

Manual



university of  
 groningen

# P2Go upload in Nestor

24-11-2016



This manual deals with the following subject:

## 1. P2Go upload

# 1. Instruction P2Go upload

Would you like to upload a video from your own computer/laptop and add it to your own Nestor course? You can now with the new P2Go Upload function in Nestor. This manual provides a step by step instruction to adding your videos to Nestor.

### Steps to upload a video

#### Step 1.

Go to your Nestor course and press 'Course Tools'. Then select the option 'P2Go Upload'. The following screen will appear:

**REPOSITORY**

Name: Educational videos for this course

Description: You can upload your own materials to this repository and then add those items to a content area using either this repository or the "My Videos" repository.

Caveats:

- at this moment only video is supported (there is a bug that causes audio files to get lost)
- it may take up to 24 hours before videos are actually available
- videos are secured and only viewable in a content area, you cannot use them in a PowerPoint or other website

**ASSET DETAILS**

\* Subject Areas: Undefined

\* Title: [Text Input]

Description: [Text Input]

Faculty: Other

Contributor: nestorsupport@rug.nl (content provider)

**UPLOAD FILE**

AddFile

*Click Submit to proceed. Click Cancel to go back.*

Cancel Submit

#### Step 2.

In the 'Asset Details' section you will be asked to provide some information regarding your video which will be further elaborated here:

- **Subject Areas (required):** Here you can select the subject area your video belongs to, this is 'undefined' by default
- **Title (required):** Here you can enter the title of your video
- **Description:** Here you can enter a short description about your video
- **Faculty:** Here you should select your faculty, 'Other' by default

The e-mail address belonging to your account will automatically be linked to the video through the 'Contributor' setting.

### Step 3.

When you have entered the required and optional fields press 'Add File' and select the video file on your computer. You can select any desired video-file, the system will automatically convert them. Then press 'Submit' to upload the file.

### Step 4.

The video is now being uploaded to the Nestor course. It might take several minutes before the file is uploaded. The file will then be transcoded to MP4 to allow mobile devices to access the video. The time this process takes to complete depends on the size of the file and the number of files being uploaded by all users at that time. Keep into account that very large videos (Longer than an hour) can take a few hours to be completed.

### Step 5.

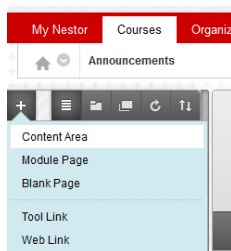
Once the video has been uploaded it can be published through the Nestor course. Only instructors and those who have a similar role (such as student-assistents) can publish uploaded video's in a Nestor course. There are two options to add a video to a course:

- 1). The option P2Go List makes available **all** videos belonging to this course.
- 2). The option P2Go Item a **single** video belonging to this course can be selected.

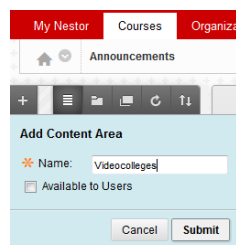
#### *Option 1: an automatic list of videos using the P2Go List*

The P2Go List shows *all* video's associated with the course (depending on the selected repository). There is no way to selectively hide a video. This is how you create a P2Go List:

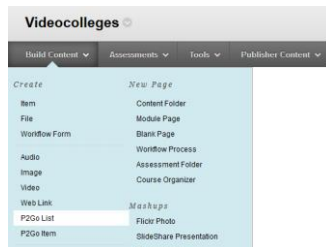
- 1) Add a new Content Area via the '+' symbol.



- 2) Choose a new name for the content area (such as 'Videos') and click submit:



- 3) This will create a new button and content area. It is also possible to add the videos to an existing button/content area. Open the button of your choice, press “Build Content”, and select P2Go List:



- 4) Create Media List appears now. Enter:
1. Information: Titel (required) for example ‘Videos’(Students will see this title displayed, all future videos will appear here as well).
  2. Optional Files can be left empty
  3. Media Selection (required) select Repository: Educational videos for this course to show all videos that are linked to this course. With the repository ‘My videos’ you can display all videos uploaded by yourself. The extra functions can be left empty. Press *submit*.

**1. Information**

★ Title

Color of Title

Instructions

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Video, Audio, Embed, Table, Table of Contents, and HTML/CSS.

Path: p Words: 0

---

**2. Optional Files**

*Attach a file from a local drive. All attached files are saved in Course Files. Click "Mark for removal" to remove the attachment. The file itself will also be deleted from Course Files!*

Attach File

---

**3. Media Selection**

*Video material is stored in repositories. You will only see repositories that you are authorized to use. Add criteria to show only a subset of available recordings (you can also leave the criteria blank to include all videos). Use the international date format (example: 1999-12-31) when using date criteria. It is also possible to use a special date value \${today.minus.N} where N is a positive number; this signifies a number of days in the past relative to the day when someone clicks on this item. Example: 'mibillionth date < ("before") &today minus 21' will daily generate a new list with recordings that are at that time at least one week old*













- 5) Click on the title of the item that was just created. Any recordings that are linked to the course code should now be visible.

## Option 2. Adding a single recording with P2Go Item

This option makes it possible to select the videos you want to be displayed. Creating an item is almost identical to creating a list, but you will have to manually select the videos that need to be displayed. This is done by pressing the blue magnifying glass after you have selected a repository. A list of videos appears from which you can easily select the ones you wish to be displayed by checking the boxes.

Title  contains

Too many items satisfy your criteria for the preview: showing 40

 <b>Burgerlijk Recht 3 HC B</b> Sep 05 2014, 13:00 <input type="checkbox"/> select	 <b>Goederenrecht c.s.</b> Sep 05 2014, 11:02 <input type="checkbox"/> select	 <b>Staatsrecht 3 HC B</b> Sep 05 2014, 11:00 <input type="checkbox"/> select	 <b>Staatsrecht 3 HC A</b> Sep 04 2014, 11:00 <input type="checkbox"/> select	 <b>Parlementaire Geschiedenis &amp; Politiek Staatsrecht HC (in blok 1)</b> Sep 04 2014, 11:00 <input type="checkbox"/> select	 <b>Insolventierecht HC</b> Sep 04 2014, 11:00 <input type="checkbox"/> select
 <b>Burgerlijk Recht 3 HC A</b> Sep 04 2014, 09:03 <input type="checkbox"/> select	 <b>Formeel Belastingrecht 2 HC</b> Sep 04 2014, 09:00 <input type="checkbox"/> select	 <b>Inleiding Recht voor niet-juristen HC</b> Sep 03 2014, 18:00 <input type="checkbox"/> select	 <b>Omzet en Overdrachtsbelasting HC B</b> Sep 03 2014, 18:00 <input type="checkbox"/> select	 <b>Personen en Familierecht voor Notarielen (alleen voor revalidisten) HC C</b> Sep 03 2014, 18:00 <input type="checkbox"/> select	 <b>European Union External Relations Law HC</b> Sep 03 2014, 18:00 <input type="checkbox"/> select