

TPA Workshop

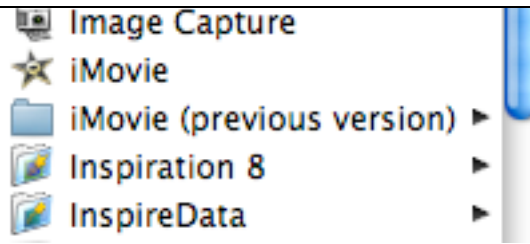
Instructions for Uploading Video to TaskStream

In order to upload video to TaskStream, there are two main issue:

1. You must use a video format that can be uploaded to TaskStream: both Quicktime and Windows Media can be uploaded. The file extensions are .mov and .wmv
2. The overall size of the video must be less than 100mb

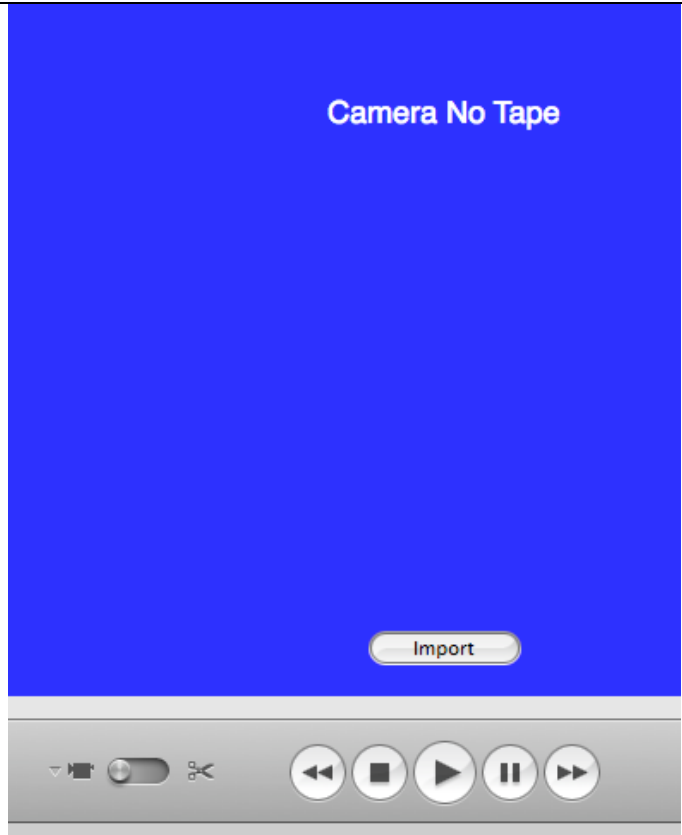
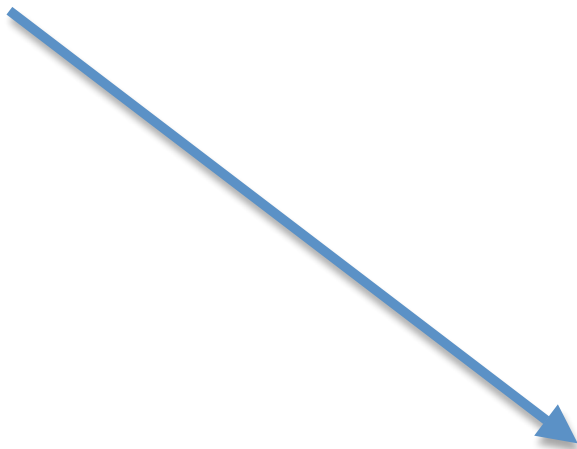
<p>If your video is on a mini DV tape, you will need to upload with the camera or take it to the second floor of the library where they have digital video cassette recorders that take miniDV tapes. They are connected to the Macs. You will be using Macs and the iMovie Program</p>	
<p>If you are using the camera to upload the video, you will need a firewire cable to connect your camera to the Mac. The small end will plug into the camera and the large end will plug into the back of the Mac.</p> <p>If you are using the DV cassette records, you will not need a cable.</p>	
<p>Once your camera is connected, put the camera in VCR or playback mode. The dial should be turned to the green triangle surrounded by a green box. (or something similar)</p>	
<p>Now you want to open up iMovie. We are going to use the older version of iMovie, iMovie HD because it is much simpler to use. There should be an icon of a movie slate in the doc. If you see a star icon for iMovie, it is the 08 version, which we are not going to use.</p>	

If this icon isn't in the doc at the bottom of the screen, double-click on the harddrive icon>click on Applications and search for the folder that says iMovie (previous version). Click on the folder and you will see the icon shown above. Double-click and the program will open.

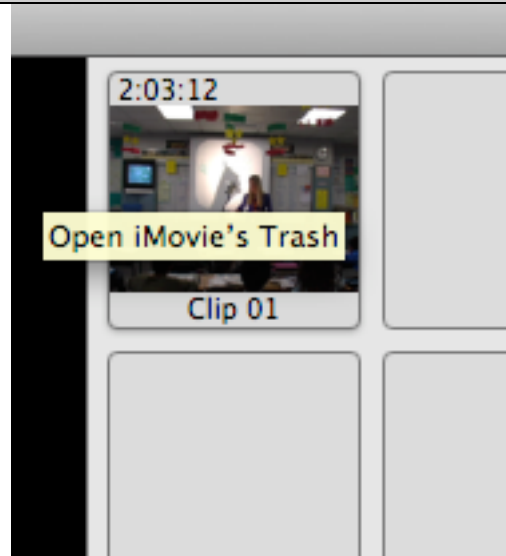


You should be able to open a new project. You should see a blue screen which says Camera Connecte and there should be an import button at the bottom of the screen.

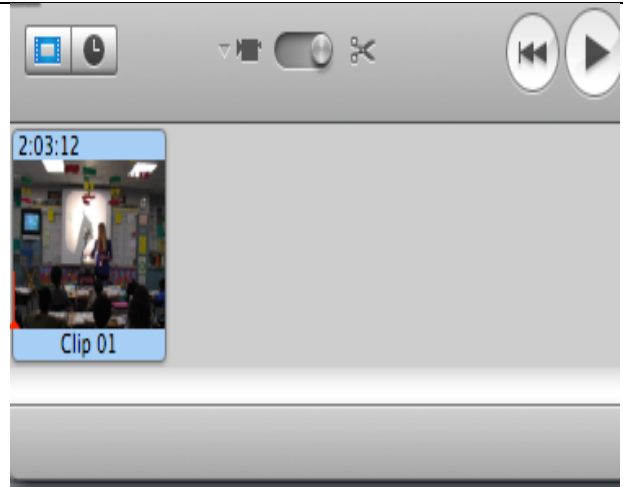
If you do not see the blue screen ensure the camera, not the scissors is selected.



Ensure you tape has been rewound. You can either press play or import and you should begin to see your video coming into the computer. If the video was shot in one take, all you will receive is one clip in the clips pane. The length of the clip is given in the following format: minutes:seconds:frames

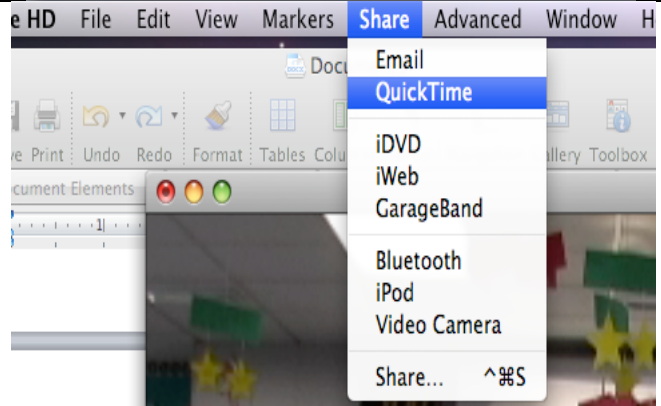


Once your video has been imported, you will no longer need the tape or camera. Click and hold your clip and move it to the timeline located below. If you had more than one clip, simply drag them in the order they were imported.



Now you are ready to export your movie!! You will go up to the menu and choose: Share>Quicktime

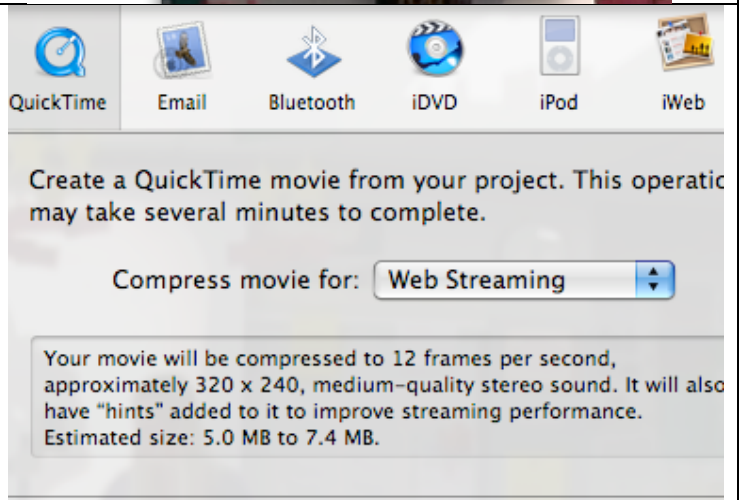
We want Quicktime as it will convert our file into a small format so it will be easier to load onto the web (e.g., TaskStream)



When the Quicktime menu opens, there will be a dropdown selector. Choose: Compress movie for: Web Streaming

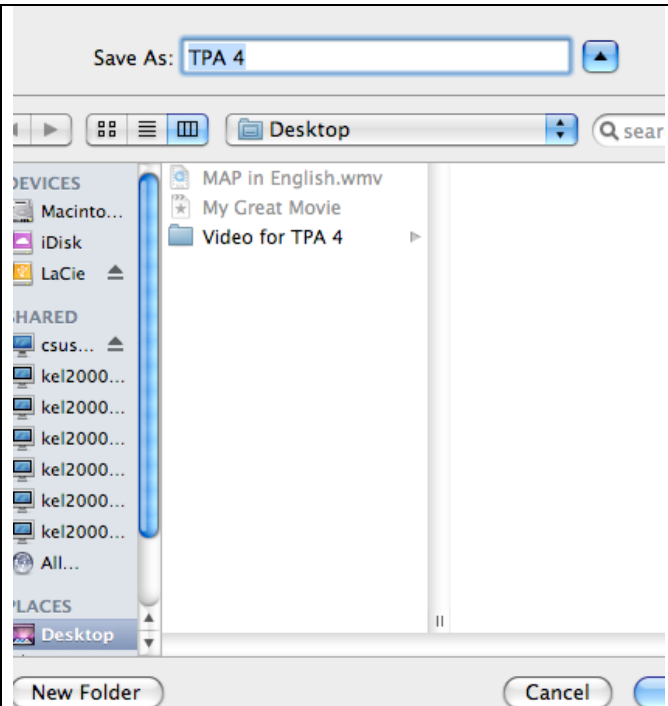
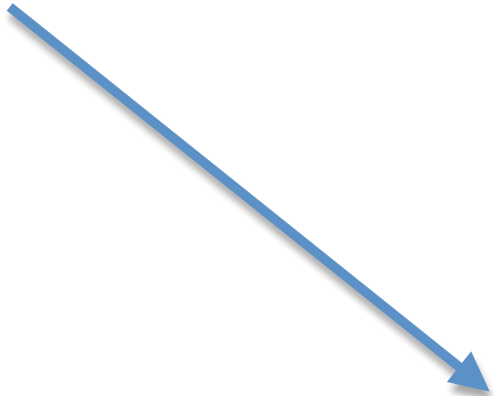
You will get a preview of the size of the file in this format.

Remember: our goal is to stay way below the 100mb limit.



Name your video TPA 4 with your last name.

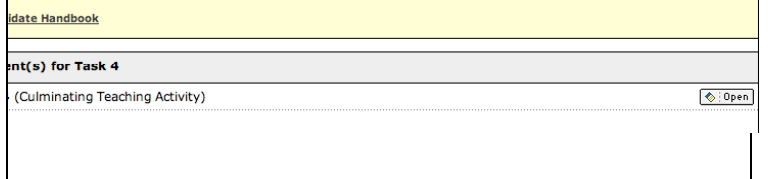
Save to the desktop for easy uploading!!



Now you are ready for TaskStream!!!



Sign in to TaskStream and select the Open button in the "Submit Task 4" area



From Tab 3, Select Add/Edit Work and go to the Video tab

Here, you will :

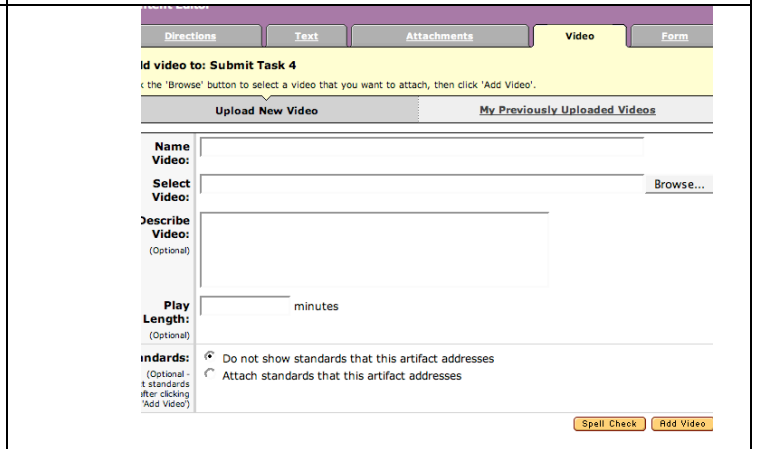
name your video

Browse to find the Quicktime file on the desktop to upload

Describe your video

Insert Time of video

Add video



If your video is uploaded, you will see it below. When you click on the video, it should open in another window and the video should begin to play.

For larger videos, it may take awhile before it starts!!

