Found videos on the web (YouTube, Vimeo, etc.)
Self-created videos (Camtasia, etc.)
Selected RIT Owned DVDs (Wallace Library)
TLS Recording of Lab / Lecture / Class

Faculty course media needs

Account setup

TLS Media Request Form

Faculty using TLS media services for the first time must complete the media request form so that an account is created on the Ensemble Server to host and stream videos via myCourses.

Faculty that have previously used the TLS media services already have an account on the Ensemble Server and can use it to upload/insert videos via myCourses.

Self-created videos (Camtasia, etc.)
Found videos on the web (YouTube, Vimeo, etc.)
TLS Recording of Lab / Lecture / Class
Selected RIT Owned DVDs to stream

Faculty Process

Upload video files to Ensemble Media Server and/or insert into myCourses shell

Optional Self-Caption

Request captioning

Insert video(s) into myCourses using Ensemble Video Integration

If not done so prior, insert videos into myCourses, Review myCourses shell to verify videos appear as intended.

Play back and reuse

Captions are viewable by clicking the CC icon while video is in playback mode.
Captioned videos remain available on the server for faculty to insert into future
Streamed DVDs will become unpublished at the end of each term, instructors must submit a new request to reactive them each term they are needed.

Media Staff Process

Receive request from Media Request Form

Capture & upload video files to Ensemble Media Server

Email faculty when videos are available for insertion into myCourses

If captions are requested, send to captioning vendor

Captions return

Captions checked for accuracy

1-2 week turnaround for normal captioning requests

Regarding DVDs:

DVDs that have existing captions will not be re-captioned. The existing captions will appear on the streamed version either as open or closed captions depending on the DVD format.

DVDs that are new to the Wallace collection and require captioning do not automatically get streamed. A physical DVD is created for the library with captioning.

If an instructor desires a DVD to be streamed it must be specified in a media request.

All captioned / streamed videos appear in myCourses

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