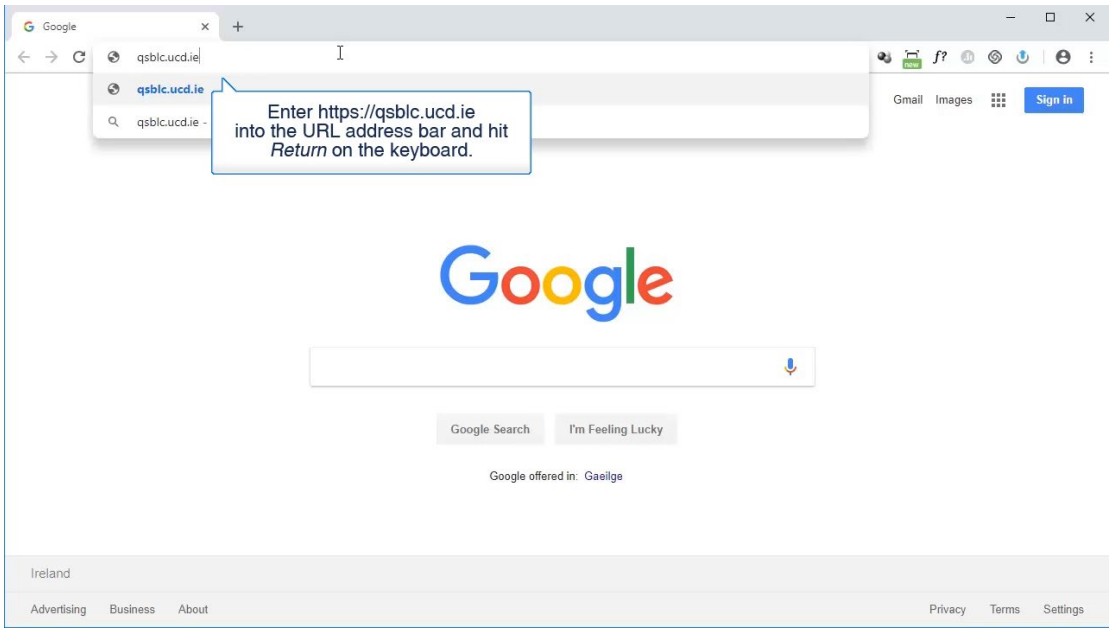
UCD Media Server

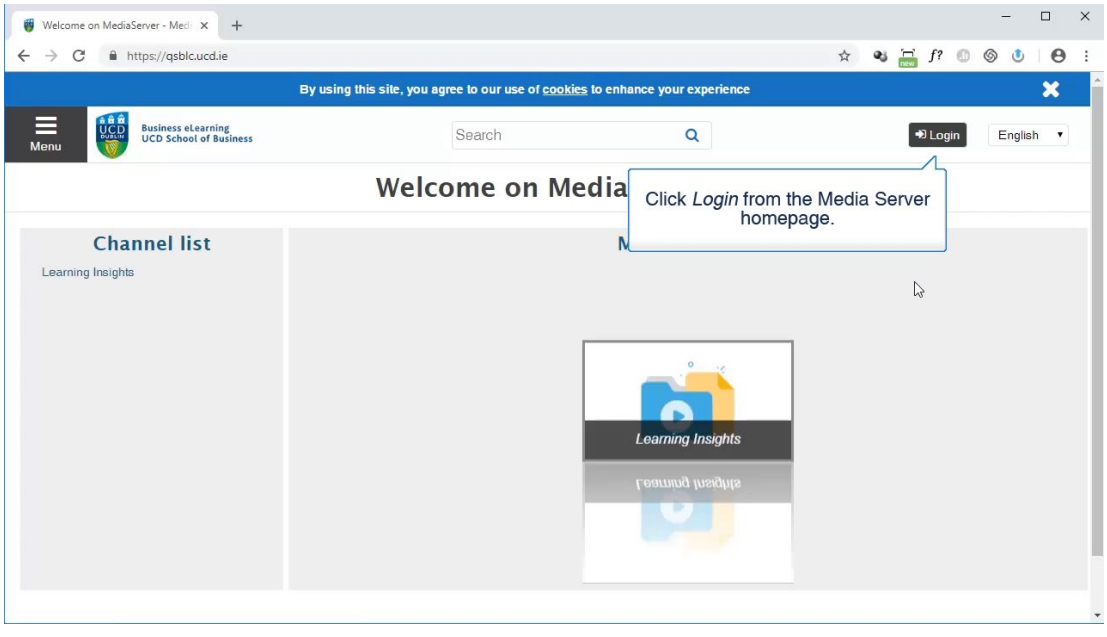
Upload your existing video content and add securely to your Brightspace module with the UCD Media Server.

1 - Login and change your password

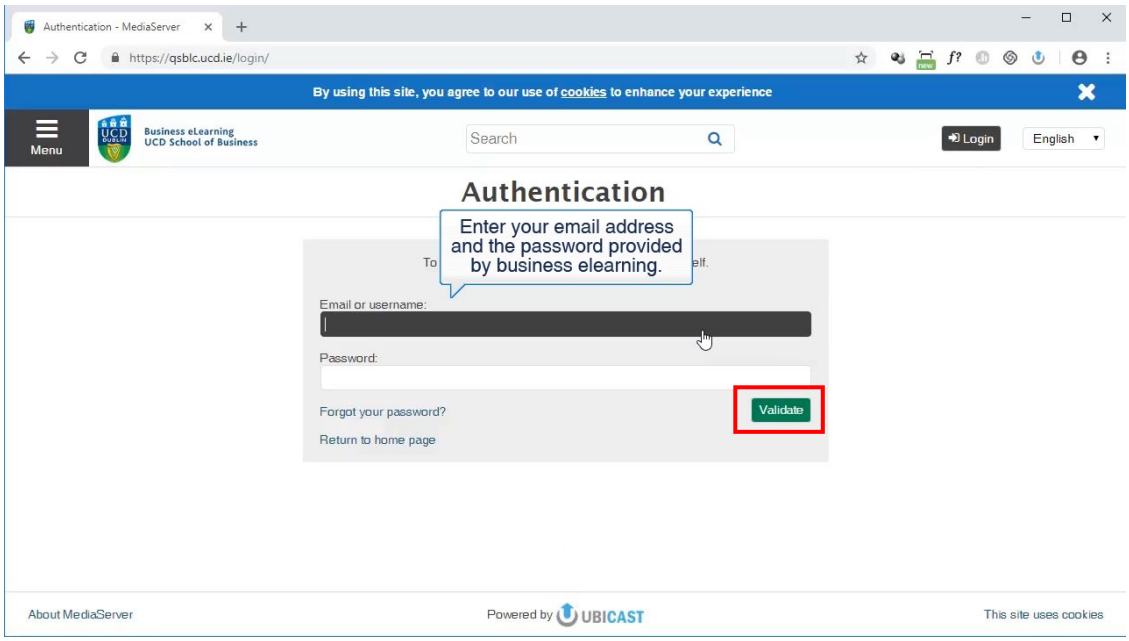
Enter *https://qsblc.ucd.ie* into the URL address bar and hit *Return* from the keyboard.



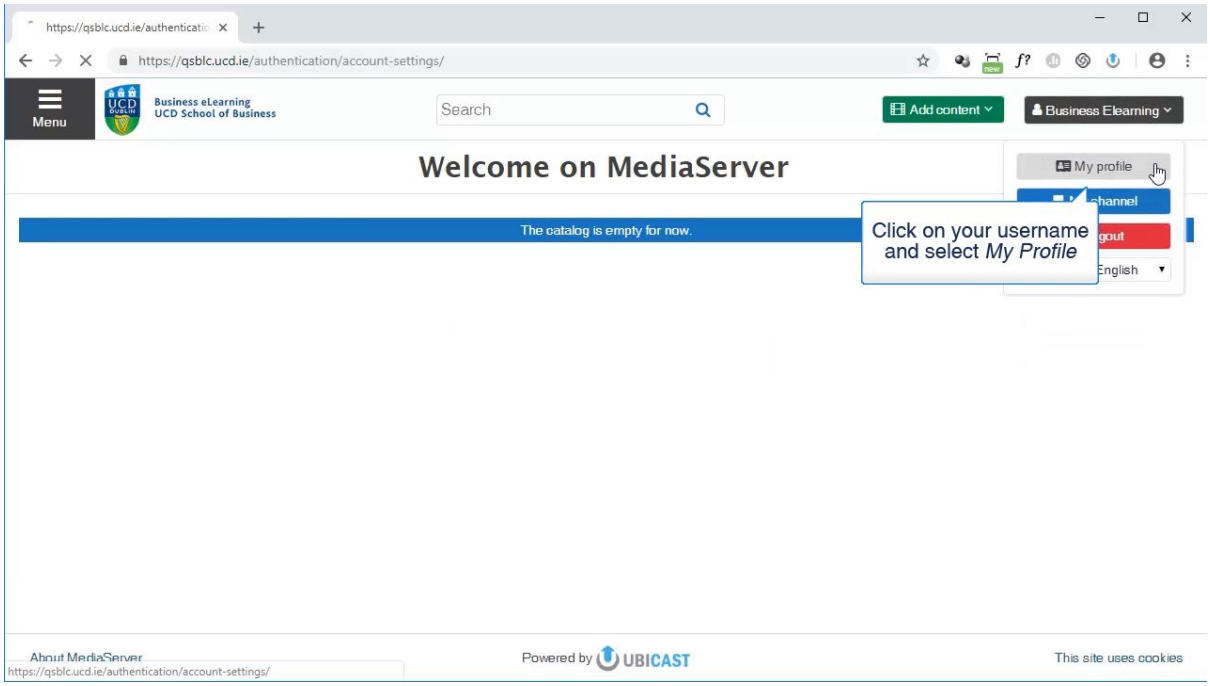
Click *Login* from the Media Server homepage.



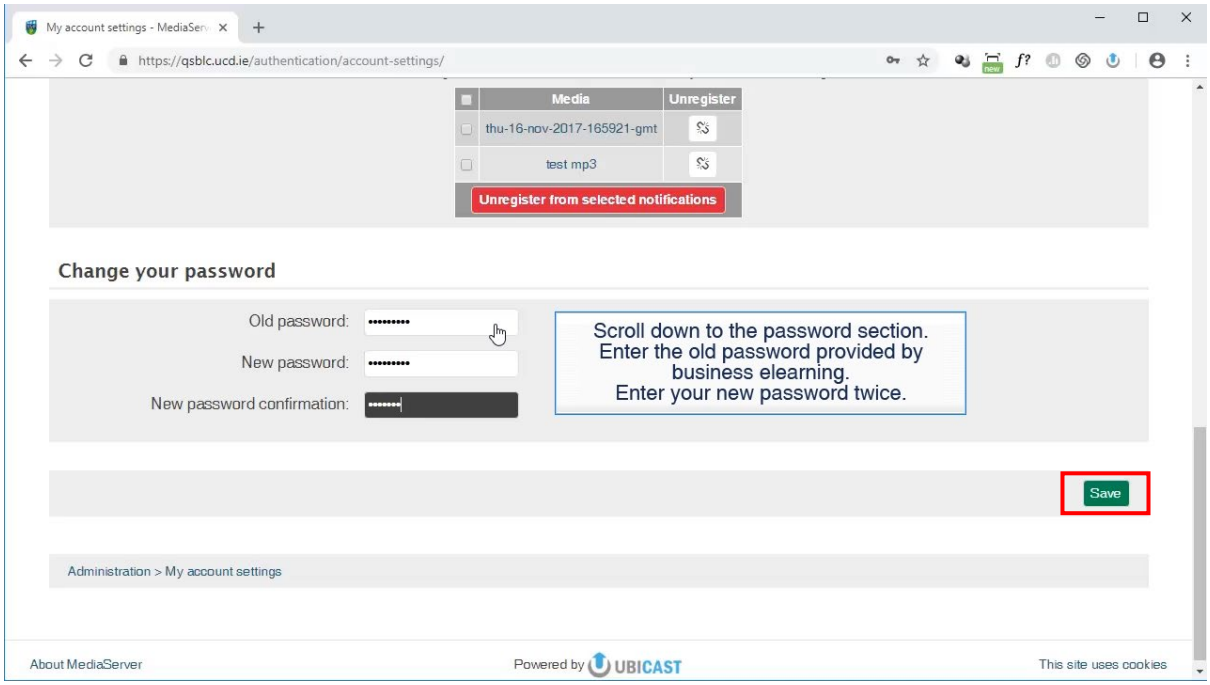
Enter your email address and password provided by business elearning.
Click *Validate.*



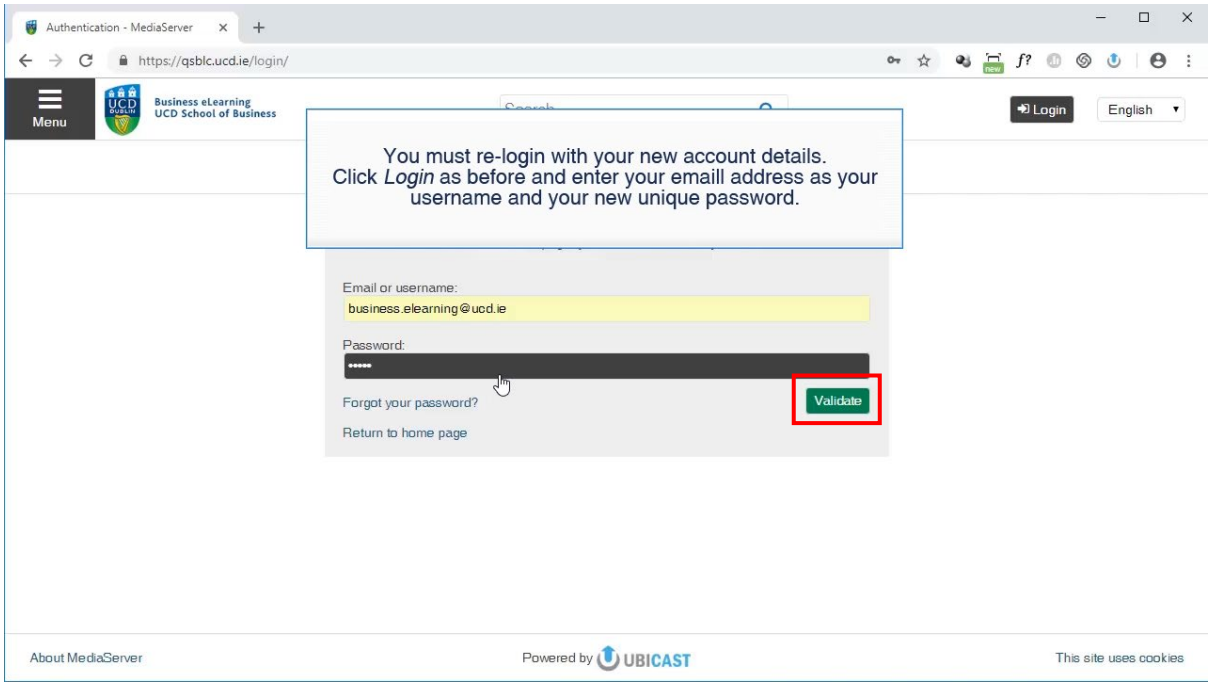
When you first login, it is important to set a password that is unique. Click on your username and select *My Profile*.



Scroll down to the *Change your password* section, enter your old password once and your new unique password twice.
Click *Save* to confirm.

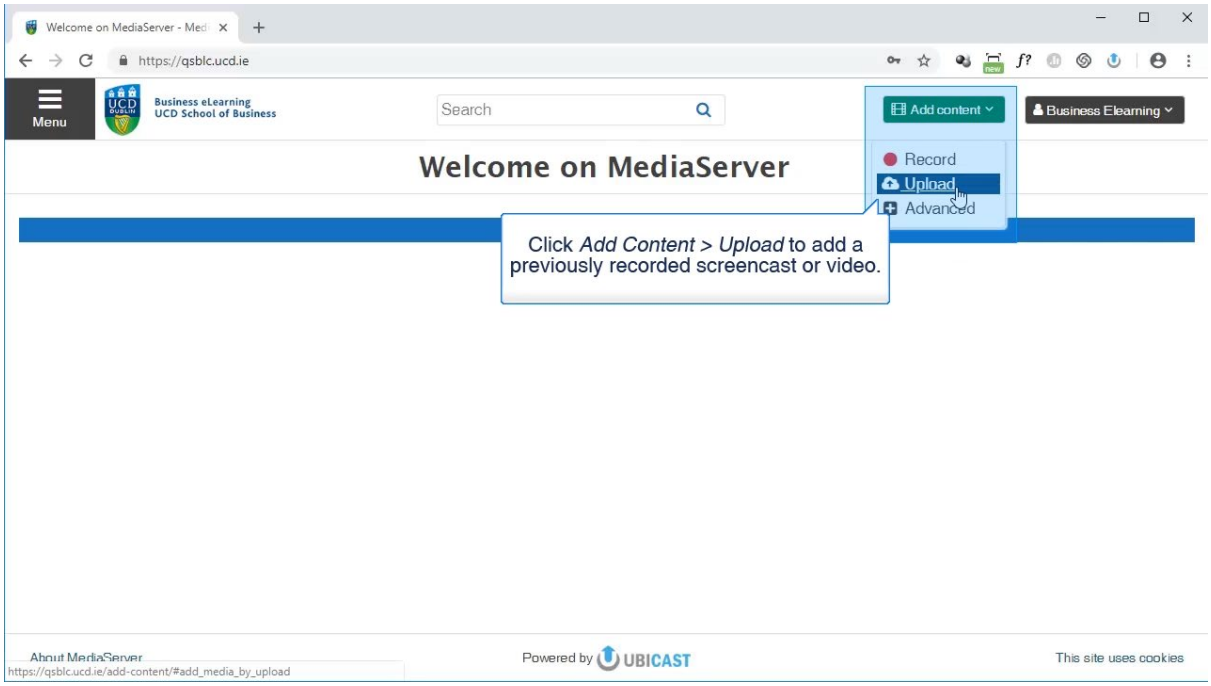


Login with your email address and your new unique password, click *Validate* to confirm.

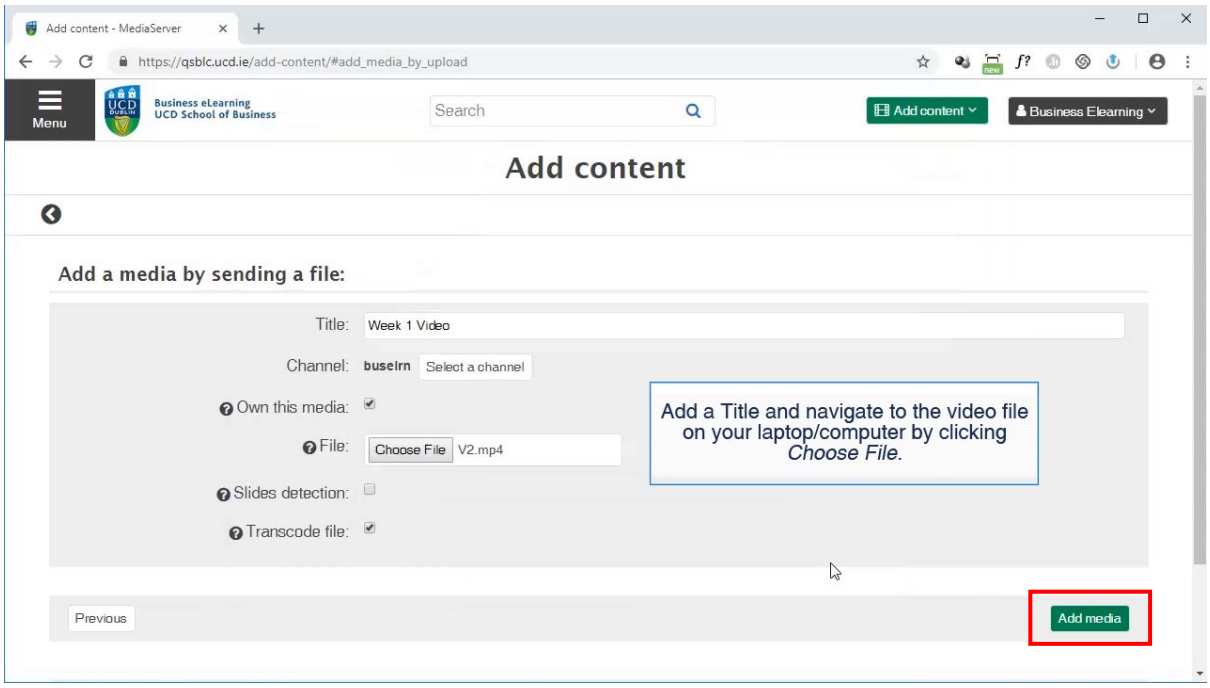


2 - Upload existing video content

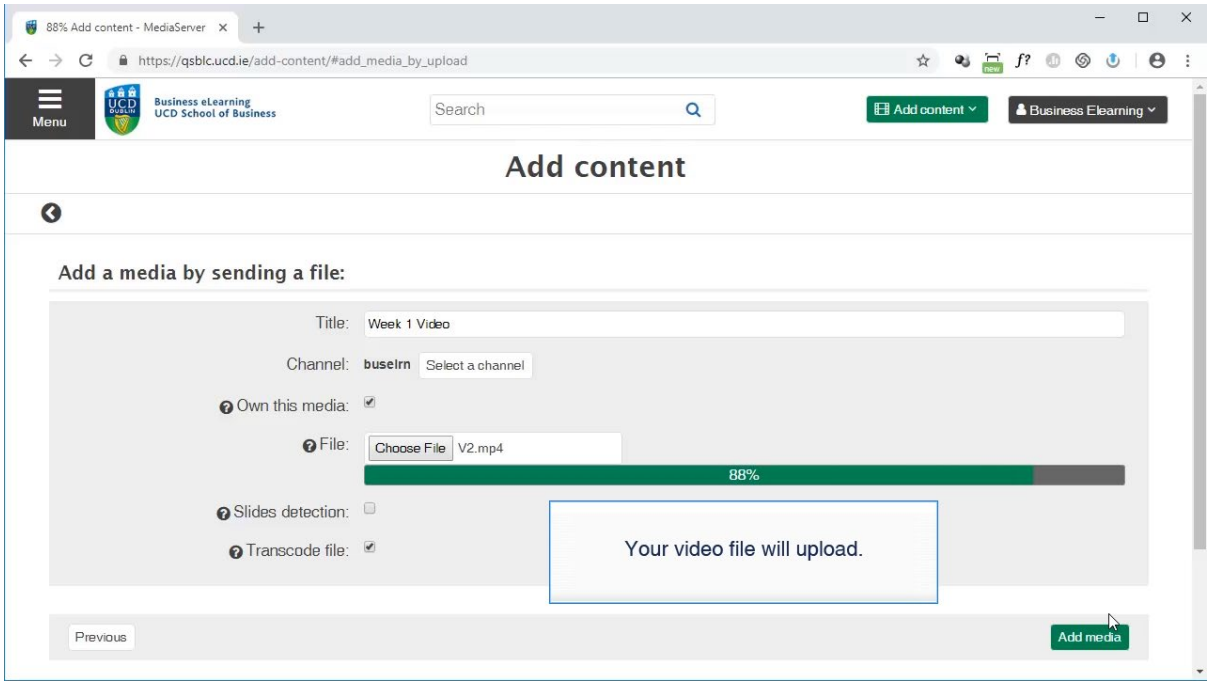
From the Media Server homepage you can host previously recorded screencasts and video content. Click *Add content* and select *Upload* from the options.



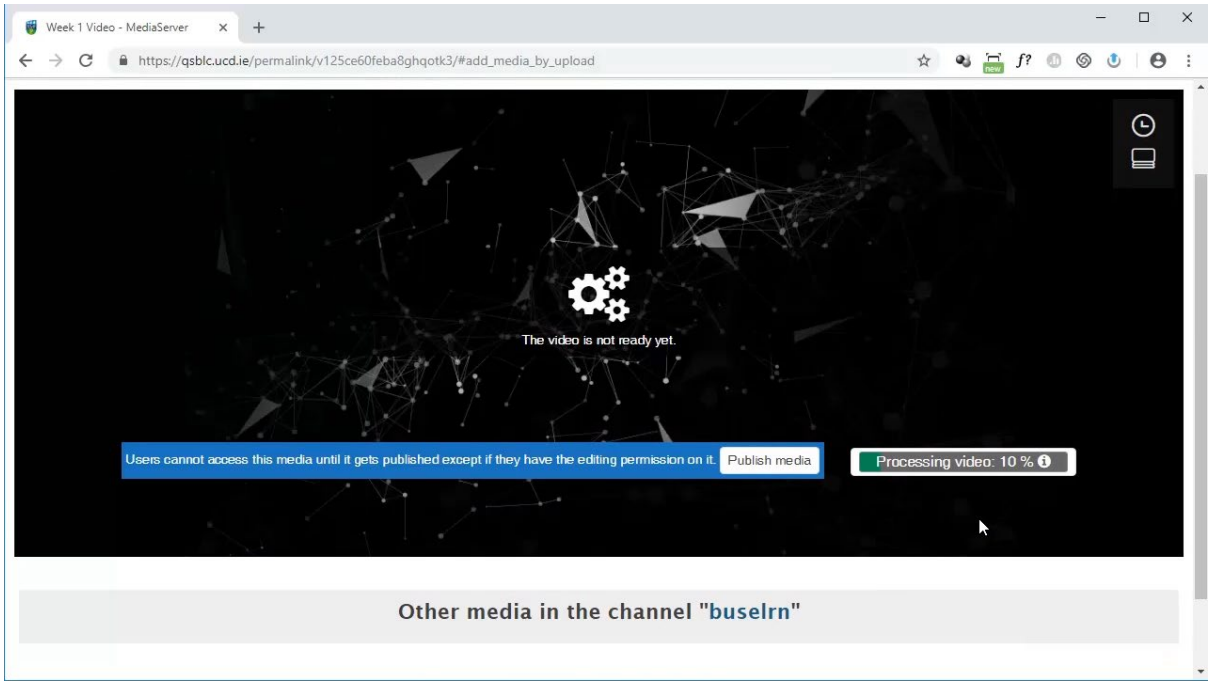
Add a Title and click *Choose File.* Navigate to the video file on your laptop/computer and click *Add Media.*



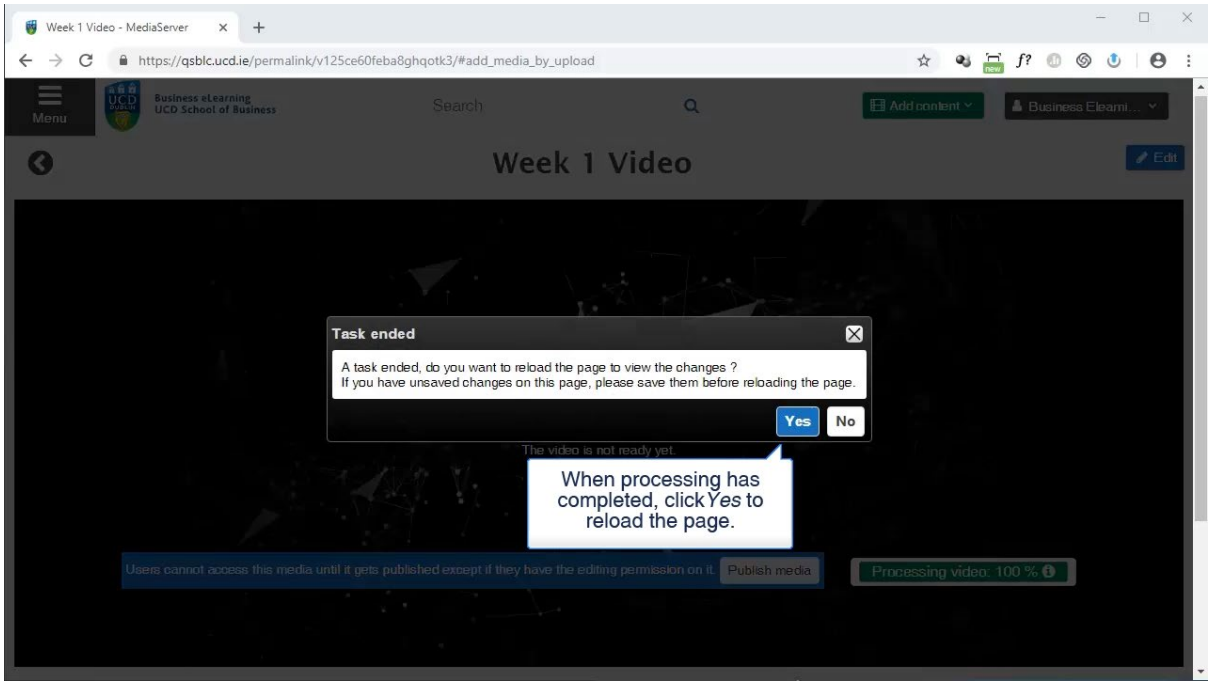
Your video file will begin uploading to your Media Server account.



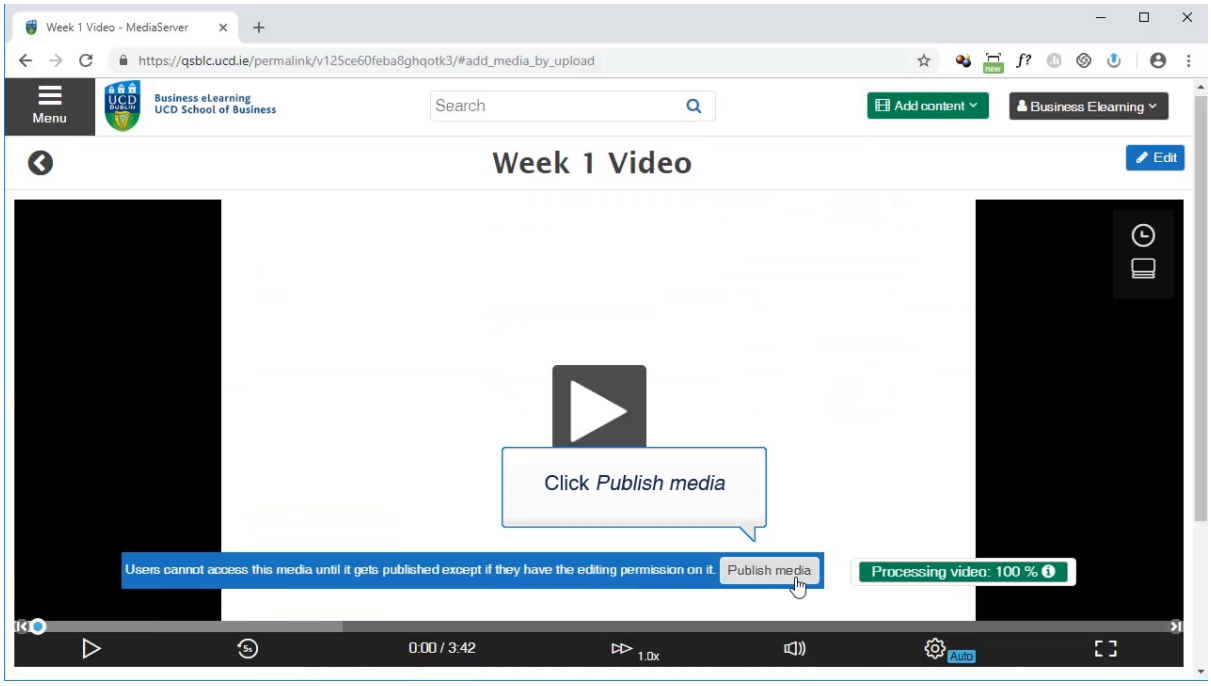
Once your file has uploaded it will begin processing.



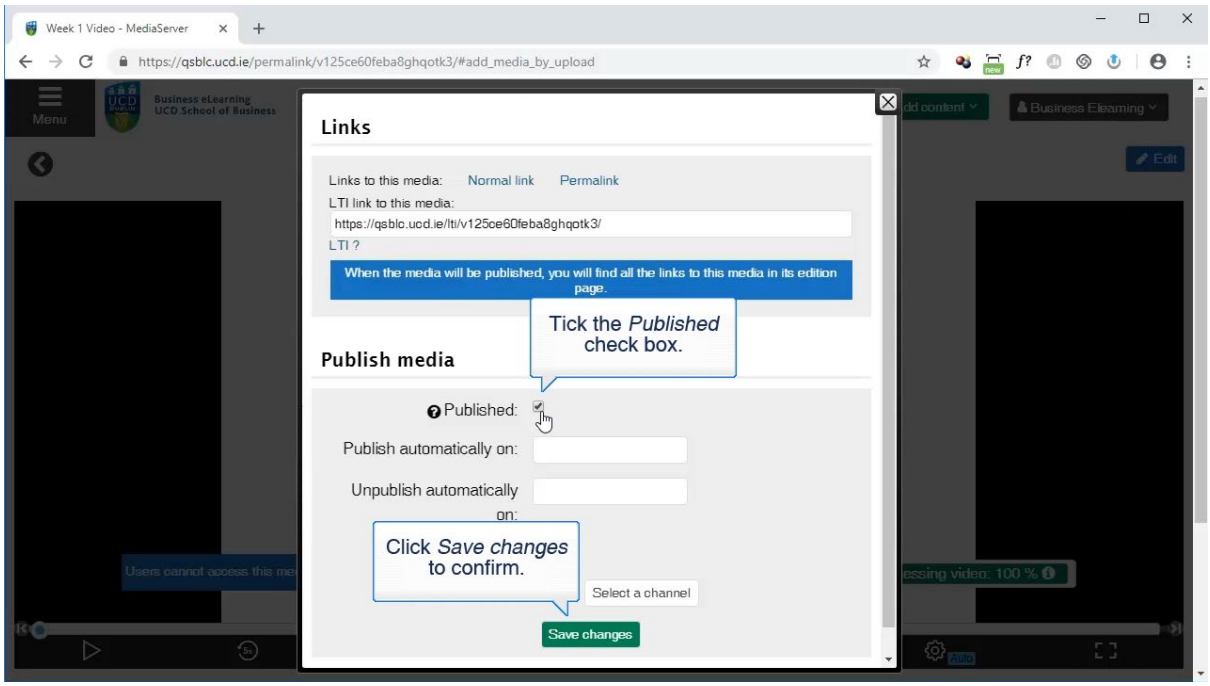
Once processing is complete, click *Yes* to reload the page.



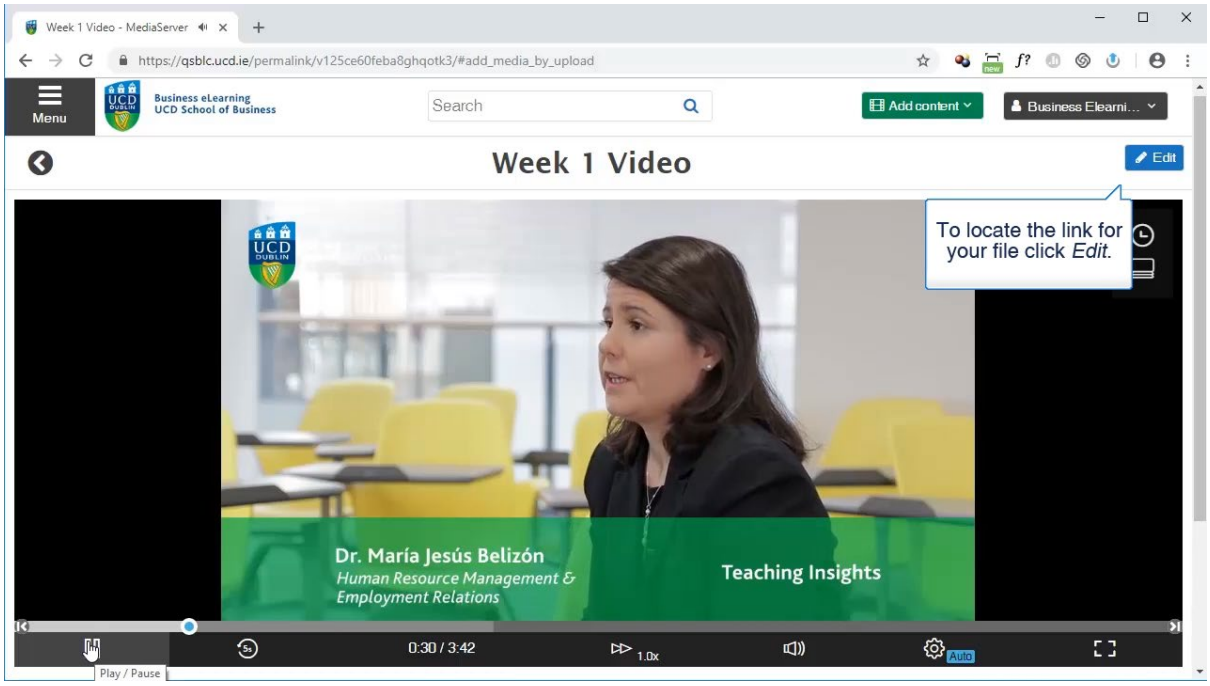
Click *Publish media*.



Tick the *Published** checkbox, click *Save changes* to confirm.
**You can unpublish video content retrospectively if you wish to take certain content offline.*

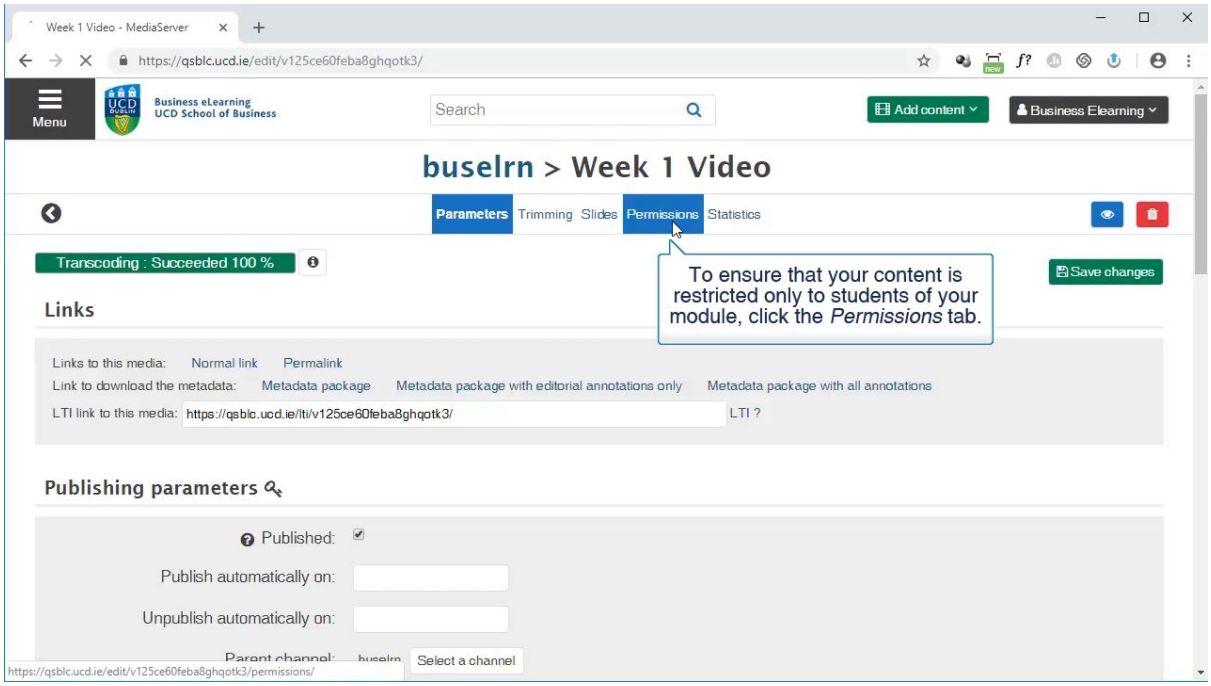


Your video file is uploaded, processed, published and ready to add to your module.
Click *Edit* to access the link and permission settings.

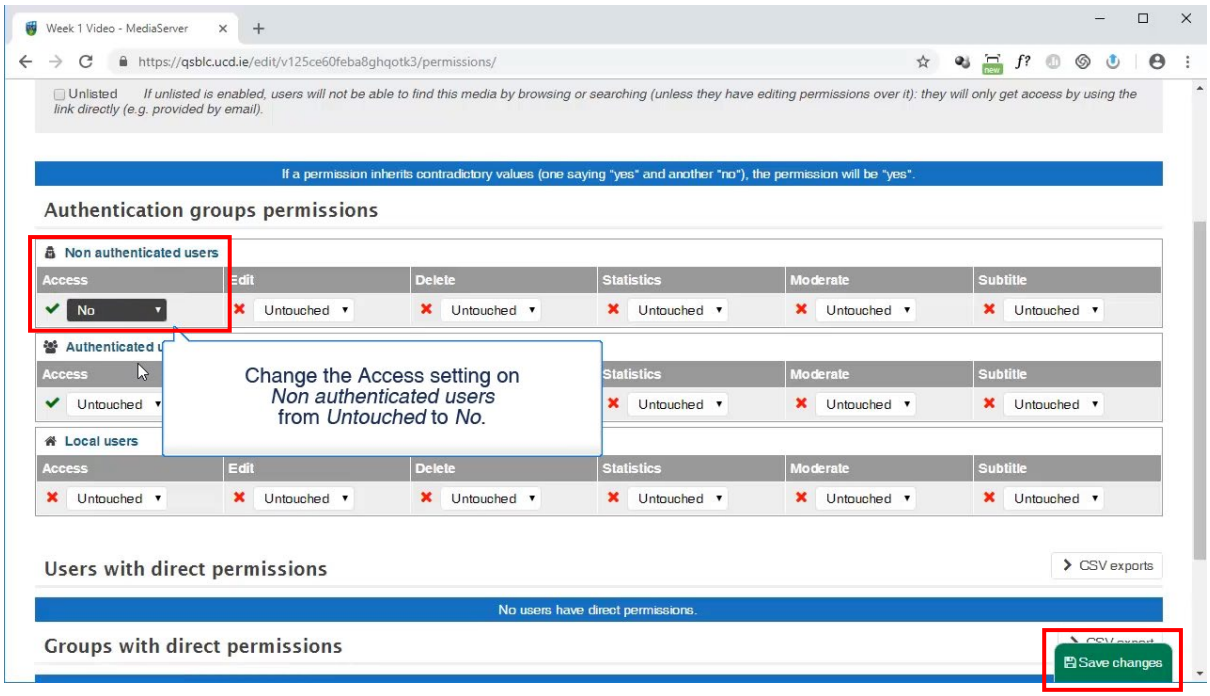


3 - Secure your content

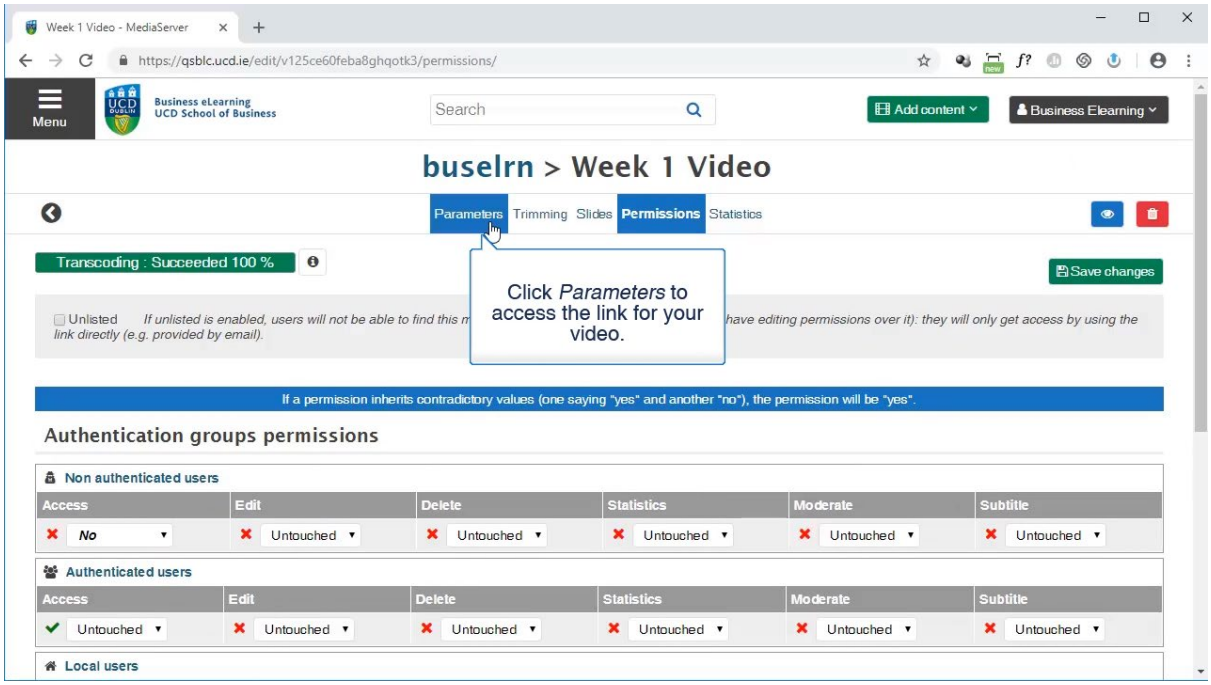
Click Permissions to access security settings.



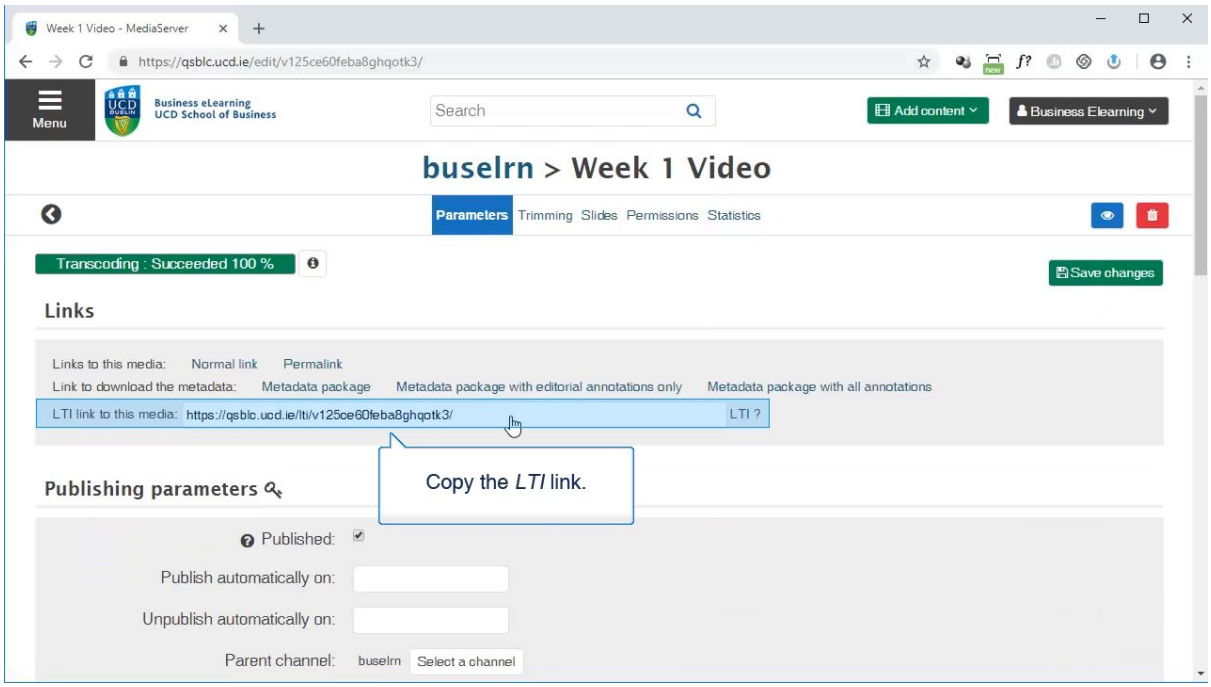
Change the Access settings for *Non-authenticated users* from *Untouched* to *No*.
In this way only students enrolled in your module can access your video.
Click *Save changes* to confirm.



Click the *Parameters* tab to access the video link.

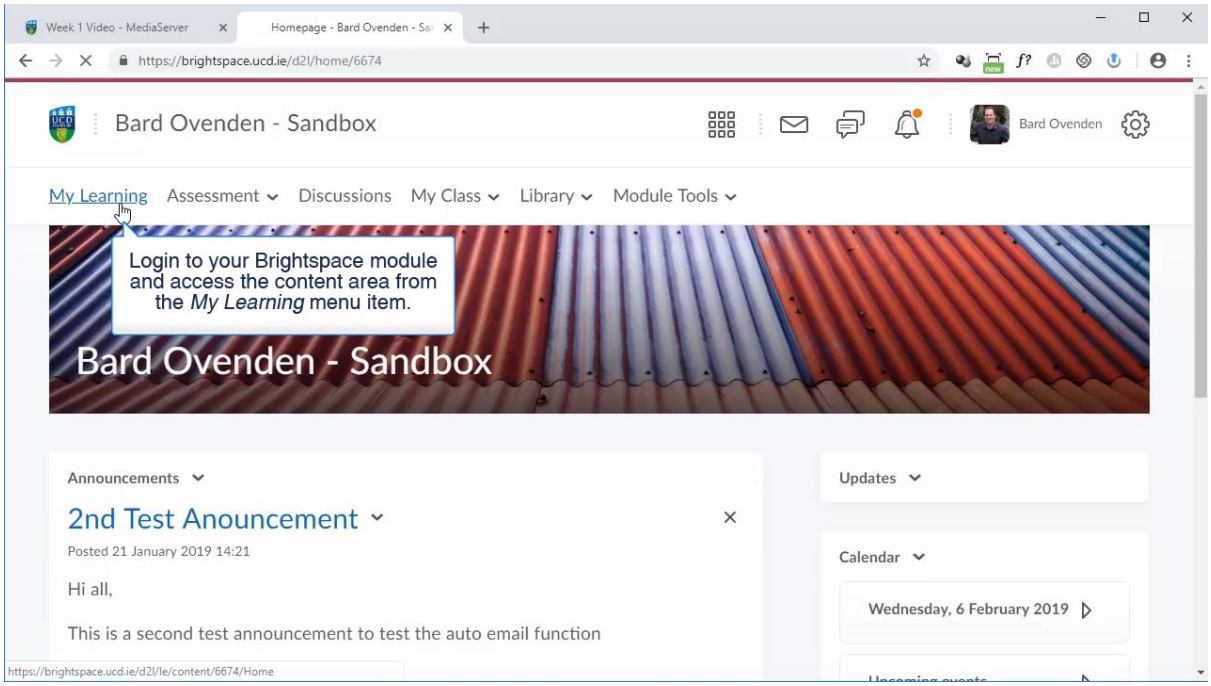


Copy the *LTI* link.
This is the link to your video file hosted on the Media Server.

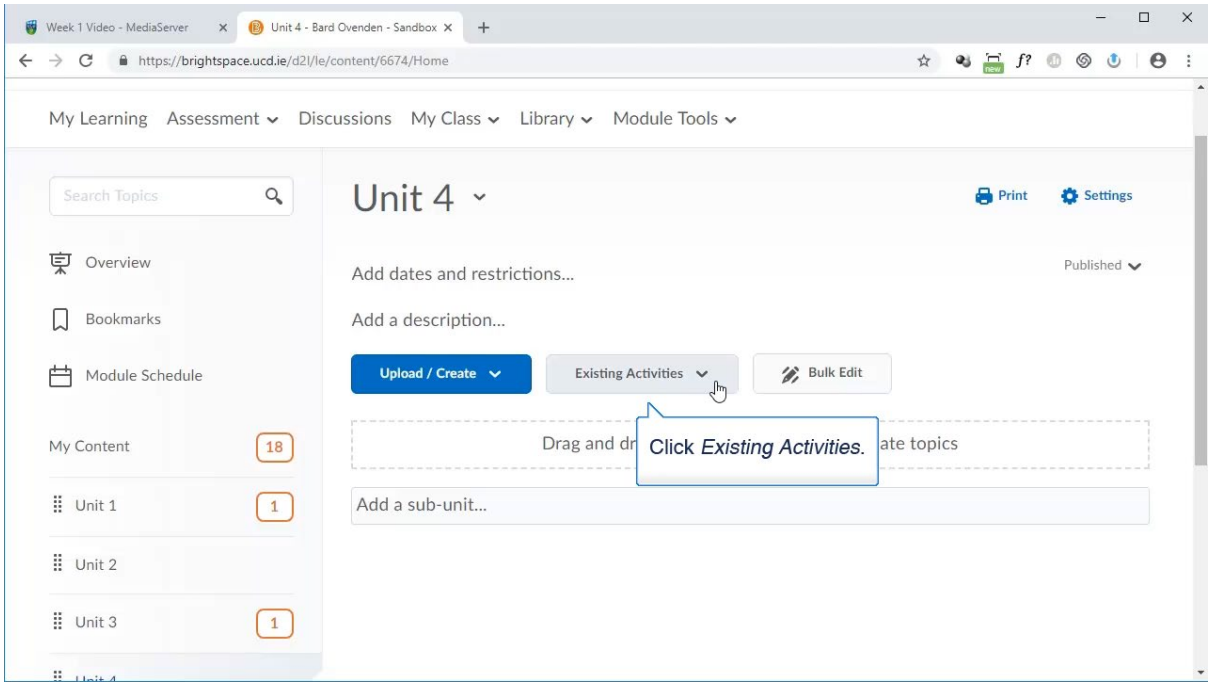


4 - Add your video file to Brightspace

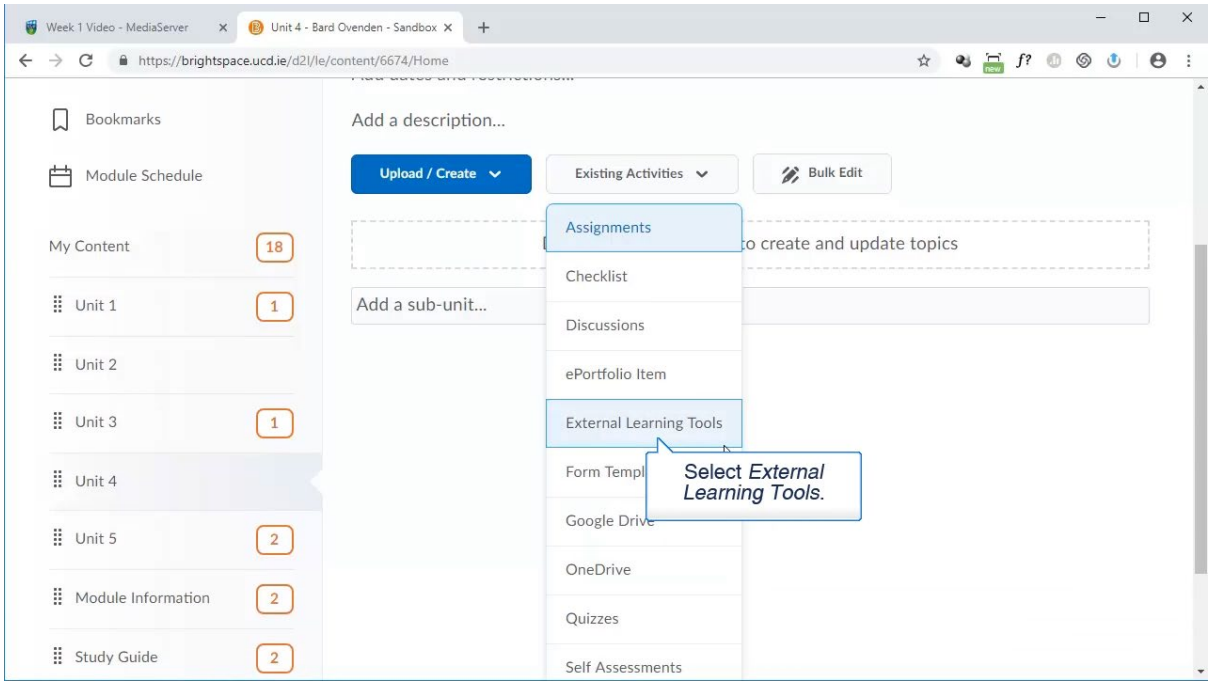
Login to your Brightspace module and click *My Learning* to add content.



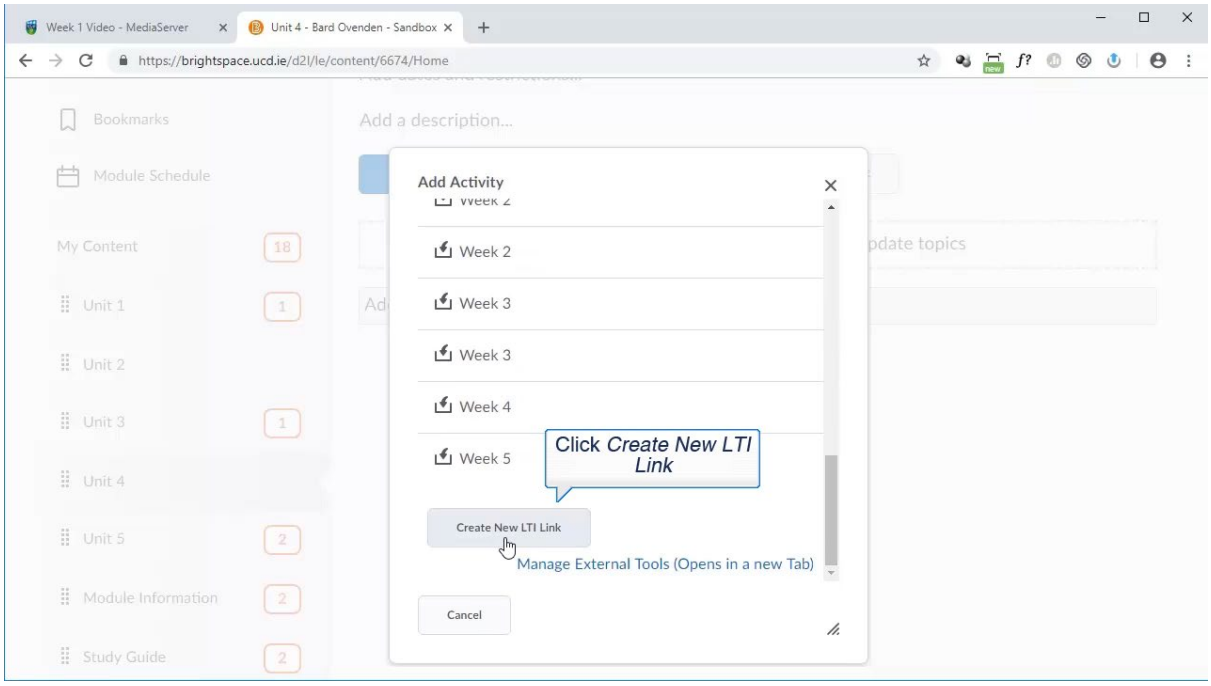
Navigate to relevant content folder and click *Existing Activities.*



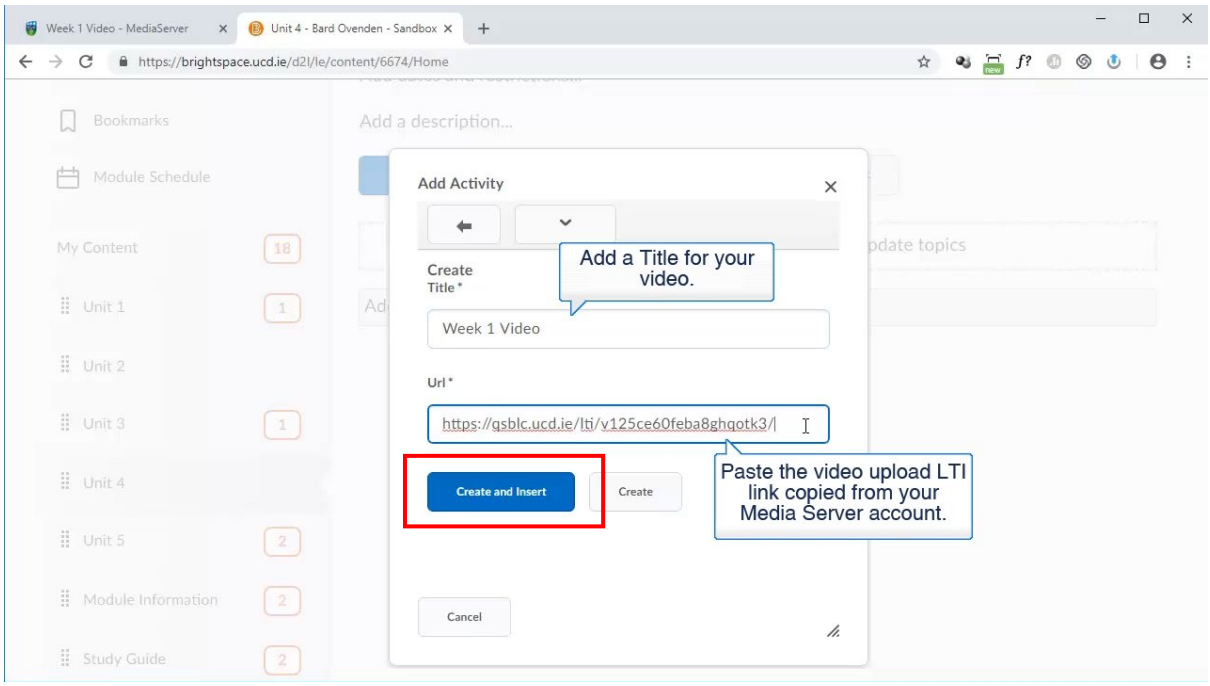
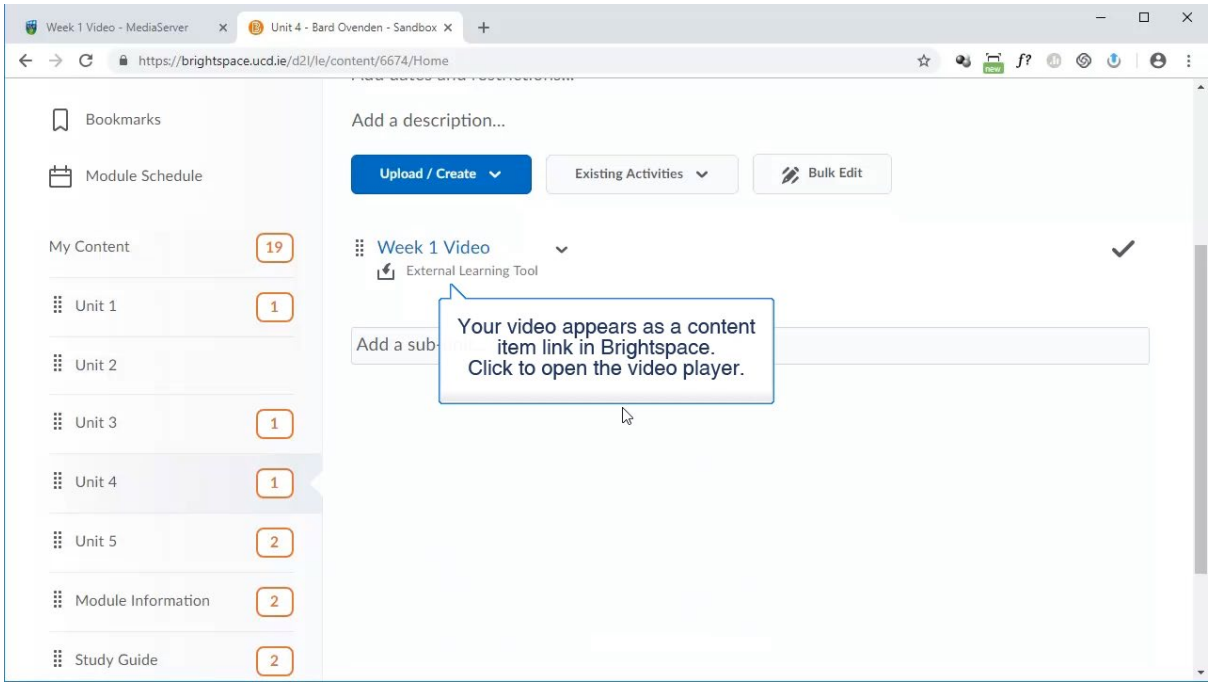
Select *External Learning Tools* from the options.



Click *Create New LTI Link*



Add a Title and paste the LTI link copied from the Media Server into the *URL* field.
Click *Create and Insert*.



Your video appears as content item in Brightspace.
Click the link to open.