# How to upload, download, and capture media in Kaltura MediaSpace (KA# 1769)

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How do I upload media in my Kaltura MediaSpace account? What video files are supported?

# **Table of Contents**

Add media using the Upload Media option	1
Upload a media from your device	1
Record an audio file and/or webcam video	3
Record an audio and/or video	3
Create a video quiz from a MediaSpace media file	5
Set a media file's visibility	6
Set a media file's visibility to Unlisted	6
Share the media file's within D2L Brightspace	7
Download a media file from your MediaSpace account	7
CaptureSpace Desktop Recorder	8
Kaltura Capture	8
Install Kaltura Capture	

# Add media using the Upload Media option

- 1. Go to Kaltura MediaSpace (https://mediaspace.minnstate.edu).
- 2. Enter your StarID credentials and click Log In.
- 3. From the **Add New** drop-down menu, you can upload or create a new media file.

## Upload a media from your device

1. From the 'Add New' menu, select Media Upload.





2. *Click* **Choose a file to upload**.



**Note**: All common video, audio and image formats in all resolutions are accepted. If you are uploading a file from your mobile device, iPhones will commonly have videos stored in the phone's Camera roll and Android phones typically store files in the Documents/Gallery.



- 3. Select the media file you want to upload from your device.
- 4. Wait for your media file to upload completely.

Note: A progress bar displays at the top of the page showing the upload progress.

5. After the file has uploaded successfully, you can add additional details, such as a description for the media file.

**Note**: To best share your media with others, it's recommended that you leave the status as **Unlisted**.



Upload Media								
	Upload Completed! Complete the required information for the uploaded media below.							
Please fill out these de	tails:							
Name: (Required)	My Fair Lady							
Description:	Black 🛩 Bold Italic Underline 🗃 🍱 😇 😇 % 🖼							
	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)							
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 <b>x</b> 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.							
	<ul> <li>Unlisted - Media page will be visible to anyone with a link to the page.</li> <li>Published - Media page will be visible to individuals according to entitlements on published destinations</li> </ul>							
7	Save Go To Media <u>Go To My Media</u>							

#### 6. *Click* **Save** when ready.

## Back to top

#### Record an audio file and/or webcam video

Within a D2L Brightspace course, you have the option to record an audio and/or webcam recording when adding a MediaSpace file in the HTML Editor.

- **Students**, please view knowledge article #1749 <u>Share your media in D2L Brightspace as</u> <u>a student</u> for related instructions.
- **Teachers**, please view knowledge article #1730 <u>Share your media in D2L Brightspace as</u> <u>a teacher</u> for related instructions.

The following instructors are to utilize the **Webcam Recording** when logged into MediaSpace in a web browser.

## Record an audio and/or video

1. If prompted, click **Allow** to utilize your microphone and/or webcam in the Internet browser.





2. *Click* the record circle button to start the recording.



 Record your video, and then press the stop button to finish recording. Note: There is no pause button. This feature is intended to support a single, continuous recording.



When ready to use your video, click Use This.
 Note: You also have the option to preview your recording, and/or record again.





5. After the file has uploaded successfully, you can add additional details, such as a description for the media file.

**Note**: To best share your media with others, it's recommended that you leave the status as **Unlisted**.

6. *Click* **Save** when ready.

			Up	oload Completed!	Complete th	e required	informatic	n for the up	loaded med	dia below.
ease fill out these de	tails:									
Name: (Required)	Video Recording	- Thu Apr 1	6 2020 <b>14</b> :4	7:57 GMT-0500 (	Central Dayl	ight Time)				
Description:	Black 🗸	Bold	Italic	Underline		:=	⊡	ē	æ	
Tags:										
Publishing Schedule:	Publishing Schedule: <ul> <li>Always              </li> <li>Specific Time Frame</li></ul>									

Back to top

Create a video quiz from a MediaSpace media file

As of November 21, 2019, faculty can use Kaltura's Video Quiz tool to send student scores to the D2L Brightspace gradebook. For an overview video, view Kaltura's introductory <u>about video</u> <u>quizzes in D2L Brightspace</u>. Teachers, please view knowledge article #1730 <u>Share your media in</u> <u>D2L Brightspace as a teacher</u> for related instructions.

## Back to top

## Set a media file's visibility

To share a media file you've upload in your MediaSpace account, you'll need to set the media file's visibility to **Unlisted**. This setting allows anyone with a link to the media file the ability to see and play the media file.

## Set a media file's visibility to Unlisted

1. Select My Media from your personal drop-down menu in the navbar.



2. From the **My Media** page, *click* on the media's title to view it.



3. Click the Actions menu, and then click Publish.





4. Select the radio button next to **Unlisted**, and then click **Save**.



## Share the media file's within D2L Brightspace

Once the file is uploaded to MediaSpace, you have options to share your media with others, including in D2L Brightspace. Teachers and students can share a MediaSpace file within a D2L Brightspace course by inserting (embedding) the video within the HTML Editor.

- **Students**, please view knowledge article #1749 <u>Share your media in D2L Brightspace as</u> <u>a student</u> for helpful instructions.
- **Teachers**, please view knowledge article #1730 <u>Share your media in D2L Brightspace as</u> <u>a teacher</u> for helpful instructions.

## Back to top

## Download a media file from your MediaSpace account

- 1. *Navigate* to <u>Kaltura MediaSpace</u> (https://mediaspace.minnstate.edu).
- 2. Log in with your StarID credentials.
- 3. From the personal drop-down menu in the navbar, select My Media.





#### 4. *Click* **Edit** next to the video.

My Media	C2
Q Search My Media	
Filters > Search In: All Fields ~ Sort By: Creation Date - Ascending ~	ACTIONS -
The Story of a Lady <sup>My Fair Lady.mov</sup> <sup>23MB</sup>	
Unlisted 2 Years ago 💿 4	

5. Within the video player, *click* the **Download Video** icon.

							Download video
► <b>(</b> ) 0	:00 / 5:03					🚾 🖉 1x	*
Details	Options	Collaboration	Thumbnails	Downloads	Captions	Attachments	Timeline

6. *Save* the media file to your device.

## Back to top

## CaptureSpace Desktop Recorder

**Important**: Effective June 15, 2019, CaptureSpace Lite is no longer a recording option in MediaSpace. Do you have recordings in the CaptureSpace Desktop Recorder? Those recordings can be retrieved from your device's file storage and manually uploaded to your MediaSpace account. View the 6 minute video: <u>Retrieve media from CaptureSpace Desktop Recorder</u> (https://mediaspace.minnstate.edu/media/Retrieve+media+from+ CaptureSpace+Desktop+Recorder/1\_1ytpsdos).

#### Back to top

## Kaltura Capture

Kaltura Capture is a desktop application that helps you record presentations and screenshots using any combination of voice, webcam video, screen action, and PowerPoint slides. Recordings created in Kaltura Capture can be uploaded and managed alongside other Kaltura content in MediaSpace and/or inserted via the Insert Stuff > My Media option within D2L Brightspace. Kaltura Capture is available in MediaSpace in the Add New menu.



**Note**: When using the Kaltura Capture tool, the media file's permission defaults to *private* after the media is uploaded into your MediaSpace account. If you intend to share the media file with others, you must change the media's setting to **Unlisted** (view the <u>Set media file to</u> <u>Unlisted</u> section).

## Install Kaltura Capture

- 1. Log in to Kaltura MediaSpace using your StarID credentials.
- 2. *Click* the **Add New** button in the navbar.
- 3. *Select* Kaltura Capture from the drop-down menu.



4. *Click* the **Download for Windows** link or **Download for Mac** for link, depending on the desktop operating system you are using at the time.



- 5. If you browser prompts you to approve the download, select whichever options allows the download to proceed.
- 6. When the download is completed:
  - In Windows, *click* the **Kaltura Capture** installer, and then follow prompts to complete the installation.
  - In macOS, *drag* the Kaltura Capture icon to the Applications folder.
- 7. When the installation is complete, you may launch **Kaltura Capture** by doing one of the following:
  - Open the Kaltura Capture program from your desktop.
     Note: This option is useful to access the program later without needing to log into



MediaSpace.

• *Click* the **Add New** button in the navbar, and then click select **Kaltura Capture** from the drop-down menu.



- 8. The Kaltura Capture program will launch on your desktop.
- 9. Kaltura Capture lets you record video and audio from multiple sources. In the Kaltura Capture window, click each of the three drop-down menus to select your sources, such as cameras, screens, or microphones you wish to record.



10. For additional instructions on Kaltura Capture, see <u>Kaltura Capture User Guide</u> on the Kaltura support site.

Back to top

