

# Kaltura MediaSpace

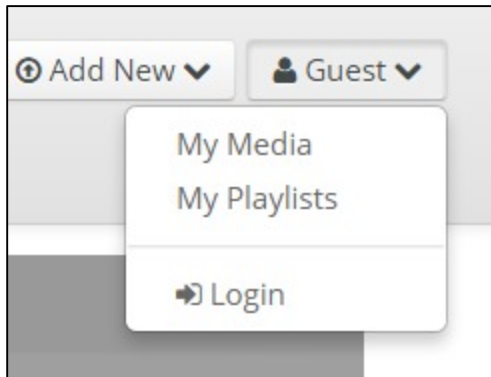
mediaspace.wilkes.edu



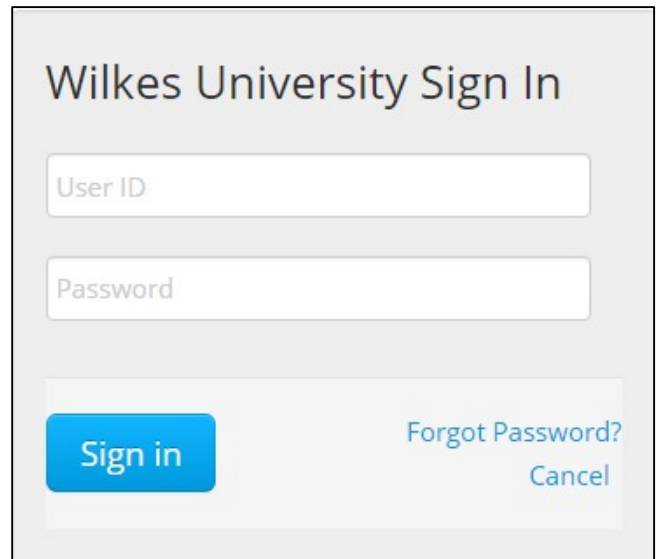
## Overview

### Logging In

1. On the top, right corner of your screen, click on Guest, and Login.



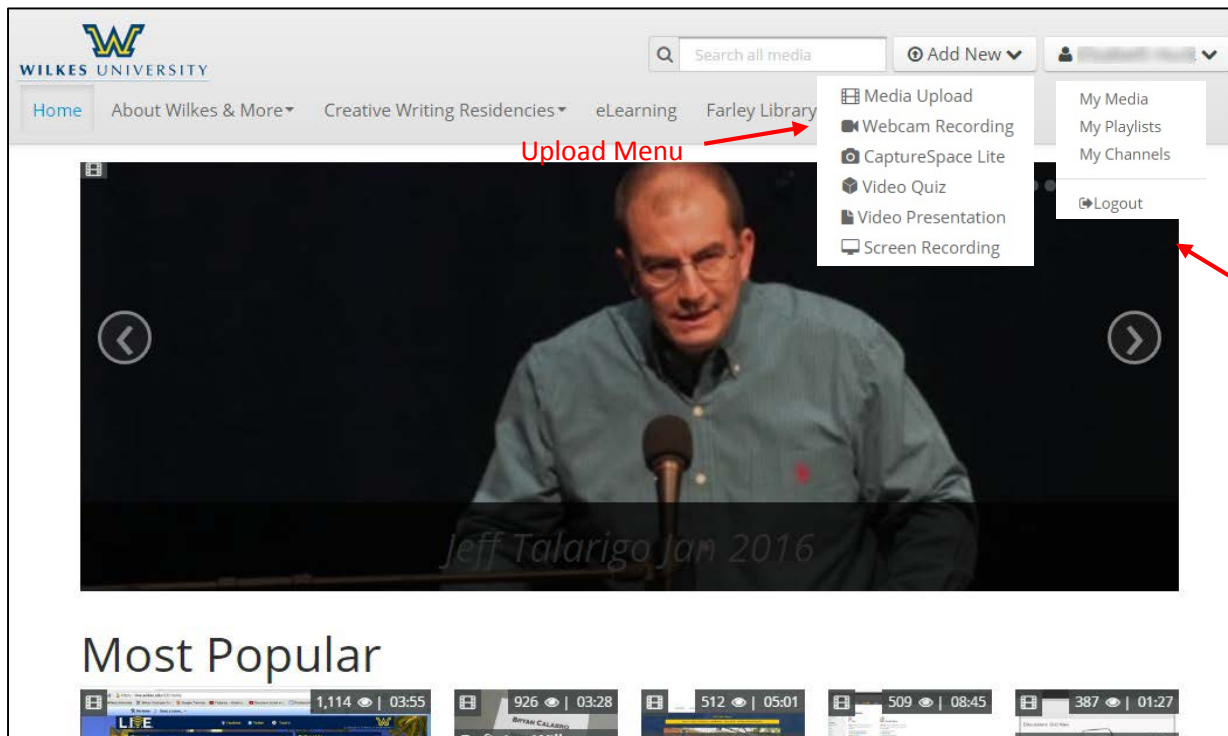
2. Enter your Wilkes credentials.



**Username:** Use your full e-mail name (if your e-mail includes a number, include it here as well). **Do not** include @wilkes.edu from your e-mail.

**Password:** Insert your password

## User Interface



## CaptureSpace Lite

Creating videos is easy! Download the software to your PC or Mac to create both screen recordings and Webcam recordings. Draw/annotate on the screen while recording and edit videos. Trim or Chop, Add Titles, Credits.

### Installation [one time installation]

1. Click on the Add New menu and select CaptureSpace Lite
2. Click Download for Windows/Mac depending on your computer.
3. Run the installation file.
4. From the Add New menu, select CaptureSpace again and the program will launch within seconds.

### Getting Started

1. After logging into Kaltura Mediaspace (mediaspace.wilkes.edu), click Add New and select CaptureSpace Lite. (If you see another popup, choose Launch Application)
2. The following will pop up in the bottom right corner of your screen.



## Recording

The steps for recording are similar for Screen, Screen & Webcam, Webcam, and Voice.

1. Click the button for the type of recording you would like to create and a countdown will begin.
2. Once the countdown ends, recording will begin automatically.
3. You can pause and resume at any time, cancel, or click done. Use the button, or Alt+P, to pause and Alt+D to open the drawing tools (Screen/Screen&Webcam only).
4. When you click **Done**, you will be taken to a preview screen. Watch/listen to your recording and use the **Trim** or **Chop** options if necessary. You can also add a **Title** and **Credits** to a Screen/Screen&Webcam recording.
5. Click **Done** again. Change the Title if necessary or add a description or tags.

Next, click **Upload** to load the recording to Mediaspace. A link(not sharable) is provided that will take you to your new recording in Mediaspace, otherwise the recording can be found under **My Media**. Recordings are by default saved as private until you change the privacy settings.

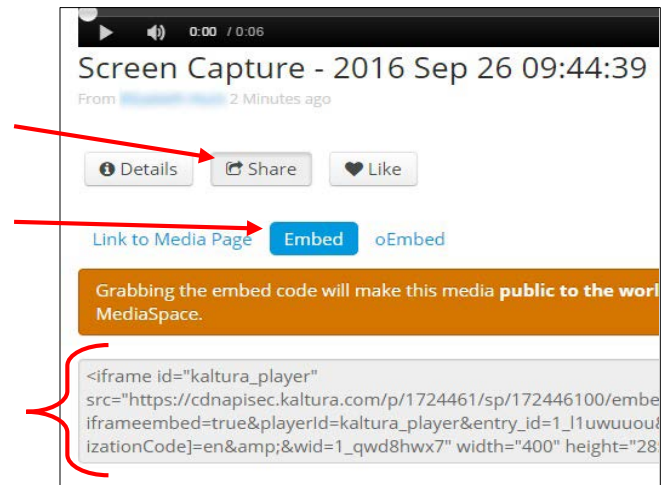
## Share Video on LIVE (D2L)

The **My Media** page in Kaltura can be accessed by clicking on your name in the top right corner of the screen and choosing **My Media**. By default, all videos are uploaded as **Private**.

Begin by clicking on the video you would like to share.

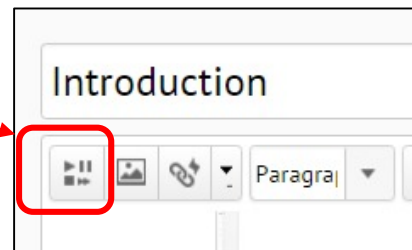
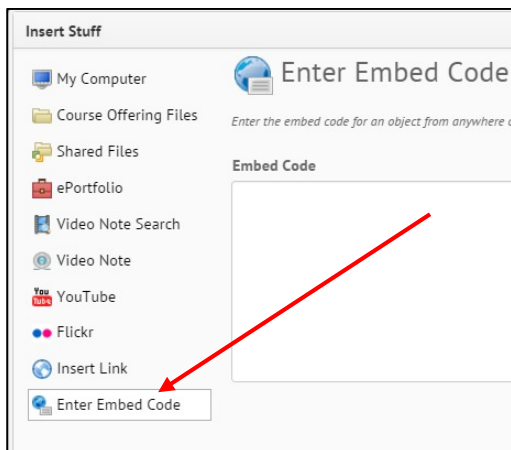
### Embed

1. To embed the video, click **Share**, found below the video.
2. Next click **Embed**. Note the message that grabbing the embed code will make this media public to the world.
3. Click on the embed code and copy (Ctrl+C on PC / Command+C on Mac / Right-click>Copy).



### In LIVE (D2L)

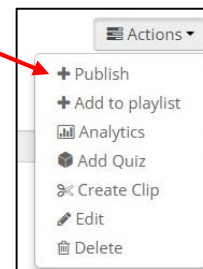
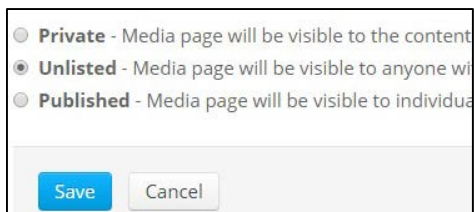
1. On the page or discussion you would like to add the video to, click **Edit HTML** or **Start a New Thread**.
2. Click the **Insert Stuff** button.



3. Click **Enter Embed Code**.
4. Paste the copied embed code into the box and click **Next**.
5. Click **Insert** and the video is now on your page.
6. Click **Update** or **Post** to save the changes to the page.

### Share the link

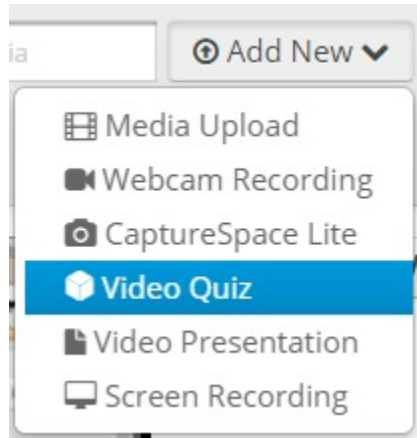
1. If you would like to share a link to the video instead of embedding it, you first need to change the privacy settings to Unlisted/Published.
2. Below the video, click **Actions** and then choose **Publish**.
3. Choose **Unlisted** or **Published** and click **Save**.



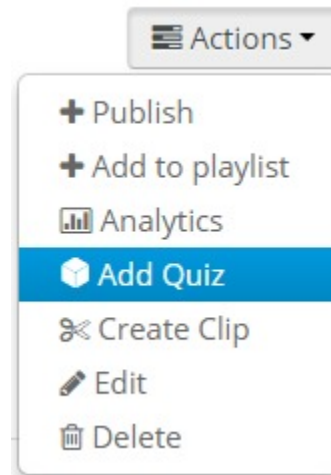
Click the **Share** button found under the video and copy the link provided under **Link to Media Page**. Share this link.

## Interactive Video Quiz

1. In MediaSpace, click Add New and Video Quiz.

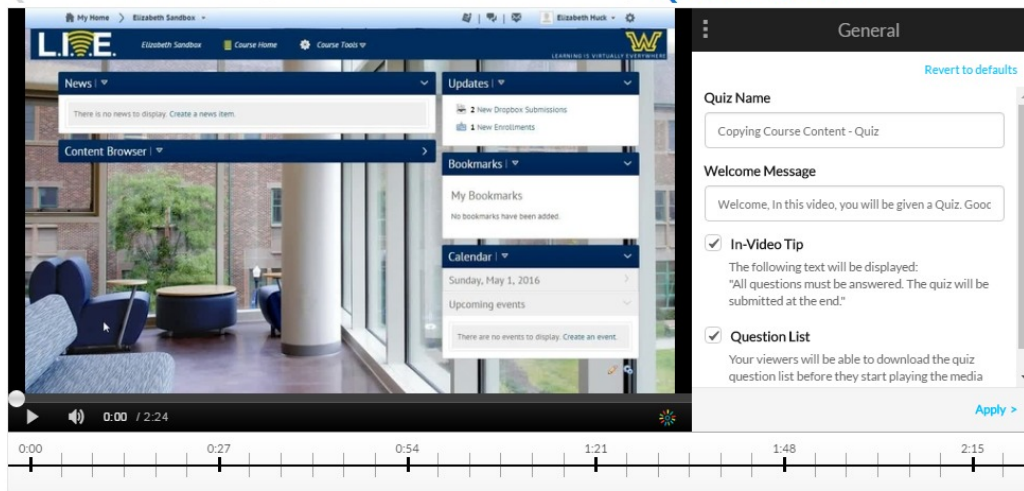


2. Click the Actions button and choose Add Quiz.



## Creating a Quiz

### Quiz Creator > Media Selection > Quiz Editor



[Go To Media](#) [Preview Quiz](#)

1. General: Change the Quiz Name, Welcome Message, and decide if you would like the In-Video Tip to displayed and if you would like the Question List available to users. Click Apply.
2. Experience: Choose between options to Edit Answers and Skip For Now. Click Apply.
3. Score: Choose if you would like the score displayed and if you would like the correct/incorrect answers displayed.
4. Add Questions: Start playing the video and pause where you would like to add a question. Press the '+' button to add questions and answers.