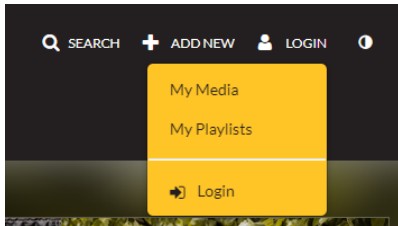
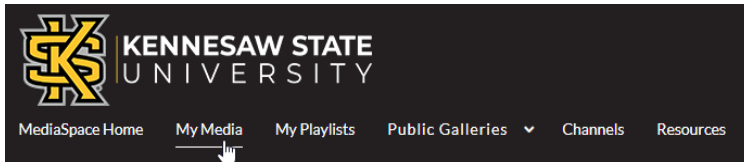


How to Edit Videos on MediaSpace

1. Log on to MediaSpace using your KSU NetID and password by clicking the “Login” button located in the upper right-hand corner of the screen. In the sub-menu, click “Login.”



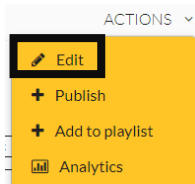
2. Once you are logged in, click “My Media” on the menu option.



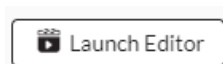
3. On this screen, you will find a collection of videos that you uploaded from Kaltura Capture. From this screen, select the video you would like to edit by clicking the pin icon “Edit Kaltura Capture recording.”



You can also edit your video by selecting the video you would like to edit and then Click the “Actions” dropdown and select “Edit.”



4. To edit the length of a video, click the “Launch Editor” on the bottom right hand side of the video.



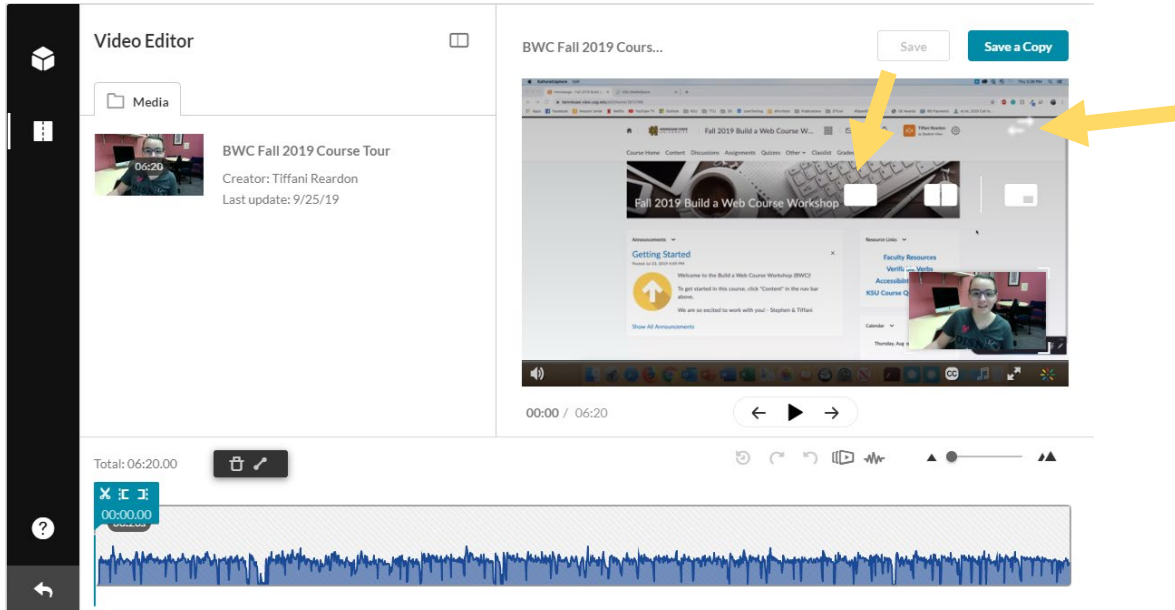
5. At the bottom of the video editor screen is a video timeline. On the yellow outline that surrounds the video timeline, select the tab on the right or left of the video and drag the tab to change the length of the video. Dragging the left tab will alter your beginning time and the right will alter your end time. You can also use the brackets to set the “in” (start) time or the “out” (end) time if you are watching a video and have it paused on the exact mark.



To test the changes, select the ‘Play’ button.

Switching from two recording screens to one

If you accidentally recorded both your screen and your face, have no fear! You can remove one of the recordings by clicking the little white square on the right side of your video. When you hover over it, you should see two other options pop up. You want to click the **Single View** option. If your video is showing the wrong recording, click the arrows to swap it for the other recording.



When you are finished, click the **Save** or **Save a Copy** button. The **Save a Copy** feature is ideal for when you are chunking videos.

Your video edits are now saved.

Created by Makayla Lenoir, April 2019

Updated by Brayden Milam, September 2019