

ENSEMBLE VIDEO

Creating an Account

Your account for Ensemble will be auto-created when you login in the first time.

** If you wish to have ITLAL upload media for you, you must login to Ensemble to create your account **

1. Navigate to: albany.edu/ensemble. This will take you to the SUNY SECURE Sign On page.
2. Choose **Albany** as your campus and click login. This will take you to the UAlbany log in page.
3. Enter your UAlbany **NetID** and **Password** and click Sign In. You are now in Ensemble and your account has been created.

Adding and Publishing Content

1. Select **Media Library** on the left hand side.
2. Click **Add**. This will take you to the Description Tab.
3. "Enter Description" has field where you can enter information about the item you are adding.
Note: You *must* enter a title but the rest of the information, including that under "Enter Credits" is optional.
4. Click **Continue** after you have entered all of the descriptive information you want to add. This will take you to the Manage Content tab.
5. Click **Add File** or drag and drop your media file to the open box. You will then see the name of your file in the text box.
6. Click **Start Upload**. If it is a large file this may take some time. You do not need to change any of the default settings.
7. Click **Continue**. This will take you to the Publish tab.
8. Click **Publish**. If you look in your media file you will see the file says Processing. Once finished it will say **Ready** and **Published**.
9. At this point you can also edit, if you decide you want to add more information about the file, or delete if you no longer need the file in your media library.

Publishing Content to Blackboard

1. Create a playlist that does not allow download of the content.
 - On the left side, click the **Playlists** button in the navigation column.
 - Click the **+ADD** button
 - Enter a name for the playlist. **OPTIONAL** – you can enter a URL for a custom logo for the playlist
 - **Make sure the ALLOW DOWNLOAD checkbox is NOT selected.**
 - Click **Save**.
2. Add Playlist Security permitting access only through the blackboard.albany.edu web address
 - In your Media Library, click the **Playlists** button in the navigation column.
 - Locate the playlist that you'd like to restrict, and click **Access Control**.
 - Click the **+ADD** button to make a new Access Control entry.
 - Select **Restrict Viewing to a Web Address** and enter **blackboard.albany.edu** in the web address text box.
 - Click **Save**.