

Putting Videos on MATC's Media Server

MATC Instructors can request to have their own course-related videos put on the school's media-server in order to make them available for course presentation or online viewing.

To better serve you, we ask that you follow these instructions **before** you make a request:

DO Review the [copyright guidelines](#) and [chart](#) before you make your request.

If you are **NOT** the original creator or copyright holder of the video, you must obtain official, written permission from the person, program, or corporation that made or owns the video.

MATC requires that instructors do this before reproducing, modifying, or redistributing any copyrighted material. A **permission form** and instructions are included in the copyright guidelines link (above).

DO Prepare your video for transfer to the media-server before you make your request.

MATC's Media Server is only compatible with movies saved in **Windows Media** format (.WMV).

If your movie is in another digital format (ex: .MOV), you can easily convert it to the required format by downloading and using [Any Video Converter](#). Save your Windows Media file to a disc or flash drive and bring it with you when you submit your request.

DO NOT Upload large videos, or photos to Blackboard. Doing so will slow down access to your course and the individual files.

All large files must be streamed online and accessed via a URL (Web link) in Blackboard.

After you have completed these tasks, please contact me to make an appointment to submit your request:

Megan Hamilton
hamiltml@matc.edu
Ext. 78372

Thank You!