*How to Do:*



# Upload to Media.UP

Brief overview::

If you own the copyright to the video or audio file, you may want to upload it to Media.UP to share with your students or even anyone who has access to Media.UP. After logging in with your regular university account, you can access the upload section. You will have the option to select a specific file from your computer. You will then be guided through the process of adding additional information to the file and tagging it with keywords so that it can be found on the platform. After confirmation, your file will be uploaded. You will receive an email when it is finally available.

Note: You should watch [this Video Tutorial](https://mediaup.uni-potsdam.de/Play/551) on uploading in Media.UP, as it is based on an older version of Media.UP and therefore may look slightly different.

Detailed description how to upload a file to Media.UP

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| 1. | Log in with your university account - you will find the icon in the upper right corner | Login icon can be found above right on the page. Symbolizes a bearing into a door. |
| 2. | To upload a file, click on the Upload button that appears after you log in at the top center | Upload icon. Arrow pointing up. Is in the middle of two other icons. |
| 3. | Click Browse to select a file from your computer. Please note that the current upload size is limited to 10 GB. All common file types can be selected. | Screenshot of the admin area at Media Up - Upload. You can see 5 tabs, which will now be gone through in order. The tabs/shields are: File, Details, Thumbnails, Assoc Files and Confirm. Navigation buttons are at the bottom right ("Back" and "Next"). Browse File is highlighted. |
| 4. | Wait until your file is uploaded and then click the Next button  Fill in the fields and be sure to choose the appropriate category - there are quite a few! If you want to share the video, you need to set the category to something other than "Personal" (Private)" |  |
| 5. | Tag your upload. To do this, you can enter the tag you want in the search window. This will automatically search for existing tags that you prefer, as they can link all videos to that tag and redirect viewers from the other video to yours. You can also create a new tag. The tags are also important if you want to be found by the search function, as it searches all tags! | Screenshot of the filled fields under the Details tab as an example. |
| 6. | You have several options for thumbnails, which is the image that appears on the search page, at the top of the video. You can choose automatically created thumbnails, upload a thumbnail you create yourself, or choose the "category thumbnail" that lets you know the file is a movie (in this case). Note that an appealing thumbnail can attract more viewers. | Screenshot of the information under the Thumbnails tab. At the top are sample thumbnails that can be selected by clicking on them. Below that, the option to upload yourself or select an icon image (for example, film reel). |
| 7. | If you have related files (a script, handout, etc.) that you want to attach, you can upload and attach them now. If you do not want to attach any additional content, simply click "Next". | Screenshot of the information under the Assoc Files tab (for Associated Files). With an upload window for uploading (not mandatory). |
| 8. | In the last step you will see an overview of your overview and all additional details you just created. Click "Finish" to finally upload your video to Media.UP - the file will now be encoded (can take up to hours) You will receive an email from MediaUP once your video is ready | Screenshot of the Confirms section. All the entered details are listed to check them definitively |
| 9. | To see an overview of your uploads, you can click the Upload button again (step2) and then go to the "Admin Area" (upper left corner) | Two icons. On the left a house, on the right suggestion of controllers. |
| 10. | Click on "Content" to see an overview of your content; clicking on "Content" will show details about your videos (e.g. how many times it has been viewed, etc.) | 2 Icons/ Buttons. left "Content", right " Analysics" |