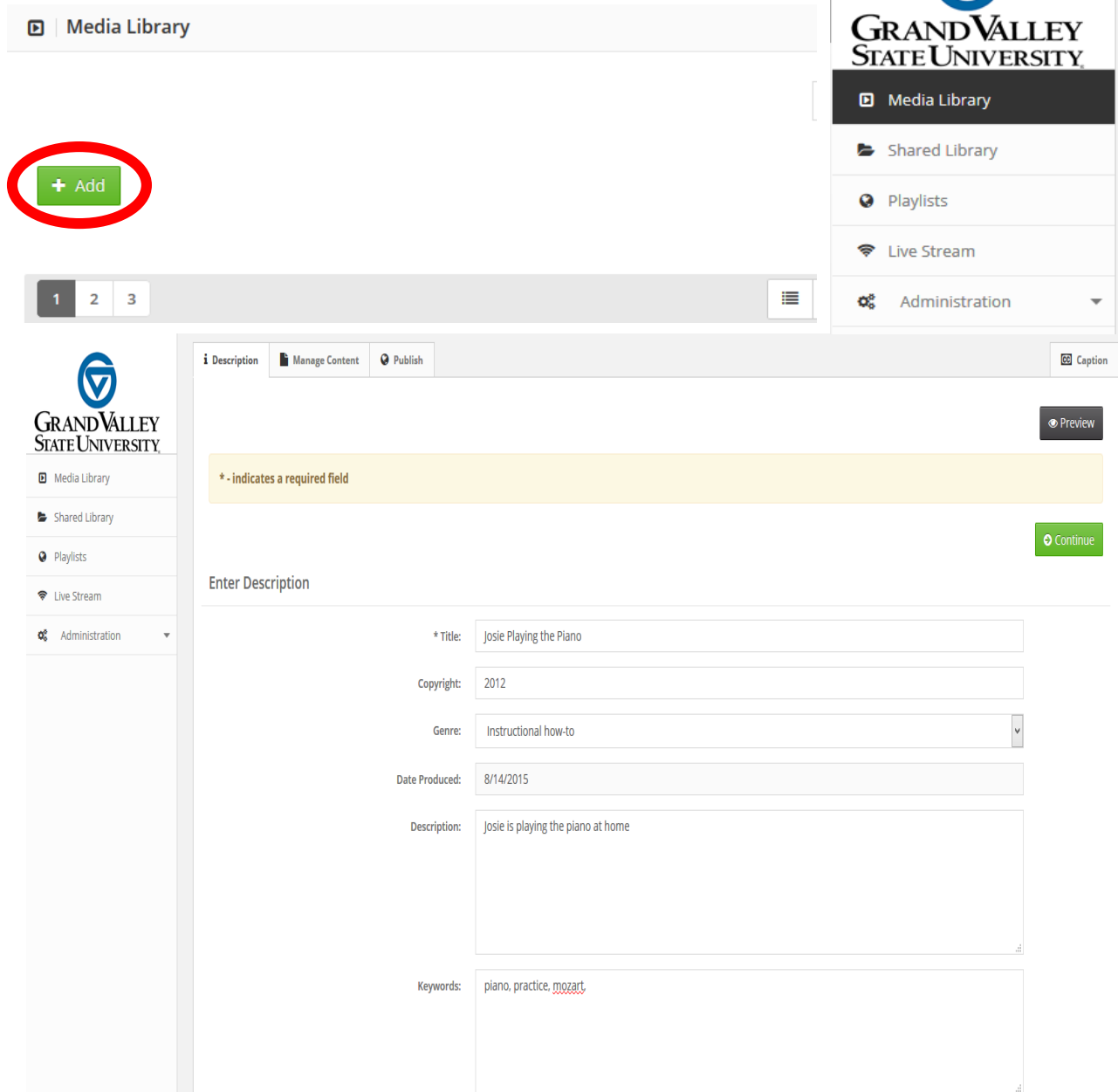


## Uploading Content

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 displays the Grand Valley State University Media Library interface. On the left, a sidebar contains the university logo and navigation links: Media Library, Shared Library, Playlists, Live Stream, and Administration. The main content area is titled 'Media Library' and features a green '+ Add' button, which is circled in red. Below this, there are tabs for 'Description', 'Manage Content', and 'Publish'. The 'Description' tab is active, showing a form with the following fields: Title (filled with 'Josie Playing the Piano'), Copyright (filled with '2012'), Genre (filled with 'Instructional how-to'), Date Produced (filled with '8/14/2015'), Description (filled with 'Josie is playing the piano at home'), and Keywords (filled with 'piano, practice, mozart'). A yellow banner at the top of the form states '\* - indicates a required field'. A 'Continue' button is located at the bottom right of the form. A 'Preview' button is also visible in the top right corner of the form area.

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.

## Enter Credits

---

|                |  |
|----------------|--|
| First Name:    | <input type="text" value="Kimberly"/>          |
| Last Name:     | <input type="text" value="Kenward"/>           |
| Role:          | <input type="text" value="Director"/> ▼        |
| Organization:  | <input type="text"/>                           |
| Email Address: | <input type="text" value="kenwardk@gvsu.edu"/> |
| Web Site:      | <input type="text"/>                           |
| Telephone:     | <input type="text"/>                           |


+ 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”



**GRAND VALLEY  
STATE UNIVERSITY**

- Media Library
- Shared Library
- Playlists
- Live Stream
- Administration ▼

Description

Manage Content

Publish

Caption

## Josie Playing the Piano

Options

Audio/Video

Preview

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

Workflow

Compress and Stream (rtmp://media.ensemblevideo.com/grandvalley/gvsuasit/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

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/gvsuasit/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

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.*

Options Audio/Video

Once your video has been uploaded to Ensemble, the screen will look similar to this:

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

Workflow Compress and Stream (rtmp://media.ensemblevideo.com/grandvalley/gvsuasit/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 Log

| File                        | Size  | Default                          | Duration | Dimensions          | Bandwidth         |        |
|-----------------------------|-------|----------------------------------|----------|---------------------|-------------------|--------|
| Wildlife-2QIWUmKdz02VU49... | 25 MB | <input checked="" type="radio"/> | 0 sec.   | Width 0<br>Height 0 | Regular Broadc... | Delete |
| Waiting For Conversion      |       |                                  |          |                     |                   |        |

Continue

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.

Options
Attachments

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

Upload Limit: 500GB  
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 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/gvsuasit/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.

Description
Manage Content
Publish
Annotate
Caption
Trim

# Josie Playing the Piano

Preview

Status: Not Published

Playlists

Organization

GVSU - ASIT

Library

melicjus

eLearning Video Clips

☐ Default Category

History Series

☐ Default Category

Star's Lightboard Videos

☐ Default Category

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”.

eLearning Video Clips

☒ Default Category

History Series

☐ Default Category

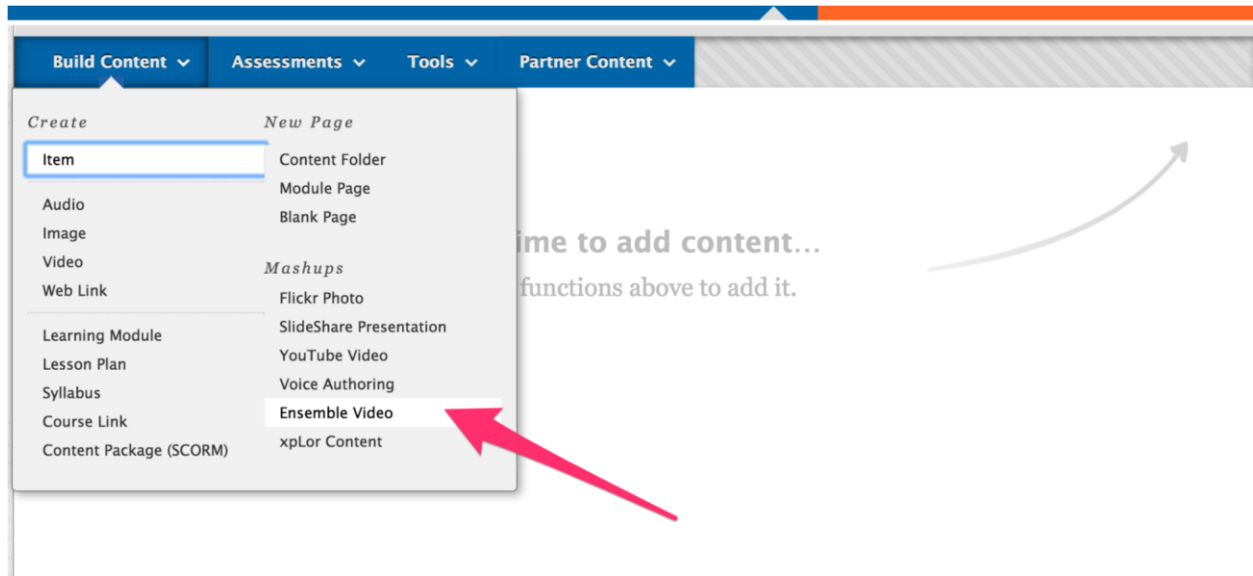
Star's Lightboard Videos

☐ Default Category

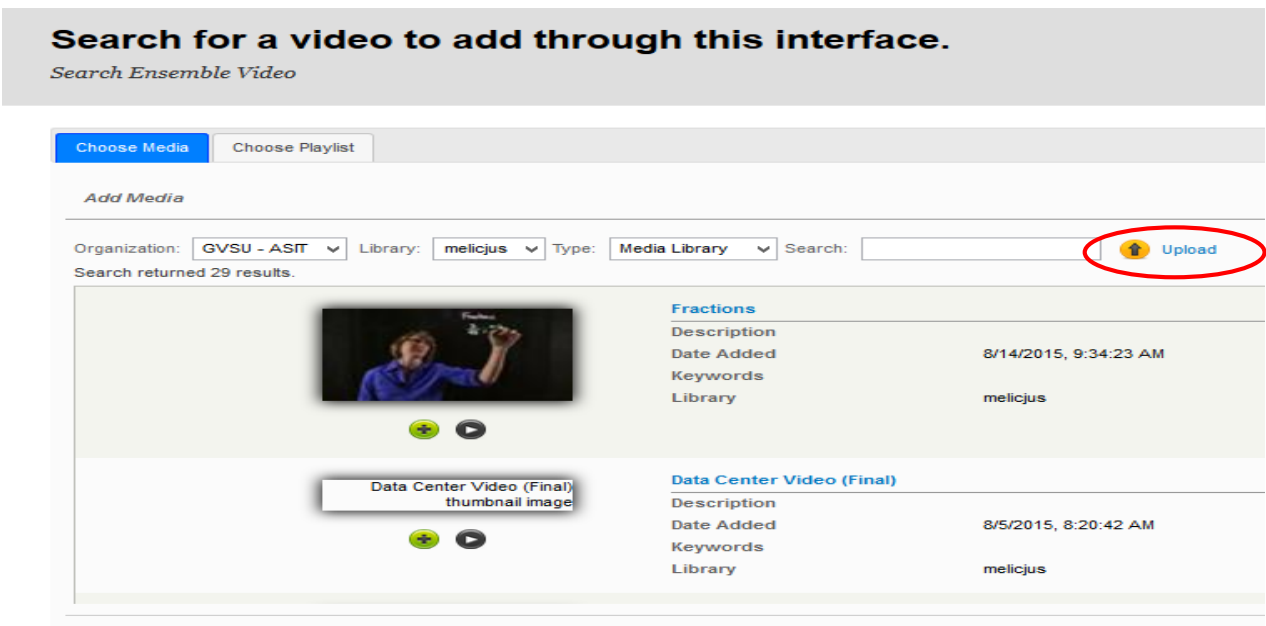
Your video is now available for you to insert into Blackboard. Log into Blackboard and navigate to your desired course. You will then need to determine which “content” area you wish to embed your video. The instructions in the next section will walk you through the process of inserting your video in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



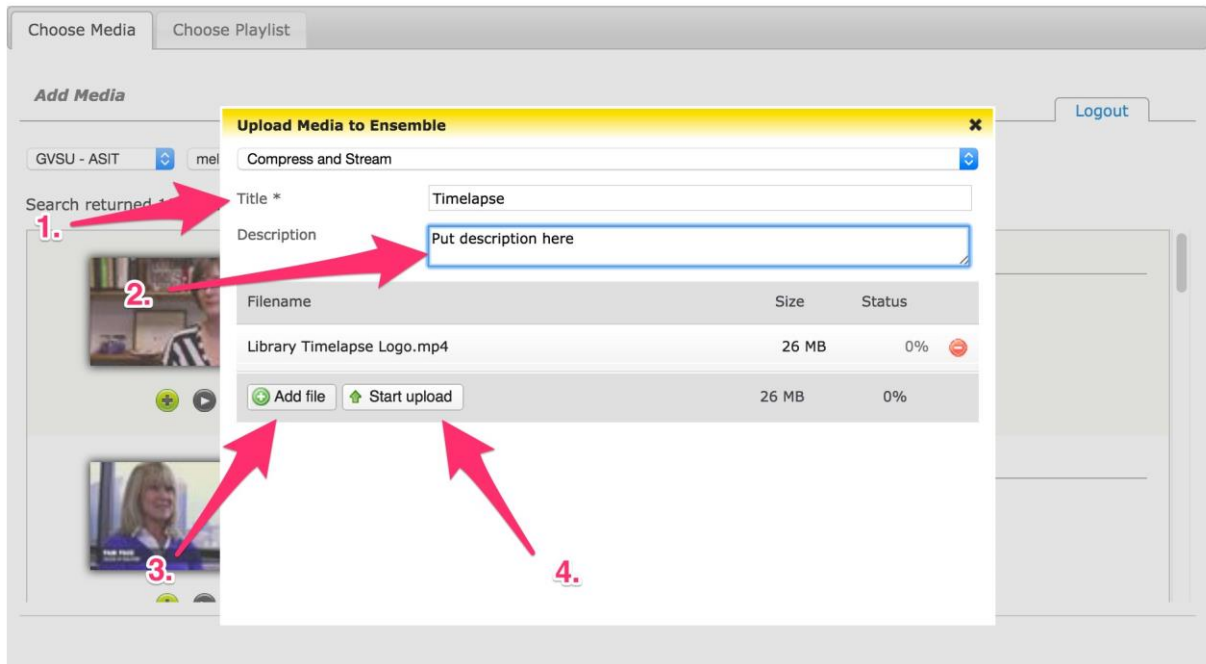
You may be asked to log into Ensemble. Once you've done that your screen should look like this. Click the "Upload" button at the top right corner of the screen.



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.

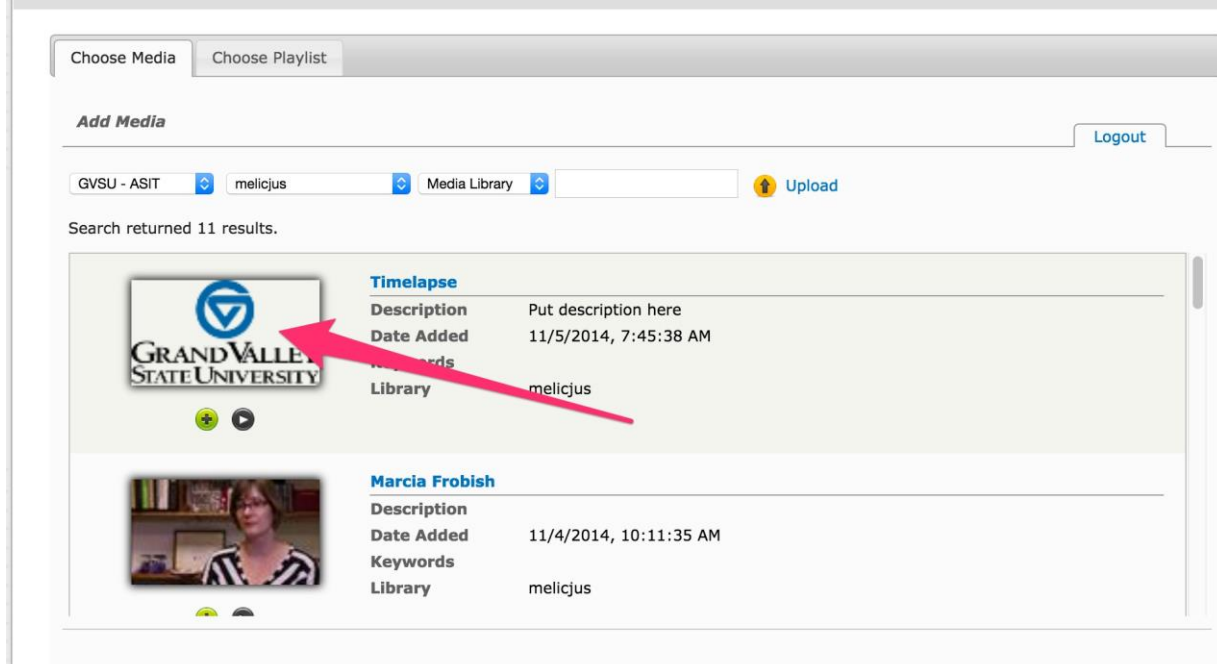
Search Ensemble Video



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



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