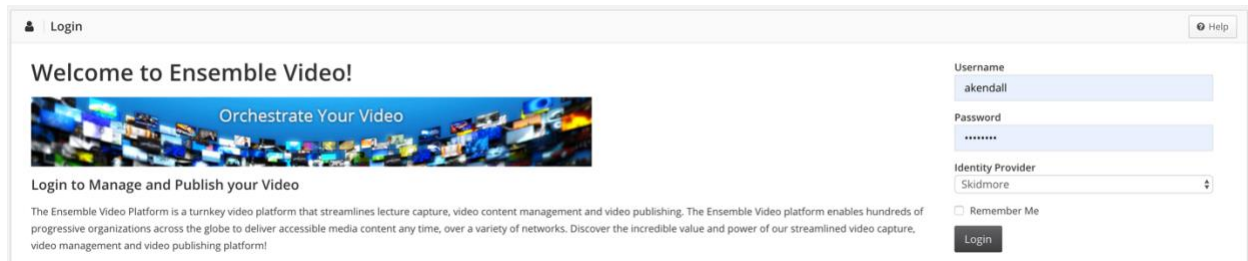
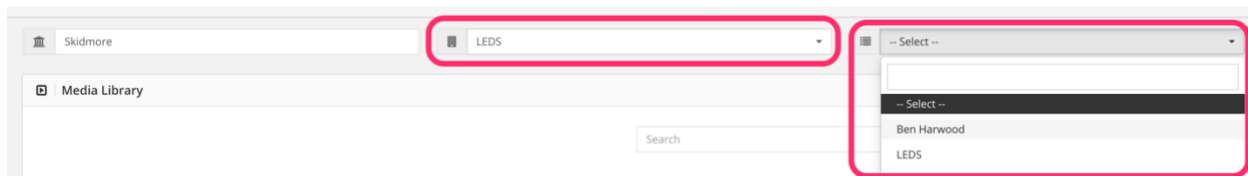


To upload to our [Ensemble Cloud instance](#), first log in with your Skidmore credentials, and make sure that Skidmore is selected for *Identity Provider*.



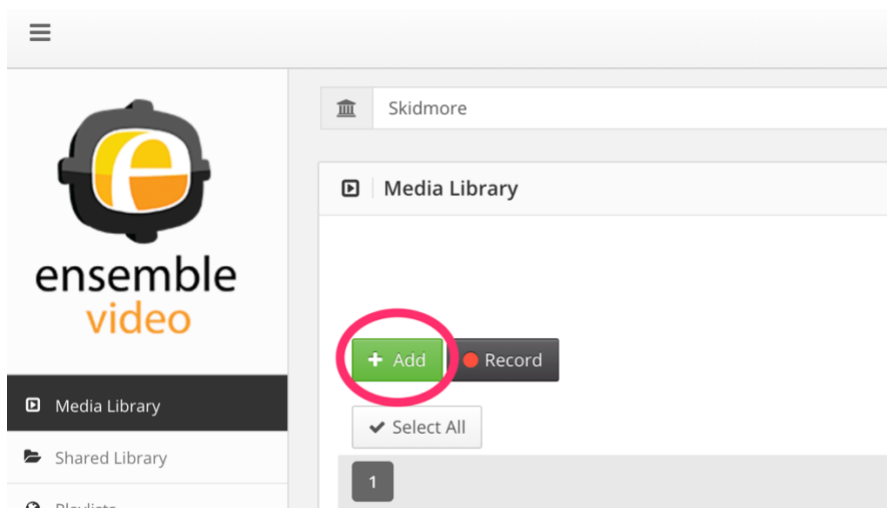
The screenshot shows the login interface for Ensemble Video. At the top left, it says "Login" and "Welcome to Ensemble Video!". Below this is a banner with the text "Orchestrate Your Video" and "Login to Manage and Publish your Video". A paragraph of text describes the platform's capabilities. On the right side, there are input fields for "Username" (containing "akendall"), "Password" (masked with "\*\*\*\*\*"), and "Identity Provider" (a dropdown menu set to "Skidmore"). There is also a "Remember Me" checkbox and a "Login" button.

Select your department from the Organization dropdown, and either your Department or Name from the Media Library dropdown. If you are uploading content that you would like other members of your department to be able to access, then choose your Department library as opposed to your personal one.



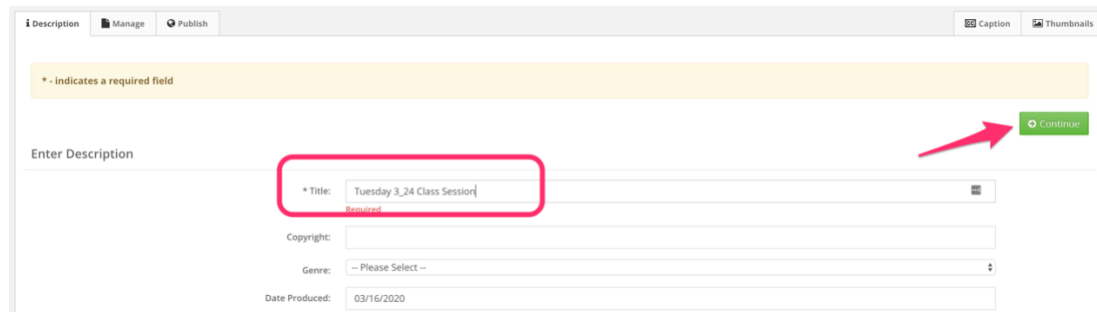
This screenshot shows the top navigation area of the Ensemble Video interface. It includes a "Skidmore" dropdown menu, a "LEDS" dropdown menu (highlighted with a red box), and a "Media Library" dropdown menu (also highlighted with a red box). The "Media Library" dropdown is open, showing options like "Ben Harwood" and "LEDS".

Click on the Green Add button to upload a new video.



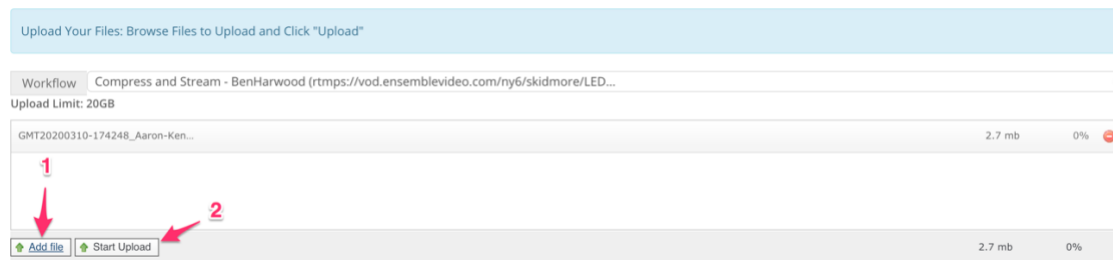
This screenshot shows the main interface of Ensemble Video. On the left is a sidebar with the Ensemble Video logo and navigation options: "Media Library", "Shared Library", and "Playlists". The main content area shows the "Skidmore" organization and "Media Library" section. A green "+ Add" button is circled in red, next to a "Record" button. Below these are "Select All" and a "1" indicator.

Give your video a Title and add any other necessary information, then click *Continue*.



The screenshot shows the 'Description' tab of a video upload interface. At the top, there are tabs for 'Description', 'Manage', and 'Publish', along with 'Caption' and 'Thumbnails' options. A yellow banner indicates that an asterisk (\*) denotes a required field. The main form area is titled 'Enter Description'. A red box highlights the 'Title' field, which contains the text 'Tuesday 3\_24 Class Session'. A red arrow points to a green 'Continue' button in the top right corner. Below the title field are fields for 'Copyright:', 'Genre:' (with a dropdown menu set to '-- Please Select --'), and 'Date Produced:' (with the value '03/16/2020').

Click on *Add file*, find the video on your machine and click *Open*. Once the video is done uploading, click on *Start Upload*. Then select *Continue*.



The screenshot shows the 'Upload Your Files' section. At the top, it says 'Upload Your Files: Browse Files to Upload and Click "Upload"'. Below this is a dropdown menu for 'Workflow' set to 'Compress and Stream - BenHarwood'. The 'Upload Limit' is 20GB. A table shows the upload progress for a file named 'GMT20200310-174248\_Aaron-Ken...' with a size of 2.7 mb and 0% progress. A red arrow labeled '1' points to the 'Add file' button, and another red arrow labeled '2' points to the 'Start Upload' button. At the bottom right, there are 'Un-Publish' and 'Publish' buttons.

Select the Playlist this video should be included in, if any, and then click on *Publish*. See this link for information on [creating playlists in Ensemble](#).



The screenshot shows the 'Tuesday 3\_24 Class Session' video details page. The status is 'Published'. Under the 'Playlists' section, there are two options: 'Class 1' and 'Library Playlist'. The 'Class 1' option is selected and highlighted with a red box. Below the playlist selection are sections for 'Share', 'Security', 'Social Sharing Tools', and 'Schedule Publishing'. At the bottom right, there are 'Un-Publish' and 'Publish' buttons, with a red arrow pointing to the 'Publish' button.

Depending on the size of the video file, it may take some time to fully process.

## Additional Information:

- Once your content is uploaded to Ensemble Cloud, it is only accessible to those you share the link with or those students in your Blackboard courses where you have embedded the content
- Many media formats are accepted by the Ensemble transcoder:

