Using MediaSpace to store video and share in Brightspace

Logging In

- Login to MediaSpace at http://mediaspace.minnstate.edu
- Use your StarID username and password
- You can also access MediaSpace from www.alextech.edu – MyATCC – MediaSpace icon.

Loading videos into MediaSpace

1. From the top menu bar, click **Add New.**

2. Select the **Media Upload** option.

3. Click the **+ Choose a file to upload** (or use drag/drop method) then select your chosen video from your computer or device. Wait patiently while the file uploads to MediaSpace–this may take a few minute for large files.

4. While you wait, you may begin adding the details and tags to the file. The details include:

   o **Name (Required)**: It will be prominently displayed above the media.

   o **Description** (optional): this is displayed below your media and allows you to write additional supplementary information.

   o **Tags** (optional): these are used when searching for your media within MediaSpace. Separate different tags by using a comma.

   o For **Privacy,** select the **Unlisted** option.

5. When you finish editing details, click the **Save** button at the bottom to save any changes you have made.

6. Click the **Go to Media** link at the bottom OR up top under your personal menu and select **My Media**. You will then see the video at the top of the page. When first uploaded, it will have a video camera thumbnail picture. You may see the message indicating your media is being processed. Your media will continue to process even if you navigate away from MediaSpace. Once finished processing it will have a thumbnail picture of your actual video. Follow the steps below to share this video in Brightspace. You can continue to the next steps even if the video is still processing; when the video is done processing, it will play just fine. If you'd rather wait until your video is done processing to proceed, that's fine too.
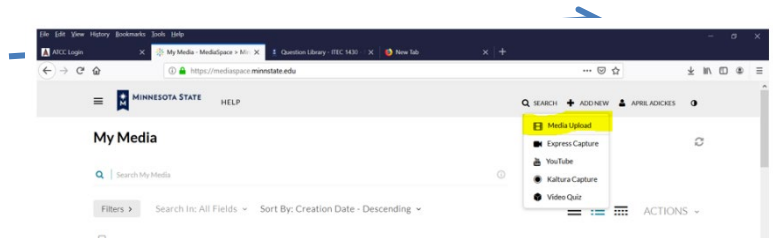
Sharing videos in your D2L Brightspace Course - Discussions

1. Enter the Brightspace course, and go to Communications - Discussions
2. Click the appropriate Discussion topic.
3. Click the **Start a new Thread** button.
4. Enter a subject for your thread.
5. Click the **Insert Stuff** button
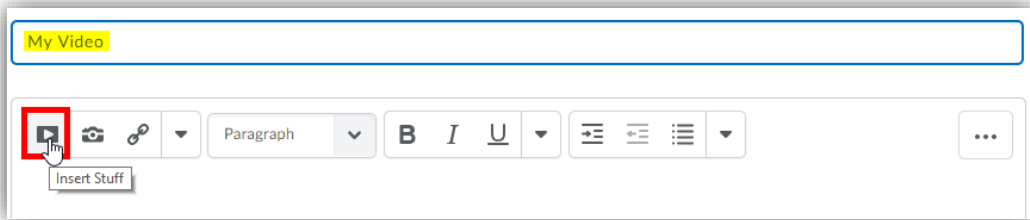
6. Select **My Media** (it may take a few seconds for your videos to appear).
7. All videos you have uploaded into MediaSpace should be listed. Click **Embed** next to the video you want to insert.
8. This shows a preview, click **Insert** at the bottom left corner.
9. Final step is to click **Post** to submit your discussion thread with your video.

Sharing videos in your D2L Brightspace Course – Assignments

1. Enter the Brightspace course, and go to Assessments – Assignments.
2. Click the appropriate Assignment Folder.
3. Click the **Insert Stuff** button (as shown in the image above).
4. Select **My Media** (it may take a few seconds for your videos to appear).
5. All videos you have uploaded into MediaSpace should be listed. Click **Embed** next to the video you want to insert.
6. This shows a preview, click **Insert** at the bottom left corner.
7. Final step is to click **Submit.**

    NOTE: Some Assignment folders are set up to require that an actual file be submitted. If your submission is only a video which you sharing using the steps above, simply upload a blank document using the Add a File button. Then submit.