

## **How To Upload a Video/Audio File to the UTSA Helix Media Library**

1. Record your Video or Audio in any of the following accepted file formats:

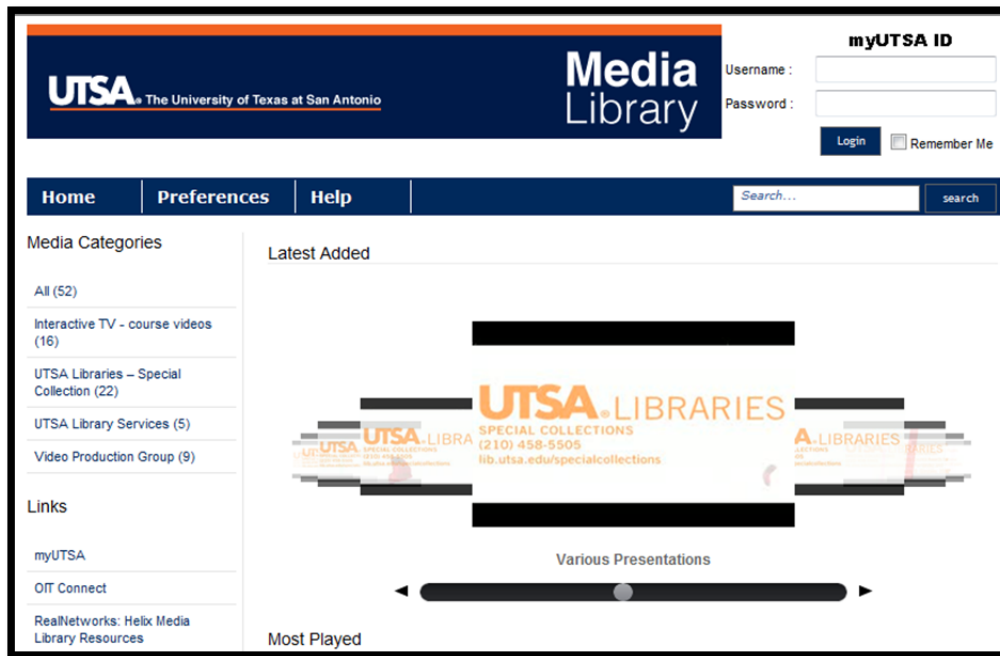
**MP4, MOV, AVI, WMV, MPG, MP3, WAV, WMA and FLV**

For more information on accepted formats please click on this link:

[Uploading videos to the Media Library – requirements](#)

2. Then go to UTSA's Media Library at:

<http://medialibrary.utsa.edu/Default.aspx>



3. Log into the UTSA Helix Media Library using the following:

Your **myUTSA ID** and your **Network Password**

A close-up of the login form from the previous image. It shows the 'myUTSA ID' header, the 'Username' field, the 'Password' field, the 'Login' button, and the 'Remember Me' checkbox. Two black arrows point from the text above to the 'Username' and 'Password' fields respectively.

4. Click on **Upload**



5. Add the following information into the **Details**:

**Add Media** | **My Media** | **Back To Library**

Details | Choose file | Thumbnails | Assoc file | Finished

Add new media

Please enter the media's meta data below.

**Title** → Title:

**Category=College** → Category:

**Description-** → Description:   
A concise description that could be found in a search

**Contributor=You** → Contributor:

**Email Address** → E-mail address:   
(we need this to notify you when your video has been encoded.)

**Tags – are optional** → Add Tags

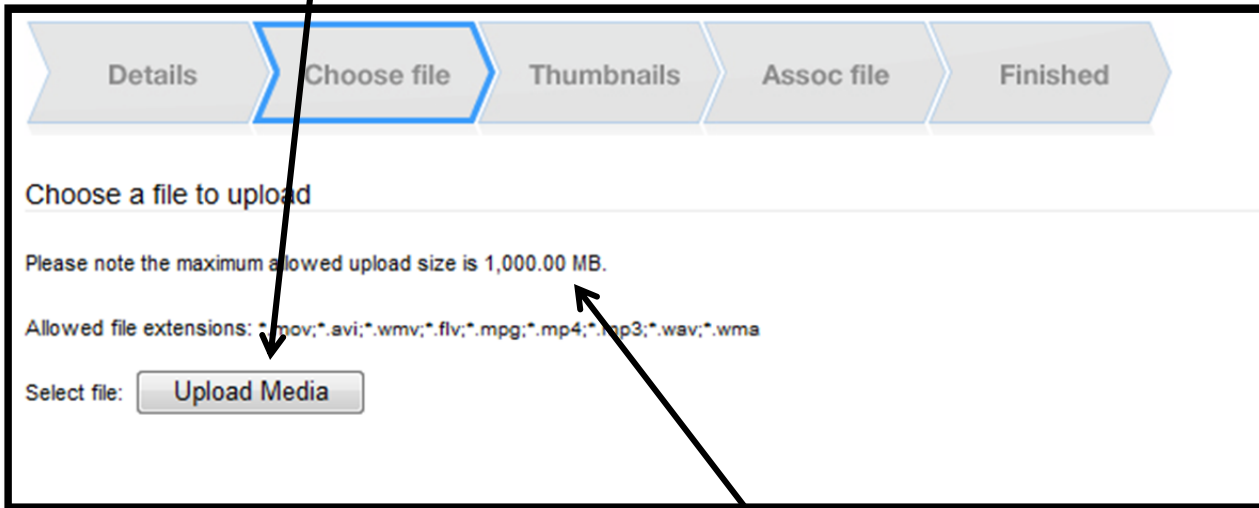
Tags

Current Tags

*Click on a tag to delete it*

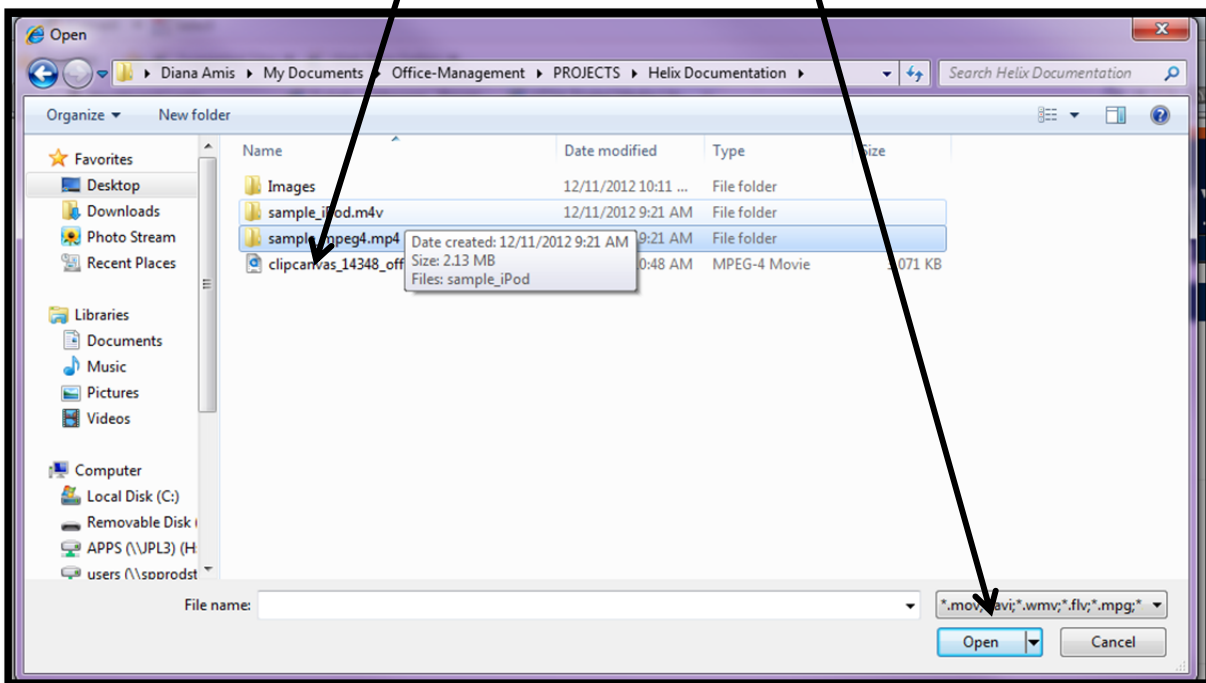
Click on **Save** when you are done

6. Click on **Upload Media**



**\*NOTE:** Your file cannot be larger than 1,000 MB/1 GB

7. Select your Video/Audio file and then click on **Open**



8. If it is a Video File you can select a **Thumbnail** as the picture Icon that will be used in the Media Library

Details Choose file **Thumbnails** Assoc file Finished

Thumbnails

We have extracted a series of frames from the video you uploaded. Please choose a thumbnail that will be used in the Media Library.

Upload your own thumbnail

Image size: width: 320 X height: 204 [jpg]

Browse... Upload >

Use Default Thumbnail

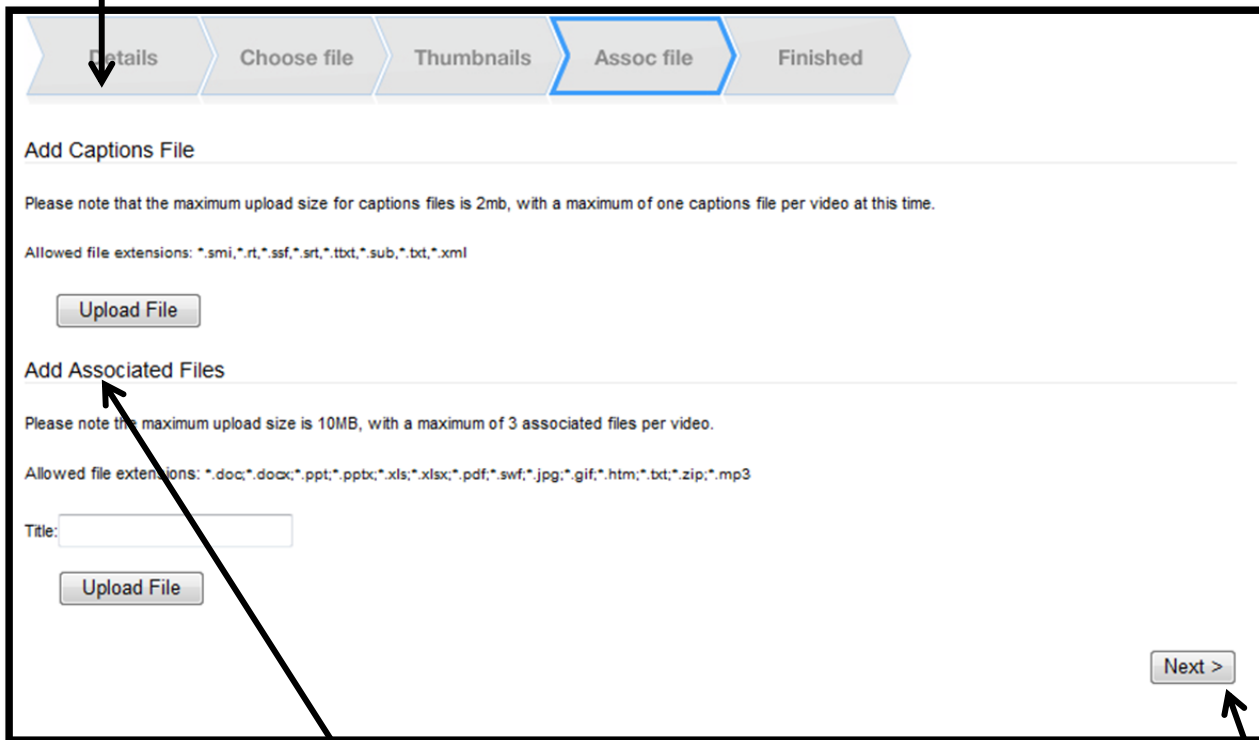
Use Default Thumbnail

Next >

Or you can select one of your own or choose a Default Thumbnail

Once you have made your choice, Click on **Next** to continue

9. You can add a **Captions File** (only 2MB allowed) in one of the following formats:  
**SMI, RT, SSF, SRT, TTX, SUB, TXT, XML**



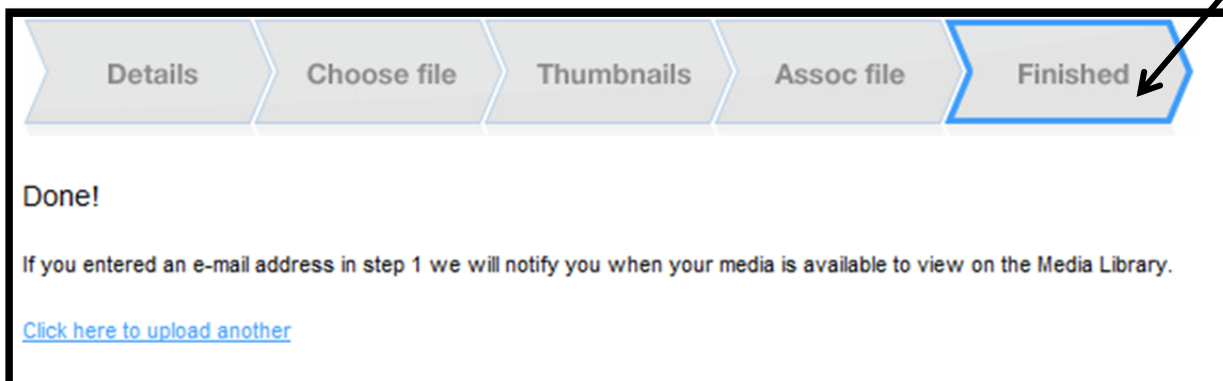
The screenshot shows a multi-step process with five stages: Details, Choose file, Thumbnails, Assoc file, and Finished. The 'Assoc file' stage is currently active and highlighted with a blue border. Below the progress bar, the text reads 'Add Captions File' followed by a note: 'Please note that the maximum upload size for captions files is 2mb, with a maximum of one captions file per video at this time.' Below this is a list of allowed file extensions: \*.smi, \*.rt, \*.ssf, \*.srt, \*.ttx, \*.sub, \*.txt, \*.xml. There is an 'Upload File' button. The next section is 'Add Associated Files' with a note: 'Please note the maximum upload size is 10MB, with a maximum of 3 associated files per video.' It lists allowed file extensions: \*.doc, \*.docx, \*.ppt, \*.pptx, \*.xls, \*.xlsx, \*.pdf, \*.swf, \*.jpg, \*.gif, \*.htm, \*.txt, \*.zip, \*.mp3. There is a 'Title:' input field and an 'Upload File' button. A 'Next >' button is located at the bottom right of the form.

**\*NOTE:** The Associated Files will only be seen in the Media Library. If you are going to be using the video in Blackboard Learn, it would just be easier to add the file associated with the video into Learn

10. Whether or not you add any files, click on **Next** to continue

11. You are **Finished**.

You will receive an email when your Video/Audio File is available in the Media Library.

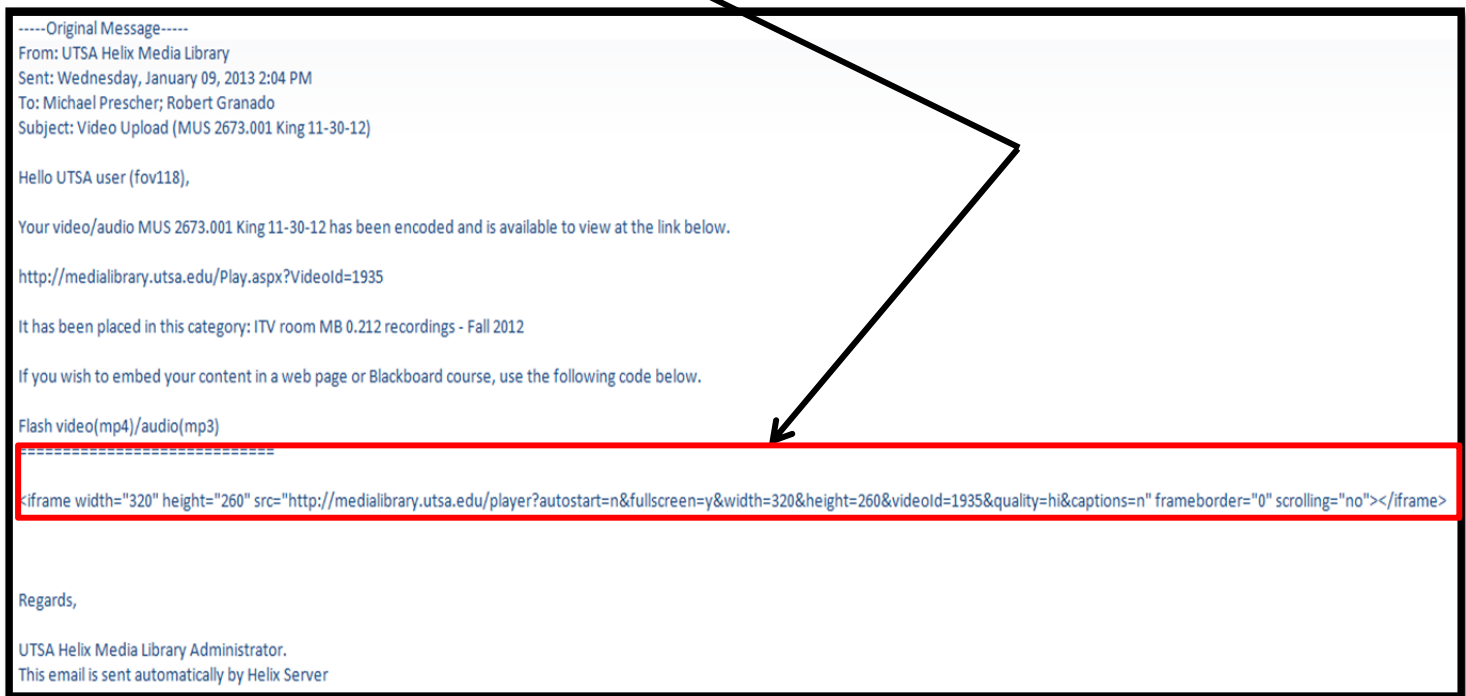


The screenshot shows the same multi-step process, but now the 'Finished' stage is highlighted with a blue border. The text reads 'Done!' followed by a note: 'If you entered an e-mail address in step 1 we will notify you when your media is available to view on the Media Library.' Below this is a blue hyperlink: 'Click here to upload another'.

## Email from the UTSA Helix Media Library (uhml@utsa.edu) confirming your upload.



**Very Important** is the **Embed Code** that you will use for embedding your Video/Audio File into your Blackboard Learn course



**\*NOTE:** It can take anywhere from an hour to a day before you will receive an email depending on the size of your video/audio file and where in the queue you are when the file is submitted to the Helix Media Library. Therefore, please plan accordingly.

## **Uploading videos to the Media Library – requirements**

- Supported video file formats are MP4, MOV, AVI, WMV, MPG and FLV.
- Supported video codecs are:
  - AVI (Indeo, Cinepak, Motion JPEG, MPEG1/2/4, DivX, XViD, TechSmith Screen, VP6, X264 codecs)
  - MPEG4 (DivX, XViD, 3iVX, H.264, Mpeg4 Part2 codecs)
  - MOV (Sorenson, H.263, H.264, Sorenson animation codecs –Apple LossLess not supported)
  - MPEG1 / MPEG2 (all codecs)
  - FLV (VP6 , H.264 codecs)
  - DV (DVC Pro codecs)
  - WMV (Windows Media v7+, Windows Media Screen, Windows Media Uncompressed, Windows Media Audiov7+ codecs)
- Maximum file size upload is 1000MB

Tips: Use open source freeware like Format Factory <http://www.formatoz.com/> on your PC to covert and/or compress videos to the optimal video format and file size, if your video does not meet the requirements listed above. IMovie can accomplish the same task on the Apple platform computers as well. Also, most cameras already record in this format i.e. Flip camera, smart phones and tablets.

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