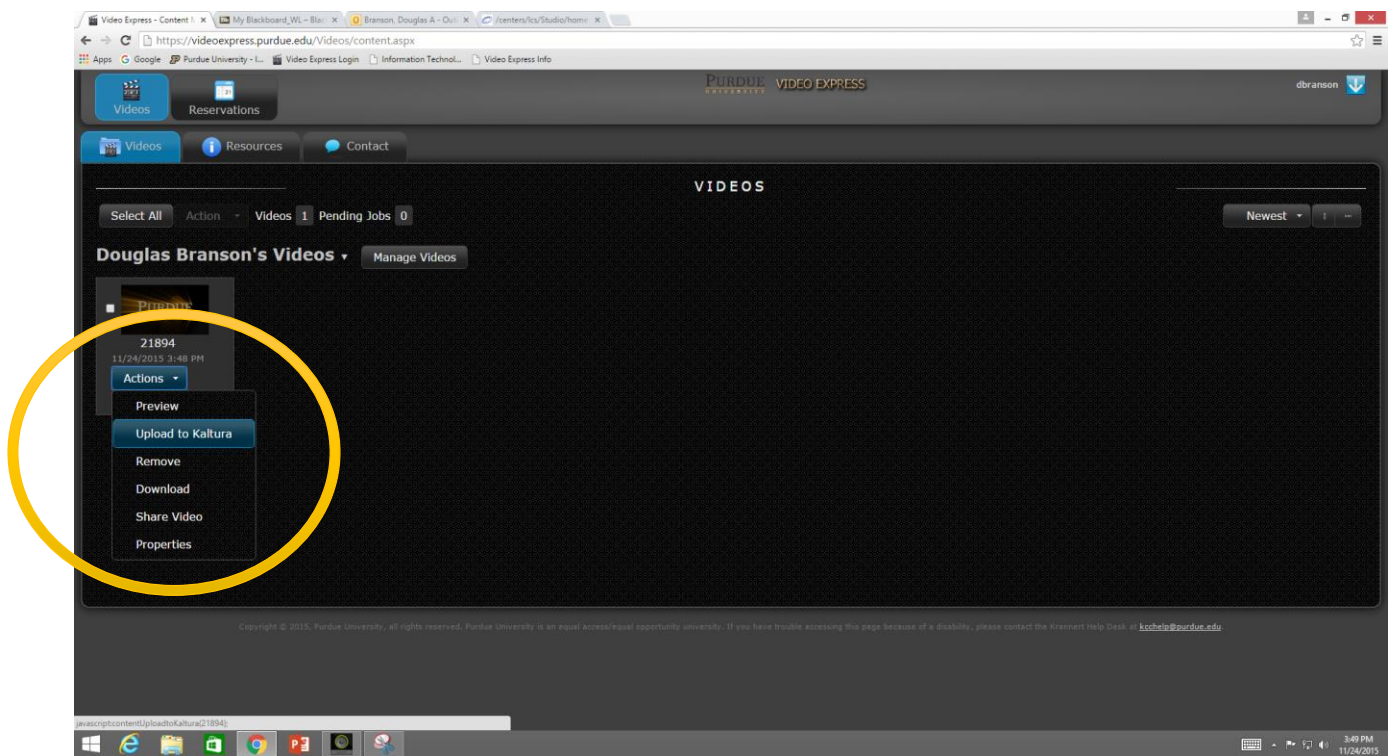
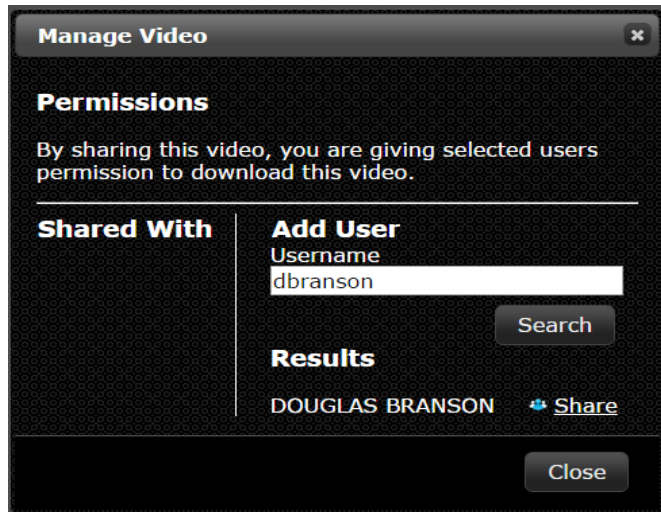


# How to Share Your LCS Video with Someone within Purdue

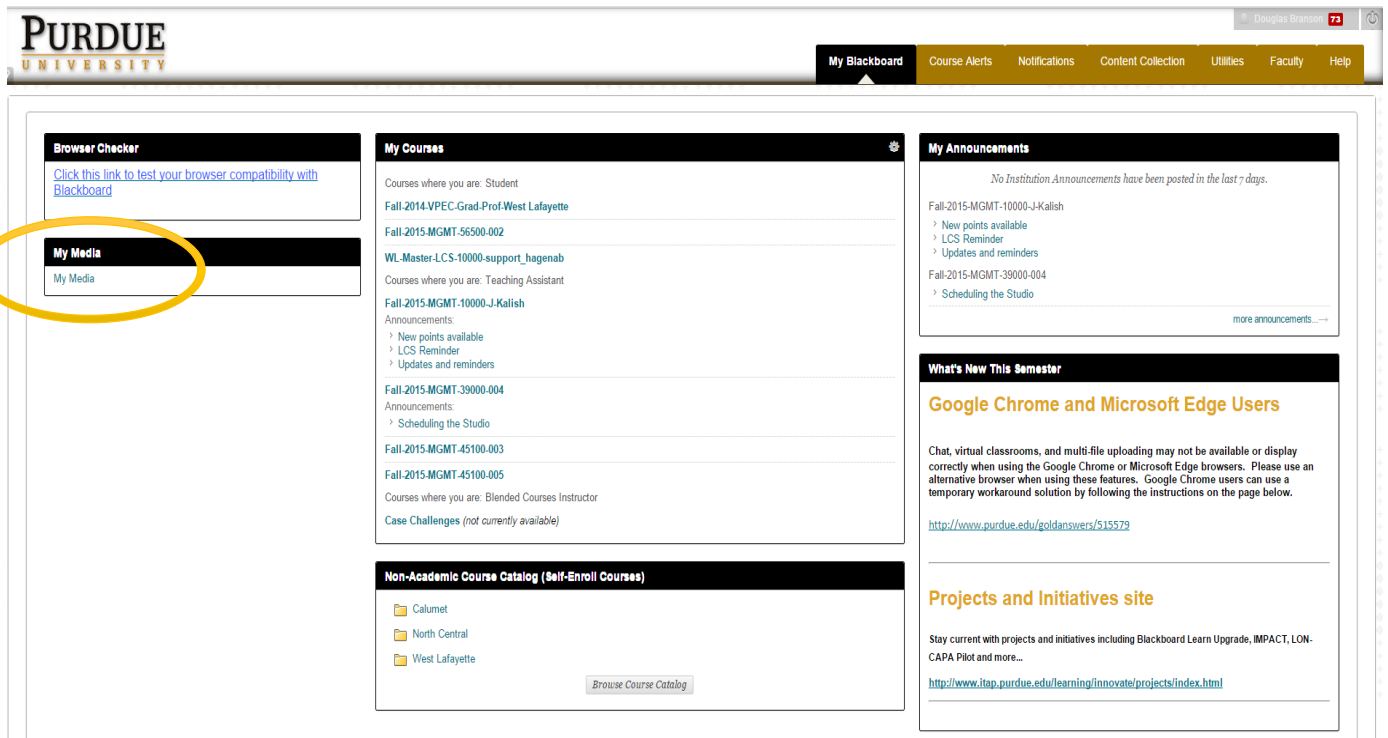
- Open up Google Chrome, sign in to Video Express (default home page in the LCS), and refresh the page if you do not already see your video
  - At first your new recording will show as “Transferring”, then move to “Processing”, and finally it will be ready
    - **You may have to continue to refresh the page to get to that point**
- AN IMPORTANT POINT TO REMEMBER HERE: after you finish recording, an automatic email will be generated and sent to you with a link to your video on the Video Express website
  - You can do all of the following steps from your own computer if you are pressed for time



- First, you can elect to "Share Video" as shown here in the dropdown box in Video Express
  - You can share it with as many people as you would like who have career accounts in Purdue, for them to download



- - Click "Share"
  - Your video has a two week expiration on the Video Express platform, this is only a temporary option for sharing as the link will expire
- Second, you can "Upload to Kaltura"
    - After you upload a video to Kaltura from Video Express it is housed in the "My Media" section of your Blackboard Homepage



- Click "Edit"

## My Media

Sort by Alphabetical ▾ View All Statuses ▾ View All Media ▾ View Media I Own ▾

[Add New](#) [Actions](#)

[Edit](#) [Delete](#)

[Edit](#) [Delete](#)

- Go to the "Collaboration" tab and click "Add Collaborator"

## Edit Test



This media was viewed 12 times and played 0 times.

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[Details](#) [Options](#) [Collaboration](#) [Captions](#) [Thumbnails](#) [Downloads](#) [Timeline](#) [Trim Video](#)

[Create Clip](#) [Delete](#)

### Media Owner

Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.

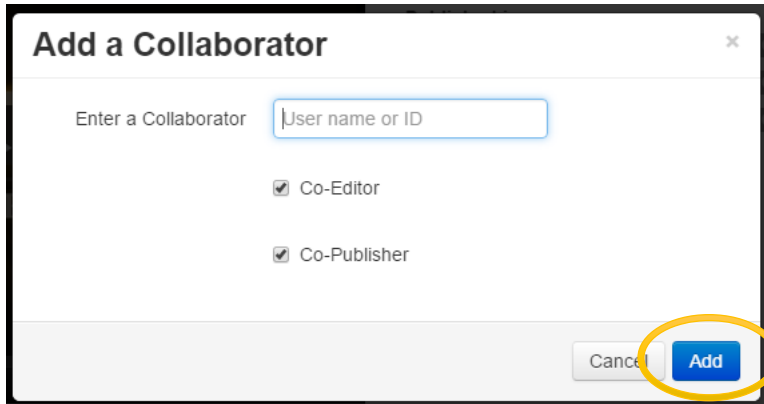
[Change media owner](#)

### Media Co-Editors and Co-Publishers

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

[+ Add Collaborator](#)

- Enter the username of the person you want to be a collaborator (meaning they can edit or publish your video)



**Add a Collaborator** ×

Enter a Collaborator

Co-Editor

Co-Publisher

- After you click “Add” the additional person you have selected as a collaborator will be able to edit and publish your video