The Video Upload Tool is designed to facilitate the placement of video and audio files on Truman websites such as a Blackboard course or a departmental website.

Unlike popular video sharing sites like YouTube, TeacherTube, GodTube and others, TruTube does not provide an interface for searching and sharing video with others within the TruTube interface. Once uploaded, a special block of code generated by TruTube must be pasted into a webpage on the Truman domain in order to display the movie to anyone other than the movie owner. For security and load issues, TruTube was purposely built this way to provide a means for users to easily convert video and audio in most any format to an easily playable web-format.

Media owners using TruTube can generate code for either individual files or whole playlists.

Instructions

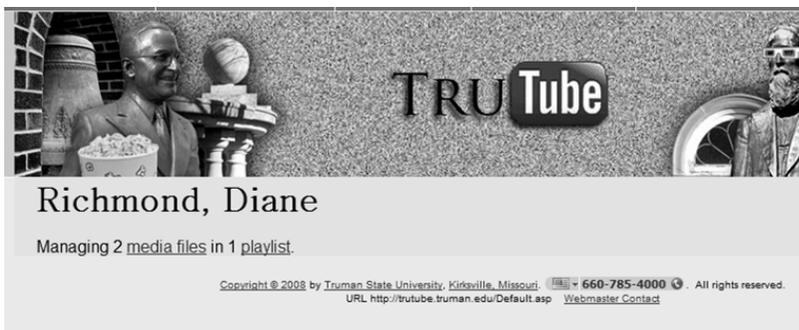Locate the media files you wish to upload. Files can be: .mov, .avi. .wmv, .wav, .mp3, etc.

Direct your browser to: http://trutube.truman.edu

The actual prompt window may look slightly different depending on your browser and platform.

Log-in with your own truman domain credentials:
        Username: truman\dianer
        Password: ******

To add individual files, click the "media files" link.

These can be grouped into playlists later.

To add or edit a playlist, click the "playlist" link.

Once in the area labeled "*Username's* Media", you can "Add New", "Edit the Details" or "Delete" media files.

1. Click "Add New"
2. Fill in the information
3. Browse for and select the file to upload

- *Recommended length is no more than 15 minutes*
- *Can be audio or video*

4. Click "Add" and be patient as the upload and convert process may take several minutes
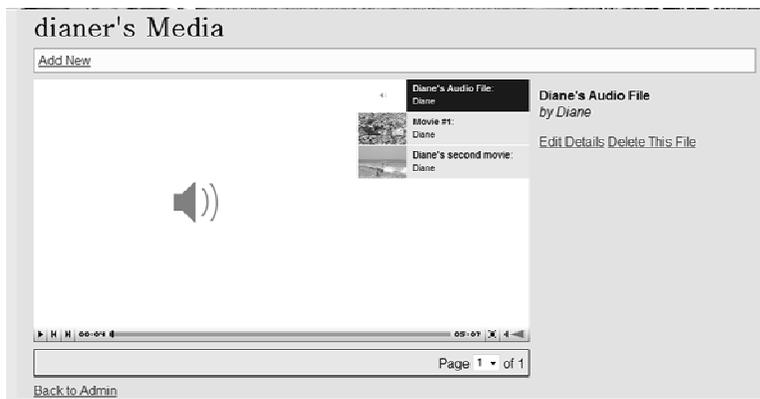
Your newly uploaded file will then be displayed in the list of media owned by you.

Select any of your files to preview them in the built-in player.

Files can be started, paused, scrubbed through and stopped using player controls.

To Add Media to Web Pages...

Blackboard

Media with an "in-line" player as pictured above

1. While still in TruTube, click on the "Edit Details" link of the media file or playlist you wish to display.
2. Click in the "Embed" field to select the generated code; right-click and choose "Copy"
3. Log-in to your Blackboard course
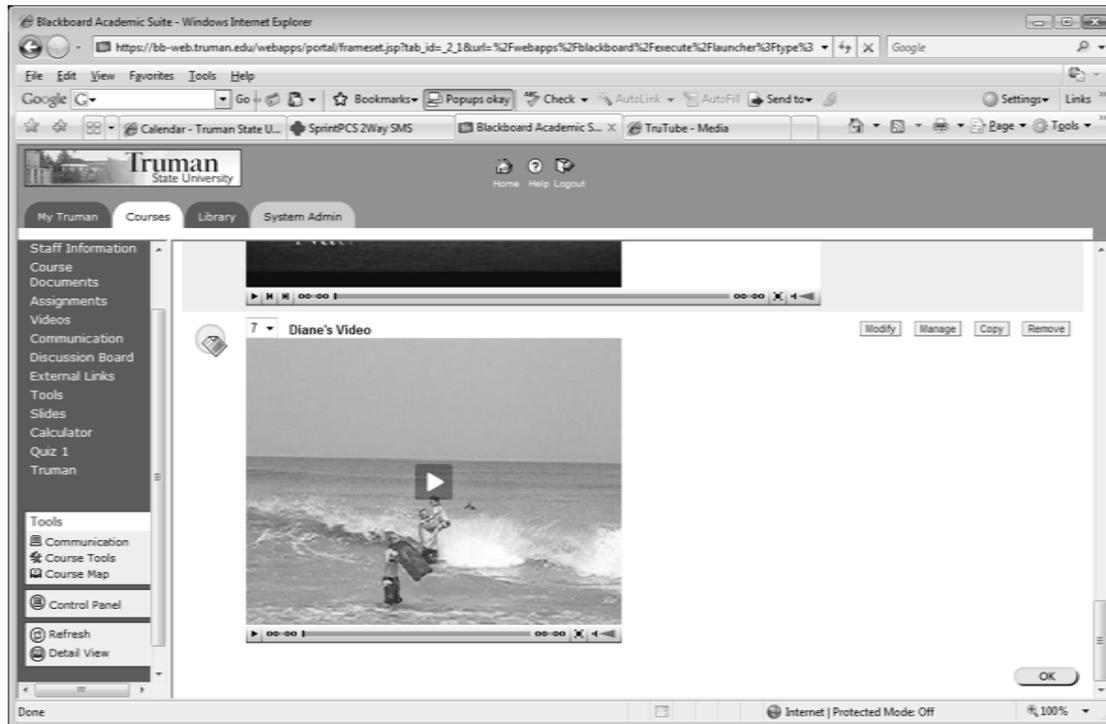4. Select a content area and choose "add item"

5. Enter the Name you will use for the item
6. In the Text box for that item; Click the <> tool to toggle to HTML view
7. Paste the copied code
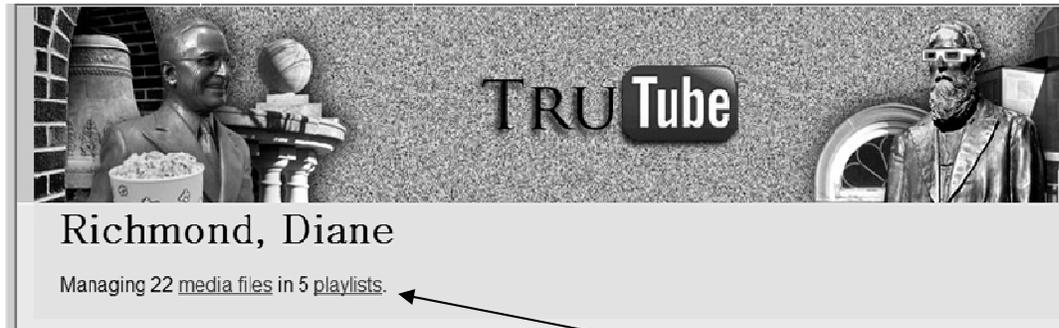8. Click "Submit" at the bottom of the Blackboard page
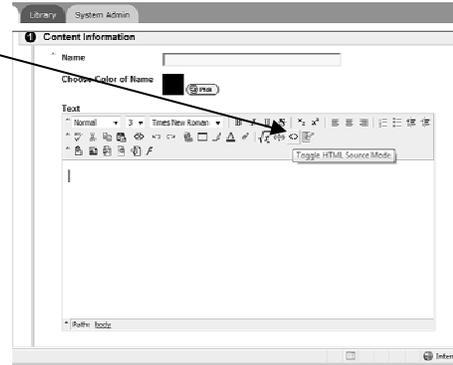
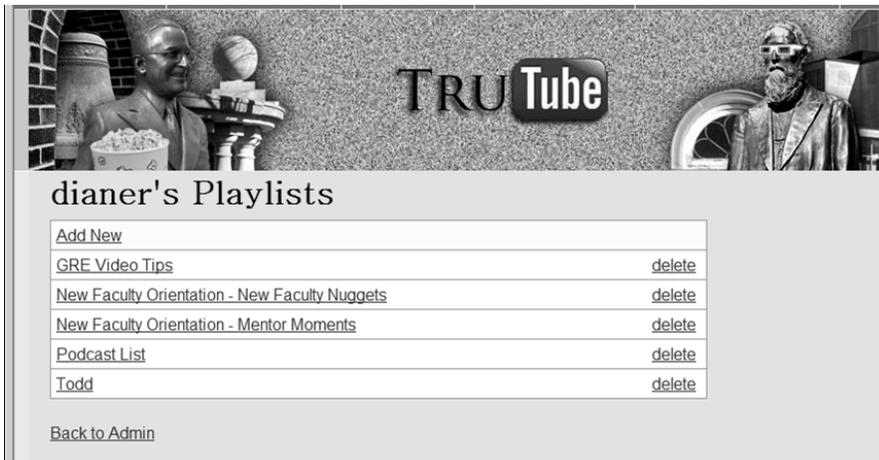Your media file will be displayed on the Blackboard page in its own player!

Blackboard

Media users can download or subscribe to – podcast style

Go back to the administration or "home" page of TruTube and choose "***playlist***".

To create a downloadable or podcast link to media files, click on ***playlist*** after you have uploaded your media files.

Playlists may also be known as RSS feeds or XML wrappers.

Choose "Add New" to build a playlist or choose an existing one.

Do keep in mind that before a playlist can be built – you must have uploaded at least one individual media file first.

Use your mouse to select and drag individual media files on the left to the playlist on the right.

You can continue to mouse your playlist selections into an order that best suits you.

When satisfied with your playlist contents and order, click the ***"add"*** button at the bottom of your screen.
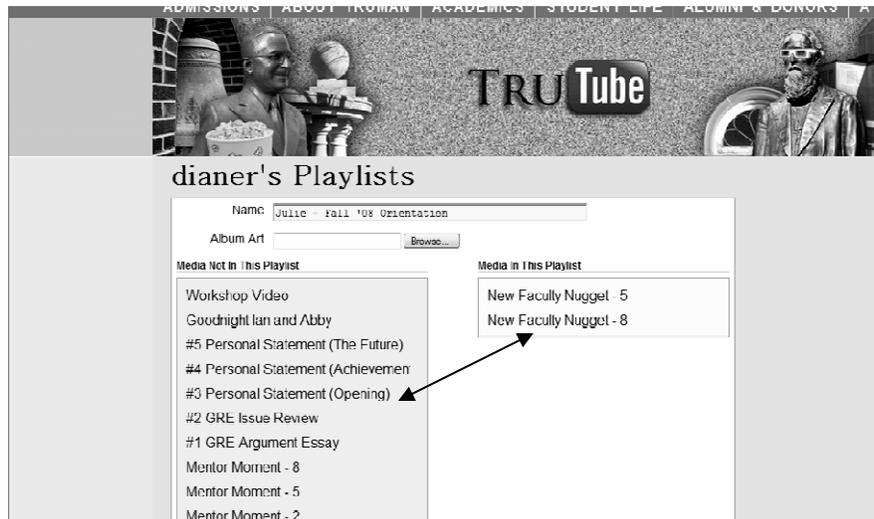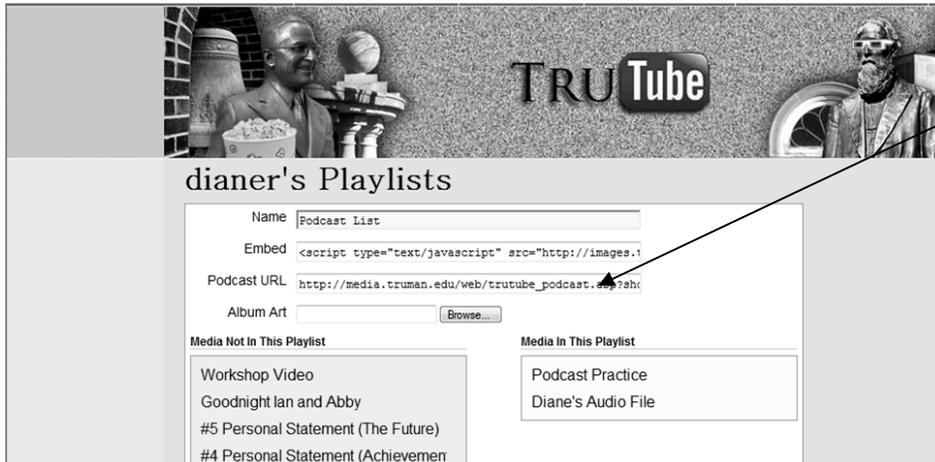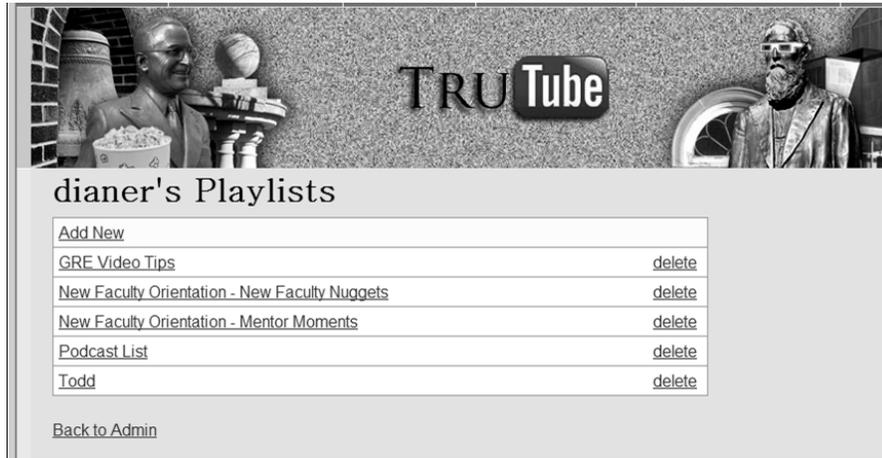
Your list of playlists will appear.

Click on the desired one in order to get the URL or hyperlink target for placement on a webpage.

Click your mouse in the Podcast URL box to select the code.

Right-click and choose "***copy***".

You will now need to return to your Blackboard course.

Enter the edit mode in the content area in which you want to make your podcast playlist available.

Click to
Add External Link

Enter the name of the podcast playlist, e.g. Emily's Weekly Practice or Professor's Updates

Paste the code you copied from TruTube into the URL option box

Add any desired instructions to the Text/Description box and then click ***"Submit"***
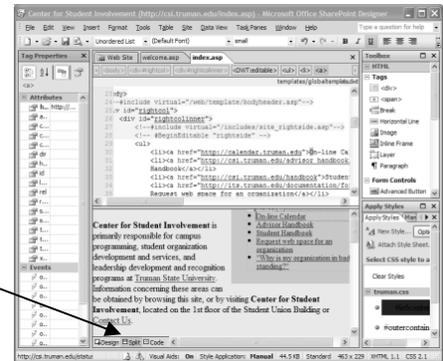
Department Website

*Media with an "in-line" player (as it appears within the TruTube interface)*

1. While still in TruTube, click on the "Edit Details" link of the media file or playlist you wish to display.
2. Click in the "Embed" field to select the generated code; right-click and choose Copy.
3. Open Microsoft Office SharePoint Designer (or MS FrontPage).
4. Select Open Site from the File menu.
5. Enter the full URL for the site to which you are adding media and press Open.
6. When prompted, log in with your own Truman domain credentials:
   Username: truman\dianer
   Password: ******

7. Choose the page to which you want to add the media.
8. Select the Split view from the view selector in the bottom left corner of the editing pane.

9. In the lower, graphical view, place the cursor where you want to put the media.
10. In the upper "code" pane, the cursor automatically moves to the place you clicked below. Right-click the cursor's location upper pane and choose Paste.
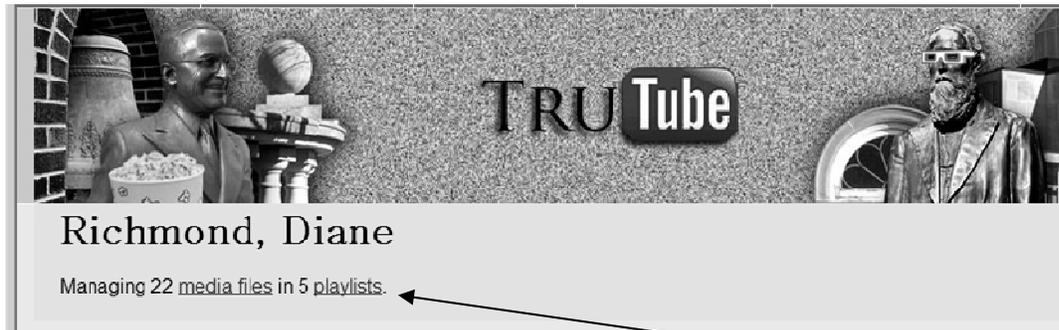
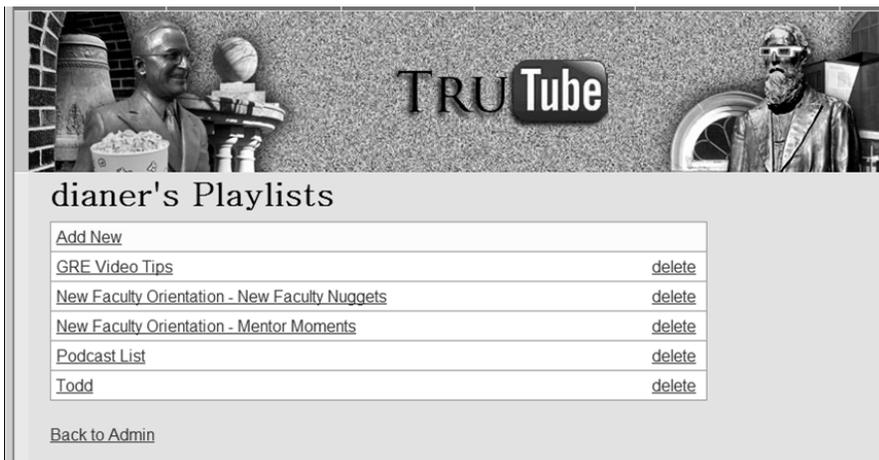Your media file will be displayed on your webpage in its own player!
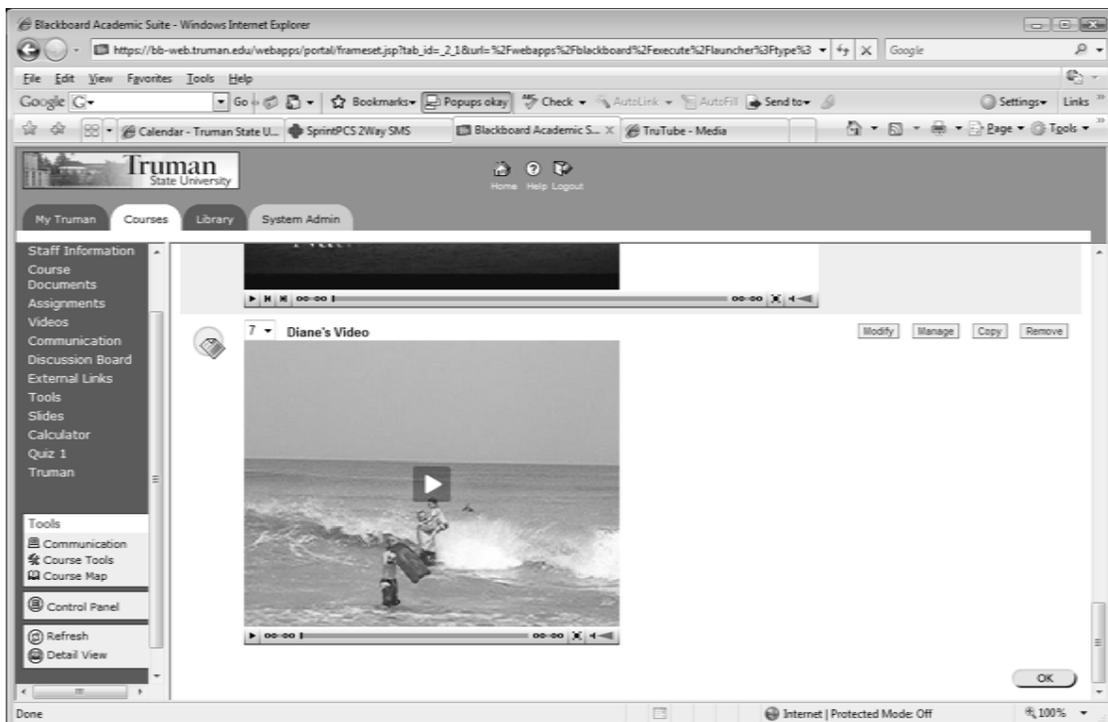
Department Website

Media users can download or subscribe to – podcast style

1. Go back to the administration or "home" page of TruTube.

2. To create a downloadable or podcast link to media files, click on *playlist* after you have uploaded your media files.


> Playlists may also be known as RSS feeds or XML wrappers.

3. Choose "Add New" to build a playlist or choose an existing one.

Do keep in mind that before a playlist can be built, you must have uploaded at least one individual media file first.

4. Use your mouse to select and drag individual media files on the left to the playlist on the right.

   You can continue to mouse your playlist selections into an order that best suits you.
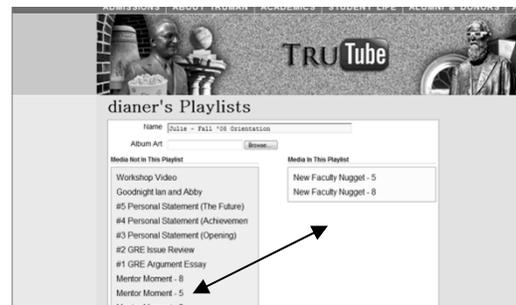
5. When satisfied with your playlist contents and order, click the *"add"* button at the bottom of your screen.

6. Your list of playlists will appear. Click on the desired one in order to get the URL or hyperlink target for placement on a webpage.
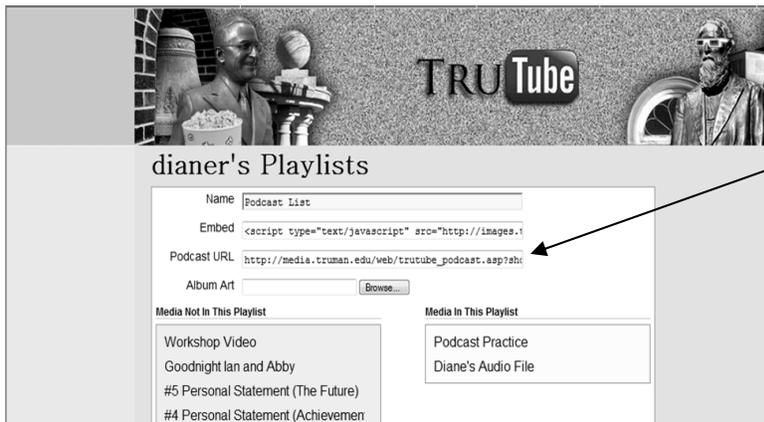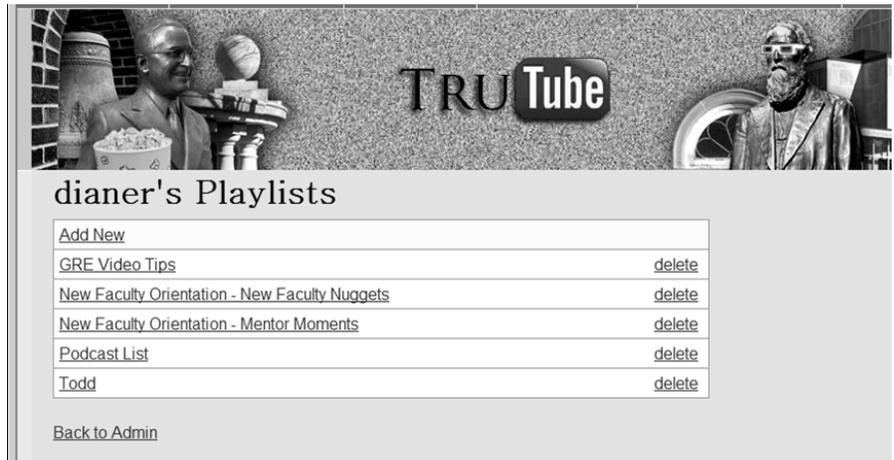
7. Click your mouse in the Podcast URL box to select the code.

8. Right-click and choose Copy.

9. Open Microsoft Office SharePoint Designer (or MS FrontPage).
10. Select Open Site from the File menu. Enter the full URL for the site to which you are adding media and press Open.
11. When prompted, log in with your own Truman domain credentials:
    Username: truman\di
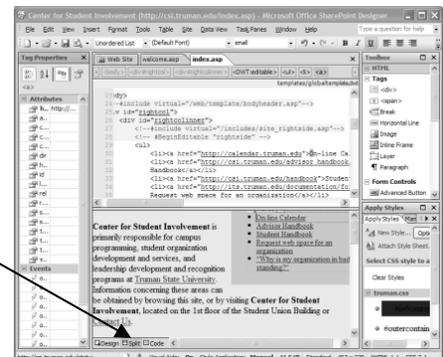   Password: ******
12. Choose the page to which you want to add the media.
13. Select the Design view from the view selector in the bottom left corner of the editing pane.

14. Place the cursor where you want to put the media.
15. Select the Insert menu and choose Hyperlink.

16. In the dialog box, enter the text that will become a link to the podcast in the Text to Display box.
17. Select the Address box, right-click, and choose Paste. This should place the podcast URL into this box.

18. Press OK, and your link will appear on the page.
19. Choose Save from the File menu and the link will now appear on your website.

Insert Hyperlink

Link to: | Text to display:

Existing File or Web Page

Look in: http://mug.truman.edu

ScreenTip...

Current Folder
- http://mug.truman.edu/Contact.html (open)
- _private
- About_files
- aspnet_client

Browsed Pages
- Contact_files
- ical_files
- images

Recent Files
- Links_files
- Mac_Users_Group
- Mac_Users_Group-_About_files

Place in This Document

Create New Document

Bookmark...

Target Frame...

Parameters...

E-mail Address

Address:

OK   Cancel