

OnMedia Spot v2.9 Users Guide

Settings

The settings page is exactly as it sounds; it is the central area in which you configure every aspect of OnMedia Spot. It is comprised of many tabs, each focused on an aspect of OnMedia Spot.

General

Company Name – This is the name that will be used to refer to the site. It can be found in the title, about section, and login screens.

Company Logo – This is the logo that will appear in the upper left hand corner of the site.

Company Description – This will appear in the grey “about” box on the right side of the main page. This is often used for a mission statement for the site.

Website URL – This is the address that users will connect to view OnMedia Spot. This will also be used for any embedded videos or links.

Login Page Text – The login page text is a great place to add special login instructions for your users.

Enable Private Media Feature – Enabling this feature allows users to select private or public availability for their uploaded media, depending on the rights assigned to them. If this feature is not enabled all content is public.

Enable Shared Groups – Enabling this setting allows you to limit who can access specific media content.

Enable Collections – Enabling this feature will allow approved users to create “collections” and place copies of specific media into that group . It will give you a new tab on your home screen titled “Collections.”

Enable Dropbox – Enabling this allows users to upload to your Dropbox account while uploading to Onmedia Spot.

Enable Khan Academy - Khan Academy is a popular educational video service. OnMedia Spot has the ability to access the videos for Khan Academy and store the videos on your local server. This is helpful to reduce the amount of WAN bandwidth consumed by watching externally hosted content. Also, it allows your organization to have a single portal for all video content.

Settings *(continued)*

General (cont.)

of Videos Encoding – This number should be set to the # of cores available on your server for maximum upload speed.

Enable Approver Email – This will enable the sending of email alerts to approvers when they have a video waiting for them to approve in OnMedia Spot.

SMTP Email Server – This is the email server that will be used to send email to your approvers. All email is sent as unauthenticated. OnMedia Spot is unable to do authenticated email at this time.

Send Email From – This is the address to display in the “from” field on the approver email.

LDAP

LDAP Server – This is the box where you can enter your LDAP server addresses. These addresses may be an IP address or a fully-qualified domain name. You may enter multiple servers by separating them by a space.

Bind Username – This username is used for searching LDAP for user accounts when users try to log in, as well as fetching group membership information for security groups and share groups. This must be entered as a distinguished name (Ex. N=ldapuser,OU=ServiceAccounts,DC=school,DC=org)

Bind Password – The bind password is the password for the user account provided in the “Bind Username” field.

Base DN – The base DN is the container closest to the user accounts and groups, but must contain ALL of the user accounts and groups the system will be using.

YouTube

Enable YouTube Integration – Enables uploads of marked videos to the organization’s YouTube channel.

YouTube Username/Email – Your YouTube accounts login, you may use either your username or your email address.

YouTube Password – Password for your organization’s YouTube account.

Settings *(continued)*

Categories

To add a new category, just type in a name and click the “Add Category” button.

Once a category is created you can choose which media types it will apply to by selecting the checkbox for that column. You must click save at the bottom of the page for changes to take effect.

To edit the name for a category, click on the name of the category. Once clicked the text will change to an editable text area. Once you have made the changes you want, click out of the box and it will automatically save your changes.

Groups

Groups in OnMedia Spot are used to allow users to login as well as assign rights to these users.

Groups created on this page must also exist in LDAP and names are case sensitive. A user should only ever appear in one group. If they are a member of more than one group they will have mixed results, this is not a supported configuration.

To create a group, type the group name in the text box and click the “Add Group” button.

Once a group is created you can add rights or restrictions to them by clicking the checkbox in the column desired.

Description of Rights/Restrictions on Groups page

Upload Videos (Photos , Audio, PDFs) – Allows user to upload all types of media: Video, Photo, Audio, PDF and along with HD videos.

Collection – Users can create a “Collection” shortcut and place a copy of specific media content into the created “Collection” group.

Khan Academy – Allows users to select content from www.khanacademy.org to be stored locally.

Upload HD – Allows users to upload High Definition video content (720P).

Comment – Allows user to post comments.

Require approval – All uploaded media items will go into a queue of the “approve submissions” user that they select when they upload media.

YouTube Upload – Allows the user to select that the video they are uploading be also uploaded to the organization’s YouTube channel.

Settings (continued)

Description of Rights/Restrictions on Groups page (cont.)

Download High Res Photo –Allows user to download a high resolution copy of the photo

Download Photo Search – Allow the user to conduct a photo search and download a zip file of the results.

Auto Private – All content uploaded by this user is private. They have no option to make it public.

Approver – All users who are members of this group will show up in a list of moderators. They will be able to approve content that is set to need their approval.

Manage media – Allows the user to edit and delete all content as well as select featured videos.

Super Admin – Allows user to access the settings pages.

Shared Groups

Shared Groups – Restricts who can view specific media content. When uploading content, users can restrict viewing to specific groups and/or individuals.

Shared Group Name – Enter a Shared Group Name then search what specific Users and/or LDAP Groups you want to give permission to view specific media content.

My Media (Videos, Audio, PDFs, Photos)

My Videos (Audio, PDFs, Photos, Collections)

Shows all of the currently logged in user's videos. You can play, edit and delete videos from this page.

View By

My Favorites

This section will display a listing of all videos the currently logged in user has favorited.

My Media (Videos, Audio, PDFs, Photos) cont.

Videos Encoding

This section shows the current user all of the videos they have uploaded that are either in the queue to be encoded or are currently encoding. The Delete button will allow you remove an item that may be hung up in the queue.

Requiring Approval (Audio, PDFs, Photos)

This will only show up for users with “Approve Submissions” permissions. Shows all videos that have been added to this moderator’s queue by users uploading media as well as media that was “Unapproved” by the currently logged in moderator.

All Videos (Audio, PDFs, Photos)

Shows all users’ videos. You can play, edit and delete videos from this page.

All Encoding

This section is only visible to users with the “Manage all media” privilege. This section shows all videos in the encoding queue for the entire site.

“Edit” Page

Approved – This is only visible to users with “Approve Submissions” rights. If not checked the media will not be viewable or show up in other users search results.

Privacy – There are three options “Public,” “Private,” or “Custom.” Private media is viewable by all users logged in the site. Custom media is viewable by specific individuals or groups. Public media may be viewed by all who can access the site. (If “Auto Private” restriction is enabled for a group, that group will only see the Private option.)

Title – This is the title of the media. This is searchable.

Description – This will show up on the view page of the media. This is searchable.

Category – This is the category that the media will show up under when browsing via the media pages.

Upload to YouTube – This option is only available to users who have “Upload to YouTube” rights. If yes is chosen in the box, the video will be scheduled to upload to the organizations YouTube account.

“Edit” Page (cont.)

Tags – Separated by spaces, tags are the most important piece of our search algorithm. These should be words most likely to be used when a user searches for the media.

Linked PDFs – Linked PDFs will show up on the view page of the media item. PDFs must already exist in the PDF library. You can link as many PDFs to your media as you would like. To use this feature you can search the collection to find what you are looking for and then click on the (+) symbol or drag the PDF to the left column. To remove a PDF you may use the (-) symbol or drag it to the right. (This feature is not available on PDFs.)

Featured Video – Videos with this box checked will show up in the “Featured Videos” list on the home page.

Featured Videos

Drag and drop the video tiles in the order you wish them to display on the home page. To remove a video from the featured video list, check the delete box. Click “Save Changes” to keep the changes you have made.

User Media Streams

You can view a user’s “Media Stream” by clicking on their username. You can also access it by going to <SiteURL>\User\<username>.

Search

You can search the site from search bar found in the header. To search only one media type, use the Advanced Search option. When you click the advanced search icon and advanced search box will appear. To search specifically by Category, Title, Tags or Description, select it from the appropriate down box. To execute search, click the Search button or hit your Enter key.

Upload Media

The upload button for each media type can be found at the top of the screen.

HD – If the user has been granted the rights to select this option it will let them encode a qualifying video in 720P. A lower resolution video will also be stored.

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