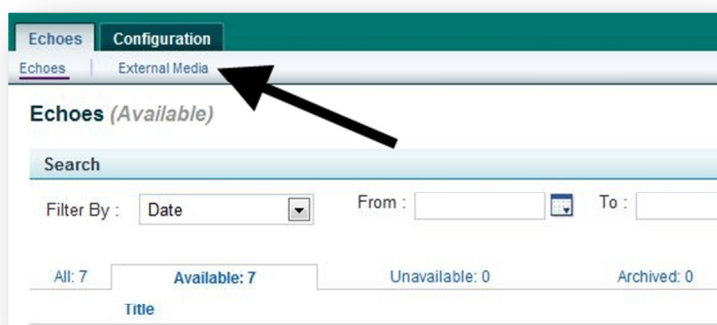


How to Upload Audio and Video to MyMedia Service

Log in to MyMedia Service server using your UTAS staff email login and password.

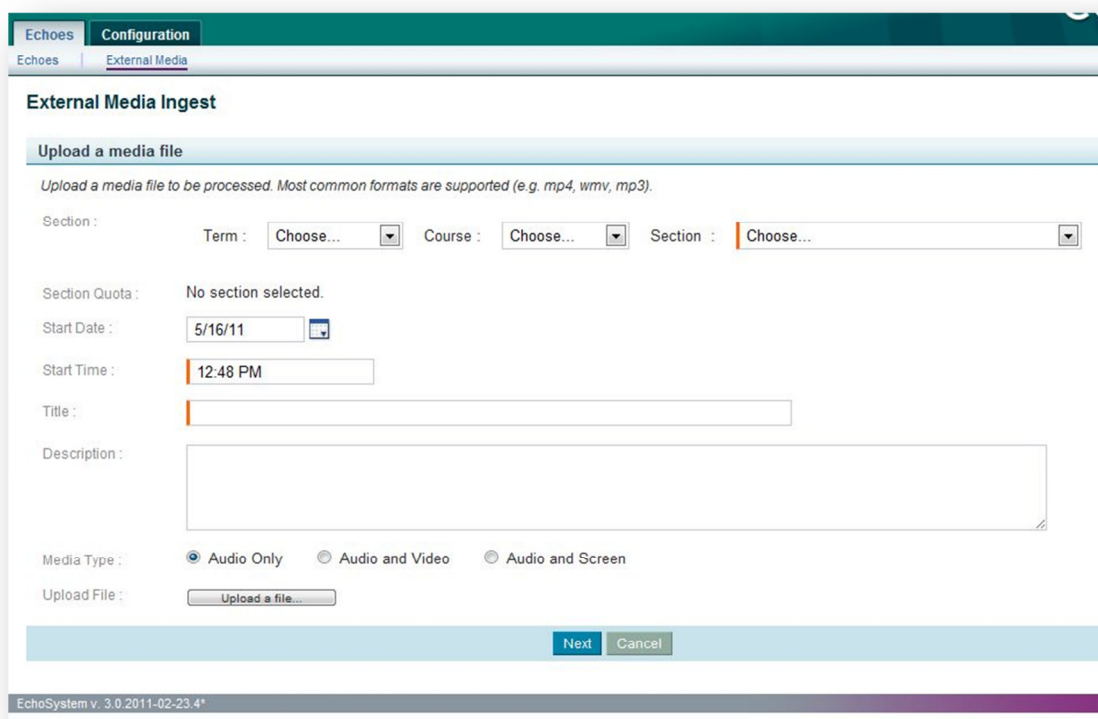
<https://mymediaservice.utas.edu.au:8443/ess/app>

Under the **Echoes** tab, select **External Media**.



The first time you do this you may be prompted to allow a Java plug-in to run - make sure you always allow this to run.

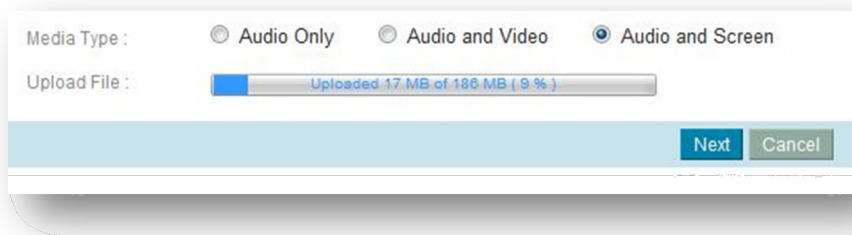
You will then see the **External Media Ingest (EMI)** screen.



To upload your media file, do the following:

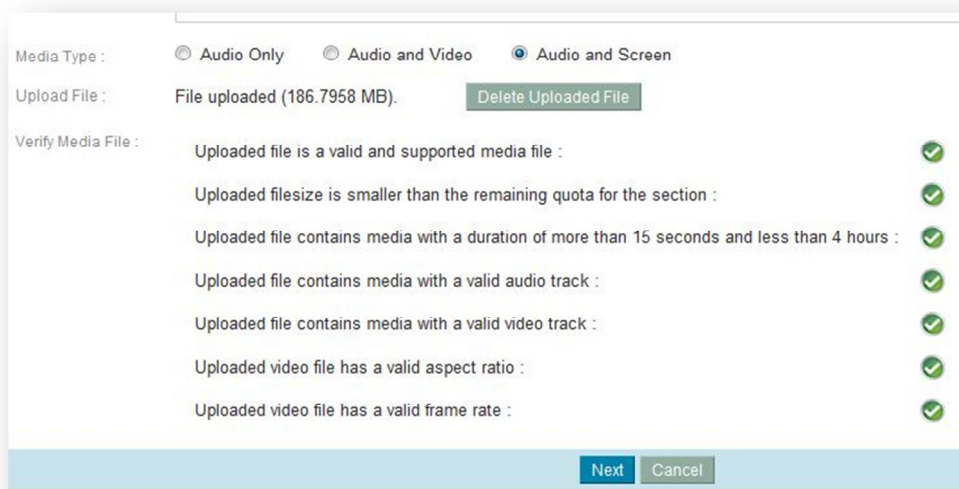
1. Select the **Term**, **Course** and **Section** - these represent the Semester, Unit and Delivery/Cohort specified when the booking was made.
2. Select the **Start Date** and **Start Time** the recording was made on - so viewers know when the recording occurred.
3. Give the recording a meaningful **Title** so viewers can tell what it's about – it's up to you, but for example "Lecture 7 – Meaningful Titles".
4. **Description** - you can give the recording a more meaningful description.
5. Select the **Media Type** you are uploading – **Audio Only**, **Audio and Video** (high frame rate for movies etc) or **Audio and Screen** (more detailed for recording of screens, graphs etc)
6. Click **Upload a File...** to begin transfer of the file. Browse to the file location on your computer, click on the file and then open it.
7. **Don't click Next just yet!**

The file has to upload and this may take some time. It'll look something like this.



You can even start the upload first once you become more familiar with the EMI, so you can fill in the rest of the information while the file is uploading.

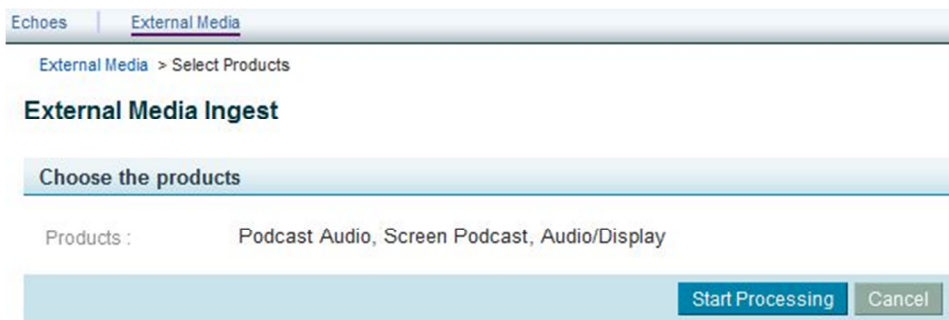
Once the file has completed uploading, the system checks the file for validity and you should see something like this:



If you don't see all green ticks, there may be a problem with your file, or **MyMedia Service** may not be capable of processing the type of file uploaded. *Contact MyMedia Service Support for assistance if you get a red cross for any of the checks.*

8. Now, click **Next**.

You can now select the output **Products** that will be provided by the processing. At the time of writing, the output **Products** are set up to not be configurable. This may change in the future.



Click **Start Processing**. The recording will be processed, and once it's done you'll receive an email saying it's available.

Which File Types Can I Upload?

Good question. As of the current version of **MyMedia Service**, the following tools and formats are supported. In subsequent updates other tools and formats may be supported. If you use a format not listed here you can attempt to upload it, and it may work but just has not have been tested and verified. *Note: WAV files are currently unsupported, we recommend converting WAV files to MP3 format before uploading.*

Audio and Video / Audio and Screen

| Tool | Video File Format | Video Codec | Audio Codec |
|------------------------|-------------------|--------------------------|--------------------|
| Camtasia Studio 7 (PC) | AVI | CVID, TSCC | PCM |
| | FLV | VP6F | MP3 |
| | M4V | H.264 | AAC |
| | MP4 | H.264, AVC1 | AAC |
| | MOV | H.264, MPEG-4 (mp4v), DV | AAC, MPEG-4 (mp4a) |
| Apple QuickTime | WMV | WMV9 | WMA |
| | MOV | H.264, MPEG-4 | AAC |
| | MP4 | H.264, MPEG-4 | AAC |
| Apple iMovie | M4V | H.264 | AAC |
| | M4V | H.264 | AAC |
| Adobe Premier | AVI | DV | PCM |
| | MOV | H.264, CVID | AAC, PCM |

| | | | |
|--------------------------------|-----|-----------|------|
| Microsoft Expression Studio 4 | WMV | WMV9, VC1 | WMA9 |
| Flip Video - Mino HD | MP4 | H.264 | AAC |
| Logitech Web Cam Software (PC) | WMV | WMV2 | WMA2 |
| Cam Studio (PC) | AVI | CVID | PCM |

Audio Only

| Audio File Format | Audio Codec |
|-------------------|-------------|
| MP3 | MP3 |
| WMA | WMA2 |

Troubleshooting

To upload files to the **MyMedia Server**, you need to have the **Java plug-in** installed for your web browser. If you've ever accessed **MyLO** you should already have this plug-in installed. If not, work through the appropriate self help guides here.

<http://www.utas.edu.au/coursesonline/configure-browser.htm>