

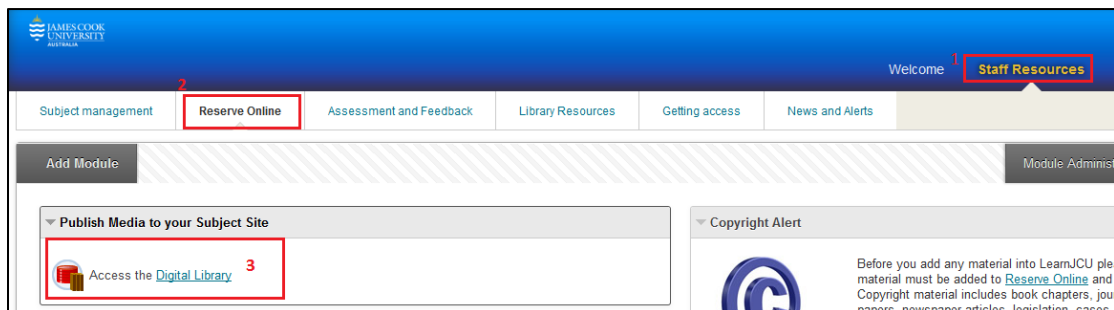
# PUBLISHING DIGITAL MEDIA TO YOUR LEARNJCU SUBJECT SITE

## Overview

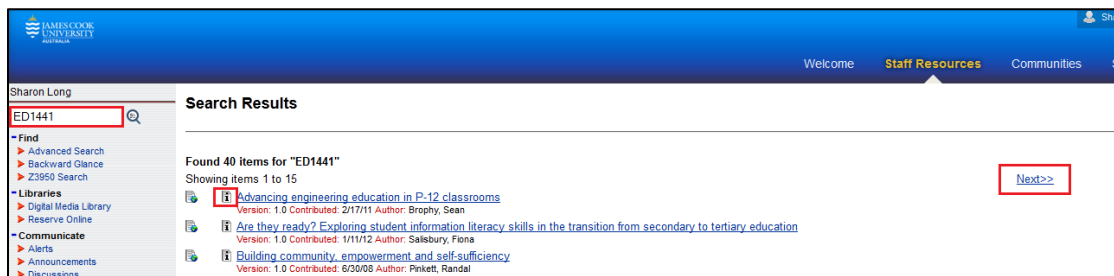
Making a digital media file such as an eLecture recording available to students requires you to search for your media in the Digital Library, and then publish the link to your LearnJCU subject site.

## Linking to LearnJCU

1. Log into your LearnJCU subject site.
2. Click the **Staff Resources** tab (1), then click the **Reserve Online** sub tab (2).
3. In the **Publish Media to your Subject** module, click the **Access the Digital Library** link (3).



4. Click the **Enter the Digital Library** link.
5. In the search field on the top left of the page, type in your Search term to locate the video (usually your subject code or your name will return the most accurate results). Click the magnifying glass icon to begin the search. A list of media files matching your criteria will be displayed.



You may need to click the **Next** link if your item does not appear on the first page of search results.

6. Click the **i** (Information) icon next to the video you wish to link. This will display the publication metadata for the item and also a **View URL** link if you want to preview the media before publishing.

## Publishing digital media to your LearnJCU subject site

- From the Publication panel on the right click the **Blackboard** link.

### Item Properties


| Summary  | Actions                                     |
|--|---|
| Title: Advancing engineering education in P-12 classrooms    | <a href="#">Delete item from repository</a> |
| Author: Brophy, Sean   | <a href="#">Edit metadata</a>               |
| URL: <a href="http://bit.ly/ziCcbs">http://bit.ly/ziCcbs</a> | <a href="#">Email item</a>                  |
| Item type: URL   | <a href="#">Make available to course</a>    |
| Library: Reserve Online                                      | <a href="#">Publish item to course</a>      |
| Status: Online   | <a href="#">Publish item to eBinder</a>     |
| Category: Gen  | <a href="#">Remove item from library</a>    |
| Display on: Not set  |   |
| Review on: Not set   |   |
| Copyright: No  |   |
| Published year: 2008   |   |
| Source title: Journal of engineering education               |   |

| Publish                    |
|----------------------------|
| <a href="#">Blackboard</a> |
| <a href="#">Link</a>       |

**Note:** This will open a new tab or window that will later need to be closed.

- Select your subject site from those listed then click the **Submit** button.

Choose Course 

### 1 Choose the target course

Courses

Specify which course to insert the item

- DEMO/SITE2013
- DENTISTRYDEMO
- SASSDEMO
- JCU\_DEMO\_CNS
- JCU\_DEMO\_CNS\_SL
- JCU\_Demo\_2012
- 12-Induction
- jw\_upload\_test

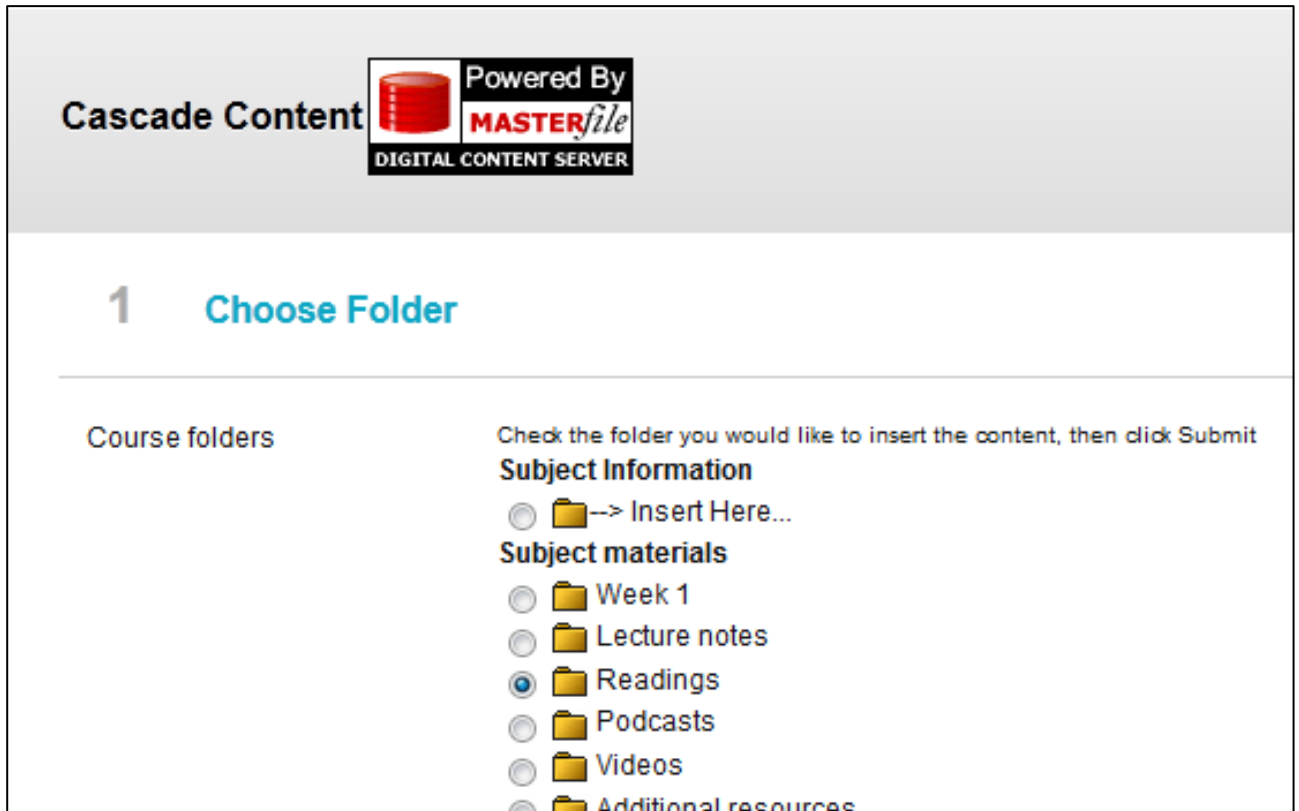
### 2. Submit

## Publishing digital media to your LearnJCU subject site

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9. Select the folder in your site where you wish to place the link to the media then click the **Submit** button.

**Note:** You will need to have previously set up a folder structure in your site so you can select a target for your published link.




The screenshot shows the Cascade Content interface. At the top left, it says "Cascade Content" next to a red server icon. To the right is a logo for "Powered By MASTERfile DIGITAL CONTENT SERVER". Below this is a large blue number "1" followed by the text "Choose Folder". Underneath, there are two columns of options. The first column is titled "Course folders" and is currently empty. The second column is titled "Subject materials" and contains several radio button options: "Insert Here...", "Week 1", "Lecture notes", "Readings" (which is selected), "Podcasts", "Videos", and "Additional resources". Above the "Subject materials" list, there is a line of text: "Check the folder you would like to insert the content, then click Submit".

## Publishing digital media to your LearnJCU subject site

10. Optionally alter the title of the link to the media file and add a text description

**IMPORTANT:** If you want to set availability dates on an item published from the Digital Library, **DO NOT** use the availability dates in the **Options** section of this screen. Instead, publish the item without setting availability dates then use **Adaptive Release** in your subject site to control the availability of the item.

**Specify Details** 

### 1 Specify details for the item

Name

Choose color of name

Text


### 2 Options


Do you want to make the content visible:  Yes  No

Do you want to track number of views?  Yes  No

Select date(s) of availability

Display After





### 3. Submit

11. **Close** the currently open browser window or tab to return to LearnJCU then re-enter your site by clicking the **Welcome** tab and selecting your site from the list.

12. Locate your video within your site materials and click the **Click here to view** link under your media file.



The image shows a video player interface. The video content is an underwater scene featuring a vibrant coral reef on the left, two divers in the center, and a large clownfish on the right. The background is a deep blue ocean with many small fish. In the top right corner of the video frame, the James Cook University Australia logo is visible. A play button icon is centered over the video. Below the video frame, there are two download links: 'Download video (mp4)' and 'Download audio only (mp3)'. The entire video player area is enclosed in a thin black border.

[Download video \(mp4\)](#)  
[Download audio only \(mp3\)](#)

13. Click the **Play** button on the JCU splash screen to start playing your video. Use the player controls to stop, wind forwards/back, resize your window or alter the volume.
14. OR, use the download links to download required option.