

# MediaSpace Uploading and Publishing Guide

Mediaspace is a place where students and faculty can upload videos to share with their colleagues, classmates, or the Bucknell community. Videos are published in two areas, Galleries and Channels. Galleries are public and are maintained by ITEC. Channels are for coursework, faculty research, clubs, etc. and can be public, restricted or private. Contact [itec@bucknell.edu](mailto:itec@bucknell.edu) to request a Channel.

## Uploading and publishing your video to media space

1. Go to [mediaspace.bucknell.edu](http://mediaspace.bucknell.edu)
2. Enter your BU authentication to login

## Add Media

Your video must first be added to your My Media area of Mediaspace.

1. Click on the My Media tab at the top of the page
2. Click the Media Upload button.
3. Click the + Choose a file Note the file size restriction of 2GB and format recommendations:

Upload limited to 2GB files. Kaltura accepts all common video, audio and image formats in all resolutions. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

For files over 2GB contact [itec@bucknell.edu](mailto:itec@bucknell.edu)

4. Select your video to upload from the navigation window that just opened
5. Choose another video or return to the media page

You will be able to add a description of the video on the media page. Students should always included the course number and assignment name in the description.

Now that your media has been uploaded, it can be published to a channel. Once your video is published you will have options to Share or Add to a Playlist.

## Publish Media

Media can be published right after it is uploaded or a later time of your choosing, you will notice a difference in layout of the MediaSpace page depending when you choose to publish. Both screens will allow you to click a Publish tab or button. After clicking Publish, choose your channel. Go to My Channels, your video will now appear as a thumbnail on the left side of a viewing window of your channel.

## Other features:

From the Add Media screen, you can do a webcam recording, video presentation, or a screen capture.

**Webcam Recording** - You must have a webcam installed or use an external webcam and your Flash player must be up to date.

1. Click the Webcam Recording button
2. Click Allow in the Adobe Flash Player Settings box
3. Wait for the camera to be activated.
4. Click the red record button and begin recording
5. To stop recording move your mouse into the video box and click on the white button
6. Click save.
7. Add metadata & save
8. Go to media page and publish your video

### **Video Presentation**

A video presentation consists of a document and a video file, synchronized together, Document formats supported are:ppt/pptx, pdf, doc/ docx, xls/ xlsx.

After the document is uploaded, it will be converted to a format suitable for display in the presentation (this might take a few minutes).

Once your content is ready it will appear in the document list(step 2).

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### Screen Capture

To create a screen recording follow these steps:

- Launch the Screen Recorder
- Select the options, area to capture and click the Record button
- Once you complete the recording, review the result and click the Upload button
- After the upload is complete you will be able to enter the metadata for the entry and save it

