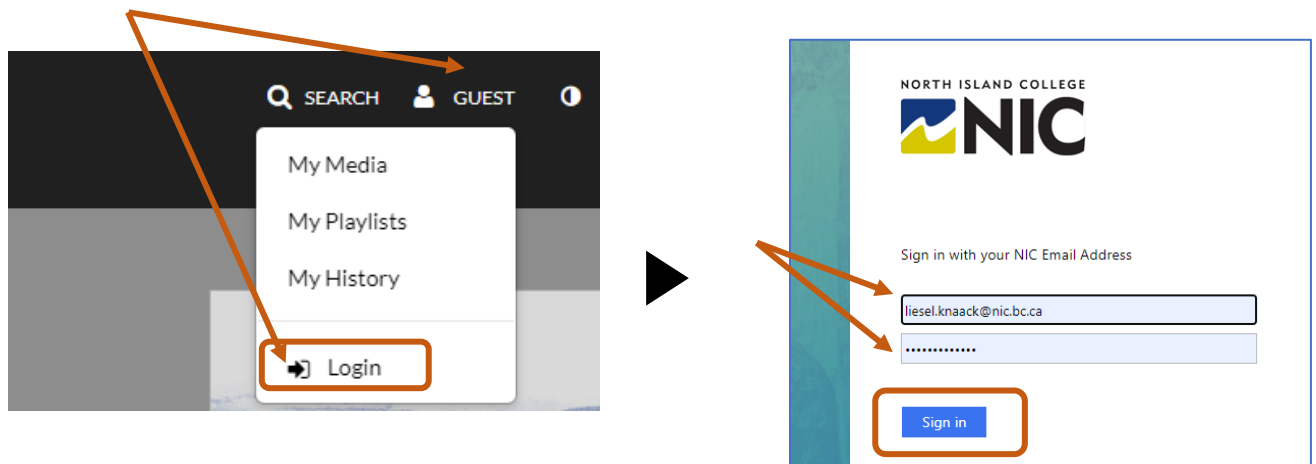


Using NIC MediaSpace To Upload Pre-recorded Videos To My Media to Share Beyond

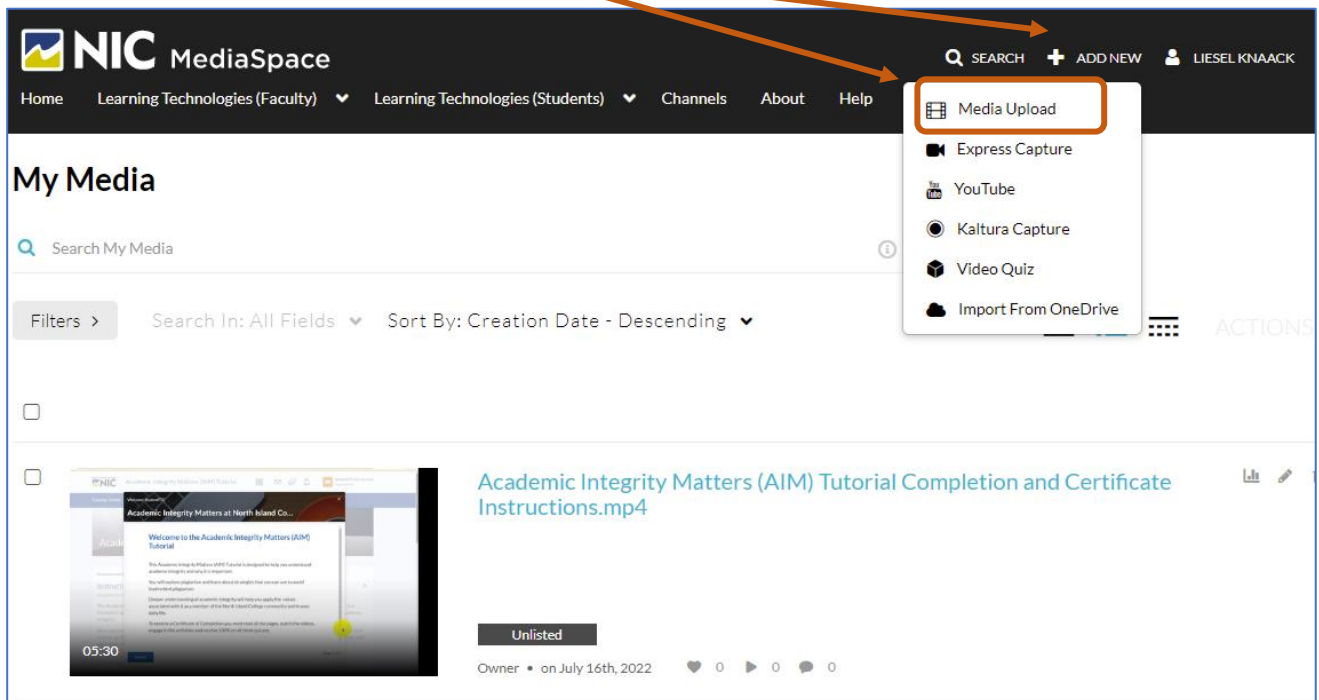
This handout is for NIC employees or students who want to add a video from their device to their Kaltura NIC MediaSpace “My Media” gallery so that you can share the links or embed videos in other locations (beyond Brightspace digital learning environment). These instructions apply when you have **not** uploaded your videos via Kaltura Capture Desktop Recorder – which does the uploading automatically. You would use these instructions for videos on your computer you have not uploaded yet, have recorded from another location, or saved or exported from PowerPoint in a .mp4 file format. You would use these instructions if you were wanting to share that video with people **OUTSIDE** of Brightspace.

Adding Videos to My Media

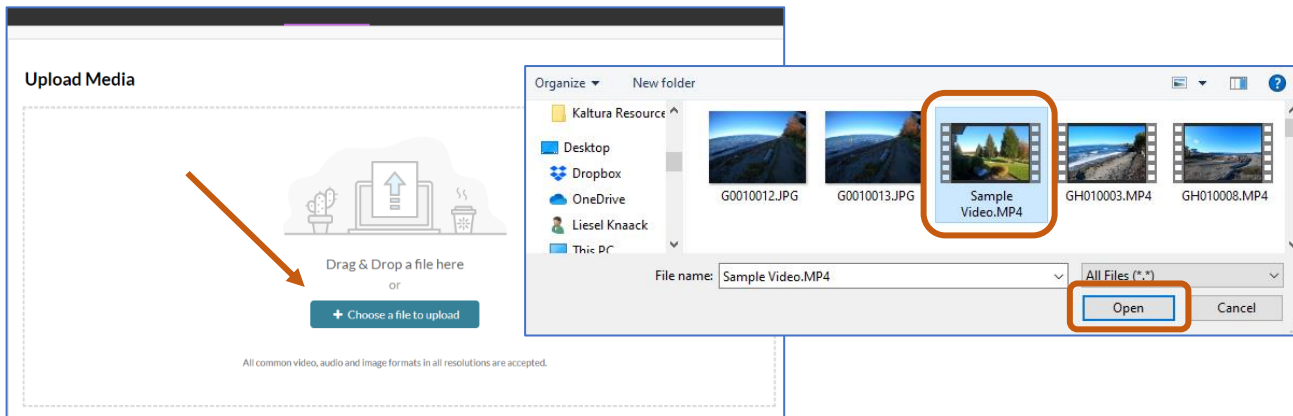
1. Go to NIC MediaSpace via <https://video.nic.bc.ca/>
2. Click **Guest and then Login** (and through NIC sign in page, sign in with NIC email address & NIC password)



3. Click **+ Add New**, Click **Media Upload**



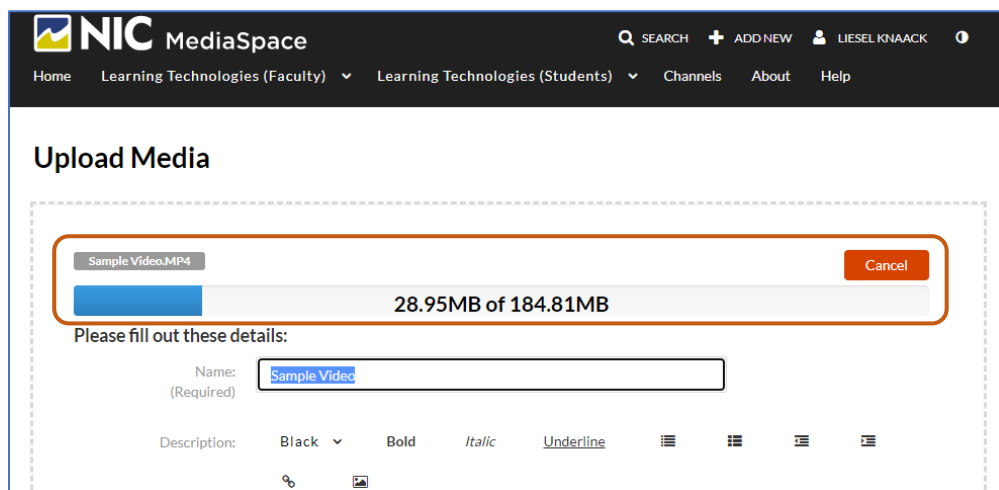
4. Drag and drop the file or click + **Choose a file to upload**. Locate file on your computer, select and choose “open” to upload it.



Note: Files of any size can take minutes or hours to upload. It all depends on how many other videos are currently “in line” to upload.

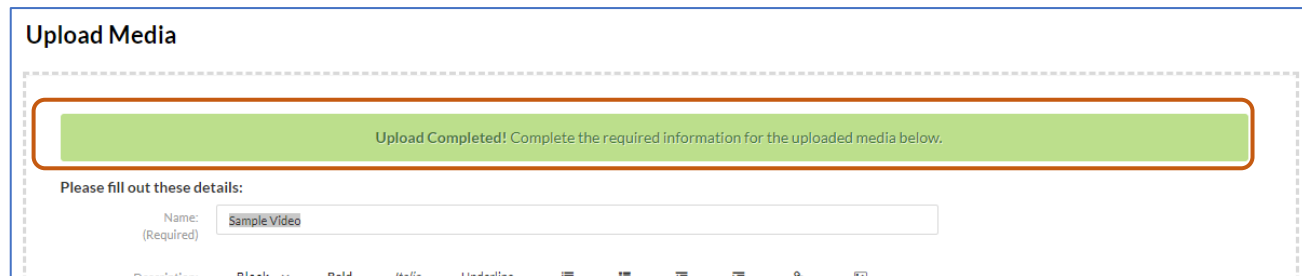
Speed of upload also depends on your internet connection speed as well as who else is using the internet in your location.

Turn off all other internet use (downloading videos, watching Netflix, gaming etc.) to get best bandwidth for uploading your videos.



You can watch the status bar as it uploads.

Once your video has uploaded you will see a green “Upload Completed!” message.



- Once uploaded you should complete the open fields to publish the video to “**Unlisted**” so that you can share with others. By default, all videos are set to “Private”.

Upload Media

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

Please fill out these details:

Name: (Required)

Description: (Rich text editor with Bold, Italic, Underline, and list icons)

Tags:

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

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.

Publishing Status: 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 users according to entitlements based on the selected destinations in the options below.

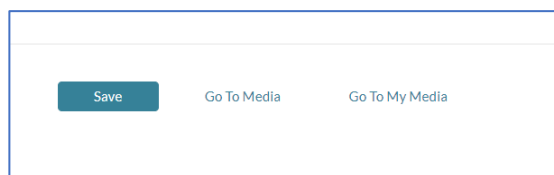
[Save](#) [Go To Media](#) [Go To My Media](#)

Callouts:

- Consider renaming your video name if not clear or meaningful
- Provide a description here. This will appear below video when listed.

- Click ‘**Go To My Media**’ to return to the ‘My Media’ screen listing all your videos OR click ‘**Go To Media**’ to view media progress as it processes.

- Processing time means that your video is being duplicated into 3 different ‘flavours’ for serving up the correct video size for smartphone, tablet, desktop etc. screens.



- Depending on how many videos are ‘in line’ this could take minutes or hours to process your video. Once video is processed (no spinning gears) you can find the URL (Share tab) and share with people! To add additional details to your video, such as a thumbnail title slide, edit captions, share with other collaborators, click on Edit (pencil) icon.

