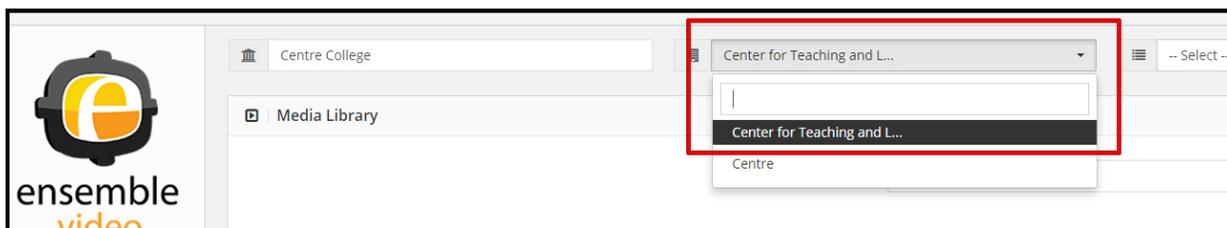


## Getting Started with Ensemble at Centre College Frequently Asked Questions

### What is ensemble and why would you use it?

Ensemble is our video on demand service that can be accessed on and off campus. When you login, you must access the *Center for Teaching and Learning organization* which is where course libraries and/or personal libraries are stored. These libraries allow Centre faculty, staff and students to upload student created videos and audio files, student presentations, and other video and audio files, such as screencasting tutorials and flipped videos.



If you are working with videos, whether it be student presentations or videos that your students create, consider adding these videos to your Ensemble Library, which houses 20GB of the default space.

### What are the first steps I need to take?

Once you have decided that you want to use Ensemble, send a request to Lisa Curlis in the CTL. Lisa can do one of the following:

- a. Create a personal or course library
- b. Give permissions for students to access your personal or course library

Please note that faculty, staff and students cannot create their own library, they can only create playlists. Once your videos are stored in your library, you can:

- Create playlists
- Edit the clip and add annotations
- Students can trim a video (*depending on their permissions*)

### What is Ensemble Dropbox?

The Ensemble Dropbox is a form that you can set-up, which allows your students to upload their own videos and audio files to Ensemble. You can:

- Send the playlist link to your students and it will show them what is in your library
- Embed a playlist in Moodle
- Send students the link to an individual video

### How do I create a video playlist or embed a video in Moodle?

- a. **In Ensemble - upload student created video and/or presentations**
  - i. Click the "Add button" to add the file to your library
  - ii. Web Publishing button - this allows the playlist to have a weblink

## Getting Started with Ensemble at Centre College Frequently Asked Questions

- iii. If it's an .mp4 file, select the "no transcode option". This will allow your video to play on a mobile device. *Please note that this is the default option.*

### b. In Ensemble - Trimming a clip

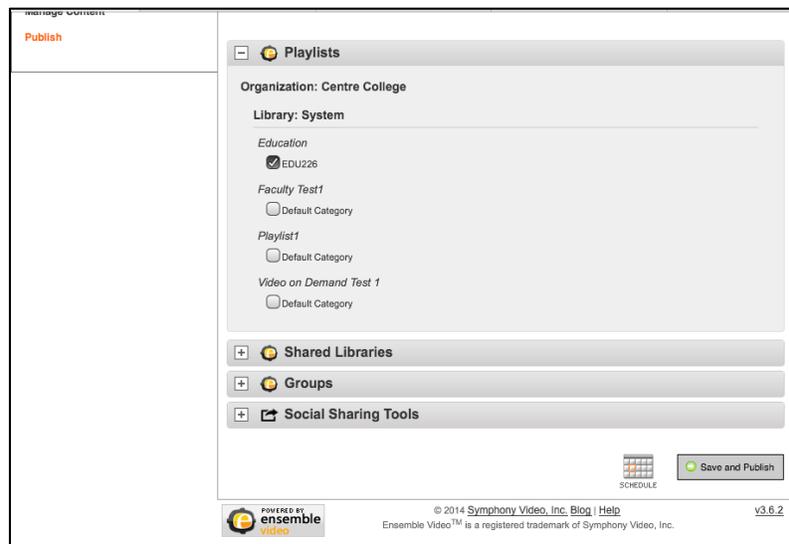
- i. Edit < Manage Content < Trim
- ii. Annotation – is where you add bookmarks to a video

### How do I make sure my students can see the uploaded videos?

1. Login to Ensemble: <http://ensemble.centre.edu>
2. Create a playlist
3. Click Quick Publish - this allows you to quickly publish the playlist in Moodle
4. Create a dropbox link - this is what you will give to your students to upload their videos (*instructions listed below*)

As students upload their files to Ensemble, these are then published in the Media Library:

1. Have students name their files with their last name and project name
2. Publish the files to the appropriate playlist



### Sharing the file with your students or colleagues:

- Click the Social Sharing tools or share icon < Select the email (mail envelope) icon < this gives you a link that you can send to the specific student or click the Permalink icon and copy the file's url

## Getting Started with Ensemble at Centre College Frequently Asked Questions

### How can my students submit a video or audio file in Ensemble?

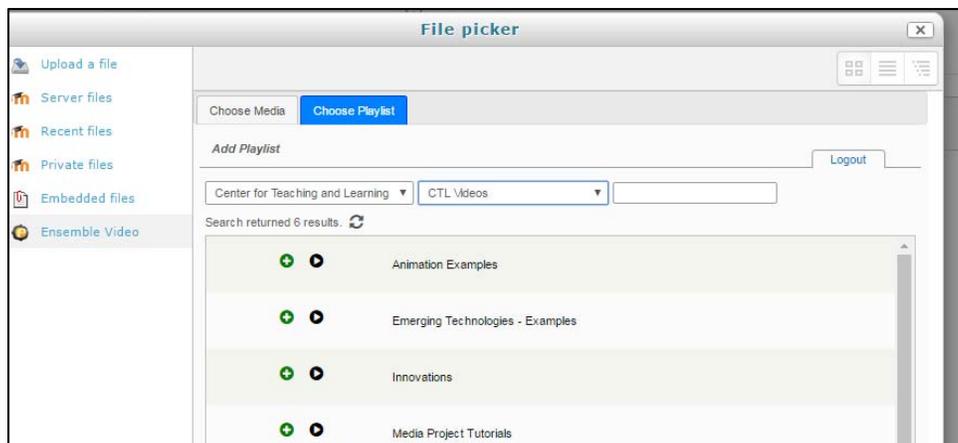
Before students can upload their videos and/or audio files to Ensemble, you must first create a dropbox form. Click here to view more details in Ensemble for setting up a video dropbox:

<http://ensemblevideo.com/pdf/HowtoCreateDropbox.pdf>

If you set-up an Ensemble's dropbox to allow your students to upload their video/audio files to your course playlist, you must make sure the file is published in Ensemble, otherwise your students will not be able to view the file.

### How to do I embed my Ensemble file or playlist into my Moodle course?

1. To embed your Ensemble file or playlist into your Moodle course, login to Moodle
2. Turn editing on < Add an activity or resource and select Page < Click Add
3. In the page content box < click the Media icon < Browse repositories and choose Ensemble video
4. From the tabs at the top, Choose Media or Choose Playlist
5. Next, using the pull-down list, select the Center for Teaching and Learning organization and then your course library



6. Click the plus sign (+) to add the playlist, then choose save
7. Click the select this file and choose insert media
8. Save this Moodle page and return to course
9. Your Ensemble file and/or playlist should now appear in Moodle

If you set-up an Ensemble's dropbox to allow your students to upload their video/audio files to your course playlist, you must make sure the video is published in Ensemble, otherwise it will not show up in your Moodle course. Login to Ensemble and publish the file.