**TESU Kaltura Media Retention Procedures**

Kaltura is a video creation and hosting platform that students can use within their courses. Students are encouraged to use Kaltura to create engaging content, foster a sense of belonging within the learning community, demonstrate skills, and share knowledge within their courses. All content uploaded to Kaltura must support learning within our community of learners and align with achieving the objective of the course assignments. It should not be used for long-term storage of media assets, and media that is not related to an individual's coursework may be subject to deletion. For a video you wish to maintain long term, it is recommended that you download and save that video file to your personal device.

All TESU Kaltura users are encouraged to delete unused media from their Kaltura 'My Media' library at the end of each course. In addition, the Kaltura platform will automatically implement the following media retention procedures.

**Media Retention:** All Kaltura media will be retained automatically for up to two years. If your Kaltura media has not been viewed for two years, the entry's alternate quality versions will be deleted. In this case, the video will still display but it may not play when a user clicks on it. A help desk ticket will be needed for the video to be restored. You will receive an email from Kaltura one week prior to the two-year mark to notify you of media that will expire.

**Media Removal:** Media inactive for four years will be marked for deletion. Kaltura will notify you via email that this will occur one week prior to the four-year mark.

For more information about Kaltura, visit the [Kaltura Knowledge Center](Kaltura Knowledge Center).