

Working with Videos

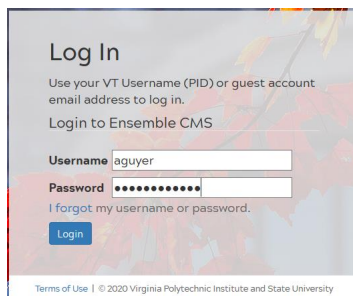
This process starts with having your video, either by Zoom or by other means. You have two options after that, YouTube which we are going to send the information down to Tech to have them upload to VCE YouTube. Video.vt.edu that you can upload your files yourself, below you will find the instructions for this process.

Uploading to YouTube

You are going to submit a ticket to the Ensemble Project Site.

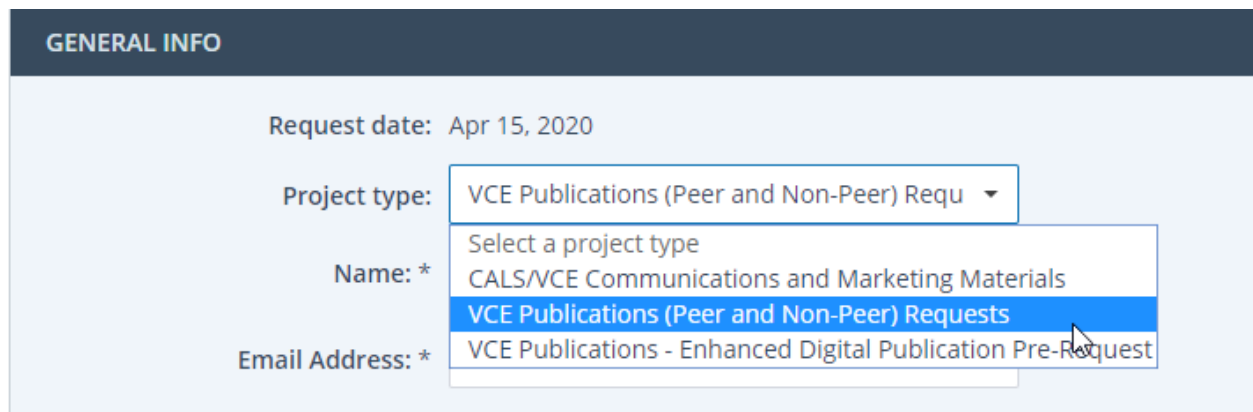
Go to: <https://calsvt.sharedwork.com/wz/template/pubprojrequest,RequestProject.vm>

Then you will need to authenticate



The screenshot shows a login form titled "Log In". It includes instructions: "Use your VT Username (PID) or guest account email address to log in." and "Login to Ensemble CMS". There are two input fields: "Username" with the value "aguyer" and "Password" with masked characters. A "Login" button is at the bottom. A link "I forgot my username or password." is also present. At the very bottom, it says "Terms of Use | © 2020 Virginia Polytechnic Institute and State University".

Select "VCE Publications (Peer and Non-Peer) Requests"



The screenshot shows a form titled "GENERAL INFO". It contains the following fields:

- Request date: Apr 15, 2020
- Project type: A dropdown menu with the selected option "VCE Publications (Peer and Non-Peer) Requ". A dropdown menu is open, showing the following options: "Select a project type", "CALSVCE Communications and Marketing Materials", "VCE Publications (Peer and Non-Peer) Requests" (highlighted in blue), and "VCE Publications - Enhanced Digital Publication Pre-Request".
- Name: *
- Email Address: *


Fill out the rest of the information fully to give full scope of the project.

The big areas are "Non-peer Review" "Video (only)" and Descriptions.

GENERAL INFO

Request date: Apr 15, 2020

Project type: VCE Publications (Peer and Non-Peer) Requ ▾

Name: * Andrew Guyer 
Please enter your name.

Email Address: * aguyer@vt.edu
Please enter your email address.

PROJECT INFO

Please tell us about your project. Questions with a red * are required. The more information that you can provide us upfront about your project, the better. **DO NOT use autofill or cut and paste into this form. The system does not like it. If you have trouble submitting your request, this is may the reason why it isn't being accepted.**

DUE DATE TIPS:

Please allow **at least 2-weeks for nonpeer-reviewed publications** to be posted (these are often completed much quicker), **a minimum of 8-weeks new peer-reviewed publications** to be completed, and **4-weeks for publication updates**. If you must have your publication in-hand or posted by a certain date, please note this in the project description.

If you have any questions, contact lgreiner@vt.edu or call 540-231-5863.

Project title (for referencing project) *

Video for YouTube

When do you need this? *

04/30/2020 Minimum lead time for this type of project is 10 working days

Primary author
Please list the primary author of this publication.

When you click submit you will get this message to upload file and you will get a Workzone Notification

Upload Files: Video for YouTube

UPLOAD MULTIPLE NEW FILES

Drop files here
or
Select files

SELECTED FILES

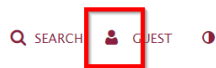
Cancel Upload

Thank you for your project request. We will be in touch shortly.

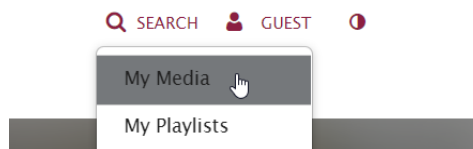
Uploading to Video.vt.edu

<https://video.vt.edu/>

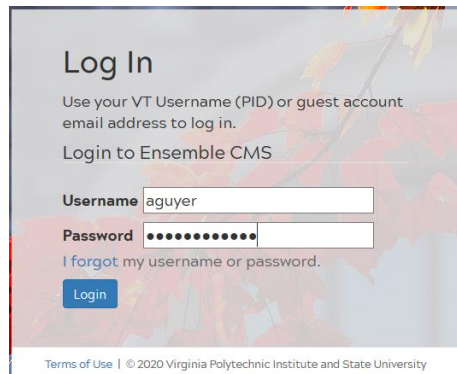
Select the person Image



Select "My Media"



Authenticate with your credentials



Log In

Use your VT Username (PID) or guest account email address to log in.

Login to Ensemble CMS

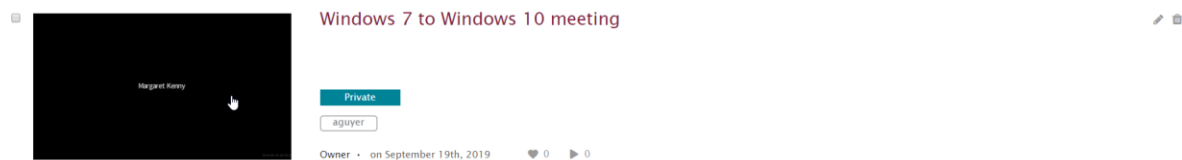
Username

Password

[I forgot my username or password.](#)

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Select your meeting



Edit your video and meeting details go to "Actions" then to "Edit"



Related Media

No Entries

Windows 7 to Windows 10 meeting

From Andrew Cayer on September 13th, 2019

Details

Share

ACTIONS

- Edit
- Publish
- Add to playlist
- Analytics
- Order Captions

Modify the name of your meeting, add a description, add any tags you would like to add and click "Save" then click Go To media

Details Options Collaboration Thumbnails Downloads Captions Attachments Timeline Replace Media

Name (required): Title of Meeting

Description: **Black** **Bold** *Italic* Underline
Enter Description... Description of Meeting

* Required To Publish
* Use for accessibility and search

Tags: Add Tags

College:

Department:

Section:

Term:

Location:

Start Date/Time:

End Date/Time:

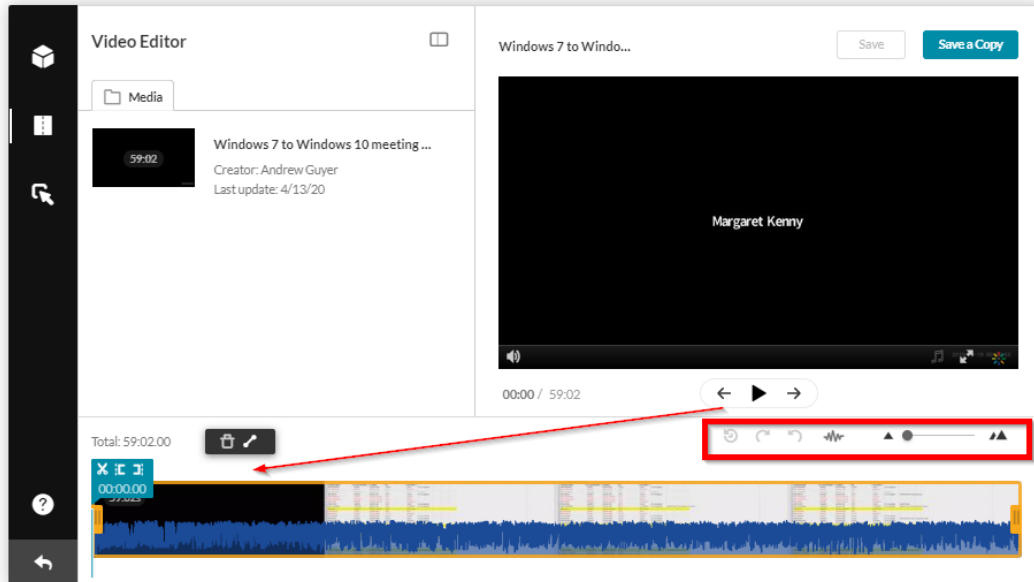
Data Migration PID:

SYSTEM USE ONLY

Publishing Schedule: Always Specific Time Frame
(The time range in which this media will be visible to users in published channels/categories)

Delete Entry

Edit your video, click “Actions” → “Launch Editor”

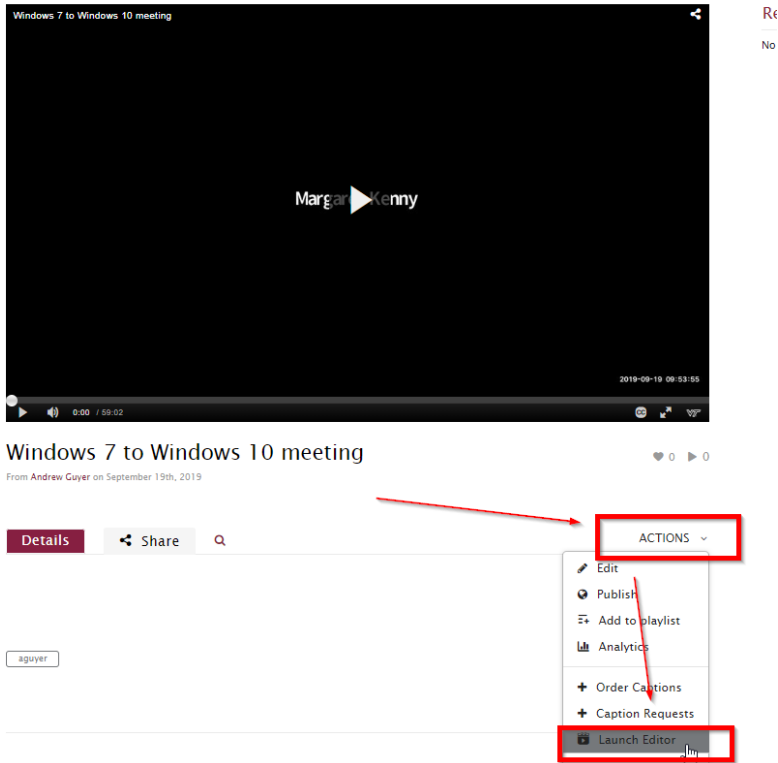


When

In Editor you have some simple tools to modify the length of the video. The tools are pretty simple.

When you are finished with your edits click Save or Save a Copy





The caption service for video.vt.edu has been upgraded. In the past you would go to Actions, Order Captions then click “Order Captions”.

The process now has been changed to Actions, Captions & Enrich:



The Options you will need to select for this process is

- “Service: Machine” (if you select Professional, This option is typically reserved for instructional media. If you have a video that you would like to have professionally captioned, please send your request to lgreiner@vt.edu)
- “Source Media Language : Your Language”
- “Feature : Captions”

Order Captions & Enrichment Services

Service:

Machine
▼

Source Media Language:

English
▼

Feature:

Captions
▼

Submit

The system will create the captions and you will need to double check your captions at that time by clicking on the edit pencil next to the captions you want to edit

Existing Requests

+ Order

REQUEST DATE ▼	SERVICE	FEATURE	LANGUAGE	STATUS		
19/05/20	Machine	Captions	Dutch	● Completed		>
19/05/20	Machine	Captions	English	● Completed		>

Closed Captions Editor

Captions: English - English

Revert Save

Search in Captions Replace with Replace

Add Speaker to selected items Add

- 00:00:32,890 00:00:34,160 Ok.
- 00:00:34,160 00:00:39,949 >> I guess we'll go ahead and get started to
- 00:00:39,949 00:00:47,134 share my screen here.
- 00:00:47,134 00:00:53,134 >> So I send out the meeting yesterday.
- 00:00:53,134 00:00:54,710 >> There's a questionnaire with

Virginia Cooperative Extension
Virginia Tech • Virginia State University
ext.vt.edu
May Unit Website Training – Q&A
Speaker: Andrew Guyer

0:00 / 52:34

Autoscroll

When you are complete your caption editing process, you will need to add Lori Greiner as Meeting Collaborator. Click on Actions → Edit → Collaboration → Add Collaborator

Details Options **Collaboration** Thumbnails Downloads Captions Attachments Timeline Replace Media

Media Owner
Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.


Change media owner

Media Collaborators
Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

Add Collaborator

You will type the username in the box and give Editor and Publishing Permissions and then click the Add button

Add a Collaborator

 Igreiner (Lori Greiner)

Co-Editor

Co-Publisher

Co-Viewer



Cancel Add

From here you will see the permission you have given

Media Collaborators + Add Collaborator

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

VIEW ALL PERMISSIONS ▾

Member	User ID	Permission	
Lori Greiner	Igreiner	Co-Editor, Co-Publisher	 

You will then need to email Lori at lgreiner@vt.edu so that she can check your captions. She should then let you know when you can post your video.

When you get the approval email you can then publish the video.









You will need Publish your video by going to Action → Publish, Depending on your audience you will either click “Unlisted” that you are just going to share your link, if you want post you video out for a larger aud

Details | Attachments | Share | ACTIONS ▾

Complete all the required fields and save the entry before you can select to publish it to categories or channels. [Edit](#)

- Private** - Media page will be visible to the content owner only.
- Unlisted** - Media page will be visible to anyone with a link to the page.
- Published** - Media page will be visible to individuals according to entitlements on published destinations

Save
Cancel

-  Edit
-  Publish
-  Add to playlist
-  Analytics
-  Order Captions
-  Caption Requests
-  Launch Editor
-  Delete


When you select your topic and click save it will change your status.

Media successfully set to Unlisted ✕

- Private** – Media page will be visible to the content owner only.
- Unlisted** – Media page will be visible to anyone with a link to the page.
- Published** – Media page will be visible to individuals according to entitlements on published destinations

After you publish, you will need to click on Share. You can then copy the link out to use on your webpages or to be posted on the College of Ag site.

From Andrew Guyer on September 19th, 2019

Details Attachments **Share**  ACTIONS ▾

[Link to Media Page](#) Embed oEmbed Email

Start & End Time: Start at End at