myMedia is your place to store media files – specifically visually rich files such as images, audio, video, animation, 3-D drawings, HTML, PowerPoint, etc. myMedia is the official MSU podcasting and streaming system. myMedia allows users to record from a podcast enabled lectern and publish their recording immediately to a set. Users also have the option to use a portable recorder to upload recorded files. These files can be accessed from the myMedia site with an Internet connected computer or via a podcast feed from any supported device.

Objectives

• Learn the basic operations of myMedia
• Practice integrating myMedia items into myCourses
• Learn the basics of podcasting with myMedia

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Getting Help @ The Center

The Center for Teaching and Learning is dedicated to providing individualized assistance to help faculty with the incorporation of instructional technology into their courses. Instructors may choose to come by at their convenience or schedule an appointment at the 2205 Mitchell Memorial Library location, open Monday through Friday, 8:00 am to 5:00 pm. For more information or to make an appointment, call 325-2083 or email help@ctl.msstate.edu. To reach help outside of CTL’s normal office hours, please call the HelpDesk at 662-325-1403.
# Contents

- myMedia Organization .................................................................................................................. 3
- myMedia Objects .......................................................................................................................... 3
- Mime Types ...................................................................................................................................... 3
  - Streaming myMedia Window or Embed in myCourses Page .......................................................... 3
- myMedia Getting Started ............................................................................................................... 4
  - Login to myMedia ...................................................................................................................... 5
- Accessing and Editing a Set .......................................................................................................... 6
  - Accessing a Set ............................................................................................................................ 6
  - Editing a Set .................................................................................................................................. 7
    - Set Preferences ........................................................................................................................... 7
    - Student Uploads .......................................................................................................................... 8
    - Adding Single File Media to a Set ............................................................................................... 9
    - Adding Multi-File Media to a Set ............................................................................................... 11
    - Edit Media Names ...................................................................................................................... 15
    - Reordering a List of Media Names ............................................................................................. 16
    - Manage Media Buttons ............................................................................................................. 17
    - Moving Media ........................................................................................................................... 18
    - Copying Media ........................................................................................................................... 18
    - Deleting Media ........................................................................................................................... 19
- Adding a Media Link to myCourses ............................................................................................. 20
  - Adding a Podcast or Web URL Link ............................................................................................. 20
    - Adding a Web URL Link ............................................................................................................ 20
    - Adding a Podcast Link .............................................................................................................. 22
  - Adding Links to Single Media in myCourses .............................................................................. 24
- Podcasting ...................................................................................................................................... 28
  - Podcasting Additional Information and Tips ............................................................................... 30
    - Podcast Recording Volumes ...................................................................................................... 30
    - Podcast Recording Meter Level ................................................................................................ 30
- Video Podcasts .............................................................................................................................. 31
  - Creating ......................................................................................................................................... 31
  - Relevant Links and Help .............................................................................................................. 31
- Estimated Download Times .......................................................................................................... 32
- Estimated Recording Length ........................................................................................................... 32

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**Note:** If you need to upload files from an off-campus location, you will need to download the Cisco VPN client and log into it before uploading the files. This client will give you a “identity” when accessing the myMedia server for uploading.
myMedia Organization

myMedia Objects

- **Users** consist of Faculty or Staff
- **Media** are individual media files or items uploaded or recorded by users and assigned to a set
- A **Set** consists of media files for a particular course or event
- A **Collection** includes all sets of media in a user’s account

Note: The myMedia course sets are sent over to the system every night at midnight, so if you mark your course to use myMedia, the set will be available the next day.

Mime Types

myMedia handles different files in different ways. Some file types will play in the myMedia window and others must be embedded in a webpage to play.

**Streaming myMedia Window or Embed in myCourses Page**

<table>
<thead>
<tr>
<th>Extension</th>
<th>Description</th>
<th>Playable in myMedia Streaming Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>.flv</td>
<td>Flash Video.</td>
<td>Yes</td>
</tr>
<tr>
<td>.swf</td>
<td>Adobe Flash file type. Smaller than flv.</td>
<td>Yes</td>
</tr>
<tr>
<td>.mp3</td>
<td>Digital audio encoding format.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extension</th>
<th>Description</th>
<th>Playable in myMedia Streaming Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>.avi</td>
<td>Audio Video Interleaved.</td>
<td>No</td>
</tr>
<tr>
<td>.m4v</td>
<td>Apple Video</td>
<td>No</td>
</tr>
<tr>
<td>.mp4</td>
<td>Video Standard</td>
<td>No</td>
</tr>
<tr>
<td>.mpeg</td>
<td>Replaced .mp4</td>
<td>No</td>
</tr>
<tr>
<td>.mpg</td>
<td>Video Standard</td>
<td>No</td>
</tr>
<tr>
<td>.mov</td>
<td>Apple Video</td>
<td>No</td>
</tr>
<tr>
<td>.qt</td>
<td>Apple Video</td>
<td>No</td>
</tr>
<tr>
<td>.wav</td>
<td>Microsoft Audio File</td>
<td>No</td>
</tr>
</tbody>
</table>
myMedia Getting Started

myMedia is a media management system that allows for faculty storage and management of media. The system can be used as a stand alone system or it can be used with myCourses. Instructors can allow for managers to upload and manage media. Student uploads can be allowed as well.

1. To access the myMedia store front, navigate to mymedia.msstate.edu
Login to myMedia

1. In the “Welcome to myMedia” section, click the Login button.

2. Enter your NetID and NetPassword and click the Login button.

3. Your myMedia home page will appear.

Space Usage: This is per user, not per set or course. This space usage will update as files are added. If you need more space, please contact the Center for Teaching and Learning.

Sets: A listing of sets (classes, sections, or events) that you own.

My Sets:

Sets I Own: These are sets that you personally own.
Sets I Manage: These are sets that you are helping manage, such as a colleague’s set. Graduate Assistants who help with your course would see this feature if you added them as a manager in myMedia. (If you are not a manager in a set, you will not see this option.)

Media Access: Where users go to see media for sets/courses they are enrolled in.

My Media Collection:

File Vault: The file vault is a storage location for media that users don’t want to place in a set right away. For example, if you teach a course in two semesters, you can place your media in the vault for holding until that course set becomes available. Files can be moved and copied from the vault into other sets.

Note: Faculty will initially receive a 10 GB quota.
Accessing and Editing a Set

Accessing a Set

1. To access a set, click on the Set Name.

2. You will now be in the set.

Existing Set Media

Single Media Upload/Record

Multi-File Upload

Record

Upload

Course Info

Podcast

Pref

Number of items: 1  Accesses: 0

Podcast Url: http://mymedia.msstate.edu/rssout.php?id=14133

Web Url: http://mymedia.msstate.edu/outputset.php?id=14133

Owner of Set: trng00

Owner’s Space Usage

Used: 0 B (0%)  Free: 10 GB (100%)

Add Media to This Set

Add Multi-file Media to This Set

Manage Media in This Set

Select: All None

28856.mp4
Accessing and Editing a Set

The Center for Teaching and Learning

ing a Set

Set Preferences

1. To edit a set or add managers, click the Set Prefs button.

2. Next, make your appropriate edits and add managers. When done, click the Save button.

Set Preferences

- Set Title:
  MSU 101 - Introduction to MSU (00)

- Also known as:
  TRN0000-01 Summer 2008 A test Course.

- Set Description:
  Introduction to MSU

- Managers:
  [Add Managers (Comma Delimited)]

- Grant Access to:
  [MSU Community (any valid NetID)]

- Set Website:
  [http://www.msstate.edu]

- Podcast Set
- Allow Student Upload

Note: To edit Title, click and type in new text.

Description

Add Managers
Access Rights
Authentication Level
Podcast Set
Allow Student Upload

ctl.msstate.edu

7
Student Upload Function

Student Uploads

An instructor or manager can allow students to upload files to a myMedia set. The “Allow Student Upload” box must be checked (see pg. 7). The instructions for students uploading a file are listed below.

1. To add media to a set, click the Upload Media button from within the media list.

2. When the upload file box appears, click the Add button to add multiple files.

3. Navigate to the file, select it, and click the Add File button.

4. Click the Upload button to upload the selected files.

   After uploading the files, click the Done button to return to your media list.

5. The students file will now be uploaded into the myMedia class set.
Adding Media to a Set

The Center for Teaching and Learning

Adding Single-File Media to a Set

A user can upload single-file media to a set by adding either one file at a time or by selecting more than one file at a time to upload.

1. To add single-file media to a set, look under “Add Media to This Set,” and click the Upload button.

2. Click the Add button.

3. Navigate to the location of the media you wish to upload into myMedia. Click the Add File button after selecting the file/files.

Note: Click Run on the ftpUploader if you see the option.

Note: To select multiple files, hold down the Control key and click on the files you wish to upload.
Adding Media to a Set

4. Confirm the files are listed. Then click the **Upload** button.

5. After uploading the files, click the **Done** button to return to your media list.

6. All selected media items will now be uploaded and available.
Adding Media to a Set

Adding Multi-File Media to a Set

Multi-File media is created from software programs such as Camtasia. The video will be viewed in an HTML window in myMedia. When using Table of Contents or PIP windows in Camtasia videos, you will need to use the Multi-File feature of myMedia. Do not use the Multi-File feature unless you are using videos requiring multiple files.

1. To add multi-file media to a set, look under “Add Multi-file Media to This Set”, and click the Upload button.

2. Click the Add button.

Note: Click Run on the ftpUploader if you see the option.
Adding Media to a Set

3. Navigate to the location of the media you wish to upload into myMedia. Click the Add File button after selecting the file/files.

4. Confirm the files are listed. Then click the Upload button.
Adding Media to a Set

5. After uploading the files, click the **Done** button to return to your media list.

6. Next, **click** the red text which says “**multi-file setup required.**”

7. **Click** the drop-down box under **Select Media Index Startup File**. Choose the html file from the drop down list.
8. In the text box under Media Title, give the media a meaningful name.

9. Next, click the Save button.

10. Your new multi-file media is now part of your set.
Editing Media in a Set

1. To edit a media item name, click on the name of the item to be edited.

2. In the Media Title box, change the name to what you desire. Click the Save button when done.

3. The title will now be changed.
Reordering Media

Reordering a List of Media Items

1. To reorder a media item, select that item by hovering over the media item until you see a 4-headed arrow. When the arrow appears, click the Media Item Box and move it to the new location.

2. When the media item is in the new spot, release the mouse and the media item box will be placed in that spot.
Manage Media Buttons

Web Publish: Publishes media items to the web. Items must be web published in order for them to be podcast publishable. Items must also be web published for them to be accessed by students.

Web Unpublish: Unpublishes media items from the web. If media is unpublished students cannot access it in any way. This is a great option for putting media up but not allowing students to access it immediately.

Podcast Publish: Makes media accessible via the podcast list or by subscribing in iTunes. Not all media should be podcast published. Media such as audio and video files are meant for podcastings.

Podcast Unpublish: Unpublishes media items from the podcast list.

Move: Moves media to another set
Copy: Copies media to another set
Delete: Deletes media from the list

Publish or Unpublish Media.
Add or remove this set from the set’s podcast.
Allow/Disallow streaming to this computer.
Allow/Disallow playing within myMedia.
Stream or Download to my computer now.
Play within myMedia now.
Moving and Copying Media

Moving Media

1. To move media, select the checkbox next to the media to move. Then click the Move button.

2. Once you confirm this is the media you want to move, use the drop-down menu to select the set to which you want to move it. When done, click the Move Media button.

Copying Media

1. To copy media, select the checkbox next to the media you would like to copy to another location. Then click the Copy button.
Deleting Media

2. Once you confirm that this is the media you want to copy, use the drop-down menu to select the set you want to move it to. When done, click the **Copy Media** button.

Deleting Media

1. To delete media, select the **checkbox** next to the media you would like to delete. Then click the **Delete** button.

2. After clicking delete, a window will open asking you to confirm your deletion. Click the **OK** button.

3. Type **yes** in the box asking for confirmation.
Adding Podcast and Web URL Links

Adding a Media Link to myCourses

To add media to myCourses, users can copy the URL(s) from myMedia and add it as a weblink in a folder created within the course. There are multiple options available for copying URLs from myMedia:

Media Lists
- **Web URL**: Lists all media that is web published for a user’s single set
- **Podcast URL**: Lists all media that is podcast published for a user’s single set

Individual Media
- **Access Stream URL**: Allows the media to be streamed via myMedia player.
- **Download URL**: Allows the download of this single media item
- **Embed URL**: Allows this single media item to be embedded in myCourses

Adding a Podcast or Web URL link to myCourses

Adding a Web URL link to an Entire Set

1. To add the Web URL to a myCourses folder, you must first copy your desired myMedia link from within your myMedia set.

2. Log in to mycourses.msstate.edu and enter your class.

3. Select the folder in which you wish to place the myMedia course link(s).

Note: To copy a URL, highlight the URL and use the keyboard shortcut Ctrl + C
Adding Podcast and Web URL Links

4. Under the **Build Content** drop-down tab, select **Web Link**.

5. Type in your desired display name for the link and paste the copied myMedia link in the URL box.

6. Click **Submit**.

**Note:** If you would like to add a description (i.e., instructions) or attachments to the link, type in the description field or add an attachment under the attachment field.
Adding Podcast and Web URL Links

7. Your Web URL for myMedia will appear in the folder you selected. When you click the link, you will be taken to a window featuring all of your web-published myMedia files for the selected set.

Adding a Podcast link

1. To add the Podcast URL to a myCourses folder, you must first copy your desired myMedia link from within your myMedia set.

2. Log in to mycourses.msstate.edu and enter your class.

3. Select the folder in which you wish to place the myMedia podcasting course link(s).

   Note: To add a folder to the menu bar, select the + sign, then “Content Area.” Name your folder and make sure the folder is available to users.

   Note: To copy a URL highlight the URL and use the keyboard shortcut Ctrl + C.
Adding Podcast and Web URL Links

The Center for Teaching and Learning
ctl.msstate.edu

4. Under the Build Content drop-down tab, select Web Link.

5. Type in your desired display name for the link and paste the copied myMedia podcast link in the URL box.

6. Click Submit.

Note: If you would like to add a description (i.e., instructions) or attachments to the link, type in the description field or add an attachment under the attachment field.
7. Your Web URL for myMedia podcasting will appear in the folder you selected. When you click the link, you will be taken to a window featuring the podcasted myMedia files for the selected set with an option to subscribe to the set’s podcast or to listen to individual files from within the set window.
Adding Links to Single Media in myCourses

Links to single media items are added to a folder in your myCourses page. You can add a file link to the page for the student to stream a video from the myMedia window, or for the student to download and view on their computer. Any type of media file can be downloaded. Certain files can be streamed from the myMedia window. Refer to Mime Types on page 3 to see which file types can be streamed.

1. To add a single media link item, open your myMedia Course Set, then click the media file you wish to share under Manage Media in This Set.

2. Under Modifying media, select the Access Stream URL. Right click the highlighted part and choose copy. If you would like to embed the video, select the Embed URL option. If you would like to link to a download video option, select the Download URL. Only the file types which are streamable will have the Access Stream URL link (see pg.3 and pg. 27).

3. In a new internet browser window, log in to mycourses.msstate.edu and enter your class.

4. Select the folder in which you wish to place the myMedia course link(s).

Note: To add a folder to the menu bar, select the + sign, then “Content Area.” Name your folder and make sure the folder is available to users.
Adding Links to Single Media Items

5. Under the **Build Content** drop-down tab, select **Web Link**.

6. **Type** in your desired display name for the link and **paste** the copied myMedia podcast link in the URL box.

6. Click **Submit**.

Note: If you would like to add a description (i.e., instructions) or attachments to the link, type in the description field or add an attachment under the attachment field.
Adding Links to Single Media Items

The Center for Teaching and Learning

7. Your Web URL for myMedia will appear in the folder you selected. When you click the link, you will be taken to a window streaming the selected myMedia file in the myMedia window player (if appropriate file type for streaming, see pg. 3).

Streaming URL Option - Streams in myMedia Window

Download URL Option - Prompts to Open or Save File for Download

Embed URL Option - Opens File in Appropriate Player for File Type
Podcasting

1. To podcast from a Classroom Technology Lectern that is podcast enabled, log into the myMedia system and enter your class set.

Next, click the **Podcast Prefs** button to set your podcast settings for the semester.

2. Next set your podcast settings by:
   - Clicking the checkbox to **Enable Live Recording**
   - **Selecting your recording location** for this set/class
   - **Setting the class duration** in minutes

When done, click the **Save** button.

3. A new **Record** button will now appear. To record a podcast from the lectern, click the **Record** button.
Podcasting

4. Enter your podcast **Title, Description, and Tags**. Decide if you want to publish immediately. Then click the **Record** button.

![Podcasting interface](image)

**Note:** To publish the recording immediately after you are done, make sure the check box is selected. You can however, publish and unpublish the recording as needed. See page 14 for more information.

5. A window will notify you that recording has begun. Notice that there is a **time remaining counter** and an **audio meter**. When you are done with the podcast click the **Stop Recording** button.

![Recording progress](image)
6. After stopping the recording, your recording will now appear in your media list.

Note: Class podcast files are treated like any other media item and can be moved, copied, or deleted.

Podcasting Additional Information and Tips

Podcast Recording Volumes
If you are recording your podcasts using a technology classroom lectern and wireless microphone, for the best possible quality, please review the settings below.

Lectern Mic: Turn the lectern microphone all the way down so that you do not pick up an additional noise or have any interference between the lectern mic and the wireless mic

Mic 2 (Optional or Wireless Mic): Set an appropriate level for you classroom, adjust as needed (Level 6 is a good initial level)

Mic 3 (Optional Mic): Turn this mic completely down to avoid any interference

Mic 4 (Optional or Wireless Mic): Set an appropriate level for you classroom, adjust as needed (Level 6 is a good initial level)

Podcast Recording Meter Level
When recording your podcasts, the left side of the page displays an audio level indicator. This will tell you at what level (loudness) your audio is being detected. For best results, adjust your volumes so that you are recording approximately in the middle. The best results are obtained by keeping the audio in the green level or slight yellow. You want to avoid the red level if at all possible.
Podcasting

Video Podcasts

Creating
Currently, the only way for instructors to incorporate video podcasts is to create the file using a third party software (such as Camtasia) or using digital video recorder. The file must be saved as a .m4v file. However, most software does not list this as an option for file types to be saved as. Therefore, instructors should save the file as a QuickTime movie format (.mov) and convert it to .m4v. Conversions are currently being done in two ways:

1. Using QuickTime Pro
   a. Open the .mov file in QuickTime Pro.
   b. Go to File, Save As.
   c. Save the file as a Movie.
   d. Select the location of where to save the file.
   e. Congratulations, the file should now be in the proper format.

2. iTunes
   a. Open iTunes.
   b. Place the file in iTunes.
   c. Right-click on the file and select “convert selection for iPod.”
   d. Drag the file back to the desktop.
   e. Congratulations, the file should now be in the proper format.

Note: There may be other ways to convert files; however, these are the two tested methods.

Relevant Links and Help
Podcasting is a growing trend and tool in education. There are thousands of resources available. Below are a few recommendations of relevant links and help:

The Center for Teaching and Learning (ctl.msstate.edu)
- Provides faculty support at MSU
- help@ctl.msstate.edu or 325-1403

http://www.apple.com/itunes/
- Apple iPod and iTunes site

http://www.apple.com/support/ipod101/
- Excellent how-to-guide for iPods

http://www.apple.com/support/manuals/ipod
- iPod features guide

http://en.wikipedia.org/wiki/Podcasting
- Wikipedia article on Podcasting

http://www.apple.com/education/ipod/
- Apple Education site
Estimated Download Times
The main concern regarding file size is the amount of time it takes the listener to download the file to his/her pc. The download time for any particular file depends on a number of variables, including the length of the audio recording, the speed of your connection to the Internet (for example, 56K modem, or T1 line), and the amount of overall Internet traffic while you are downloading the file. Below are some estimates for download times.

<table>
<thead>
<tr>
<th>File Size</th>
<th>56 Kb Modem</th>
<th>128 Kbps</th>
<th>1.5 Mbps DSL/Cable</th>
<th>Ethernet Connection at MSU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Estimated Download Time</td>
<td>File Size</td>
<td>Estimated Download Time</td>
<td>File Size</td>
</tr>
<tr>
<td>18 mb</td>
<td>45 minutes</td>
<td>18 mb</td>
<td>20 minutes</td>
<td>18 mb</td>
</tr>
<tr>
<td>54 mb</td>
<td>2 hours, 15 minutes</td>
<td>54 mb</td>
<td>1 hour</td>
<td>54 mb</td>
</tr>
<tr>
<td>72 mb</td>
<td>3 hours</td>
<td>72 mb</td>
<td>1 hour 20 minutes</td>
<td>72 mb</td>
</tr>
</tbody>
</table>

Estimated Recording Length
The audio recording specifications for podcasting will vary depending upon the type of recording. For example, a classroom lecture could use a lower rate of bits per second and still sound good to the listener. However, a musical performance could use a higher rate of bits per second for optimal listening.

MSU Live Recording Settings
Bit Rate: 32 kbps
Sample Rate: 16 kHz
Channels: Mono

iTunes Music Settings
Bit Rate: 128 kbps
Channels: Stereo

<table>
<thead>
<tr>
<th>Type of Recording</th>
<th>Bits per Second</th>
<th>File Type</th>
<th>Channel</th>
<th>Length of Recording/Size of File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talk (MSU Recommended)</td>
<td>32 kbps</td>
<td>mp3</td>
<td>mono</td>
<td>5 min</td>
</tr>
<tr>
<td>Talk</td>
<td>96 kbps</td>
<td>mp3</td>
<td>stereo</td>
<td>1.2 mb</td>
</tr>
<tr>
<td>Mixed - Talk &amp; Music</td>
<td>112 kbps</td>
<td>mp3</td>
<td>stereo</td>
<td>3.6 mb</td>
</tr>
<tr>
<td>Music High (iTunes music)</td>
<td>128 kbps</td>
<td>mp3</td>
<td>stereo</td>
<td>4.8 mb</td>
</tr>
</tbody>
</table>

https://www.libsyn.com/rec_size_chart.html