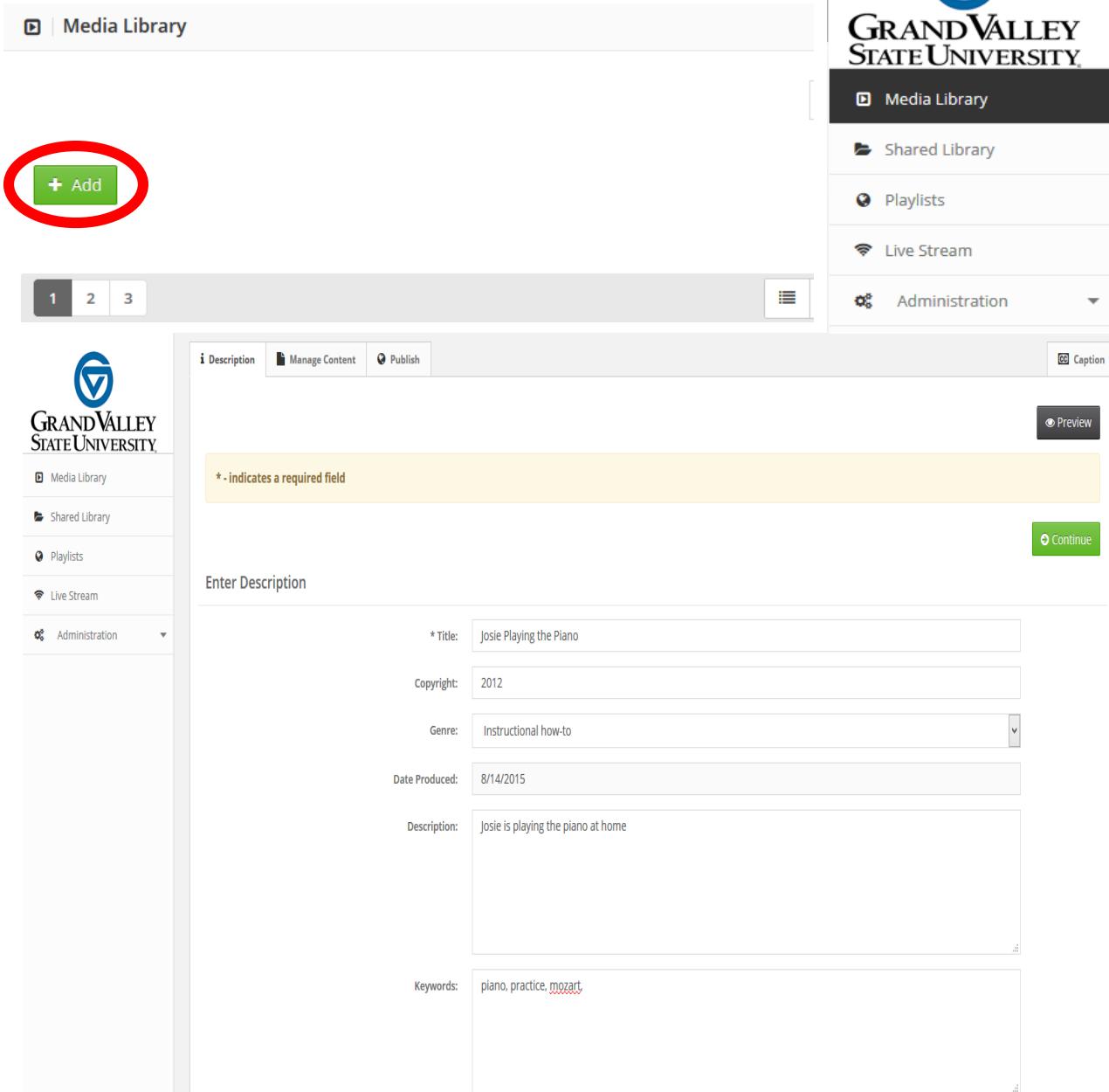


## Uploading Content

There are two ways to add a video to Ensemble, the first is described below.

1. Click on “Media Library” from either the tab or the hyperlink.
2. Click on +add
3. Fill in as much information as you can about your media content.  
You can edit this information at any time. The more information you add, the easier it will be for you to search your content.



The screenshot shows the Grand Valley State University Media Library interface. At the top left is the university logo and name. On the left, a sidebar menu includes links for Media Library, Shared Library, Playlists, Live Stream, and Administration. The main area has tabs for Description, Manage Content, and Publish. A red circle highlights the green '+ Add' button. Below it, a navigation bar shows steps 1, 2, and 3. The central form area is titled 'Enter Description' and contains fields for Title, Copyright, Genre, Date Produced, Description, and Keywords. A note at the top says '\* - indicates a required field'. A 'Continue' button is visible at the bottom right of the form.

Within the new upgrade, the Description and Credits screen are now attached. After filling in the description of the video, fill in the Credits before you click Continue.

3

### Enter Credits

First Name: Kimberly

Last Name: Kenward

Role: Director

Organization:

Email Address: kenwardk@gvsu.edu

Web Site:

Telephone:

**+ Add Credit**

### Credits

**Continue**

You must click on “Add Credit” to add the credit to the list. When done, click “Continue” to progress to the next screen.

You will then be prompted to “browse” for your media content. You can do this by clicking the “Add File” button. Once your file is listed, click “Start Upload”

**GRANDVALLEY STATE UNIVERSITY**

**Description** **Manage Content** **Publish** **Caption**

**Josie Playing the Piano** **Preview**

**Options** **Audio/Video**

Upload Your Files: Browse Files to Upload and Click "Upload"

Workflow Compress and Stream (rtmp://media.ensemblevideo.com/grandvalley/gvsusat/melicu...)  
Upload Limit: 12GB

Copying, displaying and distributing copyrighted works may infringe on the owner's copyright. Please refer to the University Libraries copyright website <http://www.gvsu.edu/library/copyright> or contact Sarah Beaubien, 616-331-2631, for general copyright questions.

Drag file here.

**Add file** **Start Upload**

**Media**

**Continue**

4

The screenshot shows a web interface for uploading files. At the top, there are three tabs: 'Description', 'Manage Content', and 'Publish'. Below these, the title 'Josie Playing the Piano' is displayed. Underneath the title, there are two tabs: 'Options' (which is selected) and 'Audio/Video'. A large blue header bar contains the text 'Upload Your Files: Browse Files to Upload and Click "Upload"' and a 'Workflow' dropdown set to 'Compress and Stream (rtmp://media.ensemblevideo.com/grandvalley/gvsuasit/melicju...)' with an 'Upload Limit: 12GB'. A copyright notice is present below the workflow. The main area has a placeholder 'Drag file here.' and two buttons at the bottom: 'Add file' and 'Start Upload'. The 'Start Upload' button is circled in red. To the right of the progress bar, it shows '0 b' and '0%'. A green 'Continue' button is located on the far right.

Upload time depends on the size of your video. *You may want to work with your instructional designer to help you “chunk” your content into smaller segments. In general, we recommend that your videos aren’t longer than 12---15 minutes.*

The screenshot shows the 'Media' page after a file has been uploaded. At the top, there are tabs for 'Options' (selected) and 'Audio/Video'. A large blue arrow points from the previous 'Start Upload' button to this 'Media' list. The list includes a file named 'Wildlife-2QIWUmKdz02VU49...' with a status of 'Waiting For Conversion'. The table columns are 'File', 'Size', 'Default', 'Duration', 'Dimensions', and 'Bandwidth'. There are also 'Delete' and 'Log' buttons. A green 'Continue' button is located at the bottom right.

To add more information (such as hyperlinks, file attachments, chapters and captioning) click on the drop down arrow associated with the “Options”. You will then be prompted to browse for a file.

5

Options Attachments

Upload Your Files: Browse Files to Upload and Click "Upload"

Upload Limit: 500GB

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Drag files here.

 Add files  Start Upload 0 b 0%

Attachments

 Continue

File attachments may be especially helpful if you want to include handouts, written instructions, transcripts, etc, in regards to your media content.

You must click "upload" each time you add a new file.

 Description  Manage Content  Publish

Josie Playing the Piano

Options Audio/Video

Upload Your Files: Browse Files to Upload and Click "Upload"

Workflow

Compress and Stream (rtmp://media.ensemblevideo.com/grandvalley/gvsusit/melicju...)

Upload Limit: 12GB

Copying, displaying and distributing copyrighted works may infringe on the owner's copyright. Please refer to the University Libraries copyright website <http://www.gvsu.edu/library/copyright> or contact Sarah Beaubien, 616-331-2631, for general copyright questions.

Drag file here.

 Add file  Start Upload 0 b 0%

Media

 Continue

Once done, click on the "Continue" to progress to the next screen.

The screenshot shows a user interface for publishing a video. At the top, there are several buttons: 'Description', 'Manage Content', 'Publish', 'Annotate', 'Caption', and 'Trim'. Below these, the title 'Josie Playing the Piano' is displayed, along with a 'Preview' button. A status message 'Status: Not Published' is shown. The main area is titled 'Playlists' and contains sections for 'Organization' (GVSU - ASIT) and 'Library' (melicjus). Under 'Library', there are three categories: 'eLearning Video Clips', 'History Series', and 'Star's Lightboard Videos', each with a 'Default Category' checkbox.

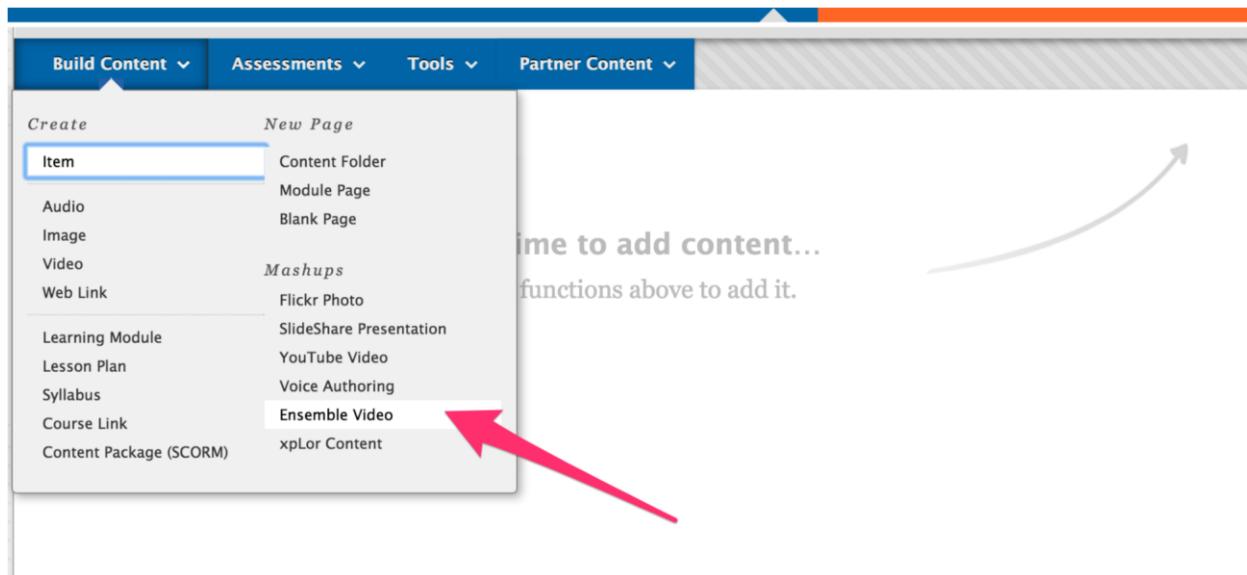
Select the web---publishing destination by placing a check in the appropriate box and select “continue”. You may not have a web---publishing destination setup, if that is the case click “Publish”.

This screenshot shows the same publishing interface as above, but with a red circle highlighting the 'Default Category' checkbox for the 'eLearning Video Clips' category. This indicates it is the selected destination for publishing.

Your video is now available for you to insert into Blackboard. Log into Blackboard and navigate to your desired course. You will then need to determine which “content” area you wish to embed your video. The instructions in the next section will walk you through the process of inserting your video in Blackboard.

## Option #2 to upload to Ensemble using Blackboard

First navigate to the place in your course where you would like to insert your video and click build Content > Ensemble video.



You may be asked to log into Ensemble. Once you've done that your screen should look like this. Click the "Upload" button at the top right corner of the screen.

The screenshot shows the Ensemble media library interface. At the top, a message says 'Search for a video to add through this interface.' Below it, there's a search bar labeled 'Search Ensemble Video'. Two buttons are visible: 'Choose Media' (blue) and 'Choose Playlist' (grey). The main area is titled 'Add Media' and shows a list of media items. The first item is a thumbnail of a person writing on a whiteboard, with the title 'Fractions' and details: Description, Date Added (8/14/2015, 9:34:23 AM), Keywords, Library (melicjus). Below this is another item titled 'Data Center Video (Final)' with similar details. At the top right of the media list area, there is a yellow 'Upload' button with an upward arrow icon, which is circled in red.

First give your video a title, and then add a description. Next you will need to add a file by clicking on the plus icon below, once you have selected the video file click start upload. This process will take sometime depending on the length and file size of your video; do not navigate away from this page while the video is uploading.

## Search for a video to add through this interface.

Search Ensemble Video

The screenshot shows a 'Upload Media to Ensemble' interface. At the top, there are tabs for 'Choose Media' and 'Choose Playlist'. Below that, a search bar shows 'GVSU - ASIT' and 'mel'. A search result for 'Timelapse' is displayed, with the title 'Timelapse' and a description field containing 'Put description here'. The file name is 'Library Timelapse Logo.mp4', size is 26 MB, and status is 0%. There are buttons for 'Add file' and 'Start upload'. On the left, there's a list of other media items, one of which is highlighted with a red arrow labeled '1.' and another with '2.'. A third item is labeled '3.' and a fourth is labeled '4.'.

Once your video is uploaded you will see it listed on this page. Your video will not play right away as it will take some time for it to process, this process may take up to twenty minutes. **You do not have to wait for process in order for it to be inserted into Blackboard.**

## Search for a video to add through this interface.

Search Ensemble Video

The screenshot shows a search results page for 'Search Ensemble Video'. At the top, there are tabs for 'Choose Media' and 'Choose Playlist'. Below that, a search bar shows 'GVSU - ASIT' and 'melicjus'. The search results show 11 results. The first result is a 'Timelapse' video by 'melicjus' with a thumbnail showing the Grand Valley State University logo. The second result is a video titled 'Marcia Frobish' by 'melicjus' with a thumbnail of a woman. Red arrows point from the text labels '1.', '2.', '3.', and '4.' to the respective video thumbnails and descriptions.

Follow the steps in the next section titled "Inserting Content in Blackboard" to learn how to insert your media in your course.