

## Step Guide for Uploading Video to Ensemble

The following steps outline how to upload a video file (.MP4, .MOV, .WMV, etc.) into Ensemble Video. Before you begin, make sure you have the video file you'd like uploaded on your computer.

SPS faculty and staff can use Ensemble Video, but must have an account. To claim your account please complete this form: <https://tinyurl.com/Claim-Ensemble-Account>

Step	Screen Shot
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Go to the Ensemble log-in page for CUNY SPS.

Log into your Ensemble account.

Your login details are issued by SPS Help Desk. If you're having trouble logging in, please email [helpdesk@sps.cuny.edu](mailto:helpdesk@sps.cuny.edu)

Login Page for SPS Ensemble Video:  
<https://cunysps.ensemblevideo.com/>

CUNY School of Professional Studies

CUNY SPS Username  
Jane.Doe

CUNY SPS Password  
.....

Don't Remember Login

Reset information sharing preferences. You will be prompted for your preferences on your next login.

Login

For technical support, please contact the [CUNY SPS Help Desk](#).

After logging in you'll land on your 'Media Library' page.

To add a new video, Click on **+ Add**.

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Media Library

+ Add

Select All

1

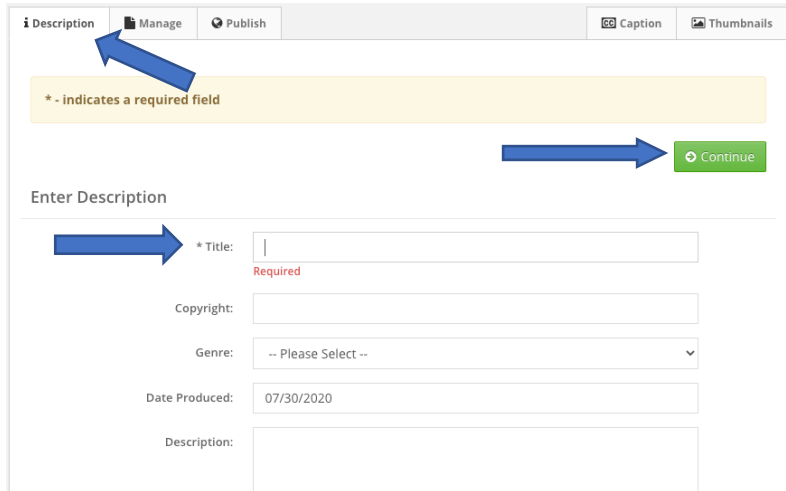
Step	Screen Shot
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Adding video begins on the “Description” tab. Here you can add some details about the video.

The **title is the only required field**. The remaining fields are optional.

We recommend adding a short description as it will appear under the video when embedded in Blackboard.

When ready click **Continue**.

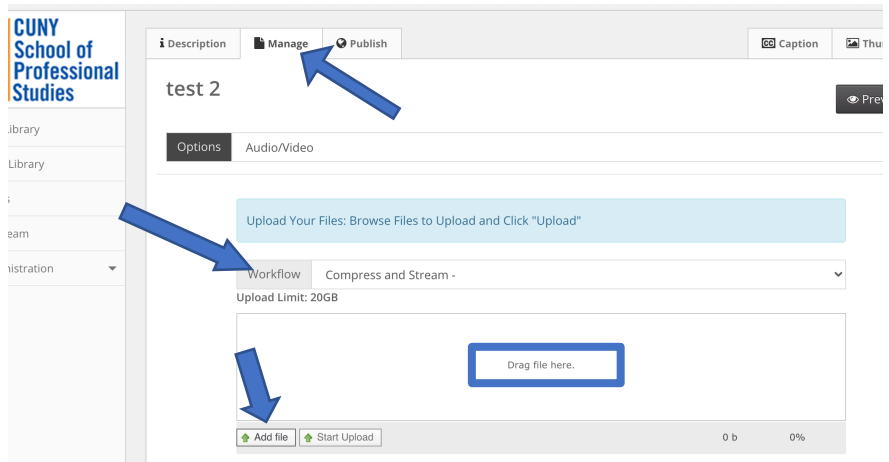


Next you’ll land on the “Manage” tab.

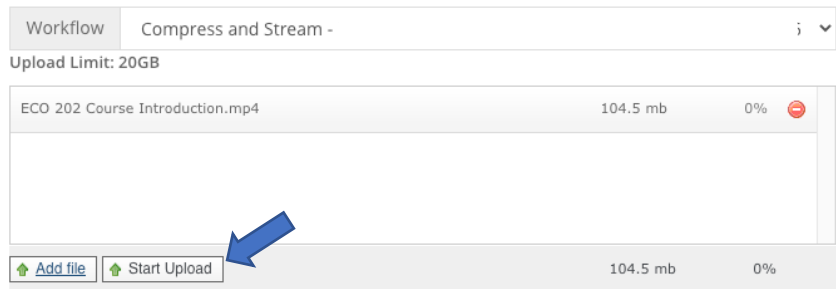
Make sure the workflow is set to ‘Compress and Stream.’

You can add video in different formats, .MP4, .MOV, .WMV, etc.

Either drag your video file to the “Drag file here” area or select it by clicking the “Add File button.”



When you see your video added to the upload box, Click on **Start Upload**.



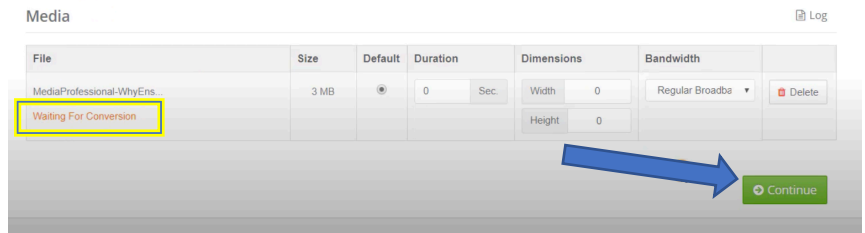
Do not leave this page until upload is complete.



Step	Screen Shot
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After uploading, the video is converted into streaming format. You'll see a message saying "waiting for conversion"

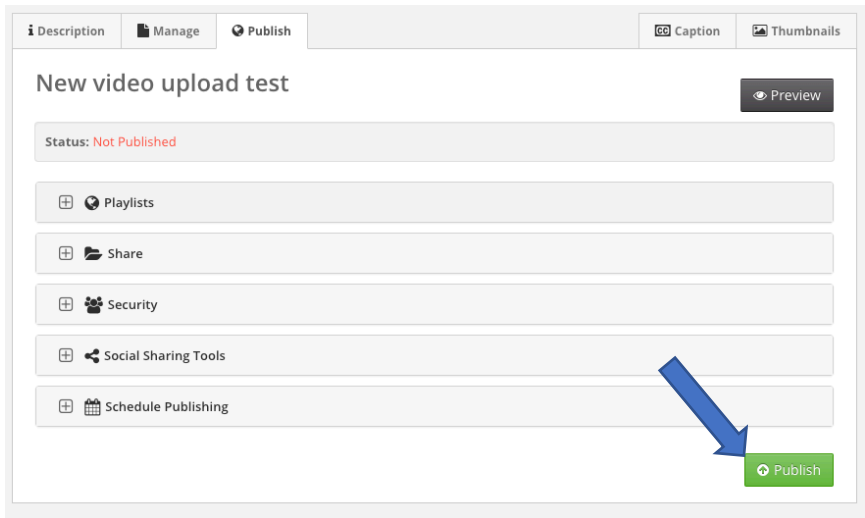
You can now leave the page. Click **Continue** to advance to the "Publish" tab.



On the "Publish" tab there are several options for sharing, including playlists and social media. You can decide if you'll need these options, none are required for sharing in Blackboard.

You must click the green Publish button for your video to be seen.

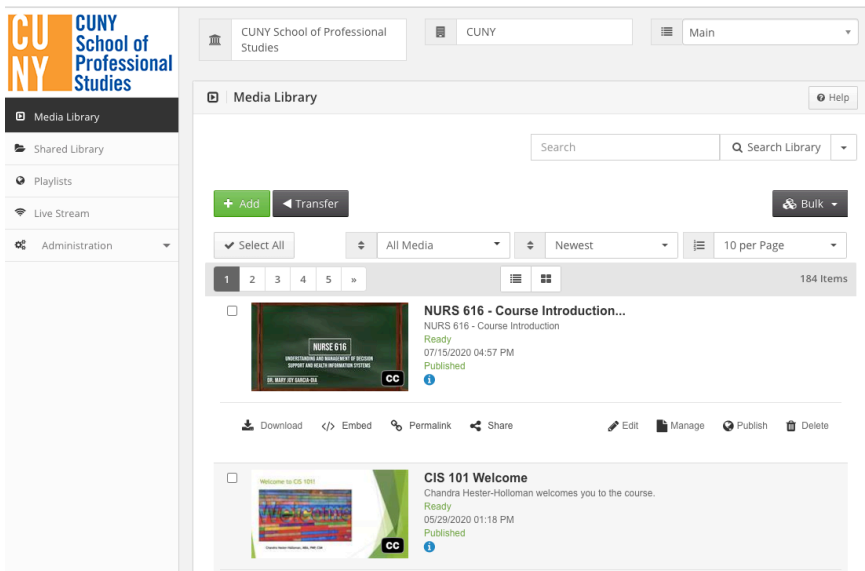
Click the "**Publish**" Button.



Once you have clicked Publish and your video is finished converting it will be available to share.

You can share your video directly by clicking on the "Permalink" button to retrieve the URL.

You can also now log into Blackboard and embed this video in your course.



For help with Ensemble Video please email [facultysupport@sps.cuny.edu](mailto:facultysupport@sps.cuny.edu)

For help logging into Ensemble Video please email [helpdesk@sps.cuny.edu](mailto:helpdesk@sps.cuny.edu)