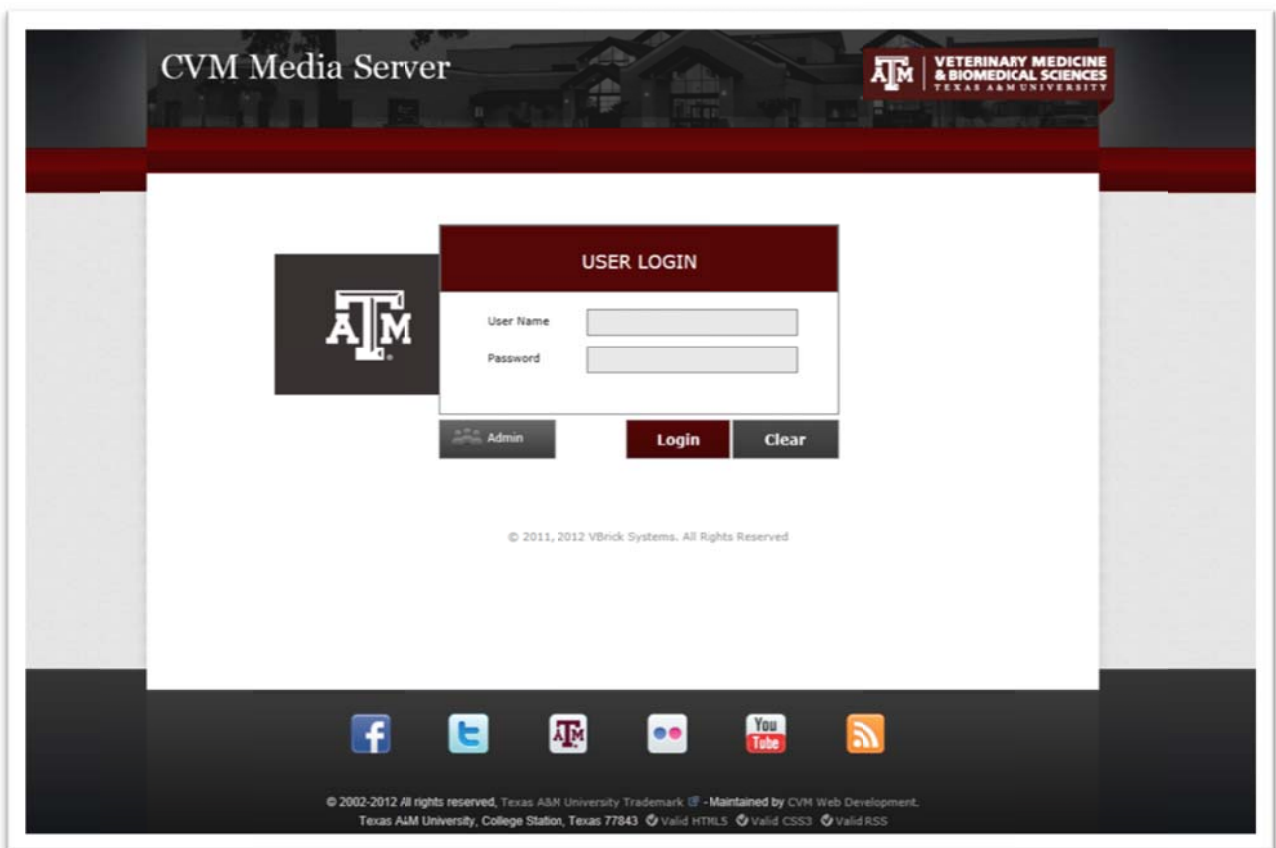# CVM Media Server Guide

Viewing a video:

Open your browser, and navigate to media.cvm.tamu.edu

Once the page loads, you will be presented with a login page similar to the window below. It may look different depending on your browser.

Login to the page using your CVM credentials (outlook password).

This will bring you to the home screen – seen on the following page.

The home screen allows access to most of the functions of the site. On the lower left hand side of the screen the categories drop downs are available. Classes are organized by their Level (Professional, Graduate, or Undergrad) and then department or year categories within. Each class has its own folder and category, in which content for that class will be displayed. Simply click on the video to start playing.
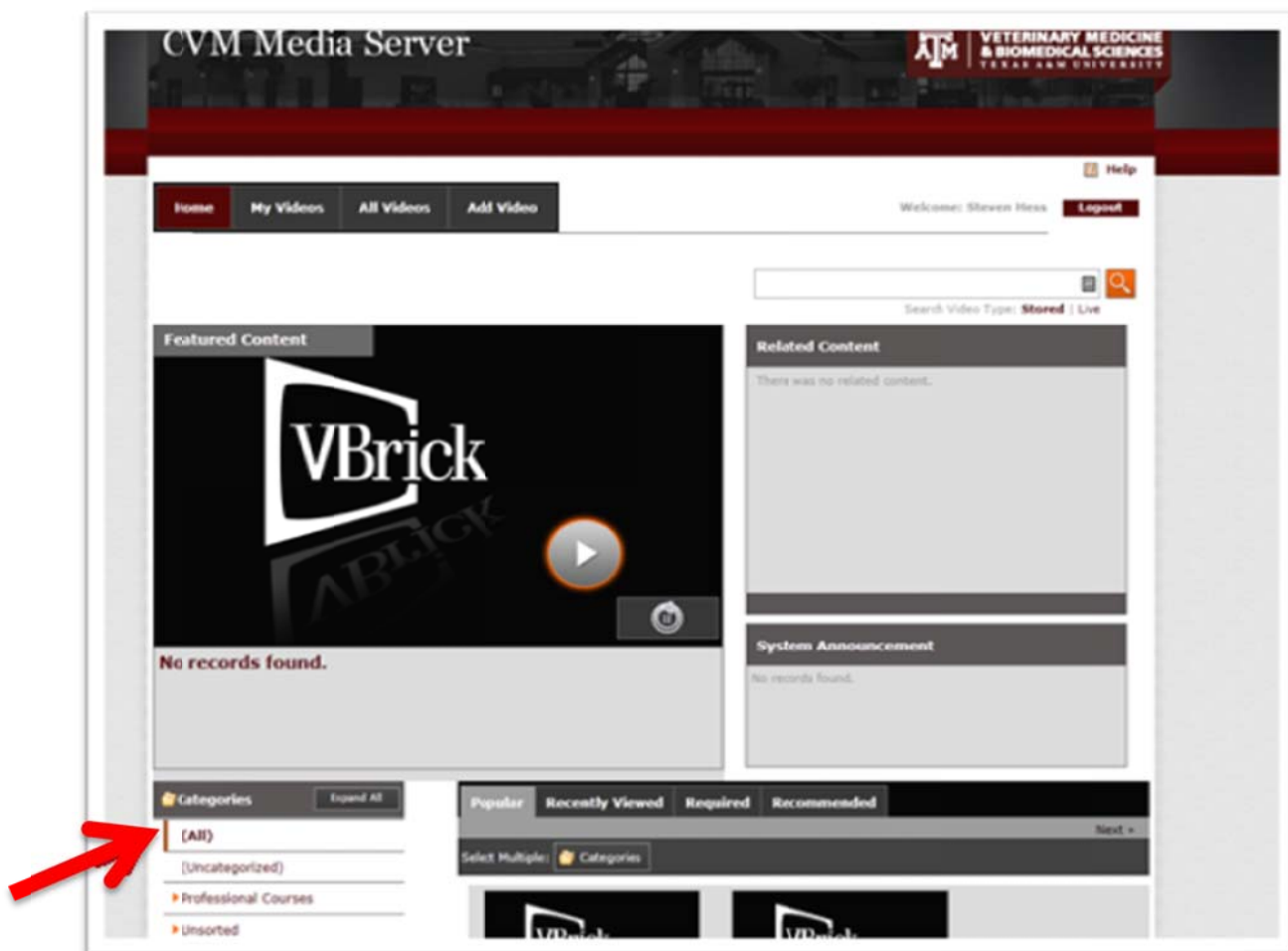

Other tabs:

The **My Videos** tab shows a list of videos uploaded through the Add Video tab mentioned below – you can make modifications to your videos from this tab.

The **All Videos** tab provides a larger breakdown of the categories list. As well as a more detailed list of all of the videos stored on the site. Viewing this, you will see a placeholder TEST video in each of the categories. This is presented to provide an outline of the structure. If you see that a course is missing or would like another added, please notify nw_staff@cvm.tamu.edu

The Add Video tab provides the in site interface for uploading videos. Use this ONLY to upload videos not recorded by Camtasia. Any of your Camtasia files will be uploaded automatically into the system as detailed in the administration section below.

## Site Administration (Adding and Categorizing Videos):

When recording a lecture in the classrooms using Camtasia, the video recording will automatically be uploaded to the media server. After logging in to the server (for more help see above steps) click the all videos tab. Any videos that have been uploaded through Camtasia will appear in the unsorted / "your username" category as seen below.
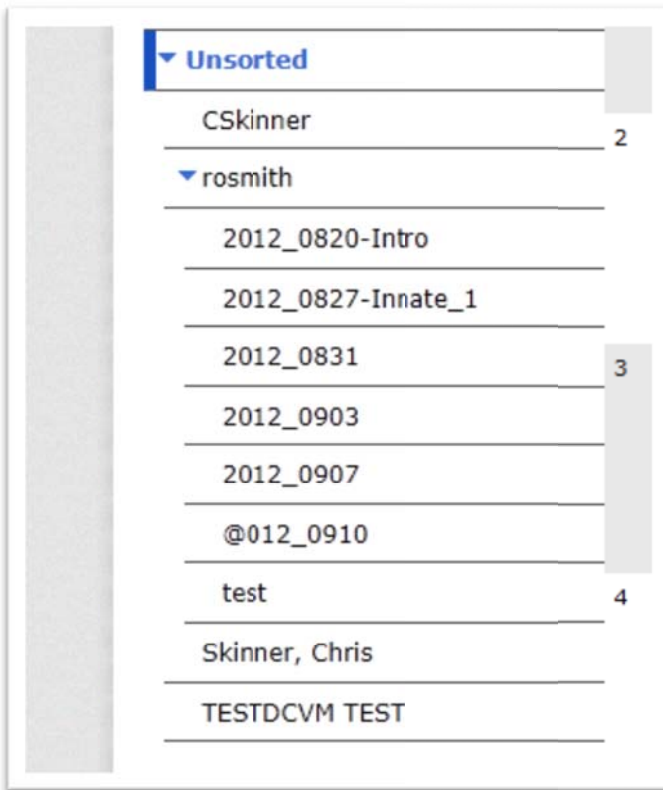
The videos will automatically be placed in a folder with the date they were created. The files recorded previously in Camtasia will be moved into these folders automatically shortly after the website is in use.

Note: Camtasia takes approximately 1 minute to encode per minute of recording. It then needs to upload to the server and refresh into the list. The refresh process runs every 15 minutes. Depending on use, it may be 8 hours before your video appears. Network Services will be monitoring this time closely to see how much we can reduce it.

Upon clicking on a listed video the viewing screen will pop up as seen below.
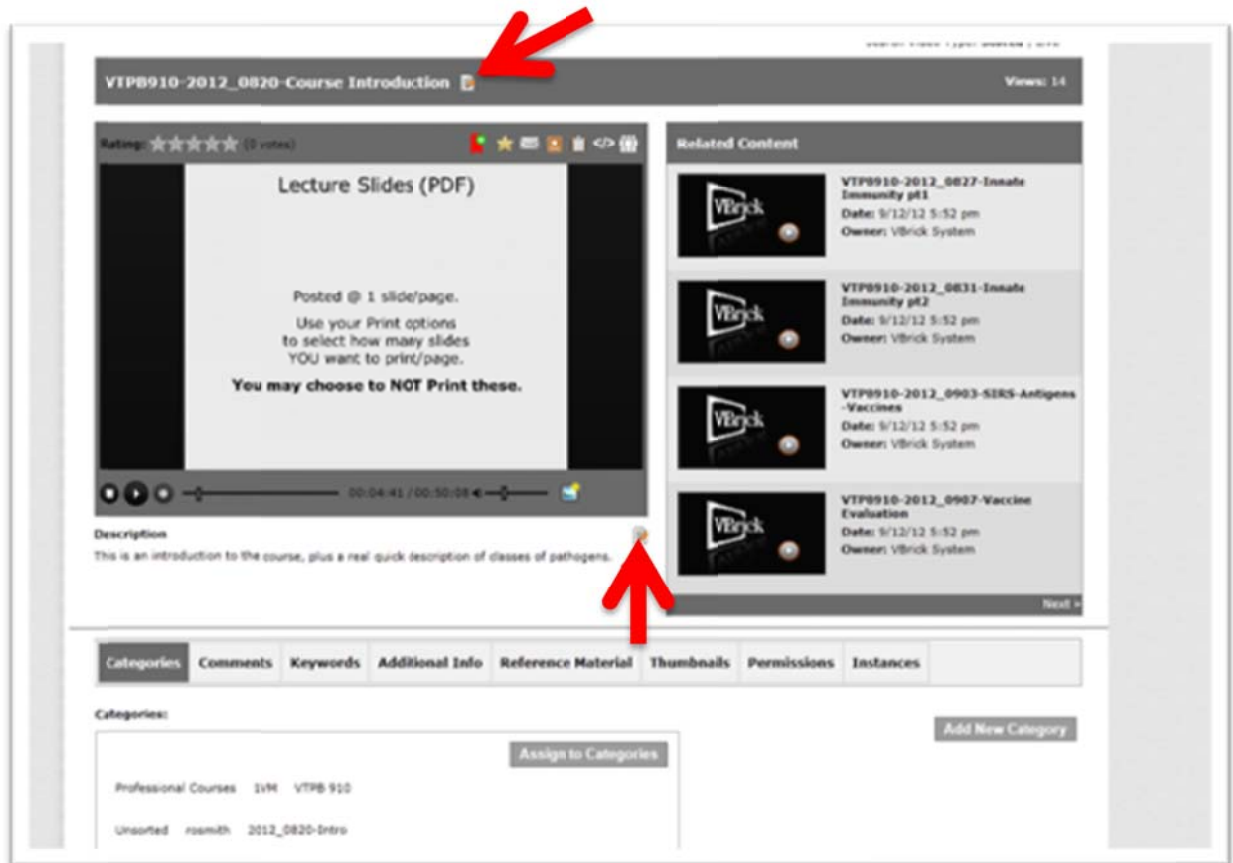
There are several options on this page to modify and edit the content of the video. The main buttons you will use are listed below.

Next to the title is the edit button to change the name of the video.

In the description field is the edit description button.

On the **Categories** tab at the bottom of the page, there is a button labeled **Assign to Categories**. Clicking this button will bring up a list of all of the courses. Choose the course that this video belongs to and it will automatically be added to the other categories lists elsewhere on the site. If a course is missing please notify nw_Staff@cvm.tamu.edu Departmental categories are also listed for items that do not necessarily belong to a single class.

The **Comments** tab allows anyone to leave additional remarks about the video.

Keywords are used in the search function on the site. Uploading keywords into this tab will make the video easier to find in the search menu.

The **Reference Material** Tab allows you to upload other files that correlate to the video.

Uploading a Thumbnail on the **Thumbnails** tab effects what the video shows when displayed on the main page.

Finally – the **Instances** tab provides information as to where the video is stored as well as the **delete button** to remove it completely.

Adding a Video with Camtasia:

Camtasia Relay will automatically upload videos to the media site. The videos will appear in the unsorted/USERNAME directory – where username is your login username for outlook / CVM. These videos will need to be categorized, as mentioned above, to appear in the other directories.

Adding a Video Outside of Camtasia:

From the home screen click the **Add Video** button.
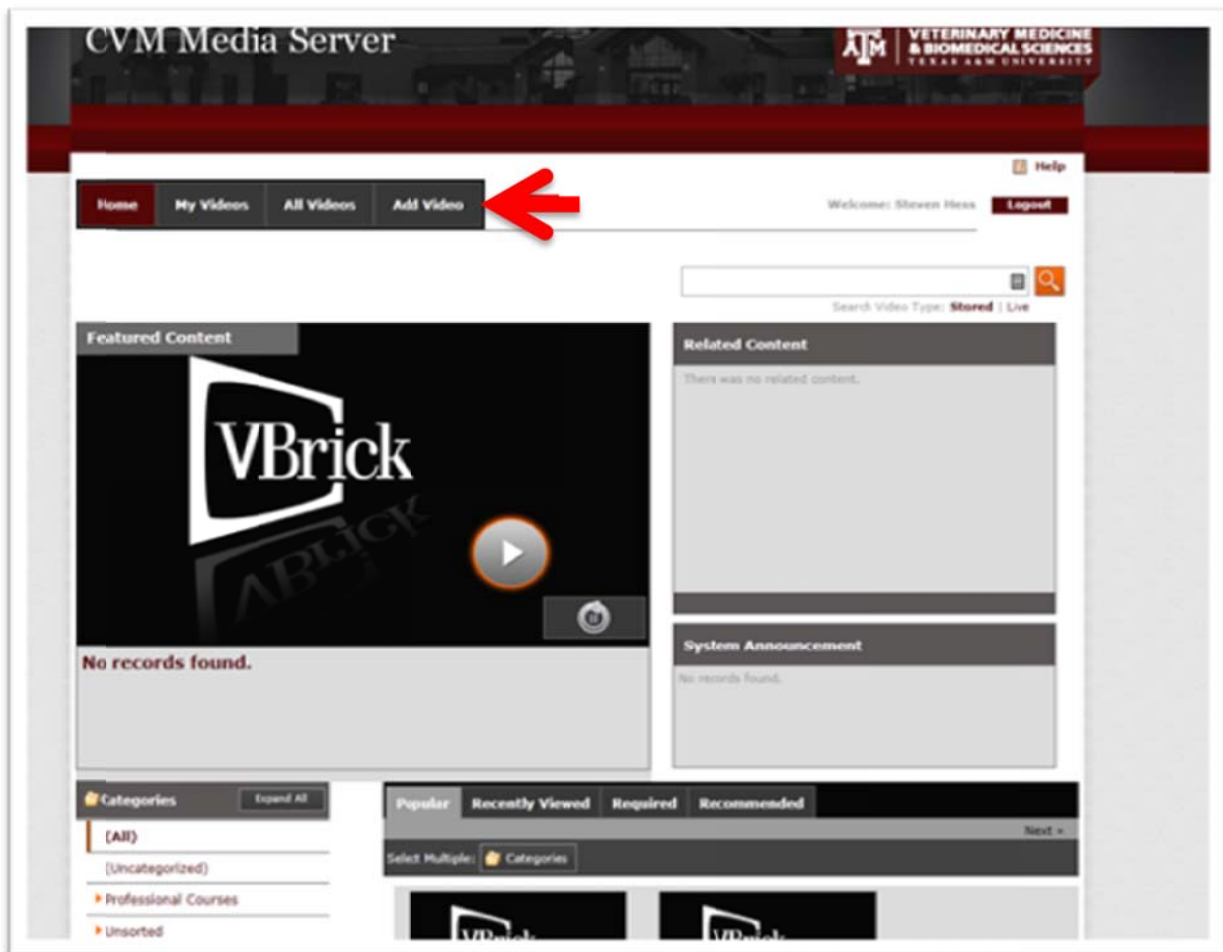
In this page choose the stored video button.

You can then choose whether to upload from a URL or from your computer. This guide will explain how to upload from your computer.

Choose upload video. A window will appear. The page will prompt you to run java. Click the check box to always accept and click run.

Fill out the information for the video you are uploading here. Click the select file button to choose the video on your hard disk. The supported video types are listed below the select file button. It may prompt again to allow access for the upload. Click the allow access button.

Note: An .m4v is the same file type as an .mp4. You will need to change the file extension of the video to .m4v to guarantee a successful upload to the site. For a guide on how to change the file extension – see this link http://www.mediacollege.com/microsoft/windows/extension-change.html

Once the file is uploaded, click the submit button on the bottom right of the page.

A window will appear saying the video ingestion process has started. Click ok. A second window will appear when it is complete (typically automatically).

The page will now show the tabs seen when you view a video. These tabs have the same function as the tabs listed in the section above (pg 4).

Once you have modified the categories, click finish.

Manually Downloading and Uploading Videos:

All uploaded videos are stored at \\cvm-media01.cvm.tamu.edu\Videos as the base directory. The folder structure mirrors what is seen in the media.cvm.tamu.edu site. As stated above, newly completed videos will show up under the unsorted / username folder with the username being that of the person who uploaded it. Files can be copied from these folders to personal storage as normal.

On the first upload of a file, a folder is created with the username of the uploading person. That individual will be given full access to the folder to modify its contents.