KALTURA MEDIA SPACE
# Table of Contents

Getting started with Kaltura ................................................................. 3  
  What is MediaSpace? ........................................................................ 4  
  How to Add Media in Kaltura MediaSpace ....................................... 6  
  How to Edit Media in Kaltura MediaSpace ....................................... 8  
  How to Add Co-Publisher or Co-Editor in Kaltura ............................ 9  
  Understanding MediaSpace Channels ............................................ 11  
  Creating a Channel ........................................................................... 19  
  How To Use and Publish From My Media ....................................... 23  
  How to unpublish a video in Kaltura MediaSpace ............................ 26  
  Understanding Kaltura MediaSpace Analytics ................................. 27  
  How to download you Kaltura media ............................................. 28  
  Kaltura MediaSpace Manual .......................................................... 30  
  Kaltura MediaSpace FAQ ................................................................. 31  

Captioning video with Reach .............................................................. 37  
  What is Reach? .................................................................................. 38  
  How to edit Reach Captions ............................................................ 47  

Kaltura Go ......................................................................................... 48  
  How to use Kaltura Go .................................................................... 49
Getting started with Kaltura
What is MediaSpace?

What is it?

MediaSpace is like a Campus YouTube for NUI Galway. It is developed by Kaltura and facilitates the sharing of video. Staff and students could securely create, upload, share, search, browse, and watch videos, presentations, screencasts, and other rich media content. Videos can be shared publicly or to an internal NUI Galway audience depending on the type of resources being shared. There are no limits on the duration of media or its size, nor is there a limit on the amount of media that may be uploaded by a user. However, it should be noted that any media that you no longer wish to host on MediaSpace should be taken down as a courtesy. It is open source and cloud based. NUI Galway currently hold a licence, and it is available on campus.

Log in

Go to https://nuigalway.mediaspace.kaltura.com/

1. Click on the Guest link
2. Select Login

Please Sign in using your campusaccountid@nuigalway.ie
(e.g. 1234567S@nuigalway.ie)

The MediaSpace User Interface

After logging in, you will have access to the MediaSpace head, with the following options:

- Add New
- My Media
Find out more about Kaltura MediaSpace in this overview video
How to Add Media in Kaltura MediaSpace

Uploading Media

You can upload images and video files directly from your phone and tablet browser using the new upload control that uploads files in chunks and supports resuming uploads as well. MediaSpace supports uploading files that are larger than 2GB.

To upload media from your desktop:

• Go to https://nuigalway.mediaspace.kaltura.com/
• Select Media Upload from the Add New dropdown menu.

The Upload Media page is displayed.

Upload Media

Drag & Drop a file here
or
Choose a file to upload

All common video, audio and image formats in all resolutions are accepted.

Drag and drop a media file or click Choose a file to upload.
While the file is uploading, on the Upload Media page you can:

- Enter metadata information about the media and click **Save**. Mandatory fields are marked with an asterisk.
- Click **Cancel** to cancel the upload.
- Click **Choose another file to** upload additional files.

Select the Privacy Settings. When adding new media and editing the metadata, select if the media will be private, unlisted or automatically published to specific categories and/or channels when the media is ready.

⚠️ 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.

💡 **NOTE:** To view the media page when uploading is complete, select **My Media** from the User dropdown menu.
How to Edit Media in Kaltura MediaSpace

Kaltura has a native media editor online called Kaltura Editor. The Editor is great for creating a clip from a longer video, trimming the beginning or ending or a recording, or deleting an interruption in the middle of the recording.

💡 Kaltura Editor is a lite media editor. It is advised to use a different software if detailed editing is desired or needed. Commonly used video editors include Adobe Creative Cloud Premier Pro, or Final Cut Pro, but note that these each incur a license cost, and are not covered by an NUI Galway site license (so you will need to enquire within your school or college about purchasing these).

Launching the Editor

**VERY IMPORTANT**: You must be the owner or collaborator of the media to edit it using the Kaltura Editor.

1. Go to My Media either in Blackboard or https://nuigalway.mediaspace.kaltura.com/
2. Click the video entry's edit button (pencil icon).
3. Click Launch Editor.
4. Select Video Editor icon (¶) on the left most panel.
How to Add Co-Publisher or Co-Editor in Kaltura

This article will explain how to add a colleague to your video to enable them to post your Kaltura video in their courses.

If you wish to allow your colleagues to post your Kaltura video in their courses, you must add them as co-editors or co-publishers.

Steps involved:

Go to your Kaltura My Media by clicking on the My Media link (on either MediaSpace or Blackboard).

This will bring you to your Kaltura My Media.

Select the video you wish to share and click Edit.

You will be brought into the editing options. Select the Collaboration tab and select Add Collaborator.
Enter the NUI Galway username for the person you wish to add as a collaborator.

- Select **Co-Editor** to allow them to edit your video.
- Select **Co-Publisher** to allow them to publish your video.
- Select **Co-Viewer** to allow them to view the video.

💡 Please note that the collaborator must have previously signed in to Kaltura in order for them to be added as a collaborator.

### Add a Collaborator

![Add a Collaborator](image)

Click **Add** to save your changes.
Understanding MediaSpace Channels

In Kaltura MediaSpace, a channel is a collection of videos and other media that can be public or restricted in terms of who can view and contribute media to the channel. Channels are useful for aggregating a large number of videos on the same topic or theme, or for sharing a collection of similar or diverse videos with a specific audience. This article explains further.

Interacting with MediaSpace Channels

💡 Be certain to take a moment to consider your privacy settings when creating a channel. You have the option of deciding who sees what, and you should make a conscious choice here. You can decide to allow only members (i.e. NUI Galway staff and students) to view your channel, or have it open for everyone online to view.

How To Create, Set and Delete a MediaSpace Channel

Create a Channel

How to create a Channel

To create a channel for your videos:

1. Go to https://nuigalway.mediaspace.kaltura.com/
2. At the upper right, click Guest and select Login from the drop-down menu. If prompted, enter your NUI Galway email address and password.
3. At the upper right, click your name, and then select My Channels.
4. Click Create Channel.
5. In the "Name" field, enter a descriptive name for your channel. You may also add an optional description and keywords (that is, tags).
6. Choose one of the following three privacy options:
   - Open: Select this option if you want other MediaSpace users to be able to see and contribute to the media in the channel.
7. Review the following two channel options, and check the box(es) to enable them if you wish:

- **Moderate content**: Select this option if you want to approve content uploaded by others before it is visible to users who can access the channel.
- **Enable comments in channel**: Select this option if you want channel viewers to be able to attach comments to videos in the channel.

8. To save your channel settings, click Save.

---

**Add users to your Channel**

**Add users to a restricted or private channel**

For you to be able to add a user to a channel in MediaSpace, that user must already have a MediaSpace account. If you want to create a private channel, instruct your
To add users to your channel:

1. Go to https://nuigalway.mediaspace.kaltura.com/
2. At the upper right, click Guest and select Login from the drop-down menu. If prompted, enter your NUI Galway email address and password.
3. At the upper right, click your name, and then select My Channels.
4. Locate the desired channel and click Edit.
5. Select the Members tab.
6. Click Add Member.
7. In the "Add Member" dialog, enter the username of the person you want to add, and select one of the following roles:
   - Member: Can view channel content only
   - Contributor: Can view channel content and add media to the channel
   - Moderator: Can view channel content, add media to the channel, and moderate channel content
   - Manager: Can view channel content, add media to the channel, moderate channel content, and manage the channel (that is, delegate managerial rights to additional users)
8. Click Add to add the member to the channel.
9. Repeat steps 6 through 8 for each person you want to add to the channel.

Add Media to your Channel

To add your media to a channel

You can add media to a channel in several ways: By publishing media to a channel when you upload it, or by selecting it and adding it at a later time.

To add previously uploaded media to your channel:

1. Select My Channels from the user drop down.
2. Locate the desired channel and click to open it.
3. Select the Media tab.
4. Click on the 3 dots in the lower right corner of the thumbnail to see additional options.
View your Channels

To view your channels

Click on My Channels in the User Menu.
The **My Channels** page is displayed.

Click on a channel under **My Channels** to display the channel's playlists (if configured and available). The icon highlighted in yellow may be used to advance the media list.
Each channel thumbnail has a clear indication of all the information related to the channel including, the name, a thumbnail display of the last video added to the channel, total number of views and channel status.

After selecting the **Edit** icon, additional options to modify the media are displayed.
Understanding Permissions

What is the difference between categories and channels and their permissions?

The following table lists some of the differences between categories and channels. On our system, any user can create a channel, but if you wish to use a category, you will need to get in touch directly.

<table>
<thead>
<tr>
<th></th>
<th>Categories</th>
<th>Channels</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are they?</td>
<td>Centrally curated hierarchical structure that defines the taxonomy of the site.</td>
<td>User generated collections that are personally managed</td>
</tr>
<tr>
<td>Who can create?</td>
<td>Admin (KMC) users only</td>
<td>Any staff or student user</td>
</tr>
<tr>
<td>Where do they show</td>
<td>Navigation menu</td>
<td>My Channels All Channels Inside a category</td>
</tr>
</tbody>
</table>

Channel Symbols and Status Icons

<table>
<thead>
<tr>
<th>Status</th>
<th>What it means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Membership is open and non-members can</td>
</tr>
<tr>
<td>Status</td>
<td>What it means</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Restricted</td>
<td>Non-members can view content, but users must be invited to participate</td>
</tr>
<tr>
<td>Private</td>
<td>Membership is by invitation only and only members can view content and participate</td>
</tr>
<tr>
<td>Moderated</td>
<td>Media does not appear in channel until approved by channel manager</td>
</tr>
<tr>
<td>Public</td>
<td>Anyone can view content (including anonymous not logged-in users). Only channel members can contribute content according to their publishing entitlements.</td>
</tr>
</tbody>
</table>
Creating a Channel

In this section, we will demonstrate how to create, set, and delete a MediaSpace Channel on [https://nuigalway.mediaspace.kaltura.com/](https://nuigalway.mediaspace.kaltura.com/).

To create a new channel go to the My Channels page by selecting My Channels from the user drop-down menu.

Alternatively, you can create a new channel from the Channels page. To do this, click on the Channels tab, on the Channels page, click on the Create Channel button.

Afterward, the Create a New Channel page is displayed.
Create a New Channel

1. **Name:** enter the channel's name to display on the Channels page.
2. **Description:** enter a summary of the channel's content to display on the Channels page.
3. **Tags:** enter a descriptive tag to use in searches.
4. **Reference ID:**
5. **Privacy:** Select the Privacy setting for the channel. MediaSpace supports five types of Privacy settings.
   - **Restricted:** this is a channel where all logged in users can view content. However, users must be invited by the channel owner or manager to contribute content.
   - **Private:** this is a channel where the membership is based on invitation only. In addition, only members can view and contribute content.

*Please note the privacy levels available in your MediaSpace site might differ to the demonstrated settings above, due to a configuration decision made by your administrators.*

6. **Options:**
   - Check the Moderate content option to enable the moderation process on your channel. This means without the approval of a channel's manager or moderator, the media contributed to the said channel will not appear.
   - Enable comments in channels, provide users with the option to add comments. Enable subscription to the channel, provide users with the option to subscribe to the channel.

On the Create a New Channel page, you can carry out the following tasks.

1. **Name:** enter the channel's name to display on the Channels page.
2. **Description:** enter a summary of the channel's content to display on the Channels page.
3. **Tags:** enter a descriptive tag to use in searches.
4. **Reference ID:**
5. **Privacy:** Select the Privacy setting for the channel. MediaSpace supports five types of Privacy settings.
   - **Restricted:** this is a channel where all logged in users can view content. However, users must be invited by the channel owner or manager to contribute content.
   - **Private:** this is a channel where the membership is based on invitation only. In addition, only members can view and contribute content.

*Please note the privacy levels available in your MediaSpace site might differ to the demonstrated settings above, due to a configuration decision made by your administrators.*

5. **Options:** Select the Option setting for the channel.
   - Check the Moderate content option to enable the moderation process on your channel. This means without the approval of a channel's manager or moderator, the media contributed to the said channel will not appear.
   - Enable comments in channels, provide users with the option to add comments. Enable subscription to the channel, provide users with the option to subscribe to the channel.
Select the Categories with which this channel will be associated, then click **Save**.

That's it, your channel is ready.

**How others see your channel**

Members of the channel can now view the channel's information, which will now be on hand on the Channel's page. If the channel is public, all users will see it, or only those specified in step 5 above.

**View Analytics**

To learn more about this channel, the channel's owner and managers can access the channel Analytics page, which is located in the Edit drop down menu.

**Changing your channels thumbnails**

Also the channel's owner and managers are able to change the channel's thumbnail if needed. By clicking the Upload Thumbnail option located in the Edit drop down menu as well.

**How to delete a channel**

On the Channel's page, discover the channel you would like to delete and click on the Edit icon.
This will take you to the Edit page. Once in the Edit page, scroll down and find the Delete Channel option and click on it.

Click Delete to confirm the deletion.

💡 Please note that deleting a channel does not delete its media from MediaSpace, only the channel is deleted.
How To Use and Publish From My Media

Every user has a personal, searchable repository for viewing and managing private media content on https://nuigalway.mediaspace.kaltura.com/. Thus, "My Media" is the media repository of a single user. Media items in the "My Media" repository may be published and shared with others through channels based on the user's entitlements. This tutorial video demonstrates how to use "My Media" and publish from it.

Publish a video from your My Media page

Let's go to your My Media page on https://nuigalway.mediaspace.kaltura.com/. The My Media page contains all your private and published media.

Also, an icon can be found near every media upload. The pencil icon takes you to the Edit Media page while the trash icon will delete the media.

Under Actions menu, you can select Published, and then select the Channel you have permissions to publish to. Click Save.

You can publish the media to multiple categories and channels.

- 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.

Publish in Category

Published in Channel

Search channels

Top Channels I Manage

- Technology
Publishing options explained:

There are four available options in media space for sharing and publishing your media. To learn the publishing options, from the My Media page select the checkbox to the left of the media you want to publish. Go to the actions menu and click Publish.

The four options are as follows.

1. The first option will keep the media private. When you select this option the media can be seen only on your My Media page. Note that when you upload a new media it will be set as private by default.

2. The second option is Unlisted. Once you set your media as unlisted, only users with a direct access link to the media can view it. People with a link can watch the media, but the media cannot be found in media space. To put it succinctly, all unlisted media are hidden unless you have their direct link.

3. The third option is Published. With this option, you can publish your media in Media Space. Here's how to. After selecting Published, you'll be presented with a list of galleries in which you're granted permission to publish. You can choose to publish your media in one or more galleries by selecting the check box next to the gallery's name, and click Save.

4. The fourth option is the option to publish your media in channels. Here's how to publish media in channels. After selecting Publish, you'll be presented with a list of channels to which you're entitled to publish. You can choose to publish your media in one or more channels by selecting the check box next to the channel's name, and click Save.

Please note when choosing to delete a video, you're completely removing the video from the site. This also means that if this video is published in another location, it will be deleted from that location as well. Also, after you approve the deletion confirmation message that is prompted, and undo delete button is not available to retrieve the same video.

Note:

When you are back in the My Media page you can see the status of all your publishing options.

In case the media was never published a private message can been seen in the media's thumbnail. In case the media set as unlisted an unlisted message can be seen in the medial thumbnail.

In the event that the media is published, a published button will be displayed near the media. The locations where a media upload is published can be seen when you click on the Publish
button. If the media was published in a gallery, the gallery name would be seen. If the media was published in a channel, the channel name would be displayed.
How to unpublish a video in Kaltura MediaSpace

This article describes how you can unpublish a video from Kaltura MediaSpace.
Understanding Kaltura MediaSpace Analytics
How to download your Kaltura media

It is possible to download your Kaltura media from NUI Galway's Blackboard or MediaSpace. This article explains how.

To download media from Kaltura, you first must enable downloading for the content you want to download:

1. Under My Media locate the content you want to download, and then click Edit.

2. On the Download tab, select the desired download options; to download the file in its original format, select Source.

3. Click Save. You will see a green bar indicating "The information was saved successfully."
4. Select Go to Media, and locate your video. You will now see the option to Download the video displayed.

5. Click on this and you will be able to download the video directly.
Kaltura MediaSpace Manual

Kaltura also produce extensive documentation on their products. If you haven't found your answer on this site, check out their resources directly:

Kaltura MediaSpace Support videos
Kaltura Documentation User Manual
Kaltura MediaSpace FAQ

Universities use MediaSpace to:

- Publish lectures and teaching materials publically or internally
- Facilitate student uploads and campus life
- To share videos internal to the institution
- To publish community, sports, and alumni related content.

Keep in Mind...

MediaSpace is intended for distribution and not archiving. It is important that you keep your original source material.

What are the recommended specifications for uploading a video?

For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kbps.

Can my media be seen by other people?

You have the option to make your media public for all to see by publishing it to a public category/gallery or restrict it's access to it to only yourself, or to a select group of people in a Channel or restricted category. The content provided through MediaSpace is not password protected. Instead, privacy is maintained through a public/private process. Private content does not appear on the MediaSpace site. The responsibility to distribute the location of a private piece of content falls on the owner of that content. If the location of that content is made available to persons not warranting access, the only way to correct this is to delete it and resubmit the media.

What are the different ways I can distribute my media?

There are a few different ways to distribute your media once it has been encoded.

Make your media available on the MediaSpace site at https://nuigalway.mediaspace.kaltura.com/ by publishing it to one of the public categories. In this fashion, your media will appear in search results and can be found by browsing the site. Embed your media on your own website by adding the HTML code provided when you click the Share tab underneath the media. Only the owner of the media has access to the HTML code necessary for embedding that piece of media. Note: If you embed your media on a page outside MediaSpace, you forgo all access controls on that media. Distribute a direct link to your
media content via e-mail. If your media is not published to a public category, the recipients of your link must be on an access list or will be unable to access the media.

What is a Channel?

Channels allow content owners to group media together and restrict access to that media to only a defined list of users. Note: if you publish your media to a public category, adding that same media to a Channel will not restrict who has access to it.

How do I make a Channel?

Users of MediaSpace can create their own personal Channels. To do this:

1. Click "My Channels" in the top menu.
2. Click "Create Channel +" to create a Channel.
3. Enter a name and description.
4. Determine the type of permissions you want for your Channel. They are:
   - Open: Anyone with a link to your Channel can view content in the Channel and can also add new content to it.
   - Restrict: Anyone with a link to your Channel can view content in the Channel. Only members can add new content to it.
   - Private: Only members can view content in the Channel and also add new content to it.
5. Determine if you want your Channel to be moderated. This means only certain types of members will be able to determine what is added to a Channel. Media Services recommends that you moderate content in your Channel.
6. Click Save.

How do I restrict access to a Channel?

Upon creating a Channel, you determine if that Channel is Open, Restricted or Private. Depending on your choice, you are then required to define who is a member of your Channel if you wish them to access the content therein. You do this as follows:

1. Click "My Channels" in the top menu.
2. Click the Edit link underneath the desired Channel.
3. Click the Members tab.
4. Click Add Member.
5. Enter the ONID username of the person you'd like to add as a member.
6. Determine the permissions you would live to give to this member. They are:
   - Member: May view content in the Channel.
   - Contributor: May view content in Channel and submit new content.
   - Moderator: May view content in the Channel, submit new content, and approve submitted content if the Channel is moderated.
   - Manager: Same permissions as the creator of the Channel. May view, submit and approve content, as well as Edit permissions, modify details of the Channel, or delete it outright.
7. Click Add.
How do I add media to a Channel?

You must be granted permission from a Channel manager in order to submit content to a Channel. Furthermore, you may only submit content that you own to a Channel. You may add content to a Channel in one of two ways. Either from the Channel's page or from the media's page. From the Channel's page:

1. Click My Channels.
2. Select the Channel to which you'd like to add your media.
3. Click + Add Media
4. Select a piece of content from the collection of content that you own. If you have not yet uploaded your content, you will have the opportunity to do so here.
5. Click Add.

From your media's page:

1. Click My Media.
2. Select the media you'd like to add to the Channel.
3. Click the Publish tab underneath the media.
4. Choose Publish in Channel.
5. You will be presented with a list of Channels to which you may submit content. Select the desired Channel. Once the box is checked, the media has been added to that Channel.

How do I remove media from a Channel?

A content owner can remove any of his media from a Channel to which it had been previously submitted. Channel managers can remove any content that has been previously submitted to their channel. If you're a content owner:

1. Click My Media.
2. Select the media you'd like to remove from a Channel.
3. Click the Publish tab underneath the media.
4. Choose Publish in Channel.
5. You will be presented with a list of Channels to which you may submit content. Remove the checkbox next to the Channel from which you wish to remove your content. Once the checkmark is removed, the media is removed from that Channel.

If you're a Channel manager:

1. Click My Channels.
2. Select the Channel from which you'd like to remove media.
3. On the left-hand side you will be presented with the media currently in this Channel. Pass your mouse over the media you wish to remove and click Remove.
4. Confirm that you want to remove this media by clicking Yes.
How do I approve or reject content submitted to a Channel?

Channels must have moderation activated in order to approve or reject a submitted piece of media. Only a Channel manager or moderator may approve or reject content submitted to a Channel. To do this:

1. Click My Channels.
2. Click Edit underneath the Channel you wish to delete.
3. Click the Pending tab.
4. Select the piece of media you wish to approve or reject.
5. Click either the Reject or Approve button.

How do I delete a Channel?

Only a Channel manager may delete a Channel. To do this:

1. Click My Channels.
2. Click Edit underneath the Channel you wish to delete.
3. Click the Advanced tab.
4. Click Delete Channel.
5. Confirm that you want to delete this Channel by clicking Yes.

What is a Playlist?

Playlists allow you to group content together for embedding on an external web page. Every time you add a new or remove an item to a Playlist, your embedded player automatically updates to reflect this change. Playlists presently are only Adobe Flash compatible and only work in browsers with the Flash plug-in installed.

How do I make my own Playlist?

Users of MediaSpace can create their own personal Playlists. To do this:

1. Click the "Add to Playlists" tab underneath a piece of media to add it to a Playlist.
2. Click "Create New Playlist" to create a Playlist.
3. Enter a name and description.
4. Click Create New Playlist.

How do I add media to my Playlist?

Any media in MediaSpace can be added to a Playlist.

1. Click the "Add to Playlists" tab underneath a piece of media to add it to a Playlist.
2. Click the checkbox next to the Playlist to which you would like to add the media.
3. Click Apply.

How do I delete a Playlist?

Users can delete the Playlists they have created. To do this:

1. Click on "My Playlists" in the top menu.
2. Click the trash can next to the Playlist you want to delete.
3. Click OK to confirm.

Can I embed the MediaSpace player in a web page?

Yes, the MediaSpace player can be embedded on a web page. Click the Share tab underneath the media. Copy this code and paste it into the source code for your web page. This can be done on any web page including Drupal and Blackboard pages. Only the owner of the media has access to the HTML code necessary for embedding that piece of media.

Can my content on MediaSpace be password protected?

You cannot password protect your media in MediaSpace but you can restrict who has access to it to only certain users who must first log in before reaching your content. By default, every piece of media in MediaSpace is unpublished and remains inaccessible until the owner either publishes it to a category or adds it to a Channel with defined access controls.

Can I restrict who sees my content in MediaSpace?

MediaSpace allows you to restrict access to your media by assigning it to a restricted category or by creating a Channel and assigning an access list to that Channel. By placing your media exclusively in one of these categories or Channels - and not publishing it publically anywhere else - you can thus control who can access your content.

Can I use MediaSpace to archive my media?

No. MediaSpace is intended to be used as a media distribution and management tool, not an archival tool. Please keep your original media files stored somewhere safe, such as on your personal computer, a CD/DVD, or other form of electronic storage.
What should I do if I have found content that is in violation of copyright in MediaSpace?

Content uploaded to the MediaSpace servers is expected to conform to the NUI Galway Acceptable Use of University Computing Resources. If you have found material on MediaSpace which you believe is in violation of copyright, please report it to CELT immediately.

Can videos in MediaSpace be captioned?

MediaSpace allows for the captioning of media and is compatible with SRT files. You may upload your own captions file if you are familiar with the SRT format.

Can instructors use MediaSpace media in Blackboard?

Yes. Instructors who have uploaded media to MediaSpace can link to it in Blackboard. Furthermore, by leaving their media unpublished in MediaSpace and simply embedding the media in Blackboard, the instructor can prevent anyone but their assigned students from accessing that specific piece of media.
Captioning video with Reach
What is Reach?

REACH is a tool within Kaltura that allows you to caption, transcribe and translate your videos.

Requesting and Ordering Captions

1. Select **My Media** from the User drop down menu and click on a media entry.
2. Select **Captions Requests** from the Actions drop down menu.

You can order your captions, select **Machine** and the **Source Media Language** (e.g. English)

After captions requests are approved, the requests are sent automatically. Machine ASR generated captions have 70-80 percent accuracy. Machine captions turnaround time is usually
30 minutes and depends on the video duration. The captions will be uploaded the media when completed.

**Editing Captions**

1. Go to My Media and select a media entry with captions.
2. Select Captions Requests from the Actions drop-down menu.

![Image of a video player with caption options]

The Captions Request table is displayed with all existing caption requests.

<table>
<thead>
<tr>
<th>REQUEST DATE</th>
<th>SERVICE TYPE</th>
<th>LANGUAGE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/07/17</td>
<td>Professional</td>
<td>French</td>
<td>Completed</td>
</tr>
<tr>
<td>05/07/17</td>
<td>Machine</td>
<td>English</td>
<td>Processing</td>
</tr>
</tbody>
</table>

The Edit icon is displayed for all captions that are Completed. Click on the Edit icon to open the Editor. The Editor is displayed.
Editor Options

**Editor Options**

The following options are available:

**Change Caption File** - If there is more than one caption file for the entry, select a different caption file from the Captions drop-down menu.

*Edit the timestamp of each line* Click on the timestamp in the editor and modify the time. If there is overlapping time, the system highlights the overlapping time.
**Search**  Enter a search term. The results are highlighted in each caption line.

**Search and replace text**  Enter the search term, enter the replacement term and click Replace.

**Add speaker ID** - Select rows and add the speaker ID in the Add Speaker to selected items.
The speaker ID is added in [] in the beginning of each line. In this example Ron was added as the speaker for the selected lines.

**Auto scroll text** Check Auto scroll to auto scroll the text when playing the media.
When playing the player - the current line is highlighted in the captions file.

**Find frame for text** - When clicking on a caption line the player jumps to the correct frame for the selected text.

Fast forward seek backward.
Add a Caption Line - Hover over the caption line to display editing options.

- Plus Sign
- Trash icon - Click to remove the caption line

- Click the Plus sign to add a new caption line. The line is duplicated and may be edited.

- Click the line you want to modify. You can modify the original line or the copy.
- Change the caption text. When you modify text, a countdown appears to indicate the amount of characters you have left.

- Be certain to modify the time so that there is no overlap.
**Revert changes** reverts to the last saved changes

**Save** save the modified caption file.

The Revert & Save button is enabled only when modifying the captions file.

The Replace button is enabled only if the user modifies a value.

The transcript widget captions are replaced once the user choose different captions.

**Shortcuts**

- Player seek 5S backwards = Ctrl <-
- Player seek 2S backwards = <-
- Player seek to 0 = Home and in Mac Command <-
- Player pause-play toggle = space
- Player seek 5S forward = Ctrl ->
- Player seek 2S forward = ->

---

**Transcript Widget**

The Transcript widget shows the captions during playback. In the transcription playback mode, you can fast-forward or fast-rewind to search for a particular point in the video.

**To show the media transcript**

1. Open the media page.
2. The transcript widget will be displayed by default.
3. You can select to **Show Transcript** or **Hide Transcript**. The transcript for the video is displayed where it is available. You can play the video and follow the transcript. The text is highlighted as it is played in the video. You can search for a specific string in the transcript file. Enter the Search term in the Search field.
1. Click on the Download icon to download the transcription file.
2. Click on the Print icon to print the transcript file.
3. Click Hide Transcript to shut the transcript display.

- [See all Release Notes](#) from Kaltura
How to edit Reach Captions
Kaltura Go
How to use Kaltura Go

This article describes how to upload a video from your mobile phone to your My Media on Kaltura using the free Kaltura Go app (on iOS or Android)

Download KMS Go

1. Download the Kaltura MediaSpace Go app from the iOS App Store or the Google Play Store.
2. Click Open.

Login to KMS Go

1. Enter your site's address https://nuigalway.mediaspace.kaltura.com/ Note that “https://“ is required to be entered before the site address.
2. Select whether to use the app as a Guest, OR Login for a richer experience:
   1. Log In – Go to “My Page” by tapping the person icon on the top left on the Home Page.
   2. Tap LOGIN.
   3. Enter your credentials.
Create and Upload Media

The Upload icon is located on the bottom right of the KMS GO Home page. Use the Upload icon to add media from your existing photos, or to create media using your iOS or Android device camera to upload to KMS Go.

To create/upload content

1. Start from the Home page.
2. Tap the Upload icon to begin the upload process. Depending on your configuration you may be required to login. You can choose to Upload existing media from the device's Photos gallery, or to create media using your device's Camera.
3. Select where you want to upload media from.
4. Tap on the video you want to upload. The video is displayed in a new screen with the trim tool.
5. (Optional) You can select to trim the Media from either end or opt to continue uploading the video as is.
   • Drag the anchor left or right, or on both ends, to trim. A preview of the trimmed video is displayed.
   • Select Back if you decide to cancel the trimming process and return to the original video. NOTE: After a video is trimmed, it is automatically saved. The old video isn't altered in any way, but instead a new video file is created.
6. Tap Next to continue with the upload process.
7. Enter a title for the media.
   You can always change the title later
8. Tap "Enter" on the keyboard to dismiss the screen. The Upload information page is displayed.
9. You may choose to upload the video later by selecting **I will upload later**. A copy of your media will remain in your device gallery. or continue with the upload process .
10. Once uploaded the uploaded video is now available for viewing depending on your publishing settings. You can easily find it in My Page in My Media on your phone or a browser window on your computer, or within My Media on Blackboard.