Ensemble

Video and eCourseware

Center for Teaching and Learning (CTL)

100 Administration Bldg., Memphis, TN 38152
Phone: 901.678.8888
Email: itstrainers@memphis.edu
Center for Teaching and Learning Website

8/10/2021

Brought to you by:
umTech & The Center for Teaching & Learning
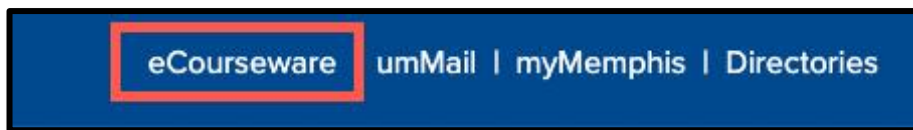
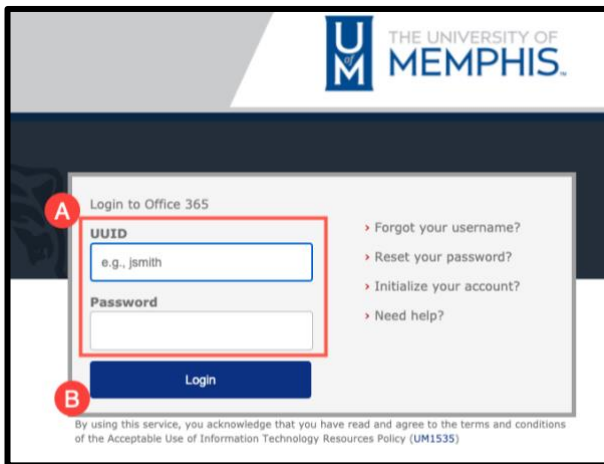# Table of Contents

Ensemble Video and eCourseware

After you have requested an Ensemble Account from the umTech Service Desk, you will have access to add videos directly from Ensemble to eCourseware.

This document is specific to the Content area, but Ensemble videos can be added anywhere the Insert Stuff icon is an option.
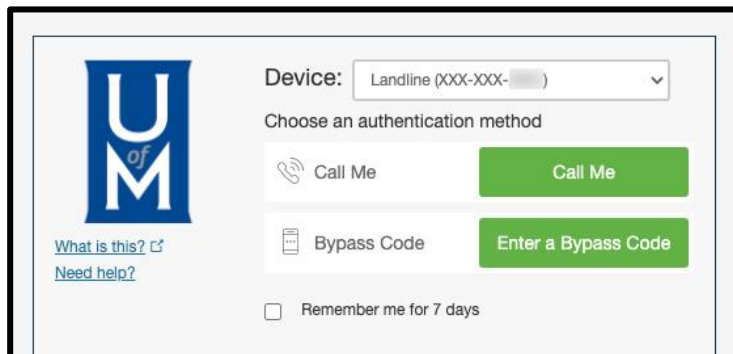
1. Go to any page on the UofM Website and click on the lower left-hand corner of the page, click on the word **eCourseware**.
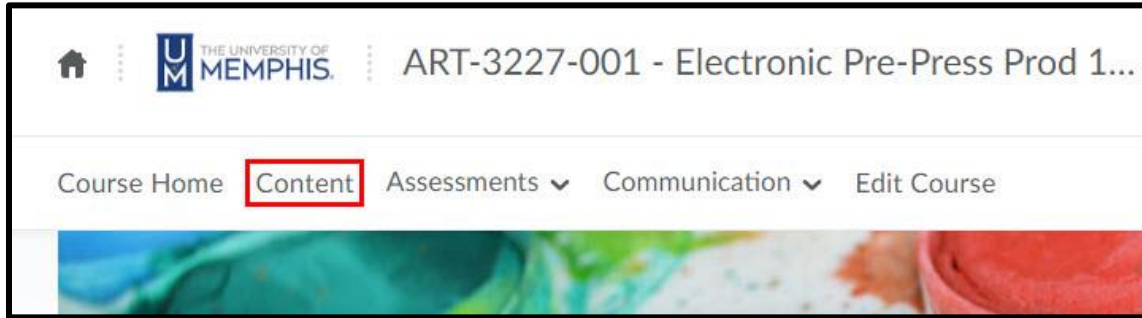

2. *Using your UofM sign in with your **A)** uuid and **B)** password.*

3. *Authenticate Using Duo.*

4. Select the course you would like to add Ensemble content.

5. Once in your course, select the Content are.

6. Click on a module to add Ensemble content, or create a new one.

7. In a module, click **New** then click **Create a File**.
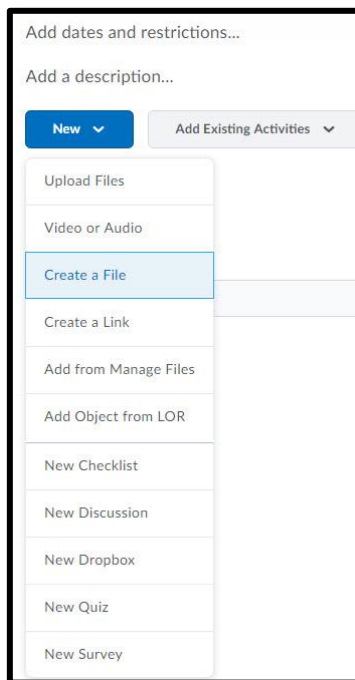
8. Enter a name for your file (A), then click the Insert Stuff icon (B).
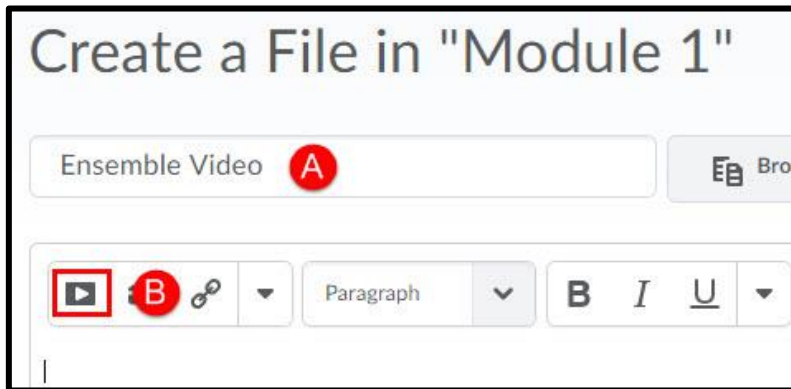
9. Select Ensemble Video.

10. Videos that you have access to in Ensemble Video will appear in eLearn. (The drop-down menus will differ under Add Media depending on your roles in Ensemble).

11. Click the green plus icon next to a video to add it to your class.
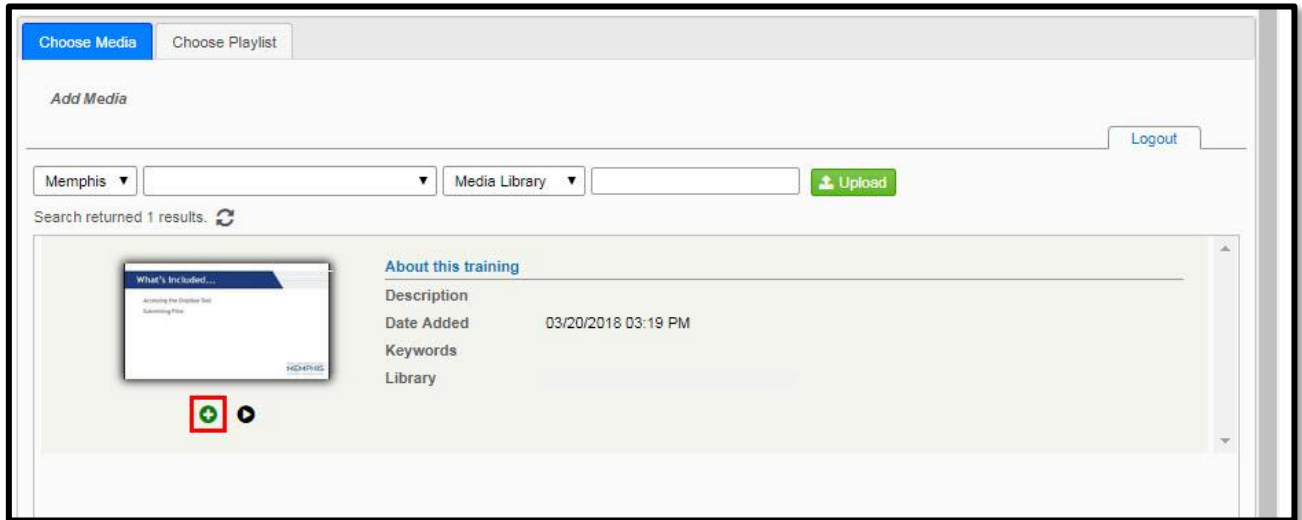
12. Click Save.
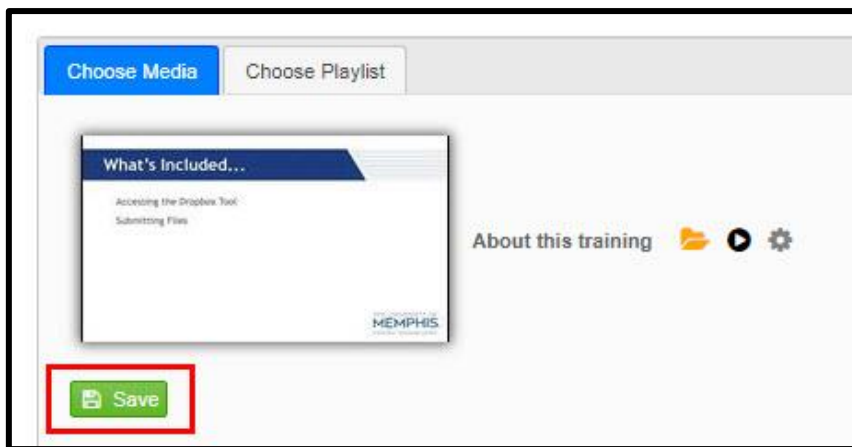
You'll receive a warning that the video is from another site. Click Allow in order for the video to be viewed.

Note: Please inform your students about this warning as well in case they encounter this in their internet browsers.
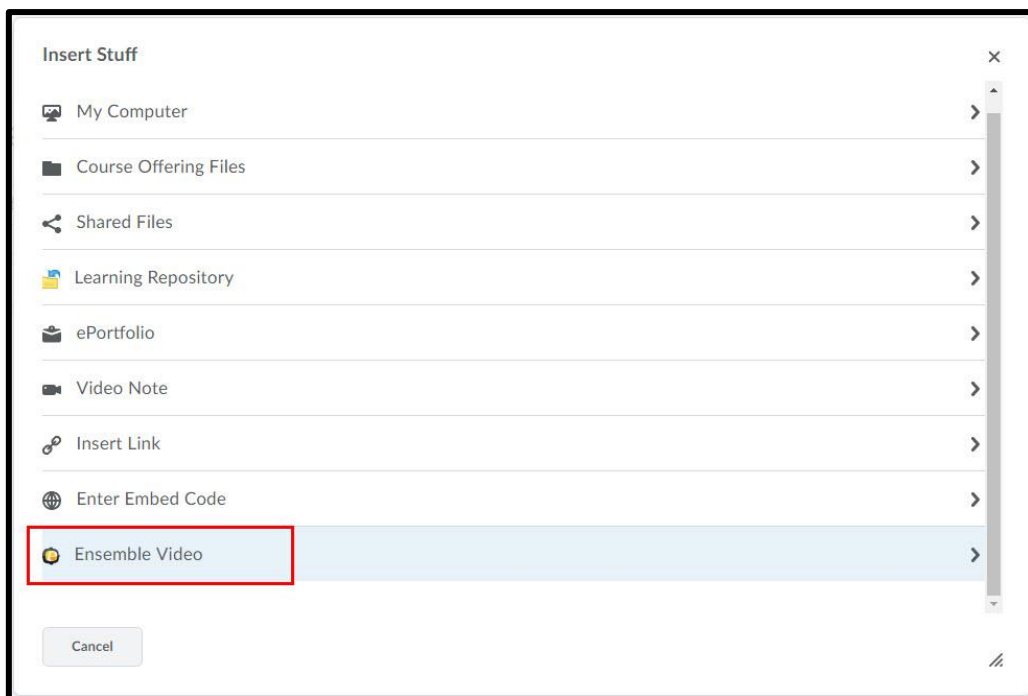
13. At the bottom of the Insert Stuff window, click Insert. You'll be taken back to the Create a File screen.

14. Click Publish if you're ready to push the content out to students. If not, you may click Save a Draft to save your work.

Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
    o [Here is a link to our service desk ticketing system](#)
    o After logging in, choose the link **Request Help or Services**.
    o Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
    o Monday – Friday 8:00 am – 8:00 pm
    o Saturday 10:00 am – 2:00 pm
    o Sunday 1:00 pm – 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.

- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- **Explore the umTech Website**
- **Center for Teaching and Learning (CTL) Website**
- **Search our Training and Documentation**