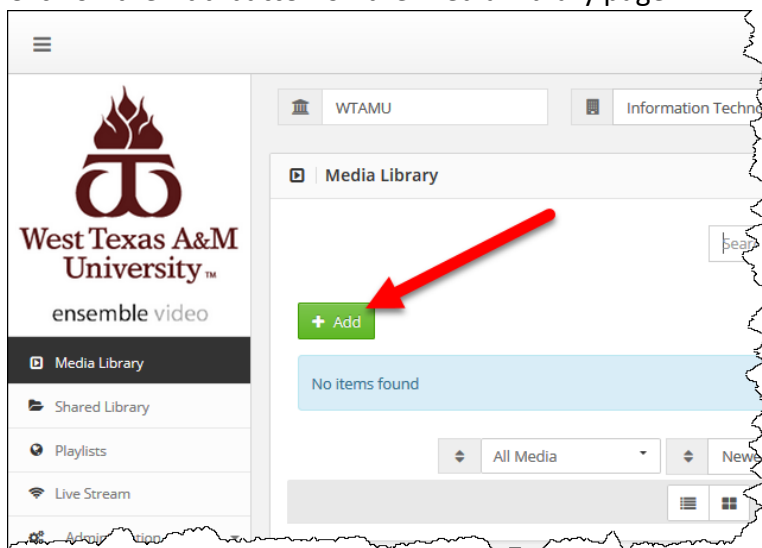


ADDING A REUSABLE VIDEO IN WTCLASS

For videos that you will be reusing each semester or year, or you have a student that requires closed captions, use the following directions. For short-term videos, please see directions for “Adding a One-Time Use Video in WTClass.”

STEP 1: UPLOADING YOUR VIDEO INTO THE ENSEMBLE WEB INTERFACE

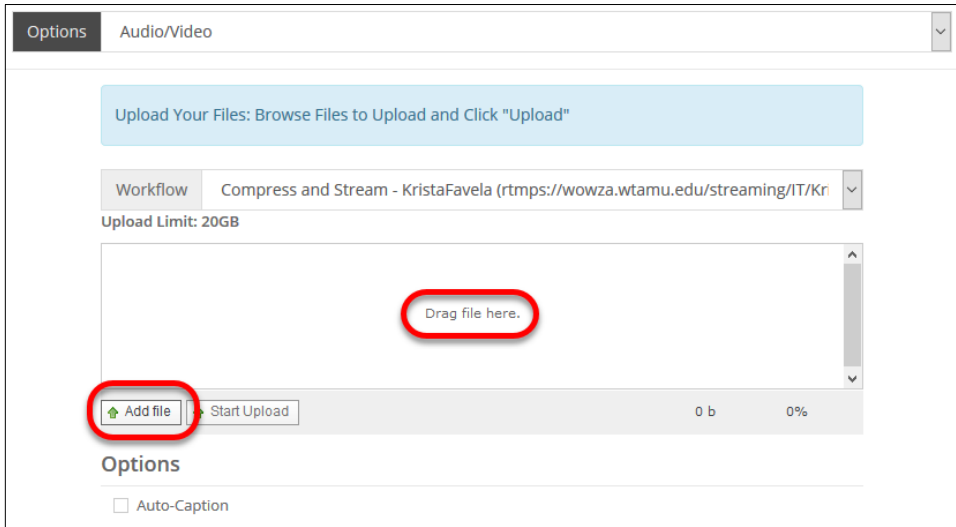
- A. Access the WT Ensemble Video web interface at <https://ensemble.wtamu.edu/>
- B. Click on the **Add button** on the Media Library page.



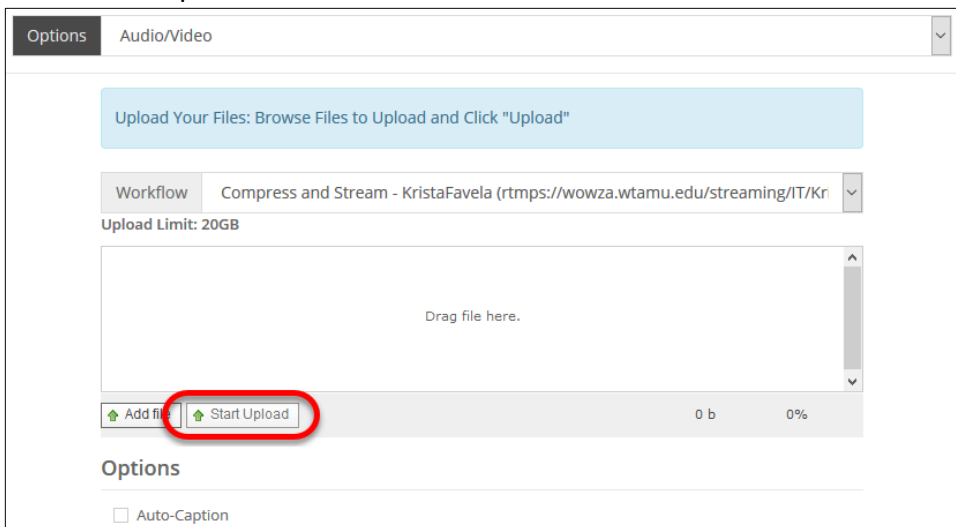
- C. Enter a **title** for the video (required), and add a description, keywords, and credits if desired.

Enter Description	
* Title:	<input type="text"/>
	Required
Copyright:	<input type="text"/>
Genre:	-- Please Select --
Date Produced:	11/06/2017
Description:	<input type="text"/>

- D. Click on the **Add file** button and locate your video file on your computer or drag your video file into the **Drag file here** area from your computer.



- E. Select Start Upload



- F. Then select **Auto-Caption**. This allows ensemble to create captions on your video while it is being published. See further instructions on how to check the captions.



NOTE: All videos that will be reused are REQUIRED by [Section 508](#) to be Closed Captioned.

- G. Click **Continue**.

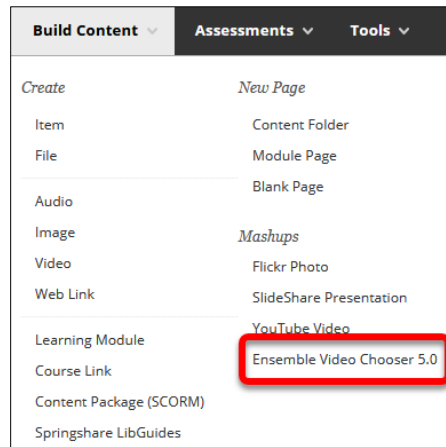
STEP 3: ADD THE VIDEO TO WTCLASS

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:

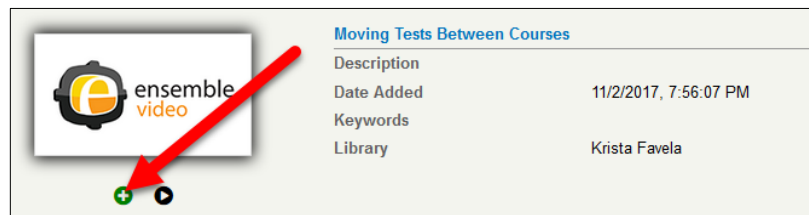
- [Using the Ensemble Video Mashup](#)
- [Adding in the VTBE Text Editor](#) (for adding to discussions, announcements, items, etc.)

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**.

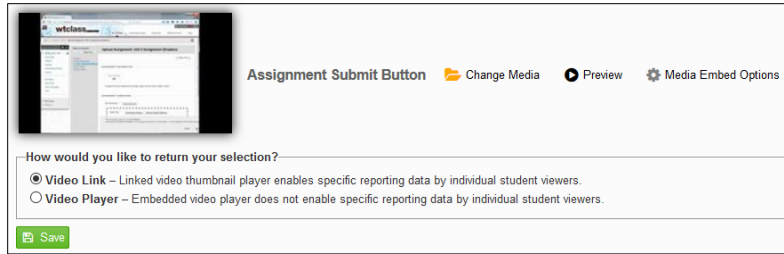


Locate the video within the Choose Media list. Click on the **Plus** button (Insert).



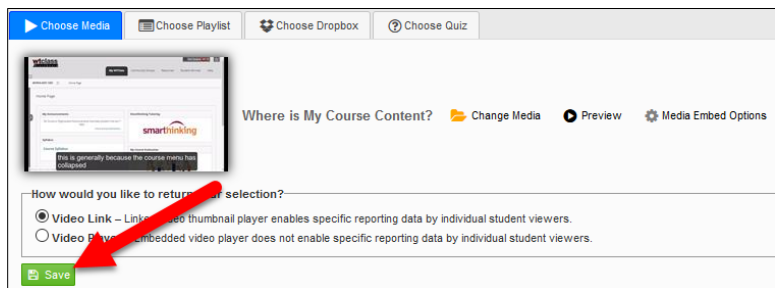
Select the desired option for how the video will display to students:

- **Video Link** – students click on a link and the video will open full-screen in a new window. Setting up this option allows for the video to track who watches this video, how long they watch it, and if they watch it more than once. (**Recommended**)
- **Video Player** – students see the video embedded in WTClass. Setting up this option does NOT allow for the video to track individual student access. It will only track number of views and average watch length.



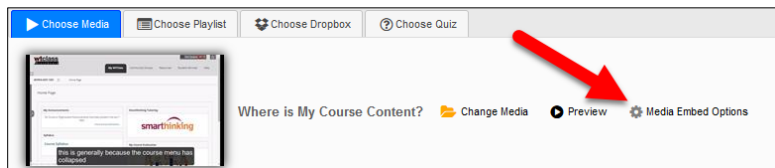
If using Video Link:

Click on the Save button.

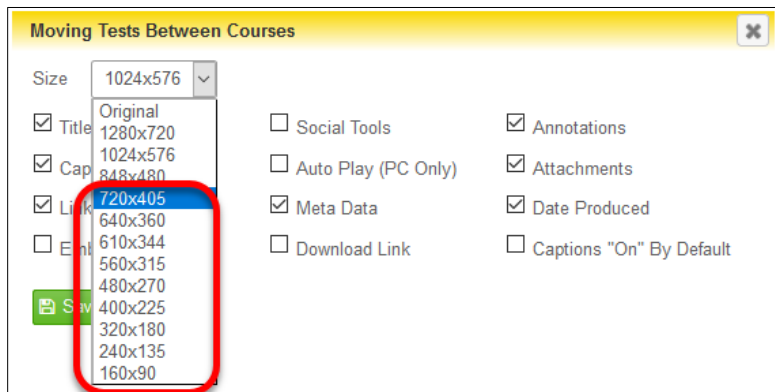


If use Video Player:

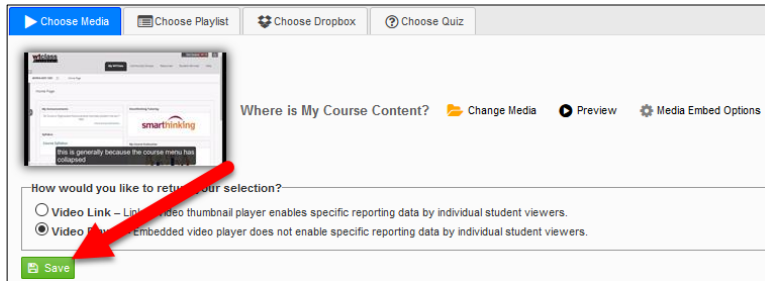
Click on the **Media Embed Options** button.



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.

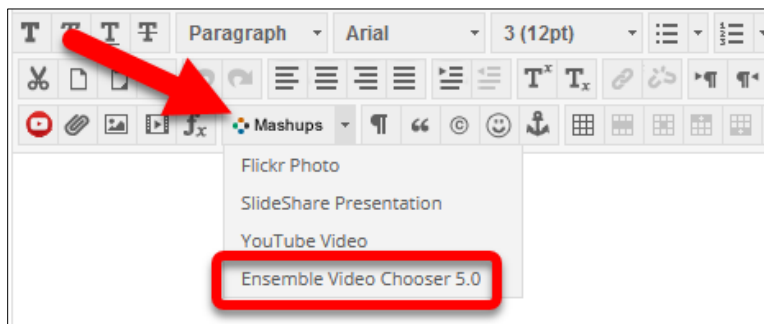


The video has been inserted into the WTClass content item, you and your students can now view the video.

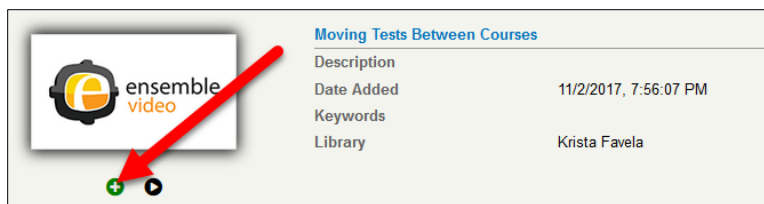
ADDING VIDEO IN THE VTBE TEXT EDITOR

Videos can be added within the VTBE Text Editor of almost any area such as discussions, announcements, items, etc. by using the following directions.

In the VTBE Text Editor, click on the **Mashups** Button, and select **Ensemble Video** from the menu.

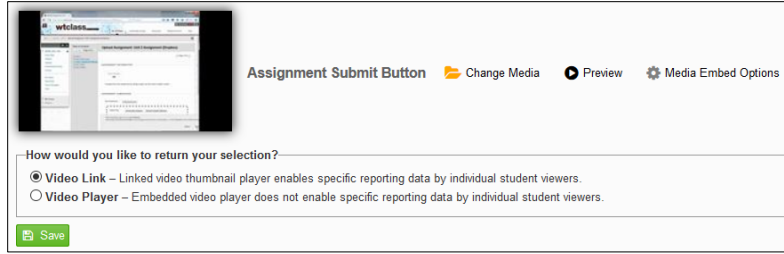


Locate the video within the Choose Media list. Click on the **Plus** button (Insert).



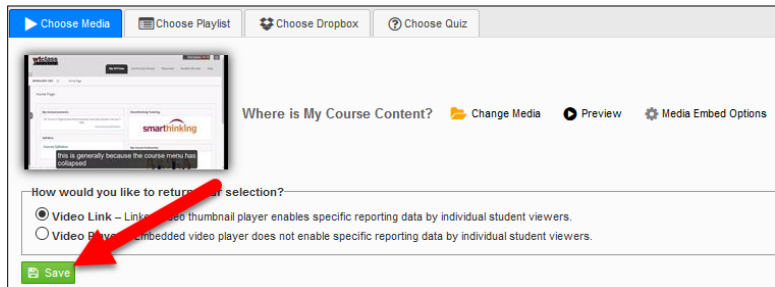
Select the desired option for how the video will display to students:

- **Video Link** – students click on a link and the video will open full-screen in a new window. Setting up this option allows for the video to track who watches this video, how long they watch it, and if they watch it more than once. (**Recommended**)
- **Video Player** – students see the video embedded in WTClass. Setting up this option does NOT allow for the video to track individual student access. It will only track number of views and average watch length.



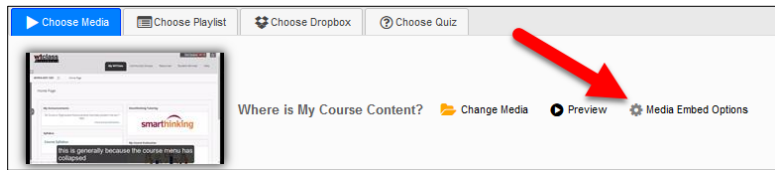
If using Video Link:

Click on the Save button.

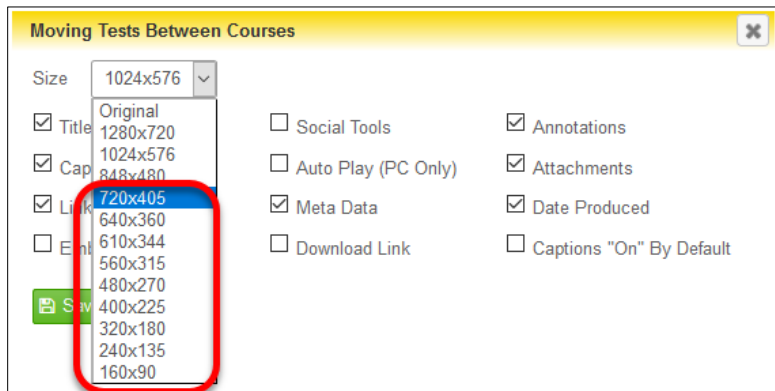


If use Video Player:

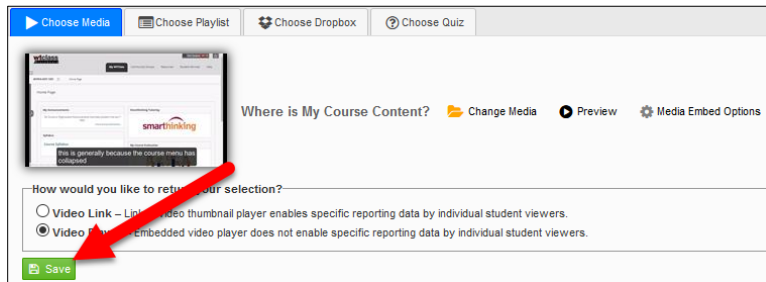
Click on the **Media Embed Options** button.



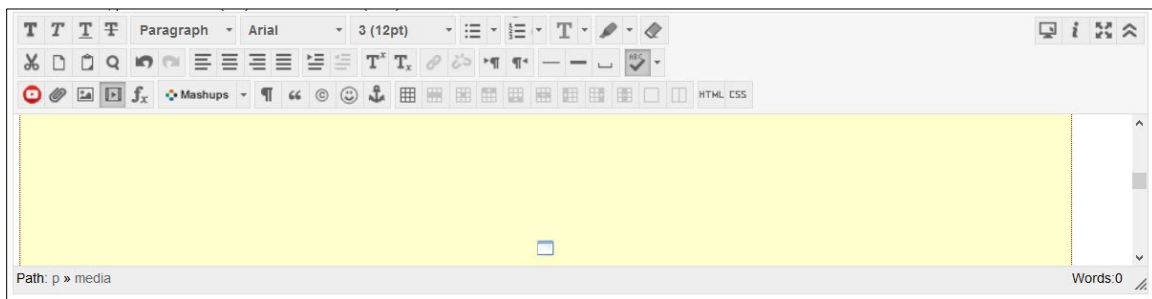
In the Options window, change the size to a size 720x[X] or smaller to allow for the video to fit on multiple browser sizes, and then click **Save**.



Click **Save** to insert the video.



After saving the video into the VTBE, click **Submit** to insert the video.



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