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
3. Name, describe and tag channel.
4. Set privacy type for Channel. (See chart for access details)

<table>
<thead>
<tr>
<th>Privacy Type</th>
<th>General Public</th>
<th>MU User nonmember</th>
<th>MU User member</th>
<th>MU User Contributor</th>
<th>MU User</th>
<th>Private Channel</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPEN CHANNEL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESTRICTED CHANNEL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRIVATE CHANNEL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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 then there is no Media awaiting approval.
3. If then click to see Media awaiting approval.
4. Review media and then click .
Add Members to a Restricted or Private Channel

1. Go to Channel

2. 

3. 

4. 

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

![Add Member](image)

6. 

7. Click Add.

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

<table>
<thead>
<tr>
<th></th>
<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>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit Channel options</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Members</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit Member permissions</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approve Media</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(if moderate option is enabled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Media to Channel</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Media on Private Channel</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Media on Restricted Channel</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Media on Open Channel</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></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.

![Edit Permissions](image)
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 8:00am - 7:00pm EST
  - F 8:00am - 5:00pm EST
- Summer Sessions:
  - M-F 8:00am - 4:00pm EST

Walk-in TAC

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

- Fall/Spring Semesters:
  - M-Th 8:00 am - 7:00pm, F 8:00am - 5:00pm EST
- Winter/Summer Sessions:
  - M-F 8:00am - 4:00pm EST