

Upload Videos to MediaSpace

Logging In

- Go to: <http://mediaSpace.minnstate.edu> or use icon at MyATCC. Login with your StarID.

Uploading videos into MediaSpace

1. Click **Add New**, top right, then select **Media Upload**.
2. 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 minutes for large files. Your Internet connection speed will determine how long this takes.
3. While you wait, you may begin adding the details and tags to the file. The details include:
 - **Name (Required)**: It will be prominently displayed above the media.
 - **Description** (optional): this is displayed below your media and allows you to write additional supplementary information.
 - **Tags** (optional): these are used when searching for your media within MediaSpace. Separate different tags by using a comma.
 - For **Privacy**, select the **Unlisted** option.
4. When you finish editing details, click the **Save** button at the bottom to save any changes you have made.
5. 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.