Learning Objectives

- **Upload**: Add resources to the Digital Library
- **Edit/Remove**: Modify existing resources
- **Digital TV**: Recording Live TV (options, settings, and permissions)

4-Step Upload Wizard

**Overview**
- 4-step wizard
  - Can be done from any computer with intranet access

**Why?**
- Used to add a Resource to MediaCAST, provide a description, and tag it to categories

**How?**
- Managers: start by clicking the Digital Library tab> Upload a Resource
  - If you are uploading something that does not need to be encoded (i.e., a PowerPoint slideshow), any workstation may be used
- Instructors: click Digital Library> Upload Resource
Step 1: Media Type

- Select the type of file being uploaded
  - File extensions are listed in the right column
- Click Next Step

Step 2: Metadata Entry

- Allow end-users to find content by providing the following resource information:
  - Title (Mandatory field)
  - Description
  - Categories
  - Grade Range
  - Publisher
  - Author
- Click Next Step

Step 2: Metadata Entry (cont.)

- Category tagging allows users to search by category on the home page
- Tag with categories (up to 4 levels)
  - Click the Select link to tag resource to a category
  - Use the trash can icon under Selected Categories to remove a resource’s category tag
Step 3: Digital Rights

- Digital Rights Management helps you comply with your organization’s copyright & fair use policies
- Frequently used features:
  - Set an expiration date
  - Limit Simultaneous Users
  - Add a resource password

Group Restrictions

- Group Restrictions can be used to limit access to a resource
  - Users not part of an assigned group will not see the resource in search results
- Assigned groups can be either manually created or via LDAP integration

Step 4: Uploading the File

- Click the appropriate media appliance
- Click Select a File and browse to choose the desired file*
- Click Next Step> Finished> Finished
  - Note: (4GB file size limit)
Confirmation

The screen at right confirms the upload is complete.
The Preview now link may be used to confirm playback, quality and completeness.
Once a resource is uploaded and confirmed, you may delete the encoded file from the video storage folder.

Editing Resources

The instructor which uploaded a resource, Managers and Admins may edit a resource:
- From the Resource Page, click Toolbox > Administrator Tools > Edit Details.

Editing Resources (cont.)

Managers + may click Admin > Media Resources > View/Edit.
Click the pencil or trash icon to either edit or delete the resource.
De-activating Resources

- Managers + may deactivate a resource
- A deactivated resource will not show up in search results, but is still saved on the server
- Click Admin tab > Media Resources > View/Edit, click the trash icon next to the desired resource, and click Deactivate

Re-activating Resources

- If a resource has been deactivated, it can be reactivated by Managers+
- Click the Admin tab > Media Resources > View/Edit and select Previously Deactivated Resources from the Common Filters drop-down
- Find the desired resource and click Reactivate

Managing Categories

- Manager + may customize Categories to fit the organization’s unique needs
- Click Admin > Media Resources > Manage Categories
- Click View/Edit to edit categories one at a time
View/Edit Existing Categories

- Edit Category Descriptions
- Delete Categories
- Create/edit/delete sub-categories

Administrator Tools

- Resource management options on a Resource Page
  - Create Thumbnail: If an alternate thumbnail is desired or one is not created
  - Edit Details: 4 Step Upload Wizard
  - Transcode: For converting resources to H.264 format
  - Deauthorize/Authorize: Add/Remove resources from search engine

Transcoding

Direct digital-to-digital conversion of a video or audio file from one format to another
How to Transcode

- Navigate to the resource page for the file you wish to transcode
- Expand Administrator Tools group
- Select the Transcode link

Recording Digital TV

- Managers + may record programming
- Click a program in the TV Guide to set up a recording
- You must select a yellow or green channel (an active live TV stream) unless your organization has at least one tunable tuner
  - Administrators may adjust live TV stream to a gray channel that is part of client’s cable TV package

Recording Digital TV (cont.)

- Resource pages are created immediately but playback cannot start until after recording has finished
  - Enter metadata and digital rights via Administrator Tools> Edit Details
- Please consult your organization’s policy on recording prior to using this feature
Getting Help

► Tutorial videos available via the HELP link at top/right
► Contact your local help desk
  – They will be aware of local network/power status
► Contact Technical Support:
  ► support@inventivetec.com
  ► 800.474.5128x3