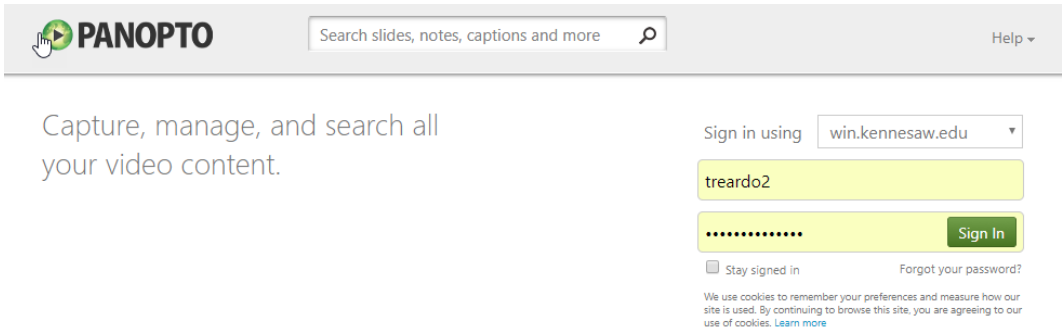
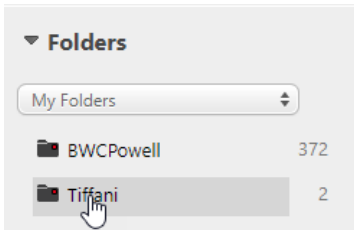


# Transferring Videos from Panopto to MediaSpace

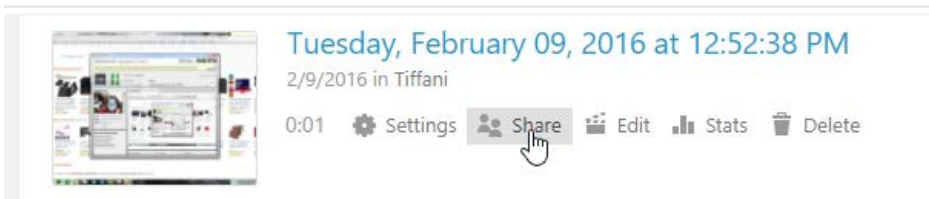
1. Log into <http://coursecapture.kennesaw.edu> with your netID and password.



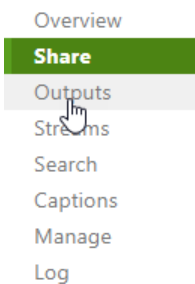
2. On the left-hand side, click on the folder your video is stored in.



3. Navigate to the video you want to transfer to MediaSpace. Hover over it and click "Share."



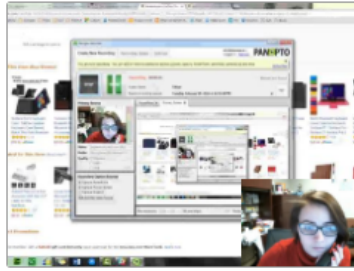
4. In the left-hand navigation, click "Outputs."



5. Under “Video Podcast,” where it says “Quality,” change the quality to “HD – 1080p.”

Video Podcast

Type

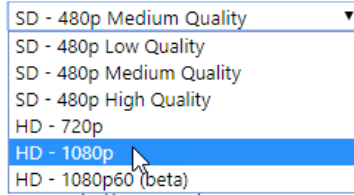


[View Podcast](#)  
[Download Podcast](#)

Type

Picture-in-Picture

Quality



Embed

in a web page.  
[/Panopto/Pages/Embed.asp](#)

6. Click “Apply” under “Quality.”

Type

Picture-in-Picture

Quality

HD - 1080p

[Apply](#)

7. Wait for the video to process. This may take a while. When it is available, under “Video Podcast,” beside the image, click “Download Podcast.”

Video Podcast

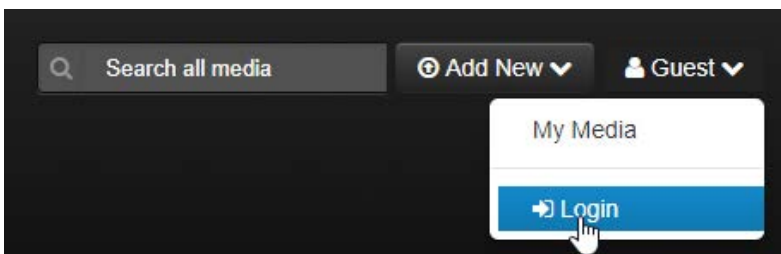
Type



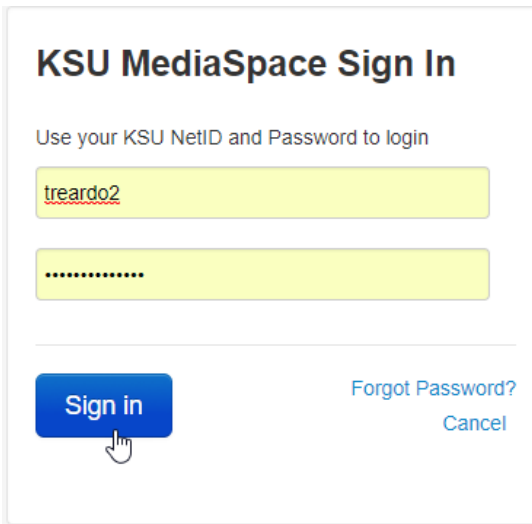
[View Podcast](#)  
[Download Podcast](#)

8. The video will begin downloading to your “Downloads” folder on your computer. Switch to MediaSpace by opening another browser tab and navigating to <http://mediaspace.kennesaw.edu>.

9. Click “Guest” in the top right corner, and then click “Login.”



10. Log in using your netID and password.



**KSU MediaSpace Sign In**

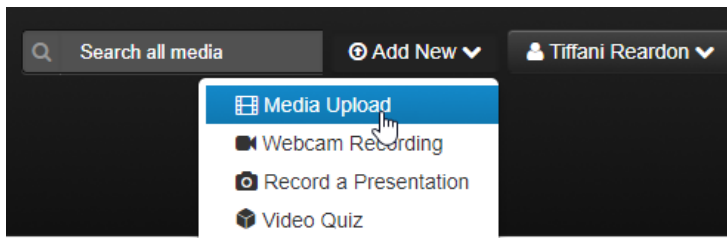
Use your KSU NetID and Password to login

treardo2

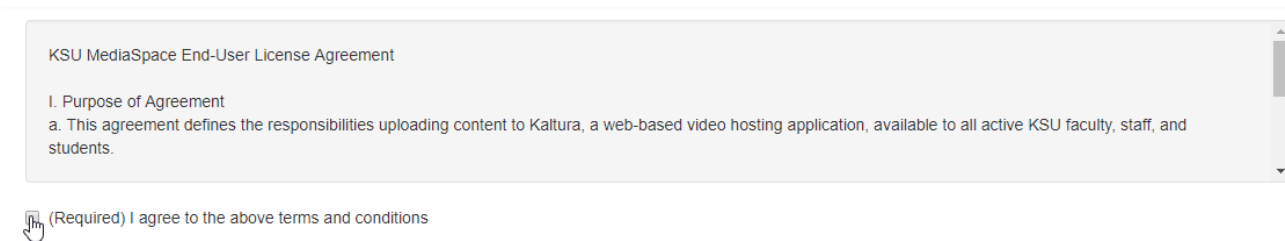
.....

**Sign in**      [Forgot Password?](#)  
[Cancel](#)

11. Click “Add New,” and then click “Media Upload.”



12. Check the terms and conditions agreement box.

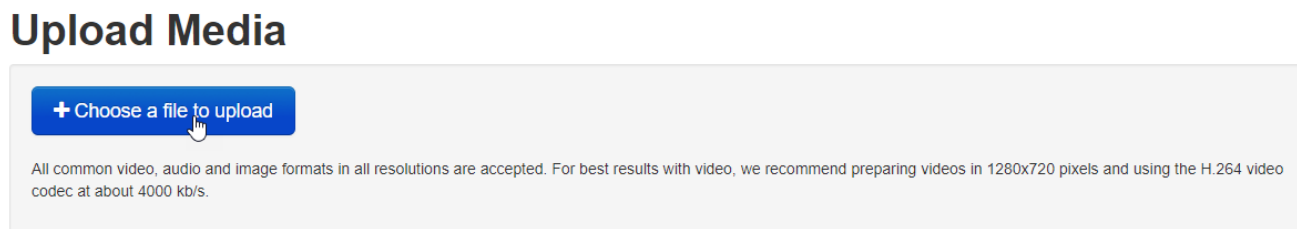


KSU MediaSpace End-User License Agreement

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.

(Required) I agree to the above terms and conditions

13. Click “Choose a file to upload.”

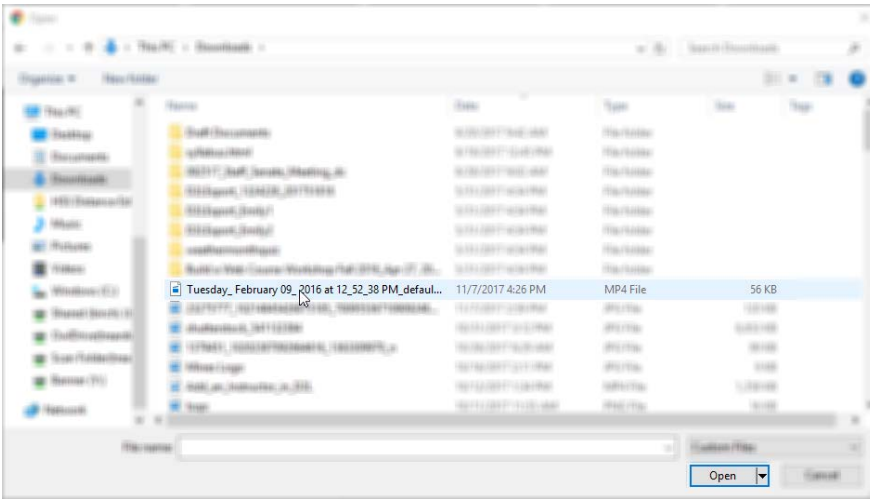


**Upload Media**

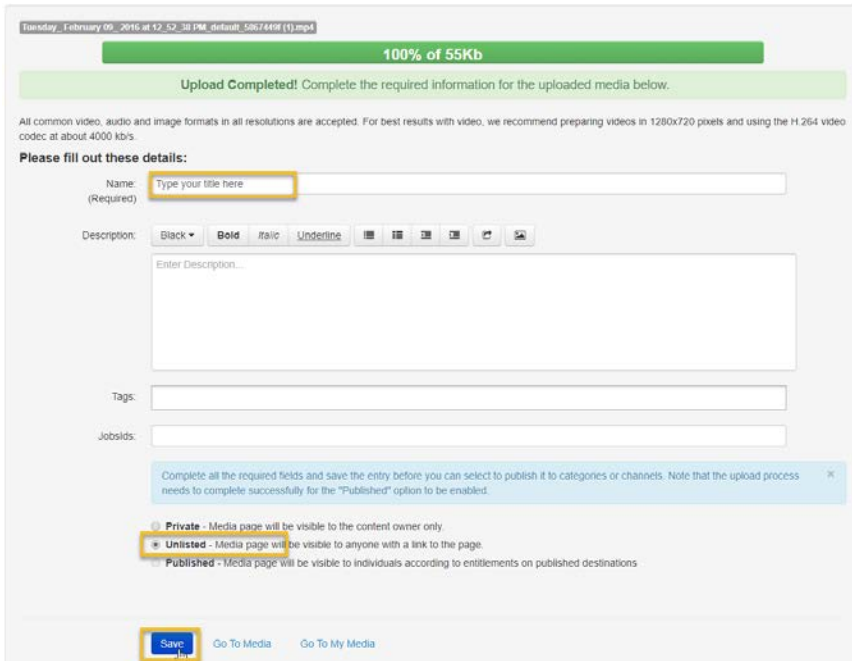
**+ Choose a file to upload**

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

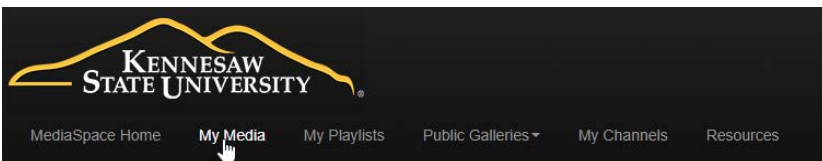
14. Navigate to your “Downloads” folder or the folder in which the video has been stored (if moved). Click the video, then click “Open.”



15. When the video is uploaded, you can change the title if necessary. Make sure to also change the status to “Unlisted.” When you are finished, click “Save.”



16. In the top-left navigation, click “My Media” to see your videos.



17. Repeat this tutorial as needed for all videos in Panopto.