

# Uploading to illumira

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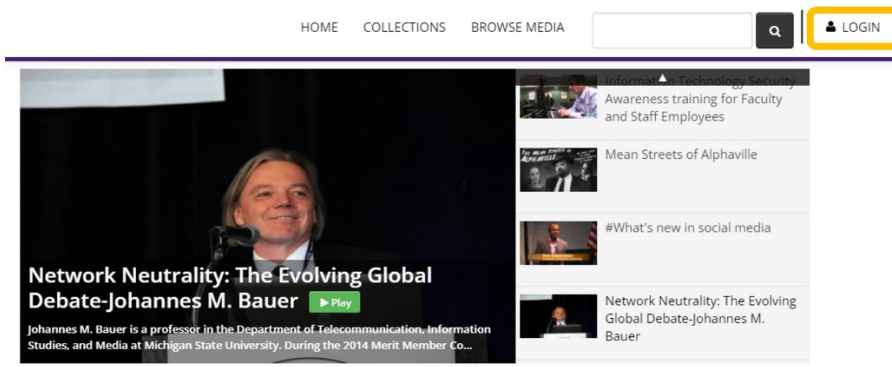
illumira is a media hosting platform for actively used instructional video and audio content. The platform has a limit of 5GB per individual instructor.

If you have not used this platform before, you will need to [complete this request form](#) to get upload privileges to illumira.

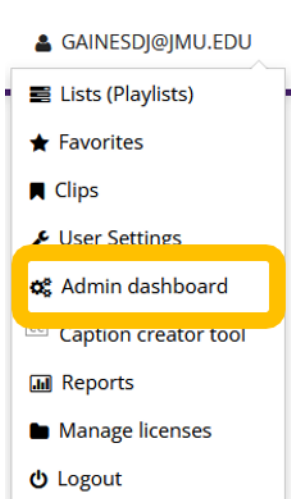
You may upload media (video, audio, PDFs, images) to illumira either one at a time or in bulk. Please keep in mind that there is a storage limit of 5 GB in illumira.

## Uploading single files

1. Open your web browser of choice, navigate to <https://jmu.illumira.net/> and log in.

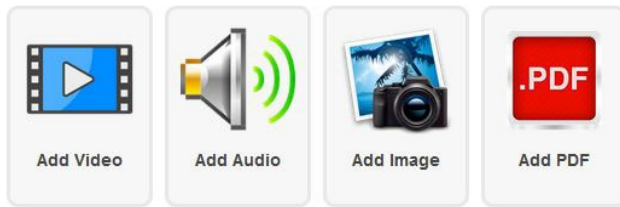


2. Hover over your e-ID (which replaces “Login”) to open the user menu and select **Admin Dashboard**.



3. In the Admin Dashboard, select the type of item you would like to upload. This document will assume video.

## Upload Content



## Add Media

← Go back    Load template ▾

Title\*

Collection\*

Source    Descriptive    Rights    Publishing    Resources    Share

Upload    HTTP / FTP

You can also drag and drop a file here.

Send an email after the media content is ready for viewing on illumira

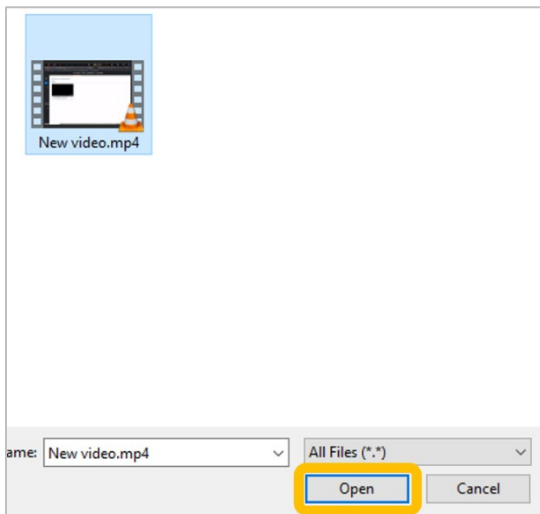
5. [templates?]
6. Under the **Source** tab, click on the **Select a file** button.

Collection\*

Source    Descriptive    Rigi

Upload    HTTP / FTP

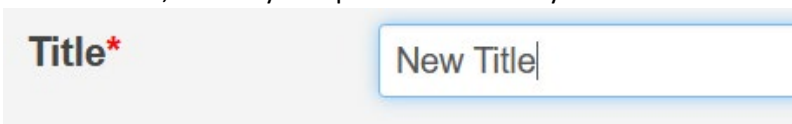
You can also drag and drop a file here.



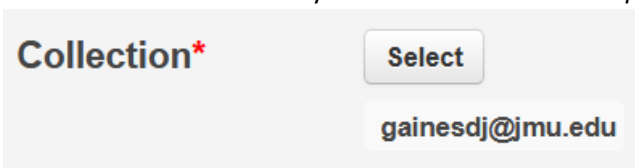
8. ...or by dragging your file from your computer and dropping it onto the **Upload** region:



9. The title field will automatically be filled with the name of the file uploaded. If you would like a different title, this may be updated now or at your convenience later. *This is a required field.*



10. Select a Collection to add your media to. *This is a required field.*



Source Descriptive Rights Publishing Resources **Share**

**Private**  
Viewing access is permitted to only owners of this resource and administrators

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**Share with Users**  
Share resource with specific users. Note: Media resources shared with instructors can be used by them to upload it into their LMS courses.

**Share with Groups**  
Share resource with specific groups. Note: resource shared with instructors can be used by them to upload it into their LMS courses.



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**Everyone at my Institution**  
Viewing access is only permitted to members of your Institution

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**Public**  
Public resources can be accessed by anyone

Send an email after the media content is ready for viewing on illumira

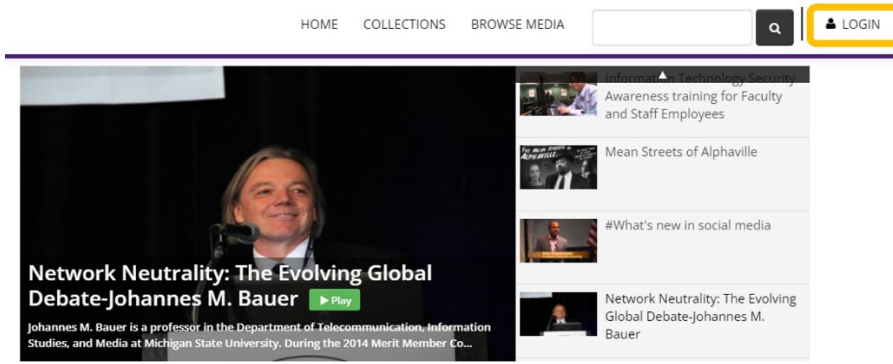
**Enter email addresses:**

 Enter email and hit comma

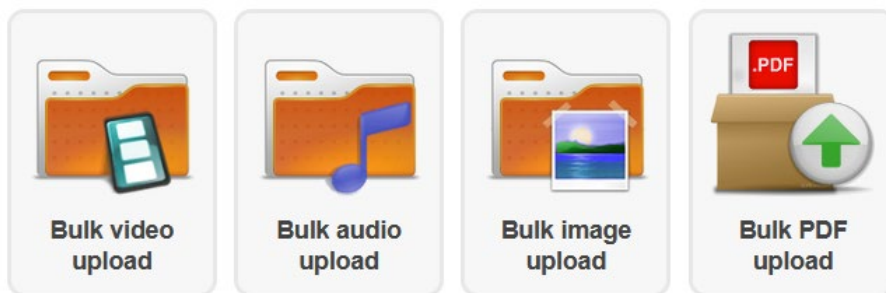
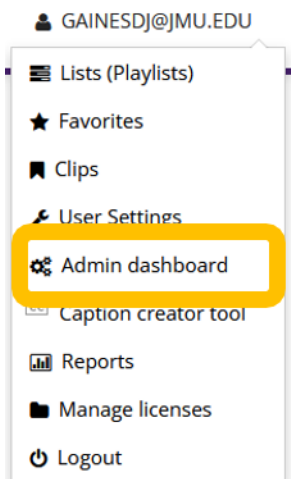
13. Click on **Submit** at the bottom once you are ready to add your media item to illumira.

## Uploading files in bulk

1. Open your web browser of choice, navigate to <https://jmu.illumira.net/> and log in.



2. Hover over your e-ID (which replaces “Login”) to open the user menu and select **Admin Dashboard**.



4. As above, you may use **Add files** to select your media files to upload or drag and drop files from your folder view. The titles will be the same as the file name without the extension, and may be

altered later.

Select files  
Add files to the upload queue and click the start button.

Filename	Status	Size
Drag files here.		

+ Add Files + Start Upload 0% 0 B

5. Once you have as many videos as you would like to upload selected, select **Start Upload**.

Select files  
Add files to the upload queue and click the start button.

Filename	Status	Size
2022-03-09_15-25-10.mp4		408 KB
New video.mp4		18.4 MB
Drag files here.		

+ 2 files queued + Start Upload 0% 18.8 MB

**Proceed to next step >>**

**Step 2 of 3: Preview bulk upload**  
For help on directions and guidelines for uploading

**Title**

2022-03-09\_15-25-10

New video

**Go Back** **Next Step**

8. Select a Collection to add your media to.

**Collection** **Select**

**Publishing** **Share**

Expiry Date

Additional Owners

Lists (Playlists)

**Search/Discovery Option**

- List media in public searches and listings.
- List media in searches for authorized users only.
- Unlist media from search and listings.

10. Select the **Share** tab, and select who may view your video.

**Publishing** **Share**

**Private**  
Viewing access is permitted to only owners of this resource and administrators

**Share with Users**  
Share resource with specific users. Note: Media resources shared with instructors can be used by them to upload it into their LMS courses.

**Share with Groups**  
Share resource with specific groups. Note: resource shared with instructors can be used by them to upload it into their LMS courses.

**@ Everyone at my Institution**  
Viewing access is only permitted to members of your Institution

**Public**  
Public resources can be accessed by anyone

11. If you would like yourself or others to be notified once the bulk upload operation is complete, check the appropriate checkbox.

Send an email after the bulk upload job is complete.

**Enter email addresses:**

gainesdj@jmu.edu x Enter email and hit comma

12. When you are ready to add your media, click on **Submit**.