

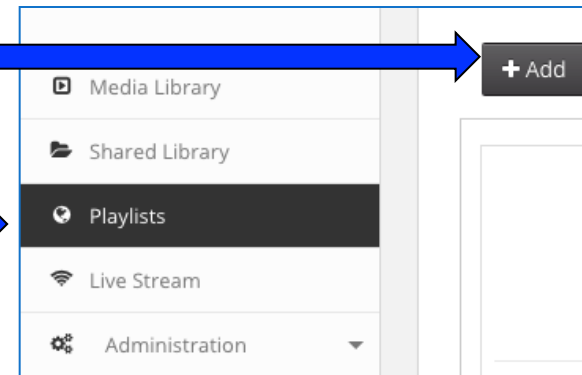
Upload and Publish a Video



To access Ensemble Video, go to video.sandiego.edu and login with your USDONE credentials.

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 Playlists tab.



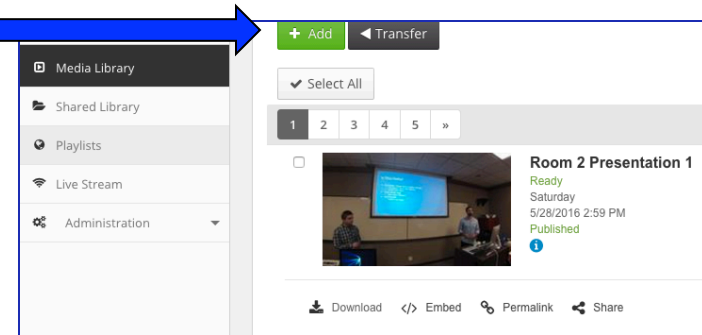
Step 2 – Name the Playlist Folder then click "Save" and proceed to the next page.

A screenshot of the "Add Playlist Folder" form. A blue arrow points from the text "Name the Playlist Folder" to the "* Name" input field, which contains the text "Marketing 300". The form includes a legend at the top: "* - Indicates a required field". Other fields include "Logo URL" (with a placeholder example) and "Allow Download" (with an unchecked checkbox and an information icon). At the bottom right are "Save" and "Cancel" buttons.

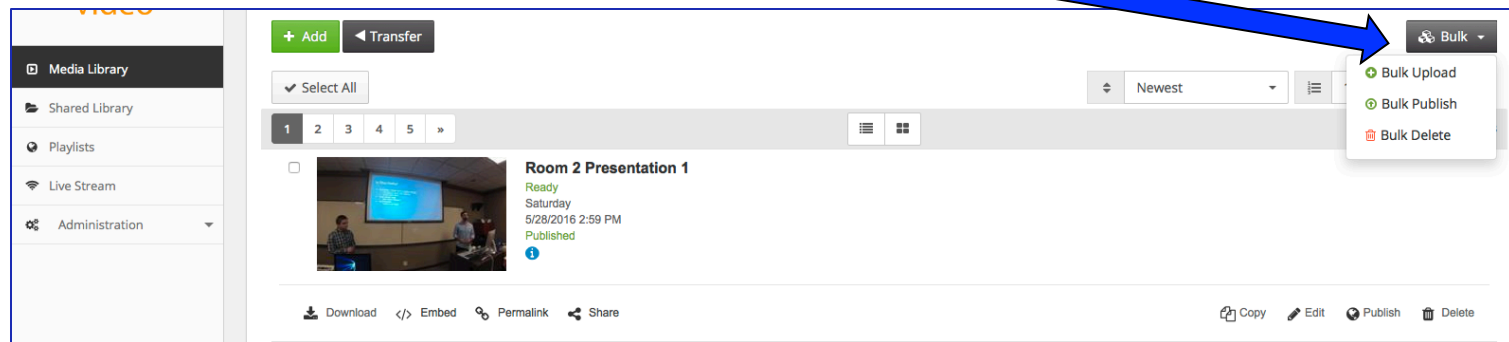
Upload and Publish a Video



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



NOTE: With Ensemble, you can also upload/publish/delete multiple videos at once with the **“Bulk”** options dropdown tab.



Upload and Publish a Video



Step 4 – On the next screen, fill out the information about your video.

NOTE: 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.

Step 5 – When you are finished, select "Continue" at the top or bottom to upload your file.

A screenshot of a web interface for uploading a video. The form is titled "Enter Description" and "Enter Credits". It includes fields for Title, Copyright, Genre, Date Produced, Description, Keywords, First Name, Last Name, Role, Organization, Email Address, Web Site, and Telephone. There are "Add Credits" and "Continue" buttons. A blue arrow points from the text "fill out the information about your video" to the "Enter Description" section. Another blue arrow points from the text "select 'Continue' at the top or bottom" to the "Continue" button at the bottom right.

Media Library
Shared Library
Live Stream
Administration

Enter Description

* Title: Marketing 200 Guest Speaker

Copyright:

Genre: -- Please Select --

Date Produced: 6/1/2016

Description:

Keywords:

Enter Credits

First Name:

Last Name:

Role: Select a Role

Organization:

Email Address:

Web Site:

Telephone:

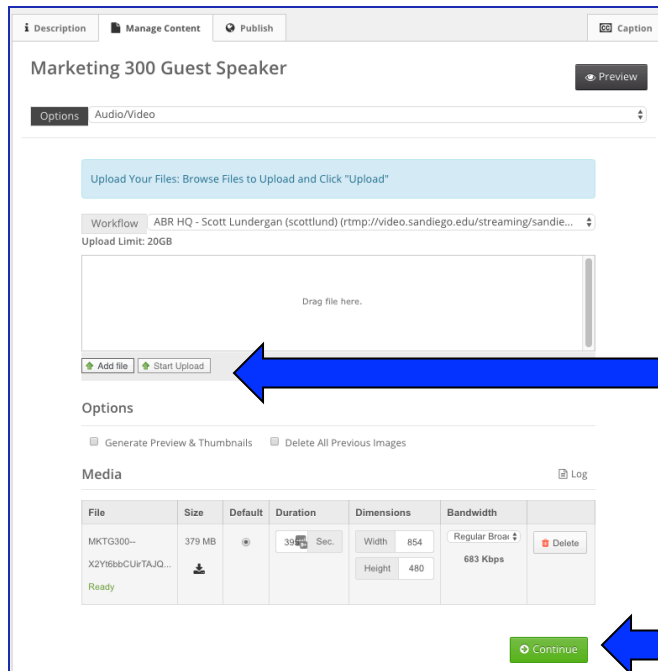
+ Add Credits

Credits

Continue

Upload and Publish a Video

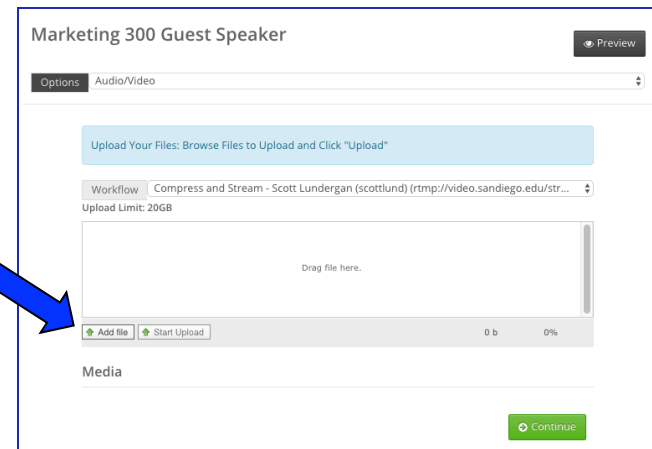
Step 6 – You will see a screen where you can upload your video file. Select “Add File” so you can locate your file.



The screenshot shows the 'Marketing 300 Guest Speaker' video upload page. The 'Options' menu is set to 'Audio/Video'. A large light blue box contains the instruction 'Upload Your Files: Browse Files to Upload and Click "Upload"'. Below this, the 'Workflow' is set to 'Compress and Stream - Scott Lundergan (scottlund) (rtmp://video.sandiego.edu/streaming/sandie...)' with an 'Upload Limit: 20GB'. A central area is labeled 'Drag file here.' At the bottom of this area, the 'Add file' button is highlighted with a blue arrow. Below the upload area, there are checkboxes for 'Generate Preview & Thumbnails' and 'Delete All Previous Images'. A 'Media' section contains a table with the following data:

File	Size	Default	Duration	Dimensions	Bandwidth	
MKTG300-	379 MB	⊙	39:46 Sec.	Width 854 Height 480	Regular Broad: 683 Kbps	Delete
X2Y6bcCURTAJQ...						
Ready						

A green 'Continue' button is located at the bottom right of the page.



This screenshot shows the same video upload page as the previous one, but the 'Start Upload' button is highlighted with a blue arrow. The 'Add file' button is now disabled. The 'Media' section is empty, and the 'Continue' button is still visible at the bottom right.

Step 7 – Once you locate and select your file, select “Start Upload” where you will stay on this screen until the video shows under “Media” that it has been uploaded.


Step 8 – Once the video has been uploaded, select “Continue” to publish your video.

Upload and Publish a Video

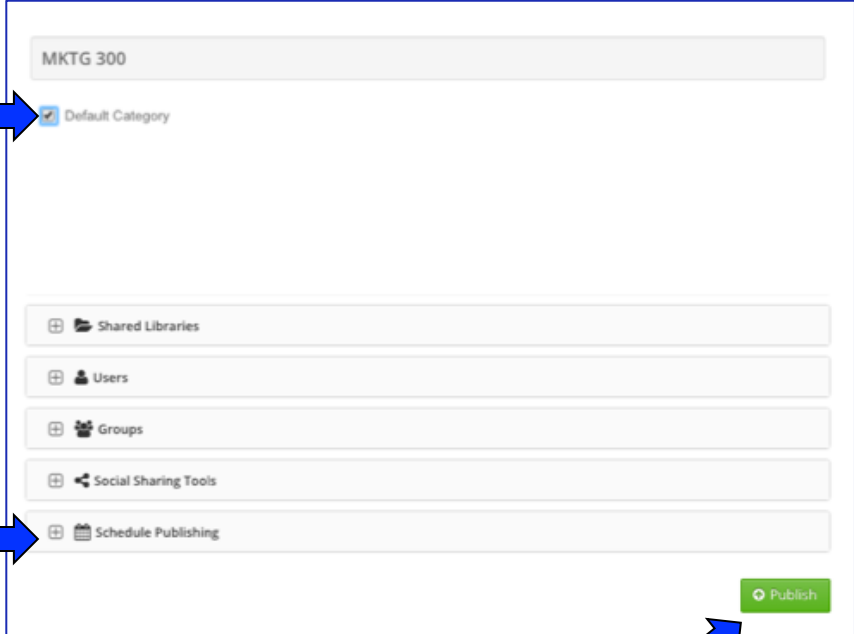


Step 9 – Now you can publish your video by selecting the related Playlist Folder you want your video to reside in. 

NOTE: You will have a “Default Category” to publish to although you can create subcategories back in the Playlists menu.

You will also see “Schedule” that gives you the option of just having the video published for a certain amount of time. 

The other tabs you see are for advanced uses such as sharing with other USD staff/faculty user accounts or external social media.

A screenshot of a video publishing interface. At the top, there is a text input field containing "MKTG 300". Below it is a checkbox labeled "Default Category" which is checked. Underneath are several expandable menu items: "Shared Libraries", "Users", "Groups", "Social Sharing Tools", and "Schedule Publishing". At the bottom right corner of the interface is a green button with a white play icon and the text "Publish".

MKTG 300

Default Category

Shared Libraries

Users

Groups

Social Sharing Tools

Schedule Publishing

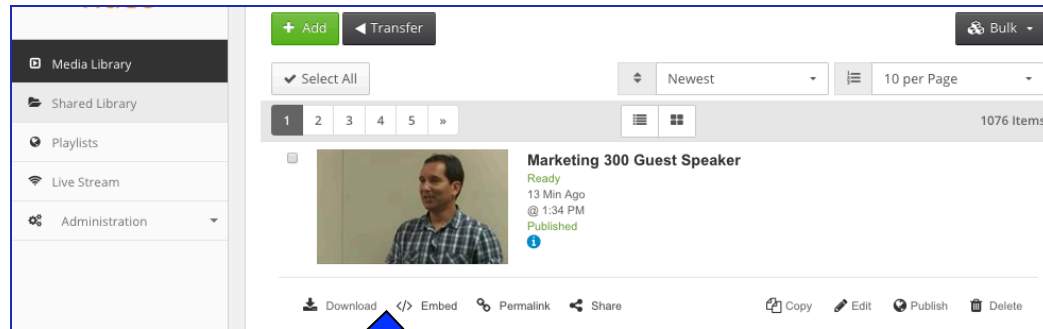
Publish

Step 10 – Select “Publish” after you select the Playlist Folder. 

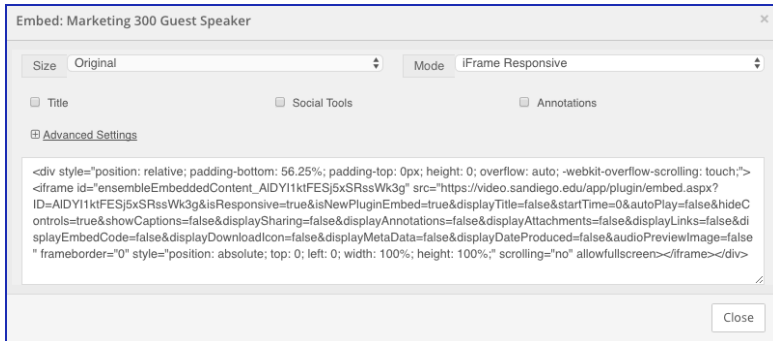
Upload and Publish a Video



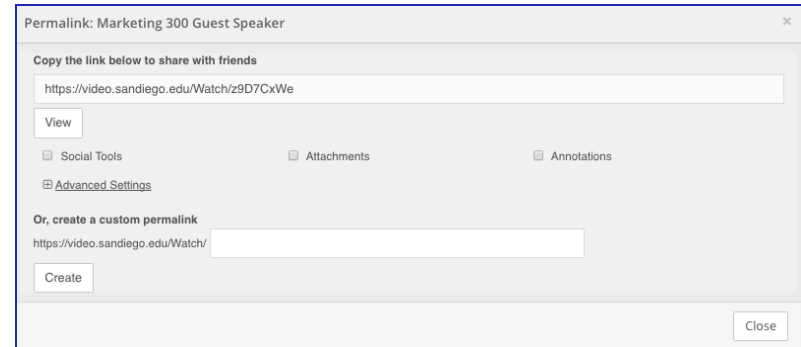
Step 11 – You will be returned to the Media Library where you can then get the link or embed code to your video.



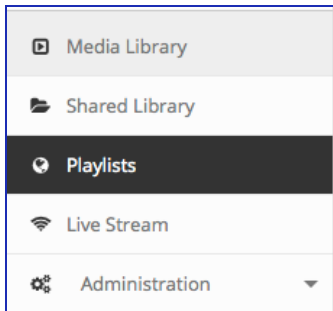
Embed code for Blackboard



Use default link or create your own link



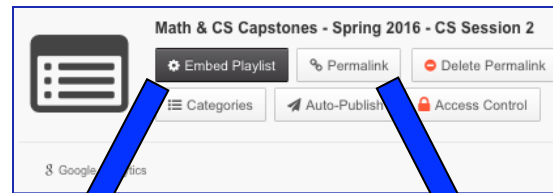
How to Publish a Video Playlist



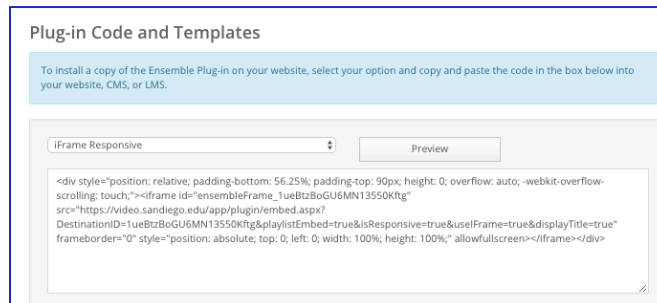
Step 1 - You may want to publish several videos in a single link for students to save time and be efficient.

To do so, publish those videos into the same Playlist Folder and then navigate to the Playlists tab.

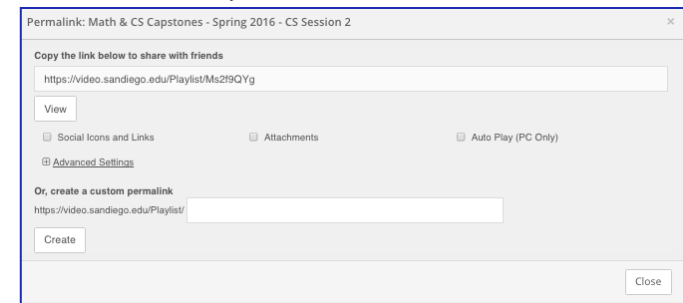
Step 2 - Under the Playlist Folder you published to, copy/paste the "Embed Playlist" or "Permalink" option depending on what you want to do.



Embed code for Blackboard



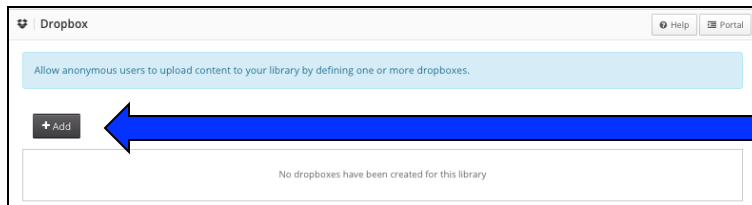
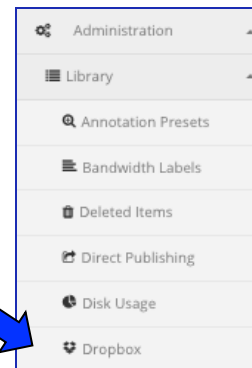
Playlist Folder Link



Create Your Own USD Dropbox

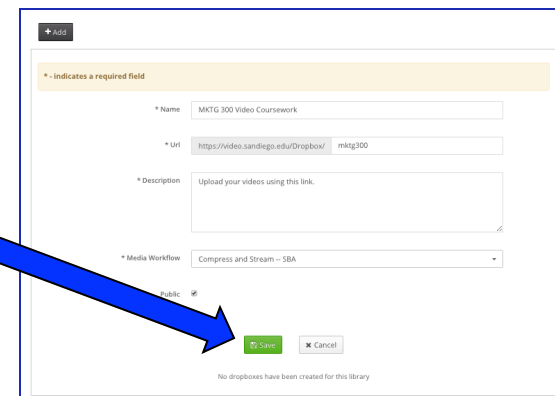


Step 1 – Navigate to your Library tab and choose the “Dropbox” the option.



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

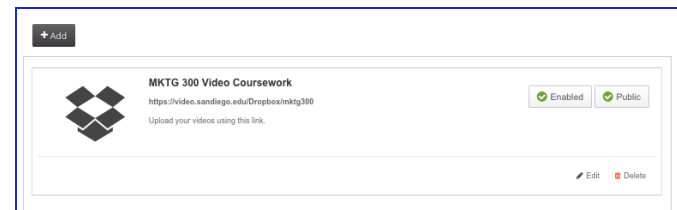
Step 3 – Enter the name, description and any instructions. Click “Save” when you are done.



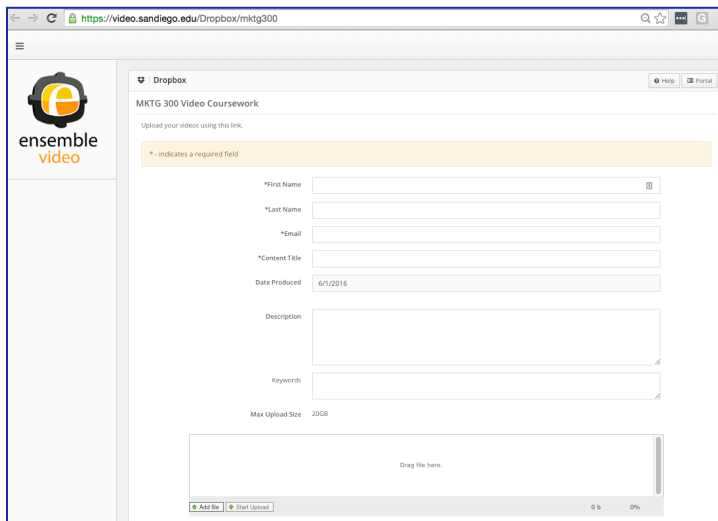
Your Own USD Dropbox



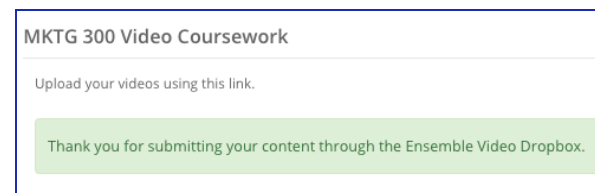
Step 4 – Copy/paste your Dropbox link and send to your students.



Step 5 – Students click on link, fill out class info and upload their video using the “Add File” and “Start Upload” buttons at the bottom.



After the video is uploaded the student is directed to a page confirming the upload and the video file ends up in your account.



NOTE: You can have your students email you to let you know they received confirmation so you know when the video has been uploaded.