

Adler University MediaSpace User Manual

Version: 1.0

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About this Manual

This manual describes how to use Adler University MediaSpace version 1.0

Contact us:

Please send your comments and feedback or report mistakes to multimedia@adler.edu

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

Audience

This manual is intended for Adler University MediaSpace users.

Adler University MediaSpace URL

<http://MediaSpace.adler.edu/>

Document Conventions

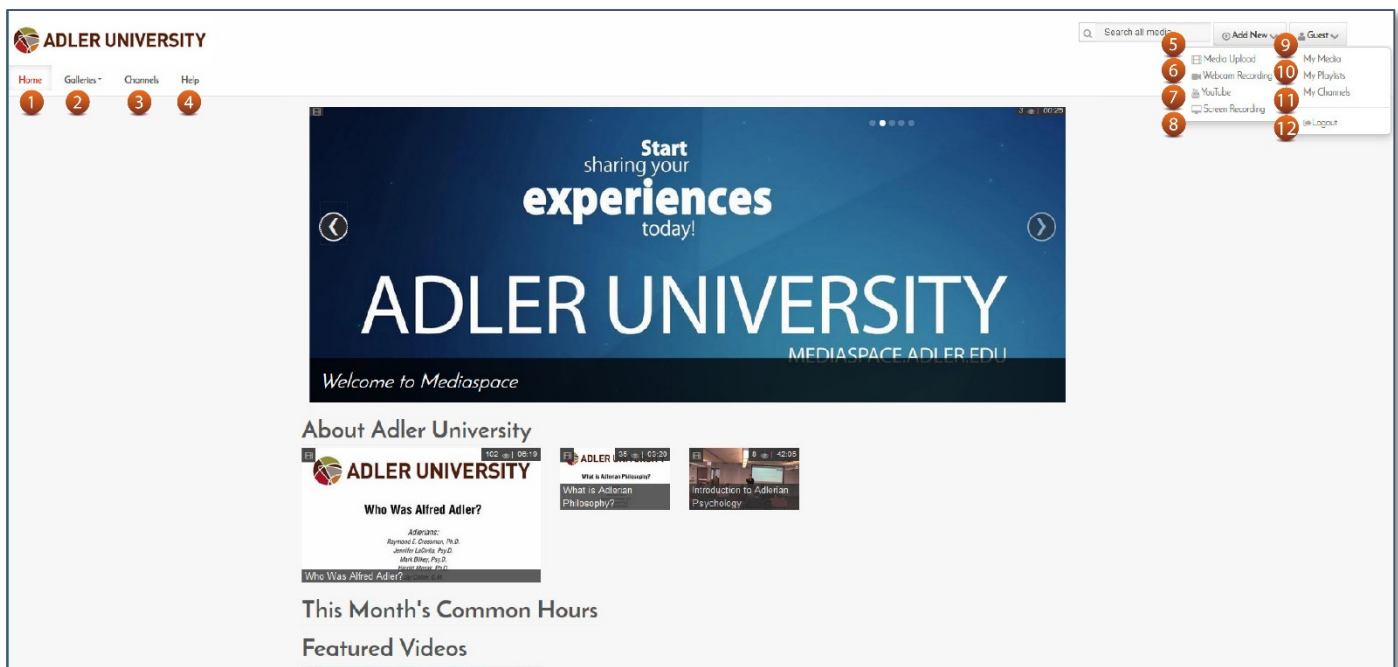


PLEASE NOTE: Identifies important information that contains helpful suggestions.

Adler University MediaSpace Overview

Media and media sharing is expanding rapidly here at Adler University. The multimedia team had work closely with our current video hosting vendor Kaltura to find a solution. MediaSpace will be our campus YouTube™ like service.

With MediaSpace you can securely create and upload your videos. You have access to social features such as commenting, sharing and liking. You can also create playlist and channels, watch on demand videos, presentations, screencast, and other rich media content.



Interface Guide

1. Home	7. Screen Recording (<i>add new menu</i>)
2. Galleries	8. YouTube(<i>user menu</i>)
3. Channel	9. My Media (<i>user menu</i>)
4. Help	10. My Playlist (<i>user menu</i>)
5. Media Upload (<i>add new menu</i>)	11. My Channels (<i>user menu</i>)
6. Webcam Recording (<i>add new menu</i>)	12. Login (<i>user menu</i>)

Logging In



PLEASE NOTE: Faculty, Staff, Students, & Alumni

Username: extended username (username@adler.edu) – regardless of actual e-mail address use @adler.edu (do not use @my.adler.edu)

Password: same as Adler email

Login Window

The screenshot shows a standard Windows-style dialog box titled "Authentication Required". The text inside states: "The server https://adfs.adler.edu:443 requires a username and password." Below this text are two input fields. The first is labeled "User Name:" and contains the text "multimedia@adler.edu". The second is labeled "Password:" and contains a series of asterisks "*****". At the bottom of the dialog are two buttons: "Log In" and "Cancel".

The Login window is displayed when you click:

- Guest
 - My Media
 - My Playlists
 - My Channels
 - Login
- Channels
- Add New
 - Media Upload
 - Webcam Recording
 - Screen Recording

Understanding Galleries and Channels

You can access MediaSpace media collections through galleries and channels.

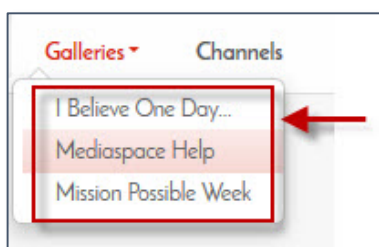
Galleries are pre-configured by your administrator. They are public facing and are viewable by guest. A request for a gallery may be sent to multimedia@adler.edu, pending approval.

Channels are user generated. Channels managers and site administrators may users give permission to perform specific actions in a channel. You can access your channels from the My Channels selection in the user menu.

To learn how to use channels, see “Creating and Managing a Channel”.

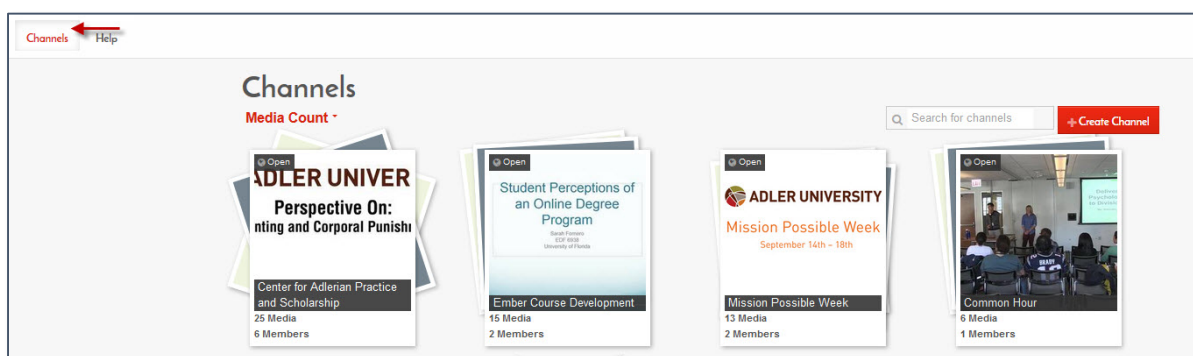
To select a gallery

1. Roll your mouse over “Galleries”
2. Select a gallery to view



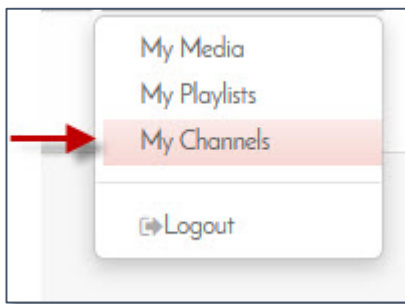
To select a channel

1. Click “Channels”
2. Select an available channel to view

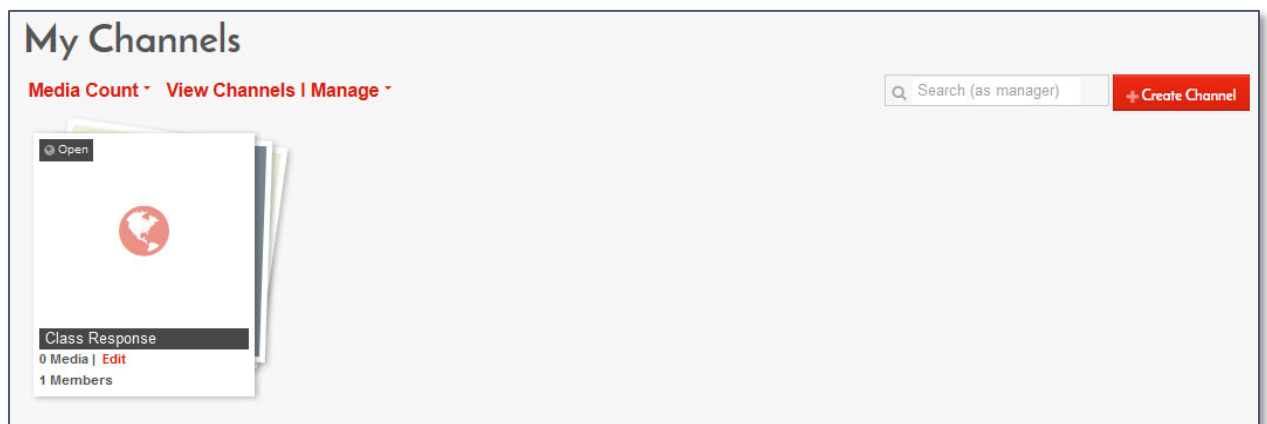


To access your channel

1. Click “My Channels”, located in the user menu



2. Select a channel managed by you.

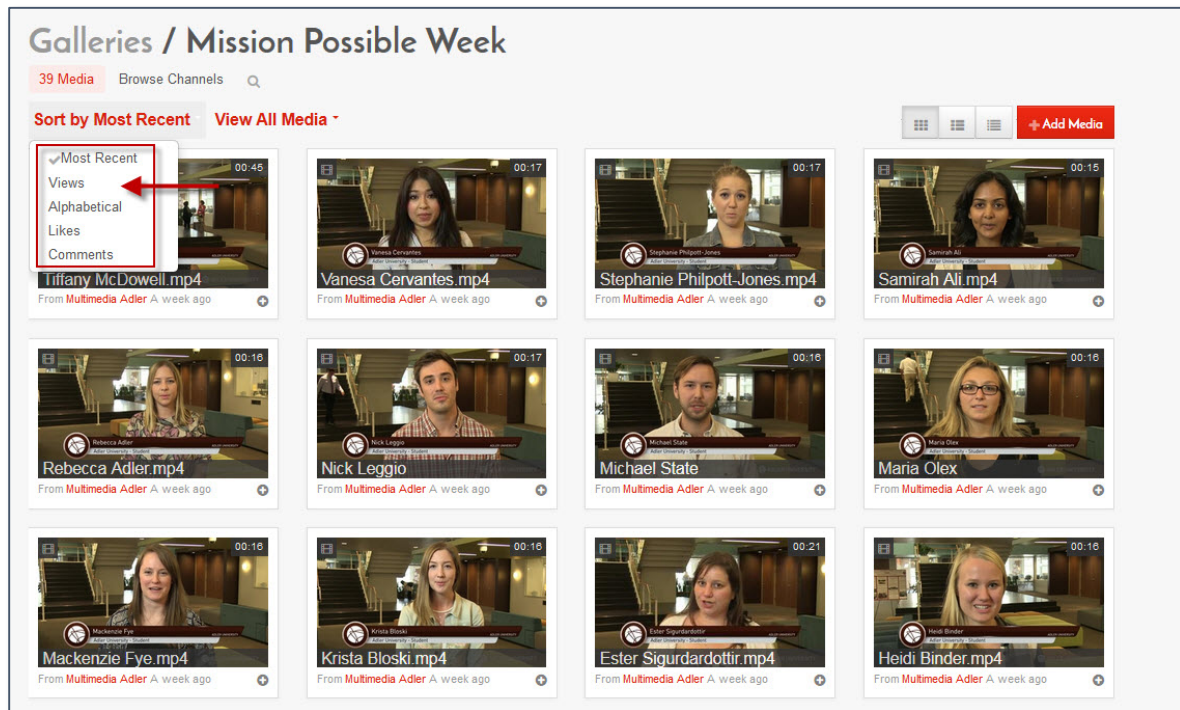


Browsing Media

Sort the content

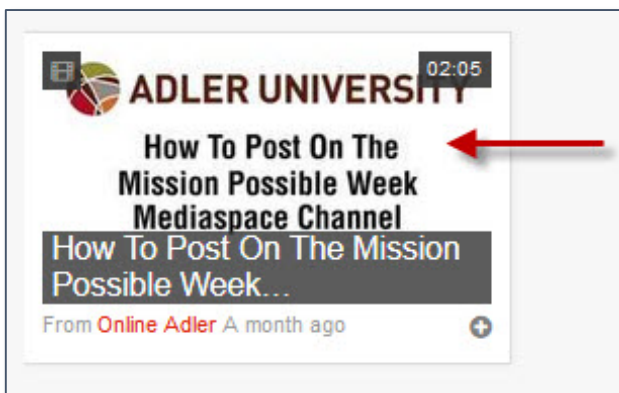
In a gallery or channel, options to sort are as follows:

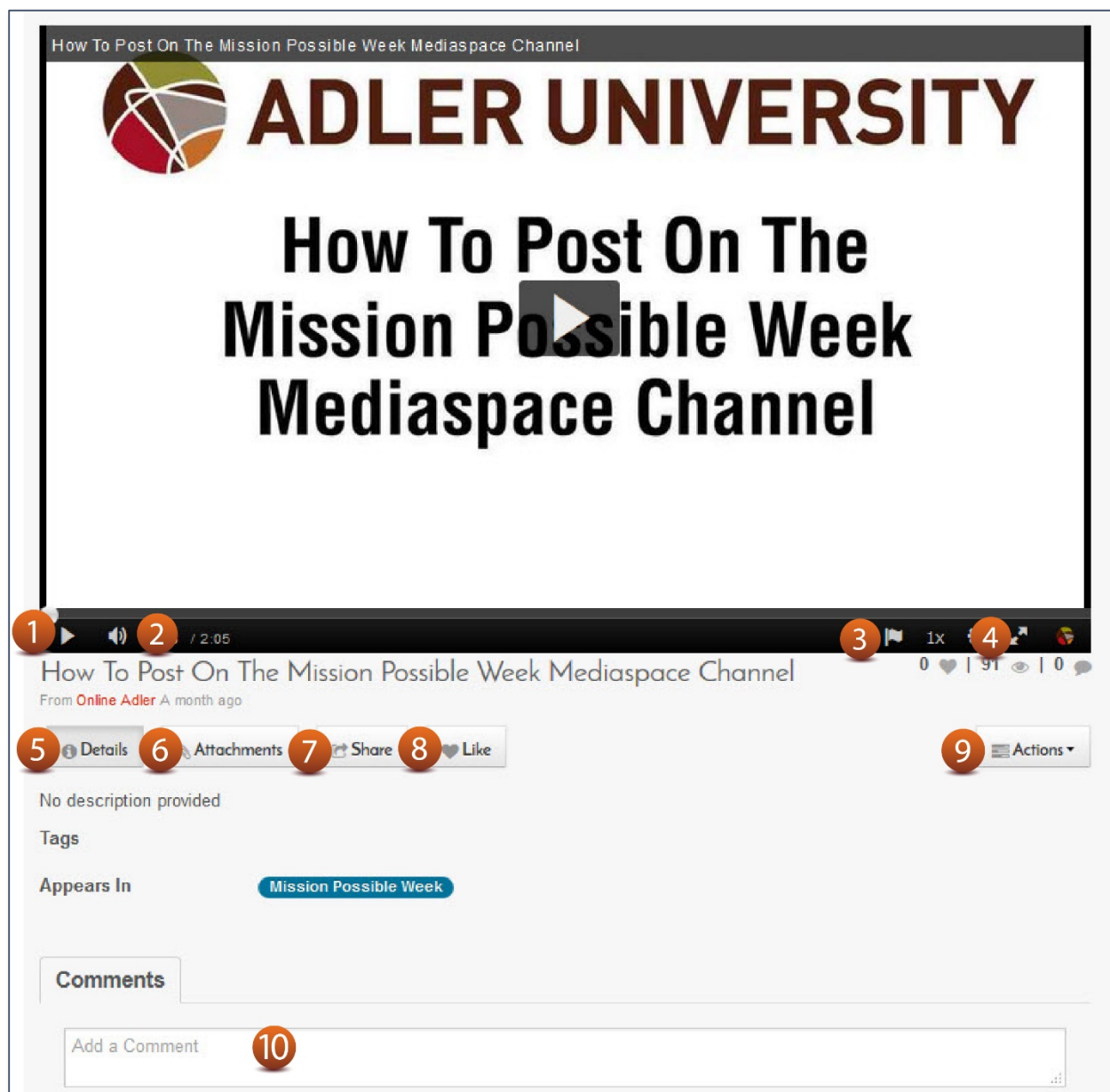
- Most Recent
- Views
- Alphabetical
- Likes
- Comments



To view media

Click on any media thumbnail to browse to the media entry and play the content





Interface Guide

1. Play/Stop video	6. View Attachments (if none, button will not appear)
2. Volume Control	7. Share video
3. Flag inappropriate content	8. Like video
4. Launch Full Screen Mode	9. Action menu (functionality will vary)
5. View Details of video	10. Leave a comment

BROWSING MEDIA

To report abuse (Flag)

1. Click a media thumbnail to display the video in the media player.



2. Click the flag on the media player controls area



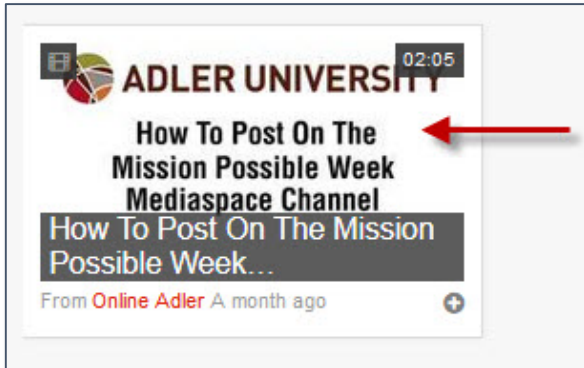
3. Select the type of abuse.



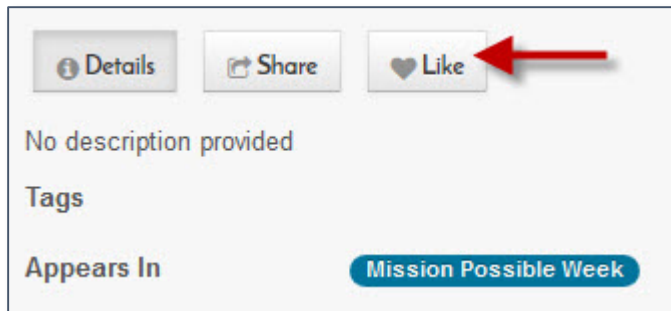
BROWSING MEDIA

To Like and Unlike Media

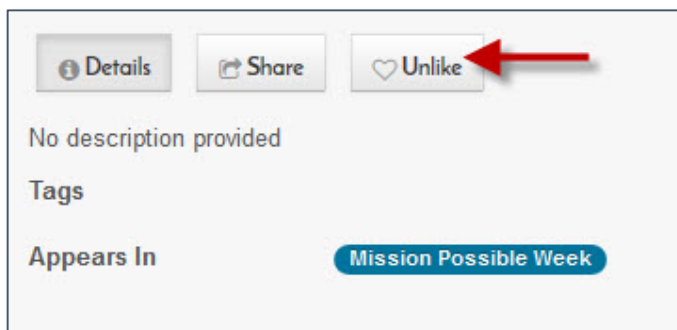
1. Click on a media thumbnail to display video in the media player



2. Click the Like button under the media player.



3. To cancel the Like, click Unlike



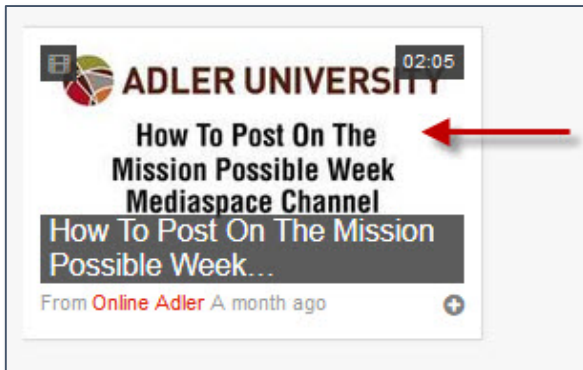
Commenting on Media



PLEASE NOTE: You can comment on media, view comments by other users, reply to existing comments, and delete comments and replies.

To comment on a media item

1. Click on a media thumbnail to display video in the media player

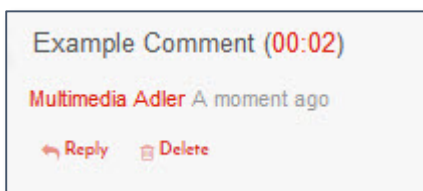


2. In the comments tab under the media player, enter a comment in the “Add a Comment” field and click “Add”.



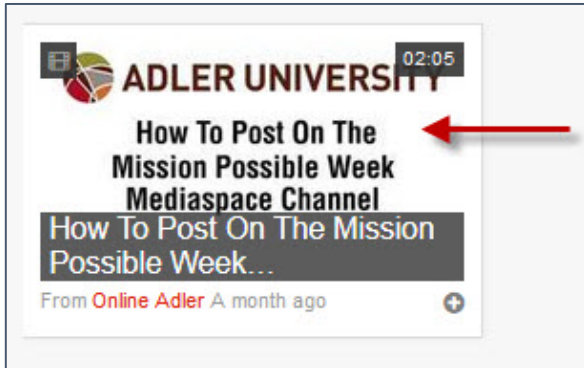
PLEASE NOTE: You can also add a comment at a specific time on the video by playing and stopping the video, then add your comment.

Your comment is displayed in the Comments tab.



To reply to a comment

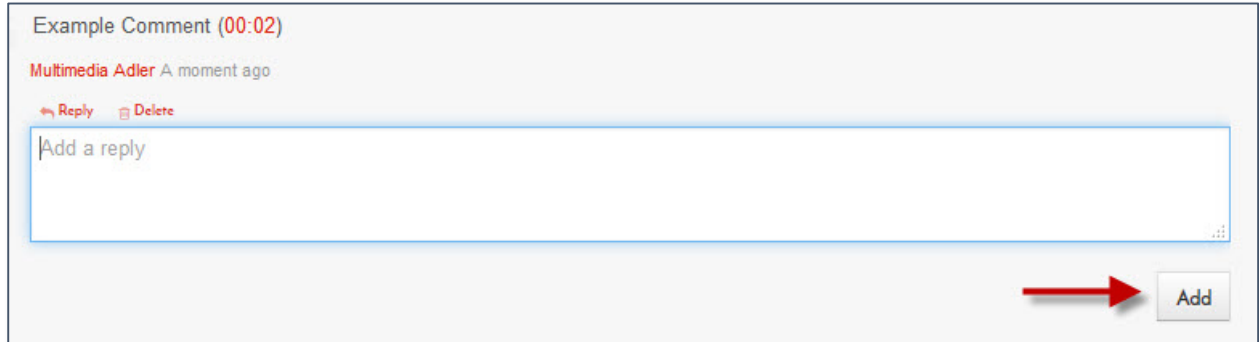
1. Click on a media thumbnail to display video in the media player



2. In the Comments area under the media player, click “Reply” under the comments you would like to reply to.



3. In the “Add a Comment” field, enter a reply and click “Add”.



Your reply is displayed under the comment.



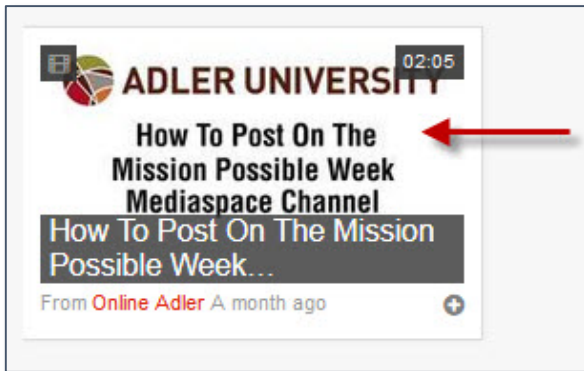
To delete a comment or reply



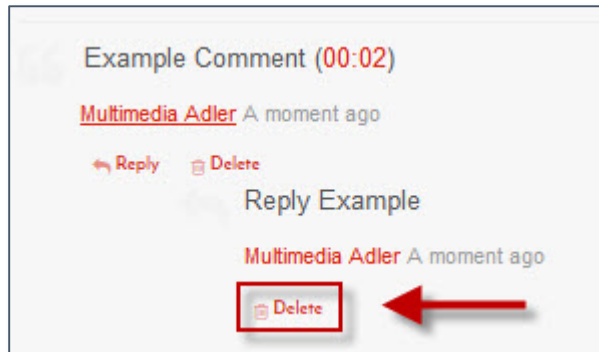
PLEASE NOTE: You can delete a comment or reply only in the following cases:

- You added the comment or reply.
- You are the media owner.

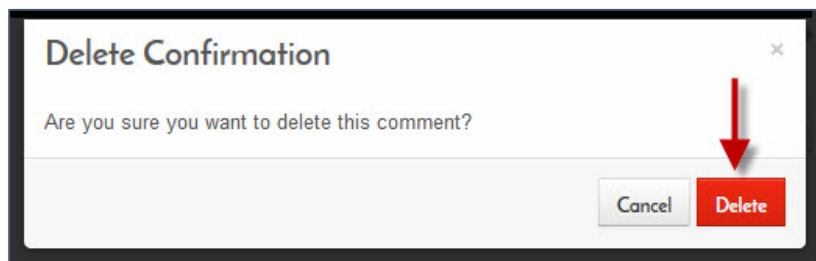
1. Click on a media thumbnail to display video in the media player



2. In the Comments area under the media player, click “Delete” under the comment you would like to delete.



3. Click “Delete” to confirm the deletion.

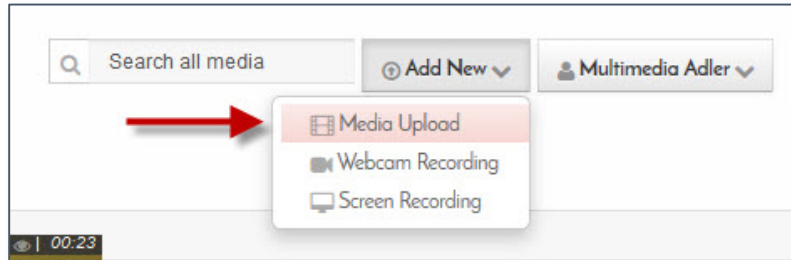


PLEASE NOTE: Deleting a comment also deletes replies to that comment.

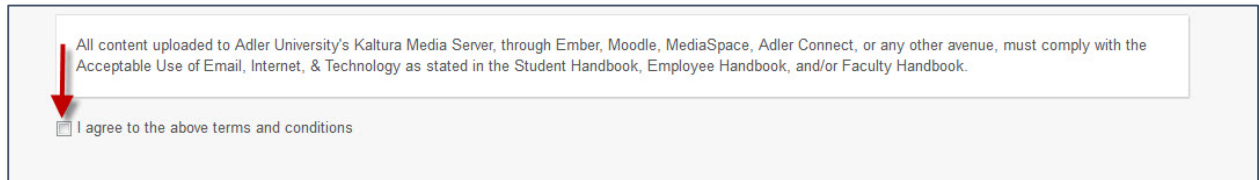
Uploading Media

To upload media from your desktop

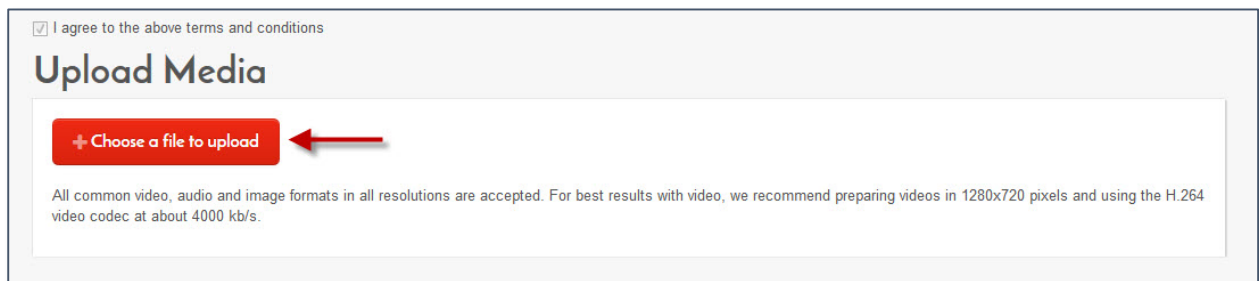
1. Select “Media Upload” from the “Add New” dropdown menu.



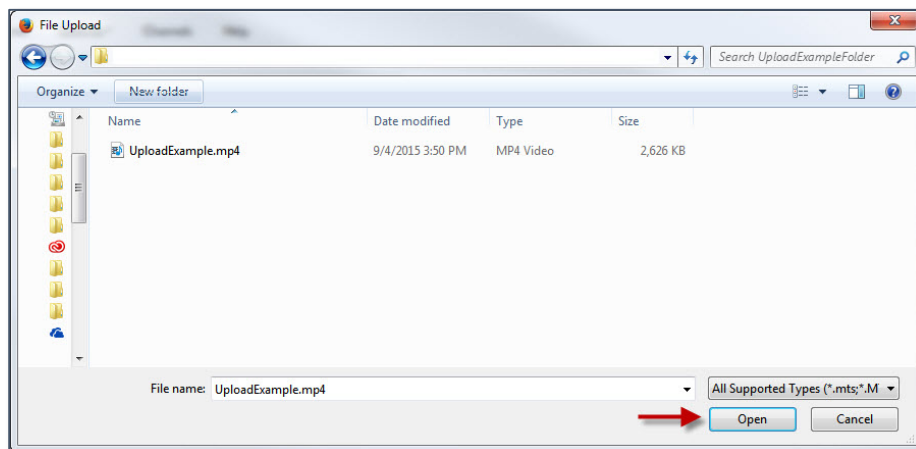
2. Read the Terms and Condition, Click “I agree to the above terms and conditions”.



3. Click “Choose a file to upload”.



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



To upload media from your desktop

5. During the upload process you can click “Cancel” to cancel the upload if you wish.6. Please add the (required) information once your upload is complete, Click “Save”.

Upload Media

UploadExample.mp4

1360Kb of 2625Kb

Cancel

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Please fill out these details:

Upload Media

UploadExample.mp4

100% of 2625Kb

Upload Completed! Complete the required information for the uploaded media below.

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Please fill out these details:

Name:

Description:

Black **Bold** *Italic* Underline

Enter Description...

Tags:

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

☒ Private - Media page will be visible to the content owner only.
☐ Unlisted - Media page will be visible to anyone with a link to the page.
☐ Published - Media page will be visible to individuals according to entitlements on published destinations

Save

Go To Media

Go To My Media

Upload another file

Choose another file

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

To upload media from your desktop

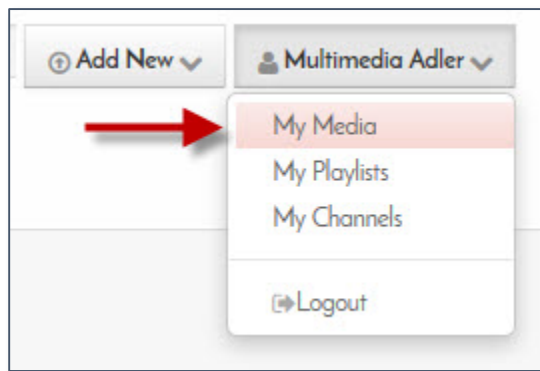
7. From this page you can also:

- Add a description
- Add tags
- Adjust privacy
 - **Private** – Media page will be visible to the content owner only.
 - **Unlisted** – Media page will be visible to anyone with a link to the page.
 - **Published** – Media page will be visible to individuals according to the entitlements on published destinations.
- Add another media

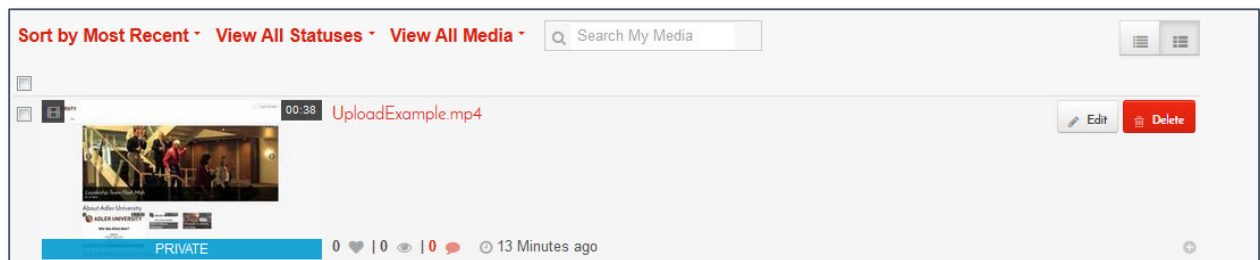


PLEASE NOTE: If you click “Save” before the file is completely uploaded, the media information is saved after the media is uploaded.

8. To view the media page when uploading is complete, select “My Media” from the user dropdown menu.



Here you can view and manage videos you uploaded.

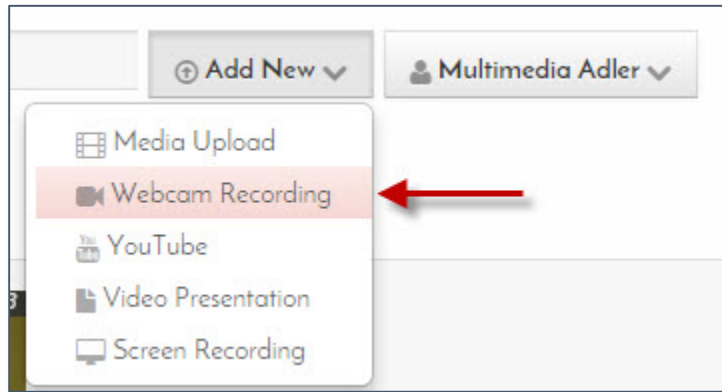


PLEASE NOTE:

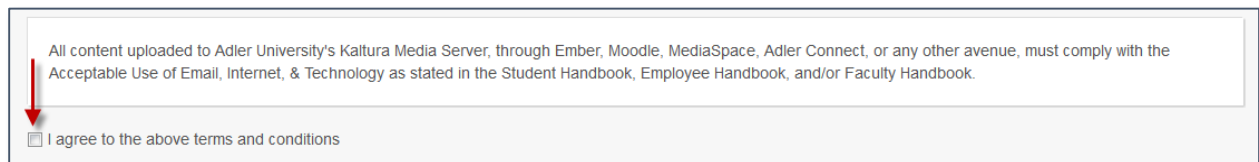
- After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion.
- If media is waiting for moderation, you cannot preview or publish it until it is approved.
- You can edit media information during conversion and while waiting for moderation

To record from a webcam

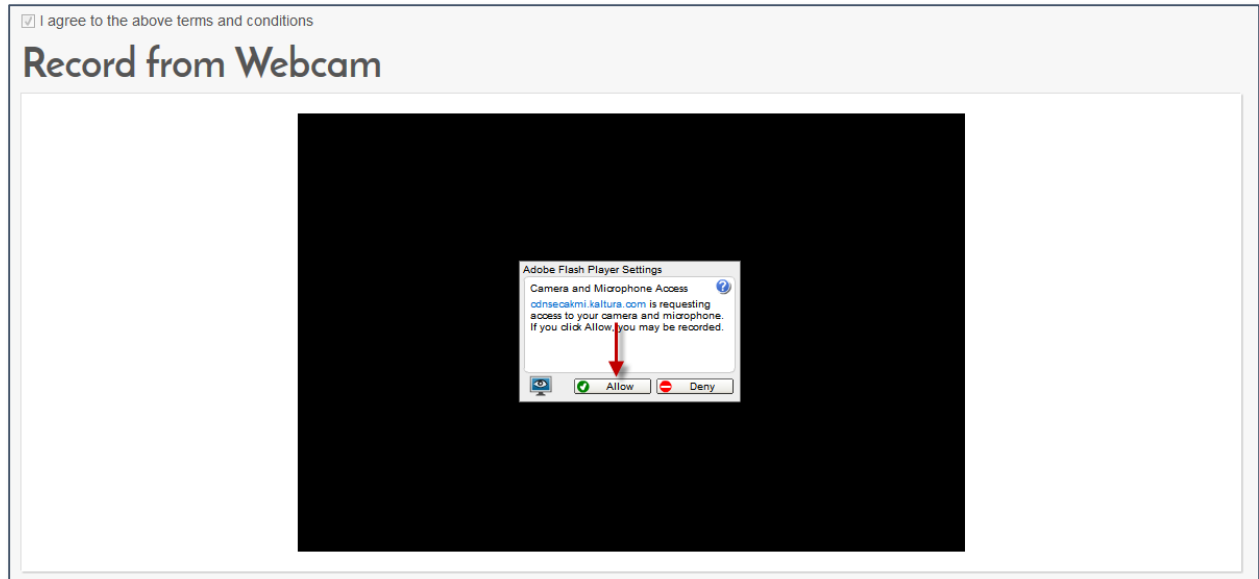
1. Select “Media Upload” from the “Add New” dropdown menu.



2. Read the terms and condition and check “I agree to the above terms and conditions”



3. In the Record from Webcam window, click “Allow” if a flash player message is displayed.



To record from a webcam

4. In the Record from Webcam window, click anywhere in the recording area to start recording, click anywhere in the recording area to stop recording, and click “Save”.



4. In the Record from Webcam window, enter the “required” information about the media and click “Save”.

Please fill out these details:

→ Name: (Required)

Description: Black ▾ Bold Italic Underline ☰ ☷ ☷ ☷ 🔗 🖼️

Enter Description...

Tags:

↓

Save

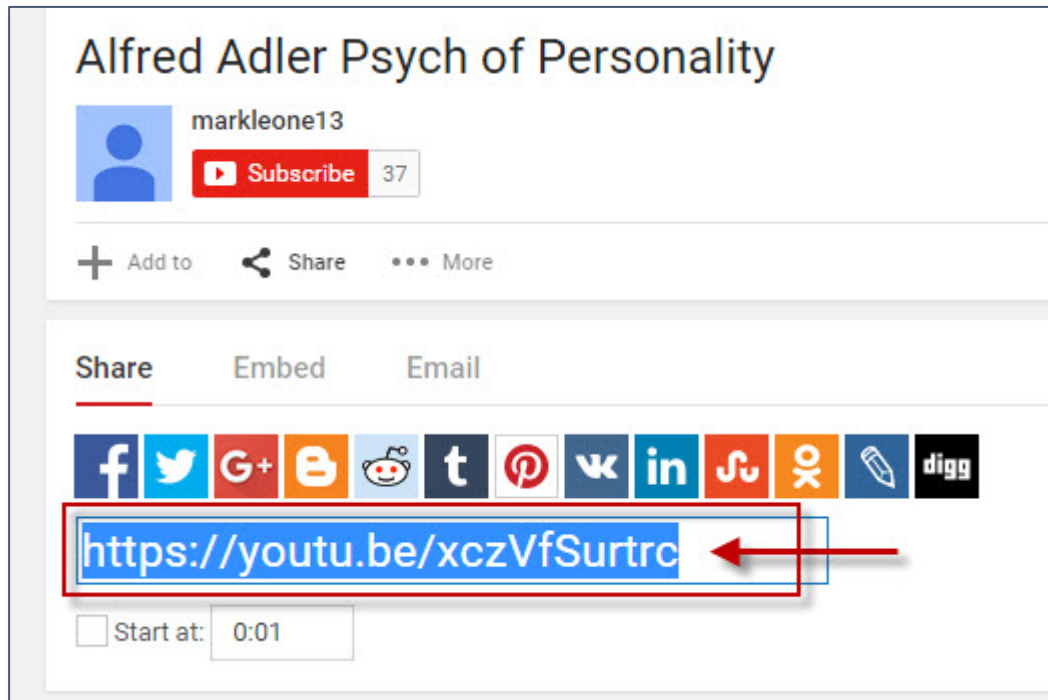


PLEASE NOTE:

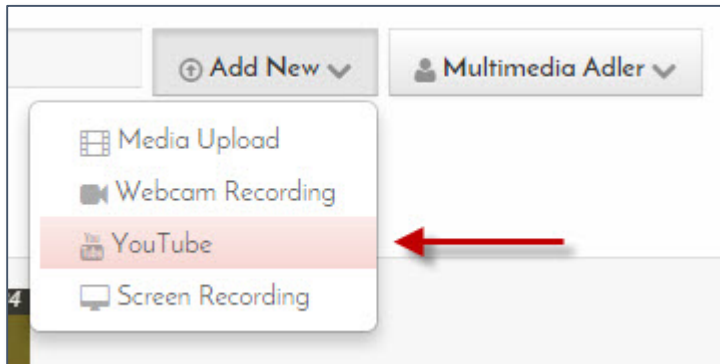
- If media is waiting for moderation, you cannot preview or publish it until it is approved.
- You can edit media information while waiting for moderation

To embed a video from YouTube into MediaSpace

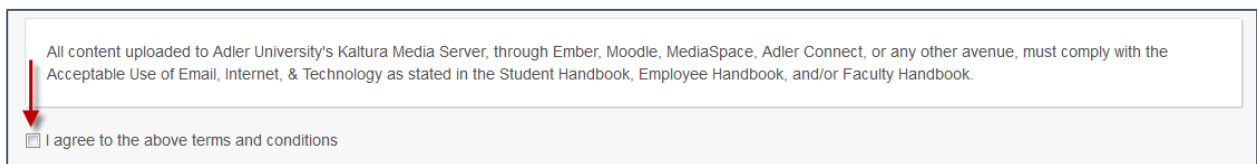
1. Locate the YouTube Video you would like to embed, Copy the “Share” link provided by YouTube



2. Select “YouTube” from the “Add New” dropdown menu.

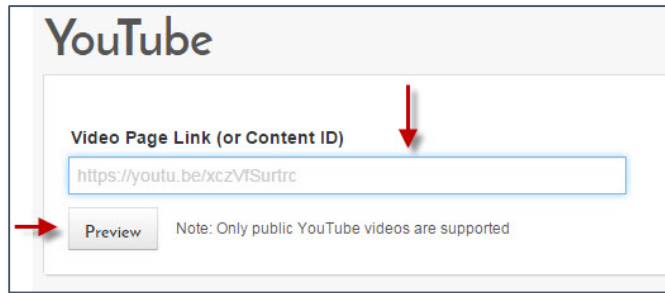


3. Read the terms and condition and check “I agree to the above terms and conditions”



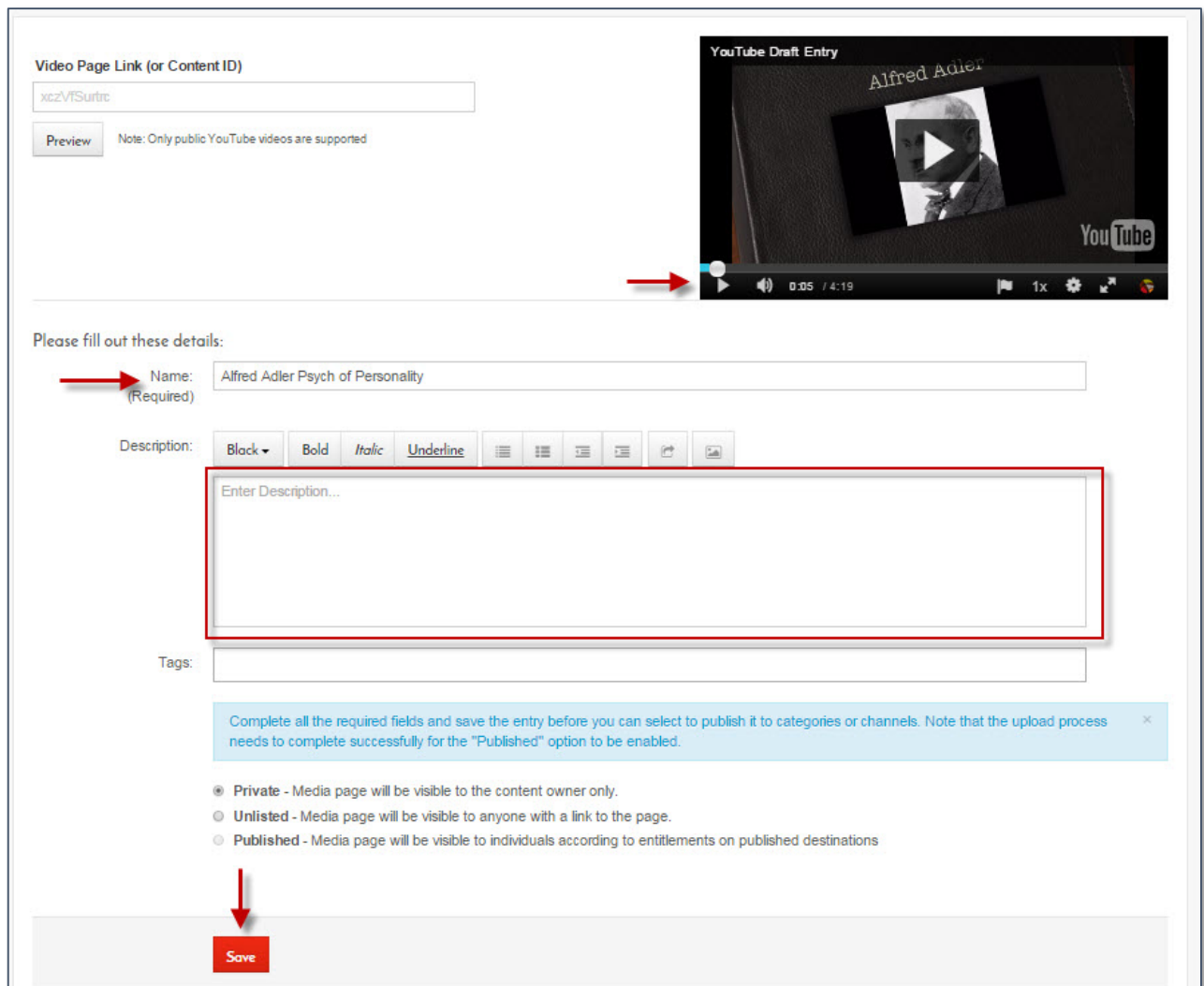
To embed a video from YouTube into MediaSpace

4. Paste the “Share” link you copied from YouTube in the “Video Page Link” entry box, Select “Preview”



The screenshot shows a form titled "YouTube" with a sub-header "Video Page Link (or Content ID)". Below this is a text input field containing the URL "https://youtu.be/xczVfSurttc". A red arrow points to this field. Below the input field is a "Preview" button, also indicated by a red arrow. To the right of the button is a note: "Note: Only public YouTube videos are supported".

5. Here you can preview the embedded YouTube video, enter the required information, click “Save”.



The screenshot shows the "Video Page Link (or Content ID)" form. The input field contains "xczVfSurttc" and the "Preview" button is visible. To the right is a video player titled "YouTube Draft Entry" showing a video of Alfred Adler. Below the video player is a section titled "Please fill out these details:". It includes a "Name: (Required)" field with the text "Alfred Adler Psych of Personality", a "Description:" field with a rich text editor (containing "Enter Description..."), and a "Tags:" field. A blue information box states: "Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the 'Published' option to be enabled." Below this are three radio button options: "Private - Media page will be visible to the content owner only.", "Unlisted - Media page will be visible to anyone with a link to the page.", and "Published - Media page will be visible to individuals according to entitlements on published destinations". At the bottom is a red "Save" button, indicated by a red arrow.



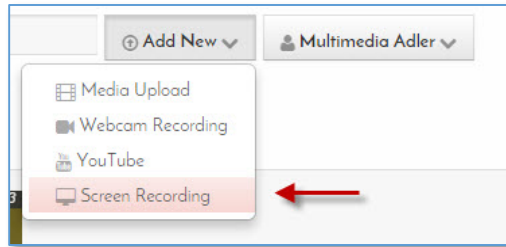
PLEASE NOTE: The Name (required) and Description information will be pulled from YouTube by default, you adjust this information at any time.

To record your screen

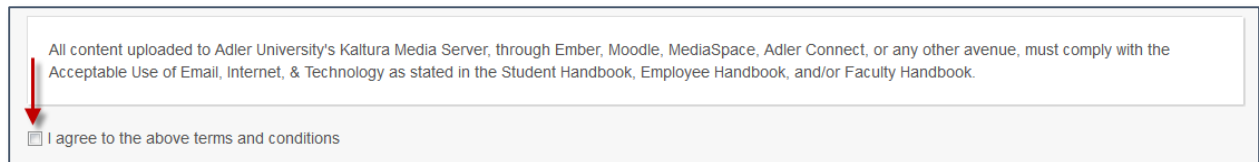


PLEASE NOTE: You must have the latest Java for this service to function correctly. You can find the latest Java at java.com

1. Select “Screen Recording” from the “Add New” dropdown menu.



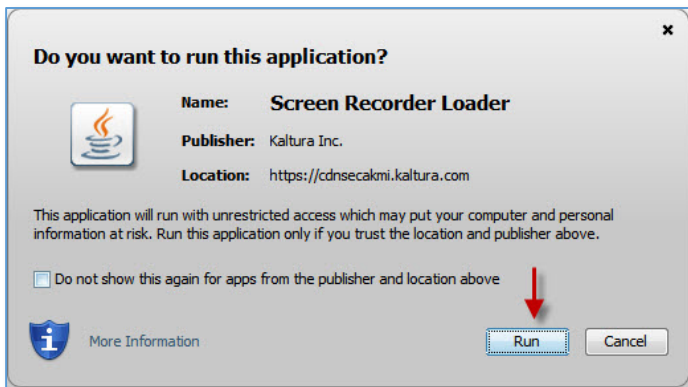
2. Read the terms and condition and check “I agree to the above terms and conditions”



3. Click “Allow” if you’re prompt for a Java plugin to run

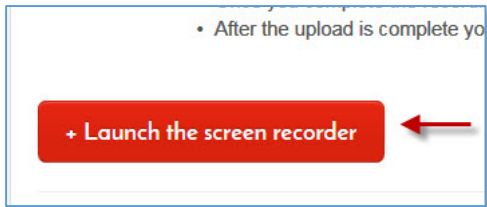


4. Click “Run”.

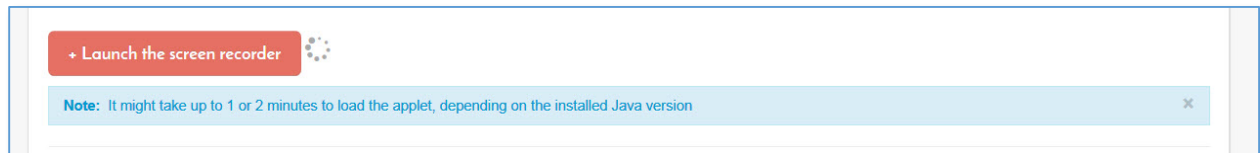


To record your screen

5. Click “Launch the screen recorder”



6. Please wait while the application loads.



Interface Guide

1. Start recording	4. Enable webcam
2. Microphone setting	5. Exit
3. Screen adjust setting	6. Screen record frame

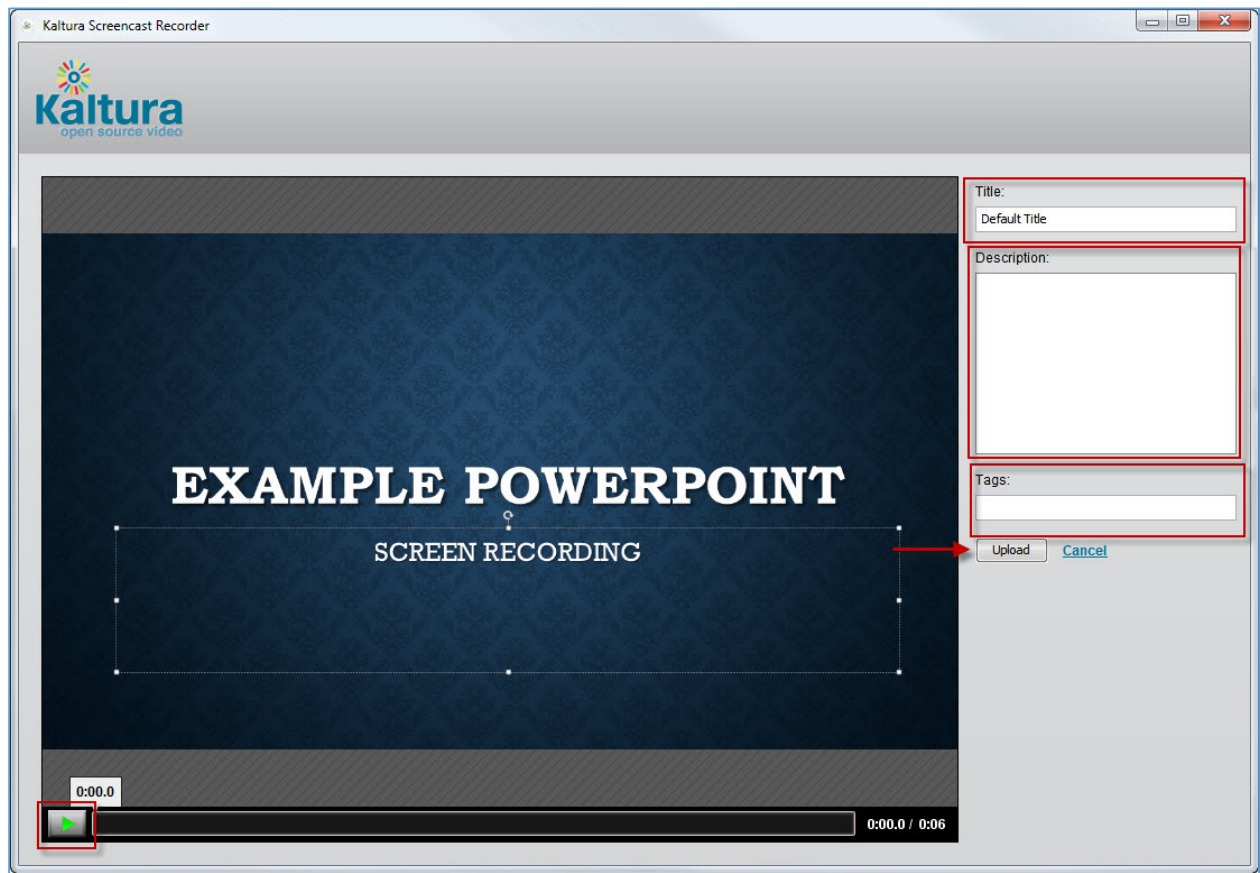
To record your screen

7. Set your screen setting, audio device, and enable or disable your webcam, click “1. Start recording” when ready.

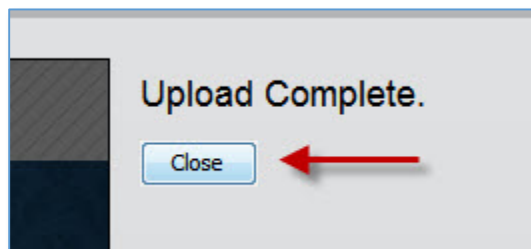


PLEASE NOTE: A counter will begin once you start your recording.

8. Once complete, you can title your video, add description, reply and tag your video. Click “Upload” when ready.



9. Once upload is complete, click “Close”.



To record your screen

10. In the Screen Capture window, enter the required information and click “Save”.

To create a Screen Recording, follow these steps:

- Click on the button to launch the Screen Recorder
- Select the options, area to capture and click the Record button
- Once you complete the recording, review the result and click the Upload button
- After the upload is complete you will be able to enter the metadata for the entry and save it

Note: It might take up to 1 or 2 minutes to load the applet, depending on the installed Java version

Please fill out these details:

Name:
(Required)

Example Screen Record

Description:

Black ▼ Bold Italic Underline

Enter Description...

Tags:

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

☒ **Private** - Media page will be visible to the content owner only.

☐ **Unlisted** - Media page will be visible to anyone with a link to the page.

☐ **Published** - Media page will be visible to individuals according to entitlements on published destinations

→ Save

Go To Media

Go To My Media

Sharing Media



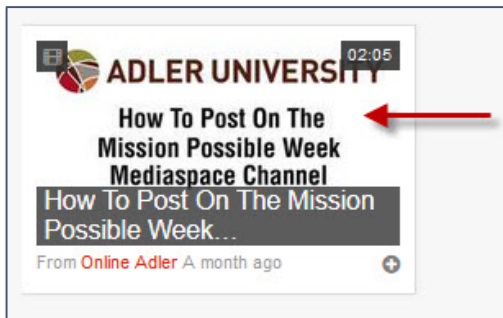
PLEASE NOTE: *Guest users cannot use the share functionalities.*

You can share a media item by:

- Linking to a media page
- Embedding media item

To share a link to a media page

1. Click a media thumbnail or title.



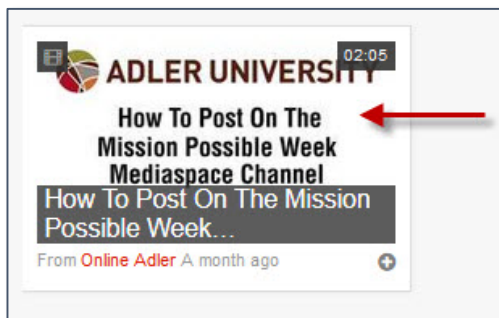
2. Click “Share” under the media player, copy the media page link.



PLEASE NOTE: If the media is restricted, only authorized users can access the shared media page.

To embed a media item

1. Click a media thumbnail or title.

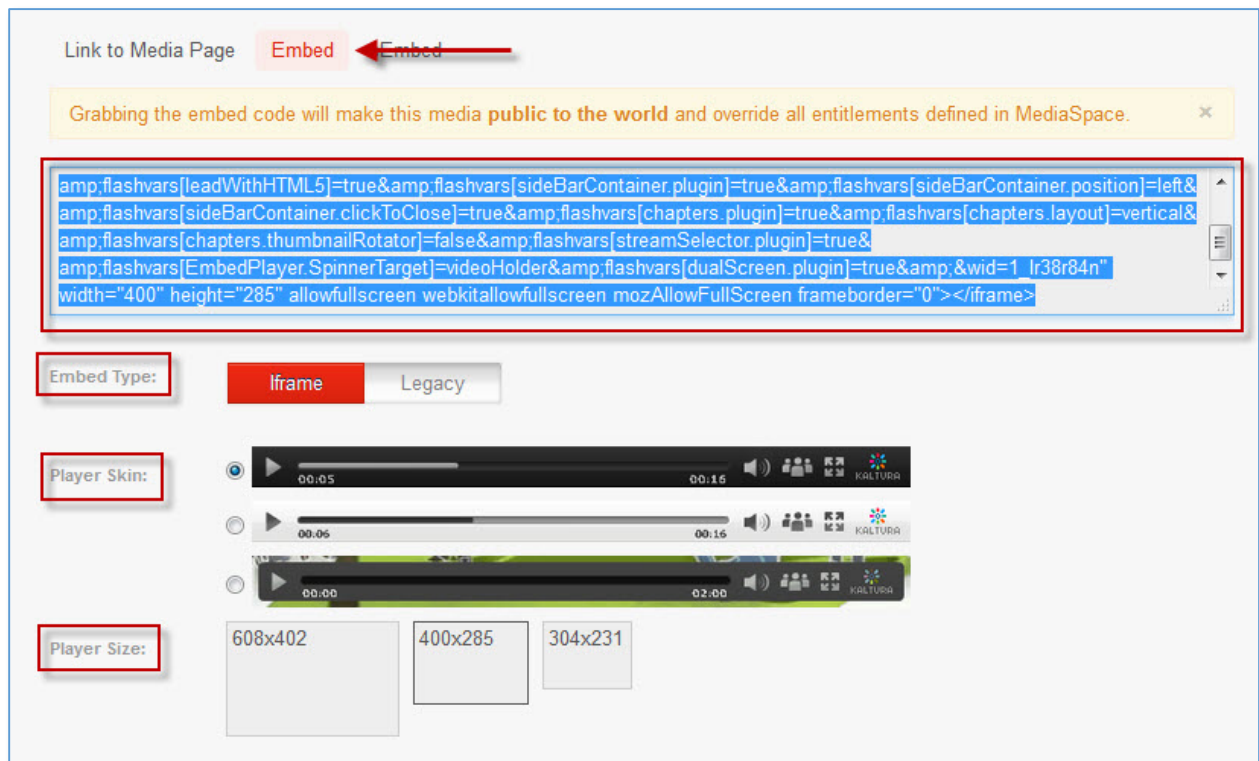


To embed a media item

2. Click “Share” under the media player



3. Click “Embed”, You can copy the default embed code or adjust settings such as, Embed Type, Player Skin and Player Size then copy the embed code.



4. On the website you want to share the media, paste the embed code.



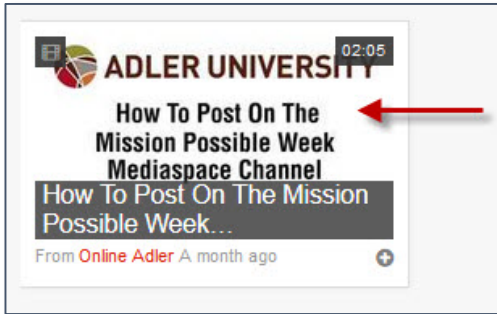
PLEASE NOTE: Using the Embed code will make the media item public. All entitlements defined in MediaSpace will be overridden.

To use oEmbed to embed a media item



PLEASE NOTE: oEmbed allows you to generate a public link, this will allow guest users to view your restricted video.

1. Click a media thumbnail or title.



2. Click "Share" under the media player



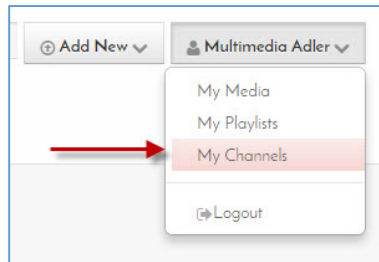
3. Click "oEmbed", copy the code/link.



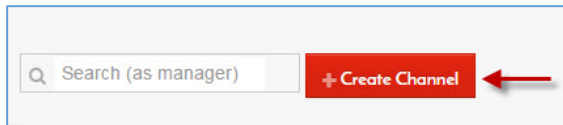
Creating and Managing a Channel

To create a channel

1. Select "My Channels" from the User drop-down menu



2. On the My Channel page, click "Create Channel".



Create a New Channel

Name:
(Required)

Description:

Black ▾

Bold

Italic

Underline

Enter Description...

Tags:

Privacy:

☒ **Open** - Membership is open and non-members can view content and participate.
☐ **Restricted** - Non-members can view content, but users must be invited to participate.
☐ **Private** - Membership is by invitation only and only members can view content and participate.

Options:

☐ Moderate content (Media will not appear in channel until approved by channel manager)
☒ Enable comments in channel
☐ Enable subscription to channel

Save

To create a channel

3. On the Create New Channel page enter values for:

- **Name** – Enter the channel name to display on the Channel page.
- **Description** – Enter a summary of the channel content to display on the My Channels page.
- **Tags** – Enter a descriptive tag to use in searches.

4. (Optional) Select the Privacy settings for the channel.

- **Open** – Adler University users can view content and participate.
- **Restricted** – Adler University users can view content, but must be invited to participate.
- **Private** – Adler University users can not view content, users must be invited to view and participate

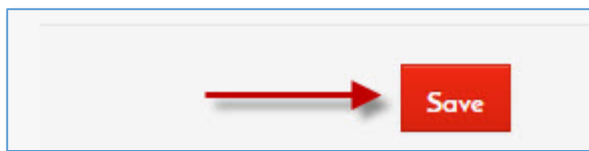
5. (Optional) Select the options settings for the channel.

- **Moderate content** (Media will not appear in the channel until approved by the channel manager.)
- **Enable comments in channels** - This enables the ability for users to add comments to your videos in your channel
- **Enable subscription to channel** – This enabled the ability for users to subscribe to your channel



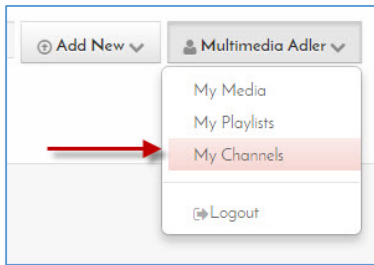
PLEASE NOTE: Access to the entire channel is restricted to Adler University users only. You can share any video within a channel with guest users by using the oEmbed function on the media page.

6. Click “Save”.

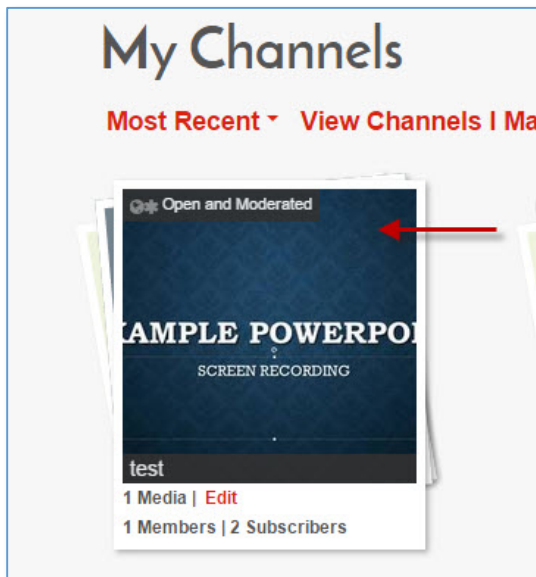


To add existing media to a channel

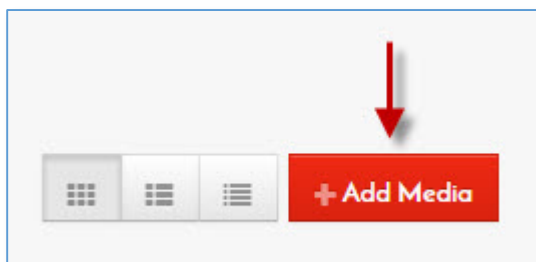
1. Select “My Channels” from the user drop down menu.



2. Click on the Channel that you would like to add content to.

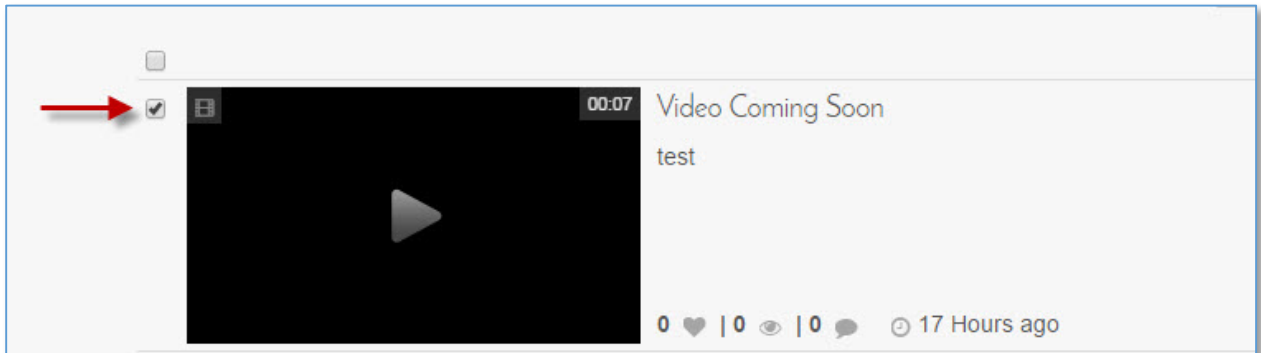


3. Click “Add Media”

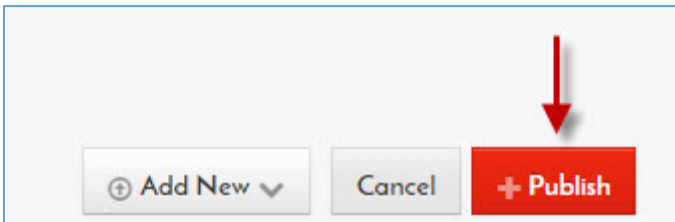


To add existing media to a channel

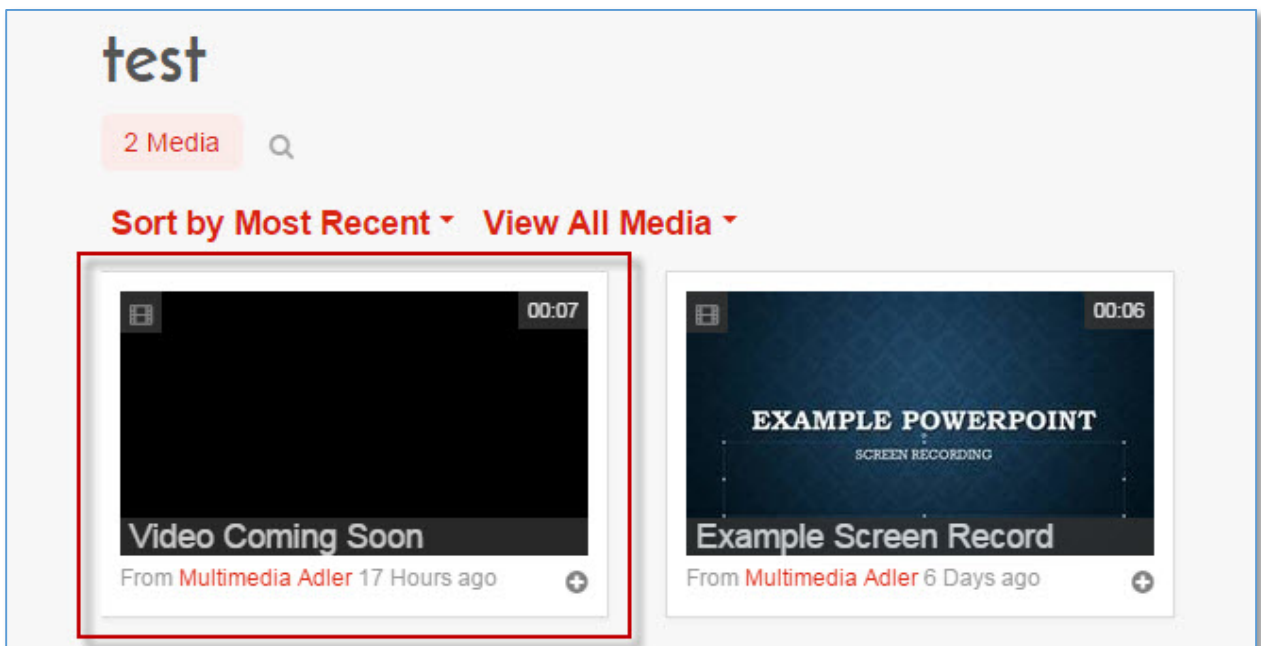
4. Click on the checkbox of the media you would like to add to the channel.



5. Click "Publish"



6. The media will now be available on the channel.

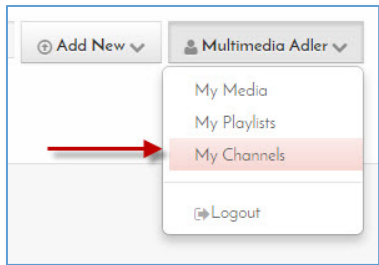


To approve content that is pending for your channel

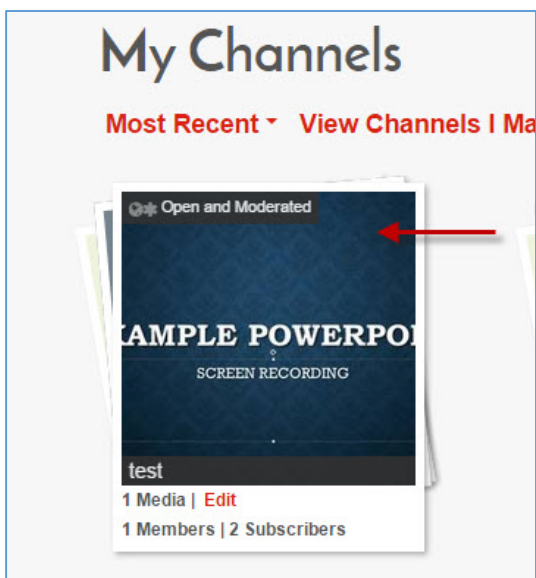


PLEASE NOTE: If you are a manager or moderator of a channel, you should have received an email notification of a pending approval. If you did not receive an email notification please contact your administrator.

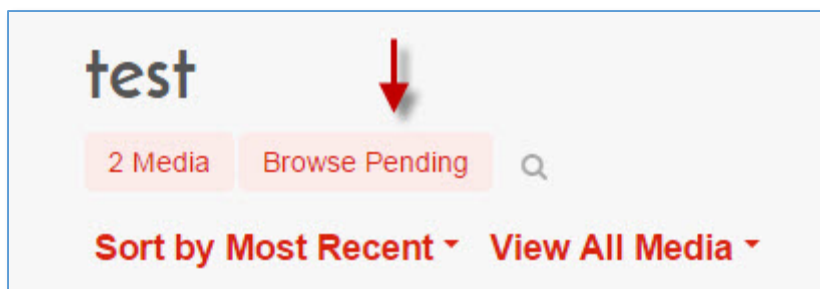
1. Go to the My Channels page



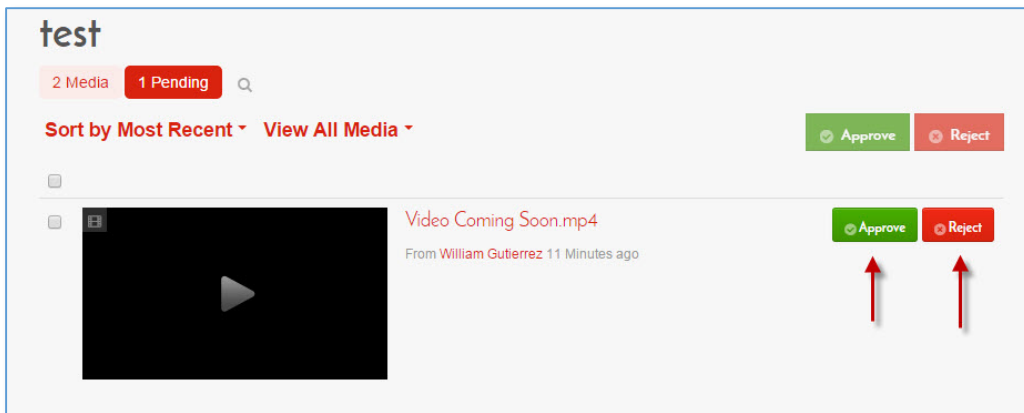
2. Click on a Channel that you would like to approve or reject media for.



3. Click "Browse Pending"



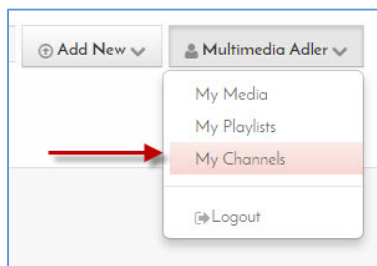
The browsing pending media window is displayed



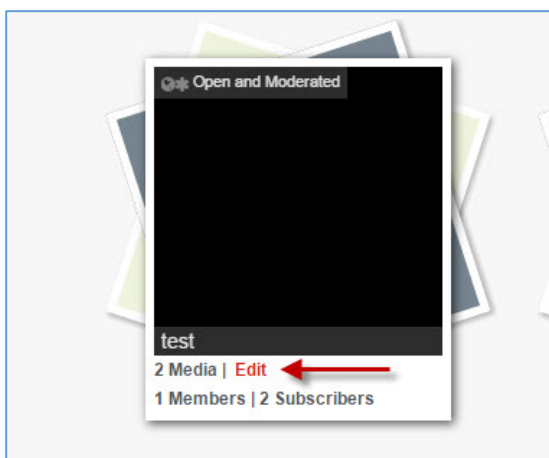
4. Click “Approve” or “Reject”, You can also perform a bulk approve or reject for multiple media items by selecting the check box and selecting “Approve” or “Reject” at the top of the pending media window.

To configure and add members to a channel

1. Go to the My Channels page

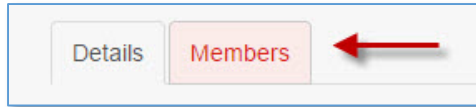


2. Find the Channel you wish to add members to and Click “Edit”

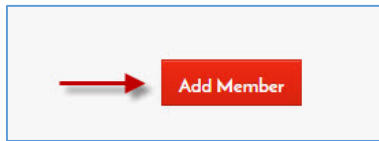


To configure and add members to a channel

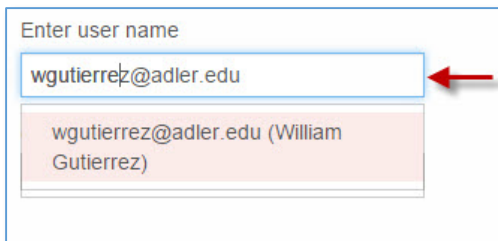
3. Click the “Member” tab



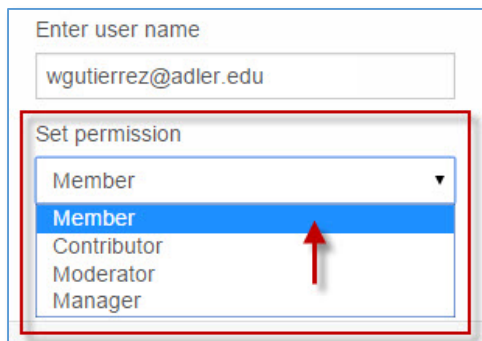
4. Click “Add Member”



5. In the Add Member window start typing the user name of the member you wish to add this will display the user names list, select the member you wish to add.

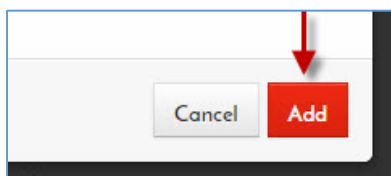


6. Under “Set Permission” select the member’s permission level.



- **Member:** View channel content only.
- **Contributor:** View channel content and add media to the channel.
- **Moderator:** View channel, add media to the channel, and moderate channel content.
- **Manager:** View channel, add media to the channel, moderate channel, and manage the channel (delegate managerial rights to additional users).

7. Click “Add”.

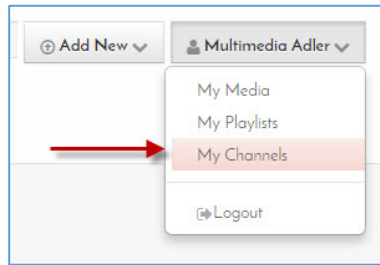


To delete a channel

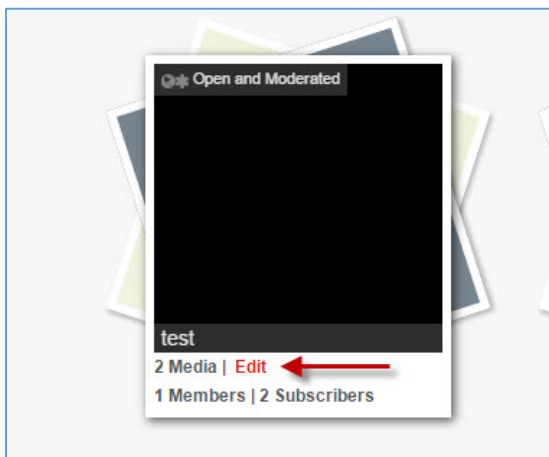


PLEASE NOTE: Deleting a channel does not delete the media from MediaSpace.

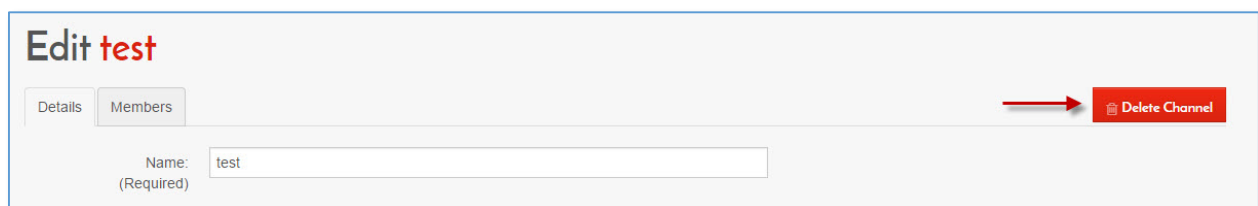
1. Go to the My Channels page



2. Find the Channel you wish to add members to and Click "Edit"



3. In the Edit page click "Delete"



4. Click "Delete" to confirm the deletion.

