MediaSpace Upload

Go to mediaspace.bucknell.edu

Enter your BU authentication and login

Click on the *My Channels* tab at the top of the page

My Media My Playlists My Channels Kaltura bh022 (logout)

There is a two-part process to MediaSpace. The first is to Add the Media. The second is to Publish to the appropriate Channel.

Part I

Click the + Add Media button



Click the Media Upload button



Click Choose a File to Upload **Upload Media**

	+ Choose a file to upload	
Upload limited to 2GB files. Kaltur For best results with video, we recommend pre	ra accepts all common video, audio an eparing videos in 1280x720 pixels and u	d image formats in all resolutions. using the H.264 video codec at about 4000 kb/s.

Note: there is a 2GB file size limit. Select file to upload.

000	Select file to upload by cdnbakmi.kaltura.com	
	📰 🔻 📋 Desktop 🛟 🔍	
FAVORITES	Name	Date Modified
昌 All My Files	Getting to Know Final Cut Pro X	Aug 20, 2014 3:50 PM
	Interview Best Practices.pdf	Sep 9, 2014 12:36 PM
Dockton	iShowU	Sep 5, 2014 9:48 AM
Desktop	🙀 MediaspaceGuide	Sep 1, 2014 7:21 PM
😭 bh022	Pre Assignment Questions	Sep 18, 2014 11:57 AM
Applications	Production Schedule Schedule.pdf	Sep 18, 2014 4:50 PM
Documents	Production Schedule.xlsx	Sep 18, 2014 4:49 PM
Documents	RippingDVDswithHandbrake	Aug 29, 2014 1:51 PM
DEVICES	Storyboard Language	Sep 11, 2014 7:40 AM
🔜 bh022	a Zoom Tutorial	Sep 3, 2014 5:11 PM
	Screen Shot 2014-09-22 at 10.16.27 AM	Today 10:16 AM
MEDIA	📓 Screen Shot 2014-09-22 at 10.17.39 AM	Today 10:17 AM
J Music	Screen Shot 2014-09-22 at 10.19.58 AM	Today 10:20 AM
Photos	Screen Shot 2014-09-22 at 10.20.45 AM	Today 10:20 AM
Movies	a sites	Sep 10, 2014 2:57 PM
<u></u>	Something Differentristmill (Source).mov	Sep 18, 2014 4:47 PM
		Cancel Open

When media is finished uploading, click Go to Media Page in the Green Bar.

Upload Media

✓ Visitation_Dreams.mov	Finished uploading! Go to media page	
Please fill out these details:		
Name: (* Required)	Visitation_Dreams	
Created By: (* Required)	bh022	
Description:	Å	
Tags:		
	Save	

You will notice Media Being Processed. You may have to wait a few minutes while the media processes.

Visitation_Dreams.mov



0 views

Part II of this process is *Publishing* your media to the correct Channel. Select your Publish Tab.

Details Sha	re Add to Playlist	s Publish	Comments		
Please fill out all the required fields first. Edit					

Note: If you see the yellow bar that asks you to fill out all the required fields, select Edit and re-enter your user name in the required field. You must do this before you can Publish. You won't always see this yellow bar but sometimes MediaSpace deletes this field so you have to re-enter it.

Created By: (* Required)

Now click Save.

Click Back to Media in upper right hand corner.

Edit Media		< Back to media
0	0:00 / 02:19	쫋 Kaltura
	2200k 🖵 📢	
		Delete
Details Options Capti	ons	
Please fill out these deta	ils:	
Name: (* Required) Visita	tion_Dreams.mov	
(* Required) bh02:	2	
Description:		
	///	

Now select *Publish>Publish in Channel*. Select appropriate Channel.

To make sure your video is in fact in the appropriate Channel, go to the Channel and you should now see your video.