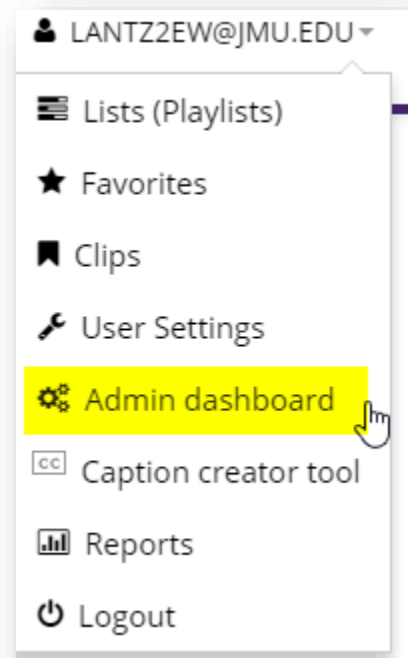


Uploading local files (video, audio, PDFs) to NJVid

1. Once logged in, hover over your e-ID to open the user menu and select **Admin Dashboard**.



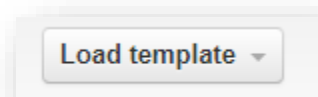
2. In the **Upload Content** section, select the **Add Video** button (or **Add Audio** or **PDF** as appropriate).



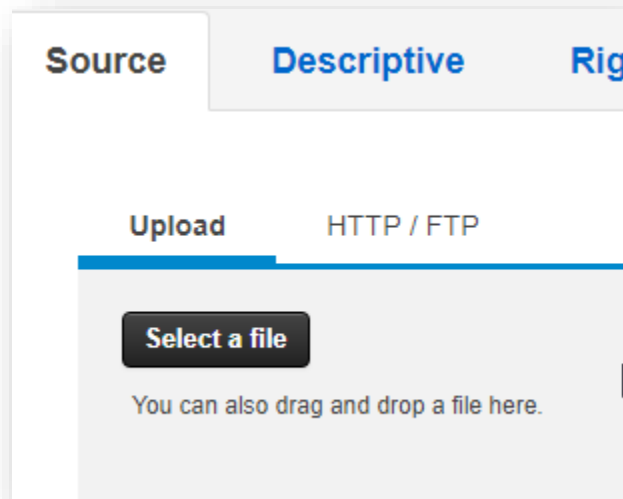
The **Add Media** screen appears.

The screenshot shows the 'Add Media' interface. At the top, there is a breadcrumb trail: Home > Resources > Add Media. Below this is the title 'Add Media'. A navigation bar contains a 'Go back' button and a 'Load template' dropdown menu. The main form area includes a 'Title*' field, a 'Collection*' dropdown with a 'Select' button, and a tabbed interface with tabs for 'Source', 'Descriptive', 'Rights', 'Publishing', 'Resources', and 'Share'. The 'Source' tab is active, showing sub-tabs for 'Upload' and 'HTTP / FTP'. Under 'Upload', there is a 'Select a file' button and a note: 'You can also drag and drop a file here.' At the bottom of the form, there is a checkbox labeled 'Send an email after the media content is ready for viewing on njedge' and two buttons: 'Submit' and 'Cancel'.

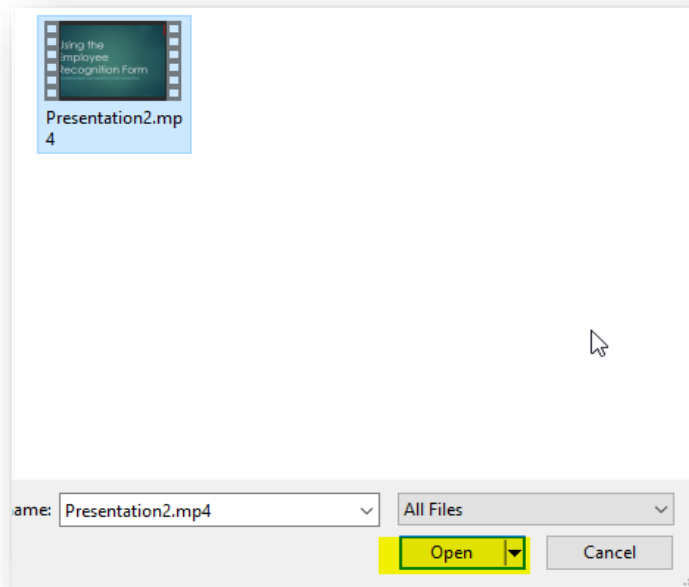
3. If you would like to use a previously created Template, load that now using the **Load Template** button.



- Under the **Source** tab, click on the **Select a file** button.



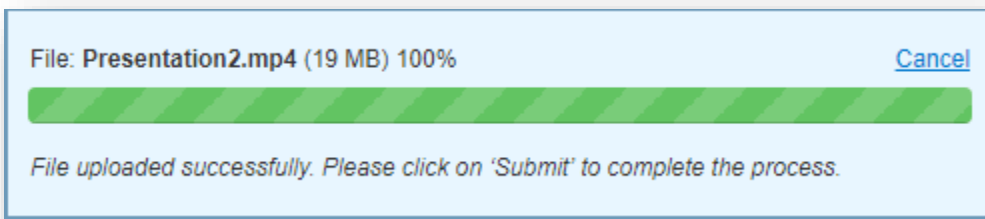
- Your computer's file browser appears. You may now either navigate to and select the file you wish to upload by clicking **Open...**



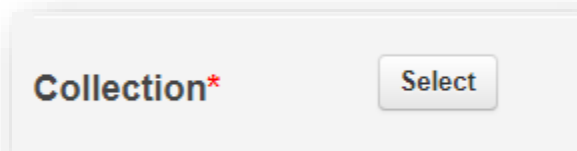
...or by dragging your file from your computer and dropping it onto the **Upload** region:



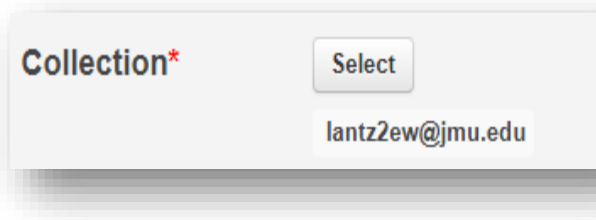
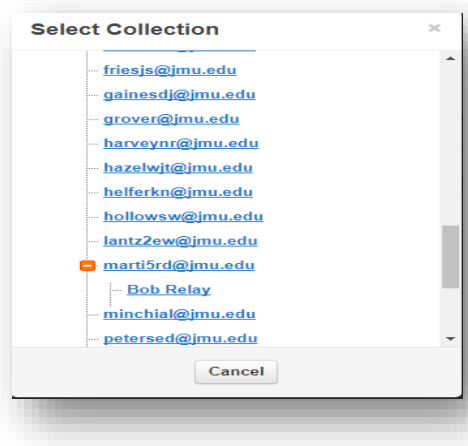
In either case, the following displays when your file has been successfully uploaded:



6. Enter your media title in the **Title** box. ***This is a required field.***
7. Click the **Select** button to the right of **Collection...**

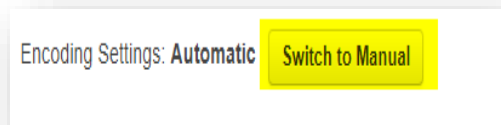


...and select the collection into which you wish to place your file. ***Collection is also a required field.***

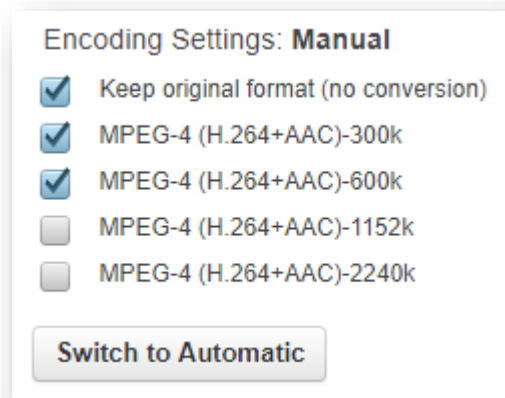


This confirms your selected collection.

8.



If your video is large, make sure to choose **Switch to Manual...**



...and limit your Encodings.

Please note: each Encoding counts against your total space taken.

9. You may provide optional information pertaining to your uploaded file using the following tabs.

Descriptive- additional metadata including additional titles, creation data, and tags.

Rights- copyright and availability information.

Publishing- expiration date and search-listing availability.

Resources- supplementary documents and closed caption files.

Share- viewing permissions on the object.

10. After providing all required and any optional information, you may **Submit** your file. After a successful submission, the following screen appears:

The screenshot shows the 'Edit Object' interface for a media item titled 'Presentation2'. The breadcrumb trail is 'Home > Media > Edit Object'. A 'Go Back' button is located at the top left. The main content area features a thumbnail image with the text 'Using the Employee Recognition Form' and an 'Edit thumbnail' button. To the right of the thumbnail is the title 'Presentation2'. Below the title are three buttons: 'Preview', 'Delete', and 'Unpublish'. A 'Details' section follows, with an 'Edit Metadata' button on the right. The details are listed in a table-like format:

| | |
|----------------------|---|
| Creator | Lantz, Erich(lantz2ew@jmu.edu) |
| Abstract | None |
| Subjects | None |
| Genre | None |
| Tags | None |
| Date-created | - |
| Target-audience | - |
| Publisher name | - |
| Availability | - |
| Copyright | - |
| Persistent/Share URL | https://jmu.njvid.net/show.php?pid=njcore:107102 |

Below the details is a 'Publishing options' section. It shows 'Collections' set to 'lantz2ew@jmu.edu' with a 'Change' button next to it.

Additional detail on the above options may be viewed at:

<http://support.njvid.net/support/solutions/articles/73817-adding-media-basics>