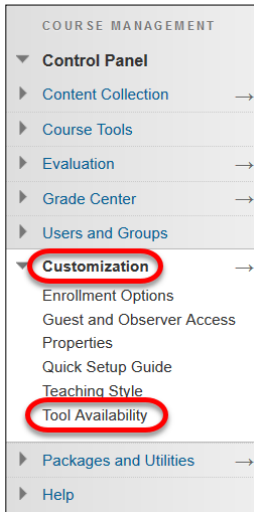

ADDING ENSEMBLE LECTURE CAPTURE VIDEOS TO WTCLASS


- Please read Ensemble Procedures located on pages 6 & 7
 - ❖ In order to be as proactive and efficient as possible with available server space, we ask that you delete any lecture capture video you are no longer using after the semester ends. This will clean up your Ensemble library and allow you to more easily search for videos for adding to future courses. For instructions on how to delete videos, see page 5.
- If you would like one-on-one training on how to add videos to your course, please email techtraining@wtamu.edu or call 806-651-7903 to setup an appointment.
 - ❖ For more information and/or training on the options Ensemble can provide for non-lecture capture videos, use the contact information above to setup an appointment.
- **Please note** that the recording procedures in the lecture capture classroom have not changed.
 - ❖ If you have never used lecture capture before, please contact techtraining@wtamu.edu to request classroom recording instructions.

TURNING ON THE ENSEMBLE TOOL IN WTCLASS

1. Inside of your course, go to **Customization > Tool Availability**.



2. Locate the **Ensemble** items, and check the available **checkboxes** for each item.

Discussion Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Email 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensemble Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ensemble Video (In Text Editor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ExamityCourseID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ExamityWTAMUSSO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

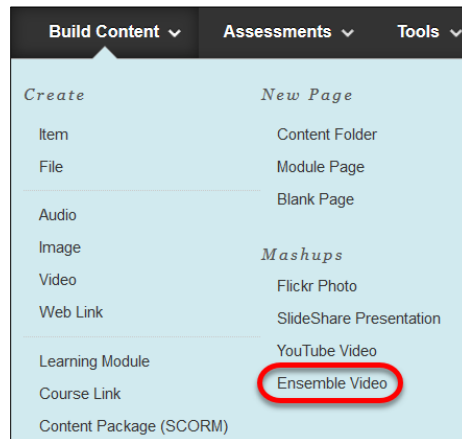
3. Click **Submit**

ADDING A SINGLE VIDEO TO WTCLASS

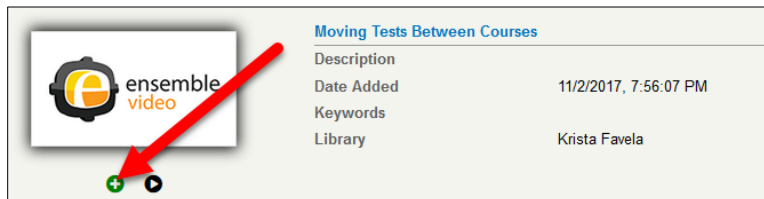
After you have logged in to WTClass, go to your course and go to the Content Area where you will be adding the video. You will have three options for how to add a video into your course:

USING THE ENSEMBLE VIDEO MASHUP

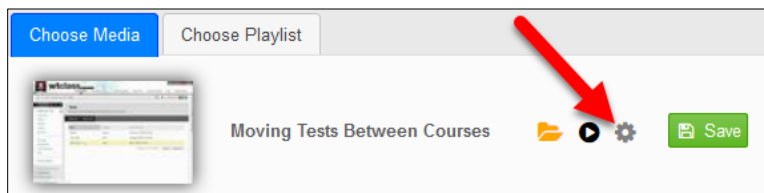
Go to the Lessons area (or other content area) in WTClass, click on the **Build Content** button and select **Ensemble Video**.



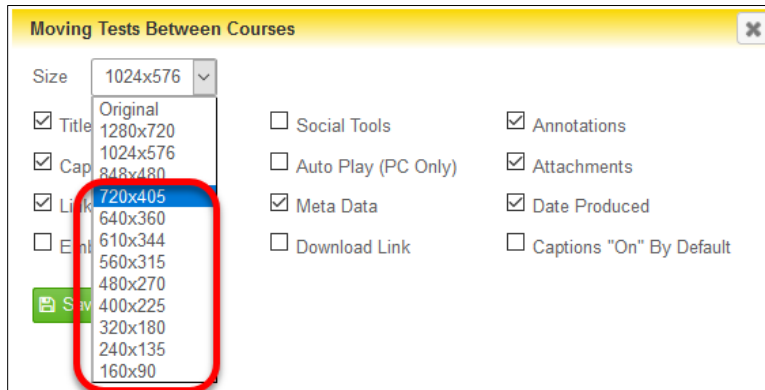
Locate the video within the Choose Media list. Click on the **Plus** button (Insert).



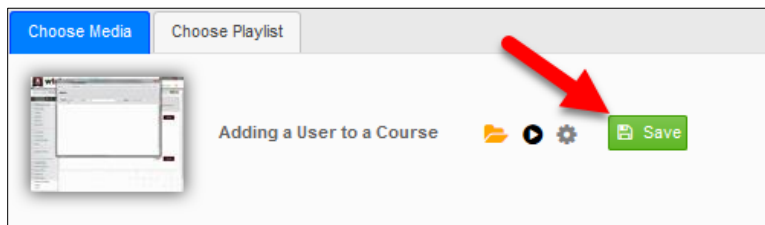
Click on the **Media Embed Options** button.



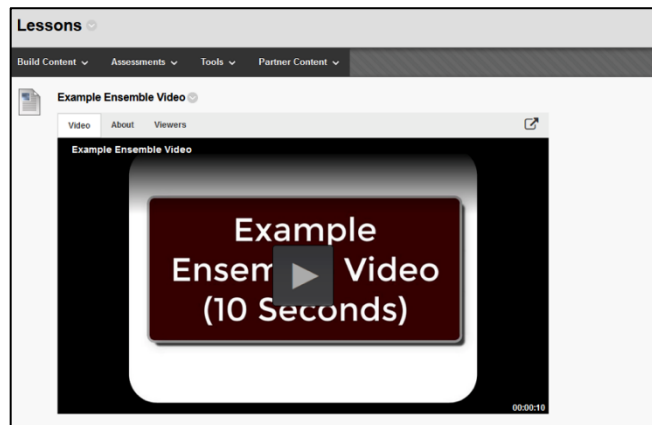
In the Options window, change the size to a size 720x[X] or smaller to allow for the video to fit on multiple browser sizes, and then click **Save**.



Click **Save** to insert the video into your WTClass course.



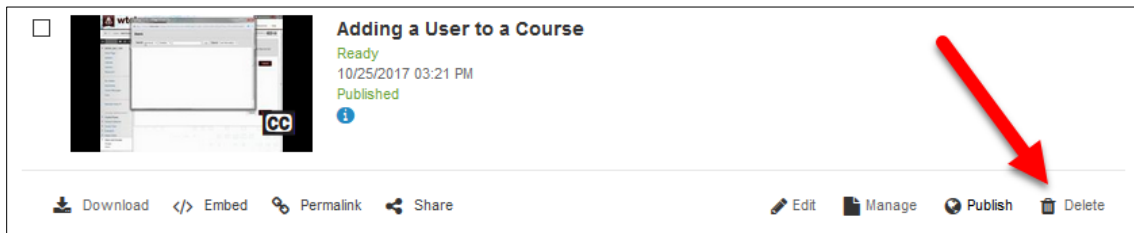
The video has been inserted into the WTClass content item, you and your students can now view the video.



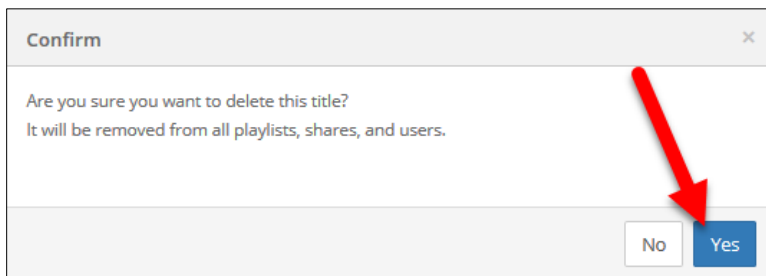
DELETING A VIDEO AT END OF USE

In order to be as proactive and efficient as possible with available server space we ask that you delete any video you are no longer using.

1. Access the WT Ensemble Video web interface at <https://ensemble.wtamu.edu/>
2. Login to Buff Portal and proceed through the DUO process
3. Locate the video within the Media Library list, and select the Delete button.



4. Click Yes to confirm the deletion of the video file.



The video will be deleted from the system. All videos are permanently deleted 30 days from deletion.

ENSEMBLE VIDEO STREAMING USAGE PROCEDURES

The Ensemble Video Streaming service is a fully managed service offering storage and delivery of digital media content to WTAMU faculty and staff. Streamed video may be viewed/accessed by publishing the video link or embedded video through WTClass, university websites or by email or communications of the video link.

AGREEMENT

By using the WTAMU Ensemble Video Streaming system, you signify your agreement to the terms and conditions described in this document and all other computer usage policies at West Texas A&M University as defined in Section F of the [West Texas A&M University Rules and Procedures](#). You should periodically review the most up-to-date version of this policy. All other University Policies and Guidelines apply to usage of Ensemble including copyright and computer usage policies.

APPROPRIATE USE

Appropriate uses for the WTAMU Ensemble Video streaming service include instruction, research, WTAMU marketing activities, WTAMU major events, library collections, and training. Personal content that is not directly related to instruction, research, WTAMU marketing activities, WTAMU major events or training is not permitted on the server. Ensemble account holders are the owners of the materials in their libraries and are responsible for following appropriate WTAMU policies as well as state and federal laws. Confidential content should not be uploaded to Ensemble.

ACCOUNTS AND ACCESSING THE STREAMED RESOURCES

Faculty, staff and university departments may need to store video on the Ensemble server. Accounts and Media Libraries may be set up for departments, and individual faculty and staff. Ensemble accounts are created by Information Technology staff according to established procedures. All WTAMU Faculty or Staff account requestors must have an account in Active Directory in order to have an account in Ensemble. It is not necessary to have an account in Ensemble in order to view streamed content. Content within accounts may be reviewed by appropriate Information Technology staff for adherence to appropriate university policies, state and federal laws.

USER RESPONSIBILITIES

- Access to streamed content is controlled by the owner of the account. Ensemble account holders must follow all appropriate WTAMU policies and make appropriate decisions about publishing streamed content.
- *Respect Copyright and Fair Use:* Creators of original content are the copyright holders of

that content. If using the copyrighted works of others, refer to the [Copyright Law of the United States, Title 17](#).

- Popular films and movies as coursework: Streaming full length, feature films raises issues with fair use, and only after receiving written/documented permission from the copyright owner should a file be uploaded into Ensemble. Documented releases and permissions must be stored on the Ensemble server as an attachment to any copyrighted uploaded video file. Courses that rely heavily on viewing and analyzing popular movies and films will need to find alternative means of presenting them

ACCOUNT CLEAN-UP AND LONG-TERM STORAGE:

Ensemble is not a long-term storage server for files and is not intended for archival storage. It is required that individual account holders routinely review their content to ensure that it is up-to-date and still in use in a course or an active website. Items unused for longer than three semesters should be removed from the WTAMU Ensemble Streaming Video system.

Account holders should store their *original files* on a **personal storage device**, not on the WTAMU Ensemble Streaming Video system for long-term storage of videos. All deleted files located in a user's *Deleted Items* are will be permanently deleted by the system after 30 days. Once a file is deleted from the WTAMU Ensemble Video Streaming system, the file is not recoverable.

Information Technology staff will periodically review video streaming content and accounts. The review will include adherence to policies and to determine use data.

SUPPORT & TRAINING

Support is available to all faculty and staff of West Texas A&M University. Instructional Technology Services support hours are Monday-Friday, 8am–5pm. Please submit all support requests to the Information Technology Service Center by calling the IT Service Center/Help Desk at 806-651-4357, Ext. 4357 or by email to itsc@wtamu.edu. One-on-One Training can be scheduled by request by emailing techtraining@wtamu.edu. You can also obtain assistance by visiting the WTAMU Ensemble support page at: <http://faculty.wtamu.edu/ensemble/>.