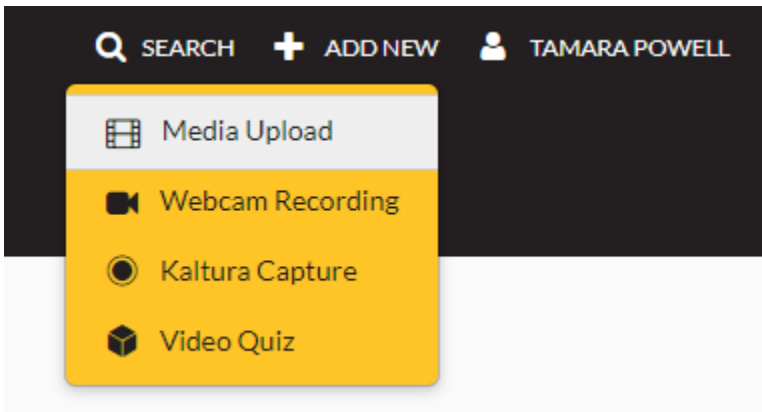


Uploading Videos and Podcasts to MediaSpace

Kaltura accepts all types of video, image, and audio files, however there is a 2GB maximum to each upload.

1. To add media to [MediaSpace](#), click the **Add New** button located in the upper right-hand corner. From the sub-menu, click **Media Upload**.



2. On the next screen, you will be asked to agree to the End-User License Agreement. Read the terms and click the box, agreeing to the terms and conditions.

KSU MediaSpace End-User License Agreement

I. Purpose of Agreement
a. This agreement defines the responsibilities uploading content to Kaltura, a web-based video hosting application, available to all active KSU faculty, staff, and students.

II. Responsibilities:
a. I agree to:
i. Use Kaltura within the normal requirements of legal and ethical behavior expected of Kennesaw State University students, faculty, and staff.
ii. Abide by all university policies regarding the use of technology resources and, specifically, the prohibition on downloading, copying, installing, transmitting, or using copyrighted materials. <https://policy.kennesaw.edu/>

By clicking "I Agree," I affirm that the file I am uploading abides by the KSU Kaltura End-User License Agreement.

(Required) I agree to the above terms and conditions

3. Click the blue button called **Choose a file to upload**, then browse your local drives for the file. Select your file and click **Open**.

Upload Media



Drag & Drop a file here

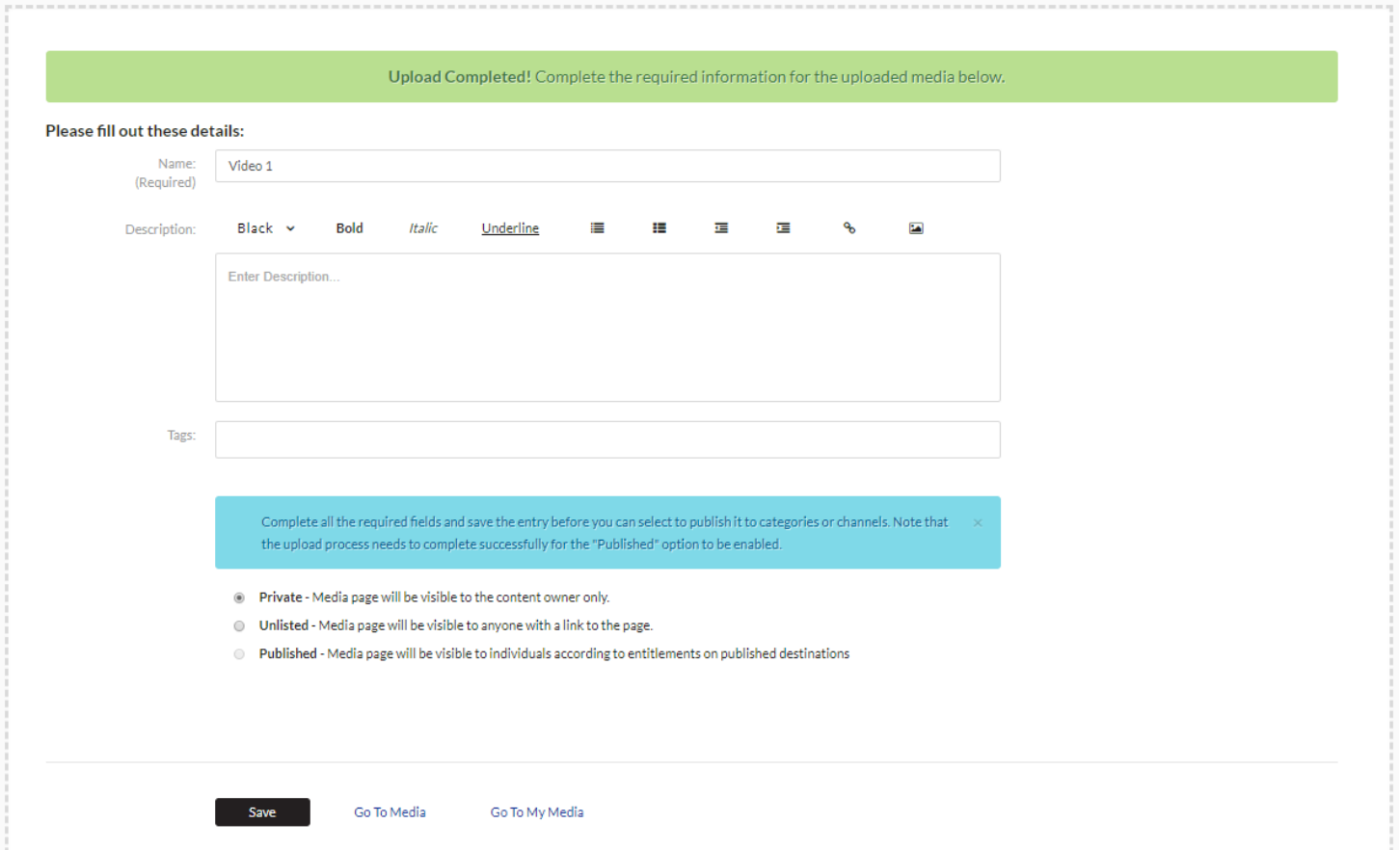
or

[+ Choose a file to upload](#)

All common video, audio and image formats in all resolutions are accepted.

4. The media will begin to upload, and you can see the status of your upload via the upload status bar. You can continue to upload additional media while your initial file is uploading by scrolling down your screen to the button **Choose another file**. Once your upload is complete, the status bar will turn green and you can provide more details about your video.

5. Under the status bar, add the name of your video, a description, applicable tags, and select your privacy settings for the video. Once you have completed this information, click the **save** button.



Upload Completed! Complete the required information for the uploaded media below.

Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline

Tags:

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. ×

- 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 individuals according to entitlements on published destinations

[Save](#) [Go To Media](#) [Go To My Media](#)

Once you see the message **Media successfully set to...** (whichever privacy setting you selected), click the **Go to Media** link to see your video. Your video has now been successfully uploaded.

Tutorial by Tiffani Reardon, 2018
Updated by Sam Lee, March 2020