NUVision User Guide

Using Helix Media Library Version 4.0
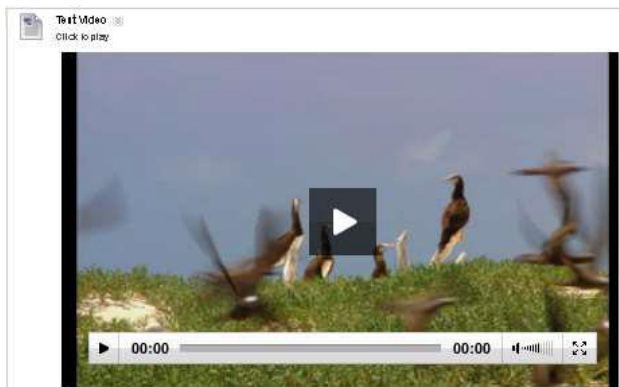
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Introduction

NUVision provides a simple method of uploading and streaming existing video content.
The main benefits are:

- Files are held on university file store

- Media files are converted to standard formats that can be played on most devices

- Files are streamed from the server – they do not have to be downloaded

Once files are uploaded and converted they can be published by adding embed code
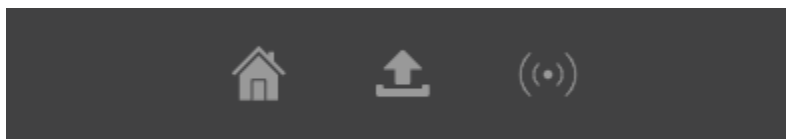to web pages and Blackboard items.

Homepage
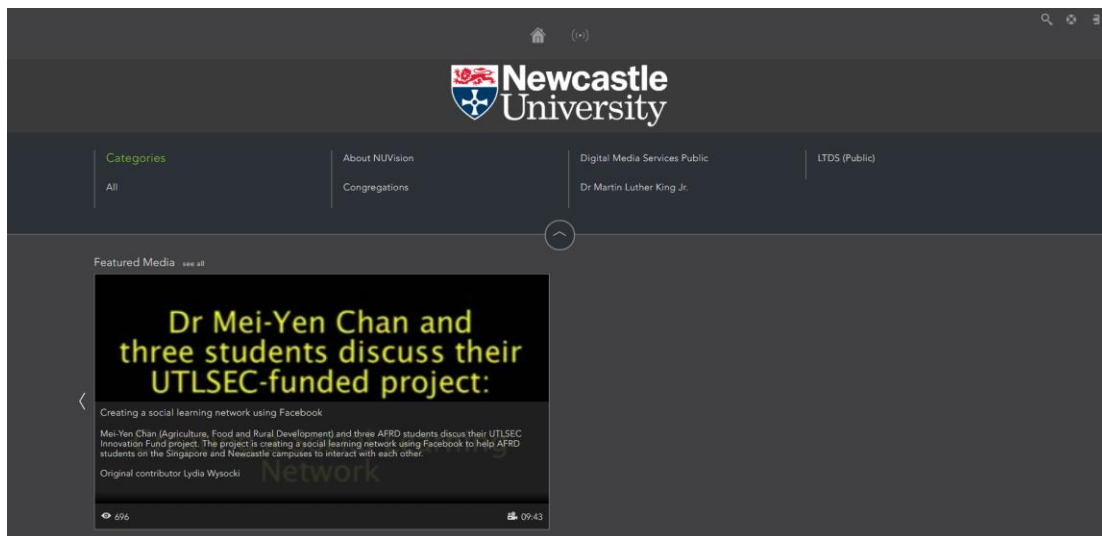
Login to NUVision with your standard campus username and password via the icon at the top right. Once logged on, you will be presented with the home screen

The home screen is made up of the toolbar, latest media, random viewable content and category listing.

Toolbar

The toolbar offers a number of options:

Home button will bring you back to the main page from any point.

If you have media to add to the service and have been granted sufficient privileges to the system, clicking **Upload** will take you to the **Add Media** wizard.

The Live button is used for live streaming congregations and won't be used normally.

My Account (top right) holds within it a number of options, those of which are discussed later in this guide under the heading "Using the My Account Section".

**Help** will offer basic guidelines to the use of the system.

The search box will allow you to discover items based on media title, description, tags, contributor, chapter, playlist or keyword.

Languages

You can change the language of the Helix Media Library by clicking the drop-down box at the bottom of the page and choosing a different language.

Topbar

The topbar shows all categories you are able to view, as well as contributors and tags. Selecting a category will display a list similar to the one shown below. Simply select a thumbnail to view the content.
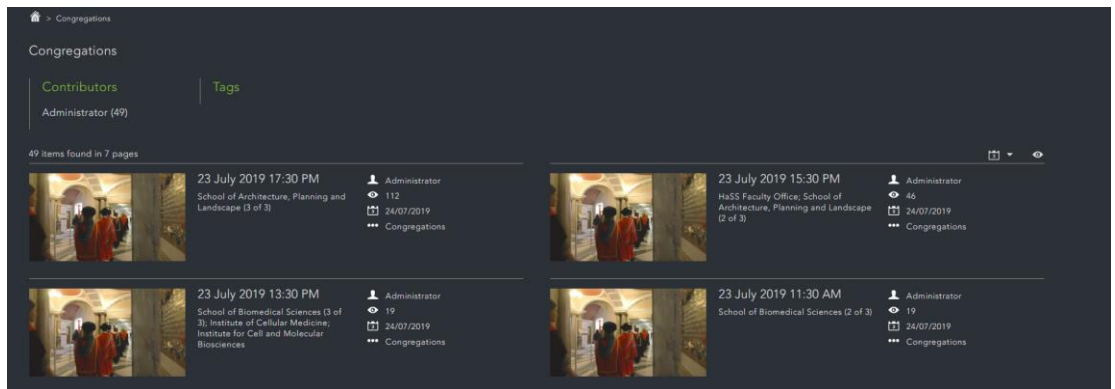

Playback and Embedding

At the home screen, clicking on a thumbnail (or double clicking on the Latest Media carousel) will take you through to the media playback page. Similarly, selecting a category will bring up the media list for that section, again click the thumbnail or title brings up the viewing page.

Embed Code

To embed your video into another webpage select the share icon in the top right corner of the video.
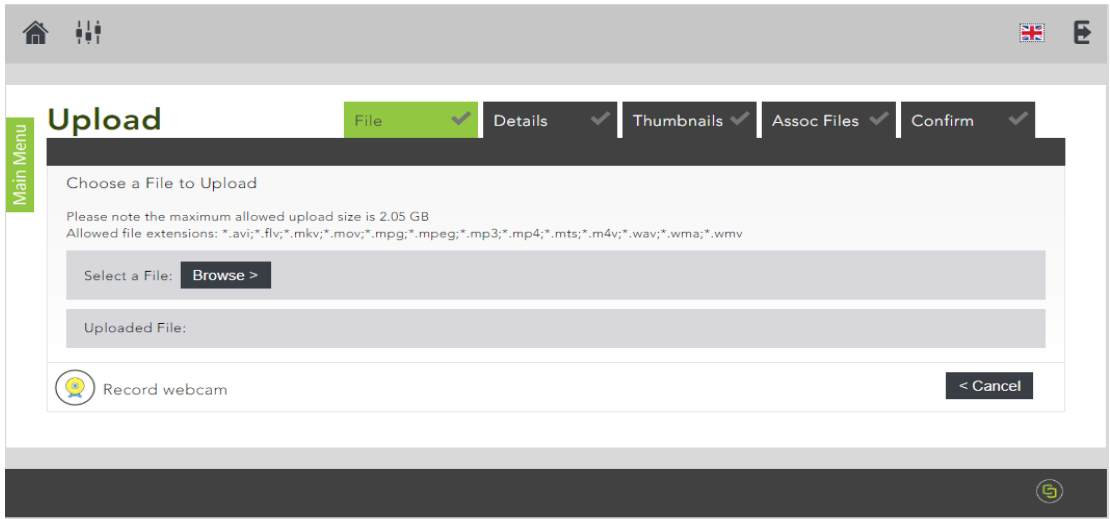

Select the embed option (ensure responsive is the option in video size) and copy the selected text. This can then be embedded in any web page.
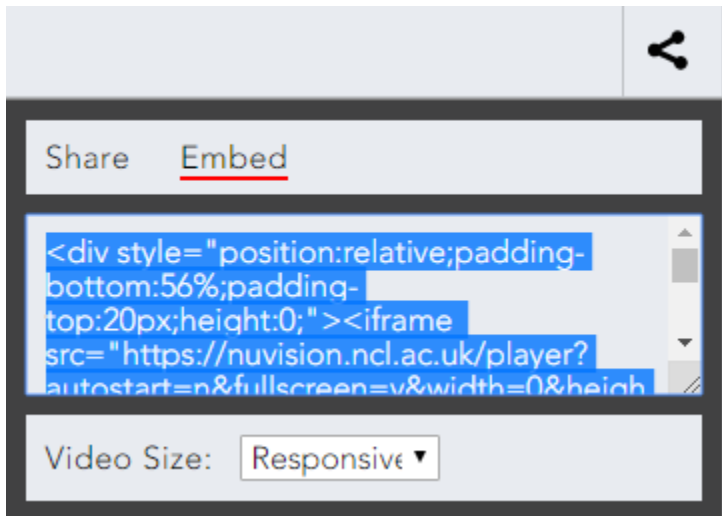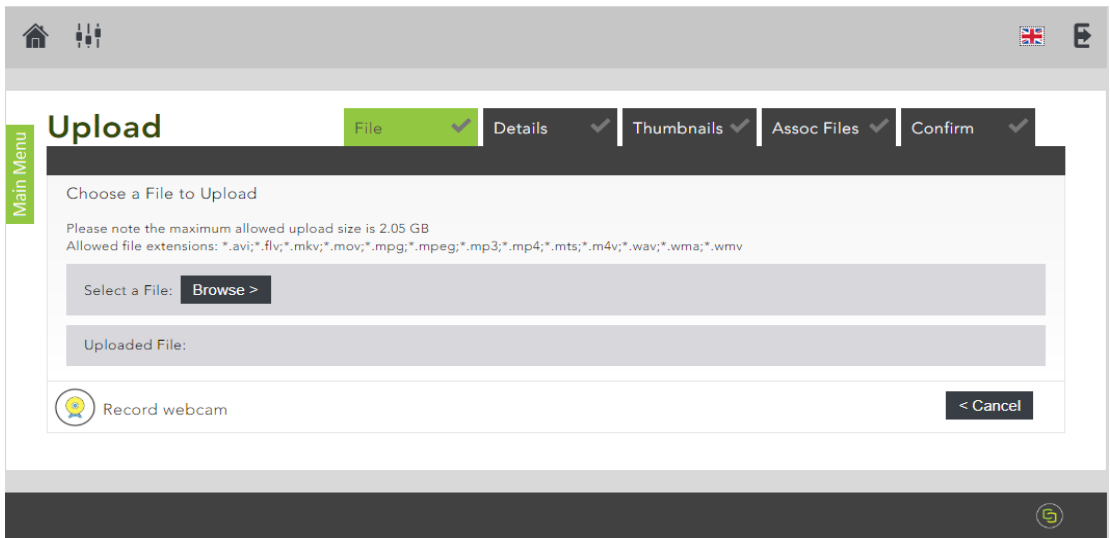
Adding Media

Click on the **Upload** button. Users with standard access rights will be shown the below screen.

File Selection

Click **Upload Media** to choose a file to upload.

Selecting the file and clicking **Open** will start the file upload process. The file size allowed is limited to 2GB. Click next to go to the details

You will need to provide a title, category, description and Email address; these are compulsory fields. Dependent on your upload rights, you will be able to select a number of categories to upload to, in most cases it will default to the corresponding institute/school/department you are in.

Provide an email address to be notified when your media is ready.

Tagging media uploads allows you to relate content to certain areas. For example, adding a Module tag to a number of uploads will group that content in a relationship that can be easily searched.

Thumbnails

Once the upload has completed, you will be presented with a range of thumbnails to choose from generated from the uploaded video.
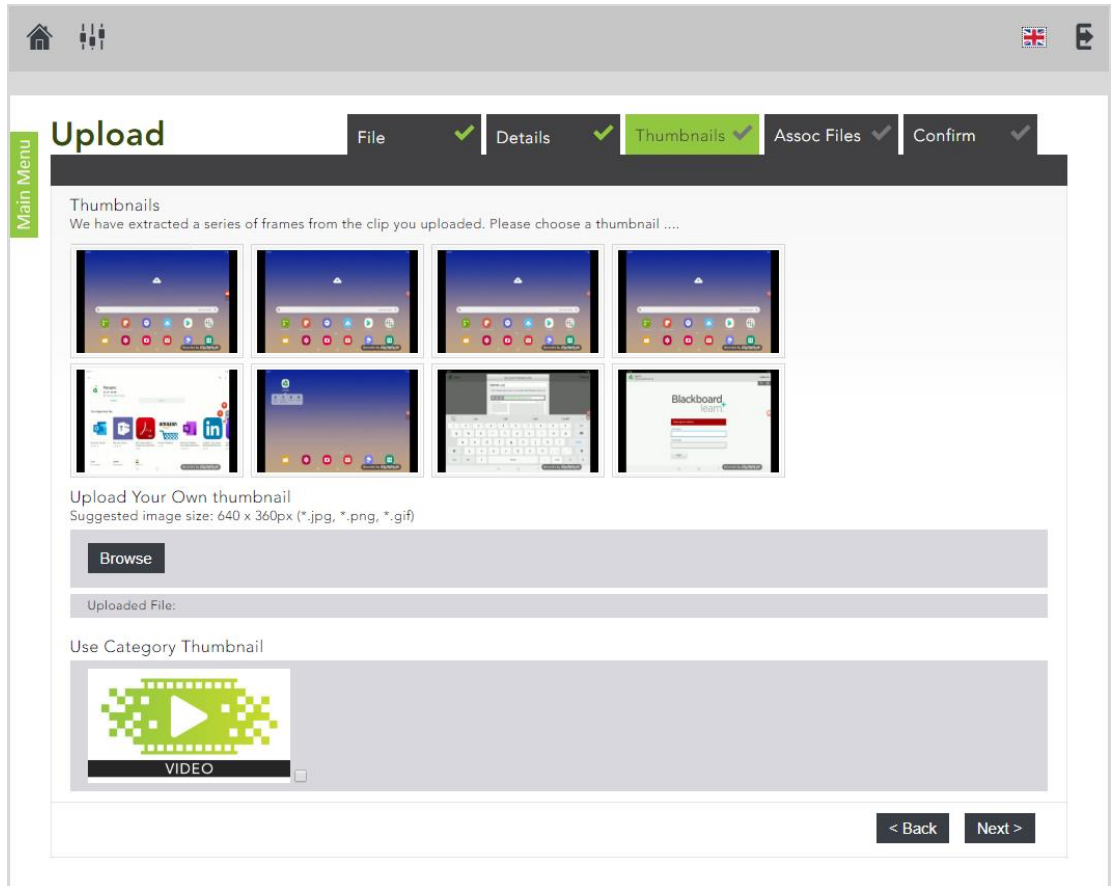
From here, you can select one of the predefined images, choose to upload an image of your own (640x204 pixels), or use the default thumbnail that is assigned to the category you have uploaded to.

To select a thumbnail just click on the image you want, and click the **Next** button at the bottom right-hand corner of the screen.

When uploading an audio file, thumbnail selection changes. At this stage you can choose the default category thumbnail, or upload your own as no thumbnails will be generated from an audio upload.

Associated Files

This next screen will allow you attach associated documents to the media.

In a similar style to adding media, select browse and choose a file to upload. File types of *.doc, *.docx, *.pptx, *.xls, *.pdf, *.swf, *.jpg, *.gif, *.htm, *.txt, and *.zip are allowed. You can upload 3 associated files per clip. Give the file a title and click **Upload Media**, for each file you want to upload. In addition to associated files you can add URL's to clips. These appear as hyperlinks in the associated files (resources) area for a clip which take you to the URL in another tab or window when clicked.

There is also the option of uploading a captions file (.srt file type must be used).

When you have uploaded a file it will be listed as below. You can delete it by checking the box and clicking **Delete selected file(s)**.

Click the Next button further down the page to continue through to the final screen. This will show an overview of the clip ready to be uploaded. Before clicking finish, any of the information can be edited by clicking on the appropriate tab at the top.

That's it! The content has been uploaded and you will soon be notified when it is ready to view along with further instructions

User Content Management

With the **My Content** section; media listing, search, and editing are made available.

Clicking on a file name will download the original file uploaded, useful if ever a local file is lost.

Edit brings up the **Media Upload Wizard** shown previously, but retaining all information added during the initial upload.

Videos can be moved between categories, titles changed, descriptions edited and associated files replaced, deleted or added to. Quick Edit allows the ability to move multiple clips to another category at once.

To delete a video completely from the system, tick the box next to it, and click **Delete selected media**. If you want to delete any associated files, tick the box to include associated files in delete before clicking **Delete selected media**. An asterisk below the check box denotes media a user is able to delete. Clips without an asterisk cannot be deleted.

Using the My Account Section

You can manage your account by clicking on the My Account menu. From this section you can change your profile picture, look at the media you have uploaded and delete it if you wish, manage your playlists, check your stats and change your preferences.

My Preferences

You can click on **My Account** to open all the options up on the left hand side. In **My Preferences** you can enter your details and change your preferences. Click on Change Pic to select an avatar.

Navigating NUVision

When you navigate through the Helix Media Library front end portal, there is a 'breadcrumb' tool at the top of the page. This helps to highlight where you are, and shows categories as hyperlinks for easier navigation of the system.
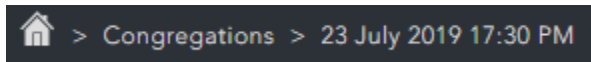
As you navigate through the media library using the Categories, Sub Categories, Contributors and Tags links you will see results narrow down until you find the clip you are looking for. When you do this, red crosses appear next to the links. Clicking a red cross removes that from the filter and the number of results will therefore increase.

Predefined Categories

NUVision already has Video Categories defined for all academic schools. We have also created categories on demand for Institutes and Services. If you have no categories when you login and you believe you should. Please contact the IT Service Desk giving details of what you need access to.