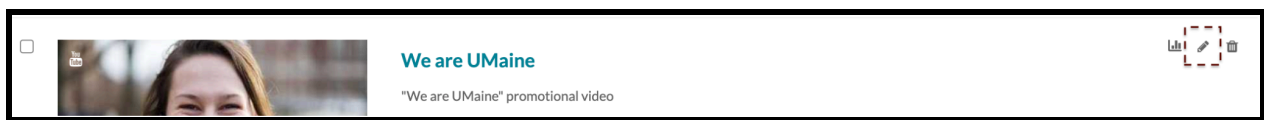Center for Innovation
in Teaching & Learning

MAINE

Editing Video Files with Kaltura's Built-in Editor

Reviewed July 2025

Simple editing functions can be performed by Kaltura in Brightspace. All images in this tutorial are screenshots of the preceding step(s).
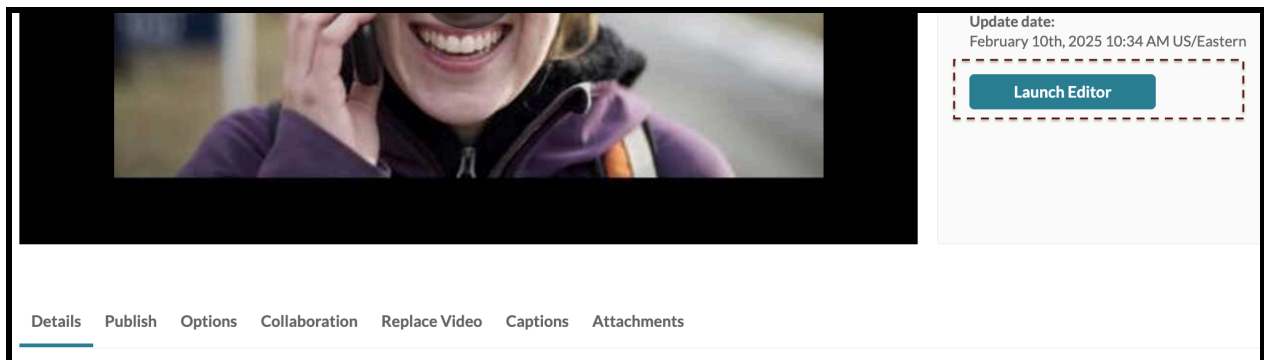
Step 1: Access My Media

Start in the "**My Media**" area in Brightspace or through the UMS Portal. To access the editing options, click the pencil icon next to the video.
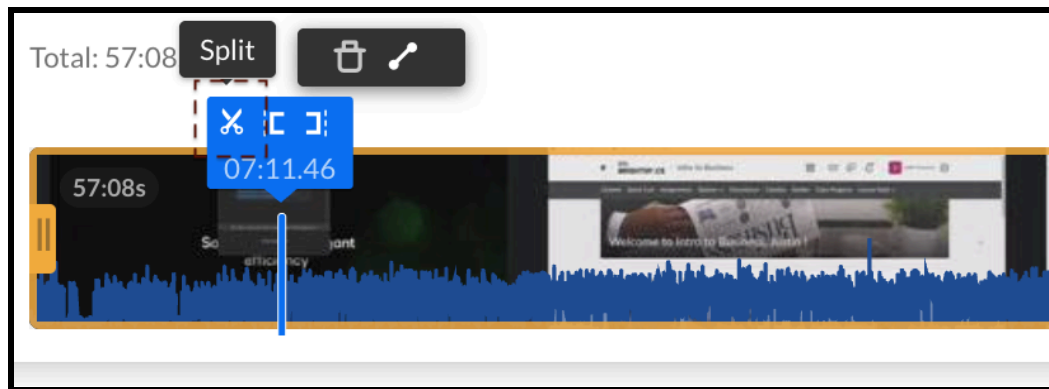

Step 2: Launch Kaltura Editor
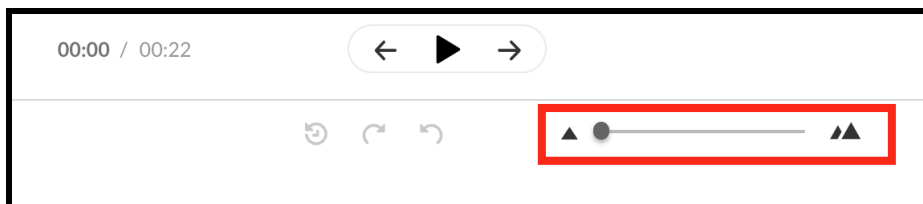
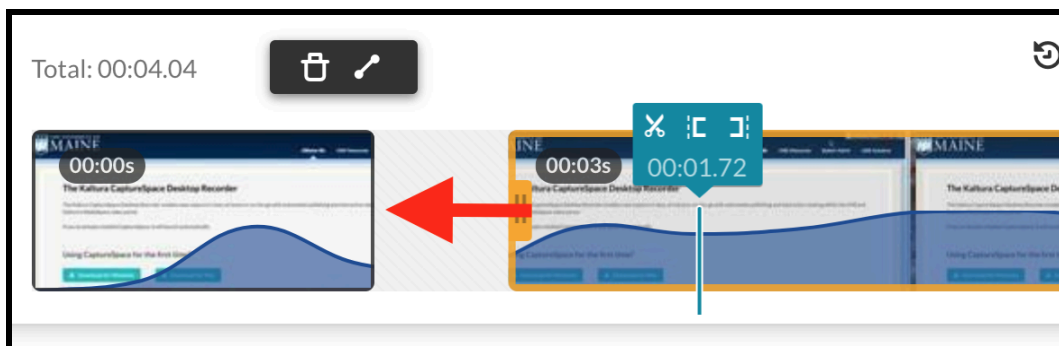To edit the video, click "**Launch Editor**."

Step 3: Edit Video File

At the bottom of this window, there is a video bar with a slider. Move the slider to the point you wish to cut and click the "**scissors/Split icon**." This slices the video into two sections. Ensure the highlighted section of the video is the one that needs to be deleted. You can click the "**trash can icon**" to delete a highlighted section.

- The timeline zoom slide can be used to increase the accuracy of the cut.

- Sections of videos can be cut out by slicing the video on either side of the area to remove and sliding the two clips together.

- Click "**Save**" when finished (or "**Save a Copy**" to make it as a new clip and not overwrite the originals).