University of Minnesota

# Self-Help Guide

# Kaltura MediaSpace: Upload and Manage Media

[Kaltura](#) is a media management platform for teaching, learning, and outreach. This cloud-based system automatically optimizes video files for viewing on any device, includes strong accessibility workflows, powerful search functions, and deep analytics about who is watching videos and for how long. This Self-Help Guide has a focus on using Kaltura through the [Kaltura MediaSpace](#) interface. Visit the [Canvas: Integrate Media Using Kaltura](#) Self-Help Guide to learn about Kaltura in Canvas.

## Upload, Setup, and Share

### Get Media into Kaltura

### Upload Videos and Audio

Upload Media
[/services-technologies/how-tos/kaltura-mediaspace-upload-share-media](#)

### Record New Media within Kaltura

Use Your Computer's Webcam to Record a New Video in Kaltura
[/services-technologies/how-tos/kaltura-mediaspace-use-your-computers](#)

### Share Media

**Share and Manage Access**

Add a Co-Editor/Co-Publisher or Change Media Owner
[/services-technologies/how-tos/kaltura-manage-video-permissions](/services-technologies/how-tos/kaltura-manage-video-permissions)
Use Channels to Group and Control Access to Media
[/services-technologies/how-tos/kaltura-mediaspace-use-channels-group](/services-technologies/how-tos/kaltura-mediaspace-use-channels-group)
Charge for Access to Videos
[/services-technologies/how-tos/kaltura-charging-access-videos](/services-technologies/how-tos/kaltura-charging-access-videos)

# Manage and Edit Media

## Edit Media

### Edit Kaltura Media

Edit Media
[/services-technologies/how-tos/kaltura-edit-video-using-kaltura-video](/services-technologies/how-tos/kaltura-edit-video-using-kaltura-video)

### Edit Captions for Media

Review and Edit Captions
[/services-technologies/how-tos/kaltura-find-edit-captions](/services-technologies/how-tos/kaltura-find-edit-captions)
Upload Custom Captions
[/services-technologies/how-tos/kaltura-upload-custom-captions](/services-technologies/how-tos/kaltura-upload-custom-captions)

## Work with Captions

### Learn About Captions

Closed Captioning Process Overview
[/services-technologies/how-tos/kaltura-closed-captioning-process](/services-technologies/how-tos/kaltura-closed-captioning-process)
Learn About Professional Captioning
[/services-technologies/how-tos/kaltura-request-additional-captioning](/services-technologies/how-tos/kaltura-request-additional-captioning)

### Improve and Manage Automatic Captions

Improve and Manage Automatic Captions

[/services-technologies/how-tos/kaltura-improve-manage-automatic](/services-technologies/how-tos/kaltura-improve-manage-automatic)

**Remove Automatic Captions**

Remove Automatic Captions
[/services-technologies/how-tos/kaltura-remove-automatic-captions](/services-technologies/how-tos/kaltura-remove-automatic-captions)

**Captions for Previous Content or Other Languages**

Automatic Captions for Older Content
[/services-technologies/how-tos/kaltura-auto-generated-captions-older](/services-technologies/how-tos/kaltura-auto-generated-captions-older)
Automatic Captions for Languages Other Than English
[/services-technologies/how-tos/kaltura-automatic-captions-languages](/services-technologies/how-tos/kaltura-automatic-captions-languages)

# Analyze and Download Media

## Get Media out of MediaSpace

### Download Media

Download Media You Have Uploaded
[/services-technologies/how-tos/kaltura-mediaspace-download-media](/services-technologies/how-tos/kaltura-mediaspace-download-media)

### Get Analytics for your Media

View Analytics About Video Usage
[/services-technologies/how-tos/kaltura-view-analytics-about-media-usage](/services-technologies/how-tos/kaltura-view-analytics-about-media-usage)