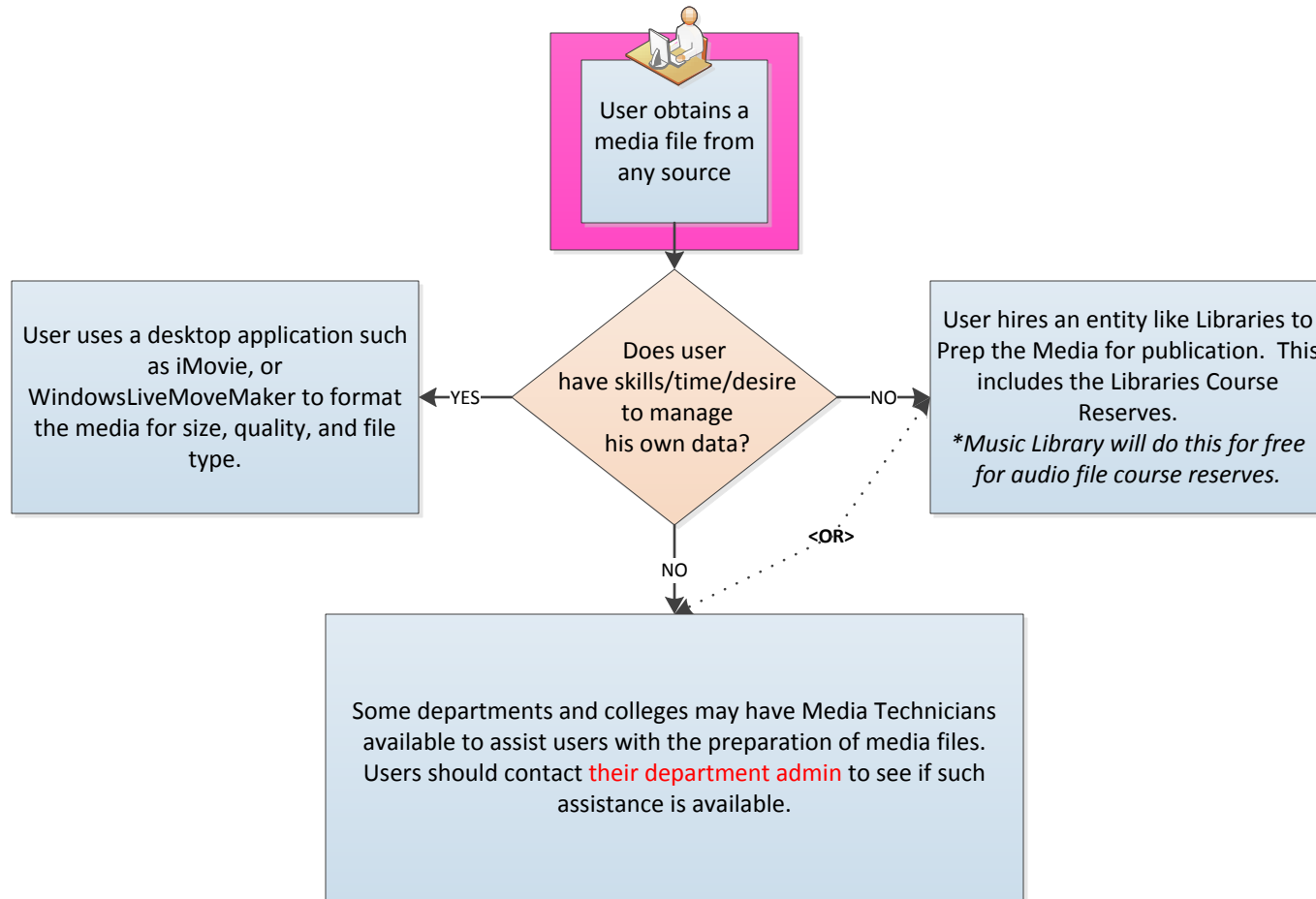


RMES Flow Charts

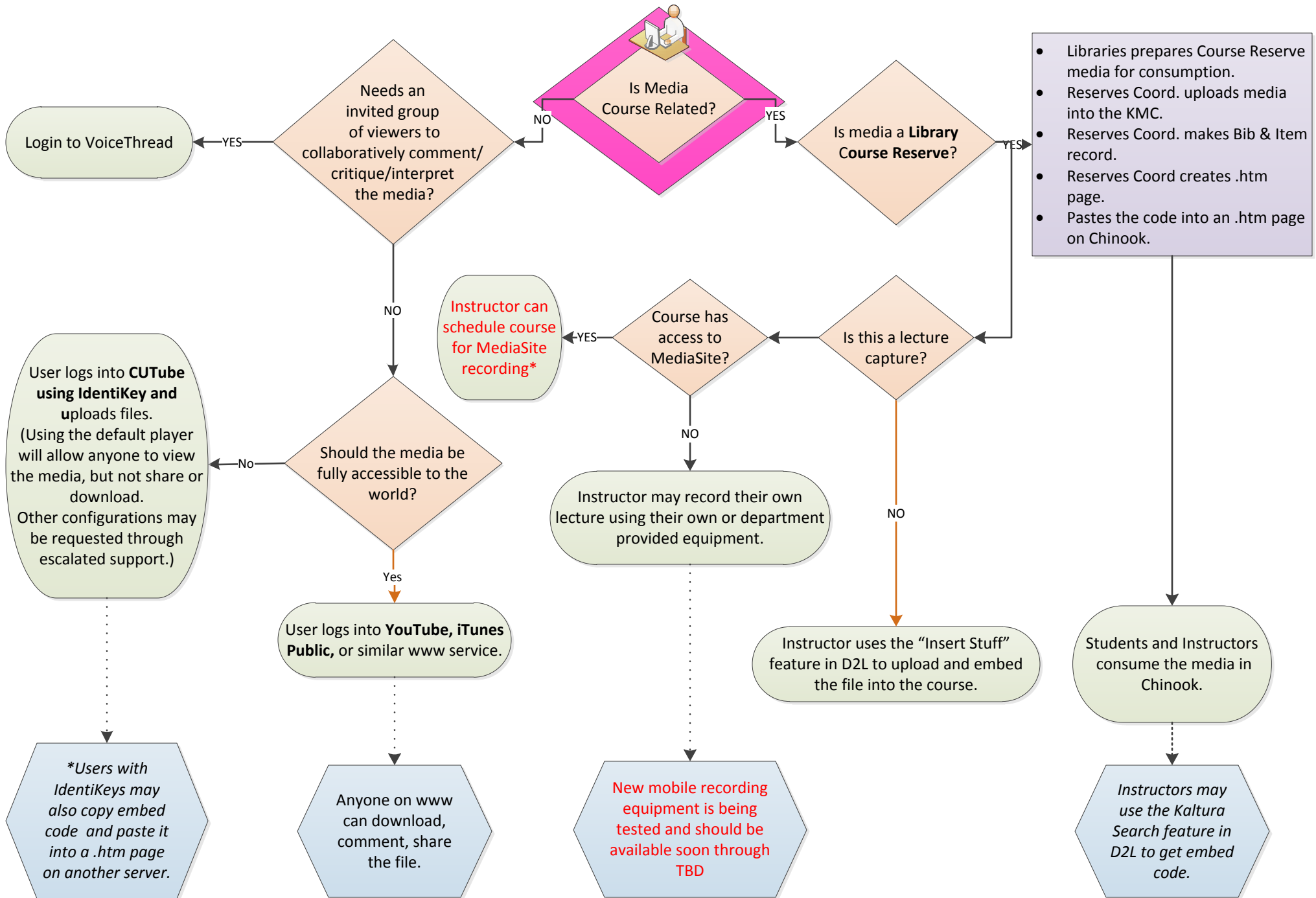
(Text appearing in red font indicates that there is still uncertainty present in the step.)

High-Level Getting a Media File Prepared for Consumption by the Rich Media Streaming Service



A Campus User Wants to Make Streaming Media Available:

(Instructors, Students, Department Administrators, Researchers, Staff)

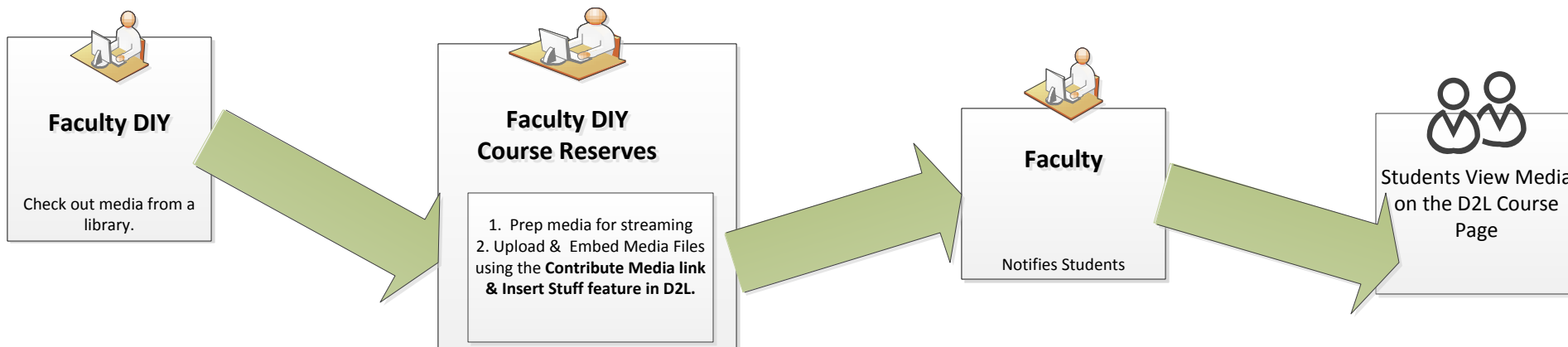


Using Course-Related Library Media

Use Case #1

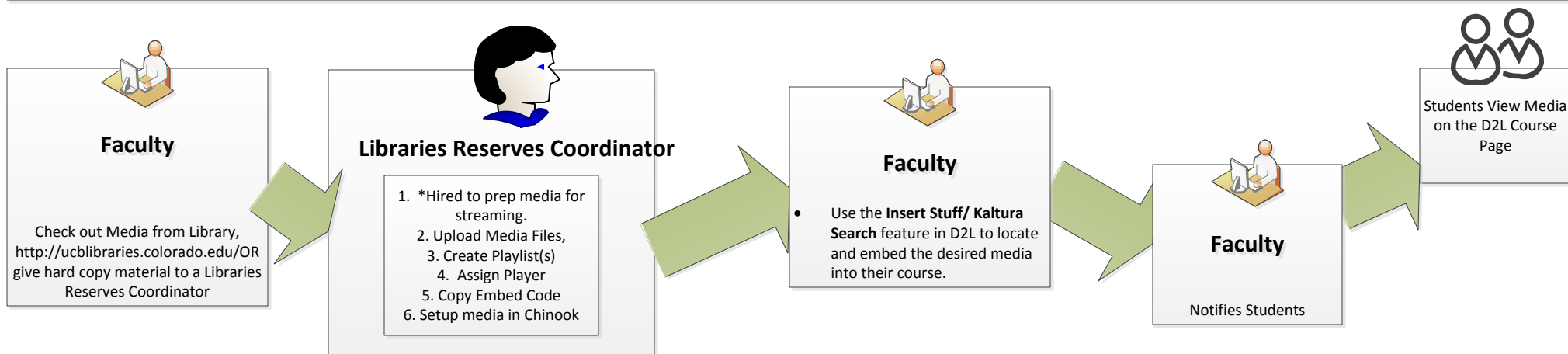
Faculty wants media checked out from a library to show up on their D2L Course Home page but they want to do it themselves (DIY).

(This media is "course-related" but not "course reserve" because it doesn't go through the reserves process.)



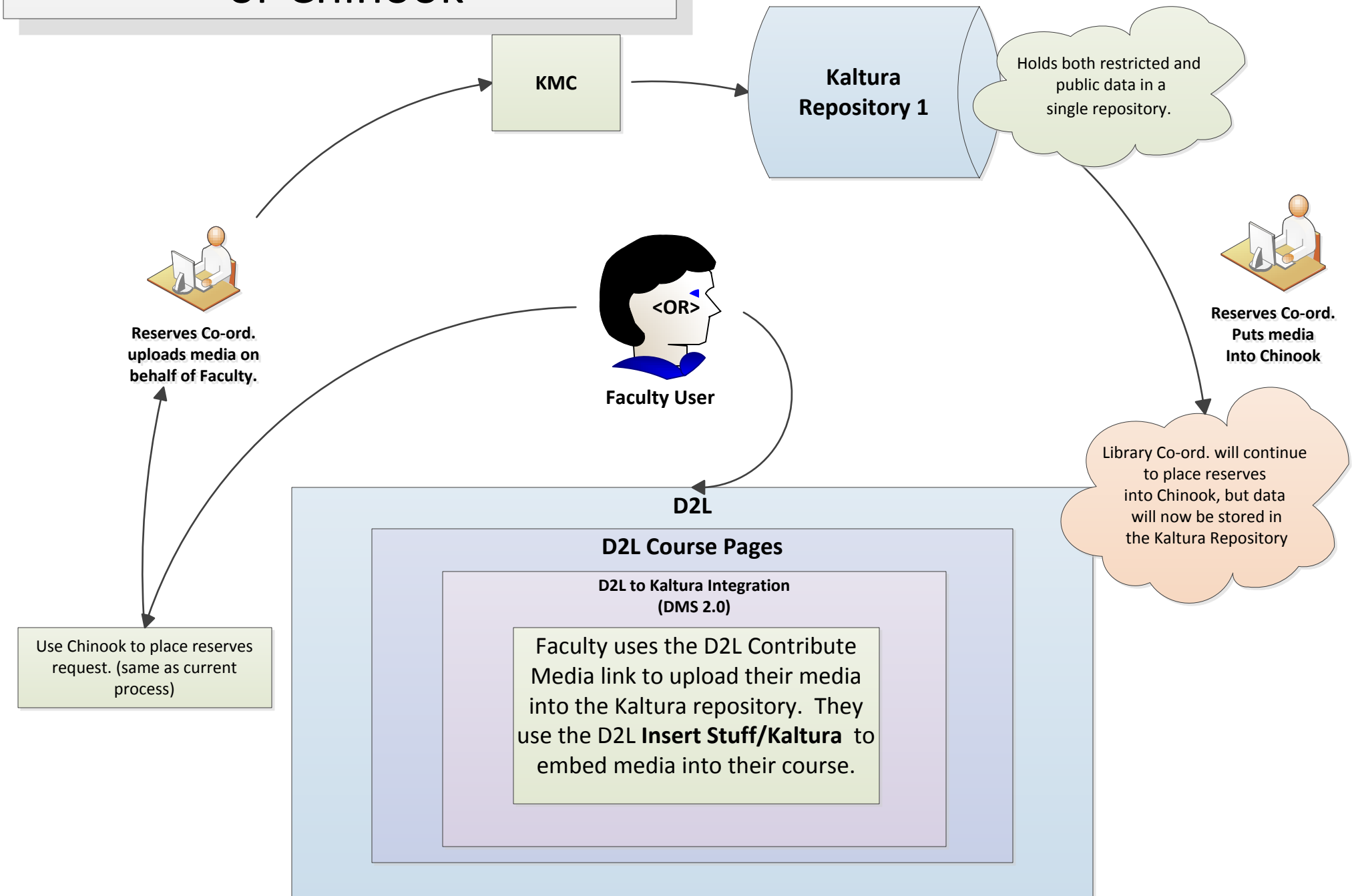
Use Case #2

Faculty orders Course Reserve media in Chinook. They want their course reserves to show up on their D2L Course Home page.

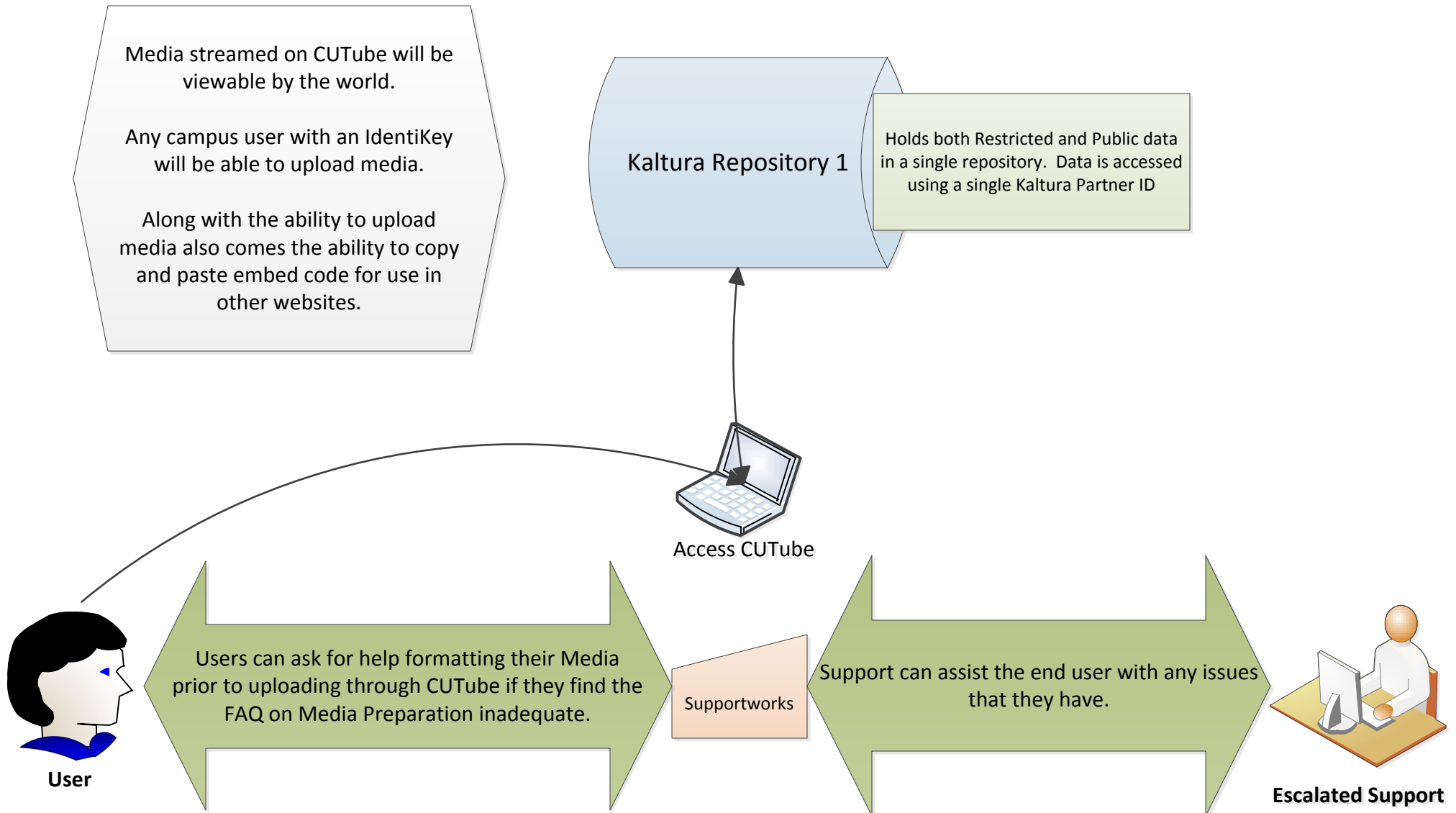


**Norlin Library charges for the initial media encoding service while the Music Library will continue to encode music files for free.*

Uploading Media Via D2L or Chinook



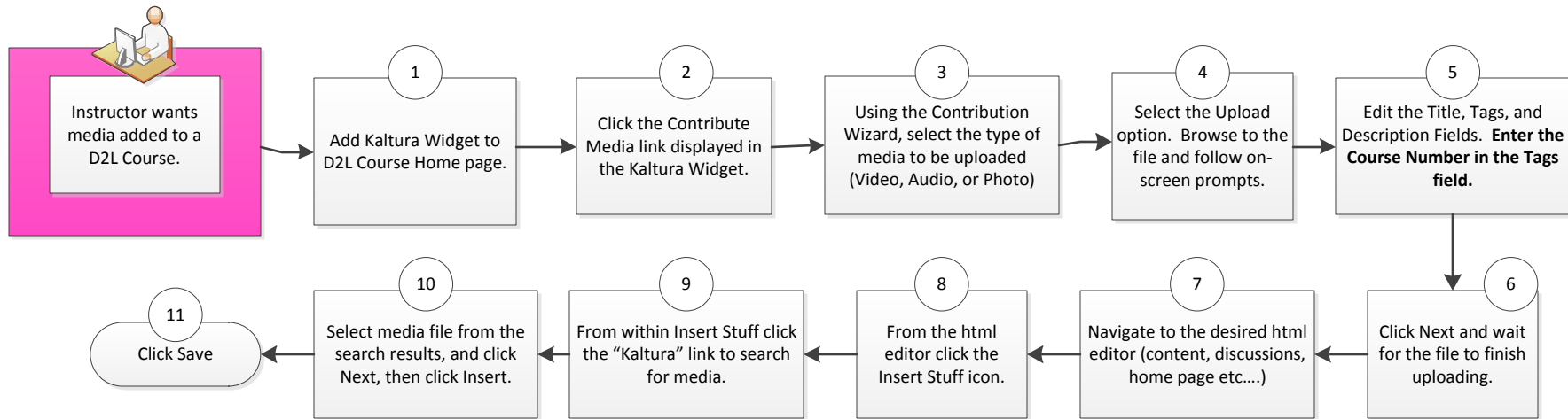
Using & Supporting CUTube-- High-Level Workflow Diagram



An Instructor User Wants to Make Streaming Media Available in D2L:

(This diagram assumes that the media is already prepped for publication, and the instructor does not want to make the media a Library Course Reserve.)

User Documentation is located here: XXX

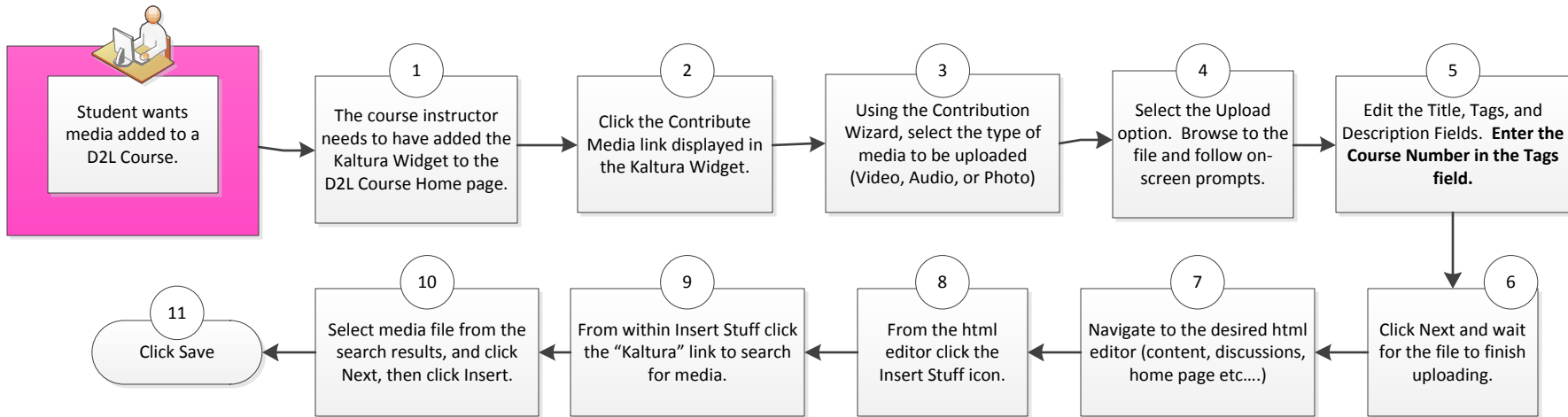


1. Directions for adding widgets to courses is located here: XXX
2. This link simply opens the Kaltura Contribution Wizard (KCW).
3. The supported file type will display in the file types drop-down field once the user is browsing for the file in step 4.
4. User's cannot upload more than 2GB at one time.
5. Tags should be comma separated. Adding the Course Number facilitates locating the file in the repository.
6. A file may upload successfully but still be transcoding for the repository. This means that the files will not be searchable until they finish transcoding. The larger the file, the more time users need to wait before they search.
7. Anywhere there is an html editor, a user can embed a media file.
8. User's may need help locating the insert stuff icon.
9. The search engine only recognizes whole words. Instructors will be able to find any media existing in the parent category called, "Course Reserves". (This includes all sub-categories under the parent category.)
10. Multiple files may be selected and embedded.
11. The user may need to click "Update" and "Save" to embed the code depending on which html editor they are accessing.

A Student User Wants to Make Streaming Media Available in D2L:

(This diagram assumes that the media is already prepped for publication.)

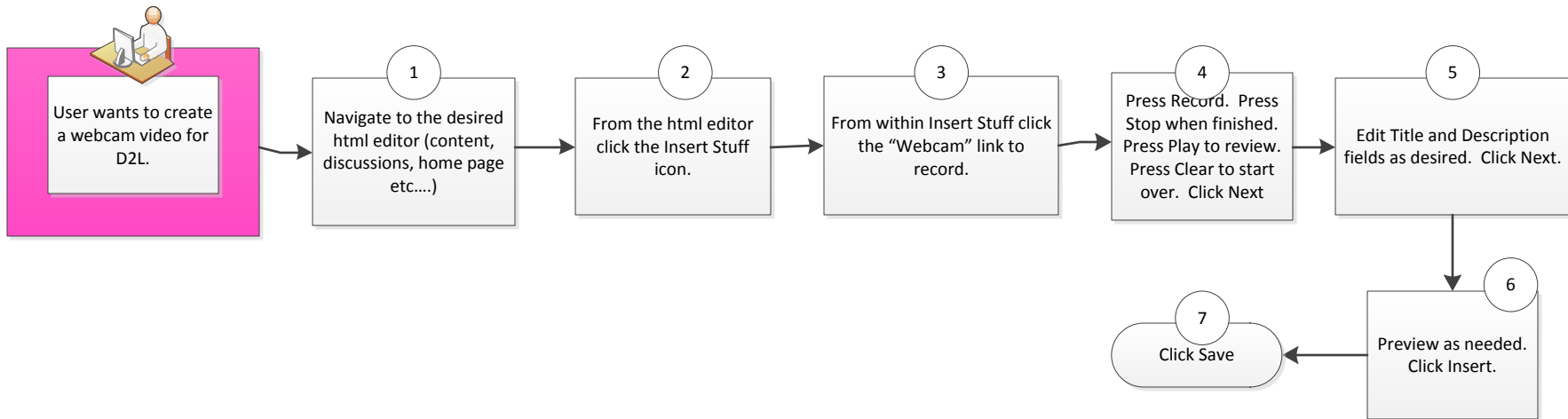
User Documentation is located here: XXX



1. Directions for adding widgets to courses is located here: XXX (Students cannot add widgets.)
2. This link simply opens the Kaltura Contribution Wizard (KCW).
3. The supported file type will display in the file types drop-down field once the user is browsing for the file in step 4.
4. User's cannot upload more than 2GB at one time.
5. Tags should be comma separated. Adding the Course Number facilitates locating the file in the repository.
6. A file may upload successfully but still be transcoding for the repository. This means that the files will not be searchable until they finish transcoding. The larger the file, the more time users need to wait before they search.
7. Anywhere there is an html editor, a user can embed a media file.
8. User's may need help locating the insert stuff icon.
9. The search engine only recognizes whole words. Student will be able to find only media that they have uploaded and exists in the parent category called, "Course Reserves" (This includes all sub-categories under the parent category.)
10. Multiple files may be selected and embedded.
11. The user may need to click "Update" and "Save" to embed the code depending on which html editor they are accessing.

Any D2L User Wants to Make a Webcam Video in D2L:

User Documentation is located here: XXX



1. Anywhere there is an html editor, a user can embed a media file.

2. User's may need help locating the insert stuff icon.

3-6. This feature is not intended to replace lecture capture and should only be used for relatively short recordings as opposed to hour long lectures.

7. The user may need to click "Update" and "Save" to embed the code depending on which html editor they are accessing.