

Instructions for Posting/Viewing COE Videos

Faculty must request that a directory be created for students to upload videos. Requests can be made by submitting a COE Work Order at

<http://core.ecu.edu/itconsult/sunr/labRequest/requestform.cfm>.

ONLY FACULTY CAN SUBMIT WORK ORDERS FOR DIRECTORIES TO BE MADE.

Open Internet Explorer

Login to the COE_Video site:

<http://winmedia.ecu.edu/coe/video/>

Use the following format to login.

Username: intra\PirateID

Password: your password

You must put intra\ in front of your PirateID. If you are on campus it will automatically log you into the site from campus computers.



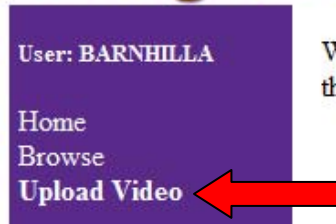
Once logged in you should see this screen:

A screenshot of a web browser displaying the 'College Of Education VIDEO' site. The header is purple with the text 'College Of Education VIDEO' in yellow and white. Below the header, there is a navigation menu on the left with links: 'Home', 'Browse', 'Upload Video', 'Approve Videos', and 'Manage Videos'. The main content area has a white background with a purple border. It contains a welcome message: 'Welcome to the College of Education's K-12 Video Site. Please use the links to the left to navigate the site.' At the bottom right, there is a copyright notice: 'Copyright ©2009 East Carolina University'.

College Of Education

Choose Upload Video:

You will be presented a Terms and Conditions screen that requires you to agree to continue. Please make sure that your video complies with the Terms and Conditions.



TERMS AND CONDITIONS

Media Release Consent Guidelines

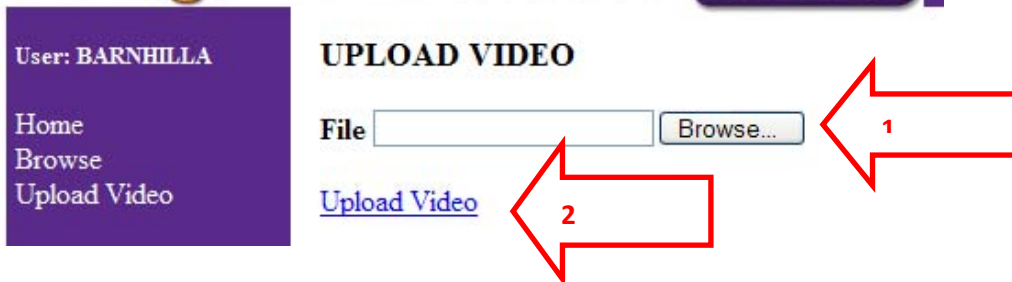
to uploading your video, ensure that you have followed the [Media Release Consent Guidelines](#), which includes but are not limited to having the [consent form](#) on page 3 of the guidelines signed by the person(s) being videoed.

[I agree that I have followed the above guidelines for my video recording.](#)

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You will choose the Browse button and select your video that is stored on your machine or removable media.

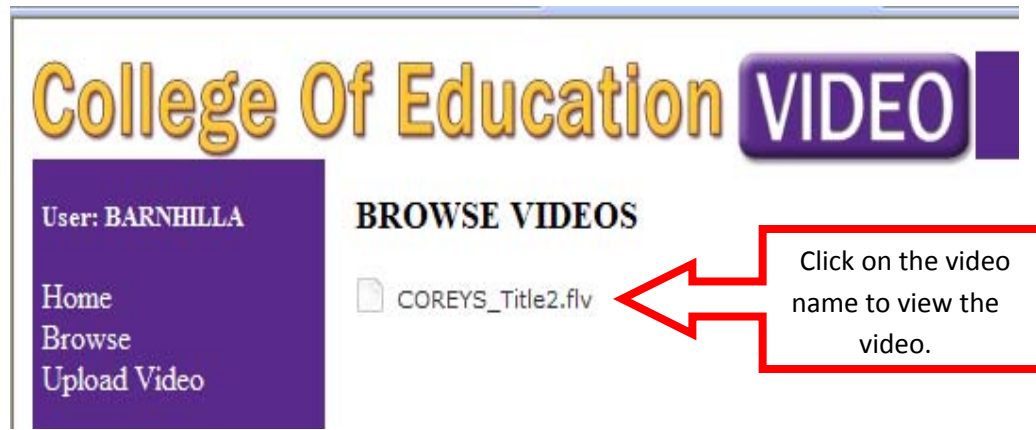
College Of Education VIDEO



Then choose the UPLOAD VIDEO Button.

It will take roughly around 30 minutes (depending on your connection speed) to convert the file to a streaming video format. It is highly recommended that you have a high speed internet connection when uploading/converting the video.

Once the file is formatted it will be available to the class for viewing through the BROWSE link on the left of the screen. Your file will be listed once the conversion process is done. The file name will include your PirateID.



Videos can be viewed by clicking on them. Users may have to click the Browse button on the right side of the screen to view the videos.

All University guidelines and policies must be followed to post videos on University servers. In addition, media consent and release forms must be obtained for each subject in the video. Submitting videos to the COE Video Server, verifies that you have properly followed all guidelines. The video procedures and guidelines can be found online at <http://www.ecu.edu/cs-educ/upload/08-09-final-media-consent-form.pdf> .

For problems uploading or viewing videos, contact your course instructor.