Using MediaSpace

MediaSpace is a service that allows you to easily upload and share media files.

All University staff at all campuses can upload, browse and search for media, and create their own media channels and playlists.

A **channel** is a place within MediaSpace where you can organise your content and either allow all MediaSpace users (i.e. all staff at all of our campuses) to view your content, or restrict access to specific named users (but they must have a University account).

The **Home** page you see when you log in is a centrally curated channel. If you would like to promote your content here, email digicomms@nottingham.ac.uk

If you want to upload media files to **Moodle**, please refer to the alternative documentation in Moodle help *How to add video and audio in Moodle*

**Quick reference guide**

1. Log in (Choose Login from the Guest button on the top right of the page at: [https://mediaspace.nottingham.ac.uk](https://mediaspace.nottingham.ac.uk))

2. Upload your own content from the Add New button on the top right of the page (choose Media Upload)

3. Options for publishing your content
   
a. To share (viewer does not need to log in to view): Click on your item, choose Publish from the Actions menu and choose Unlisted. Click on the Share button under the item and copy paste the Link to Media Page link.

   b. To share with specific users (viewer must login to view)
      
      • Create a channel from your My Channels page (accessed from the menu showing your name on the top right of the page) - click on Create Channel
• Click on your video, choose **Publish** from the menu and select the channel you wish to publish it to.

  c. You can share more widely by copying and pasting the embed code into your blog or workspace. (Click on the **Share** button under the video and choose **Embed**.)
Step by Step

1. Log in

To use the service, go to https://mediaspace.nottingham.ac.uk

To log in, choose \(\text{Login}\) from the \(\text{Guest}\) button on the top right of the page, or click on My Media. Use your usual University username and password.

The login screen looks like this:

![Login Screen]

If you can’t access the link or can’t log in, contact your local IT Service Desk:

**UK**
- Telephone: 0115 95 16677 (24 hours a day)
- Self-service: https://selfservice.nottingham.ac.uk
- Email: itservicedesk@nottingham.ac.uk

**UNNC**
- Telephone: +86 574 8818 0009 (ext. 8009)
- Email: itservicedesk@nottingham.edu.cn

**UNMC**
- Telephone: +6 (03) 8924 8199
- Email: itservicedesk@nottingham.edu.my
2. Familiarise yourself with the MediaSpace interface

The **Home** page is a gallery of centrally curated searchable content.

When you click on a thumbnail image, the media page is displayed:

Click on **Play** to play the media file.

There are clickable buttons beneath the player.

The **Details** button allows you to view a description of the video.

The **Share** button provides a link and embed code that you can copy and paste into your blog or workspace.
The menu lets you add the media item to your own playlist. **Add to Playlist** lets you add the item to one of your own playlists. You can add media to multiple playlists. You will see a list of your existing playlists or you can add a new playlist on this page. **Manage Playlists** allows you to delete items or change the order that the items appear in your playlists. The embed code allows you to display a player and a collection of media.

You will also see a **Comments** tab if the owner of the item has allowed comments about the video to be posted.

### 3. Upload your own content

Click on **My Media** (accessed from the menu showing your name on the top right of the page)

The **My Media** page is where you can upload and manage your own content.
3.1 Upload a media file

On the **My Media** page, click on the button on the top right of the page and choose **Media Upload**.

Tick the box acknowledging legal compliance requirements.

On the **Upload Media** page, click "choose a file to upload"

In the resulting window, select a media file from your computer to upload. The system accepts all common video, audio and image file formats.

As the file uploads, you will see this progress bar:

![Progress bar](image)

You will be prompted to fill out a form with basic details about the media item you are uploading. You can enter this information and choose **Save** while the file is uploading.

At the bottom of this page, you will see options for setting the visibility of the content with explanations.
Do not navigate away from the upload page until you see the Finished uploading! message, or your upload will be cancelled.

When the upload is complete, you will see a message saying Upload Completed!

You can click on Go to media to view the file.

After a file is uploaded, it is converted for optimal playback. You cannot preview or publish the item while it is being converted.

If your media item is waiting for moderation (which may be the case if you have added it to someone else’s channel), you cannot preview or publish it until it has been approved by the channel manager.
4. Publish

By default, media that you upload is private and can only be viewed by you and the administrators of the system.

You can access and view your private media on your My Media page.

There are several options for publishing your content depending on how widely you want people to be able to view it:

- To share (viewer does not need to log in to view): Click on your item, choose Publish from the Actions menu and choose Unlisted. Click on the Share button under the item and copy paste the Link to Media Page link.

- To share with specific users (viewer must login to view)
  - Create a channel (see section 4.2 for how to create your own channel in MediaSpace).
  - Click on your video, choose Publish from the Actions menu and select the channel you wish to publish it to. In your channel, you can manage who sees your content. Here you can restrict access to specific named users (but they must have a University account).

To share the content privately with these channel members, click on the Share button and copy the link, as shown below:

You can share openly by copying and pasting the embed code into the cms (using the CMS control), your blog or workspace.

To do this, on your My Media page, click on the thumbnail for the item, choose Share and click on Embed. You can use the code to publish your media item in a blog, workspace page, personal website etc. Using the embed code will make the content publicly available to view. To publish your video on the University website, use the CMS control (Log into workspace before accessing this link): http://workspace.nottingham.ac.uk/download/attachments/150017630/addingVideoToContensis.pdf
4.1 Sharing Management of Media Items

The collaboration feature lets you allow other people to edit (title and description), and/or publish your media. You can also assign ownership of the media to someone else.

On your **My Media** page, click **Edit** for the media you want to edit.

The **Edit Media** page opens.

Choose the **Collaboration** tab

![Edit Media Page](image)

To assign ownership of the media to someone else, choose **Change media owner** and enter their username.

**Note:** Once you change owner you will not be able to edit this media and it will no longer appear in your “My Media” list.

To allow someone else to edit (title and description), and/or publish your media, choose **Add Collaborator** and enter their username, then click the **Add** button to confirm.
You can choose to allow them to edit or publish the media item, or both. Choose + Add Collaborator again to add more usernames.

To Find media items that someone else has allowed you to co-edit or co-publish, from your My Media page, click on the arrow next to View Media I Own and choose either I Can Publish or I Can Edit from this list.

4.2 Create a channel

Click on My Channels page (accessed from the menu showing your name on the top right of the page)

On your My Channels page, click + Create Channel

On the Create New Channel page firstly set the privacy on your new channel:

Important: By default your channel is set to ‘Private’ and you must invite individual members to view and add content to it.
Select the kind of access that you want users to have:

**Open** – All authenticated users can access the channel and contribute content (i.e. all staff at all of our campuses)

**Restricted** – All users can access the channel, but only specific users can contribute content.

**Private** (Default) – Only specific users can access the channel and contribute content.

**Shared Repository** – A place to put content you’re happy for people to share to other MediaSpace channels.

Enter values for:

**Title** – Enter the channel name to display on the **Channels** page.

**Description** – Enter a summary of the channel content.

**Tags** – Enter descriptive tags to use in searches, each tag separated by a comma.

**Important: By default moderation is enabled.** This requires a channel manager's approval before media is displayed in the channel. If you don’t want to moderate content, deselect the **Moderate content** checkbox.

**By default user comments are enabled.** To disable user comments on media items in the channel, **deselect** the **Enable comments in Channels** checkbox. You can also set comments to only appear when the video is viewed in a channel.
Click **Save** to create your new channel.

### 4.3 Manage your channels

On your **My Channels** page, click on a channel to open the channel page, and then click choose **Edit** from the **Actions** menu (top right).

On the **Members tab** you can add members to your channel and modify an existing channel users' permissions.
5. Working with playlists

Playlists allow you to display a collection of related media.

5.1 Create a playlist

To create a new playlist, view your media on the My Media page.

1. Select the media you wish to add to a playlist

2. Choose Add to playlist from the Actions menu

3. Either add to an existing playlist or click "Create new playlist" and add the name, and click Create
5.2 Manage your playlists

To delete items from your playlists, or to make them appear in a different order, choose **My Playlists** (accessed from the menu showing your name on the top right of the page)

Click "playlist details", on the next page "edit", then click and drag the left hand side of an entry to change it's position.

Delete items from your playlist by clicking the three dots and selecting "remove".

5.3 Publish a playlist

Click on "share and embed" to view the embed code for your playlist. Copy the URL labelled "Share Watch Link" to provide a direct link.
Copy the embed code and paste it into your web page code editor (e.g. in blog, workspace page, or personal website).
6. Editing Media

To edit media:

On your **My Media** page, click **Edit** for the media you want to edit. The **Edit Media** page opens.

Choose the **Launch Editor** button
Trimming is destructive and cannot be undone. If you are unsure if you want to destroy the trimmed sections, choose **Create Clip** instead.

Drag the grey bar to Set **Starting Point** or **Ending Point** then choose **Trim** or **Create Clip**. You can preview the resulting edit first.

7. Allowing Download

To allow viewers to download a media item:

On your **My Media** page, click **Edit** for the media you want to let viewers download.

The **Edit Media** page opens.

Choose the **Downloads** tab and select the check box(es) next to the version(s) that you would like to make available for downloading.

Click **Save**.

Now viewers will see a download option when they view the media in MediaSpace.
8. Adding Captions

Please visit this link for the latest guidance on captions:
https://uniofnottm.sharepoint.com/sites/Brandresources/SitePages/Video%20style%20and%20branding.aspx#subtitles
9. Replacing Video
To replace a video with an updated version while retaining the original link:
On your **My Media** page, click **Edit** for the media you want to edit.
The **Edit Media** page opens.
Choose the **Replace Video** tab.
Click "Choose a file to upload" and navigate to relevant file.

Once the replacement file has finished uploading, click **Approve Replacement**

10. Analytics
You can view information about who has viewed your media. Analytics show total plays, views, users that watched, drop off rates and average view time.
To view the analytics on any media item, on your **My Media** page, click the thumbnail or title of your media item. Select **Analytics** from the **Actions** drop down menu.
Is anything unclear or missing from these instructions?

Please email learning-technologies@nottingham.ac.uk with details of any errors/omissions/suggestions for improving these instructions.