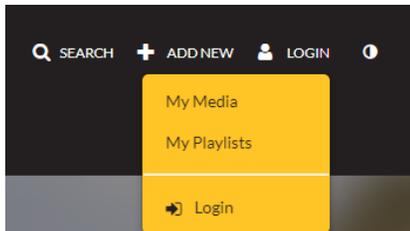# Chunking Videos in MediaSpace

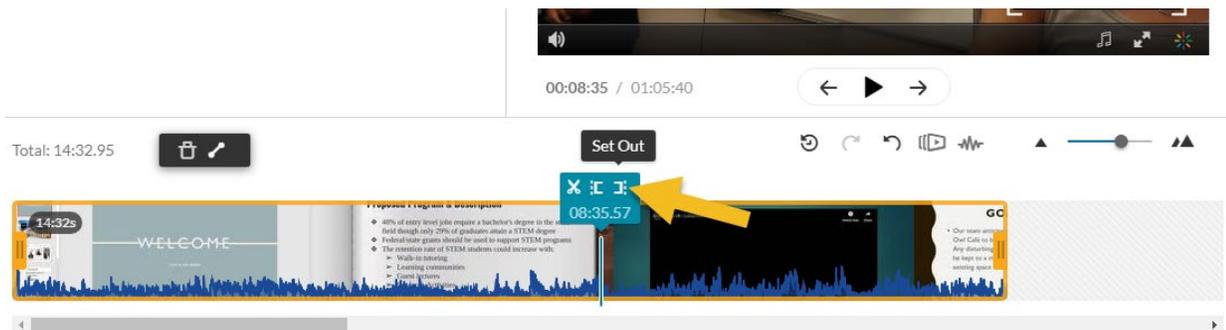1. Log into your MediaSpace account and navigate to **My Media**.

2. Find the video you need to chunk and click the **Edit** (pencil) icon. **Do not click the trash can, as that will delete your video.**

3. Click the **Launch Editor** icon next to your video.

4. You video must be less than 15:00 minutes in length for captioning. Watch your video and find the time that you want your first video to end. Pause the video, then select **Set Out** (the end bracket icon). This will cut the video to the exact time you wish to end it.

5. Review your video. Once you are happy with the ending time, click the **Split** button (the scissor icon) to trim your video.

6. Select the blue **Save a Copy** button at the top of your video and name your new video. We recommend you title the first video as **[Video/Lecture Title] Part 1** and your subsequent videos as **[Video/Lecture Title] Part 2**, **[Video/Lecture Title] Part 3**, etc.
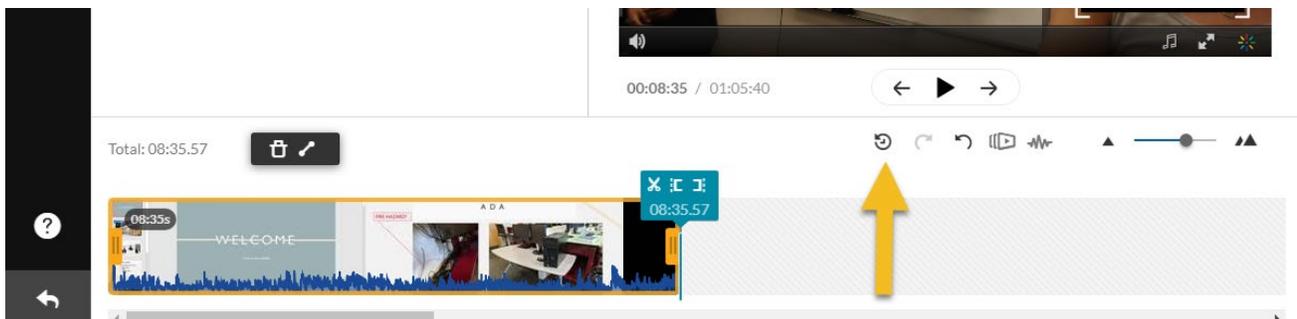

7. Once you have saved your new video, click the **Reset** button. You may want to mark your exact end time down, as the software *should* mark your time. This is not a guaranteed feature, so we recommend remembering your time as well.

8. Repeat steps 4 – 7 until your entire lecture is chunked into separate videos that are less than 15 minutes. For subsequent videos, make sure to change the start time of the new video to the end time of the previous video.

9. You can now order captions for each video through MediaSpace and submit an edit request to the DLI.

   a. For detailed instructions, view the ODE's tutorial on ordering automated captions in the tutorial section of our site.

   b. To have your automated captions edited, submit an edit request form to the DLI via KSU's accessibility webpage (videos must be less than 15 minutes in length).

Created by Brayden Milam, July 2019