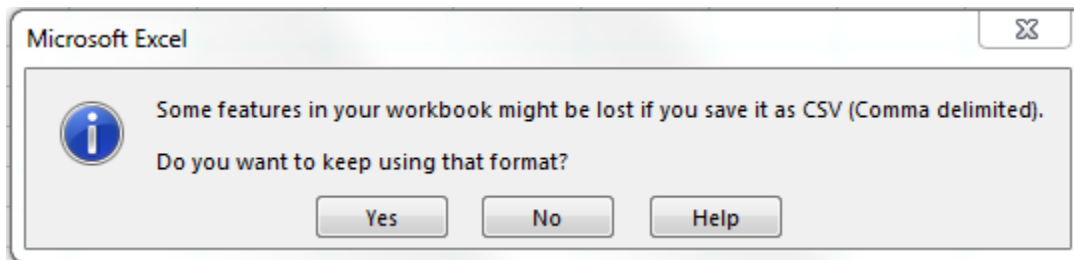


Moving from JMUTube to NJVid

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. We will be providing a comma-separated values (CSV) file that is a ready-made way for you to quickly and easily transfer your files from JMUTube to NJVid. 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.

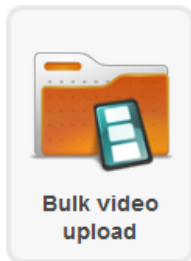
- a. **Please note:** If a video is assigned to more than one playlist, you will see all playlists listed with a “<” between them. There is not a way to create multiple playlists using this method, so only the first playlist title will be created in NJVid. If you would still like your media assigned 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 upload video.”



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

[Option 3: Upload CSV file](#)

3. Select your recently saved CSV file, and you will be given a preview of your uploads, along with any errors that may exist. Once everything here is acceptable to you, click on Next Step. Your works will now be uploaded, and you will be sent