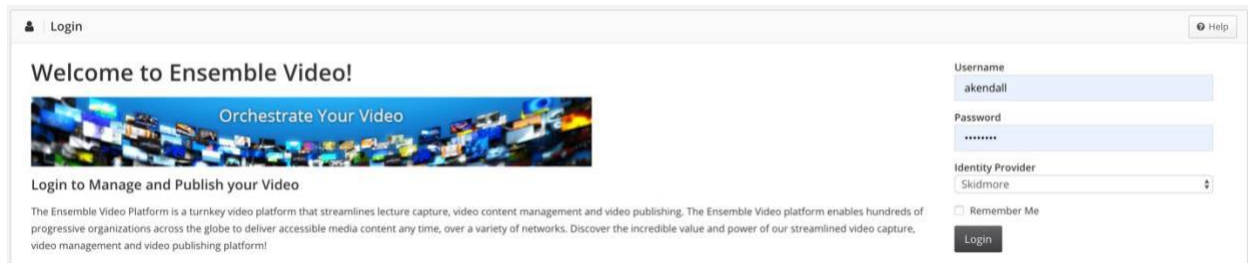
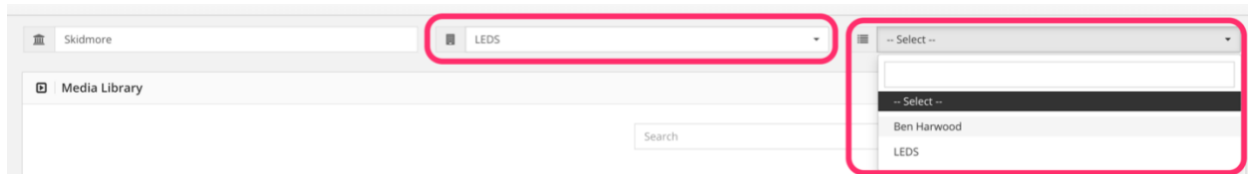


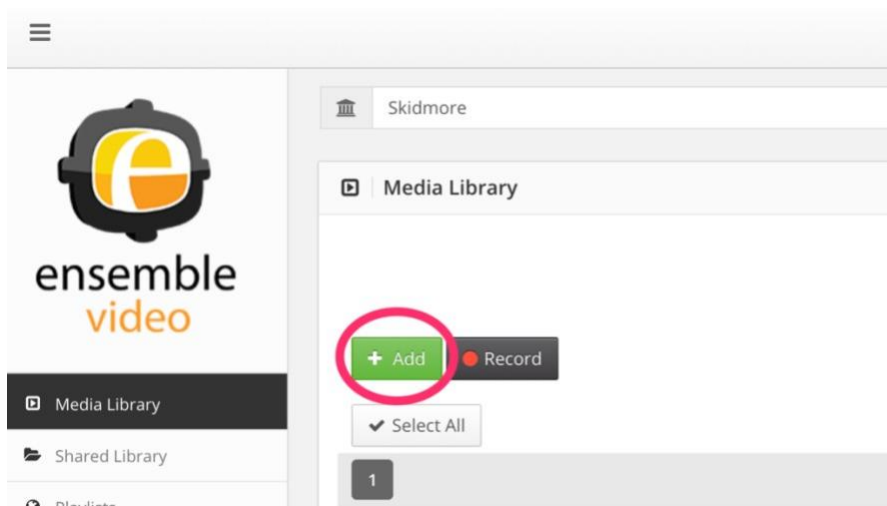
To upload to our [Ensemble Cloud instance](#), first log in with your Skidmore credentials, and make sure that Skidmore is selected for *Identity Provider*.



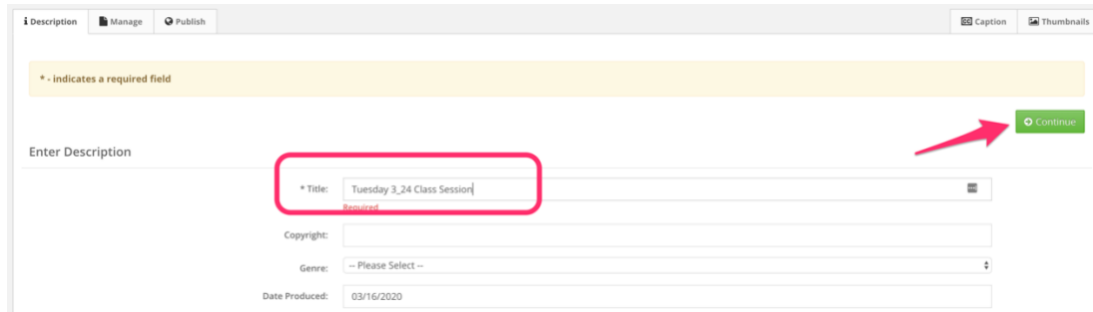
Select your department from the Organization dropdown, and either your Department or Name from the Media Library dropdown. If you are uploading content that you would like other members of your department to be able to access, then choose your Department library as opposed to your personal one.



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

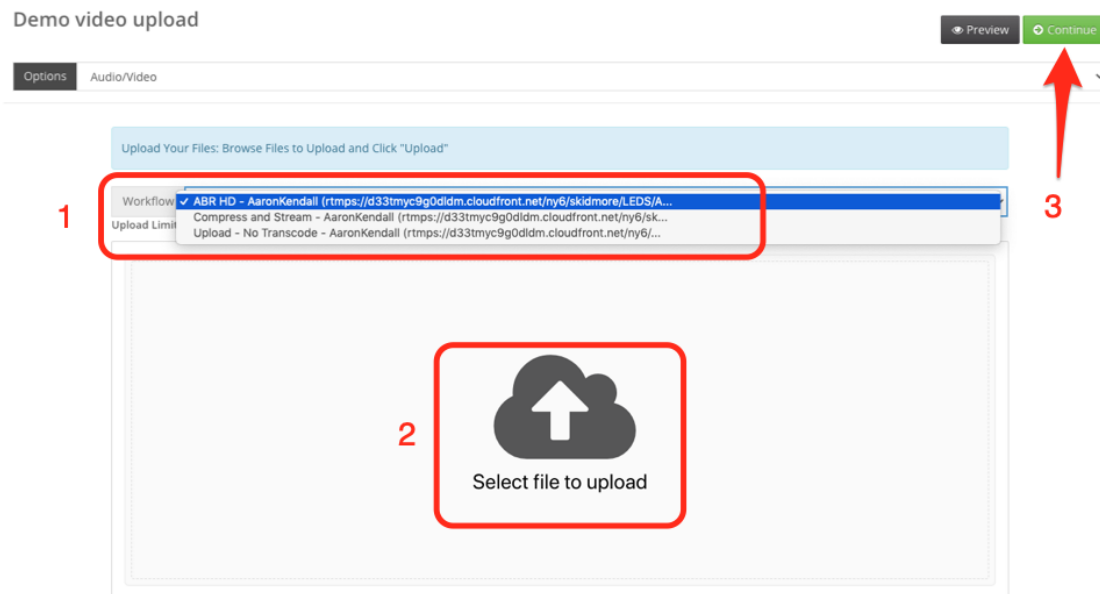


Give your video a Title and add any other necessary information, then click *Continue*.



The screenshot shows a video upload form with tabs for 'Description', 'Manage', and 'Publish'. A yellow banner at the top states '\* - indicates a required field'. Below this, there is a 'Continue' button in the top right corner, which is highlighted by a red arrow. The form includes a 'Title' field with the text 'Tuesday 2\_24 Class Session' and a red asterisk indicating it is required. Other fields include 'Copyright:', 'Genre: -- Please Select --', and 'Date Produced: 03/16/2020'.

Select a *Workflow*; *Compress & Stream* is preferred for most videos, but if your video was created with Zoom and contains text that requires higher resolution then choose *Upload - No Transcode*. Then find the video on your machine and drag-drop it onto the Cloud icon or click on *Select file to upload* to locate the video. Then select *Continue*.



The screenshot shows a 'Demo video upload' interface. At the top right, there are 'Preview' and 'Continue' buttons, with a red arrow pointing to the 'Continue' button (labeled '3'). Below this, there is a dropdown menu for 'Options' set to 'Audio/Video'. A blue banner reads 'Upload Your Files: Browse Files to Upload and Click "Upload"'. A dropdown menu for 'Workflow' is open, showing three options: 'ABR HD - AaronKendall', 'Compress and Stream - AaronKendall', and 'Upload - No Transcode - AaronKendall'. The first option is selected and highlighted with a red box (labeled '1'). Below the dropdown is a large area with a cloud icon and an upward arrow, with the text 'Select file to upload' below it, all enclosed in a red box (labeled '2').

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](#).



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:

