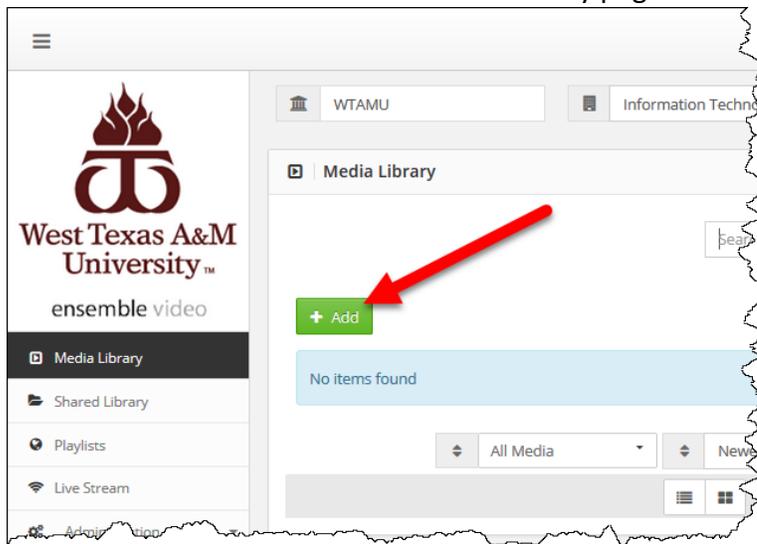


ADDING A VIDEO IN ENSEMBLE

For videos that you will be reusing each semester or year, or you have a student that requires closed captions, please follow the directions on Closed Captioning at the end of the document. For videos that will only be used once, you may skip this section.

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.

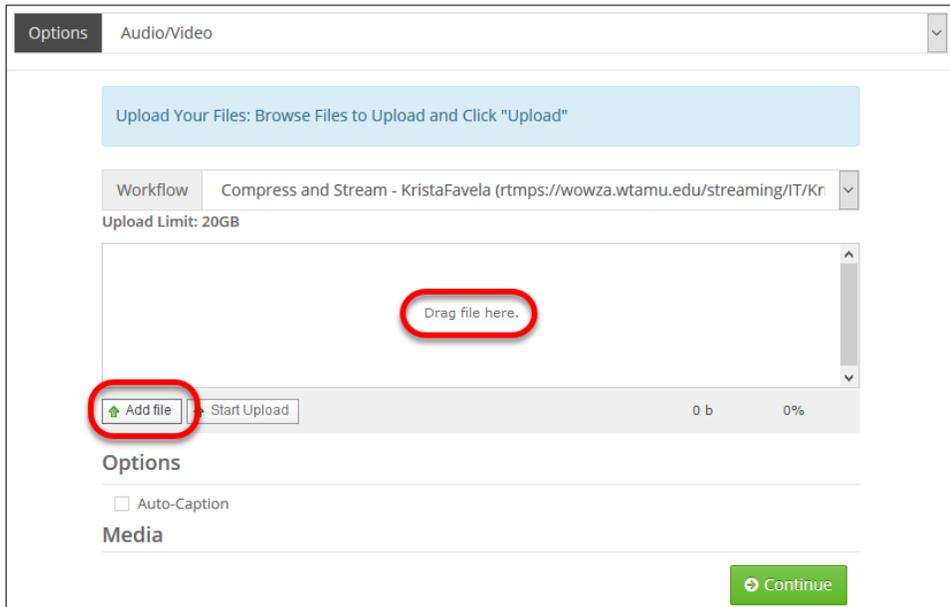


- C. Enter a **title** for the video (required), and add a description, keywords, and credits if desired.

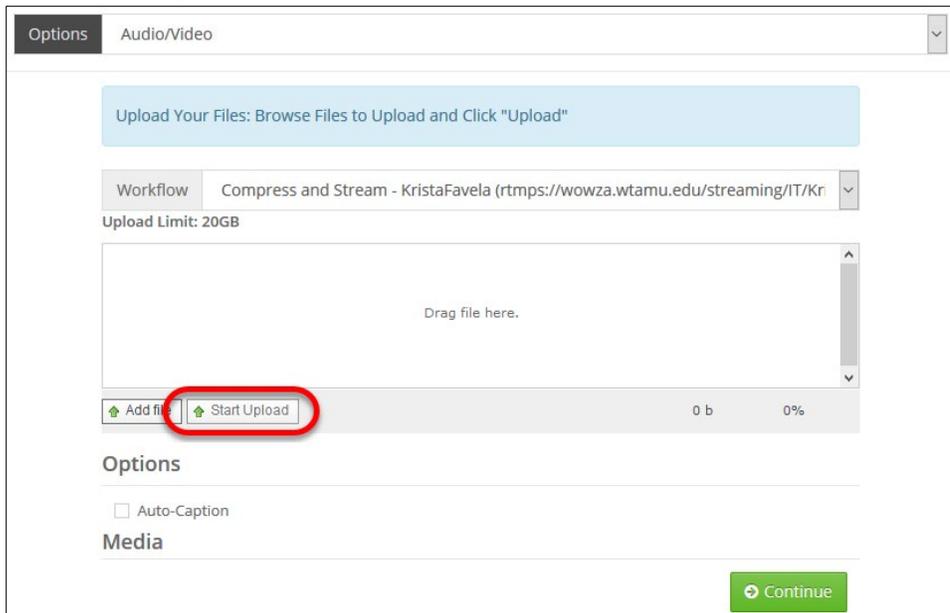
Enter Description

* 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. Click **Continue**.

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

FOR VIDEOS NEEDING CLOSED CAPTIONING

For videos that you will be reusing each semester or year, or you have a student that requires closed captions, please follow these additional directions on Closed Captioning.

In order to verify that your captioning is accurate and Section 508 compliant, please:

1. Email ITSC@wtamu.edu with the Subject "Video Transcript." Please include:
 - a. The title(s) of the video(s) uploaded into Ensemble.
 - b. The semester and date these videos will be used by students.
 - c. If you have a student identified as needing closed captioning in the course.
2. A work order will be created for a member of ITS to review the captions.
3. You will then receive an email with a Word document containing the transcript of your video. Please read the entire transcript for accuracy and to look specifically at any content related terminology or verbiage.
4. Make your edits in the Word document (Track Changes will be used to track the original transcript as well as your changes), and then send your updated file back.
5. A member of ITS will then update the transcript for your video and let you know when it has been updated.

Please be aware that during high volume times, some videos may take longer to proof. Please be patient during this time. You will be notified when the captions have been proofed and/or corrected. *If you have a student who has been identified as needing closed captioning for your course, please let us know to escalate the priority of your video.*