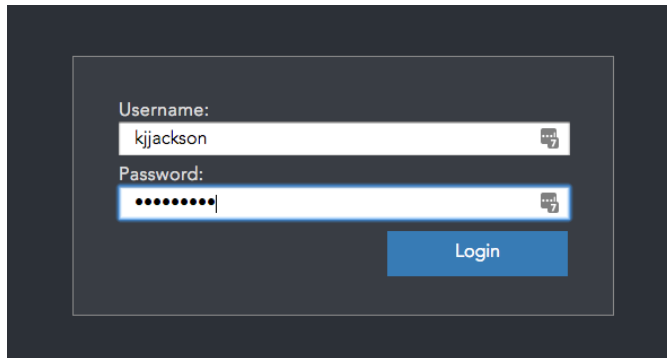


Uploading Your Videos to Medial

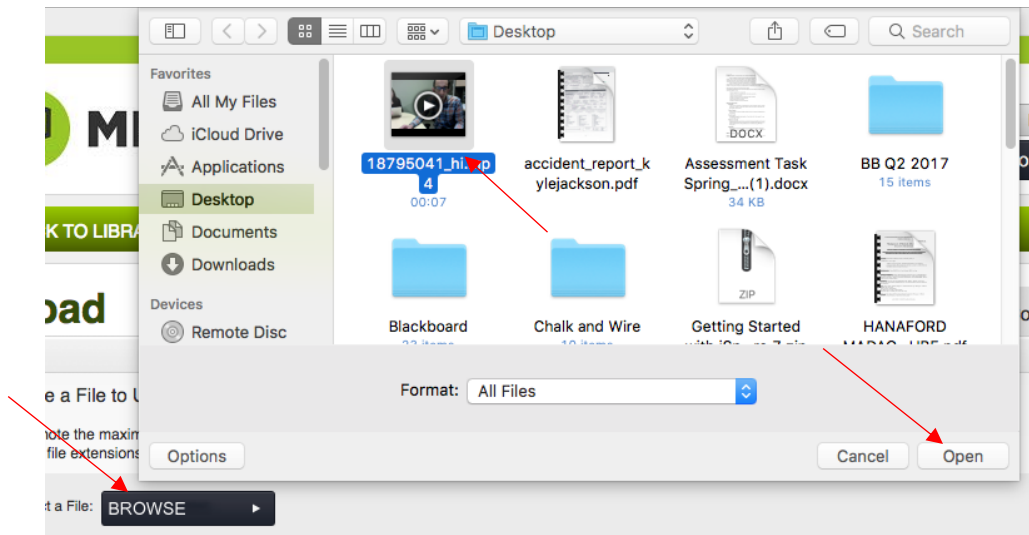
1. Type <https://medial.ccri.edu> into your web browser
2. Type in your domain username and password at the login screen and click “Login”.



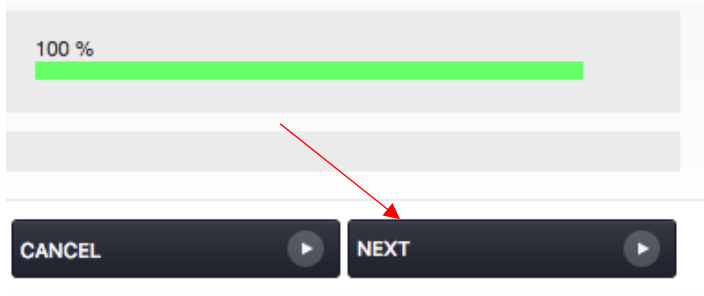
3. Click “Upload” icon at the top of the page.



4. Click “Browse” and select the file you would like to upload and then click “Open”.



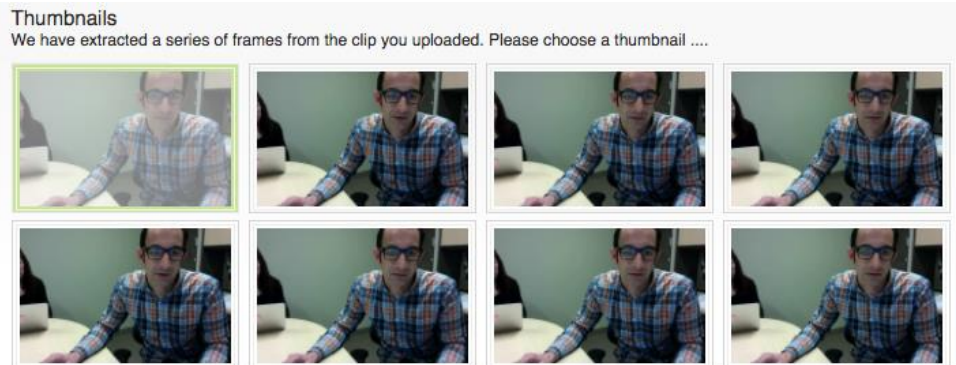
5. Click “Next”.



6. Type in a title, choose “Personal” for category, enter a description, and a Tag (optional) and click “Next”.

The 'Add New Media' form is divided into two main sections. The left section, titled 'Add New Media - Please enter the media's metadata below.', contains four input fields: 'Title' with the text 'Test Video', 'Category' with a dropdown menu set to 'Personal', 'Description' with the text 'This is a test on uploading video to Medial.', and 'Email Address' with 'kjackson@ccri.edu'. A note below the email field says '(we need this to notify you when your media has been encoded.)'. The right section, titled 'Add Tags', has a 'Tags' input field, an 'ADD' button, and a 'Current Tags' area. At the bottom right, there is an 'Is Featured' checkbox. A red arrow points from the 'Title' field to the 'NEXT' button at the bottom right.

7. Choose a “Thumbnail” and click “Next”.



8. You have the option to add a captions file if you have one associated with your video file:
 - Repeat step 4 if you would like to upload a captions file.
 - Skip this step if you do not have a captions file by clicking "Next".

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;*.vtt;*.dfxp

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;*.gif;*.htm;*.jpg;*.mp3;*.pdf;*.ppt;*.pptx;*.swf;*.txt;*.xls;*.xlsx;*.zip

Title:

There are no associated files

◀ **BACK** **NEXT** ▶

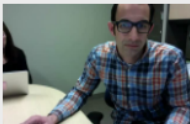
9. Click "Finish".

Upload

File ✓ Details ✓ Thumbnails ✓ Assoc Files ✓ Confirm ✓

Upload Confirmation Required

Here is a summary of Test Video:

Uploaded File:	18795041_hi.mp4	Thumbnail:	
Title:	Test Video	Captions File:	There are no caption files
Category:	Personal (kjackson@ccri.edu)	Associated Files:	There are no associated files
Description:	This is a test on uploading video to Medial.		
Tags:			
Featured:	No		

◀ **BACK** **FINISH** ▶