



# Kaltura Management Console- Overview & Exercises

## Let's Practice

Login to your KMC site at <https://kmc.kaltura.com/index.php/kmcng/login> (If you don't have your credentials, please contact your Kaltura Representative.)

## Upload

1. Click “Create” .
2. Select “Upload from Desktop”.
3. Choose the file you want to upload and complete the upload process.

## Playlist

1. Go to the “Playlist” tab.
2. Click “Add Playlist”.
3. Choose the Manual Playlist option.
4. Name your playlist and add a Description.

5. Select the videos you want to see in the playlist.
6. Save the playlist.

## Create a Category

1. Go to the Categories page.
2. Click “Add Category”.
3. Name the category and assign the correct parent category (When working with MediaSpace, it will usually be [the root category] > site > galleries).
4. Click Apply.

## Assign a Video to a Category

1. Click on an entry.
2. Locate the categories field.
3. Select the category to which you want to publish. You can use the "Browse Categories" to find the requested category.
4. Save the changes.

## Embed Code

1. Click on the 3 dots located on the right of your entry's row.
2. Select the "Share and Embed" option.
3. Choose a player for the embed code from the Select Player drop down list located on the top of the screen.
4. Copy the embed code using the "Copy" button.
5. You can change the type of embed code as well as the HTTPS support using the "Advanced Settings" options.

## Custom Metadata

Click to read about [Custom Data](#).

1. Go to the Settings page and then select the Custom Data tab.
2. Click "Add Custom Schema".
3. Add the fields you want to have in your schema.
4. Save the changes.