Kaltura:
Sharing Media

As described in the [Collaborating with Others](#) document, you can add individual users or groups as collaborators to your media. But to share media more broadly, you need to understand Galleries (also called Categories) and Channels.

Galleries and Channels

- **Galleries** are found on the menu bar along the top of the page and can contain individual media and channels.

- **Channels** do not have structure and are collections of content that have been contributed by multiple users.

Privacy Settings

All Galleries and Channels have privacy settings that define who can view the media within them. Channels can have the following privacy settings:

- **Open Channel:** Users who are logged in can view and contribute content.

- **Restricted Channel:** Users who are logged in can view content, but only channel members can contribute.

- **Private Channel:** Only channel members who are logged in can view or contribute content.

- **Shared Repository:** Channel members can view and contribute content. Individual pieces of content within the repository can be published to other channels according to publishing entitlements.

- **Public, Restricted:** Anyone can view content (including anonymous). Only channel members can contribute content.

Preconfigured Channels:

To help ODU users exchange and share media, we've set up a number of pre-configured channels. The structure of these channels is similar to the desktop network drives ODU users are familiar with on campus.

- **My Media:** Think of this like your H: drive. This is where all of your private media exists.

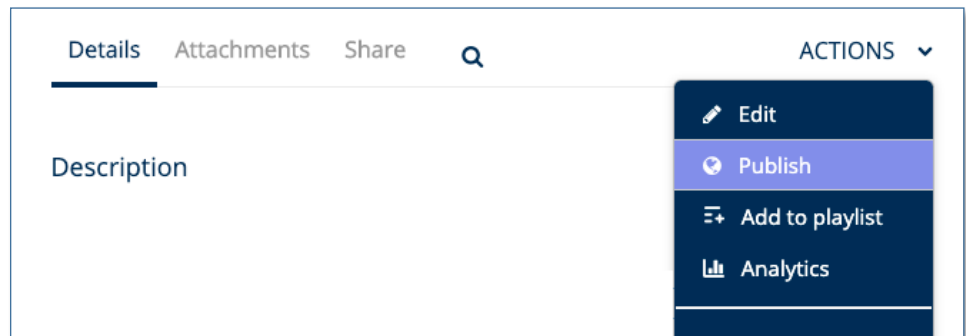- **Private Channel:** Store and share media with your department or office, similar to your J: drive.

- **Shared Repository:** Like a K: drive, administrative or college areas can share, store and collaborate on content.
- **Campus-Wide Shared Repository:** All ODU faculty and staff can share, store and collaborate on content, similar to the I: drive.
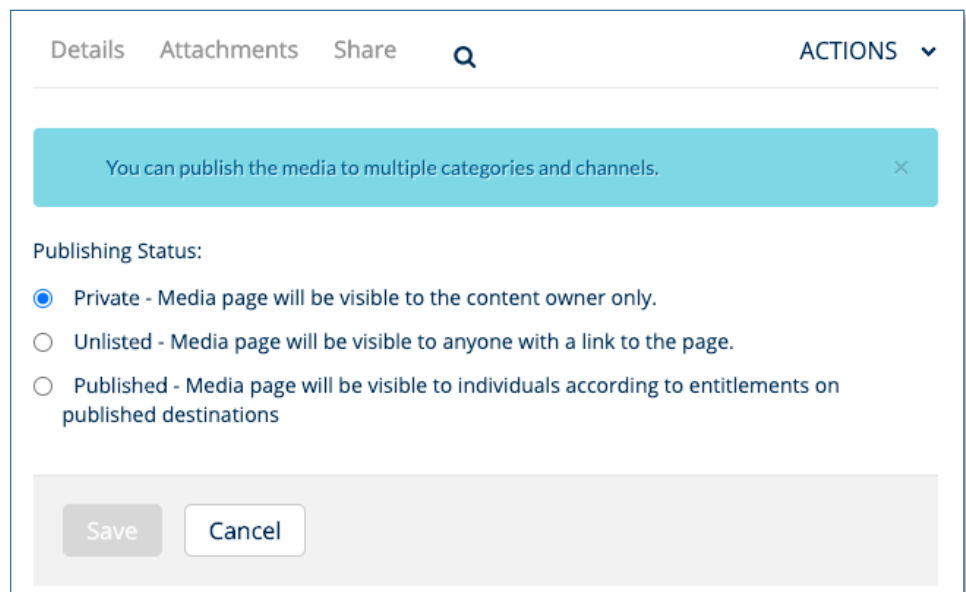
Sharing Media

All sharing and collaboration starts with an individual item of content. When content is created or added to your My Media, it is initially defined as **Private**. You are the only person who can access that media until it is published.

Publishing Status

1. To publish content, select the media you would like to share. Below the transcription area, click the **Actions** menu and select **Publish**.
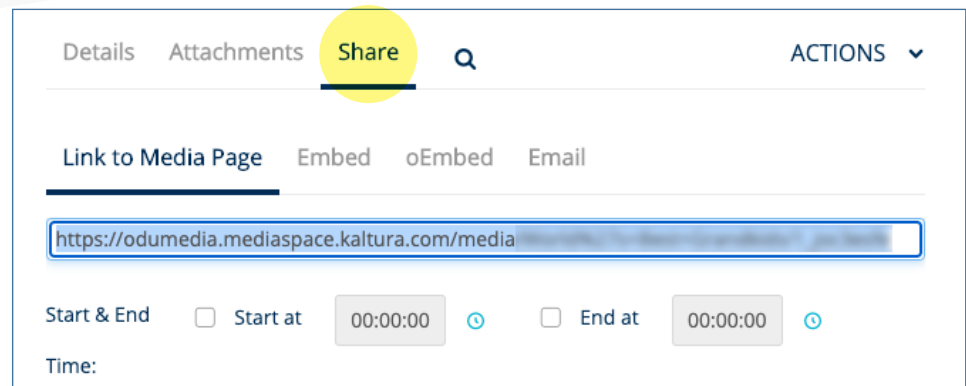

2. Select **Unlisted** (visible to anyone with a link) or **Published** (visible to anyone who has access to the destination it is published to) and click **Save**.

Share Unlisted Media

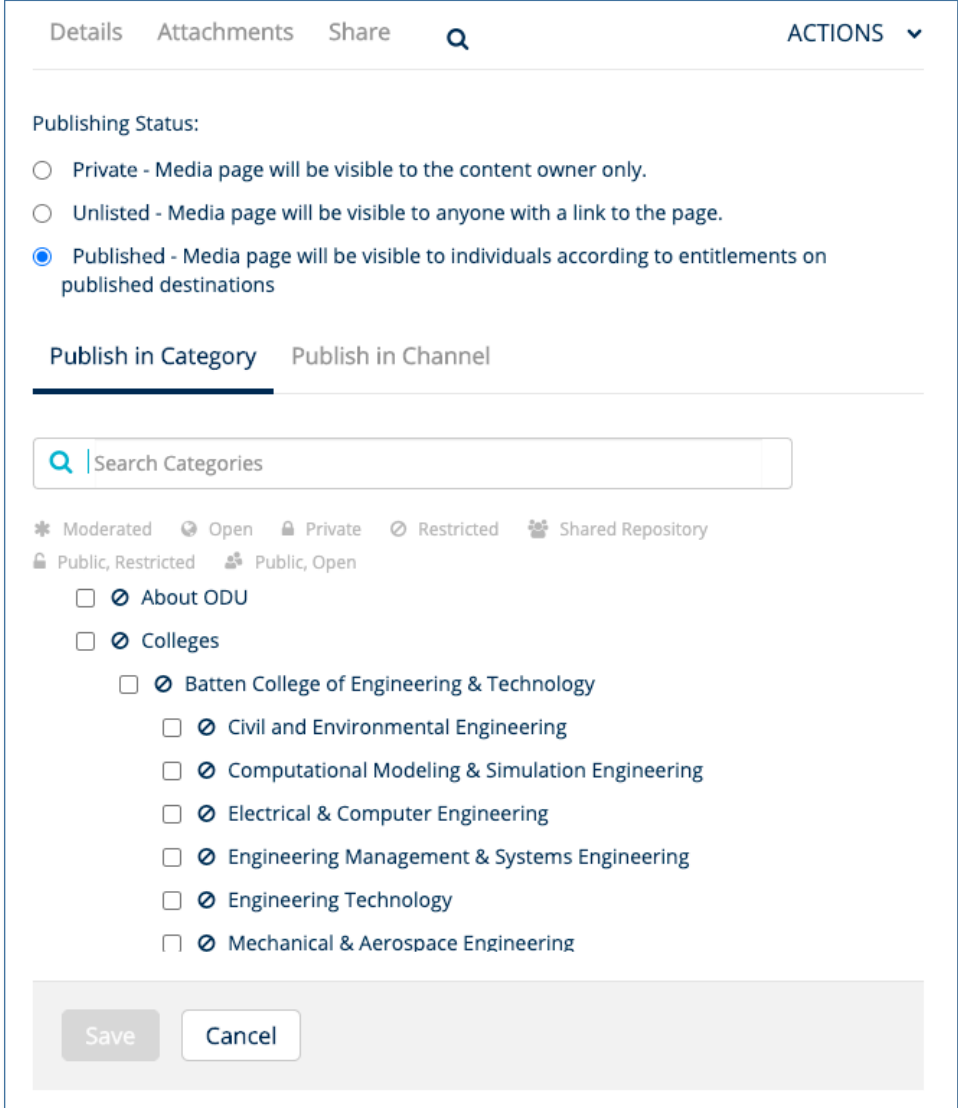1. To share the link to unlisted media, click the **Share** tab.

2. Select one of the following ways to share your link:

   - **Link to Media Page:** Copy the URL to share it. The link points to your content in MediaSpace. Access to the content is dependent on the recipient's access to ODU MediaSpace. Any user that you send this to must log into our system before they can view the content.

   - **Embed:** This option gives you the HTML code needed to embed the content (along with a media player) into a separate web page. The content will play on the web page without redirecting the user back to MediaSpace. Anyone who can view the web page can view the media.

   - **oEmbed:** This gives you a web URL that includes code to ensure MediaSpace will use a specific media player. Access to the content is dependent on your access to ODU MediaSpace. Any user that you send this to must log into our system before they can view the content.

   - **Email:** This automatically launches your default email software and creates a new email with the *Link to Media* URL included in the body.

Share Published Media

As mentioned above, there are predefined channels and shared repositories for sharing content with other faculty and staff throughout the University. Additional channels can be created as needed.

When you select the **Published** radio button, you get the option to **Publish in Category** (remember, this is another name for Galleries) or **Publish in Channel**. Either option will display a list of categories or channels that you have rights to publish to. Select a category or channel (or multiple) and click **Save**. The media will be available to anyone with rights to the category or channel you select.

Changing the publishing status from one status to any other will change the availability of the content based on the new selection. For example, making any content item **Private** that has already been **Published** removes all access to the content from everywhere it exists. If it was previously published in any channel or repository, it will no longer be available in those locations.