Creating a Channel in MediaSpace

A **channel** is a user generated collection of content that pertains to a subset of users. You can access your channels from the My Channels selection in the User menu. This tutorial will walk the user through the process of creating a channel in MediaSpace.

1. Login to [http://media.csuchico.edu](http://media.csuchico.edu) located at the upper right corner, click Guest and select Login from the drop-down menu. When prompted, enter your campus portal username and password.

2. Once logged in select My Channels from the user drop down menu.

3. On the My Channels page click the blue create channel button.
4. The Create a New Channel page is displayed.

Create a New Channel

On the Create New Channel page:

a. Enter values for:
   i. Name – Enter the channel name to display on the Channels page.
   ii. Description – Enter a summary of the channel content to display on the My Channels page.
   iii. Tags – Enter a descriptive tag to use in searches.

b. Select the privacy settings for the channel.
   i. Restricted – Non-members can view content, but users must be invited to participate.
   ii. Private – Membership is by invitation only and only members can view content and participate.

c. Select the options settings for the channel.
   i. Moderate content (Media will not appear in channel until approved by channel manager.)
   ii. Enable comments in channels. (If comments are enabled for a media item, the comments are displayed when the media item is accessed through a channel.

d. Click Save.

You can access the new channel from your My Channels page.

For more assistance call the Technology and Learning Program ad 898-6167.