Create and Use Channels in MU Video

NOTE: Student users cannot create Channels but can be added to channels as members, contributors, moderators or managers. Channels cannot be viewed by non Millersville.edu viewers.

Shared Repositories are a unique type of Channel that allows members of the Repository to share any media contributed by any member to the Repository to other channels and/or categories. Members of a Shared Repository may also reuse content contributed to the Repository by other members.

The Media Gallery widget may also be added to any D2L course homepage allowing for all members of that course to contribute and view media in the Gallery without the need for a Channel.

These directions presume that you have successfully logged into your MU Video account.

Create a Channel or Shared Repository:

1. Select "My Channels" from the menu options accessed by clicking on your user name or the downward arrow next to "Channels" in the navigation bar.
2. Click "+ Create Channel" button.
3. Provide a Name, description and tags for your channel.
   a. Please include an identifier, such as first initial last name, of the channel owner in the Channel Name.
   b. In addition to tags of your choosing, please include tags for
      i. semester and term
      ii. course name
      iii. committee name (if applicable)
      iv. department name (if applicable)
4. Set privacy type for Channel. (See chart below for access details) See description and instructions for Shared Repository at knowledge.kaltura.com

<table>
<thead>
<tr>
<th>Privacy Type</th>
<th>Publish from My Media</th>
<th>Search</th>
<th>View Link to</th>
<th>Get Embed Code</th>
<th>Add to Playlists</th>
<th>Download (if not disabled by Media owners)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPEN CHANNEL</td>
<td>X</td>
<td>X X X X X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MU User nonmember</td>
<td>X</td>
<td>X X X X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MU User member</td>
<td>X</td>
<td>X X X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MU User Contributor</td>
<td>X</td>
<td>X X X X</td>
<td>X X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESTRICTED CHANNEL</td>
<td>X</td>
<td>X X X X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MU User nonmember</td>
<td>X</td>
<td>X X X X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MU User member</td>
<td>X</td>
<td>X X X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MU User Contributor</td>
<td>X</td>
<td>X X X X</td>
<td>X X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRIVATE CHANNEL</td>
<td>X</td>
<td>X X X X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MU User nonmember</td>
<td>X</td>
<td>X X X X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MU User member</td>
<td>X</td>
<td>X X X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MU User Contributor</td>
<td>X</td>
<td>X X X X</td>
<td>X X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Enable desired options
   a. Moderate content (Media will not appear in channel until approved by a channel manager)
   b. Enable comments in channel. This option is enabled by default but can be deselected.
   c. Keep comments private to channel (If a piece of media is published to more than one channel, this keeps comments made by users of this channel from being published to other channels where the media is visible.)
   d. Enable subscriptions to channel.
6. Assign the Channel to one or more categories if desired.
   a. Categories in MU Video have been created for each Academic College and Department as well as Commencement Events, Finance and Administration and Human Resources. Please do not assign a Channel to a category unless the Channel is intended for viewers of that specific category.
   b. Scroll to view all available categories
7. Save the New Channel when all desired options have been selected.

Add Media to Channels (Content):

These directions presume that you have successfully logged into your MU Video account.

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Note: A media’s Description and Tag fields must be filled in to publish that media to a Channel. If you select media that does not have a description and tags you will be prompted to Edit that Media entry and then repeat the process to add the media to a channel.

1. Navigate to the desired channel.
   a. Select "My Channels" from the menu options accessed by clicking on your user name or the downward arrow next to "Channels" in the navigation bar.
   b. Select "All Channels" by clicking the downward arrow next to "Channels" in the navigation bar. Search for the open channel to which you would like to add media.
2. Once you have selected the desired Channel, click "+Add to Channel" button.
3. Your full My Media list will display
4. Fill in the checkbox for each piece of media you wish to publish to the Channel.
5. Click "Publish" button

For an alternate way to add Media to a channel directly from a My Media page, see Quick Guide: Publishing

Moderate content in Moderated Channels:

Only Channel Managers or Moderators may approve content to be visible to a Moderated Channel.

1. Go to Channel
2. If then there is no Media awaiting approval.
3. If then click to see Media awaiting approval.
4. Review media and then click

Add Members to a Restricted or Private Channel

Note: A user must log into MU Video at least once in order for their MU Video account to be active and for them to be added to a Channel in MU Video.

1. Go to Channel
2. Click the 3 horizontal bar icon to access menu options for the channel
3. Select "Edit"
4. The tab will display, "Details", "Playlists" and "Users". Select "Users" tab.
5. Click "+Add Users" button
6. Click into the field to "Type user or group name". Search using the MU user name, the part of the name that comes before "@ in the users Millersville email address.
7. Click the desired user from the list of names that populate from the search.
8. Select permissions level for that user. (See chart below for functions each permission may perform)
9. Click "Add button"
10. Repeat for each user you wish to add as a member.

<table>
<thead>
<tr>
<th></th>
<th>MU non member</th>
<th>Member</th>
<th>Contributor</th>
<th>Moderator</th>
<th>Manager</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Channel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Edit Channel options</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Members</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit Member permissions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approve Media</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(if moderate option is enabled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Media to Channel</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>View Media on Private Channel</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View Media on Restricted Channel</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View Media on Open Channel</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Edit or Remove Permissions of Existing Channel Members:

1. Go to Channel
2. Click the 3 horizontal bar icon to access menu options for the channel
3. Select "Edit"
4. The tab will display, "Details", "Playlists" and "Users". Select "Users" tab.
5. Locate user.
6. To remove user from the Channel
   a. select "x" delete user icon in line with the user name.
7. To edit user permission
   a. select pencil Edit icon in line with user name.
   b. A floppy disc "save" icon will appear in place of the pencil icon
   c. In the Permission column of the users list, a drop down will appear in line with that user.
      Select the new desired Permission level for that user.
   d. Click the floppy disc "save" icon in line with the user name.

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Help Desk

Help Desk Contact Info

Location: Bard Hall

Phone: 717-871-7777

Email: help@millersville.edu

Classroom Hotline: 717-871-7280

After Hours D2L Help: 877-325-7778

Hours:

Call Center

- Fall/Spring Semesters:
  - M-TH 8AM - 7PM EST, F 8AM - 5PM EST
- Summer Sessions:
  - M-F 8AM - 4PM EST

Walk-in TAC

- M 9-11AM, 12-7PM
- T 11AM-4PM
- W 9-10:30AM, 1-7PM
- TH 9AM-5PM
- F 9-11AM, 1-4PM

By Appointment - book an appointment

Technical Assistance Center - Bard Hall