

# UNIVERSITY OF HARTFORD

## FACULTY CENTER FOR LEARNING DEVELOPMENT

### Getting Started with Ensemble

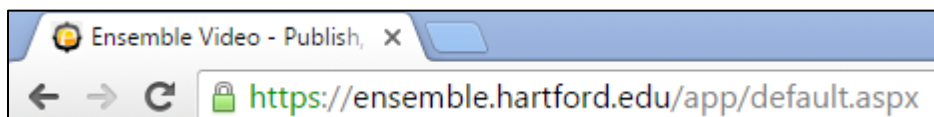
Ensemble Video is an in-house video and audio server similar to YouTube and is designed for publishing and sharing large media files, such as audio and video files. It can be used to share video lectures, instructional videos, and helps centralize campus media by providing ‘one stop media shopping’ for students and faculty. Ensemble is user-friendly and intuitive, and uploaded videos are organized into libraries that can be shared with others. Since videos are streamed bit-by-bit to the viewer, rather than downloaded to a person’s computer, they are better protected. Ensemble videos can be accessed from a website, a play list or directly with Blackboard, providing an easy way to share videos or audio files with students in a class. Videos and audio files should **NEVER** be uploaded directly to Blackboard, as they consume a lot of space and may cause you to exceed your course quota or for the campus to exceed its overall Blackboard storage quota.

### *A few important details*

- Instructors must request a user account in order to start using Ensemble.
- Maximum upload video size is 12 GB (about 150 minutes of iPhone HD video).
- Instructors should KEEP copies of original uploaded videos. Ensemble compresses them into several formats suitable for streaming, and then DISCARDS the original.
- Instructors looking for permanent storage of videos should discuss options with OTS.
- **NOTE:** Ensemble will not reorient videos recorded vertically.

### *Logging into your account*

- Go to <https://www.hartford.edu/faculty-staff/faculty/fcld/blackboard-course-requests-forms/ensemble%20request%20form.aspx> to request an Ensemble user account be set up for you.
- ITS will send you a confirmation email as soon as your account has been set up.
- Go to <https://ensemble.hartford.edu>



- Enter your login information. Your username is the same as your Hartford username (without @hartford.edu) and your password is your University email password. Be sure to set *Identity Provider* dropdown to **Faculty**. Then click the **Login** button.

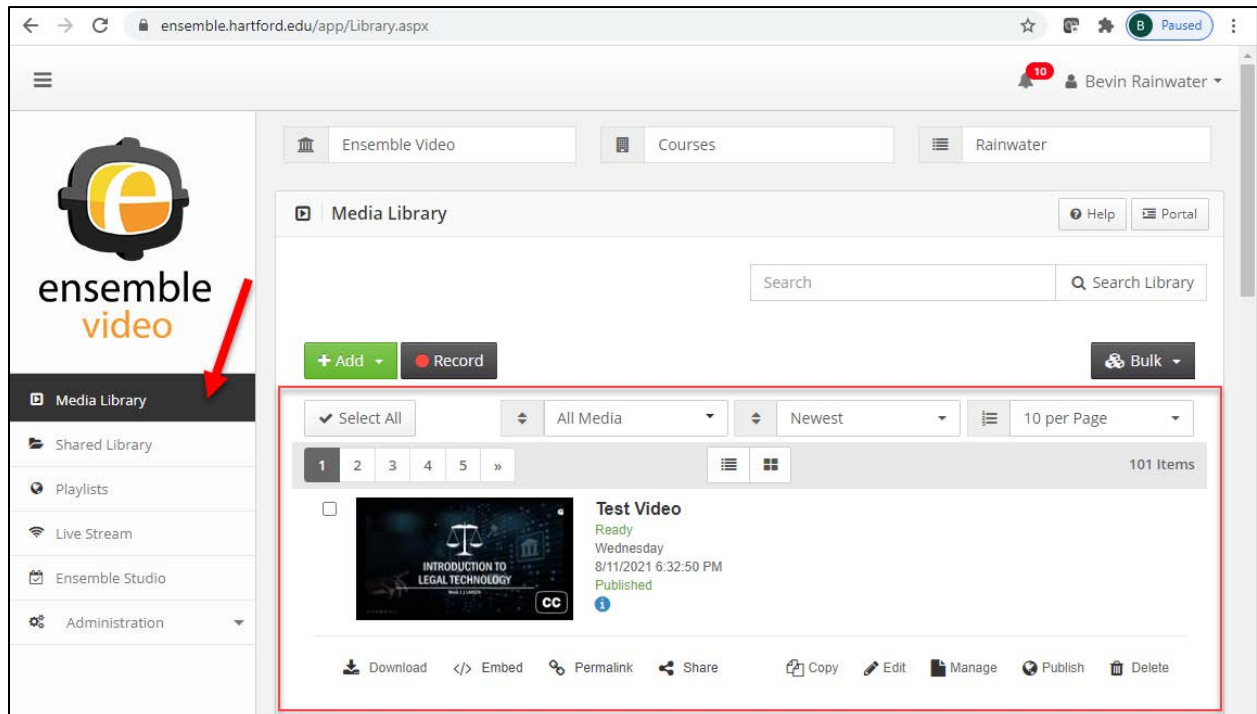
**Username**

**Password**

**Identity Provider**

Remember Me

You are now at the main page of your media library. The main menu buttons for your account are found at the top of the page and along the left side as shown below.

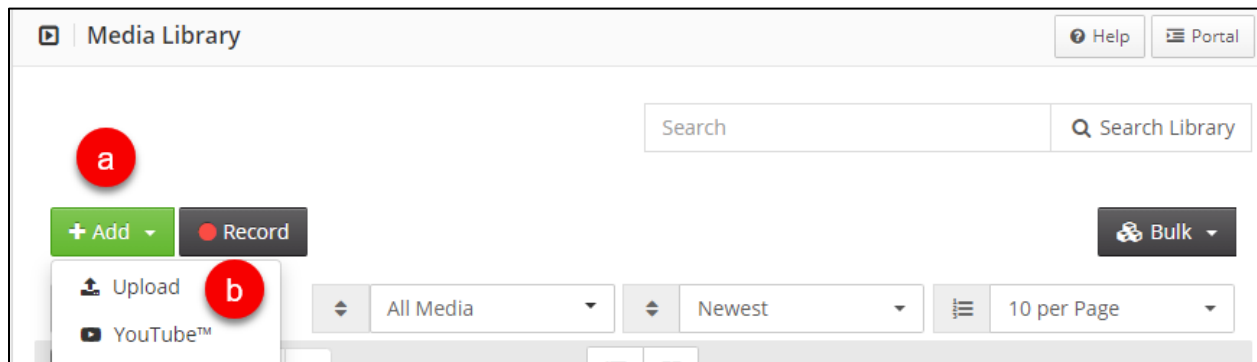


**Media Library in Ensemble**

## ***Uploading a video to your Ensemble account***

- If you aren't there already, click on the **Media Library** button. The Media Library contains all your uploaded videos and is also where you can upload additional videos. Uploaded videos are shown as thumbnails.
- To publish a new video click on the **+Add** button > **Upload**.

**NOTE:** One of the new features under the +Add button is YouTube. Input the YouTube URL into the box.



**Click the Add Button > Upload to add a Video**

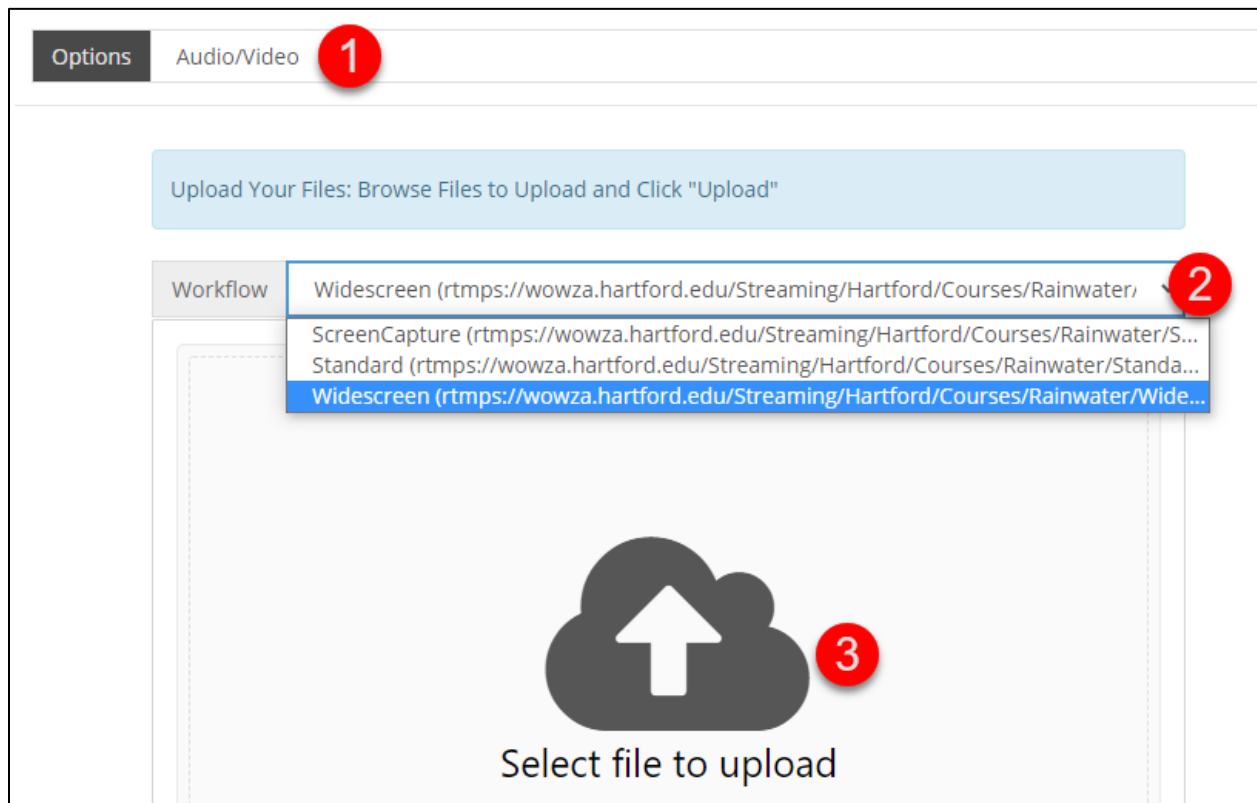
You will be presented with a series of screens allowing you to provide basic information about the video, including title, date of creation, credits, and more. The first screen is the *Enter Description* page. From this screen, add the video's title, description, keywords and credits.

### ***The Edit Page***

1. Keywords will help you to locate videos in your library and will be useful when you have lots of videos in your library and you need to find one quickly. Be sure to separate Keywords with commas. **The only required field in this section is the \*Title.**
2. In the *Credits* section, you have the option of providing information about who made the movie. If you have multiple contributors, you can click the **+ Add Credit** button to add another person.
3. At the bottom of the screen, click **Continue** to proceed to the *Manage Content* page.

## Manage Content Page

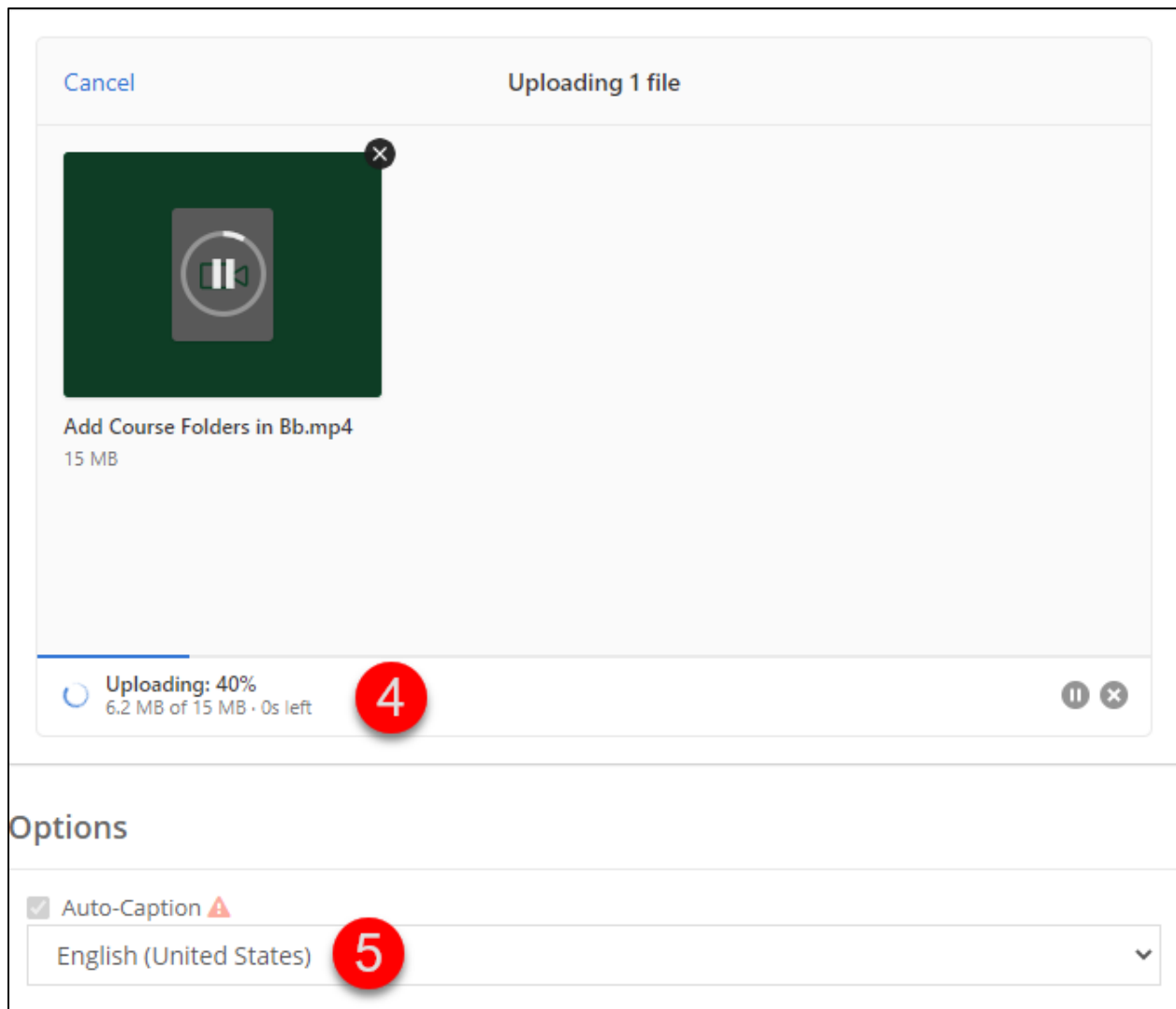
1. Under *Options*, Audio/Video is selected by default. You can change this to other options.
2. Under *Workflow*, select the correct video format.
  - Choose **ScreenCapture** for videos such as narrated PowerPoint presentations or software demonstrations, when clarity of detail outweighs smooth motion.
  - Choose **Widescreen** for videos that have the extended rectangular shape of a movie screen or widescreen TV (16:9 aspect ratio).
  - Choose **Standard** for video that has the normal “TV square” shape (4:3 aspect ratio).



**The Manage Video Page**

3. Click **Select file to upload**. Locate the video file you wish to upload and follow the instructions in the upload window *OR* drag and drop the file from where you have it saved on your computer into the middle of this upload interface where it says “**Select file to upload**”

4. WAIT FOR THE UPLOAD TO FINISH. (See picture below.) If you continue before it finishes, it will fail to upload.



#### Waiting for the Upload to Finish

5. Auto-Captions will be on by default if you are teaching an online course, flipped or hybrid course. If Auto-Captions are greyed out and you are teaching one of these, contact [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu) to enable for you.
6. Once the progress bar has reached 100%, the screen below will appear down in the Media section. After you upload your file, Ensemble converts the video. As your content moves through the process, Ensemble posts status updates via a series of messages: *Waiting for Conversion*, *Converting...completing* with *Ready*. Depending on the bandwidth chosen, Ensemble may prepare many versions suitable to different devices and

bandwidths. In this case, it's OK to advance before the conversions finish. You may now click **Continue**.

The screenshot shows a 'Media' interface with a table of conversion tasks. The table has columns for File, Size, Default, Duration, Dimensions, Bandwidth, and an action column. One task is listed with a status of 'Waiting For Conversion'. A green 'Continue' button is located at the bottom right of the interface.

File	Size	Default	Duration	Dimensions	Bandwidth	
AddCourseFoldersinBb-wEC...	15 MB	<input checked="" type="radio"/>	0 Sec.	Width: 0 Height: 0	Regular	Delete

**File Conversion**


## ***Publish Page***

The next page is the *Publish page*. If you have set up playlists and libraries, they will show up here and you can then add your video to a playlist, for example, a collection of videos relating to a specific course or topic. These playlists must be created first. In addition, you will see some other ways to share/publish your videos.

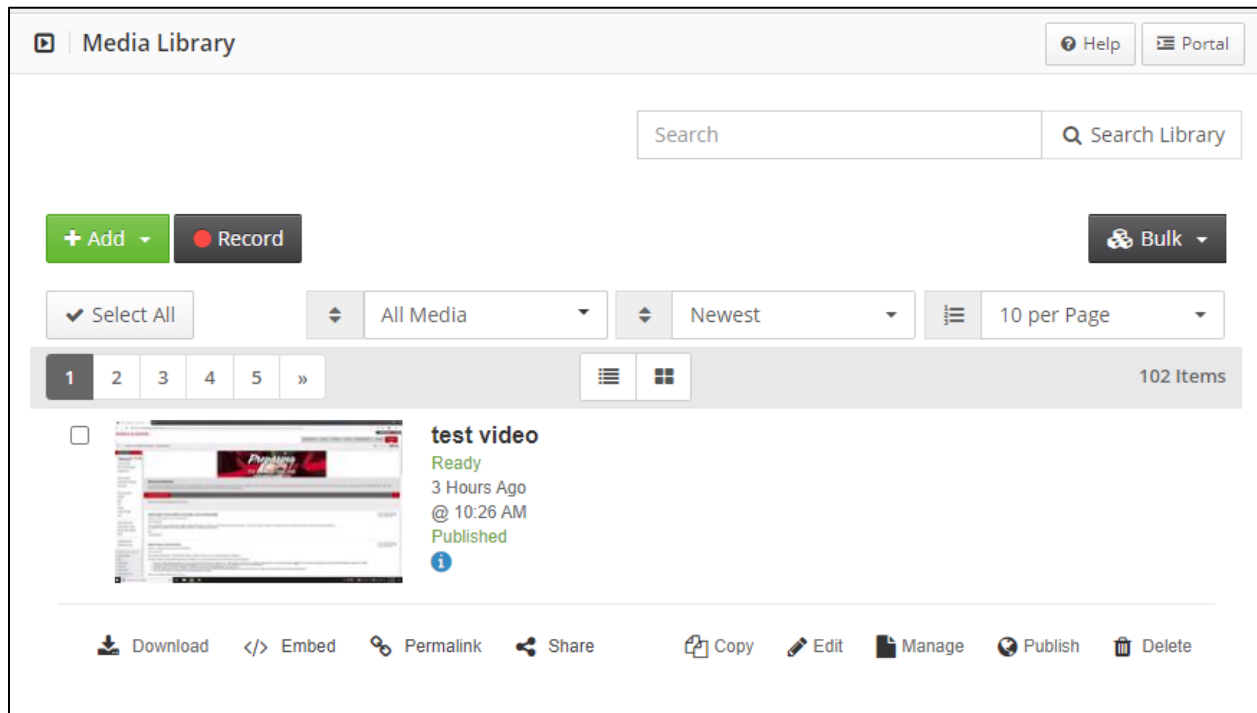
The screenshot shows the 'Publish' page with a 'Library Playlist' section containing a 'Week 1' option. Below this are several sharing options: Share, Portal Users, Security, Social Sharing Tools, and Schedule Publishing. A red arrow points to a green 'Publish' button at the bottom right.

**Choose to Publish your Video to a Playlist or Share**

Below are descriptions for each:

Playlists	Allows you to publish videos to a separate collection that can be embedded in your Blackboard course or on a website.
Share	Allows you to share videos with students, faculty or Ensemble administrators as “groups.” Also allows you to share your video to a shared playlist or library.
Security	Allows you to make restrictions to your video, such as restricting access to certain users, password protecting a video, and more.
Social Sharing Tools	Share your videos on 
Schedule Publishing	Set <i>Display After</i> and <i>Display Until</i> dates (much as you would within your Blackboard course).

When done, click **Publish**. You will now see the video listed in your Media Library.

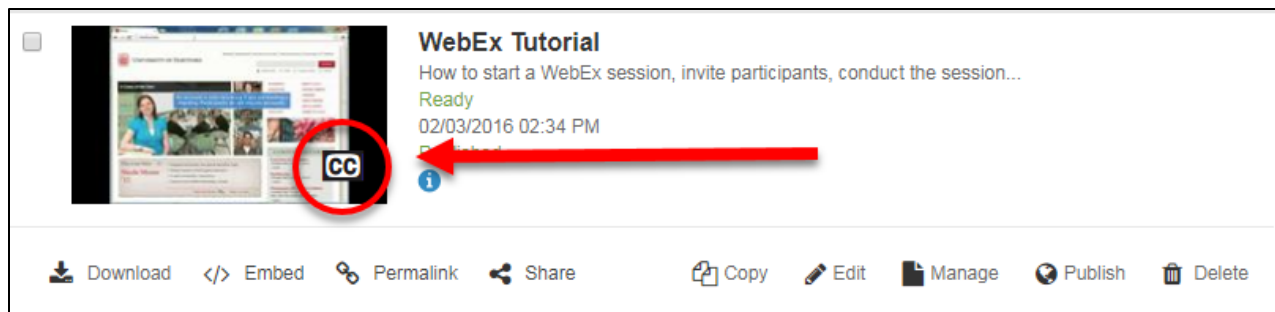


Uploaded video appears in the Media Library

## Automatic Captions

Our in-house streaming media server has automatic captioning enabled for all videos uploaded to Ensemble. Ensemble is a place to house your videos or audio content for linking into Blackboard, Canvas or other websites. All new videos uploaded to Ensemble will be automatically captioned. Previously uploaded videos will need to be submitted for captioning.

Once your video shows up as *Ready* in your Media Library, you should notice a thumbnail of the video with the **CC** icon in the lower right corner (if you had checked Auto Captions).

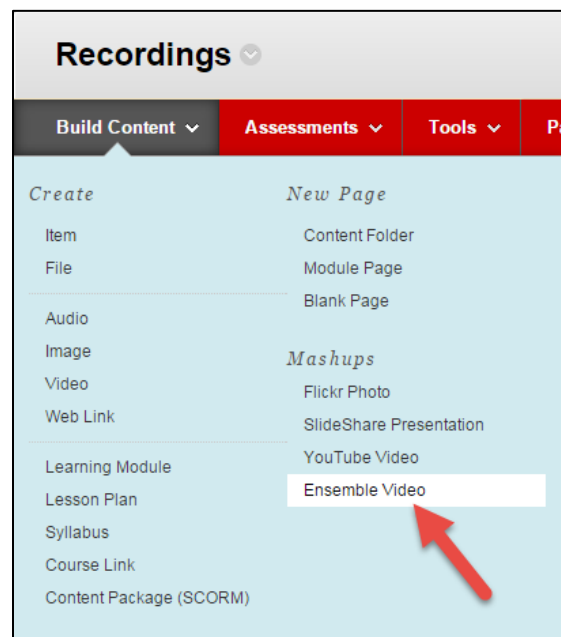


**Closed Captioning on your Video in Ensemble**

Automatic captions done in Ensemble are usually within 95-100% accuracy (for native English speakers) when speech is audible, but it is always a best practice to check the captions and edit where necessary (see page 8.)

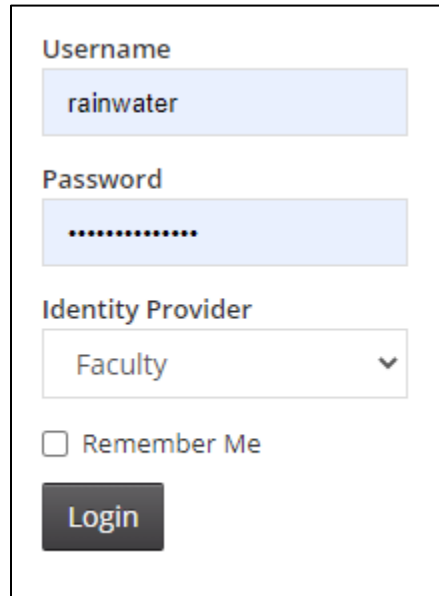
## Publishing your Video to Blackboard

- Log into Blackboard.
- Click on **Recordings, Course Documents,** or another place you wish to put the video. Be sure that Edit Mode is "ON."
- Click **Build Content → Ensemble Video.**
- It may tell you that you are connecting to an LTI service, click **Launch.**





Ensemble should pass through your login credentials to Blackboard (if you already have an Ensemble account); however, if it doesn't recognize you, it may ask you to input your login credentials. Remember: Your username is the same as your Hartford username (without @hartford.edu) and your password is your University email password. Be sure to set *Identity Provider* dropdown to **Faculty**. Then click the **Submit** button.



The image shows a login form with the following elements:

- Username**: A text input field containing the text "rainwater".
- Password**: A text input field with masked characters represented by dots.
- Identity Provider**: A dropdown menu with "Faculty" selected and a downward arrow.
- Remember Me**: A checkbox followed by the text "Remember Me".
- Login**: A dark button with the text "Login" in white.

**Input your Ensemble Credentials to Login**

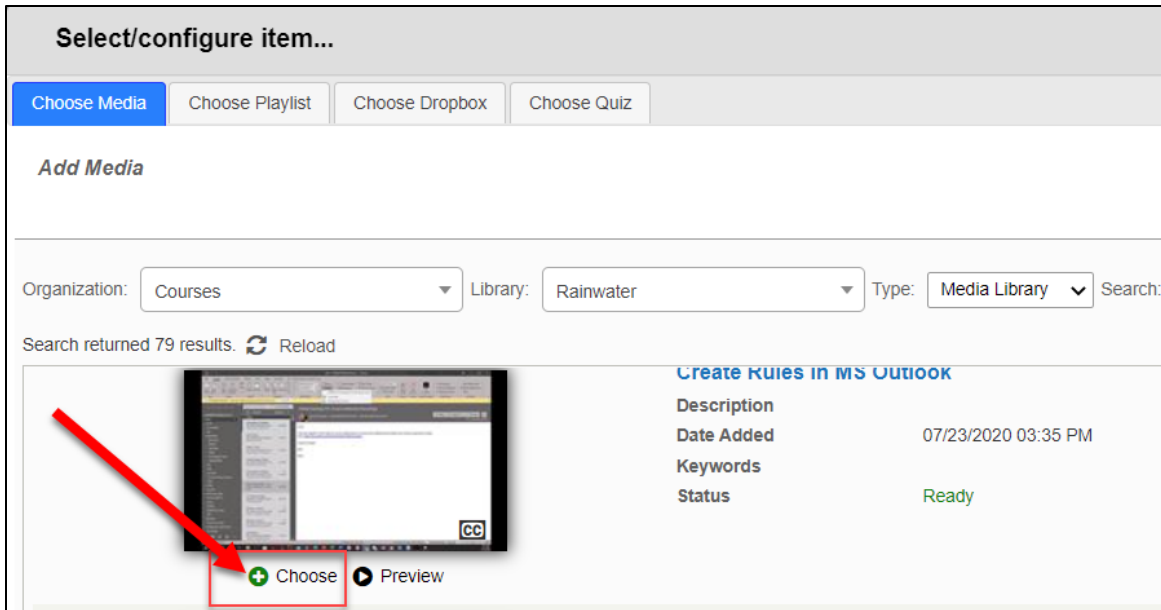
Notice that there are four tabs at the top to choose from:

- **Choose Media** button at top (default), if you just want to search your entire library for a recording (which once logged in will display in the browser window)
- **Choose Playlist** to select a playlist that you have pre-set up in Ensemble
- **Choose Dropbox** to select a student submission form
- **Choose Quiz** to choose from a preset Ensemble Quiz.

The last three are Advanced Ensemble Features and are explained further in this document (see page 18.)

## Choose Media

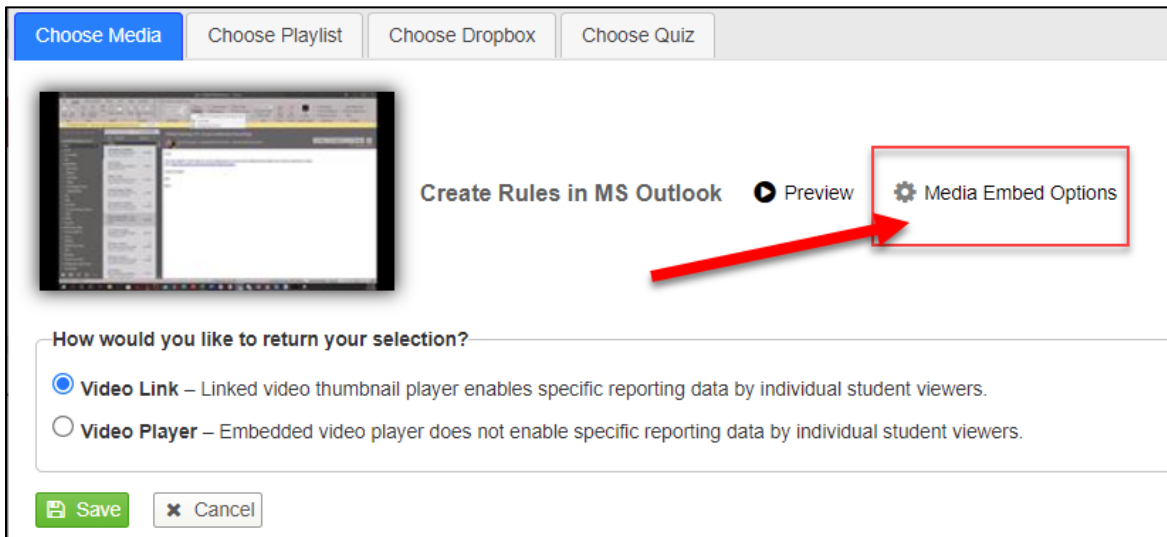
To add one of the videos from the library (as shown above), click the green + **Choose** option under the video. Instructors can search their library by typing the name of the video into the search bar or by scrolling through the entire Media Library. You can also choose to preview the video by clicking the black arrow button.



Click the + to add the video from your Media Library

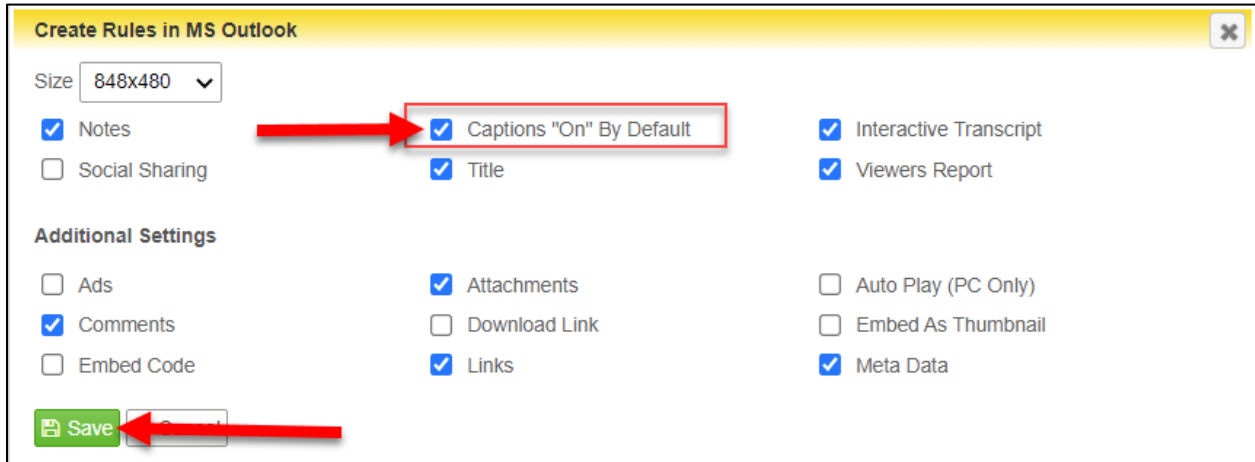
## Video Options

Once you click the green + button, you can choose additional options by clicking the *Media Embed Options* (cog icon) to the right of the thumbnail of the video.



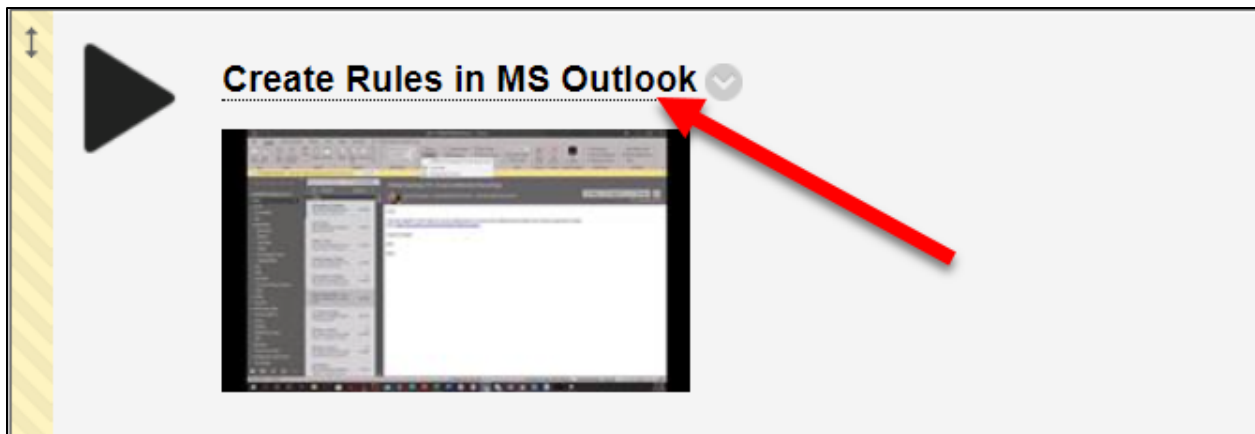
Media Embed Options

A pop-up window will then appear. If you are using this for course content, be sure to include an accessible version too (e.g. lecture notes, transcript, etc.) or enable captioning. You can do this by selecting *Captions "On" by Default*. See options below, choose as you like, then click **Save**. When done, click **Save** again.



**Media Options Pop-up window**

The video should now be added to your content page. It may take some time for the video to finish processing (depending on the length). Once the video has finished processing, it will generate thumbnails and look like this at the bottom of your content area:

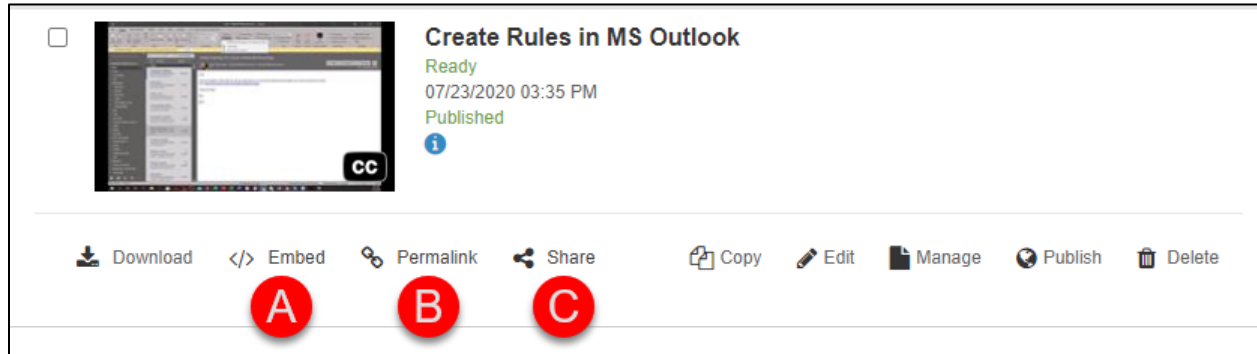


**Thumbnail of video displayed in Blackboard**

Students would then click the link to open the video for playing.

## *Publishing your Video to a Website Outside of Ensemble or Blackboard*

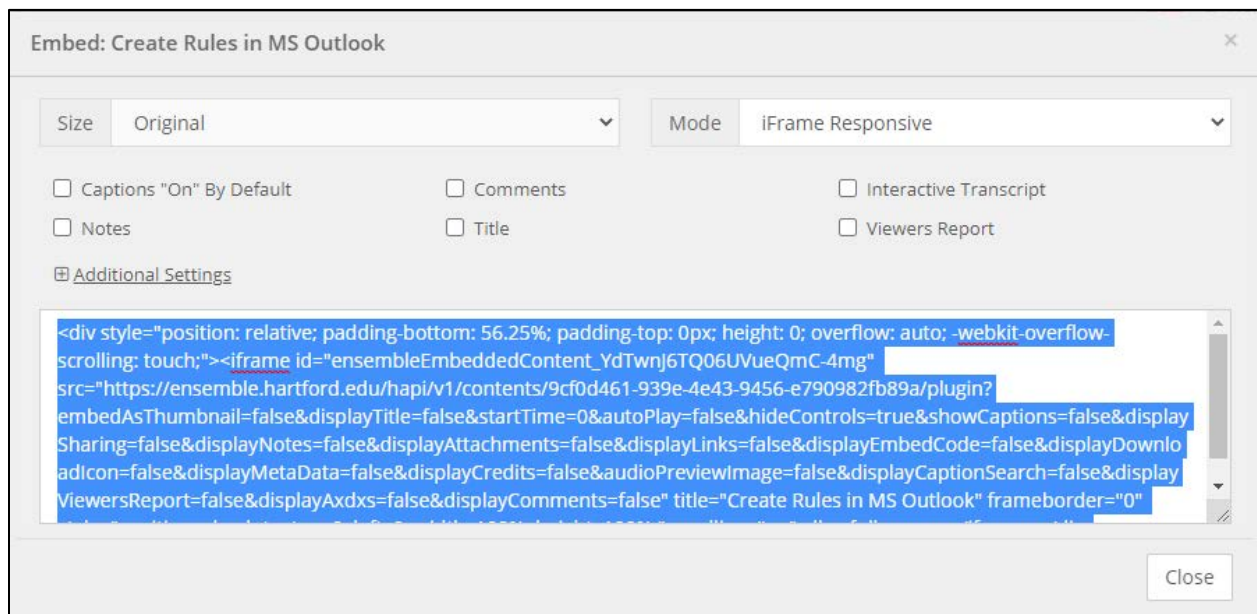
There are three options for sharing your videos on a website, via email or on social media:



**Embed, Permalink, and Share Options**

A. **Embed** - If you are publishing to a personal or company web server, you can use embed codes.

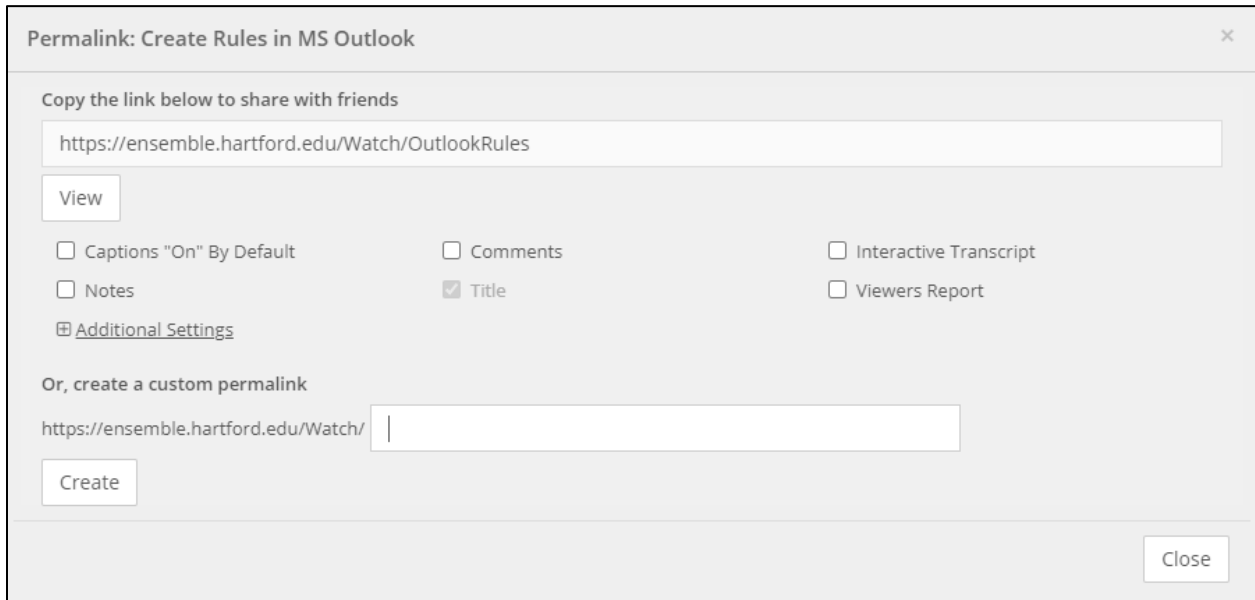
- Go to your Media Library.
- Find the video you want and under it, click the </> **Embed** button.
- A new window will pop-up and then the embed code will be displayed so that you can copy/paste it elsewhere.



**Embed code pop-up window**

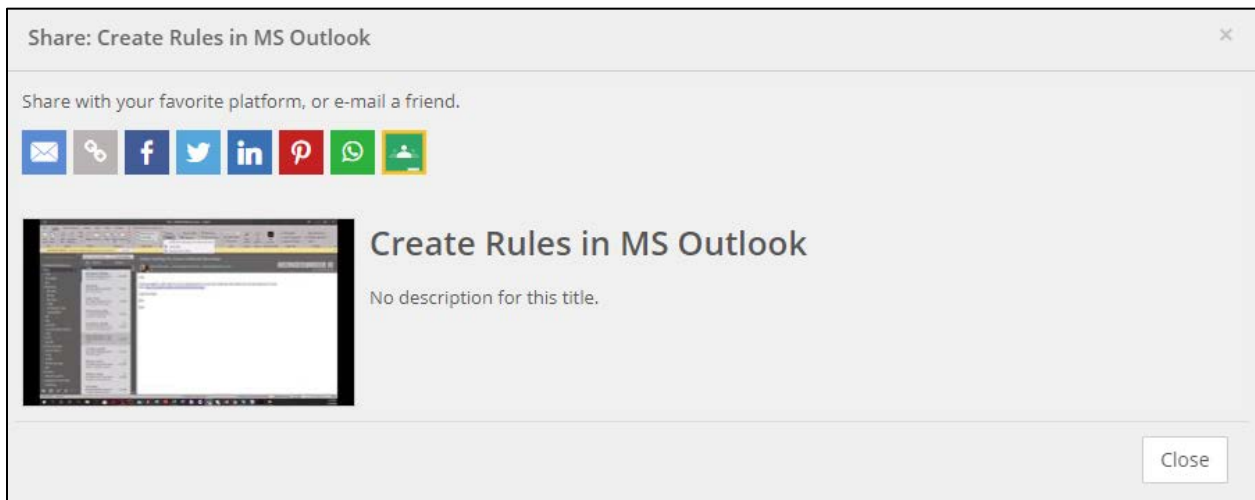
- There are two types of embed code on a web server. The iframe responsive based code (which is the default) and Javascript. There are also some customizations like adding the Title, Auto Play, Captions, Hide Controls, and Social Tools. Try the iframes embed code first and if it doesn't work, switch to the Javascript embed code.

B. **Permalink** – Gives you a permanent link that you can share pretty much anywhere. You can customize the link within limits also, and change playback defaults when someone clicks on the link.



**The Permalink pop-up window**


C. **Share** – Allows you to share the video directly to email and social media platforms:

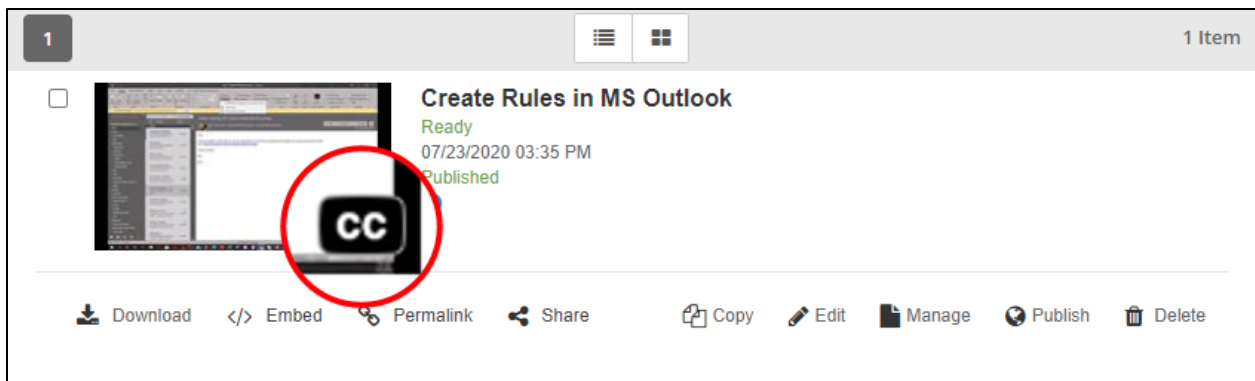


**The Share pop-up window**

## Automatic Captioning in Ensemble

Our in-house streaming media server has automatic captioning for all videos uploaded to Ensemble. All new videos uploaded to Ensemble will be automatically captioned. Previously uploaded videos will need to be submitted for captioning.

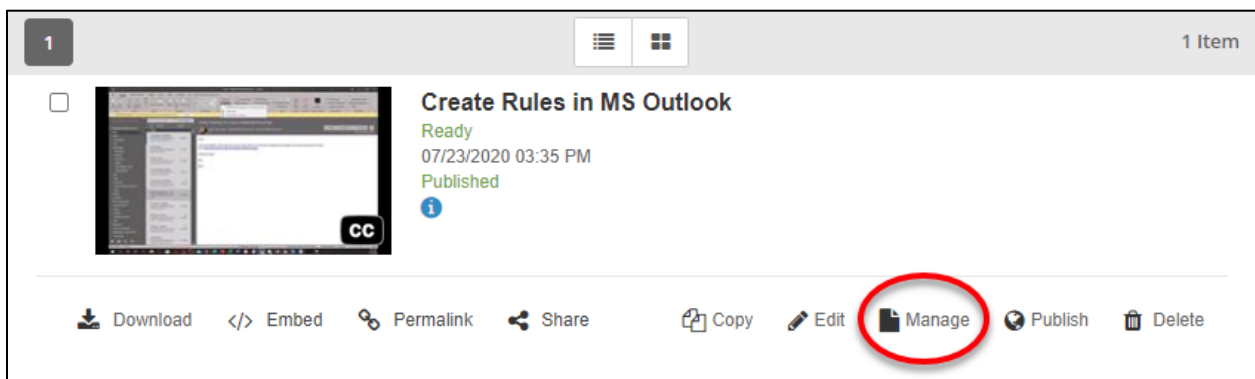
Once your video shows up as *Ready* in your Media Library, you should see a thumbnail of the video with the  icon in the lower right corner (assuming Auto Captions is checked when uploading).



**Closed Captioning on your Video in Ensemble**

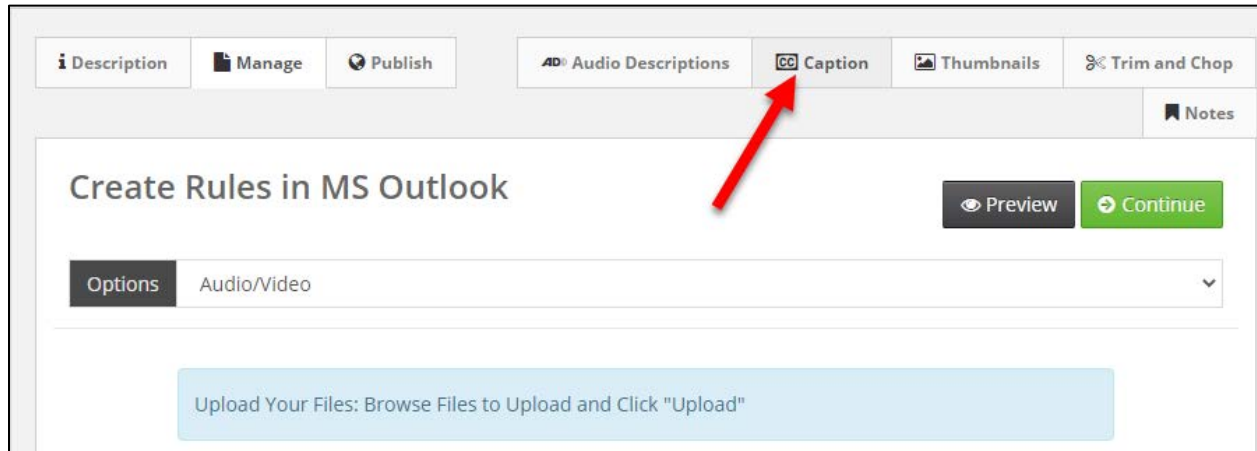
Automatic captions done in Ensemble are usually within 95-100% accuracy when speech is audible (for native English speakers), but it is always a best practice to check the captions and edit where necessary.

1. To edit the Automatic Captions in Ensemble, first find your video in the Media Library, then click on **Manage**.



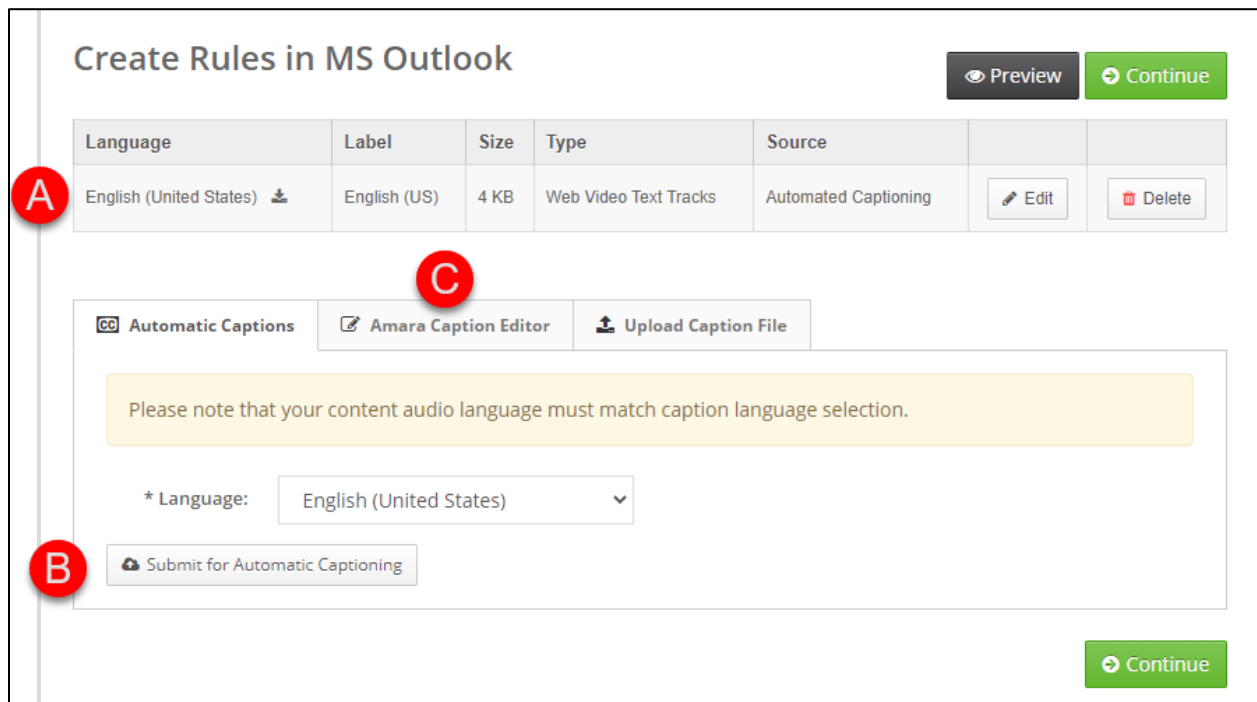
**Click Manage to navigate to the Captions tab**

2. In the upper right corner, click the **Caption** tab.



**Click the Caption tab**

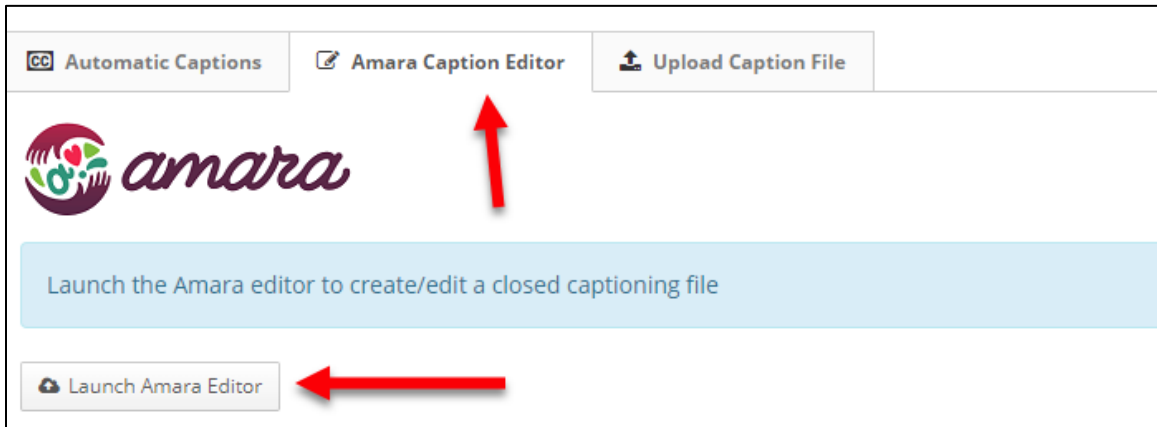
- A. You will notice your file has caption files in the block under the name of your video.
- B. If you don't see your caption file(s), click the **Submit for Automatic Captioning** button.
- C. If you see captions (as shown at A), click the **Amara Caption Editor** tab.



**Caption Options**

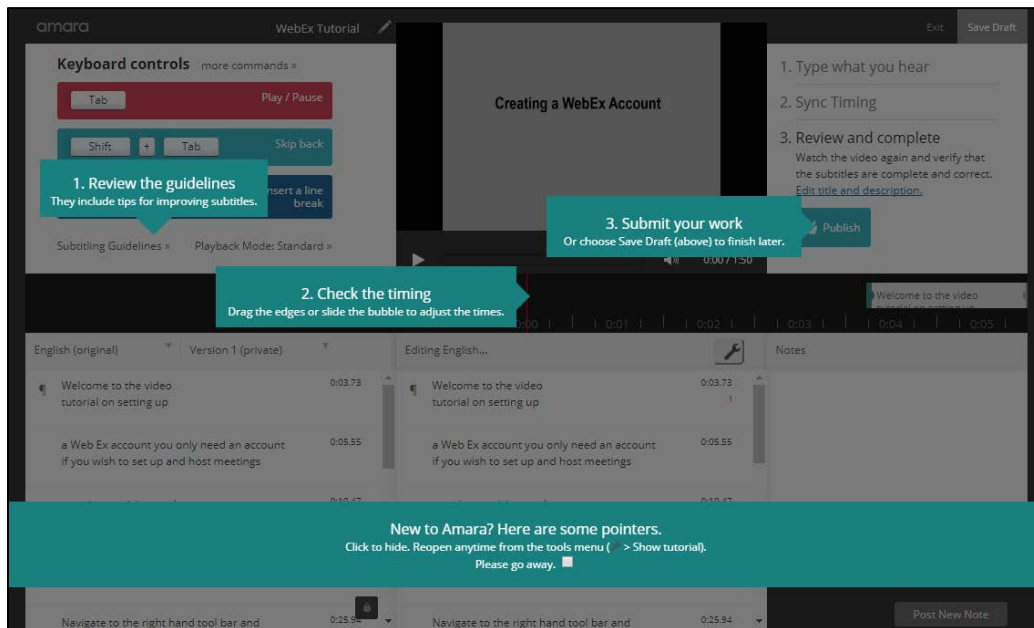
**NOTE:** If your video was published to Ensemble before Automatic Captions were turned on, you can then click the **Submit for Automatic Captioning** button on this page. It takes just a few minutes to process your video (depending on size). Check back by refreshing this screen. For a 1 hour video, Allow 10-15 minutes for automatic captioning to process, but oftentimes it takes less time (depending on volume of submissions).

3. Once you have clicked the **Amara Caption Editor** tab, click the **Launch Amara Editor** button.



**Click Amara Caption Editor, then Launch Amara Editor**

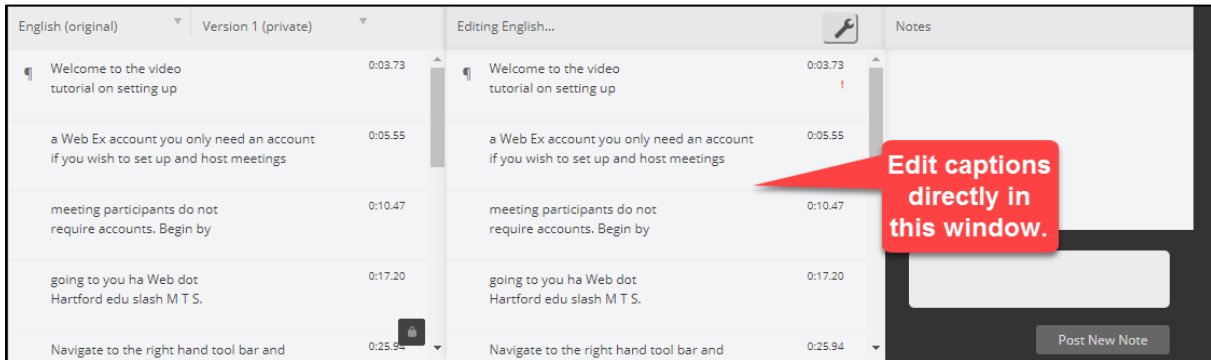
The Amara Caption Editor has a built-in tutorial on how to edit the captions (upper left and right corners). The video displays in the upper center of the screen. You can play and stop and click anywhere in the timeline to jump around on the video. You will see the Original version on the bottom left, the edited version bottom center and any notes you want to make on the lower right.



**The Amara Caption Editor Introduction Screen**

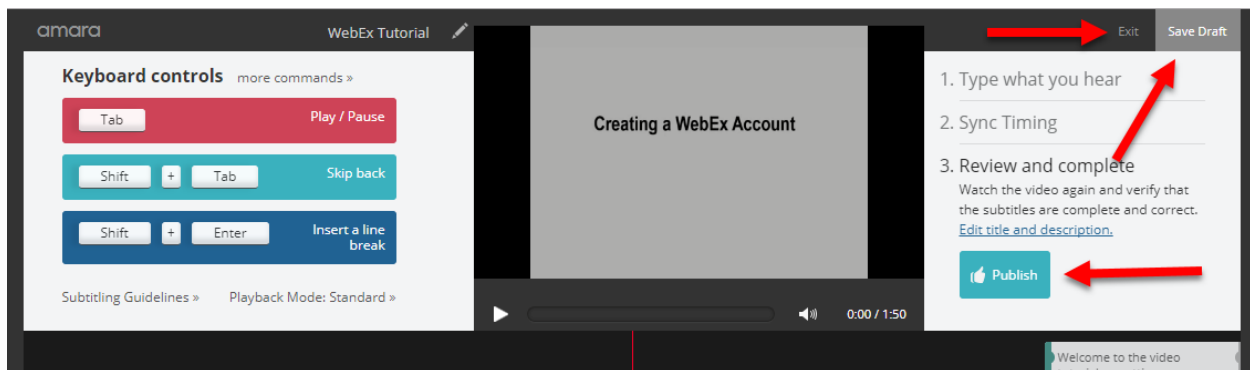


4. To hide the introduction screen, click on the banner at the bottom of the window and it will disappear.
5. Edit the captions in the lower center window directly there by clicking and typing in the window.



**Edit Captions in the lower center window**

6. If you need to save your work and come back to it later, click the **Save Draft** button in the upper right, then exit. **NOTE:** The window may time out on you if you leave it idle too long.
7. When satisfied with your captions, click the **Publish** button in the upper right.
8. **Exit** when finished.



**Save Draft, Publish and Exit in the Amara Caption Editor Window**

## Advanced Ensemble Features

Ensemble has several other features of note, including:

- **Playlists** – Organize your videos by course, chapter/unit or as you see fit for display in a list within your Bb Course
- **Dropbox** – Used for student video/audio submissions
- **Quizzes** – layer a quiz on top of a video you've already uploaded
- **Shared Libraries** – allows others to transfer or copy videos from your media library (think of a department that shares videos.)
- **Annotate Videos** – Annotations help you add a layer text or shapes over your video
- **Auto-publish** – RSS feeds for iTunes/iTunes U.
- **Reporting** – View activity on videos you publish.

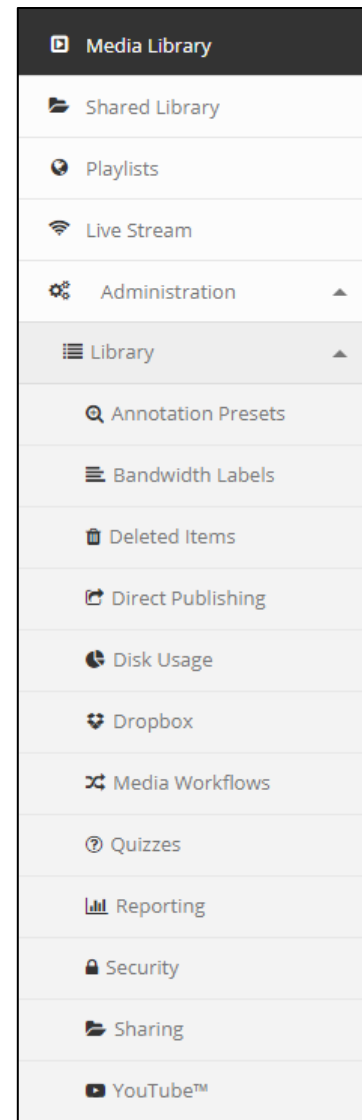
The top three, **Playlists**, **Dropbox** and **Quizzes** are explained in detail in the Ensemble – Advanced Features Handout, found here:

[https://www.hartford.edu/faculty-staff/faculty/fclد/\\_files/Ensemble-Advanced%20Features%202019.pdf](https://www.hartford.edu/faculty-staff/faculty/fclد/_files/Ensemble-Advanced%20Features%202019.pdf)

For more information, including guides and videos about Ensemble, visit our site: <https://www.hartford.edu/faculty-staff/faculty/fclد/ed-tech-guide-videos.aspx#accordion-group-1-section-3-label>

Please see the Content Administrator Guide for further information on a wide-range of Ensemble related topics:

<http://support.ensemblevideo.com/>.



---

## Getting Help with Technology at the University of Hartford

---

### **Faculty Center for Learning Development (FCLD)**

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty with login issues should contact 860.768.4357. Faculty and Staff needing training and support using Blackboard or other instructional technologies, should contact FCLD.

**Phone:** 860.768.4661 **Email:** [fclid@hartford.edu](mailto:fclid@hartford.edu)

**Website:** <http://www.hartford.edu/fclid>

### **Student Blackboard Support**

The following is student support for Blackboard only, including password resets and login issues. If you can't remember your email password and you have enrolled in the password reset tool with security questions, you can go to <https://hartford.edu/reset> and set a new one. Contact the helpdesk if you need further assistance.

**Phone:** 860.768.4357 **Email:** [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu)

**FAQ/Submit a Ticket:** <http://www.hartford.edu/studentbbsupport>

### **Information Technology Services (ITS) Help Desk**

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, Compass).

**Phone:** 860.768.4357 **Email:** [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu)

**Website:** <http://hartford.edu/ots>

### **Media Technology Services (MTS)**

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

**Phone:** 860.768.4357 **Website:** <http://www.hartford.edu/mts>