

Kaltura MediaSpace™ Enterprise 2.0

User Guide

July 2011

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I. Introduction

This document will guide you through the various features available on the Kaltura MediaSpace Enterprise 2.0 demo site that can be accessed here: <http://demo.kaltura.com/mediaspace/media2/>

II. Homepage

The homepage displays all media available for anonymous viewing:

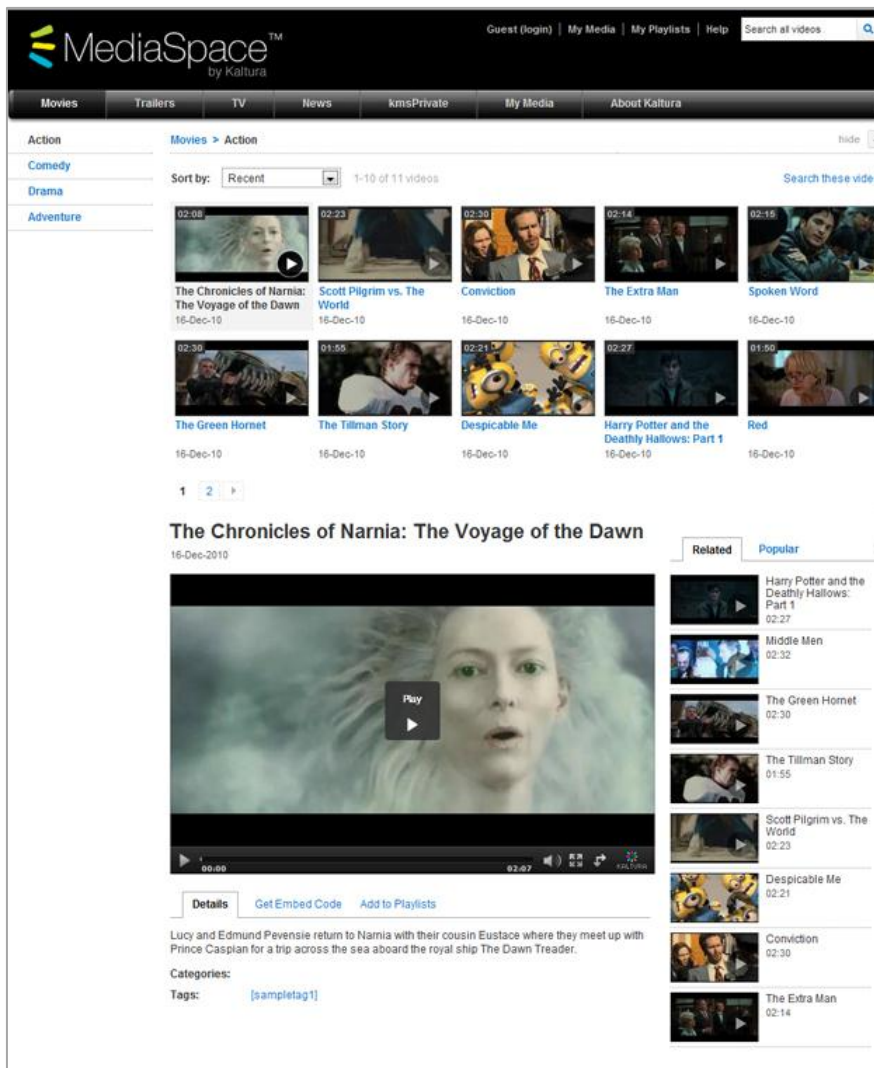


Figure 1: Homepage

III. Login

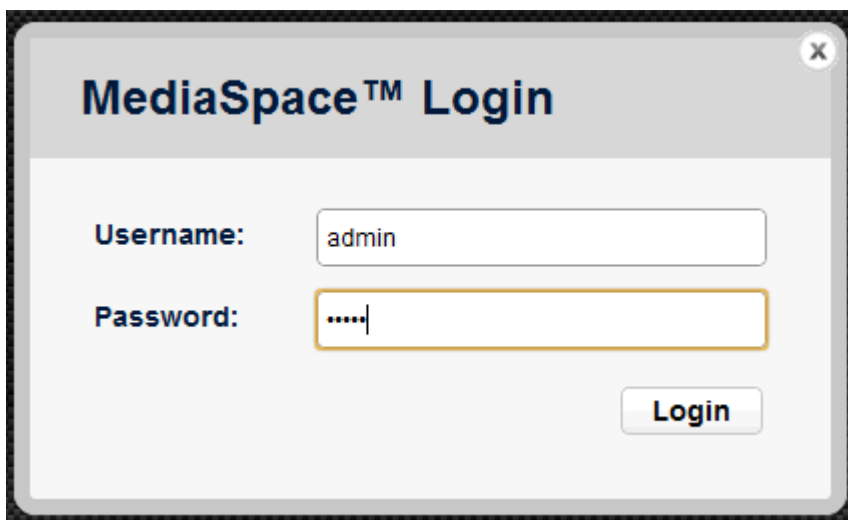
To login to the site click the login link or the “My Media” tab:



Once the login window appears, enter your username and password.

On this site, you can login as:

- User: **viewer** (password: viewer) – this user will allow you to view MediaSpace content
- User: **admin** (password: admin1) – this user will allow you to upload media and grab embed codes, but content you upload will not be published until moderated and approved.
- User: **sysadmin** (password: sysadmin) – this user will allow you to upload media and publish it to MediaSpace without moderation. Remember that this is a public site and all content will be displayed to all visitors.



The screenshot shows the MediaSpace Login window. The Username field contains 'admin' and the Password field contains '.....'. The Login button is visible.

IV. Viewing Media

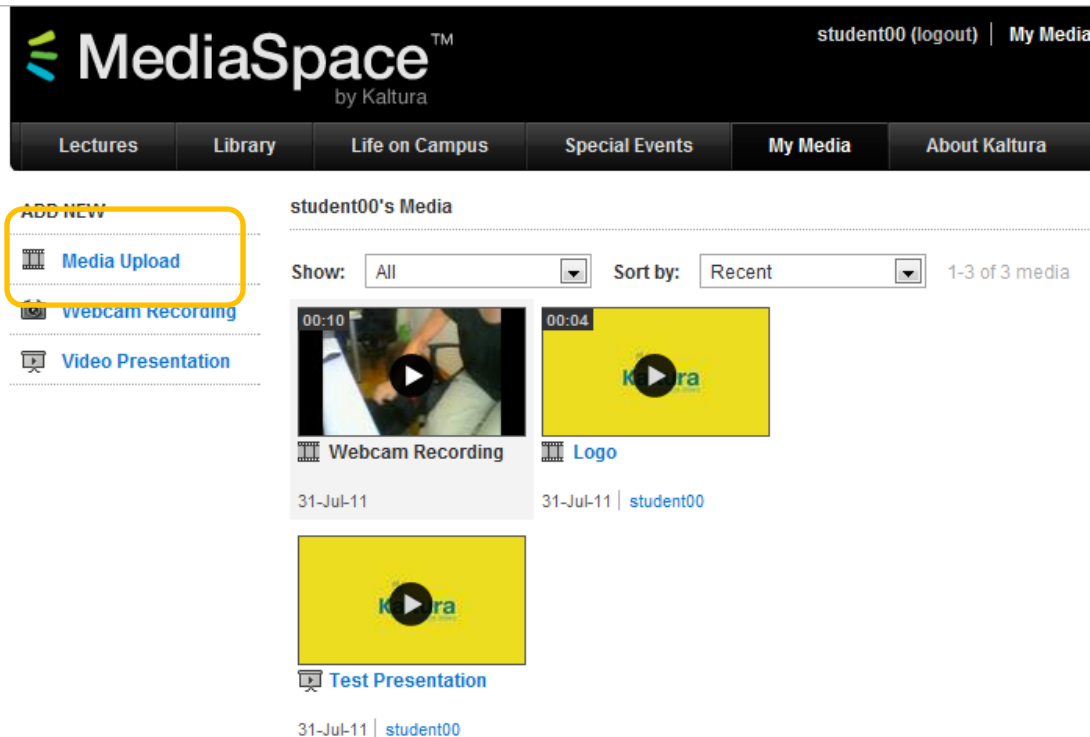
The video player includes options for volume control, full screen, and enlarging the player. When viewing MediaSpace on an iOS device, videos are played back in a built-in iOS video player.



Figure 2: Expand Player

V. Uploading Media – Public and Private Videos

Click on “My Media” and then on the “Upload Media” button.



MediaSpace™
by Kaltura

student00 (logout) | My Media

Lectures Library Life on Campus Special Events My Media About Kaltura

ADD NEW

- Media Upload
- Webcam Recording
- Video Presentation

student00's Media

Show: All Sort by: Recent 1-3 of 3 media

00:10 Webcam Recording 31-Jul-11

00:04 Logo 31-Jul-11 | student00

Test Presentation 31-Jul-11 | student00

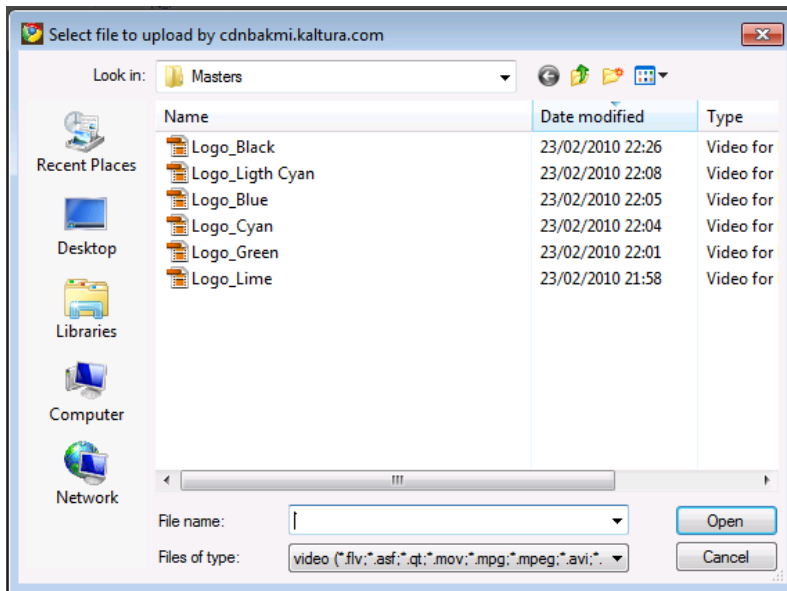
Figure 3: Media Upload

This will open the Media Uploader that allows you to select one or more videos from your desktop or record a video from your webcam. You can either publish the video to a public MediaSpace category or mark it as private. A private video remains in your “My Media” – you can either grab the video’s embed code or publish it later.

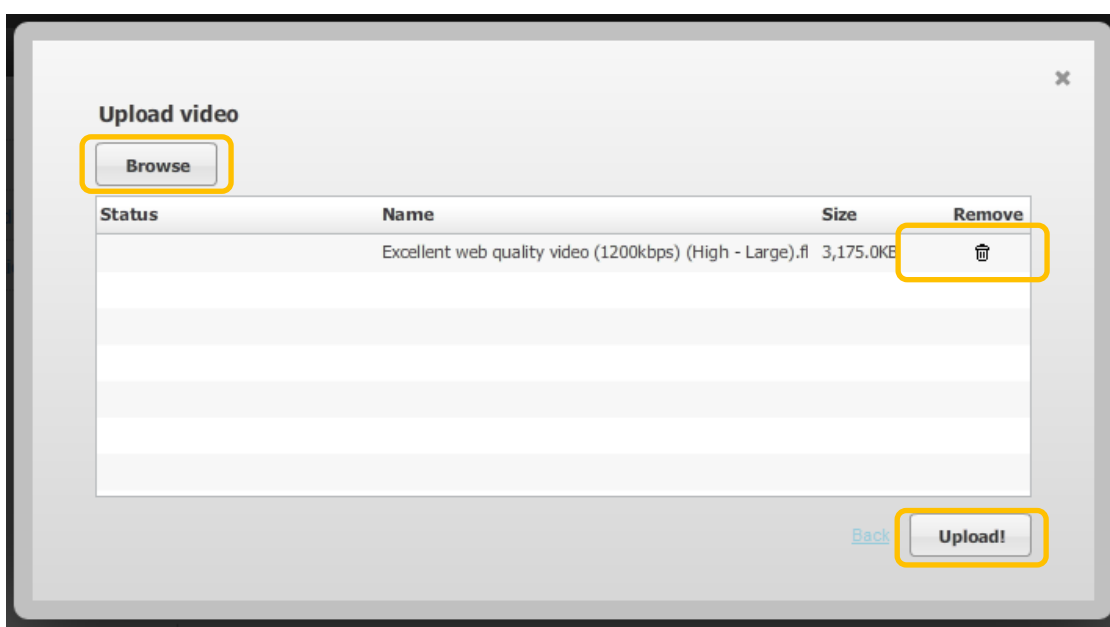
1. To upload a video, click on the browse button:



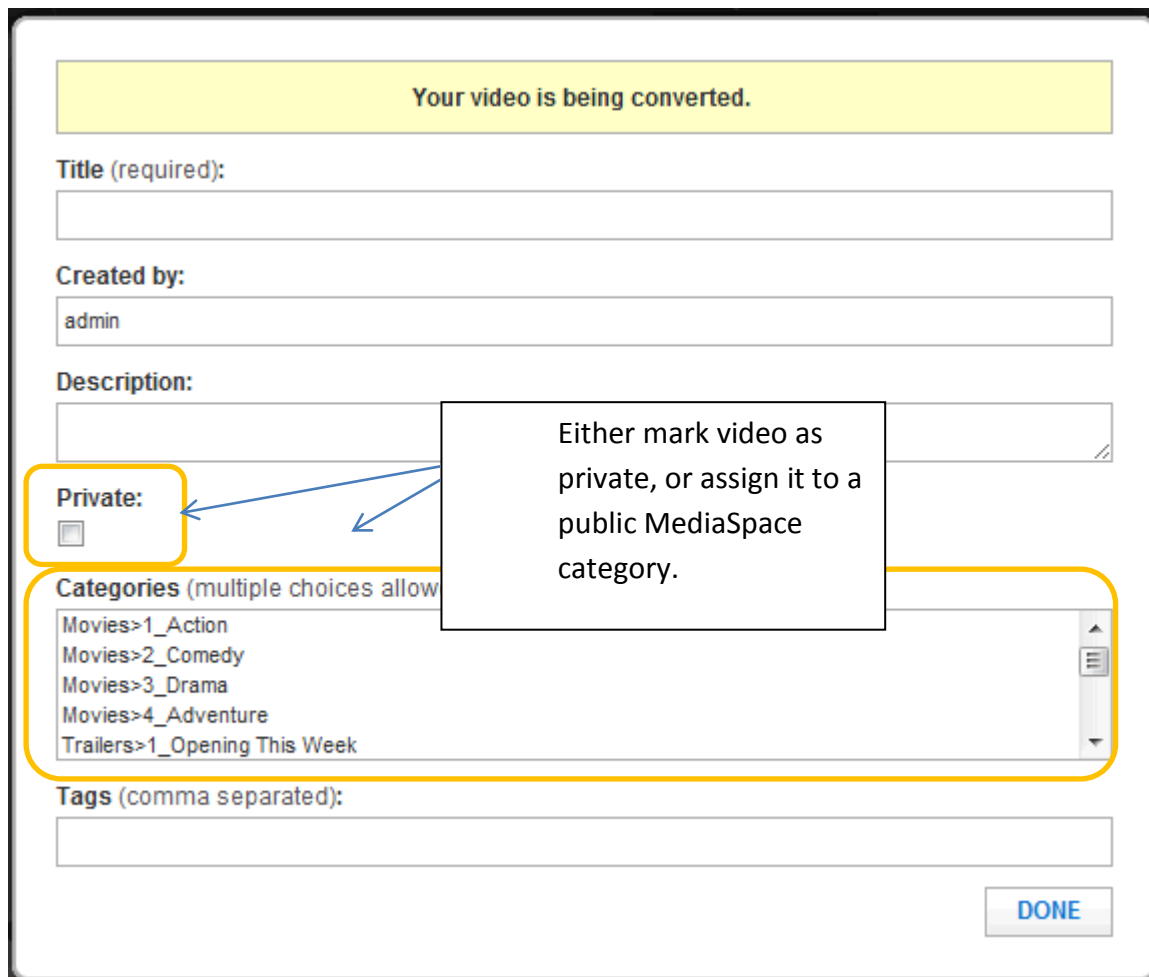
2. Select the video you want to upload:



3. Click the “Upload” button to start the file transfer
4. Once the file has finished uploading, you can select more files for upload by clicking “Browse”, remove selected files or continue by clicking “Upload”.



- Once the upload is finished, the video is converted for optimal playback. During conversion, you can edit the video details. (You can also do this later - no need to stay on the page at this point).



Your video is being converted.

Title (required):

Created by:

Description:

Private:

Categories (multiple choices allow)

Tags (comma separated):

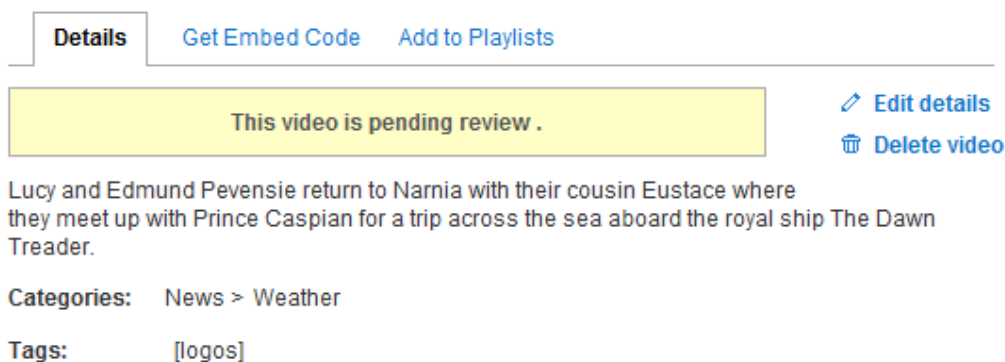
DONE

Figure 4: video Details

Video Details include:

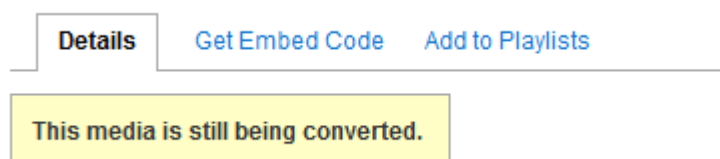
- **Video title:** Required Field
- **Created by:** the display name of the video author that will appear in MediaSpace
- **Description**

- **Mark as Private:** this will allow you to keep the video in “My Media” but will not display it on other MediaSpace pages. You can always assign the video to a public category later.
 - **Categories:** Assigning to public MediaSpace category will display this video in the appropriate MediaSpace gallery (you can choose more than one).
 - **Tags:** Adding tags to media will display the media item when the tag word is searched for and appear in “Related” playlists.
6. Once you click “Done” on the edit details window, you will be able to see your uploads in “My Media”. If you logged in as user:admin, videos will be viewable by others in MediaSpace only after an administrator has reviewed them and marked them as approved. Until they are approved, the video will be displayed in “My Media” with a notice that the video is pending review.



The screenshot shows a video details interface. At the top, there are three tabs: 'Details' (selected), 'Get Embed Code', and 'Add to Playlists'. Below the tabs is a yellow warning box with the text 'This video is pending review .'. To the right of the box are two links: 'Edit details' (with a pencil icon) and 'Delete video' (with a trash icon). Below the warning box is the video title: 'Lucy and Edmund Pevensie return to Narnia with their cousin Eustace where they meet up with Prince Caspian for a trip across the sea aboard the royal ship The Dawn Treader.' Below the title are the categories 'News > Weather' and tags '[logos]'.

If media is still converting, you will see the following message:



The screenshot shows the same video details interface as above, but with a yellow warning box containing the text 'This media is still being converted.' instead of the 'pending review' message.

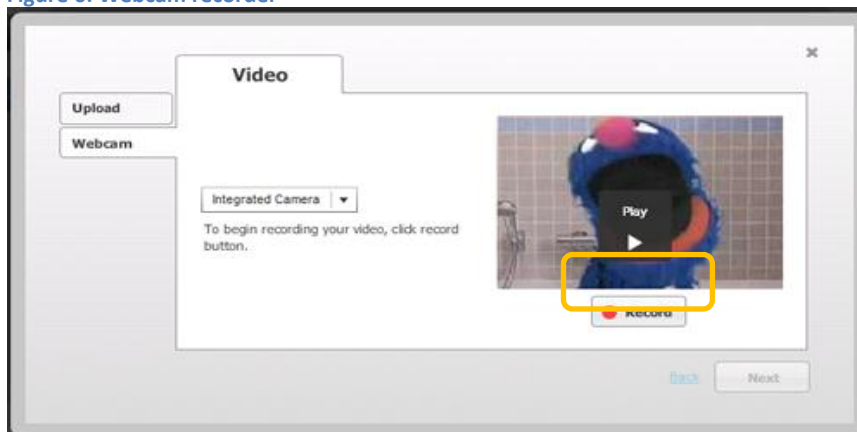
VI. Record from Webcam

To record from webcam, select the “Record from Webcam” action in “My Media”, then select your camera and start your recording.



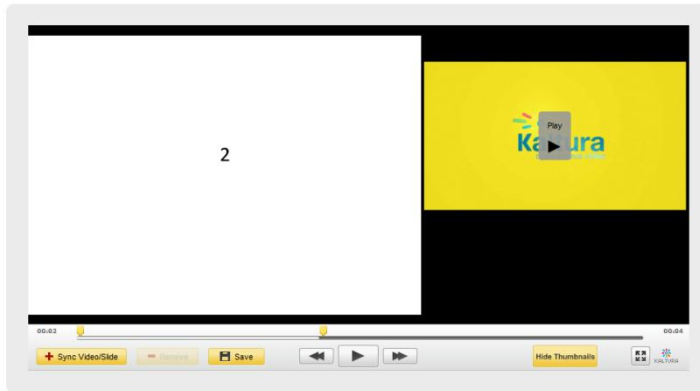
Figure 5: Record from Webcam in "My Media"

Figure 6: Webcam recorder



7. When you are done recording, click Next to continue. The "Edit Details" window will allow you to add metadata to the recording

VII. Creating a Video Presentation



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

Creating a video Presentation includes the following 3 steps:

1. Select Document

Browse your computer for these supported file types: .ppt/x, .doc/x, .pdf, .xls/x

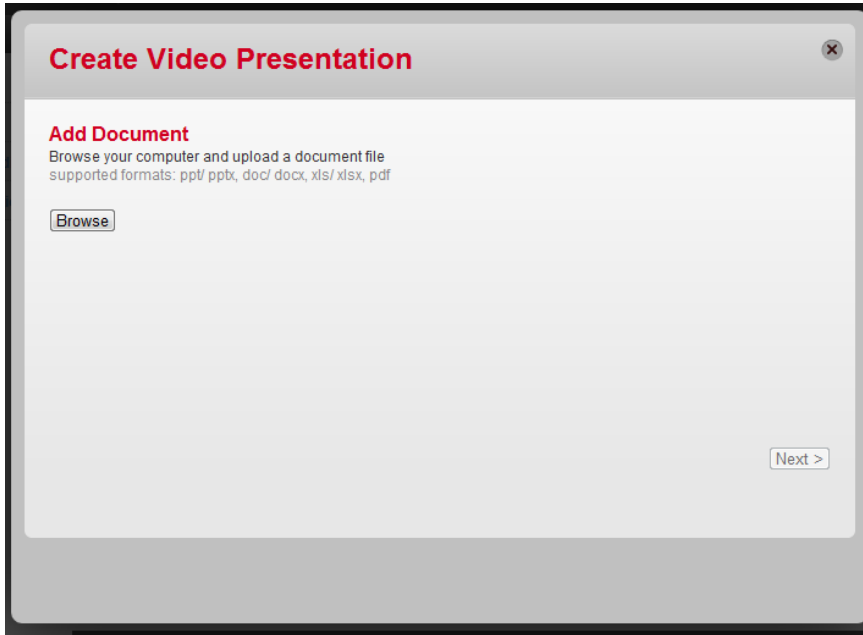


Figure 7: Select Document

Step 2: Select media

Either upload a video or an audio file (see "[Upload Media](#)") or select previously uploaded content by clicking and searching "My Content".

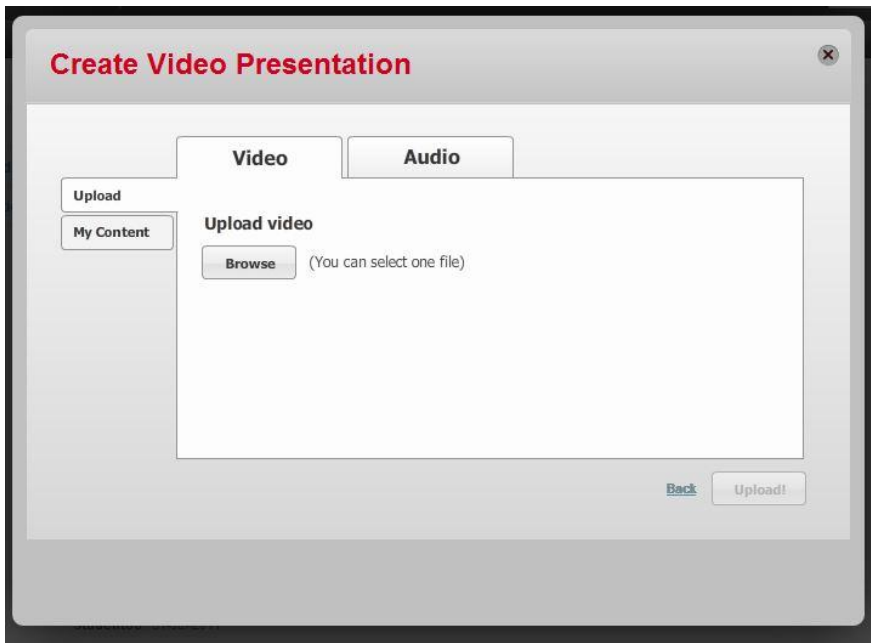


Figure 8: Upload Media

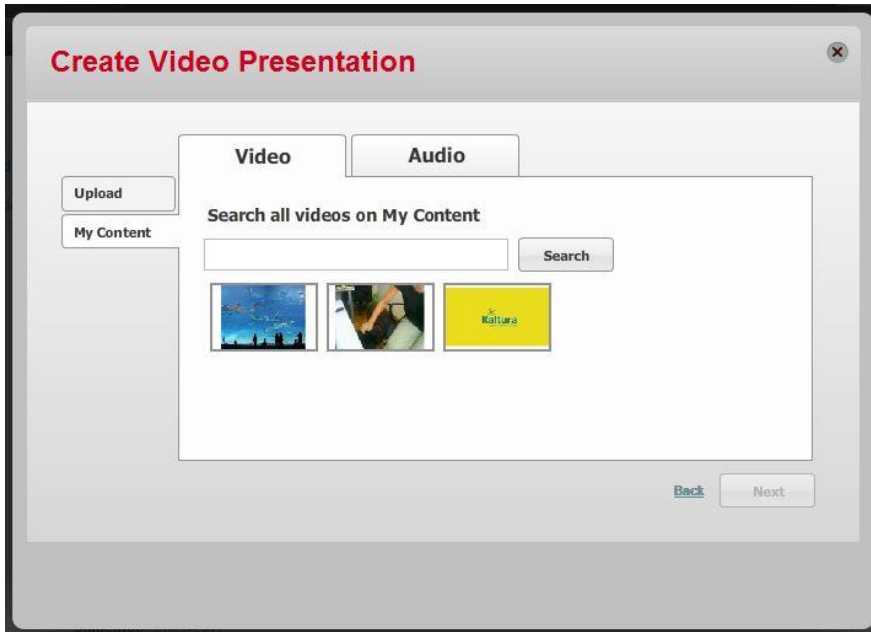


Figure 9: Search "My Content"

Step 3: Assign Metadata

All metadata fields that apply to media apply to Video Presentations as well:

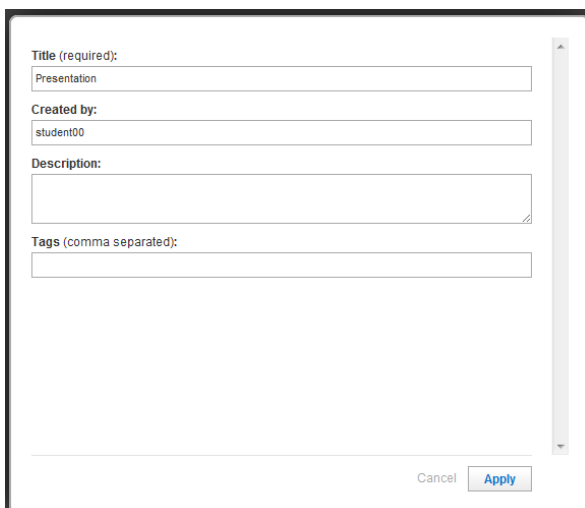


Figure 10: Add Metadata

After clicking “apply” you should see the Video Presentation viewer. Content might still be converting at this point. When content is done converting, you can synchronize the playback of the video with the slide presentation:



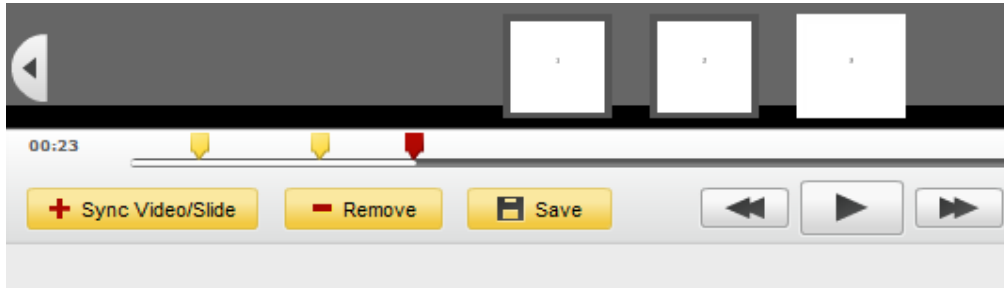
Figure 11: sync playback



Figure 12: sync actions

To start syncing media and slides, start the playback of the media. When you reach a point you want to sync, pause the playback, find the slide in the thumbnail carousel:





Add and remove sync points, and when done, click “Save”.

At this point you can copy embed code and paste it elsewhere:

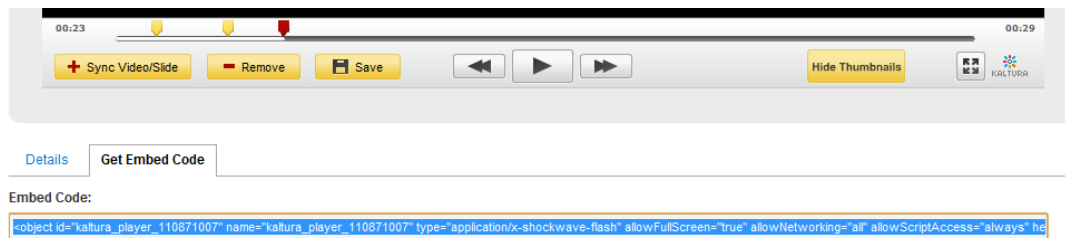


Figure 13: embed code of Video Presentation

VIII. Managing your Media

Selecting a thumbnail in the “My Media” gallery of videos will display the video in the player and allows you to edit the video details, change the assignment of categories or delete the video.

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

Lucy and Edmund Pevensie return to Narnia with their cousin Eustace where they meet up with Prince Caspian for a trip across the sea aboard the royal ship The Dawn Treader

Categories: Movies > Action

Tags: [Narnia] [Dawn Treader]

[✎ Edit details](#)

[🗑 Delete video](#)

IX. Creating Playlists

Users logged in as admin can create their own video playlists from the site’s content, arrange the videos in a playlist and grab the playlist’s embed code to be pasted elsewhere.

If this feature is available, the option to add the video is displayed under the player.

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

Check the boxes below to add or remove the currently loaded video to/ from the listed playlists. Click Apply to save your changes. Click +Create New to create a new playlist.

[+ Create New Playlist](#)

[☰ Manage Playlists](#)

test

test 2

 Cancel

Click “Create New Playlist” or select from existing playlists. You can add a video to more than one playlist. Click “Apply” to save changes.

X. Managing Playlists

Click “Manage Playlists” or the “My Playlists” link in the site header to manage your playlists. Managing the playlists includes options to delete playlists, edit playlist metadata and reorder the videos in the playlist. You can also select a playlist template and copy the embed code to be pasted elsewhere.

Playlist Name	Created	Delete
test	02-Feb-11	
test 2	20-Feb-11	

List of Playlists

Statistics	
Total Playlists:	2
Total Videos:	1 videos
Most Viewed Videos:	1. Kaltura Logo

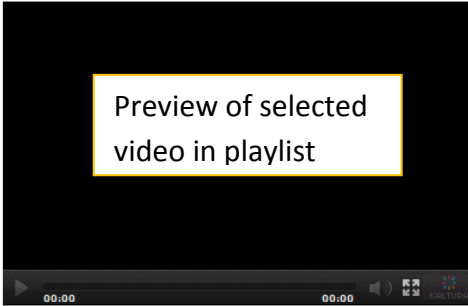
test Drag and drop to reorder videos.
Press Apply to save all changes.

	Despicable Me 02:21
	The Extra Man 02:14
	Harry Potter and the Hallows: Part 1 02:27

Drag and drop videos in playlist to reorder them or click the “Remove” icon to remove video

Cancel

Preview of selected video in playlist



Embed Code:

```
<object id="kaltura_player" name="kaltura_player" type="application/x-shockwave-flash" allowFullScreen
```

Embed Code:

```
<object id="kaltura_player" name="kaltura_player" type="application/x-shockwave-flash" all
```

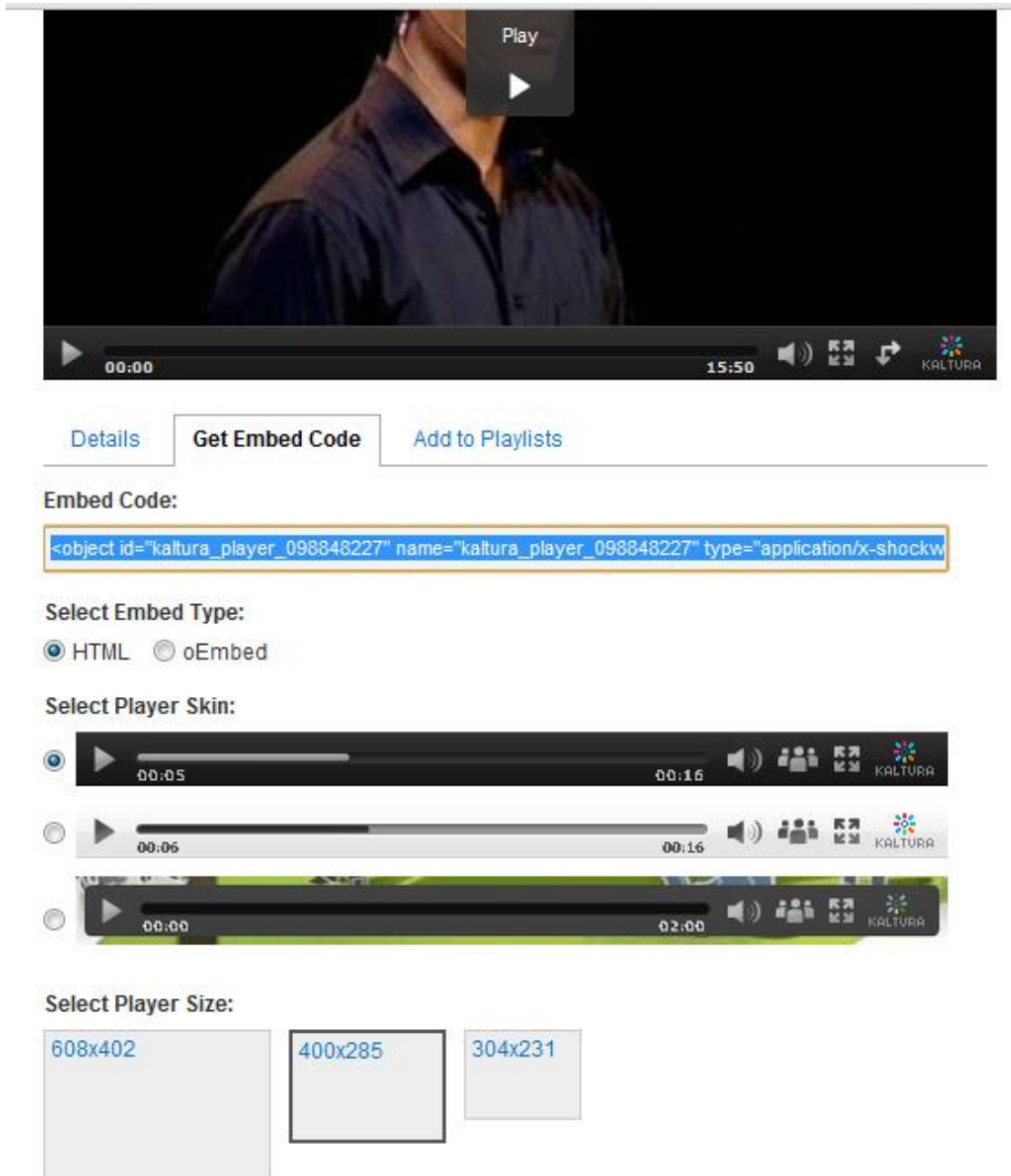
Select Player Skin:

Select playlist template and copy embed code

XI. Embed Videos

Under each video displayed, click on “Grab Embed Code”. Depending on your MediaSpace configuration, this will allow you to choose a player design (a preview image of the player is displayed) and also select the size of the player for your embedded video or select an OEmbed short link.

Embed: Once you select the player and size, copy the embed code as it appears in the Embed Code field and paste it elsewhere.



The screenshot displays the Kaltura video player interface. At the top, there is a video player with a 'Play' button and a progress bar showing 00:00 / 15:50. Below the player are three tabs: 'Details', 'Get Embed Code', and 'Add to Playlists'. The 'Get Embed Code' tab is active, showing the embed code: `<object id="kaltura_player_098848227" name="kaltura_player_098848227" type="application/x-shockw`. Below the code, there are three sections: 'Select Embed Type' with radio buttons for 'HTML' (selected) and 'oEmbed'; 'Select Player Skin' with three preview thumbnails of different player skins; and 'Select Player Size' with three size options: '608x402', '400x285' (selected), and '304x231'.

Figure 14: Embed Options

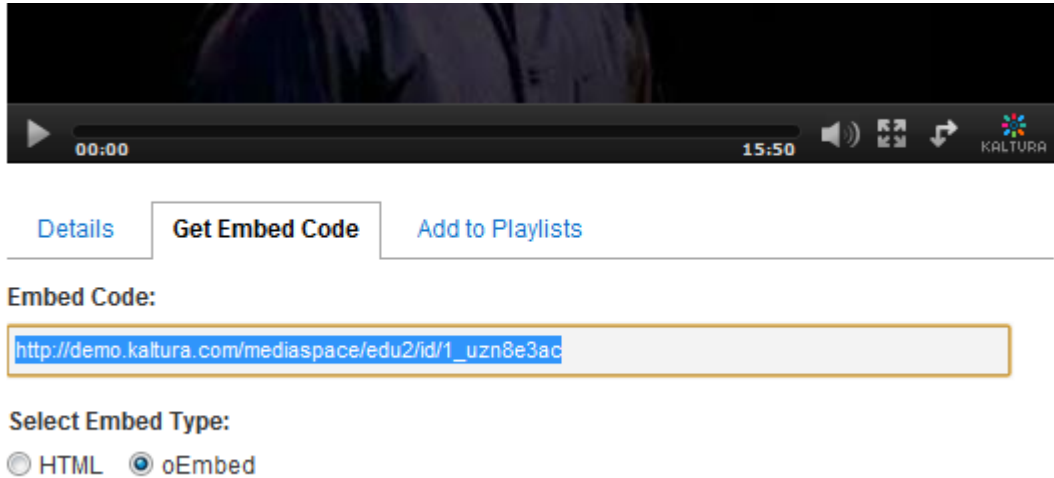
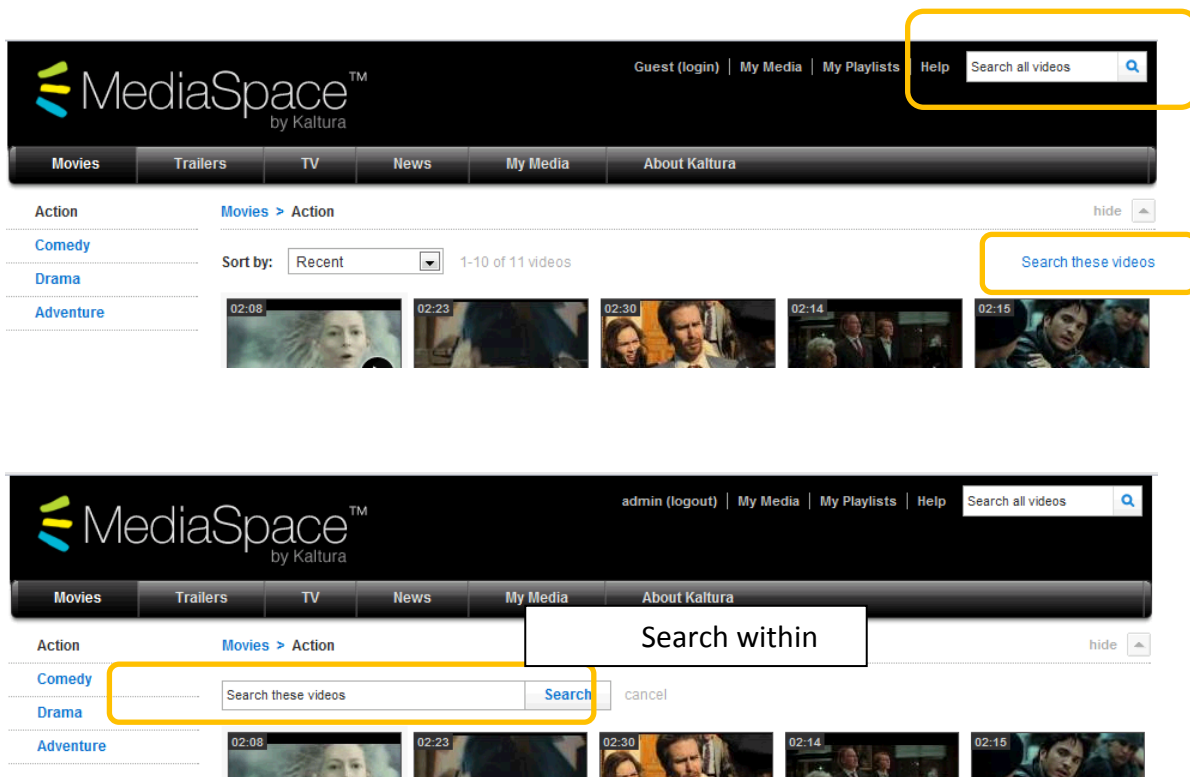


Figure 15: Oembed Link

XII. Search Videos

You can search all videos from the search field in the header or search within a particular category by clicking “Search these videos”



Clicking on a user's name, tag or category name in the video's details will also perform a search. For example, clicking on tag "sampletag1" will load the thumbnail gallery with all videos that were tagged "sampletag1".

Search results for: tag = "sampletag1"

hide 

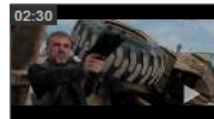
Sort by:  1-9 of 9 videos

[Search these videos](#)



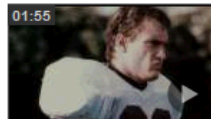
[Middle Men](#)

16-Dec-10



[The Green Hornet](#)

16-Dec-10



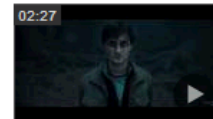
[The Tillman Story](#)

16-Dec-10



[Despicable Me](#)

16-Dec-10



[Harry Potter and the Deathly Hallows: Part 1](#)

16-Dec-10