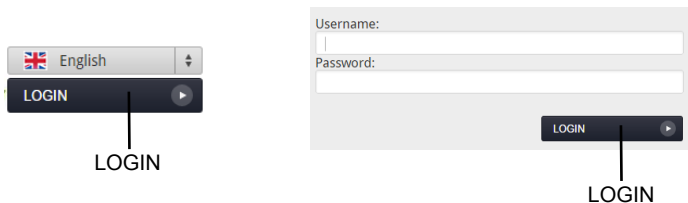




Uploading a Video to the UTSA Media Library

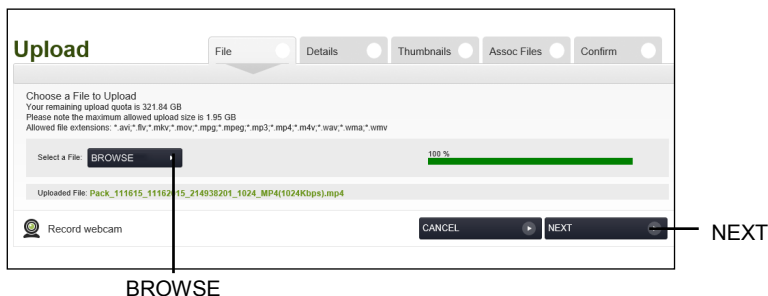
Log In



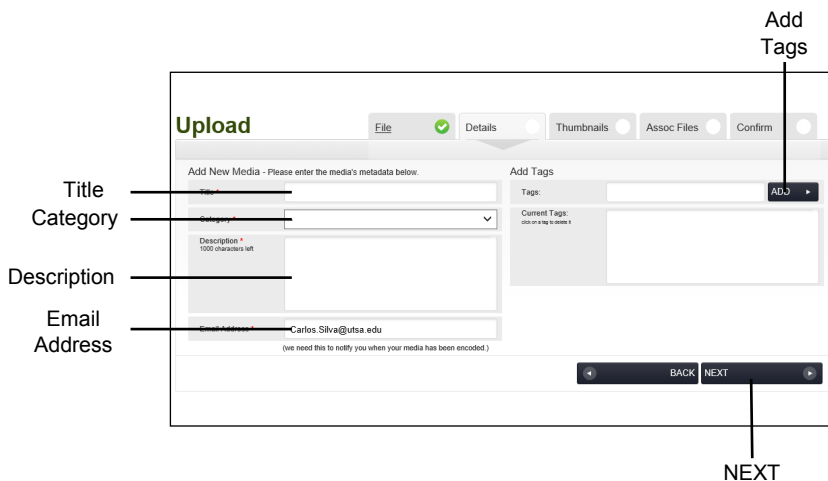
Upload a Video



Upload File



Upload Details



Log in to Media Library

Navigate to <http://medialibrary.utsa.edu> and click the grey "LOGIN" button at top right of page.

Enter your UTSA abc123 username and passphrase. Access is available only to faculty, staff, and currently enrolled students at UTSA.

Click "LOGIN" button.

Upload Video to Media Library

Select the "UPLOAD" button from the menu bar.

Upload File Tab

Choose a file to upload.

Maximum file size is 1.95 GB.

Click "Browse" button to locate a video file on your computer.

Allowed file types are limited to: .mov, .avi, .wmv, .flv, .mpg, .mp4, .mp3, .wav, and .wma.

If your file type is not allowed, submit a Service Request to OITConnect for Media Digitization and request a file type conversion.

Upload Details Tab

Create a Title for your video.

Select a Category.

Include a Description for your video.

Verify your Email Address.

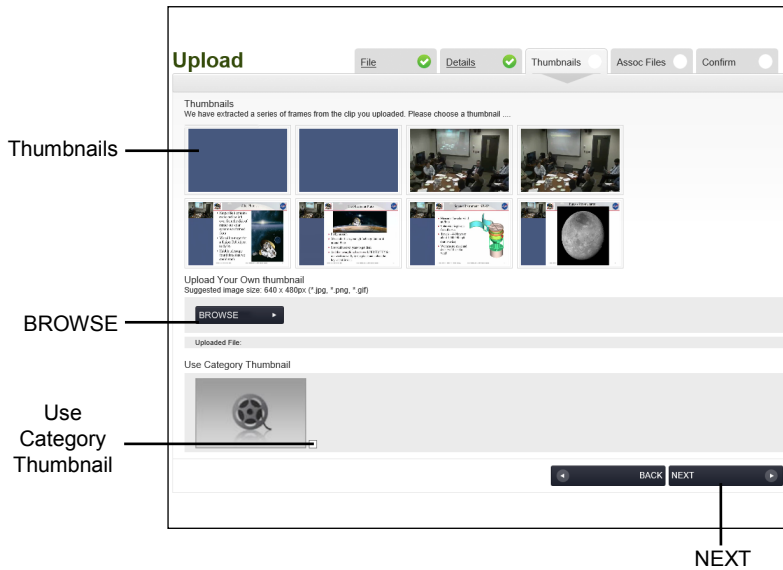
Add searchable Tags. (optional)

Click "Next" button.

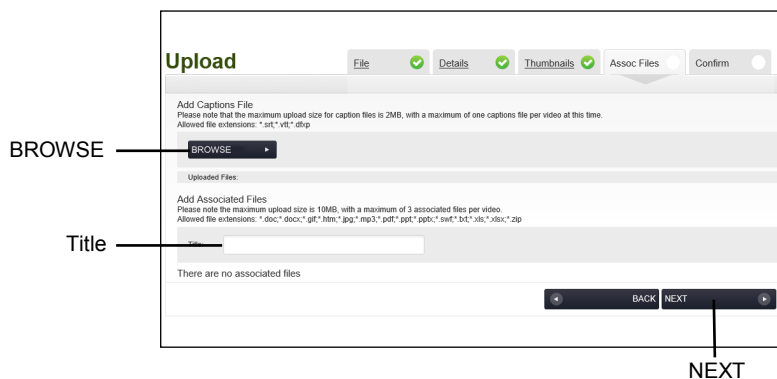


Uploading a Video to the UTSA Media Library

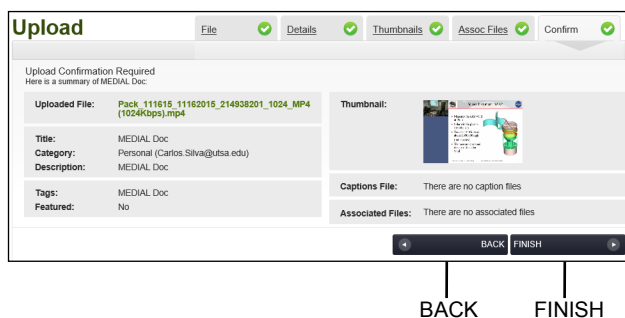
Upload Thumbnails



Upload Assoc Files



Upload Confirm



Upload Thumbnails Tab

Choose a thumbnail from the choices generated.

Your choice will be highlighted in green.

You can upload your own .jpg, .png, or, .gif if desired. Suggested size is 640x480 px.

Upload Assoc Files Tab

Add a Captions file. Maximum upload size is 2 MB. Allowed file types are .srt, .vtt, and .dfxp.

Add an Associated file. Maximum upload size is 10 MB, with a maximum of 3 files per video. Allowed file types are .doc, .docx, .gif, .htm, .jpg, .mp3, .pdf, .ppt, .pptx, .swf, .txt, .xls, .xlsx, and .zip.

Associated files will be available for download in the Media Library.

Upload Confirm Tab

Verify the information previously entered for your video.

Click "Back" button to correct any errors.

Click "Finish" button to complete the upload process.

Email Notification

An email notification will be sent to the address entered on the "Upload Details" tab.

The email contains a link for viewing in the Media Library and embed codes that can be used within Blackboard.