

Uploading a Video to Media Mill

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Preparing Your Video

In order to upload your video to Media Mill, you will first need to export your video as an **.mov file** and save it to your computer. Depending on what software you used to create your video, the steps you use to create an .mov file will vary. Consult your video editing software's help menu or search online for directions on how to save your project in .mov format. Or, if you created your video using iMovie on a Mac or iPad, you can follow the steps below. Once your video is in .mov format, you can move on to the section in this tutorial labeled *"Getting Your Video into Media Mill"*.

If you created your movie using iMovie on a Mac computer...

- 1) In the menu bar at the top of the screen, click on **Share > "Export using QuickTime..."**
- 2) **Save the file** to your Desktop, or in a folder where you'll be able to find it easily
- 3) Now, you can move on to the section in this tutorial labeled *"Getting Your Video into Media Mill"*

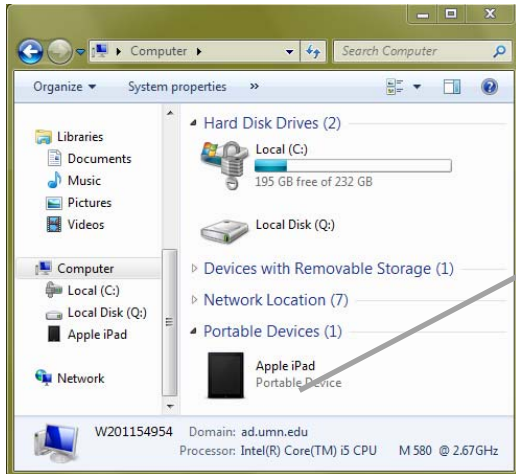
If you created your movie using iMovie for iPad...

You will need to first share the video from your iMovie app to your Camera Roll. From there, you can pull it off of your iPad as a .mov file. To share to your Camera Roll:

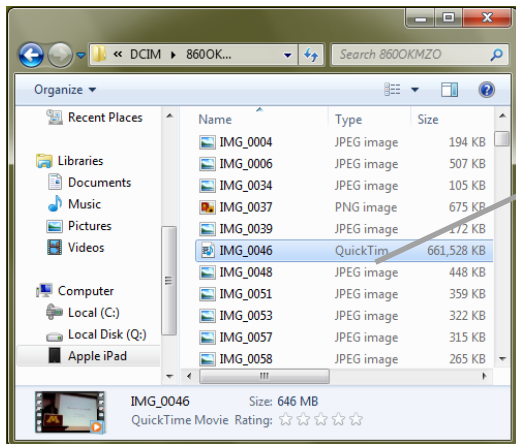


- 1) Tap the **Share** logo at the bottom of the screen.
- 2) Choose **Camera Roll**
- 3) Choose an export size (Recommended: Large)
- 4) Wait for a few moments as iMovie processes your video and exports it to your Camera Roll.
- 5) Once it is finished, go into your **Photos app** and open up the Camera Roll. Check to make sure your video is there and plays properly.

Then, if you have a Windows Computer:

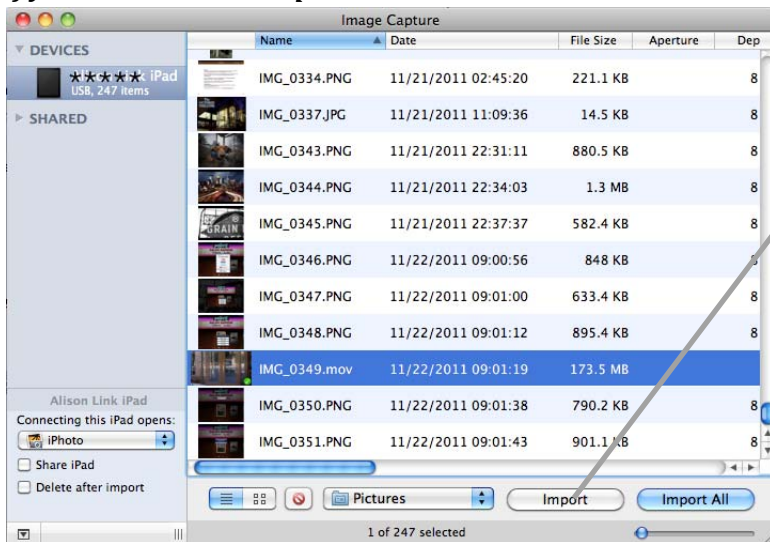


- 1) Plug your iPad into your computer.
- 2) Open up “**My Computer**” or the Windows Explorer and look for your iPad listed as a portable device.
- 3) Double click on your iPad, and Windows will display the contents of your iPad’s Camera Roll.



- 4) Navigate through the folders that pop up until you find your video file. It should be listed as a Quick Time file.
- 5) Drag the video file onto your Desktop, or copy it into a folder somewhere on your computer.

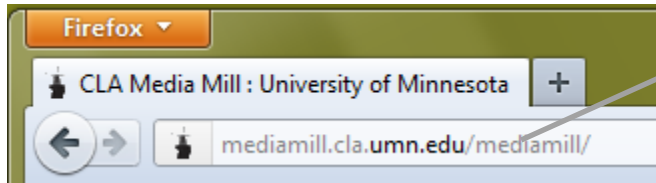
If you have a Mac Computer:



- 1) Plug your iPad into your computer.
- 2) Open up a **Finder** window, and open up the **Applications** folder. From there, open up the **Image Capture application**. This is a small utility that will display a list of all the photos and videos on your iPad’s Camera Roll.
- 3) Scroll down and **find your video**, choose what folder you want to save it to (the default should be “Pictures”), then click **Import**.

Getting Your Video into Media Mill

Once you have your video saved in .mov format somewhere on your computer, you are ready to upload it into Media Mill. Media Mill is a video hosting service provided by the University of Minnesota's College of Liberal Arts. The service gives students and instructors a range of options for uploading and sharing videos with people across campus.



1) Open up a browser window, and head to:
http://mediamill.cla.umn.edu



2) On the Media Mill main page, click on **Upload Video**
3) **Log in** with your U of M x500 ID and password

4) You will now see the Media Upload screen. At the top of the page, you will see a **username** and **password** listed. Make a note of these for later.

Media Upload

Password Created:
Your upload account is ready for use. This password will be valid for 12 hours. Your Media Mill account will only work for 12 hours.
You can return to this page at any time to generate a new password

Username: 10033962
Password: DhDctJu49u

Media Mill Uploaders:
If you're not familiar with using an FTP client, use our helper programs. If you'd prefer to use your own FTP client, the hostname is mediamill.cla.umn.edu.

To use these programs:

1. Click on the appropriate link below to download to your machine.
2. Double click on the .zip file to uncompress the uploader
3. Finally, just drag-and-drop a file on the "MediaMill Uploader". Fill in your username and password from the box above, and then click upload.

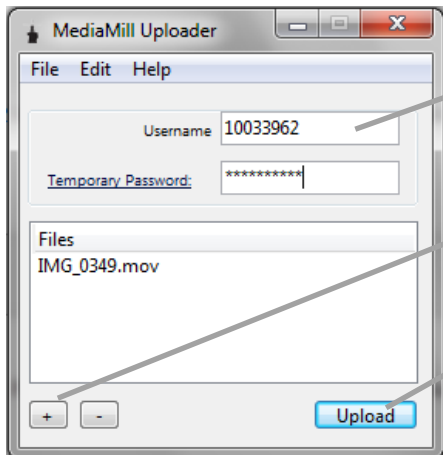
Download: [Mac OSX Uploader](#) or [Windows XP/Vista Uploader](#)

[Return to My Videos](#)

For small files, under 200 megabytes, you can use our web-based uploader. For larger files, please follow the instructions above.

Upload File 200 megabytes maximum

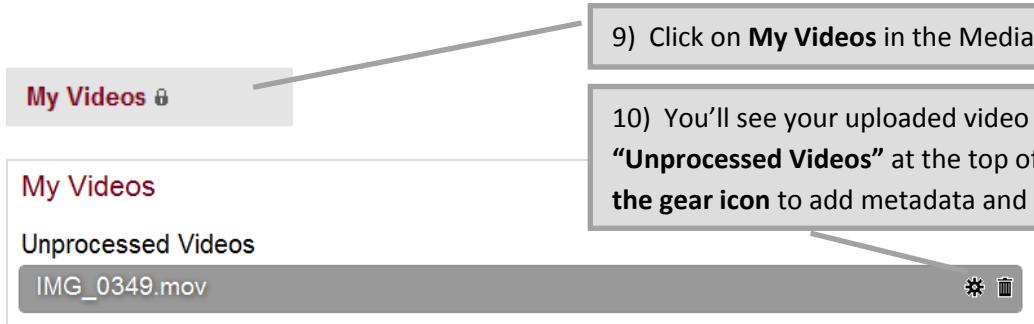
5) **Download** the appropriate Media Mill Uploader tool (there is both a Mac and a Windows version). Once it's finished downloading, open up the Uploader program.



6) Enter the **username and password** you saw listed at the top of the Media Upload screen.

7) Click on the **plus icon** in the lower lefthand corner to add your video file to the Uploader.

8) Then click **Upload**. Depending on the size of your file, your upload may take a few minutes. You'll eventually see a confirmation box indicating that your upload is complete. Click **OK**.



9) Click on **My Videos** in the Media Mill main menu.

10) You'll see your uploaded video listed under **"Unprocessed Videos"** at the top of the screen. **Click on the gear icon** to add metadata and process your video.

Enter Metadata for IMG_0349.mov:

Video Title:	<input type="text" value="This is your video's title"/>
Description:	<input type="text" value="This is a short description of your video. Made for PsTl####"/>
Credits:	<input type="text" value="Your name(s)"/>
Copyright Info:	<input type="text" value="Your name(s)"/>
Transcript:	<input type="text"/>
Add to Project:	<input type="text" value="None"/>
Widescreen?	<input checked="" type="checkbox"/>
Interlaced?	<input type="checkbox"/>
Access:	<input checked="" type="radio"/> Private <input type="radio"/> Public <input type="radio"/> X500 Only

11) Enter a title and short description.

12) Enter your name(s) under both "Credits" and "Copyright Info".

13) If your instructor has asked you to add your video to a class project folder, you can select that here. (Ask your instructor for details.)

14) You can choose who will have access to your video:

- Private** – only people at the U of M with whom you share your video will have access
- Public** – you can share your video via a public link with family and friends outside the U (NOTE: If you select this option, you need to be particularly careful not to include any copyrighted or proprietary photos/video clips/music in your video!)
- x500 Only** – only people at the U of M can access

15) Click **Submit Video**

16) Once your video is submitted, it will show up under “**Processed Videos**” on your My Videos page. You now need to request a “derivative”— a copy of your video file in a format that can play on a variety of devices. **Click on the film icon with the plus symbol** in your video’s title bar.

17) This will take you to the derivative request page. Select “**QuickTime 7, Large**” or “QuickTime 7, 100%”. Then click **Submit Request**.

Can One Person Make a Difference?: Ralph Rapson

Made with iMovie for iPad. Sample video for PsTL "Can One Person Make a Difference?".

Transcript: [Enter a Transcript...](#)
Credits: Alison Link
Copyright: Alison Link
Original Uploader: Alison Link
Source File: IMG_0349.mov
File Size: 173.5 MB
Resolution: 960 x 540 (wide)
Duration: 4 minutes and 53 seconds
Frame Rate: 30
Bitrate: 4852
Codec Type: H.264
Derivative Access: Private
Add to Project:

Quicktime 7, 100%

Request Initiated: 2011-11-22 09:22:40
Status: Queued
Progress: 0% complete (refresh the page for updates)

18) Media Mill should return you to your My Videos page. There, you should see a tab at the bottom of your video indicating that you have requested a derivative and showing its conversion progress.

Wait several minutes until your derivative is finished processing. (Keep refreshing the page periodically.)

Quicktime 7, 100%

Private Playable URL: [Instant Play Link](#)
Submit to YouTube: [YouTube](#)
Hits: 0
Filesize: 39.4 MB
Resolution: 960 x 540
Bitrate: 500
Derivative id: 138288

19) When your derivative is complete, it will look like this.

NOTE: Your derivative will also include a “Playable URL”. If you’ve made your video public, you can copy and paste this link into an e-mail to share with friends and family.

Sharing your Video with U of M Instructors & Students

1) To share your video with instructors or students in your class, **click on the person icon** in the upper righthand corner of your video.

Share With:

2) **Enter the name/x500 IDs** of the people you want to share with in this box.

3) Click **Submit Request**.

4) **Repeat** using the x500 ID of each person you want to share your video with. Once the video is shared with someone, it will show up on that person’s My Videos page in Media Mill.