

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

[Create a Course Folder in OneDrive](#)

[Locate Your Ensemble Archive Videos Folder and Spreadsheet](#)

[Find and Rename Ensemble Videos](#)

[Move Your Videos into Organized Folders](#)

[Share Your OneDrive Video Link](#)

[Add a Video Link to WTClass](#)

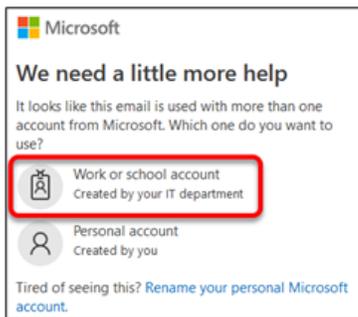
[Optional: Add a Video Folder \(Playlist\) Link to WTClass](#)

[Optional: Auto-Caption Your Videos in OneDrive](#)

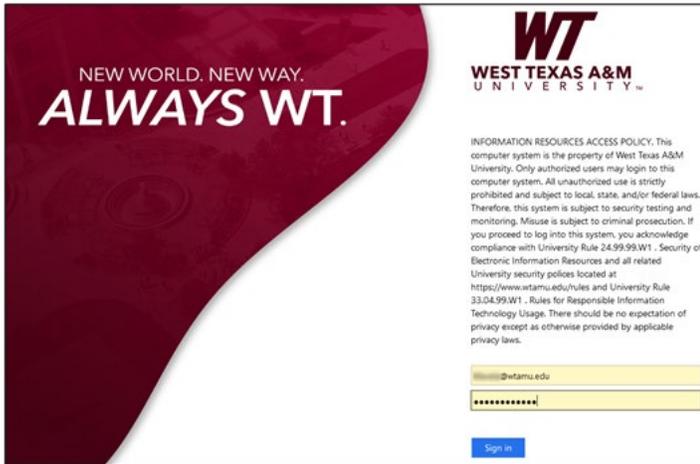
CREATE A COURSE FOLDER IN ONEDRIVE

Go to OneDrive to locate your Ensemble Archive Videos folder.

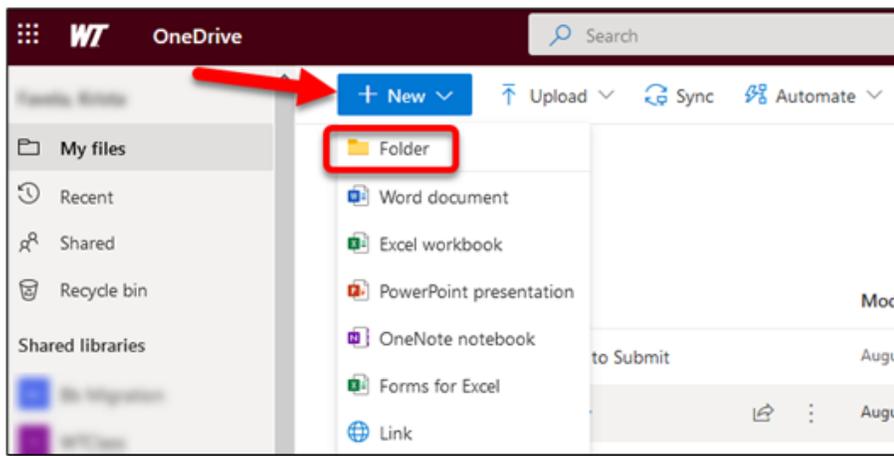
1. In your preferred browser, go to <https://onedrive.live.com>. Click on the “Sign In” button in the top right of the screen.
2. Enter your full WT Email address in the Sign in box.
3. Select the option for “Work or School account created by your IT department.” If requested a second time, select “Work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



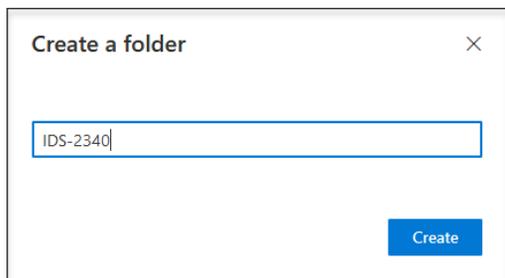
4. Enter your full WT email address and Single Sign On password.



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.”



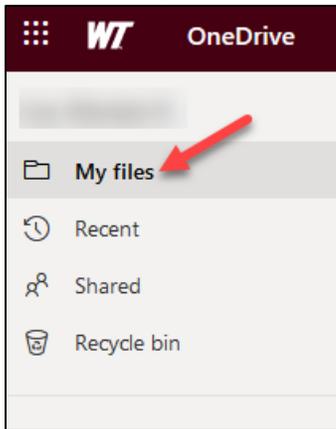
7. Enter a title for the folder, and click “**Create.**” Be sure to create a folder for each class or topic for which you have videos.



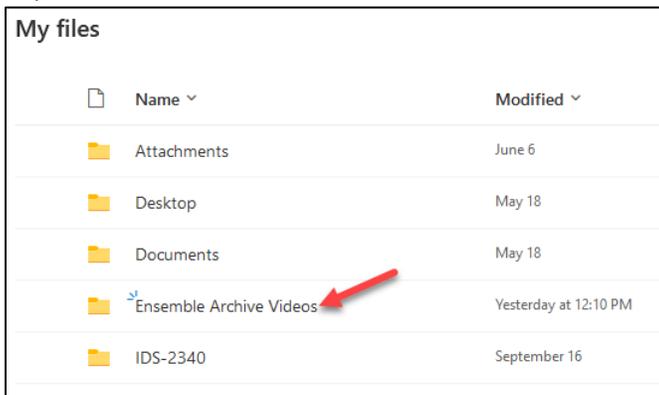
LOCATE YOUR ENSEMBLE ARCHIVE VIDEOS FOLDER AND SPREADSHEET

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:

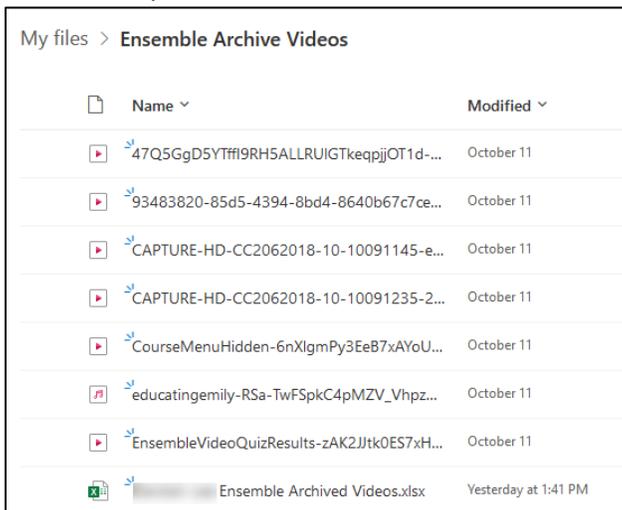
1. In OneDrive, go to the **My Files** area.



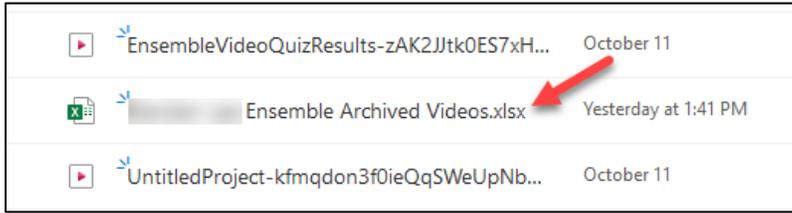
2. In your files list, look for the folder titled, **Ensemble Archive Videos**.



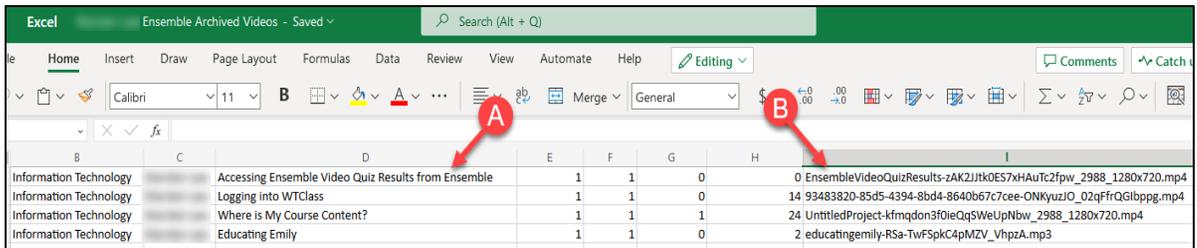
3. Click on the folder. You should see your Ensemble videos. The videos will have long names that are not easily identifiable. We will work on that in the next section.



- You should also see a spreadsheet titled, **“Your Name Ensemble Archived Videos.xlsx.”**



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

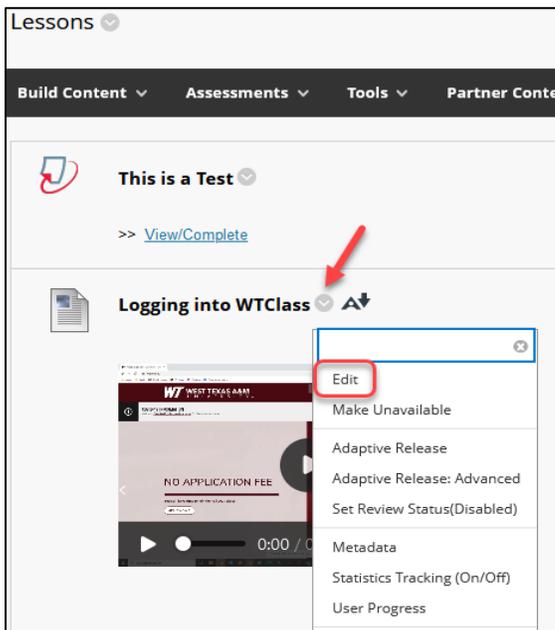


- Notice that the spreadsheet lists the titles of the videos that were archived (**A**), and lists what the archived file names are within OneDrive (**B**). This will help you identify which archived video is which in your video list.

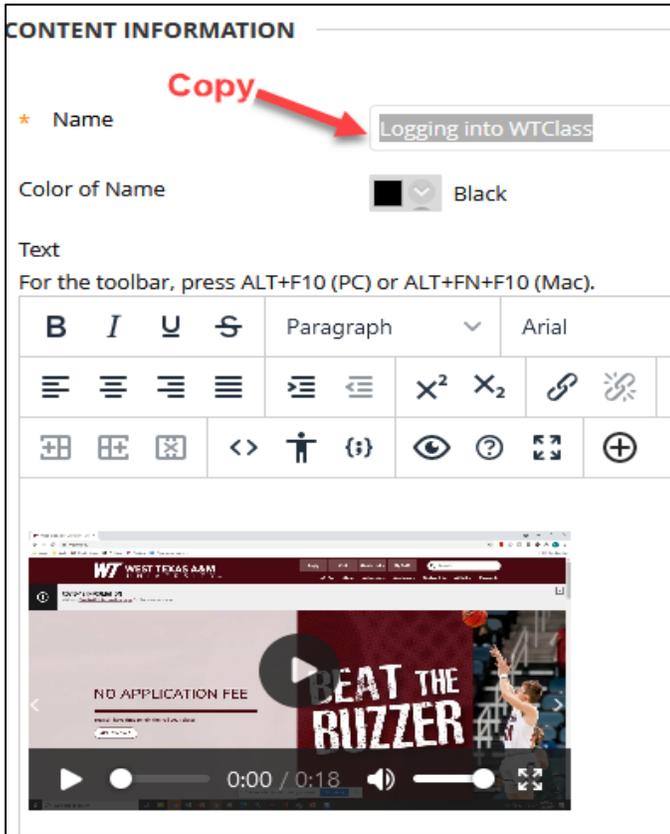
FIND AND RENAME ENSEMBLE VIDEOS

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.

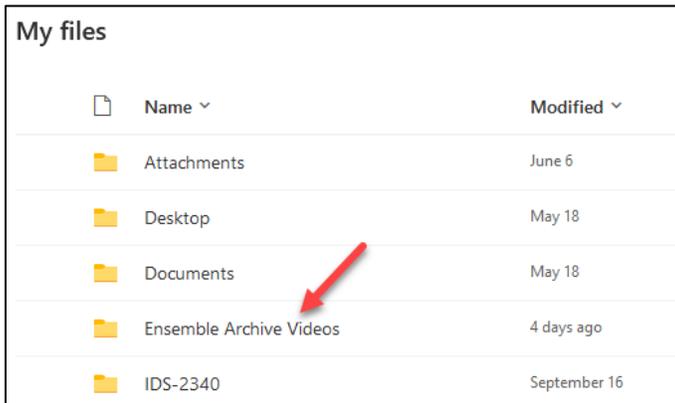
- Go into a course in WTClass.
- Locate an Ensemble video from a content area of the course.
- Click on the **down arrow next to the title of the video**, and choose, “Edit.”



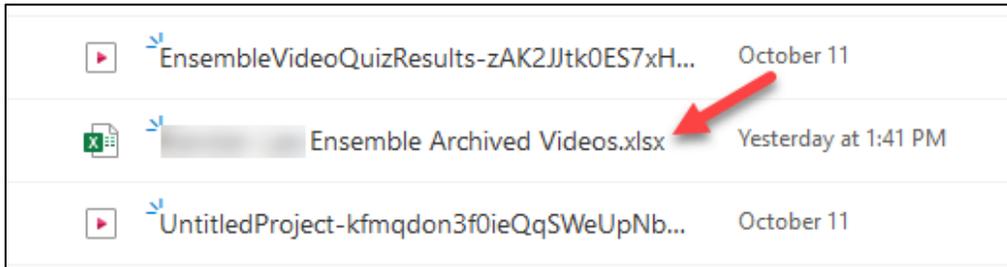
4. **Copy the name of the video** by selecting the name and pressing Control/Command + C on your keyboard.



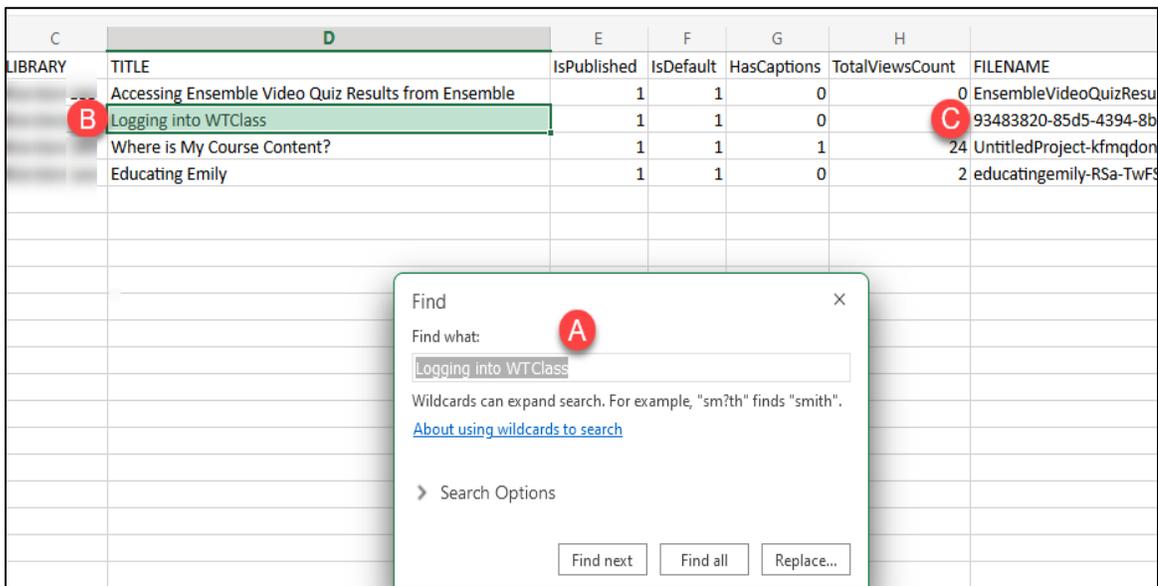
5. Go back to **OneDrive** and access the **Ensemble Archived Videos** folder.



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

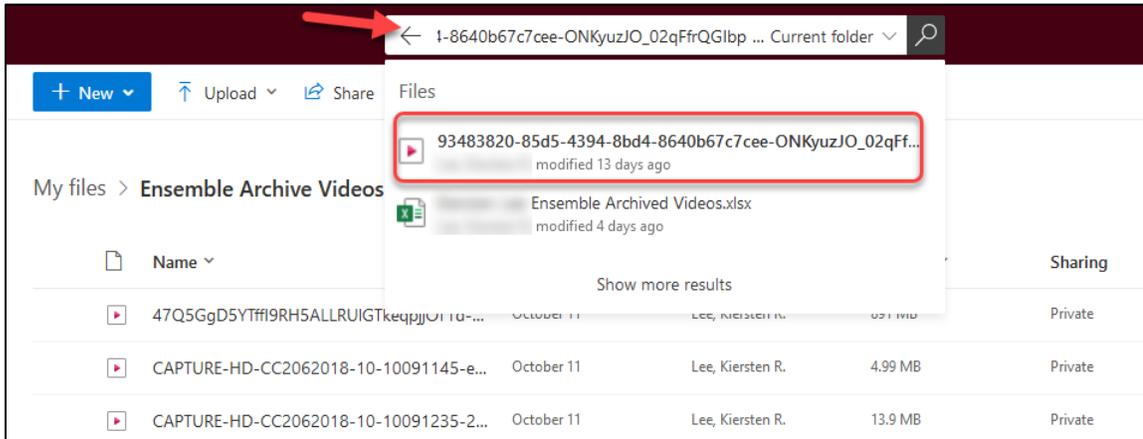


- In the Excel spreadsheet, search for the video file name (A) in the video list. Press **Control/Command + F** ("Find") on your keyboard and then paste the video name into the "Find what" box.

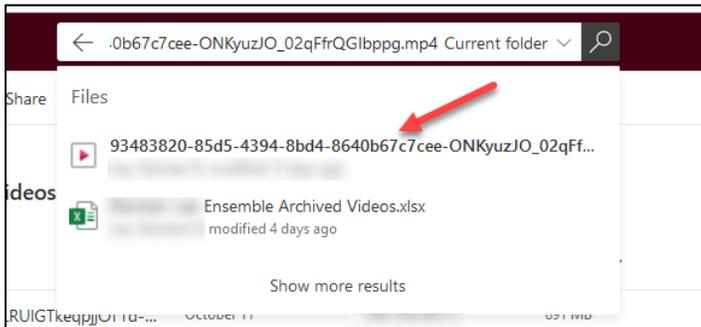


- The search should find the video title in the spreadsheet (B) so you can find the associated archive file name (C). Note: If you renamed the title of the video in WTClass, you may need to look for a video with a similar title.
- Copy the archive file name (C) so that you can find it in your videos folder. To copy the file name, **click on the archive file name and then Control/Command + C** on your keyboard.
- 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.**

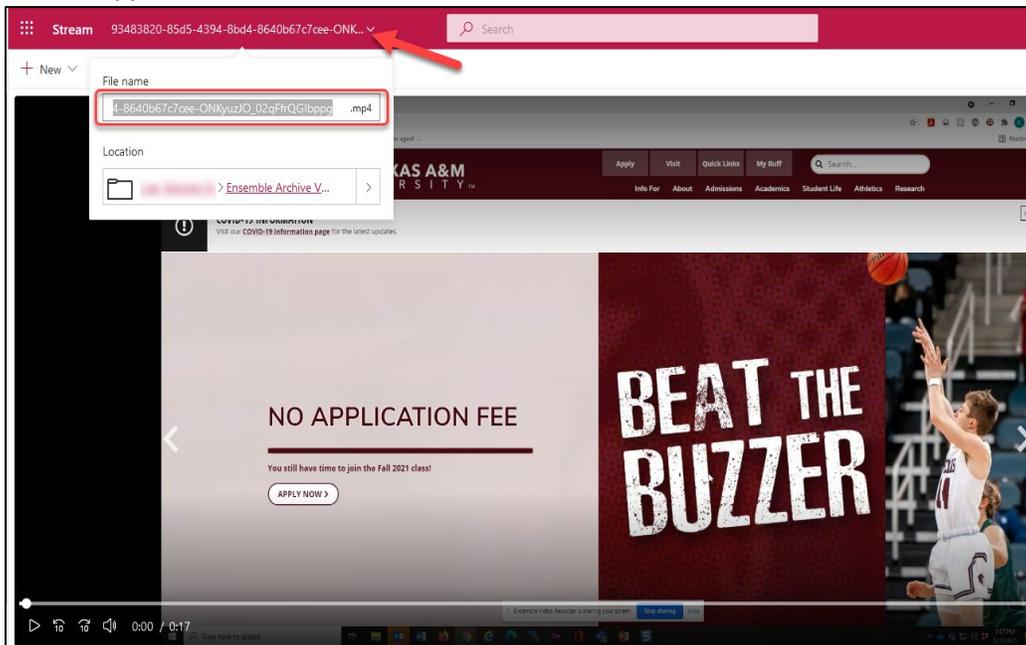


12. Click on the file name within the dropdown list.

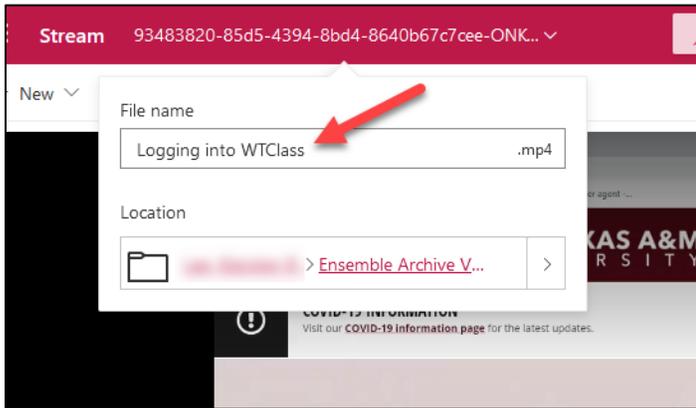


13. **The video will open in a new tab.** Watch a bit of the video and verify that it is the correct video.

14. Click on the video file archive name in the top left corner of the page. A drop down file name box will appear.



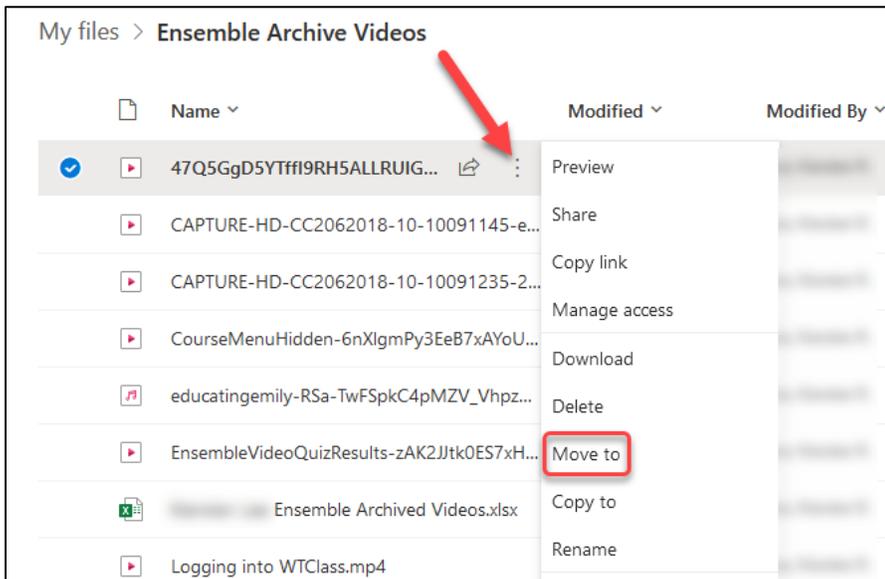
15. Inside the file name area, rename the video with the correct name/title, and press Enter.



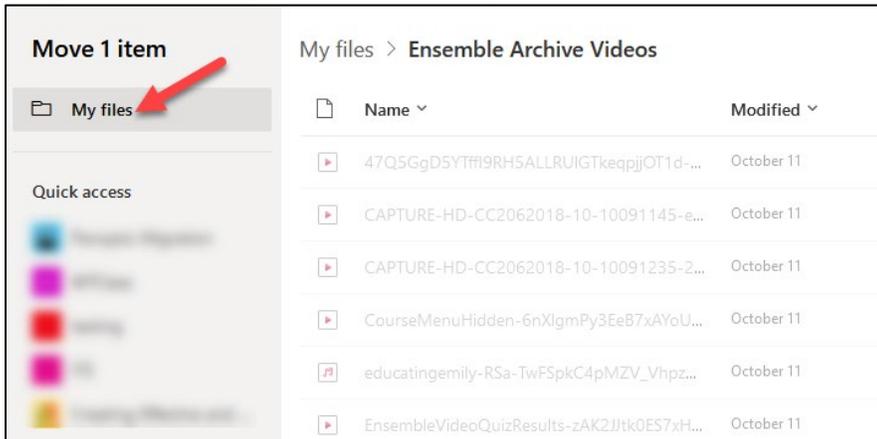
MOVE YOUR VIDEOS INTO ORGANIZED FOLDERS

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

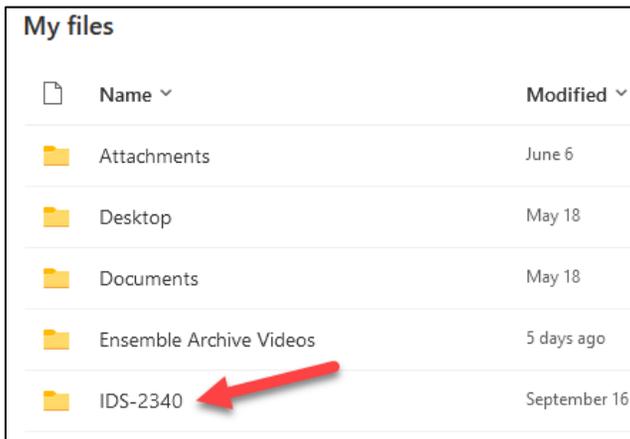
1. If you are not already signed into OneDrive, go to **OneDrive** at <https://onedrive.live.com>. Click on the “Sign In” button in the top right of the screen and log in with your credentials.
2. Once you are inside your OneDrive account, find the video that you want to move.
3. Roll your mouse over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



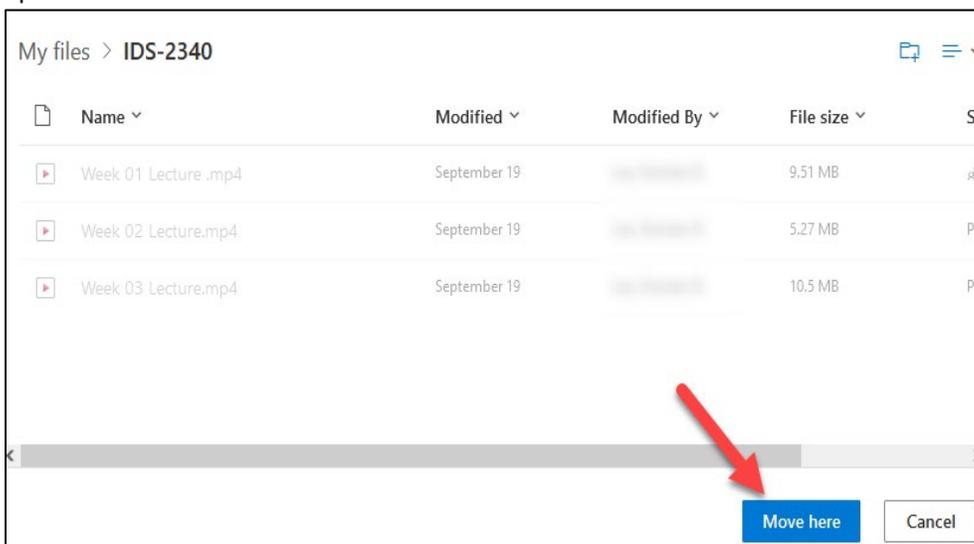
5. A **My Files** box will open. Click on the **“My files”** icon in the top left corner of the box.



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

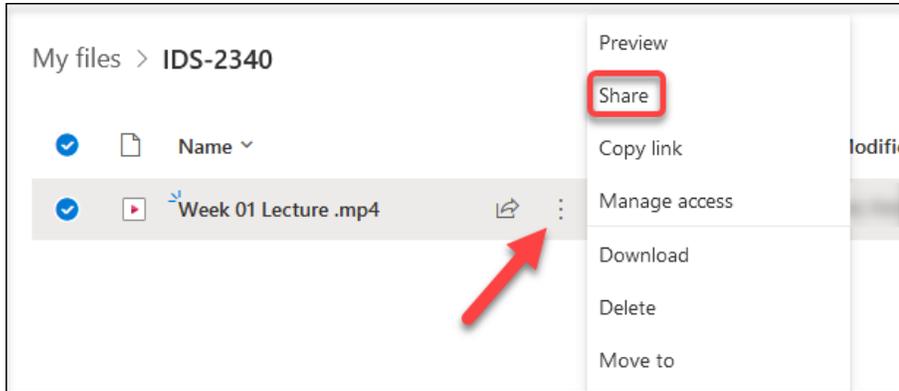


7. The folder's contents will appear. In the bottom right of the box, choose the **“Move here”** option.

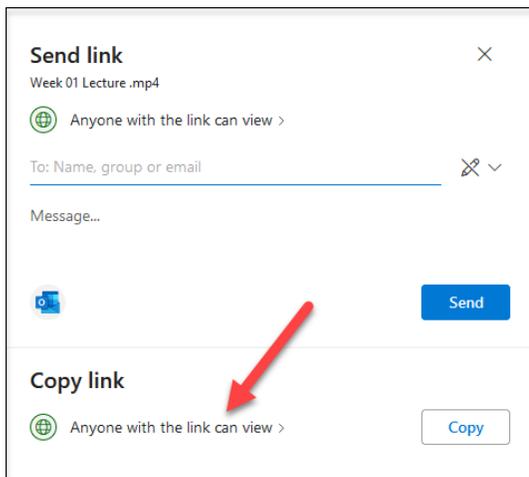


SHARE AND COPY YOUR ONEDRIVE VIDEO LINK

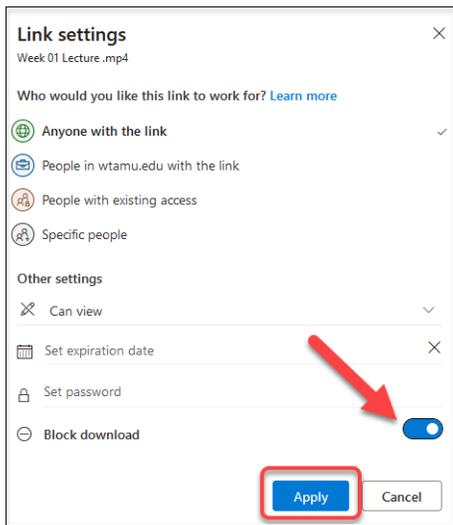
1. If you are not already signed into OneDrive, go to **OneDrive** at <https://onedrive.live.com>. Click on the “Sign In” button in the top right of the screen and log in with your credentials.
2. Once you are in OneDrive, find the folder that you created for your course videos.
3. Locate the video you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



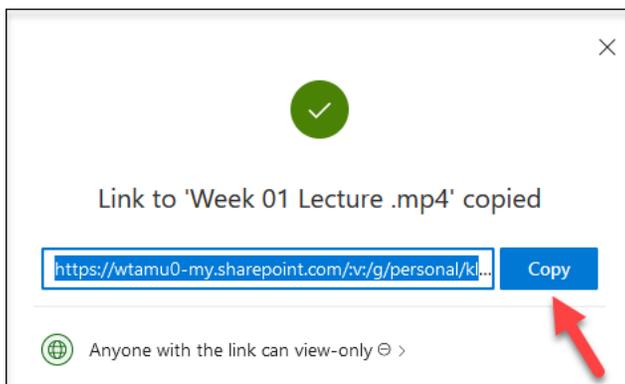
5. Select the “**Anyone with the link can view**” link.



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

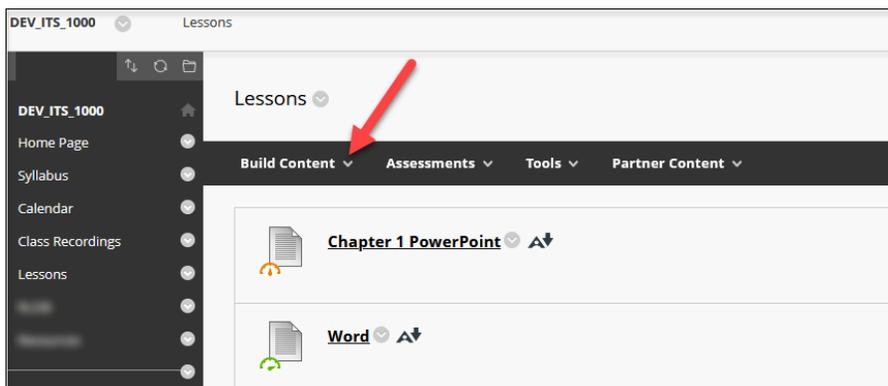


7. Select the **“Copy”** button.

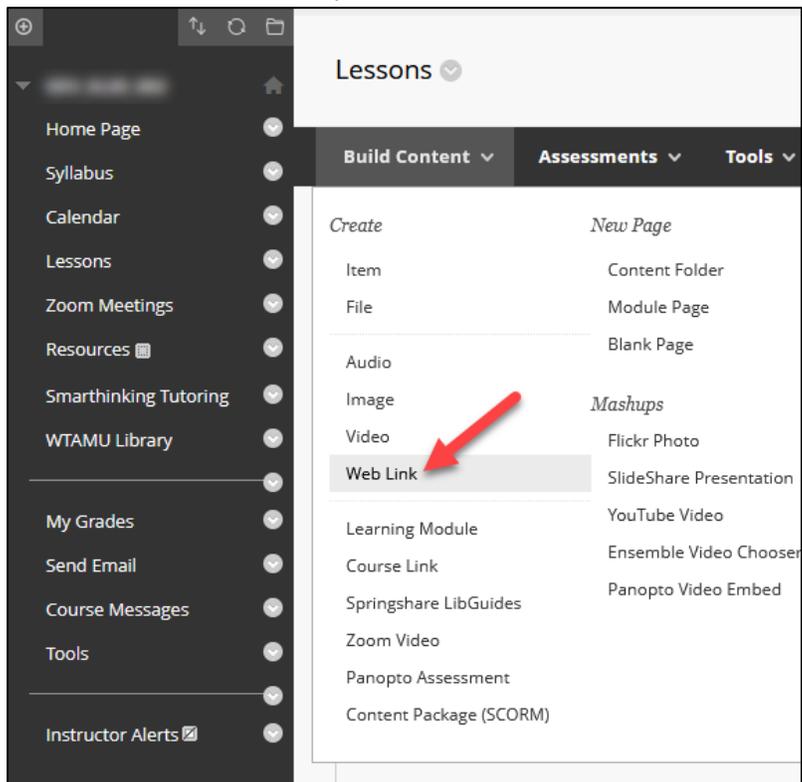


ADD THE VIDEO LINK TO WTCLASS

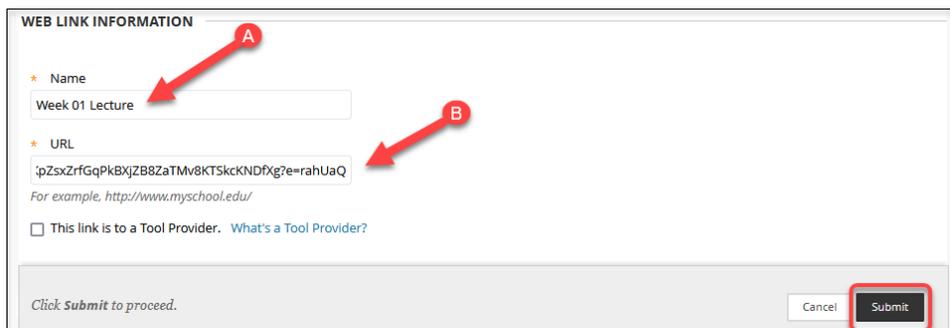
1. Open your WTClass course.
2. In your content area (such as Lessons, or Content), click **“Build Content”**.



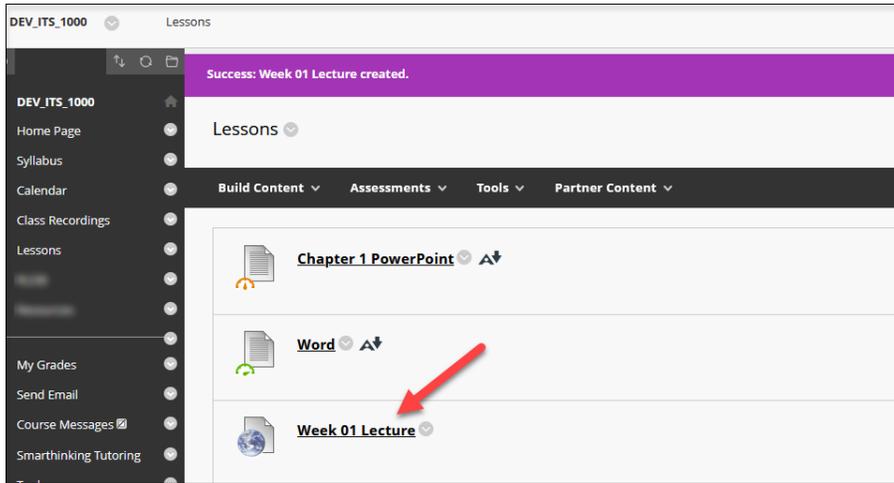
3. From the **Build Content** drop-down menu, click **“Web Link”**.



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.”**

A screenshot of a 'WEB LINK INFORMATION' form. It has two required fields: 'Name' and 'URL'. The 'Name' field contains 'Week 01 Lecture' and is annotated with a red arrow and the letter 'A'. The 'URL' field contains a long alphanumeric string and is annotated with a red arrow and the letter 'B'. Below the URL field is a checkbox labeled 'This link is to a Tool Provider. What's a Tool Provider?' which is unchecked. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box. A note at the bottom left says 'Click Submit to proceed.'

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

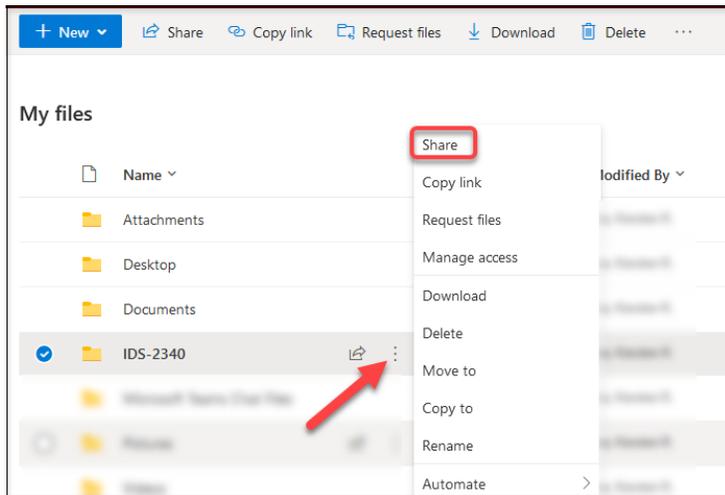


6. **NOTE:** If the video link you placed in WTClass is replacing a broken Ensemble video link, please delete the old video link/item.

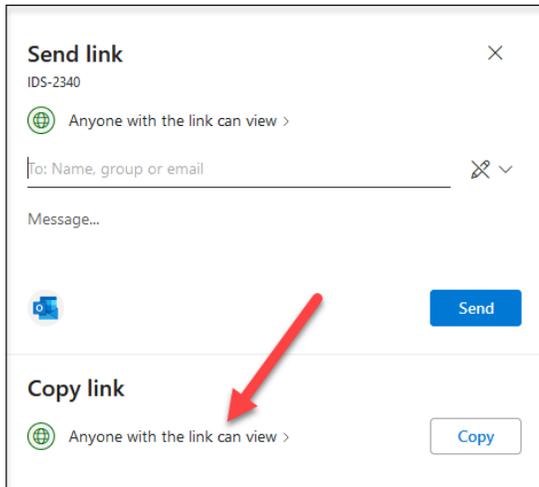
ADD A VIDEO FOLDER (PLAYLIST) LINK TO WTCLASS

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

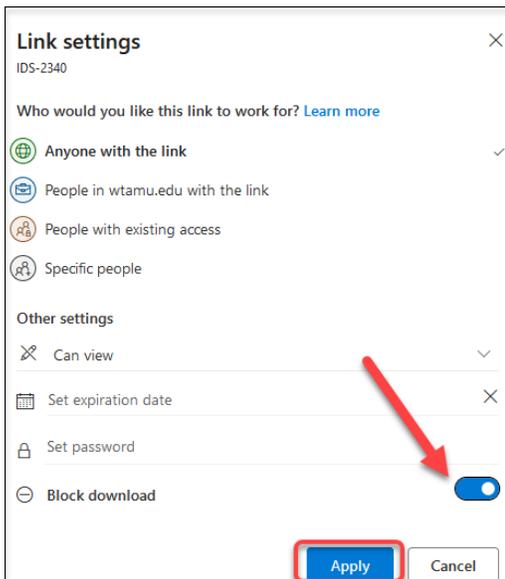
1. If you are not already signed into OneDrive, **go to OneDrive** at <https://onedrive.live.com>. Click on the “Sign In” button in the top right of the screen and log in with your credentials.
2. Once you are in OneDrive, find the folder that you want to share. Roll your mouse over the folder name and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



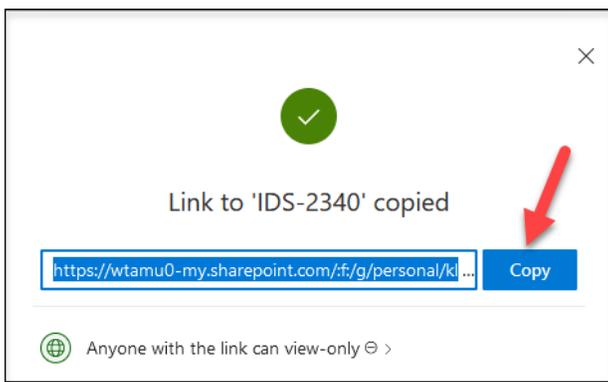
3. Click on the **“Anyone with the link can view”** option.



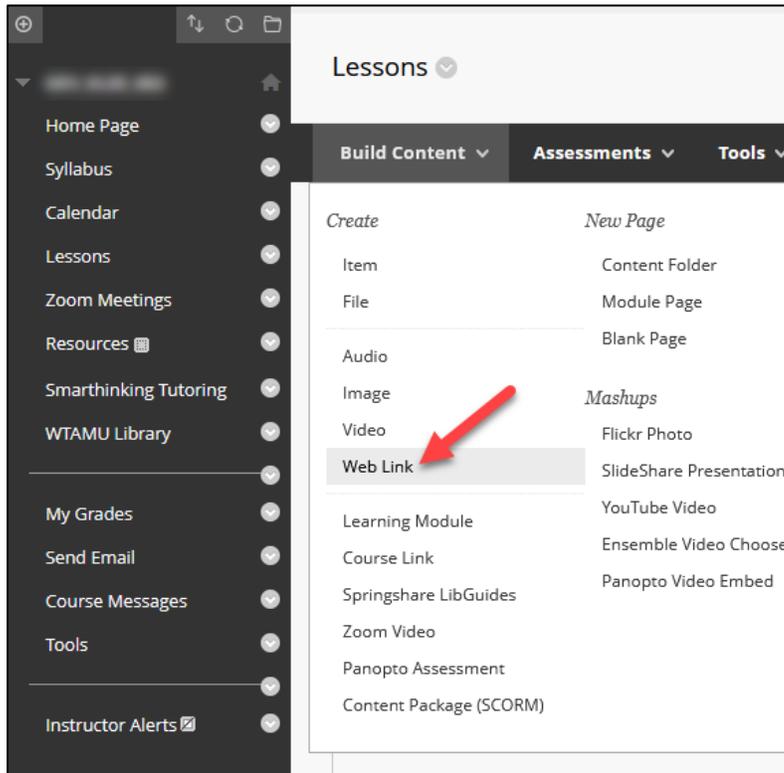
4. Select the option to **block downloads** and then click **“Apply.”**



5. Copy the link to the folder by clicking **“Copy.”**



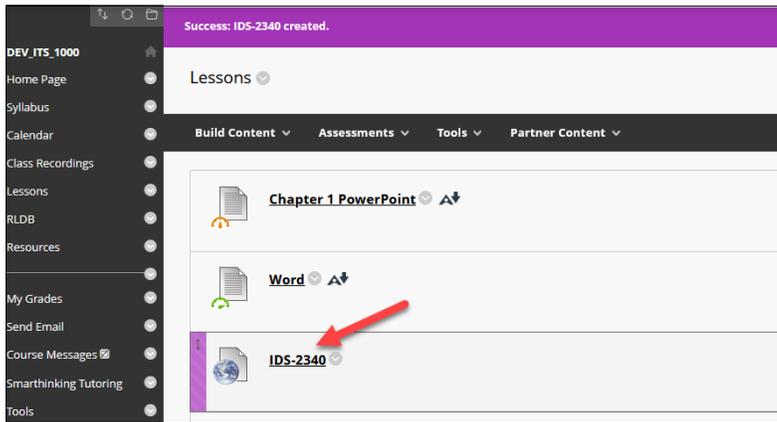
- Open your WTClass Course.
- From the **Build Content** drop-down menu, click **“Web Link”**.



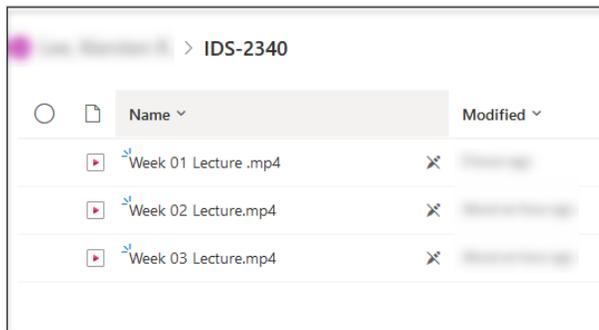
- The “Create Web Link” page will open so that you can provide a name and link to the recordings folder.
- In the “Web Link Information” space, create a name/title for your recordings folder and **paste the OneDrive link** into the URL box. Click **“Submit.”**

 A screenshot of the 'WEB LINK INFORMATION' form. The form has two main sections: 'WEB LINK INFORMATION' and 'DESCRIPTION'. In the 'WEB LINK INFORMATION' section, there are two required fields: 'Name' and 'URL'. A red arrow points to the 'Name' field, which contains the text 'IDS-2340'. Another red arrow points to the 'URL' field, which contains a long alphanumeric string: 'amQ5GDcEBEBT5rgRI-idsPTVYgV16B6w?e=MpLNS0'. Below the URL field is a checkbox labeled 'This link is to a Tool Provider. What's a Tool Provider?' which is currently unchecked. The 'DESCRIPTION' section has a text area with a rich text editor toolbar. The toolbar includes buttons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Paragraph, Arial font, 10pt size, Bulleted List, Numbered List, Text Color, Background Color, and Text Color. At the bottom of the form, there is a 'Click submit to proceed.' instruction and two buttons: 'Cancel' and 'Submit'.

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



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.

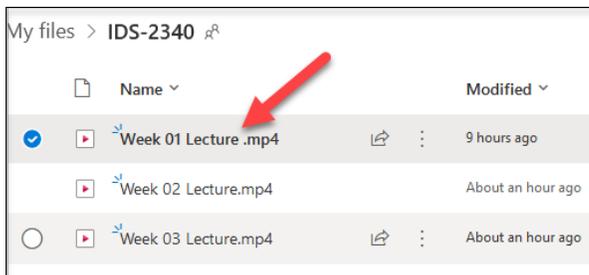


12. **NOTE:** If the folder link you placed in WTClass is replacing a broken Ensemble folder/playlist, please delete the old link/item.

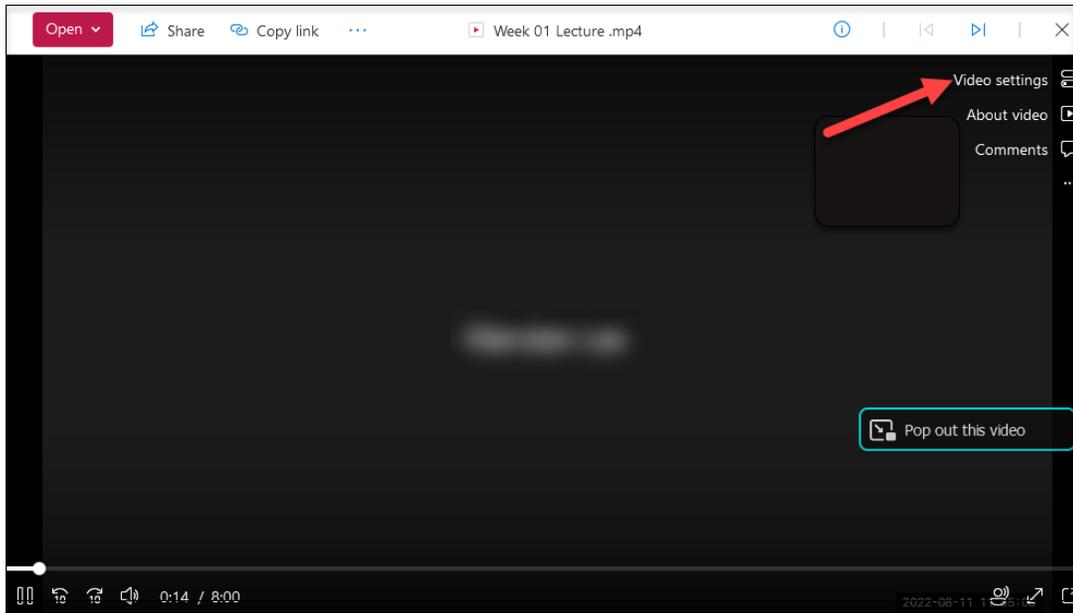
AUTO-CAPTION YOUR VIDEOS IN ONEDRIVE

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

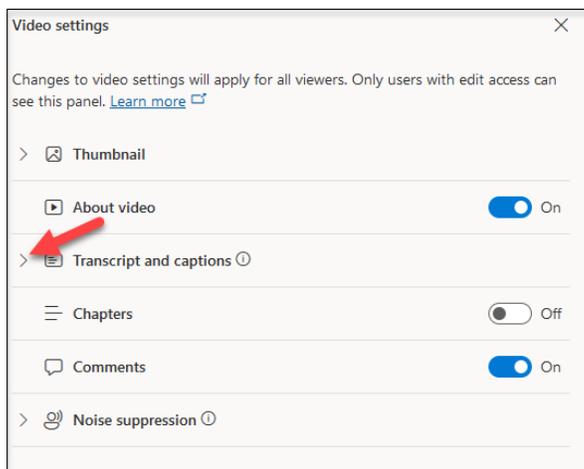
1. If you are not already signed into OneDrive, go to **OneDrive** at <https://onedrive.live.com>. Click on the "Sign In" button in the top right of the screen and log in with your credentials.
2. Once inside your OneDrive account, find the video that you want captioned. Click on the **title of the video**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



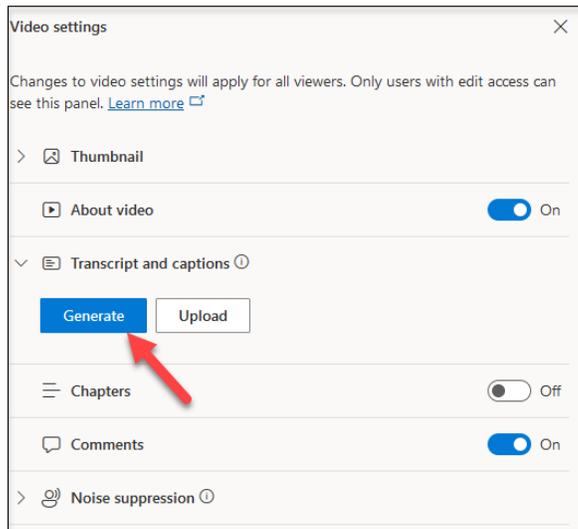
3. The video will open. In the top right corner of the video, click on the **“Video Settings”** option.



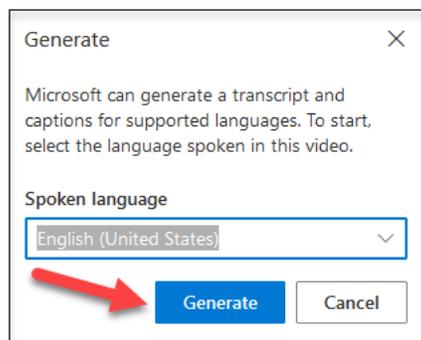
4. The Video Settings box will open. Click on the small arrow next to **“Transcript and captions.”**



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.”



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.

