

Uploading and Publishing in Ensemble Video

Highlights

- Use the latest version of either Firefox or Chrome web browsers when accessing the platform.
- Always ensure you add your name to the credit list. This way, you can easily search for your video at a later point.
- To ensure AODA compliance, use the built-in Amara editor to caption all videos before publishing.

Upload Your Video

1. Start at <http://stream.humber.ca> and login with your Humber credentials.
 - a. Note: Email copyright@humber.ca if your video includes content from other sources.
2. Click the **ADD** button
 - a. Note: All videos are uploaded to your school's Media Library unless you have asked for a private library. Contact libaccess@humber.ca for details.
3. Enter details about the video in the Description form.
 - a. Fill in the Title and Description fields so viewers know what the video is about.
 - b. To help ensure that you can find your video easily at a later date, fill in these additional fields:
 - i. Include the course code in the Keywords field.
 - ii. Enter your name and role (for example: speaker) then click the **Add Credits** button.
 - c. You don't need to complete the other fields. For example: the Copyright field is only used if the video is licensed.
2. Click the **Continue** button to save the details.
3. Now, click the **Add File** button and select your video.

The screenshot displays the 'Test' video upload page in Ensemble Video. At the top, there are tabs for 'Description', 'Manage Content', 'Publish', and 'Caption'. Below the tabs, the video title 'Test' is shown with a 'Preview' button. A dropdown menu for 'Options' is set to 'Audio/Video'. A blue box prompts the user to 'Upload Your Files: Browse Files to Upload and Click "Upload"'. The 'Workflow' is set to '1. Optimal Viewing Quality - AllVidEoseLearning (rtmp://stream.humber.ca/streami...)' with an 'Upload Limit: 15GB'. A note states: 'Email copyright@humber.ca before uploading videos that include content from outside sources.' A table shows the upload progress for 'Wildlife.wmv' (25 mb, 0%) with a red minus icon. Below the table, 'Add file' and 'Start Upload' buttons are highlighted with red boxes. At the bottom, there is a 'Media' section and a green 'Continue' button.

4. Choose the **Start Upload** button.
 - a. The uploading status bar will advance as the file moves through the uploading process.
 - b. The video has been successfully uploaded when it is listed in the Media table.
5. Once your video is uploaded, the conversion process begins.
 - a. Note: Multiple versions of your video will be automatically created. This is normal and is an important part of the streaming functionality.
 - b. The conversion process may take a while, but you do not need to remain on this page to wait. It is safe to navigate to another webpage.

The screenshot shows a 'Media' table with the following columns: File, Size, Default, Duration, Dimensions (Width, Height), Bandwidth, and a Delete button. There are three rows of data:

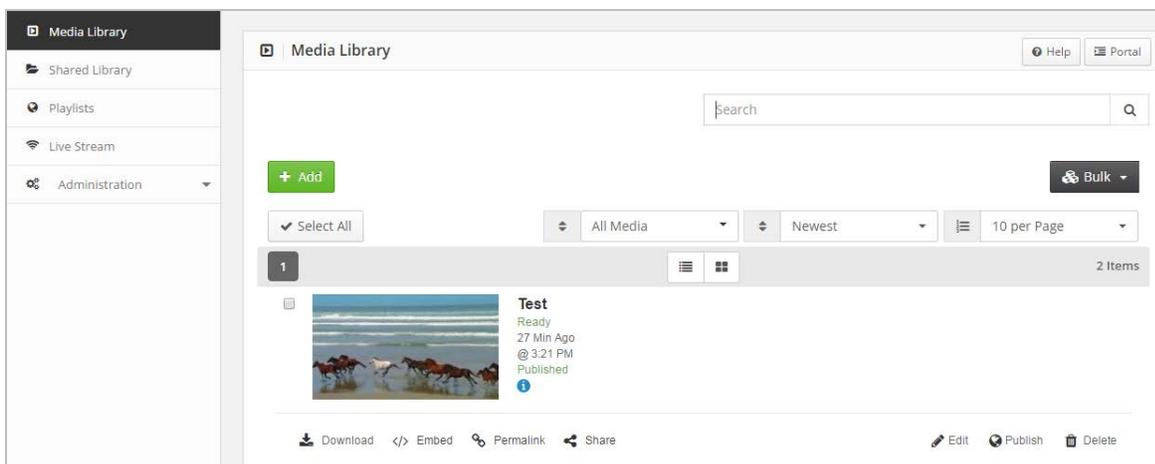
File	Size	Default	Duration	Dimensions	Bandwidth	
Wildlife- mSCFBLKB0W0Uit... <i>Converted Successfully</i>	25 MB	<input checked="" type="radio"/>	0 Sec.	Width 0 Height 0	Regular Broad	Delete
Wildlife- mSCFBLKB0W0Uit... <i>Converting (66%)</i>	25 MB	<input type="radio"/>	0 Sec.	Width 0 Height 0	Regular Broad	Delete
Wildlife- mSCFBLKB0W0Uit... <i>Converted Successfully</i>	25 MB	<input type="radio"/>	0 Sec.	Width 0 Height 0	Regular Broad	Delete

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

6. When all the files are processed (green Ready appears) then click the **Continue** button.

Publish Your Video

7. Add captions using the [Amara editor](#) or upload the subtitle file.
8. Click the **Publish** button found at the bottom right corner.
 - a. The [playlists](#) guide explains the other Publish tab options.
9. Once your video has been processed by the system, it appears in the Media Library.



10. You can now share the video with students in Blackboard, using permalinks or via social media.