

FINDING, ORGANIZING, AND LINKING ENSEMBLE VIDEOS WITH ONEDRIVE

Panopto is used for sharing premium videos with students in your classes that you plan to use for more than one semester.

Your class-capture videos may not have transferred to Panopto. If they did not transfer and you have a copy of your Ensemble videos in OneDrive, you can access your videos in OneDrive and link them back into your course.

DIRECTIONS

<u>Create a Course Folder in OneDrive</u> <u>Locate Your Ensemble Archive Videos Folder and Spreadsheet</u> <u>Find and Rename Ensemble Videos</u> <u>Move Your Videos into Organized Folders</u> <u>Share Your OneDrive Video Link</u> <u>Add a Video Link to WTClass</u> <u>Optional: Add a Video Folder (Playlist) Link to WTClass</u> <u>Optional: Auto-Caption Your Videos in OneDrive</u>

CREATE A COURSE FOLDER IN ONEDRIVE

Go to OneDrive to locate your Ensemble Archive Videos folder.

- 1. In your preferred browser, go to <u>https://onedrive.live.com</u>. Click on the "Sign In" button in the top right of the screen.
- 2. Enter your full WT Email address in the Sign in box.
- 3. Select the option for "Work or School account created by your IT department." If requested a second time, select "Work or School account created by your IT department" again.



4. Enter your full WT email address and Single Sign On password.



- 5. You should now be inside your OneDrive account.
- 6. Once inside OneDrive, create a new folder. To create a folder, select the "+ New" button and then select "Folder."

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7. Enter a title for the folder, and click **"Create."** Be sure to create a folder for each class or topic for which you have videos.

Create a folder	×
IDS-2340	
	Create

LOCATE YOUR ENSEMBLE ARCHIVE VIDEOS FOLDER AND SPREADSHEET

To find your Ensemble Archive Videos folder, see the videos in the folder, and identify the spreadsheet that lists your archived videos, follow the directions below:

1. In OneDrive, go to the My Files area.



2. In your files list, look for the folder titled, **Ensemble Archive Videos**.

My files						
D	Name ~	Modified ~				
-	Attachments	June 6				
	Desktop	May 18				
	Documents	May 18				
	Ensemble Archive Videos	Yesterday at 12:10 PM				
	IDS-2340	September 16				

3. Click on the folder. You should see your Ensemble videos. The videos will have long names that are not easily identifiable. We will work on that in the next section.

My files > Ensemble Archive Videos						
🗅 Name ~	Modified ~					
▶ ^{3/} 47Q5GgD5YTffl9RH5ALLRUIGTkeqpjjOT1d	October 11					
▶ ³ 93483820-85d5-4394-8bd4-8640b67c7ce	October 11					
CAPTURE-HD-CC2062018-10-10091145-e	October 11					
► CAPTURE-HD-CC2062018-10-10091235-2	October 11					
CourseMenuHidden-6nXlgmPy3EeB7xAYoU	October 11					
educatingemily-RSa-TwFSpkC4pMZV_Vhpz	October 11					
EnsembleVideoQuizResults-zAK2JJtk0ES7xH	October 11					
Ensemble Archived Videos.xlsx	Yesterday at 1:41 PM					

4. You should also see a spreadsheet titled, "Your Name Ensemble Archived Videos.xlsx."



5. Click on the spreadsheet. It will open in a new tab.

Excel E	nsemble Ai	rchived Videos - :	Saved \checkmark	₽ Search (A	lt + Q)							
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Information Technology		Accessing Ense	mble Video Quiz Resu	ults from Ensemble	1	1	0	0	EnsembleVide	oQuizResults-zAK2JJtk0ES7	kHAuTc2fpw_2988_	1280x720.mp4
Information Technology		Logging into W	TClass		1	1	0	14	93483820-850	d5-4394-8bd4-8640b67c7ce	e-ONKyuzJO_02qFf	rQGIbppg.mp4
Information Technology		Where is My Co	ourse Content?		1	1	1	24	UntitledProjec	ct-kfmqdon3f0ieQqSWeUpN	lbw_2988_1280x72	0.mp4
Information Technology		Educating Emily	(1	1	0	2	educatingemil	ly-RSa-TwFSpkC4pMZV_Vhp	zA.mp3	

6. Notice that the spreadsheet lists the titles of the videos that were archived (**A**), and lists what the archived file names are within OneDrive (**B**). This will help you identify which archived video is which in your video list.

FIND AND RENAME ENSEMBLE VIDEOS

In WTClass, you need to locate an Ensemble video that you want to link back into the class, find the video in OneDrive, and rename it so that it is easier to find and use.

- 1. Go into a course in WTClass.
- 2. Locate an Ensemble video from a content area of the course.
- 3. Click on the down arrow next to the title of the video, and choose, "Edit."



4. **Copy the name of the video** by selecting the name and pressing Control/Command + C on your keyboard.



5. Go back to **OneDrive** and access the **Ensemble Archived Videos** folder.

My files		
	Name ~	Modified ~
-	Attachments	June 6
-	Desktop	May 18
-	Documents	May 18
-	Ensemble Archive Videos	4 days ago
-	IDS-2340	September 16

6. Click on the spreadsheet titled, "Your Name Ensemble Archived Videos.xlsx." It should open in a new tab.



In the Excel spreadsheet, search for the video file name (A) in the video list. Press
 Control/Command + F ("Find") on your keyboard and then paste the video name into the "Find what" box.

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LIBRARY	TITLE	IsPublished	IsDefault	HasCaptions	TotalViewsCount	FILENAME
	Accessing Ensemble Video Quiz Results from Ensemble	1	1	0	0	EnsembleVideoQuizResu
B	Logging into WTClass	1	1	0	C	93483820-85d5-4394-8b
	Where is My Course Content?	1	1	1	24	UntitledProject-kfmqdon
for the set	Educating Emily	1	1	0	2	educatingemily-RSa-TwFS
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- 8. The search should find the video title in the spreadsheet (**B**) so you can find the associated archive file name (**C**). Note: If you renamed the title of the video in WTClass, you may need to look for a video with a similar title.
- 9. Copy the archive file name (C) so that you can find it in your videos folder. To copy the file name, click on the archive file name and then Control/Command + C on your keyboard.
- 10. Go to the **Ensemble Archive Videos folder** in OneDrive. It should still be open in another tab.

11. In the **search bar of OneDrive**, paste (Control/Command + V) the archive file name. ******Be sure to **not** hit "enter" while typing in the search.

1	← 1-8640b67c7cee-ON	KyuzJO_02qFfrQGlbp Curre	nt folder \vee $>$	
+ New マ → Upload マ 🖄 Share	Files			
	93483820-85d5-439 modified	94-8bd4-8640b67c7cee-ONK d 13 days ago	yuzJO_02qFf	
My files > Ensemble Archive Videos	Ensemb modified	le Archived Videos.xlsx d 4 days ago		
🗋 Name 🗡		Show more results		Sharing
► 47Q5GgD5YTffl9RH5ALLRUIGT	keqpjjOTTa October T	LCC, NICISLOI IN	051 100	Private
CAPTURE-HD-CC2062018-10-	10091145-e October 11	Lee, Kiersten R.	4.99 MB	Private
CAPTURE-HD-CC2062018-10-	10091235-2 October 11	Lee, Kiersten R.	13.9 MB	Private

12. Click on the file name within the dropdown list.



- 13. The video will open in a new tab. Watch a bit of the video and verify that it is the correct video.
- 14. Click on the video file archive name in the top left corner of the page. A drop down file name box will appear.



15. Inside the file name area, rename the video with the correct name/title, and press Enter.

Stream	93483820-85d5-4394-8bd4-8640b67c7cee-ONK >		× 1
New 🗸	File name		
	Logging into WTClassmp4	er agent	
	Ensemble Archive V >	(AS RS	A&M ⊤ ץ
	Visit our COVID-19 information page for the latest upda	tes.	

MOVE YOUR VIDEOS INTO ORGANIZED FOLDERS

To move your archived videos into folders organized by course or topic (so that they are easier to find), follow the steps below:

- 1. If you are not already signed into OneDrive, **go to OneDrive** at <u>https://onedrive.live.com</u>. Click on the "Sign In" button in the top right of the screen and log in with your credentials.
- 2. Once you are inside your OneDrive account, find the video that you want to move.
- 3. Roll your mouse over the file name and then click on the three dots next to the title of the video.
- 4. Choose "Move to".

My file	es >	Ensemble Archive Videos		
	Ľ	Name ~	Modified ~	Modified By ~
0		47Q5GgD5YTffl9RH5ALLRUIG 🖻	Preview	
		CAPTURE-HD-CC2062018-10-10091145-e	Share	
		CAPTURE-HD-CC2062018-10-10091235-2	Copy link	
		CourseMenuHidden-6nXlgmPy3EeB7xAYoU	Download	
	3	educatingemily-RSa-TwFSpkC4pMZV_Vhpz	Delete	
		EnsembleVideoQuizResults-zAK2JJtk0ES7xH	Move to	
	X	Ensemble Archived Videos.xlsx	Copy to	
		Logging into WTClass.mp4	Rename	

5. A **My Files** box will open. Click on the "**My files**" icon in the top left corner of the box.

Move 1 item	My files > Ensemble Archive Videos					
🗈 My files		Name ~	Modified ~			
	•	47Q5GgD5YTffl9RH5ALLRUIGTkeqpjjOT1d	October 11			
Quick access		CAPTURE-HD-CC2062018-10-10091145-e	October 11			
	•	CAPTURE-HD-CC2062018-10-10091235-2	October 11			
	•	CourseMenuHidden-6nXlgmPy3EeB7xAYoU	October 11			
	13	educatingemily-RSa-TwFSpkC4pMZV_Vhpz	October 11			
Country Marine and	Þ	EnsembleVideoQuizResults-zAK2JJtk0ES7xH	October 11			

6. Your files and folders will appear. Click on the folder name that you want to move the video into.

My fi	My files						
	Name ~	Modified ~					
	Attachments	June 6					
	Desktop	May 18					
	Documents	May 18					
	Ensemble Archive Videos	5 days ago					
	IDS-2340	September 16					

7. The folder's contents will appear. In the bottom right of the box, choose the "**Move here**" option.

My fi	les > IDS-2340				₽⊋ = -
ß	Name ~	Modified ¥	Modified By ~	File size 🗡	Sh
A	Week 01 Lecture .mp4	September 19		9.51 MB	A.
A		September 19		5.27 MB	Priv
A	Week 03 Lecture.mp4	September 19		10.5 MB	Priv
			N		
<				1	>
				Move here	Cancel

SHARE AND COPY YOUR ONEDRIVE VIDEO LINK

- 1. If you are not already signed into OneDrive, **go to OneDrive** at <u>https://onedrive.live.com</u>. Click on the "Sign In" button in the top right of the screen and log in with your credentials.
- 2. Once you are in OneDrive, find the folder that you created for your course videos.
- 3. Locate the video you want to share.
- 4. Roll your mouse over the video file name and click on the three dots that appear. Then select "Share."



5. Select the "Anyone with the link can view" link.



6. In the box that appears, switch the setting for "**Block download**" and then select the **"Apply"** button.



7. Select the "Copy" button.

	×
Link to 'Week 01 Lecture .mp4' copied	
https://wtamu0-my.sharepoint.com/:v:/g/personal/kl Copy	

ADD THE VIDEO LINK TO WTCLASS

- 1. Open your WTClass course.
- 2. In your content area (such as Lessons, or Content), click "Build Content".

DEV_ITS_1000	Lessons
t↓ C DEV_ITS_1000	Lessons 💿
Syllabus	Build Content V Assessments V Tools V Partner Content V
Calendar Class Recordings Lessons	Chapter 1 PowerPoint © A*
-	 Word ◎ A[†]

- Lessons 💿 0 Home Page Build Content 🗸 Assessments 🗸 Tools 🗸 0 Syllabus Calendar 0 New Page Create e Lessons ltem Content Folder Zoom Meetings 0 File Module Page Blank Page Resources 🔳 Audio Smarthinking Tutoring 0 Image Mashups WTAMU Library 0 Video Flickr Photo Web Link SlideShare Presentation 0 YouTube Video 0 My Grades Learning Module Ensemble Video Chooser Send Email e Course Link Panopto Video Embed Springshare LibGuides Course Messages Zoom Video ø Tools Panopto Assessment Content Package (SCORM) Instructor Alerts 0
- 3. From the **Build Content** drop-down menu, click "Web Link".

4. In the "Web Link Information" space, create a name/title for your video and **paste the OneDrive link** into the URL box. Click **"Submit."**



5. The **Web Link** to your OneDrive recording will appear at the bottom of the page.

DEV_ITS_1000 💿	Lessons
t Q	Success: Week 01 Lecture created.
DEV_ITS_1000 Home Page	Lessons 🛇
Syllabus Calendar	Build Content v Assessments v Tools v Partner Content v
Class Recordings Lessons	Chapter 1 PowerPoint S At
My Grades Send Email	Word At
Course Messages Smarthinking Tutoring	Week 01 Lecture

6. **NOTE:** If the video link you placed in WTClass is replacing a broken Ensemble video link, please delete the old video link/item.

ADD A VIDEO FOLDER (PLAYLIST) LINK TO WTCLASS

To add a link to a folder in WTClass that holds all of your course videos, follow these steps:

- 1. If you are not already signed into OneDrive, **go to OneDrive** at <u>https://onedrive.live.com</u>. Click on the "Sign In" button in the top right of the screen and log in with your credentials.
- 2. Once you are in OneDrive, find the folder that you want to share. Roll your mouse over the folder name and then click on the three dots that appear. Then choose **"Share."**

+ New ~	🖻 Share 🛛 🕲 Copy link	🕞 Request files		📋 Delete 🛛 …
My files		Cha	_	
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3. Click on the "Anyone with the link can view" option.



4. Select the option to **block downloads** and then click "Apply."

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Wh	o would you like this link to work for? Learn more	l
۲	Anyone with the link ~	l
	People in wtamu.edu with the link	l
RB	People with existing access	l
A	Specific people	l
Oth	ner settings	l
×	Can view 🗸 🗸	l
i	Set expiration date	l
A	Set password	l
Θ	Block download	I
	Apply Cancel	

5. Copy the link to the folder by clicking "Copy."



- 6. Open your WTClass Course.
- 7. From the **Build Content** drop-down menu, click "Web Link".

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	Home Page Syllabus		•	Build	Content 🗸	Assessments 🗸 Tools 🗸
_	Calendar Lessons Zoom Meetings Resources Smarthinking Tu WTAMU Library My Grades	itoring		Create Item File Audio Image Video Web L Learni	ink ng Module	New Page Content Folder Module Page Blank Page Mashups Flickr Photo SlideShare Presentation YouTube Video
_	Send Email Course Message Tools Instructor Alerts	25		Course Spring Zoom Panop Conter	e Link share LibGuide Video to Assessment nt Package (SCC	Ensemble Video Chooser Panopto Video Embed S

- 8. The "Create Web Link" page will open so that you can provide a name and link to the recordings folder.
- 9. In the "Web Link Information" space, create a name/title for your recordings folder and **paste the OneDrive link** into the URL box. Click **"Submit."**

WEB LINK INFORMATION	ON					
* Name						
ID5-2340						
* URL						
amQ5GDCeBEBT5rgRl-i	idtsPTVYgV16B6w?e=Mj	LNS0				
For example, http://www.r	myschool.edu/					
DESCRIPTION						
For the toolbar, press AL	.T+F10 (PC) or ALT+FN+I	10 (Mac).			-	A
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Click Submit to proceed	l.					Cancel Submit

10. The **Web Link** to your OneDrive course video folder will appear at the bottom of the page.

t Q	Ð	Success: IDS-2340 created.			
DEV_ITS_1000	A				
Home Page	۲	Lessons 💿			
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Calendar	۲	Build Content 🗸 Assessments 🗸 Tools 🗸 Partner Content 🗸			
Class Recordings	۲				
Lessons	۲	Chapter 1 PowerPoint A			
RLDB	۲	ф			
Resources	۲				
My Grades	•	Word © A*			
Send Email	•				
Course Messages 🛛	۲	IDS-2340			
Smarthinking Tutoring	۲				
Tools	۲				

11. When students click on the link to the folder, it will take them directly to a listing of the folder's contents within OneDrive. Students can view videos within this folder (including videos you add later to this folder) by clicking on the title of the video they want to watch.



12. **NOTE:** If the folder link you placed in WTClass is replacing a broken Ensemble folder/playlist, please delete the old link/item.

AUTO-CAPTION YOUR VIDEOS IN ONEDRIVE

To auto-caption your videos in OneDrive, follow these steps:

- 1. If you are not already signed into OneDrive, **go to OneDrive** at <u>https://onedrive.live.com</u>. Click on the "Sign In" button in the top right of the screen and log in with your credentials.
- 2. Once inside your OneDrive account, find the video that you want captioned. Click on the **title of the video** to open the video.





3. The video will open. In the top right corner of the video, click on the **"Video Settings"** option.

4. The Video Settings box will open. Click on the small arrow next to "Transcript and captions."



5. The "Transcripts and captions" menu will drop down. Click on "Generate."



6. A pop-up box will appear to verify the language for the captions. English will likely be the default. If not, find "English (United States)" in the "Spoken language" box. Click **"Generate."**

Generate	×					
Microsoft can generate a transcript and captions for supported languages. To start, select the language spoken in this video.						
Spoken language						
English (United States)	\sim					
Generate	Cancel					

- 7. You will see a message under the "Transcript and captions" heading that tells you that the captions are being generated. Once available, the caption and transcript file will appear there, under the "Transcript and captions" heading.
- 8. Once the captions are available, students can view the captions by opening the video from the provided link, and then choosing "CC" at the bottom right corner of the video.

