



2021

KALTURA TUTORIALS
MEDIASPACE BASICS

KALTURA TUTORIAL SERIES
WASHINGTON UNIVERSITY IN ST. LOUIS
CENTER FOR TEACHING & LEARNING

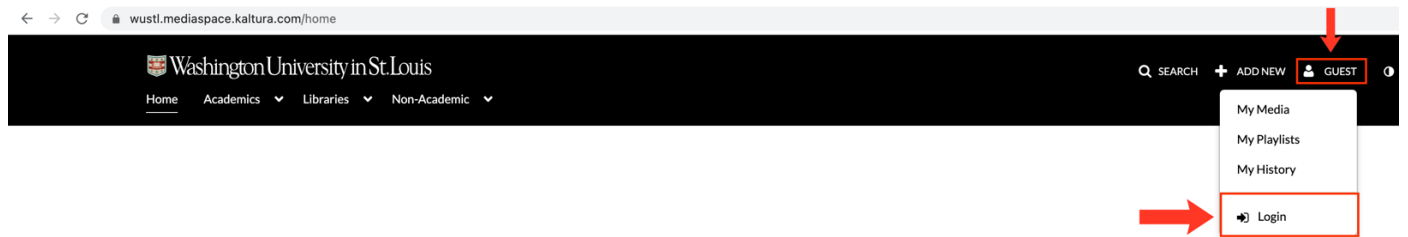
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Logging into MediaSpace

Kaltura MediaSpace is a cloud-based, video-hosting platform where you can create, store, and share media content with audiences within and outside of WashU. To log into the platform, follow these steps:

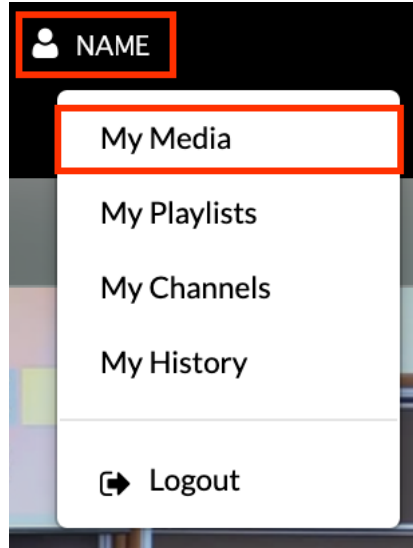
1. Go to: <https://wustl.mediaspace.kaltura.com/home>
2. Click on the *Guest* tab and then on “Login”:



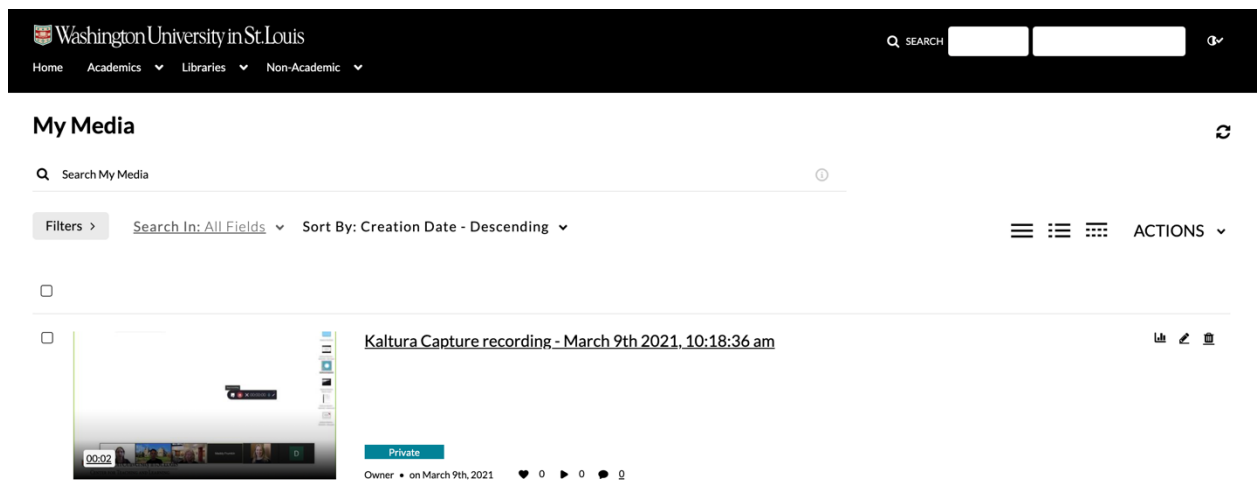
3. Enter your WashU credentials and complete any verification steps.

Accessing your Media

1. After you have logged in, you will want to click on top of your name on the top right corner of the screen and then click on “My Media”:

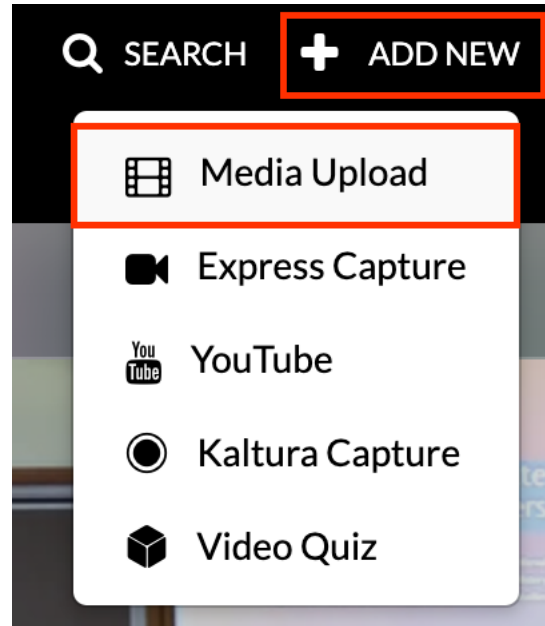


2. You will then be taken to your media gallery where all your media is stored:

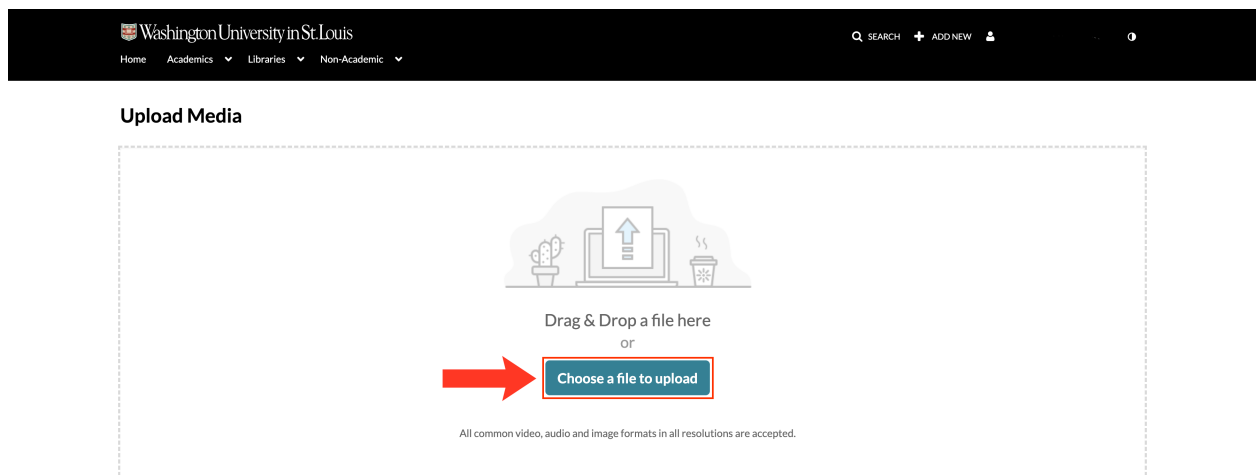


Uploading new Media

1. Click on “Add New” on the top right corner of the screen and then click on “Media Upload”:



2. You will be taken to the upload page. Click on “Choose a file to upload” and then select the media you want to upload:



3. In the next page, make any changes you want and then hit “Save”:

Upload Media

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

Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]


Enter Description...

Tags:

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

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.

Publishing Status: 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

 [Go To Media](#) [Go To My Media](#)

Make sure you select the appropriate publishing status for your purposes.

4. Your media will then appear under your “My Media” tab:

Washington University in St. Louis

Home Academics Libraries Non-Academic





SEARCH

My Media

Search My Media

Filters > Search In: All Fields Sort By: Creation Date - Descending

ACTIONS

 [Kaltura Basics Demo](#)   

Unlisted

Owner • on April 8th, 2021