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

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Audience: Learner

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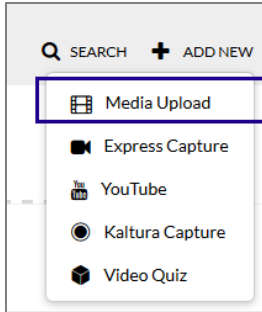
Table of Contents

Add media using the Upload Media option

1. *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.
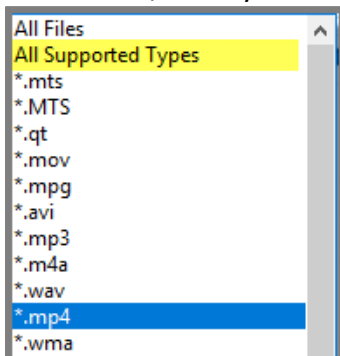
Upload a media from your device

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**.

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

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[Back to top](#)

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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 [Share your media in D2L Brightspace as a student](#) for related instructions.
- **Teachers**, please view knowledge article #1730 [Share your media in D2L Brightspace as a teacher](#) for related instructions.
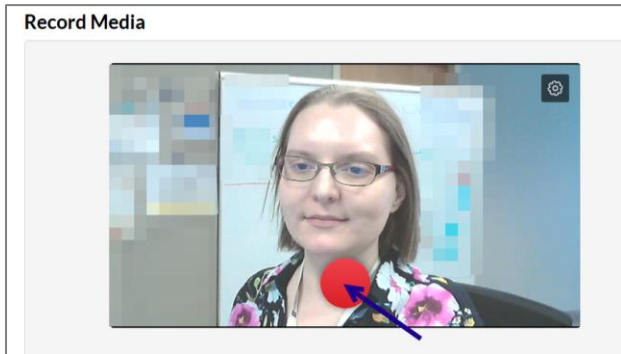
The following instructors are to utilize the **Webcam Recording** when logged into MediaSpace in a web browser.
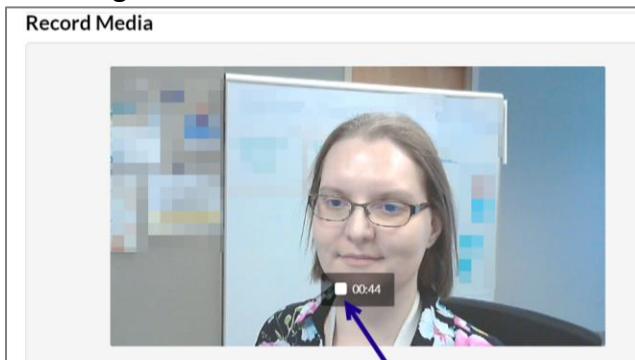
Record an audio and/or video

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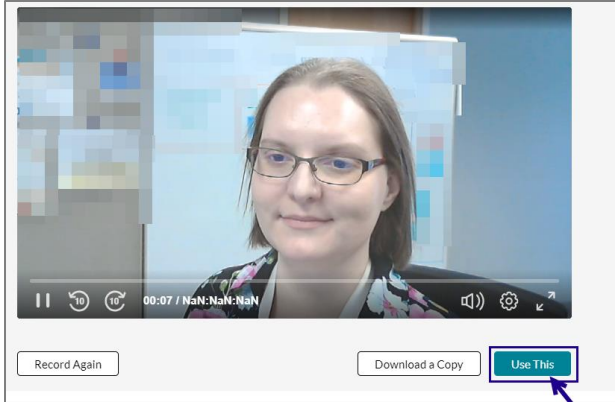

MINNESOTA STATE
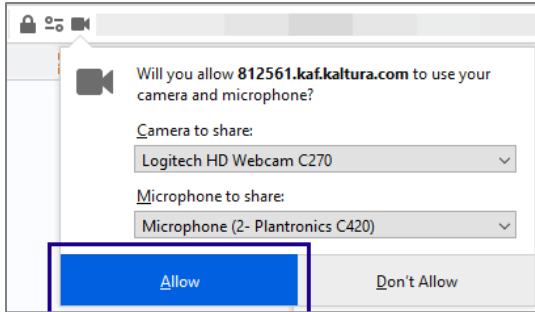
2. *Click* the record circle button to start the recording.

3. 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.

4. 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.

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 about video quizzes in D2L Brightspace. Teachers, please view knowledge article #1730 Share your media in D2L Brightspace as a teacher for related instructions.
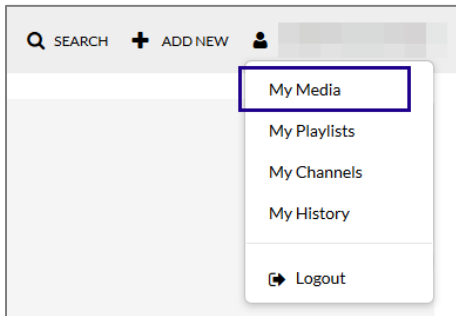
Back to top

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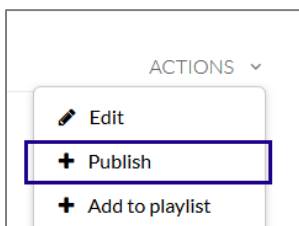
1. *Select* **My Media** from your personal drop-down menu in the navbar.

2. From the **My Media** page, *click* on the media's title to view it.
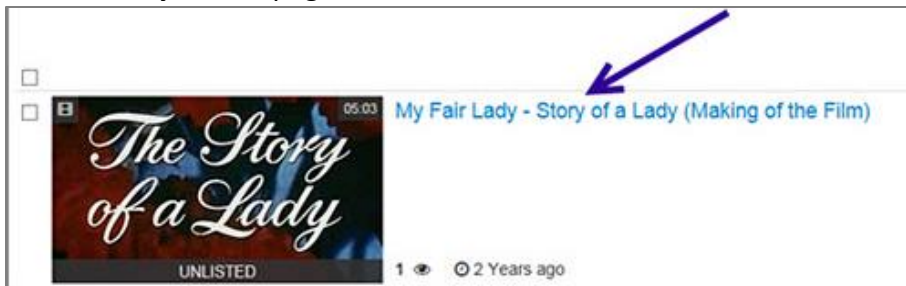
3. *Click* the **Actions** menu, and then *click* **Publish**.

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

Back to top
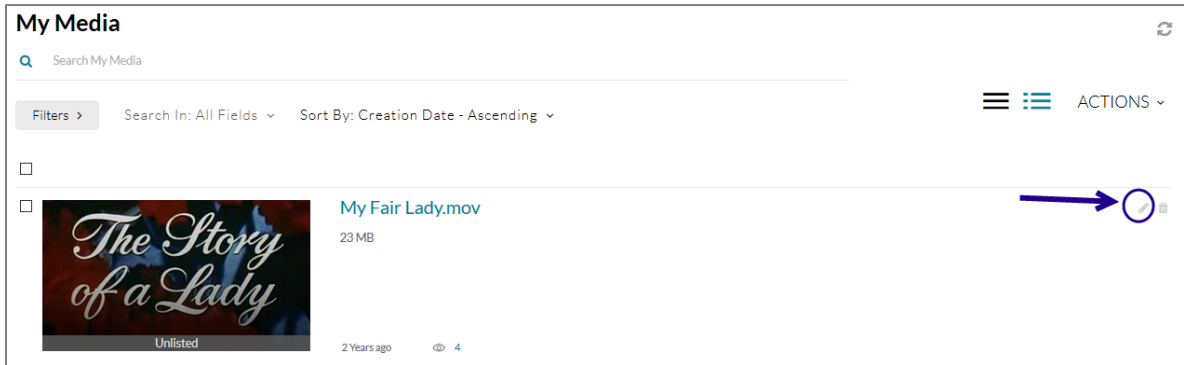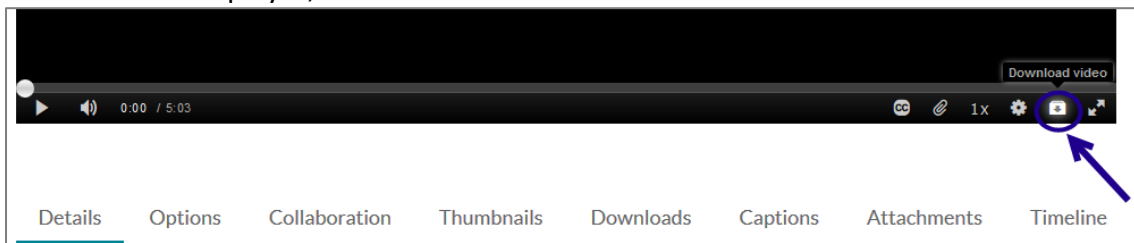
Download a media file from your MediaSpace account

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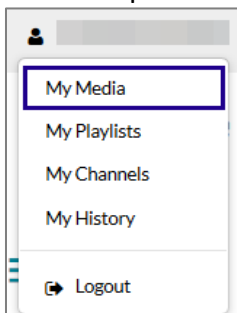
4. *Click* **Edit** next to the video.

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

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: [Retrieve media from CaptureSpace Desktop Recorder](https://mediaspace.minnstate.edu/media/Retrieve+media+from+CaptureSpace+Desktop+Recorder/1_1ytpsdos) (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.

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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 [Set media file to Unlisted](#) section).

Install Kaltura Capture

1. *Log in* to **Kaltura MediaSpace** using your StarID credentials.
2. *Click* the **Add New** button in the navbar.
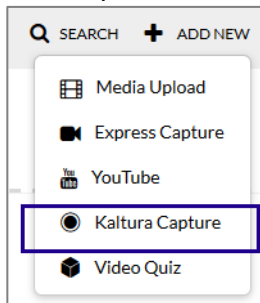3. *Select* **Kaltura Capture** from the drop-down menu.
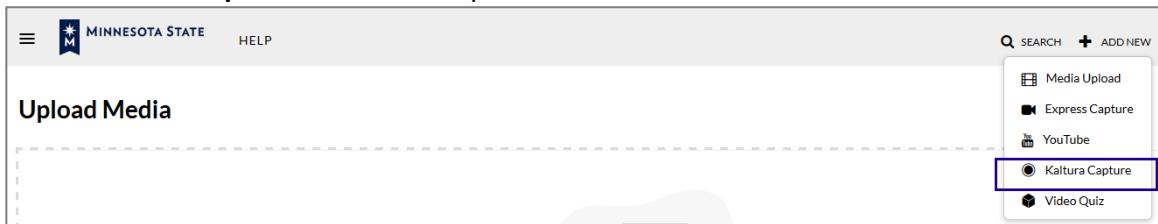
4. *Click* the **Download for Windows** link or **Download for Mac** for link, depending on the desktop operating system you are using at the time.
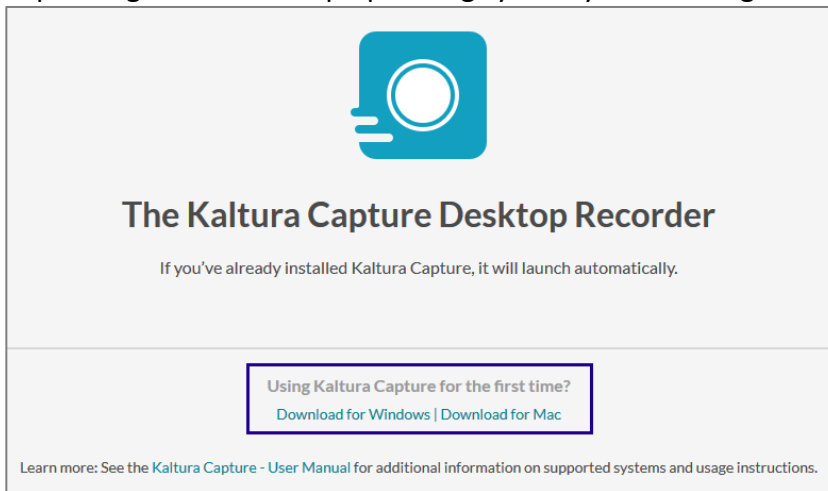

5. If you browser prompts you to approve the download, select whichever options allows the download to proceed.
6. When the download is completed:
   - In Windows, *click* the **Kaltura Capture** installer, and then follow prompts to complete the installation.
   - In macOS, *drag* the **Kaltura Capture** 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 s*elect* **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.
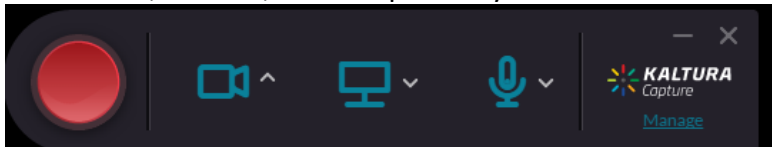
10. For additional instructions on Kaltura Capture, see Kaltura Capture User Guide on the Kaltura support site.

<p align="center">Back to top</p>