

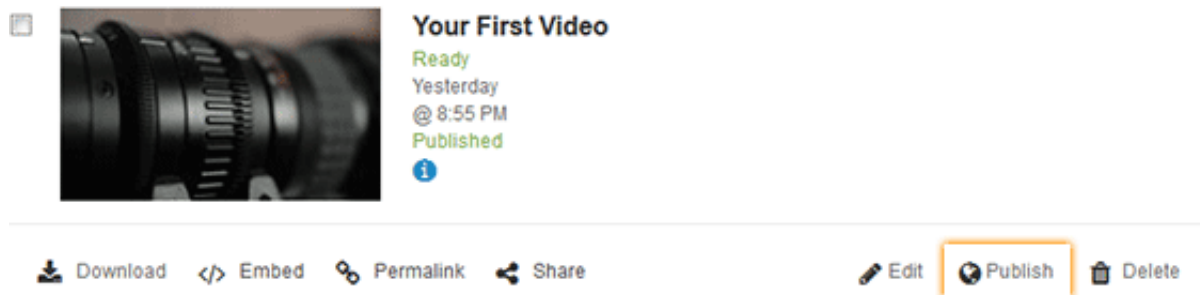
Publishing and Sharing

External publishing is a key function of Ensemble Video. Publishing content using the *Add/Edit Wizard* lets you specify one or more ways you want to share and distribute your video.

These steps assume you've already created and uploaded a video to your media library. Haven't used the wizard or uploaded any content? Get started with the [Adding a New Video](#) guide.

To Publish a Video Using the Add/Edit Wizard:

1. [Log in](#) to Ensemble
2. Navigate to the Media Library where the content is located
3. Click **Publish** below your video to open the Add/Edit Wizard's publishing form.



The Publishing Form:

- [Playlists](#)
- [Shared Libraries](#)
- [Users](#)
- [Groups](#)
- [Social Sharing Tools](#)
- [Publishing to Youtube](#)
- [Schedule Publishing](#)

When you arrive at the Publish form, the menu for the Playlists option will be open.

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<http://support.ensemblevideo.com>

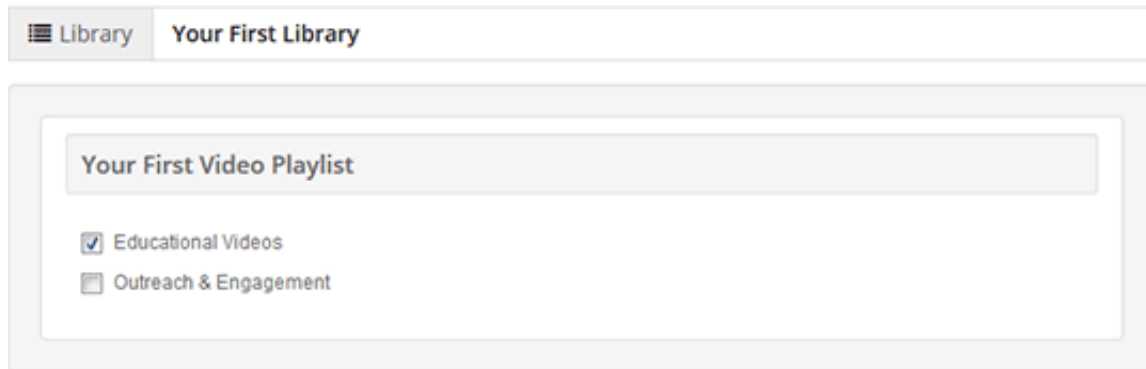
The screenshot displays the Ensemble Video management interface for a video titled "Your First Video". At the top, a navigation bar contains buttons for "Description", "Manage Content", "Publish", "Annotate", "Caption", and "Trim". The main content area features a "Preview" button in the top right corner. Below the video title, the status is indicated as "Published". A "Playlists" section is expanded, showing a "Your First Library" which contains a "Your First Video Playlist". This playlist includes two categories: "Educational Videos" and "Outreach & Engagement". At the bottom of the interface, there are "Un-Publish" and "Publish" buttons.

Publishing to an Ensemble Playlist

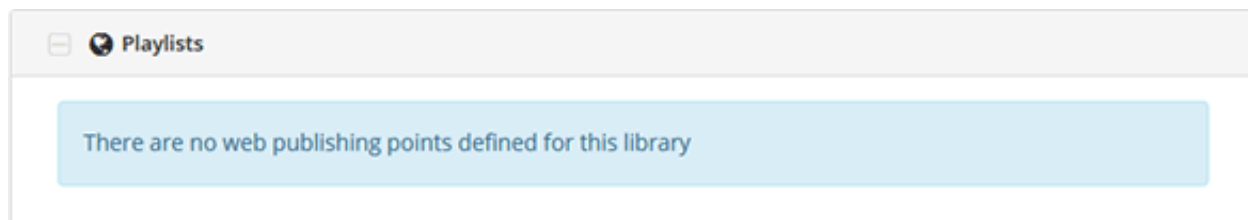
To include your video in one or more playlists, select the desired playlist(s). In this example, we're adding our video to the *Educational Videos* category inside the *Your First Video Playlist*.

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Once published, your item will be automatically syndicated to your Playlist(s). If your library doesn't have any playlists configured, you won't be able to create one from this menu.



See the [Playlists](#) guide to learn how to create and use Ensemble playlists.

When you are done configuring publishing options, click the green **Publish** button. The **Un-Publish** button will return the video to its initial unpublished state, where it is only viewable from the Media Library.

Publishing to a Shared Library

The *Shared Libraries* menu allows you to share your video with other Libraries and Playlists. In the image below, we've selected the Rose Hill Library to share with. The users for that library can now view and publish this video.



Note: a user in another library must grant you permission to share with them before their library appears on your Shared Playlists menu.

Allowing other libraries to publish to your Shared Library

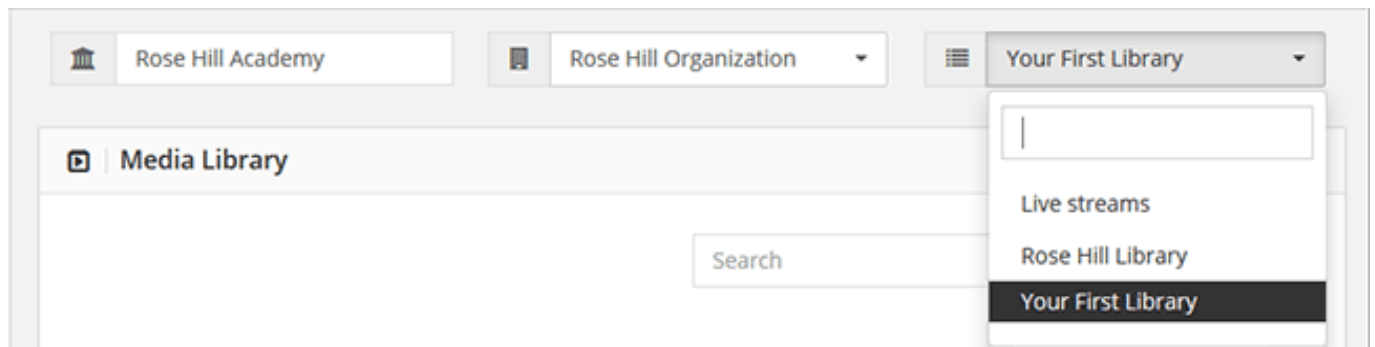
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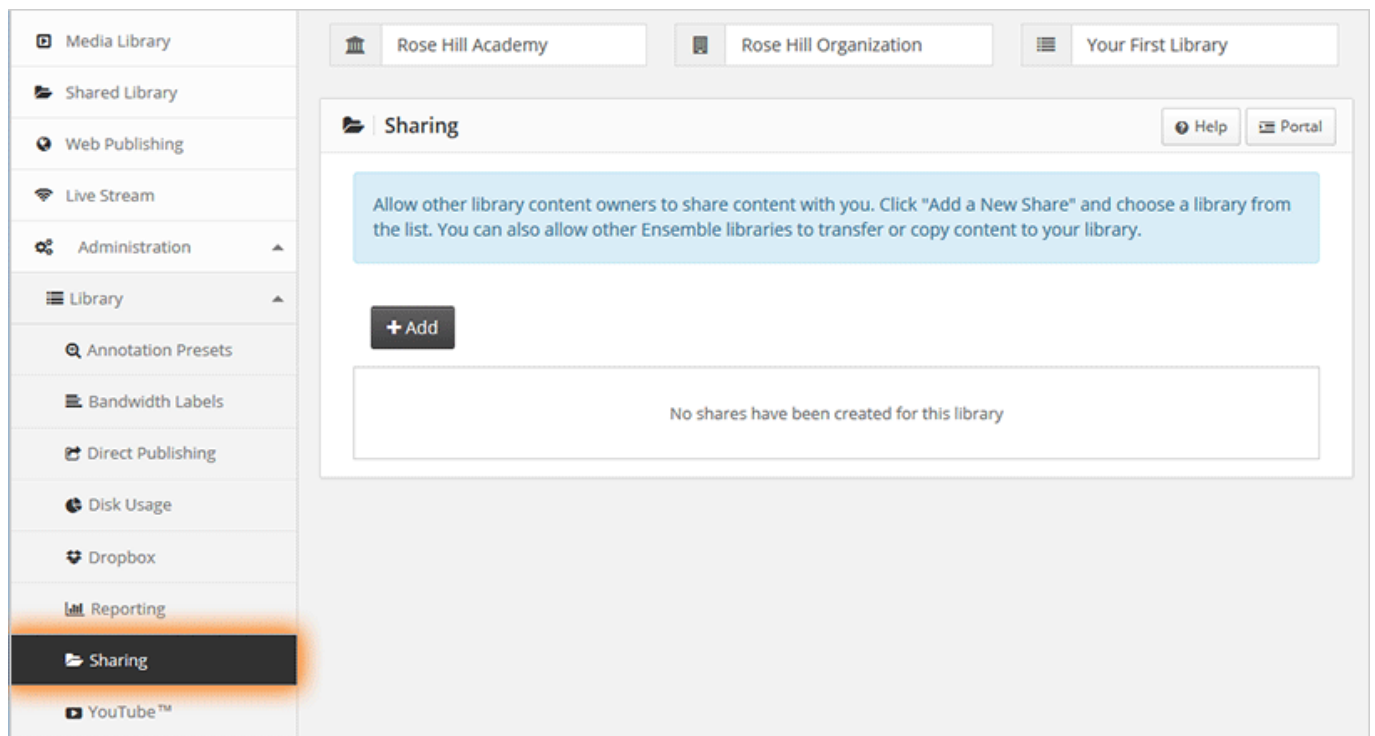
Content cannot be shared from one library to another unless the source library has permission to publish to the destination's shared library.

You can also allow another Library to publish straight to one of your playlists using [Direct Publishing](#).

To allow content to be placed in the Shared Library, first browse to the library that will be shared to.



Once there, click the **Administration** button in the navigation pane. Click **Library**, then select the **Sharing** option.



In the Sharing window, you select one or more libraries, which will have permission to publish to your shared library.

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Sharing

Help Portal

Allow other library content owners to share content with you. Click "Add a New Share" and choose a library from the list. You can also allow other Ensemble libraries to transfer or copy content to your library.

+ Add

Your First Library

Select an Organization: Rose Hill Organization

Select one or more Libraries: Ensemble Video, iTunes

Note: Ctrl + Click will select multiple libraries at once.

Add to My Shares Cancel

No shares have been created for this library

When the desired libraries are selected, click **Add to My Shares**. You will then be returned to the main Sharing menu, where you can also allow another library to **Copy** or **Transfer** content.

Source Media Library	Copy	Transfer	
Ensemble Video	<input type="checkbox"/>	<input type="checkbox"/>	Delete
iTunes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete

In this example, the library titled *Ensemble Video* can send content to this library's Shared Library. The library titled *iTunes* can send content to the Shared Library, AND copy content directly to the Media Library.

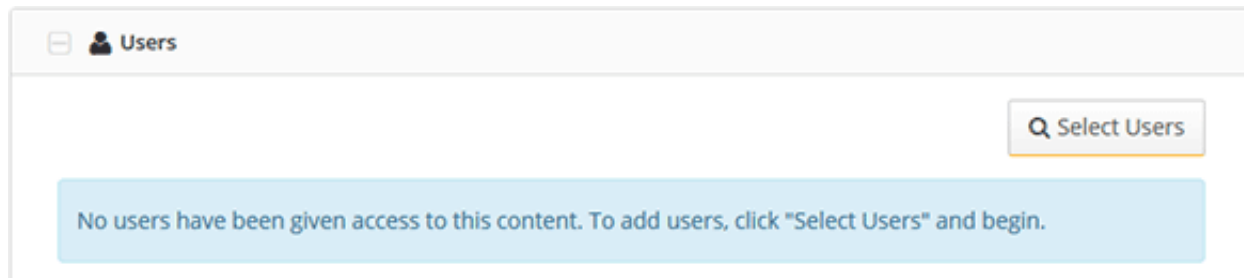
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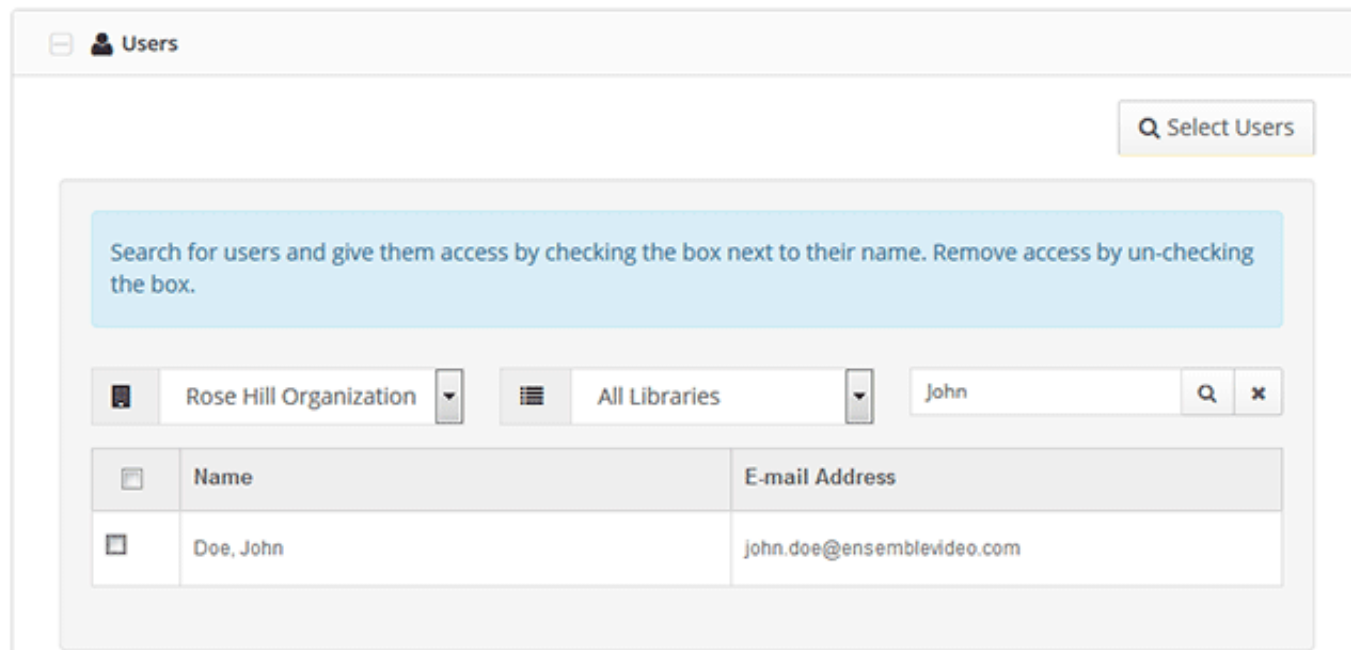
Sharing Content with Other Users

The *Users* menu allows you to share your video with other user accounts within your Ensemble Video system.

To begin, click **Select Users**.



The user search form should now be available:



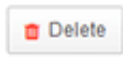
Browse the *All Libraries* list, or refine it using the *Filter Users* textbox and dropdown menus. For example, you can type part of a person's name into the Filter Users textbox, click Search, and the All Users list will refresh containing only Users whose names contain the entered text. Simply click the checkbox beside the user(s) you wish to share your content with.

After you've made a selection, the user will be added to the *Users with Access* table:

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Users with Access

Name	Organization/Library	
Doe, John	Rose Hill Organization/Your First Library	

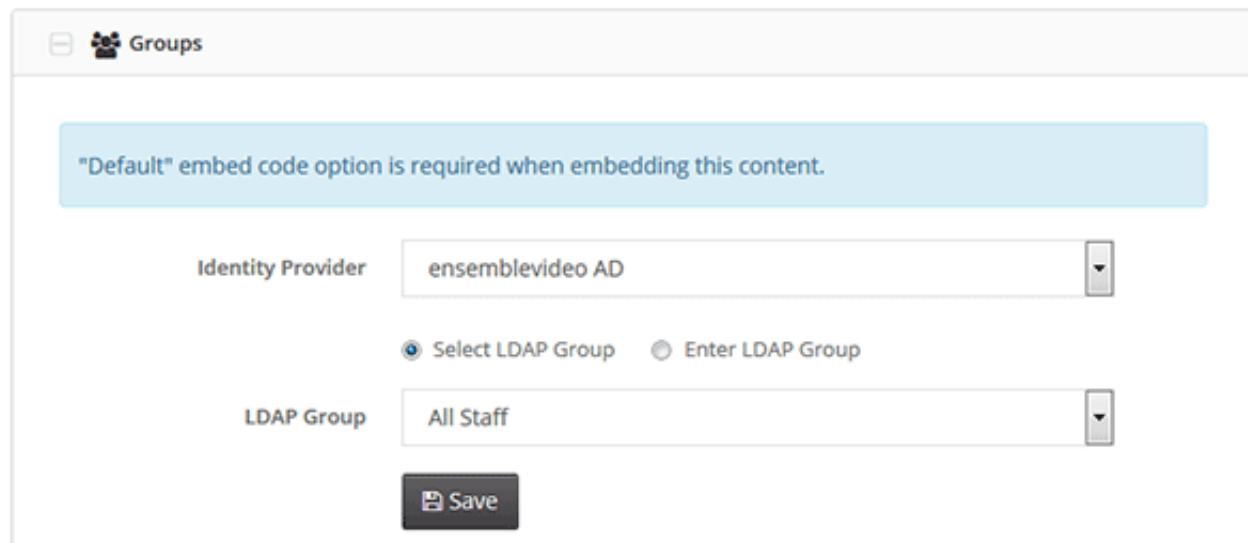
The **Delete** button in the right column of the table will revoke the user's access to the playlist.

Sharing with LDAP Groups

The Groups menu allows you to authorize only specific groups of users to view your media, based on their LDAP group, with a login form. For example, you might authorize only faculty to view a particular video. If you are an Ensemble Video Portal user, viewers on your Portal will have to log in, and will only be able to see the videos published to the LDAP group(s) they're a part of. If you [embed](#) a secured video or send a permalink, viewers will have to log in before they can view the video.

First, select the appropriate Identity Provider, using the dropdown menu.

A second dropdown menu will appear, allowing you to select your chosen LDAP group.



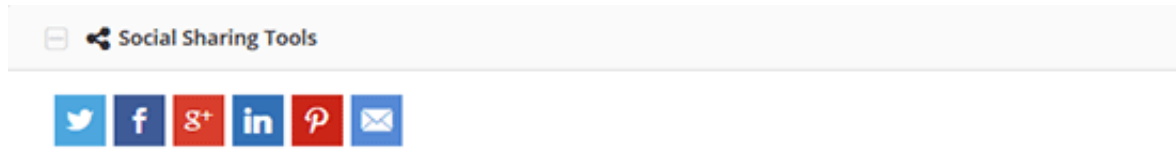
The screenshot shows the "Groups" configuration page. At the top left, there is a "Groups" header with a menu icon. Below it, a light blue banner contains the text: "Default" embed code option is required when embedding this content. The main configuration area includes an "Identity Provider" dropdown menu set to "ensemblevideo AD". Below this, there are two radio buttons: "Select LDAP Group" (which is selected) and "Enter LDAP Group". Underneath, there is an "LDAP Group" dropdown menu set to "All Staff". At the bottom of the configuration area, there is a dark grey "Save" button.

Sharing to Social Media

With the *Social Sharing Tools* menu, you can share to social platforms including Twitter, Facebook, Google+, LinkedIn, Pinterest, and email. Clicking on any of the icons will launch a pop-up window with sharing options for that platform.

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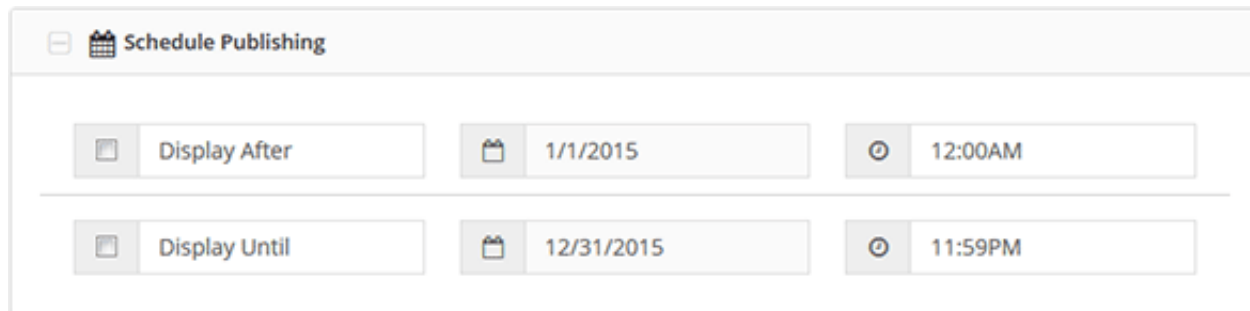


Publishing to Youtube

Ensemble Content administrators can setup a YouTube feed to publish video content to a YouTube account. This is useful if content administrators want to house their content in Ensemble Video, but also publish their content to YouTube. See the [Setup and Use the YouTube Feed](#) guide for details.

Scheduling

Using the Scheduling form, you can designate a *Display After* and *Display Until* date & time. Either or both of these controls may be used, and they will affect all of the above publishing options. *Example:* if a specific date is set for *Display Until* for a video that was published to Youtube, that video would not be viewable on Youtube after that date.

A screenshot of a web form titled "Schedule Publishing". The title is in a dark gray font and is preceded by a small square icon with a white background and a gray border, containing a black calendar icon. Below the title, there are two rows of form fields. The first row has three fields: a dropdown menu with "Display After" selected, a date input field with "1/1/2015" entered, and a time input field with "12:00AM" entered. The second row has three fields: a dropdown menu with "Display Until" selected, a date input field with "12/31/2015" entered, and a time input field with "11:59PM" entered. The form has a light gray border and a white background.