

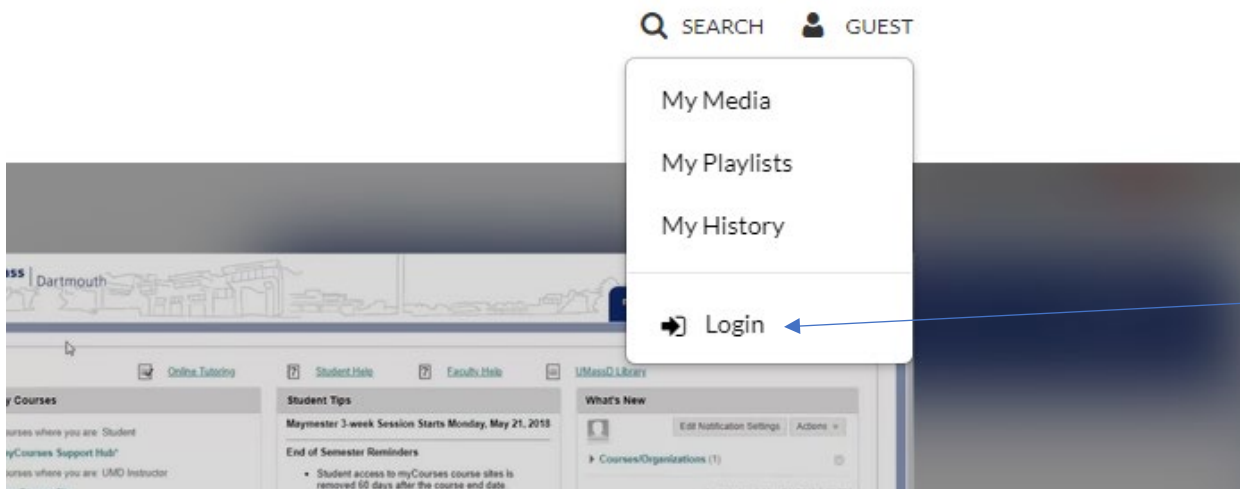
Kaltura Mediaspace

How to upload and share a video using Mediaspace

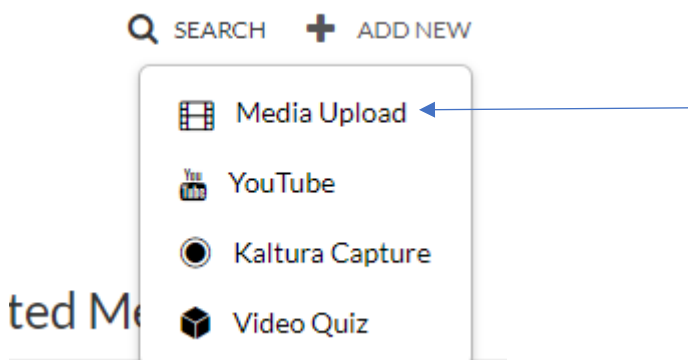
Step 1. Log into Mediaspace (<https://umassd.mediaspace.kaltura.com/>) by clicking on “Guest” and “Login”. Login using your UmassD credentials.

If you have already logged into MYUMASSD it will log you in automatically.

Please note that students do not have the ability to upload and share video in Mediaspace unless requested by the instructor.

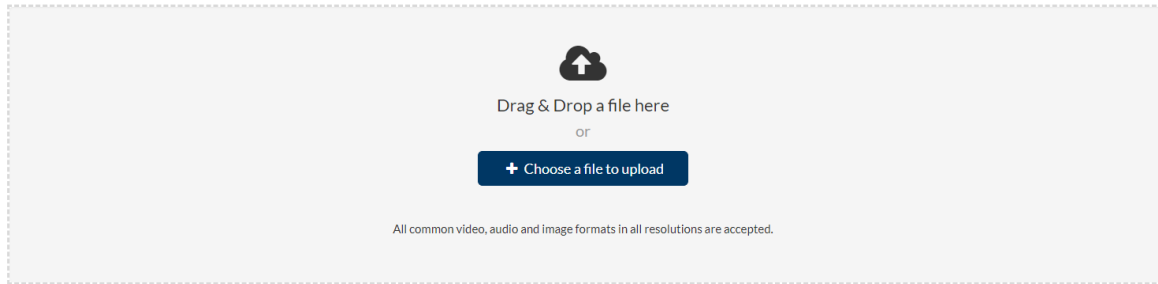


Step 2. Click “+ Add New” and then on “Media Upload”.

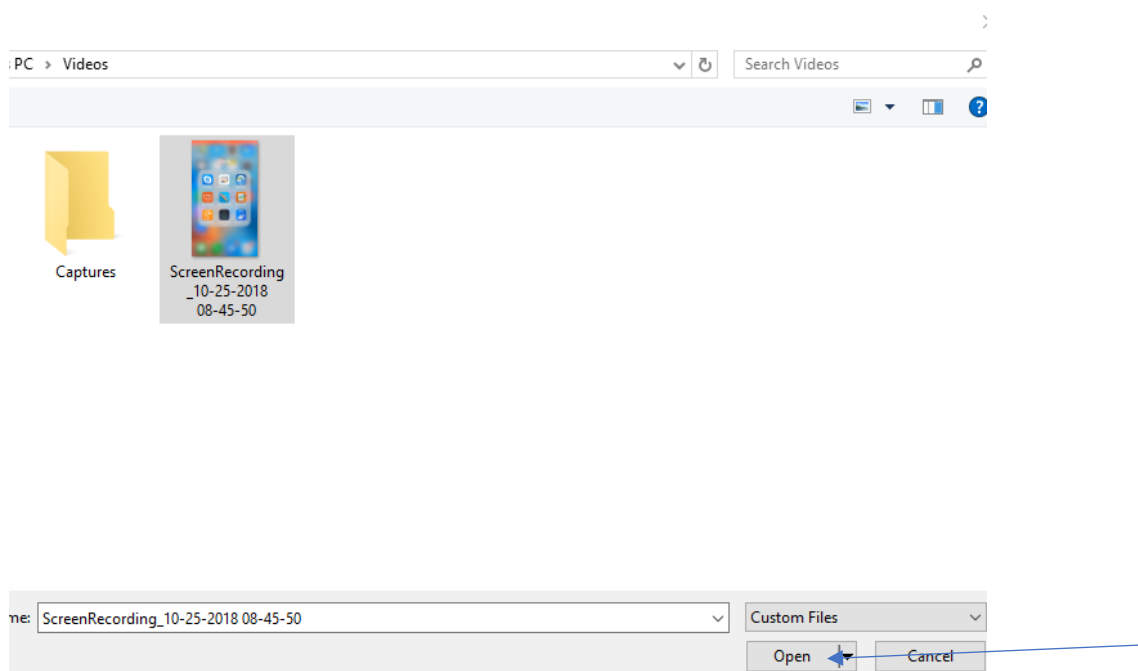


Step 3. Upload your video by either dragging and dropping the video or “Choose a file for Upload”.

Upload Media



Step 4. If you choose to upload a file, click on the file and click “Open”.



Step 5. Once processed you will see “Upload Completed!”.

You can rename the name of the video, add a description, and tag it so it will be easier to find in your list. If this video is to be shared outside of the organization, mark it as “Unlisted”.

When finished click “Save”, then click “Go To Media”.

Upload Media

Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Enter Description...

Tags:

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

Private - Media page will be visible to the content owner only.

Unlisted - Media page will be visible to anyone with a link to the page.

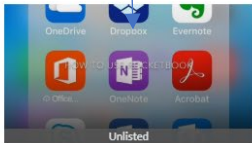
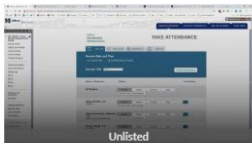
Published - Media page will be visible to individuals according to entitlements on published destinations

Step 6. In My Media, you will see all the media you have uploaded.

My Media

Search My Media

Filters > Search in: All Fields Sort By: Creation Date - Descending ACTIONS >

-  ScreenRecording_10-25-2018 08-45-50
7 Minutes ago 0 0
-  Attendance Record not appearing
quickly caption complete
5 Days ago 1 0