Getting Started with MediaSpace

Logging In

- Login to MediaSpace at http://mediaspace.mnscu.edu
- Use your StarID and password. If you do not know your StarID, please visit http://starid.mnscu.edu/ to activate your StarID or to reset your password.

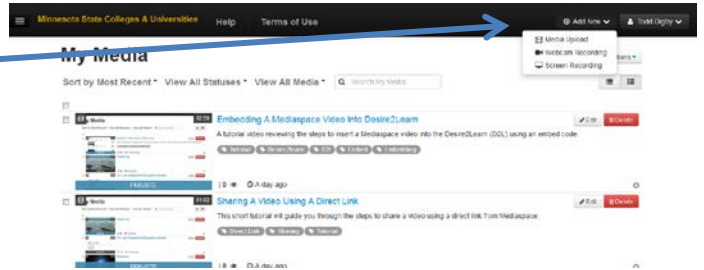## Loading videos or other media into MediaSpace

- From the top menu bar, click the 'Add New' button and then select the 'Media Upload' option in the pull-down menu.
- Click the '+ Choose a file to upload' button and then select your chosen video from your computer. Wait patiently while the file uploads to MediaSpace–this may take a few minute for large files.
- Once the file finishes uploading (or during the upload process) begin adding the details and tags to the file. The details include:
    - **Name**: this is the only required field. It will be prominently displayed above the media.
    - **Description**: this is displayed below your media and allows you to write additional supplementary information.
    - **Tags**: these are used when searching for your media within MediaSpace. Separate different tags by using a comma.
    - Then choose the **Privacy setting** of your video.
        - **Private** - Media page will be visible to the content owner only. If you are embedding the video into Desire2Learn you can leave this setting as private.
        - **Unlisted** - Media page will be visible to anyone with a link to the page. Select this option if you want to share your video using a direct link to the video that you might share via email.
        - **Published** - Media page will be visible to individuals if the video is published in Channels where they have viewing rights.
- IMPORTANT: When you are finished editing the details, click the 'Save' button at the bottom to save any changes you have made.
- Once your video has been loaded you can click on the "Go to Media" link to share the video or make other changes.

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- Please note that at this point you may not be able to view your media and you may see the message: 'This media is still being converted.' This is completely normal. Your media will continue to process even if you navigate away from MediaSpace.

Webcam recordings

- From the top menu bar, click the 'Add New' button and then select the 'Webcam Recording' option in the pull-down menu.

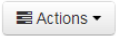- You will then be presented with the **Record from Webcam** page.
- If an 'Adobe Flash Player Settings' dialog box appears, you can select 'Allow' to grant access to your computers webcam and microphone.
- Once you are ready you can click anywhere in the webcam box to start your recording. To stop the video click in the webcam area again.
- You can then preview your webcam recording and if you are satisfied, click on the 'Save' button to finish*. Please note that previews on short webcam recordings of less than 30 seconds may not play back in preview mode correctly. Longer videos will preview correctly.*

- Once you click Save you can begin adding the details and tags to the file. The details include:
  - **Name**: this is the only required field. It will be prominently displayed above the media.
  - **Description**: this is displayed below your media and allows you to write additional supplementary information.
  - **Tags**: these are used when searching for your media within MediaSpace. Separate different tags by using a comma.
  - Then choose the **Privacy setting** of your video.
    - **Private** - Media page will be visible to the content owner only. If you are embedding the video into Desire2Learn you can leave this setting as private.
    - **Unlisted** - Media page will be visible to anyone with a link to the page.   Select this option if you want to share your video using a direct link to the video that you might share via email.
    - **Published** - Media page will be visible to individuals if the video is published in Channels where they have viewing rights.
- IMPORTANT: When you are finished editing the details, click the 'Save' button at the bottom to save any changes you have made.
- Once your video has been loaded you can click on the "Go to Media" link to share the video or make other changes.

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Addition Closed Captioning to Media

Once you have uploaded or recorded a video with MediaSpace, you have additional options you can work with. Find the media asset you want to add a captioned file to in your 'My Media' area.

1. Click on the title of your media in your 'My Media' area and a preview of your media asset will display for you.
2. Select the 'Actions' button ⊞ Actions ▾ and then choose the Edit ✎ Edit option from the pull-down list.
3. You will then be presented with additional tabs. One of these will be the 'Captions' tab. Select this tab
4. Click on the 'Upload captions file' button and select your Closed Captioned file that belongs to that media asset. Choose a language and a label for you caption file and click Save.

Sharing and Embedding videos into Desire2Learn

To embed an uploaded or webcam recorded media file into Desire2Learn or share on another website you must first find the media asset you want to add a captioned file to in your 'My Media' area.

1. Click on the title of your media in your 'My Media' area and a preview of your media asset will display for you.
2. Select the 'Share' button and then click located below the media preview box.

   ❶ Details   ☛ Share

3. To share the link via a direct link. Copy the URL from the 'Link to Media Page' dialog. **Please note that this direct link will only work for sharing if you video privacy is set to 'Unlisted'. You can change this setting in the *Actions -> Publish* settings.**
4. Choose the Embed Type. Iframe or Legacy.
5. Click on the 'Embed' button to display embed code options.
6. Choose the Player size.
7. Highlight the code found in the 'Embed Code' dialog box and press Ctrl+C to copy this to your clipboard.
8. Load your Desire2Learn course in another window.
9. In your appropriate course area that you are editing click on the 'Insert Stuff' icon.
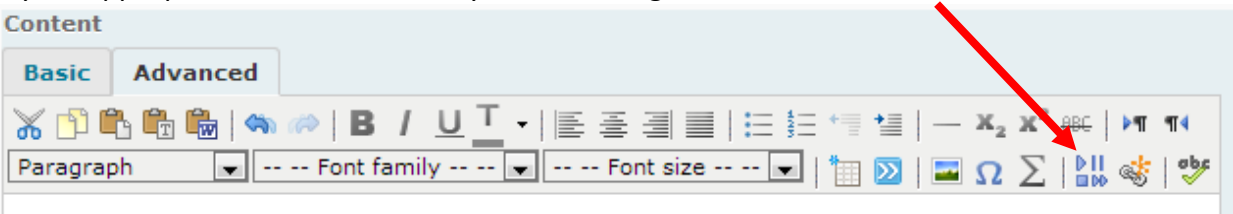
10. Choose the 'Enter Embed Code' selection.
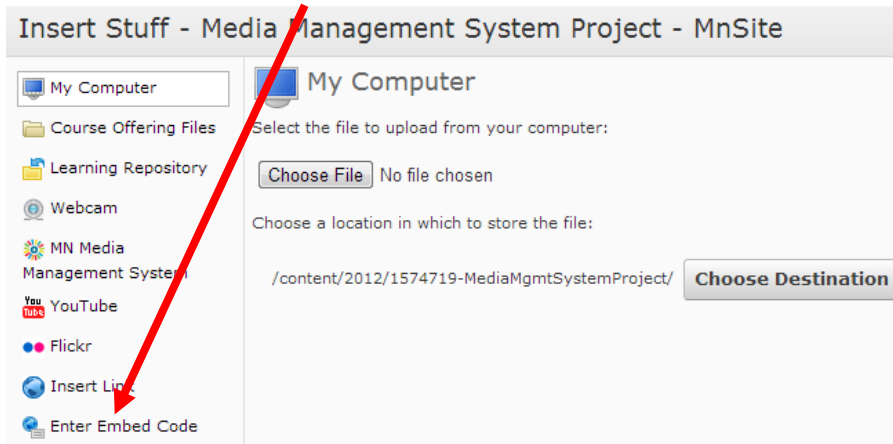
11. Paste the copied embed code into the box and click 'Next'
12. If the media player box is displayed click the 'Insert' button.

Playlists

How do I make my own Playlist?
Users of MediaSpace can create their own personal Playlists. To do this:

1. Click the "Actions" button the select "Add to Playlists" located below the media player to add it to a Playlist.
2. Type the name of your new playlist into the textbox and click "Add" to create the Playlist.

How do I add media to my Playlist?
Any media in MediaSpace can be added to a Playlist.

1. Click the "Actions" button the select "Add to Playlists" located below the media player to add it to a Playlist.
2. Check off the box of the playlist you want to add your item to.
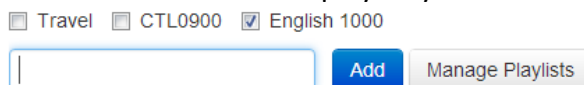
Embedding a Playlist

1. Click on your name at the top right of the screen and choose "My Playlists" from the dropdown options.
2. Select your playlist to embed. Then click the Embed button to the top right of the list of videos.
3. Choose options and then copy the code.

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4. Follow the steps for embedding the code in the same way as instructed in the *Sharing and Embedding videos into Desire2Learn* section located above.

Channels

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 on your name at the top right of the screen and choose "My Channels" from the dropdown options.
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.

Other Tools

Screen Recording - The Screen Recording tool allows you to record your computer screen (along with audio and webcam) to create and publish presentations, training/lecture sessions, software tutorials, and online meetings.

Further Help

http://www.asa.mnscu.edu/academictechnology/mediaspace