TtEDSC Digital Media Repository V 2.0 – Documentation

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TECHNICAL DESCRIPTION

Storage
Storage is currently Amazon Web Services (AWS). Azure is being considered for future implementation.

While storage and streaming is currently unrestricted from the view of TtEDSC users, obviously this must be monitored and TtEDSC will re-evaluate if necessary.

Code base
Currently runs from Amazon Web Services (AWS).

Transcoding
Currently using Zencoder technology to produce the required video formats in the DMR. In the investigation of the Azure platform, there are alternate mechanisms for achieving the multi-formats required and will remove our current reliance on the Zencoder platform.

“Chunking” technology is used when a larger video is being uploaded to avoid timeouts on lower speed connections. Transcoding will occur on most video formats.

SCHOOL ADMINISTRATION

Getting started - Setting up School Administration
As school administrator you will need to establish your credentials in the DMR, as will the staff you choose to get access in your school. Please go to http://dmr.ttedsc.edu.au/ and login using your TtEDSC portal login. In most cases this will be your email but for early registrants it may be a user name in the format “firstname.surname”. This creates your personal identity and your school identity in the DMR. Only TtEDSC logins associated to a school tagged as taking the DMR service will be authorised. By default all staff logging in like this will have “User” access level and given “self” sharing permissions. See below.

School administrators are then to email iquartermaine@isq.qld.edu.au after you have logged in for the first time; we will then elevate your status to “SchoolAdmin”. You can then assign Access Permissions to your chosen school users once they login for the first time with their TtEDSC portal login. Just access “Admin” in your top level menu. See “Role of School Administration” below.

Access, Sharing & Status
User Access Levels

- Guest
• A school “Guest” account has a single function. It can only view videos set with access permission “School” or have been published to all schools i.e. access permission “All”. They are unable to upload, edit or delete videos.
• There is single generic guest account created at the time the SchoolAdmin access is set.
• SchoolAdmin can access this login amongst other school users. It is suggested SchoolAdmin edits the both the account name and the password to something more manageable for students and teachers
• This generic login is intended for students and teachers to simply access linked or embedded videos and should be communicated internally

- **User**

  • Upload and categorize video content.
  
  • Define access permission for the video they have uploaded.
  
  • Browse, view and download video content.

- **SchoolAdmin**

  • All the above but can edit sharing permissions for users within that school.

- **Sharing Permissions**

  - **Self (Self only)**

    If the video is only shared with the user (not school, or All) then it does not appear anywhere other than My Videos and is not available for others to request access to.

  - **School (My school only)**

    If the video is shared with the user and their school, then it will appear in My Videos and My School and Browse. Users from other schools can request access by locating the video through the Browse function.

  - **All (all schools)**

    If the video is shared with everyone (Self, School and All) then it appears in My Videos, My School and Browse and everyone (all schools using DMR) have access to it via the Browse function. Please consider sharing resources with other schools in this fashion.
Role of School Administrator

Adding school users
Users add themselves to the system by logging in once to the DMR interface (http://dmr.ttedsc.edu.au/) with their TtEDSC portal login. Only TtEDSC logins associated to a school tagged as taking the DMR service will be authorised. TtEDSC portal logins are obtained at: http://www.ttedsc.edu.au/Pages/SiteRegistration.aspx. This has the added benefit of adding them to the NPN community as well. Be aware that this means potentially every staff member at a DMR school can access the dashboard tool and this may not be desirable in many cases. SchoolAdmin can alter status to deactivate unwelcome users.

Set user profiles (See above)

New users are by default given sharing access of “self”:

This means they can only upload videos that they can see and manipulate. You as administrator can then find them in your “Users” list in the admin menu and elevate their sharing access to “School”:
This means they can make video visible (viewable) by other teachers, students and parents. Any video shared at “School” level at time of upload will mean anyone with the generic login mentioned above can view the video.

You might also choose to elevate their access to “All”

This means the video is accessible by other schools. Schools can see the videos and access the embed scripts and links through the DMR dashboard. If another school encounters a link or script externally in protected mode they can view it by using their DMR login.

See “Sharing – Access” section for detailed scenarios on sharing.

Managing generic access
When the SchoolAdmin account is created a generic login for community members to access (view) linked or embedded video will be generated.

Access this through your Admin>>Users menu. Look for the only account with “guest” access level. It will look something like this:

<table>
<thead>
<tr>
<th>Test School - Member</th>
<th>TestSchool-MemberGuest</th>
<th>Guest</th>
<th>User</th>
<th>Guest</th>
<th>Guest</th>
<th>Active</th>
</tr>
</thead>
</table>

Edit the “user name” and “guest password” fields to something more acceptable to your school community

<table>
<thead>
<tr>
<th>User Name</th>
<th>TestSchool-MemberGuest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Password</td>
<td>0%PRF@A&amp;</td>
</tr>
</tbody>
</table>

Reporting
There are a number of reports that are automatically generated

- Top 20 users by uploaded data
- Top 20 users by number of uploaded videos
- Number of uploaded videos by share level

Mouse-over the graph segments to see specific values for number, size etc.

**VIDEO FUNCTIONS**

**Upload**
No limits currently exist for time or size of video upload. “Chunking” technology is used when a larger video is being uploaded to avoid timeouts on lower speed connections. Transcoding will occur
on most video formats. Standard fields are required: Title, description and sharing mode. Metatags are option but highly advisable.

**Metadata**

Users are asked to assign meta-tags at upload when possible. This will enable effective search for all down the track. Three levels of tags are supplied

- **Subject**
- **State**
- **Level**

Please contact TtEDSC if there are values you would like to add to the taxonomy.

**Editing**

All fields can be edited after initial upload by entering the “edit” option on each video the user owns. Two extended options are provided at this stage:

- **Change Thumbnail**
  The video thumbnail is sampled by default a couple of seconds into the video. If this is unsuitable please select the “Change thumbnail” and upload a JPG of your choosing

- **Individual Sharing**
  This allows for special sharing overriding the main sharing level applied to the video. Usually used for sharing with an individual external to the school for a video set as “My school only”

**Share With Users**

<table>
<thead>
<tr>
<th>Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share</td>
</tr>
<tr>
<td>No data available in table</td>
</tr>
</tbody>
</table>

Add user: [Form]

**Browse**

As content builds in the repository the ability to search and find media items will become important. Using the “Browse” menu option you are first presented with a “paged” view of all videos in the system. To isolate only those videos you have access to please check “Only show videos I have access to” and click “Apply Filter”

☑️ Only show videos I have access to
To search all videos on meta-tags check as many boxes on the left and click “Apply Filters”

The search works with an “OR” logical operation when multiple boxes are selected.

Sharing – Video

When accessing a video in the dashboard two main options for sharing will be presented. These options will

**Option 1 - Protected**
- Selecting “Embed” or “Link” will provide embed script and video link respectively that will require the school generic login to access. (i.e. protected access). Scenarios for use:
  - Video on parent portal that is not available to outside word but is accessible by parents and community with a generic password
  - A video the school would like to distribute to the outside world but does not want it to have open access. i.e. it would be distributed with the generic login

**Option 2 – Un-Protected (Anonymous)**
Selecting “Anonymous Embed” or “Link” will provide embed script and video link respectively. This will not require a login to access. (i.e. unprotected access). Scenarios for use:

- For use inside a school LMS environment. Students and staff can access videos without the need for authorisation. Obviously not “single sign-on” in the technical sense but it has this effect. Obviously it works on the assumption that the scripts or links would not be released to the internet at large. As they will only be embedded on secure pages inside a school LMS this is a fair assumption
- Promotional video for general public on corporate site
- Videos for external distribution
Sharing - Access

Users need to assign a sharing-level to all videos uploaded. This can be edited at a later stage. The three levels shown are obvious and explained in more detail in Administration section.

**Share With**
- Self Only (not shared)
- My School Only
- All Schools

Videos shared to “My School Only” and offered through links or embed script can offer both unprotected (Open) access or protected “pass-worded” access. This will depend on whether “Anonymous” or standard embed script is requested. See “Sharing - Video” above.

**Scenario 1- DMR interface**

If you share a video as “My school only” it will appear like this to you.

Eg

You can access embed script/ link sharing and you can edit video access and metadata because it is your video

**Scenario 2 - DMR interface**

If you share a video as “My school only” it will appear like this to someone else in your school.
The other school user can access embed script/ link sharing but NOT edit video access and metadata as they don’t own the video.

**Scenario 3 - DMR interface**
If someone in another school shares a video as “**My school only**” it will appear like this to you:

![Video Embed](image)

This video has not been shared with you. To request the owner to share the video, please click here.

You can’t access it or edit it but you can request access from the owner by following the link.

**Scenario 4 – DMR interface**
If someone in another school shares a video as “**All schools**” it will appear like this to you. The school name will be different:
You can access embed script/link sharing but **NOT** edit video access and metadata as you don’t own the video.

**Scenario 5 – External link or script (See Sharing –Video section)**

If you encounter a link or script produced from the DMR and presented in an LMS or the internet, there are **four possibilities**:

1. It is an Anonymous script and the video will play without any authentication
2. It is an “Embed” script/link from your school and you can authenticate with the school generic login OR your DMR login if you are a designated school user.
3. It is an “Embed” script/link from another school where the video is set as “**My schoolOnly**”. You will not be able to access it even if you have a DMR login.
4. It is an “Embed” script/link from another school where the video is set as “**All schools**”. You won’t have that school’s generic login but you can access the video by using your DMR login if you are a designated school user.