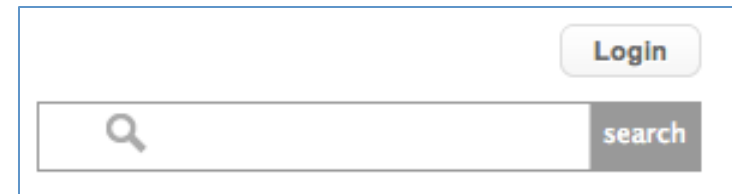
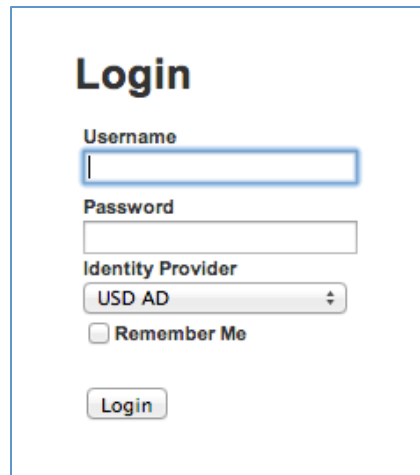


Accessing Your Video Account



Step 1 – Go to video.sandiego.edu and select the Login button at the top of the page.

A screenshot of a search bar with a magnifying glass icon on the left and a "search" button on the right. Above the search bar is a "Login" button.A screenshot of a login form titled "Login". It contains fields for "Username" and "Password", a dropdown menu for "Identity Provider" with "USD AD" selected, a "Remember Me" checkbox, and a "Login" button at the bottom.

Step 2 – Login using your USD AD credentials.

Upload and Publish a Video



Step 1 – To publish any video, you first have to choose a playlist folder that you can place your video in.

To do this, add a Playlist Folder under the Web Publishing tab.

Media Library Shared Library **Web Publishing** Administration

Here you can add, edit and remove Ensemble Web publishing sites.

Please Note: When you remove an Ensemble playlist, all the content published to that playlist is un-published, and if you are using the Ensemble plug-in, it will no longer work with the playlist ID associated with the deleted destination.

Add

Step 2 – Name the Playlist Folder.

Once the playlist folder has been saved, select "Quick Publish" so the playlist folder is live.

Media Library Shared Library **Web Publishing** Administration

Here you can add, edit and remove Ensemble Web publishing sites.

Please Note: When you remove an Ensemble playlist, all the content published to that playlist is un-published, and if you are using the Ensemble plug-in, it will no longer work with the playlist ID associated with the deleted destination.

Add

Scott Lundergan (scottlund)

* Type **Playlist**

Name

Logo URL
(e.g., http://www.mysite.com/logo.gif)

Allow Download

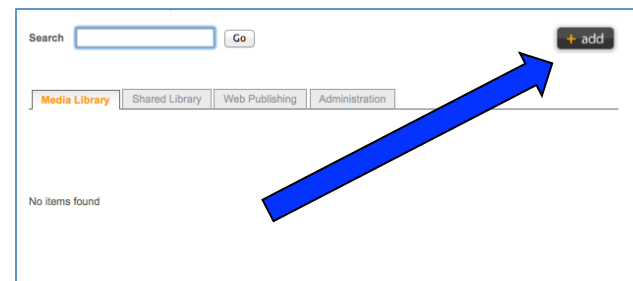
Save Cancel

Name	Type	Categories	Auto-Publish	Google	Plug-In	?	
SII Class		Configure	Configure	Analytics	Install	Quick Publish	

Add

Upload and Publish a Video

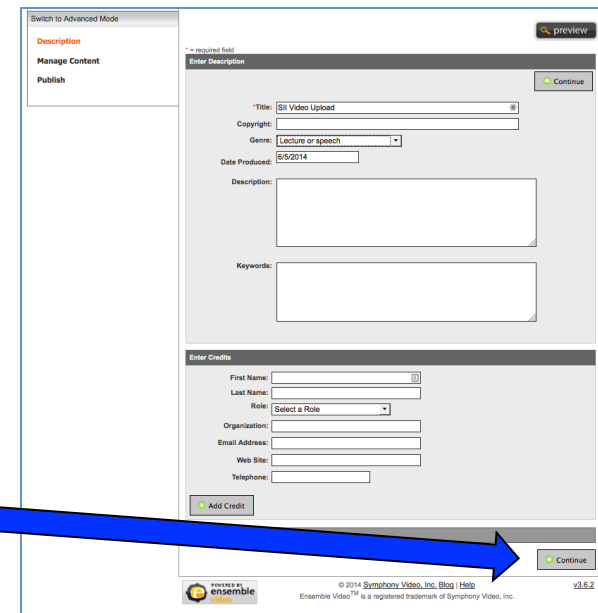
Step 3– To upload your video, go to the Media Library tab. Select “Add Video” at the top.



A screenshot of the Media Library interface. At the top, there is a search bar with a 'Go' button and a '+ add' button. Below the search bar, there are tabs for 'Media Library', 'Shared Library', 'Web Publishing', and 'Administration'. The 'Media Library' tab is selected. Below the tabs, it says 'No items found'. A large blue arrow points from the bottom right towards the '+ add' button.

Step 4– Fill out the information about your video. This is helpful if you want to search your videos later and so viewers can know what the video is about.

You don't have to fill out all the lines, just the ones you feel are necessary. When you are finished, select “Continue” at the bottom to upload your file.



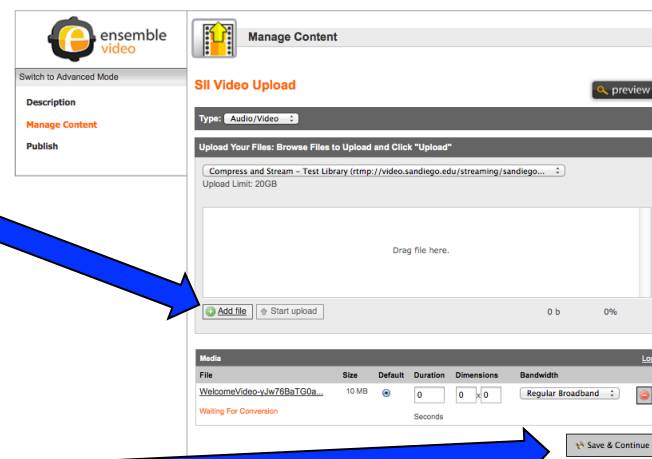
A screenshot of the video upload form. The form is divided into two main sections: 'Enter Description' and 'Enter Credits'. The 'Enter Description' section includes fields for Title (with a required field asterisk), Copyright, Genre (a dropdown menu), Date Produced, Description (a large text area), and Keywords (a text area). The 'Enter Credits' section includes fields for First Name, Last Name, Role (a dropdown menu), Organization, Email Address, Web Site, and Telephone. There are 'Add Credit' and 'Continue' buttons at the bottom of the form. A large blue arrow points from the bottom left towards the 'Continue' button. At the bottom of the page, there is a footer with the Ensemble Video logo and copyright information: '© 2014 Symphony Video, Inc. | Blog | Help Ensemble Video™ is a registered trademark of Symphony Video, Inc. v2.6.2'.

Upload and Publish a Video



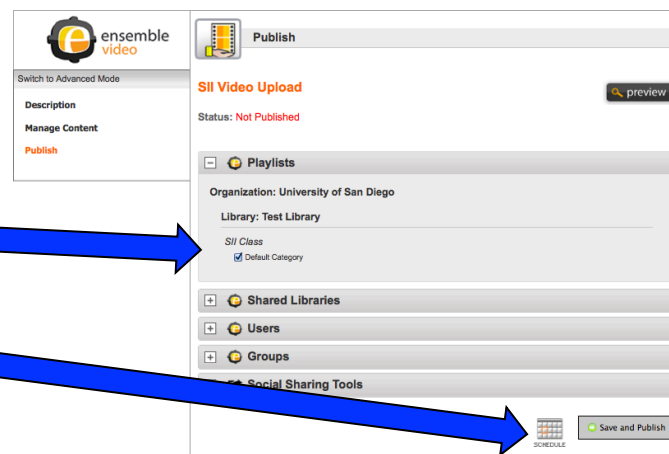
Step 5 – You will see a screen where you can upload your video file. Select “Add File” so you can locate your file.

Once you select your file, select “Start Upload” where you will stay on this screen until the video shows under “Media” that it has been uploaded. Once the video has been uploaded, select “Save & Continue” to publish your video.



Step 6 – Now you can publish your video to the related Playlist Folder you want your video to go in.

Select “Save & Publish” after you select the Playlist Folder. You will also see “Schedule” that gives you the option of just having the video published for a certain amount of time.



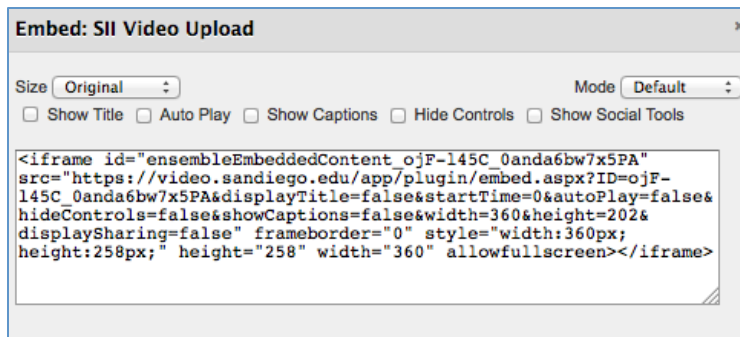
Upload and Publish a Video



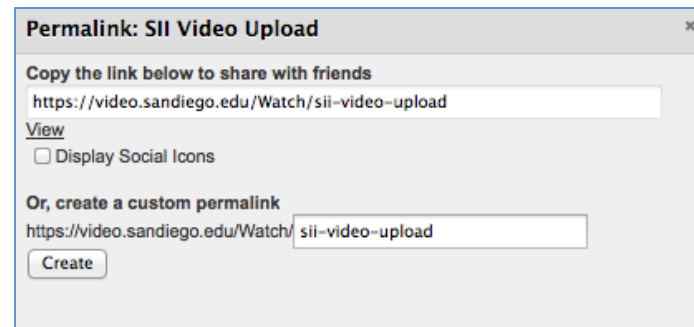
Step 7– You will be returned to the Media Library where you can then get the link or embed code to your video.



Embed code for Blackboard



Use default link and create your own link



How to Publish a Video Playlist



Step 1 - At times, you may want to publish several videos in a single location. To so, publish those videos into the same Playlist Folder. Find the Playlist folder under Web Publishing.

Media Library | Shared Library | **Web Publishing** | Administration

Here you can add, edit and remove Ensemble Web publishing sites.

Please Note: When you remove an Ensemble playlist, all the content published to that playlist is un-published, and if you are using the Ensemble plug-in, it will no longer work with the playlist ID associated with the deleted destination.

[Add](#)

Name	Type	Categories	Auto-Publish	Google	Plug-in	Web Site					
SII Class		Configure	Configure	Analytics	Install	Web Site		Edit			

Step 2 - Under Web Publishing, choose the embed code under “Install” or the link you want next to “Web Site” where you can also preview how the videos will look.

Embed code for Blackboard

Install Plug-In

[Return to Web Publishing](#)

Plug-in Code and Templates

To install a copy of the Ensemble Plug-in on your website, select your option and copy and paste the code in the box below into your website, CMS, or LMS.

Default: [Copy to Clipboard](#) [Preview](#)

```
<iframe id="ensembleFrame_8nckA0PQ8k2F0k1UQ8W9Q" src="https://video.sandiego.edu/app/plugin/embed.aspx?instID=8nckA0PQ8k2F0k1UQ8W9Q" frameborder="0" style="width: 800px; height: 1000px; height+1000" width+800" allowfullscreen"></iframe>
```

Get Playlist Folder Link

Permalink: SII Video Upload

Copy the link below to share with friends

<https://video.sandiego.edu/Watch/sii-video-upload>

[View](#)

Display Social Icons

Or, create a custom permalink

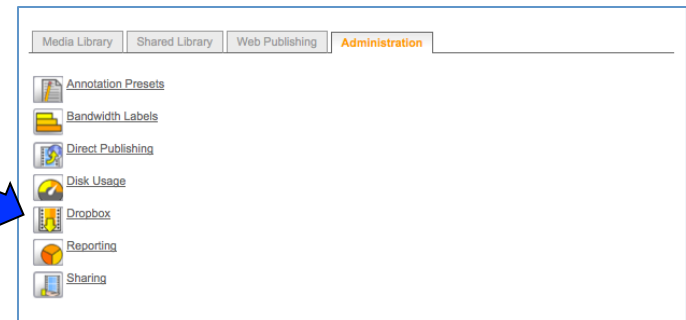
<https://video.sandiego.edu/Watch/>

[Create](#)

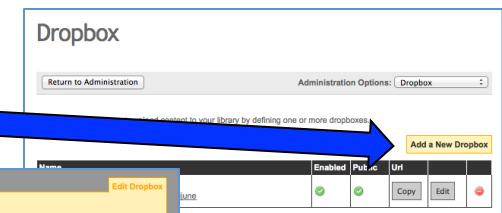
Your Own USD Dropbox



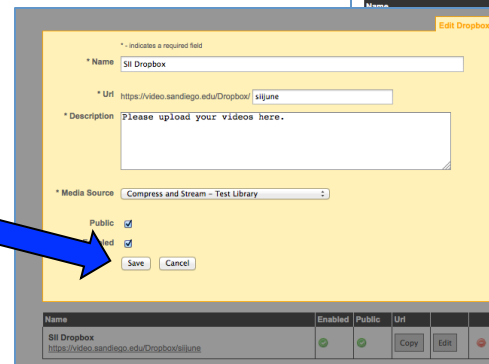
Step 1 – Navigate to Administration and choose the “Dropbox” the option.



Step 2 – Select “Add a New Dropbox” at the top.



Enter the name and description. Click “Save” when you are done.



Your Own USD Dropbox

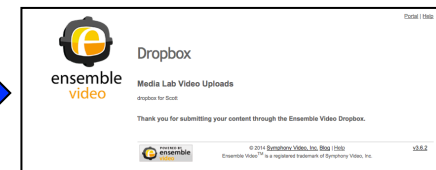


Add a New Dropbox

Step 3 – Give students Dropbox Link.

Name	Enabled	Public	Url		
SII Dropbox https://video.sandiego.edu/Dropbox/siiijune	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copy	Edit	<input type="checkbox"/>

Step 4 – Students upload to the Dropox link and receive a confirmation the video uploaded.



Step 5 – The video file ends up in your account. You can click on the video and watch it instantly.

