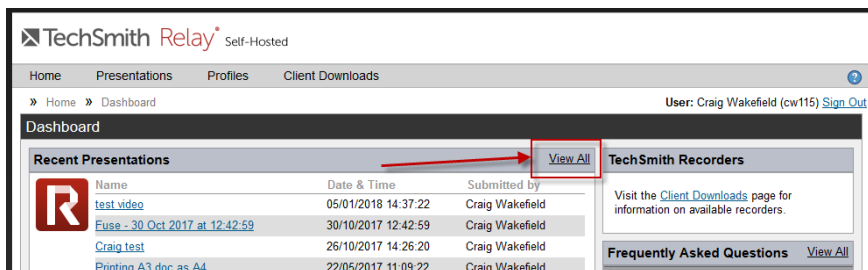Information Services

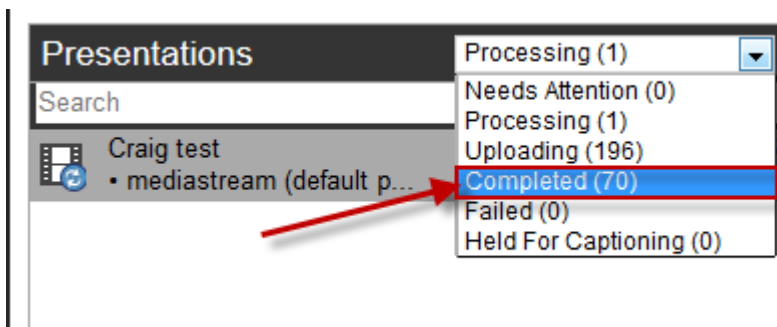# Preparing to move your mediastream videos

This guide demonstrates how to access your online videos stored on the university's Techsmith Relay server. These videos will be made unavailable in December 2018, so if there are any videos you wish to continue using you must follow this guide to identify them and complete the accompanying form (available here – http://blogs.brighton.ac.uk/elearningteam/2018/05/23/moving-from-relay-to-mediastream-resources)

Step 1: Access your videos

1) Open your web browser and go to https://interact.brighton.ac.uk/
2) Login with your university user name and password when requested.
3) You'll see a list of your recently uploaded videos. To see the full list, click **View All**

On the following screen, use the drop down to select **Completed** videos

You should now see a list of your videos stored on Techsmith Relay.

Please note: More recent videos may have been sent to our new service Mediastream. This service is unaffected and you do not need to take any action with videos stored on Mediastream.

Step 2: Gathering information for videos that need moving.

Videos located on our Relay server that you wish to continue using need moving to our new service, Mediastream.

1) Locate a video within your list that you wish to move, and click on the name within the list to see more detail on the right hand side

2) **Copy the name of the video** (in the black banner at the top of the page). You'll need to paste this into the accompanying form. **You'll also need to copy the description**, listed on this screen

3) Now you need the link to the video. You'll see a table displayed, with a variety of options depending on which category you chose. Most categories will have a link to a 'MP4 with Smart Player' option. **In the final column of the table, right click the View link and click 'Copy Link Location'.**

Paste this link into the accompanying form.

Repeat this process for any other videos that required moving.

Step 3: Choose your new mediastream category

The final column within the accompanying form asks for your chosen mediastream category for each video being moved.

Within mediastream, we have a number of categories which determine the privacy settings of your video. You need to tell us on the form, for each video, what relevant category is required.

Below is an explanation of each category.

Internal (Staff & Students Only)

Videos in this category can be seen by any staff or student member at the University of Brighton (they will need to log in to see your video). Videos will be searchable on mediastream.brighton.ac.uk.

This is useful if you are happy to share your video across the university.

This is the default option when moving relay videos if you do not specify another category.

Personal

Any video in this category initially will be private and restricted to just the owner. However:

- When the owner accesses the video via mediastream.brighton.ac.uk, they are able to change the privacy to 'Public' with a single click, which then means anyone who has the URL for the video can access it. This is useful if you wish to share a video with others, but not make it explicitly public.
- When videos within the personal category are added to Studentcentral via the mash up tool, they are viewable only by students registered on that module.

Personal videos are never searchable on mediastream.brighton.ac.uk – the view these videos users must either have the link or be able to access the video in Studentcentral. This category is essential for assessment videos, and useful for sensitive teaching videos.

External

Videos are completely public (no login required to see these videos). Videos will be searchable on mediastream.brighton.ac.uk (even to external users). This category is recommend if you want to make a video public e.g. promotional videos.

Please note you can change the category of a video at later date if required.