MU Video - Quick Guide - Channels

MU Video Quick Guide: Channels

NOTE: Only Instructors can create Channels

How to Create a Channel:

1. Go to My Channels on your user menu.
2. Click + Create Channel.
3. Name, describe and tag channel.
   - Please include an identifier, first initial last name, of the Channel owner in the Channel name.
   - In addition to tags of your choosing, please include as many of these tags as possible so users will be able to locate your channel.
4. Set privacy type for Channel. (See chart for access details)
5. Channels do not have to be assigned to Categories. However assigning to appropriate Categories will make your Channel easier to find for users.
Add Media to Channels (Content):

1. Go to on your user menu.
2. Select desired Channel.
3. Add Media
4. Publish
5. **NOTE:** Description and Tag fields must be filled in to publish Media. If they are not filled in you will be prompted to Edit. Then repeat steps 3-5.

For an alternate way to add Media from My Media pages, see "Quick Guide: Publishing"

Moderate content:

1. Go to Channel
2. If there is no Media awaiting approval.
3. If then click to see Media awaiting approval.
Add Members to a Restricted or Private Channel

1. Go to Channel

2. Search for MU user and set permission for that user. (See chart below)

3. Click Add.

4. Repeat for each user you wish to add as a member.

5. Begin typing user name. Suggested user names will appear. Choose correct user. NOTE: Users must log into MU Video at least once to activate their accounts before you can locate and add them as members. Only MU users may be added as members in MU Video.

6. You may select different permissions for each individual user.

7. Click Add.

8. Repeat for each user you wish to add as a member.

<table>
<thead>
<tr>
<th>General Public</th>
<th>MU non member</th>
<th>Member</th>
<th>Contributor</th>
<th>Moderator</th>
<th>Manager</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Channel</td>
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<td></td>
<td>X</td>
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<tr>
<td>Edit Channel options</td>
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<tr>
<td>Add Members</td>
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<tr>
<td>Edit Member permissions</td>
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<td>X</td>
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<tr>
<td>Approve Media (if moderate option is enabled)</td>
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<td>X</td>
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<tr>
<td>Add Media to Channel</td>
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<tr>
<td>View Media on Private Channel</td>
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<tr>
<td>View Media on Restricted Channel</td>
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<tr>
<td>View Media on Open Channel</td>
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<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Edit Permissions of Members:

1. See "Adding Members to Restricted Channels" above.
2. Locate user. Select Edit icon in line with user name.
Help Desk

Contact Info

Location: Boyer Building

Phone: 717-871-7777

Email: help@millersville.edu

Classroom Hotline: 717-871-7820

Hours:

Call Center

- Fall/Spring Semesters:
  - M-Th 7:00am - 7:00pm EST
  - F 7:00am - 5:00pm EST

- Summer Sessions:
  - M-F 7:00am - 5:00pm EST

Walk-in TAC

Technical Assistance Center - access via W. Frederick Street side of building

- Fall/Spring Semesters:
  - M-Th 8:00am - 7:00pm, F 8:00am - 5:00pm EST

- Winter/Summer Sessions:
  - M-F 8:00am - 5:00pm EST