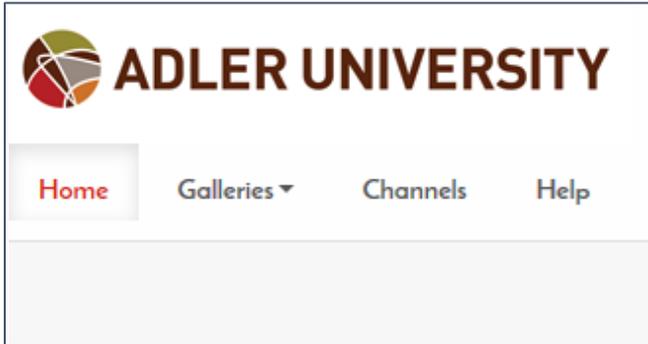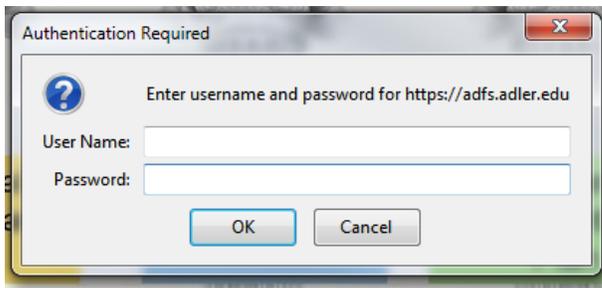# ADLER UNIVERSITY

How to post to the 2018 Annual Retreat Channel

Share your answer thoughts, reflections and reactions about this year's Adler Retreat!
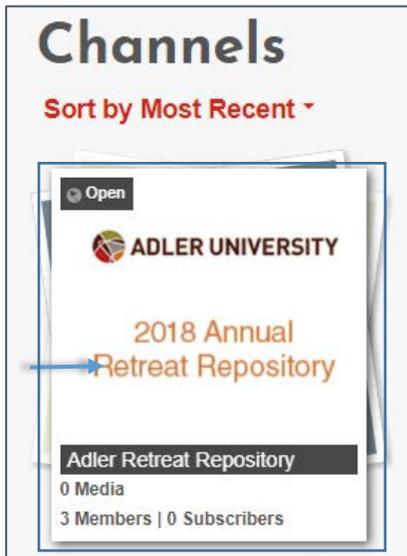
1. Go to mediaspace.adler.edu
2. Select channels

3. You will be prompt to login. In the fields provided, enter your extended username and password. Then press the "OK" button.
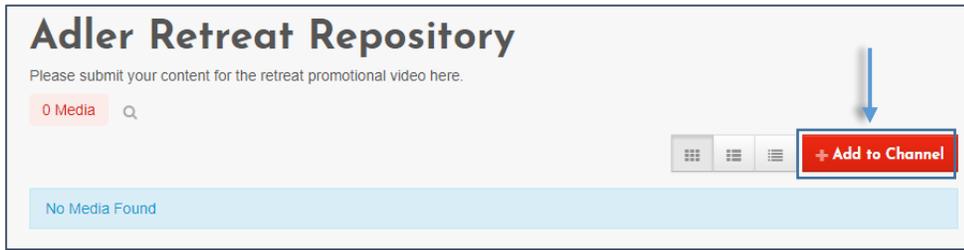

Please Note: Your extended username is username@adler.edu .
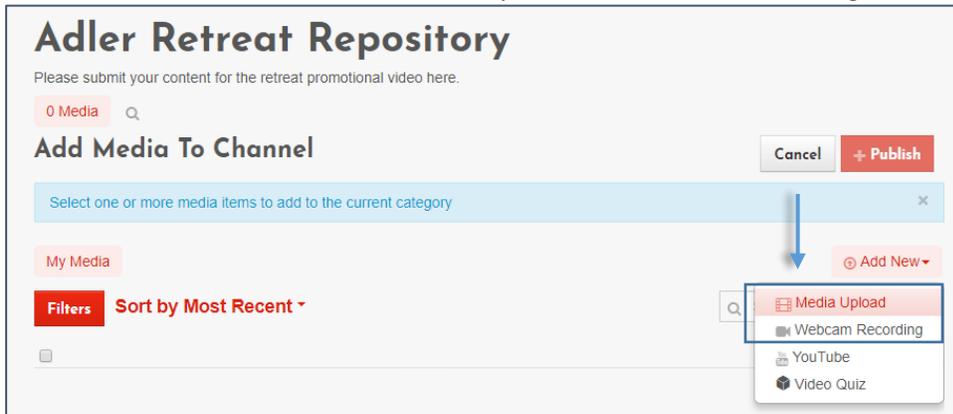
Students, this is not your email address

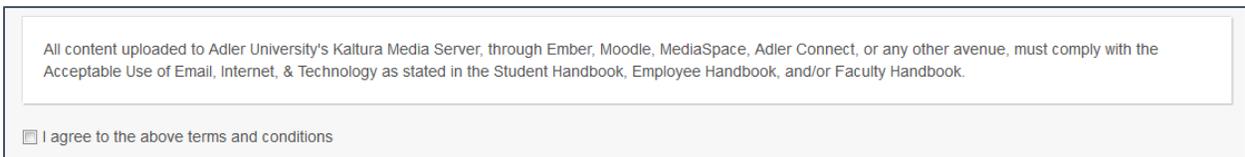4. Select the "Adler Retreat Repository" Channel
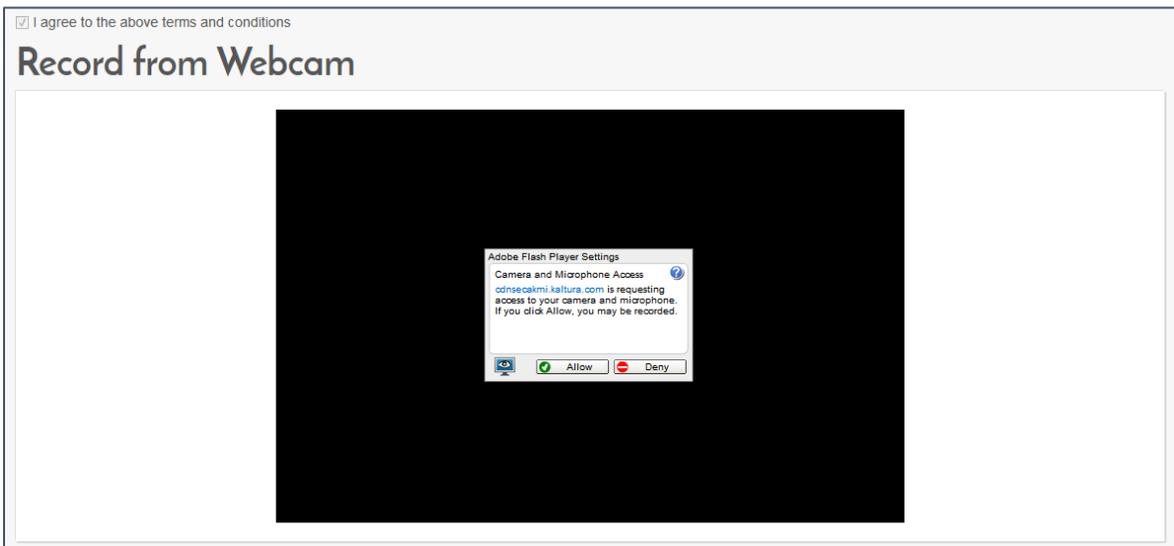
5. Select "Add to Channel" button

Adler Retreat Repository

Please submit your content for the retreat promotional video here.

0 Media   🔍

⊞   ☰   ☰   **+ Add to Channel**

No Media Found

6. Select "Add New", Then "Media Upload" or "Webcam Recording"

Adler Retreat Repository

Please submit your content for the retreat promotional video here.

0 Media   🔍

Add Media To Channel

Cancel   **+ Publish**

Select one or more media items to add to the current category   ×

My Media

⊕ Add New ▾

Filters   Sort by Most Recent ▾   🔍

- 🎞 Media Upload
- 📹 Webcam Recording
- ▶ YouTube
- ⬤ Video Quiz

☐

7. Read the terms and conditions and Check "I agree to the above terms and conditions"

All content uploaded to Adler University's Kaltura Media Server, through Ember, Moodle, MediaSpace, Adler Connect, or any other avenue, must comply with the Acceptable Use of Email, Internet, & Technology as stated in the Student Handbook, Employee Handbook, and/or Faculty Handbook.

☐ I agree to the above terms and conditions

8. Select the "Allow" button. If you selected "Media Upload" in step 6, select "choose a file to upload". Locate your file and select "open". Then proceed to step 12.

☑ I agree to the above terms and conditions

Record from Webcam

Adobe Flash Player Settings

Camera and Microphone Access   ❓

cdnsecakmi.kaltura.com is requesting access to your camera and microphone. If you click Allow, you may be recorded.

✅ Allow   ⛔ Deny

9. Click on webcam panel begin recording
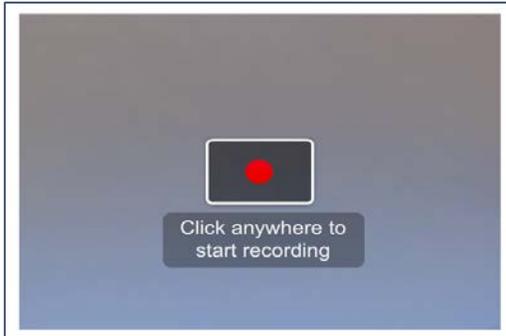
10. Click on webcam panel to stop the recording

11. You may playback your video and re-record if you would like. Select "Save" when ready.

12. Please title the video. You may add additional details if you like, then select "Save" when complete.

Please Note: Please add your full name and program in the details section of your video.

13. You have achieved a successful upload!

Record from Webcam

Your changes have been saved.

Please fill out these details:

Name:
(Required)

Description:

Black ▾   Bold   *Italic*   Underline

Enter Description...

Tags:

Media successfully published   ✕

Save   Go To Media   Go To Channel