

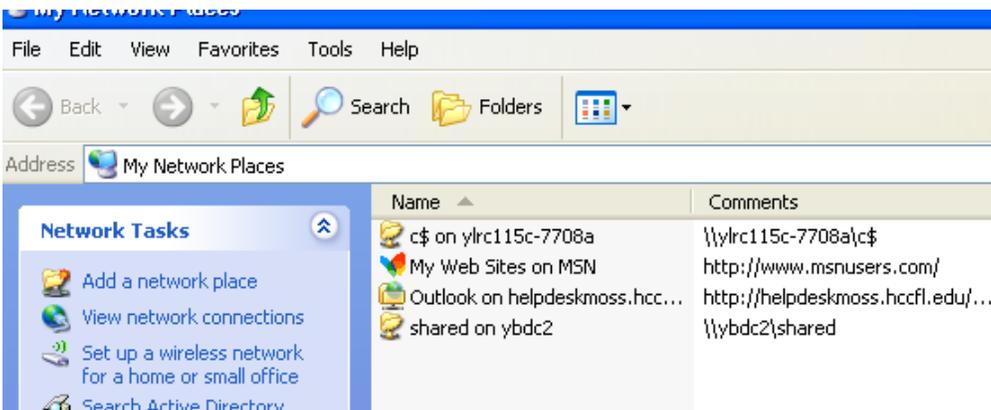
<b>Task:</b>	<b>Streaming Server Access</b>
<b>Revision Date:</b>	August 16, 2011
<b>Description:</b>	The HCC Streaming Server is a multimedia server that allows faculty the ability to host and stream multimedia content. This content is in the file format types of .mp3,, .wmv, and .wma. Faculty generally utilize the server to link the above mentioned file formats to be utilized in distance learning courses via Blackboard. Individual file size is capped to no more than 100MB per file.
<b>Responsibility:</b>	CITT / ITS, HCC Faculty, OIT
<b>Process Steps:</b>	<p><b><u>FACULTY AND/OR INSTRUCTIONAL DESIGNERS</u></b></p> <p><b>Step 1: Submit a request to ITS (Technical Specialist)</b></p> <ul style="list-style-type: none"> <li>▪ Submit a ticket via HCC Live, with the name of the user that is requesting access to the streaming server.</li> <li>▪ If the user will be utilizing the service off-campus, the faculty member must request VPN access through their department head first.</li> </ul> <p><b><u>CITT / ITS</u></b></p> <p><b>Step 2: User Folder Creation</b></p> <ul style="list-style-type: none"> <li>▪ After verifying if the user will be off site or not, a folder is created on the streaming server. Usually the naming convention is the user’s Windows username.</li> </ul> <p><b>Step 3: User provided access to newly created folder</b></p> <ul style="list-style-type: none"> <li>▪ The faculty member is generated a username, which is usually follow that naming convention of the folder and a password, which is the user’s Employee ID#.</li> </ul> <p><b>Step 4: Verification of Access and Delivery of Account Information</b></p> <ul style="list-style-type: none"> <li>▪ Once the account is generated, it is checked to ensure the user has access to the folder.</li> <li>▪ Once verified, the user is emailed the login information in addition to the formal instruction on how to setup the connection to the streaming server and creating web-links to their multimedia files.</li> </ul>
<b>Written by:</b>	CITT / Instructional Technology Services ( Reickah L. Collins)
<b>Reviewed by:</b>	FITC on April 8, 2011
<b>SOP filename:</b>	Streaming Server Access SOP
<b>File Location:</b>	T:\CITT\ITS\SOPs\ Streaming Server Access SOP.docx

## Setup Streaming Server Access Using My Network Places

If you are connecting to the Streaming Server on campus, please follow the instructions below. When connecting to the streaming server off campus, make sure you are connected to the HCC VPN first. If you do not have VPN access, please request VPN access through your Dean or Department Head.



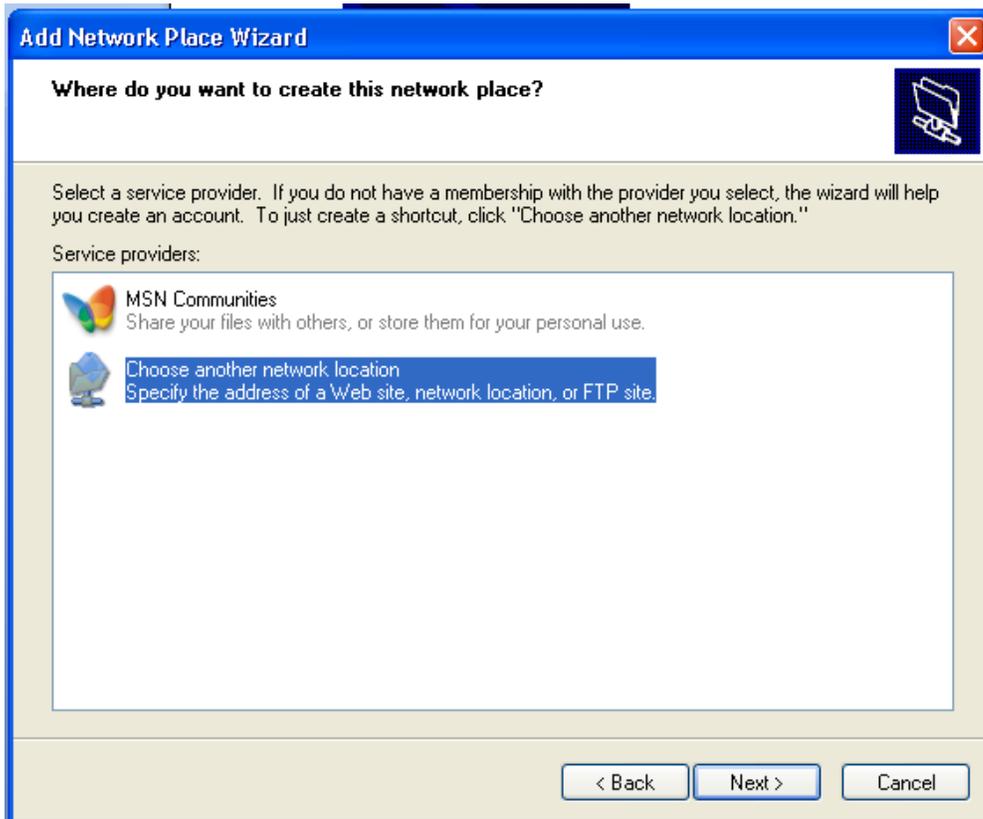
Double-click **My Network Places**



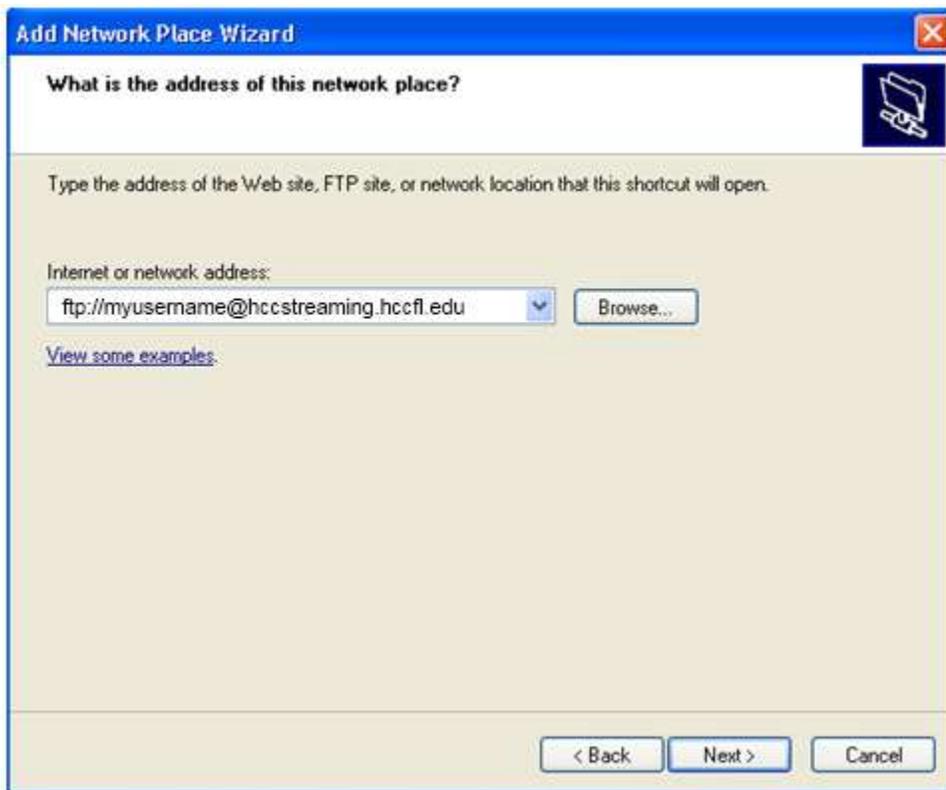
Click **Add a network Place**



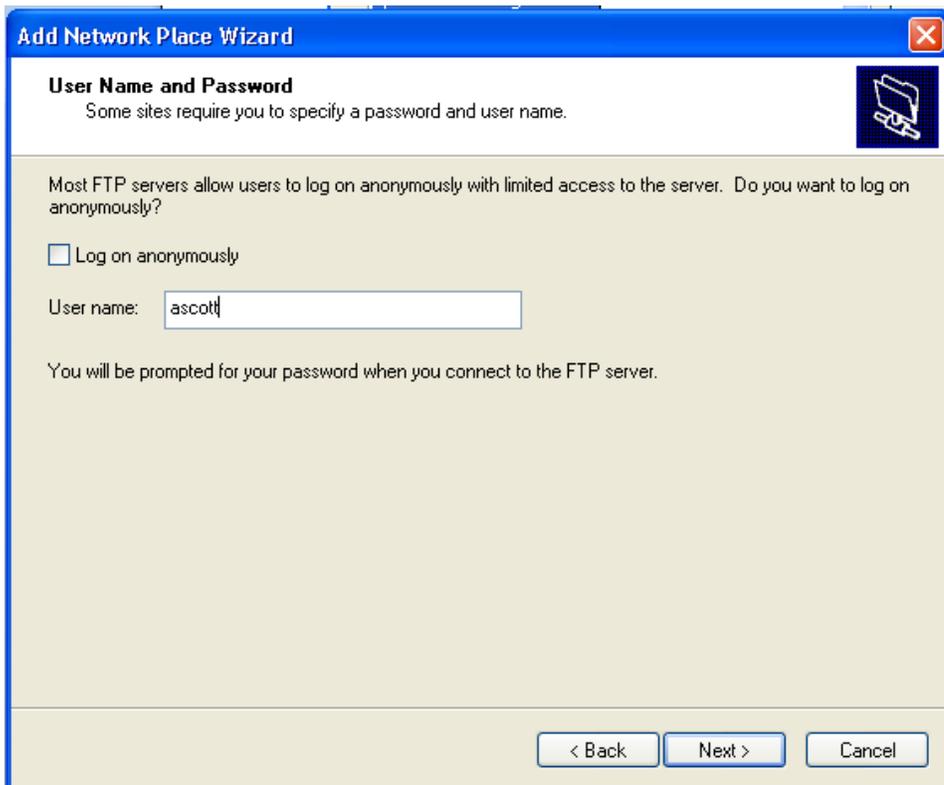
The Wizard appears. Click **Next**.



Highlight Choose another network location and click **Next**.



Type **ftp://myusername@hccstreaming.hccfl.edu** . Where **myusername** is your streaming server login username, then click **Next**.



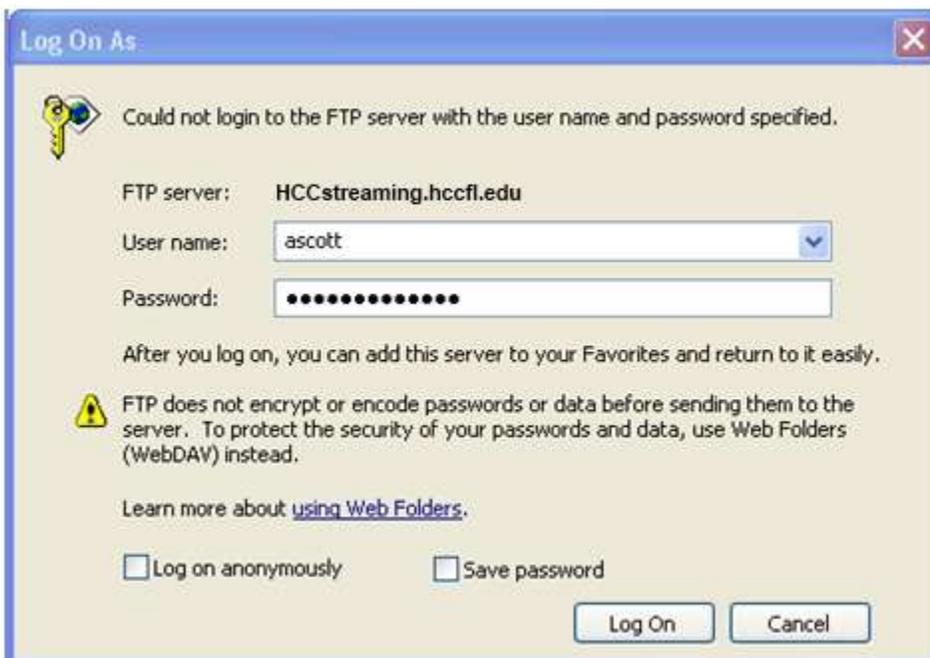
Clear the Log on anonymously check box. Type in your username. Click **Next**.



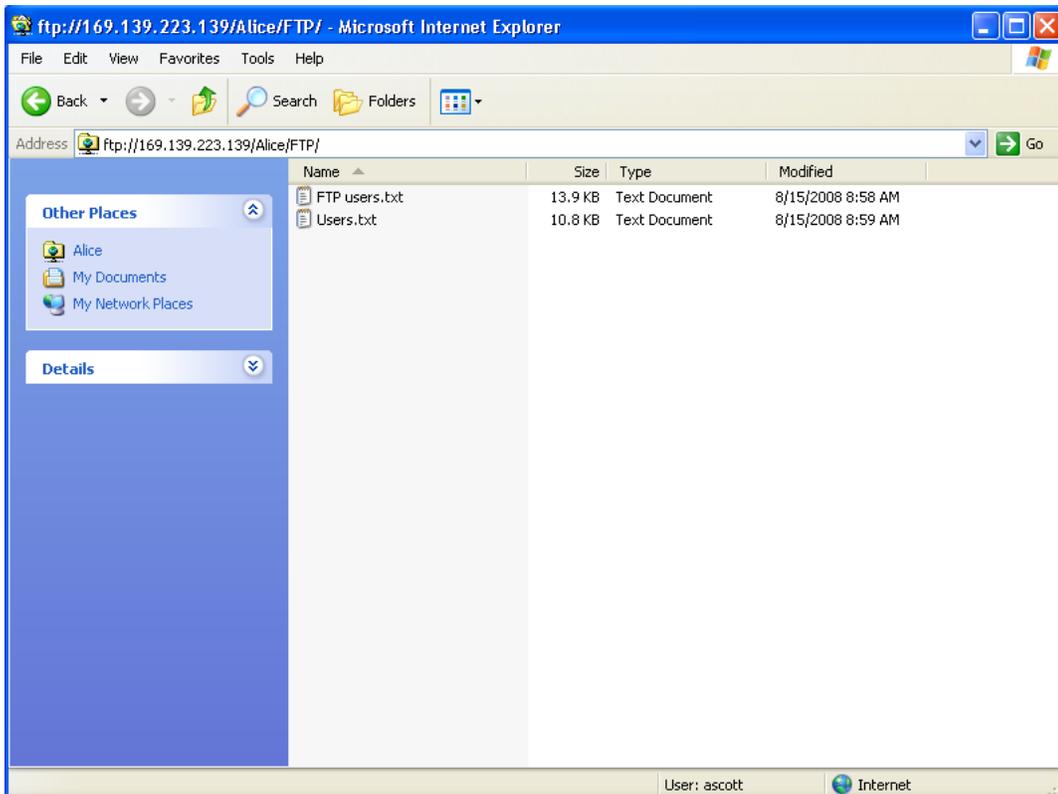
Type a name that you will recognize for this FTP site. I chose **HCCstreaming.hccfl.edu**



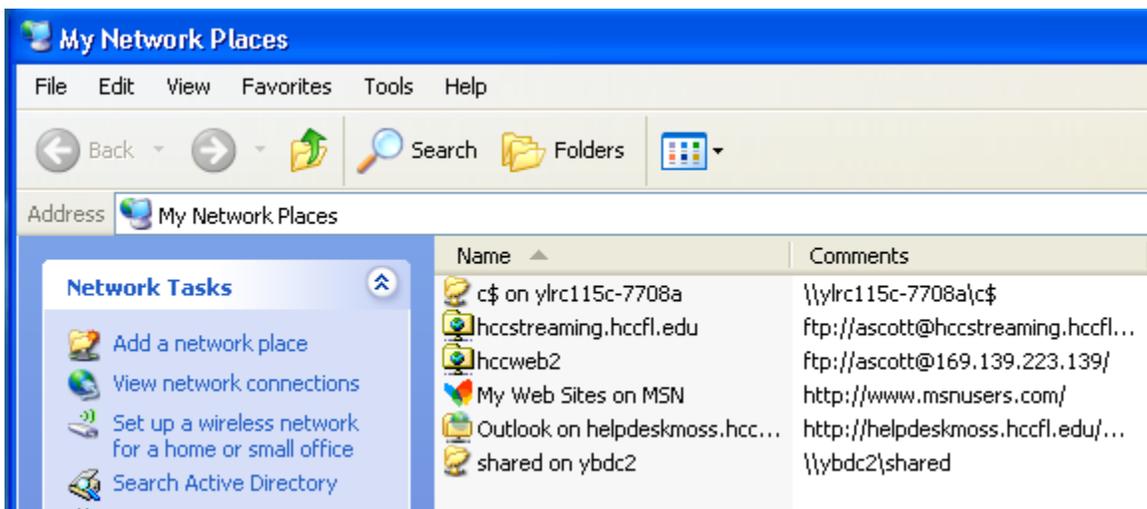
Click **Finish**.



Type in your password. It is more secure not to save your password. Click **Log On**.



Your site will be displayed. You can now copy from your PC and paste to the Web Server.



After you have finished setup, you can access it by going to My Network Places and clicking the shortcut or you can create a shortcut on your desktop if you want one. Right-click the new site (hccstreaming.hccfl.edu), then click **Send To**, then click **Desktop (create shortcut)**.

## Creating Hyperlinks to Your Multimedia Files

The hyperlinks to your media files need to have the following format:

<http://hccstreaming.hccfl.edu/pubpoint/eCampus/yourusername/UseFileNameYouCreated.wmv>

Remember not to use spaces in the file name. If you want to utilize a space in the name, please use the underscore “\_”. If you are creating for more than one course, then you can create folders like OPT-2001, OPT-2002 etc. Put the streaming files you create in the correct folder. Then you would have a link like:

[http://hccstreaming.hccfl.edu/pubpoint/eCampus/yourusername/OPT-2001/lesson\\_1.wmv](http://hccstreaming.hccfl.edu/pubpoint/eCampus/yourusername/OPT-2001/lesson_1.wmv)

You can copy & paste these links where you need them. To change the file name, just put the cursor next to the “v” in “.wmv” and hit the backspace key and delete the filename and folder name, if necessary. Type the folder name, if necessary, and filename, then press enter. Your new link will be there to copy & paste into your course.

## Acceptable File Types & Size

The streaming server accepts the following file types:

- (a) .wmv
- (b) .wma
- (c) .mp3

Any other file types uploaded to server will produce an error when viewed. Please make sure project files and other sources files are not uploaded to the server, only the published media files. All other content will be removed.

Because storage space is shared among all HCC faculty, we have capped file size to no more than 100MB to insure storage accessibility to all users.