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## VStream Media Import Academic Guide

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This 'How-To' academic guide provides step by step instructions on importing content recorded on personal devices or externally created content into VStream

## Table of Contents

1. OVERVIEW .....	3
2. IMPORTING VIDEOS AND AUDIO INTO VSTREAM.....	3
3. VALID IMPORT FILES IN VSTREAM .....	5

# 1. Overview

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Although you probably use VStream to record class lectures and create core concept videos, you might also want to use it to preserve and distribute other video material.

Examples of this are:

- Video students should view before discussing it in class
- Materials that expand on a particular lecture
- Materials that are not linked to any specific course
- Personally generated material from handycams or mobile phones

You can upload any of these materials to VStream then edit and manage them as you would any normal VStream video.

VStream calls these materials "other media" because they are not captured by VStream. Instead, you upload them yourself. The process of uploading an external file is called "media import".

You can:

- Upload multiple files to a specific section, though you must upload them one at a time
- Upload files that are not associated with any class or any meeting
- Upload as many files as you like
- Edit files with the standard VStream editing tools

## 2. Importing Videos and Audio into VStream

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To import a video or audio file into VStream:

1. Open an internet browser and browse to <https://vstream.victoria.ac.nz>
2. Login using your staff username and password
3. Click the **'Echoes'** tab
4. Click **'Media Import'**
5. Select the **'Term', 'Course'** and **'Section' (Blackboard Course Code)** for where you want to publish the content
6. Enter a title and description for the content
7. Select the media type. These types are –
  - **Audio only** – An MP3 style podcast
  - **Audio and Video** – High quality audio and video e.g. handycam or mobile device video
  - **Audio and Powerpoint** – Low motion video such as recordings of Powerpoint or desktop applications
8. Click **'Upload a file...'** and select the video you wish to upload to vstream

VStream will check if the file is a valid video or audio file. If the file is valid, green ticks will appear. Click **'Next'** to continue. If there are red crosses, this is an invalid file and cannot be used. See **'Valid Import Files in VStream'** at the end of this document for a list of support file types.

Section: Term :  Course :  Section :

Section Quota : N/A

Start Date :

Start Time :

Title :

Description :

Media Type :  Audio Only  Audio and Video  Audio and Powerpoint or Low Motion Video

Upload File : File uploaded (6.6255 MB)

Verify Media File :

- Uploaded file is a valid and supported media file :
- Uploaded file size is smaller than the remaining quota for the section :
- Uploaded file contains media with a duration of more than 15 seconds and less than 4 hours :
- Uploaded file contains media with a valid audio track :
- Uploaded file contains media with a valid video track :
- Uploaded video file has a valid aspect ratio :
- Uploaded video file has a valid frame rate :

9. Choose the **'Product Group'**. This simply lets you set the quality of your upload when viewed. Remember, the higher the quality the more required to be downloaded by the viewer!

10. Click **'Start Processing'** to finish the upload process.

To login to the VStream portal to view your imported recordings:

1. Open an internet browser and browse to <https://vstream.victoria.ac.nz>
2. Login using your staff username and password

Click the **'Echoes'** tab.

### 3. Valid Import Files in VStream

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The following table lists the currently tested and supported combination audio and video file types.

Tool	Video File Format	Video Codec	Audio Codec
Camtasia Studio 7 (PC)	AVI	CVID, TSCC	PCM
–	FLV	VP6F	MP3
–	M4V	H.264	AAC
–	MP4	H.264, AVC1	AAC
–	MOV	H.264, MPEG-4 (mp4v), DV	AAC, MPEG-4 (mp4a)
–	WMV	WMV9	WMA
Apple QuickTime	MOV	H.264, MPEG-4	AAC
–	MP4	H.264, MPEG-4	AAC
–	M4V	H.264	AAC
Apple iMovie	M4V	H.264	AAC
Adobe Premier	AVI	DV	PCM
–	MOV	H.264, CVID	AAC, PCM
Microsoft Expression Studio 4	WMV	WMV9, VC1	WMA9
Flip Video - Mino HD	MP4	H.264	AAC
Logitech Web Cam Software (PC)	WMV	WMV2	WMA2
Cam Studio (PC)	AVI	CVID	PCM
MP3			MP3
WMA			WMA2