

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

[Settings](#)

[+ Add Media](#)

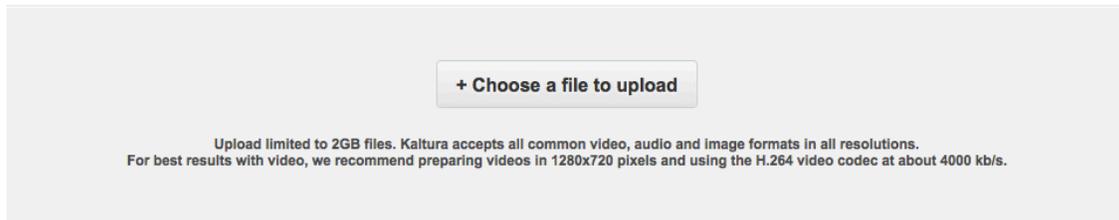
Click the Media Upload button

Add Media

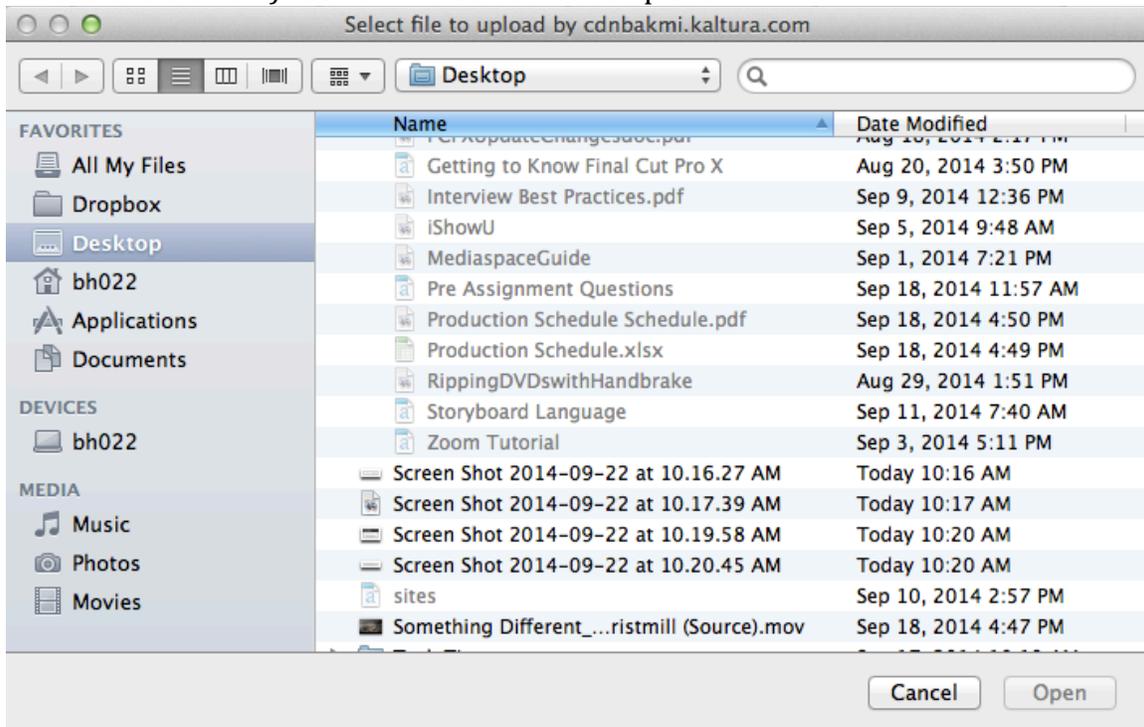
 Media Upload

Click Choose a File to Upload

Upload Media



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



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)

Created By:
(* Required)

Description:

Tags:

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 | Share | Add to Playlists | **Publish** | Comments

Please fill out all the required fields first. [Edit](#)

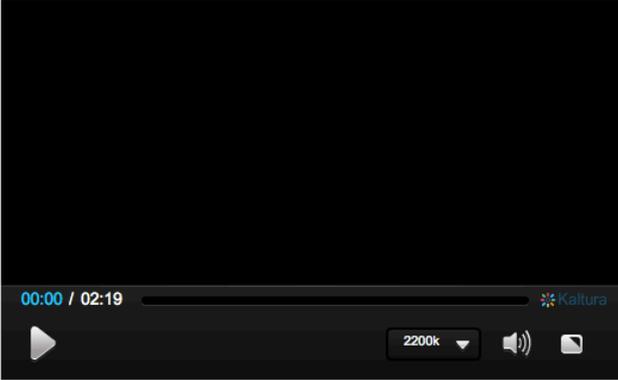
Note: If you see the yellow bar that asks you to fill out all the required fields, select Edit and re-enter your user name in the required field. You must do this before you can Publish. You won't always see this yellow bar but sometimes MediaSpace deletes this field so you have to re-enter it.

Created By:
(* Required)

Now click Save.

Click Back to Media in upper right hand corner.

Edit Media [Back to media](#)



00:00 / 02:19 Kaltura 2200k

Delete

Details Options Captions

Please fill out these details:

Name: (* Required)

Created By: (* Required)

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.