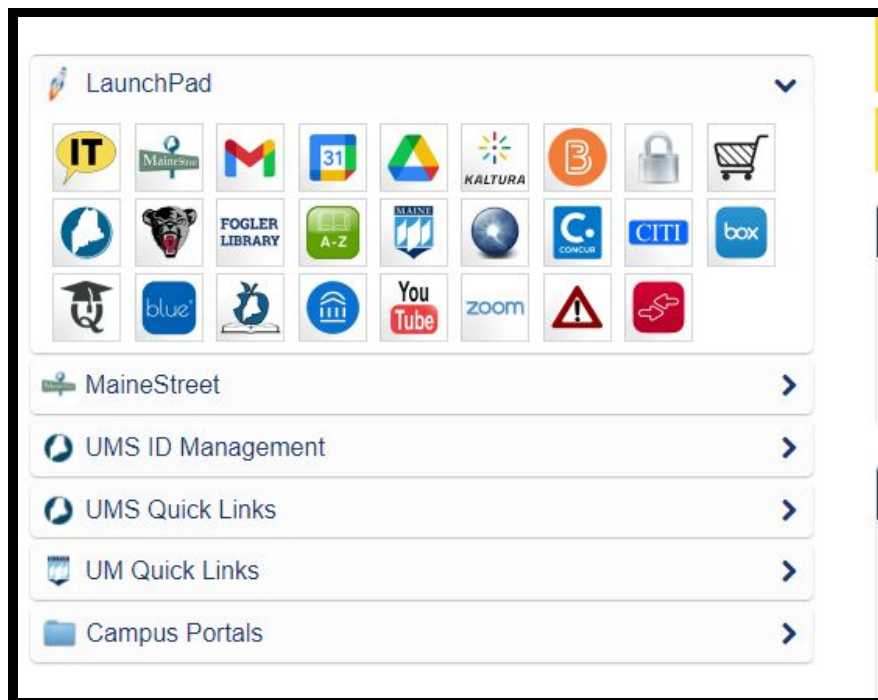




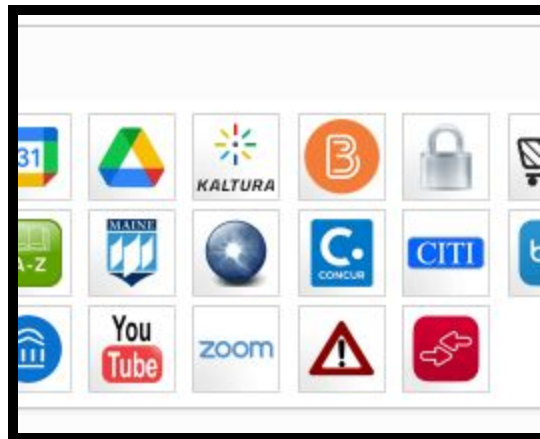
This document is a step by step guide to uploading your UMSS21 Video Presentation to Kaltua.
Created by UMSS staff January 2021.

1) Log into your [UMaine Portal](#)

This is what you will see (something similar)



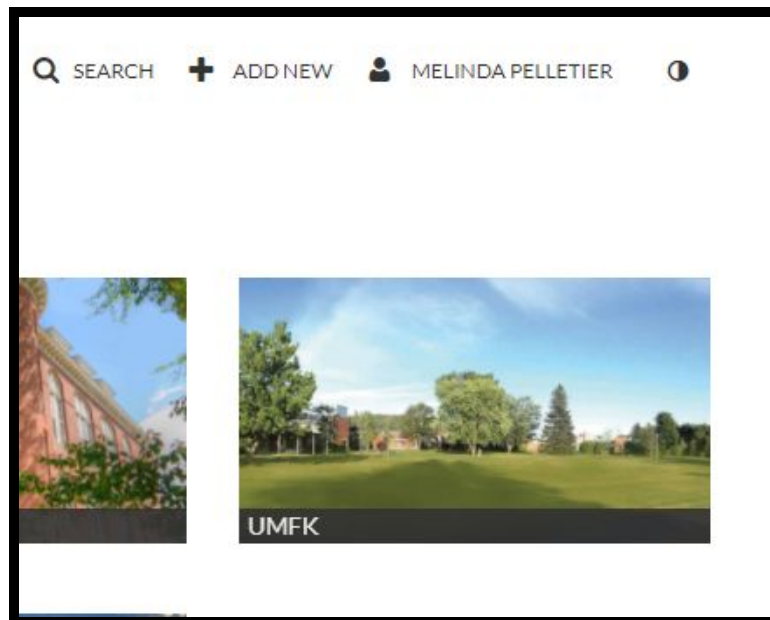
2) Click on the Kaltura button



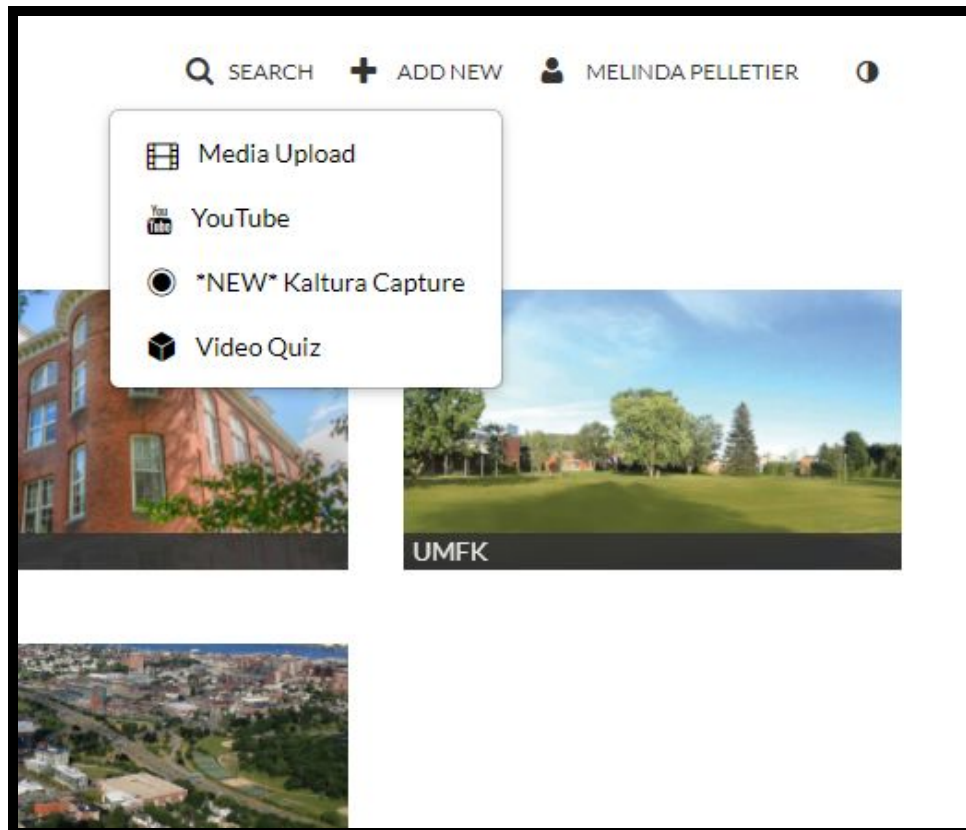
The Kaltura button takes you to the screen below



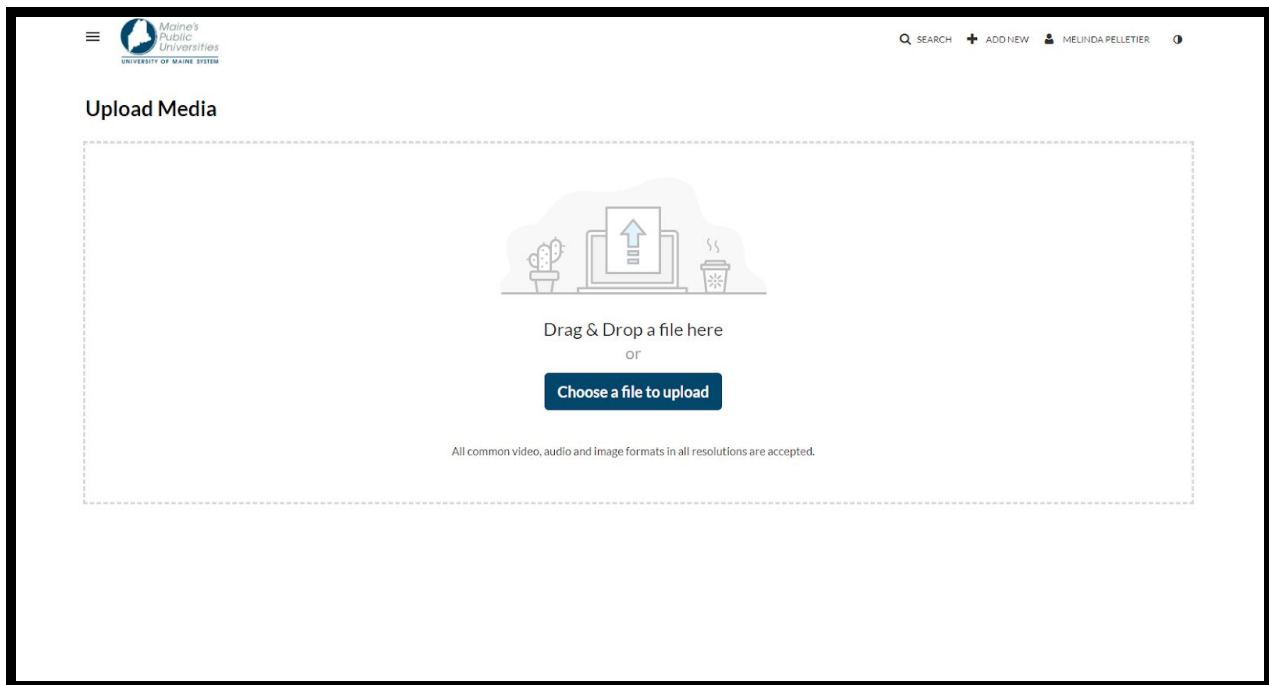
3) Click “+ Add New” in the upper right hand corner of the screen



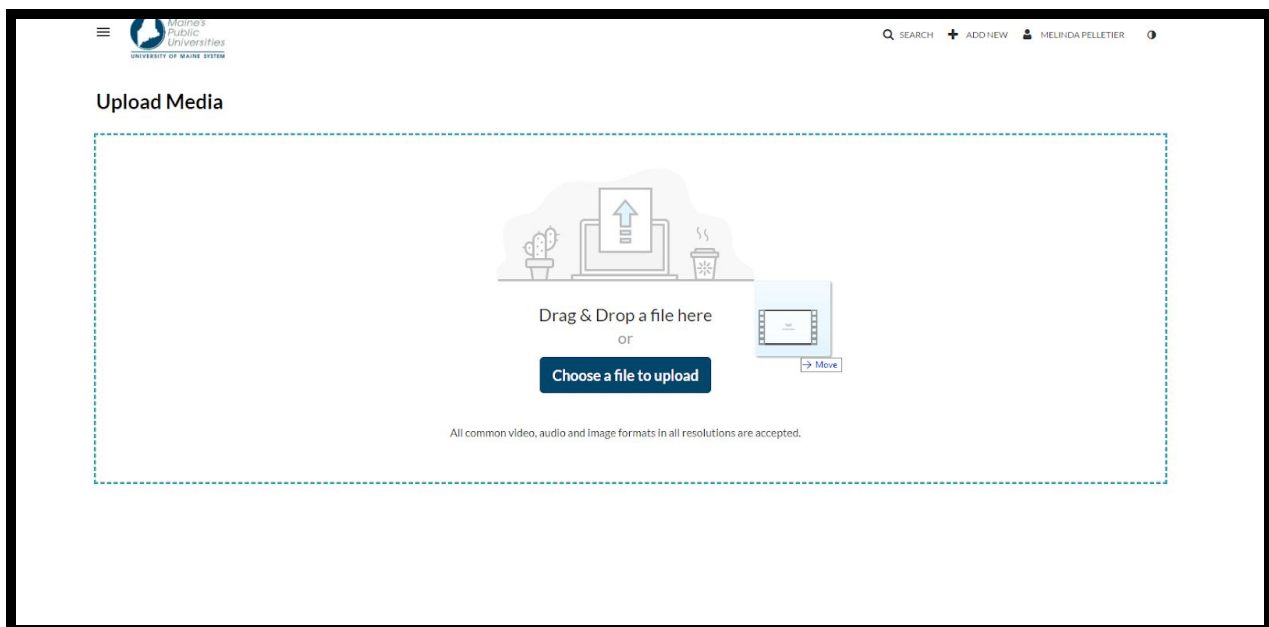
4) Click Media Upload



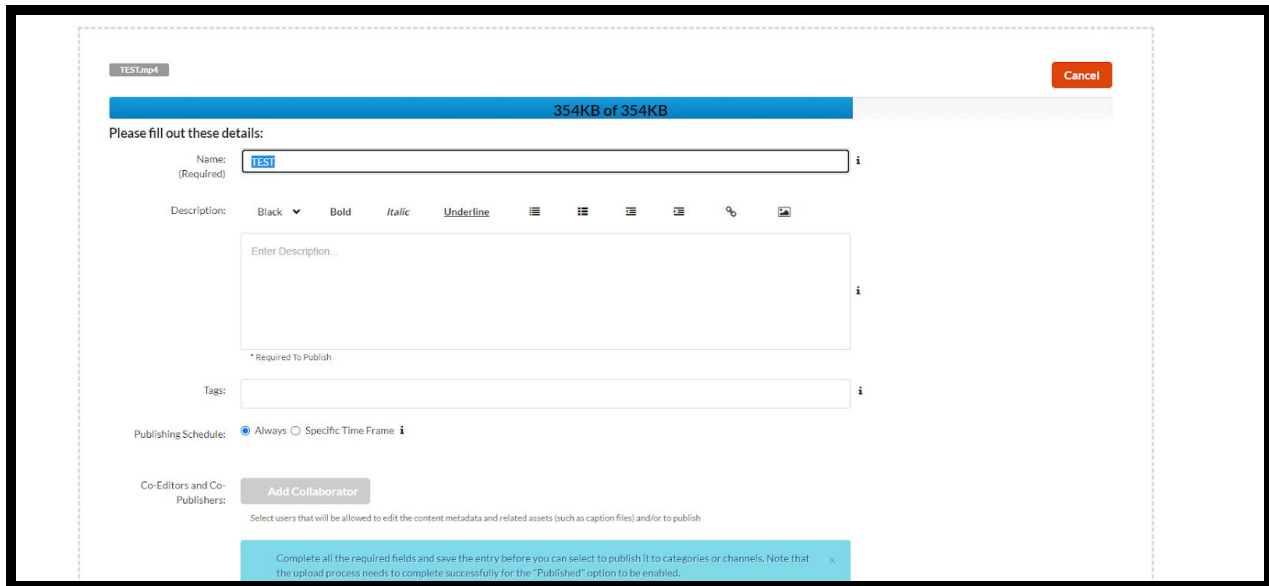
5) “Media Upload” will bring you here



6) Find your MP4 File by clicking “Choose a file to upload” or click and drag it from your desktop

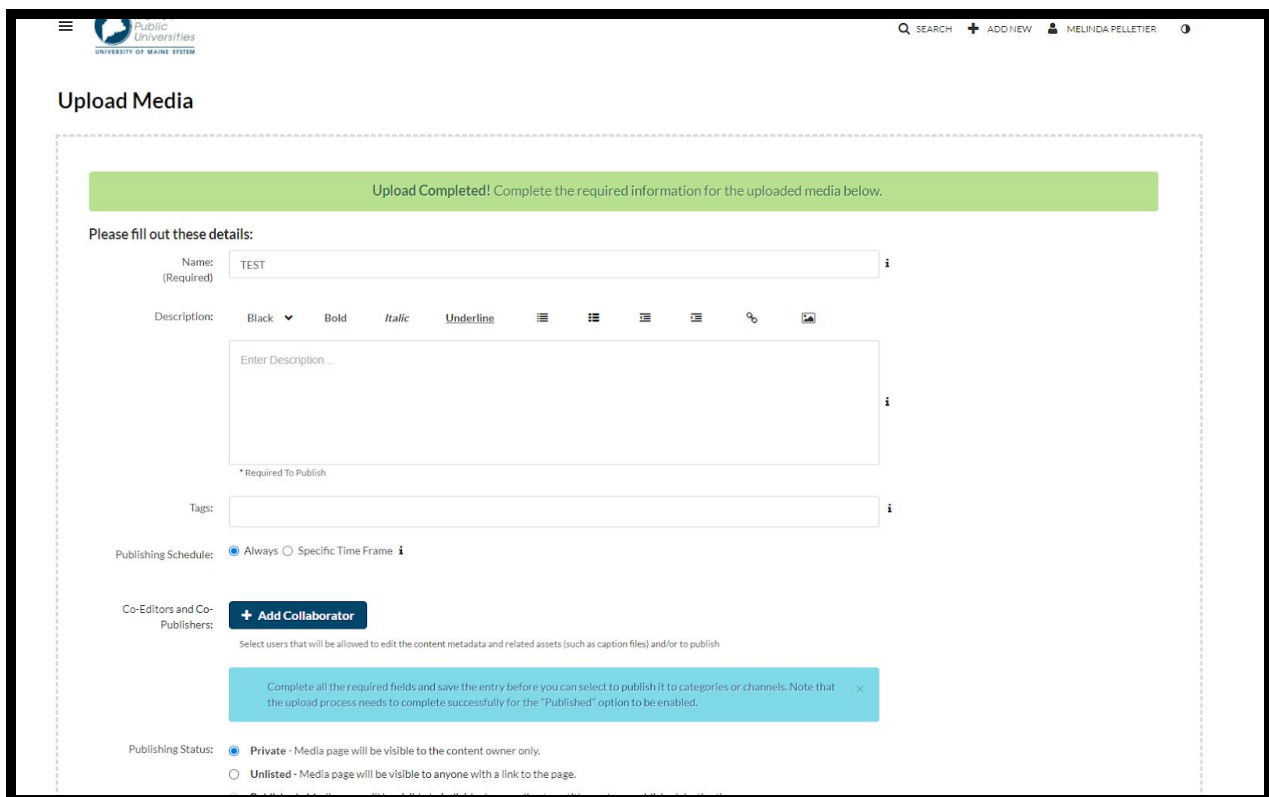


7) Wait for your file to upload



The screenshot shows a progress bar at the top labeled 'TESTamp4' with a 'Cancel' button. The progress bar indicates '354KB of 354KB' and is filled with blue. Below the progress bar, the text 'Please fill out these details:' is followed by a form. The form includes a 'Name: (Required)' field with the value 'TEST', a 'Description:' field with a rich text editor (including Bold, Italic, Underline, and other icons), a 'Tags:' field, and a 'Publishing Schedule:' section with radio buttons for 'Always' (selected) and 'Specific Time Frame'. There is also a 'Co-Editors and Co-Publishers:' section with an 'Add Collaborator' button. A blue note at the bottom states: '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.'

8) It will show when your upload is complete



The screenshot shows the 'Upload Media' page with a green banner at the top stating 'Upload Completed! Complete the required information for the uploaded media below.' Below the banner, the text 'Please fill out these details:' is followed by a form. The form includes a 'Name: (Required)' field with the value 'TEST', a 'Description:' field with a rich text editor, a 'Tags:' field, and a 'Publishing Schedule:' section with radio buttons for 'Always' (selected) and 'Specific Time Frame'. There is also a 'Co-Editors and Co-Publishers:' section with an 'Add Collaborator' button. A blue note at the bottom states: '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.

9) Type your full name into the “Name: (Required)” field

Upload Media

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

Please fill out these details:

Name: (Required)

Description:

Black ▼ Bold *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Enter Description...

* Required To Publish

Tags:

10) In the Description field please include the following information:
Abstract Number - this will be provided to you in an email upon approval of your abstract submission;
Title of your abstract; Category;
Graduate or Undergraduate;
Faculty Mentor Name

Upload Media

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

Please fill out these details:

Name: (Required)

Description:

Black ▼ Bold *Italic* Underline [List Icons] [Link Icon] [Image Icon]

Abstract # (will be emailed to you upon approved abstract submission). Abstract Title
Category: Which of our 10 categories does your abstract fall in?
Graduate or Undergraduate
Faculty Mentor Name

* Required To Publish

Tags:

Publishing Schedule: ☒ Always ☐ Specific Time Frame

11) Description field should look like this:



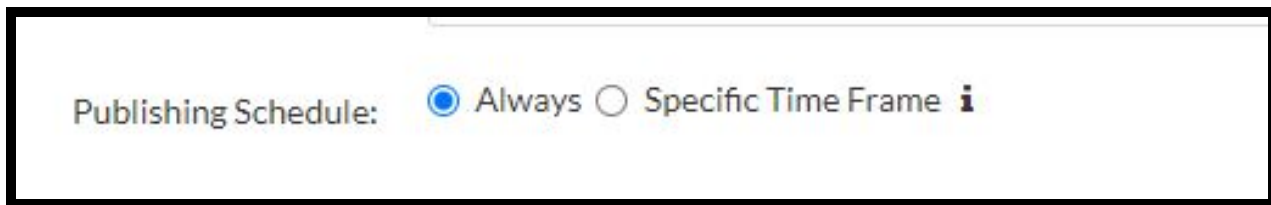
A screenshot of a form's description field. At the top, there is a toolbar with the label "Description:" followed by formatting options: "Black" with a dropdown arrow, "Bold", "Italic", "Underline", and several list/bulleted list icons. Below the toolbar is a large text area containing the text: "101. Art and Research in 2021", "Category: Art", "Graduate", and "Deanna Rice". To the right of the text area is an information icon (i). At the bottom left of the text area, there is a small asterisk and the text "* Required To Publish". A green circular icon with a white arrow is located at the bottom right of the text area.

12) Tags field- UMSS21 (umss21)



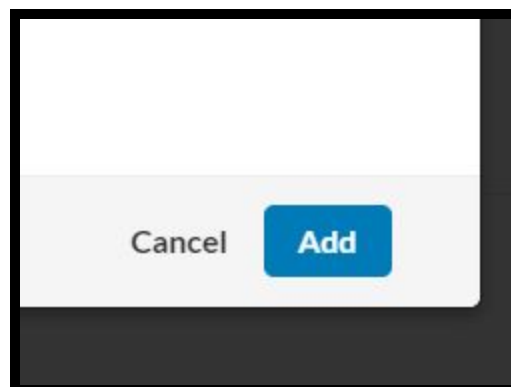
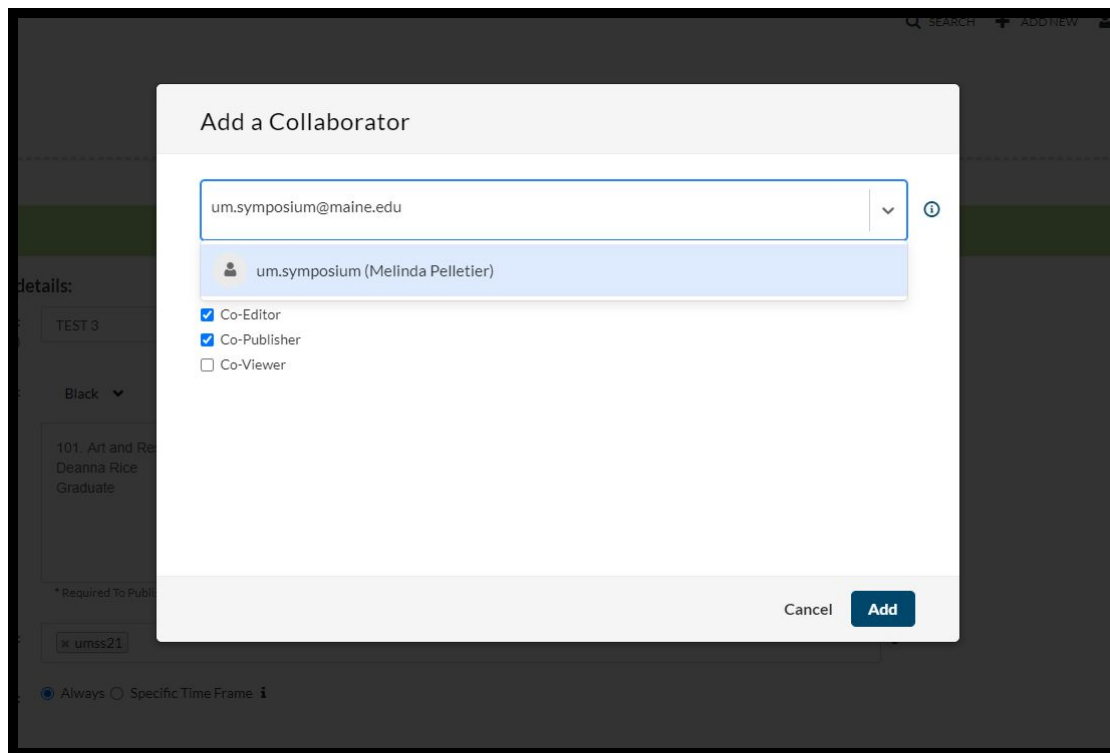
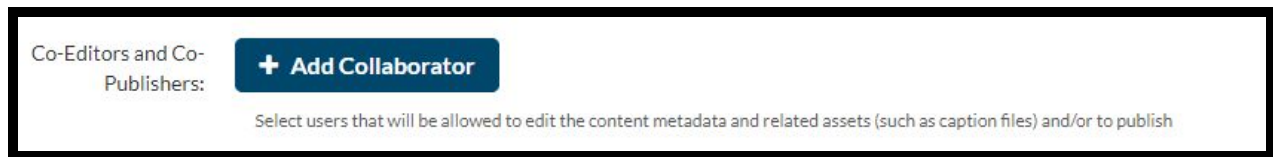
A screenshot of a tags field. The label "Tags:" is on the left. To its right is a text input field containing the tag "x umss21". To the right of the input field is an information icon (i).

13) Make sure "Publish Schedule:" Is set to "Always"

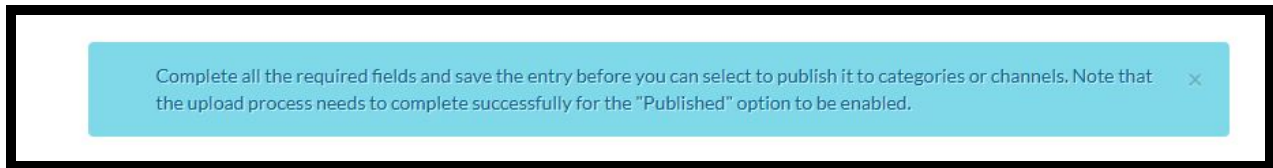


A screenshot of a publishing schedule field. The label "Publishing Schedule:" is on the left. To its right are two radio buttons. The first radio button is selected (blue dot) and is followed by the text "Always". The second radio button is not selected (grey dot) and is followed by the text "Specific Time Frame". To the right of the second option is an information icon (i).

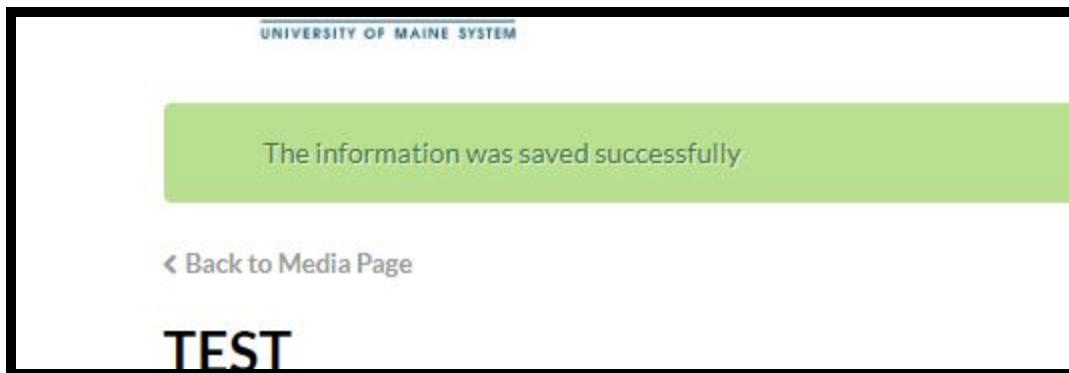
14) Click on “+Add Collaborator”; type in um.symposium@maine.edu and click Co-Editor and Co-Publisher. This allows UMSS to make sure this is in our channel with correct settings. Then click “Add”



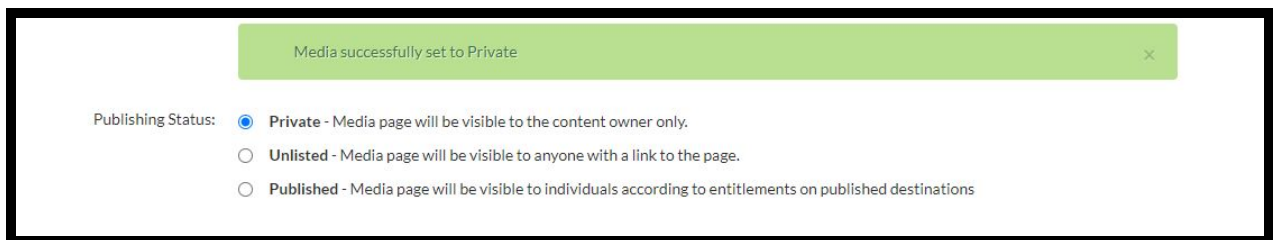
15) Click SAVE



16) Save. At the top of your page it should look like this:



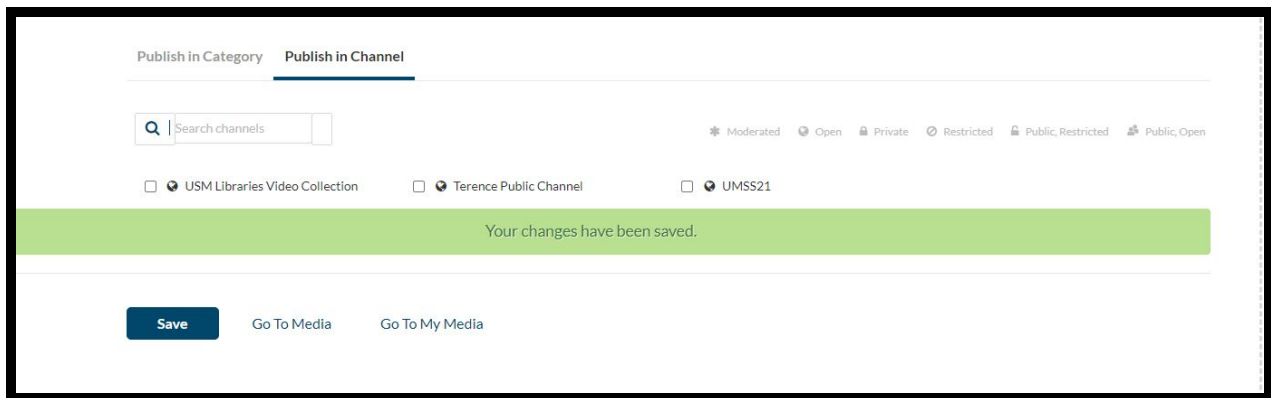
17) After saving, (see above #16), you need to go back to your media page and choose the pencil icon next to the desired video. This will allow you to edit the publishing status of your video. You will want to chose “Published”



18) After saving, (see above #17), you need to click “Publish in Channel”



19) Click on “UMSS21” Channel and click “Save”



The screenshot shows the 'Publish in Channel' tab selected. A search bar labeled 'Search channels' is present. Below it, three channels are listed: 'USM Libraries Video Collection', 'Terence Public Channel', and 'UMSS21'. The 'UMSS21' channel is selected with a blue checkmark. A green banner at the bottom of the channel list area says 'Your changes have been saved.' At the bottom of the interface, there are three buttons: 'Save' (dark blue), 'Go To Media' (light blue), and 'Go To My Media' (light blue).

-Check UMSS21



This screenshot is similar to the previous one, showing the 'Publish in Channel' tab. The 'UMSS21' channel is selected with a blue checkmark. The green banner is no longer present. The 'Save' button is still visible at the bottom.

-Click “Save”



This is a close-up of the bottom section of the interface, showing the 'Save' button (dark blue) and the 'Go To Media' and 'Go To My Media' buttons (light blue).

20) Please fill out our [Virtual Student Presentation Submission Form](#). You will be asked to provide the link to your video presentation while completing the form.

After you have successfully uploaded your video. Do not delete the video from your Kaltura. Please also make sure that you have saved it. If you have any questions or concerns please email um.symposium@maine.edu.

Thank you!