for thumbnails upload? MediaSpace uses KSU to upload thumbnails files.
extensionWhitelist	define allowed extensions, example: jpg, png, jpeg, gif (one item per extension)

Twitter

The Twitting media URL enables content to be visible and playable in the Kaltura player within Twitter. To use this feature ‘allowAnonymous’ in ‘auth’ module must be enabled as well and 'Default Entitlement Enforcement' on the partner should be disabled

NOTE: Twitter requires that every domain is approved by their approval process. The Twitter approval process includes testing the experience across the various platforms, as well as re-validating it periodically.
More information and how this can be done can be found here.

Field	Description
enabled	Enable the Twitter module.
tPlayerId	What is the player ID (uiConf ID) of the player that plays videos on Twitter? This should be a V2 player..
siteUserName	@username of website, to be used as value for twitter:site meta tag

Userreports

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?

The mediaAnalytics field should be enabled to display the Analytics page. The Analytics page is accessed from the 'Actions' drop down of the entry page. The Analytics report is identical to the analytics for the entry in the KMC.

Field	Description
enabled	Enable the Userreports module.
mediaAnalytics	Enable media analytics for media owner
num_days	Default number of days
page_size	Default page size

Configuration Management: Category Modules

Categorymembers

Field	Description
enabled	Enable the Categorymembers module.

Categorymoderation

This module may be used by a category manager to enable moderation for a category.

Field	Description
enabled	Enable the Categorymoderation module.
page_size	Default page size

Configuration Management:Channel Modules

Channelcategories

This module allows users to associate channels to categories and replaces the ChannelTopics module.

Field	Description
enabled	Enable the Channelcategories module.
channelCategoriesProfileId	The profile id of the Channel Categories metadata profile.

Channelmembers

Field	Description
enabled	Enable the Channelmembers module.
preventAddingUsers	When set to true, if the channel is mapped to a group name, the channel manager will not be able to add/remove users manually. Only alternative option would be to change the role of the users that were added through the synchronization process.

Field	Description
preventChangingRole	(default false). Used to support use cases where the offline synchronization process controlw both the users and their role in the channel and prevent the channel manager from overriding those settings via KMS.
addMemberGuidelines	Add member guidelines text when creating/adding member to channel. Use [b]foo[/b] - for bold, [i]foo[/i] - for italic. The entire list is here

Channelmoderation

You can define whether new channels that are created should be moderated by default. In addition, MediaSpace administrators can configure if the moderation option can be disabled by channel managers, to comply with use cases where moderation must be enforced. In the *Channelmoderation* module, you can set the *moderationDefaultValue* to define if the moderation option should be enabled or not by default when channels are created. The *forceModeration* parameter, in the same module, removes the checkbox from the channel creation form, allowing the MediaSpace administrator to control the moderation configuration centrally.

Field	Description
enabled	Enable the Channelmoderation module.
forceModeration	Force moderation on every new channel creation,
moderationDefaultValue	Default value when moderation checkbox is enabled

Channelsubscription

Field	Description
enabled	Enable the Channelsubscription module.
channelSubscriptionProfileId	Custom metadata profile id for storing whether channel subscription is enabled for channel

Channeltopics

Field	Description
enabled	Enable the Channeltopics module.
profileId	What is the ID of the Channel Topics metadata? Copy the custom data schema ID from KMC > Settings > Custom Data (http://www.kaltura.com/index.php/kmc/kmc4#account|metadata).
topicField	What field contains the available Channel Topics? Use custom data System Name from KMC > Settings > Custom Data (http://www.kaltura.com/index.php/kmc/kmc4#account|metadata).
page_size	Default page size

Configuration Management:Entry Type Modules

Audioentry

Field	Description
customPlayerId	What is the player ID (uiConf ID) of the player that plays audios? Leave blank to use the default player.
playerBarHeightPixels	The height (in pixels) of the custom player ui which is not part of the actual video (for example - the bottom bar). Leave blank to use the default player value.
playerVideoRatioPercent	The ratio (in percent) of the audio inside the player. Standard values: 16:9 = 56.25 , 4:3 = 75 , 16:10 = 62.5. Leave blank to use the default player value.
embedSizes	Define sizes that can be used for embedded players. Define the player size in the following format: {width}x{height}. This setting requires a custom player. If a custom player is not specified, the audio entry uses the default video player.

Imageentry

Field	Description
imagePlayerId	What is the player ID (uiConf ID) of the player that shows images?
imageWatermarkUrl	What is the URL of the image that should be used as watermark?

Liveentry

Field	Description
enabled	What is the player ID (uiConf ID) of the player that shows images?
multicastStreaming	Use multicast Streaming for Live Events (if DVR is enabled, it will be disabled in runtime).
dvrEnabled	Enable DVR for Live Events
recordingEnabled	Enable recording of Live Events (up to 24 hours)
transcodingProfile	Which transcoding profile will be used for Live Events? Select Cloud or Multicast.
liveBroadcasterRole	Who can create Live Events? If a role is selected, any role above it will also be able to create live events.
krecordUIConfId	ID of the UIConf for KRecord used for publishing live streams

Videopresentations

Field	Description
enabled	Enable the Videopresentations module
sortMediaBy	By default, how should media in the gallery be sorted?
kpwid	What is the widget ID (uiConf ID) of the Kaltura Video-Presentation Widget used in MediaSpace?
kvpmDocUploadId	What is the uiConf ID of the Kaltura Document Upload widget? The Kaltura Document Upload widget is used by the Kaltura Video-Presentation widget.

Field	Description
kvpmCreationId	What is the uiConf ID of the Kaltura Video-Presentation widget? The Video-Presentation widget enables users to synchronize video with PowerPoint presentations.

Webcast

NOTE: This module is used with InterCall Webcasting only.

Field	Description
enabled	Enable the Webcast module
intercallWebcastProfileId	The profile id of the webcast metadata profile.
sortMediaBy	By default, how should media in the gallery be sorted?
embedAllowed	The webcast is an external entry and embed is not allowed.
expiryTime	The session expiration time (in seconds) sent in the entry link. Keep it as short as possible.

Youtube

MediaSpace users can add YouTube video content and metadata into MediaSpace. Hosted content on YouTube is played back on the Kaltura V2 player from version 2.13 and above. To update the player to the latest player version, re-save the player settings in the KMC Studio > Universal Studio tab.

Field	Description
enabled	Enable the Youtube module
previewPlayer	The player uiconf to use for the YouTube entry preview when adding a new entry. Leave blank to use the default MediaSpace player.
replaceYouTubeEntryMessage	The message to display when replacing a YouTube entry.

Custom/Core Modules

Capturespace

This module creates lecture capture entries using the Kaltura CaptureSpace agent.

NOTE: CaptureSpace depends on the Chapters module. Make sure it is enabled.

Field	Description
enabled	Enable the CaptureSpace module
FTP	CaptureSpace SFTP drop folder.
server	CaptureSpace SFTP server
path	CaptureSpace **SFTP** server path
user	User name of CaptureSpace **SFTP** drop folder
password	Password of CaptureSpace **SFTP** drop folder
AddNewLabel	Label for the 'Add New' menu item.
AllowDownloadingClient	Allow end users to download the personal capture recording agent from KMS.
allowedRoles	Who can create Lecture Captures? If a role is selected, any role above it will also be able to create Lecture Captures.
entryURL	What URL to show the user after the captured media is uploaded. Leave blank for KMS base URL.

Channel Playlists

There are three admin modules used to configure the Channel Playlists:

- Channelplaylists
- PlaylistPage Module
- Embedplaylist

ChannelPlaylists Module

Field	Description
enabled	Enable the ChannelPlaylists module
channelPlaylistsTabName	The title of the tab which will be added to the channel (Media Gallery) and will be presented first.
entriesSource	Add media to the playlist from the cahnnel gallery itself, from My Media or from all entitled areas in the site.

From this page you can:

- Enable the Channel Playlists feature
- Rename the Channel Playlists tab's name

Enabling Channel Playlists

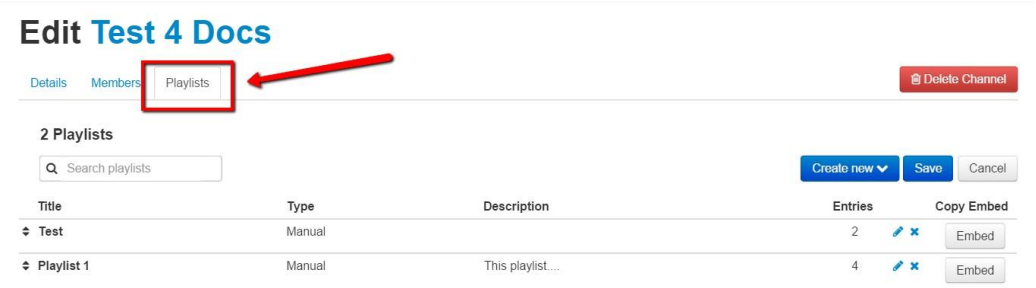
By default, Channel Playlists are not activated and the menu items are not visible to users.

To enable Channel Playlists:

1. From the **Channelplaylists** page change the setting in the **enabled** field from **No** to **Yes**.
2. Click **Save** to apply the changes.

Renaming the Playlists Tab

Admin users can rename the Playlists tab that appears in the Edit Channels page:



To rename the Playlists tab:

1. From the Channelplaylists page change the setting in the channelPlaylistsTab Name field from Playlists to any value you want.
2. Click Save to apply the changes.

Embedplaylist

From this page you can:

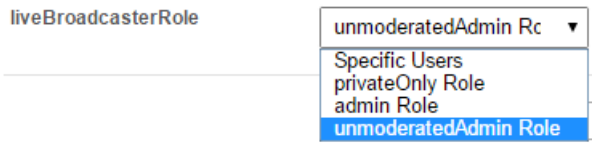
- Enable the Embed Feature
- Enforce authentication by activating the SecureEmbed option that will force users to login to view the media.
- Define who (what Role) will be able to use the Embed feature by choosing one of the options in the PlaylistEmbedAllowed.
- Direct users to the SSO Login page by setting the value of autoRedirect to Yes.
- Define if the redirect for authentication will be in the top of the browser window (for global authentication) or in an iFrame.
- Create your own redirect message in autoRedirectMessageHTML.
- Define the HTML text (may include links) to display inside the iFrame in case a user is only allowed to a subset of the playlist content due to entitlements with authorizedForSubsetHTML.
- Define the HTML text (may include links) to display inside the iFrame if autoRedirect is set to False with notAuthenticatedHTML.
- Define the HTML text (may include links) to display inside the iFrame in case Kaltura Entitlement authorization fails with notAuthorizedHTML.
- Specify the URL to an alternate CSS, to allow a customer to customize the iFrame design to fit corporate style guide with overrideCSSURL.
- View skin colors and positions, V2 player types and player sizes.

Events

Field	Description
enabled	Enable the Events module.

Kwebcast

NOTE: Currently the Kwebcast module uses live entries, therefore if it's enabled the live entry module must be disabled.

Field	Description
enabled	Enable the Kwebcast module
applicationName	This configuration value is passed to the webcast application
applicationLogoUrl	URL to a logo image which is passed to the webcast application
transcodingProfile	Which transcoding profile will be used for Webcast Events?
liveBroadcasterRole	Who can create Webcast Events? If a role is selected, any role above the role selected will be allowed to create Webcast Events. 
ProducerAppUiConfID	ID of the UIConf for the Kwebcast application
SupportSelfServe	Whether to allow self-serve scenario (this is not fully supported)