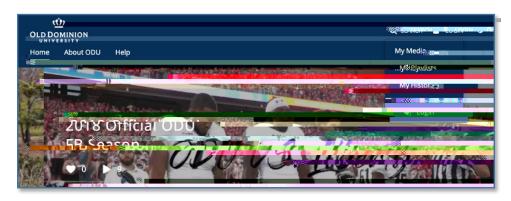


Kaltura: Collaborating with Others

Log in to Kaltura MediaSpace

1. Go to odumedia.mediaspace.kaltura.com and click Login.



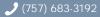
2. Log in with your MIDAS ID and password.

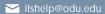
Open Media

1. At the top of the screen, click on your user name, then select My Media.

Information Technology Services

www.odu.edu/its



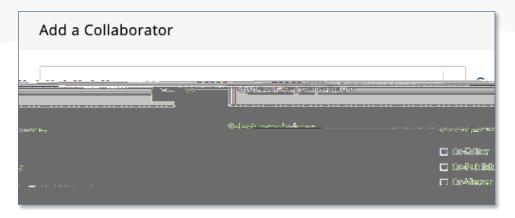








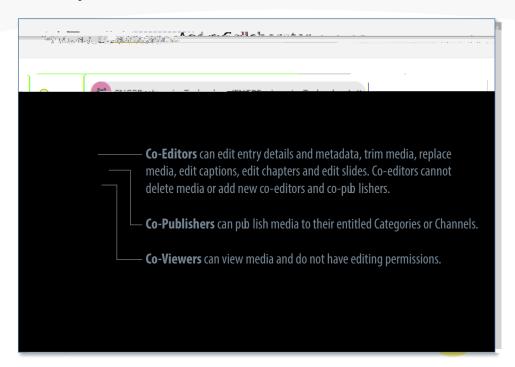
2. A search box will pop up to help you nd users to add.



3. Click in the search bar and start typing slowly to search for a user or group. As you type, users and MIDAS groups will start to populate. Click on the name of the user or group once you see it in the list.

You'll nd MIDAS groups for all major ODU o ces, colleges and departments as well as many of the current roles.

4. You can make users or groups co-editors, co-publishers or co-viewers. Select any or all of the check boxes, then click **Add**.



Access to Kaltura is available to all faculty, sta and students at ODU, but accounts are not activated until a user logs in for the rst time. If you are searching and cannot and someone, that individual has probably not logged into Kaltura yet. Once they log in for the rst time, you should be able to and them and add them as a collaborator.

Not ALL MIDAS groups have been added to Kaltura. If you need access to a particular MIDAS group that you can't nd, contact the <u>ITS Help Desk</u>.