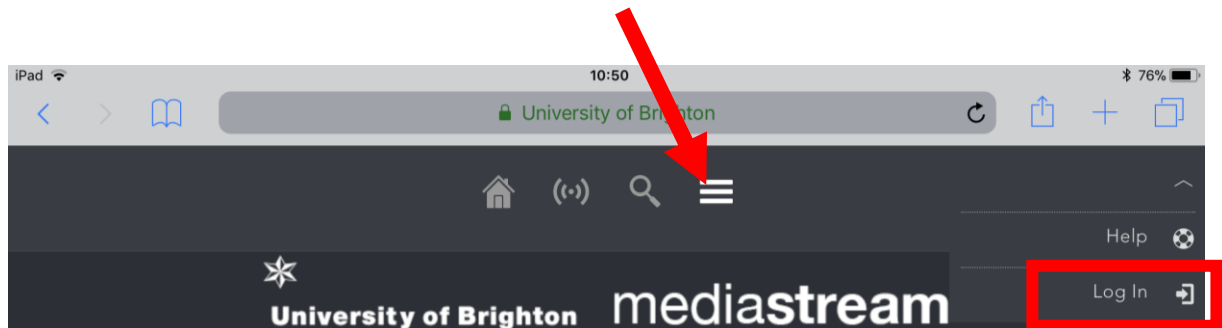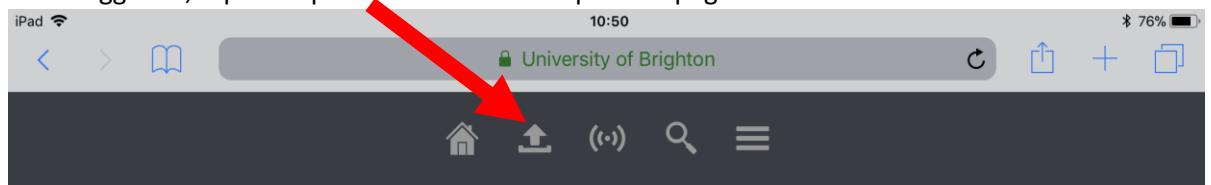# Transferring video from your iPad to the university media server (mediastream)

This process is often handled by the Techsmith Fuse app which can be installed on your iPad. If you do not have this installed, the instructions below show an alternative method.
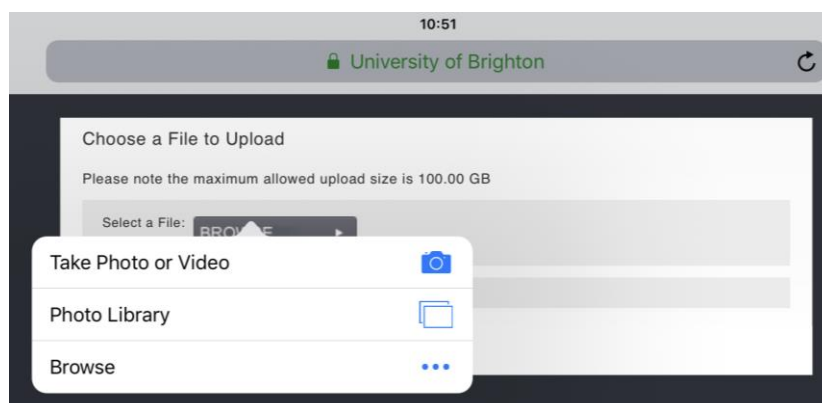
1) Open up a web-browser on the ipad (e.g. Safari) and go to mediastream.brighton.ac.uk

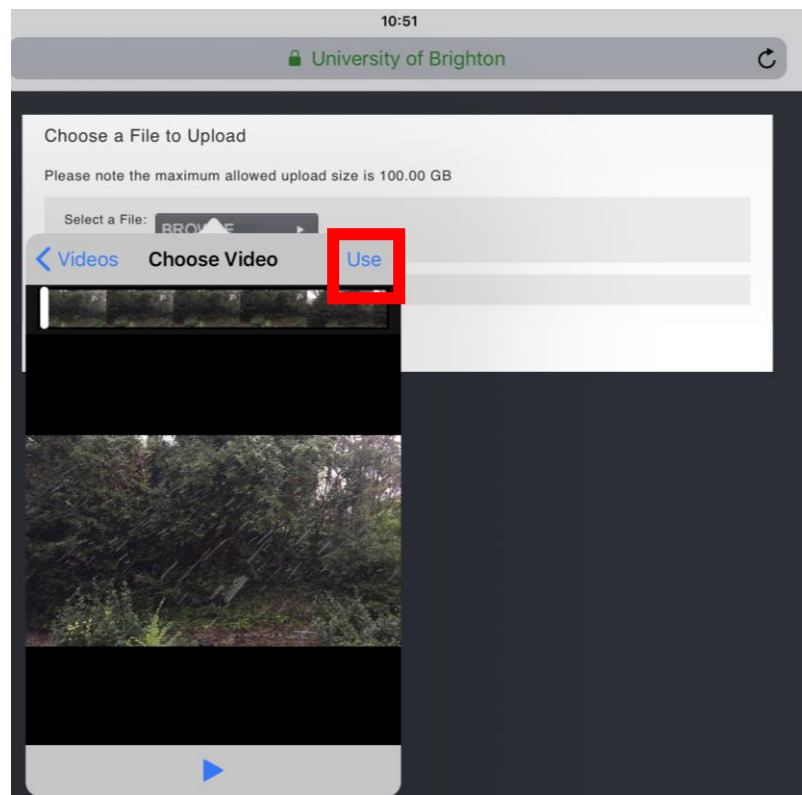2) Tap the menu icon at the top of the page and tap 'Log in'. Enter your normal details (like Studentcentral)

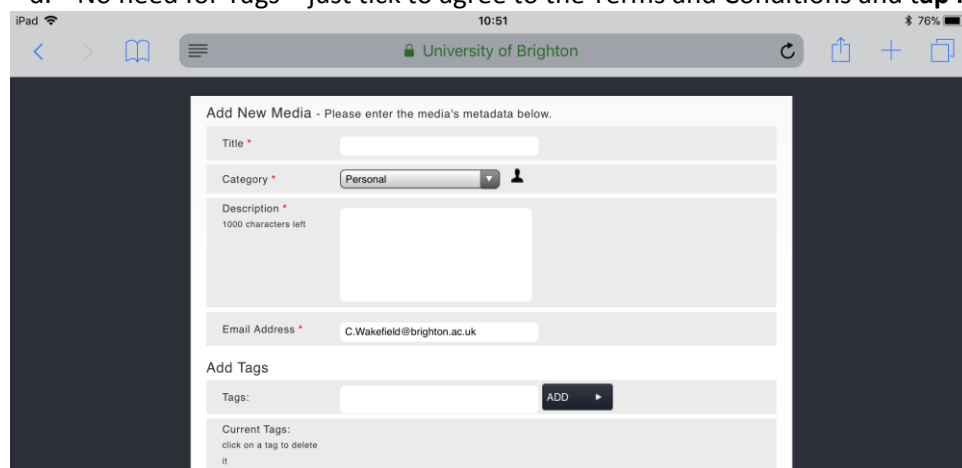3) Once logged in, tap the Upload button at the top of the page

4) Tap **browse**. Tap **Photo Library**. You should now see the images and videos on the iPad. Tap **Videos** to just see videos.

5) **Tap the video you wish to upload**. You may need to wait a few seconds (you'll see a pie chart display which will show you how long this process takes). You'll then see a preview of the video. **Tap Use**

6) The video will now upload. You'll see a blue loading bar followed by a green loading bar. This may take a few minutes if the video is long (> 10 minutes). Once this has completed, tap **Next**

7) Now enter the details for your video.
   a. You must enter a title (e.g. the students name if you're recording a presentation)
   b. You must enter a description (a full stop will suffice if this isn't needed!)
   c. The category should be set as Personal. This means the video is set as private to you until you choose to share it. BEWARE: The other options (internal/external) will mean the video is available to all staff and students and displayed on the mediastream website.
   d. No need for Tags – just tick to agree to the Terms and Conditions and t**ap Next**

8) The last screen checks you are happy with your choices. **Tap Finish** to complete the process

What happens now?

The video will be uploaded to mediastream and you will receive an email with the link to the video, usually within 24 hours, depending on the popularity of the service.

This link to the video will only work for you, you will be required login to see the video if you click the link. You can however share this link with others if you amend the privacy of the video (see next page) Once you have a 'public' link you can send this anyone and they will be able to watch the video.
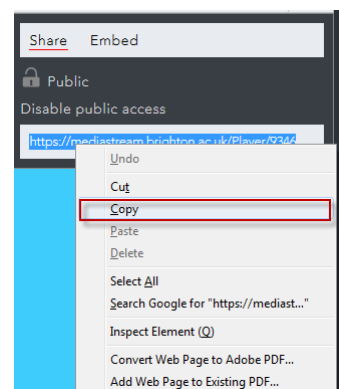
You can also embed the video within Studentcentral, which makes the video available to anyone who has access to that module (no need to amend the privacy). How to guide (including video) is here: https://staff.brighton.ac.uk/is/learningandteaching/Pages/Adding-Mediastream-content-to-studentcentral.aspx

Changing the privacy of a video

- Click on the link within the confirmation email to access your video
- Your web browser will open and you'll need to login to mediastream to see the video (usual login details)
- Click the share button in the top right corner of the video and click 'Enable Public Access'

- The original link you were sent in the confirmation email is now public. You can also see the web address for the video you wish to share (you can right click and copy this)

Note:

Whilst this video is now set as 'Public' only people with the link can see the video. It is not discoverable on the mediastream website.

If you delete the confirmation email and want to find one of your videos, you can go to https://mediastream.brighton.ac.uk/ , log in and search for your videos.