


## Log in to Kaltura MediaSpace

1. Go to [odumedia.mediaspace.kaltura.com](http://odumedia.mediaspace.kaltura.com) and click **L** . . .



### Information Technology Services

[www.odu.edu/its](http://www.odu.edu/its)

 (757) 683-3192

 [itshelp@odu.edu](mailto:itshelp@odu.edu)

 1100 Monarch Hall

 [oduits](#)  [odu\\_its](#)

## Media Upload

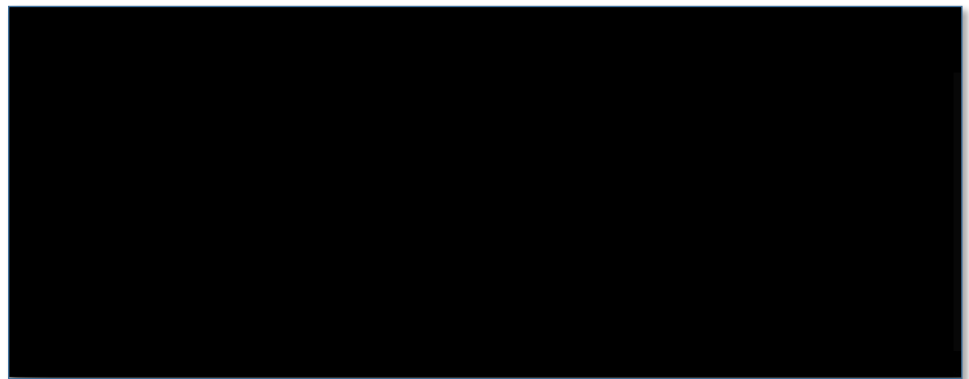
1. Drag and drop files or browse to files on your computer.



2. Update the Details (Metadata) about the media:  
Name\*, Description\*, Tags\*, Publishing, Collaborators, etc. (\*required).  
Be as detailed as you can.

## YouTube

1. Ingest any publicly available media directly from YouTube. Insert the video's URL and click **Publish**, then add any metadata before saving to Kaltura.

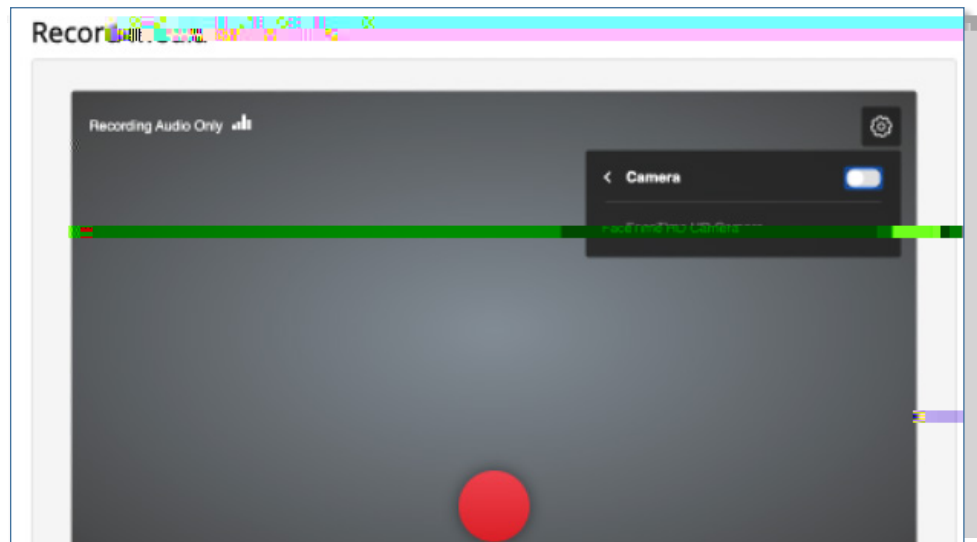


## Create Media

At the top of the screen, click on **ADD NEW** and select which type of media you would like to create. These files are uploaded to Kaltura and available in your **My Media** channel.

### WebCam

1. Record video using your web camera and mic. You have the option of turning your camera or mic on or off.






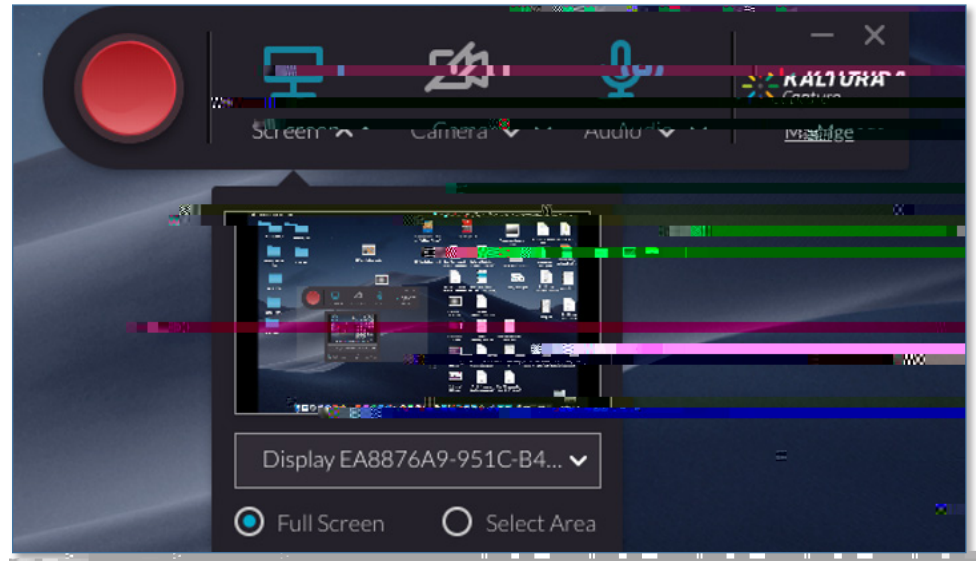
2. Recordings are stored locally until you accept them. Click **ACCEPT** to upload the recording to your **My Media** Channel (after completing the metadata details).


### Screen Capture+

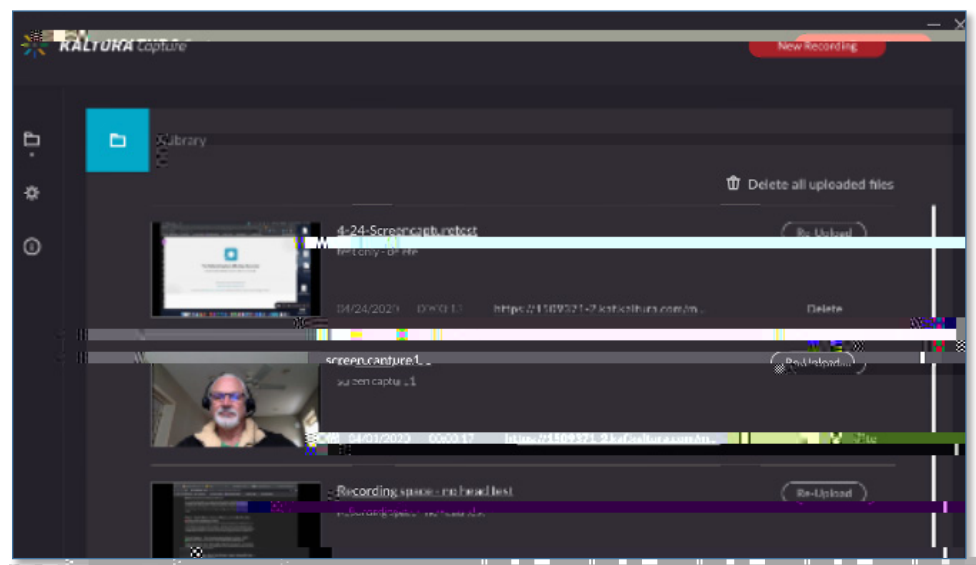
Screen Capture+ records video from 2 simultaneous input streams: a monitor (or multiple monitors), webcam or external camera and/or microphone(s).

- 1.

- Click on the , **C**  or **M**  icons on the bar to turn each input on or off. On the bar below the current input screen, you can select from multiple inputs, full screen or selected areas. Press the red button to start recording.



- Once a video is recorded, click on the **M**  link in the upper right to go to the media management screen. You can edit media and metadata, upload to My Media or delete existing media files. (Once you have uploaded a media file, deleting it from this interface deletes it from your local computer; it DOES NOT delete it from My Media (Kaltura)).



### Video Quiz

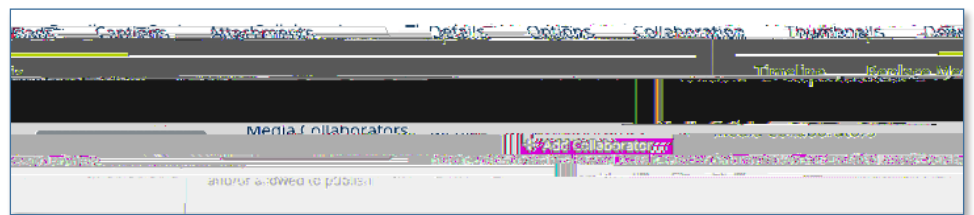
This option allows you to edit existing media and add questions / answers at selected points in your media. With the existing Blackboard integration, quiz scores can be integrated back into a course gradebook.



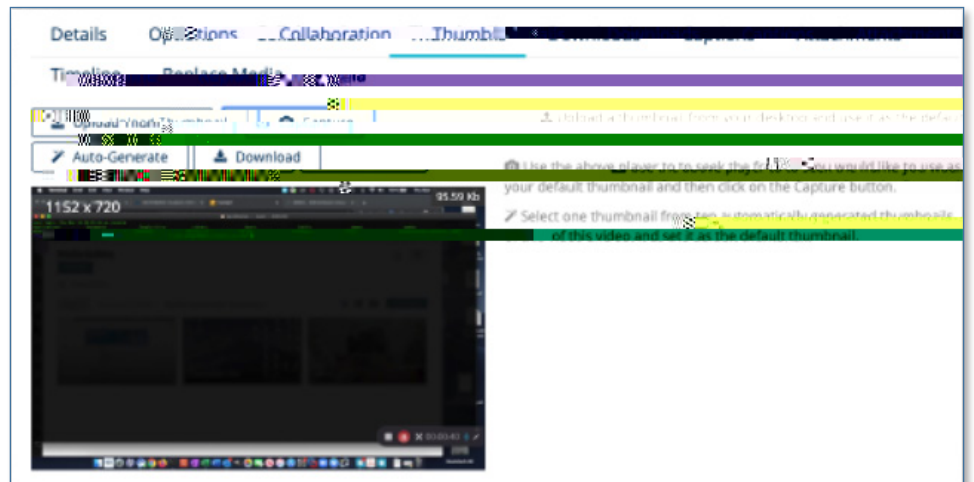
**Comments:** Specify whether or not you will allow comments on this media. (Closing comments does not remove existing comments, only prevents new ones.) And specify whether others who view this media can take/extract clips of it for use elsewhere. Remember to **Save** any changes.



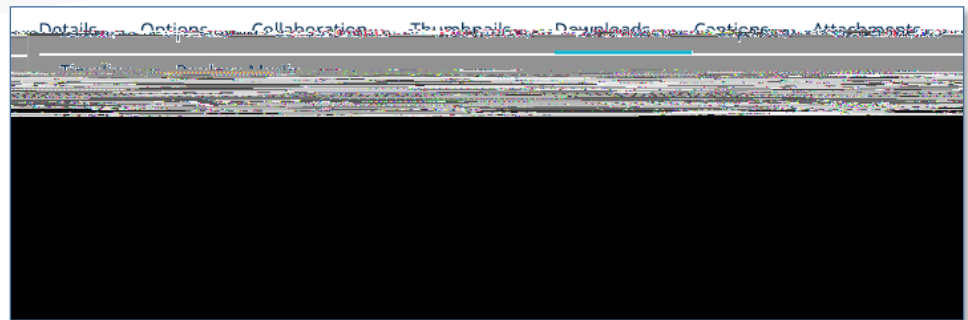
**Collaboration:** Add or remove individuals or groups of individuals as collaborators for a specific media. There are three levels of collaboration available which are Co-Contributor, Co-Editor, Co-Viewer. More information [here](#).



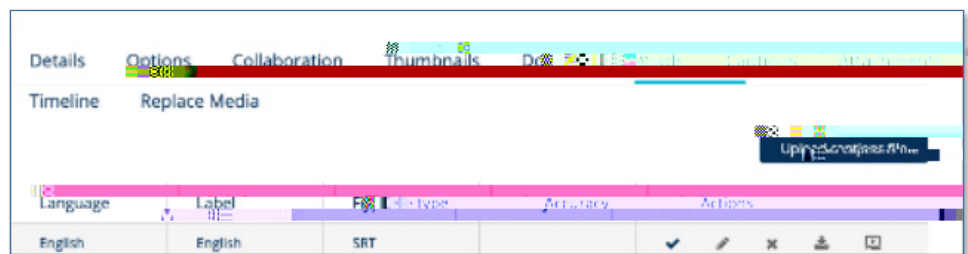
**Thumbnail:** Select **Thumbnail** to upload an image. Or begin playing the video in the player until you get to a place that would make a good thumbnail, then pause the playback; select **Capture** to set the paused screen as the thumbnail. Or select **Auto-Generate** to automatically generate 10 screens from within the media, then select one of those as the thumbnail. Remember to **Save** any changes.



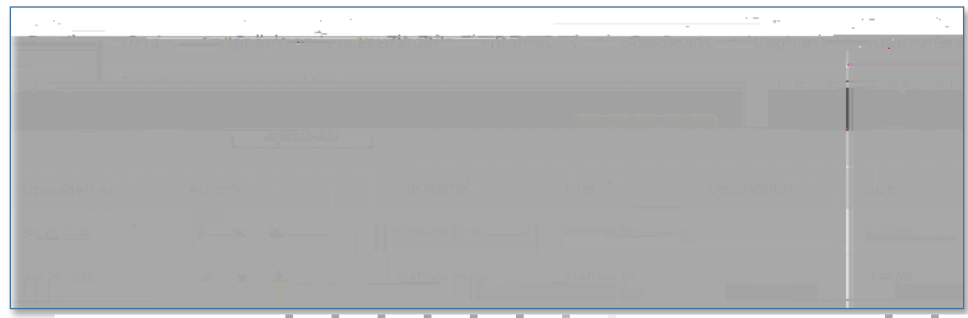
**Download** : Determine if you will allow others to download your media. If you check any box on this screen and click **Save**, viewers will be allowed to download a copy in one of those resolutions.



**Captions** : Captioning is automatically generated for all media, so you should see an .srt file in this window that contains the captions.



**Transcriptions** : See the transcription files associated with the media. These are automatically generated along with captions. Additional attachments could include transcription files for other languages.



**Timeline** : Review the media timeline and create Chapters to separate content. You can upload / attach additional files to each chapter marker.



Replace just the media file.