

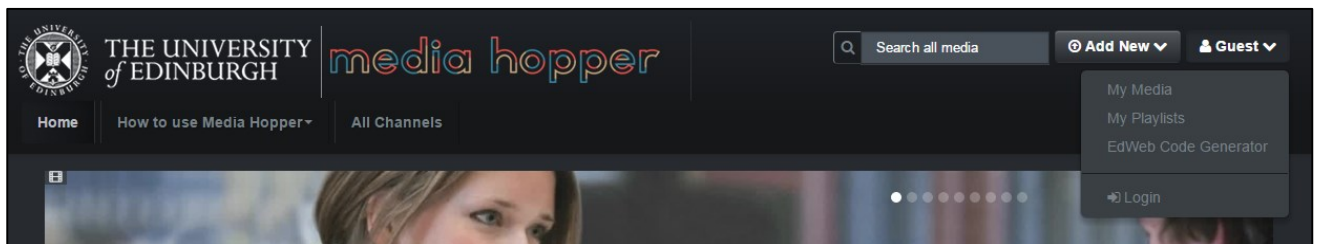
# How to upload media files and set licences on Media Hopper

In this document we describe how to apply a licence to your Media Hopper video or media file.

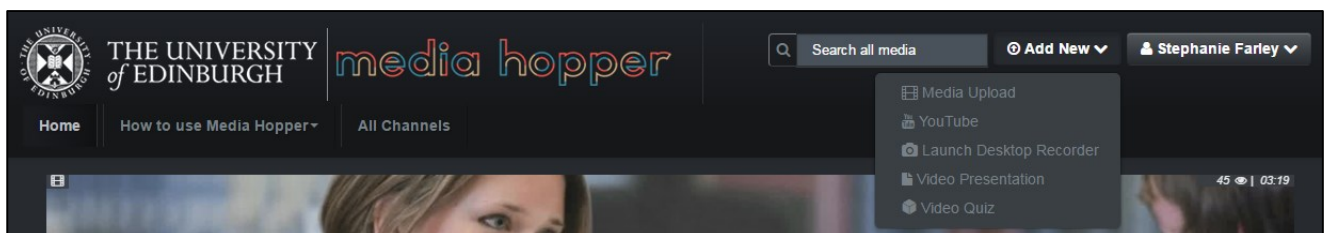
## Uploading media and setting a licence

1. Go to <http://media.ed.ac.uk>

On the top right of the page click on the drop down button 'Guest' and select 'login'. You will be directed to log in using your EASE details.

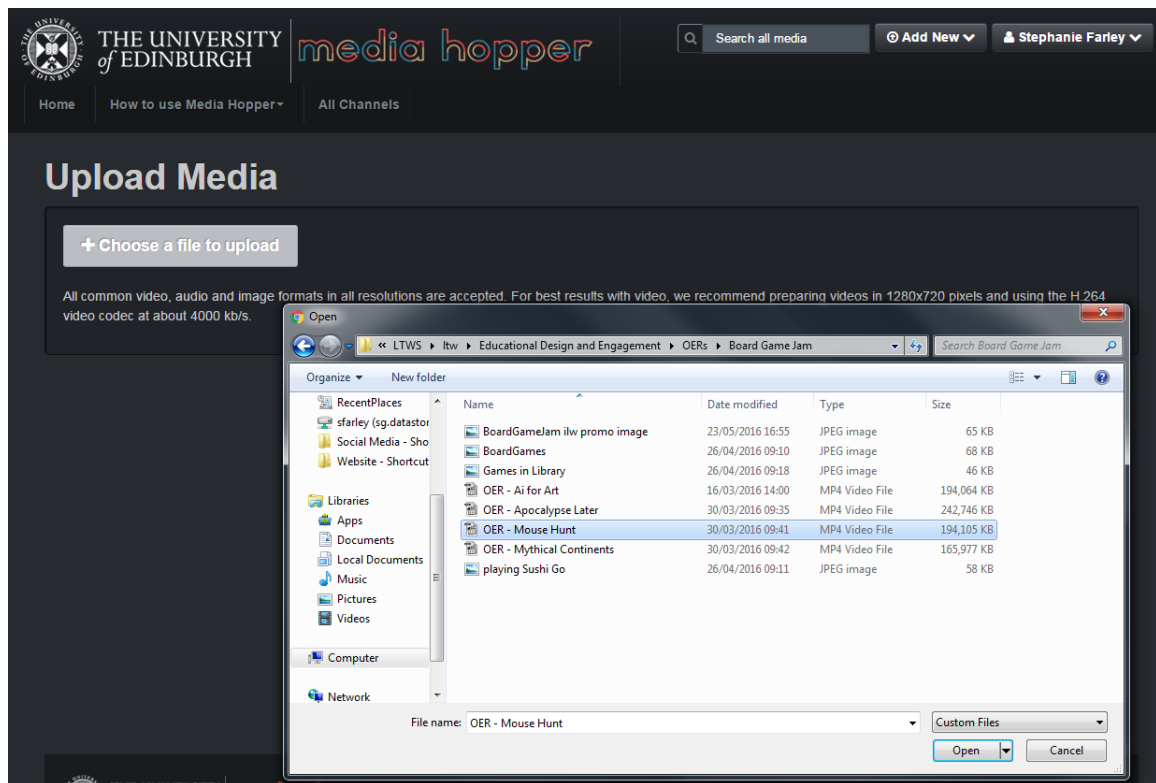


2. Click on the drop down button 'Add New' and select the type of media you would like to upload.

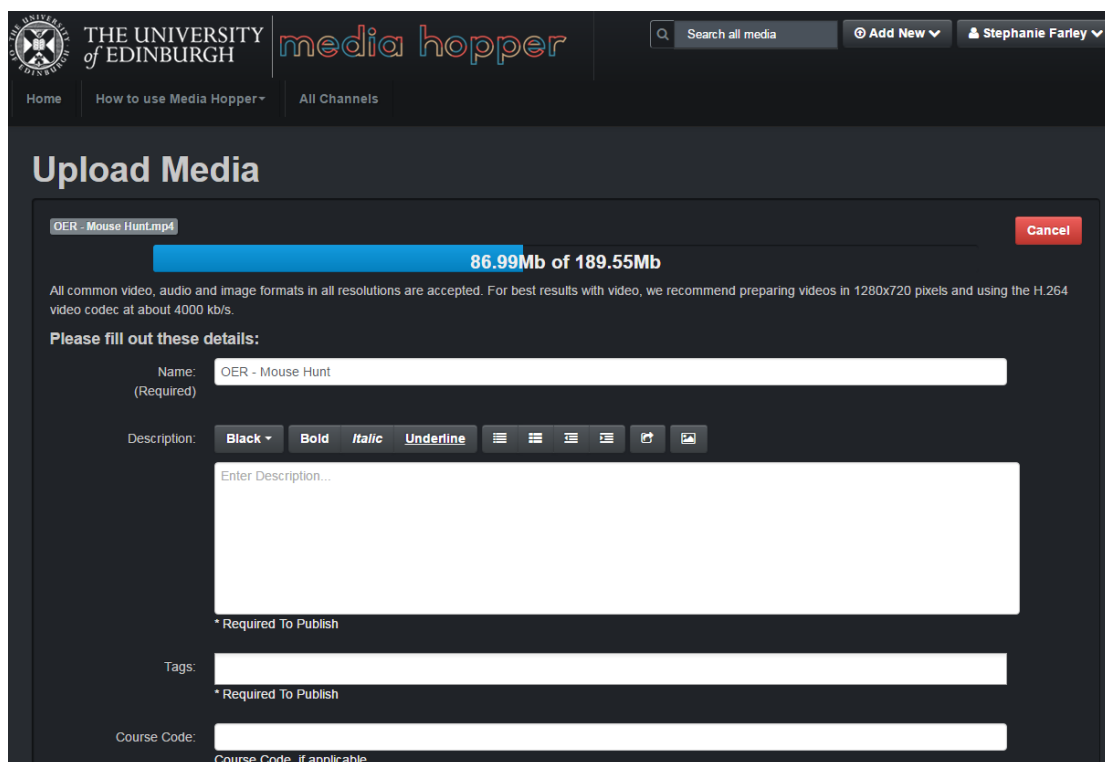


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- Click on the grey 'Choose a file to upload button'. Select from your files the media you want to upload, and click 'open'.

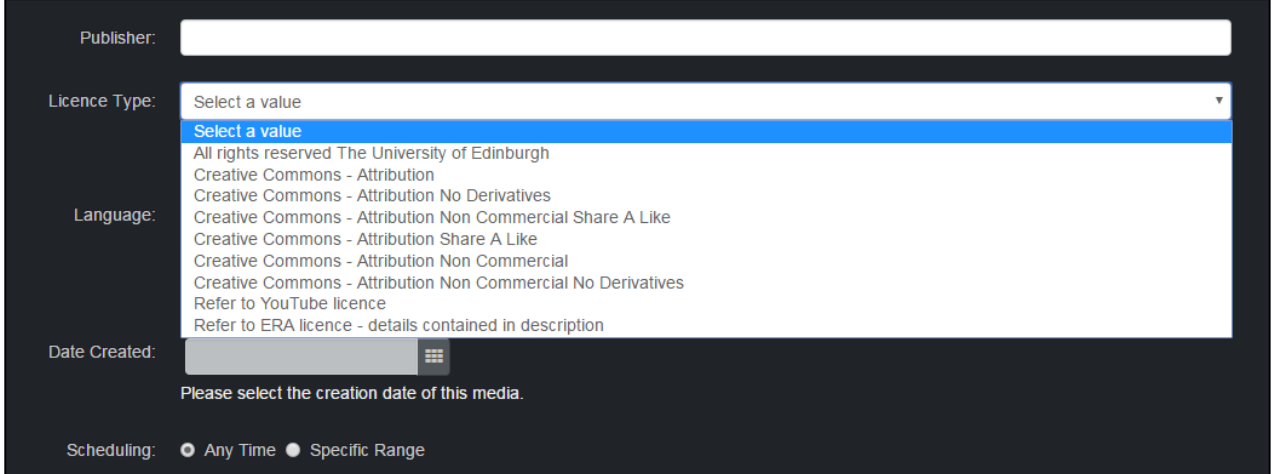


- Your file will start to upload.



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5. While the file is uploading, and after, you can take your time entering a title, description, tags, and other optional details that will help users locate and identify your media file.
6. As you scroll down, one of the required settings is to select a Licence Type for your media.



Publisher:

Licence Type:

Language:

Date Created:

Please select the creation date of this media.

Scheduling:  Any Time  Specific Range

There are nine licences offered.

The first licence 'All rights reserved – University of Edinburgh' restricts any re-use of the media.

Six Creative Commons licences have been provided. We recommend the Attribution only licence as this allows others to re-use and share your media so long as attribution is given to your as the author and a link is provided to your original material.

If you are unsure which Creative Commons licence is best for your purpose try the [Creative Commons License Chooser](#).

The 'Refer to YouTube licence' is for any media that has been imported from YouTube and is already under the [Standard YouTube licence](#).

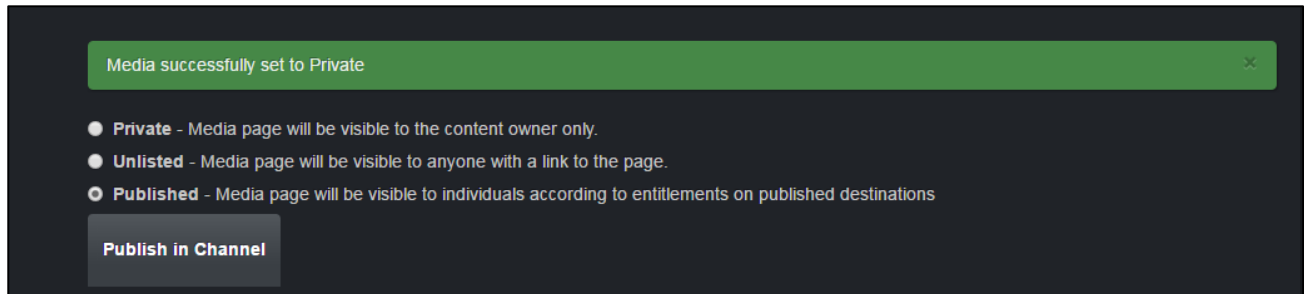
The 'Refer to ERA licence' refers to the [Educational Recording Agency licence](#).

7. Once you have entered all the required media details and selected your licence, click on the grey 'save' button at the bottom of the page.



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8. Once your media has saved you will then have the option of publishing. Click on the 'Published' button. This won't take effect until you scroll down to the bottom of the page and click 'save'.



You can also choose to send your media to any of the public channels or channels you have been added to as a content creator.

9. To view your media click on 'Go to Media'.

If you require this document in an alternative format, such as large print or a coloured background, please contact by email ([Stephanie.Farley@ed.ac.uk](mailto:Stephanie.Farley@ed.ac.uk)) or phone (0131 650 8487 or 0131 651 5680).



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