

# Teachers share your Kaltura MediaSpace media within D2L Brightspace (KA #1730)

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Audience: Instructor

**How can I add a media file from my Kaltura MediaSpace account in my D2L Brightspace course? What are the different options I can use to add the media file in to the HTML Editor?**

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## **Embed your Kaltura MediaSpace media within D2L Brightspace**

As a teacher, you have two options to embed MediaSpace media into your D2L Brightspace course: (1) use the Insert Stuff > My Media option within the HTML Editor, or (2) use the Existing Activities > My Media option from the Content tool.

### **Embed media using Existing Activities > My Media in Content**

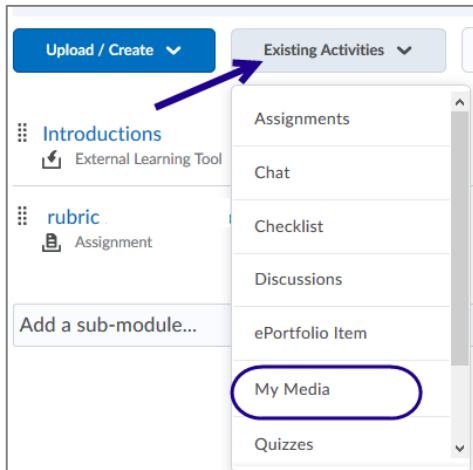
With the Content tool, you have the option to create a content topic using the Existing Activities > My Media Option.

With this option, all media files within your Kaltura MediaSpace account will be listed. Because the media file will be embedded within the HTML Editor, it does not matter what the file's sharing permission (published, unlisted, or private) within MediaSpace. After you have

embedded the media file within the HTML Editor, students enrolled in your course can view the media file, as long as they have access to the item you are creating, updating, or posting within D2L Brightspace.

You can add a media file from your Kaltura MediaSpace account as a new Content topic.

1. Navigate to the Content tool within your D2L Brightspace course.
2. Click on the content module where you want to create the new content topic.
3. From the Existing Activities drop-down menu, select **My Media**.



4. In the **Add Activity** window, the media files from your MediaSpace account will display.
5. Follow one of the processes below to:
  - a) [Select an existing file from your MediaSpace account](#)
  - b) [Upload a file into your MediaSpace account](#)
  - c) [Record an audio and/or webcam video from your Internet browser](#)
  - d) [Create a video quiz from a MediaSpace media file](#)
6. A newly created External Learning Tool content topic is created at the bottom of the content module.
7. The content topic's title by default is the name of the MediaSpace media, followed by the media's length in a parenthesis. For example, "My Introduction (05:03)".
8. You may edit the content topic properties and/or restrictions as needed.

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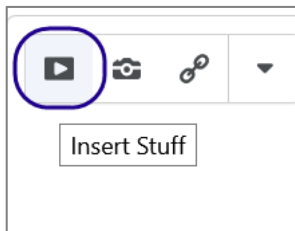
### **Embed media using Insert Stuff > My Media in the HTML Editor**

With the HTML Editor > Insert Stuff > My Media option, all media files in your Kaltura MediaSpace account will be listed, regardless of the file's sharing permission (i.e. published, unlisted, private). Because the media file will be embedded within the HTML Editor, it does not matter what the file's sharing permission is within your MediaSpace account. After you have embedded the media file within the HTML Editor, students enrolled in your course can view the

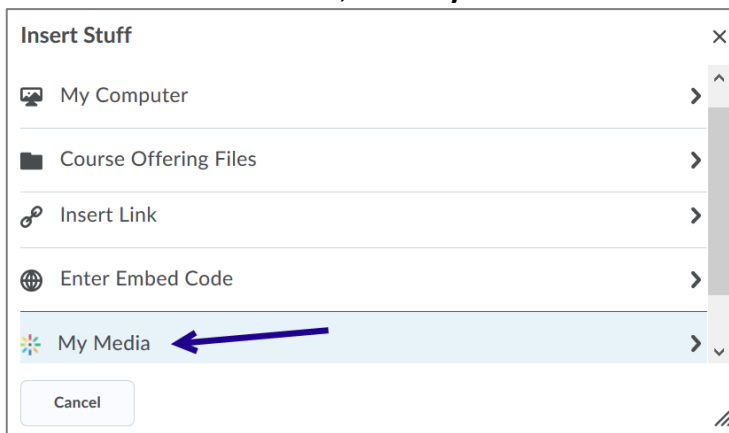
media file, as long as they have access to the item you are creating, updating, or posting within D2L Brightspace.

You can add a media file from your Kaltura MediaSpace account anywhere you have access to the HTML Editor within D2L Brightspace (e.g. a discussion post, a content HTML topic, an announcement item, assignment feedback, etc.).

1. Navigate to your D2L Brightspace course.
2. Create or edit you want to add the media file to.
3. In the HTML Editor, *click* the **Insert Stuff** icon.



4. In the Insert Stuff window, *click* **My Media**.



5. Your media files from your MediaSpace account will display.
6. Follow one of the processes below to:
  - a) [Select an existing file from your MediaSpace account](#)
  - b) [Upload a file into your MediaSpace account](#)
  - c) [Record an audio and/or webcam video from your Internet browser](#)
  - d) [Create a video quiz from a MediaSpace media file](#)

7. The media file is embedded within the HTML Editor.



8. To save your changes within D2L Brightspace, remember to save, update, or post your item, depending on the workflow.
9. Students who are enrolled within your D2L Brightspace course will now see the embedded video within the HTML Editor, as long as they have access to the item you are creating, updating, or posting.

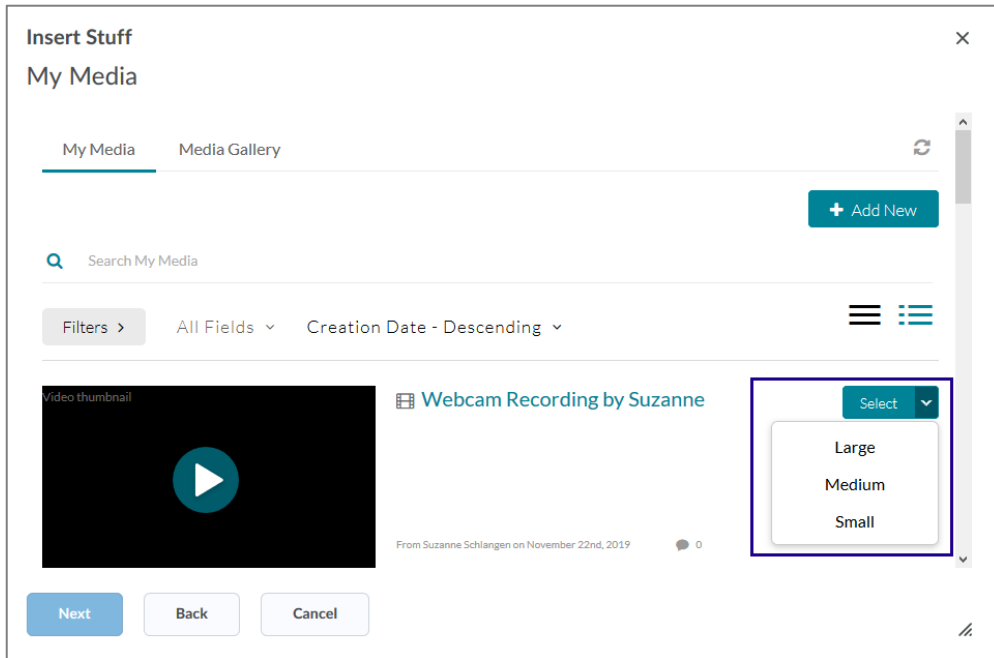
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### Select an existing file from your MediaSpace account

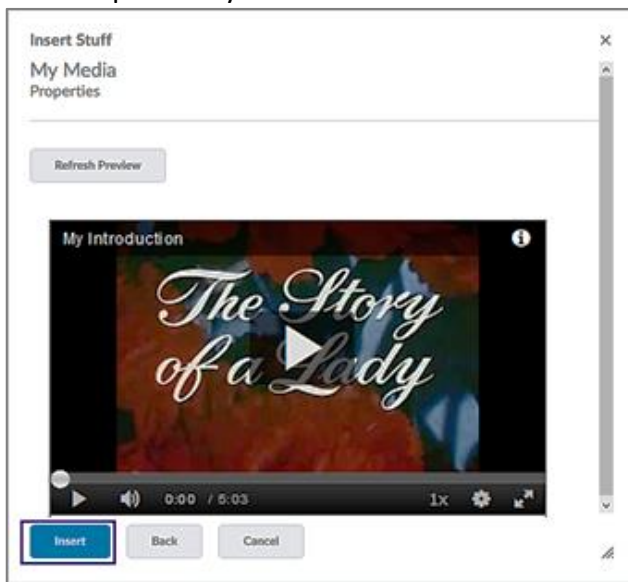
From the Insert Stuff > My Media screen, you have four options to add a MediaSpace media file. One option is to select an existing media file available within your MediaSpace Account, and then embed it into the HTML Editor.

Note: To select a file from your MediaSpace account, you must first [upload a media file to Kaltura MediaSpace](#) (view knowledge article #1769 for instructions).

1. From the **Insert Stuff > My Media** screen, find the media file you want to embed. You have the option to search, filter, and sort media on this screen.
2. *Click **Select*** next to an existing media file from your MediaSpace account. You have the option to select a size (small, medium, large) from the **Select** drop-down menu.



3. You can preview your media file before embedding it. When ready, *click Insert*.



4. The media file is now embedded within the HTML Editor.



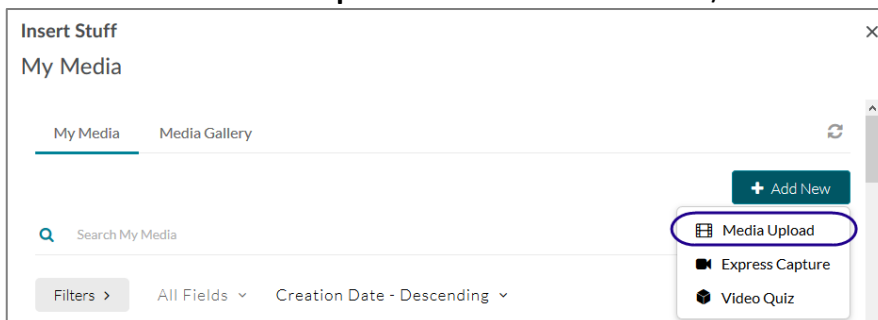
5. To save your changes within D2L Brightspace, remember to save, update, or post your item, depending on the workflow.
6. Students who are enrolled within your D2L Brightspace course will now see the embedded video within the HTML Editor, as long as they have access to the item you are creating, updating, or posting.

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## Upload a file into your MediaSpace account

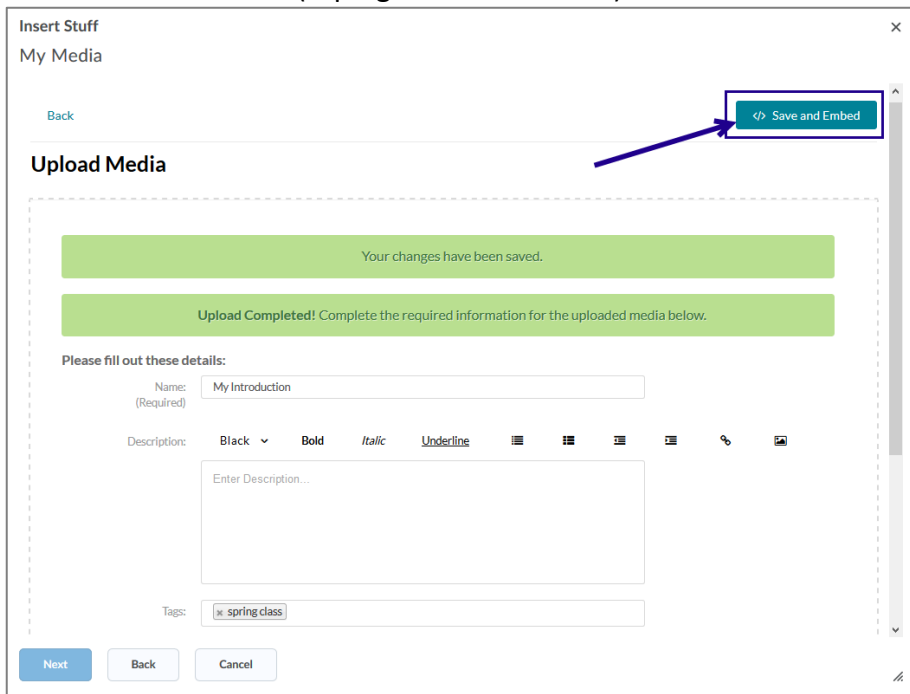
From the Insert Stuff > My Media screen, you have four options to add a MediaSpace media file. One option is to upload an existing file from your device, upload the file to your MediaSpace Account, and then embed the file into the HTML Editor.

1. Click **Add New > Media Upload** to create an audio and/or webcam recording.

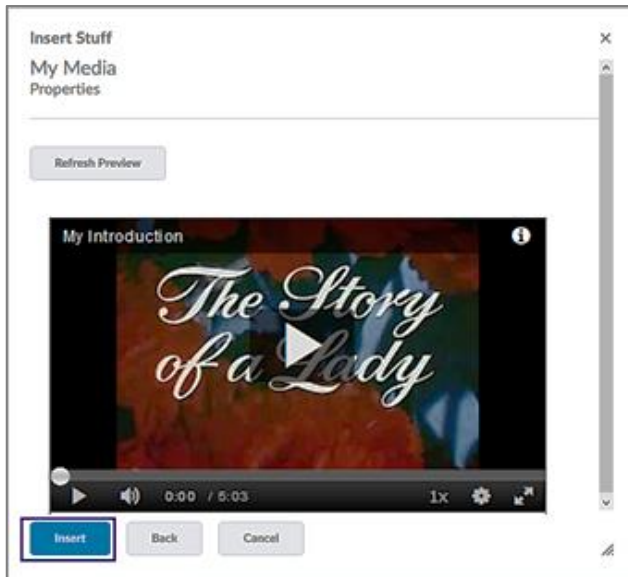


2. *Drag-and-drop* a file into the 'upload media' dotted line, or *click Choose a file to upload* to select a file from your device.
3. Wait for your file to upload to your MediaSpace account.
4. You have the option to change the file's **Name**, add a **Description**, and/or add **Tags**, as needed.

5. Click **Save and Embed** (top right of the window) to select the media file.



6. You can preview your media file before embedding it. When ready, click **Insert**.



- The media file is now embedded within the HTML Editor.



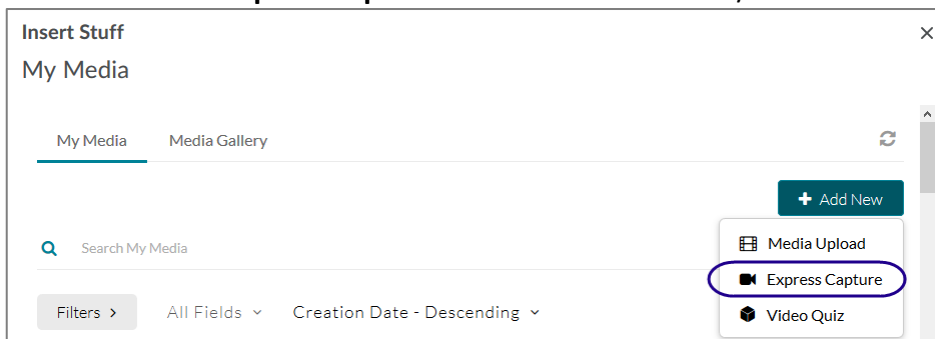
- To save your changes within D2L Brightspace, remember to save, update, or post your item, depending on the workflow.
- Students who are enrolled within your D2L Brightspace course will now see the embedded video within the HTML Editor, as long as they have access to the item you are creating, updating, or posting.

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### Record an audio and/or webcam video from your Internet browser

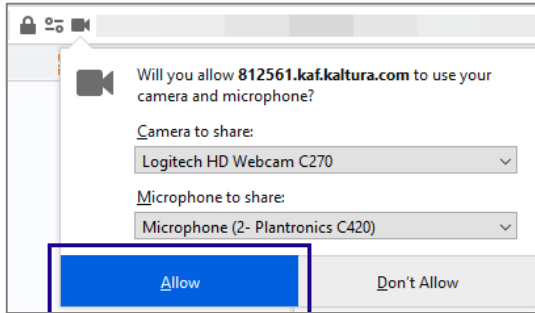
From the Insert Stuff > My Media screen, you have four options to add a MediaSpace media file. One option is to record an audio and/or webcam video using your Internet browser, upload the file to your MediaSpace Account, and then embed the file into the HTML Editor.

- Click **Add New > Express Capture** to create an audio and/or video recording.

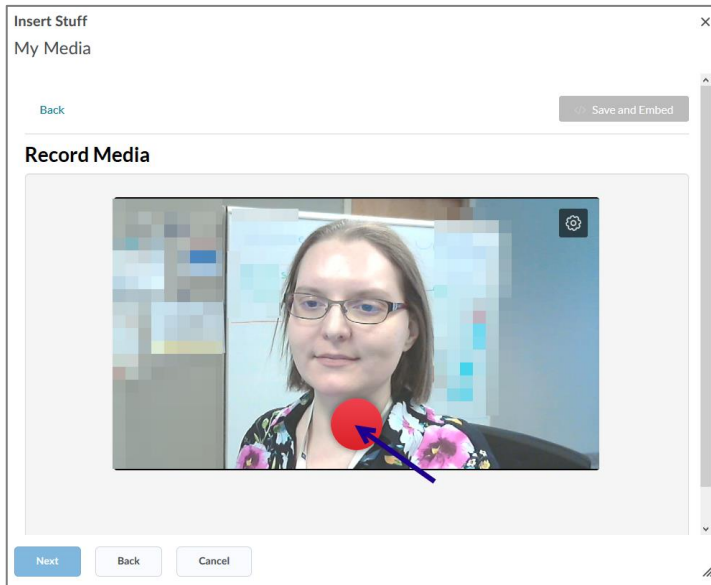


- If prompted, click **Allow** to utilize your microphone and/or webcam in the Internet browser.

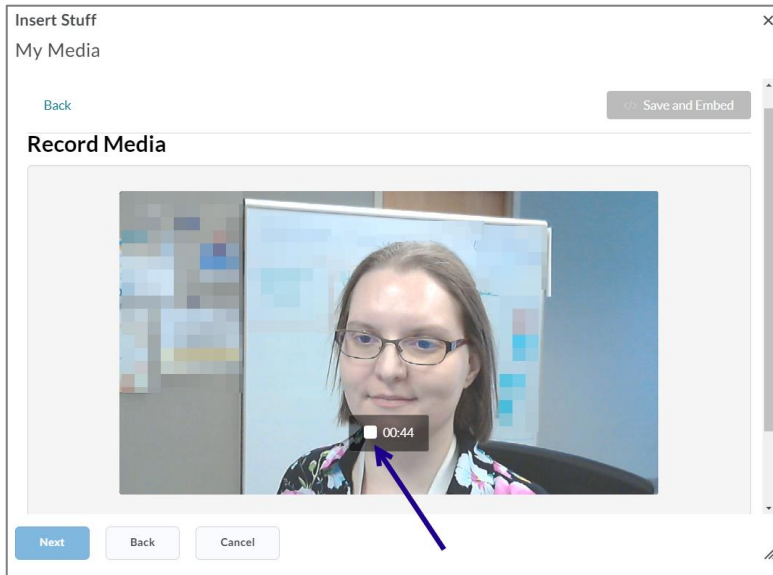




3. Click the record circle button to start the recording.

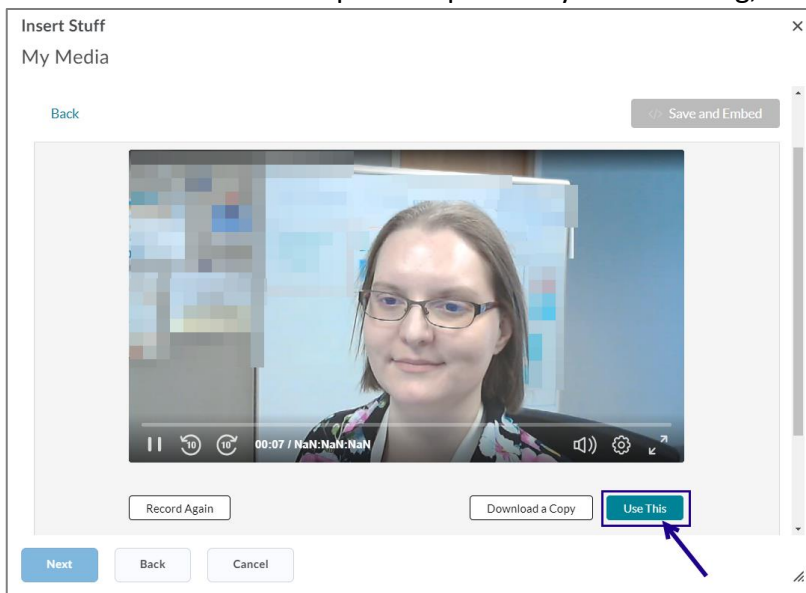


4. Record your video, and then press the stop button to finish recording.  
Note: There is no pause button. This feature is intended to support a single, continuous recording.



5. When ready to use your video, click **Use This**.

Note: You also have the option to preview your recording, and/or record again.



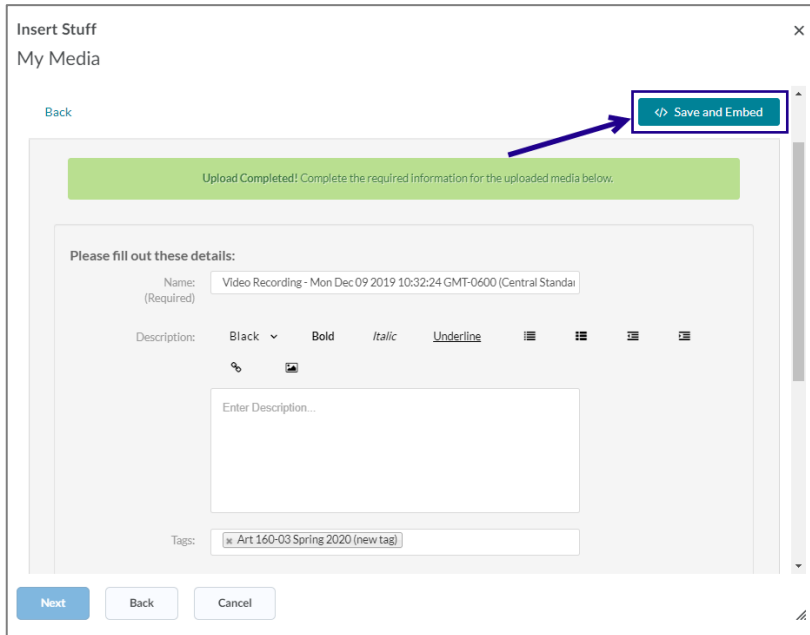
6. Wait for video to upload to your MediaSpace account as a new upload.

7. By default, the video **Name** is "Video Recording - <Day of week Month Day Year HH:MM:SS GMT-0600 (Central Standard Time)>". You may rename your video using the **Name** field and click **Save** (bottom left within the dialog window) to save your changes within your MediaSpace account.

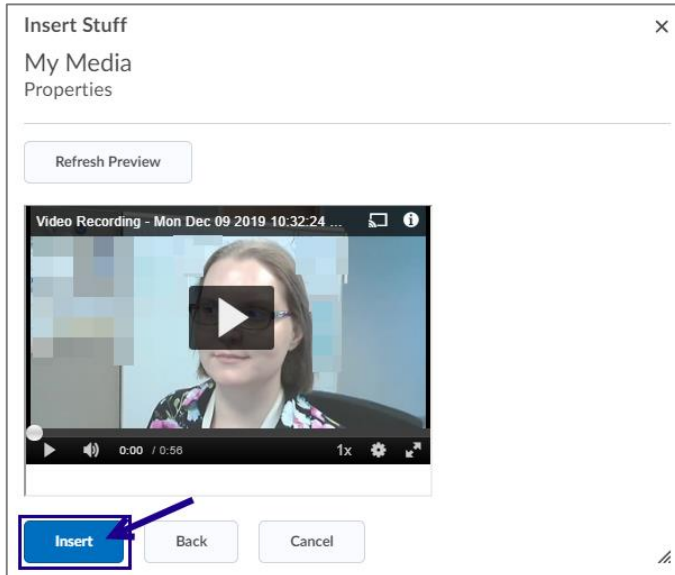
- Note: The video setting is Private. Since you are embedding the video with the HTML Editor, it will be visible to users who have access to the item within your D2L Brightspace course.

- For example, if you embed your media file within a student’s Assignment feedback and publish the feedback, that specific student will be able to view the video within the D2L Brightspace course. As another example, if you embed your media file within an Announcement item and publish the item, all students who view the announcement item can view the embedded media file.

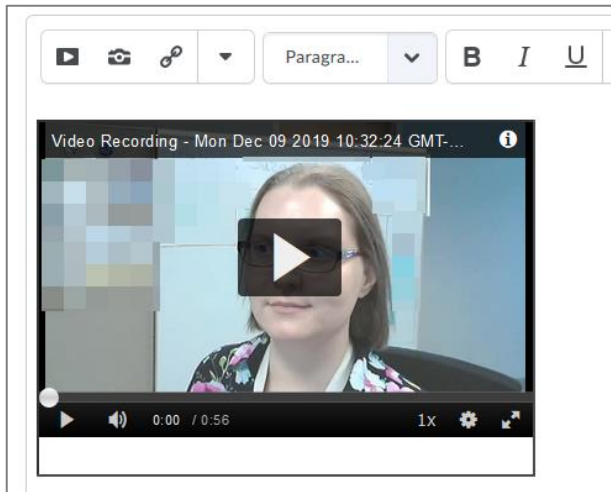
8. Click **Save and Embed** (top right of the window) to select the media file.



9. You can preview your media file before embedding it. When ready, *click Insert*.



10. The media file is now embedded within the HTML Editor.



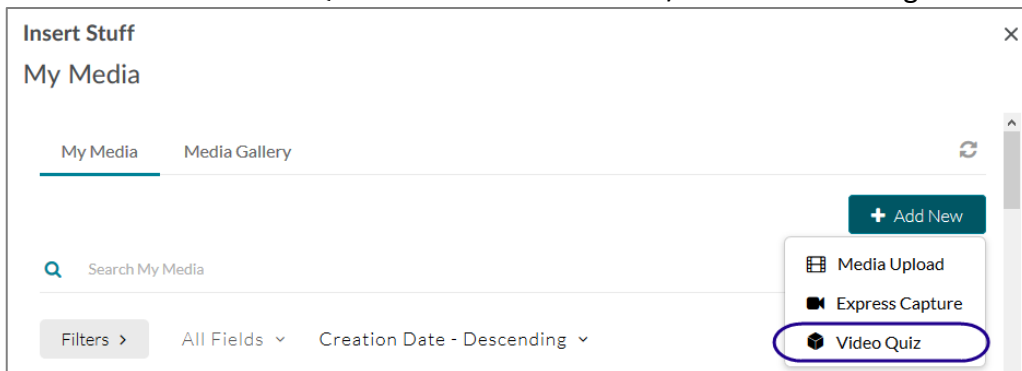
11. To save your changes within D2L Brightspace, remember to save, update, or post your item, depending on the workflow.
12. Students who are enrolled within your D2L Brightspace course will now see the embedded video within the HTML Editor, as long as they have access to the item you are creating, updating, or posting.

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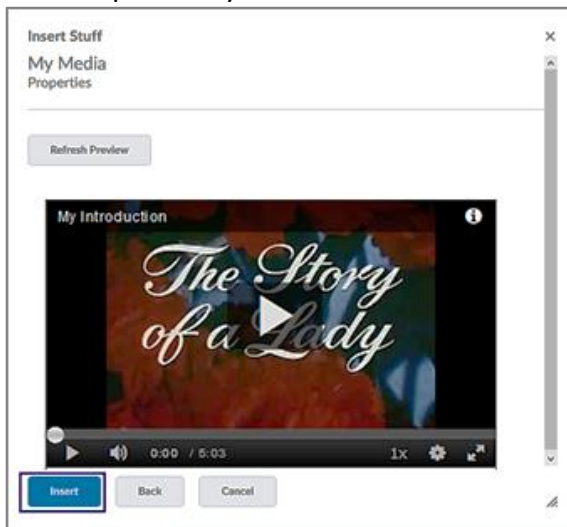
### Create a video quiz from a MediaSpace media file

From the Insert Stuff > My Media screen, you have four options to add a MediaSpace media file. One option is to create a video quiz using an existing media file available within your MediaSpace Account, and then embed it into the HTML Editor.

1. Click **Add New > Video Quiz** to create an audio and/or video recording.



2. You can preview your media file before embedding it. When ready, *click Insert*.



3. The media file is now embedded within the HTML Editor.



4. To save your changes within D2L Brightspace, remember to save, update, or post your item, depending on the workflow.
5. Students who are enrolled within your D2L Brightspace course will now see the embedded video within the HTML Editor, as long as they have access to the item you are creating, updating, or posting.

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## **Create a link to your Kaltura MediaSpace media within D2L Brightspace**

You can provide a link to your media file from your Kaltura MediaSpace account anywhere you have access to the HTML Editor in D2L Brightspace (e.g. a discussion post, a content HTML topic, an announcement item). View knowledge article #1769 for instructions to [upload the](#)

[media file to MediaSpace and set the file's permission as Unlisted](#). When a MediaSpace file's permission is set as **private**, users who have a link to the media will see a 'not authorized' message when attempting to view it.

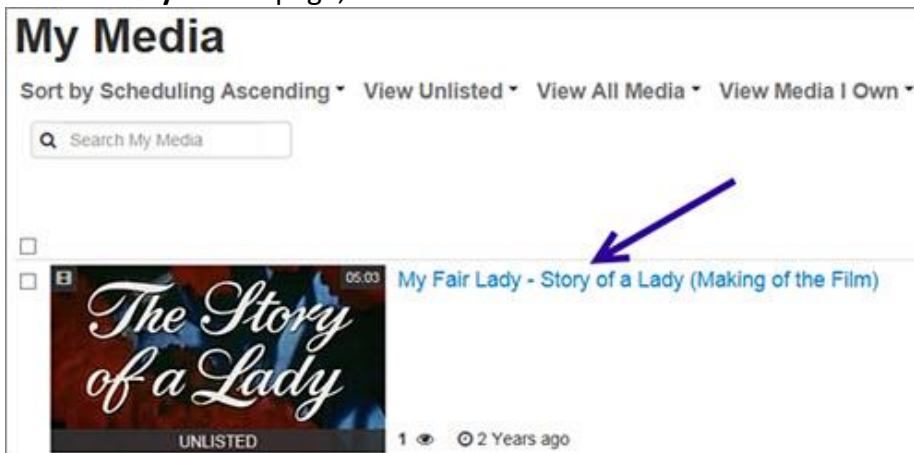
### Add a link to a MediaSpace file within D2L Brightspace

1. Navigate to [Kaltura MediaSpace](https://mediaspace.minnstate.edu) in a web browser (https://mediaspace.minnstate.edu).
2. Enter your **StarID** credentials, and then *click Log In*.

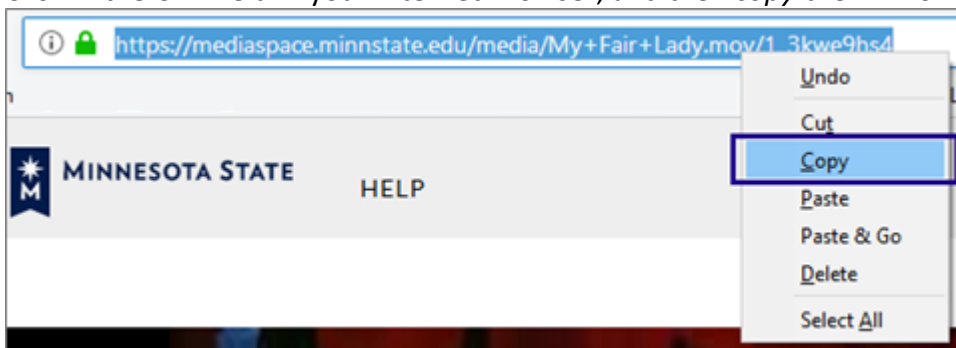


The screenshot shows the MediaSpace login interface. At the top, it says "Login". Below that, it says "You are logging into mediaspace.mnscu.edu". There are two input fields: "StarID" and "Password". Below the fields is a "Log in" button.

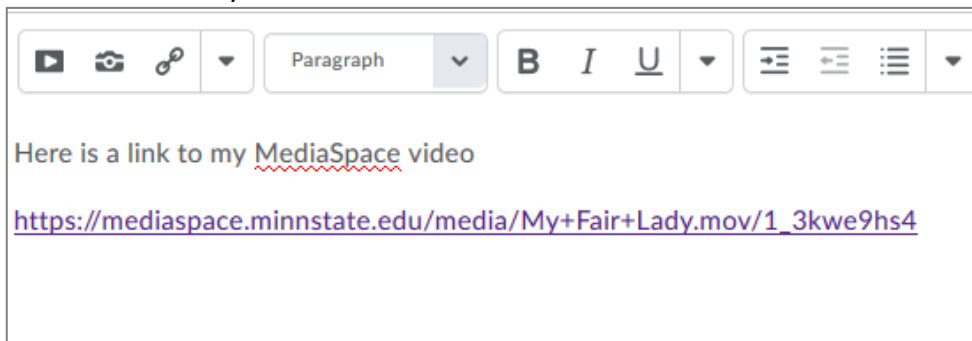
3. From the **My Media** page, *click* on the media's file title.



4. *Click* in the URL field in your Internet Browser, and then *copy* the link for your media file.



5. *Navigate* to your D2L Brightspace course.
6. Create/edit the item you want to add your media file to.
7. *Paste* the **URL** to your media file in the HTML Editor.



8. To save your changes within D2L Brightspace, remember to save, update, or post your item, depending on the workflow.
9. Students who are enrolled within your D2L Brightspace course will now see the link to the media within the HTML Editor. When students click on the link, they will be taken to the MediaSpace website to view the video. Remember to set the media file as **unlisted**, so your students can view the media without seeing a 'not authorized' message in MediaSpace.

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