

Adding Recordings to Brightspace Modules from the Media Server

To add a recording from the media server to your Brightspace module, log into your media server account (go to qsblc.ucd.ie to access).

\leftrightarrow \rightarrow C \triangleq qsblc.ucd.ie/login/			
Menu Business eLearning UCD School of Business		Search Q	
		Authentication	
		To access this page, you must authenticate yourself.	- -
		*Email or username: elanor.mcdonald@ucd.ie	
	.°.	*Password: ••••••• Forgot your password? Validate	<i>رگ</i> ۰۰
	¢.	Return to home page	• •

Click your name in the top right corner of the screen and select 'My channel' from the drop down menu.

Menu	Search	Click your name in the top right of the screen	d content 🗸 🔺 Elanor McDonald 🗸
	Welcome to MediaServ	ver - UCD School of Business	🖬 My profile
Channel list Research, Innovation and Impact Workshop Series		And click My cha Main channels	Annel - My Alour channel My Alour channe (* Logout

Find the video you want to add to the module, roll over it and select 'Edit'.

\leftrightarrow \rightarrow C \triangleq qsblc.ucd.ie/channels/#elanor	-mcdonald				Q ☆	* (🖉 Update 🔅
Videos		Rollover	the video that you wan	t to add and click Edit			
BMGT123 Created on 6 Storage usage	HS Lecture 1 September 2021 at 4:09 PM 1: 130.1 MB	4 m 27 s 🥥	Press	BMGT12345 Created on 6 September 2021 at 4:09 PM Storage usage: 432.8 MB			5 m 31 s 🛛
Lecture 2 Created on 11 Storage usage	I May 2021 at 1.07 PM : 50.8 MB	4 m 14 s 오	How to interact with the Virtual Room	Lecture 1 Created on 11 May 2021 at 12:16 AM Storage usage: 885.1 MB			51 m 39 s 오
How to interact with the Virtual Room Lecture 1 ((trimmed)	8 m 10 s 🥏	How to interact with the Virtual Room	Lecture 1			51 m 39 s 🥑



Check the 'Permissions' of the video to make sure it is restricted to students in the module. Click the '*Permissions*' tab and ensure that '*Non authenticated users*' is set to '*No*' and '*Authenticated users*' is set to '*Yes*'. Click '*Save changes*' if necessary.

	Elanor McDon	ald > Edit: BMGT1	2345	
	Parameters Trimming Slides	Subtitles Resources Permissions Statis	tics	• See the
Permissions Go	to the Permissions tab			
Check media : Succeeded 100 %	Transcoding : Succeeded 100 %	Detect slides : Succeeded 100 %	Trimming : Succeeded	1 100 %
Unlisted 🚱				
If a pe	rmission inherits contradictory values (or	ne saying "yes" and another "no"), the perm	ission will be "yes".	
Authentication groups permission	Ensure Non au	thenticated users is set	to No	
Non authenticated users	and Authentica	ted is set to Yes		
Access Ed t	Publish Statis	tics Moderate	Subtitle	Delete
X No V X Untouched	✓ X Untouched ✓ X	Untouched 🗸 🗙 Untouched 🗸	V Vntouched V	X Untouched V
Authenticated users				
Access Edit	Publish Statis	tics Moderate	Subtitle	Delete
✓ Yes ✓ X Untouched	V Vntouched V X	Untouched 🗸 🗙 Untouched 🗸	VINtouched V	X Untouched V
A Local users				
Access Edit	Publish Statis	tics Moderate	Subtitle	Delete
X Untouched V Untouched	✓ X Untouched ✓ X	Untouched V X Untouched V	V Untouched V	🗙 Untouched 🗸
Users with direct permissions		+ Ar	dd permissions to users > C	olumns > CSV exports
	No c	lirect permissions.		
Groups with direct permissions		and a second share of the second s	+ Add permissions to	groups >

Navigate back to the 'Parameters' tab and copy the LTI link from the list of links.

It is very important that you only copy **the LTI link** here. If you copy any other link here, it will not be viewable by the students.

Parameters Trimming Slides Subtitles Resources Permissions Statistics					
Parameters					
Trimming : Succeeded 10	00 % 🛛	This video is a part of "BMGT12345".			
About this media					
Media added on: Septemb	per 6th. 2021. 10:06 p.m.				
Storage used by this media:	150.1 MB Update				
Links to this media					
Normal link 🕢 :	https://qsblc.ucd.ie/videos/bmgt12345-trimmed/	Copy the LTL link			
Permalink @ :	https://qsblc.ucd.ie/permalink/v1261b7e27a32elqzw6t/	Copy the LTT link			
Player only link 😧 :	https://qsblc.ucd.ie/permalink/v1261b7e27a32elqzw6t/iframe/				
LTI link 😧 :	https://qsblc.ucd.ie/lti/v1261b7e27a32elqzw6t/				
Download the metadata	• O : Metadata package Metadata package with editorial annotations only	Metadata package with all annotations			

Navigate to your module on Brightspace and to the area of Brightspace that you want to add the recording. We recommend creating a specific area on Brightspace so students can easily find the recorded content, e.g. '*Lecture Recordings*' unit.

Go to 'Existing Activities' and select 'External Learning Tools'.



My Learning Assessme	ent 🗸 Disc	cussions My Class 🗸 Libr	ary 🗸 Module Tools 🗸			
Search Topics	Q,	Lecture Rec	ordings 🗸		🔒 Print	🔅 Settings
토 Overview		Add dates and restrictior	15	at tata a		۲
Bookmarks		Add a description	Select Existing Ac	tivities		
Hodule Schedule		Upload / Create 🗸	Existing Activities 🗸	🔗 Bulk Edit		
Learning Materials	15	Lecture 1 Recording	Assignments			~
Start Here	2	e Link	Checklist			Ţ
ii Lecture Content		Here is the video link	Discussions			
		Lecture 1 Text file for	ePortfolio Item	And Extern	al Learning Tool	s 🗸
Assessment	3	Text File	External Learning Tools			
iii Online Class		lext file for lecture 1	Form Templates			



Scroll down until you see the option, 'Create New LTI Link'.

In Activity		
← ~		
Testing TLI		
Titel		
Video Assignments launch		
Video Assignments QL laur	nch	
Video Test		
Zoom	Zoom	
	 1 / 1 > 200 per page ~ 	
Create New LTI Link	Select Create New LTI Link	
Cancel		

In the pop-up window, add a title for the recording (we recommend using a logical naming convention such as, 'Lecture Week x') and then paste in the LTI link, which you copied from the media server.

Click 'Create and Insert' once done.





The link is now available to the students in the module.

Lecture Recordings 🗸	6
Add dates and restrictions	۲
Add a description	
Upload / Create 🗸 Existing Activities 🗸 🔗 B	Bulk Edit
Hecture 1 Recording	~
Here is the video link to lecture 1.	
 Lecture 1 Text file for recording Text File 	~
Text file for lecture 1.	
External Learning Tool	omes available to the
Here is the recording of lecture 2.	
Lecture 3 External Learning Tool	~
Add a sub-unit	