

# Adding film or audio files to lse.ac.uk through else Contensis.

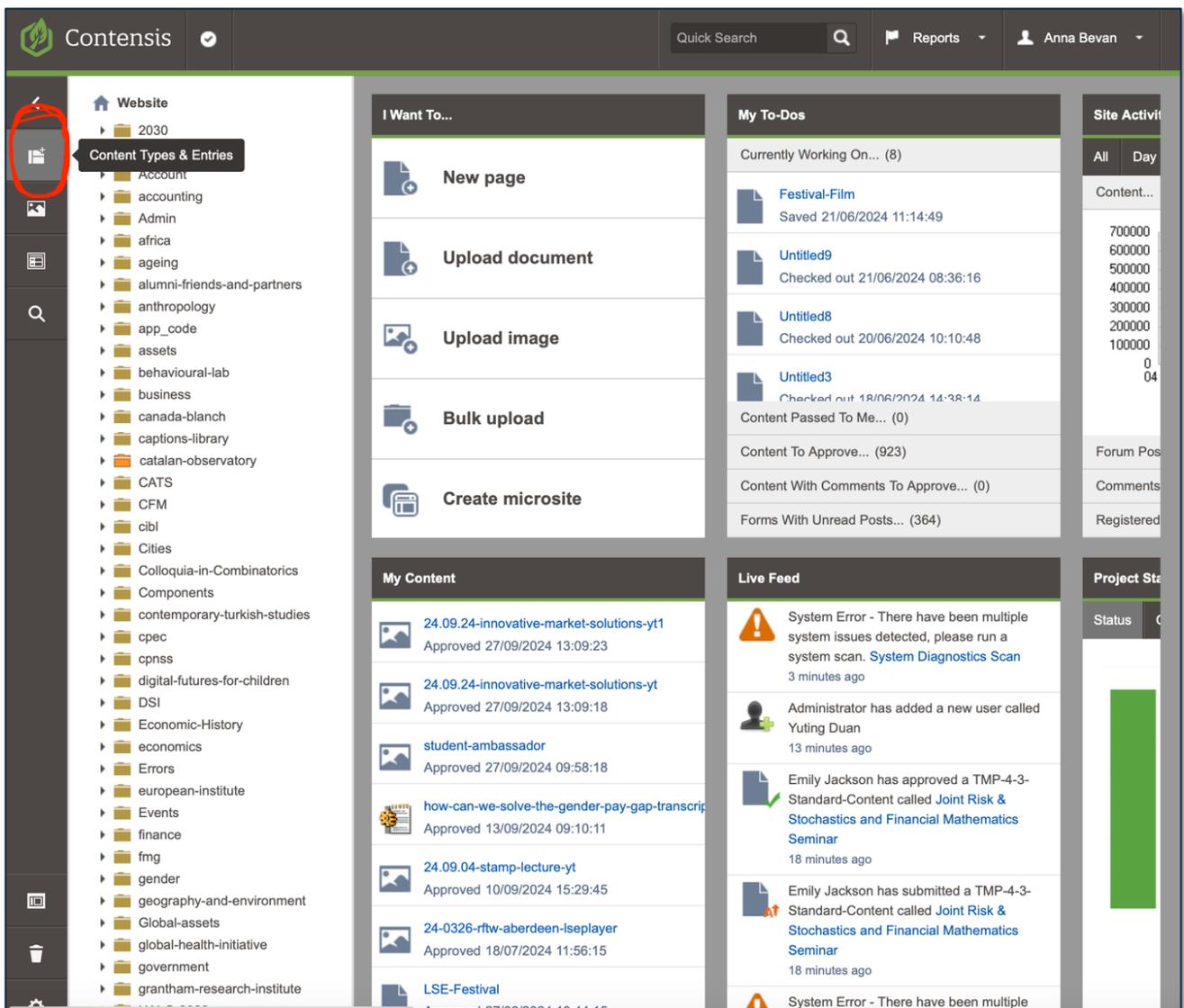
This guide will explain:

1. How to upload your own video content to Contensis with the video uploader
2. How to upload your own audio file content to a Contensis asset folder
3. How to display your uploaded video and audio content to the LSE website
  - *Option A:* Display video only using the US11 Media component for Standard content pages
  - *Option B:* Display videos and podcasts on promotional modules in Level 1, Level 2 landing pages and standard content pages.
4. How to display YouTube videos instead of LSE website uploaded videos
5. Uploaded videos do not have an LSE URL, recommendations around this
6. Information on promotion and consent
7. Who to contact

## How to upload your own video content to Contensis with the video uploader

The video uploader component enables all editors to upload their own video content to the website in a secure way, which the website can support.

1. Open Contensis. If you are using Classic Contensis, navigate to 'Content Types and Entries' (see below)



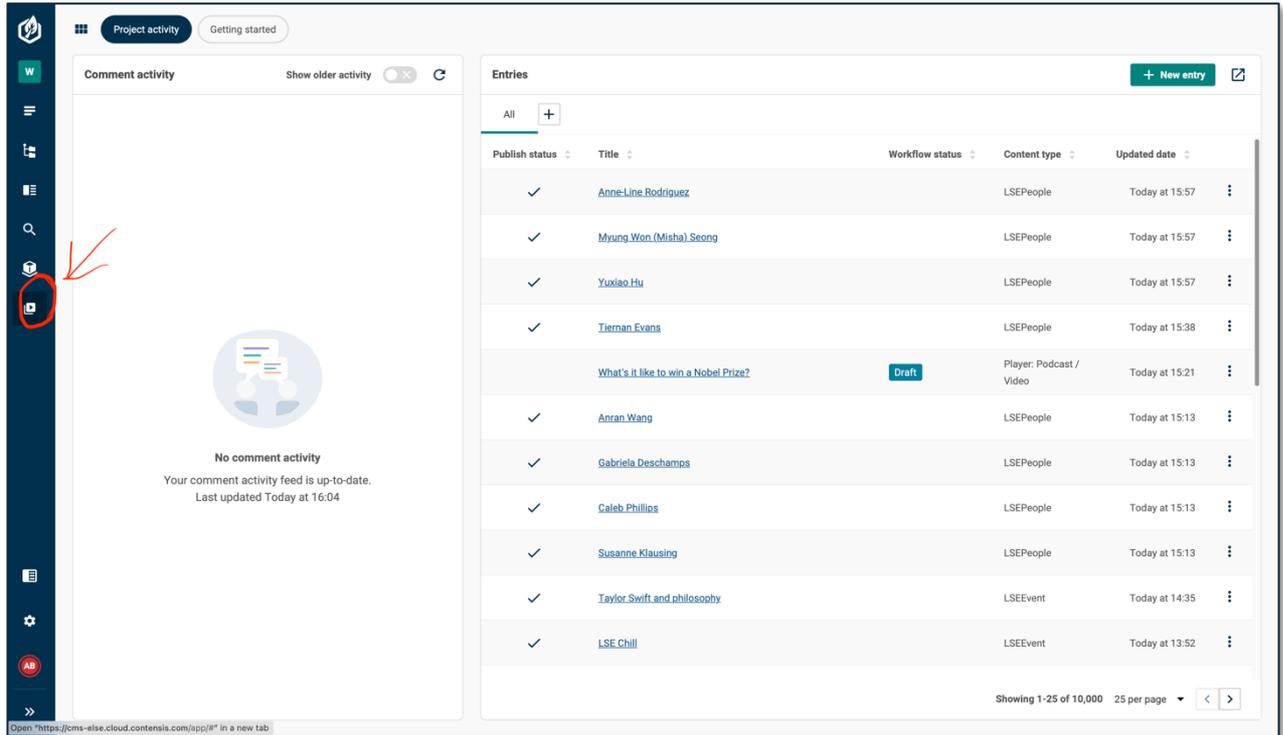
The screenshot shows the Contensis dashboard. In the left sidebar, the 'Content Types & Entries' menu item is circled in red. The main dashboard area is divided into several sections:

- I Want To...:** A list of actions including 'New page', 'Upload document', 'Upload image', 'Bulk upload', and 'Create microsite'.
- My Content:** A list of content items with their approval dates and times, such as '24.09.24-innovative-market-solutions-yt1' approved on 27/09/2024 at 13:09:23.
- My To-Dos:** A list of tasks, including 'Festival-Film' saved on 21/06/2024 at 11:14:49, and 'Untitled9' checked out on 21/06/2024 at 08:36:16.
- Live Feed:** A stream of notifications, including a system error message and user activity like 'Administrator has added a new user called Yuting Duan'.
- Site Activity:** A table showing site activity metrics, including 'All' and 'Day' columns.
- Project Status:** A section showing the status of various projects.

2. Click the 'Media Upload' button on the left-hand sidebar (see below). This will open a new (Media Upload) window in a new browser tab.

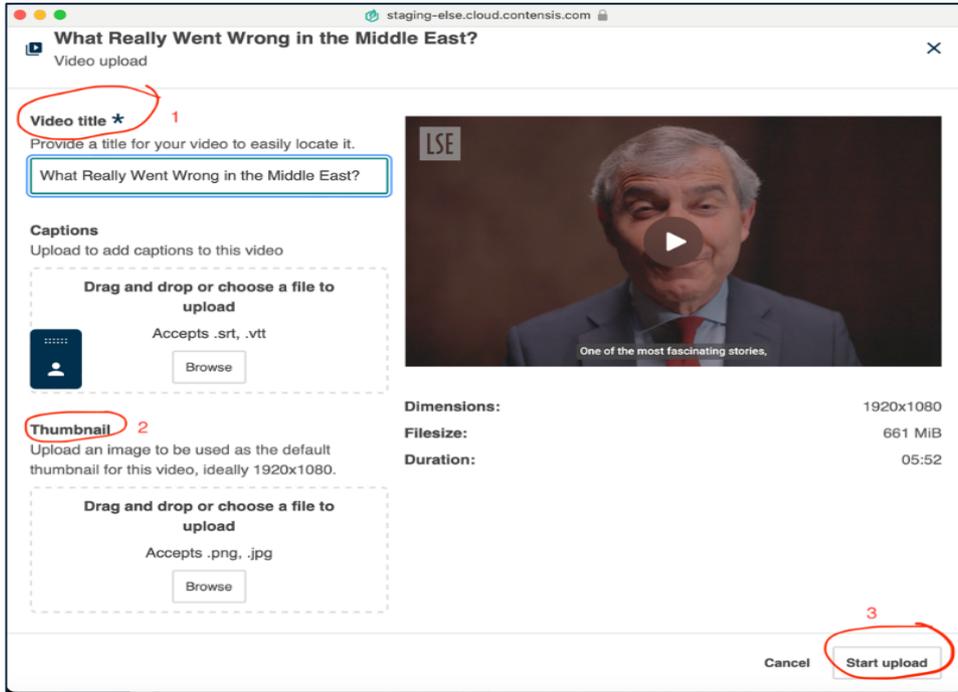
If you do not have this button, please contact Ollie Johnson, [O.Johnson3@lse.ac.uk](mailto:O.Johnson3@lse.ac.uk) and [comms.filmandaudio@lse.ac.uk](mailto:comms.filmandaudio@lse.ac.uk) to be added to the appropriate user group.

If the new window fails to open, it may be because you have pop-ups blocked in your browser. NB: Check if you have a browser alert that allows you to toggle this feature on/off.

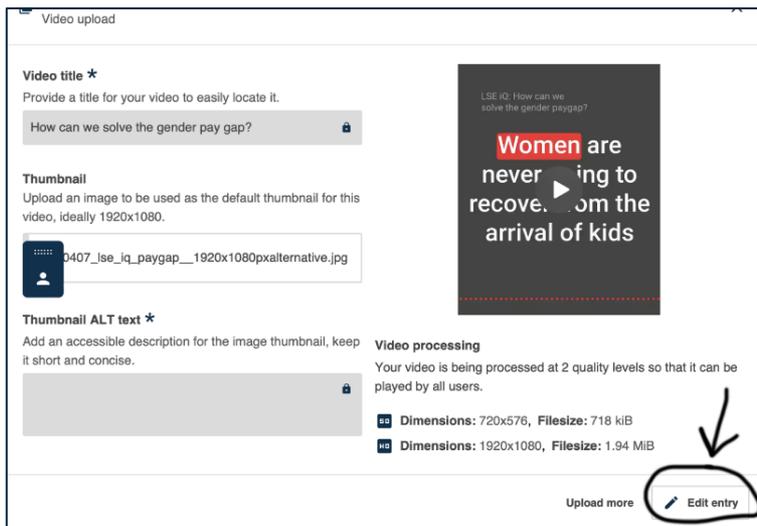


3. In the Media Upload window/tab (see below), drag and drop your video file into the right-hand panel. This will bring up the 'Video title' box on the left (1) and the option to upload a thumbnail image (2).

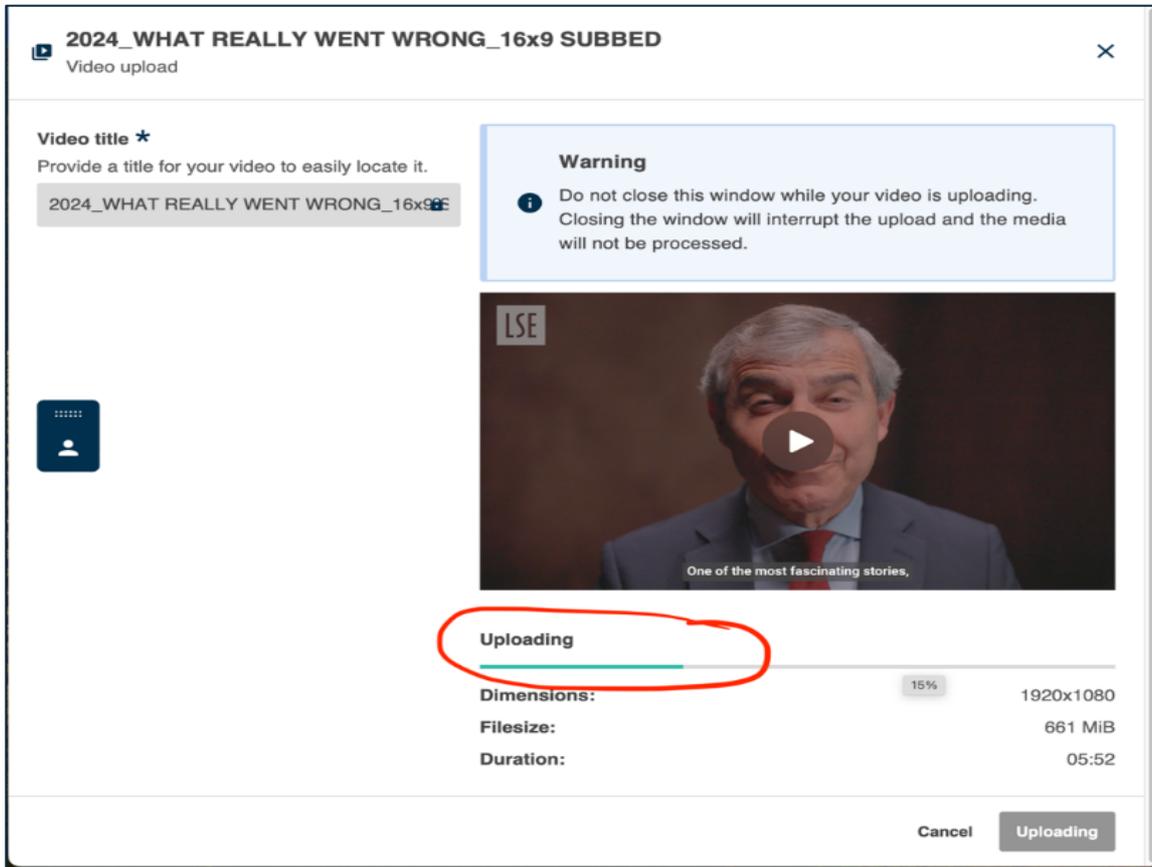
Give the video a title and upload a your thumbnail. Once you upload a thumbnail, you should be able to add alt text below (3). Click 'Start upload' (4).



NB: (If you have previously uploaded the same video and want to edit the thumbnail or alt text you need to click below 'edit entry')



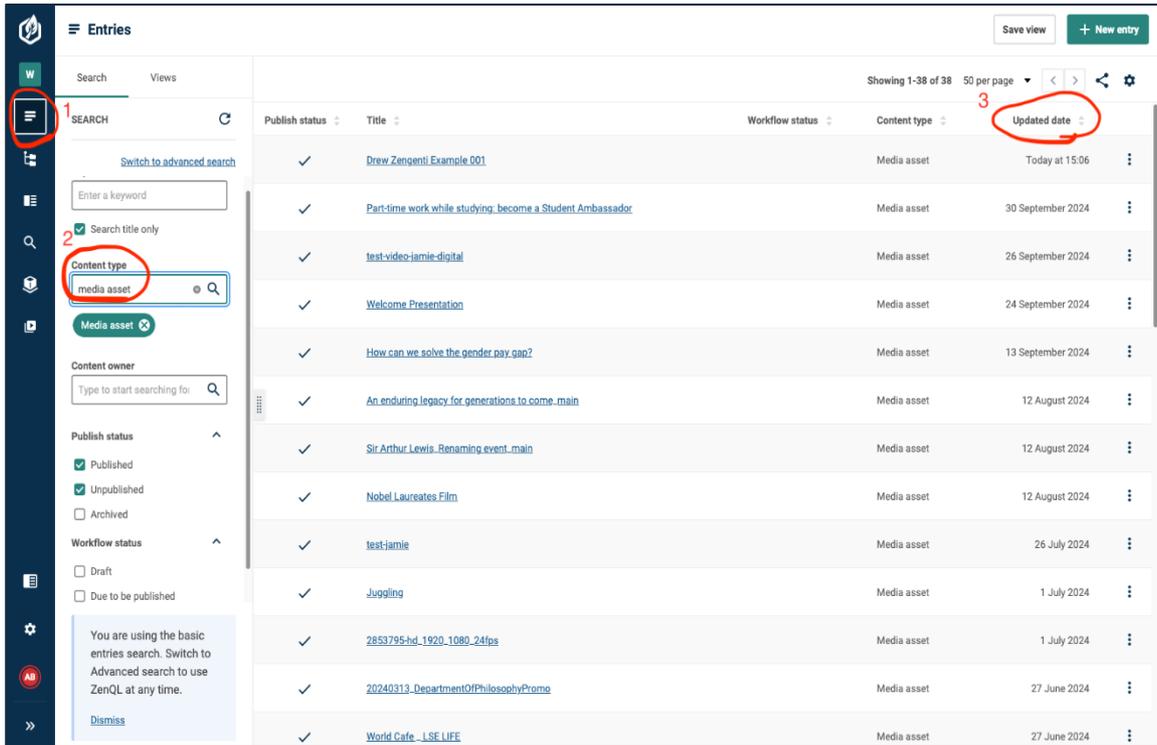
4. The progress bar will increase as the video is uploaded. Do not close the window/tab until the green 'Uploading' bar is complete, as this will lose the content.



5. Once the upload bar completes, you will be safe to close the window/tab. Please bear in mind that if you see an error after upload, this probably indicates that the thumbnail you uploaded is too large.

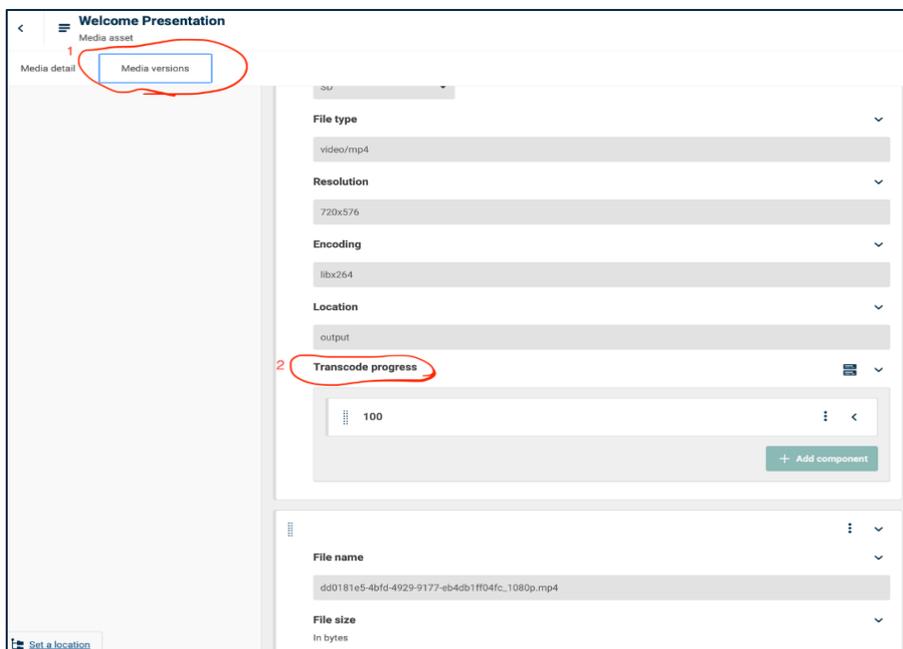
6. Once your file has uploaded, it will need time to transcode to different video formats 'standard definition' (SD) and 'high definition' (HD)) within Contensis before it can be embedded in a page on lse.ac.uk.

To locate your upload, go to 1) Entries, and 2) type 'media asset' in Content Type. You may also need to sort the entries by clicking 3) 'Updated date' twice in the entries pane.



7. Once you have found your video in drafts, click the title of the video and then navigate to the 'Media versions' tab within the asset page (1).

8. If you scroll down, you can check the percentage completion of the upload in the 'Transcode progress' boxes under SD and HD versions (2).



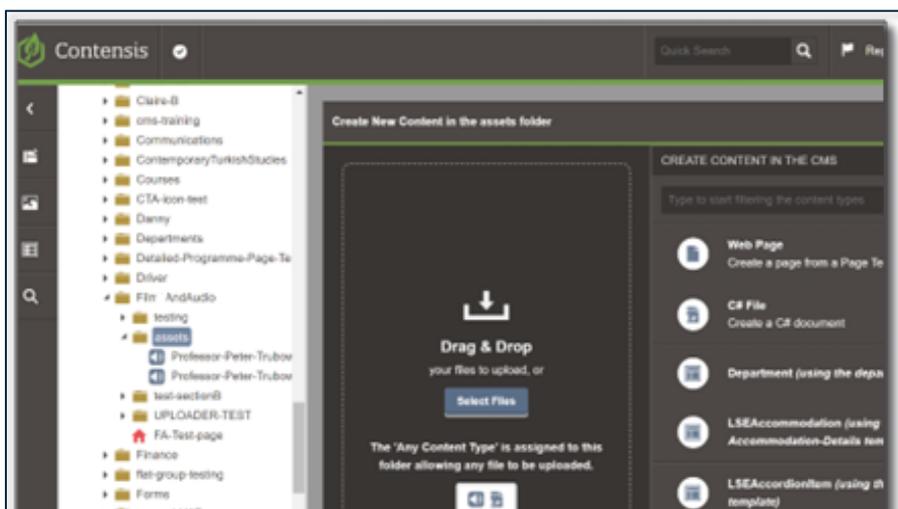
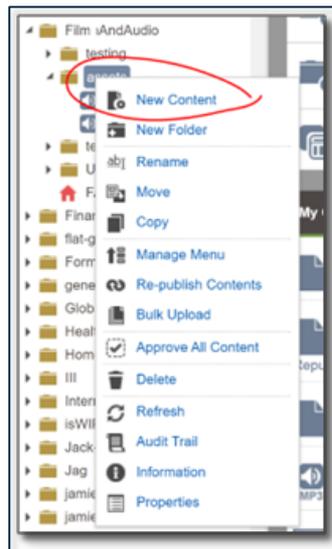
9. Once the transcode is complete, it's time to embed this new video into a Contensis classic page and preview to make sure everything is working as expected (see *3.How to display your uploaded video and audio content to the LSE website*).

**\*Important – Only upload video files to the CMS using the uploader and the steps above. Video files have large output sizes that will slow Contensis down for all users if uploaded in a different method (e.g. users should never upload video files directly into the Digital Asset Manager).**

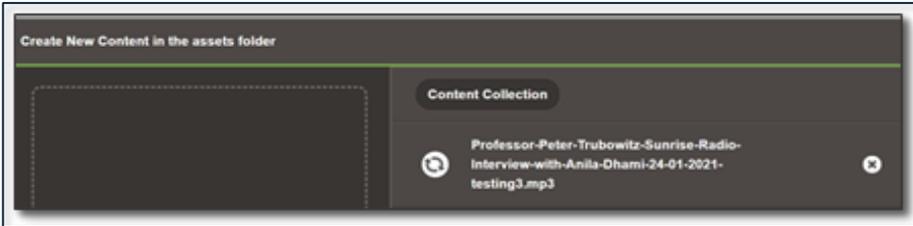
### **How to upload your own audio file content to Contensis assets folder**

1. Locate your website sections asset folder in the left-hand side site tree. You may need the Digital Comms team to create an asset folder: if you do not already have one for your website section, email [comms.digital@lse.ac.uk](mailto:comms.digital@lse.ac.uk) for this.

2. Right click the assets folder, select **New Content** from the menu, then drag and drop your MP3 audio file into the centre of the page or upload the file clicking 'Select Files' and locating the file from on your computer.



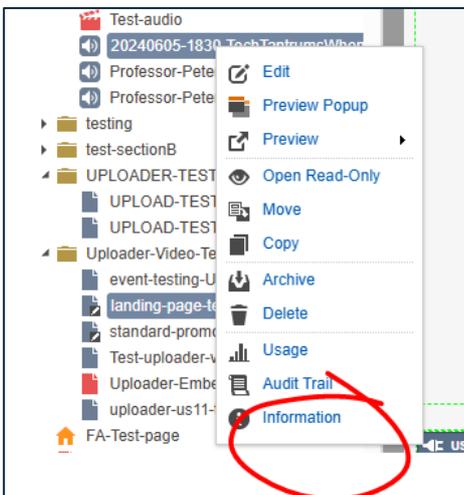
3. The file name will begin to appear on the right-hand side and will show a rotating symbol until it has loaded, the symbol will turn into a green tick symbol when the file has been uploaded.



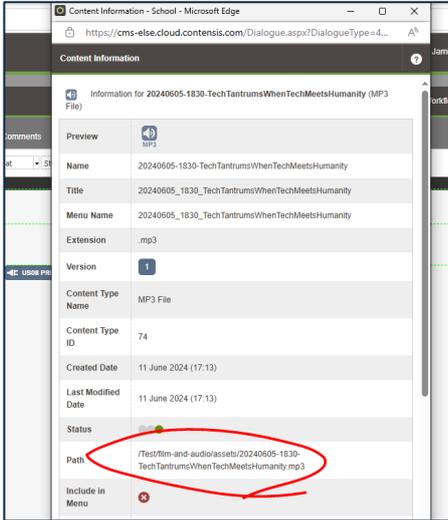
4. Publish the file by clicking **'Save and Approve'** in the bottom right corner. If you only click 'Save' and do not publish the file before you publish your page, the audio link will give a "404 broken link" error on the live page until you go back to the audio file and publish it.



5. Locate your audio file in your asset folder, right click the file then select information.



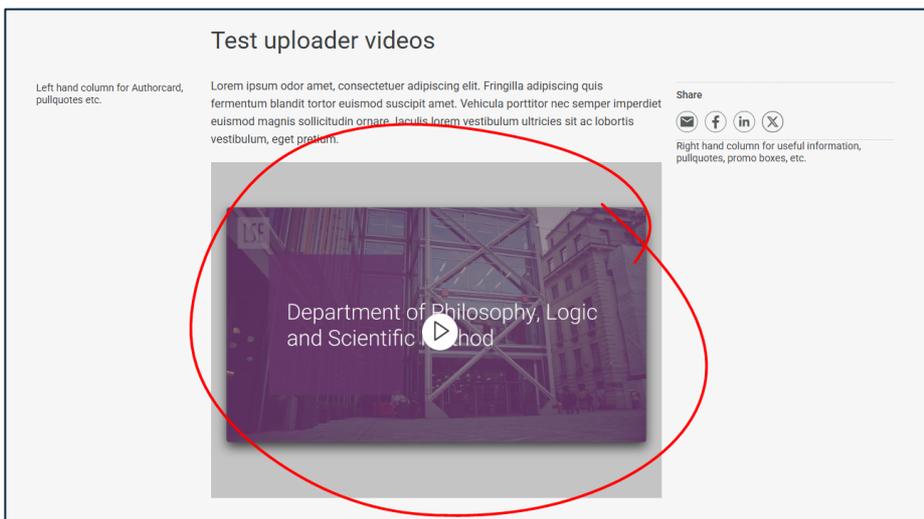
6. Copy the path value shown by your audio file – the live URL will be this with lse.ac.uk or info.lse.ac.uk in front of it. See “[How to display your uploaded video and audio content to the LSE website](#)”.



## How to display your uploaded video and audio content to the LSE website

### Option A - Display videos using the US11 Media New component for Standard content pages

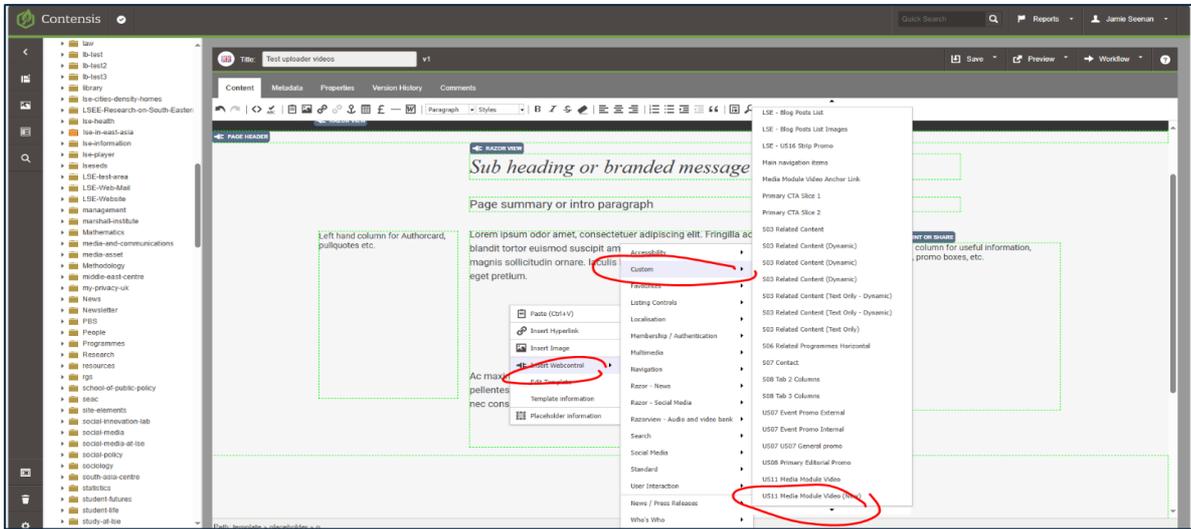
If you want to embed your uploaded video into the body section of a standard content page as shown below, then use a US11 Media New component using the following steps.



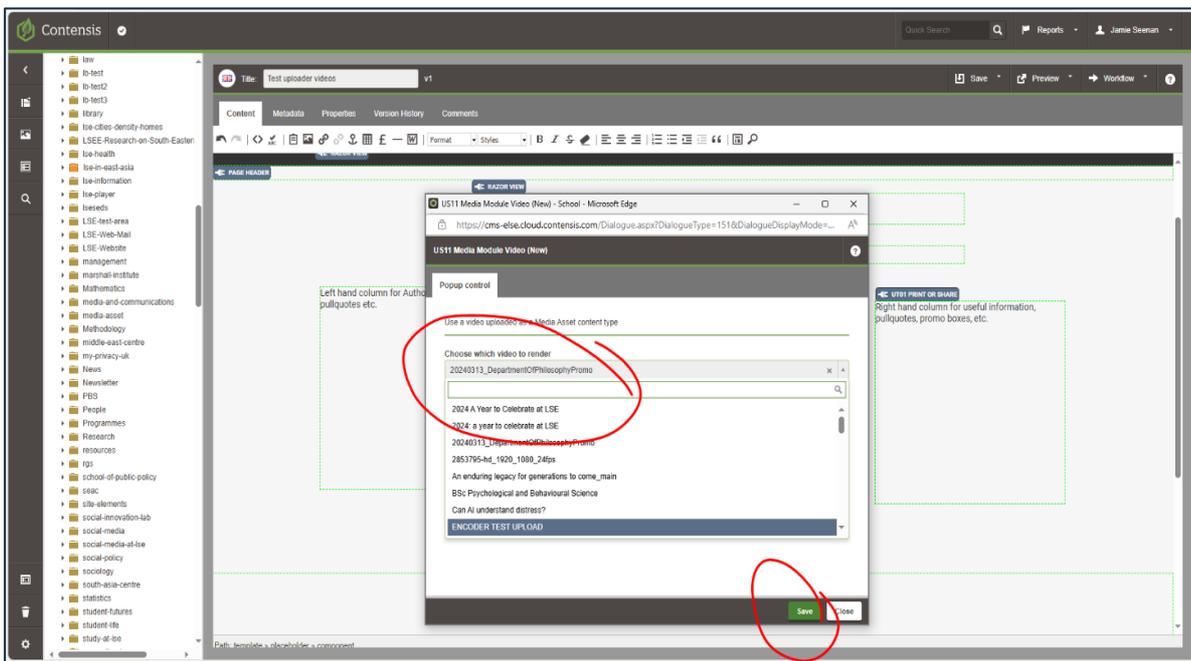
1. Once you have uploaded your video using the uploader, Navigate back to Classic Contensis by clicking the 'Classic Contensis' icon on the left side bar (just above the Settings Cog icon).

2. Create a standard webpage using the *TMP-4-3-Standard-Content* template in your chosen website section folder or navigate to your existing standard content page and click edit. See “[A guide to creating and using standard content pages](#)” from the [LSE Digital Knowledge base](#) if

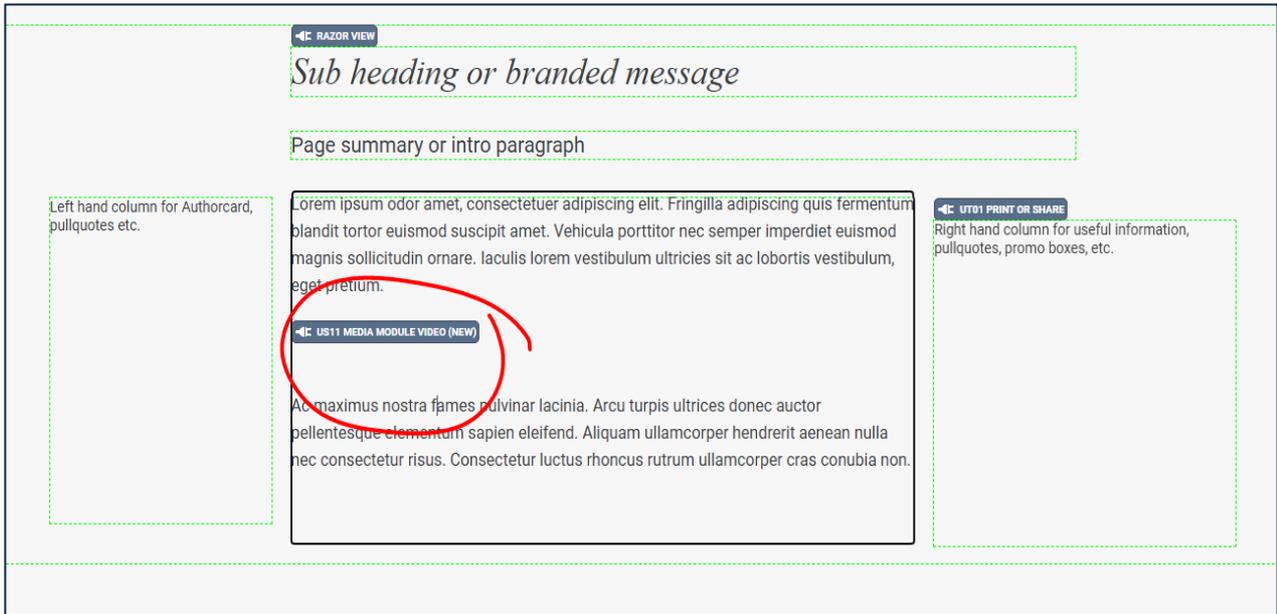
3. In Contensis, in your standard webpage, hover your mouse cursor over the centre space, right-click and select (#1) Insert Web control (#2) Custom (#3) scroll down the list (#4) select US11 Media Module Video (New).



4. Click the search field under *Choose which video to render*, then select from the available transcoded videos, then save.

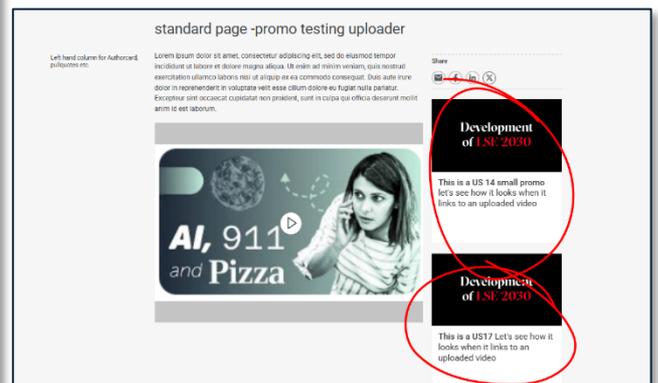
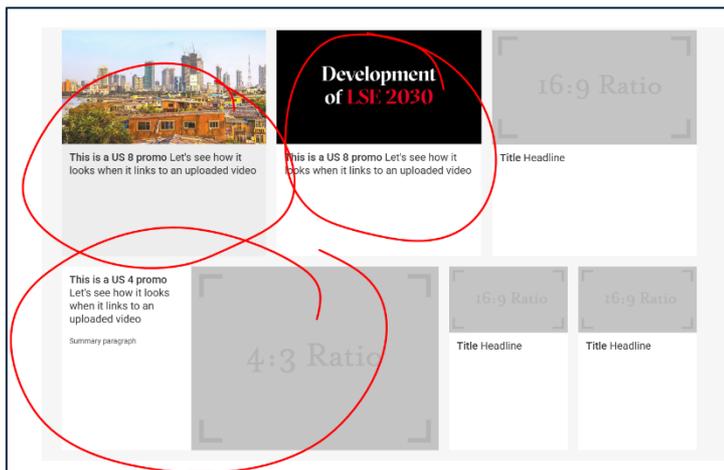


5. The component should now appear as illustrated, follow steps 10-14 to save preview and publish the page.

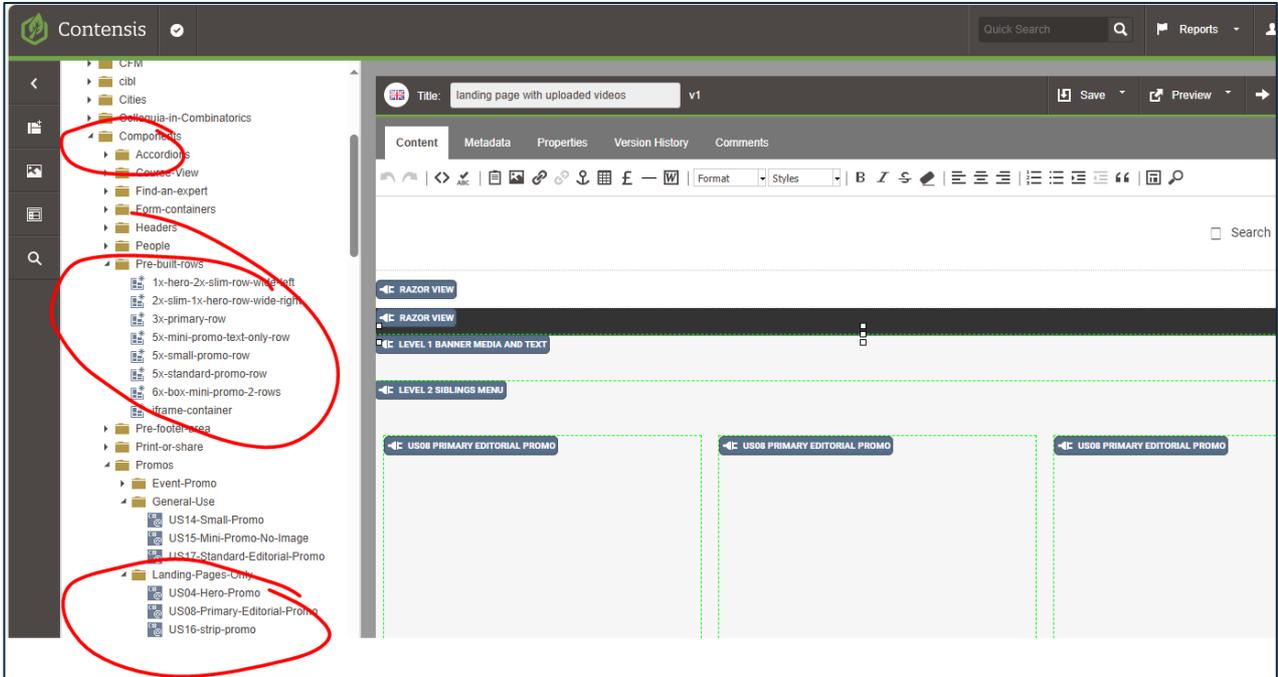


**Option B - Display videos using promo boxes on landing pages or standard content pages**

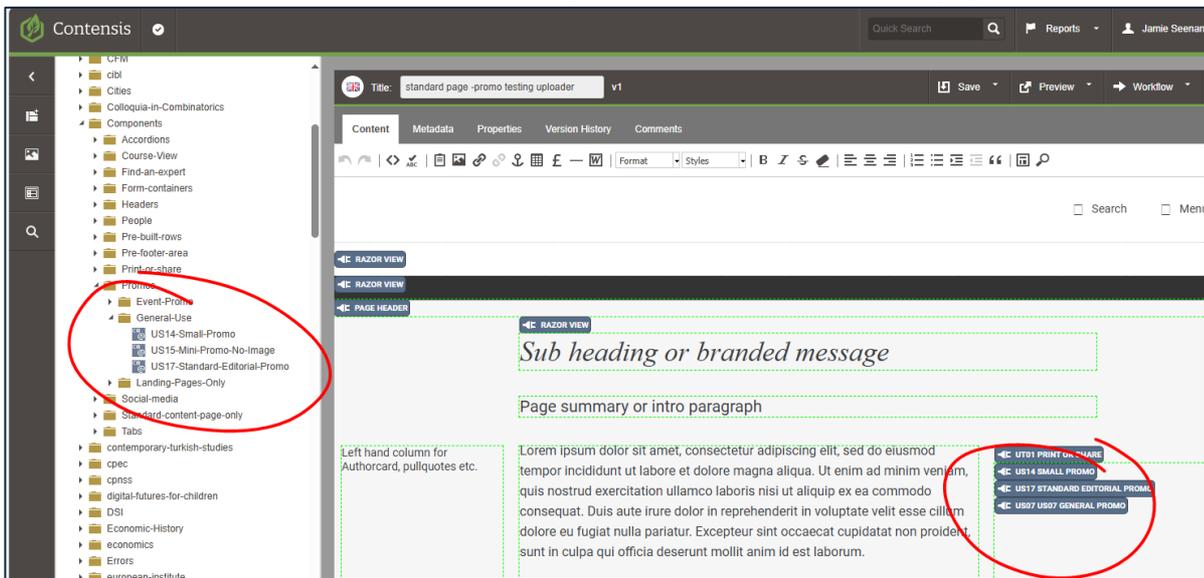
If you want to display your uploaded video from promo boxes on a landing page or on the right side of a standard content page, apply the following steps.



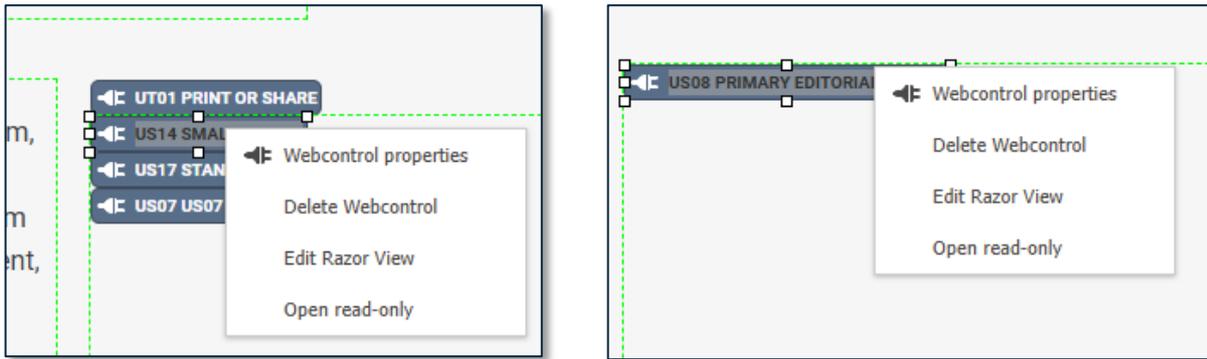
1. On a **landing page** template, drag and drop any of the pre-build rows or promo landing page only components that can be located from the left side folder labeled '**Components**' to the page.



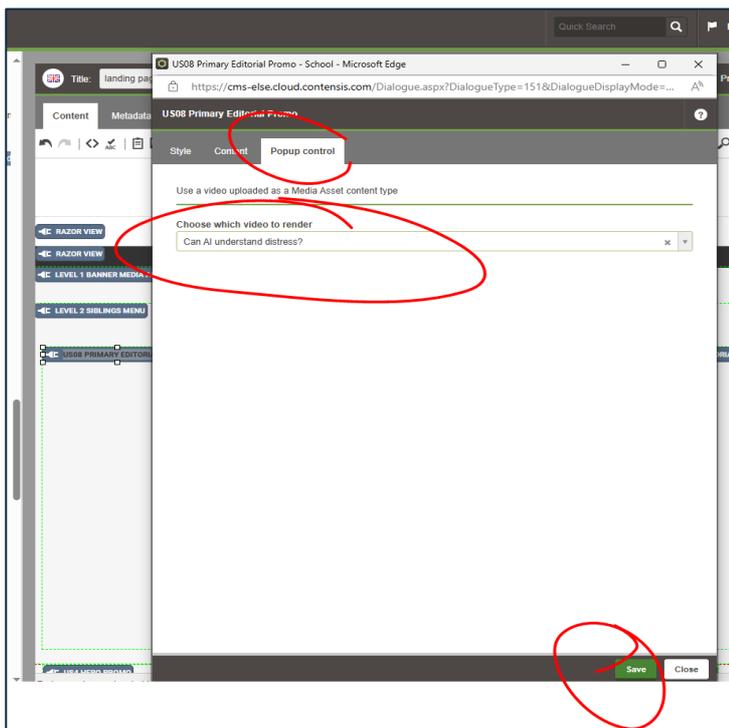
2. On a **standard content page** template, drag and drop any General-Use promo components that can be located from the folder labeled '**Components**' to right side of the page



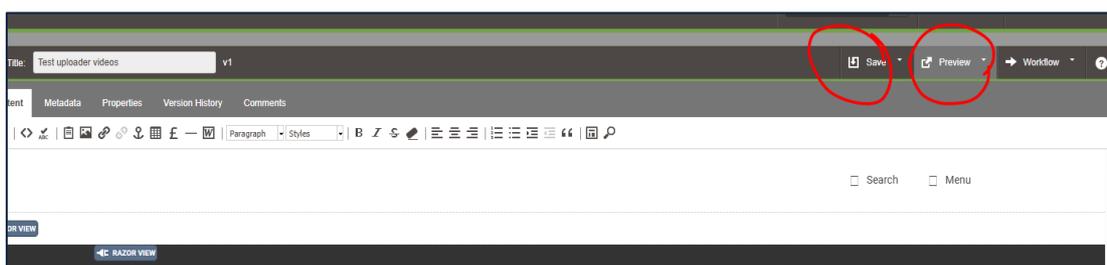
3. Right click any of the US components, select Webcontrol properties.



4. Click the **Popup control** tab, click the search field under *Choose which video to render*, then select from the available transcoded videos, then save. Next follow steps 10-14 to save preview and publish the page.



5. Click save to save the page, and then preview, to see it in preview (non-live).



**ADD IN THE METADATA OR IT WON'T SAVE**

6. The browser tab will open with the preview URL and the page will appear with a video as illustrated. Copy the second part of the preview URL but don't copy the first part (that starts with <https://preview-else.cloud.contensis.com/>), this step will help view your live page later (step 10).

7. To make your page live, go to your Contensis tab, click Workflow, then Submit & Approve.

8. A pop up will open, click view publishing queue, wait for your job to leave the queue (time can vary if there are many jobs in the queue). Your page will be live when it's no longer in the queue.

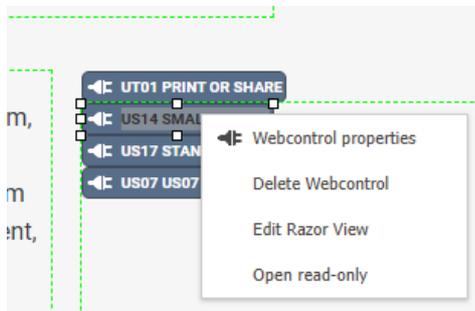
9. View the live page by typing lse.ac.uk/ and pasting the second part of the preview URL from step 7, for example lse.ac.uk/Test/FilmaAndAudio/FA-Test-page.aspx

- **TIPs:**  
You will need to click out of the preview window to test it correctly. Do this by clicking on the 'X' in the top right corner:
- Sometimes your browser will block a pop-up, so will alert you. You should enable pop-ups if you are prompted. Usually there is a small red cross in the top right-hand corner of the address bar.

### Display audio files saved in the assets folder.

Click on any any promo box web control

1. Right click any of the US components, select Webcontrol properties.



2. Select the Content tab then add add the URL of the audio file that you obtained at 'How to upload your own audio file content to Contensis assets folder' and click save then publish the page.

