

# Using the LecturesOnline External Media Ingest (EMI)

## Overview

Although you probably use LecturesOnline primarily to record class lectures, you might also want to use it to preserve and distribute other materials. These may or may not be linked to a particular class or lecture. For example, you may want to:

- Distribute a guest lecture given at the university by a distinguished alumnae.
- Distribute an address given by the university president to colleagues.
- Upload a video that students should view before discussing it at a class meeting.
- Upload materials that expand on a particular lecture.
- Upload materials that are not linked to any specific class meeting.

You can upload any of these materials to LecturesOnline then edit and manage them as you would an recording.

LecturesOnline calls these materials "external media" because they are not captured by LecturesOnline. Instead, you upload them yourself. The process of uploading an external file is called "external media ingest" or EMI.

You can:

- Upload multiple files to a specific class meeting, though you must upload them one at a time
- Upload files that are not associated with any class or any meeting
- Upload as many files as you like

## Tools and Formats Supported

The table below presents a lost of file types that have been tested and are supported by EMI. Please only use the file types listed below as using other file types may result in errors.

### Audio and Screen / Audio and Video

Tool	Video File Format	Video Codec	Audio Codec
Camtasia Studio 7	AVI	CVID, TSCC	PCM
	FLV	VP6F	MP3
	M4V	H.264	AAC
	MP4	H.264, AVC 1	AAC
	MOV	H.264, M-PEG-4 (mp4v), DV	AAC, MPEG-4 (mp4a)
	WMV	WMV9	WMA
Apple QuickTime	MOV	H.264, MPEG-4	AAC
	MP4	H.264, MPEG-4	AAC
	M4V	H.264	AAC
Apple iMovie	M4V	H.264	AAC
Adobe Premier	AVI	DV	PCM
	MOV	H.264, CVID	ACC, PCM
Microsoft Expression Studio 4	WMV	WMV9, VC1	WMA9
Flip Video—Mino HD	MP4	H.264	AAC
Logitech Web Cam Software	WMV	WMV2	WMA2
Cam Studio (PC)	AVI	CVID	PCM

### Audio Only

Audio File Format	Audio Codec
MP3	MP3
WMA	WMA2

## Adding External Media

Adding external media consists of two short processes:

1. Choosing and uploading the external media
2. Processing the uploaded file.

### Choose and Upload External Media

1. Log in to LecturesOnline at <https://admin-lecturesonline.edu.au/ess>
2. Navigate to **Echoes > External Media**
3. Specify the required settings.

Setting	Description
Term	This setting helps to associate the external media file with a specific class meeting or event. If the material is not associated with a particular class, use this setting to link the material to a particular time period. Select from the list.
Course	This setting helps to associate the external media file with a specific class meeting or event. If the material is not associated with a particular course, you will need to contact LecturesOnline Support configure a Course. Select from the list.
Section	This setting helps to associate the external media file with a specific class meeting or event. If the material is not associated with a particular class, you will need to contact LecturesOnline Support configure a section. Select from the list.
Section Quota	The Section Quota may limit the number and size of external media files. Currently no quota has been set but it may be enforced in the future
Start Date	You can use this setting to associate the external media file with a specific class meeting by specifying the day of the lecture. You could also specify the date of the guest lecture, the date of the special event, or any other meaningful date.
Start Time	You can use this setting to associate the external media file with a specific class meeting by specifying the time of the lecture. You could also specify the time of the guest lecture, the time of the special event, or any other meaningful time.
Title	A descriptive title helps viewers to understand what to expect in the media file.
Description	A description helps viewers to put the information in the media file in context.
Media Type	Specify the format of the recorded file. <ul style="list-style-type: none"><li>• Audio is for media files containing only audio.</li><li>• Audio + Video is for standard footage recorded from a video camera, web camera or DVD.</li><li>• Audio + Screen is for a recording of a presentation on a computer.</li></ul> The media type specified here will determine the products that are produced from the media file.

4. Click the **Upload File** button. Browse to the file location on your computer and click **Open**.
5. You may see a dialog box asking you to accept a certificate from a website. Click **Trust**.
6. Click **Allow**.



7. Notice that the file begins to upload. While it is uploading, the **Upload File** field shows how much has uploaded.

## Process the Uploaded File

- When the file uploads successfully, you see a series of green check marks.
  - If you see a red "X" mark, there was a problem with the upload. Take a screenshot of the error and email it to [lecturesonlinesupport@uws.edu.au](mailto:lecturesonlinesupport@uws.edu.au) along with a description of the file you attempted to upload.

Echoes Monitor Schedule Configuration Reports Test

Echoes Ad Hoc Captures External Media

### External Media Ingest

Upload a media file

Upload a media file to be processed. Most common formats are supported (e.g. mp4, wmv, mp3).

Section : Term :  Course :  Section :

Section Quota : 0 MB used.

Start Date :

Start Time :

Title :

Description :

Media Type :  Audio Only  Audio and Video  Audio and Screen Capture

Upload File : File uploaded (3 MB). [Delete Uploaded File](#)

Verify Media File :

- Uploaded file is a valid media file :
- Uploaded filesize is smaller than the remaining quota for the section :
- Uploaded file contains media with a duration longer than 15 seconds :
- Uploaded file contains media with a valid audio track :

- Upon successful upload, click **Next**.
- Click **Start Processing**.
- Review the Processing Details page.

Echoes Monitor Schedule Configuration Reports Test

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External Media > Processing Details

### External Media Ingest

#### Processing Details

Section	Introduction to EchoSystem Server (ECHO100-100-002) Fall 2010
Title	How to do scheduling
Description	Short video explains Echo360 scheduling process
Start Date	9/14/10
Start Time	12:00 PM
Duration	6:17
Media Type	Video
Products	Podcast Audio, Video Podcast, Audio/Video

[Upload Another Media File](#)

- Click **Upload Another Media File** to add another external file to this specific class meeting or any other.
- After the material is uploaded you can edit it with the LecturesOnline web editing tool. For information please see the "Using the LecturesOnline Recordings Editor" guide.