

Median: Requesting a Media Upload

You may at some point need to upload media larger than 500 MB in size to Median. When this is the case, you must request a media upload using the Request Media Wizard on Median, and then bring the media to the Media Services Center (MSC). The MSC staff will then encode (if necessary) and upload the media for you.

Part 1: Request the Upload

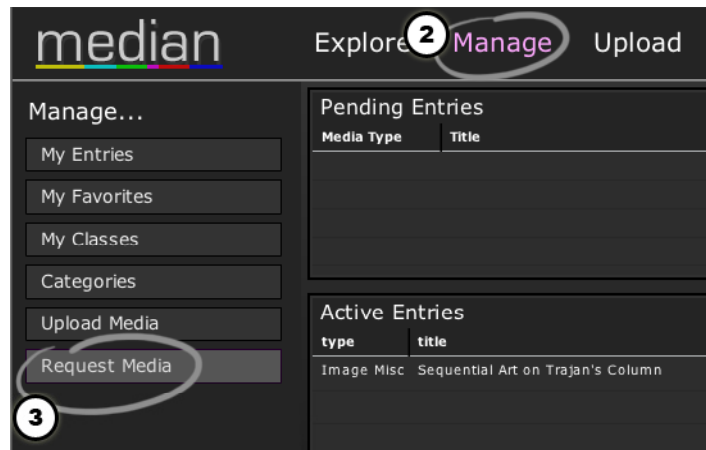
Using the Request Media Wizard to request a media upload is essentially the same as using the Upload Wizard, except that you do not actually upload media during this process.

1. Go to <http://median.emerson.edu> and click **Login** to log in using your ECnet username and password.

2. Click **Manage**.

3. Click **Request Media**. The Request Media Wizard lets you create informational data (metadata) about the video, audio, or image to be uploaded. When the MSC staff upload the media you provide, they will associate this metadata with it.

4. Click the basic type of media to be uploaded – **Video**, **Audio**, or **Image** – then choose the subcategory that best describes the media.



5. Enter the required basic descriptive data, such as title and author. Click **Continue...**

6. Enter optional information regarding the material. Click **Continue...**

7. Fill out license information about the material. This step defines how the uploaded media may be shared and used, if it can be made accessible to the public, and who originally created it (if applicable). Be as accurate as possible with this part of the wizard. Click **Continue...**

8. Fill out access information about the material and click **Finish Wizard**.

Part 2: Supply the Media

Bring your media to the Media Services Center, located on the 3rd floor of the Ansin Building at 180 Tremont Street. MSC staff will encode and upload your media to Median, which may take up to one (1) week. You will be notified via e-mail when the upload has been completed.

Need Help?

You may contact the Media Services Center (MSC) at 617.824x8676 for questions pertaining to upload requests. Email median@emerson.edu for all other Median-related inquiries.