

EdUHK Video Portal User Guide



The EdUHK Video Portal, based on the Ensemble Video platform, allows video management, publishing and sharing with security control. The platform helps staff to capture, store and share video for teaching, learning, research and administrative purpose.

This user guide contains step by step instructions on uploading and publishing videos on the EdUHK Video Portal.

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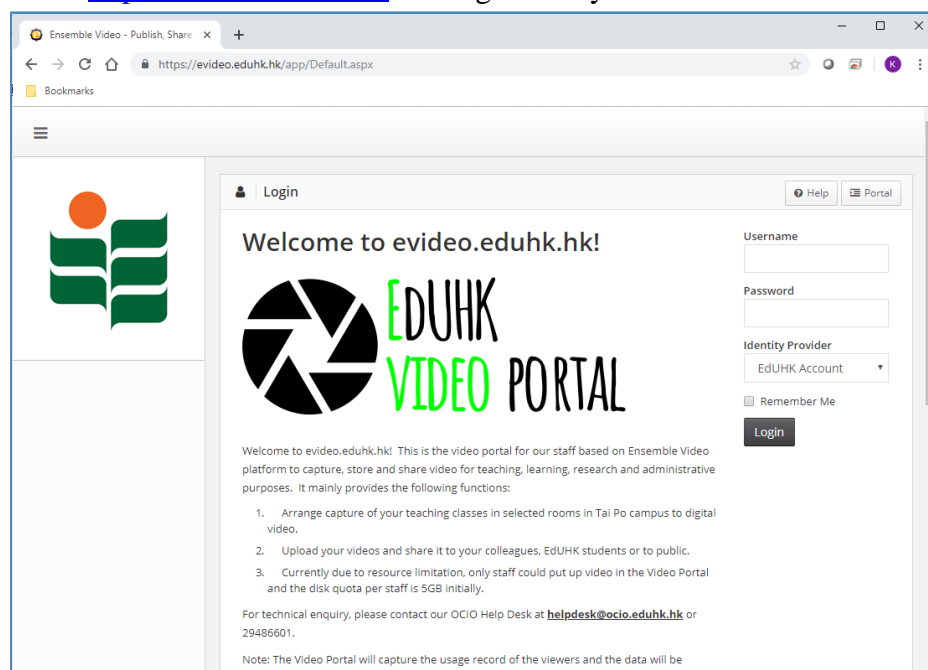
A. How to access the Video Portal?

To access the Video Portal, please visit <https://evideo.eduhk.hk> with any modern web browsers and login with your network account and password.

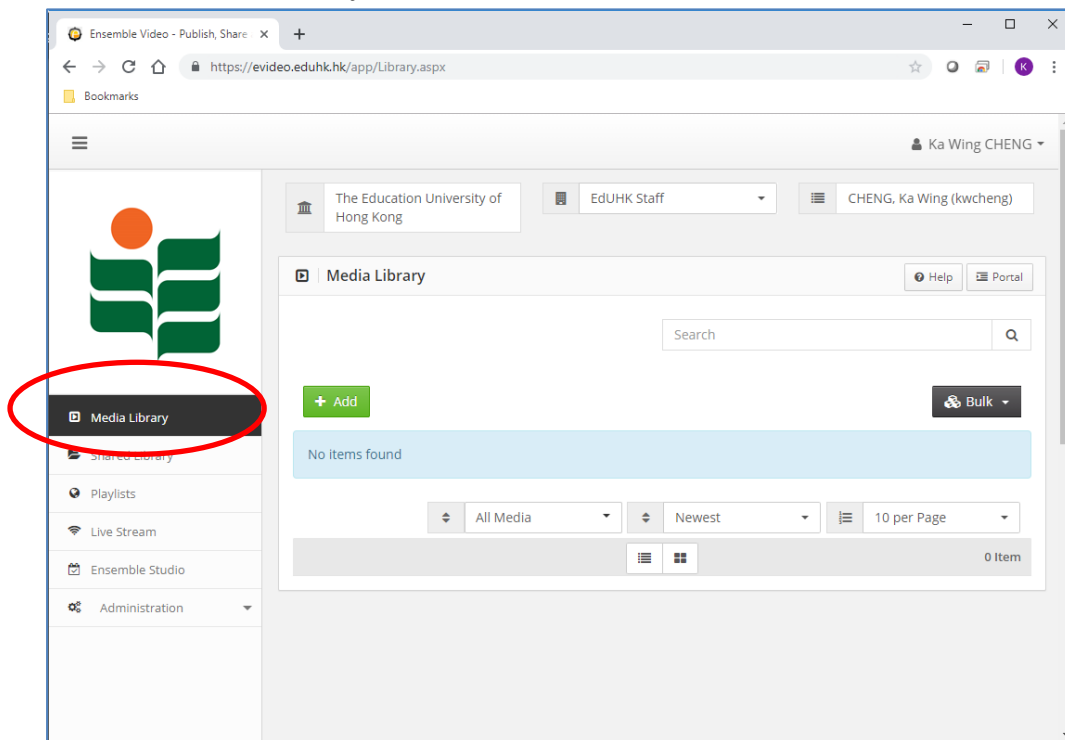
B. Upload Publish a Video File

Adding a new video

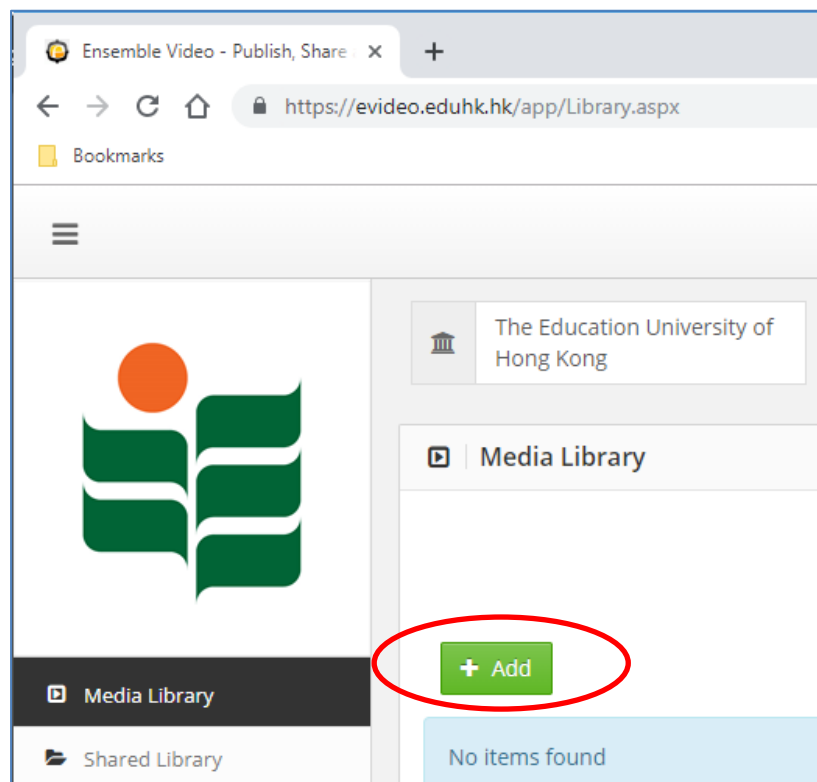
1. Make sure you have a video file (in MP4 format) ready for upload. (Note: Please refer to the "Notes and recommendations" section on recommended file format.)
2. Go to <https://evideo.eduhk.hk> and login with your network account and password.



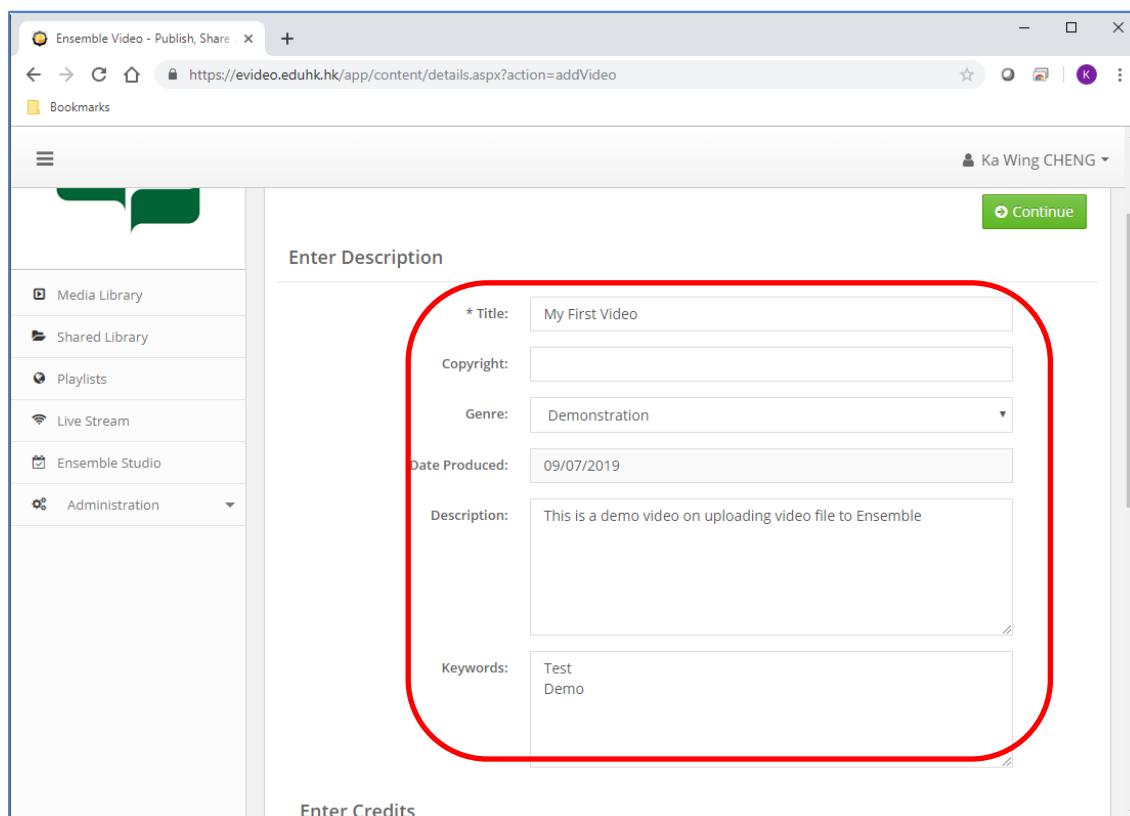
3. Click on **Media Library**.



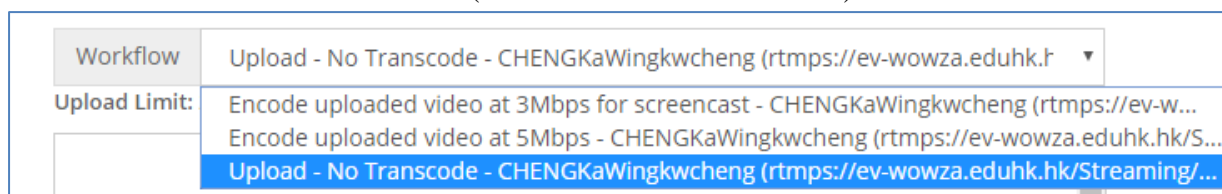
4. Click the **+Add** button.



5. Enter a title for the video (required), and any other information such as description, keywords and/or credits if needed. Click **Continue** to save.



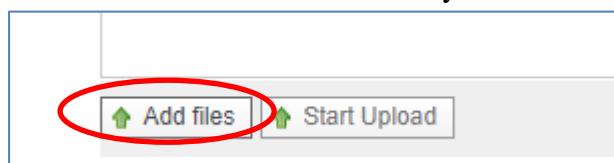
6. Select the desired Media Workflow (if more than one is available).



Type of Workflow (transcoding presets):

- Encode uploaded video at 3Mbps for screencast
 - Transcode video to SD in 720p at 3Mbps bitrates
- Encode uploaded video at 5Mbps
 - Transcode video to HD in 10800p at 5Mbps bitrates
- Upload – No Transcode
 - No transcode or conversion

7. Click **Add File** and select the file you would like to upload.



8. The file name will be shown. Click Start Upload when you are ready. The upload status will be shown on the status bar. Click Cancel Upload if you wish to cancel uploading once it has begun.



Workflow Upload - No Transcode - CHENGKaWingkwcheng (rtmps://ev-wowza.eduhk.hk) ▼

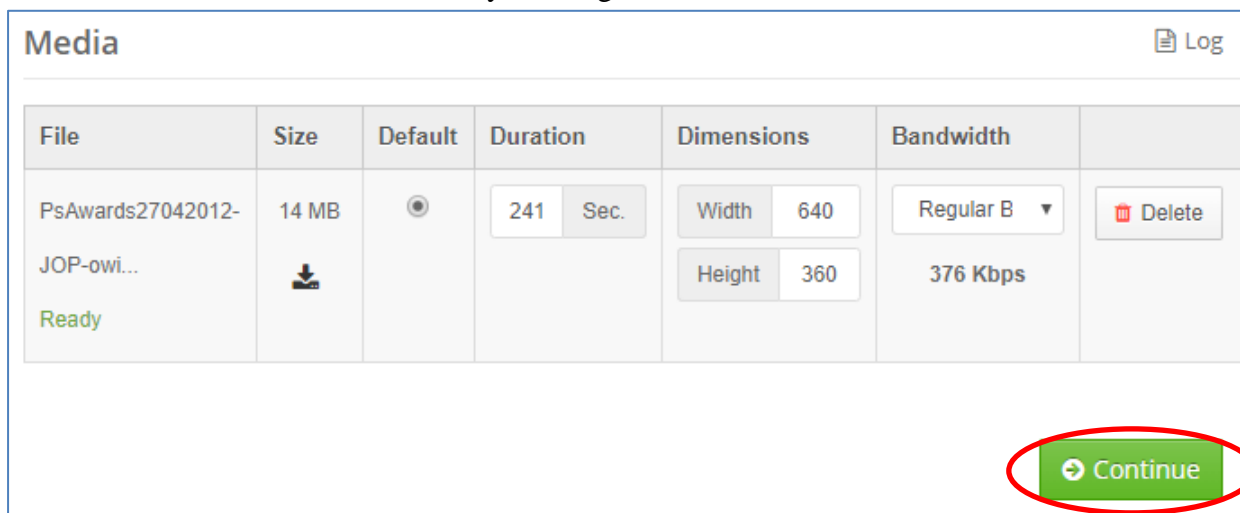
Upload Limit: 20GB

P's Awards_27042012.mp4	14.9 mb	0%	
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Add files Start Upload

14.9 mb 0%

9. Once your video file is listed in the Media table, the status of the video will be displayed. Proceed to the Publish session form by clicking **Continue**.



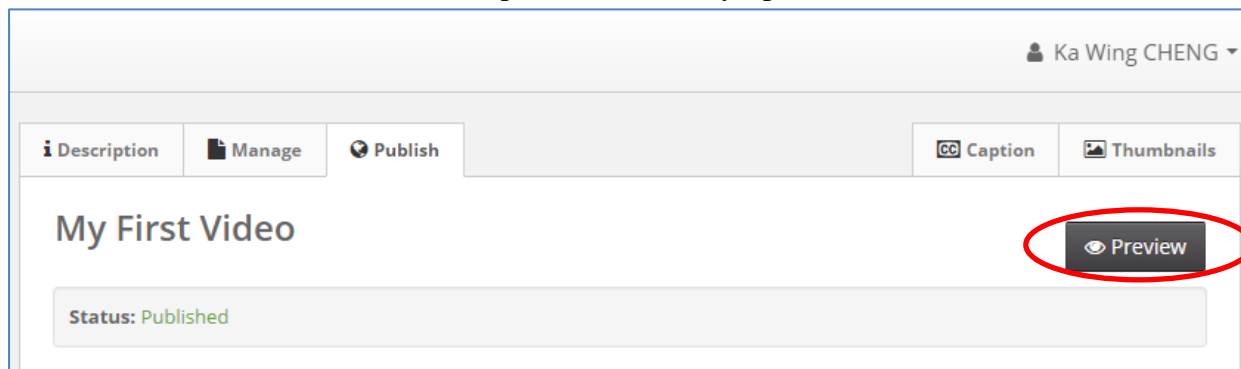
Media

File	Size	Default	Duration	Dimensions	Bandwidth	
PsAwards27042012-JOP-owi...	14 MB		241 Sec.	Width 640 Height 360	Regular B 376 Kbps	Delete

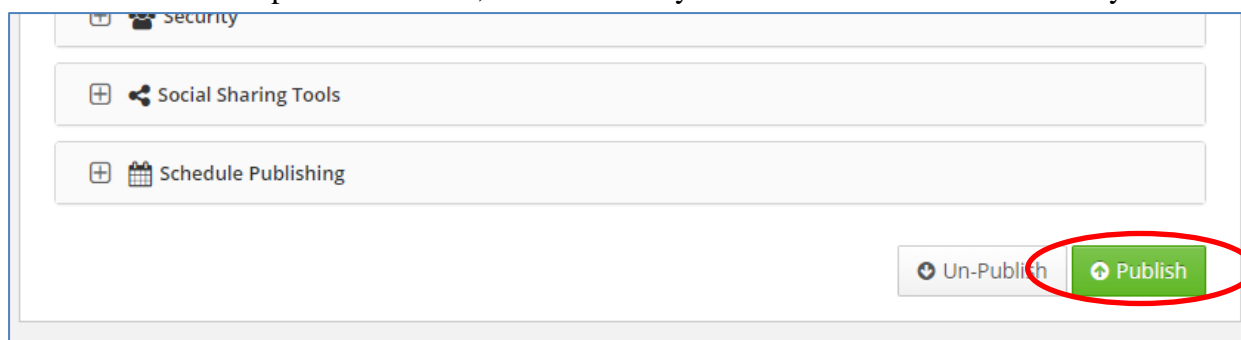
Ready

Continue

10. If needed, click the **Preview** button to preview the newly-uploaded video.



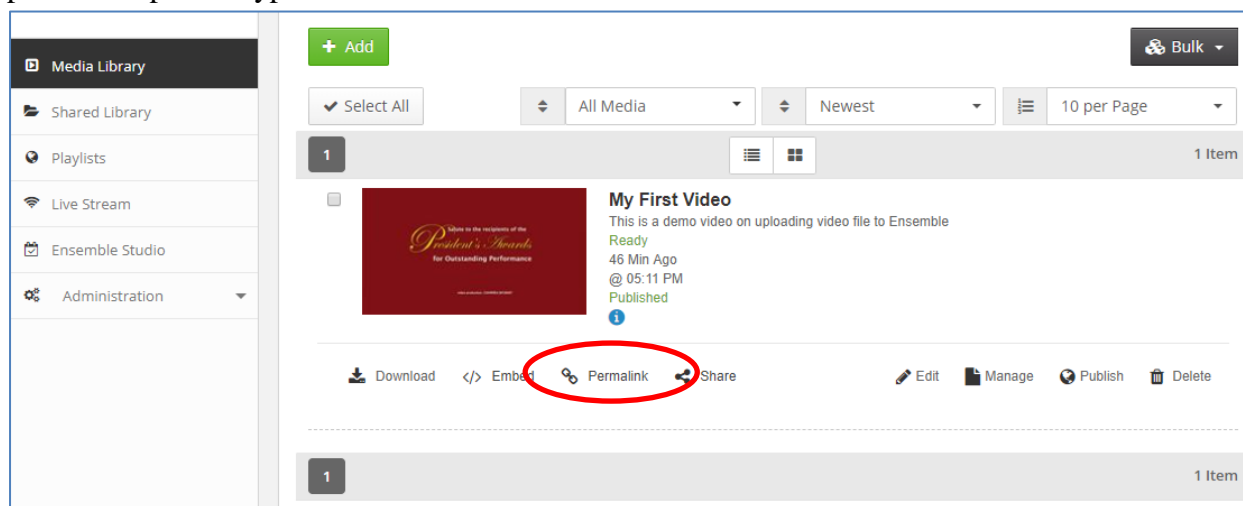
11. Click the **Publish** button at the bottom for publishing. The Un-Publish button will return the video to its initial unpublished status, where it is only viewable from the Media Library.



Get a video Permalink

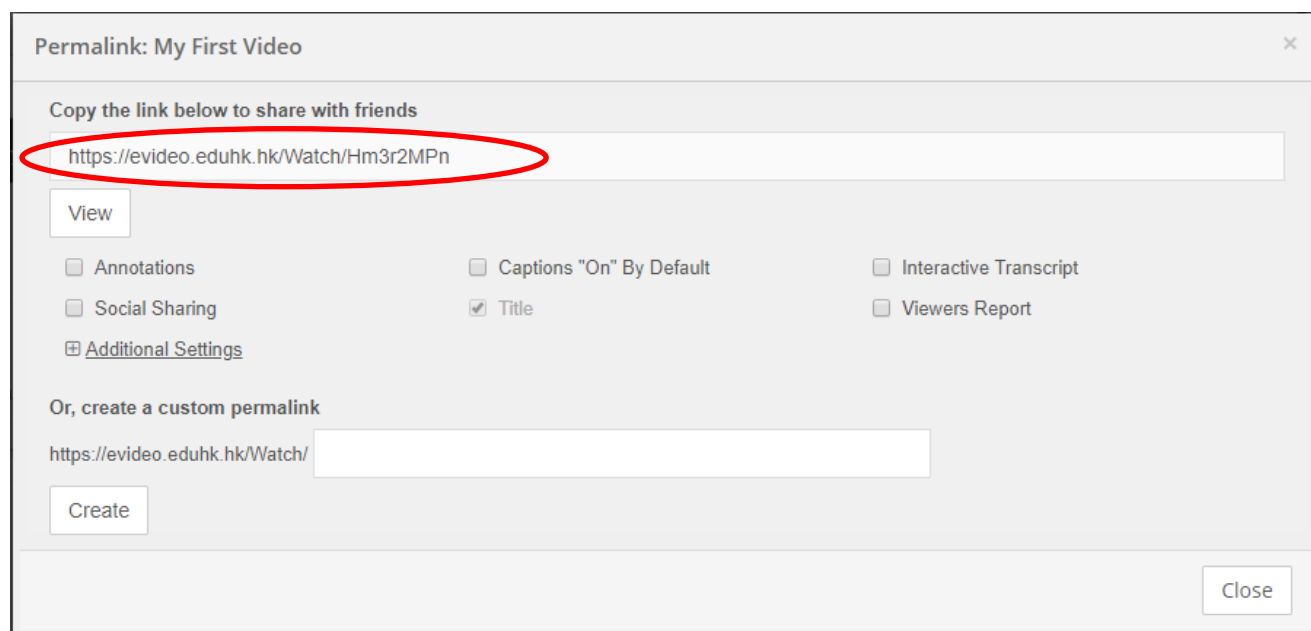
The system enables users to easily access to a video with a Permalink (permanent link).

On the Media Library page, click the **Permalink** button under the video clip to generate a static and permanent public hyperlink.



You can also choose various display options for the Permalink and create a custom Permalink URL.

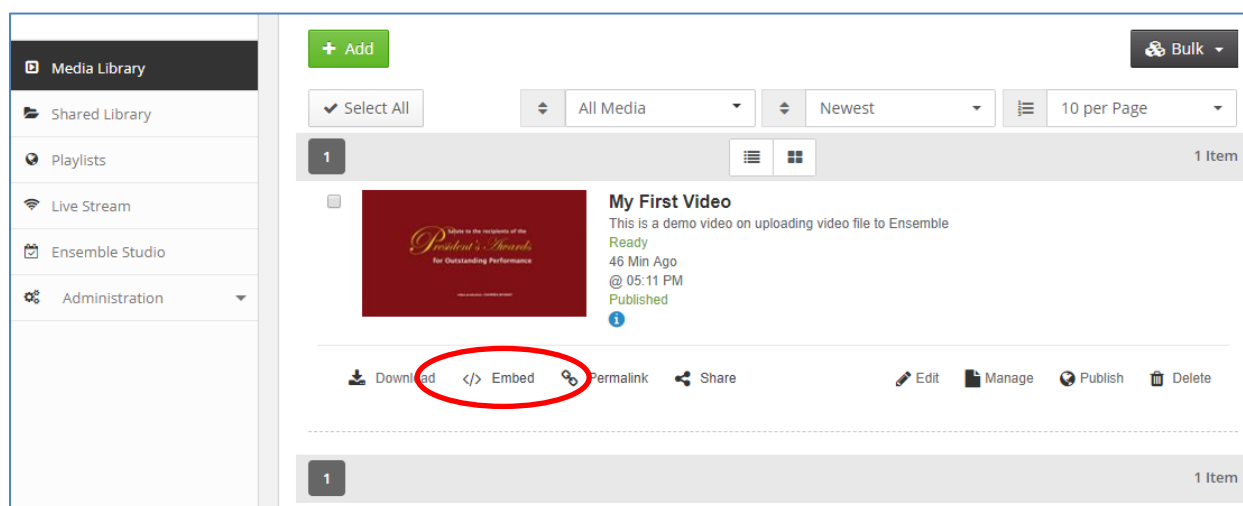
The public permalink can be copied and pasted to share it.



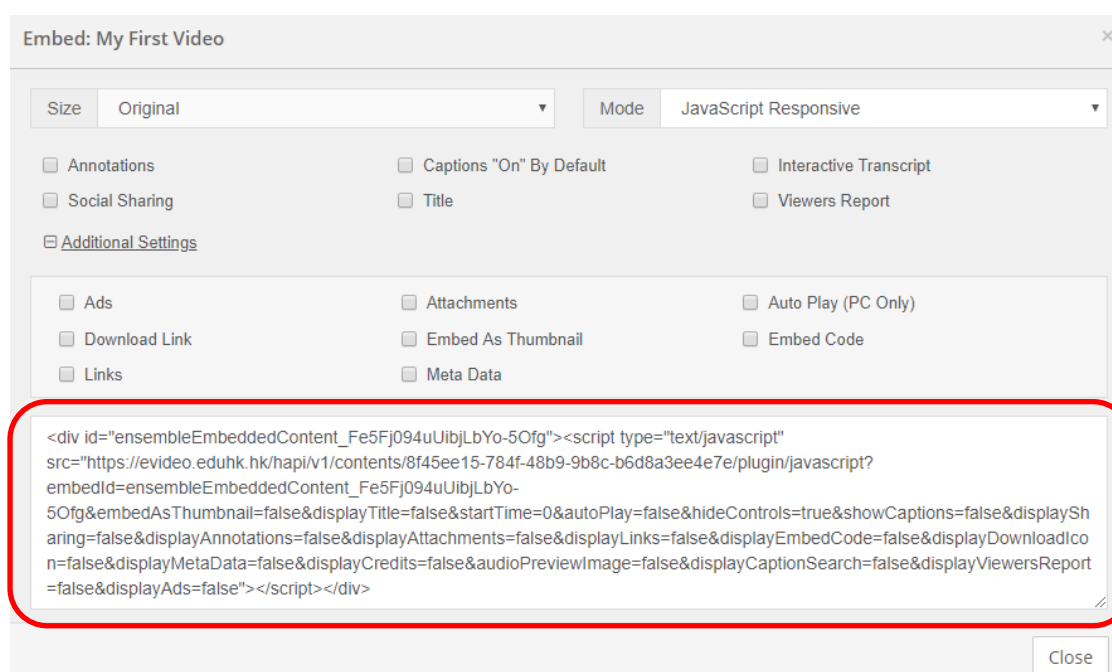
Get a video embed link

The system enables users to easily embed a video using an embed code that will also embed a video player into a webpage, CMS, LMS or blog.

After logging into your Ensemble Video Media Library, select the video you would like to embed and click on the **Embed** link and icon.



After clicking Embed, you can choose various display options for the Embed Code. After choosing your options, copy and paste the embed code as needed.



Embed Code Options:	Description
Mode:	Ensemble Video offers four embed code options for media items video to ensure compatibility with the platforms, tools, and technologies that you use in your organization. The default option is the iFrame Responsive embed code. Alternate options are fixed-sized iFrame embed code, JavaScript Responsive embed code, and a fixed-sized JavaScript embed code.
Size:	The fixed-size embed codes allow users to adjust the dimensions of the embed code by using the Size dropdown menu.
Display Options:	Utilize the checkboxes below the dropdown menu and the Advanced Settings to specify various display options. For example, you can choose if you want your video to Auto Play among other things.

C. Security Control

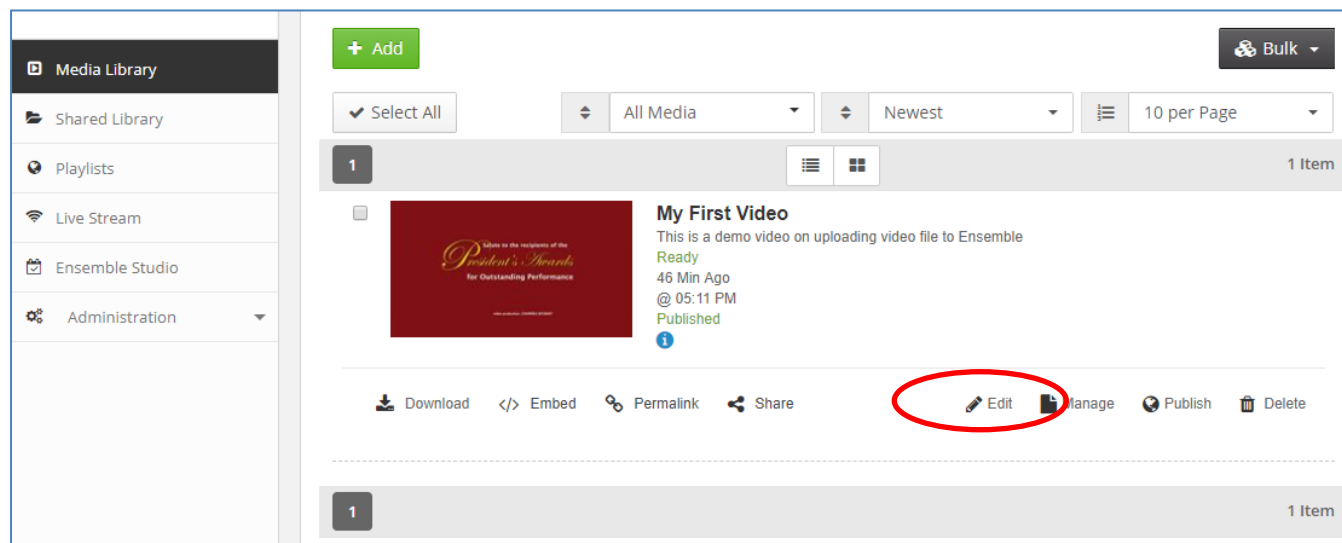
By default, the video will be published for all users. Anyone with the link can view the video. The system allows users to control playback security to restricting content to specific user or group of EdUHK users.

There are three types of groups:

Group Name	Description
EdUHK_Staff	Only EdUHK staff can view the video after login.
EdUHK_Students	Only EdUHK students can view the video after login
EdUHK_functional_accounts	Only users of functional accounts can view the video after login.

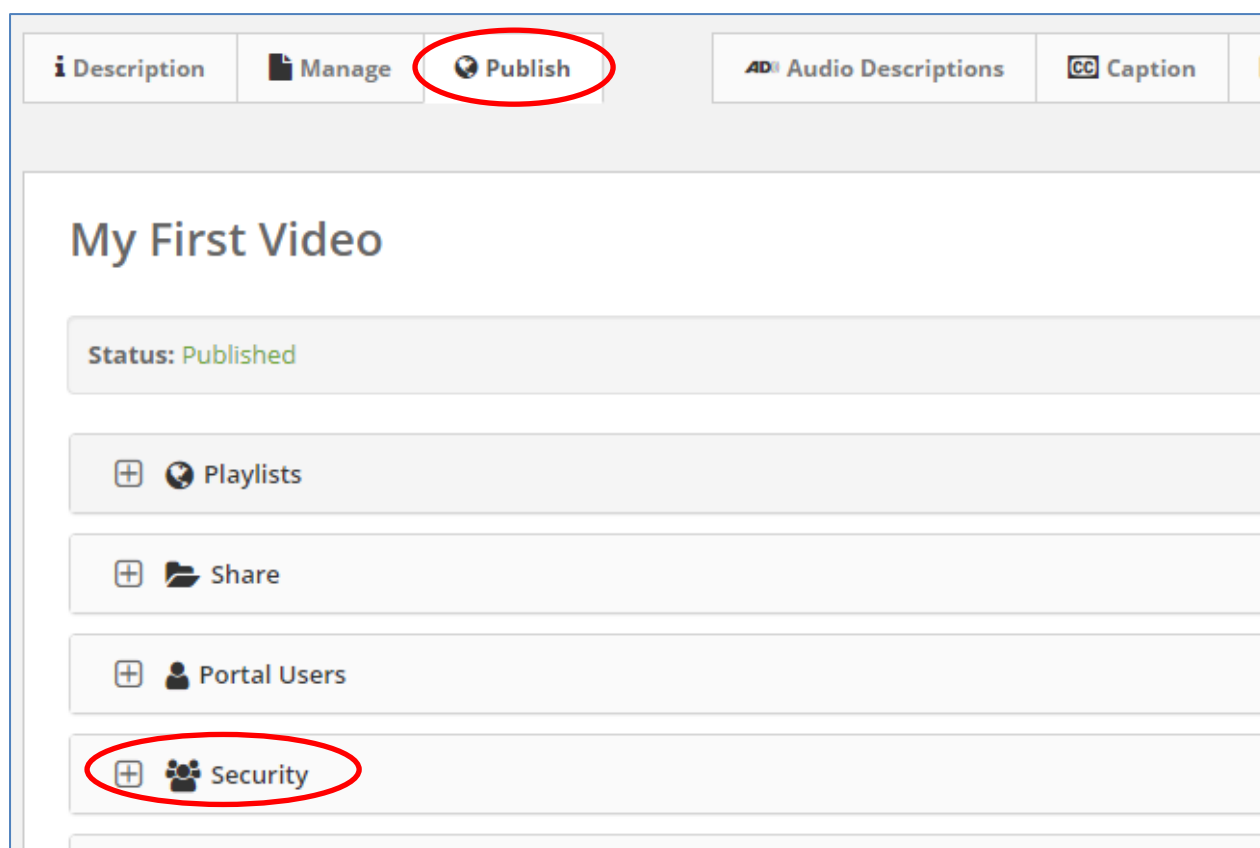
Enable access security

To manage the security option of a video, open the video from the Media Library by clicking the **Edit** button.



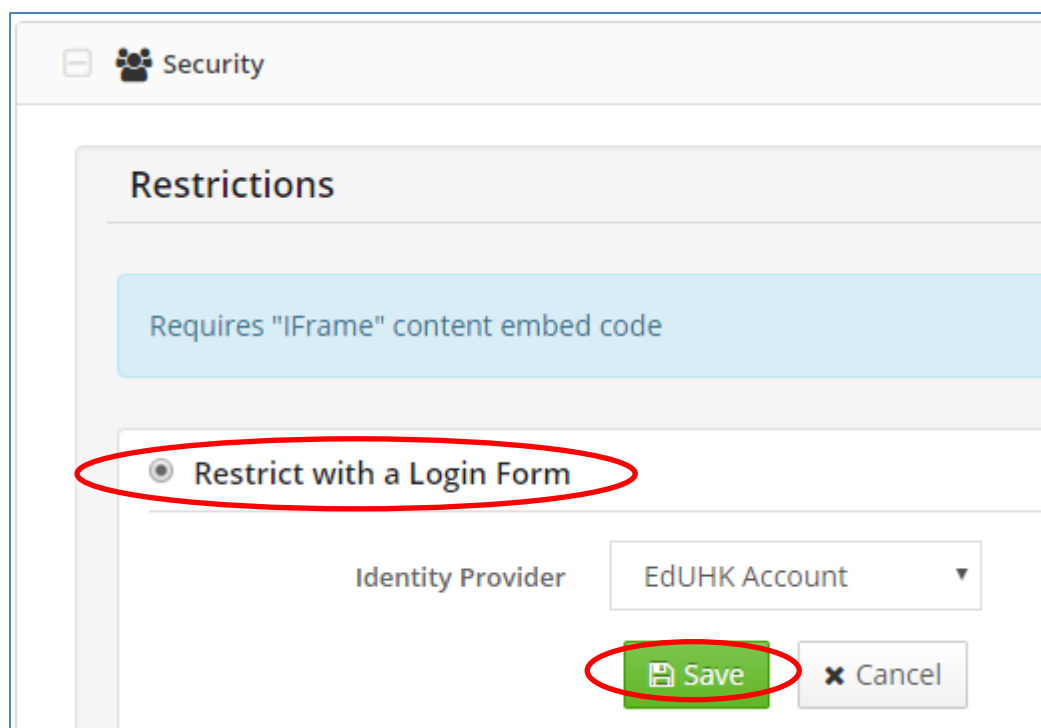
The screenshot shows the Media Library interface. On the left is a sidebar with navigation options: Media Library, Shared Library, Playlists, Live Stream, Ensemble Studio, and Administration. The main area displays a video titled "My First Video" with a thumbnail showing a red award certificate. Below the video, there are several action buttons: Download, Embed, Permalink, Share, **Edit** (circled in red), Manage, Publish, and Delete. The video details indicate it is "Ready", "46 Min Ago", "@ 05:11 PM", and "Published".

Click the **Publish** tab at the top of the wizard. And click **Security** to expand the section.



The screenshot shows the 'My First Video' wizard interface. At the top, there are tabs: 'Description', 'Manage', 'Publish' (circled in red), 'Audio Descriptions', and 'Caption'. Below the tabs, the main content area is titled 'My First Video'. It shows a 'Status: Published' message. Below this, there are several expandable sections: 'Playlists', 'Share', 'Portal Users', and 'Security' (circled in red). Each section has a plus icon and a corresponding icon.



Click the **Restrict with a Login Form** radio button. Choose **EdUHK Account** from the Identity Provider option. Then click the **Save** button.



The screenshot shows the 'Security' section of the wizard. It has a title bar with a minus icon and a 'Security' label. Below the title bar, there is a 'Restrictions' section. Inside 'Restrictions', there is a blue box that says 'Requires "IFrame" content embed code'. Below this, there are two radio buttons: 'Restrict with a Login Form' (selected and circled in red) and 'Restrict with a Password'. Below the radio buttons, there is an 'Identity Provider' label and a dropdown menu showing 'EdUHK Account'. At the bottom, there are two buttons: 'Save' (circled in red) and 'Cancel'.

Grant access for a group

In the **Restrictions** session, the restriction rule list will be shown. Click the **Edit** button to go to group assignment.

For each type user must meet at least one restriction rule					
	Type	Restriction	Status		
<input type="checkbox"/> AND	Restrict with a Login Form	EdUHK Account	<input checked="" type="checkbox"/> Enable	 Edit	 Delete

For the LDAP group option, choose Select Group.

☒ Restrict with a Login Form

Identity Provider

EdUHK Account ▼

☒ Select Group

☐ Enter Group

LDAP Group

EdUHK_Staff ▼

Then select the group you want to grant access for the video and click **Save**.

LDAP Group

EdUHK_Staff ▼

-- Please Select --

EdUHK_functional_accounts

EdUHK_Staff

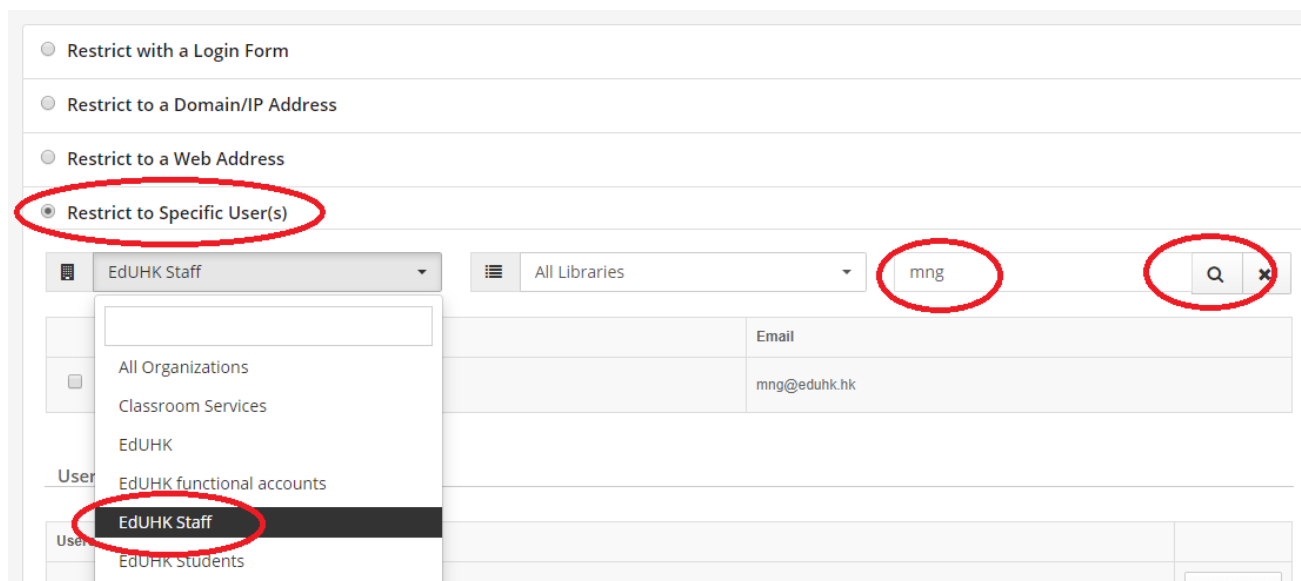
EdUHK_Students

You can set multiple restriction rules to secure your content. This gives you greater flexibility.

For each type user must meet at least one restriction rule					
	Type	Restriction	Status		
<input checked="" type="radio"/> OR	Restrict with a Login Form	EdUHK Account, EdUHK_Staff	Enabled	Edit	Delete
		EdUHK Account, EdUHK_Students	Enabled	Edit	Delete

Grant access to specific users

In the **Restrictions** session, click the **Restrict to specific User(s)** radio button. Choose the group of the user belongs to (e.g. **EdUHK Staff**) from the Identity Provider option. Enter the user name and click the Search icon.



☐ Restrict with a Login Form
☐ Restrict to a Domain/IP Address
☐ Restrict to a Web Address
☒ Restrict to Specific User(s)

EdUHK Staff (dropdown menu open showing: All Organizations, Classroom Services, EdUHK, EdUHK functional accounts, **EdUHK Staff**, EdUHK Students)

All Libraries (dropdown menu) mng (search bar) (search button)

	Email
mng	mng@eduhk.hk

The user will be shown, tick the check box in front of the name. Then the selected user will be added to the “Users with Access” list. Repeat the search and to add more user if needed. Then click “**Close**” to save the configuration. (Note: To remove any user from the access list, click the “Delete” button on the right then click “**Close**” to save.)

☐ Restrict with a Login Form
☐ Restrict to a Domain/IP Address
☐ Restrict to a Web Address
☒ Restrict to Specific User(s)

	Full Name	Email
<input checked="" type="checkbox"/>	Wa Lun, Morris NG	mng@eduhk.hk

Users with Access

Users	
Ka Ming HO (kmho@eduhk.hk)	<input type="button" value="Delete"/>
Wa Lun, Morris NG (mng@eduhk.hk)	<input type="button" value="Delete"/>

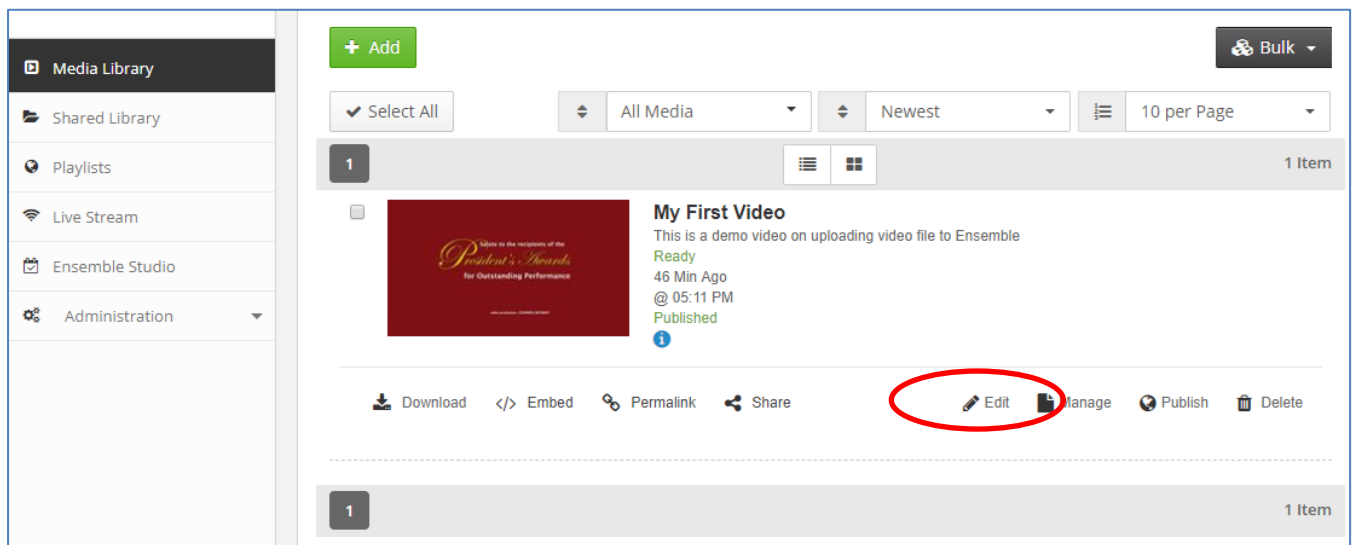
☐ Restrict with a Password

D. Closed Captions

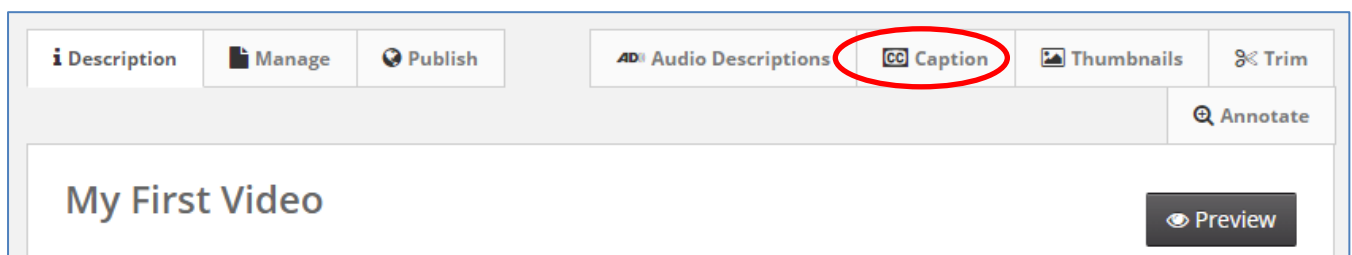
Closed captions are a great way to increase the accessibility of your content, and in some cases, they are required.

Upload closed captions

First, open the video from the Media Library by clicking the **Edit** button.



Then click the **Caption** tab at the top of the wizard.



Select the corresponding language for the caption file. Then click **Add file** and select the caption file (or drag and drop the file). Make sure you click the **Start Upload** button to upload the file.

Upload Caption File

Your current player is JW Player which supports Timed Text Markup Language (TTML/DFXP) and Web Video Text Track (WebVTT) caption files. The file must have an ".xml" or ".vtt" file extension.

* Language: English (Great Britain) ▼

CatchBox20190627.vtt	734 b	0%	
<div> Add file Start Upload </div>			
	734 b	0%	

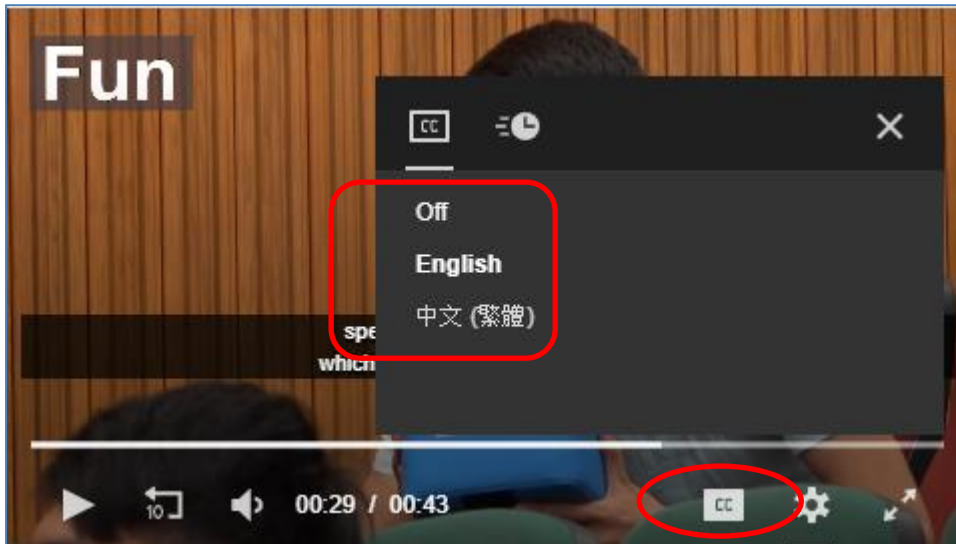
Note: The system supports [Timed Text Markup Language \(TTML/DFXP\)](#) and [Web Video Text Tract \(WebVTT\)](#) caption files. The file must have an “.xml” or “.vt” file extension. There are many tools available online for creating subtitle and one of which is a free (open source) tool called Subtitle Edit - <https://www.nikse.dk/subtitleedit/>.

You can upload as many caption files as you want. One file for each language you upload.

Language	Label	Size	Type	Source		
English (United States)	English	1 KB	Web Video Text Tracks	Upload	Edit	Delete
Chinese (Traditional)	中文 (繁體)	1 KB	Web Video Text Tracks	Upload	Edit	Delete

Viewing Captions During Playback

Once caption files have been added to a video, a **CC** icon will appear in the player. Click the button to toggle captions on and off. Or choose the language you want.

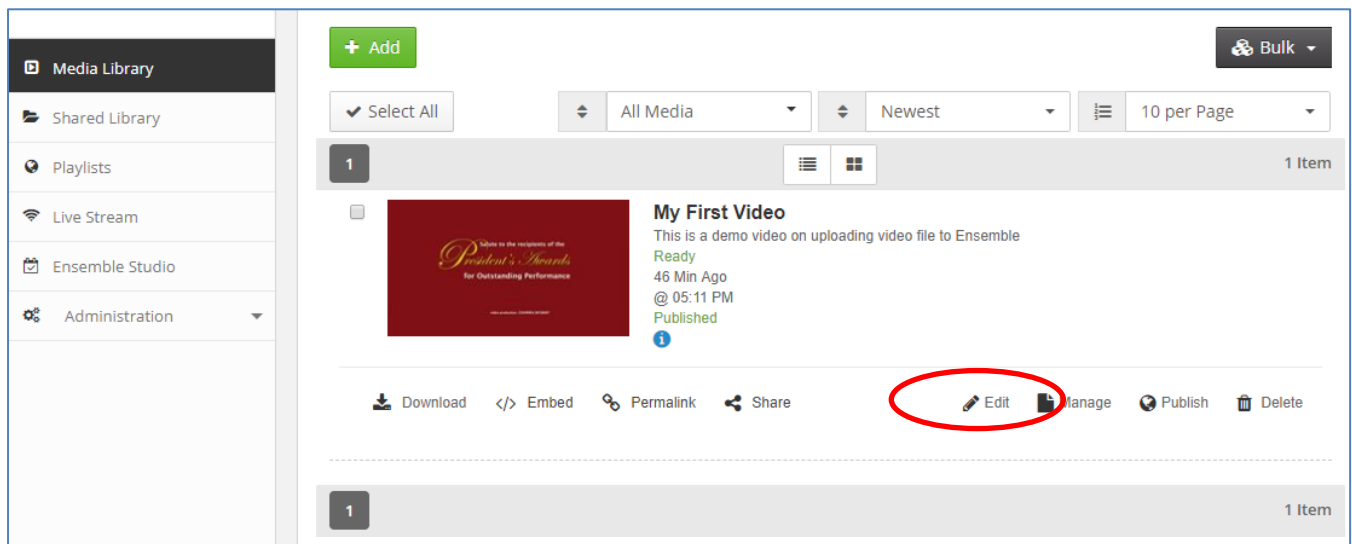


E. Managing Preview & Thumbnail Images

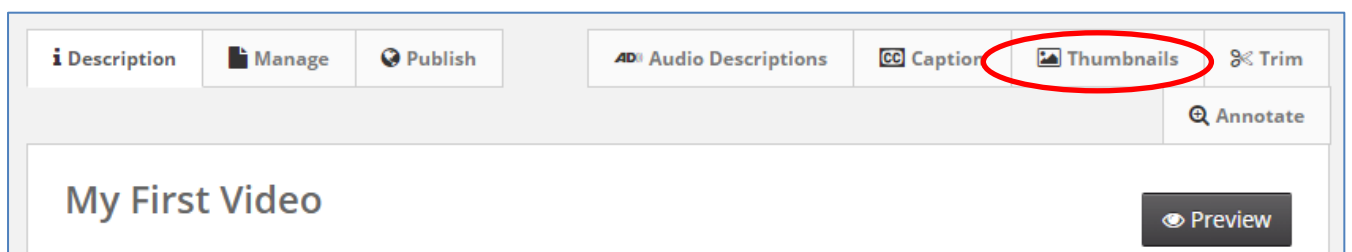
The system includes the control for thumbnail generation with options. Users can generate images based on a specific scene. A specific time can also be chosen for automated thumbnail capture, which is especially useful when the videos share a common intro graphic.

Manually Generating Preview & Thumbnail Images

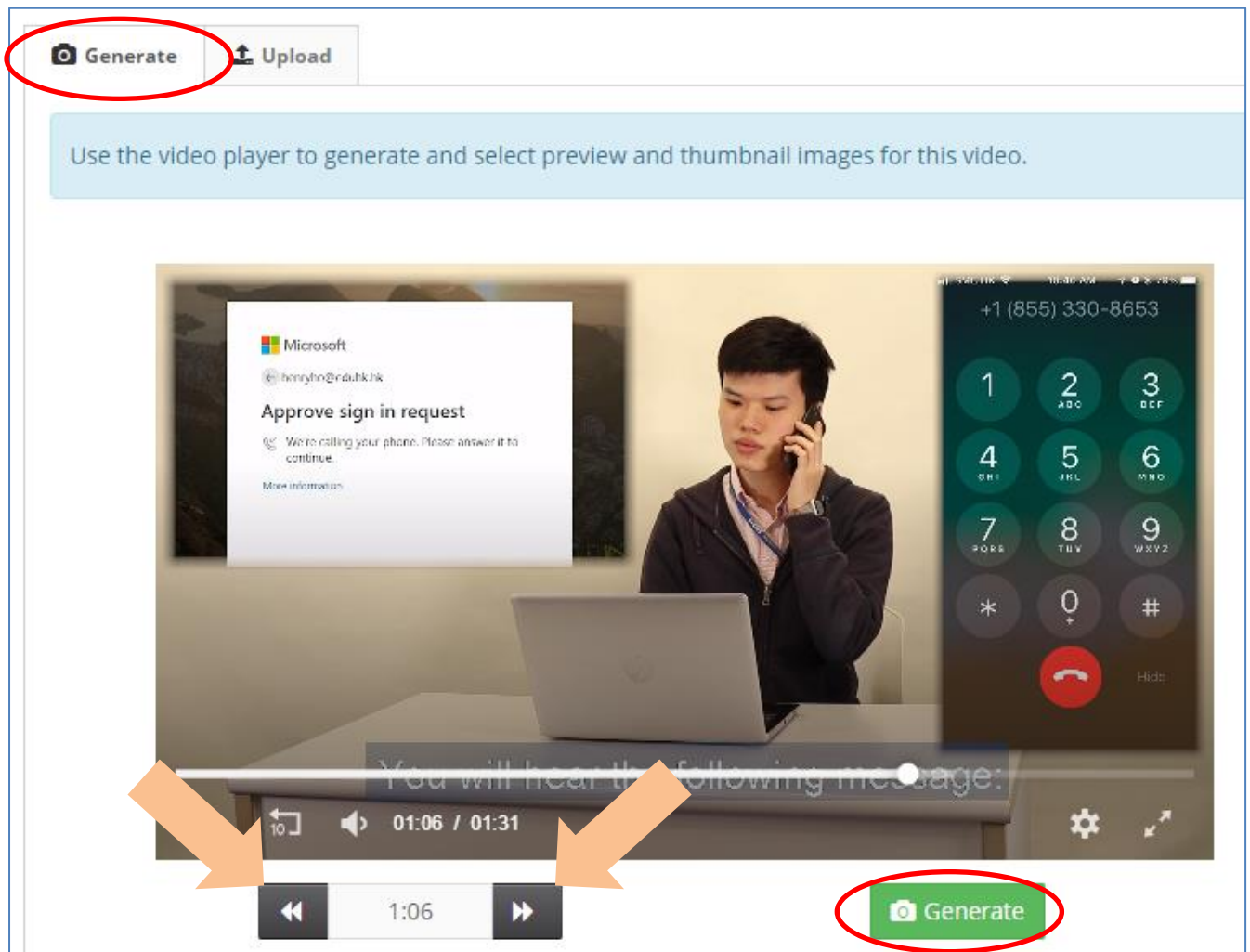
To manage the thumbnails for a video, open the video from the Media Library by clicking the **Edit** button.



Click the **Thumbnails** tab at the top of the wizard.



The **Generate** tab and the video player will be loaded. Use the video player to find and select a desired image. You can also use the backward and forward icons to move back or forward. When the desired frame is ready in the player, click the **Generate** button.



The image in the player will now be added to the available images below. Select the preview and thumbnail image as needed.

Alternative Preview or Thumb images can be selected using the radio buttons in the table. You can generate more images as needed.

⏮
1:06
⏭

Generate

Title & Description	Preview	Thumb	Size		Delete
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">MFAPhoneCall20190426-VphKCpluLk2Odx5heb29ng_1</div>	<input checked="" type="radio"/>	<input type="radio"/>	96 KB	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">MFAPhoneCall20190426-VphKCpluLk2Odx5heb29ng_1</div>	<input type="radio"/>	<input type="radio"/>	99 KB	<input type="checkbox"/>	<input type="checkbox"/>

Thumbnails can be uploaded from this window as well. Choose the **Upload** tab and select **Browse** to find an image or images on your device. Once added, the uploaded images can be used as preview and/or thumbnail images.

📷 Generate

📁 Upload

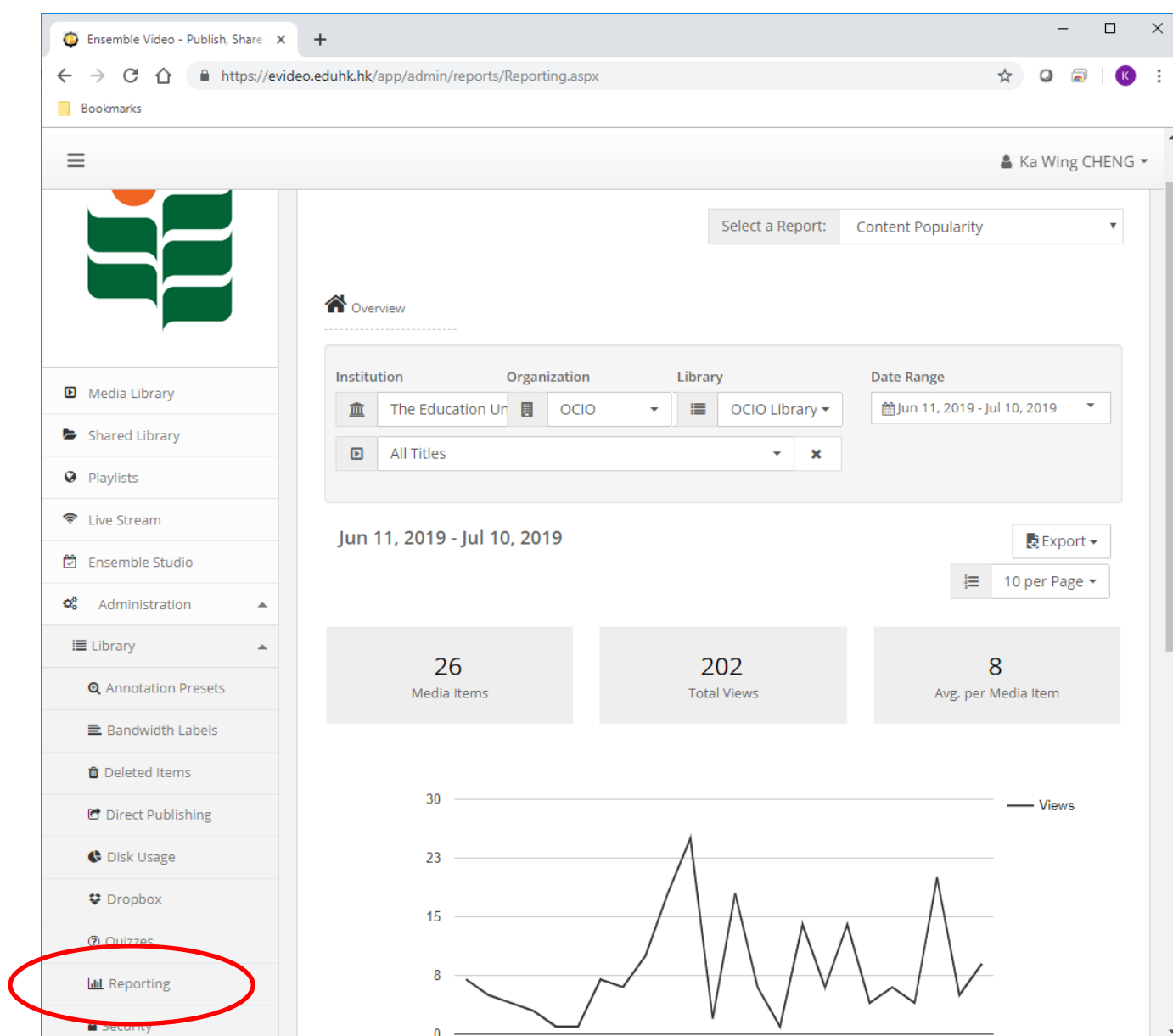
Use the video player to generate and select preview and thumbnail images for this video.

F. Reporting

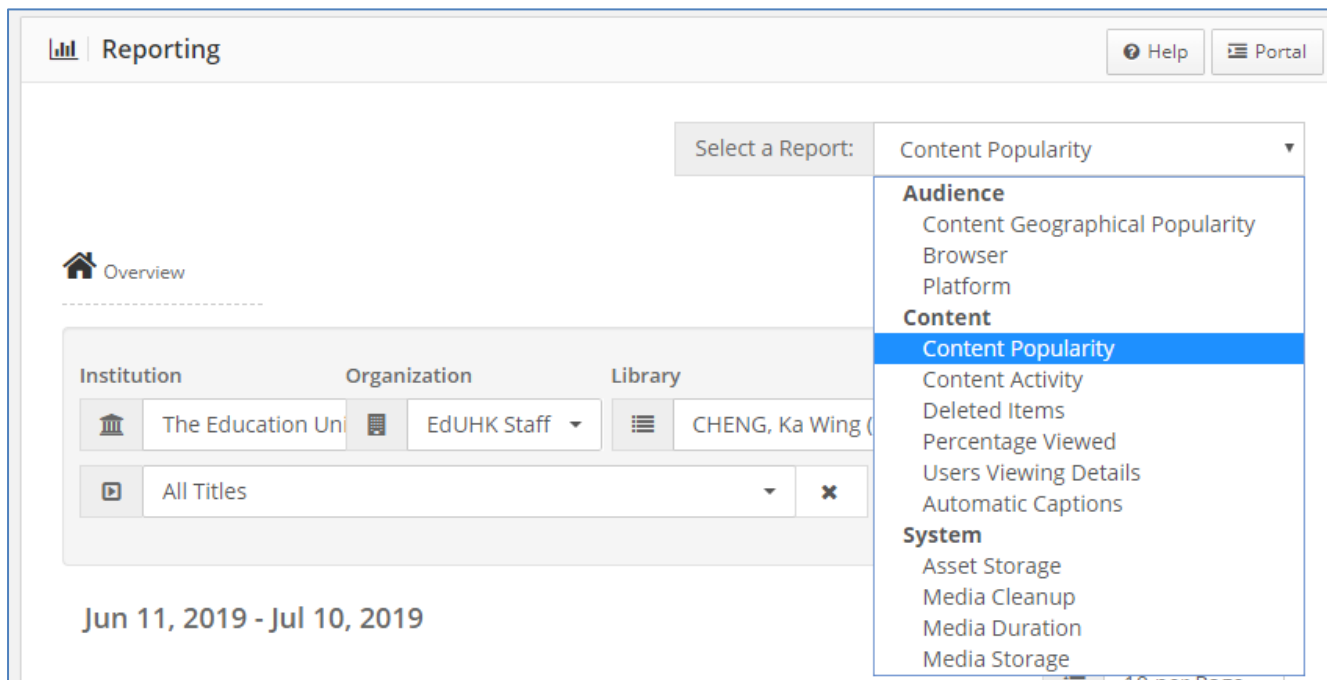
In the Reporting administrative control, you can access a wide variety of statistics. Use this control to view a snapshot of high-level data, or drill down to user-specific and video-specific statistic.

Viewing Reports

To access the Reporting menu, click **Administration** in the navigation column, then click **Library** and select **Reporting**.

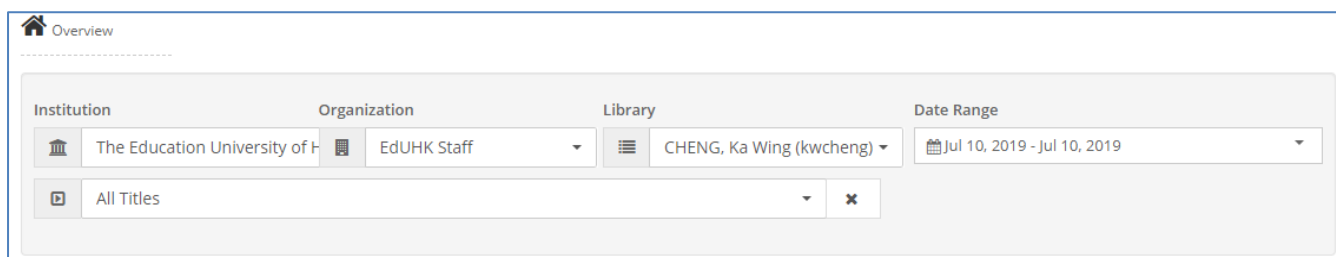


To select the type of report, click the **Select a Report** dropdown menu on the upper right hand side and then select another option.



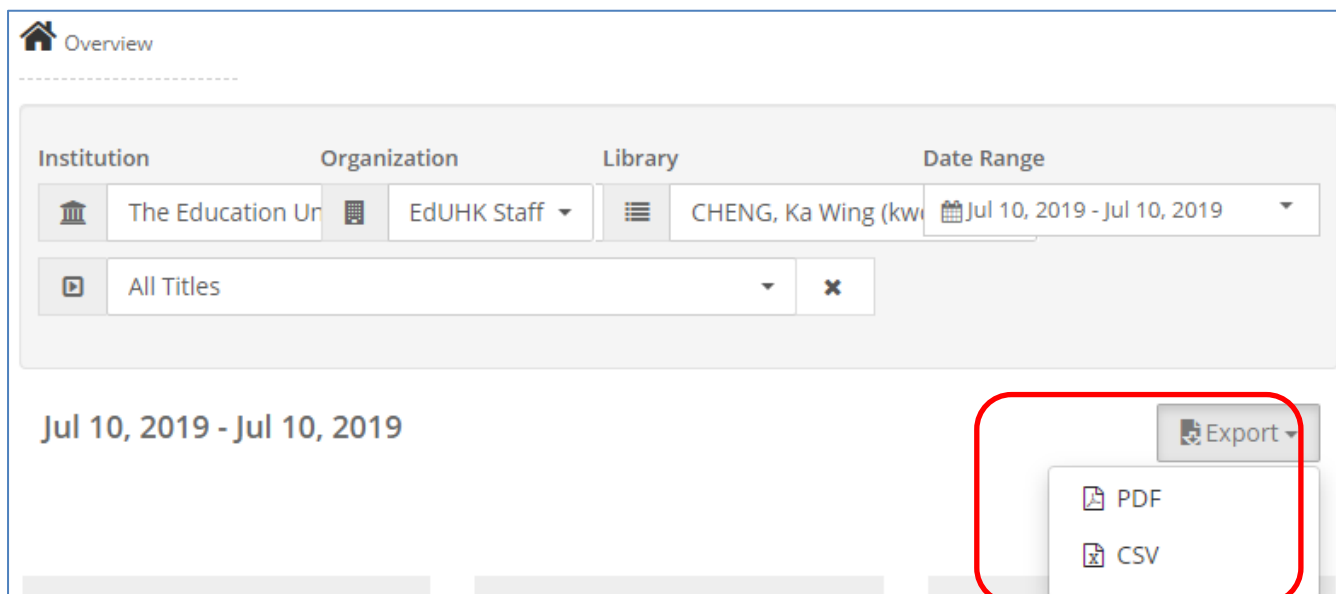
The screenshot shows the 'Reporting' section of the system. At the top right, there are 'Help' and 'Portal' buttons. Below them is a 'Select a Report:' dropdown menu which is currently open, displaying a list of report categories and options. The categories are 'Audience', 'Content', and 'System'. Under 'Audience', there are 'Content Geographical Popularity', 'Browser', and 'Platform'. Under 'Content', there are 'Content Popularity' (which is highlighted in blue), 'Content Activity', 'Deleted Items', 'Percentage Viewed', 'Users Viewing Details', and 'Automatic Captions'. Under 'System', there are 'Asset Storage', 'Media Cleanup', 'Media Duration', and 'Media Storage'. To the left of the dropdown, there is an 'Overview' link with a house icon. Below that, there are three dropdown menus for 'Institution' (The Education University of Hong Kong), 'Organization' (EdUHK Staff), and 'Library' (CHENG, Ka Wing (kwcheng)). Below these is a search bar with 'All Titles' and a search icon. At the bottom, there is a date range 'Jun 11, 2019 - Jul 10, 2019' and a '10 per Page' selector.

Use the **Institution**, **Organization**, and **Library** dropdown menus to access Reporting statistics for any Media Library you have permission to access.



This screenshot shows the same 'Reporting' interface but with the filters applied. The 'Institution' dropdown is set to 'The Education University of Hong Kong', 'Organization' is 'EdUHK Staff', and 'Library' is 'CHENG, Ka Wing (kwcheng)'. A new 'Date Range' dropdown is visible on the right, set to 'Jul 10, 2019 - Jul 10, 2019'. The search bar still shows 'All Titles' and the date range at the bottom is now 'Jul 10, 2019 - Jul 10, 2019'.

You can also select a title to view data of an individual media item. Select a preset or custom date range for which you would like to view the report on. Export a report anytime using the Export dropdown menu.



The screenshot shows a web interface for generating reports. At the top, there's a navigation bar with a home icon and the word "Overview". Below this is a filter section with four tabs: "Institution", "Organization", "Library", and "Date Range". Under "Institution", "The Education University of Hong Kong" is selected. Under "Organization", "EdUHK Staff" is selected. Under "Library", "CHENG, Ka Wing (kwa)" is selected. Under "Date Range", "Jul 10, 2019 - Jul 10, 2019" is selected. Below these filters, there's a search bar with "All Titles" and a clear button. The main content area shows the date range "Jul 10, 2019 - Jul 10, 2019". On the right side, there's an "Export" button with a dropdown menu. The dropdown menu is open, showing two options: "PDF" and "CSV". The entire export menu is highlighted with a red rectangle.

Types of Reports

AUDIENCE REPORTS

- **Content Geographical Popularity** – Represents content views by geographic location. Click the map to explore data by country, state, and city.
- **Browser** – Represents content views by web browsers. Click the pie chart to explore detailed statistics on browser versions.
- **Platform** – Represents content views by platforms (Mac, Windows, IOS, and Android). Click the pie chart to explore detailed information about which platform versions your viewers use.

CONTENT REPORTS

- **Content Popularity** – Allows you to explore how viewers interact with your media, including number of plays and duration of plays. The “Avg Rating” and “Number of Comments” columns refer to Portal views (if applicable).
- **Content Activity** – Provides information on how internal users have interacted with your media item. Entries appear on this report when users signed in to view or edit your videos, with the necessary rights.

- **Deleted Items** – Includes a list of content that has been deleted from the Media Library or has been Permanently Deleted.
- **Percentage Viewed** – Shows how many viewers watched specific portions (25%, 50%, etc.) of a video.
- **Users Viewing Details** – Allows you to see the total number of plays and time spent on your media items, overall.
- **Automatic Caption** – Provides reporting information on total automatic caption duration and individual automatic caption jobs.

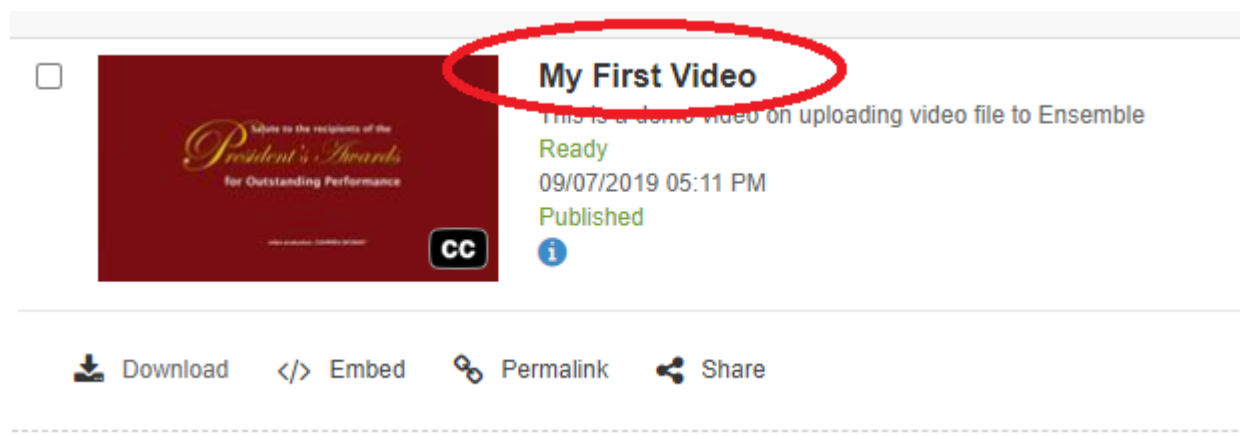
SYSTEM REPORTS

- **Asset Storage** – Provides an itemized breakdown of disk usage for non-video files, such as images.
- **Media Cleanup** – Allows you to review, filter and delete content items based on their size, views and upload date.
- **Media Duration** – Shows the total titles, total duration, average duration and non-captioned duration of the media content. Additionally, the report displays itemized duration information for media titles.
- **Media Storage** – Provides an itemized breakdown of disk usage of video files.
- **Legacy Library Security** – This report lists out the Libraries that use legacy security policy (if it is published to secured playlists, the content is considered secured).
- **System Activity** – Provides information on how internal users have interacted with your media items. Entries appear on this report when users signed in to view or edit your videos, with the necessary rights.

Viewer Statistics

You can also check the “Viewer Statistic” for specific video you uploaded. Go the video library and find the video you want to check for the statistics.

Click the title of the video to open it.



Then click the “Viewer Statistics” icon on the right-hand side.



All the viewer statistics will be listed with the “percentage of completed” and “date”.

Options		
About		
Viewers		
Search		
Views Users		
User	% Completed	Date
Unknown	17.58%	04/01/2020 09:31 PM
Unknown	100%	03/01/2020 11:37 AM
Unknown	5.49%	19/12/2019 08:46 PM
Unknown	28.57%	19/12/2019 07:30 AM
Unknown	46.15%	19/12/2019 07:23 AM
Unknown	42.86%	18/12/2019 02:42 PM
Unknown	91.21%	17/12/2019 12:26 PM
Unknown	83.52%	12/12/2019 05:18 PM
Unknown	7.69%	24/11/2019 02:02 PM
Unknown	100%	13/11/2019 04:04 PM
Unknown	10.99%	13/11/2019 11:38 AM
Unknown	3.3%	09/11/2019 06:29 AM
Ka Wing CHENG kwcheng	94.51%	15/10/2019 02:33 PM
Ka Wing CHENG kwcheng	12.09%	15/10/2019 02:33 PM
Ka Wing CHENG kwcheng	41.76%	15/10/2019 02:30 PM
Unknown	15.38%	15/10/2019 11:04 AM

Note:

- User name will be shown if the viewer had signed in the system. For anonymous user, it will be shown as “Unknow”.
- The “% completed” only shows the video content viewing at that session. There is no aggregated completion for summing up viewing session for the same user.

G. Resources

You can visit OCIO website, **Staff > Teaching and Learning > EdUHK Video Portal**.

<https://www.eduhk.hk/ocio/eduhk-video-portal>

For the official Ensemble Video System User Guides, please visit

<https://help.ensemblevideo.com/hc/en-us/categories/115000503863-User-Guides>.