# Uploading to the Media Library (https://stream.uhi.ac.uk)

Staff can upload an educational video or screencast for others to view and should ensure that they have the appropriate ownership rights to upload material into the Media Library. Students also can upload audio or video files, either to their 'Personal' category (recommended in the case of assignments) or to another category called 'Student Area'.   Videos placed in the 'Student Area' category can be viewed by any person who is logged in.

Staff and students should use their UHI ID and password to log in.
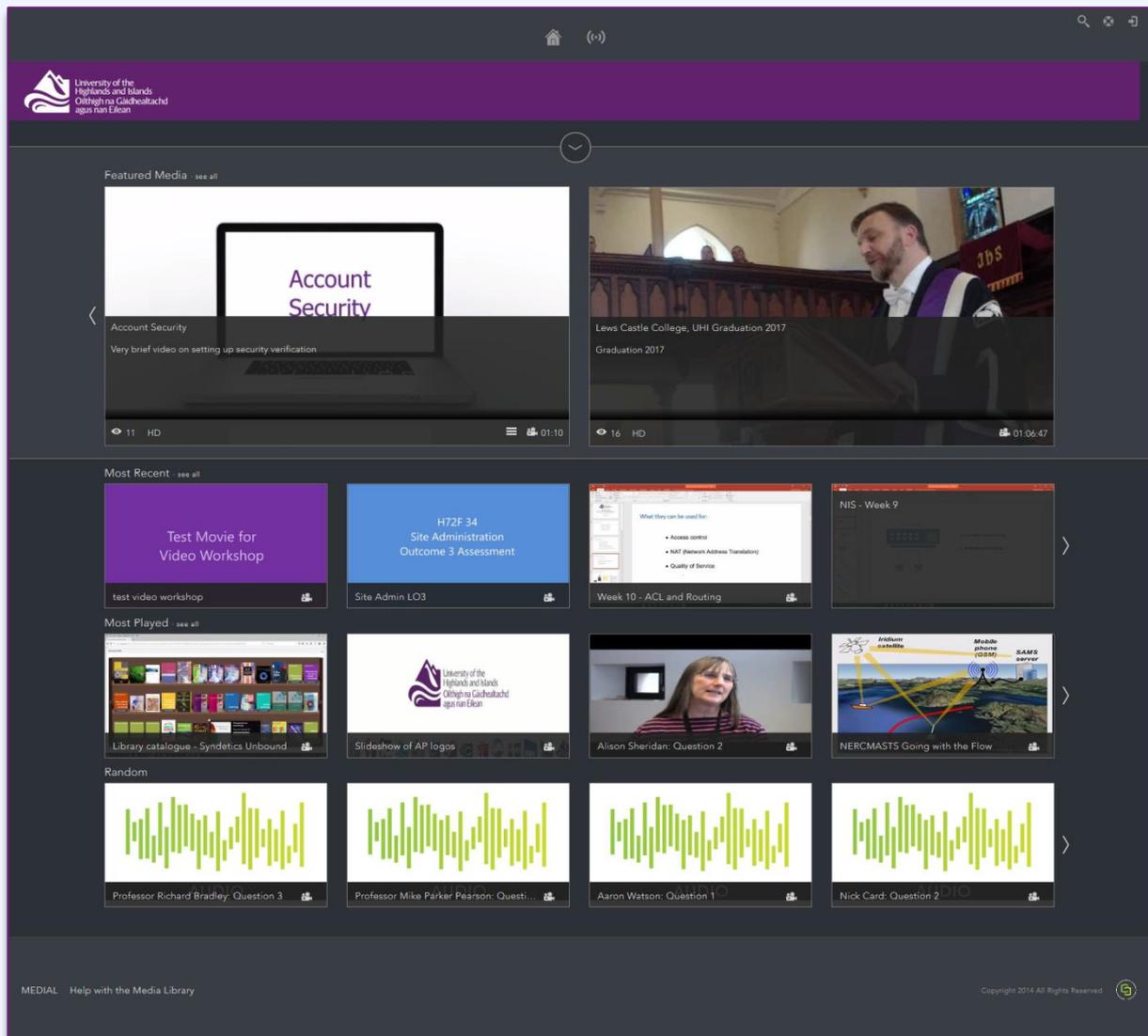
Featured videos are displayed in the top carousel, with most recent videos, most played etc displayed underneath.

The interface
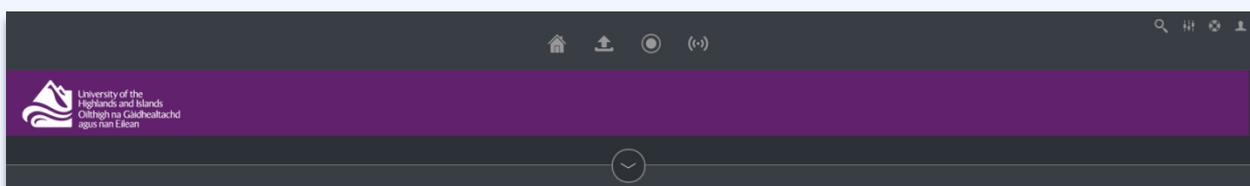
There is a set of icons at the top centre of the screen, which have the following functions, from left to right:

- The homepage
- Upload
- Record
- Live broadcasting[i]

There are also some icons at the far top right of the screen, which have the following functions, from left to right:

- Search
- Help   This opens Medial's help pages.   There is a link at the foot of the page to the university's help pages.
- My account.   Clicking on 'My Content' expands a menu as follows:
  - My Content gives a list of videos uploaded
  - Preferences enables you to change your avatar and to enable Playlists if required
  - Playlists is an area for creating playlists
  - Log out.

Uploading a video

Please note that the original uploaded file is not retained by this system and the content owner should maintain an offline copy of the material uploaded into this service.

Click on the 'Upload' icon at the top centre of the screen and you will be taken to a step-by-step guide to complete your upload.

Step 1
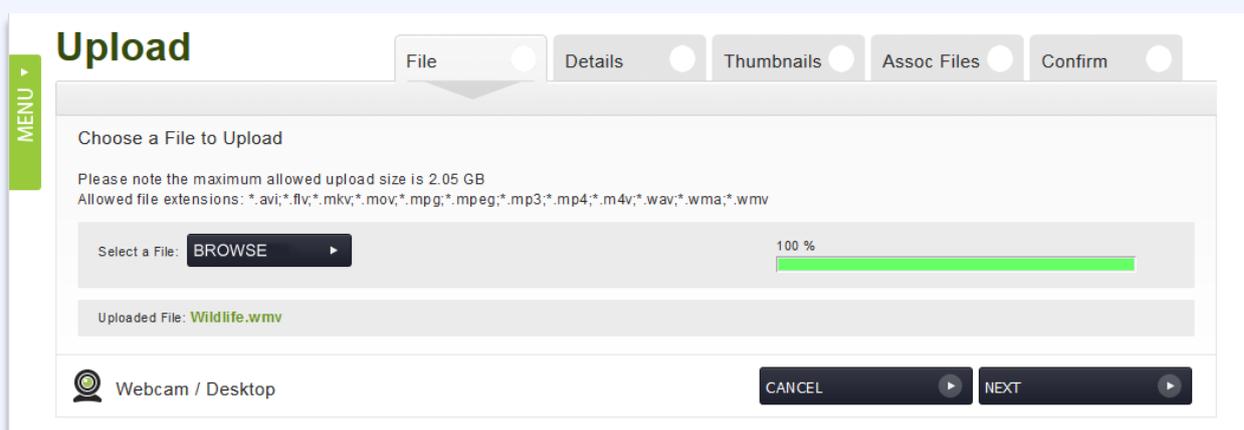
Click 'Browse' to find the video or audio file on your disc. When you have located the file, a progress bar is displayed. When the video is uploaded, a 'Next' button is displayed which moves you to the next step of the wizard.

The file formats accepted are as shown in the image above (.mov, .avi, .wmv, .flv, .mpg, .mp4, .mp3, .wav, .wma). The output file format will be **MP4**.

The upload quote for all users is 2GB per month. As a very rough guide, this would be about 40 minutes of video at a resolution of 1280x720. If this is not sufficient, please contact Servicedesk.

If you notice that the progress bar is not moving for a very long time, it may be as well to cancel and start again. The upload process will continue from where you cancelled, eg 56% If all else fails, contact servicedesk@uhi.ac.uk or 01463 279150. The likely cause is that your bandwidth is not sufficient and there are a number of possible solutions.

Step 2

Each of the fields need to be completed. Students are advised to upload assignment videos to their 'Personal' category. For a further explanation of Categories, please see the document 'How the Media Library Works'.

Step 3

Helix Media Library will display a few individual frames from the video and you can select one to use as the thumbnail for the video. Occasionally, it may present the default image. The selected thumbnail is the image that will be displayed in the Media Library or in Blackboard, Mahara etc when the video is embedded.

It is also possible to upload your own image from your computer clicking on the 'Browse' button. Having located the image, which must be 320x204 pixels and in JPEG format, double-click the filename. When the image filename is displayed in the box, you then select 'Upload', followed by 'Next'.

If the content of the video is of a confidential nature, it may be best to select the Category thumbnail.

Step 4

Add caption file:

Subtitles on videos are very useful to those who are hard of hearing or have language difficulty.   A text file containing subtitles can be created using Notepad, Youtube Captions or a program such as Subtitle Workshop.   An example of an SRT file is given as an appendix to this document.

Add associated files:

Files such as Powerpoint presentations can be uploaded to accompany the video. If you have a script in the form of a PDF file or Word document, this can contribute towards meeting our responsibilty to enable all users to have a good web experience.   Enter a descriptive title and then click 'Upload file' to upload the file.

If you do not wish to use any of these features, then you can simply skip this stage by selecting 'Next'.

Step 5

The final screen displays a summary of the file to be uploaded.

Having successfully uploaded the video, you can now click on the 'Home' icon at the top centre of the screen.

The ideo is now being processed for streaming and you will be sent a confirmation email when that is complete. It may take a while if the video is particularly large. Check your Junk Mail folder in Outlook if you feel it's taking too long. The email will include a link to the video along with embed codes for inserting into Mahara and other websites. The Media Library has a building block for Blackboard.

Appendix 1 – Sample Captions File in the SRT Format

1

0:00:00.000 --> 0:00:04.000

This video introduces the use of the touchscreen console

2

0:00:04.342 --> 0:00:08.842

when videoconferencing at the University of the Highlands and Islands.

3

0:00:15.840 --> 0:00:21.840

If you come into the VC room and the console is black,

4

0:00:21.840 --> 0:00:26.840

just give it a tap with your finger

and then press the VC Mode button.

5

0:00:31.773 --> 0:00:36.773

The screens will come on and the camera will

swing around to face you.

6

0:00:37.036 --> 0:00:39.036

The console is now at the home screen.

---

[i] Please contact Servicedesk if you wish to undertake live streaming.