



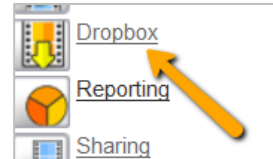
Create a Video Dropbox for Students

Using / Creating a Video Dropbox

You can create a dropbox in Ensemble and create a link that will allow students to turn in video or audio files to your Ensemble library.

Creating the Dropbox:

- In Ensemble, click the **Administration** tab.
- Click **Dropbox**.
- **Add a New Dropbox.**
- Enter a **Name** for the drop box (ex. Drop Box for MKT111 Video Project).
- Add to the end of the **URL** a short name for the file location (ex. MKT1401).
- For **Description**, enter instructions which will appear on the submission form.
- Select **Compress and Stream** from the **Media Source** drop down menu.
- Un-check the **Public** option.
- Click **Save**.
- To copy the link, click on **Copy** under **URL**.



Name	Enabled	Public	Url	
Drop Box for Video Project https://ensemble.nmc.edu/Dropbox/dbtest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="E"/>
MKT111 Video Project https://ensemble.nmc.edu/Dropbox/MKT1401	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="E"/>

* Name

* Uri

* Description
Please fill in the information below and attach your finished video project file.

* Media Source

Public

Enabled

Linking in Moodle:

- In your course in Moodle, turn editing on.
- In the topic area where you want to place the link, click **+Add an activity or resource**.
- Select **URL** and click **Add**.
- Fill in **Name** and **Description**.
- Paste the URL.
- For **Display**, select **New window**.
- Click **Save and return to course**.

How it works

Students click on the dropbox link, fill out the form and attach their file. The file is then uploaded directly into your Ensemble library. When you open a video that was submitted, it will provide information on who submitted it.

Once the files are in your library you can publish them to a playlist and share them with your students.