Here are the steps to uploading a video from media.cotr.bc.ca to your Moodle Course.

Ensemble is where your video captures will be ‘stored’ until as an Instructor, you upload them to your Moodle course.

Keep in mind that once you delete a video capture from Ensemble it is gone forever. There is no way to get them back.

Steps for uploading to your course:

* Go to the Ensemble website <https://media.cotr.bc.ca/app/default.aspx> (Suggest you bookmark this site)
* Log in with your media.cotr.bc.ca username and password (**CONTACT IT??? FOR YOUR USERNAME AND PASSWORD)**
* Once you are successfully logged in, you should see your first name in the upper right corner.
* You will see a list of your video recordings once you are in.
* It should say ‘not published’ under the videos once they are there.
* GOAL: You need to get these changed from not published to published then moved into Moodle!
* Once you are in ENSEMBLE and see your video images.
* Click ‘publish’ once beside the first video you want to move over to Moodle. It will be displayed between the edit and and delete button. DO NOT DELETE. You want to publish the video. It will take you to a new page.
* Click ‘publish’ again. You will see a single green colored ‘publish’ button in the bottom right corner. Click that button.
* Next you click the ‘permalink’ button. (You will find that beside the video after the download and embed link) It takes you to a new page that displays the link in a box at the top of the page.
* Select and copy the URL from the box and then paste it into a URL where you want it in your Moodle course.
* Open Moodle to your course and where you want to post the video.
* Click Add a URL resource.
* The next steps are the same as you did under the previous system.
* In the URL resource external link box, paste the link.
* Name the resource.
* Save.