

Guide for Posting Video on ICE

This Guide will introduce how to post video on your ICE Module area.

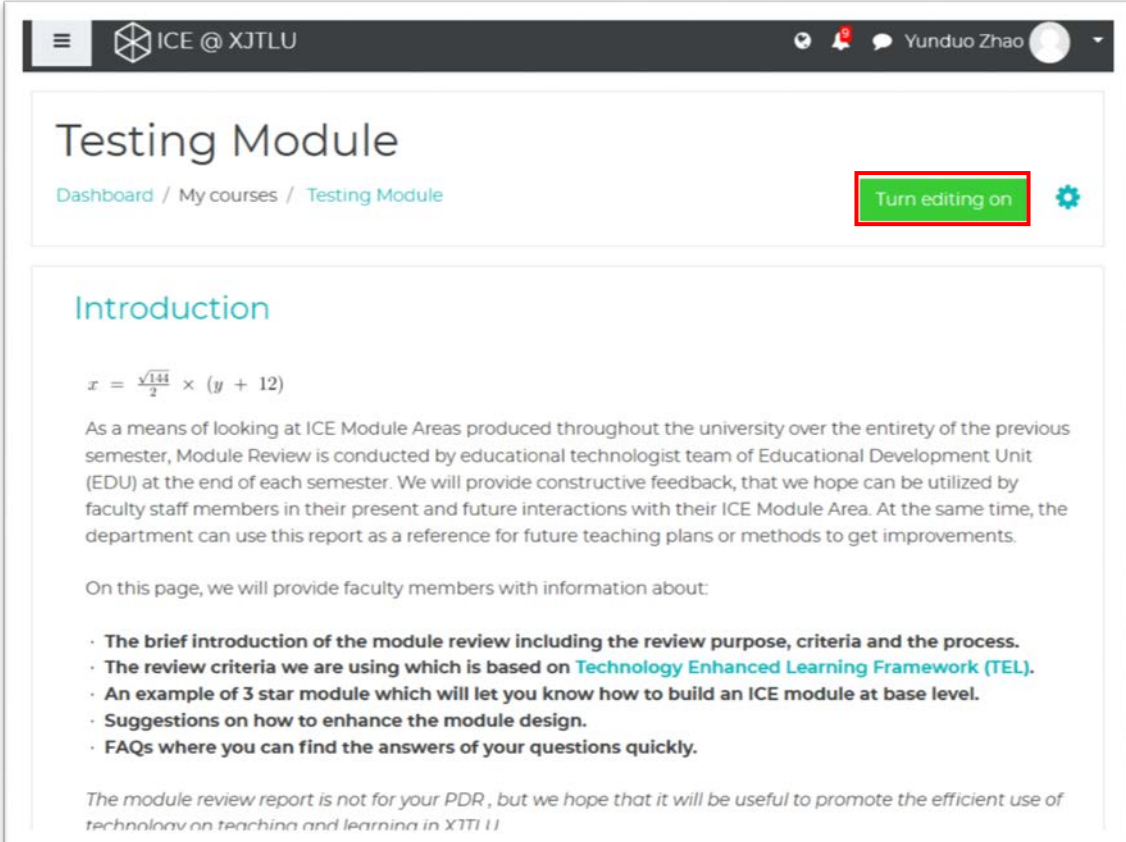
There are two options listed below:

[Option 1](#) Upload new video on ICE directly.

[Option 2](#) Upload videos in personal Mediasite account, and post them on ICE once needed.

OPTION 1 Upload new Video on ICE

1. Log in ICE ice.xjtlu.edu.cn and enter your module area. Then click “Turn editing on” button.



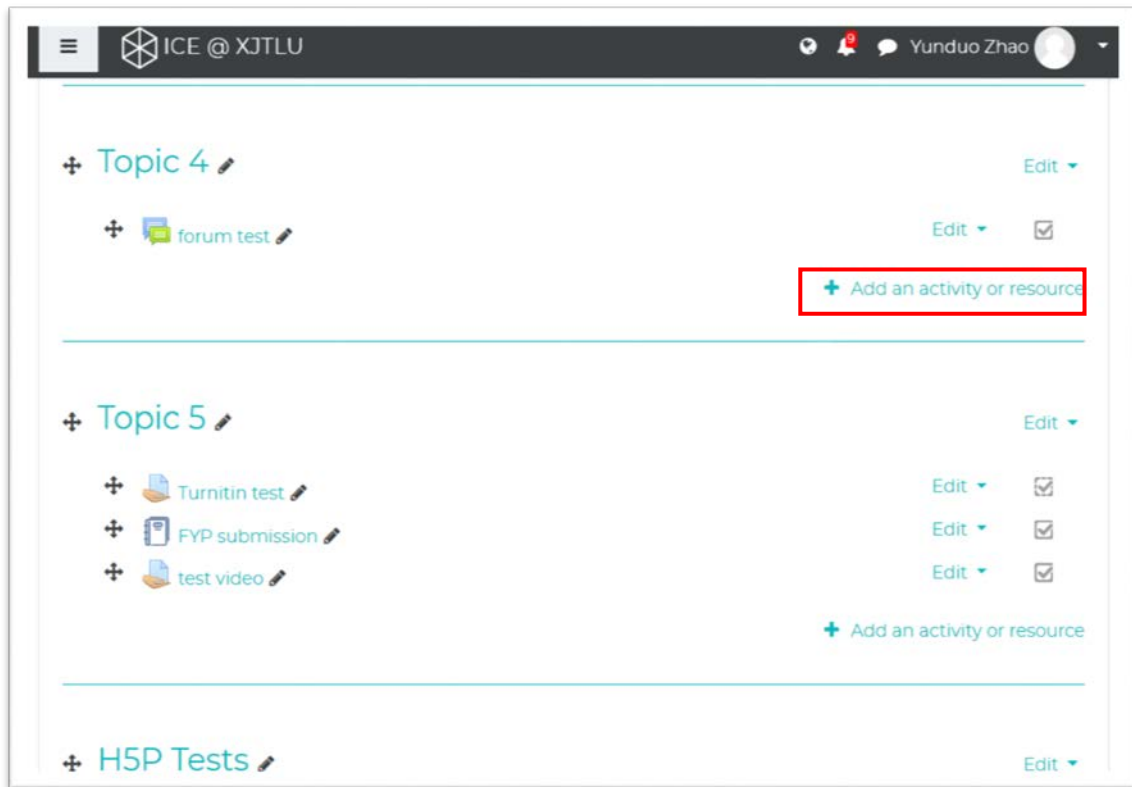
The screenshot shows the ICE @ XJTLU user interface. At the top, there is a navigation bar with the ICE logo and the text 'ICE @ XJTLU'. To the right of the navigation bar, there are icons for notifications, messages, and a user profile for 'Yunduo Zhao'. Below the navigation bar, the main content area is titled 'Testing Module'. Underneath the title, there is a breadcrumb trail: 'Dashboard / My courses / Testing Module'. A green button labeled 'Turn editing on' is highlighted with a red box. To the right of this button is a gear icon. Below the 'Testing Module' header, there is a section titled 'Introduction'. This section contains a mathematical equation:
$$x = \frac{\sqrt{144}}{2} \times (y + 12)$$
 followed by a paragraph of text explaining the purpose of the module review. Below the paragraph, there is a list of bullet points:

- The brief introduction of the module review including the review purpose, criteria and the process.
- The review criteria we are using which is based on **Technology Enhanced Learning Framework (TEL)**.
- An example of 3 star module which will let you know how to build an ICE module at base level.
- Suggestions on how to enhance the module design.
- FAQs where you can find the answers of your questions quickly.

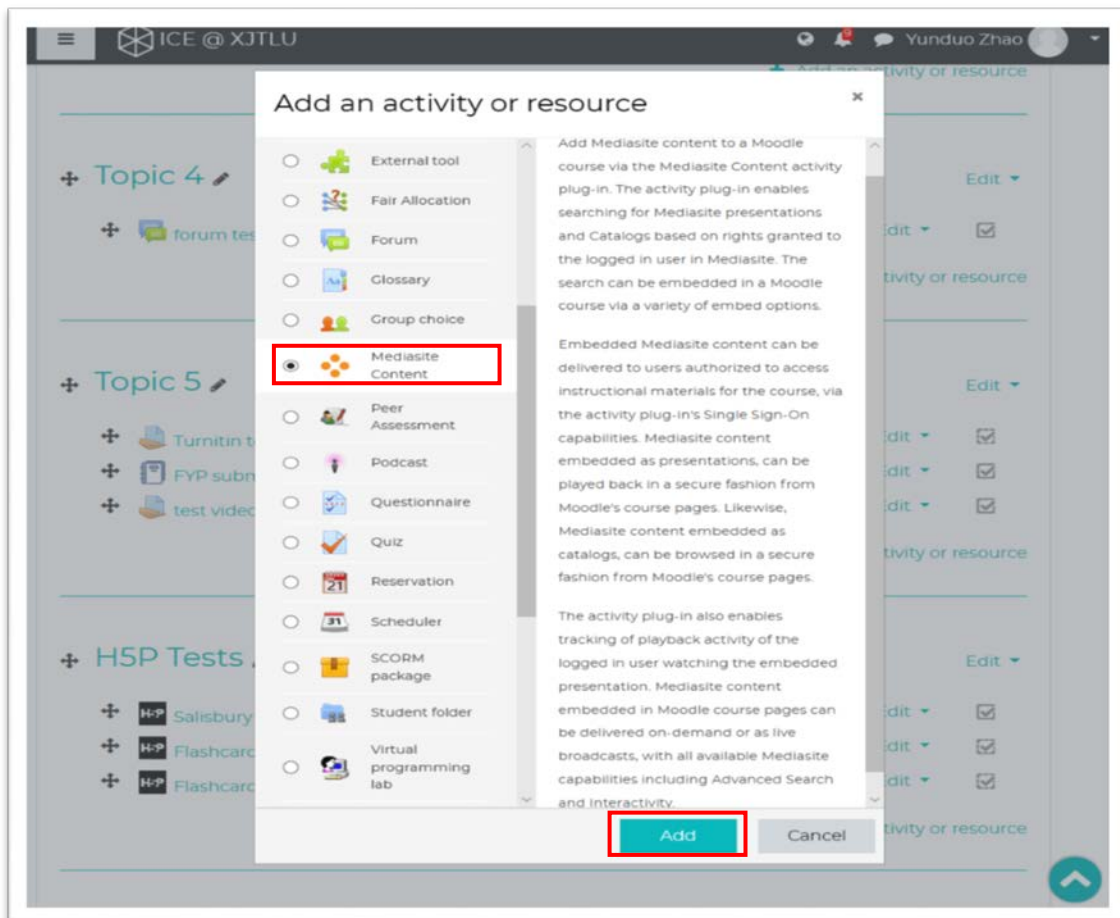
At the bottom of the introduction section, there is a note:

The module review report is not for your PDR, but we hope that it will be useful to promote the efficient use of technology on teaching and learning in XJTLU.

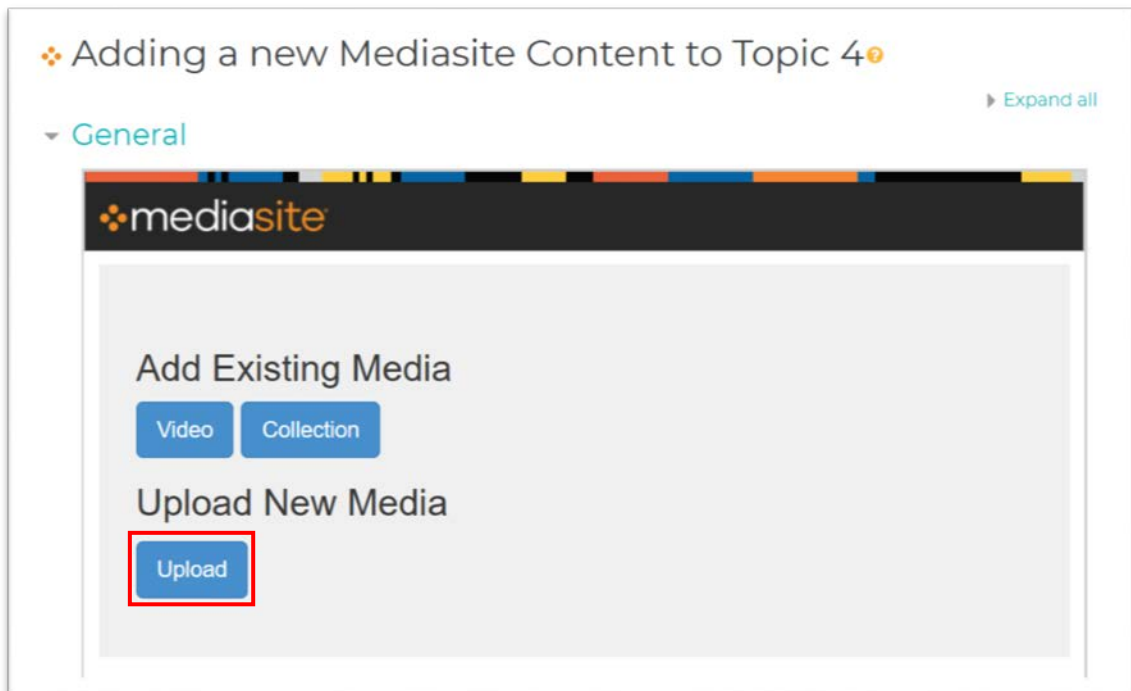
2. Click “Add an activity or resource” in the one of the topic area.



3. Select “Mediasite Content” then click “Add” button.



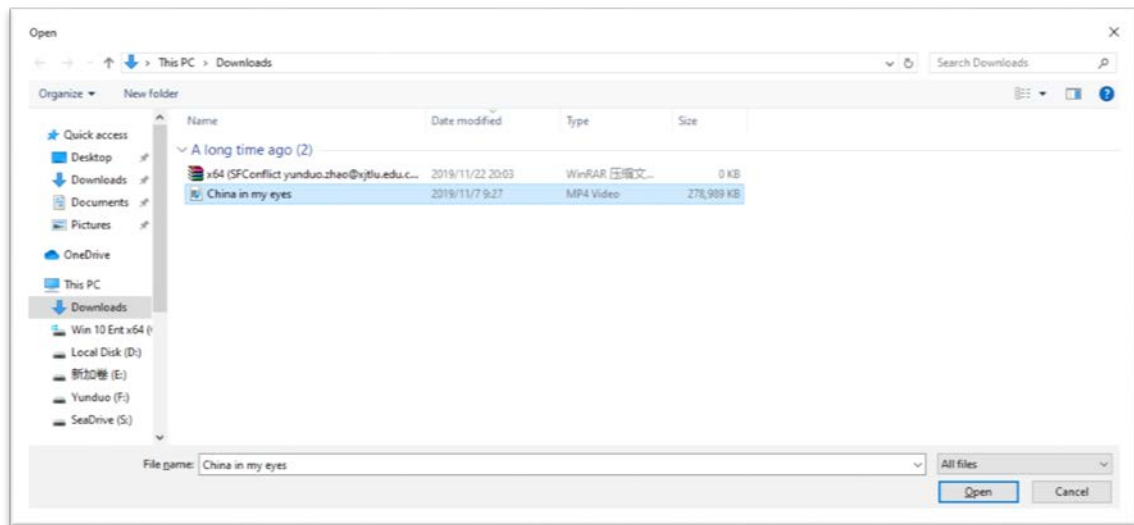
4. Click "Upload" button. (Add existing media is introduced in OPTION 2)



5. Click "Browse Files...".



6. Select the video you want in local computer and then click “Open”.



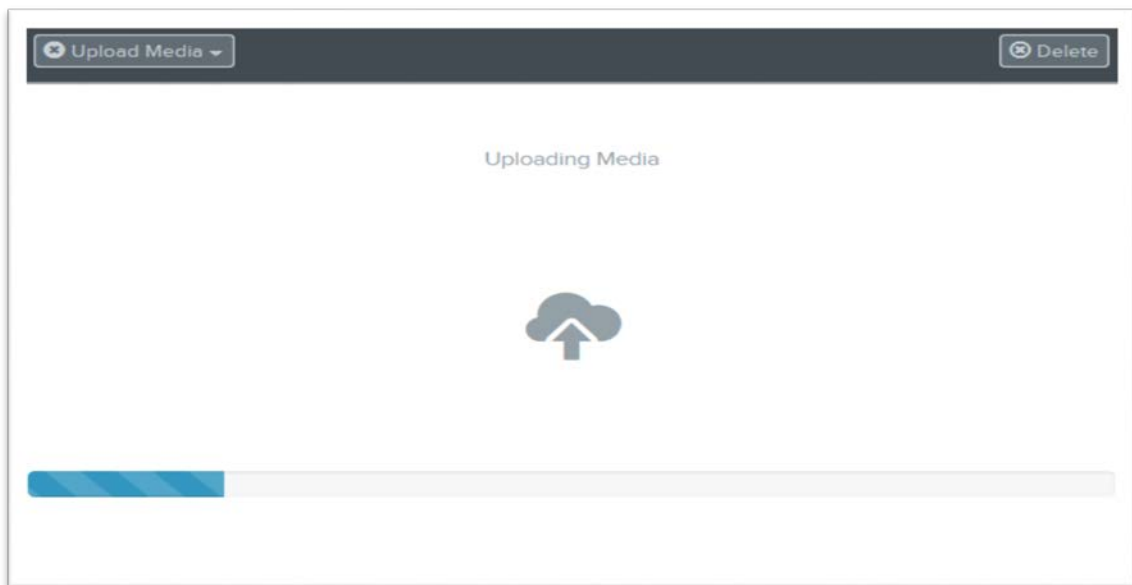
7. Enter the video name then click “Create Presentation”.

The screenshot shows a 'New Presentation Details' dialog box with a blue header and a close button (X) in the top right corner. The form contains the following fields:

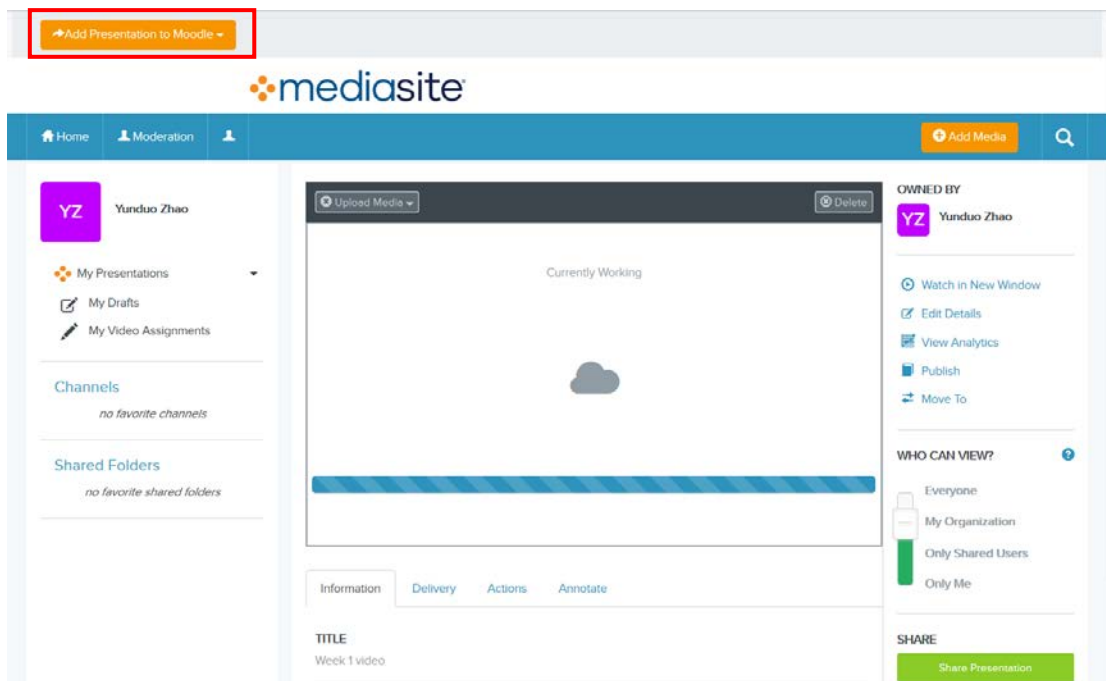
- Name:** A text input field containing 'Week 1 video' and a clear button (X).
- Description:** A text input field containing 'Presentation Description'.
- Destination:** A radio button selection with 'My Drafts' selected. Below it is a greyed-out dropdown menu and a 'Change' button.

A blue 'Create Presentation' button is located at the bottom right of the dialog box.

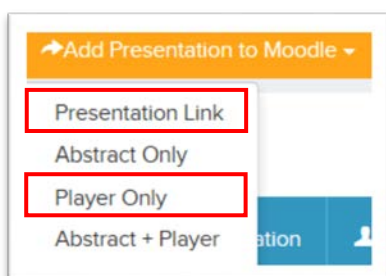
8. Wait until the “Uploading Media” bar is finished.



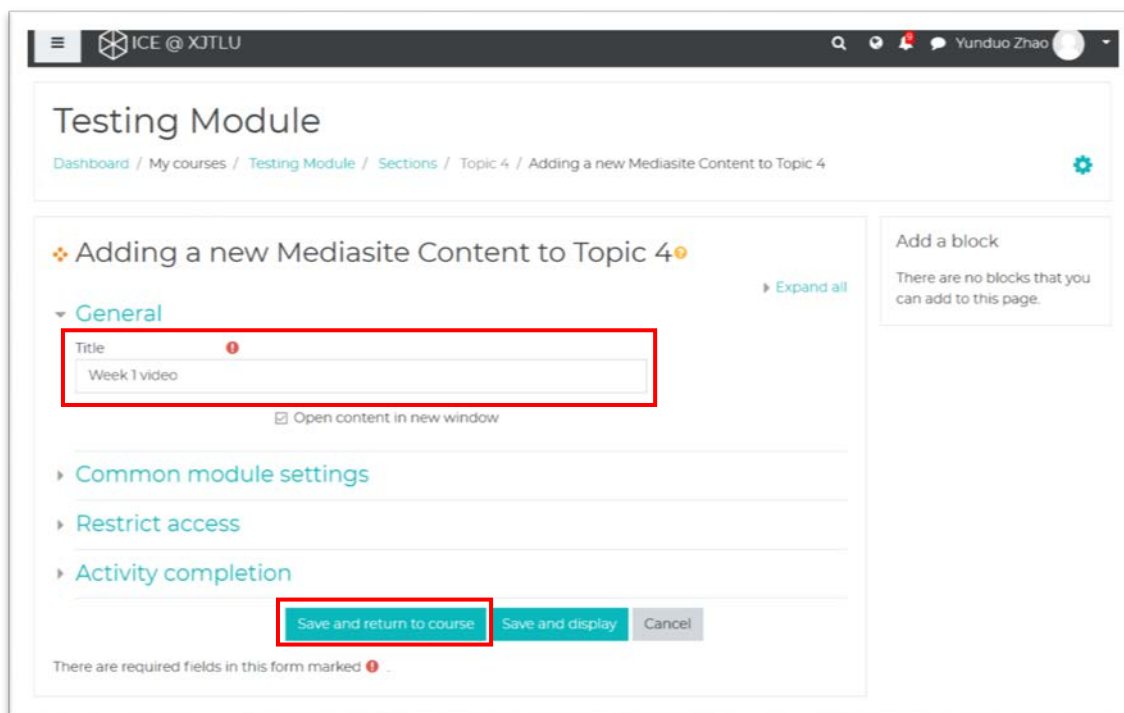
9. When the processing bar is on “Currently working”, you could click “Add presentation to Moodle” and select one of the types.



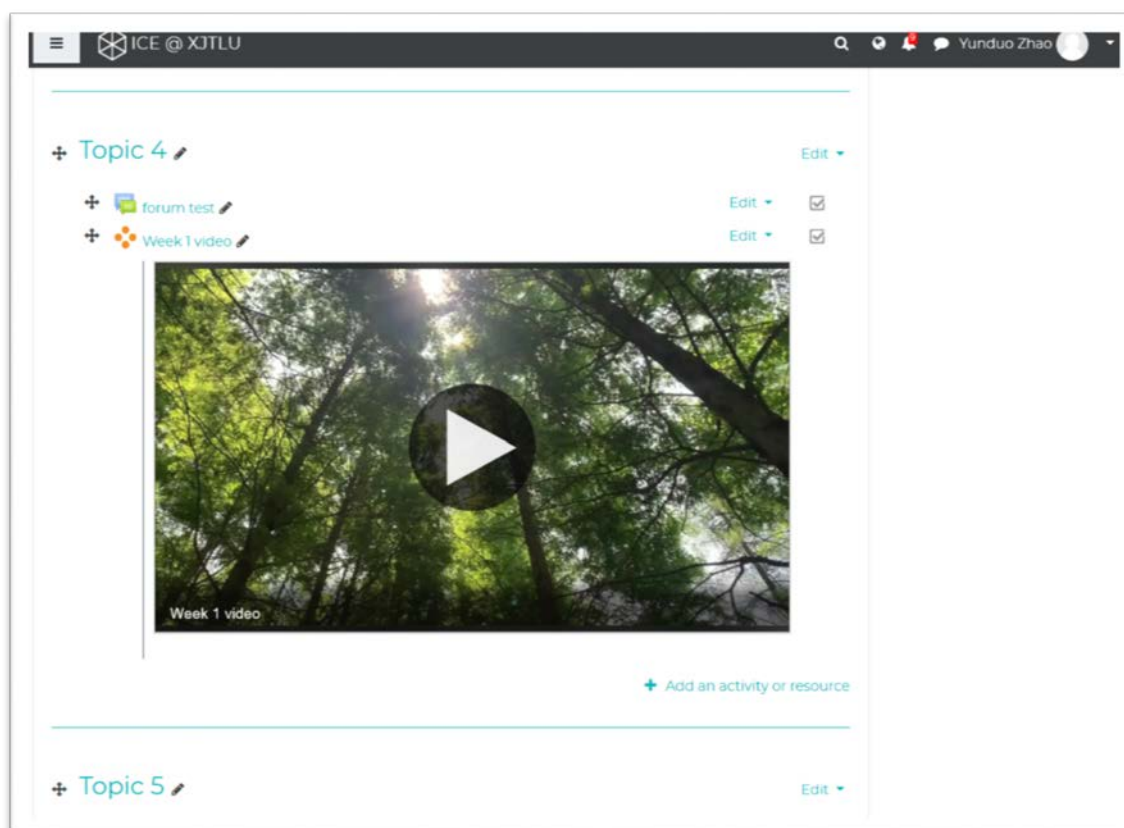
“Presentation Link” and “Player Only” are recommended. The type could be changed in ICE later.



10. Confirm the title and click “Save and return to course”.



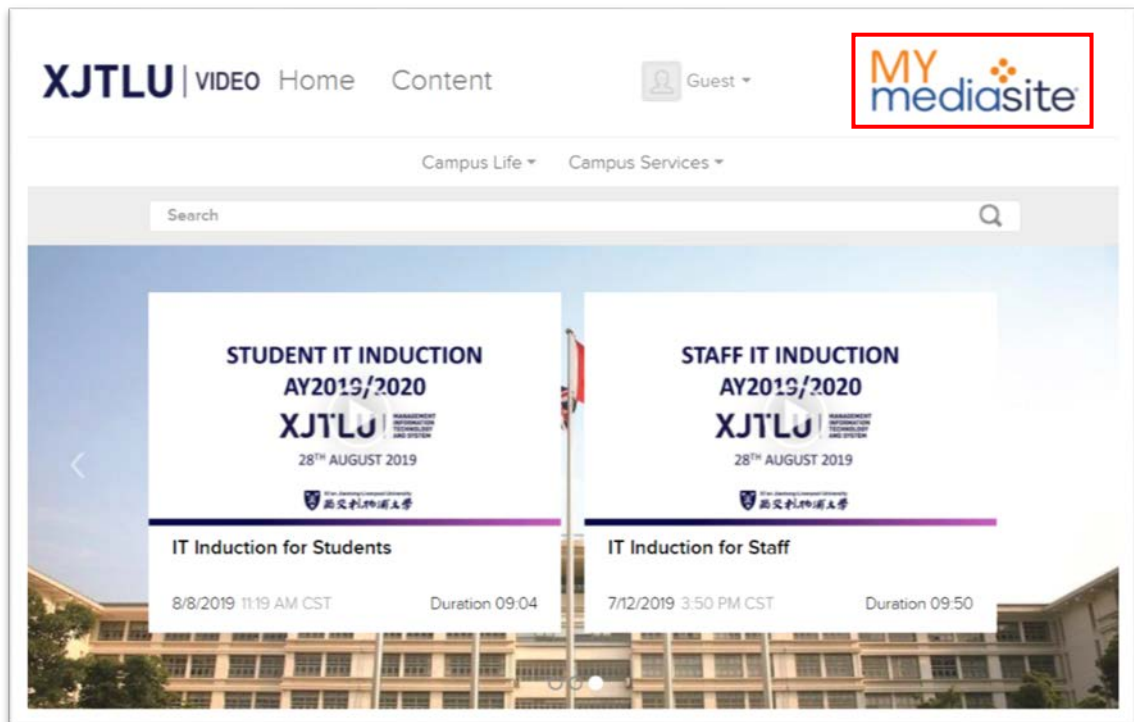
11. The encoding process may takes 10-20 minutes. Then the video could be viewed in ICE.



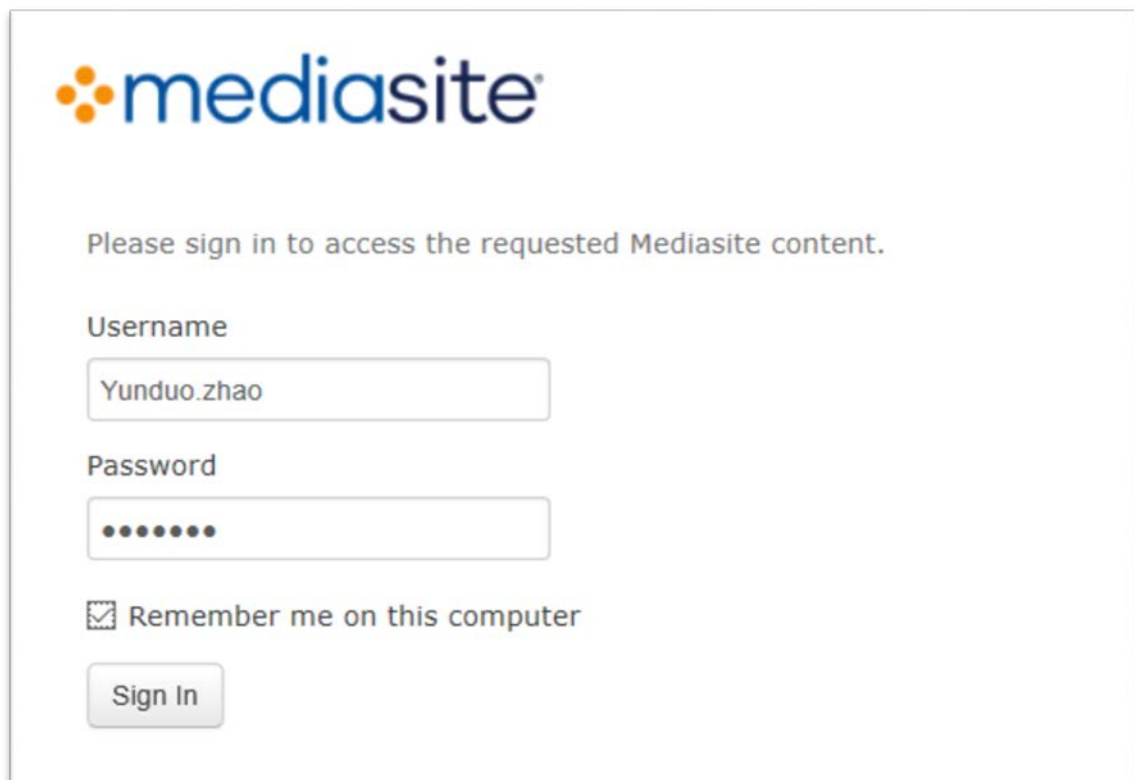
The post type is “Play Only” in this picture

OPTION 2 Upload Video in Mediasite, then post it on ICE

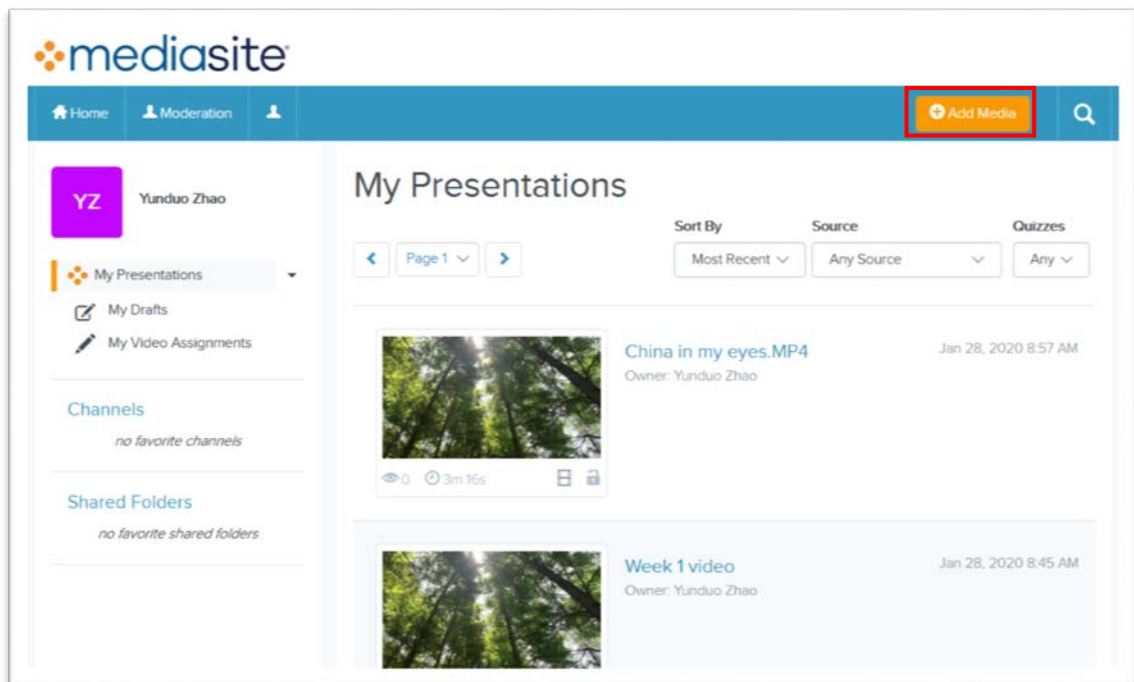
1. Visit XJTLU Video at video.xjtlu.edu.cn and click “MYmediasite” logo.



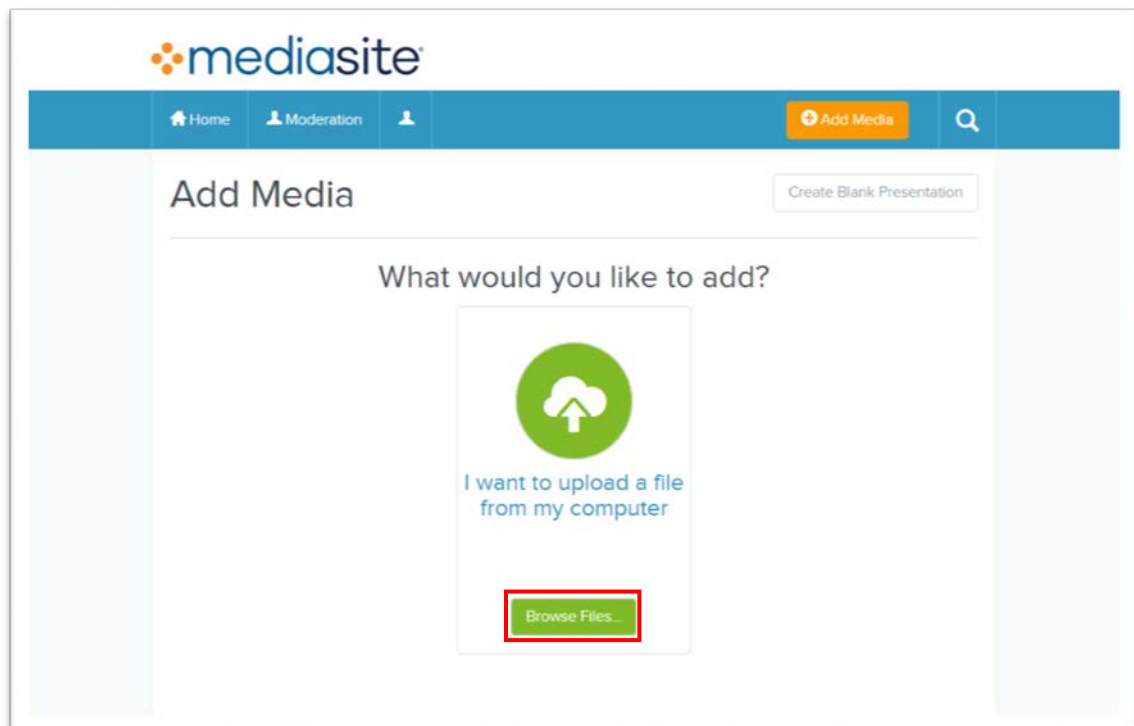
2. Use XJTLU account signing in Mediasite.

A screenshot of the Mediasite login page. At the top left is the Mediasite logo. Below it is the text 'Please sign in to access the requested Mediasite content.' The login form consists of a 'Username' field containing 'Yunduo.zhao', a 'Password' field with masked characters, and a checkbox labeled 'Remember me on this computer' which is checked. A 'Sign In' button is located at the bottom of the form.

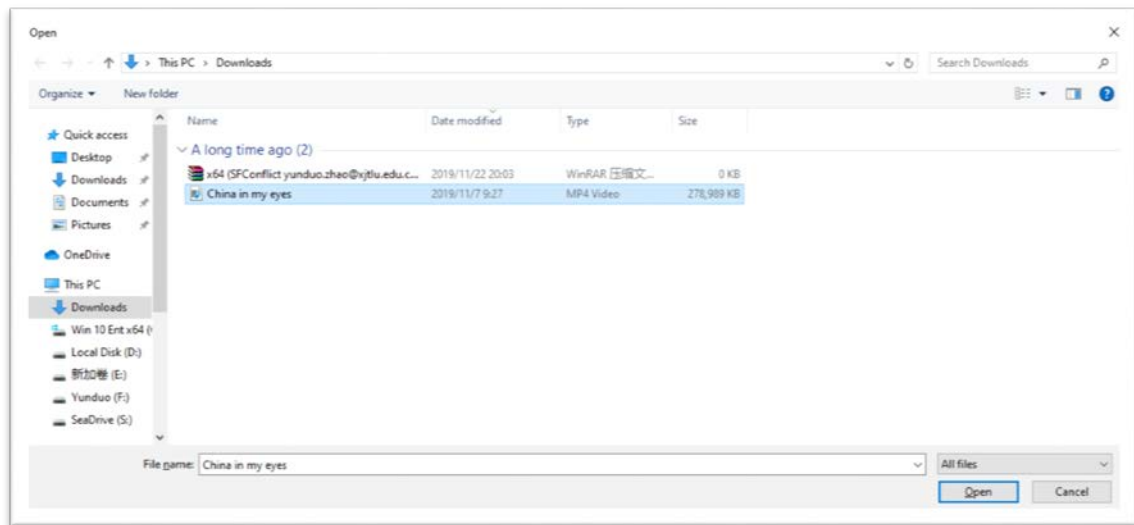
3. Click "Add Media"



4. Click "Browse Files...".



5. Select the video you want in local computer and then click “Open”.



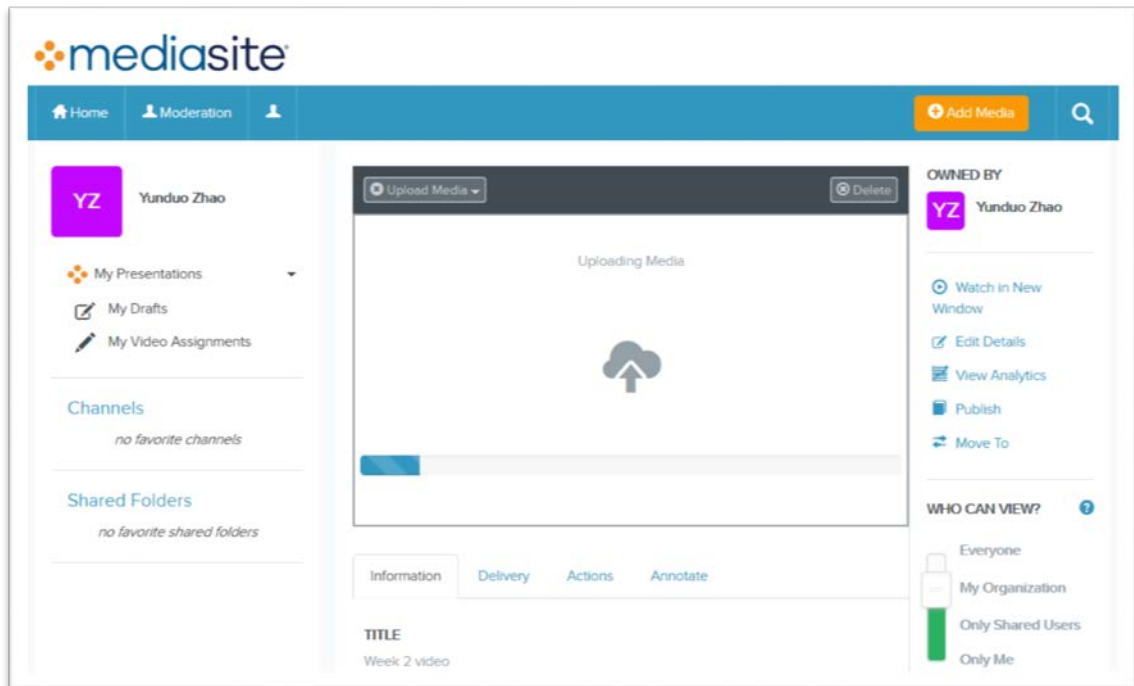
6. Enter the video name then click “Create Presentation”.

The screenshot shows a 'New Presentation Details' dialog box with the following fields:

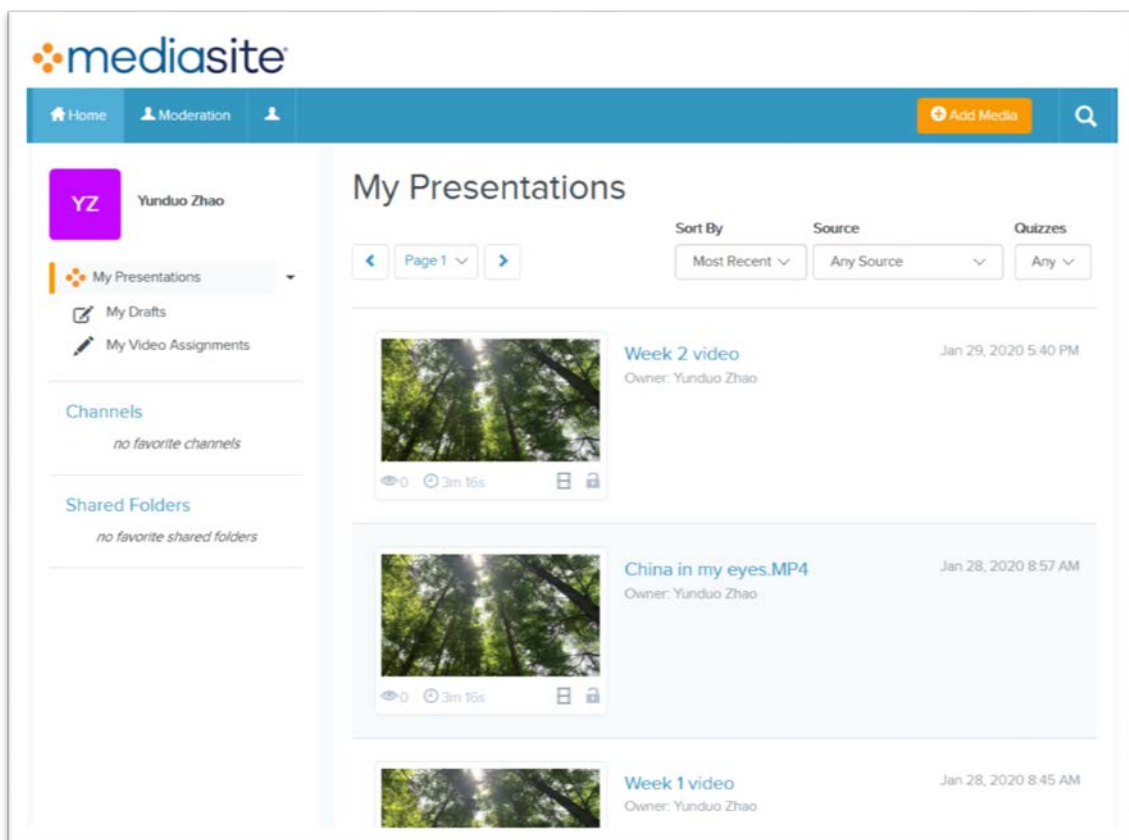
- Name:** Week 2 vided
- Description:** Presentation Description
- Destination:** My Drafts

At the bottom right, the 'Create Presentation' button is highlighted with a red box.

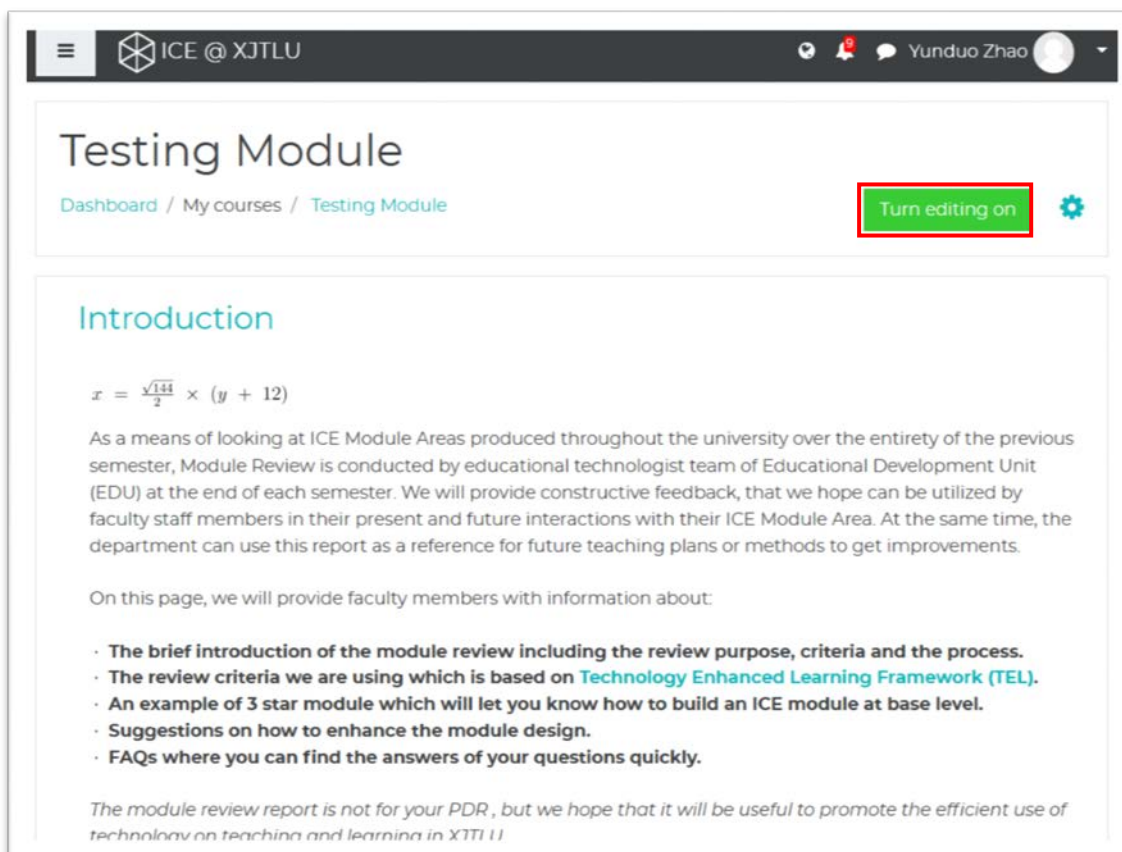
7. Please don't close the page until the "Uploading Media" process is finished.



8. The encoding process would take 10-20 minutes. After that, the uploaded videos will list in the Mediasite Home page.

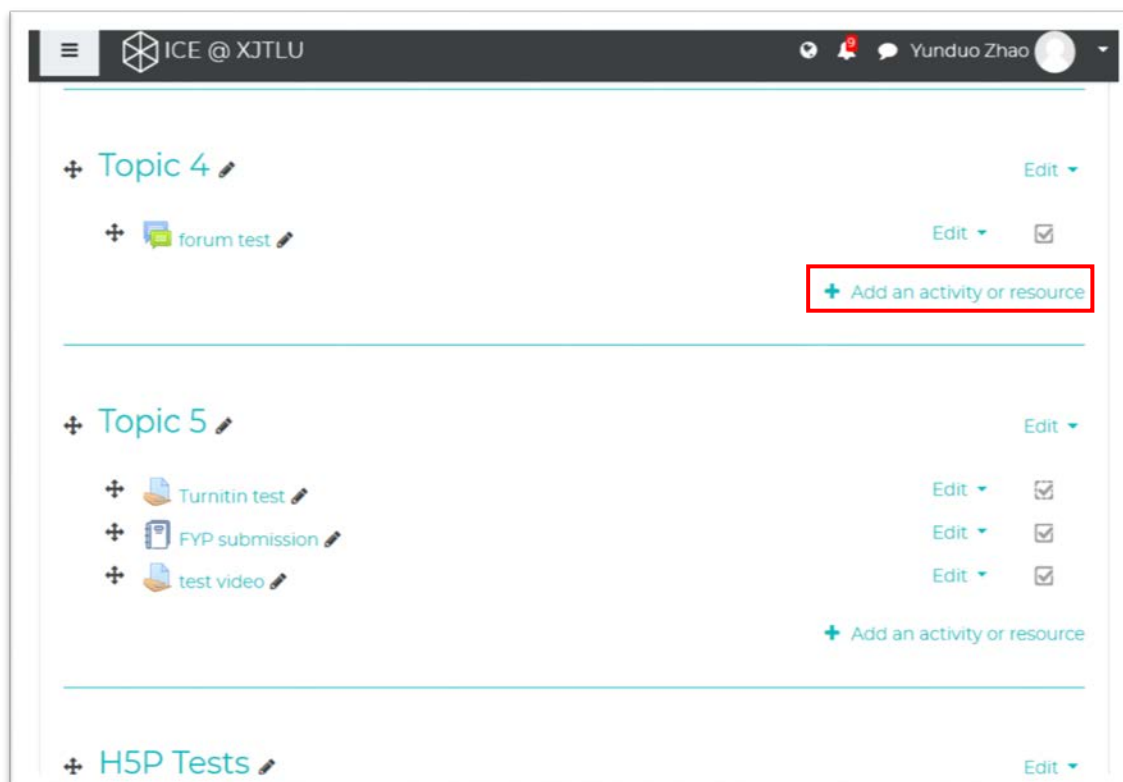


9. The following steps is introducing how to post these videos in Mediasite on ICE.
Login ICE ice.xjtlu.edu.cn and enter your module area. Then click “Turn editing on” button.



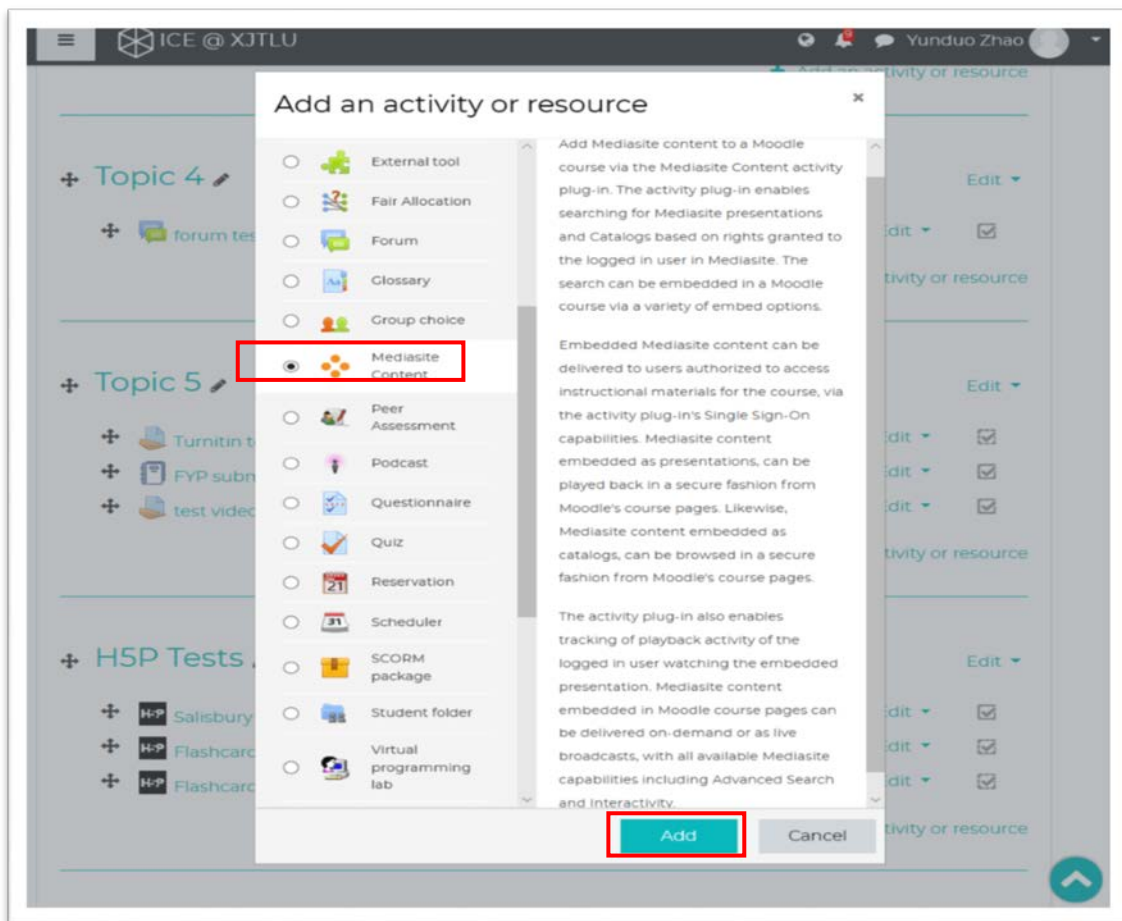
The screenshot shows the ICE @ XJTLU user interface. At the top, there is a navigation bar with the ICE logo and the text "ICE @ XJTLU". Below this, the page title is "Testing Module". A breadcrumb trail reads "Dashboard / My courses / Testing Module". A green button labeled "Turn editing on" is highlighted with a red rectangular box. To the right of this button is a gear icon. Below the header, the page content is titled "Introduction" and includes a mathematical equation $x = \frac{\sqrt{144}}{2} \times (y + 12)$. The text describes the module review process and provides a list of bullet points: "The brief introduction of the module review including the review purpose, criteria and the process.", "The review criteria we are using which is based on Technology Enhanced Learning Framework (TEL).", "An example of 3 star module which will let you know how to build an ICE module at base level.", "Suggestions on how to enhance the module design.", and "FAQs where you can find the answers of your questions quickly." At the bottom of the page, there is a note: "The module review report is not for your PDR, but we hope that it will be useful to promote the efficient use of technology on teaching and learning in XJTLU."

10. Click “Add an activity or resource” in the one of the topic area.

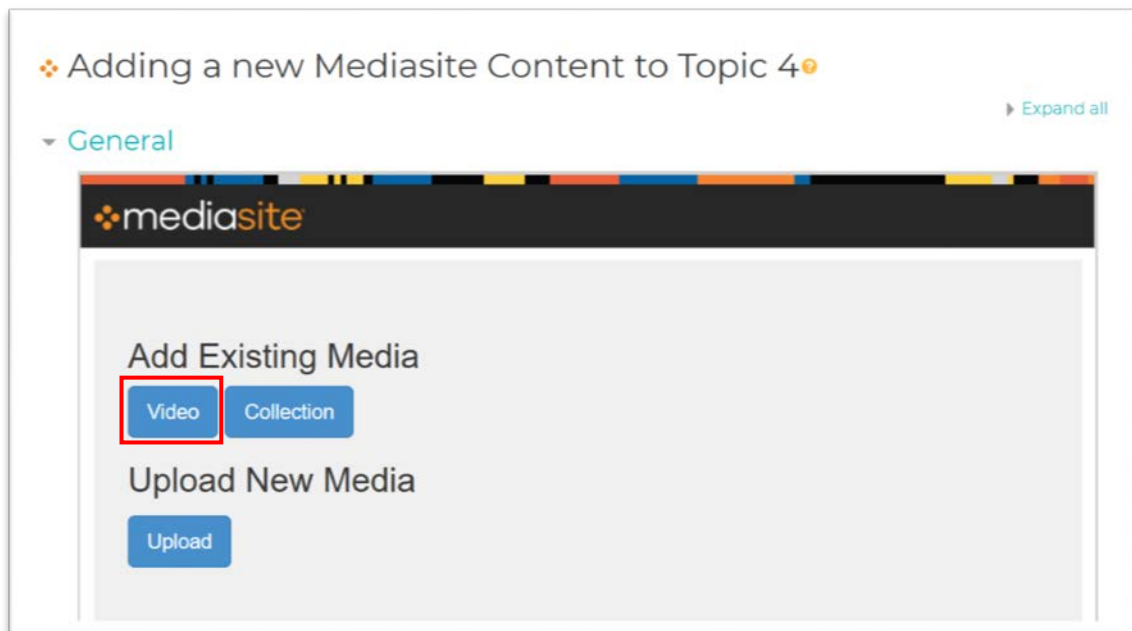


The screenshot shows the ICE @ XJTLU user interface for editing a course. The top navigation bar is the same as in the previous screenshot. The main content area shows a list of topics. The first topic is "Topic 4", which has a sub-item "forum test". The second topic is "Topic 5", which has sub-items "Turnitin test", "FYP submission", and "test video". At the bottom of the page, there is a section for "H5P Tests". A red rectangular box highlights the "+ Add an activity or resource" button located below the "forum test" item in the Topic 4 area. Each topic and sub-item has an "Edit" button and a checkmark icon.

11. Select “Mediasite Content” then click “Add” button.



12. Click “Video” under Add Existing Media



13. All videos in your Mediasite account will be listed. Select the video you need or you could use the Search Bar to find the video. Then click “Add to MODULE NAME” and select “Presentation Link” or “Player Only”.

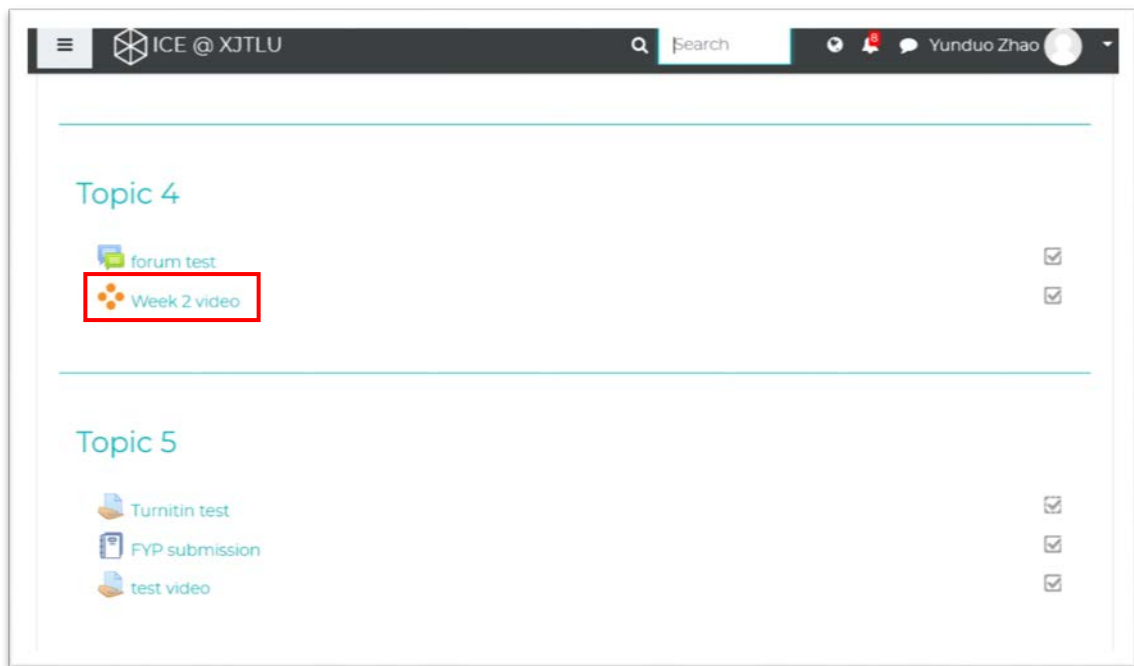
The screenshot shows the Mediasite interface for adding content to a course. The title is "Adding a new Mediasite Content to Topic 4". Under the "General" section, there is a search bar and a list of four video presentations. Each presentation has a thumbnail, a title, presenter information, and a recorded date. A red box highlights the "Add to Testing Module" dropdown menu for the "Week 2 video", which is open to show "Presentation Link" and "Player Only" options.

Thumbnail	Title	Presenter	Recorded Date	Action
	Week 2 video	XJTLU Presenter	1/29/2020	Add to Testing Module (dropdown: Presentation Link, Player Only)
	China in my eyes.MP4	XJTLU Presenter	1/28/2020	Add to Testing Module
	Week 1 video	XJTLU Presenter	1/28/2020	Add to Testing Module
	Lesson 1	XJTLU Presenter	1/27/2020	Add to Testing Module

14. Confirm the title then click “Save and return to course”

The screenshot shows the configuration form for adding content to a course. The title is "Adding a new Mediasite Content to Topic 4". Under the "General" section, there is a "Title" field with a red error icon and the text "Week 2 video". Below the title field is a checkbox labeled "Open content in new window". There are three expandable sections: "Common module settings", "Restrict access", and "Activity completion". At the bottom, there are three buttons: "Save and return to course" (highlighted with a red box), "Save and display", and "Cancel". A message at the bottom states "There are required fields in this form marked [red error icon]".

15. The video is posted in the select topic area.



The post type is "Presentation Link" in this picture