

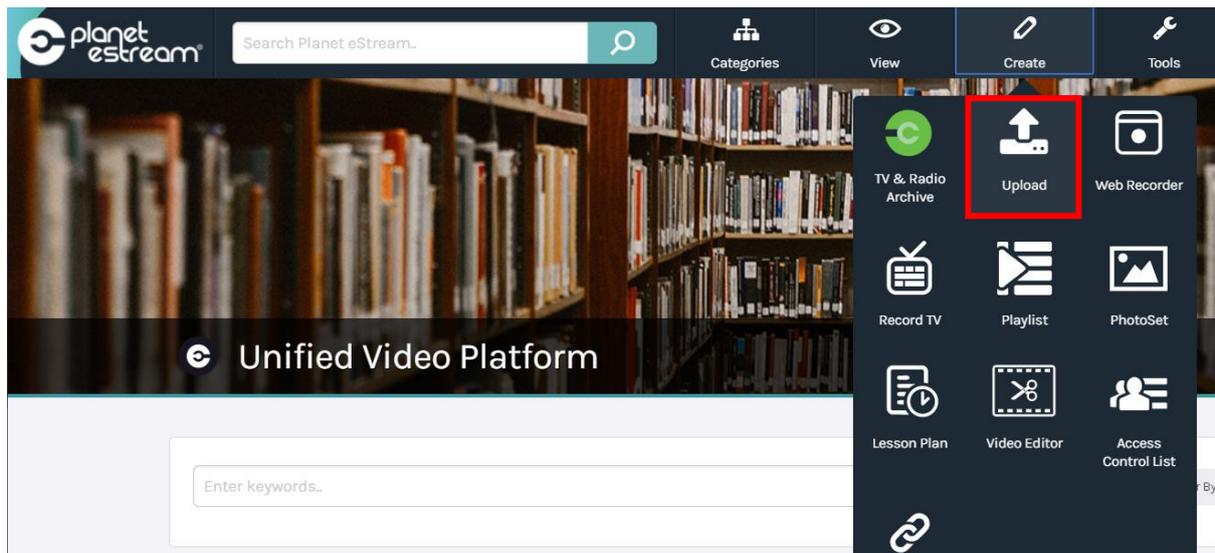


Uploading via the Web Interface

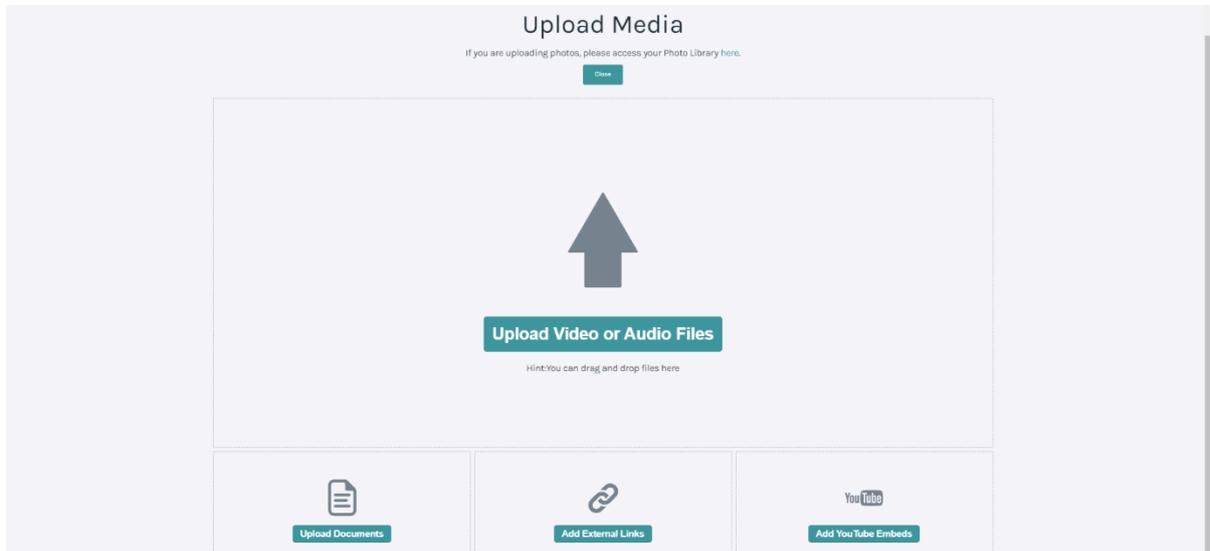
Planet eStream allows you to upload various types of content via the web interface to support teaching and learning.

Step One: Accessing the Upload Option

Select Create > Upload from the top navigation bar on your Planet eStream website



You will then be presented with four options depending on your permissions. You can upload video and/or audio files as well as uploading documents such as PDFs and PowerPoint presentations. In addition, you can add external links to online resources and embed YouTube videos to be viewed within eStream.



Step Two: Selecting Content

To begin uploading content to your eStream site, you can either click on the specific content type or drag and drop a file on to the content area; you are able to upload multiple files at the same time. In this case a video is being added. Once you have selected the file which you would like to upload, you will be presented with various meta-data upload options. You may not see all of these, depending on your Planet eStream permissions.

Add Media Options

Use filename for title

Details

Title

Description

Tags

Staff Only*
yes no

External access
yes no

Certification
U PG 12 15 18

Licence

Options

Select the Publishing Policy for the Recording to be added to.
Global Content

Select to make the content private
Private

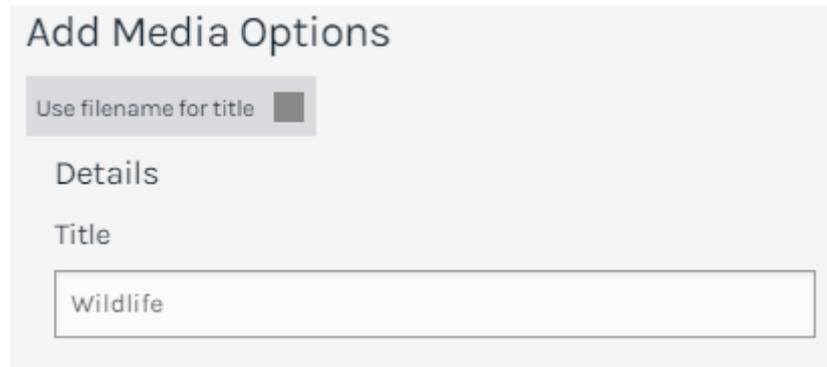
Select Categories to add this item to
[Select Categories](#)

Select to mark this item as under the ERA Licence (ERA Licence)
ERA Content

Media Profile
High Definition (Video 1600Kbps, Audio 128Kbps)

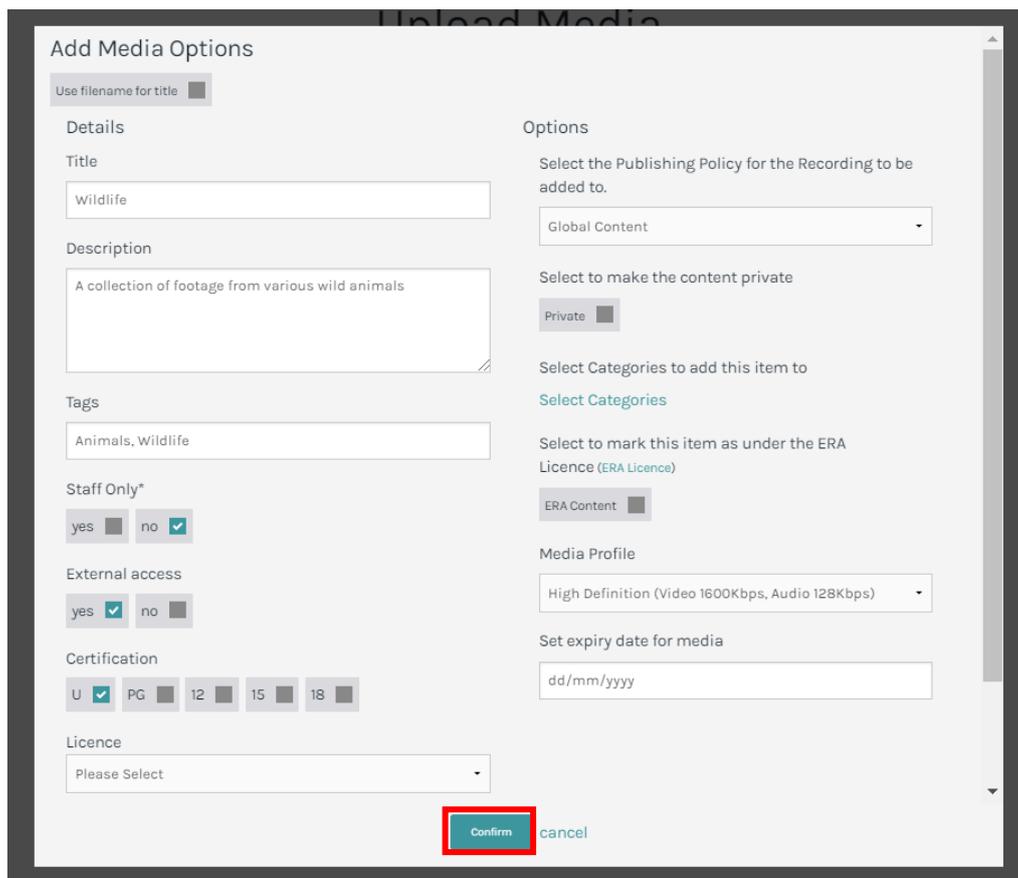
Set expiry date for media

By default, the filename will be used for the title. To change this, unticking the checkbox allows you freely enter a title for the video. You will want to do this if uploading files directly from a mobile device, as they rarely have useful file names.



The screenshot shows the 'Add Media Options' form. At the top, there is a checkbox labeled 'Use filename for title' which is checked. Below this, under the 'Details' section, there is a 'Title' field containing the text 'Wildlife'.

Next, you may need to fill in additional meta-data fields such as certification or staff only, these differ on a user-by-user so don't be concerned if you don't see them. On the right-hand side of the window you will want to categorise your content. Typically, this is done by subject but doesn't need to be. Ticking private makes the content private to you only. Once finished select **Confirm**.



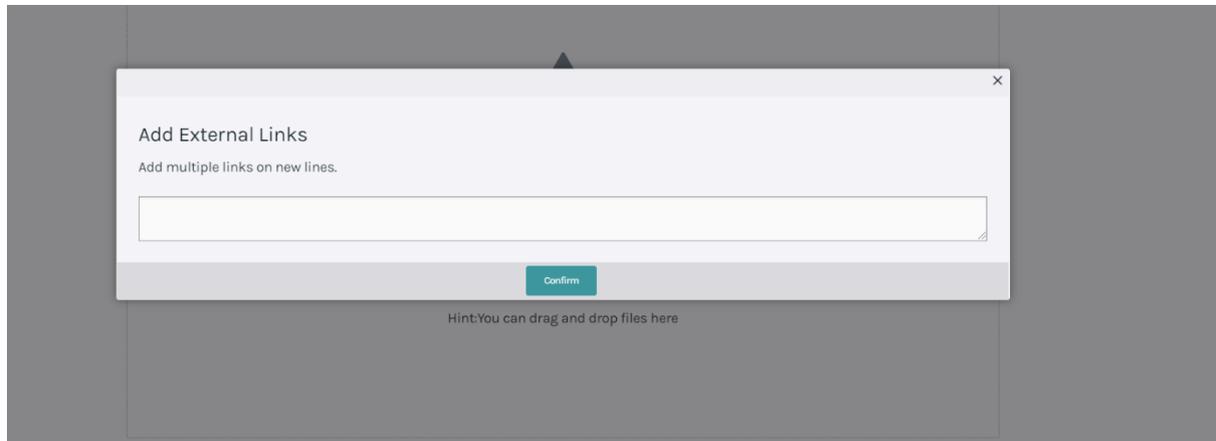
The screenshot shows the 'Add Media Options' form with the following fields filled out:

- Use filename for title:** (unchecked)
- Details**
 - Title:** Wildlife
 - Description:** A collection of footage from various wild animals
 - Tags:** Animals, Wildlife
 - Staff Only*:** yes no
 - External access:** yes no
 - Certification:** U PG 12 15 18
 - Licence:** Please Select
- Options**
 - Select the Publishing Policy for the Recording to be added to:** Global Content
 - Select to make the content private:** Private
 - Select Categories to add this item to:** [Select Categories](#)
 - Select to mark this item as under the ERA Licence (ERA Licence):** ERA Content
 - Media Profile:** High Definition (Video 1600Kbps, Audio 128Kbps)
 - Set expiry date for media:** dd/mm/yyyy

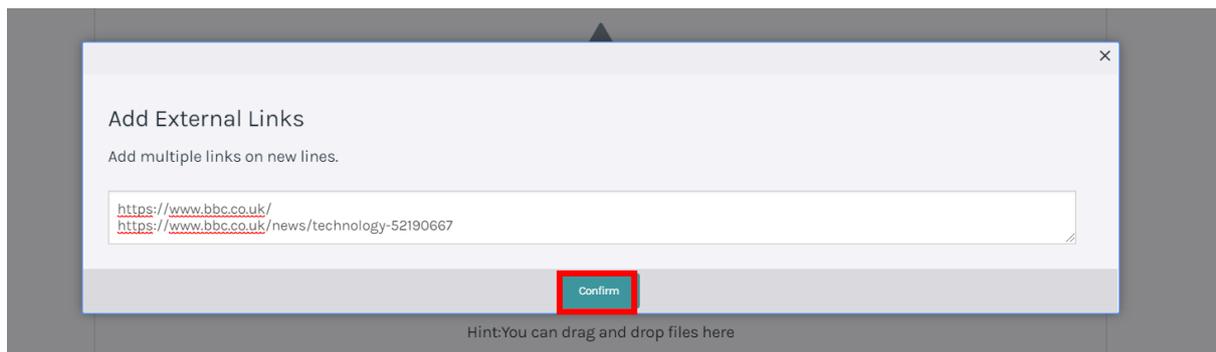
The 'Confirm' button is highlighted with a red box.

The same method is applied when adding documents to your Planet eStream library.

The uploading of External Links and YouTube embeds is a little different. To add External Links or YouTube content click on the content type that you wish to add. You will be presented with the following window.



From here, just copy and paste the URL of the web page you want to share into the text field. You are able to paste in multiple links which would look something like this:



Once you have included all relevant links select **Confirm**. This will prompt you to run through the same steps as the other uploads. To add YouTube embeds the process is exactly the same as when adding external links. Locate the YouTube video you wish to embed and then copy and paste the URL at the top into the text field.

Step Three: Uploading Content

Clicking “Confirm” will bring you to the following page where you have a couple more options.

To the right-hand side, you will see two little icons. The top pencil icon allows you to edit or add and remove any data assigned to the content, such as modifying the title. The bottom icon is an option to delete from the upload queue.



There is also a button which allows you to select more content to add to your upload queue.



Select **Add More** will allow you to select another media item, and fill in any relevant information, as previous. Once you're happy, you can click on **Start Upload** which will upload these items to your Planet eStream site.

