

An Introduction to Media Hopper Create

A guide to uploading and publishing your Summer School videos

- WHAT IS MEDIA HOPPER CREATE AND WHERE DO YOU FIND IT?
- HOW TO UPLOAD YOUR VIDEOS
- DESCRIPTIONS, TAGS, COPYRIGHT, PRIVACY
- PUBLISHING TO THE ACADEMIC SKILLS 2018 CHANNEL

Media Hopper Create is where the University gathers instructional videos, some lecture recordings etc.

You can find Media Hopper Create at www.media.ed.ac.uk. Log in using your EASE username and password. You'll need to click on the 'Guest' button at the top right.

You'll have your own space to save media files, called My Media.

To upload a video, click on 'Add New' and choose 'Media Upload' Add details to Description, Tags (use plenty of them - check other videos), Publisher, Licence type (UoE All Rights Reserved)

Keep it as *Private* at the moment. Save.

Go into 'My Media' and find the file you've uploaded. Select it (check box) and choose Actions-Publish from the menu at the top right.

Select 'Published' and then search for, or browse to, the Academic Skills 2018 channel and check the box. Save.

Your file will be published to the Academic Skills 2018 channel in accordance with the privacy levels that have been set for that channel. It won't appear immediately, however, as the channel Manager will have to approve it.