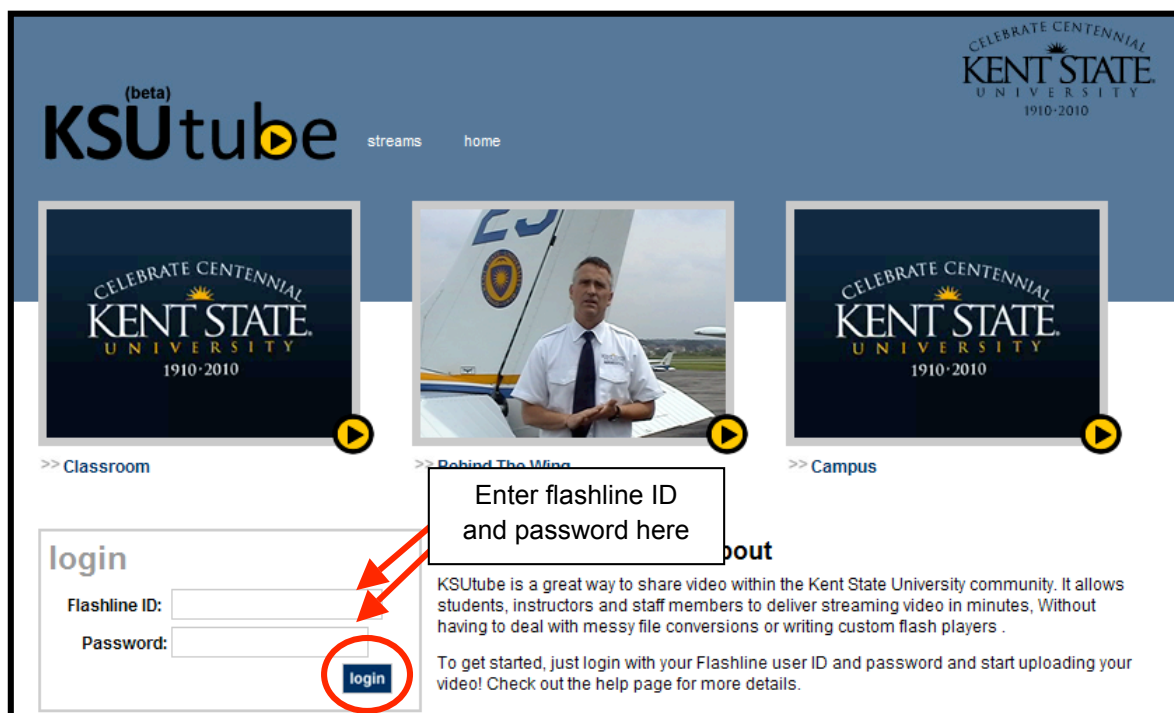
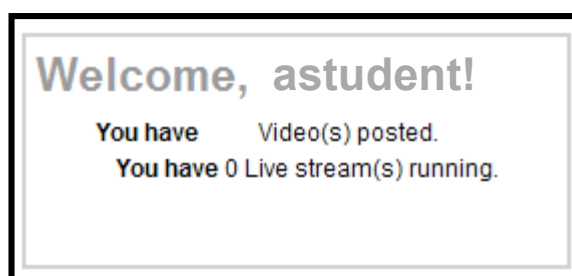


# Instructions for submitting your video assignment

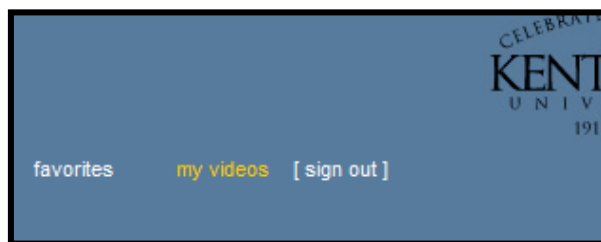
1. Log in to KSUtube by typing <http://ksutube.kent.edu> in the address bar of your browser.
2. On the home page that appears, enter your flashline ID and password in the spaces provided and click the **login** button.



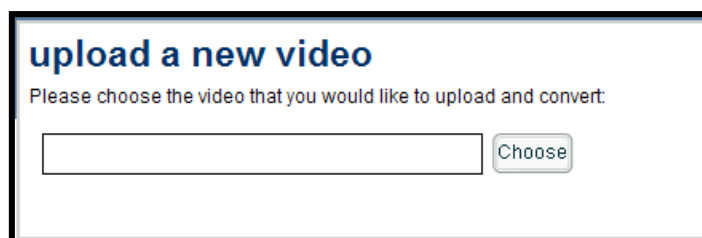
3. The login portion of the screen will now change to display the total number of videos you have available in your account. The sample account below shows no videos and no live streams.



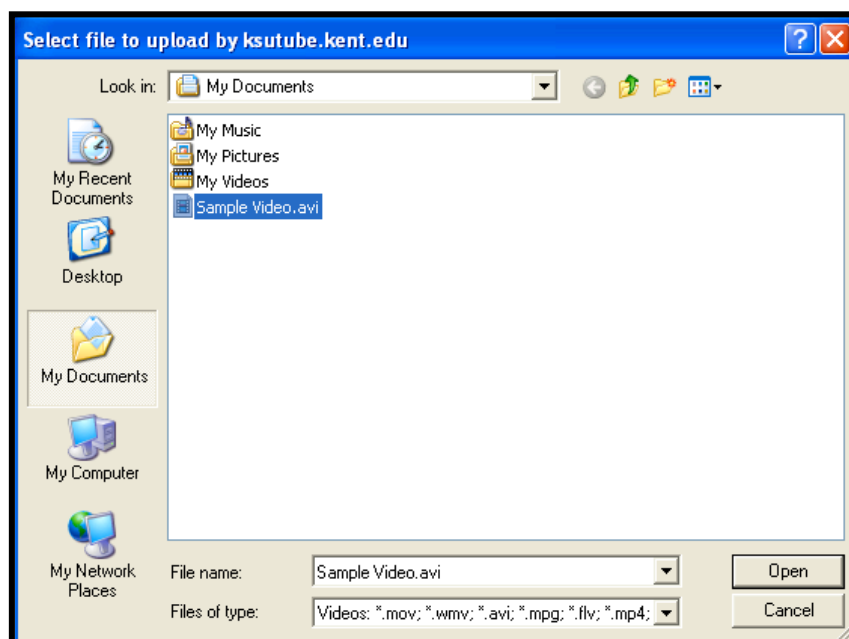
4. Click the **“my videos”** link in the upper right portion of the screen. Depending on the browser you are using, you may receive a security warning message. Your response to this message should not affect the operation of KSUtube.



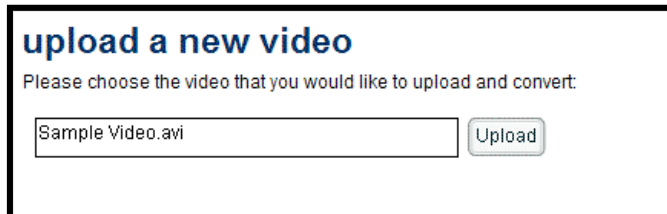
5. A small window will now appear providing the opportunity for you to upload your video. Click the **Choose** button.



6. The **Select file to upload by ksutube.kent.edu** dialog box will now appear. Navigate to the location of your video file, click the file name to select it, and choose **Open**.



7. The selected video file will now appear in the pop up box and the “**Choose**” button will have changed to “**Upload**”.



**upload a new video**

Please choose the video that you would like to upload and convert:

Sample Video.avi

8. Click the “**Upload**” button and a small progress meter will now appear on your screen as shown below.



**upload a new video**

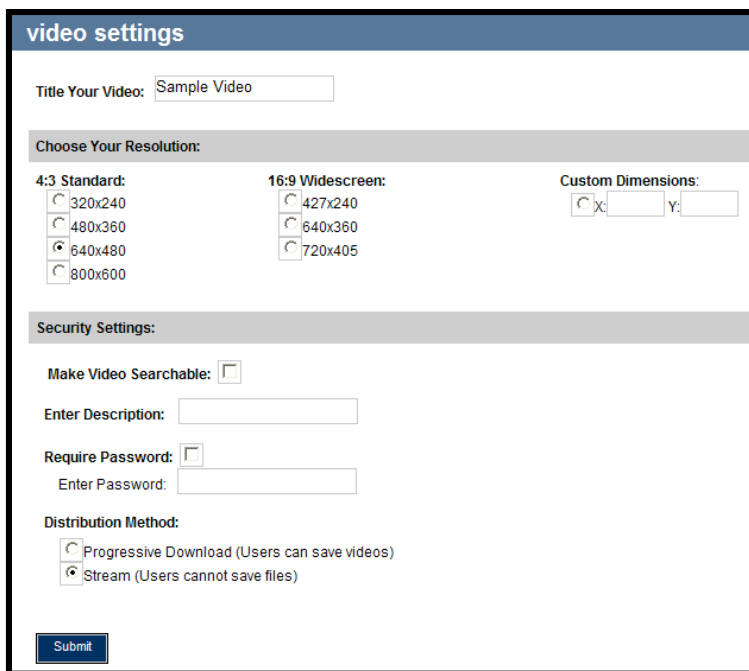
Please choose the video that you would like to upload and convert:

Sample Video.avi

Progress bar: [Blue bar]

9. When the video has been completely uploaded, the **Video Settings** screen will appear. Be sure to provide the following information:

- **Title:** A short but descriptive title.
- **Resolution:** physical size of your video.
- **Make Video Searchable:** Should your video be located in our KSUtube search results?
- **Require Password:** If checked, users must enter your password to view the video
- **Distribution Method:**  
Stream (Users cannot save files)  
Progressive (Users can save files)



**video settings**

Title Your Video:

**Choose Your Resolution:**

4:3 Standard: ☐ 320x240 ☐ 480x360 ☒ 640x480 ☐ 800x600

16:9 Widescreen: ☐ 427x240 ☐ 640x360 ☐ 720x405

Custom Dimensions:

**Security Settings:**

Make Video Searchable: ☐

Enter Description:

Require Password: ☐

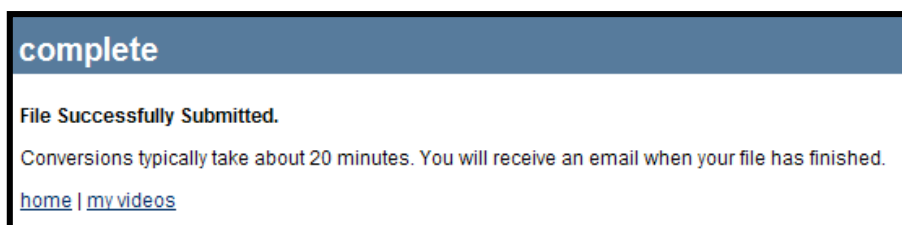
Enter Password:

**Distribution Method:**

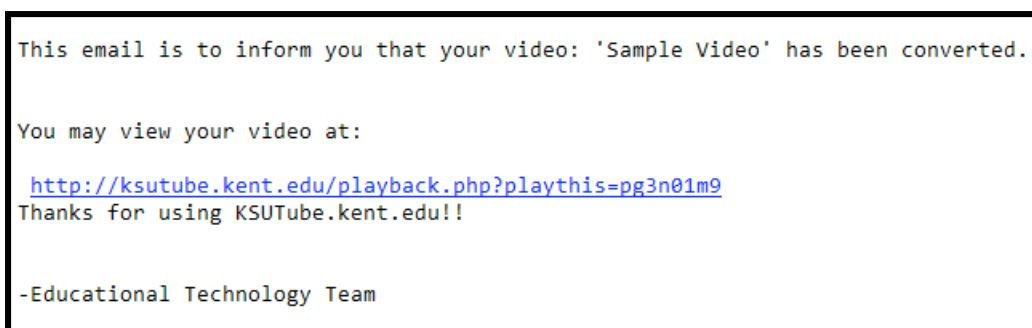
☐ Progressive Download (Users can save videos)

☒ Stream (Users cannot save files)

10. Complete this portion of the process by clicking the **Submit** button. A message like the one below should now be displayed informing you that when the processing is complete an email will be sent to your flashline account providing you with a link to the video.



11. When the email arrives, check to make certain the video plays correctly by clicking the link. This will navigate you to the website provided by KSUtube.



## NOTES:

- Maximum file size – 1 gigabyte
- If uploading a large file (especially from off campus), you may receive a message multiple times asking if you would like to abandon the upload. Be certain to respond NO, otherwise you will need to begin the uploading process again.
- You should avoid creating a file for upload to KSUtube using Photo Story III or by producing an AVI using PowerPoint on the Macintosh.
- Be sure to login to KSU tube before each session. If you bookmark the “**My Videos**” page and navigate there thus avoiding the login page, you will be able to upload videos, but KSUtube will not recognize you as the owner of them.