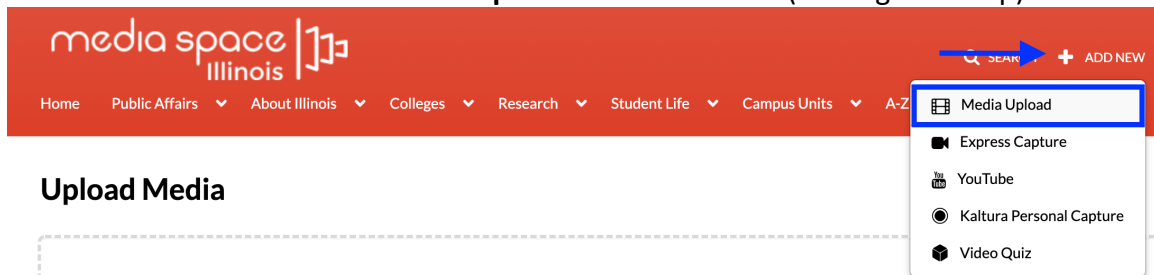# Upload Your Video to Illinois MediaSpace

Create your video

1. create your video using <u>Kaltura Personal Capture</u>
   (<u>https://mediaspace.illinois.edu/kalturacapture/launch/create</u>).
   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 <u>Zoom</u>, 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 (<u>http://mediaspace.illinois.edu</u>)
2. click "**Add New**" and select "**Media Upload**". Select the file (or drag and drop)

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.

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

Start & End Time: ☐ Start at   `00:00:00` 🕐   ☐ End at   `00:00:00` 🕐