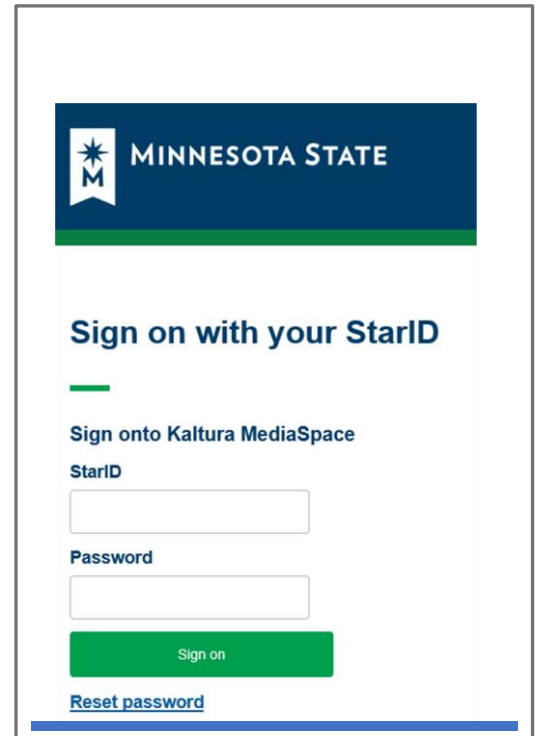


Logging In

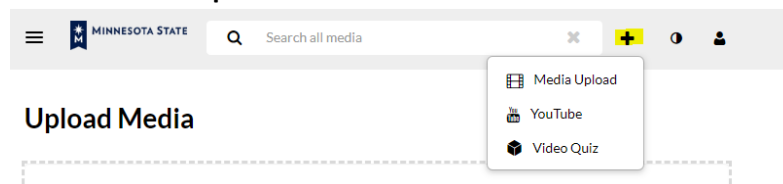
- Login to MediaSpace at <http://mediaspace.minnstate.edu>
- Use your StarID and password. If you do not know your StarID, please visit <http://starid.minnstate.edu/> to lookup your starID or reset password.



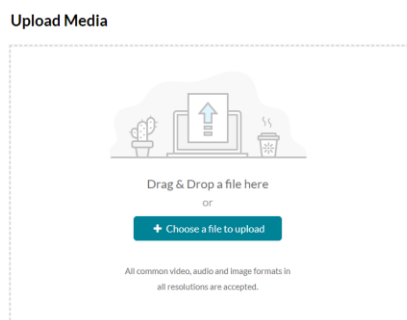
Loading Videos or other media into MediaSpace.

If you have recorded a video or audio and would like to add it to MediaSpace so you can share it with your faculty you can do following:

- Click on + on the top right
- Click on **Media Upload**



- Click on + **Choose a file to upload** or drag and drop the file in the box. This process might take a little longer depending how large the file is that is being uploaded.



- When file finishes uploading you will be able to add the details and tags to the file.
 - **Required** field is the **Name**
 - **Optional**
 - **Description**
 - **Tags**
 - **Privacy Setting:**
 - **Private**
 - **Unlisted (This is the option you would use if you want to share a link with your classmates.)**
 - **Published**

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 Text Color Background Color Link Image

Tags:

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

Co-Editors and Co-Publishers: + Add Collaborator

Select users that will be allowed to edit the content metadata and related assets (such as caption files) and/or to publish

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

Save
[Go To Media](#)
[Go To My Media](#)

Copying link and sharing with others.

- Click on your name on the top right
- Click on **My Media**
- Click on the Video
- Click on **Share**
- Copy link under **Link to Media Page** you can past it anywhere you want.

Additional Information:

<https://knowledge.kaltura.com/help/kaltura-capture---recording-options>

- [Recording Camera and Screen](#) This is the default setting.
- [Recording Your Camera](#)
- [Recording Two Cameras](#)
- [Recording Your Screen or Partial Screen](#)
- [Recording From Two Screens](#)
- [Recording a Presentation](#)
- [Recording Audio Only](#)