

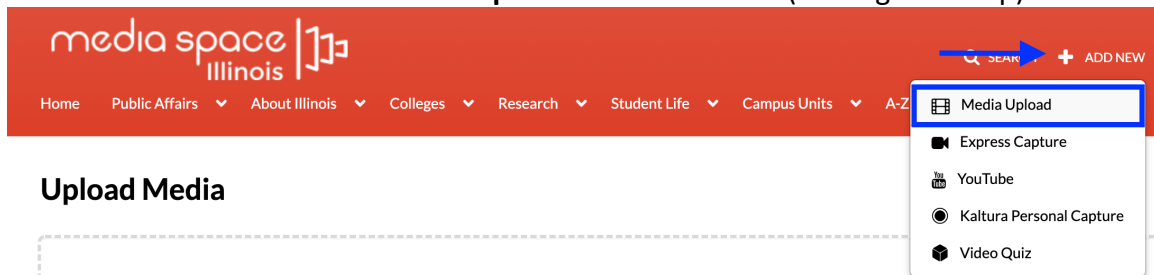
# Upload Your Video to Illinois MediaSpace

## Create your video

1. create your video using Kaltura Personal Capture (<https://mediaspace.illinois.edu/kalturacapture/launch/create>).
  - a. This may require the installation of the Kaltura Capture Desktop Recording software onto your computer. Follow the on-screen instructions to create your video with an attached camera and microphone. When the recording is complete, provide a suitable Title and Description, then click Save and Upload.
2. If collaborating with other team members via Zoom, you can record your Zoom session with the recording feature in the Zoom client then submit the resulting mp4 file using the following step.

## Upload your video file to MediaSpace

1. Log in to MediaSpace (<http://mediaspace.illinois.edu>)
2. click “Add New” and select “Media Upload”. Select the file (or drag and drop)




### Upload Media

3. Complete the subsequent form with the appropriate information in the Name and Description fields. NOTE: It is important to put something in the Description field for any of the options above. An empty Description field will cause the publishing procedure to fail.


### Upload Media

A screenshot of the 'Upload Media' form in MediaSpace. At the top, a green banner says 'Upload Completed! Complete the required information for the uploaded media below.' Below this, the text 'Please fill out these details:' is followed by two main input areas. The first is 'Name: (Required)' with a text box containing 'Video Title' and a blue arrow pointing to it. The second is 'Description:' with a rich text editor toolbar (Black, Bold, Italic, Underline, bulleted list, numbered list, link, unlink, image) and a large text box containing 'Video description' with a blue arrow pointing to it. Below the description box is a small asterisk and the text '\* Required To Publish'. At the bottom, there is a 'Tags:' label and an empty text box.


4. Scroll down. You can add your group members as collaborator (this is optional). Choose Unlisted as Publishing Status.

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. 

Publishing Status: ☐ 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 users according to entitlements based on the selected destinations in the options below.


5. Now go back to MediaSpace and go to the My Media page (accessible by clicking your name in upper right corner)
6. Find the newly uploaded video and open it. Under the **"Share"** setting, you will find the video share link.


**Video Title** ▶ 0 💬 0

From

**Details** **Share**  **ACTIONS** 

**Link to Media Page** **Embed** **Email**

[https://mediaspace.illinois.edu/media/t/1\\_371hutzj](https://mediaspace.illinois.edu/media/t/1_371hutzj) 

Start & End Time: ☐ Start at   ☐ End at  