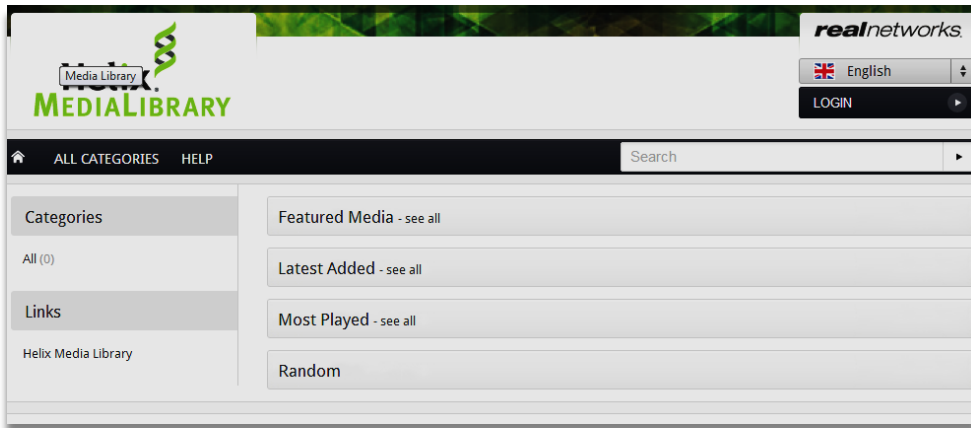




## Adding Media to Medial directly.

To add video clips to Medial directly (for re-use later)

1. In a web browser, go to <http://media.salford.ac.uk> to access the Medial service and choose the Login button



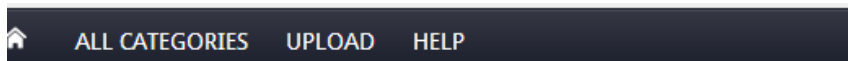
2. Enter your University username and password and click 'Login'

Username:

Password:

**LOGIN**

3. Choose 'Upload' from the menu bar



4. 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 fields and elements:

- Top navigation: SEARCH, UPLOAD, English (with UK flag)
- Sub-navigation: Details (selected), File, Thumbnails, Assoc Files, Confirm
- Main heading: Upload
- Section: Add New Media - Please enter the media's metadata below.
- Fields marked with an asterisk (\*):
  - Title \*
  - Category \*
  - Description \* (1000 characters left)
  - Email Address \* (J.R.Telles@salford.ac.uk)
- Section: Add Tags (with an ADD button)
- Footnote: (we need this to notify you when your media has been encoded.)

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

Category Type	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)

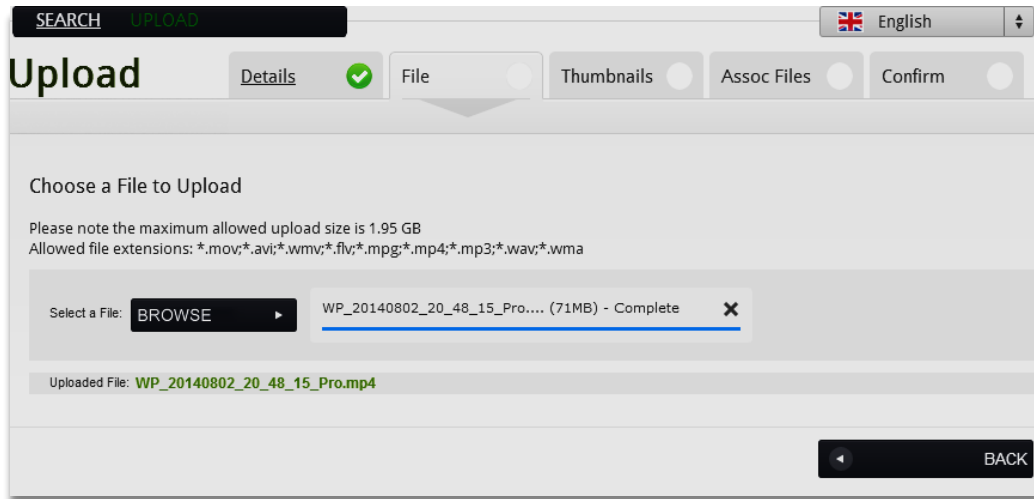
It is recommended that you select your school from the available list, in order to build a valuable resource for use throughout the school.

## Public vs UoS Only

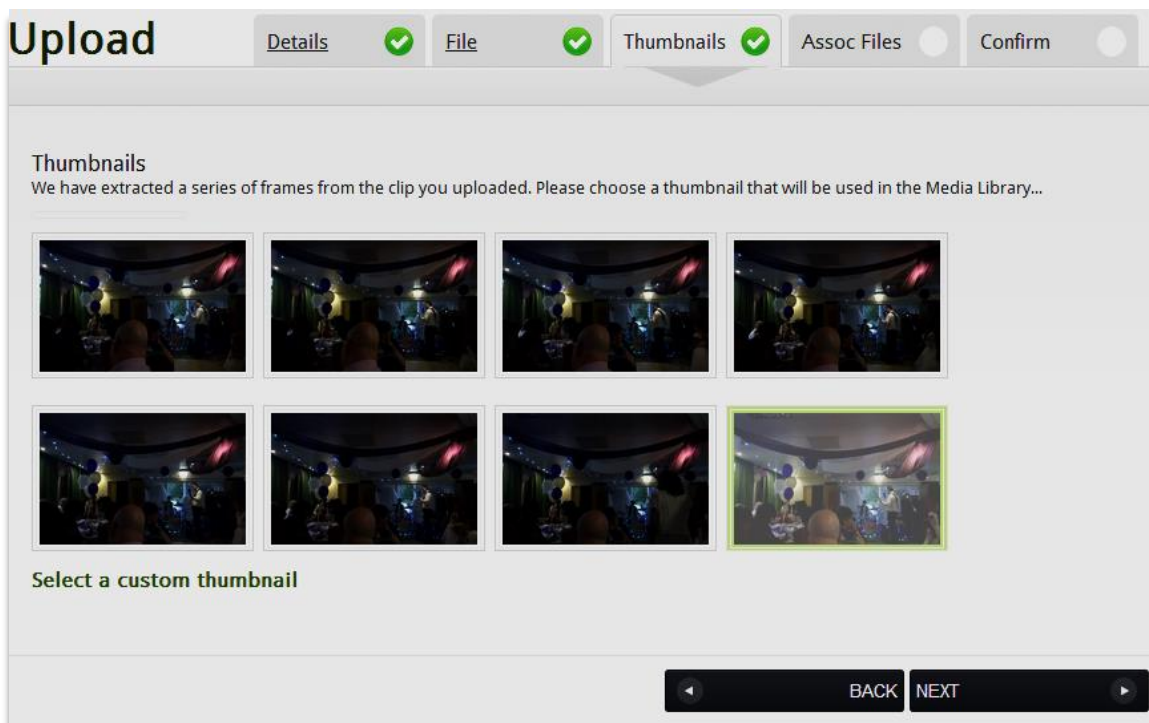
If you choose the Public version, the video link can be shared and accessible to anyone with access to the link. If you choose the 'UoS only' version, this will require anyone viewing to enter a valid username and password, which means you can limit viewing to authenticated students at the University.

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

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



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



7. 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 video clip.

**Upload** | Details ✓ | File ✓ | Thumbnails ✓ | Assoc Files | Confirm

**Add Captions File**  
Please note that the maximum upload size for caption files is 2MB, with a maximum of one captions file per video at this time.  
Allowed file extensions: \*.srt

**BROWSE**

Uploaded Files:

**Add Associated Files**  
Please note the maximum upload size is 10MB, with a maximum of 3 associated files per video.  
Allowed file extensions: \*.doc;\*.docx;\*.ppt;\*.pptx;\*.xls;\*.xlsx;\*.pdf;\*.swf;\*.jpg;\*.gif;\*.htm;\*.txt;\*.zip;\*.mp3

Title:  **BROWSE**

URL:

There are no associated files

**BACK** **NEXT**

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

8. Confirmation of your media upload is displayed and if you are satisfied with these details, click 'Finish'.

**Upload** | Details ✓ | File ✓ | Thumbnails ✓ | Assoc Files ✓ | Confirm ✓

**Upload Confirmation Required**  
Here is a summary of Test Clip 3:

<b>Title:</b>	Test Clip 3
<b>Category:</b>	Personal (iss545)
<b>Description:</b>	a test
<b>Tags:</b>	
<b>Featured:</b>	No
<b>Uploaded File:</b>	53066286.mp4
<b>Thumbnail:</b>	
<b>Captions File:</b>	There are no caption files
<b>Associated Files:</b>	There are no associated files

**BACK** **FINISH**

9. The Content Manager window is presented. From here you can search the media library and in the lower box, see media you have uploaded, as well as the encoding status of the media clip you have added.

Media Listing

Quick Edit:

Media Type	Title	Duration	Category	Contributor	Filename	Views	Date Added	Encoded	
	Test Clip 3	00:00:36	Personal	Joseph Richard Sydney Telles	53066286	0	26/02/2015 11:51	21%	
	A Touch of Class	00:03:09	Personal	Joseph Richard Sydney Telles	24817237	2	24/02/2015 15:10	Yes	
	A Touch of Class	00:02:05	Personal	Joseph Richard Sydney Telles	11787339	1	24/02/2015 14:27	Yes	
	A Touch of Class	00:01:10	Personal	Joseph Richard Sydney Telles	89197759	0	24/02/2015 14:21	Yes	
	test video	00:00:30	Personal	Joseph Richard Sydney Telles	50248679	0	24/02/2015 10:30	Yes	

10. Once the file has completed encoding, it will be available to use in Blackboard via the Medial Media Library mash-up tool.

### 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](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

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