

Storing & Trimming Videos in Michigan State University MediaSpace



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Storing and Captioning Videos

MediaSpace at Michigan State University

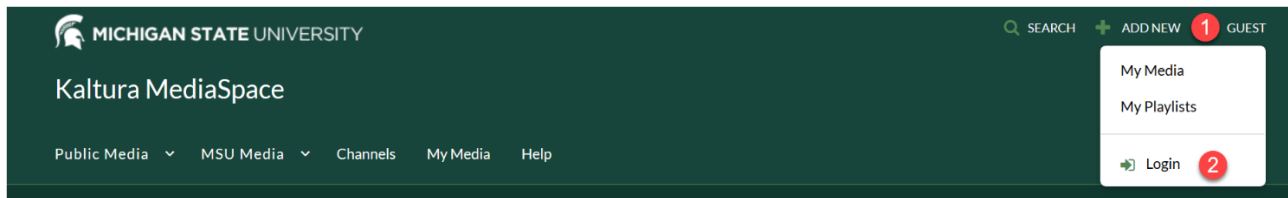
MediaSpace is an online tool that allows Michigan State University faculty, staff, and students to host and share audio and video files at no cost. This manual covers some of the basic features of MediaSpace including how to upload a video and request/edit closed captions.

The auto-caption feature in MediaSpace is estimated to be between 60-80% accurate. The accuracy will vary based on the quality of the audio within the video. The owner of the video must review and edit the captions after they are ordered to make sure the content is accurate. It is highly recommended that speakers use a headset when recording as this will save valuable time when editing the captions.

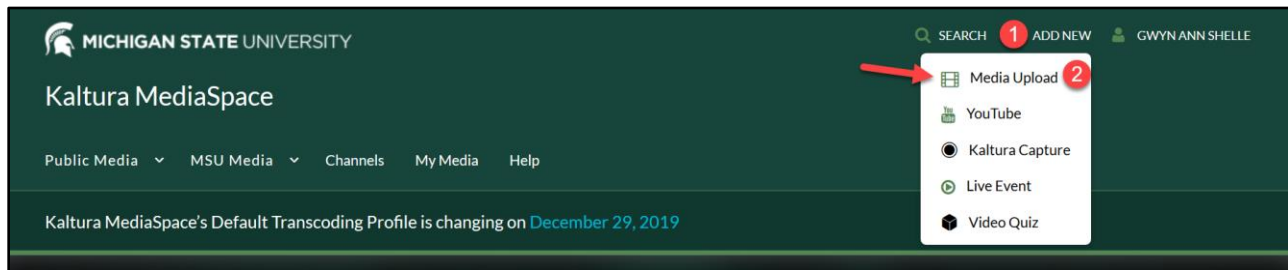
For additional resources relating to MSU MediaSpace go to: <https://mediaspace.msu.edu/help>.

Uploading a Video to MediaSpace

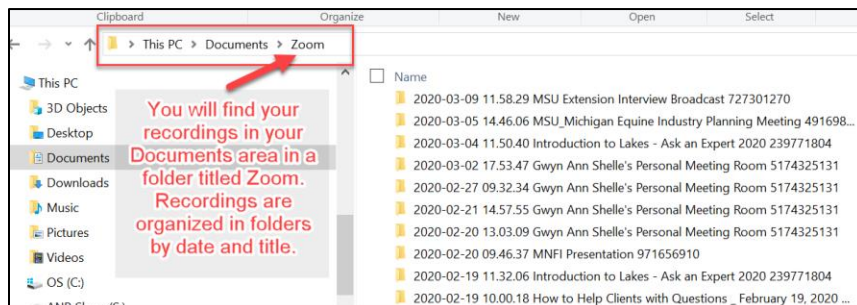
1. Go to <https://mediaspace.msu.edu/>
2. In the top right corner of the screen click on the **Guest** drop down menu and select **Login**.



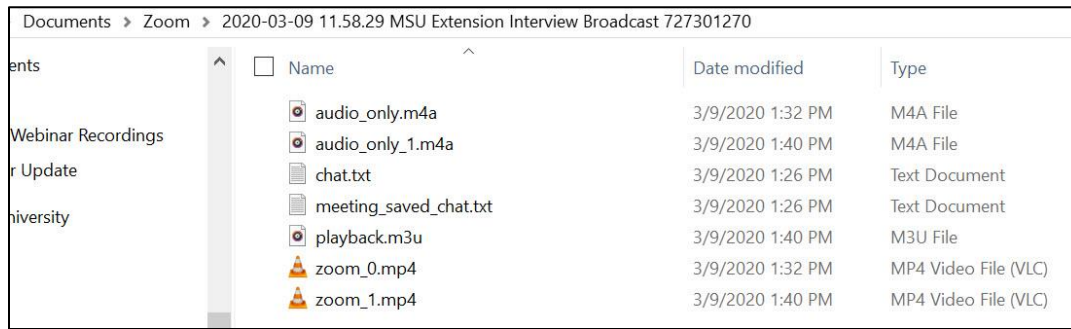
3. Login with your **NetID** and **Password** (what you use to login to EBS).
4. In the **Add New** drop down menu (found at the top of the screen) select **Media Upload**.



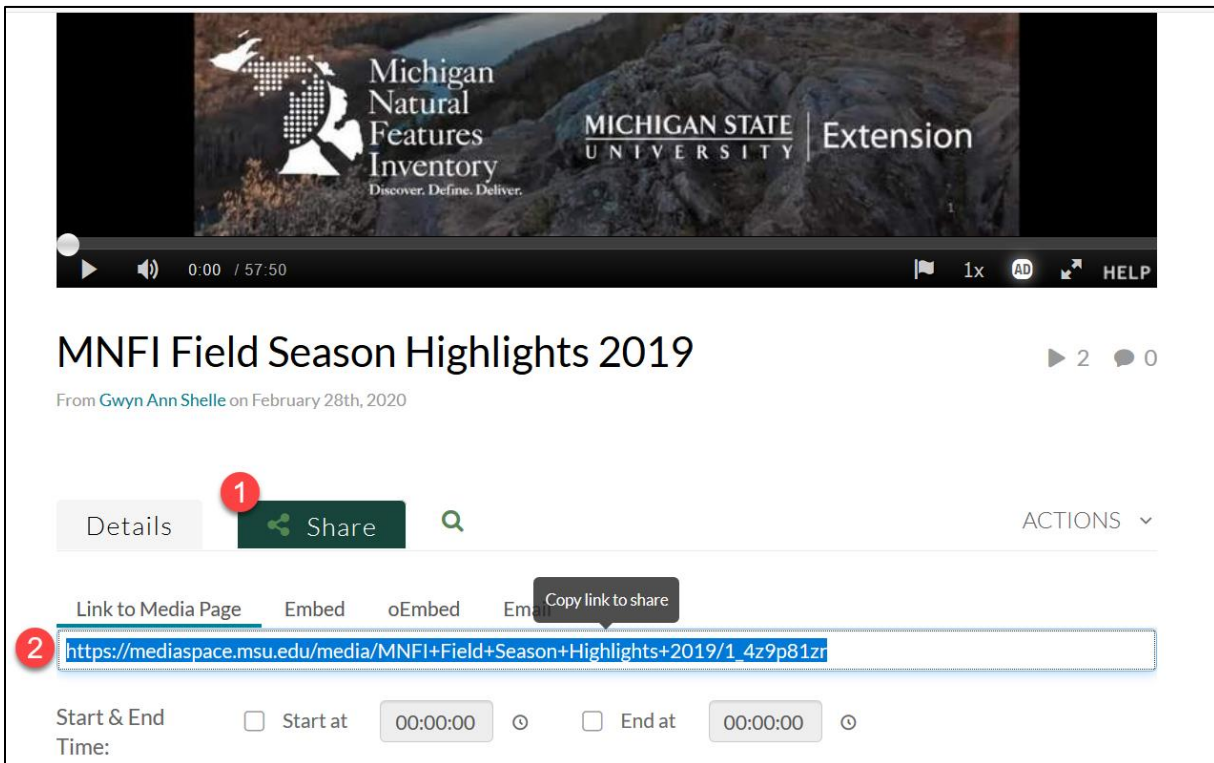
5. Choose a **file** to upload. If you are uploading a Zoom recording, the .mp4 file will be found in a folder called **Zoom** in your **Documents** area. Zoom automatically creates this folder when you record a Zoom meeting or webinar. A sample is shown below.



In your Zoom folder you may see several files including an audio only file, a text file with the chat history, and at least one .mp4 file. If you see multiple .mp4 files it is because the meeting was started and stopped more than once.



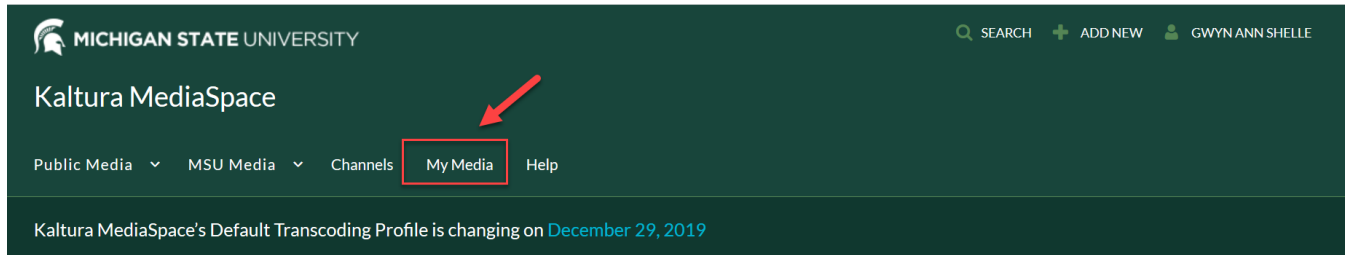
6. As the file is uploading **enter a name** in the Name field.
7. Select the option for **Unlisted**. This will allow you to share the link with others. If you choose to make the video private, others will not be able to view the video.
8. Select the **Save Button**.
9. Once the file is uploaded, click the link for “**Go To Media**.”
10. You will be brought to a screen that is displaying your video – please note that longer videos may take several minutes for processing.
11. Scroll down and select the **Share** tab. You will then see a URL that you can share with others.



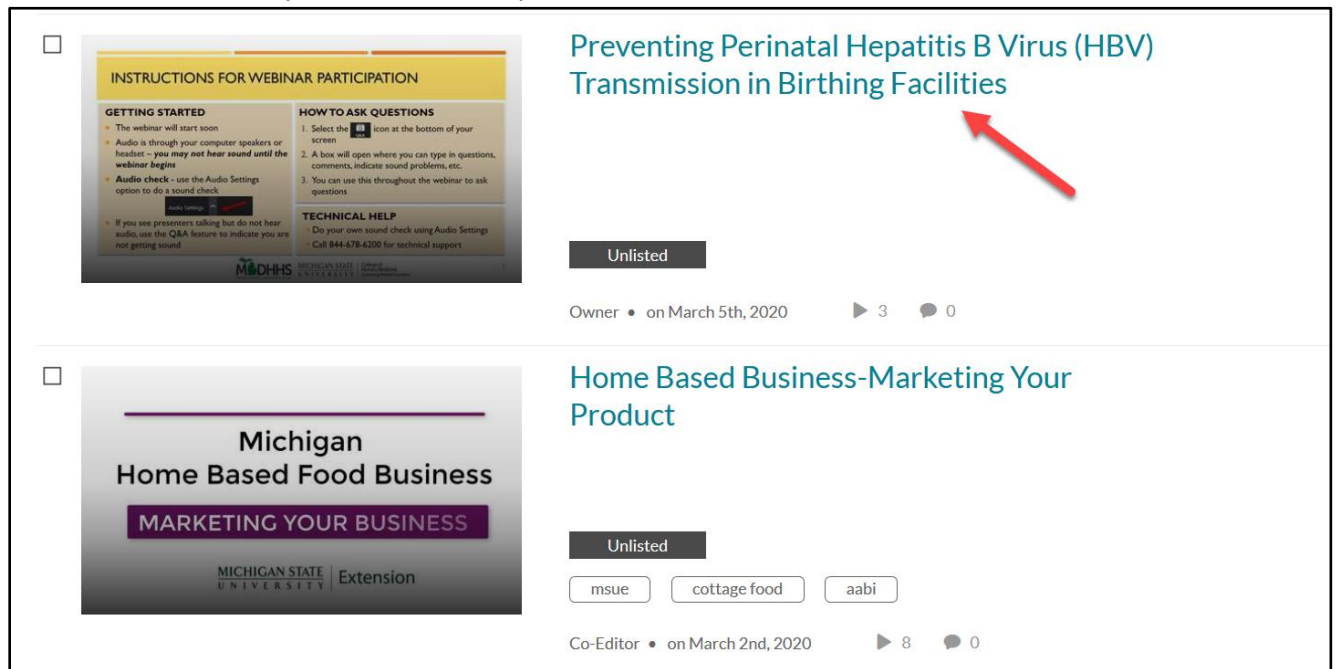
Trimming Your Video

You can use the Trim Video tool in MediaSpace to delete a portion of the beginning and end of a video. This is helpful when the recording is started before the Zoom meeting or webinar begins.

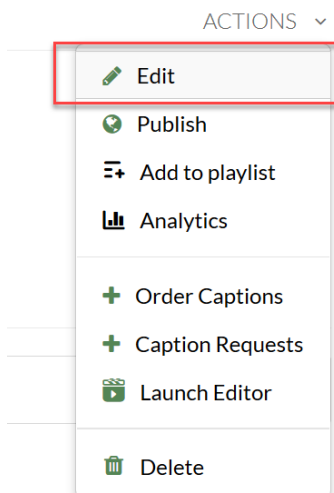
1. Login to **MediaSpace**: <https://mediaspace.msu.edu/>
2. Select **My Media**.



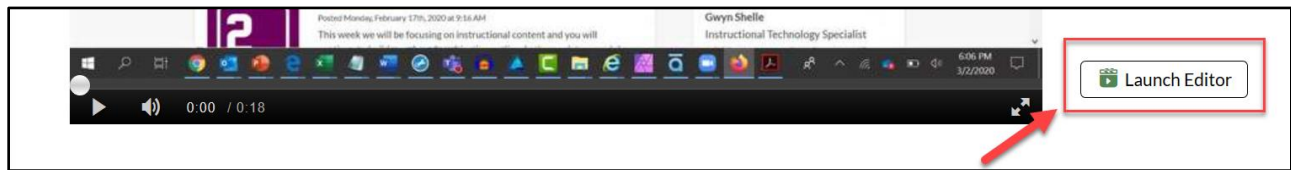
3. Select the **Title** of the uploaded video that you want to trim.



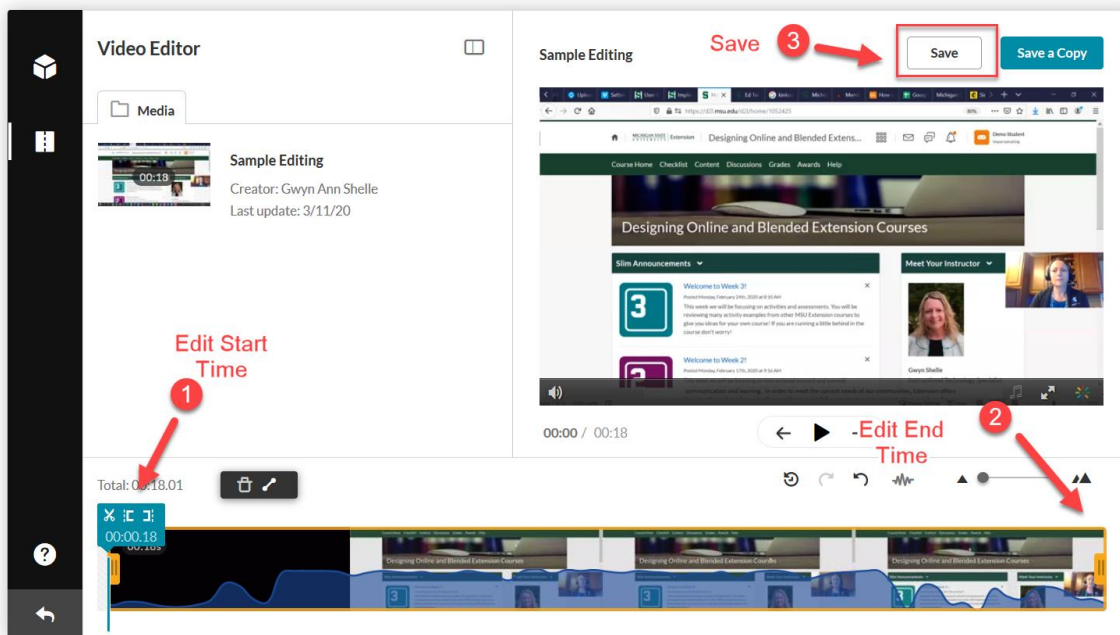
4. In the **Actions** drop down menu select **Edit**.



5. Select the **Launch Editor** button (found towards the bottom-right side of the video).



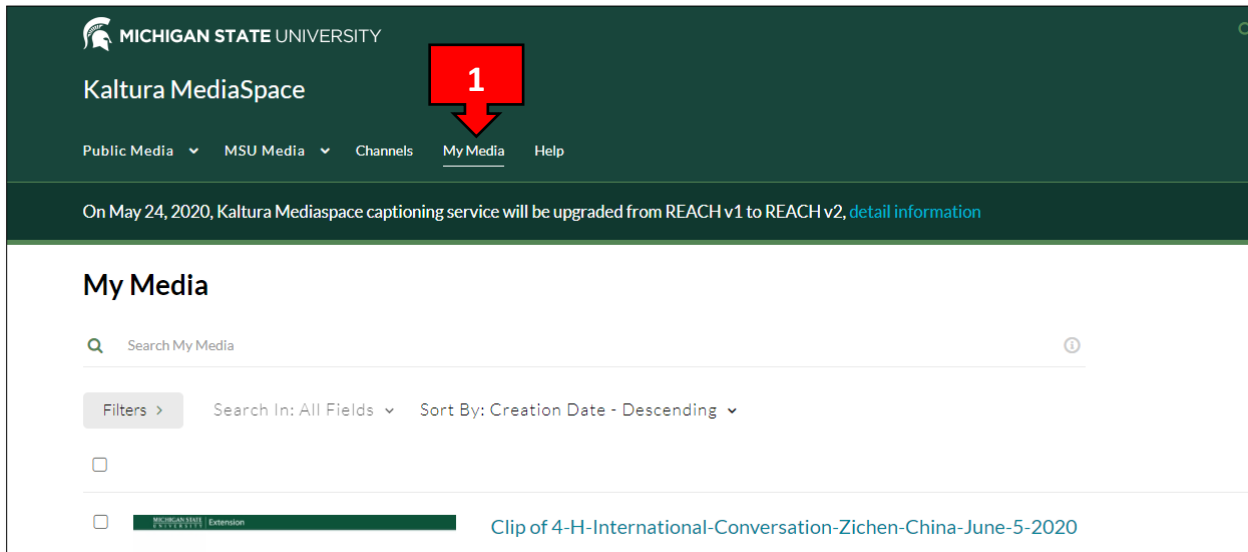
6. Set a range in terms of when the video should start and end. Select the Save button. This will replace the existing video. However, the original video will still be stored in the location that the file was uploaded from.



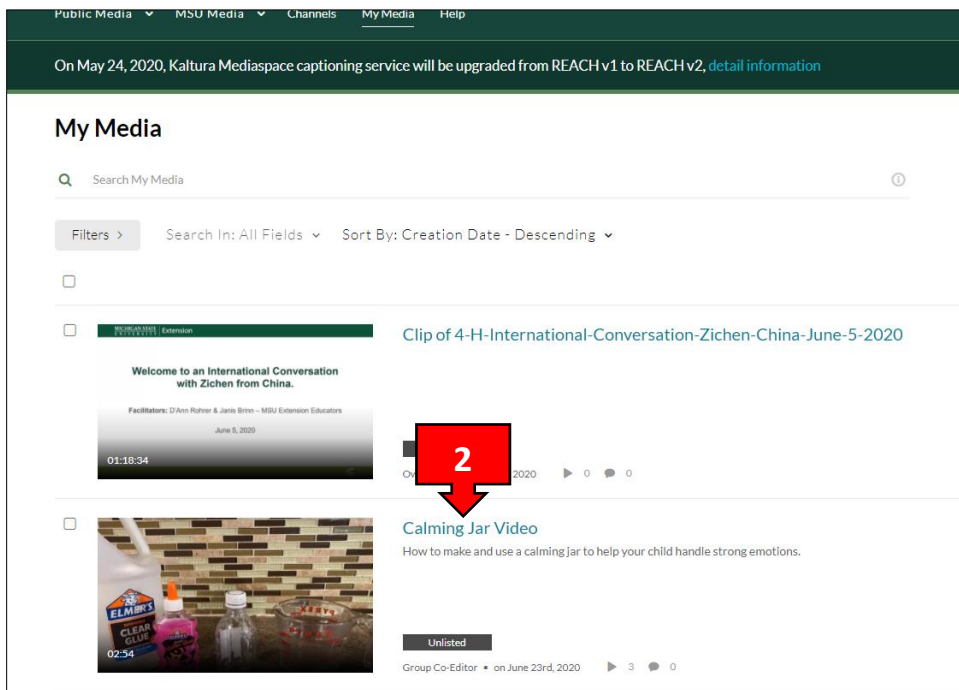
Ordering Closed Captions in MediaSpace

The first step is to order your machine captions.

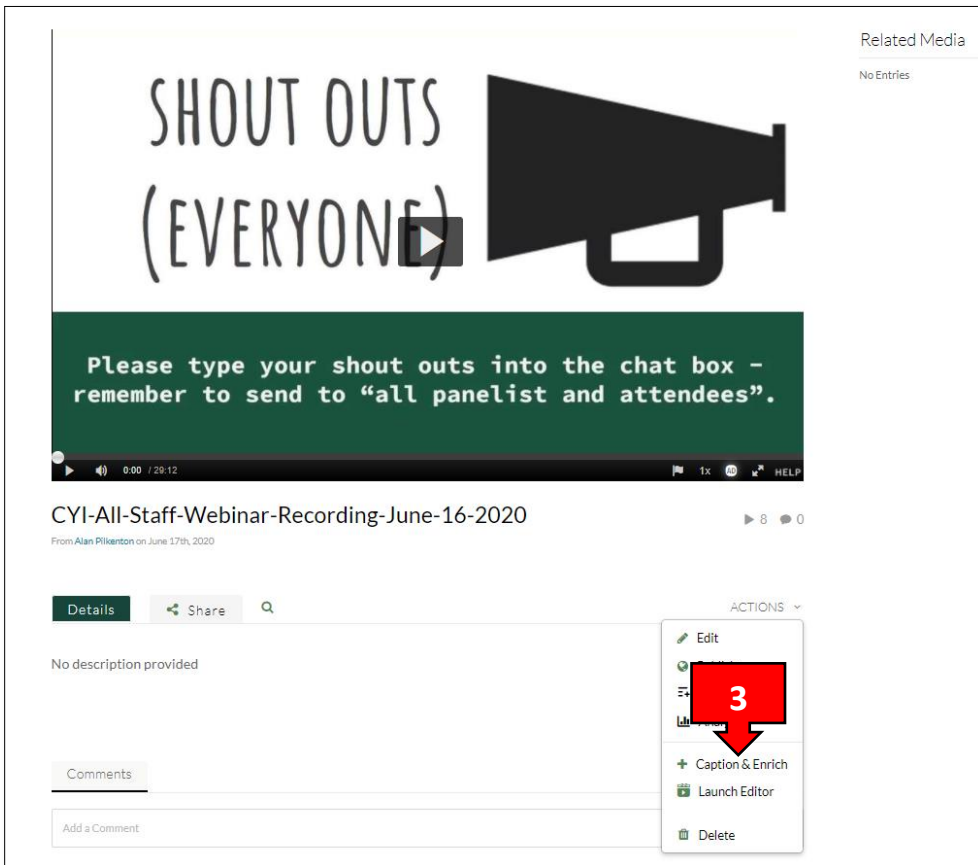
1. Login to mediaspace.msu.edu and go to **My Media**.



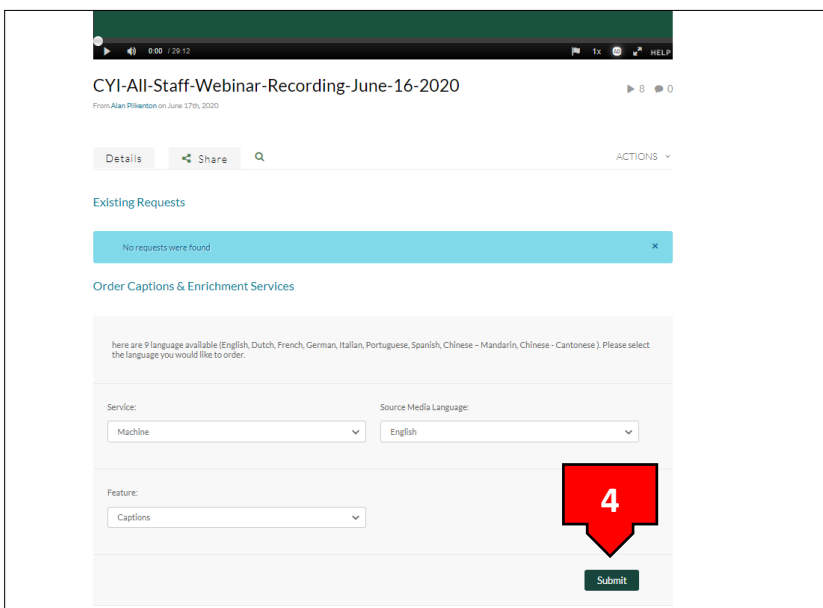
2. Click on the title of the video you wish to order captions for.



3. Once the video is open, go to the **Actions** drop down menu and click on **+ Captions & Enrich**.



4. The Existing Requests and Order Captions and Enrichment Services sections will appear. Scroll down to the Order Captions and Enrichment Services section. Ensure that the Source Media Language is correct (English most likely). Select the **Submit** button to order your captions.

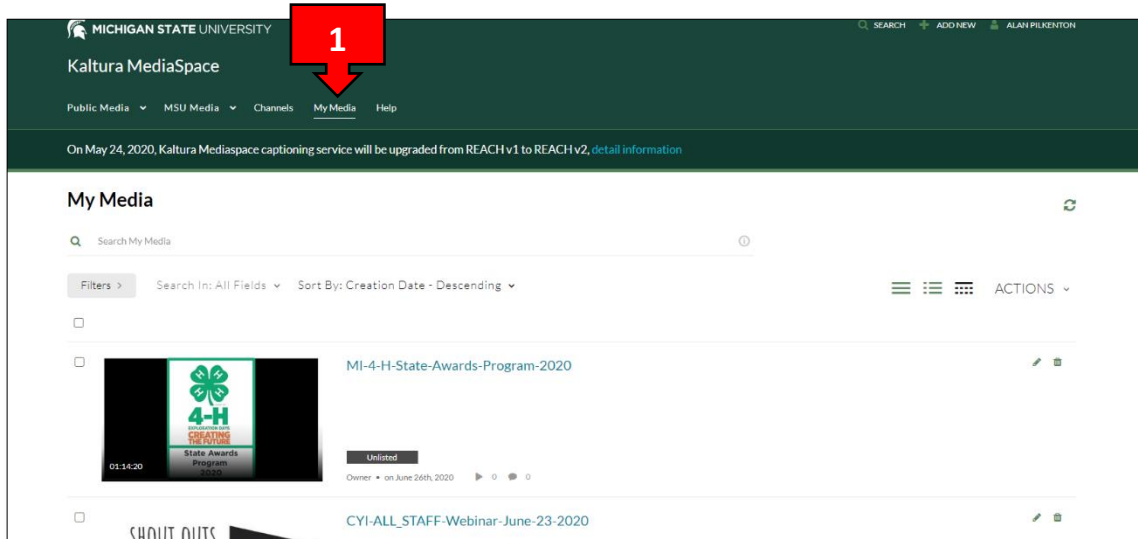


5. After captions are ordered, you will be able to see their status in the Existing Requests section. You will receive a notification email when your captions are done processing.

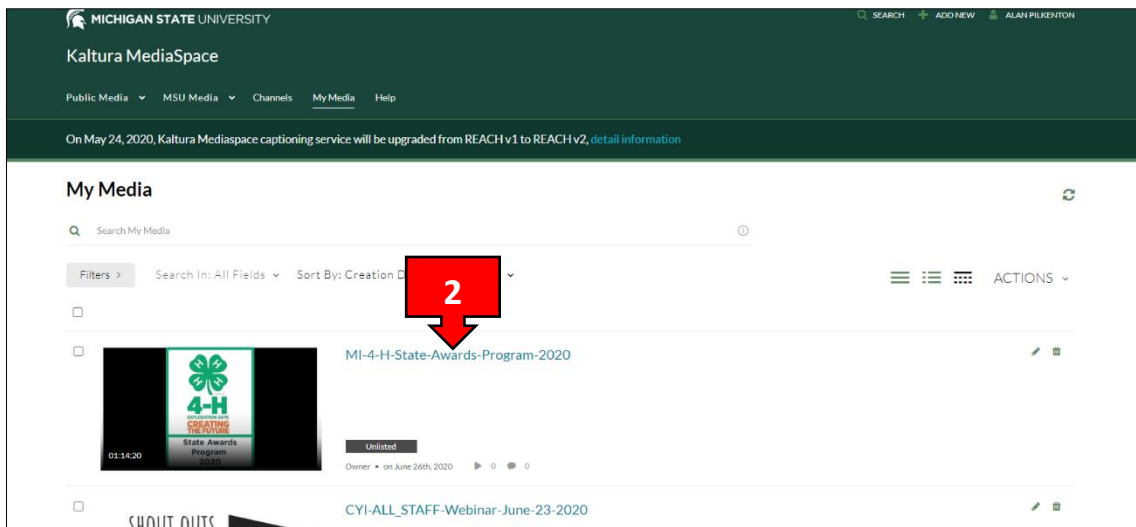
For additional guidance, please refer to Requesting and Ordering Captions and Enrichment Services through the KMS/KAF - REACH v2.

Editing Closed Captions in MediaSpace

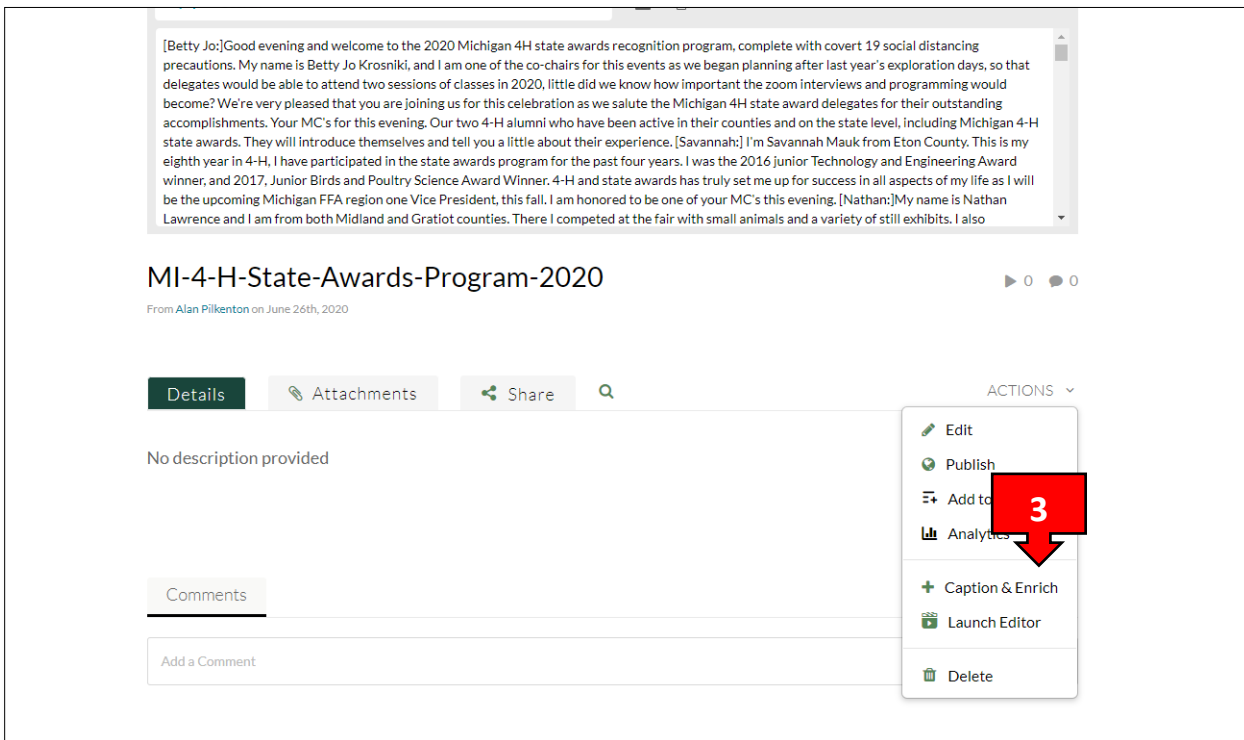
1. Login to mediaspace.msu.edu, then navigate to **My Media**.



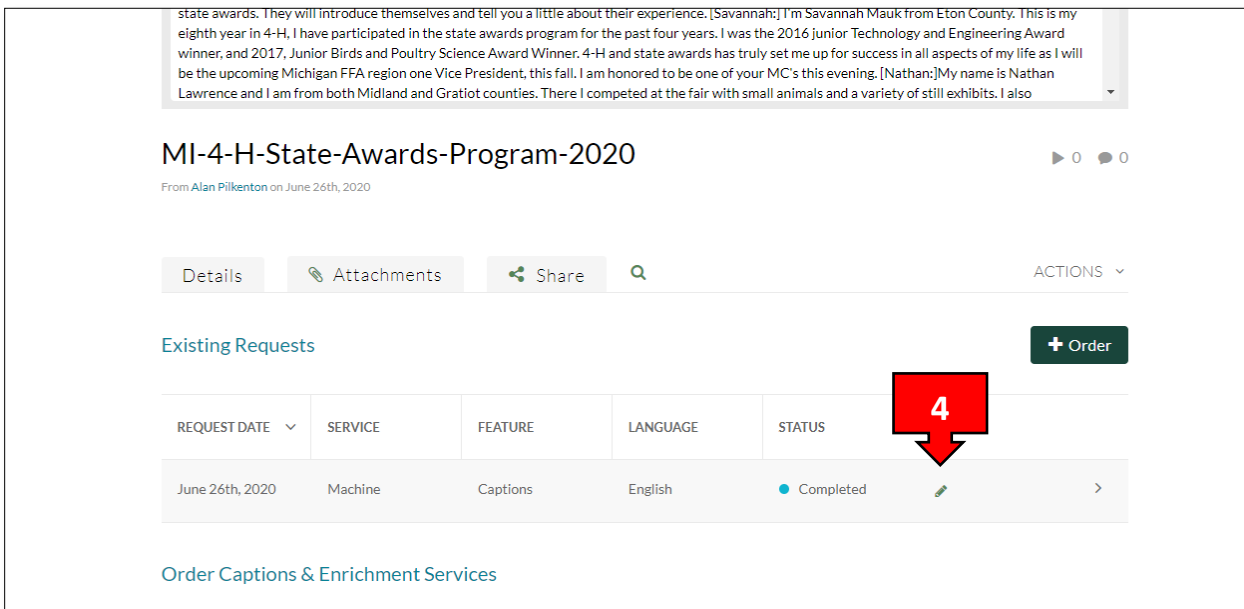
2. Click on the title of the video you wish to edit captions for to open it.



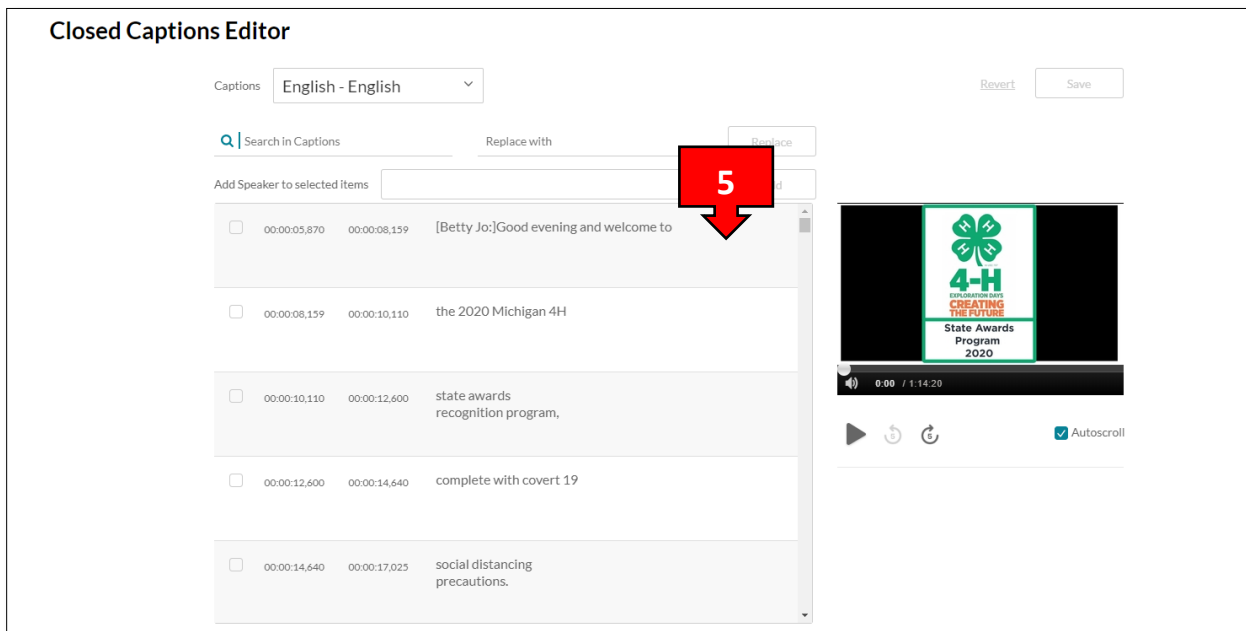
3. Click on the “Actions” dropdown menu and choose “Caption & Enrich”.



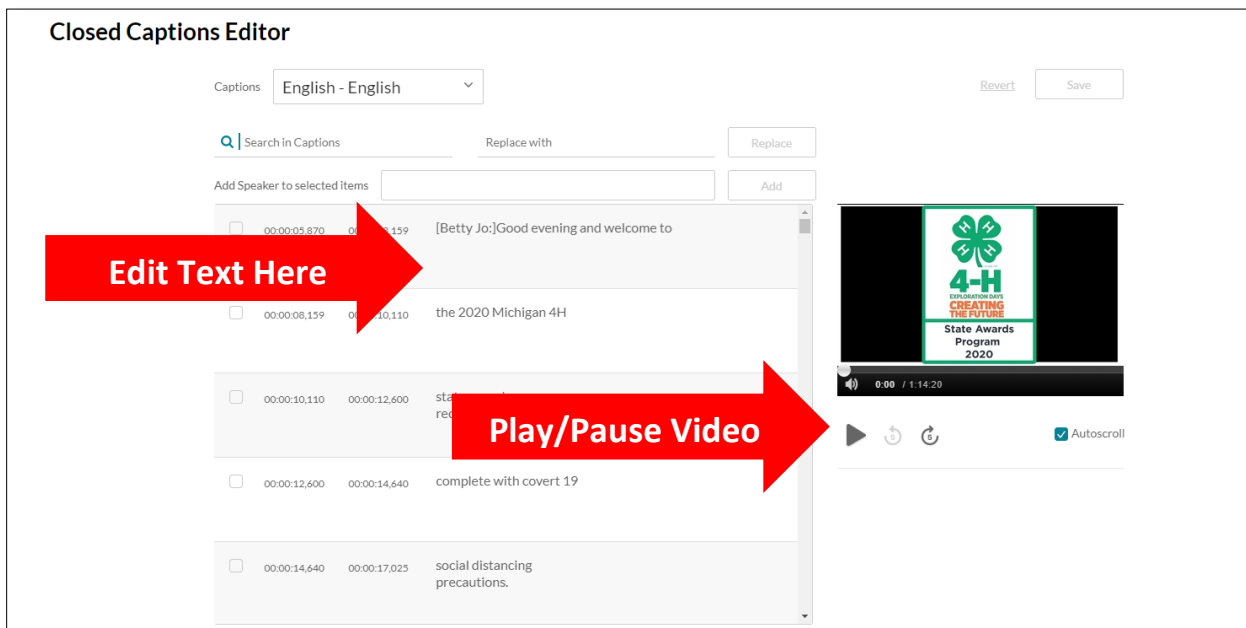
4. Scroll down to the “Existing Caption Requests” section and select the pencil (edit icon) next to the completed caption request.



5. This will open the **Closed Captions Editor** and you can make any necessary changes to your captions.



6. In the **“Closed Cation Editor”** you can click in each caption text box and edit the text. Click the play button to watch and listen to the video, click pause if you need to edit the text.



7. Once you are finished, click the **Save** button located in the top right corner and your captions will be updated.

For additional guidance, please refer to [Editing Captions – REACH v2](#) and [REACH v2 Captions FAQ](#).