Create Digital Content
Using Lecture Capture and Media Management
Advice for Students

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Introduction

As a student here at the University of Leeds you have access to various aspects of the Lecture Capture and Media Management system enabling you to create your own digital content which you can then share with University members or the wider public. The advice below provides a brief outline on how you can get started. It is advisable for you to watch the relevant online tutorials which complement this guide as they provide more in-depth technical support.

The University of Leeds launched the Lecture Capture Media Management System in September 2014 as part of the Digital Strategy for Student Education 2013 which aims to enhance the quality of the student experience. You can visit a quick guide to lecture capture to find out more. Feedback from students has been very positive and the University of Leeds now has an international reputation for providing this innovative suite of digital technologies. Hear the story of The Secret of Campus-Wide Lecture Capture: How the University of Leeds Did It and also listen to students talk enthusiastically about the benefits of being able to revisit online lecture material in their own time and at their own pace.

Creating Digital Content

There are various aspects to Lecture Capture and Media Management open to all students at the University of Leeds. Not only can students view material created by their lecturers on the VLE they can create their own digital content to share with lecturers, supervisors, peers, fellow students, or the wider public. The use of Personal Capture enables students to create presentations at their desktop, use their mobile devices to record content or upload existing multimedia content to Mediasite, the lecture capture and multimedia management application software. Once digital content has been uploaded to Mediasite students can review, edit and publish it to various channels such as VideoLeeds.

Once content has been uploaded and processed you will receive an automated notification email from Mediasite. All content will remain private until you choose to make it viewable within Mediasite. In the original private state, only the author of the content can view it. There are various ways to publish and share content: make content available to specific students or staff; make it viewable to members of the University; or make it accessible to everyone (meaning anyone with the web link can watch it). Links to content can be published on discussion forums, journals or blogs within the VLE. For more information read the section on Sharing Multimedia Content.
The diagram below illustrates the Mediasite hub as the multimedia management platform. Note that the opportunity to publish to the University of Leeds’ YouTube Channel and iTunesU will soon be available to all staff and students in 2016.

Why Create Digital Content?

There are many reasons why you could benefit from creating and sharing your own digital content:

- Create collaborative small group presentations and share on the VLE for assessment purposes
- Evidence a field trip and document the experience
- Share research or outline research proposals
- Collaborative working generally with fellow students to present and share ideas
- Performance related (music, arts, showcasing talent)
- Rehearse presentations to gain feedback from peers, mentors
- Present formal or informal introductions to enable networking
- Design instructional screencast on specific software, “how-to guides”
- Record student / group discussions for revision purposes
- Vlog: contribute to your own video diaries to use for reflection
- Deliver online teaching material (for postgraduate researchers with teaching contracts)
- Create Video CVs to share with prospective employers via social media eg. LinkedIn, Twitter

Figure 1: Mediasite the multimedia management platform

https://mymedia.leeds.ac.uk
Mediasite

Tutorial: View Lecture Capture Recordings within the VLE

As a student you can view your content via the My Media tab of the VLE or simply log in directly to Mediasite at https://mymedia.leeds.ac.uk. You cannot publish content directly to modules in the same way academic teaching staff can. However you can provide web links to digital content that has been made available to others by posting these links on your VLE blogs, discussion forums or journals located within the VLE. Visit the section of Sharing Content via the VLE for further information.

My Mediasite is the online space you log into to view, edit, approve and publish all your digital content. It is the hub where you manage everything.

Getting Started: Personal Capture

The first thing you need to think about is the type of content you want to create. Whether you use your mobile phone, iPad, video camera or MP3 recorder you can upload almost any type of audio/visual content to Mediasite. We refer to Personal Capture as the means by which you can do this.

There are three ways in which you can use Personal Capture:

- Upload media from a mobile device (mobile capture);
- Download and use the Mediasite Desktop Recorder on your laptop/PC to record a slideshow presentation or screencast (including video);
- Upload any media content from your computer via Mediasite by selecting the Create Presentation option.

Mobile Capture

Tutorial: Upload Video from a Mobile Device

The quickest and easiest way to record any video content is via a mobile device. However, bear in mind that for longer recordings you may want to use video footage taken with a specialist video camera hosted onto a tripod. Often the quality of recording via a mobile device may suffice for your purpose.

a) Take your video (or audio) on your device and then go to Mediasite and log in with your University username and password at https://mymedia.leeds.ac.uk.

b) You simply select Create Presentation, write a title (you can add a description later) and then Select Content, browse to find your content and then select it. You will see
a progress bar as the content is uploaded.

c) Once the content has been uploaded you will see a RED icon indicating that the content is still being published to the Mediasite server. This will eventually change to a GREEN icon which indicates the content is ready to be viewed. You can then view this on your mobile device or log into mediasite on a laptop/PC to edit it.

NOTE!
You cannot upload any content that is bigger than 2GB so please check the file size. Also, it can take several hours for your content to be processed, so be patient. When you upload content from a mobile device make sure that you have a good wireless internet connection or the upload may be interrupted, in which case you can try again.

You cannot edit your content via your mobile device. To do this you must edit your content by accessing Mediasite at https://mymedia.leeds.ac.uk on a laptop/PC.

Mediasite Desktop Recorder (Create a Recording)

Website: Installing Mediasite Desktop Recorder

You can download and install the Mediasite Desktop Recorder on your own laptop/PC/Mac and use this software to easily create digital content such as narrate over a PowerPoint presentation or to record your mouse movements on a screen (you can choose to include audio or video).

a) Visit https://mymedia.leeds.ac.uk and log in with your University username and password.

b) Select the option to Download the Desktop Recorder and follow the instructions of the installation.

c) Once the software has downloaded you need to ensure you follow Step 3 of the process and register it with your username and password. Once you have installed and registered the Mediasite Desktop Recorder on your own laptop and PC you will not need to do this again and in the future you can simply log in.

d) Recording your presentation or screencast is easy, simply follow the instructions on Using the Mediasite Desktop Recorder

NOTE!
It is best to be in a quiet room when you are creating your recording using the Mediasite Desktop Recorder. If you are interrupted when recording your content simply select **CTRL+F8** which allows you to pause and resume the recording.

Note that after recording you will receive a pop notification in the browser window which says that your presentation is “ready”. This is misleading as the content is still being processed. You may need to wait up to several hours until you can actually view it (although for short recordings you may only need to wait several minutes). Please wait for your notification email to inform you when the process has finally finished. You can then log into Mediasite and review and edit your content before you publish it.

**Mediasite (Upload existing Multimedia Content)**

**Tutorial:** [Upload Audio-Video Content to Mediasite](https://mymedia.leeds.ac.uk)

If you have created your multimedia content using different software or edited it in applications like Windows Movie Maker or iMovie you can still upload this to Mediasite.

a) Visit [https://mymedia.leeds.ac.uk](https://mymedia.leeds.ac.uk) and log in with your University username and password.

b) Click on the +Create Presentation option and select Upload Media

c) Provide a title to the content (which you can change later) and then browse your computer by clicking on Select Content and double click on the video you want to upload. Please wait until you see a progress bar giving an indication that the process is taking place.

**NOTE!**

Browsers have upload size restrictions. As a guide we recommend 2GB as a maximum file size to upload.

When you first double-click on the content you want to upload it may appear that nothing is happening: please be patient and do not be tempted to select your content again. It can take up to a minute to see the progress bar.

Ensure your laptop/PC has a strong wireless connection or your upload may be interrupted, in which case you can try again.

**Editing Digital Content**
Tutorials: Basic Editing of Recordings

Advanced Editing of Recordings

Change the Thumbnail Image

Once you have uploaded your digital content you will need to add metadata such as a description, tags and add any online web links which users can easily access when watching the videos. It is especially important to add this type of metadata if you choose to publish to VideoLeeds or YouTube. Adding a description to your content provides context to the end user for example what is the purpose of your message, who is your audience, how do you want the viewer to use your resource?

You can also cut out parts of the content. Please note that you may wish to use more sophisticated editing software before you upload to Mediasite as the editing options within mediasite are quite limited. It is advisable to watch the online tutorials above if you wish to edit your content in Mediasite.

a) Visit https://mymedia.leeds.ac.uk and log in with your University username and password.

b) Within Mediasite locate the digital content you wish to edit. Alternatively you can click on the link in the notification email that you receive from Mediasite and this will take you directly to the specific content.

c) All digital content remains private until you make it viewable. Therefore the first option you need to do is change this setting. This does not mean that suddenly all users can view your content. How you share your content is dependent on the security settings. For more information see the section on Sharing Multimedia Content below.

d) To add metadata to your digital content simply select the Edit tab. This is where you change the title, description, tags, presenter information and add live web links to your content.

e) To edit out content, add some fade in/out techniques go to the Edit Video option located on the right hand side of your content.

f) To change the thumbnail of your presentation to a different image you select the Edit Slides option located on the right hand side of your content.

g) Once you have made amendments on the time line you must select Commit to save your presentation: you can either overwrite the changes by saving to current or create an updated copy by committing to new (this may take a few hours).
NOTE!
Note the difference between the **Edit tab** and the **Edit Video** option. You are advised to add the relevant metadata using the first option as this provides more information and context to the end user. The second option enables edit out parts of your content. If you use the Edit Video option you must save (commit) your changes. **This can take up to several hours.**

Changing the thumbnail image of your content provides a more polished look and users can more easily identify the resource. You may want to change the thumbnail to the first slide of your PowerPoint presentation and this is easily achieved by selecting the **Edit Slide** option. However, for content that has been made with audio or video you cannot select this option. Select the **Edit** tab, then the **Delivery** tab located at the bottom of your resource. Choose an image file (either jpeg or png).

Browsers can behave differently when viewing and editing content. Internet Explorer works well when editing out content. For a more detailed overview visit the **Technical Requirements** page of the IT Website.

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**Sharing Multimedia Content**

**Tutorial:** [Sharing Digital Content](#)

Within Mediasite you can share your digital content privately to individual users within the University. Follow the steps below to do this.

a) Visit [https://mymedia.leeds.ac.uk](https://mymedia.leeds.ac.uk) and log in with your University username and password. The first step in making any content available is to change the setting on the content from **private** to **viewable**.

b) If you want to share this content with your supervisor or a few individuals within the University you must select the **Security** Tab and select **Click here to enable permissions**.

c) Under **Add People or Groups** add the names or email addresses of the individual you want to share your content with and select **Add**. If you wish an individual to have editing rights to your content you can change the settings from **viewer** to **editor**.

d) Click on **Save** and then go to the **Share** tab.

e) Once in the Share tab you can copy and paste the **Link** (website address of the content) into an email to the individuals. Note you can also send an email to these individuals from directly within Mediasite by clicking into the **Email** address bar.
Sharing your content with someone outside of the University

If you wish to share your digital content to a non-University member you don’t necessarily have to publish your content to the VideoLeeds Channel. You only need to change the security settings within Mediasite to Everyone. This does not mean that suddenly your resource appears in any public channel. It simply means that anyone outside the University who has this link can view the resource. Follow the steps below.

a) Visit https://mymedia.leeds.ac.uk and log in with your University username and password. The first step in making any content available is to change the setting on the content from private to viewable.

b) If you want to share this content with someone outside the University you must select the Security Tab and select Click here to enable permissions.

c) Under Add People or Groups start to type in the word Everyone quite slowly. Choose the “everyone” option from the drop down list.

d) Click on Save and then go to the Share tab.

e) Once in the Share tab you can copy and paste the Link (website address of the content) into an email to any individuals outside of the University to view the content. You can also use the “Embed” link to post this resource on any website or blog.

Sharing Content via the VLE

Remember that unless you are a postgraduate researcher with teaching responsibilities, students cannot upload digital content to the MyMedia section of the VLE for other students to access in the same way academic teaching staff are able to. However, students can add links to their digital content within discussion forums, journals or blog postings on the VLE to share with other students on the same modules. Please ensure that your lecturer has given you access to these tools.

To do this please follow the steps below.

a) Visit https://mymedia.leeds.ac.uk and log in with your University username and password. The first step in making any content available is to change the setting on the content from private to viewable.

b) If you want to share this content with someone outside the University you must select the Security Tab and select Click here to enable permissions.

c) Under Add People or Groups start to type in the word Everyone quite slowly so that is appears in a drop down list. Choose the “Everyone” option from this list.
d) Click on **Save** and then go to the **Share** tab.

e) Once in the **Share** tab you can copy and paste the **Link** (website address of the content) into the relevant module within the VLE.

f) Log into the VLE at [https://vlebb.leeds.ac.uk](https://vlebb.leeds.ac.uk) and find the relevant tool (blog, journal or discussion thread) and paste the web link here.

g) Please remember that you need to make this web link active by highlighting it and selecting the **Insert/Edit Link** icon (see below).

![Image of Insert/Edit Link icon]

h) Paste the link here in the **Link Path** text box. You may wish to set the target window to **Open in New Window `_blank`** so that your resource opens in another browser window.

![Image of Link Path text box]

i) Select **Update** and your content should now be available to other students and lecturers who have access to this module.

**Publishing to VideoLeeds**

**Tutorial: Publish to VideoLeeds**

VideoLeeds was launched in 2015 to replace the University of Leeds’ LUTube Channel. There are various reasons for publishing to VideoLeeds which you can explore by visiting either [An Introduction to VideoLeeds by Neil Morris](https://example.com) or visiting the [Changing Landscapes](https://example.com) website.
You have two choices when publishing your digital content to VideoLeeds:

- Publish to everyone (publicly available)
- Publish to logged-in users only (i.e. University staff and students).

Therefore if you have created content that you wish to share with the wider University community then VideoLeeds is the Channel to do this. There are over 16 Channels to choose from in relation to your subject area / research interest.

Publishing to VideoLeeds is easy. Please follow the steps below.

a) Firstly visit VideoLeeds at [https://video.leeds.ac.uk](https://video.leeds.ac.uk) to explore the various channels and view the variety of online material. Notice you can view VideoLeeds as a guest (member of the public) or you can sign in with your University username and password. By signing into VideoLeeds you will have access to all the content published there.

b) Visit [https://mymedia.leeds.ac.uk](https://mymedia.leeds.ac.uk) and log in with your University username and password. Locate the digital content you wish to publish to VideoLeeds and change the setting on the content from private to viewable.

c) Go to the Publish tab (ignore the Move To and Associate with options) and go directly to the Catalog option. Choose one of the channels to publish to (note you can repeat this process and have your digital content available in more than one channel).

d) Acknowledge the terms and conditions by ticking the box and make it available to either Everyone or Logged-in users and select Add. Finally click Save.

e) Navigate to VideoLeeds and search for your content.

**NOTE!**
Please note you cannot publish to the Spotlight Channel or Guest Lecture and Special Events. Please contact the Communications team at webcomms@leeds.ac.uk to request your content to be displayed here.

Apart from changing the status of your content from private to viewable you do NOT need to change the Security Settings when publishing to VideoLeeds: simply follow the instructions outlined above and in the tutorial.

Please do ensure that if your digital content is going to be viewable to the public, then spend some time editing the metadata of your content. Review the title, description, tags, presenter information and add any weblinks. Adding weblinks to your digital content allows viewers to visit relevant online resources (journal articles, websites, other videos etc). You can delete content from VideoLeeds at any time by revisiting the Publish tab in Mediasite and clicking on the cross next to the relevant channel listed under Catalog.
Copyright and Legal Issues

Please remember that when planning and creating your own digital content then you need to take into account copyright and other legal concerns.

Advice on creating digital content and staying legal is available on the Changing Landscapes website.

You can find out more on copyright by visiting the Skills@Library pages.

Online Tutorials and Technical Support

There are various online tutorials that are relevant for both staff and students available on the Resources and Support Channel of VideoLeeds at: https://mymedia.leeds.ac.uk/Mediasite/Channel/resourcesandsupport

It is advisable that as you work through this support document you visit the relevant online tutorials and websites which provided detailed technical support on various aspects of Lecture Capture and Media Management.

Accessing Mediasite

- Accessing Mediasite - Introduction

Creating Content

- How to upload media from a mobile device
- How to use the Desktop Recorder
- Recording Options using the Desktop Recorder
- Upload multimedia via the desktop

Editing Content

- Basic Editing of Content
- Advanced Editing of Content
- Changing the Thumbnail Image

Publishing Content

- Share digital content with individuals or groups
- Explore VideoLeeds
- Publish to Video Leeds

More information will be available throughout 2016 on the websites below.
*Coming Soon*

- Skills@Library
- Careers
- Student Case Studies on Changing Landscapes
- Sharing Student Content via the VLE

If you have any technical questions in relation to using Lecture Capture and Media Management to create digital content please email ITservicedesk@leeds.ac.uk or phone 01274-433333