



HELIX MEDIA LIBRARY USER GUIDE

Helix Media Library Version 3.0

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Introduction

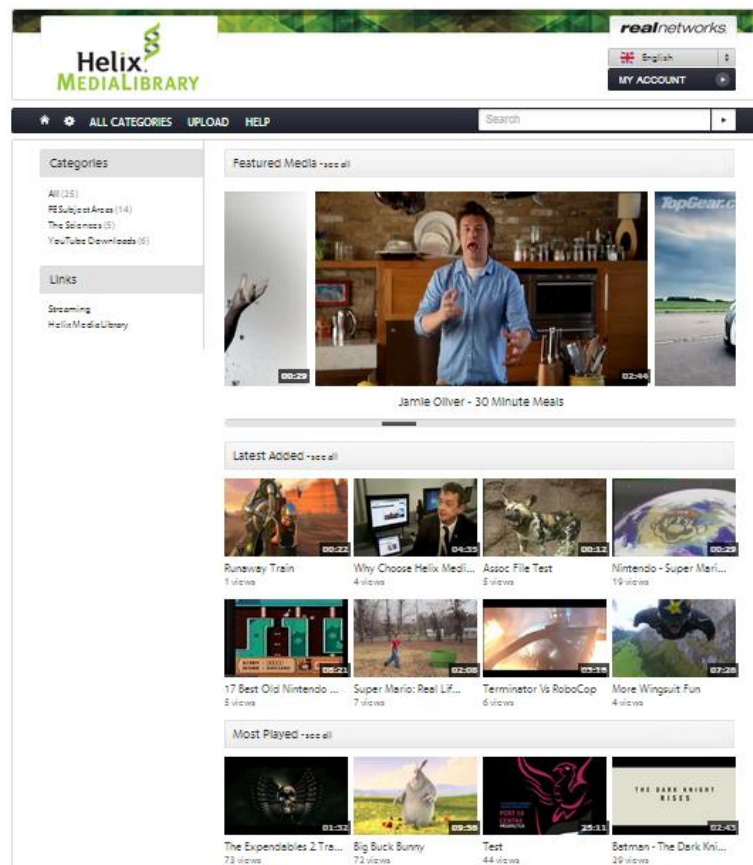
The Helix Media Library [HML] is designed to make it easy for you to upload existing media content like AVI, MPEG, QuickTime, WAV etc., and for these to be encoded for streaming delivery, currently RealMedia, H.264/AAC and MP3 in a Flash player.

The content can be viewed from within the HML site, or embedded into external sites (a Virtual Learning Environment for example) so users are not required to login directly to the Library and from mobile devices such as the iPhone.

Homepage

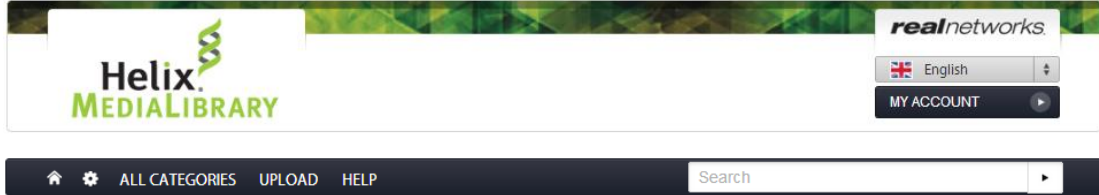
When you have successfully logged into the HML you will be presented with the home screen, similar to the image shown below.

The home screen is made up of the toolbar, latest media, random viewable content and category listing.



Toolbar

The toolbar offers a number of options:



Home button will bring you back to the main page from any point.

The **Cog button** appears for administrators and takes the administrator to the admin site.

If you have media to add to the service and have been granted sufficient privileges to the system, clicking **Upload** will take you to the **Add Media** wizard.

My Account holds within it a number of options, those of which are discussed later in this guide under the heading “Using the My Account Section”.

Help will offer basic guidelines to the use of the system, plus any specifics added by your administration team.

The search box will allow you to discover items based on media title, description, tags, contributor, chapter, playlist or keyword.

The login section allows registered users greater access to the system, such as upload rights. Enter your credentials in the provided fields as shown. The My Account drop-down box will be the Log In button until you log in.

Languages

You can change the language of the Helix Media Library by clicking the drop-down box at the top right of the page and choosing a different language. This language will be remembered the next time of logging in with the same username. Languages that can be selected are show as follows:



The sidebar shows all categories you are able to view, as well as contributors and tags. Selecting a category will display a list similar to the one shown below. Simply select a thumbnail to view the content.

With iTunes U integration enabled, categories that offer the function will show a link to the iTunes U page of the institution for quick access to content via that program. To view the media in iTunes U click the link at the bottom of the list of clips.

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Playback and Embedding

At the home screen, clicking on a thumbnail (or double clicking on the Latest Media carousel) will take you through to the media playback page. Similarly, selecting a category will bring up the media list for that section, again click the thumbnail or title brings up the viewing page.

The screenshot shows the Helix Media Library interface. At the top is a navigation bar with links for 'ALL CATEGORIES', 'UPLOAD', and 'HELP', along with a search bar. Below the navigation bar, the breadcrumb trail reads: 'You are here: Home > Media Library > Public Events > Runaway Train'.

The main content area is divided into two columns. The left column features a video player for 'Runaway Train'. The video shows a rocket-powered train in a desert landscape. Below the player are buttons for 'Share', 'Chapters', 'Playlist', and 'Resources'. The video has an 'Average Rating' of 5 stars and a 'Rate' of 5 stars. The title 'Runaway Train' is followed by the description 'Rocket powered train goes horribly wrong!'. The tag 'Train' is listed. Below the tags is a 'Comments' section with the text 'There are no comments'. At the bottom of the left column is a 'POST COMMENT' button.

The right column contains an 'Embed Code' section. It provides a 'Copy URL (to this page):' link and a 'Copy Code (to display in page):' section with a text area containing the embed code. Below the code are checkboxes for 'Use Javascript/Modern Embed Code' and 'Use Legacy Flash Embed Code'. There are also three thumbnail icons for different video sizes: 320x240, 640x385, and 835x505. Below the embed section is a 'Contributor' section for 'Dave', showing 'Views: 2', 'Date Added: 10 Dec 2012', 'More In: Public Events', and 'Duration: 00:00:22'. There is a 'Quality' dropdown set to 'High'. Below this is a 'Download (Right click 'Save As')' link and a 'Flag as inappropriate' link. At the bottom of the right column is a 'Related Media' section with three video thumbnails: 'Jamie Oliver - 30 M...', 'Art with Coffee', and 'Why Choose Helix Me...'. Each thumbnail has a view count of 189.

At the very bottom of the page is a copyright notice: 'Copyright 2012 All Rights Reserved'.

1. Video playback, in either RealPlayer or Flash Player (shown)
2. Copy URL: Displays a link to this page allowing you to highlight and copy the link.
3. Copy Code: Displays the code required to embed media into another web page.
4. Player size adjustment: Below the embed code you can select from 3 different sizes which will alter the embed code accordingly.
5. Quality: Select high or low quality, ultra-low bit rate or HD if those versions exist, dependant on your bandwidth. Relates to both audio and video playback.
6. Download: When enabled, offers users the option to download the media clip.
7. Rate this media: You can click on the star you like to give the media a rating out of 5.
8. Inappropriate Content: Report the media clip to the system administrator. The clip will be hidden from view until approved by the administrator.
9. Related Clips: Links to video within the same category or related metadata.
10. Resources: This displays any associated files that have been uploaded with the clip
11. Tags: Lists the metadata tags used by the current media clip
12. Comments: Read and enter comments about the current media clip. Offensive content can be reported, and will be hidden from view until approved or deleted by an administrator.
13. Chapters: This section contains any chapter points that have been created, and allows you to create new ones.
14. Share: Share the clip (if publically available) on Facebook, Twitter, or via email
15. Playlist: Allows you to create a playlist and add a clip or chapter point to it, or an existing playlist

Copy URL

The **Copy URL** function provides a link to the media player page itself. Just highlight the URL and press CTRL + C or right-click and select Copy to place it in the clipboard. The URL can be pasted into Facebook to automatically embed the media item as long as it is available publically in the HML.

Copy Code

RealMedia

The **Copy Code** function generates HTML code that allows you to embed the media player into and external page or Virtual Learning Environment course. This applies to both audio and video; we will cover video in this section.

The code is generated based on the current settings of the media playback page. For example, in the above screen shot a High Quality Real video is currently selected; this would generate the following code:

```
<OBJECT ID=RVOCX CLASSID="clsid:CFCDA03-8BE4-11cf-B84B-0020AFBCCFA" WIDTH=320 HEIGHT=240>
<PARAM NAME="SRC" VALUE="rtsp://helix_server/media/12345678_hi.rm">
<PARAM NAME="CONTROLS" VALUE="ImageWindow">
<PARAM NAME="CONSOLE" VALUE="12345678">
<PARAM NAME="AUTOSTART" VALUE="false">

<EMBED type="audio/x-pn-realaudio-plugin" SRC="rtsp://helix_server/media/12345678_hi.rm"
WIDTH=320
HEIGHT=240
NOJAVA=true
CONTROLS=ImageWindow
CONSOLE=12345678
AUTOSTART=false>
</OBJECT>
<br>
<OBJECT ID=RVOCX CLASSID="clsid:CFCDA03-8BE4-11cf-B84B-0020AFBCCFA"
WIDTH=320 HEIGHT=75>
<PARAM NAME="CONTROLS" VALUE="All">
<PARAM NAME="CONSOLE" VALUE="12345678">
<EMBED type="audio/x-pn-realaudio-plugin"
SRC="rtsp://helix_server/media/12345678_hi.rm"
WIDTH=320 HEIGHT=75 NOJAVA=true CONTROLS=All CONSOLE=12345678>
</OBJECT>
```

Three types of embed code are available:

Legacy Flash – This can be used to support flash only playback

iframe and javascript – This will support playback across all devices

Javascript 'Modes' – Sometimes certain applications won't accept the iframe embed code, so this embed code can be used instead

To use the code within your own embed page, click anywhere in the Copy Code text-box and press CTRL + C or right-click and select Copy. This will place the code within the clipboard.

Within the <body></body> tags of your webpage or blank work area of a VLE course, press CTRL + V or right-click and select Paste, to place the code.

As you can see, emphasized within the code as **WIDTH** and **HEIGHT** attributes. These are the only areas you should change in general use. Where width and height are highlighted, change both accordingly, usually no higher than 640x480.

Where width only is highlighted, change the value to match that of the previous changes.

When embedding audio you can ignore the width and height requirements in most cases, unless you are specifying an image to display in the Flash player.

Flash MP4

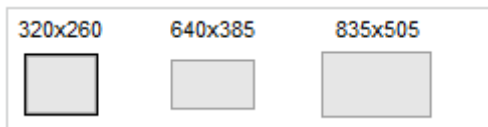
The embed code for the Flash player is far simpler, with one caveat on the playback size of the video. The code below shows a typical embed object that can as before be pasted into a web page or VLE module.

```
<embed src=http://medialibraryserver.com/player.swf
width="320"
height="260"
allowscriptaccess="always"
allowfullscreen="true"
flashvars="height=260&width=320&file=http://helix.server.com/flash/12345678_hi.mp4&searchbar=false&autostart=
false&image=http://server.com/thumbnails/12345678.jpg" />
```

Again the emphasized section shows the width and height attributes that can be modified. As before, it is inadvisable to set the video size above 640 [width] x 480 [height].

In this example to set the video playback window at 640x480 change both width attributes to 640, but you must change the height attribute to 505. This is required to allow room for the player controls (start/stop etc) to be displayed correctly.

In all instances of changing the default sizes always add 25 pixels to the height of your chosen video size. The predefined aspect ratio options can be clicked to automatically change these values.



iframe embed code looks like the following.

```
<iframe width="320" height="260"
src="http://vls.dev.videolibraryserver.com/player?autostart=y&fullscreen=y&width=320&heig
ht=260&videoId=9&quality=hi&captions=y" frameborder="0" scrolling="no"></iframe>
```

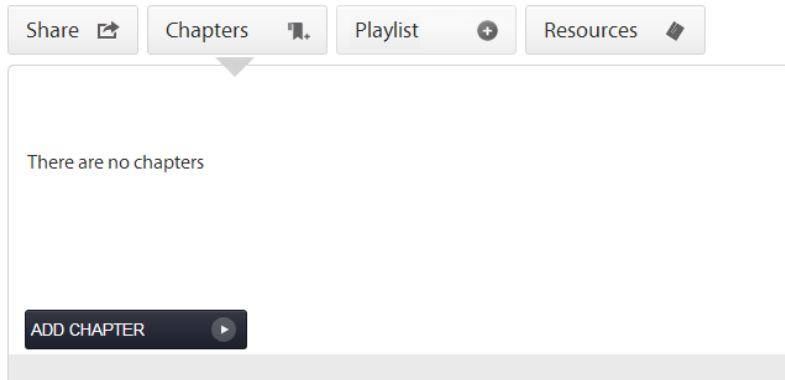
Javascript 'Modes' code looks like the following:

```
<div id="player9">Loading Video Player....</div><script type="text/javascript"
src="http://vls.dev.videolibraryserver.com/player/getJsEmbedCode.aspx?autostart=y&fullscre
n=y&width=320&height=260&videoId=9&quality=hi&captions=y"></script>
```

NOTE: Since the iframe embed code works across the vast majority of devices, we recommend using this going forward in terms of compatibility

Chapters – Using the chapter points feature

To create a chapter point click on the Chapters button underneath the clip. It will expand to show the following:



Click on Add Chapter.

Set the clip playing, and when you reach the part where the chapter point should start, click Add Start Time. Let the clip continue playing (or seek to the point where it should finish) and then click Add End Time.



Pause the video where you would like the chapter to start then press: **ADD START TIME**

Start Time: 00:00:13

Change

Now pause the video where you would like the chapter to end then press:

ADD END TIME

When the start and end time are set, give the chapter point and title and description then click Add Chapter.



Start Time: 00:00:13

Change

End Time: 00:00:28

Change

Add the Chapter Title:

Chapter 1

Add the Chapter Description:

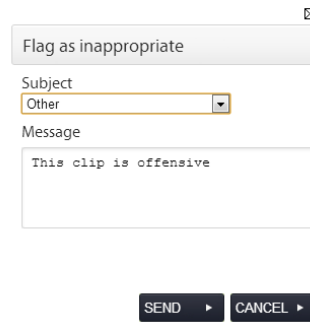
A look at some exotic wildlife.

Add Chapter

Points of interest can be set on a clip in the comments section. If you like a specific part of the clip you can enter a comment along with the time of the part you like written as follows: @00:00:35. This will create a hyperlink which when clicked will take you to the 35th second in the clip and carry on playing it from that point.

Inappropriate Content Reporting

Selecting **Flag as Inappropriate** will display the below screen.



The screenshot shows a form titled "Flag as inappropriate" with a close button (X) in the top right corner. Below the title is a "Subject" section with a dropdown menu currently showing "Other". Below that is a "Message" section with a text area containing the text "This clip is offensive". At the bottom of the form are two buttons: "SEND" and "CANCEL", both with right-pointing arrows.

From here you may select the subject of your concern from a drop down list.

Enter a message describing your concern and the reasons you wish the media to be removed. A system administrator, who can fulfill your request or reinstate the content, will moderate this. You will be notified of the outcome at the administrator's discretion.

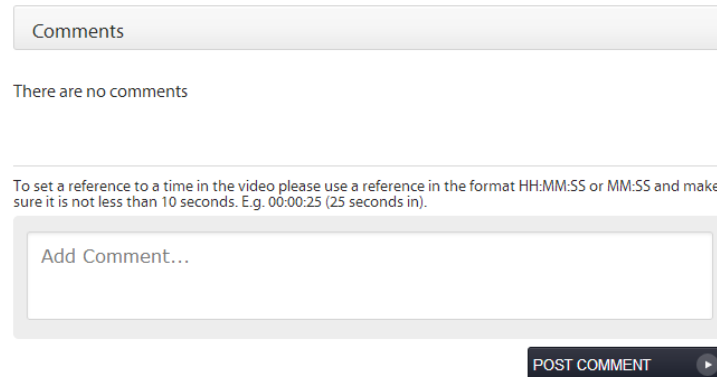
Content flagged will be removed from view immediately.

Comments

When comments are enabled, users are able to leave messages about the content.

Any comments deemed inappropriate or offensive can be reported to the administrator. Reported comments will be hidden immediately.

If an administrator or moderator confirms the reported comment as appropriate to the content, the comment cannot be reported again.

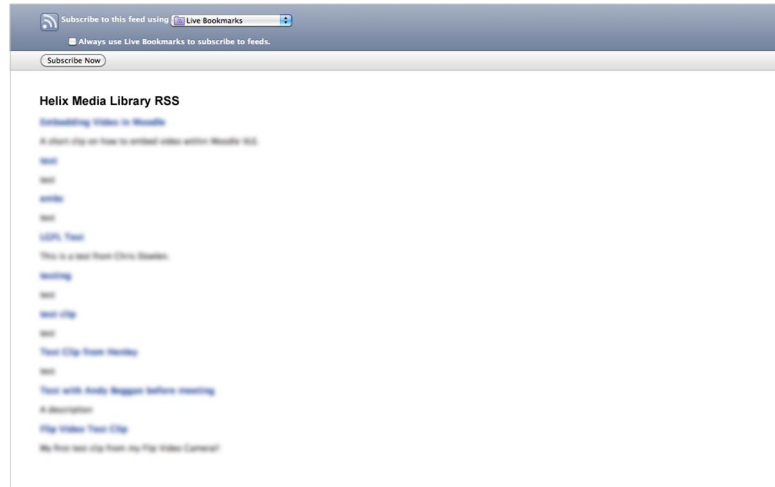


The screenshot shows a "Comments" section header. Below it, the text "There are no comments" is displayed. Further down, there is a text area for adding a comment with the placeholder text "Add Comment...". Below the text area is a "POST COMMENT" button with a right-pointing arrow.

RSS Feed

Clicking the **RSS** button within a category will display the Really Simple Syndication [RSS] feed. This allows a user to subscribe to a basic feed, updating automatically whenever new video or audio is added to their chosen category.

When a feed is chosen, you will see a preview of the content to be delivered. The screenshot below shows the Firefox browser previewing the content.



The RSS feed link can be added to any compatible viewer such as the RSS Feed Reader built into Windows Vista or Windows 7.

Adding Media

Clip Metadata

Click on the **Upload** tab. Users with standard access rights will be shown the below screen.

You will need to provide a title, category, description, contributor and Email address; these are compulsory fields. Dependent on your upload rights, you will be able to select a number of categories to upload to, in most cases it will default to the corresponding faculty/school/department you are in.

Provide an email address to be notified when your media is ready.

Tagging media uploads allows you to relate content to certain areas. For example, adding a Sport tag to a number of uploads will group that content in a relationship that can be easily searched.

You may be asked to agree to a disclaimer in some circumstances when uploading media. This will be dependent on rules set by the site administrator. If there is a disclaimer set then you need to agree to it before the Next button appears allowing you to continue to the next step

If you are the HML administrator, you will have the option to set the clip as featured. This means that it will be added to the carousel/coverflow on the home page.

Selecting **Next** will bring up the file selection screen.

File Selection

Click **Upload Media** to choose a file to upload. Depending on the file types allowed by your system administrator, you are able to upload:

- AVI (Indeo, Cinepak, Motion JPEG, MPEG1/2/4, DivX, XViD)
- MPEG4 (DivX, XViD, 3iVX)
- MOV (Sorenson, H263, H264, animation – Apple LossLess not supported)
- MPEG1 / MPEG2
- WMV (all versions - DRM not supported)
- DV / DVCPro
- MP3, Windows Media Audio, WAV

Upload

Details ☒ File ☐ Thumbnails ☐ Assoc Files ☐ Confirm ☐

Choose a file to upload
Your remaining upload quota is 55.74 MB.
Please note the maximum allowed upload size is 55.74 MB
Allowed file extensions: *.mov;*.avi;*.wmv;*.flv;*.mpg;*.mp4;*.mp3;*.wav;*.wma

Select File: **BROWSE**

Uploaded file:

BACK

Selecting the file and clicking **Open** will start the file upload process. The file size allowed will be limited to 2GB, 1GB, 500MB, 250MB, or 100MB. Your system administrator sets this limit.

Upload

Details ☒ File ☐ Thumbnails ☐ Assoc Files ☐ Confirm ☐

Choose a file to upload
Your remaining upload quota is 55.74 MB.
Please note the maximum allowed upload size is 55.74 MB
Allowed file extensions: *.mov;*.avi;*.wmv;*.flv;*.mpg;*.mp4;*.mp3;*.wav;*.wma

Select File: **BROWSE** Video.wmv (47MB) - 11%

Uploaded file:

BACK

Thumbnails

Once the upload has completed, you will be presented with a range of thumbnails to choose from generated from the uploaded video.

Upload

Details ☒ File ☒ **Thumbnails** ☐ Assoc Files ☐ Confirm ☐

Thumbnails
We have extracted a series of frames from the video you uploaded. Please choose a thumbnail that will be used in the Media Library...

Upload your own thumbnail
Suggested image size: 640 x 480px (*.jpg, *.png, *.gif)

UPLOAD MEDIA

Uploaded File:

Use category thumbnail

BACK NEXT

From here, you can select one of the predefined images, choose to upload an image of your own (640x204 pixels), or use the default thumbnail that is assigned to the category you have uploaded to.

To select a thumbnail just click on the image you want, and click the **Next** button at the bottom right-hand corner of the screen.

When uploading an audio file, thumbnail selection changes. At this stage you can choose the default category thumbnail, or upload your own as no thumbnails will be generated from an audio upload.

Associated Files

This next screen will allow you attach associated documents to the media.

In a similar style to adding media, select browse and choose a file to upload. File types of *.doc, *.docx, *.pptx, *.xls, *.pdf, *.swf, *.jpg, *.gif, *.htm, *.txt, and *.zip are allowed. You can upload 3 associated files per clip. Give the file a title and click **Upload Media**, for each file you want to upload. In addition to associated files you can add URL's to clips. These appear as hyperlinks in the associated files (resources) area for a clip which take you to the URL in another tab or window when clicked.

The screenshot shows a web interface titled "Upload" with a progress bar at the top containing five steps: Details, File, Thumbnails, Assoc Files (currently active), and Confirm. Each step has a green checkmark. The main content area is divided into two sections. The first section, "Add Captions File", includes instructions about a 2MB limit and *.srt file extensions, followed by a "BROWSE" button and an empty "Uploaded Files:" list. The second section, "Add Associated Files", includes instructions about a 10MB limit and 3-file maximum, followed by a "Title:" input field, a "BROWSE" button, a "URL:" input field with a checkbox, and the text "There are no associated files". At the bottom right are "BACK" and "NEXT" navigation buttons.

There is also the option of uploading a captions file (.srt file type must be used).

When you have uploaded a file it will be listed as below. You can delete it by checking the box and clicking **Delete selected file(s)**.

Associated files
Please note the maximum upload size is 10MB, with a maximum of 3 associated files per video.
Allowed file extensions: *.doc*.docx*.ppt*.pptx*.xls*.xlsx*.pdf*.swf*.jpg*.gif*.htm*.txt*.zip*.mp3

Title:

	Title	Filename	Date Added
<input type="checkbox"/>	Document 1	15162970.pdf	12/10/2012 4:02:43 PM

[Delete selected files](#)

Click the Next button further down the page to continue through to the final screen. This will show an overview of the clip ready to be uploaded. Before clicking finish, any of the information can be edited by clicking on the appropriate tab at the top.


Upload

Done
Here is a summary of Science Video:

Title: Science Video
Category: Chemistry
Description: This is a video of the reaction between vinegar and bicarbonate of soda.

Tags: Science, Chemistry, Reaction
Featured: No

Uploaded file: 15162970.avi

Thumbnail: 

Caption Files: There are no caption files

Associated Files: 15162970.pdf

That's it! The content has been uploaded and you will soon be notified when it is ready to view.

User Content Management

With the **My Content** section; media listing, search, and editing are made available.

Content

Content Manager

Search

Keywords:

Contributor:

Category:

Filename:

My Media: ☒

Category Admin Media: ☒

Assignment Response:

SEARCH ▶

Media Listing

Quick Edit: APPLY ▶

<input type="checkbox"/>	Media Type	Title	Duration	Category	Contributor	Filename	Views	Date Added	Encoded	
<input checked="" type="checkbox"/>		Short Stories	00:01:30	Camtasia Relay	dave w	53192158	0	1/15/2014 1:07 PM	Yes	
<input checked="" type="checkbox"/>		Sportsday 2013	00:00:12	Default	dave w	76471911	0	1/15/2014 1:06 PM	Yes	
<input checked="" type="checkbox"/>		Shakespear	00:00:08	Camtasia Relay	dave w	47770522	0	1/15/2014 1:04 PM	Yes	
<input checked="" type="checkbox"/>		Geometry Clip	00:00:08	Default	dave w	44987803	0	1/15/2014 1:01 PM	Yes	
<input checked="" type="checkbox"/>		Video 1	00:00:31	TV Recordings	dave w	26354770	0	1/15/2014 1:00 PM	Yes	

Clicking on a file name will download the original file uploaded, useful if ever a local file is lost.

Edit brings up the **Media Upload Wizard** shown previously, but retaining all information added during the initial upload.

Videos can be moved between categories, titles changed, descriptions edited and associated files replaced, deleted or added to. Quick Edit allows the ability to move multiple clips to another category at once.

To delete a video completely from the system, tick the box next to it, and click **Delete selected media**. If you want to delete any associated files, tick the box to include associated files in delete before clicking **Delete selected media**. An asterisk below the check box denotes media a user is able to delete. Clips without an asterisk cannot be deleted.

Mobile Sites – iPhone, iPod, BlackBerry and Android

When navigating the Helix Media Library from an Apple iPhone, iPod Touch, Android or BlackBerry, the site will render specifically for that device (if site is enabled, see the end of this section on how to enable). When public access to the Media Library is enabled, your first visit to the site will show a list of videos available to unauthenticated users, such as the image.

From here selecting the play icon that appears over the video thumbnail will play the media immediately.

The home screen offers Most Played, Latest Added and Random video selections.

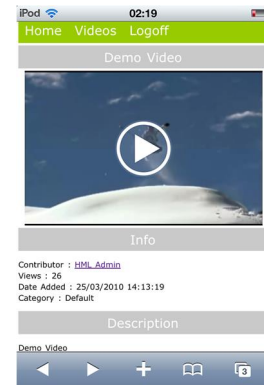
If guest access is not enabled, you will be asked to log in. These credentials will be the same as used for the main Helix Media Library site.

Selecting the Title of a clip will bring up the information for that media.

Selecting Search at any point will bring up the search page. From here you are able to search on the default tags, such as Latest Added, or Most Played.

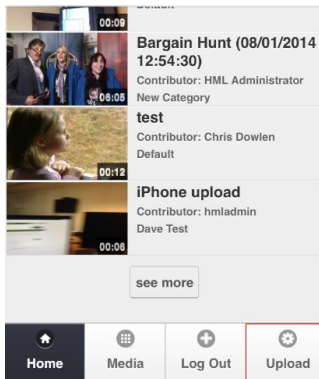
You are able to define a more specific search by choosing categories to search within, looking for a particular contributor or specifying a search term based on tags or media name and description.

Accessing the site from an iPad will look the same as the main site. However functionality that relies on Flash being supported like uploading videos and creating chapter points is not enabled with the iPad site.

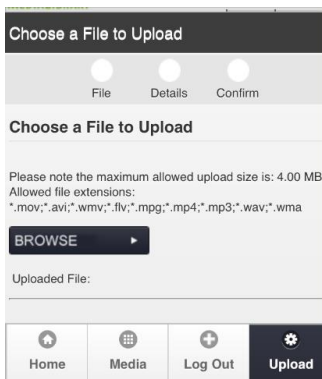


iOS Upload

To upload from an iOS device you must be logged onto the site with a user that has upload permissions to at least one category, or be a site admin. To upload a clip click on the Upload button in the bottom right-hand corner of the screen.



On the next screen, Choose a File to Upload, click on Browse.



You can elect to take a photo or video (video only uploads are allowed) or choose an existing video clip. Please note that orientation will be corrected when the clip is uploaded to the media library but any change of orientation that occurs during the clip will not be. Once you have chosen or taken a video, click Next and fill out the information on the Media Details page. Click Next.

File

Details

Confirm

Media Details

Title*

IOS Upload

Category*

Default

Description*

This is an iOS test upload

974 characters left

Contributor*

hmladmin

Email Address*

dave@streaming.co.uk

☒ **I agree to the Terms of Use and Disclaimer

☐ Is Featured

Add Tags

Add

Current Tags

Test

Back

Next

Home

Media

Log Out

Upload

On the confirmation page click Finish to complete the upload process.

Confirm

File

Details

Confirm

Title:

IOS Upload

Category:

Default

Description:

This is an iOS test upload

Tags:

Test


Is Featured:

No

Uploaded File:

65541306.mov

Thumbnail:



Home

Media

Log Out

Upload

Mobile Sites and Segmentation

To enable the mobile sites, from the admin site click on Settings and you will see the 'Mobile Settings' section.

Mobile Settings 	
Enable Segmentation For Iphone And Ipad: 	<input checked="" type="radio"/> Yes <input type="radio"/> No
Enable Iphone/Android Site: 	<input checked="" type="radio"/> Yes <input type="radio"/> No
Enable Blackberry Site: 	<input checked="" type="radio"/> Yes <input type="radio"/> No
Enable Blackberry Audio: 	<input checked="" type="radio"/> Yes <input type="radio"/> No

Enabling the iPhone/Android site will enable the mobile site for the iPhone and Android devices, and enabling the BlackBerry site will turn on the mobile site for BlackBerry's.

There is an option to enable BlackBerry audio because when it is enabled it allows BlackBerry users to download the audio clips. If it is disabled then audio clips will not be available on the BlackBerry site.

You can enable segmentation for the iPhone and iPad which means that when you access clips from these devices you will be accessing the file in segments to enable smoother delivery for long form content. When it is enabled, the Helix Server needs to be configured to allow this to happen. Segmentation is recommended when viewing clips over 2 MB in size from the iPhone/iPad. If it is likely that there will be heavy mobile usage with the HML it is recommended that segmentation is enabled. For a guide on configuring Segmentation on Helix Universal Server please consult the Installation Guide.

Using the My Account Section



On the home screen on the Helix Media Library you can manage your account by clicking on the My Account menu. From this section you can change your profile picture, look at the media you have uploaded and delete it if you wish, manage your playlists, check your stats and change your preferences.

My Preferences

You can click on **My Account** to open all the options up on the left hand side. In **My Preferences** you can enter your details and change your preferences. Click on Change Pic to select an avatar.

A screenshot of the 'My Preferences' page in the Helix Media Library. The page has a header 'My Preferences' and a sub-header 'Edit Details'. Below the sub-header is a message: 'You can edit your user details and Library preferences below.' On the left, there's a profile picture of a tiger with a 'Change Pic' link below it. The main area contains a form with the following fields: 'First Name' (HML Administrator), 'Last Name' (Admin), 'Email' (test@streaming.co.uk), 'Enable Playlists' (radio buttons for Enabled and Disabled, with Enabled selected), 'Default Media Format' (radio buttons for Real and Flash, with Flash selected), and 'Default Quality' (a dropdown menu set to HD). A 'Save' button is at the bottom right.


My Playlists


Clicking on **My Playlists** will show any playlists that you have created. You can edit playlists to enter additional information, delete clips from it and grab the RSS feed for it.


My Playlists			
<input type="checkbox"/>	Name	Type	
<input type="checkbox"/>	Science Videos	Private	Edit
<input type="checkbox"/>	Graduation Playlist	Private	Edit
Delete selected playlists			


To remove a playlist check the box and click below to delete it.

To create a new playlist, click on **Playlist** on the playback page for a clip, enter the title for the new playlist and click **Create**.

Share 

Chapters 



Playlist 

Resources 

Create New Playlist:

CREATE

Add video to playlist

Science Videos	Private	
Graduation Playlist	Private	

To add the clip or chapter point currently being viewed to an existing or new playlist, just click on the name of the playlist.

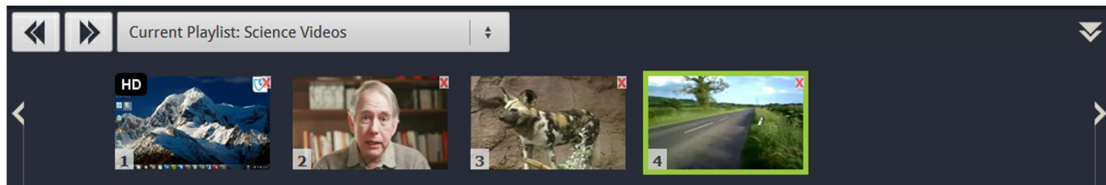
Add video to playlist		
Science Videos	Private	×
Graduation Playlist	Private	×

Viewing a playlist

To view a playlist, click on the double up arrows in the bottom right-hand corner of your browser.



Select the playlist you wish to view by clicking on the up arrow by **Current Playlist** and click on the one you want to view. The bar will show thumbnails for each of the clips you have added, and to play one just click on the thumbnail. Alternatively, use the arrows next to **Current playlist** to navigate through the clips. You can delete clips from the playlist by clicking the red cross in the top right-hand corner of the thumbnails. Re-order clips in the playlist by dragging and dropping them.




My Admin Area

If you are logged on as a normal user, the My Admin area takes you to your content and any content for groups you have permissions to administer. If you have administer rights you will also see the notifications area.

If you are a system administrator then the My Admin area takes you to the admin site.

Front End Portal Navigation

When you navigate through the Helix Media Library front end portal, there is a 'breadcrumb' tool at the top of the page. This helps to highlight where you are, and shows categories as hyperlinks for easier navigation of the system.

You are here:  [Helix Media Library](#) > [FE Subject Areas](#) > [Rolf Harris - Card Recycling](#)

As you navigate through the media library using the Categories, Sub Categories, Contributors and Tags links on the left hand side you will see results narrow down until you find the clip you are looking for. When you do this, red crosses appear next to the links. Clicking a red cross removes that from the filter and the number of results will therefore increase.

HD Content

Sub Categories

[HD Content](#) ✕

Contributor

[chris dowlen](#) ✕

Tags

[bbc](#) (1)

[commercial](#) (1)

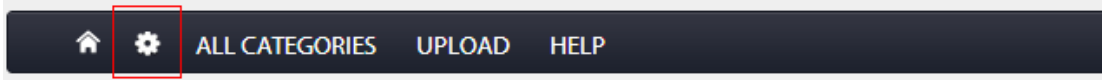
[commercials](#) (1)

[hd content](#) (1)

[hd video](#) (1)

HML Administration

Entering the administration section of the Helix Media Library is done by selecting clicking on the cog icon in the top menu bar.



This icon is present when logged in as an administrator.

A range of new options will be made available:



In the administration site the settings held within the different areas are held in 'accordion' type sections. These can be opened and closed just by clicking on them, and the media library remembers which ones were left open for next time.



Once any changes have been made to settings, scroll to the bottom of the page and click Save.

Content

When logged in as an administrator the Content section lists all the media files held in the Helix Media Library. If you are a category admin it will give you access to the clips that you have admin rights to, otherwise it will display just the content that you have uploaded.

Content

Content Manager

Search

Keywords:

Contributor:

Category:

-

Assignment Response:

-

Filename:

SEARCH ▶

Media Listing

Quick Edit:

-

APPLY ▶

<input type="checkbox"/>	Media Type	Title	Duration	Category	Contributor	Filename	Views	Date Added	Encoded	
<input type="checkbox"/>		Science & Nature Video	00:03:27	Created on iPad	HML Administrator	93750730	0	1/15/2014 3:21 PM	25%	
<input type="checkbox"/>		audio	00:02:15	Default	HML Administrator	71638028	1	1/14/2014 12:38 PM	Yes	
<input type="checkbox"/>		Bargain Hunt (14/01/2014 12:29:39)	00:01:22	TV Recordings	HML Administrator	69370991	1	1/14/2014 12:33 PM	Yes	
<input type="checkbox"/>		Dave	00:02:22	New Category	HML Administrator	98763377	2	1/10/2014 11:35 AM	Yes	
<input type="checkbox"/>		Rob Upload	00:00:35	Created on iPad	Rob Thomas	33134469	0	1/10/2014 11:33 AM	Yes	
<input type="checkbox"/>		Real Embed Audio	00:02:33	Dave Test	HML Administrator	64632139	0	1/9/2014 3:01 PM	Yes	
<input type="checkbox"/>		Father Brown (09/01/2014 14:50:05)	00:02:47	New Category	HML Administrator	48086128	0	1/9/2014 2:55 PM	Yes	
<input type="checkbox"/>		HD Video Flash	N/A	Created on iPad	HML Administrator	64577781	0	1/9/2014 2:31 PM	Yes	

You can use the search boxes at the top of the page to search for clips using keywords, by category, contributor or filename. To order the items click on the column heading for the field you wish to order them by. Click again to change between ascending/descending. To delete files check the boxes of the files to be deleted on the left-hand side and click Delete selected media at the bottom. To also delete any associated files from the content directory check the box to include associated files in delete.

Quick edits can be performed on the media items if you wish to change clips from one category to another. Just change the category in the drop-down box and then click Apply at the top. If you would like to change the category to the same for all the clips currently listed, then use the drop-down box at the top of the page and click Apply.

By clicking on the film camera or music note on the left hand side next to a clip, you can watch/listen to it in a pop-out window. You can also download an original of the file by clicking on the 8 digit filename link.

In the 'Encoded' column you can see whether or not a clip has been encoded or not. It will also show you the progress of the encoding as a percentage based on how far through the total number of encodes Helix Producer is. For example if Real Media encoding is enabled and you upload a standard non-HD file, it will encode 4 versions: Flash low, Flash high, Real low and Real high. If the first version is complete and it is working on the second one, for example, then the percentage will show as 25%.

Finally you can click Edit to go through the upload wizard pages again and change the metadata for a clip, choose a different thumbnail, add or remove associated or closed caption files, or even replace the media file with a different one.

Categories

Selecting **categories** displays the below screen.


Category Listings

Parent Categories

Search:


	Category Name	
<input type="checkbox"/>	Camtasia Relay	Edit
<input type="checkbox"/>	FE Subject Areas	Edit
<input type="checkbox"/>	School A	Edit
<input type="checkbox"/>	The Sciences	Edit









Delete selected categories

ADD NEW 


Sub Categories



Search:

APPLY 

	Category Name	Parent Category	iTunes U	Secured	
<input type="checkbox"/>	Another New Cat	FE Subject Areas 	Yes	No	Edit
<input type="checkbox"/>	Biology	The Sciences 	No	No	Edit
<input type="checkbox"/>	Camtasia Relay Recordings	FE Subject Areas 	No	No	Edit
<input type="checkbox"/>	Chemistry	FE Subject Areas 	Yes	No	Edit
<input type="checkbox"/>	Construction & Built Environment	FE Subject Areas 	No	No	Edit
<input type="checkbox"/>	Dance	FE Subject Areas 	No	No	Edit
<input type="checkbox"/>	Drama	FE Subject Areas 	No	No	Edit
<input type="checkbox"/>	Empty	FE Subject Areas 	No	No	Edit

Delete selected categories

ADD NEW 

123  

If 1 level of categories is being used then just the top half of the screen show about will be displayed, listing all the categories in the media library, however if two levels of categories are

being used then the sub-categories will be shown below the parent categories, as shown in the second half of the screen above. The category level option can be set in the Settings page.

When 1 level of categories is being used, they can be edited in the normal way. If sub-categories are being used then the edit function for the parent category just allows the name to be set. Clicking Add New or Edit for normal categories, or sub-categories when being used, brings up the below screen.

Edit Sub Category: Biology

Category Info	
Name: *	<input type="text" value="Biology"/>
Parent Category: *	<input type="text" value="The Sciences"/>
Moderator Email:	<input type="text"/> <input type="button" value="ADD"/>
Moderator Email:	<div></div>
Thumbnail:	<div>No thumbnail uploaded</div> <input type="button" value="BROWSE"/>
Disable Embed Code:	<input checked="" type="checkbox"/>
Hide Copy URL Field:	<input checked="" type="checkbox"/>
Disable Comments:	<input checked="" type="checkbox"/>
Disable Video Download:	<input checked="" type="checkbox"/>
Disable Audio Download:	<input checked="" type="checkbox"/>

You have the following options when adding a new category or editing a sub-category:

- **Disable Embed Code:** To protect content from easily being displayed in another web page or site. The Copy Code function is removed from the media playback page.
- **Hide Copy URL:** This hides the direct link to the playback page from the user.
- **Disable Comments:** Disabling the ability for users to add comments about the media.
- **Publish to iTunes U:** This generates an iTunes feed that can be published in iTunes U, and will be covered in the next section.

- **Disable Audio/Video Download:** When downloads are enabled for the site, this offers the ability to selectively disable downloading per category.
- **iTunes U RSS Feed:** The link used to publish content to iTunes.
- **Category Code:** This needs to be specified when publishing a category to iTunes U. Select the closest category from the list to match the HML category.
- **Thumbnail:** You can select a picture to upload for the category.
- **Secure Category check box:** This is used when securing content in the category so it can only be viewed by selected computers or network locations. This is explained later on in this section.

These settings affect all media within the category.

A thumbnail image can be linked to the category. For example a Photography course may assign a picture of a camera as the image for a video.

This is used in conjunction with the automatically generated thumbnails if images cannot be taken from videos in some cases.

Below the main category options is the iTunes U section.



iTunes U

☐ Enable iTunes U Feed: ?

SAVE

If you check the Enabled iTunes U Feed check box then you are presented with more options.

iTunes U

☒ Enable iTunes U Feed: ⓘ

Owner Email: ⓘ

itservices@institution.ac.uk

Category Code: ⓘ

Art & Architecture ▼


Summary: ⓘ

Biology Collection

Description: ⓘ

Clips from Biology Category|

Thumbnail: ⓘ



BROWSE ▶

iTunes U RSS Feed link (use per category within your iTunes U account)

<http://vls.v3.videolibraryserver.com/ItunesURSSFeed?categoryId=116>

The options that should be configured are as follows:

- Category code: This is compulsory and should be chosen to most closely reflect the subject of the category
- Thumbnail: The thumbnail that will be used in the RSS feed to represent the category
- Summary: The summary of the category
- Description: A more detailed description of the category

iTunes U Feed



The Helix Media Library generates specific iTunes U compatible feeds. These differ from the standard RSS feeds described earlier. iTunes U feeds are required to be publically accessible, standard HML RSS feeds are secured by username and password.

Please refer to your iTunes U Administration Guide for proper use of iTunes U. This will be only a brief explanation of the process for adding a feed, focusing on the steps for setting it up with the HML.

1. In the **category creation** or **Edit** section as mentioned previously, select **Publish to iTunes U**.

☒ Publish to iTunes U
☐ Disable Video Download
☐ Disable Audio Download

iTunes U Rss Feed Link:
<http://vls.dev.vik.../itunesuRSSFeed.aspx?CategoryId=19>

From the list select the category that closest matches:

iTunes U RSS Feed
http://vls.dev.vik...
Category Code

- Agricultural
- Astronomy
- Atmospheric
- Biology
- Chemistry**
- Ecology
- Geography
- Geology
- Physics
- Social Science
- Law
- Polical Science
- Public Administration
- Psychology
- Social Welfare
- Sociology

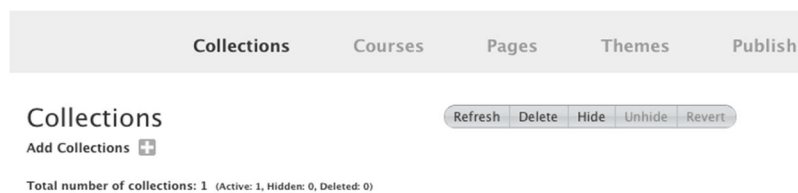
A new URL will appear in the iTunes U RSS Feed Link box. Highlight this URL and press CTRL + C or right-click and select **Copy**.

2. Log in to your iTunes U administration page – the link to gain access to the login dialog shown is controlled by your administrator.

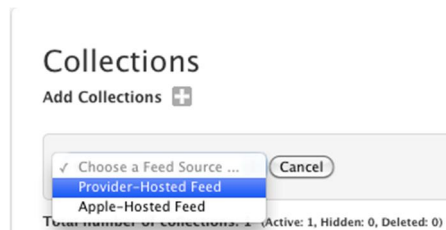


A login dialog box titled "Sign in to iTunes U" with the subtitle "(Administrators Only)". It contains two input fields: "Apple ID" and "Password". Below the fields is a "Sign In" button.

3. The next screen will show the main menus, including Collections. Click on the Collections menu heading and then click Add Collections.



4. A box will appear asking you to choose a feed source. This will be the RSS feed for your category in the Helix Media Library. Choose Provider-Hosted Feed.



5. Paste in the RSS feed for your category and click Add.

Collections Refresh Delete Hide

Add Collections +

Provider-Hosted Feed +

Create a new collection from a feed URL hosted on your servers.

Feed URL:

Cancel Add

6. The new Collection will appear below.

Total number of collections: 1 (Active: 1, Hidden: 0, Deleted: 0)

	Page Status	Title	Contributors	Theme	Category	Media Format	Feed	Last Feed Check (GMT)	Last Page Publish (GMT)	Tags
	New	Animal Welfare		iTunes Store Default	Business > Economics		RSS	Jun 21, 2012 11:03		

7. To publish it on your iTunes U site, go to the Publish menu item. On the right hand side you must click the Preview iTunes and Preview iPad buttons before the collection can be published. Once the collection has been previewed you can click the Publish button to make the collection live on the iTunes U site.

Collections Courses Pages Themes **Publish** Users Settings Reports

Publish ?

Publish your changes to make your content live in the iTunes Store and visible to the public. Publishing affects all pages listed below. The publishing process might take several minutes to up to 3 hours before the changes are live in the iTunes Store.

Summary of Pending Changes

Collection Pages

- Added:
 - Animal Welfare

Course Pages

- No pending changes

Provider Page

- New:
 - The 157 Group

Tag and Category Pages

- Added:
 - Business

Preview iTunes Preview iPad Publish

Before publishing, you must click the preview buttons to view your provider page:

- Preview iTunes
- Preview iPad

39

Secure Categories

Below the iTunes U options there will be another setting for Secure Categories if they are enabled in the Settings page.

Secure Category

☐ Enable Secure Category: ⓘ

Securing a category means that the media located in the category that is secured, can only be viewed if the user is logged into HML or as a failover on an IP address range specified in the Secure Category list. This is especially relevant if content is embedded elsewhere. When testing you must be logged out of the HML or using a different browser, because if you are logged in you will see the media even if your IP address is not on the list.

For secure categories to work, Helix Session Manager must be running on the server. To find out about licensing for this please contact your local sales representative.

When you secure a category the screen will expand and more options will appear:

Secure Category

☒ Enable Secure Category: ⓘ

Include:	From:	To:	Label:
<input checked="" type="checkbox"/>	10.10.10.1	10.10.10.2	testing
<input checked="" type="checkbox"/>	192.168.1.25	192.168.1.70	Biology Lab
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

SAVE ▶

When the rules are enabled (by ticking the box for them on the left) you can allow content to be viewed from only the IP addresses specified. So to give access to content from just one IP address the to and from values would be the same, i.e. 192.168.10.1 – 192.168.10.1.

To allow a range of IP addresses to view the content extend the range.. When this is set up, people whose computers/devices do not fall within the lists of IP's specified will not be able to view any content that has been embedded in a web page.

If you just wish to secure the category in terms of allowing the media to just be viewed by logged in users simply tick the Secure Category option and do not add any IP Addresses.

Notifications

This section allows the administrator to view reported content, comments, see any failed encodes and check hard disk space usage on the server where the content directory is held.

Notifications

11

Flagged Content

+

2

Flagged Comments

+

Failed Encodes

+

Hard Drive Space

+

When there are new notifications the red bubble will appear on the main menu screen. When you open Notifications the bubbles will show how many new notificatioons there are for each item as shown above.

Flagged Content

10 Flagged Content			+
Title	Views		
Audio File	0	View Report	
The Amazing Spiderman Trailer	14	View Report	
The Hobbit	0	View Report	
VIP Track of the Week (09-Jun-2011 10:55)	13	View Report	
test	14	View Report	

Clicking on View Report next to the media item will take you to another screen where you are given an overview of the clip and have the option to do one of the following things:


- View the content by downloading a small version of the clip.
- Reinstate the content if it is deemed acceptable. In this instance it is advised to communicate to the user why you feel the clip should be available.
- Delete the content if it does violate terms and conditions of use.

Reported Content

Title:	Audio Real Test
Uploaded By:	Dave
Reported By:	hmladmin
Date Reported:	12/5/2012 12:45:06 PM
Reason:	
Message	Illegal

To view the media file, click [here](#)
To reinstate the media file, click [here](#)

To delete the media file, click [here](#)

 [BACK TO LIST](#)

Once a clip has been reported once and then reinstated it cannot be reported again.

Flagged Comments

Under Flagged Comments the comments that have been reported will be listed.

3

Flagged Comments

Search Comments

Keywords:

SEARCH ▶

Comment Listings

Reinstate ▼Submit

<input type="checkbox"/>	Comment	Date Added
<input type="checkbox"/>	This video wasn't very helpful <i>By dave reported by test</i>	1/3/2013 12:41:37 PM
<input checked="" type="checkbox"/>	This clip is poor <i>By dave reported by test</i>	1/3/2013 12:41:25 PM
<input type="checkbox"/>	I don't like this video very much <i>By dave reported by test</i>	1/3/2013 12:41:13 PM

You can search for keywords if there are several pages of comments. The comment is shown along with who made the comment and who reported it. Check the box next to the clips you wish to process and then select either reinstate or delete in the drop-down box and click Submit to process it.

Failed Encodes

Hard Drive Space
If the hard drive space goes below 50GB then the figure for available free space shows in red.

Hard Drive Space	
Total Space On Drive:	195.31 GB
Available Free Space On Drive:	127.79 GB

Security

Security controls all aspects of user interaction and access with the Helix Media Library. The administration of this part of the system can differ per installation. This will cover the standard user management and a note on Active Directory/LDAP integrated systems.

Active Directory and LDAP integration is enabled using a separate module which is available to purchase through your system provider, please contact your local sales representative for details

In this section anonymous access can be set, and users and groups can be created and managed. To enable anonymous access expand the Anonymous Access accordion and set the option to Yes. The account is shown as HmlGuest, however no login is required under this account to access the system anonymously.

Security

Here you can administer users and groups in your library

The screenshot shows a web interface for managing security settings. At the top, there's a header 'Anonymous Access' with a plus icon. Below it, a form contains two rows: 'Allow Anonymous Access:' with radio buttons for 'Yes' (selected) and 'No', and 'Anonymous User:' with the text 'HmlGuest'. A 'SAVE' button is at the bottom right of this section. Below the 'Anonymous Access' section are two more sections: 'Users' and 'Groups', each with a plus icon.

Anonymous Access	
Allow Anonymous Access:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Anonymous User:	HmlGuest
SAVE	

[Users](#)

[Groups](#)

Users

If you are intending to use or are currently using the LDAP or Active Directory module, you can skip this section as your central services team controls all user interaction.

This section allows you to search, add, edit and delete users. The user list is fully searchable, highlighting matches as they are entered in the search box as shown in the below example. To delete users just check the box next to the users you wish to remove from the system and click Delete selected users.

Users

Search:

<input type="checkbox"/>	Username	
<input type="checkbox"/>	Dave	Edit
<input type="checkbox"/>	Danny	Edit

Delete selected users

ADD NEW

Adding Users

Selecting the Add New button will bring up the below screen.

Add User

User Details

Username:	<input type="text" value="Joeb"/>
First Name:	<input type="text" value="Joe"/>
Last Name:	<input type="text" value="Bloggs"/>
Email Address:	<input type="text" value="joe.bloggs@institution.ac.uk"/>
Password:	<input type="password" value="...."/>
Confirm Password:	<input type="password" value="...."/>

Group Membership

Select	Group Name
<input type="checkbox"/>	HML Admin
<input type="checkbox"/>	HML Guest
<input type="checkbox"/>	thisisolddata
<input type="checkbox"/>	catgroup
<input type="checkbox"/>	Politics
<input checked="" type="checkbox"/>	Sciences

SAVE

Enter details for username (a user's identity), first/last name, Email address and a secure password.

Below these details is a list of all available groups. The permission settings you apply to the group sections will apply to users assigned to those groups. In the above example, the new user 'Joeb' is being entered into the Sciences group. In this instance the user would only be able to view and upload to the 'Biology' category, as for the purposes of this example, this is the only category the users in the Sciences group have permissions to upload to.

Groups

Groups can be searched and edited in the same way as users as described above and created by clicking Add New below the list of groups. Click edit next to the group you wish to edit and you

will be presented with a screen that lists all the categories in the media library. Here you can choose which permissions to provide the group and therefore its members.

Edit: Sciences

Details:

Group Name	Sciences
Administrator	<input type="checkbox"/>
Upload Limit	0

Group Access

Category Name	Access Type
Group Access	<input type="radio"/> None <input type="radio"/> View <input type="radio"/> View and Upload <input type="radio"/> View, Upload and Administer
Another New Cat	<input type="radio"/> None <input checked="" type="radio"/> View <input type="radio"/> View and Upload <input type="radio"/> View, Upload and Administer
Biology	<input type="radio"/> None <input type="radio"/> View <input checked="" type="radio"/> View and Upload <input type="radio"/> View, Upload and Administer
Camtasia Relay Recordings	<input type="radio"/> None <input checked="" type="radio"/> View <input type="radio"/> View and Upload <input type="radio"/> View, Upload and Administer
Chemistry	<input type="radio"/> None <input checked="" type="radio"/> View <input type="radio"/> View and Upload <input type="radio"/> View, Upload and Administer
Construction & Built Environment	<input type="radio"/> None <input checked="" type="radio"/> View <input type="radio"/> View and Upload <input type="radio"/> View, Upload and Administer
Dance	<input type="radio"/> None <input checked="" type="radio"/> View <input type="radio"/> View and Upload <input type="radio"/> View, Upload and Administer

SAVE

Under the Details section you can edit the name of the group, chose whether it should have unrestricted access to the entire media library by checking the Administrator check box (this will make any users of the group full system admins) and set an upload limit if required. Setting an upload limit gives users of the group a limit to what they can upload to all the categories they have upload rights to. This limit is an aggregate between all these categories. How the limit works depends on how it is set to work in the settings area. It can either be set to a maximum limit which means when the quota is hit users (or indeed system administrators) will need to delete old/unwanted clips, or it can be set to a monthly limit meaning the limit will reset on a monthly basis. If the upload limit is left at '0' it means there is no upload limit.

Under the Group Access area you can assign the access rights for the group. For each category you can assign:

- None: Users cannot view or upload to this category
- View: Users can view the videos in this category but not upload content to it
- View & Upload: User can both view and upload media.
- View, Upload & Administer: This allows members of the group to delete clips from all users within the categories this option is set for


For LDAP and Active Directory customers, group names must be in line with Organization Units or Security Groups used within your LDAP/AD.

























For example, the 'School of Mathematics' users will only be able to gain access to the system if a 'School of Mathematics' group exists within the Media Library. Please refer to your Directory Services team for further information. In most cases, the service provider alongside your Directory Services team will have predefined the required groups for your system.

Settings

This section will outline the main areas of the Settings panel. In most cases, no changes will need to be made here other than customization of texts, such as e-mail responses, help and disclaimers. These settings are site wide, and will overrule settings in categories.

Website Settings

Website Settings 

Library Name: 	<input type="text" value="Media Library"/>	
Default Language:	<input type="text" value="English"/> 	
Enable RSS: 	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Enable Coverflow: 	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Enable Comments: 	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Enable Ratings: 	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Enable Playlists: 	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Enable Video Download Link: 	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Enable Audio Download Link: 	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Enable Secure Categories: 	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Category Levels: 	<input type="text" value="2"/> 	
Category Sort Option: 	<input type="text" value="Category name"/> 	
Allow File Deletion by Users: 	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Default Format: 	<input type="radio"/> Real <input checked="" type="radio"/> Flash	
Default Quality: 	<input type="text" value="High"/> 	
Allowed Input Formats: 	<input checked="" type="checkbox"/> *.mov <input checked="" type="checkbox"/> *.wmv <input checked="" type="checkbox"/> *.mpg <input checked="" type="checkbox"/> *.mp3 <input checked="" type="checkbox"/> *.wma	<input checked="" type="checkbox"/> *.avi <input checked="" type="checkbox"/> *.flv <input checked="" type="checkbox"/> *.mp4 <input checked="" type="checkbox"/> *.wav
Search Options: 	<input checked="" type="checkbox"/> Title <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Playlist	<input checked="" type="checkbox"/> Contributor <input checked="" type="checkbox"/> Tags <input checked="" type="checkbox"/> Chapters
Maximum Upload Size: 	<input type="text" value="2000 MB"/> 	
User Upload Limits: 	<input type="radio"/> By Total Uploaded <input checked="" type="radio"/> By Each Month Uploaded	
Allow Reporting of Content: 	<input checked="" type="radio"/> Yes <input type="radio"/> No	

- **Library Name:** Change site heading displayed in the browser
- **Default Language:** This is the default language that is used in the HML for any new user that hasn't changed it for their account or guest visiting the site
- **Enable RSS:** Produce Really Simple Syndication feeds that can be subscribed to in many newsreaders and browsers

- **Enable Coverflow:** Enable the graphical video selection image on the main page.
- **Enable Comments:** Allow commenting for the Helix Media Library. This primary setting overrides individual category settings
- **Enable Rating:** Allows people to use the star rating feature to rate clips
- **Enable Playlists:** Allows the creating of playlists for peoples favourite clips
- **Enable Audio/Video Download:** This adds a download link to the video player page. This is a site wide setting. Individual disable the download link
- **Enabled Secure Categories:** This option allows Secure Categories to be set up. If it is disabled then the secure category table which allows you to restrict IP addresses in the edit category area won't be present
- **Category Levels:** This can either be set to 1 so that there is just one level of categories in the media library, or 2 if sub-categories are required
- **Category Sort Option:** When viewing category lists, videos can be sorted by either Name or by the number of videos available (in descending order)
- **Allow File Deletion by Users:** This option sets whether users have the ability to delete content that they have uploaded
- **Default Format:** Choose the preferred format for users. The first time a user logs in, the default format specifies if content is delivered through RealPlayer or Flash player
- **Default Quality:** Choose whether the default playback quality should be ultra-low, low, high or HD
- **Allowed input formats:** Set the file formats that can be uploaded to the system
- **Search Options:** Choose what is searchable when searching for content on the front end using the search tool. You can limit what is searched by unchecking some of the options
- **Maximum Upload Size:** Limit the size of video allowed to be uploaded. This can be set to 100MB, 250MB, 500MB, 1GB or 2GB
- **User Upload Limits:** You can set user upload limits to be by total uploaded or by month. This is the main setting, but actual limits are set within the groups. Setting limits by total uploaded means that when the maximum limit is reached users will need to delete any clips they no longer want, and by month will mean their upload limit will be reset every month
- **Allow Reporting of Content:** You can set whether user can report content or not. If a user flags a clip as inappropriate then the system administrator (the email address set in the 'CC Emails to' field in the Email Notifications section) will receive a notification email letting them know

Mobile Settings

Mobile Settings 	
Enable Segmentation For iPhone And iPad: 	<input checked="" type="radio"/> Yes <input type="radio"/> No
Enable iPhone/Android Site: 	<input checked="" type="radio"/> Yes <input type="radio"/> No
Enable Blackberry Site: 	<input checked="" type="radio"/> Yes <input type="radio"/> No
Enable Blackberry Audio: 	<input checked="" type="radio"/> Yes <input type="radio"/> No

The following options are in the Mobile Settings area:

- **Enable Segmentation for iPhone and iPad:** Enabling segmentation serves content more smoothly to iOS devices as it breaks up larger content into segments and sends them individually instead of streaming the whole file. Steps on how to enable segmentation can be found later on in this guide
- **Enable iPhone/Android Site:** Enabling this setting will present users with the mobile site when they visit on a mobile device. If it is disabled the full site is shown
- **Enable Blackberry Site:** Enabling this setting will present users with the mobile site when they access the HML from a BlackBerry
- **Enable BlackBerry Audio:** Audio files can't be streaming on a BlackBerry and therefore appear as downloads. Enabling this setting will allow users to download audio content

File System References

The file system references point to the directories where the content is held. Changes here need to be reflected on the server. By default these will all be paths under the main content directory. These can be moved to a network location, however the share must be formatted with an NTFS file system so the Network Service account can be added to the content directory's Access Control List. This is necessary so that the media library has permissions to access and read/write to the content folders.

File System References

Upload Directory: *	C:\HelixMediaLibraryContent\upload\
Thumbnail Directory: *	C:\HelixMediaLibraryContent\thumbnails\
Real Output: *	C:\HelixMediaLibraryContent\real\
Flash Output: *	C:\HelixMediaLibraryContent\flash\
Associated Files Directory: *	C:\HelixMediaLibraryContent\assoc_files\
Appwide Directory: *	C:\HelixMediaLibraryContent\AppWide\
Enable Archiving:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Archive Directory:	C:\HelixMediaLibraryContent\archive\

A simple toggle is offered to enable/disable archiving of uploaded content. While it is recommended that archiving remains enabled, circumstances such as low disk space may require that it be turned off.

Exe References

In most circumstances, changing the links to the media encoder is not recommended; as this is set during the installation of the Helix Media Library. Changes should only be made during trouble shooting, advised by an engineer from your system provider.

URL References

URL References	
Front End URL: *	<input type="text" value="http://hml.helixmedialibrary.com/"/>
Back End URL: *	<input type="text" value="http://upload.helixmedialibrary.com/"/>
Thumbnail URL Prefix: *	<input type="text" value="http://hml.helixmedialibrary.com/Thumbnails/"/>
Associated File URL Prefix: *	<input type="text" value="http://hml.helixmedialibrary.com/assoc_files/"/>
Archived File URL Prefix: *	<input type="text" value="http://hml.helixmedialibrary.com/archived_files/"/>
Real URL Prefix: *	<input type="text" value="rtsp://helix.helixmedialibrary.com/mediatemp/"/>
Flash URL Prefix: *	<input type="text" value="rtmp://helix.helixmedialibrary.com/flashtemp/"/>

This advanced section should only be used during server upgrades, relocation, or troubleshooting.

The image above shows all URL's used by the system. These are all linked to other services and are dependent on each other; a change here without the respective service change could be detrimental to the stability of the system. In circumstances where URL's do need changing, please contact your system supplier.

E-Mail Notifications

The option to send e-mails to users can be set here and also the e-mail delivery server can be configured from this page.

Email Notifications	
Send Email Notifications:	<input checked="" type="radio"/> On <input type="radio"/> Off
SMTP Server:	<input type="text" value=""/>
Does Your SMTP Server Require Authentication:	<input type="radio"/> On <input checked="" type="radio"/> Off
Username:	<input type="text" value=""/>
Password:	<input type="text" value=""/>
From Email Address:	<input type="text" value=""/>
CC Emails To:	<input type="text" value=""/>

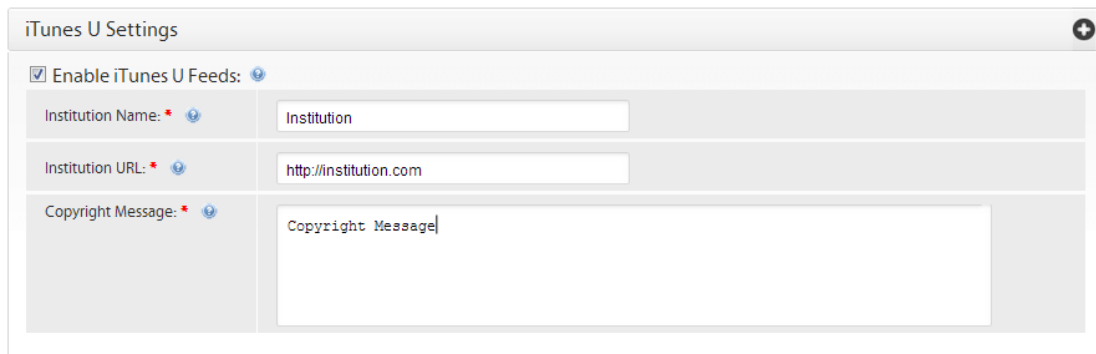
Changes to the server section will not affect any other part of the system and can be configured safely as required.

The IP or DNS name of the mail server needs to be supplied, along with any security credentials that may be required.

Set a from email address that you would like the notifications to be sent from, and set the CC Emails to field to an email address where you would like any notifications to be cc'd to, including offensive comments and flagged content emails. This would normally be set to an email address of a system admin.

iTunes U Settings

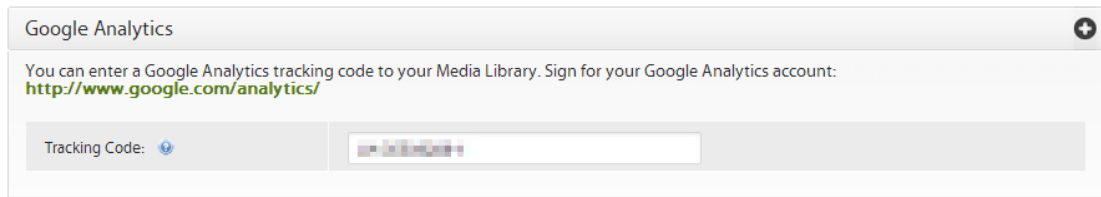
If iTunes U Feeds is enabled you will see the screen below. The fields are mandatory because the information provided here is included in the RSS atom feeds that are used in iTunes U.

The image shows a web form titled "iTunes U Settings". At the top, there is a checkbox labeled "Enable iTunes U Feeds:" which is checked. Below this, there are three input fields. The first is labeled "Institution Name:" and contains the text "Institution". The second is labeled "Institution URL:" and contains the text "http://institution.com". The third is labeled "Copyright Message:" and contains the text "Copyright Message". Each label has a red asterisk and a blue help icon. The form has a light gray border and a close button in the top right corner.

- **Enable iTunes U Feeds:** Enabling this allows the Helix Media Library to produce an iTunes U compatible feed. This is defined separately from the RSS feeds setting as iTunes requires unauthenticated feeds to be sent to the system. Enabling iTunes U on a category makes that feed publically accessible. Whilst not a security risk, it is separated in this way so both types of RSS feed can be generated. Once enabled, categories can be allowed to publish feeds to iTunes.
- **Institution Name:** This forms part of the RSS feed and is part of the information you will see when accessing iTunes U. It is a required field
- **Copyright Message:** There needs to be a message in here so that the RSS atom feed complies with the Apple standard

Google Analytics

You can enter a Google Analytics ID so you can analyse the usage data generated by the Helix Media Library.



The screenshot shows a configuration window titled "Google Analytics" with a close button in the top right corner. The main text reads: "You can enter a Google Analytics tracking code to your Media Library. Sign for your Google Analytics account: <http://www.google.com/analytics/>". Below this text is a form with a label "Tracking Code:" followed by a small blue icon and a text input field containing a blurred tracking code.

Customization Options

There are five main areas in the customization area:

- Front End Portal
- Mobile Sites
- Disclaimer Text
- Email Notification Text
- Help Text

Front End Portal

Below is the Front End Portal customization screen. Underneath it are the options in more detail.

Front End Portal

Header

Admin Header Image:

Select File: **BROWSE** ▶

Front End Header Image:

Select File: **BROWSE** ▶

Body

Background Image:

Select File: **BROWSE** ▶

Background Colour:

Side Menu and Custom Links

<input type="text" value="Streaming"/>	<input type="text" value="http://www.streaming.co.uk/"/>	Remove
<input type="text" value="Helix Media Library"/>	<input type="text" value="http://www.helixmedialibrary.net/"/>	Remove
<input type="text"/>	<input type="text"/>	Remove

ADD LINK ▶

Footer

Display Helix Icon:

☐

Footer text:

The following options can be set:

- Admin Header image: Upload a header image that will appear on the admin site
- Front End Header Image: Upload an image that will be displayed on the front end portal
- Background Image: You can specify an image that will be shown in the blank space either side of the media library
- Background Colour: Alternatively to the image setting above, you can choose a colour for the blank space either side of the media library

- Custom menu Links: These can be added and will appear on the front end of the HML to link to any external web site. The links will appear at the bottom of the categories on the left hand side of the screen
- Display Helix Icon: The Helix icon is displayed in the footer by default, and this links to the Helix Media Library website. Unchecking the box will remove it.
- Footer Text: Footer text can be set

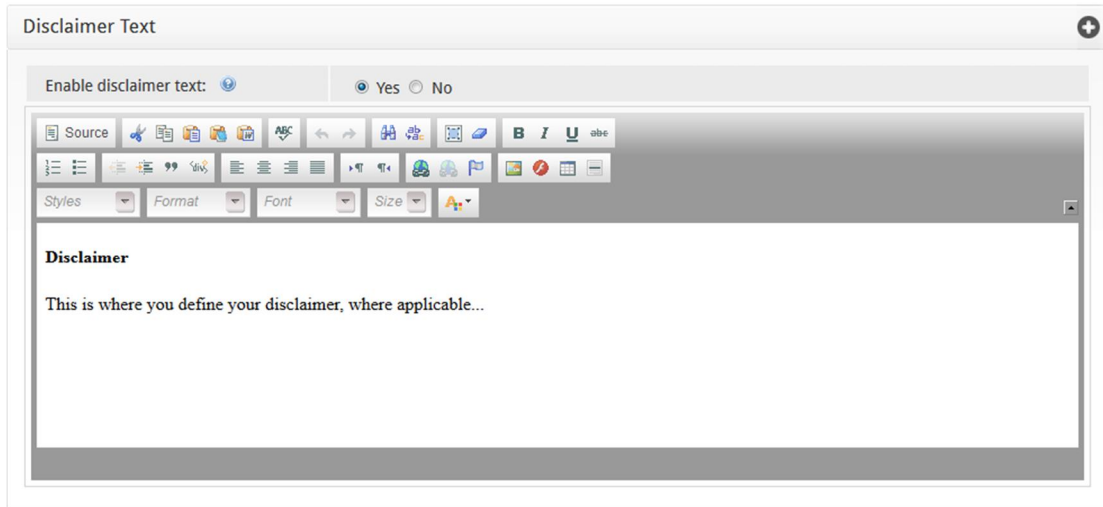
Mobile Sites

- Replace the header image of the media listing page.
- Shortcut Image: This allows you to create a bookmark on your iPhone/Touch desktop (called SpringBoard) that allows direct access to the site. Replacing this image change the logo that is applied to the SpringBoard.
- Change the colour of the headers used throughout the iPhone site.

Mobile Sites 	
Header Image:  (84px width x 43px height suggested)	Select File: <input type="button" value="UPLOAD MEDIA"/>
Shortcut Image (iPhone & iPad):  (129px width x 129px height suggested)	Select File: <input type="button" value="UPLOAD MEDIA"/>
Section Header Background Colour: 	

Disclaimer Text

In the text editor you can enter a disclaimer that users will have to agree to before they can upload media.



E-Mail Text

From here all communication e-mails to users can be customized. This includes success, failure, reports of offensive content and reports of offensive comments.

The below image shows a number of #Variables# that can be included in the email, these are:

Email Notification Text

Success email

```
#FlashEmbedMedium#

#FlashEmbedLarge#
```

Copy and paste any of these fields into the text

```
#Username#
#VideoTitle#
#VideoDescription#
#Category#
#Link#
#EmbedSmall#
#EmbedMedium#
#EmbedLarge#
#JsEmbedSmall#
#JsEmbedMedium#
#JsEmbedLarge#
#DownloadLinkHi#
#DownloadLinkLo#
```

Failure email

```
Hi #Username#,

Your video #VideoTitle# failed to be encoded.

Please try again.

Regards,

System Administrator
```

Copy and paste any of these fields into the text

```
#Username#
#VideoTitle#
#VideoDescription#
```

Offensive content email

```
#Username# has reported offensive content:

#VideoTitle#

Users message:
#Message#

Please go to the administration console to permanently delete this content or re-instate it.
```

Copy and paste any of these fields into the text

```
#Username#
#VideoTitle#
#Category#
#Subject#
#Message#
```

Reported comment email

```
#Username# has reported an offensive comment:

#VideoTitle#
#Link#

Users message:
#Message#

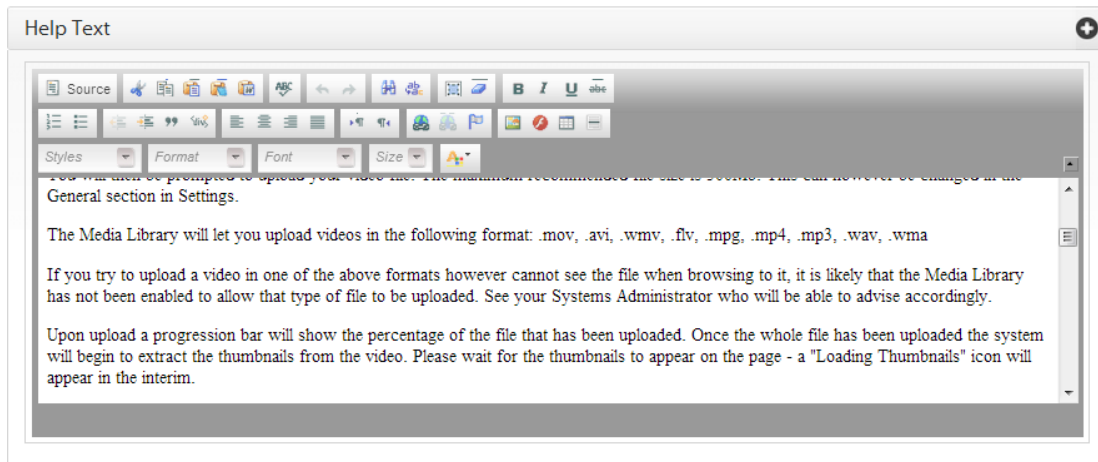
Please go to the administration console to permanently delete this comment or re-instate it.
```

Copy and paste any of these fields into the text

```
#Username#
#VideoTitle#
#Category#
#Link#
#Subject#
#Message#
```

- #Username# : Display the users login name
- #VideoTitle# : Show user provided title
- #VideoDescription# : Display user provided description
- #Category# : Display the category the clip was uploaded to
- #Link# : Offer the URL to the video page
- #EmbedSmall# : Provide the iframe embed code to place Flash/HTML5 player and video into a web page at 320 x 260 pixels. This is the same size as the Flash player on the main Media Library site. **The iframe embed code options are recommended in order for embed code to work across non Flash enabled devices e.g. iPad/iPhone.**
- #EmbedMedium# : Provide the iframe embed code for embedding into a web page but with bigger player at 640 x 385 pixels
- #EmbedLarge# : Same as above but with a large player at 835 x 505 pixels
- #JSEmbedSmall# (320 x 260) Provide the modes embed code to place the player into a web page at 320 x 260 pixels. This is the same size as the Flash player on the main Media Library site.
#JSEmbedMedium# (640 x 385) Same as above but at 640 x 385 pixels
#JSEmbedLarge# (835 x 505) Same as above but at 835 x 505 pixels
- #DownloadLinkHi# : Display a link to the high quality version of file that you can click to download
- #DownloadLinkLo# : Same as the above but with the low quality version of the file
- #Subject# : User provided complaint title used in Offensive Content section
- #Message# : User message describing offensive content

Help Text Editing



Within this section, a WYSIWYG editor is provided, allowing full formatting of text, including justification, font changes/styles, tabling, etc.

The final product is all HTML, so by clicking the 'Source' button shown at the top right of the help text window will allow all changes to be made in HTML code. For example, this help guides' code can be cut and pasted into this section.

Once complete, this guide is available to all users of the system, including guest accounts if enabled.

Embed Code & Player Settings

Inside the Embed Code section changes can be made to how the Flash, HTML5 and Real players behave both in the media library, and when embedded on external pages. If Real encoding is turned off then the settings under the Real section will be greyed out. Turning on Real Encoding in the Encoder area will enable these settings.

Flash & HTML 5			
Player Settings		Embed Settings	
Auto Start:	<input checked="" type="radio"/> On <input type="radio"/> Off	Auto Start:	<input checked="" type="radio"/> On <input type="radio"/> Off
Include Thumbnail in Player (Video):	<input checked="" type="radio"/> On <input type="radio"/> Off	Include Thumbnail in Player (Video):	<input checked="" type="radio"/> On <input type="radio"/> Off
Include Thumbnail in Player (Audio):	<input checked="" type="radio"/> On <input type="radio"/> Off	Include Thumbnail in Player (Audio):	<input type="radio"/> On <input checked="" type="radio"/> Off
Default Embed Code Type:	Flash ▾		

Real			
Player Settings		Embed Settings	
Auto Start:	<input checked="" type="radio"/> On <input type="radio"/> Off	Auto Start:	<input checked="" type="radio"/> On <input type="radio"/> Off
Link to Launch External Player:	rtsp ▾	Link to Launch External Player:	None ▾
Display Direct Link to Content Below Player:	rtsp ▾	Display Direct Link to Content Below Player:	None ▾

Flash & HTML 5 Settings

- Auto Start: Enable or disable automatic playback of the clip on page load
- Include Thumbnail in Player (video): With Auto Start disabled, the player will show a high-resolution image within the player window until the media playback is started
- Include Thumbnail in Player (Audio): This is the same as above but for audio files
- Default Embed Code Type: This lets you set the default embed that will be shown on the playback page, and can be set to Flash, JavaScript or iFrame.
-

Real Settings

- Auto Start: Media can be set to play automatically as soon as a playback page is displayed. This is set as on by default within the HML. Externally embedded videos are set to off for usability purposes.
- Link to launch external player: This gives the user the ability to view a video within their default media player. Options include HTTP links; this can be very useful for users behind strict firewalls who cannot normally view streaming content. The RTSP link offered is the same streaming type used by the HML in normal circumstances.
- Display direct link to content below the player: This option, very much as it say, offers a text link to the video clip, in either RTSP or HTTP formats that can be cut and paste into external web pages.

Content Ingest

The content ingest page lets you configure the settings for bulk upload and Camtasia Relay. Bulk upload is used for manually creating bulk content (explained later on in the guide) and for ingest of content from the ONELAN OmniServer (UK Only) and Camtasia Relay.

Bulk And ONELAN

Source Folder Name:

bulk

Target Category:

TV Recordings

Auto-generate Thumbnail:

☒ Yes ☐ No

Custom Compliance Message For TV Recordings

BROWSE

Uploaded file (.srt): era_custom.srt

Delete message

Camtasia Relay

Source Folder Name:

camtasia

Target Category:

Camtasia Relay Recordings

Publish to Personal Category:

☒ Yes ☐ No

Auto-generate Thumbnail:

☒ Yes ☐ No

Use Display Name as Contributor:

☒ Yes ☐ No

Use Username as Search Tag:

☒ Yes ☐ No

Email Notifications:

☒ Yes ☐ No

SAVE

Bulk Upload

- Source Folder Name: This is the name of the folder that is the destination for the recordings from the ONELAN OmniServer. This folder will reside within the Upload folder in the Helix Media Library content directory. NB. This is just the name of the folder, not the full path name
- Target Category: Set the category to which the ONELAN OmniServer recordings should be uploaded. If it is set to None then content will be uploaded to the Default category. Please be aware if there is no Default category the content will NOT be uploaded
- Auto-Generate thumbnail: Set this option for a thumbnail to be generated from the programme being uploaded. You can leave this set to 'No' if you wish for a default category thumbnail to be used
- Custom Compliance Message for TV Recordings: Explained on page 74

Camtasia Relay

- Source Folder Name: This is the name of the folder that is the destination for the Camtasia recordings. This folder will reside within the Upload folder in the Helix Media Library content directory. NB. This is just the name of the folder, not the full path name
- Target Category: This is the category to which the Camtasia recordings get uploaded. If it is set to None then the recordings will be uploaded to the Default category. Please be aware that if there is no Default category the content will NOT be uploaded
- Publish to Personal Category: Explained on page 74
- Auto-Generate Thumbnail: If this is set to Yes then a thumbnail will be generated from the recording. If set to No then the default category thumbnail will be used
- Use Display Name as Search Tag: If this option is set to Yes then when the clip has been uploaded the display name used in the Camtasia Relay client will be used as a search tag
- Use Username as Search Tag: This is the same as above, and will use the Camtasia Relay client username as a search tag for the clip
- E-mail Notifications: If this is enabled the system administrator will receive an email when the recording has been encoded

Setting Up the Destination Folder for Camtasia Recordings

In order for Camtasia recordings to be ingested into the Helix Media Library, there needs to be a Camtasia folder located in the Upload folder within the Helix Media Library content directory.

To set up the Camtasia upload directory, create the folder on the server in the content directory, so for example where "X" is the drive letter:

X:\HelixMediaLibraryContent\Upload\Camtasia

Ensure that your Camtasia Server can FTP to this folder in order for the recordings to be sent to it.

Custom Compliance Message for TV Recordings

Custom compliance messages (such as those required for ERA compliance) can be set here so that any content uploaded to the target category for Bulk and ONELAN (via the automatic ingest facility) will show a pre-roll on the player with the terms of the message.



Personal Categories for Camtasia Relay Ingested Content

If you have the 'Publish to Personal Category' option enabled then content ingested from Camtasia Relay where the email address set in the Relay client matches that of a user in the media library will be uploaded to a personal category for that user. If it is the first time of this happening then a personal category will get created (**this can't be done manually**).






API

The API section allows IP ranges to be entered so that the Helix Media Library API can be made available to specific systems such as Moodle and Blackboard or to applications developed to work with the Helix Media Library API

Separate documentation is available with regards the Helix Media Library Moodle Module and the Helix Media Library Blackboard Building Block. Please contact your system provider for further details.

A table is presented to allow a range to be entered (or the same address twice to allow just one server address access) along with a label for your own tracking purposes

API

IP Address Ranges			
Enabled: 		<input checked="" type="radio"/> Yes <input type="radio"/> No	
	From:	To:	Label:
<input checked="" type="checkbox"/>			<input type="text" value="Moodle"/>
<input checked="" type="checkbox"/>			<input type="text" value="Blackboard"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Encoder

The Encoder section allows you to modify the encoder settings for both Flash and Real formats. Quality settings can be adjusted, ultra-low bit-rate and HD encoding can be enabled or disabled and Real encoding can be turned off or on as desired.

Encoder

Profiles

H.264
H.264 MEDIA FORMAT
MP3

Video		Audio	
High Quality: ⓘ	768k ▾	High Quality: ⓘ	192k ▾
Low Quality: ⓘ	256k ▾	Low Quality: ⓘ	44k ▾
Enable HD Encoding: ⓘ	<input checked="" type="checkbox"/>		

REAL MEDIA FORMAT
Disable Real: ☐

Video		Audio	
High Quality: ⓘ	768k ▾	High Quality: ⓘ	128k ▾
Low Quality: ⓘ	256k ▾	Low Quality: ⓘ	44k ▾
Enable HD Encoding: ⓘ	<input checked="" type="checkbox"/>		

Standard video settings for both formats:

Bit-Rate (Kilobits per second)	Frame Size (width x height)
256K	320x240
384K	384x288
512K	512x384
768K	640x480

Additional video settings for Flash:

There is the option to encode clips in High Definition. When this option is checked it will encode the clips in the standard profiles but also in high definition. If the clip being uploaded isn't in high definition then this profile will not be used, as the output won't be in HD. High definition encoding is done using a 720p profile.

Available audio settings are:

RealAudio	MP3
44K	44K
128K	192K

These profiles are the default available to the system. In relation to video, all will maintain the correct aspect ratio of the source material. For example, a video with the dimensions of 1280x720 would be encoded at 640x360 with the 768K profile.

Disable Real:

This option can be checked if Real encoding is not required. Any existing Real files will remain on the system, but any new uploads will not be encoded into Real format. If Real playback is not going to be used then turning this off can be advantageous to reduce encoding times.

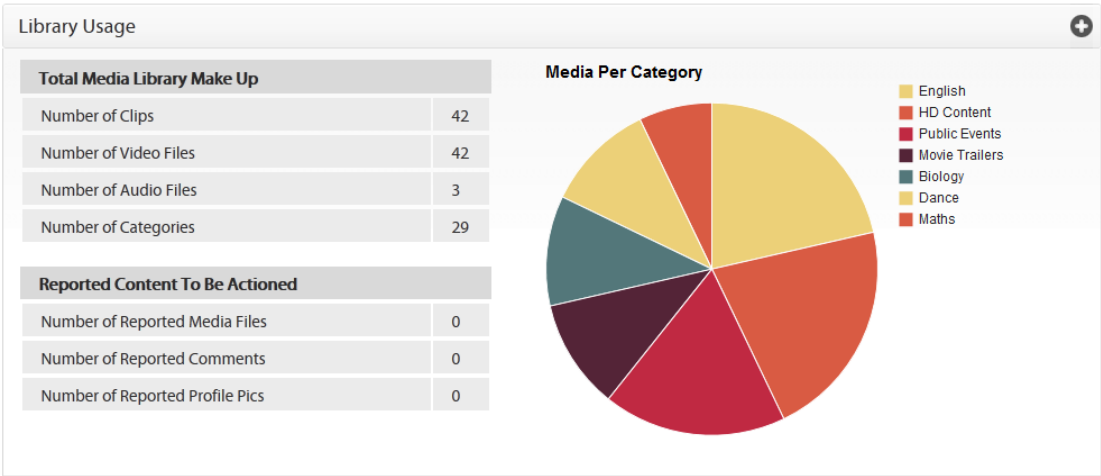
The Logs section keeps track of how many files have been encoded.

Statistics

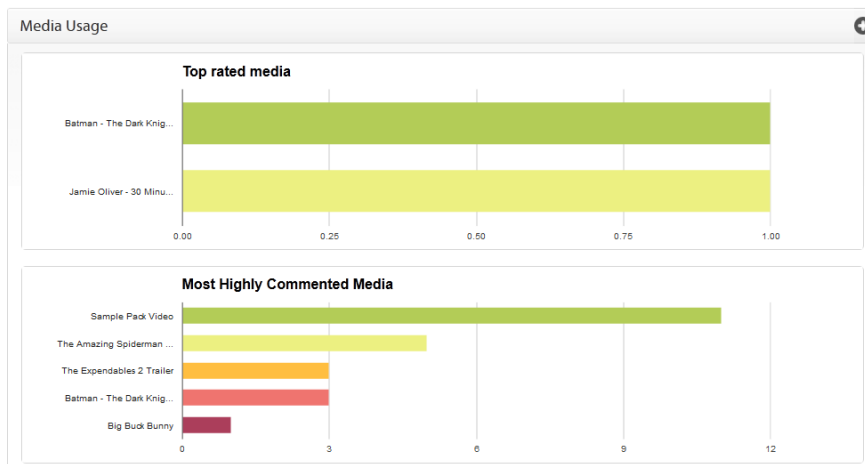
The statistics pages contain information on library usage, media usage, user usage and encoder information.

Under Library Usage it presents an overview of the makeup of the media library, showing the number of clips there are over how many categories, and how many are audio and video clips. Also displayed are any notifications that are waiting to be processed.

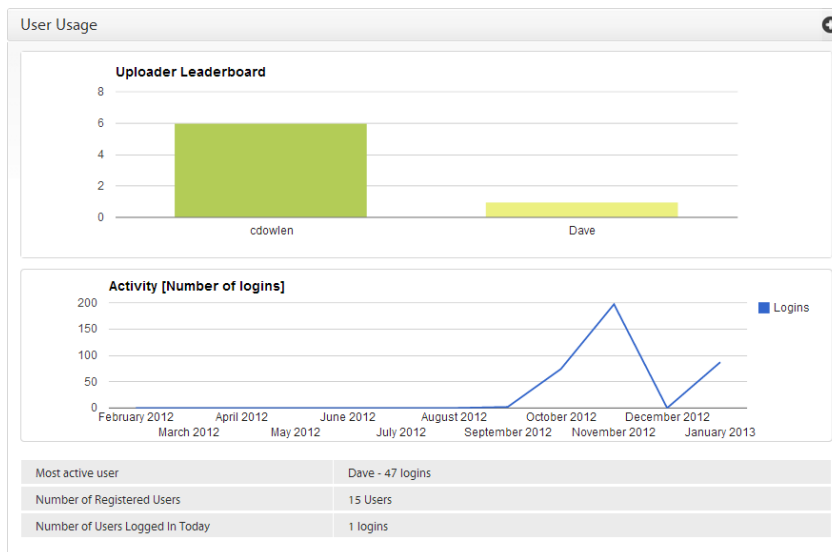
Statistics



Media Usage shows which clips are the most popular based on star ratings given by users, and which clips have been most highly commented on.



User Usage shows user activity in the media library giving an overview of which users are uploading the most amount of content and shows a graph of activity for the past year.



The encoder section gives an overview of recent encodings and allows you to easily see whether most of the recent uploads have encoded successfully.

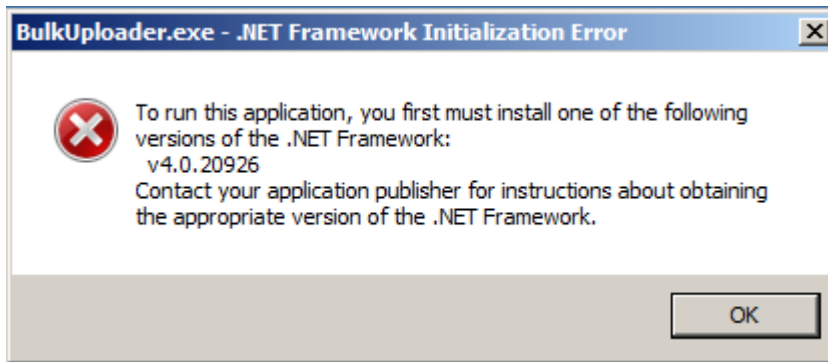
Encoder		
Today		
Number of Clips Encoded		0
Number of Failed Encodes		0
This Week		
Number of Clips Encoded		0
Number of Failed Encodes		0
This Month		
Number of Clips Encoded		2
Number of Failed Encodes		0
Total		
Number of Clips Encoded		42
Number of Failed Encodes		0

Real Bulk Uploader

The Real Bulk Uploader tool can be used to import Real video files on mass into the Helix Media Library. It allows you to enter metadata for each of the videos such as contributor, title and description. The upload can perform a recursive search for Real Media files, so if you have files stored in a folder tree then it can be pointed at the top folder and all the Real video files below it will be found. File formats that are supported by the Real Bulk Uploader are **.ra**, **.rm**, **.rmvb** and **.rv**.

Requirements

.NET Framework 4 must be installed for the Bulk Uploader to run. If you don't know whether the server already has it installed, an easy way to find out is to run the application. If it is not installed you will see the following error message.



.NET Framework 4 can be downloaded [here](#).

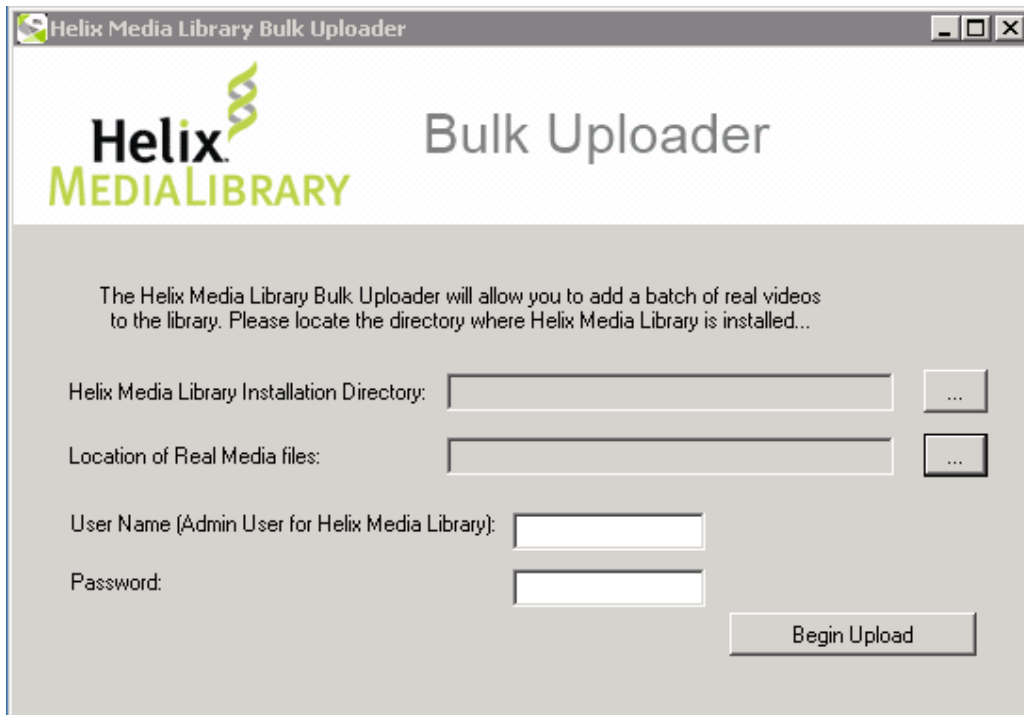
To use the Real Bulk Uploader you must also know the admin password for your Helix Media Library.

Running the Uploader

Double-click the BulkUploader icon. **This must be run on the piece of hardware where Helix Media Library is installed.**



One the page that loads you will be need to provide the location where the Helix Media Library is installed, the location of the Real files that you want to upload, and the admin credentials of the Helix Media Library.

The image shows a screenshot of the 'Helix Media Library Bulk Uploader' application window. The window has a title bar with the text 'Helix Media Library Bulk Uploader' and standard window controls. The main area features the Helix Media Library logo on the left and the title 'Bulk Uploader' on the right. Below the logo, there is a message: 'The Helix Media Library Bulk Uploader will allow you to add a batch of real videos to the library. Please locate the directory where Helix Media Library is installed...'. There are four input fields: 'Helix Media Library Installation Directory:', 'Location of Real Media files:', 'User Name (Admin User for Helix Media Library):', and 'Password:'. Each of the first two fields has a browse button (three dots) to its right. At the bottom right, there is a 'Begin Upload' button.

The following window will load, containing all the Real video files in the folder you selected, and those within child level folders

Populate File Info

Your source media has been located, please add the information for the media files below.

Media Info

File Path	Title	Description	Category	Contributor	Tags
C:\Documents and Settings\admin\Desktop\To be uploade...					
C:\Documents and Settings\admin\Desktop\To be uploade...					
C:\Documents and Settings\admin\Desktop\To be uploade...					
C:\Documents and Settings\admin\Desktop\To be uploade...					
C:\Documents and Settings\admin\Desktop\To be uploade...					
C:\Documents and Settings\admin\Desktop\To be uploade...					
C:\Documents and Settings\admin\Desktop\To be uploade...					

Autofill Options

☐ Use file name as Title ☐ Set categories to: ☐ Set description to:

☐ Set contributor to: ☐ Set tag to:


The Title, Description, Category and Contributor fields needs to be populated, however the Tags field is optional. When filling the fields out there are two options. You can manually enter in the information you want, or you can use the Autofill section to fill in the fields for every clip.

For example, in the screen below the option has been selected to use the same name as the title of the video file, with the category set to Languages. This applies to every video in the list, but can then be changed manually for each video, if you wish for example for most of the categories to be Science apart from one or two others which you want to be Maths and Geography.

Populate File Info

Your source media has been located, please add the information for the media files below.

Media Info

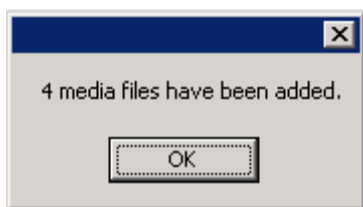
	File Path	Title	Description	Category
	C:\Documents and Settings\admin\Desktop\To be uploade...	ChemicalElements.rm		Science
	C:\Documents and Settings\admin\Desktop\To be uploade...	InTheWild.rm		Geography
	C:\Documents and Settings\admin\Desktop\To be uploade...	Lecture1-2.rm		Science
	C:\Documents and Settings\admin\Desktop\To be uploade...	LessonRecording.rm		Science
	C:\Documents and Settings\admin\Desktop\To be uploade...	MathsLevel2.rm		Maths
	C:\Documents and Settings\admin\Desktop\To be uploade...	SportsScience.rm		Science
	C:\Documents and Settings\admin\Desktop\To be uploade...	VideoDiary.rm		Science

Autofill Options

☒ Use file name as Title
 ☒ Set categories to: Science
 ☐ Set description to:

☒ Set contributor to: Dave
 Apply
 ☐ Set tag to:

Enter in the other information, and if using the autofill options be sure to click Apply to ensure the field is populated. Once done, click **Process**. A box will appear to let you know that the files have been added.



When the bulk import tool has run, the clips will be available in the Helix Media Library. If your default player is Flash, then you will need to click the link to watch the clip in RealPlayer, as you will see this message.

ChemicalElements.rm

This is a bulk uploaded item, you will not be able to see the video in flash, please click [here](#) to view the video in Real Player.

When the clips are uploaded none of the imported records will have thumbnails, however they can be added and changes made to the description, contributor details, title etc. by editing the file in the Media Listing page in the back-end of the Helix Media Library. To do this log into the back-end, click on the Content menu button, click Media and select Media Listing. Click Edit against the clip you want to modify, and go through and make any changes, clicking Skip to bypass selecting a file to upload.

Media

Media listing >

Add media

< back to Content

Media Listing

Keywords: Contributor:

Category: FileName:

Quick Edit: [enable quick edits](#)

<input type="checkbox"/>	Media Type	Title	Duration	Category	Contributor	Filename	Views	Date Added	Encoded	
<input type="checkbox"/>		VideoDiary.r.	*	Science	Dave	25933279	0	09/02/2011 15:00:32	True	Edit
<input type="checkbox"/>		SportsScienc	*	Science	Dave	12110756	0	09/02/2011 15:00:32	True	Edit
<input type="checkbox"/>		MathsLevel2.	*	Maths	Dave	88456087	0	09/02/2011 15:00:32	True	Edit
<input type="checkbox"/>		LessonRecor	*	Science	Dave	44403208	0	09/02/2011 15:00:32	True	Edit
<input type="checkbox"/>		Lecture1-2.r.	*	Science	Dave	60978897	0	09/02/2011 15:00:32	True	Edit
<input type="checkbox"/>		InTheWild.rm	*	Geography	Dave	76695660	0	09/02/2011 15:00:32	True	Edit
<input type="checkbox"/>		ChemicalEler	*	Science	Dave	61969834	1	09/02/2011 15:00:32	True	Edit

Bulk Importing Other Content

To import non Real Media content in bulk an accompanying .XML file needs to be produced for each of the files that are going to be uploaded to contain the metadata for that file. If you are going to upload a file called “file1.mp4” for example then the accompanying .XML file needs to be called “file1.mp4.xml”. Both of these files then need to be dropped into the bulk upload folder which is located in the Upload folder in the content directory.

To set up the bulk upload directory, create the folder on the server in the content directory, so for example where “X” is the drive letter:

X:\HelixMediaLibraryContent\Upload\Bulk

Once created log into the Helix Media Library and on the upload site open Settings and then click on the Live/Bulk Upload menu option. For the source folder name, type in Bulk. Select a target category for the content to be uploaded to and select Yes for thumbnails to be generated automatically. Click Save to save the changes.

Live Capture and Bulk Upload

Source Folder Name: ⓘ	<input type="text" value="BULK"/>
Target Category: ⓘ	<input type="text" value="TV Recordings"/>
Auto-Generate Thumbnail?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Save"/>	

Creating the .XML file

To create the associated .XML file, you can use notepad. Open up a blank notepad document and use the following schema to create the metadata for your files:

```
<?xml version="1.0" encoding="UTF-8"?>
<video xmlns="UploadXSD">
  <title>
    My video
  </title>
  <description>
    This is a video
  </description>
  <contributor>
    Me
  </contributor>
  <subject>
    Maths
  </subject>
</video>
```

The fields that you can modify are Title, Description, Contributor and Subject (Category).

Tip: If you have lots of files that you want to get up onto the HML but it doesn't matter too much about the metadata at the moment, create the .XML files to be all the same, but just change the names of the files to match each of the clips you are uploading. A useful tool for bulk renaming files is Lupas Rename. Once the files have been uploaded the metadata can be modified f at a later date.

Once all the of the .XML files have been created and dropped into the Bulk folder along with the corresponding media files, they will automatically be sucked through to the Upload folder by the watcher service, and encoded next time the encoder task runs.

LDAP/Active Directory Integration

Once purchased this module will enable the Helix Media Library to integrate with LDAP or Active Directory to allow authentication against Security Groups or Organizational Units. Integration relies upon a module which needs to be dropped into the installation and then configured to work with the particular LDAP/AD environment. It is available on request; please enquire to find out more about how it will operate in your environment. A supplementary document detailing specifics is available from your system provider but below is a summary of how the integration works.

Summary of LDAP/Active Directory Integration

- Organisational Units or Security Groups exist or are set up in the Directory
- "Groups" are created in the Helix Media Library in the back end through the Helix Media Library Security Admin GUI. The groups need to have the same name as the OU's or Security Groups in Active Directory
- When a user authenticates, LDAP/AD is queried to determine that a) the user is in the directory and b) which OU / Security Group they belong to
- The user is granted access to the Helix Media Library categories based on the permissions set in terms of "View", "View & Upload" or "None"
- The permissions are set in the back end of the Helix Media Library for each group. The groups in the group listing page in the Helix Media Library match OU / Security Group names that the Administrator wishes to have access to the Helix Media Library
- To allow access to more OU's or Security Groups the administrator would add another group in the Helix Media Library Security Admin GUI of the same name as the OU / Security Group in the directory that needs access
- When a user that is a member of the newly added group logs in they will have permissions to the categories as defined by the administrator for that group
- If the user is not in AD/LDAP or in an OU or Security Group they are denied access with an appropriate error message.

Addendum

Supported Codecs

The below is an overview of supported codec's that can be uploaded to the Helix Media Library for conversion.

Video

- AVI
 - DivX (3.11, 5, 6+)
 - Indeo Codecs
 - Intel Indeo / iTU
 - MS MP4
 - XViD
 - Techsmith Screen
 - VP6
 - X264
 - MJPEG
- MP4
 - DiVX
 - XViD
 - 3ViX
 - H.264
 - MPEG 4 Part 2
- MOV
 - H.263
 - H.264
 - MPEG 4 Part 2
 - Sorenson (including Animation)

Apple LossLess audio is unsupported in all of the above

- FLV
 - VP6
 - H.264
- DV
 - DV PAL/NTSC
 - DVCPro PAL/NTSC
- MPEG
 - MPEG 1
 - MPEG 2
- WMV
 - Windows Media v7+
 - Windows Media Screen
 - Windows Media Uncompressed
 - Windows Media Audio v7+

*Windows Media with DRM is unsupported

Audio

- WAV
- MP3
- WMA