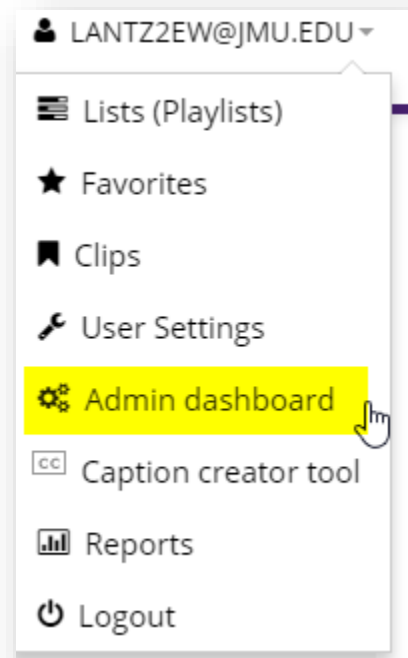


Uploading local files (video, audio, PDFs) to illumira

1. Once logged in, hover over your e-ID to open the user menu and select **Admin Dashboard**.



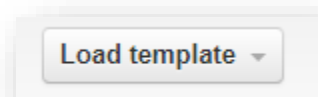
2. In the **Upload Content** section, select the **Add Video** button (or **Add Audio** or **PDF** as appropriate).



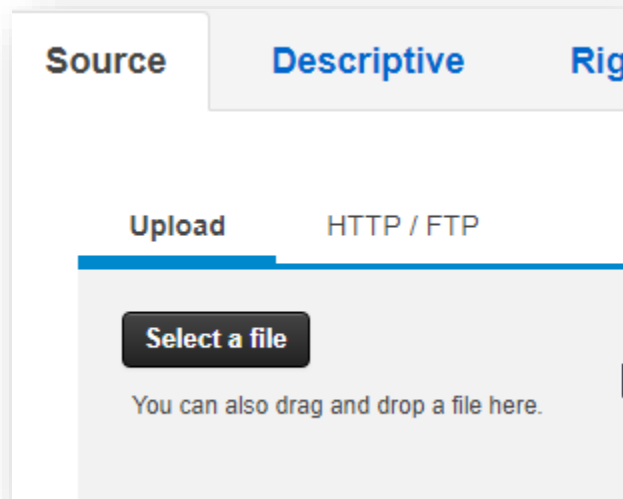
The **Add Media** screen appears.

The screenshot shows the 'Add Media' interface. At the top, there is a breadcrumb trail: Home > Resources > Add Media. Below this is the title 'Add Media'. A navigation bar contains a 'Go back' button and a 'Load template' dropdown menu. The main form area includes a 'Title*' field, a 'Collection*' dropdown with a 'Select' button, and a tabbed interface with tabs for 'Source', 'Descriptive', 'Rights', 'Publishing', 'Resources', and 'Share'. The 'Source' tab is active, showing 'Upload' and 'HTTP / FTP' options. Under 'Upload', there is a 'Select a file' button and a note: 'You can also drag and drop a file here.' At the bottom, there is a checkbox labeled 'Send an email after the media content is ready for viewing on njedge' and two buttons: 'Submit' and 'Cancel'.

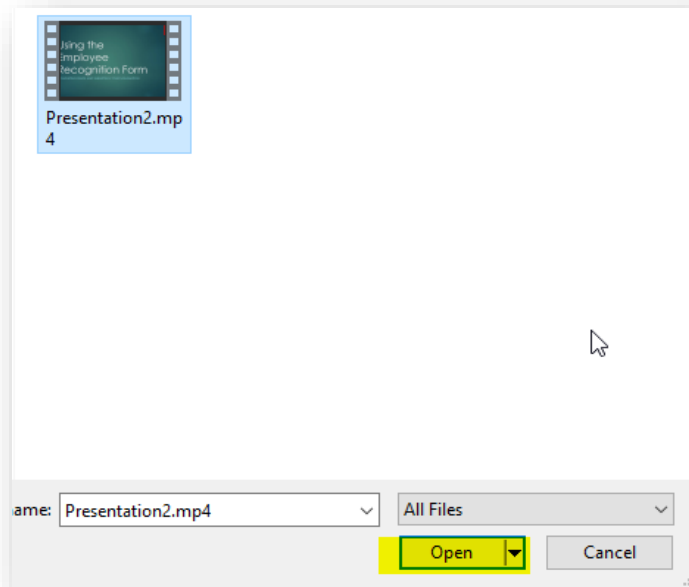
3. If you would like to use a previously created Template, load that now using the **Load Template** button.



4. Under the **Source** tab, click on the **Select a file** button.



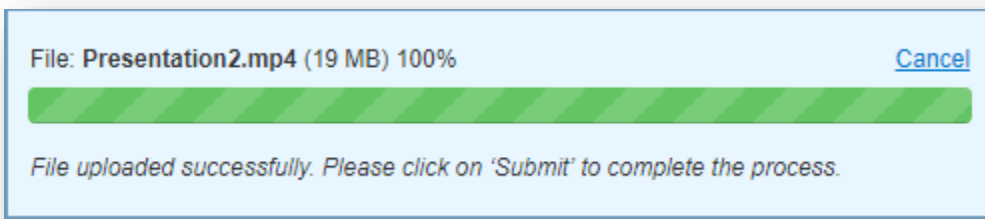
5. Your computer's file browser appears. You may now either navigate to and select the file you wish to upload by clicking **Open...**



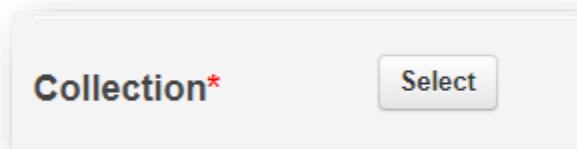
...or by dragging your file from your computer and dropping it onto the **Upload** region:



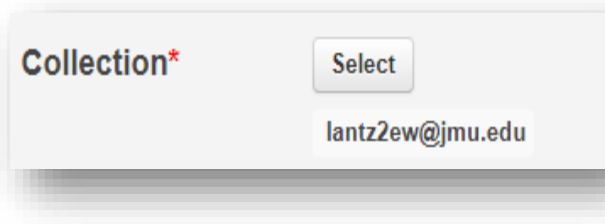
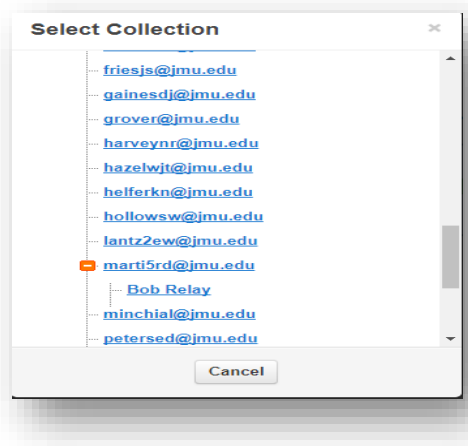
In either case, the following displays when your file has been successfully uploaded:



6. Enter your media title in the **Title** box. *This is a required field.*
7. Click the **Select** button to the right of **Collection...**

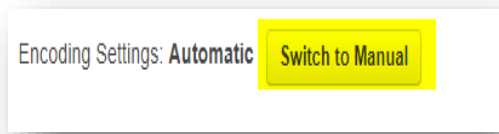


...and select the collection into which you wish to place your file. **Collection** is also a required field.

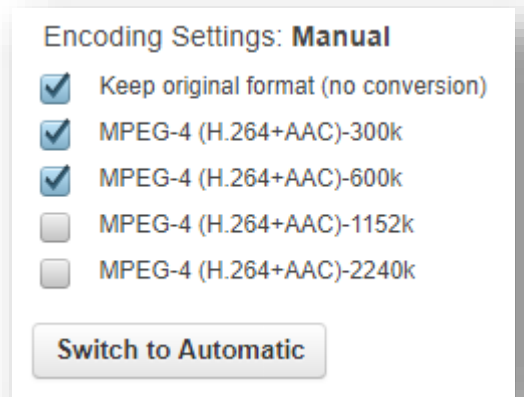


This confirms your selected collection.

8.



If your video is large, make sure to choose **Switch to Manual...**



...and limit your Encodings.

Please note: each Encoding counts against your total space taken.

9. You may provide optional information pertaining to your uploaded file using the following tabs.

Descriptive- additional metadata including additional titles, creation data, and tags.

Rights- copyright and availability information.

Publishing- expiration date and search-listing availability.

Resources- supplementary documents and closed caption files.

Share- viewing permissions on the object.

10. After providing all required and any optional information, you may **Submit** your file. After a successful submission, the following screen appears:

The screenshot shows the 'Edit Object' interface for a digital repository. At the top, there is a breadcrumb trail: Home > Media > Edit Object. The main heading is 'Edit Object'. Below this is a 'Go Back' button. The object is titled 'Presentation2' and has a thumbnail image with the text 'Using the Employee Recognition Form'. There is an 'Edit thumbnail' button below the image. To the right of the title are three buttons: 'Preview', 'Delete', and 'Unpublish'. Below this is a 'Details' section with an 'Edit Metadata' button. The details are as follows:

Creator	Lantz, Erich(lantz2ew@jmu.edu)
Abstract	None
Subjects	None
Genre	None
Tags	None
Date-created	-
Target-audience	-
Publisher name	-
Availability	-
Copyright	-
Persistent/Share URL	https://jmu.njvid.net/show.php?pid=njcore:107102

Below the details is a 'Publishing options' section. It shows 'Collections' set to 'lantz2ew@jmu.edu' with a 'Change' button.

Additional detail on the above options may be viewed at:

<http://support.njvid.net/support/solutions/articles/73817-adding-media-basics>