

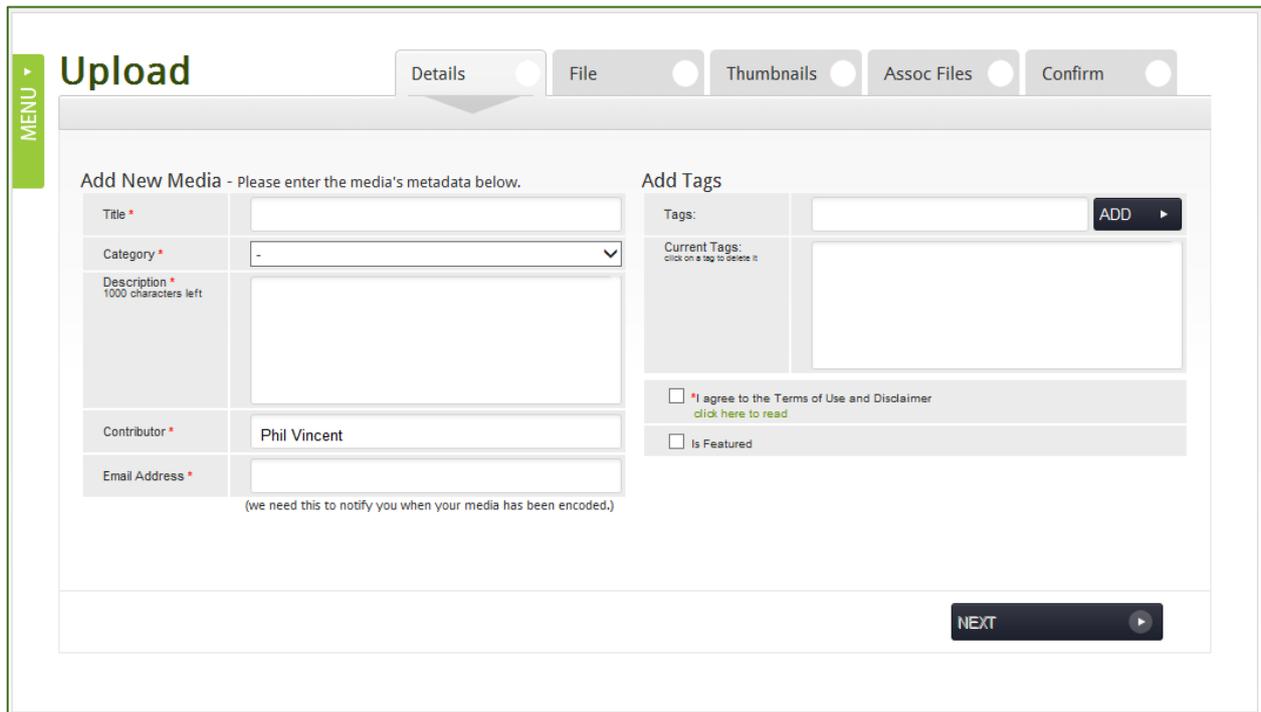
YSJ Media Library – Adding Media

The Media Library is designed to make it easy for you to upload existing media content, and for these to be encoded for streaming delivery.

The content can be viewed from within the Media Library site, or embedded into external sites such as Moodle or Mahara.

Details

Click on the **Upload** tab. Users with standard access rights will be shown the below screen.



The screenshot shows the 'Upload' tab interface. At the top, there is a 'MENU' button and a 'Details' tab selected. Below the tabs, the main content area is divided into two sections: 'Add New Media' and 'Add Tags'. The 'Add New Media' section contains several form fields: 'Title *', 'Category *' (a dropdown menu), 'Description *' (with a '1000 characters left' indicator), 'Contributor *' (pre-filled with 'Phil Vincent'), and 'Email Address *' (with a note: '(we need this to notify you when your media has been encoded.)'). The 'Add Tags' section includes a 'Tags:' input field with an 'ADD' button, a 'Current Tags:' area with a 'click on a tag to delete it' instruction, and two checkboxes: 'I agree to the Terms of Use and Disclaimer' (with a 'click here to read' link) and 'Is Featured'. A 'NEXT' button is located at the bottom right of the form.

You will need to provide a title, category, description, contributor and Email address; these are compulsory fields. Dependent on your upload rights, you will be able to select a number of categories to upload to, in most cases it will default to the corresponding faculty/school/department you are in.

Provide an email address to be notified when your media is ready.

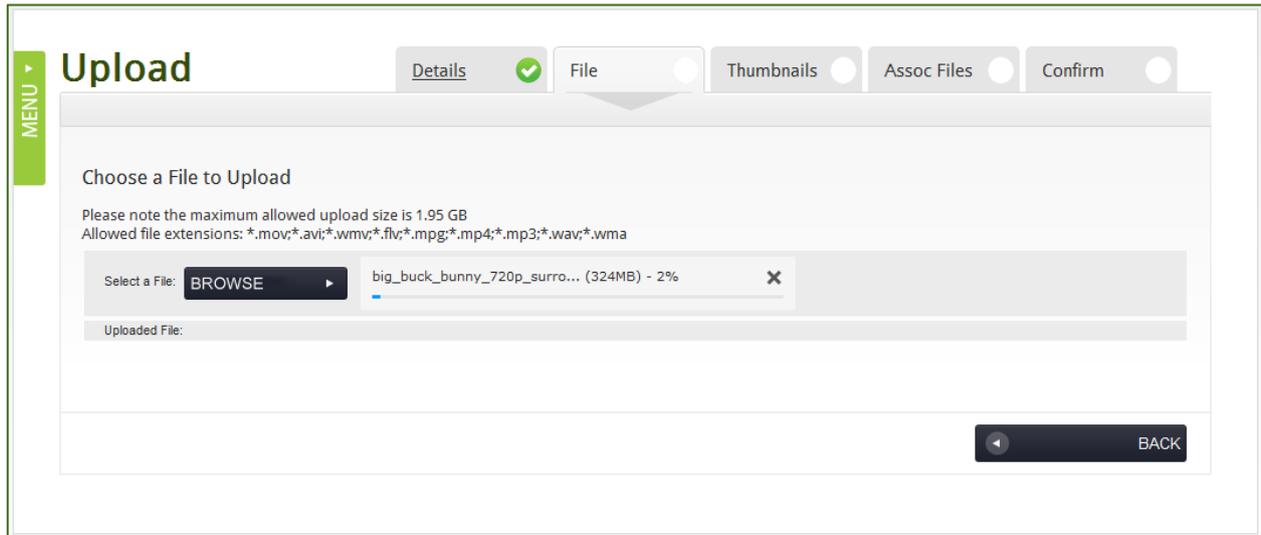
Tagging media uploads allows you to relate content to certain areas. For example, adding a Sport tag to a number of uploads will group that content in a relationship that can be easily searched.

You must agree to the disclaimer when uploading media.

Selecting **Next** will bring up the file selection screen.

File

Click **Browse** to choose a file to upload.



Upload

Details File Thumbnails Assoc Files Confirm

MENU ▾

Choose a File to Upload

Please note the maximum allowed upload size is 1.95 GB
Allowed file extensions: *.mov;*.avi;*.wmv;*.flv;*.mpg;*.mp4;*.mp3;*.wav;*.wma

Select a File: **BROWSE** ▶ big_buck_bunny_720p_surro... (324MB) - 2% ✕

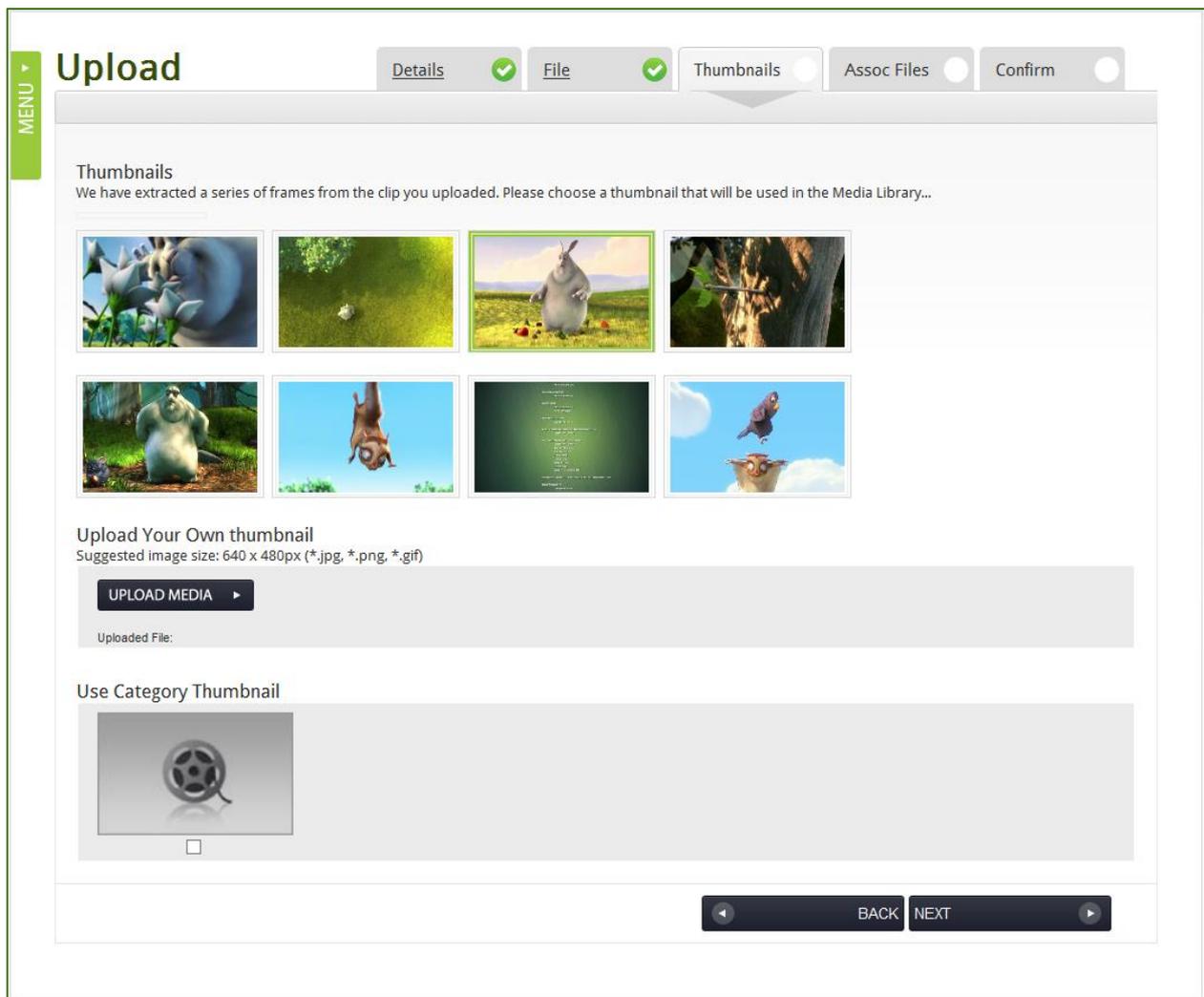
Uploaded File:

◀ **BACK**

Selecting the file and clicking **Open** will start the file upload process. The file size allowed is limited to 2GB.

Thumbnails

Once the upload has completed, you will be presented with a range of thumbnails to choose from generated from the uploaded video.



Upload

Details File **Thumbnails** Assoc Files Confirm

MENU ▾

Thumbnails

We have extracted a series of frames from the clip you uploaded. Please choose a thumbnail that will be used in the Media Library...





Upload Your Own thumbnail

Suggested image size: 640 x 480px (*.jpg, *.png, *.gif)

UPLOAD MEDIA ▶

Uploaded File:

Use Category Thumbnail



◀ **BACK** **NEXT** ▶

From here, you can select one of the predefined images, choose to upload an image of your own (640x204 pixels), or use the default thumbnail that is assigned to the category you have uploaded to.

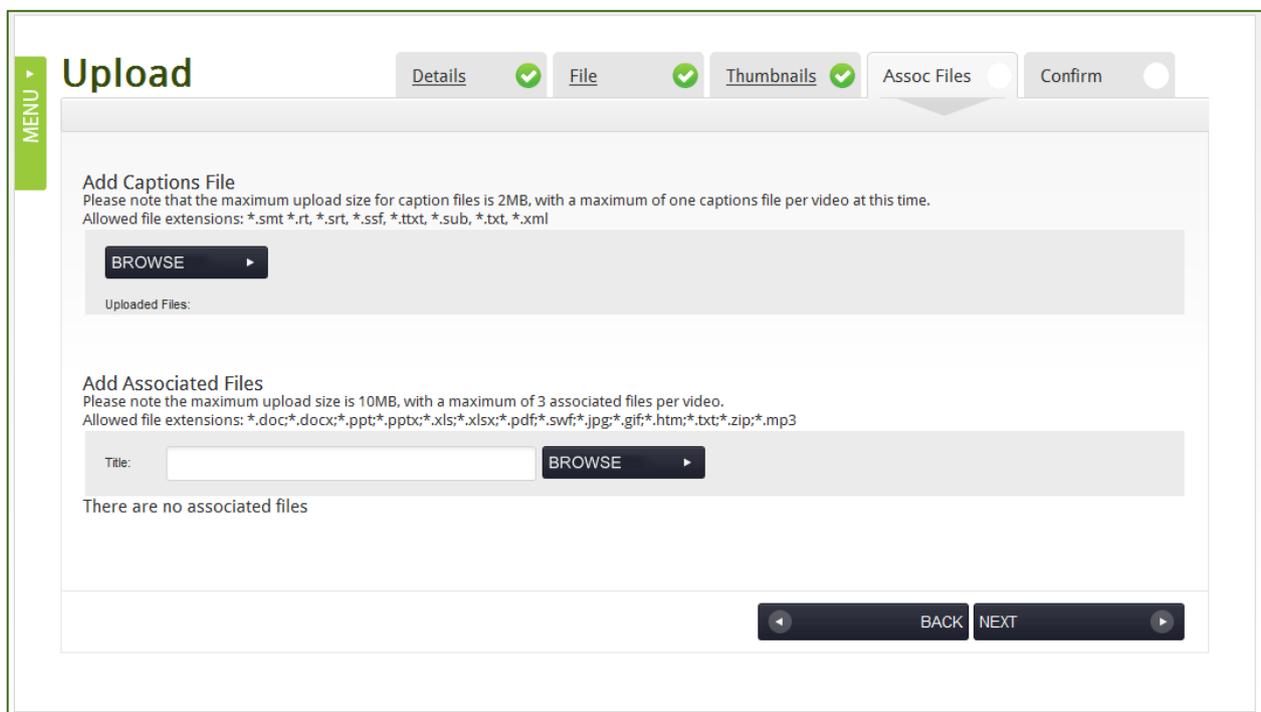
To select a thumbnail just click on the image you want, and click the **Next** button at the bottom right-hand corner of the screen.

When uploading an audio file, thumbnail selection changes. At this stage you can choose the default category thumbnail, or upload your own as no thumbnails will be generated from an audio upload.

Associated Files

This next screen will allow you attach associated documents to the media.

In a similar style to adding media, select browse and choose a file to upload. File types of *.doc, *.docx, *.pptx, *.xls, *.pdf, *.swf, *.jpg, *.gif, *.htm, *.txt, and *.zip are allowed. You can upload 3 associated files per clip. Give the file a title and click Upload Media, for each file you want to upload.



The screenshot shows a web interface for uploading media. At the top, there is a navigation bar with five tabs: 'Details' (checked), 'File' (checked), 'Thumbnails' (checked), 'Assoc Files' (active), and 'Confirm'. Below the navigation bar, the main content area is titled 'Upload'. Underneath, there are two sections: 'Add Captions File' and 'Add Associated Files'. The 'Add Captions File' section includes a 'BROWSE' button and a list of allowed file extensions: *.smt, *.rt, *.srt, *.ssf, *.ttxt, *.sub, *.txt, *.xml. The 'Add Associated Files' section includes a 'Title' input field, a 'BROWSE' button, and a list of allowed file extensions: *.doc, *.docx, *.ppt, *.pptx, *.xls, *.xlsx, *.pdf, *.swf, *.jpg, *.gif, *.htm, *.txt, *.zip, *.mp3. At the bottom of the screen, there are 'BACK' and 'NEXT' buttons.

There is also the option of uploading a captions file. The following file extensions can be uploaded: *.smt, *.rt, *.ssf, *.srt, *.ttxt, *.sub, *.txt, *.xml.

Click the **Next** button further down the page to continue through to the final screen.

Confirm

This screen will show an overview of the clip ready to be uploaded. Before clicking finish, any of the information can be edited by clicking on the appropriate tab at the top.

Upload

Details ✓ File ✓ Thumbnails ✓ Assoc Files ✓ Confirm ✓

Upload Confirmation Required
Here is a summary of Big Buck Bunny:

Title:	Big Buck Bunny
Category:	TEL Stuff
Description:	http://www.bigbuckbunny.org/
Tags:	TEL, Big Buck Bunny, Blender, Creative Commons
Featured:	No
Uploaded File:	52128710.avi
Thumbnail:	
Captions File:	There are no caption files
Associated Files:	There are no associated files

← BACK FINISH →

That's it! The content has been uploaded and you will soon be notified when it is ready to view. **Please note that during exceptionally busy times your video may take up to 24hrs to be uploaded.**

Technology Enhanced Learning Quality Framework

Below are some examples of how the Media Library can be used in conjunction with the 3E element of the TEL Quality Framework:

Enhance Adopting technology in simple and effective ways to actively support students and increase their activity and self-responsibility.	Extend Further use of technology that facilitates key aspects of students' individual and collaborative learning and assessment through increasing their choice and control.	Empower Developed use of technology that requires higher order individual and collaborative learning that reflect how knowledge is created and used in professional environments.
Provide students with lecture capture recordings (live or pre-recorded), video tutorials, or instructional demonstrations.	Record student presentations, performances or practical exercises for peer review. Have students upload their own content for showcasing or formative assessment.	Allow students to plan, create, upload, and share video or audio content related to their specific research questions, interests, or projects.

Contact Us

If you would like help, information, or advice about the Media Library, or any other aspect of Technology Enhanced Learning, then please get in touch:

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