

# Adding Content to DeakinAir

## DeakinAir

Prepared by the Deakin Learning Futures TeachAssist team  
[teachassist.deakin.edu.au](http://teachassist.deakin.edu.au)



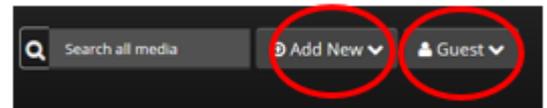
CRICOS Provider Code 00113B

### Overview

There are three main approaches to be able to contribute content to the new DeakinAir, the primary of which is via the DeakinAir interface itself (Media Upload), the second is via a webcam recording and the third method, which is new to this version of DeakinAir, is to import a YouTube video.

Follow the instruction below, selecting your chosen method after Step 2:

1. Go to the [DeakinAir](http://DeakinAir) web site.
2. You should be automatically logged in via Deakin's single sign-in system. If not, navigate to and select the **Login** link under the **Guest** icon in the top right-hand corner of the Home page. Log in using your normal Deakin credentials.



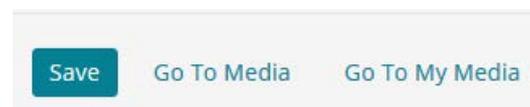
### Add a Media Upload

1. Click on **Add New** and select **Media Upload**.
2. You must agree to the Conditions of Use by selecting the **I agree** radio button in order to continue with Media Upload.
3. Select the **Choose a file to upload** icon. Media Upload allows you to browse to a file on either your device or a network share, by selecting the.
4. Browse to the file you'd like to upload, select it and click **Open**.

### Upload Media

+ Choose a file to upload

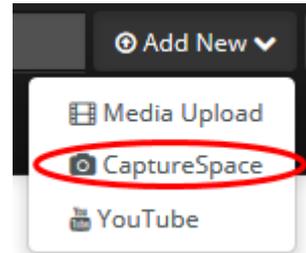
- Note:** If you're uploading a huge file, please ensure that you've a good Internet connection. Best end-user experience will be on-campus via wired network or off-campus via ADSL.
5. A progress bar will indicate that your file is being uploaded and confirm when it is finished.
  6. Fill in the metadata required for each video.
  7. When metadata has been added select the **Save** icon at the bottom of the page. You can then view your video by using the **Go to Media** icon or go to a list of your videos by using the **Go to My Media** icon.
  8. Alternatively you have the option of saving the file and uploading another file.
  9. DeakinAir confirms the action and also generates a unique URL to the file.



## Add a webcam recording screen capture and other options using CaptureSpace

CaptureSpace is DeakinAir's new webcam, screen, and audio recorder which creates easy video capture.

1. Login to DeakinAir <https://video.deakin.edu.au/>
2. At the top right-hand side of the screen click on **Add New** and select **CaptureSpace**.



### First time users

1. The first time you use CaptureSpace you will be asked to download some software. Choose the software to suit either Windows or Mac
2. You will be asked whether you would like to save the file. Choose **Save File**.
3. If the software doesn't run automatically open your Downloads area and open the file (access the downloads via your browser **Tools** menu).
4. In the **Open File** dialogue box select **Run**.
5. You may receive a message asking you to run the software from your Start menu. Ignore this message.
6. Once the software finished installing (less than a minute) you are ready to use the CaptureSpace tool.
7. Go back to the **Add new** drop down box at the top of the screen and select **CaptureSpace**.

3. In the **Launch Application** box click on **OK**.
4. Choose whether you wish to use your webcam and microphone only, record your screen only or a combination of the two. Recording will start automatically in 5 seconds.
5. Use the recording timer to keep track of how long the recording has been going. When you have finished select **Done**. You will be given a preview of your recording. In this section, you can **Trim** and **Chop** the video, as well as adding **Titles** and **Credits**. Click **Done**.
6. Fill in the relevant metadata for your video. Use a descriptive file name. Check with your Faculty teaching and learning team for Faculty file naming conventions. Enter a description of the video, tags which will be helpful for searching and grouping like videos together. You can select **Upload**, **Preview** or **Save**, and your recording will be saved to DeakinAir.
7. You can then view your video in the **My Media** section of DeakinAir.



## Add new YouTube

1. Click on **Add New** and select **YouTube**
2. You must agree to the Conditions of Use by selecting the '**I agree**' radio button in order to continue with Media Upload.
3. You will be prompted to add the YouTube link. Only videos which have been stored in YouTube on a Public setting can be stored in CloudDeakin in this way.
4. Select Preview.
5. You will see a sample of the video in a small window and be prompted to fill in metadata.
6. When the metadata fields are complete **Save** using the icon at the bottom of the page.
7. You can view the video by using the **Go to Media** icon.

## YouTube

**Video Page Link (or Content ID)**

e.g.: "https://www.youtube.c...

Note: Only public YouTube videos are supported

## Metadata

File properties (metadata) describe the content of your file. It is important to have descriptive metadata to help classify, search for and identify videos.

1. Give your video a logical, meaningful name. You may wish to contact your Faculty teaching and learning group information about Faculty naming conventions
2. Include a brief description of the video content, and who created it,
3. Tags are used to search for videos and to organise videos with similar content. Use logical, meaningful tags.
4. Select the predominant language used in the video.
5. You may wish to include a brief abstract. This is not required.
6. Choose the publishing status required for your video: private, unlisted or published.

Please fill out these details:

Name:  (Required)

Description:  **Black** **Bold** **Italic** **Underline**

\* Required To Publish

Tags:  \* Required To Publish

Type:  \* Required To Publish

Language:  \*

Abstract:  \*

Complete all the required fields and save the entry before you can select to publish it to categories or channels. Note that the upload process needs to complete successfully for the "Published" option to be enabled.

**Private** - Media page will be visible to the content owner only.  
 **Unlisted** - Media page will be visible to anyone with a link to the page.  
 **Published** - Media page will be visible to individuals according to entitlements on published destinations

## Made a mistake?

Don't panic.

1. To delete a video, or edit your metadata go to your profile in the top right-hand corner of the screen.
2. Select the drop down menu under your name
3. Choose My Media to go to a list of your videos. You have the choice to **Edit** or **Delete** each video.
4. You can change your metadata by using **Edit**.
5. Edit mode offers access to other editing tools. See video tutorials for more detailed editing information.



## Further resources

TeachAssist have created a suite of [video tutorials](#) for the new DeakinAir platform

**IF YOU REQUIRE ASSISTANCE PLEASE CONTACT TEACHASSIST ON PH. X78597 OR  
[TEACHASSIST@DEAKIN.EDU.AU](mailto:TEACHASSIST@DEAKIN.EDU.AU)**