

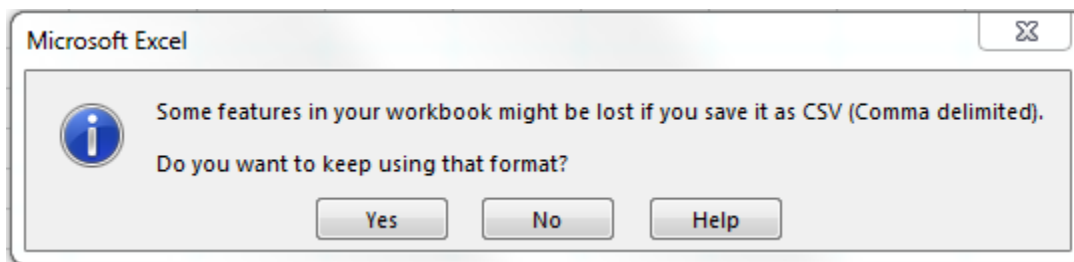
Moving from JMUTube to NJVID

The move from JMUTube to NJVID could be your opportunity to clean out some of your old videos that maybe you have wanted to delete, but could not do so in an easy way due to a lack of a bulk delete option in JMUTube.

Within 2 business days after you [sign up for NJVID](#), you will receive your welcome message with a comma-separated values (CSV) file listing your videos. This CSV file provides a ready-made way for you to quickly and easily transfer your files from JMUTube to NJVID. If there are any problems with your CSV, please write LETSupport@jmu.edu to report it. Some possible problems are:

- Did not receive a CSV, but you have media in your JMUTube account.
- Your CSV is blank.
- Not everything in your JMUTube account is represented in the CSV.
- You have been using a Group account.
- You have no content of your own in JMUTube, but have been using links to material provided by others that may have left JMU. (In this case, please do provide links you have been using.)

It is recommended that you open this file in Microsoft Excel or a similar program in order to make any edits you would like to make. **Please note:** Excel may display a question like this:



Make sure you save as a CSV, otherwise your upload will not work!

Column names and what they mean

Required fields are marked with a *.

1. ***Title:** Here you may change the title of your media as preferred or necessary; this will be the title of the media uploaded. (required)
2. ***Master:** This is the location of the file being uploaded. (required)
3. **Series Title:** If you would like to create a *series* from uploaded videos, now is your chance!
4. **Abstract:** For a more in-depth description of the file being uploaded.
5. **Subject:** this column will likely already have information in it; what is there are any **Tags** a video may have had in JMUTube. If you would like to add more, please make sure any new Subjects are also separated by semicolons.
6. **Language:** Everything will by default be labeled with English; if your video has another language, you have an opportunity to update this.

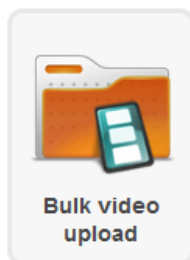
7. **Target Audience:** This will already have “any” in it; again, if you would like to change that, you may.
8. **Contributors (Personal):** If there are others you would like to credit with helping to create a file, please enter them here. If there are multiple, they need to be separated with a semicolon. Example: *last name, Name M.I., Affiliation, Role;*
9. **Contributors (Organization):** This will already have JMU listed; if you would like multiple, they need to be separated with a semicolon.
10. **Note:** Any notes you have on a video may be entered here.
11. **Publisher Name:** You may specify Publisher name if available.
12. **Copyright date:** You may specify a copyright date if available.
13. **Playlist:** If your media is in a playlist, the playlist name will be listed here. If a playlist by that name does not already exist, it will be created upon upload of this file.
 - a. **Please note:** If a video is assigned to more than one playlist, you will see all playlists listed with a “<” between them. There is not a way to create multiple playlists using this method, so only the first playlist title will be created in NJVID. If you would still like your media assigned to multiple playlists, you will have to assign it to any after the first after uploading to NJVID.

What if I don't want to import all of my videos?

Great! Just right-click on the row number of any you would like to leave behind and select Delete. This will remove the row, and that item will not be uploaded. If you have multiple rows adjacent to each other, you may highlight them all to delete all at once.

Now how do I actually upload all my videos?

1. Once you are signed in to NJVID and have entered your Admin dashboard, select “Bulk video upload.”



2. Then select “Upload CSV file.” You may have to scroll down just a little to find it.

[Option 3: Upload CSV file](#)

The **Bulk import media** screen appears; leave the values of **Type** and **Subtype** in their defaults.

Bulk import media

Step 1 of 3: Select method for bulk upload
For help on directions and guidelines for uploading media in bulk, please use the [support documentation](#).

Type*

Subtype

[Option 1: Upload files from your computer](#)

[Option 2: Select files from FTP server](#)

[Option 3: Upload CSV file](#)

3. Click the black **Upload CSV file** button, and you will be presented with your system's file-selection dialog..

- Select your recently saved CSV file, and a tabular preview of your upload data will appear, along with any errors that may exist.

Step 2 of 3: Preview bulk upload

For help on directions and guidelines for uploading media in bulk, please use the [support documentation](#).

Title	Master	Series Title	Abstract	Subjects	Language	target Audience
IntranetOpenForum	http://jmutube.cit.jmu.edu/users/lantz2ew/video\IntranetOpenForum.mp4			JMUTube;JMUTubeImport lantz2ew	english	any
addnewdoc	http://jmutube.cit.jmu.edu/users/lantz2ew/video\addnewdoc.mp4			JMUTube;JMUTubeImport lantz2ew	english	any
Hub Preview	http://jmutube.cit.jmu.edu/users/lantz2ew/video\Hub_Preview.mp4			JMUTube;JMUTubeImport lantz2ew	english	any
Going Mobile2	http://jmutube.cit.jmu.edu/users/lantz2ew/video\Going_Mobile2.mov			JMUTube;JMUTubeImport lantz2ew	english	any
Content Type Problem 20150727 154105 12	http://jmutube.cit.jmu.edu/users/lantz2ew/presentations/Content_Type_Problem_20150727_154105_12.zip.content/Content_Type_Problem_-_20150727_154105_12/media/video.mp4			JMUTube;Relay;JMUTubeImport lantz2ew	english	any

Go Back

Next Step

5. Once everything here is acceptable to you, click on **Next Step**. The **Import Media** screen will appear.

Import Media

Step 3 of 3: Populate additional metadata for media.

Collection You must select a target Collection!

Publishing **Share**

Expiry Date

Additional Owners

Lists (Playlists)

Please select a collection to view search/discovery options.

Check this box- your own email address will appear by default.

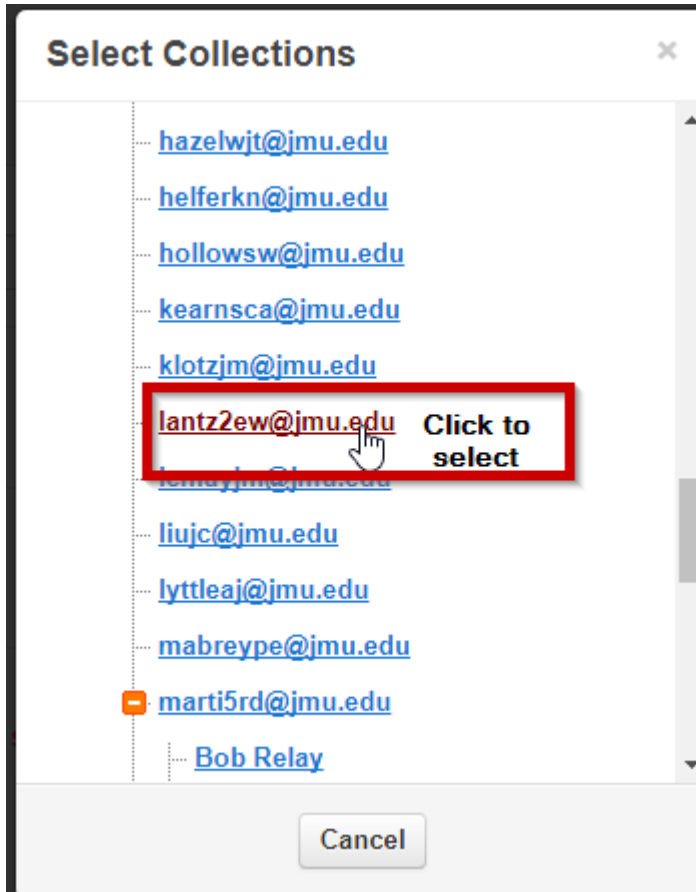
Send an email after the bulk upload job is complete.

Enter email addresses:

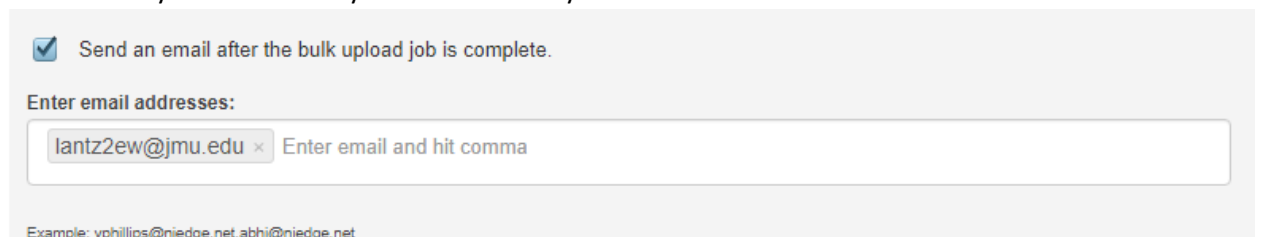
Enter email and hit comma

Example: vphillips@njedge.net,abhi@njedge.net

6. You must manually choose a target Collection to which your JMUTube files will be migrated, so pick your own Collection name from the **Select Collections** dialog:

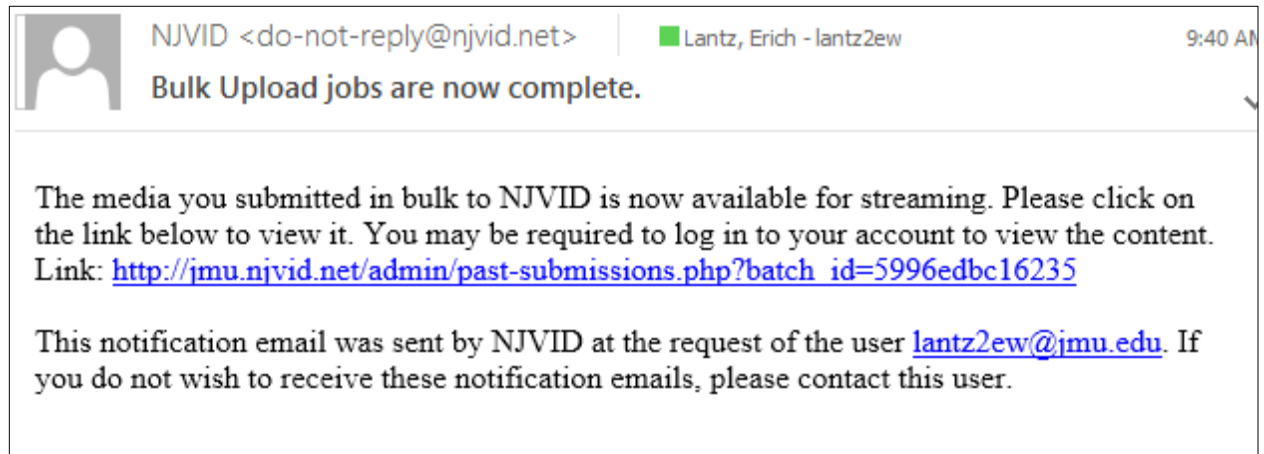


7. Check the **Send an email after the bulk upload job is complete** box, so that you will be automatically notified when your files are ready.



8. When everything looks OK, click the **Submit** button. The additional metadata (**Expiry Date**, **Search/Discovery**, etc.) may be left alone; these may be changed later after your files appear in your Collection.
9. The **Bulk upload job status** screen appears. This displays the status of your file transfers. The files must be both downloaded from JMUTube and uploaded to NJVID, so this process may take a considerable length of time, depending on the number and size of your videos. You may exit NJVID at this point.

10. When NJVID has loaded the information *about* your files, you will receive a notification email like this:



However- the video files themselves may take several hours to transfer, depending on the number and size of your videos.

The hyperlink in the email will probably open NJVID's **Media Status page**, so browse to your own Collection to view your uploaded files.