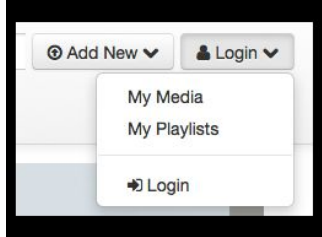


How to Create a Channel in Mediaspace

Use a Channel to access and share your videos.

Go to mediaspace.bucknell.edu and login. Select My Channels. Click the +Create Channel button.



Create a New Channel

Name: (Required)

Description: **Black** **Bold** *Italic* Underline

Enter Description...

Tags:

Privacy: **Open** - Membership is open and non-members can view content and participate.
 Restricted - Non-members can view content, but users must be invited to participate.
 Private - Membership is by invitation only and only members can view content and participate.

Options: Moderate content (Media will not appear in channel until approved by channel manager)
 Enable comments in channel
 Enable subscription to channel

Fill in the fields on the Create a New Channel page. You will be able to edit the text at a later time.

Click Save.

A Members tab will become available. From this tab, you will be able to add Members, Contributors, Moderators and Managers to your Channel.

Edit Videos

[Details](#) [Members](#)

Membership Settings

Default Permission Level: Offline Sync Group Name:

1 member

View All Permissions

Member	User ID	Permission	Actions
Debra Cook-Balducci	balducci	Manager	you, owner

There are no more members.

[Back to Channel](#)

Adding a Member to your Channel

Click the Add Member button

Use the search box to add the person's name or username. If they are in the user database their username will pop up, if they are not in the database they will need to login into Mediaspace to be added to the database. Make sure to give the proper access when you add a person.

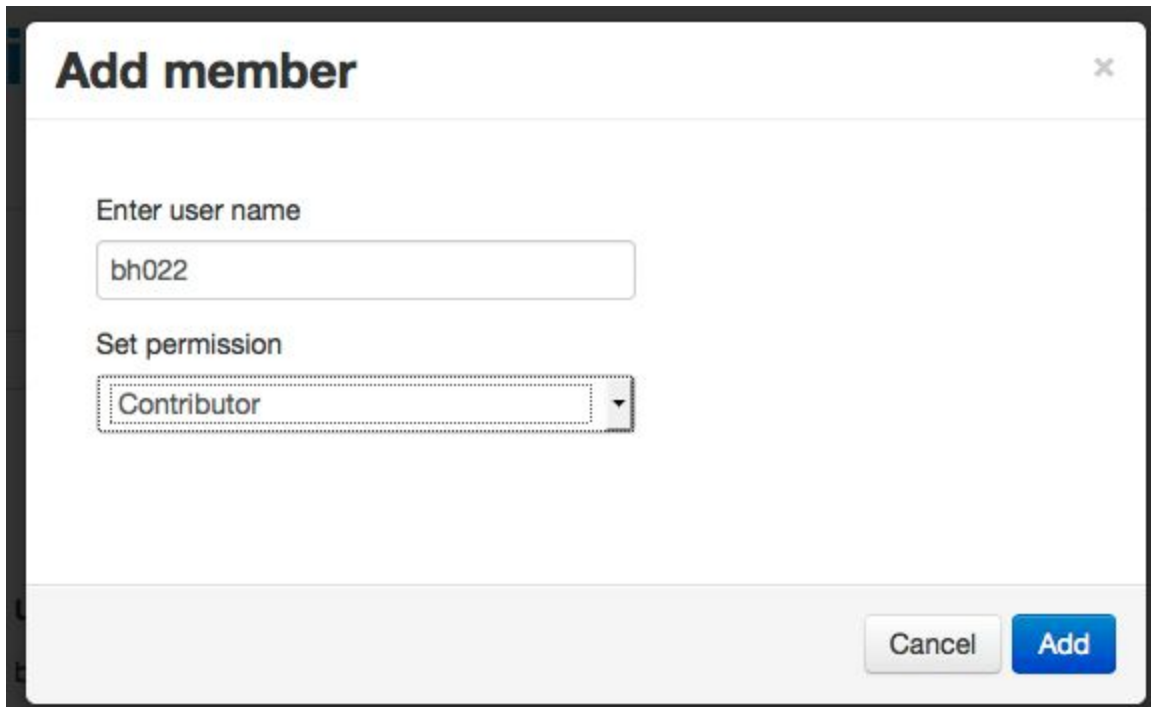
Members can see the channel and play the videos

Contributors can add videos to the channel

Moderator can release videos to the channel if you are moderating the content

Manager can add member.

Click Add.



Add member ×

Enter user name

Set permission

Contributor ▼

Cancel Add

Click Back to Channel to Add Media. See our Uploading and Publishing document for next steps.

If you have questions about using Mediaspace, please contact itec@bucknell.edu.

Edited 9/18/15.