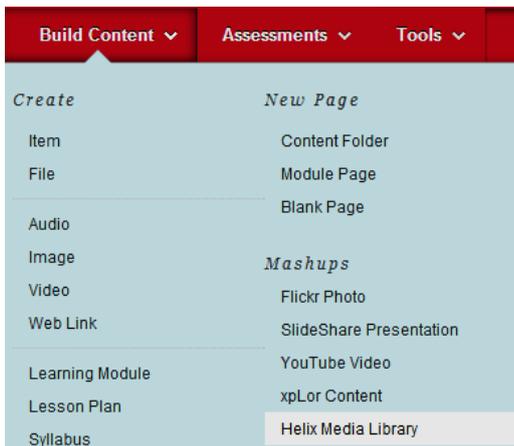


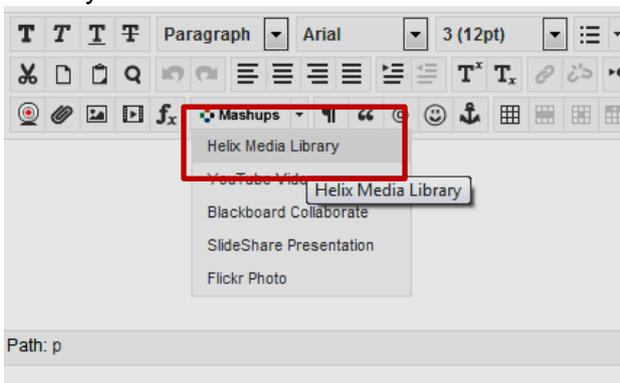


Using Helix Media in Blackboard

1. Login to your module on blackboard as usual and proceed to the content area in which the clip is to appear.
2. Select '**Build Content**' and choose, from the available '*Mashups*', **Helix Media Library**



3. Enter a title for your media clip, as you would with a standard Blackboard item and then in the Text Editor box, locate the 'Mashups' button and from the drop down menu, select Helix Media Library



4. Helix will open in a new window. The first time you use helix, you will be required to login using your University Username and password.

You will then be presented with two options:-

- a) Upload a Clip
- b) Choose an existing item

To upload a new media clip

1. After choosing to add your new media to Helix, you will start the upload process. You will first have to provide some basic information about the clip, as illustrated below by the fields marked with an asterisk.

The screenshot shows the 'Upload' interface with the following elements:

- Top navigation: SEARCH, UPLOAD, English (with UK flag).
- Sub-navigation: Details (selected), File, Thumbnails, Assoc Files, Confirm.
- Main heading: Upload.
- Form sections:
 - Add New Media** - Please enter the media's metadata below.
 - Title * (text input)
 - Category * (dropdown menu, currently showing '-')
 - Description * (text area, 1000 characters left)
 - Email Address * (text input, containing 'J.R.Telles@salford.ac.uk')

(we need this to notify you when your media has been encoded.)
 - Add Tags** (text area with an 'ADD' button)
- Bottom navigation: CANCEL, NEXT.

Helix allocates clips to specific categories, which aid in identification, management and control.

Category	Function/Purpose	Application
Personal	Personal media Library. Useable by you only.	Allows access rights to be managed by Blackboard and clip does not appear in any of the school lists
School Name (Public)	Allocated to the School catalogue, searchable for re-use by anyone across the School/University and viewable to anyone with access to the link	Contributing to a growing resources for others to use in their modules to further enrich student learning by sharing resources
School Name (UoS Only)	Allocated to the School catalogue, searchable for re-use by anyone across the School/University and viewable ONLY to those with a valid University ID and password	Provides a way of controlling viewing of possibly commercially or personally sensitive information (i.e. SPD or Nursing courses)

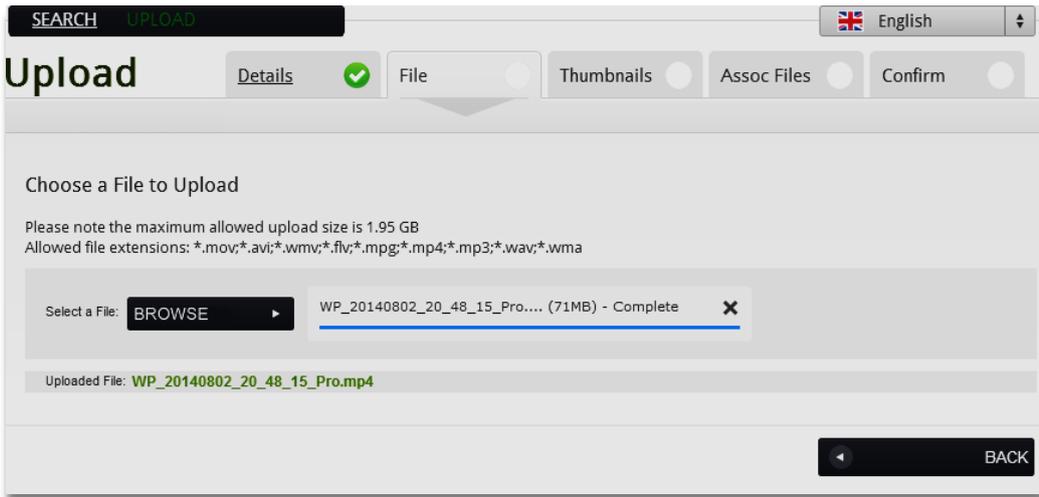
It is recommended that you select your School from the available list, in order to build a valuable resource for use throughout the School.

Public vs UoS Only

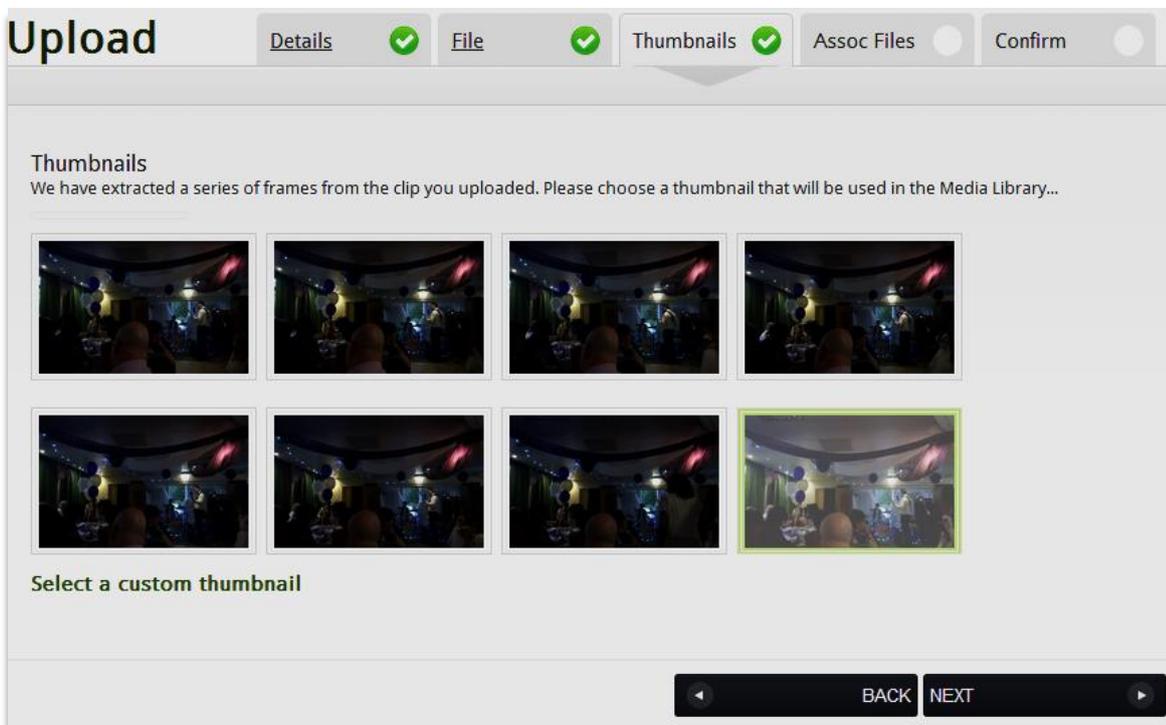
If you choose the Public version, the media link can be shared and accessible to anyone with access to the link. If you choose the 'UoS only' version, this will require anyone viewing to enter a valid username and password, which means you can limit viewing to authenticated students at the University.

Once you have provided details of the media clip, you will be transferred to the 'Upload' page.

2. Use the 'Browse' button to navigate to and select your chosen media clip. Helix will then upload the file, as indicated by the small progress bar.



3. Click 'Next' to select a thumbnail image to display in Blackboard and then press 'Next' again to move on.



- If you have a caption file, this should be attached here. You may, from the 'Additional files', choose to add accompanying Powerpoint slides, PDFs or Word Docs, such as workbooks that go along with the media clip.

The screenshot shows a web interface titled 'Upload' with a progress bar at the top. The progress bar has five steps: 'Details' (checked), 'File' (checked), 'Thumbnails' (checked), 'Assoc Files' (unchecked), and 'Confirm' (unchecked). The main content area is divided into two sections. The first section is 'Add Captions File', which includes a note about a 2MB limit and a list of allowed file extensions (*.*.srt). Below this is a 'BROWSE' button. The second section is 'Add Associated Files', which includes a note about a 10MB limit and a list of allowed file extensions (*.*.doc; *.*.docx; *.*.ppt; *.*.pptx; *.*.xls; *.*.xlsx; *.*.pdf; *.*.swf; *.*.jpg; *.*.gif; *.*.htm; *.*.txt; *.*.zip; *.*.mp3). Below this is a 'Title:' input field with a 'BROWSE' button, and a 'URL:' input field with a checkbox. At the bottom, there are 'BACK' and 'NEXT' buttons.

If you are finished at this stage, you can proceed to the final confirmation screen and press 'Finish'

- This will then present you with a 'Student Preview' of the media and shows your clip as currently processing. You should finalise your media clip by setting the media playback size (can leave as default) and pressing 'Finish'.

The screenshot shows a 'Media Size' configuration screen. It features three preview boxes with dimensions: 320 x 260, 640 x 385, and 835 x 505. Below these is a 'Quality' dropdown menu set to 'High', and input fields for 'Width' (640) and 'Height' (385). At the bottom, there are 'EDIT DETAILS' and 'FINISH' buttons.

You are then returned to the item in Blackboard to be able to complete creating and submitting the video clip as normal.

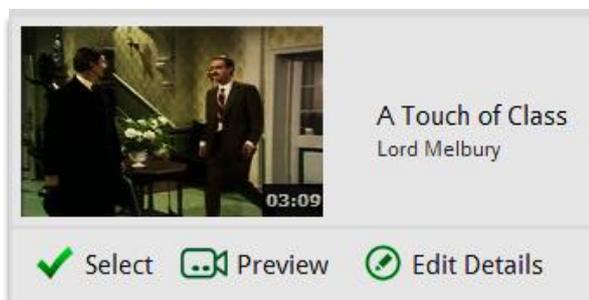
Using an Existing Media Clip

If you have already uploaded a video clip to Helix separately, to make it available in blackboard you should login and proceed as detailed in Steps 1-3 and then click “Choose existing media item.”

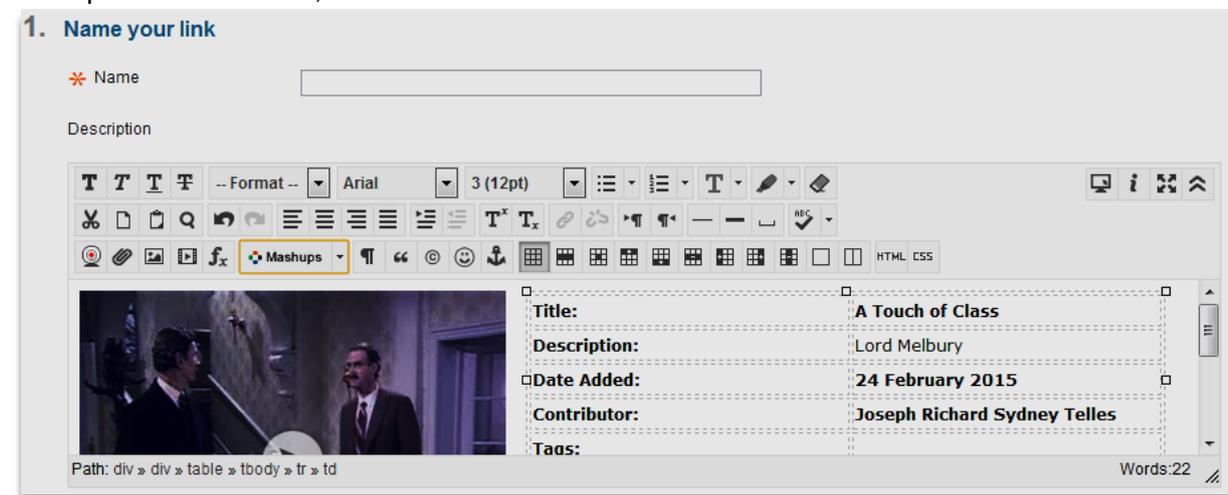
1. By default, you will be presented with video files in your Personal media library. The ‘Search’ bar will allow you to search for files in your media library, as well as the University wide library (All Media) and by Schools (Category).



2. From the videos available, you can preview each clip to verify suitability and if satisfied, you can ‘Select’ the clip



3. Selecting a clip will display the ‘Student Preview’ window, where you should click ‘Finish’ to add the clip into Blackboard, where it will be shown in the text editor box.



4. Complete creating the video clip by assigning it a name and then pressing the ‘Submit’ button in Blackboard.

Important information regarding use of materials subject to copyright.

Uploading material could constitute a breach of copyright if the copyright does not belong to the University (or to you personally and where you permit it to be used by the University). Posting material whose copyright belongs to someone else may result in you or the university having to pay royalties and costs to the copyright owner.

There are a number of exceptions which will permit the uploading of other material:

- The material is copyright free – normally this is clearly indicated, sometimes with a zero in a circle or the words “Public Domain”
- The material or has been licensed as creative commons. These are normally indicated with an image of ‘cc’ in a circle followed by other images in circles.

For more information on creative commons, go to the website:

https://wiki.creativecommons.org/Main_Page or see the University’s Copyright webpages.

- The material has been licensed under the ERA licence by the Educational Recording Agency. This is material recorded from any broadcast TV channels. This now includes content from On-demand services such as BBC iPlayer, 4 on Demand, ITV Player, Demand 5 and Clic (S4C) and podcasts within these On-demand services.

The ERA licence does not permit viewing of material outside the UK and all recordings must meet the requirements stipulated by ERA: <http://www.infogov.salford.ac.uk/copyright/era.php>

- The University or I have permission to use this material from the copyright owner.

For further information on Copyright please refer to the University’s Copyright webpages:

<http://www.infogov.salford.ac.uk/copyright/>

Support from the Digital Skills Team

Telephone: 56682

Email: staffdigitalskills@salford.ac.uk

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