UNC School of Medicine HeelStream

Adding A Single Video

HeelStream™

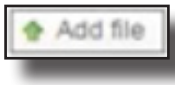
Adding a Single Video

1. Login to HeelStream, and select your library.
2. Click the Add button.

3. On the description page, you must enter at least a title. **NOTE: While the title is the only required information, it is recommended that you enter as much information as possible to easily organize and search your videos from the Media Library and Playlist views.**

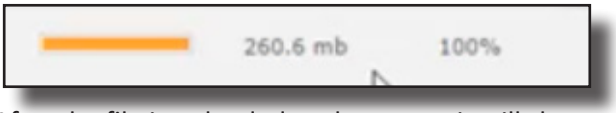
4. Click Continue.

5. On the Manage Content Page, click Add File, and navigate to and select your file. You could also just drag the file from your computer directly into the box on the screen.



6. Click Start Upload.

NOTE: Don't close this page/tab until the upload reaches 100%. You may use other tabs or windows while the file uploads.

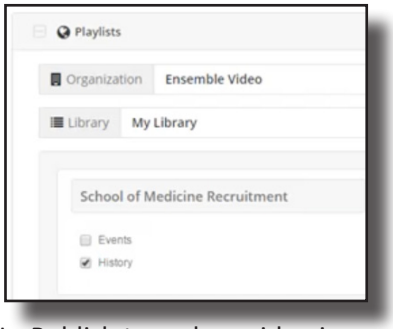


7. After the file is uploaded to the server, it will show up in the media list. At this point, you may click Continue.

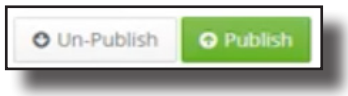
8. The publish menu provides a few options:
   - If you're not ready for your video to be accessible, you can click the Media Library button to leave it unpublished.

   - You can click Publish to just make your video available to link or embed.

   - If you have created playlists, you may also assign videos to the categories of the playlist.



   - Click Un-Publish to make a video inaccessible by others if it has already been published.



9. The video's status will show below the title in the Media Library.

10. From the Media Library, Use the **Edit** button to return to the description page to edit the title or add and change metadata for the content. Use the **Manage** button to modify the media or thumbnails. Use the **Publish** button to go back to the publish menu and change your publishing options or Un-Publish a video. Use the **Delete** button to delete your content.

Notes

- HeelStream is not for the purpose of archiving, and does not keep a copy of your full quality original files. Be sure NOT to delete your original files after uploading to HeelStream.
- Per the HeelStream User Agreement, uploaded content must be in compliance with the Acceptable Usage Policy.