Publishing Your Welcome Video to the Intro Video Showcase channel

DeakinAir

Prepared by the Deakin Learning Futures, Learning Environments team

Publishing your Media

1. Login to the DeakinAir web site - video.deakin.edu.au

2. Select ‘My Media’ from the drop down menu.

3. Locate the item you wish to publish and tick the check-box on the left

4. From the ‘Actions’ menu on the upper right select Publish

5. Now check ‘Published - Media page will be visible to individuals according to entitlements on published destinations’

6. If any of the required metadata has not been completed your will receive the following alert: Complete all the required fields and save the entry before you can select to publish it to categories or channels. Edit

7. You will need to use the Edit link in that alert to open the media entry and update the metadata. See below, “Provide the required metadata” for more information.

If there is no alert, proceed with publishing your video
8. Next click on the *Publish in Channel* tab

9. Browse to *Intro Video Showcase* channel and tick the check-box

**OR**

Enter *Intro Video Showcase* in the search box

10. ... Click on the *Save* button

11. The message “*Pending in 1 Channels: Intro Video Showcase* is displayed
This channel is *moderated*, meaning that your submission will have to be approved before it is visible to others.

12. You can also check the *Pending* status of your published video in *My Media* or the *Intro Video Showcase* channel

Provide the required metadata
Before your media can be published to a *Channel* or *Category* metadata is required. For more help with this see the *Adding Content to DeakinAir* guide

Further resources
For more help, TeachAssist have created a suite of video tutorials for the updated DeakinAir platform, related to this guide are the following:

- Accessing *My Media*, see the [DeakinAir: view a video in My Media](#) tutorial
- Complete the required information, see the [DeakinAir: upload a video and enter metadata](#) tutorial
- More information about channels, see the [DeakinAir: creating and managing channels](#) tutorial

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