

Overview of Upload Process

For this course, you will need to follow the process outlined below to add content to the course WordPress site.

Steps:

1. Record media (video, audio, or image files) on your mobile device.
2. Upload the media to Reed's Ensemble server.
3. (If necessary) Trim length of video/audio in Ensemble.
4. Create a blog post in WordPress and embed the media from Ensemble.

Getting Support

If you run into problems using Ensemble or WordPress during this course, you can get support by:

Email: David Isaak, Data Services Librarian, isaakd@reed.edu

Tony Moreno, Digital Media Specialist, tmoreno@reed.edu

Chat: On the WordPress site, you can chat with David using the Help Chat feature in the right-hand navigation.

If you need help with community resources or meetings, you can get help by:

Email: Natalie Condon, natcondon@reed.edu

Web: Library Resource Guide at <http://libguides.reed.edu/c.php?g=599779&p=4152497>

If you need help with research or library support, contact:

Email: Annie Downey, adowney@reed.edu

Recording Media

NOTE: Be aware of how you are holding your mobile device when video recording or photographing. Otherwise files may display upside down or sideways.

When shooting video or photographs, hold your mobile device horizontally and make sure your "home" button is on the right side.



Photo from: <http://support.ensemblevideo.com/avoid-upside-down-videos-on-idevices/>

Uploading Media to Ensemble

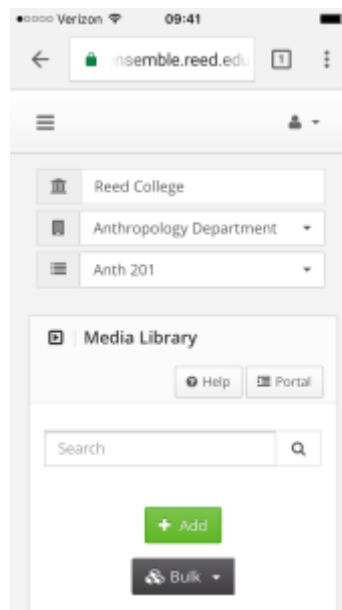
NOTE: Uploading media to Reed's Ensemble server should be done over Wi-Fi. Media files can be large and will be a strain on your personal mobile data plan.

For a brief video tutorial see: [Upload Video from iPad or iPhone.](#)

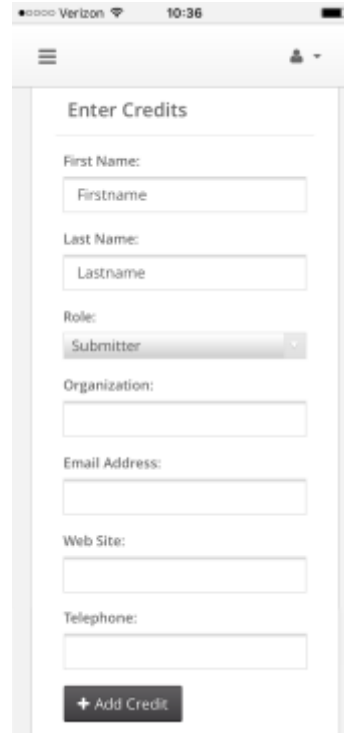
You can upload media to Ensemble directly from your mobile device or you can transfer the media to your Google Drive account and then upload from a desktop computer. (Screenshots below for Ensemble were taken from a mobile browser.)

Steps:

1. On your computer or mobile device, open a web browser and go to Ensemble (<https://ensemble.reed.edu/>).
2. Enter your Kerberos username and password, change the Identity Provider dropdown menu to *ReedLDAP*, and click *Login*.
3. In the dropdown menus across the top of the webpage, make sure *Anthropology Department* and *Anth 201* are selected.
4. Click the green *Add* button.

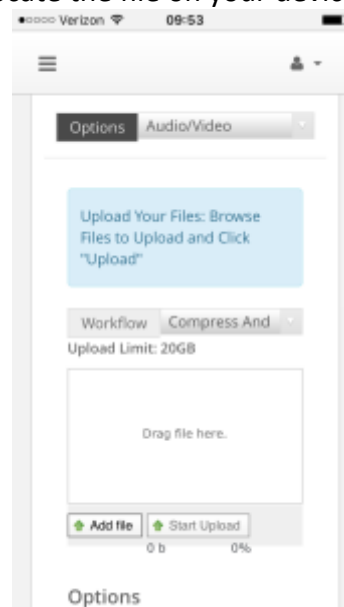


5. Enter a title for the media.
6. Scroll down and under Enter Credits, type your first and last name, from the role dropdown menu choose *Submitter*, and click the gray *Add Credit* button. (Your full name and role will then appear in a box under Credits.)



A screenshot of a mobile application interface showing a form titled "Enter Credits". The form contains several input fields: "First Name" (with "Firstname" entered), "Last Name" (with "Lastname" entered), "Role" (a dropdown menu with "Submitter" selected), "Organization", "Email Address", "Web Site", and "Telephone". At the bottom of the form is a dark button with a white plus sign and the text "Add Credit". The status bar at the top shows "Verizon" and the time "10:36".

7. Click the green *Continue* button.
8. Under *Options*, choose from the dropdown menu either *Audio/Video* or *Image*.
9. Under *Workflow*, for videos choose from the dropdown menu *Compress and Stream*, for audio choose *audio mp3*. (There is no workflow dropdown menu when uploading images.)
10. Click the *Add file* button and locate the file on your device.



A screenshot of a mobile application interface showing the file upload screen. At the top, there is a dropdown menu for "Options" with "Audio/Video" selected. Below this is a blue box with the text "Upload Your Files: Browse Files to Upload and Click 'Upload'". Underneath is another dropdown menu for "Workflow" with "Compress And" selected, and the text "Upload Limit: 20GB". A large white box with the text "Drag file here." is in the center. At the bottom, there are two green buttons: "Add file" and "Start Upload". Below the buttons, the text "0 b" and "0%" is visible. The word "Options" is written at the very bottom of the screen. The status bar at the top shows "Verizon" and the time "09:53".

11. Next click the *Start Upload* button and then the green *Continue* button. (In the background, Ensemble will compress your media file to enable web streaming. You can continue with these steps while this is happening.)
12. Check off the *Add to Media Playlist* box and then click the green *Publish* button.

Trim Media in Ensemble

The recorded video or audio file may be longer than what you want to display in your WordPress blog post. You can trim off the beginning or end of the file in Ensemble.

Steps:

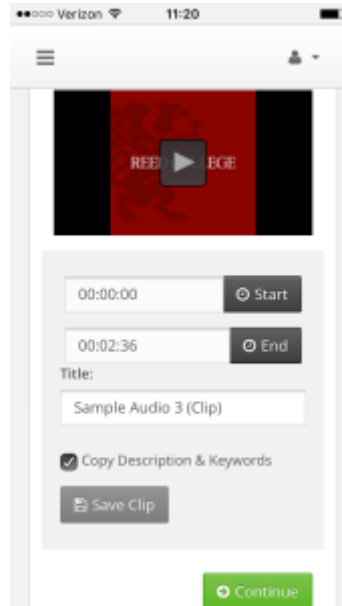
1. Locate your file in the Media Library section of Ensemble (<https://ensemble.reed.edu/>). In the dropdown menus across the top of the webpage, make sure *Anthropology Department* and *Anth 201* are selected.
2. Click on the *Edit* button (pencil icon located below the file and to the right).



3. Click on the *Trim* tab (scissor icon located in the upper right).



4. Play the media and click on the gray *Start* and *End* buttons at the appropriate time to shorten the media as needed, then click on the gray *Save Clip* button.



5. A pop-up menu will say "New Title Created Successful." On the pop-up menu, click *Edit New Title* button.
6. Scroll down and under Enter Credits, type your first and last name, from the role dropdown menu choose *Submitter*, and click the gray *Add Credit* button. (Your full name and role will then appear in a box under Credits.)

7. Click the green *Continue* button. This takes you to the file upload page (which you do not need to do, since the trimmed video is already on the Ensemble server). Click the green *Continue* button a second time to continue to the publishing page.
8. Check off *Add to Media Playlist* box and then click the green *Publish* button.
9. If you choose, you can [un-publish the original media file](#) so that it does not appear in other playlists in Ensemble or WordPress.

Embed Media into WordPress Blog Post

Steps:

1. Locate your file in the Media Library section of Ensemble (<https://ensemble.reed.edu/>). In the dropdown menus across the top of the webpage, make sure *Anthropology Department* and *Anth 201* are selected.
2. Click on the *Embed* button (located below the file and to the left).

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3. Copy all of the embed code in the large box.
4. Go to the WordPress site (<http://blogs.reed.edu/anthropology201/>) and login.
5. In the black menu bar at the top of the page, click *New* then select *Post*.



6. Enter the title of your blog post.
7. In the large box below, enter any information that you want to share about the media. This may include date and time of recording, name of meeting, name of speaker(s), description of recorded event(s), background information, or an analysis of the content of the video.
8. Change the view from the *Visual* tab to the *Text* tab.
9. Paste the embed code into the box on its own line.
10. In the right-hand column of the screen, there is a Categories box. Select all categories that apply to the media.
11. In the right-hand column of the screen, there is a Tags box. You can add pre-existing or new tags to your blog post. Tags help represent ideas not found in the categories box. Enter tags into the box and click the *Add* button.
12. Click the *Publish* button to make your post appear on the blog.

The screenshot shows the WordPress 'Edit Post' interface. The main content area contains the following text:

This is an example video blog post.

Date: 2011-08-24

Meeting: Citizens Police Review Board Public Input Meeting / Work Session with the Columbia Police Department

Speaker: Lieutenant Shelley Jones, Patrol Bureau Shift Commander, Columbia Police Department

Description: Lieutenant Shelley Jones of the Columbia Police Department speaks at the Citizens Police Review Board Public Input meeting. Lt. Jones recounts an incident where she was shot and returned fire, hitting the assailant in the leg. Lt. Jones notes that, had she faced a citizen review board like the one being discussed at the meeting, she may not have remained a police officer. A member of the audience interrupts the speaker and leaves the meeting [00:43-1:05]. Lt. Jones says, "I don't fear the board because I did anything wrong. I fear the board because we don't always feel like we are treated fairly." [1:19-1:25]

At the bottom of the main content area, there is a video player showing a person in a green shirt speaking at a meeting.

The right sidebar contains the following sections:

- Publish**: Status: Published, Visibility: Public, Published on: Jan 18, 2017 @ 12:00.
- Format**: A dropdown menu.
- Categories**: A list of categories with checkboxes. The checked categories are: community, competence, conflict, and police. There is a link to '+ Add New Category'.
- Tags**: A text input field with an 'Add' button. Below it, there is a checkbox for 'Separate tags with commas' and a list of tags including 'police_shooting'. There is a link to 'Choose from the most used tags'.
- Featured Image**: A section for setting a featured image.

Red arrows point from the main content area to the 'Categories' and 'Tags' sections in the right sidebar.