

MarineNet Video Services User Guide

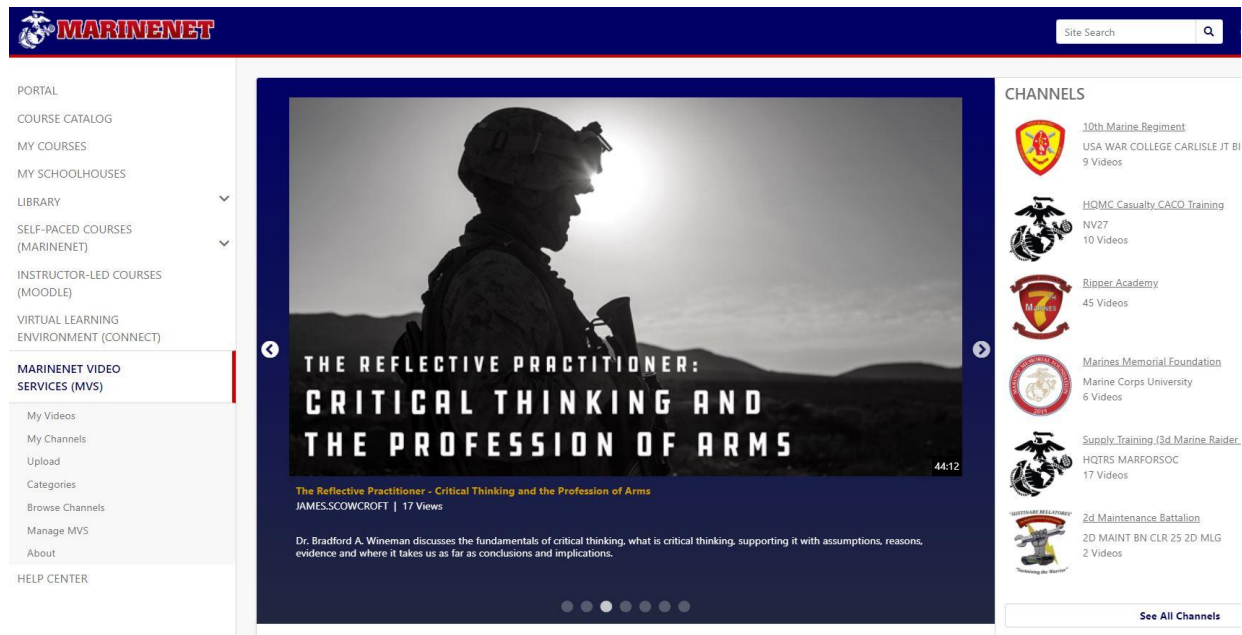


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1. MarineNet Video Services

MarineNet Video Services (MVS) enables Marines to share training and educational videos. The mission of MVS is to provide global access to video content that has been self-developed by the Marine Corps' user base. MVS explicitly captures and distributes the tacit knowledge and experience of the individual Marine through user-generated video-based training. MVS is intended to bridge any continuity gaps that exist between doctrine, formal distance learning modules, resident schoolhouse training, on-the-job-training, and the execution of established procedure through accepted techniques. MVS is an exclusive platform open only to registered users of MVS and is hosted by Marine Corps University's College of Distance Education & Training (CDET).



- a. **My Videos:** Contains all the videos that the user has uploaded to MVS.
- b. **My Channels:** Shows all the channels that user is associated to when that user has been given a specific role in a channel. These roles include Sponsor, Manager, Reviewer, Uploader, or User.
- c. **Upload:** This tab is where a user goes to upload videos to a channel in MVS. After going through the procedures to upload a video, it will take the system at least 30 minutes to encode and upload the video to the specified channel.
- d. **Categories:** Allows a user to narrow down their video search by the available categories which include Communication & Technology, Physical Training, Munitions, Ground Warfare, Aerial Warfare, Administration, Logistics, Regulations & Ceremonies, Medical & Safety, Cyber, and all other categories

- e. **Browse Channels:** Location of all the channels that are active on MVS and allowing a user to search a specific channel. The ability to request a channel for MVS also resides in "Browse Channel".
- f. **Manage MVS:** The tab is only available for system administrators. Regular MarineNet users will not see this tab.
- g. **About:** Provides the purpose and intent of MVS.
- h. **Help Center:** Leads you to the MVS Help Center page which will provide guidance and assistance for using MVS. Topics covered on the help page includes creating quality video, appropriate content guidance, comment policy, prohibited content, video compression, problems playing videos, problems uploading videos, channel management, and video review process. The page also provides a Request Support link for any issues not covered in the Help Center.
- i. **Featured Videos:** Carousel on the MVS main page that shows highlighted videos.
- j. **Site Search:** The search bar allows the user to do an entire site search on MarineNet but can use a filter to narrow down the specific material that the user is searching.

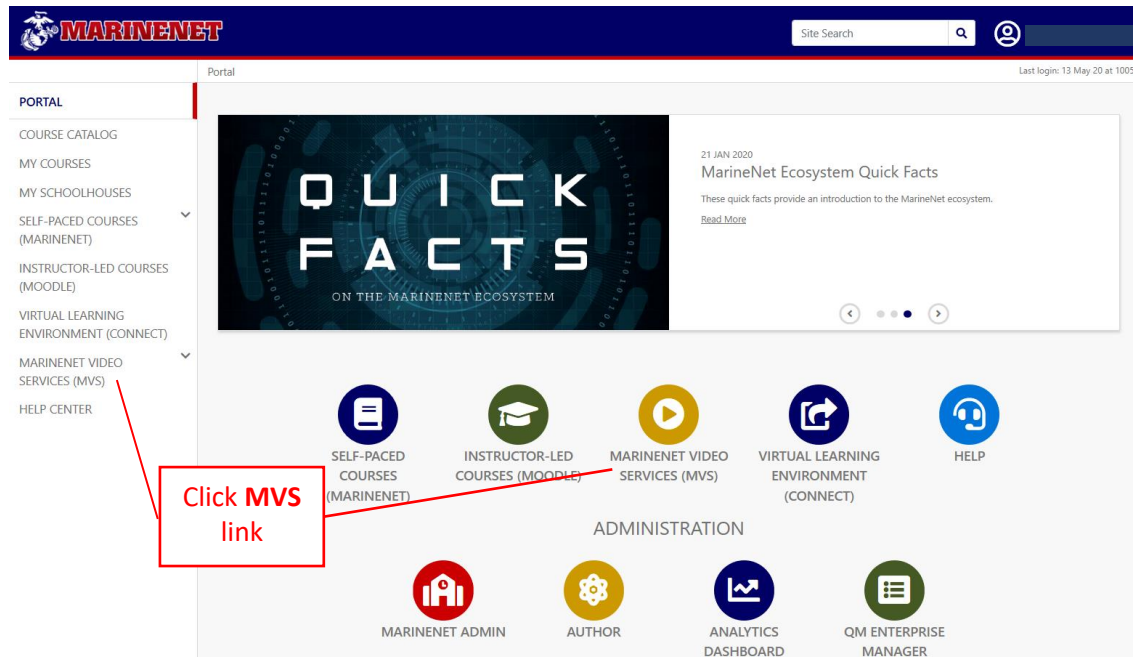
2. Channel Management Roles

The intent of the MVS channel is provide a unit or organization a platform to organize their video content for training and educational purposes. CDET provides the tools but the unit or organization manages the channel and its content.

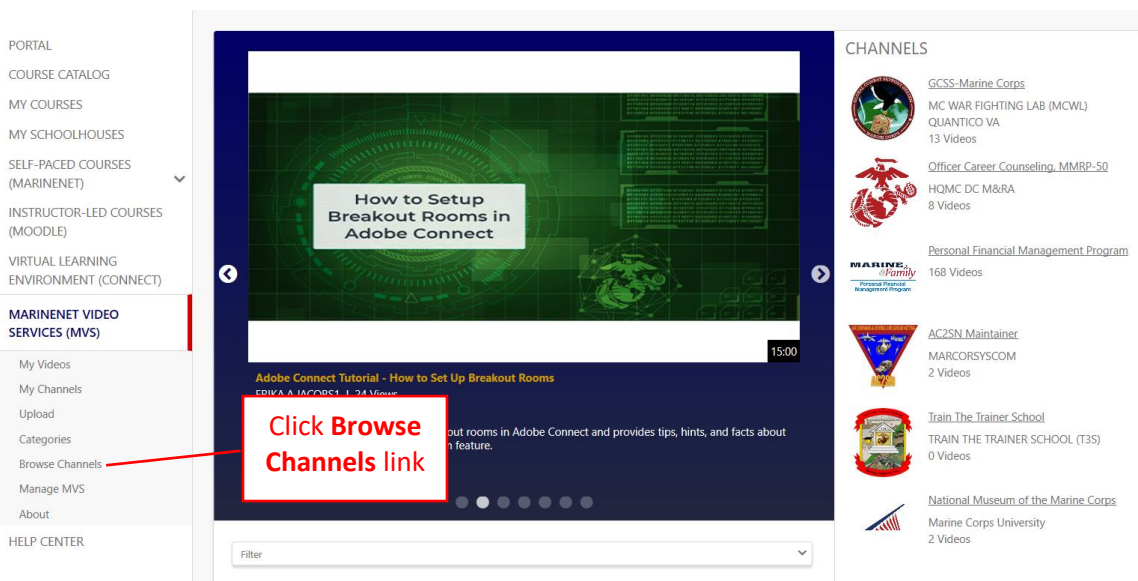
- a. **Sponsor:** The unit's CO or organization's Director, who is ultimately accountable for the content on the channel. The sponsor role can only be changed by the channel sponsor when a new CO or Director takes over command responsibility.
- b. **Channel Manager:** The channel manager is responsible for maintaining the channel's settings, assigning user roles, and managing the reviewers. A channel manager can also approve/disapprove, upload, and disable videos for their channel. As channel manager, a user does not need other roles to operate the channel. Any video that is uploaded by a channel manager will automatically be uploaded to the channel with no review process needed. A channel can have up to four channel managers.
- c. **Reviewer:** A channel reviewer is responsible for viewing all videos uploaded to their site before approving them to be published on MVS.
- d. **Users:** A user can upload videos to the channel, but the videos will not be published until a reviewer approves them.

3. Requesting a Channel

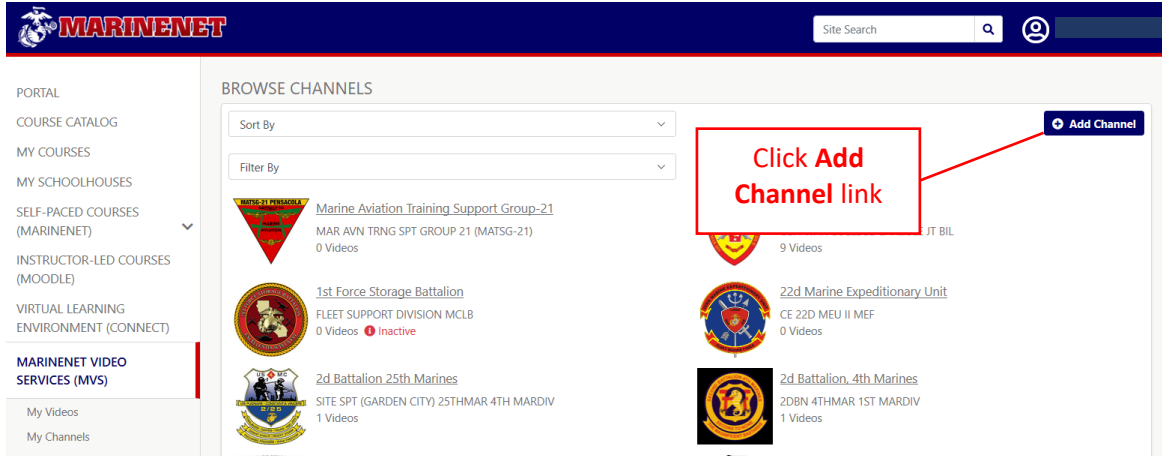
- a. After logging into MarineNet Portal Page, click the **MVS** link in the center of the page or on the navigation toolbar on the left side of the page.



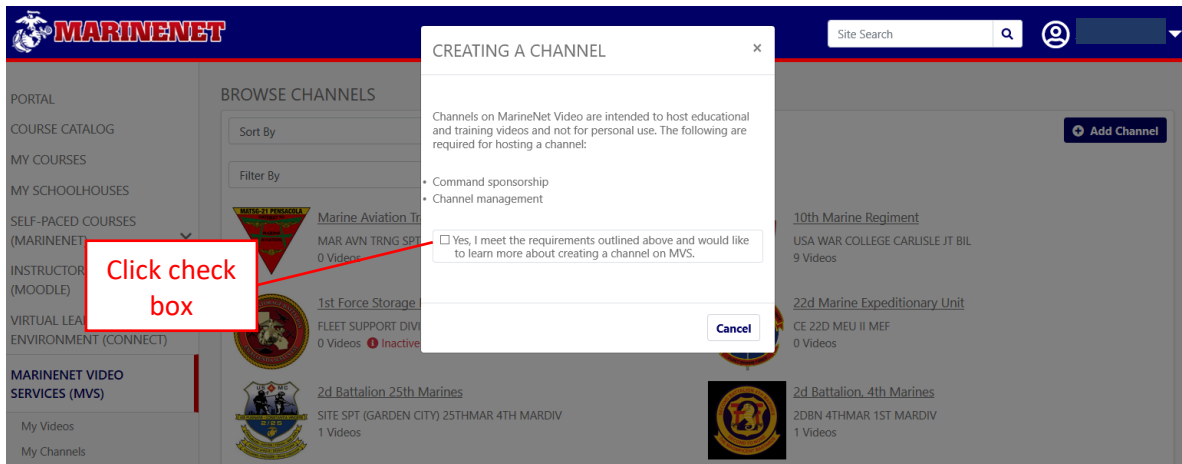
- b. On the MVS homepage click the **Browse Channels** link on the navigation bar on the left side.



- c. Click the **Add Channel** button in the top right corner of the page.



- d. A popup page will come up, click the box if you meet the requirements that are outlined in the popup message. Once clicked, the popup message will expand. Ensure the information, email, and contact number are correct before clicking **Submit**. After verifying the information is correct collect **Submit**.



The screenshot shows the MarineNet website interface. A modal window titled "CREATING A CHANNEL" is open in the center. The background shows a sidebar with navigation links like "PORTAL", "COURSE CATALOG", "MY COURSES", "MY SCHOOLHOUSES", "SELF-PACED COURSES (MARINET)", "INSTRUCTOR-LED COURSES (MOODLE)", "VIRTUAL LEARNING ENVIRONMENT (CONNECT)", "MARINET VIDEO SERVICES (MVS)", "My Videos", "My Channels", "Upload", "Categories", "Browse Channels", "Manage MVS", and "About". The main content area is titled "BROWSE CHANNELS" and lists various channels with their logos and video counts. A red box with the text "Ensure all information is correct" points to the form fields. Another red box with the text "Click Submit" points to the "Submit" button at the bottom right of the modal.

CREATING A CHANNEL

Channels on MarineNet Video are intended to host educational and training videos and not for personal use. The following are required for hosting a channel:

- Command sponsorship
- Channel management

☒ Yes, I meet the requirements outlined above and would like to learn more about creating a channel on MVS.

First Name

Last Name

Rank

Unit

Email

Phone

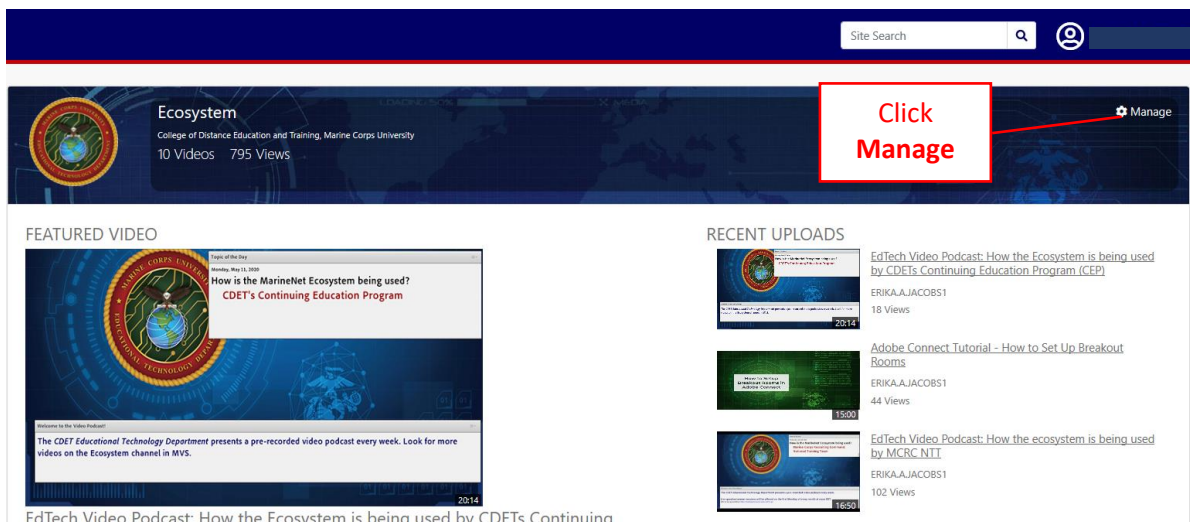
- e. After clicking **Submit**, CDET personnel will email the submitter to gather more information to create the channel. To help the process, please have MarineNet username or EDIPI for the channel sponsor and the channel managers ready as well as the channel title.

4. Finding and Using the Channel Management Page

- a. To find the Channel Management page of the desired channel, there are several methods that can be used. One method is to click the **My Channels** link on the left side on the Navigation panel. Any user who is associated with channel and has a user role for a channel, that channel will show up **My Channels**. In **My Channels**, select the desired channel to get to the Management page.



- b. After selecting the desired channel in **My Channels**, the main page of the channel will come up. In the top right corner the page, click the **Manage** button. The **Manage** button will only be there for users with roles for that channel.



- c. After clicking the **Manage** button, the Channel Management page will populate. There are four tabs available for channel management including **Videos**, **Users**, **Playlists**, and **Settings**. These functions will be discussed over the next few sections.

MARINET

Site Search

PORTAL

COURSE CATALOG

MY COURSES

MY SCHOOLHOUSES

SELF-PACED COURSES (MARINET)

INSTRUCTOR-LED COURSES (MOODLE)

VIRTUAL LEARNING ENVIRONMENT (CONNECT)

MARINET VIDEO SERVICES (MVS)

My Videos

VIDEOS USERS PLAYLISTS SETTINGS

Status: All

Uploader:

Reviewer:

Total Videos: 16

Title	Status	Uploaded On	Reviewed by	Uploaded By	Comments
EdTech Video Podcast: How the Ecosystem is being used by CDET's Continuing Education Program (CEP)	Active	5/14/2020 4:24:20 PM	ERIKA.A.JACOBS1	ERIKA.A.JACOBS1	0
EdTech Video Podcast: How the Ecosystem is being used by CDET's Continuing Education Program (CE)	Inactive	5/14/2020 4:21:23 PM	ERIKA.A.JACOBS1	ERIKA.A.JACOBS1	0
EdTech Video Podcast - How the Ecosystem is being used by CDET's Continuing Education Program	Deleted	5/14/2020 2:19:03 PM	ERIKA.A.JACOBS1	ERIKA.A.JACOBS1	0

- d. Another option to find the Channel Management page is to click the **Browse Channels** link on the left side on the Navigation panel.

MARINET

Site Search

PORTAL

COURSE CATALOG

MY COURSES

MY SCHOOLHOUSES

SELF-PACED COURSES (MARINET)

INSTRUCTOR-LED COURSES (MOODLE)

VIRTUAL LEARNING ENVIRONMENT (CONNECT)

MARINET VIDEO SERVICES (MVS)

My Videos

My Channels

Upload

Categories

Browse Channels

Manage MVS

About

HELP CENTER

CHANNELS

4th Marine Division
DIV HQTRS 4TH MARDIV
1 Videos

Division Combat Skills Con
OCS TRNG COM QUANTIC
2 Videos

Infantry Training Battalion
INFANTRY TRNG BN SOI E
34 Videos

School of Infantry - East
SCHOOL OF INFANTRY (PE
3 Videos

Infantry Unit Leaders Traini
KUWAIT TECH ASSIST FIEL
48 Videos

Ground Combat Element 0
NVZ7
0 Videos

See All Chann

Click **Browse Channels**

- e. In **Browse Channels**, click **Load More** at the bottom of the page until the desired channel is found. Then click the channel to get to the homepage of the channel.

SELF-PACED COURSES (MARINET) ▼

INSTRUCTOR-LED COURSES (MOODLE)

VIRTUAL LEARNING ENVIRONMENT (CONNECT)

MARINET VIDEO SERVICES (MVS)

- My Videos
- My Channels
- Upload
- Categories
- Browse Channels**
- Manage MVS
- About

HELP CENTER

Marine Aviation Training Support Group-21
MAR AVN TRNG SPT GROUP 21 (MATSG-21)
0 Videos

10th Marine Regiment
USA WAR COLLEGE CARLISLE JT BIL
9 Videos

1st Force Storage Battalion
FLEET SUPPORT DIVISION MCLB
0 Videos Inactive

22d Marine Expeditionary Unit
CE 22D MEU II MEF
0 Videos

2d Battalion 25th Marines
SITE SPT (GARDEN CITY) 25THMAR 4TH MARDIV
1 Videos

2d Battalion 4th Marines
2DBN 4THMAR 1ST MARDIV
1 Videos

2d Main
2D MAIN
2 Videos

2d Marine Logistics Group
DET 1 SUPPORT CO
0 Videos

2d Supply Battalion
DC INSTAL & LOGISTICS (I&L) DEPT HQMC
4 Videos

2d Transportation Support Battalion
HQ USCENTCOM (JT-BIL)
4 Videos

3D Civil Affairs Group
ARMY WAR COLLEGE (STUD PERS)
0 Videos Inactive

3d Intelligence Battalion
3D INTEL BN MHG III MEF
0 Videos Inactive

[Load More](#)

- f. After selecting the desired channel in **Browse Channels**, the main page of the channel will come up. In the top right corner of the page, click the **Manage** button

Site Search

Ecosystem
College of Distance Education and Training, Marine Corps University
10 Videos 795 Views

[Manage](#)

FEATURED VIDEO

EdTech Video Podcast: How the Ecosystem is being used by CDETs Continuing Education Program (CEP)
ERIKA.A.JACOBS1 | 18 Views

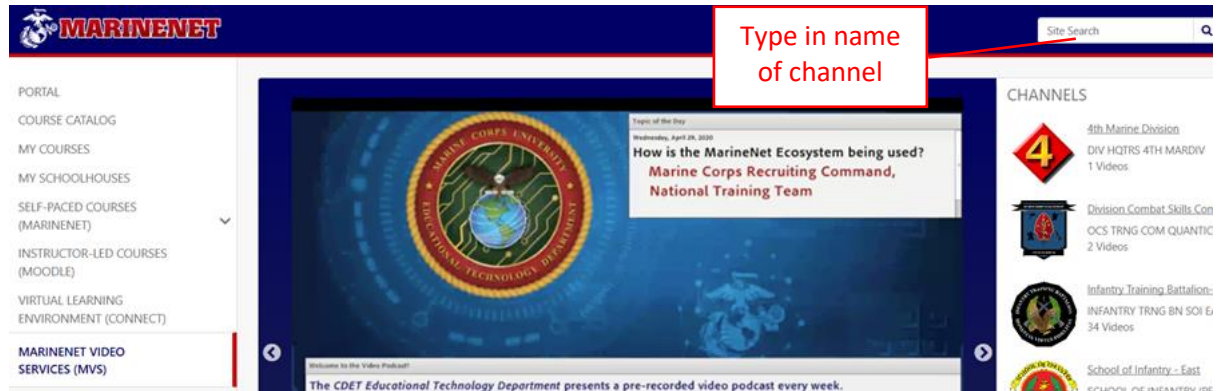
RECENT UPLOADS

EdTech Video Podcast: How the Ecosystem is being used by CDETs Continuing Education Program (CEP)
ERIKA.A.JACOBS1 | 18 Views

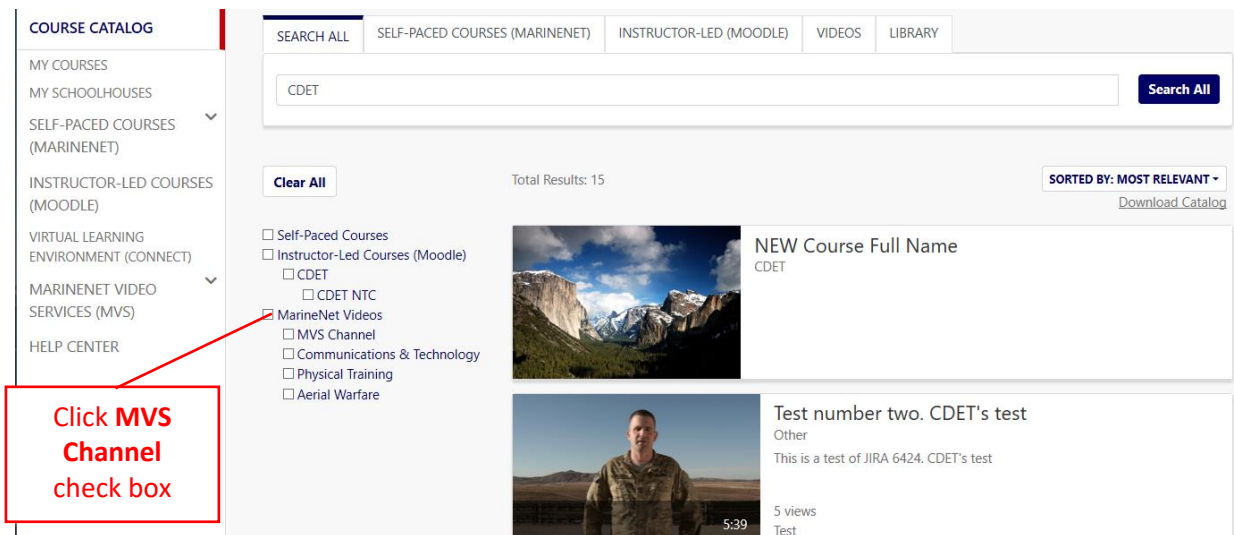
Adobe Connect Tutorial - How to Set Up Breakout Rooms
ERIKA.A.JACOBS1 | 44 Views

EdTech Video Podcast: How the ecosystem is being used by MCRB NIT
ERIKA.A.JACOBS1 | 102 Views

- g. Another option to find the Channel Management page is to type in the name of the channel in the **Site Search** at the top right of the page and click search or press Enter.



- h. After clicking search, the **Course Catalog** page will open with the results. In order to narrow down the search for MVS Channels, click the **MVS Channels** check box to the left of the search.



- i. After clicking the **MVS Channel** check box, all channels that are relevant to the search will populate. The user can then click the desired channel to get to the main page of that channel.

PORTAL

COURSE CATALOG

MY COURSES

MY SCHOOLHOUSES

SELF-PACED COURSES (MARINET) ▾

INSTRUCTOR-LED COURSES (MOODLE)

VIRTUAL LEARNING ENVIRONMENT (CONNECT)

MARINET VIDEO SERVICES (MVS) ▾

HELP CENTER


Course Catalog


SEARCH ALL SELF-PACED COURSES (MARINET) INSTRUCTOR-LED (MOODLE) VIDEOS LIBRARY


CDET Search All

Clear All Total Results: 3 SORTED BY: MOST RELEVANT ▾ Download Catalog

☐ Self-Paced Courses
☐ Instructor-Led Courses (Moodle)
☐ CDET
☐ CDET NTC
☒ MarineNet Videos
☒ MVS Channel
☐ Communications & Technology
☐ Physical Training
☐ Aerial Warfare

 **CDET Channel 3**
MARINET
New channel created for AT46STUD Y MARINET.
1 Videos 8 Views

 **CDET's Channel 2**
AT45UNIT2
New channel created for AT46STUD Y MARINET.
1 Videos 5 Views

 **CDET Channel is the best channel in the whole Marine Corps**
AT45UNIT2
This channel consist of videos stage across stage1/2/3
10 Videos 220 Views

5. Channel Management: Video Management

a. Videos Tab Overview

- i. The **Videos** tab on the Channel Management page shows all the videos that have been uploaded to the page to include active, inactive and deleted videos. At the top of the **Videos** page, a user with a specialized role with that channel (sponsor, channel manager, uploader, and reviewer) can use the **Status**, **Uploader**, and **Reviewer** drop down boxes to narrow the list of videos by category. The **Status** drop down box narrows the list of videos by **Active**, **Inactive**, **Deleted** or **Pending Review**. The **Uploader** and **Reviewer** drop down boxes narrow the list of videos by the uploaders and reviewers of that channel.

The screenshot shows the 'VIDEOS' tab with filters for Status, Uploader, and Reviewer. The Status filter is set to 'All'. The table lists videos with columns for Title, Status, Uploaded On, Reviewed by, Uploaded By, and Comments. Red callouts point to the Status, Uploader, and Reviewer dropdown menus.

Title	Status	Uploaded On	Reviewed by	Uploaded By	Comments
EdTech Video Podcast: How the Ecosystem Continues	Active	5/14/2020 4:24:20 PM			0
EdTech Video Podcast: How the Ecosystem Continues	Inactive	5/14/2020 4:24:20 PM			0
EdTech Video Podcast: How the Ecosystem Continues	Deleted	5/14/2020 2:14:20 PM			0

b. Approving or Disapproving a Uploaded Vid

- i. In the **Video** tab of the Channel Management page, there will be a **Pending Review** in the **Status** column. To approve the video, click the **Edit** (pencil shape) button on the right side of the video

The screenshot shows the 'VIDEOS' tab with filters for Status, Uploader, and Reviewer. The Status filter is set to 'All'. The table lists videos with columns for Title, Status, Uploaded On, Reviewed by, Uploaded By, and Comments. A red callout points to the 'Edit' button (pencil shape) next to the video 'Bulk Fuel Test Video' which has a status of 'Pending Review'.

Title	Status	Uploaded On	Reviewed by	Uploaded By	Comments
Fuel Site Displacement BF Co FY20	Active	2/19/2020 10:22:49 PM			0
Hose Reel Emplacement BF Co FEX FY20	Active	2/18/2020 6:33:14 AM			0
Bulk Fuel Test Video	Pending Review	8/22/2019 11:28:23 PM			0
Utilities and Bulk Fuel Water Distribution Training	Active	8/22/2019 11:00:38 PM			0

- ii. After clicking **Edit**, the video **Info and Setting** page will open. Please watch and review the video and ensure the metadata is correct before approving it. To approve the video, scroll down to the bottom of the page and click **Approve**.

FOUO: No [What is FOUO?](#) Edit

Title:
Bulk Fuel Test Video

Video Type:
Announcement

Categories:

- ☐ Communications & Technology
- ☐ Physical Training
- ☐ Munitions
- ☐ Ground Warfare
- ☒ Aerial Warfare
- ☐ Administration
- ☐ Logistics
- ☐ Regulations & Ceremonies
- ☐ Medical & Safety
- ☒ Other
- ☐ Cyber

Keywords:
test

Description:
Studying fly b...

Comments:
Your comments: [Back to the submitter of this video](#)

After reviewing the video, scroll down and click **Approve or **Disapprove****

Approve Disapprove Close

- iii. Once approved, the video can now be seen by MarineNet users.




c. Editing Metadata, Deleting, Deactivating, or Approving Videos on the Channel

- i. To modify a video on the channel, click the **Edit** (pencil shape) button on the right side of the video to access the videos settings.

VIDEOS USERS PLAYLISTS SETTINGS [← Back to Ecosystem](#)

Status: All Uploader:

Total Videos: 16

Title	Status	Uploaded On	Reviewed by	Uploaded By	Comments
EdTech Video Podcast: How the Ecosystem is being used by CDETs Continuing Education Program (CEP)	Active	5/14/2020 4:24:20 PM			0 
EdTech Video Podcast: How the Ecosystem is being used by CDETs Continuing Education Program (CE	Inactive	5/14/2020 4:21:23 PM			0 
EdTech Video Podcast- How the Ecosystem is being used by CDETs Continuing Education Program	Deleted	5/14/2020 2:19:03 PM			0 

Click **Edit button to get to video settings**

- ii. After clicking the **Edit** (pencil shape) button, the **Info & Setting** tab will populate for the video. Once on the video page, to edit the current video click the **Edit** button on the right side of the page. Once done, click the **Save** button which populates when the metadata is being edited.
- iii. Also the video can be deleted or deactivated from this page too. The **Delete** and **Deactivation** buttons are located at the bottom of the page.

[Info & Settings](#) | [Feedback Received](#) | [Reports & Complaints](#) | [Comments](#) | [Back to Manage Videos](#)

EdTech Video Podcast: How the Ecosystem is being used by The Basic School (TBS)

Topic of the Day
Monday, May 18, 2020
How is the MarineNet Ecosystem being used?
The Basic School (TBS)

Welcome to the Video Podcast!
The CDET Educational Technology Department presents a pre-recorded video podcast every week. Look for more videos on the Ecosystem channel in MVS.

[Problems with Video](#) | [About the review process](#)

Status: Active

Submitted by: EF

Submitted on: 5/20/2020 11:54:52 AM

Last Modified by: E

Last Modified on: 5/20/2020 12:46:15 PM

Contact Email: eajacobs3@yahoo.com

Contact Phone:

Reviewed By: ER

Duration: 15:02

Video id: 570208d4-5127-42ea-b5b4-88c8355c745c

Filename: ET Video Podcast TBS.mp4

Channel: Ecosystem

Playlists:

👍 0 👎 0 ➡ Share

☐ Set As Featured Video For Ecosystem

☐ Set As Featured Video For MVS Home

[Edit Thumbnail](#)

[Download](#)

Click **Edit** button to edit video metadata

[Edit](#)

FOUO: No [What is FOUO?](#)

Title:
EdTech Video Podcast: How the Ecosystem is being used by The Basic School (TBS)

Video Type:
Review / Testimonial

Categories:
☒ Communications & Technology
☐ Physical Training
☐ Munitions
☐ Ground Warfare
☐ Aerial Warfare
☐ Administration
☐ Logistics
☐ Regulations & Ceremonies
☐ Medical & Safety
☒ Other
☐ Cyber

Keywords:
Video Podcast,TBS,Adobe Connect,Ecosystem

Description:
The Marine Corps University College of Distance Education and Training (CDET), Educational Technology Department met with members of The Basic School Academics Department to see how they are using the MarineNet Ecosystem.

Comments:
Your comment
wide feedback to the submitter of this video

Delete and Deactivate button

[Delete](#) [Deactivate](#)

FOUO: ☐ Yes ☒ No [What is FOUO?](#)

Title:

EdTech Video Podcast Ecosystem Overview ✓

Video Type:

Tutorial ✓

Categories:

☒ Communications & Technology

☐ Physical Training

☐ Munitions

☐ Ground Warfare

Keywords:

MarineNet x Ecosystem x ✓

Keywords (Separate by ,)

Description:

The Marine Corps University College of Distance Education and Training (CDET), Educational Technology Department will walk you through the new MarineNet Ecosystem, and highlight key features, and navigation. ✓

Comments:

Your comments are optional. However, it is a good way to provide feedback to the submitter of this

Save

Cancel

Click Save
button

6. Channel Management: User Management

a. Add Channel Managers, Reviewers, Uploaders, Users (Individual or Unit)

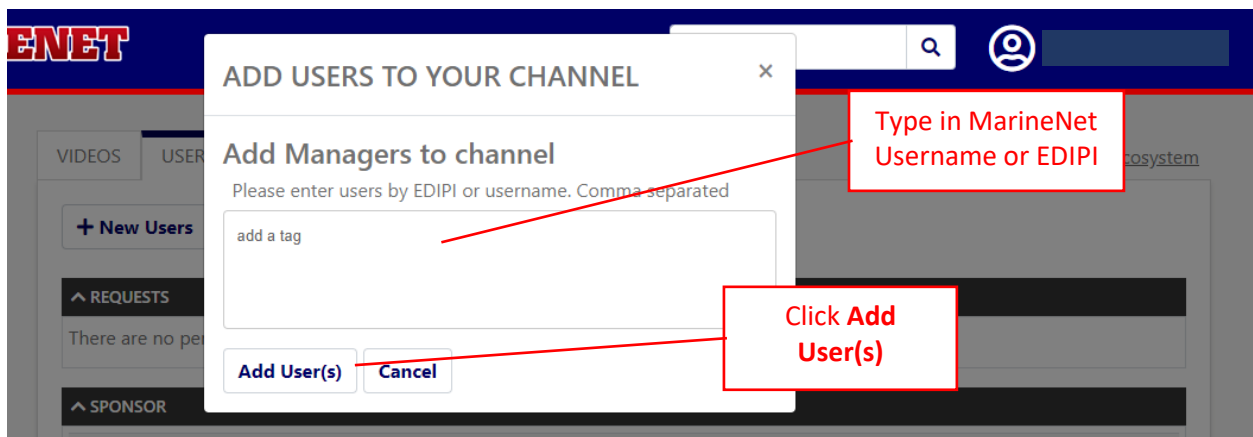
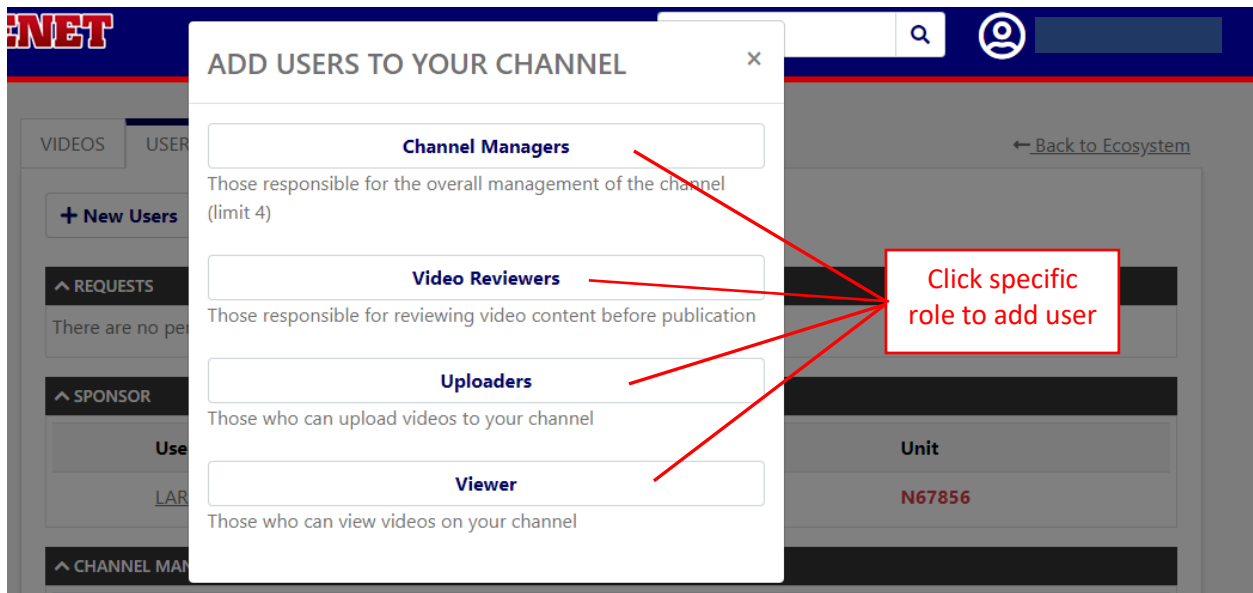
- i. From the Management page of the channel, click the **Users** tab.

The screenshot shows the MARINETET channel management interface. The top navigation bar includes the MARINETET logo, a site search bar, and a user profile icon. The left sidebar lists various portal options: PORTAL, COURSE CATALOG, MY COURSES, MY SCHOOLHOUSES, LIBRARY, SELF-PACED COURSES (MARINETET), and INSTRUCTOR-LED. The main content area has tabs for VIDEOS, USERS, PLAYLISTS, and SETTINGS. The 'USERS' tab is selected and highlighted with a red box and the text 'Click Users button'. Below the tabs, there are filters for Status (set to 'All'), Uploader, and Reviewer. A 'Total Videos: 20' indicator is present. A table lists video entries with columns for Title, Status, Uploaded On, Reviewed by, Uploaded By, and Comments. The first entry is 'EdTech Video Podcast: The MarineNet e-Learning Ecosystem Library Component' with a status of 'Active' and an upload date of '9/4/2020 3:58:03 PM'. A 'Back to Ecosystem' link is in the top right corner.

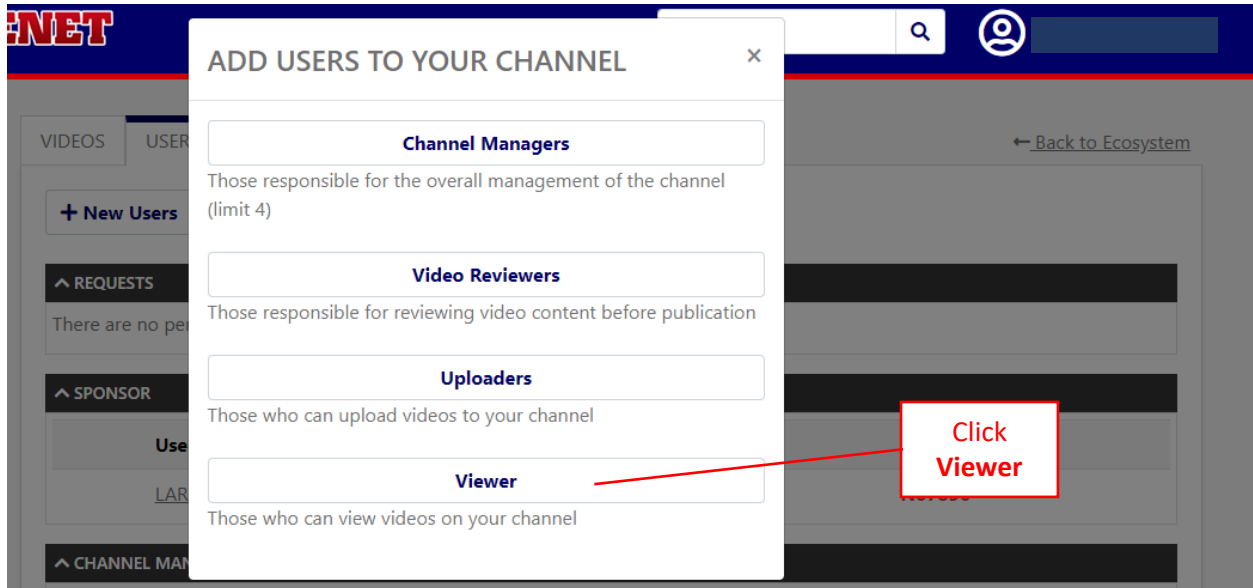
- ii. From the user's tab, click the **+ New Users** button (Note: Only Channel Managers and Sponsors can add or remove new users).

This screenshot shows the 'USERS' tab in the channel management interface. At the top, there are tabs for VIDEOS, USERS, PLAYLISTS, and SETTINGS. The 'USERS' tab is active. Below the tabs, there are two buttons: '+ New Users' and '- Remove'. The '+ New Users' button is highlighted with a red box and the text 'Click + New Users button'. Below these buttons, there are two sections: 'REQUESTS' and 'SPONSOR'. The 'REQUESTS' section shows 'There are no pending request currently.' The 'SPONSOR' section has a table with columns for Username, Grade, and Unit.

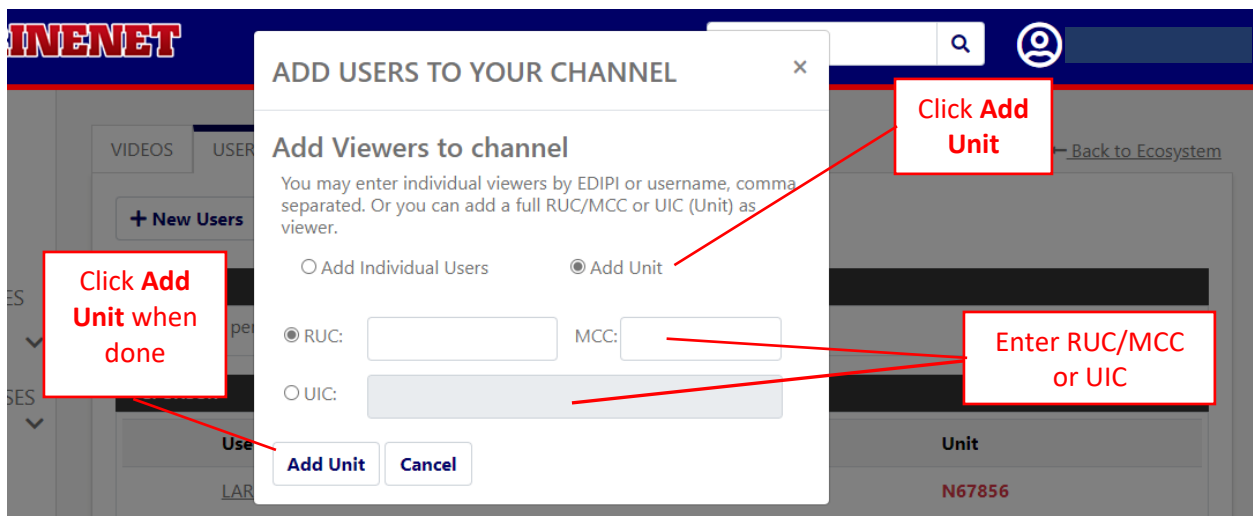
- iii. A popup screen will appear. Click the type of user that needs to be added (Channel Manager, Video Reviewer, Uploader, or Viewer) and either input the MarineNet Username or EDIPI of that user. Then click **Add User(s)**.



- iv. To add a unit on the channel's viewer role, click the **Viewer** button.



- v. Click **Add Unit** and enter the RUC/MCC or the UIC. Click **Add Unit** when done.



b. Remove Channel Managers, Reviewers, Uploaders, Users (Individual or Unit)

- i. Click the check box to the left of the user that is to be removed from the channel.

VIDEOS USERS PLAYLISTS SETTINGS [← Back to Ecosystem](#)

[+ New Users](#) [- Remove](#)

^ REQUESTS
There are no pending request currently.

^ SPONSOR

Username	Grade	Unit
	GS-14	

^ CHANNEL MANAGERS

Username	Grade	Unit
<input type="checkbox"/>	W-3	
<input checked="" type="checkbox"/>	GS-13	
<input type="checkbox"/>	O-3	
<input type="checkbox"/>	GS-12	

- ii. Click **- Remove** button at the top. A popup box will appear to ensure that the correct action is being taken.

VIDEOS **USERS** PLAYLISTS SETTINGS [← Back to Ecosystem](#)

[+ New Users](#) [- Remove](#)

^ REQUESTS
There are no pending request currently.

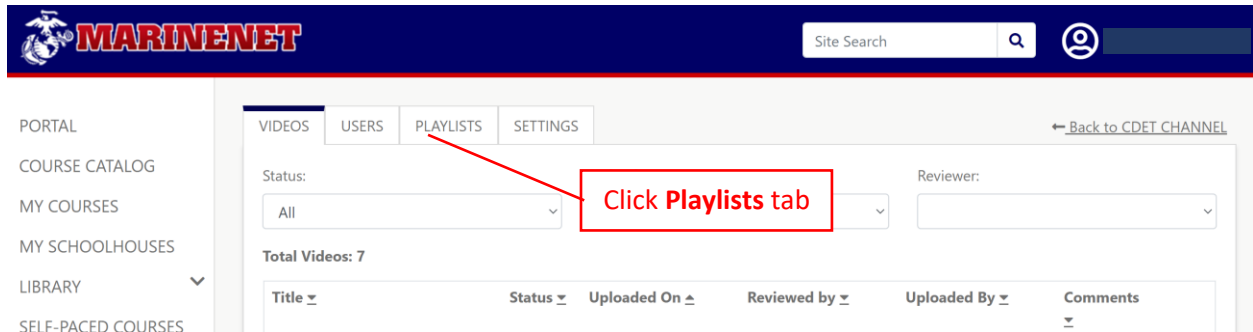
^ SPONSOR

Username	Grade	Unit
----------	-------	------

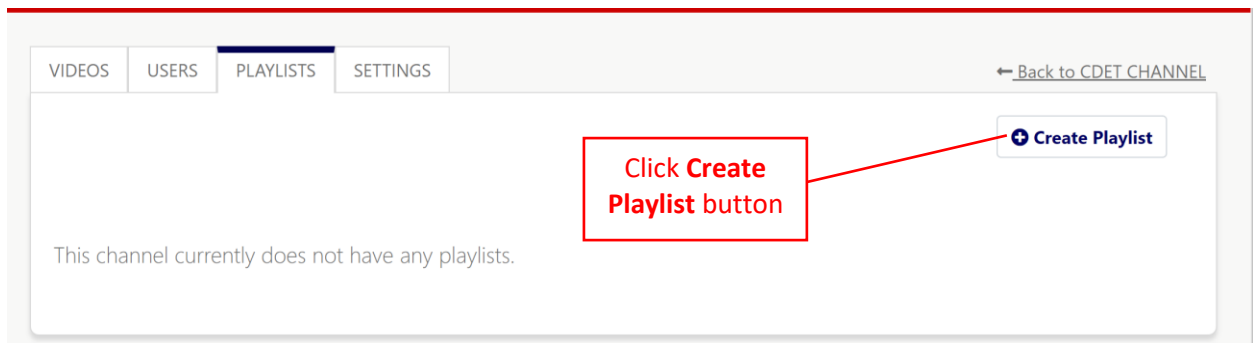
7. Channel Management: Playlist

a. Adding a Playlist

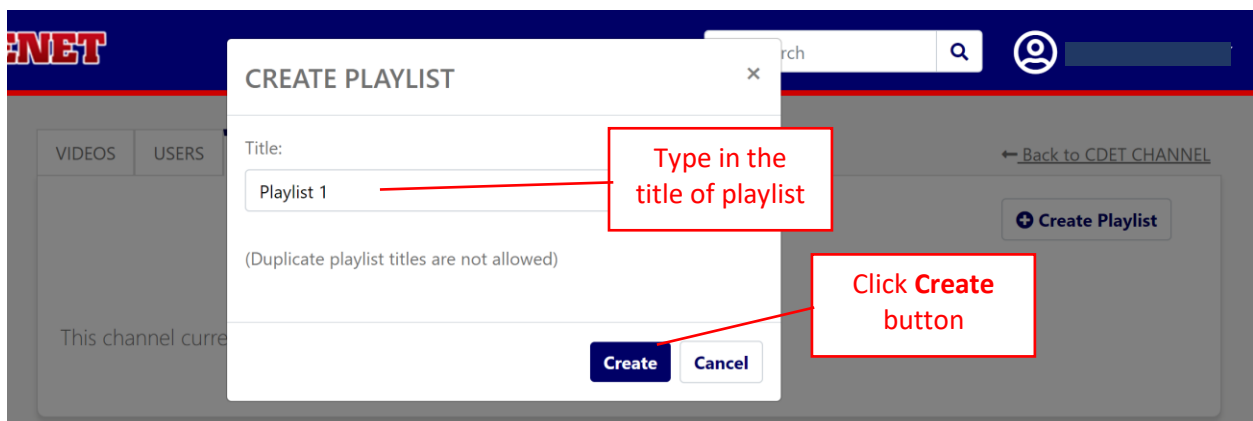
- i. From the channel's Management page, click the **Playlists** tab at the top of the page.



- ii. To create a playlist, click the **Create Playlist** button on the right of the page.

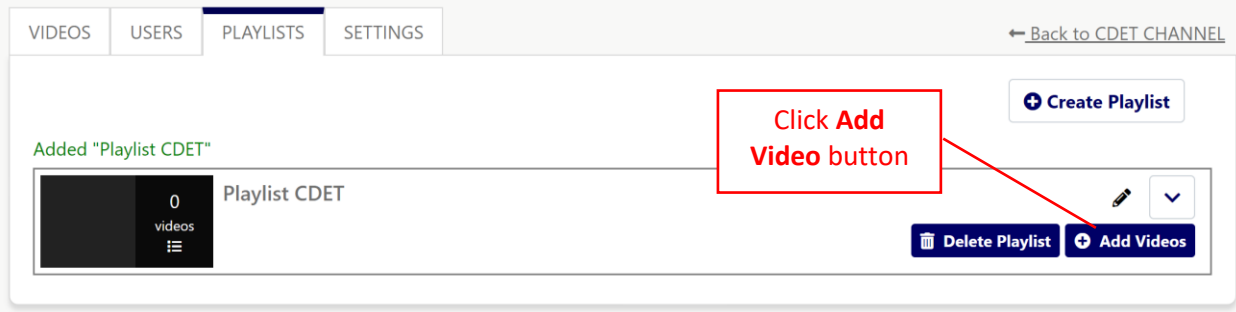


- iii. Type in the title of the playlist (make sure the character count is between 10 to 100) and click the **Create** button.

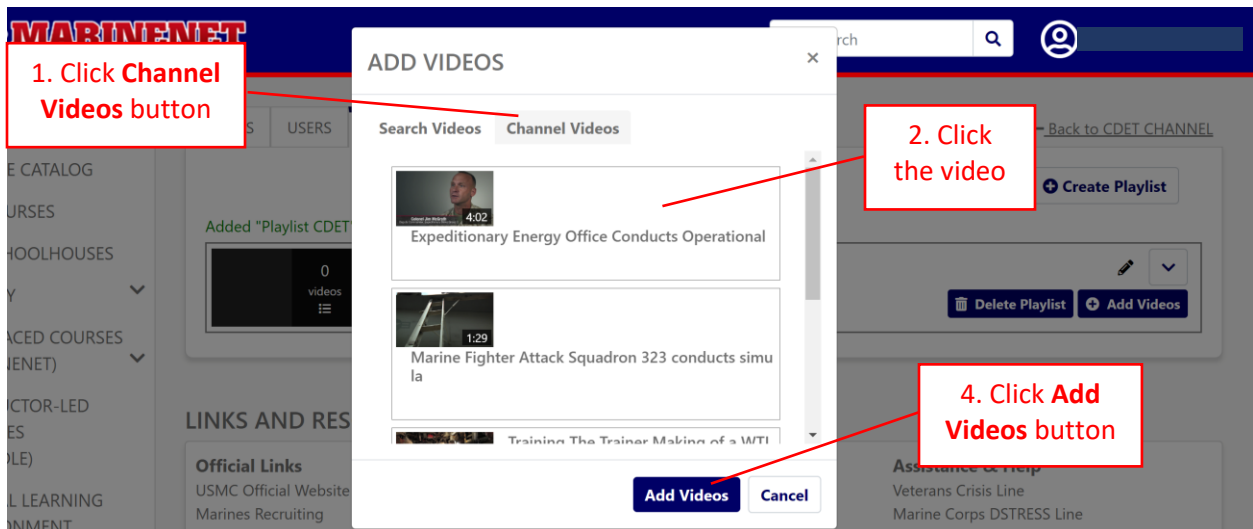
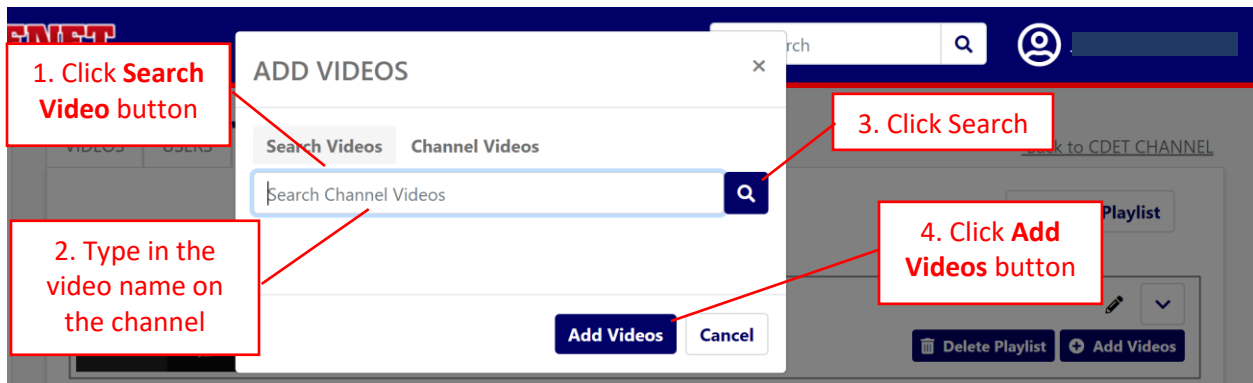


b. Add Videos to Playlist

- i. To add videos to the playlist click the **Add Videos** button.

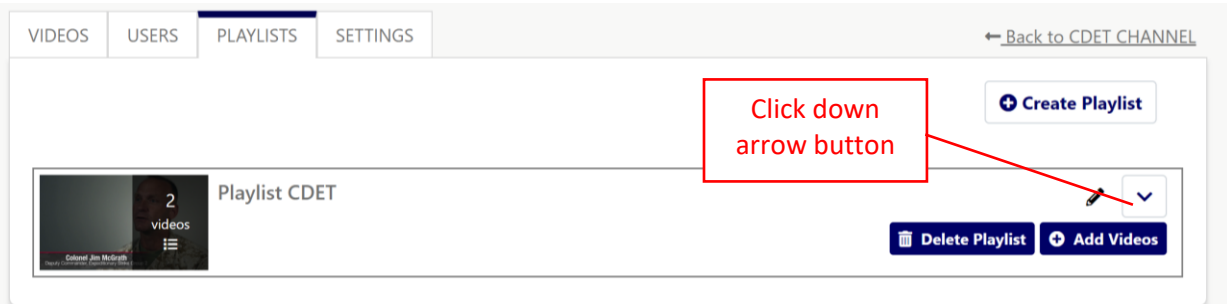


- ii. To search for the video on the channel, the user can either use the **Search Video** option where the user will have to type in the video name or use the **Channel Video** option which shows a list of all the videos on the channel.

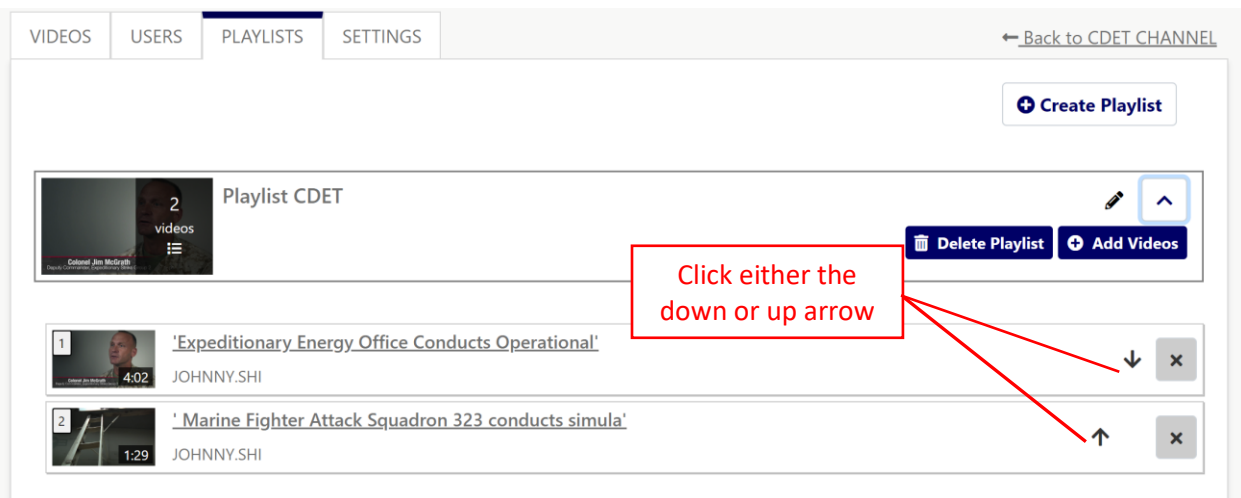


c. Adjust Video Order in a Playlist

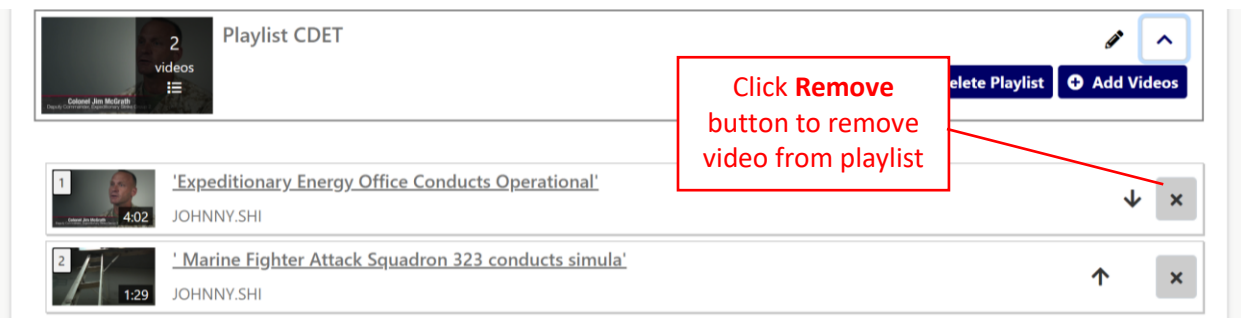
- i. To adjust the video order of a playlist, click the down arrow on the right side of the screen. This will be a drop down of all the videos on the playlist



- ii. Click either the up or down arrow on the right side to move the videos on the playlist.

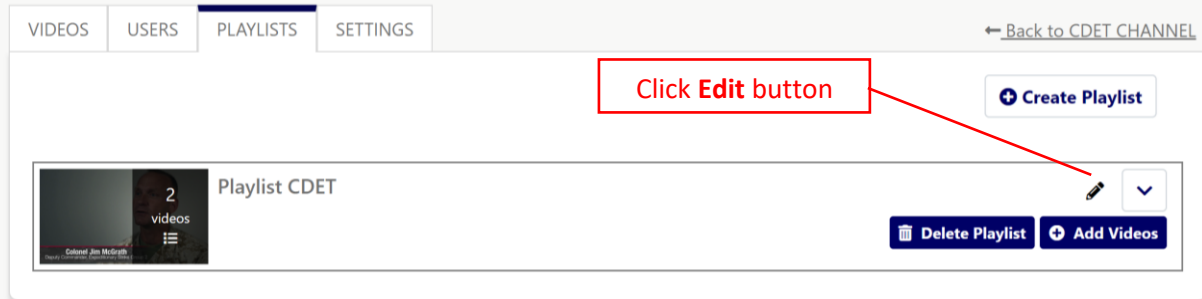


- iii. To remove a video from the playlist, click the **Remove** button on the right.

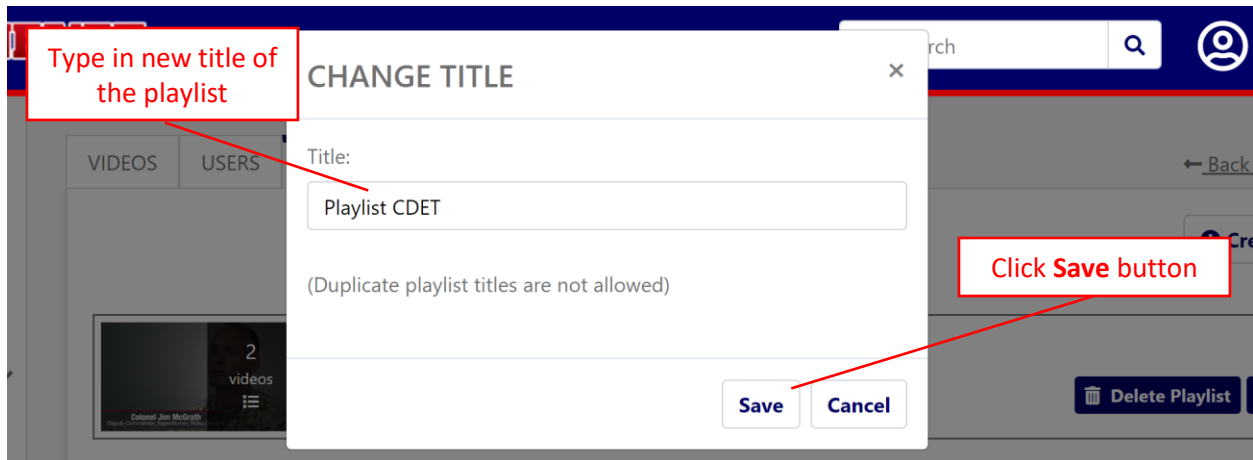


d. Edit Playlist Title

- i. To edit playlist title, click the edit button (pencil shape) on the right side of the playlist.



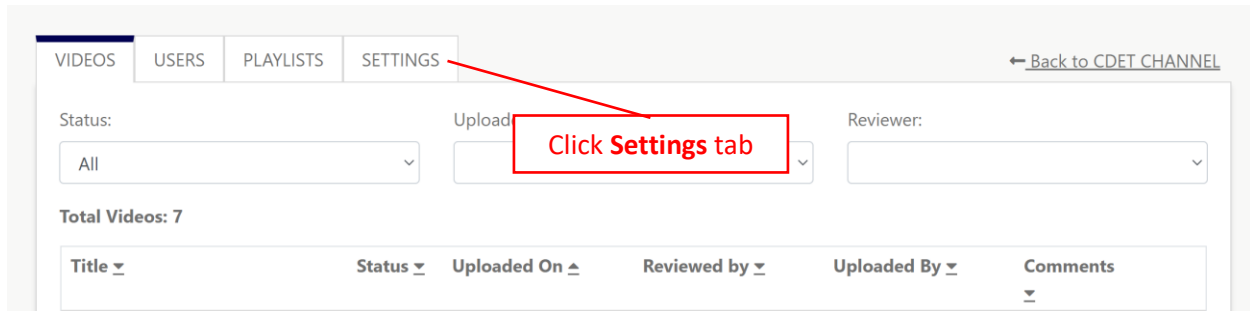
- ii. Type in the title of the playlist and click save.



8. Channel Management: Channel Settings

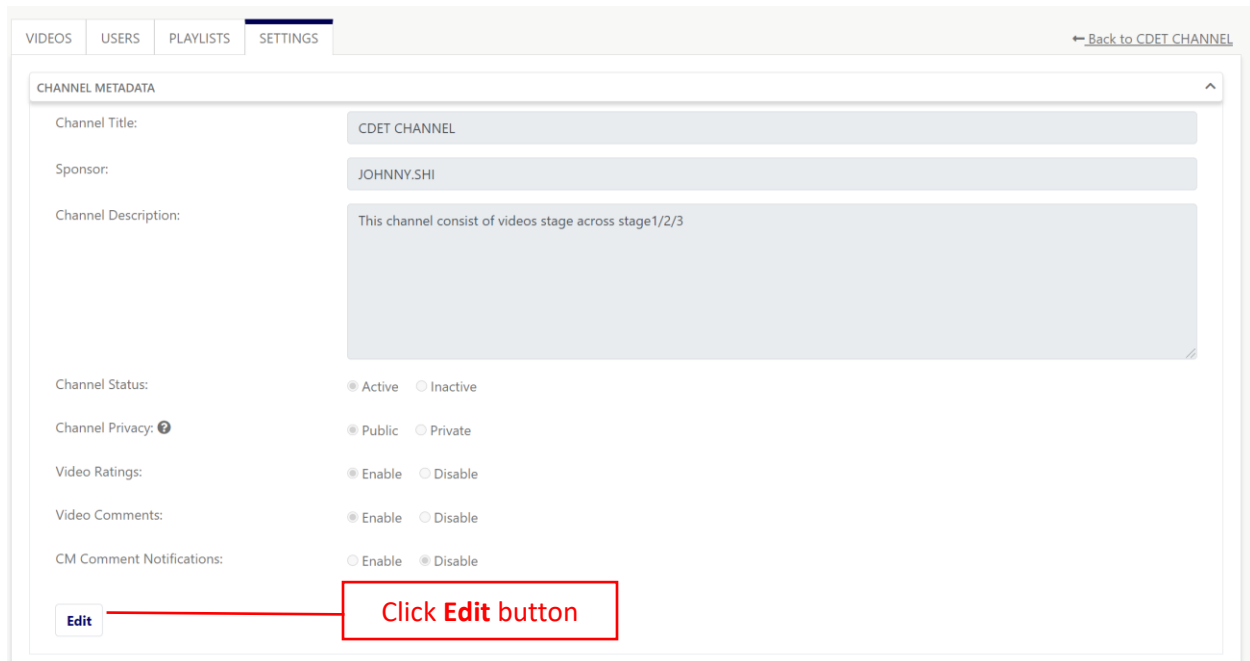
a. Edit Channel Metadata

- i. From the Channel Management page, click the **Settings** tab at the top of the page.



The screenshot shows the Channel Management interface. At the top, there are four tabs: VIDEOS, USERS, PLAYLISTS, and SETTINGS. The SETTINGS tab is selected and highlighted with a red box, with a red arrow pointing to it and the text "Click Settings tab". To the right of the tabs is a link that says "← Back to CDET CHANNEL". Below the tabs, there are three dropdown menus: "Status:" with "All" selected, "Upload:" with an empty selection, and "Reviewer:" with an empty selection. Below these is a section titled "Total Videos: 7". At the bottom, there is a table with columns: Title, Status, Uploaded On, Reviewed by, Uploaded By, and Comments. Each column has a small downward arrow next to it.

- ii. To edit the metadata, click the **Edit** button near the bottom of the page.



The screenshot shows the Channel Metadata settings page. At the top, there are four tabs: VIDEOS, USERS, PLAYLISTS, and SETTINGS. The SETTINGS tab is selected and highlighted. To the right of the tabs is a link that says "← Back to CDET CHANNEL". Below the tabs, there is a section titled "CHANNEL METADATA". Inside this section, there are several fields: "Channel Title:" with the value "CDET CHANNEL", "Sponsor:" with the value "JOHNNY.SHI", and "Channel Description:" with the value "This channel consist of videos stage across stage1/2/3". Below these fields, there are several settings with radio buttons: "Channel Status:" with "Active" selected, "Channel Privacy:" with "Public" selected, "Video Ratings:" with "Enable" selected, "Video Comments:" with "Enable" selected, and "CM Comment Notifications:" with "Disable" selected. At the bottom left, there is a button labeled "Edit" with a red box around it and a red arrow pointing to it with the text "Click Edit button".

VIDEOS
USERS
PLAYLISTS
SETTINGS
Back to CDET CHANNEL

CHANNEL METADATA

Channel Title: CDET CHANNEL

Sponsor: JOHNNY.SHI

Channel Description: This channel consist of videos stage across stage1/2/3

Channel Status:
☒ Active
☐ Inactive

Channel Privacy:
☒ Public
☐ Private

Video Ratings:
☒ Enable
☐ Disable

Video Comments:
☒ Enable
☐ Disable

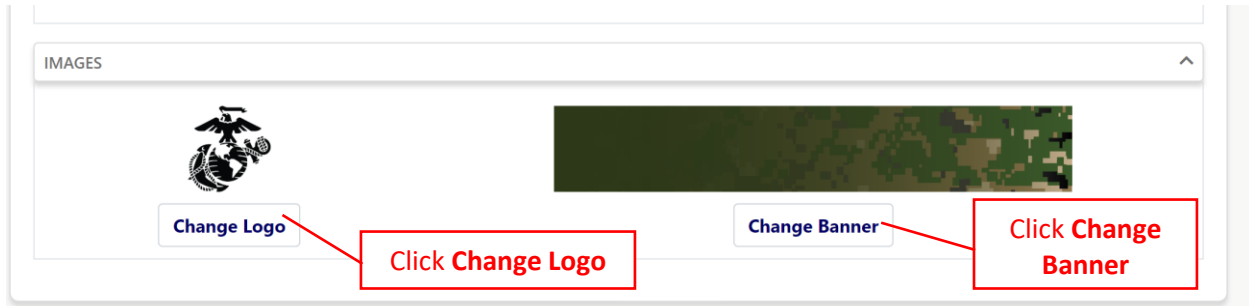
CM Comment Notifications:
☐ Enable
☒ Disable

Cancel Save

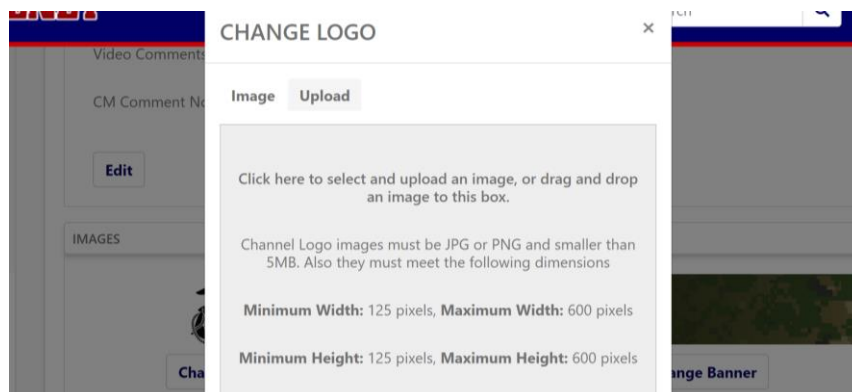
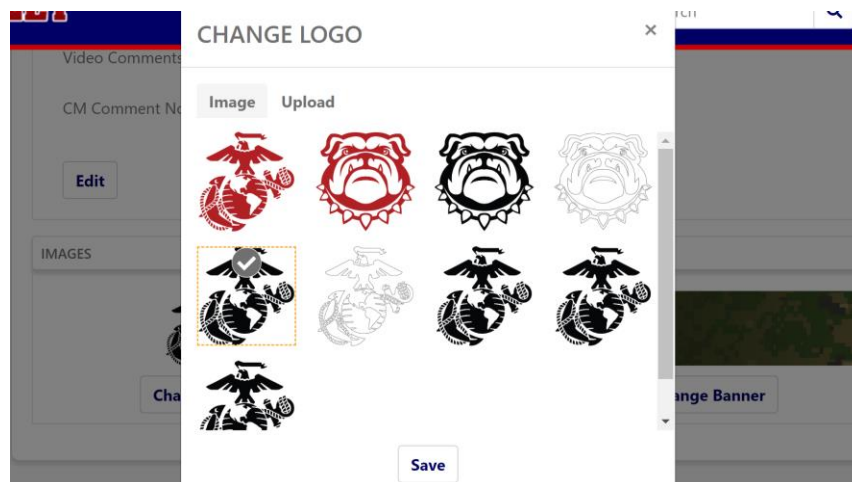
- iii. **Channel Title:** Edits the channel title
- iv. **Sponsor:** To update the channel Sponsor, please submit **Request Support** ticket. See [Request Support](#) section.
- v. **Channel Description:** Edits the channel description
- vi. **Channel Status:** Channels can either be in an **Active** or **Inactive** status. If the channel is in an **Active** status then MarineNet users can see the channel and view the videos on it unless the channel is private. If the channel is in an **Inactive**, the channel cannot be seen by MarineNet users except for the Channel Managers and Sponsor.
- vii. **Channel Privacy:** Channels can either be public or private. If a channel is public then all MarineNet users can view the videos on the channel. If a channel is private then only the users (Sponsor, Channel Manager, Reviewer, Uploader, and Viewer) can see the videos on the channel.
- viii. **Video Ratings:** Enables or disables the ability for viewers to like or unlike a video.
- ix. **Video Comments:** Enables or disables the ability for viewers to comment on a video.
- x. **CM Comment Notifications:** Enables or disables the ability for Channel Managers to receive notifications from comments or feedback submitted by users.

b. Change Channel Logo and Banner

- i. On the **Settings** tab, scroll down to the bottom and click either the **Change Logo** or **Change Banner**.

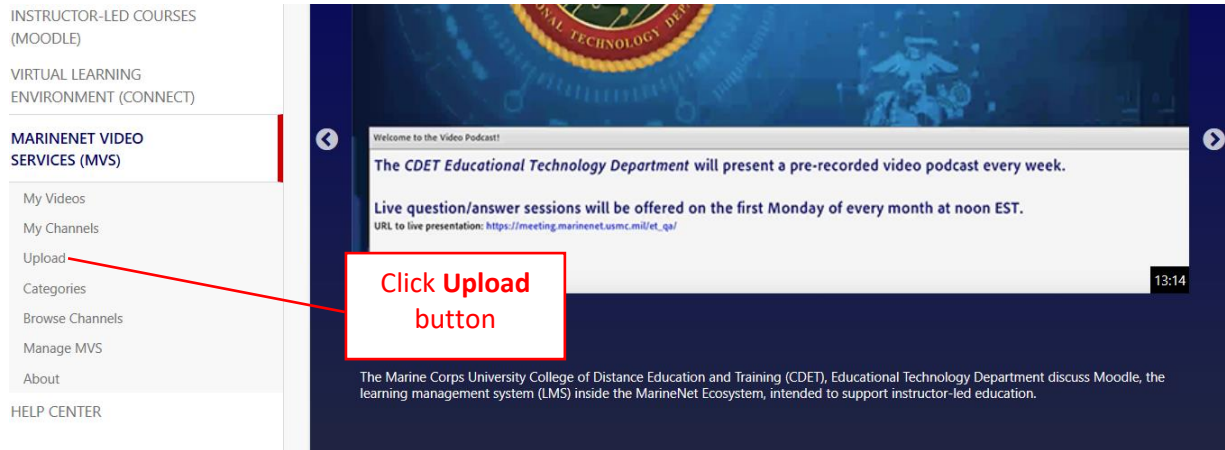


- ii. A popup will appear. The user can select images that are available through MarineNet database or upload an image from their device. If the user uploads their own, ensure that the requirements for the image size are being adhere to.



9. Upload Videos

- a. On the homepage of MVS, click the **Upload** button on the left side of the



- b. Check the terms of agreement and ensure the contact info is correct. If the video has FOUO, ensure to click **Yes** for the FOUO video material then choose a file.

appropriate content.

VERIFY INFORMATION

Email

Phone

Ext

CHECK TERMS OF AGREEMENT

☐ By checking this box, I declare that I have read, understand and meet the terms regarding Prohibited Content.

☐ By checking this box, I declare that I have read, understand and meet the terms regarding Fair Use / Copyrighted material.

FOUO?

Does your video contain FOUO material? If you don't know or you are unsure, read this [information](#) to verify

☐ Yes

☒ No

Choose File Cancel

Verify Information is correct

Click the Terms of Agreement check boxes

If the video has FOUO click **Yes** but if not then click **No**

Click **Choose File** and select the file to be uploaded

- c. Once the file has been selected, a new page will populate for user action. The required channel needs to be selected for the upload. **Note:** if the user is a channel manager, then the video will automatically be approved when uploaded and there will be no need for reviewer approval. Also the following actions are required; enter the title of the video, the category that it will fall under, keywords, and video descriptions. The keywords is important because it will help with users to search specific videos. Once done click **Submit Video** at the bottom right. A confirmation email will be sent to the user's email that is associated with MarineNet. The video will take 20-30 minutes to encode and uploaded to the channel. The upload time can vary due to the size of the file, data throughput, network security measures, and latency.

Important: Please do not click submit until the video has uploaded completely which can be seen at the top of the page.

Navigating away or closing the browser may stop the upload process.

41%

Click the dropdown arrow and select your channel that you want to upload

SELECT A CHANNEL

Ripper Academy

Type in Title of video.

ENTER METADATA

Enter a title..

Announcement

Select Category (1 or more)

- ☐ Communications & Technology
- ☐ Physical Training
- ☐ Munitions
- ☐ Ground Warfare
- ☐ Aerial Warfare
- ☐ Administration
- ☐ Logistics
- ☐ Regulations & Ceremonies
- ☐ Medical & Safety
- ☐ Other
- ☐ Cyber

Select which Category your video falls under

Keywords (Separate by commas)

Type in **Keywords** that will help users to search for the video

Enter a description

Type in **Description** of the video

Note it will take 20-30 minutes to encode the video before seeing it on your channel

Once the video has been completed uploaded which is indicated at the top of the page, click **Submit Video**

Submit Video

Cancel

10. Submit Request Support Ticket

a. Help Center

- If the user is experiencing any issues with MVS or needs to request for a Sponsor change then a **Request Support** ticket can be submitted.
- Click the **Help Center** button on the left side of the page.

PORTAL

COURSE CATALOG

MY COURSES

MY SCHOOLHOUSES

LIBRARY

SELF-PACED COURSES (MARINET)

INSTRUCTOR-LED COURSES (MOODLE)

VIRTUAL LEARNING ENVIRONMENT (CONNECT)

MARINET VIDEO SERVICES (MVS)

My Videos

My Channels

Upload

Categories

Browse Channels

Manage MVS

About

HELP CENTER

The Profession of Arms

JAMES SCOWCROFT | 40 Views

Col Gord relations

ary officer. The ethics and ethos of leadership and CIVMIL

Filter

#BruteCast Ep. 1 - "A Focus on Asia: How...

IAN T. BROWN

CHANNELS

Task Force Phoenix
MARFOR CYBERCOM
7 Videos

HOMC Installations and Logistics
MARCORSYSCOM
18 Videos

Continuing Education
Marine Corps University
7 Videos

MarDet Ft Sill - Enlisted Gunnery School
MARCOR DET USA ARTY CTR TRNG COM
FT SILL OK
0 Videos

22d Marine Expeditionary Unit
CE 22D MEU II MEF
0 Videos

Center for Naval Aviation Technical Training
CTR NAVAL AVN TECH TRNG (CNATT)
(PERM PERS)
32 Videos

See All Channels

REQUEST SUPPORT

- The MVS Help Topic page will open. To submit a ticket, click the **Request Support** button on the left side of the page.

Course Catalog

Proctoring

Account Management

Contact Information

MarineNet Video Services (MVS)

Library

Notifications

Modify Screen Display

Testing

Regions

Courses/Curricula

Requests

Frequently Asked Questions

REQUEST SUPPORT

Problems Uploading Video

Channel Management Questions

Video Review Process

Additional Questions

LINKS AND RESOURCES

Official Links
USMC Official Website

Social Media
USMC Facebook

Assistance & Help
Veterans Crisis Line

- iv. Ensure user information is up to date. Select the **Location** of user, choose **MVS** in the **Support Category**, and please provide a **Detailed Description** of the issue or request for MVS. Once ready click **Submit**. Help desk personnel will respond to the user's request when available.

Ensure POC information is correct

Choose current Location

Choose MVS for Support Category

Click Submit

PORT REQUEST

First Name*

Middle Initial

Last Name*

MarineNet Username*

1

Phone Number*

Email*

Location*

Support Category*

Detailed Description*

Provide Detailed Description and Attachments

Optionally attach one image or document file less than 5 MB in size. Accepted file types are: .png, .jpg, .jpeg, .gif, .bmp, .doc, .docx, and .pdf.

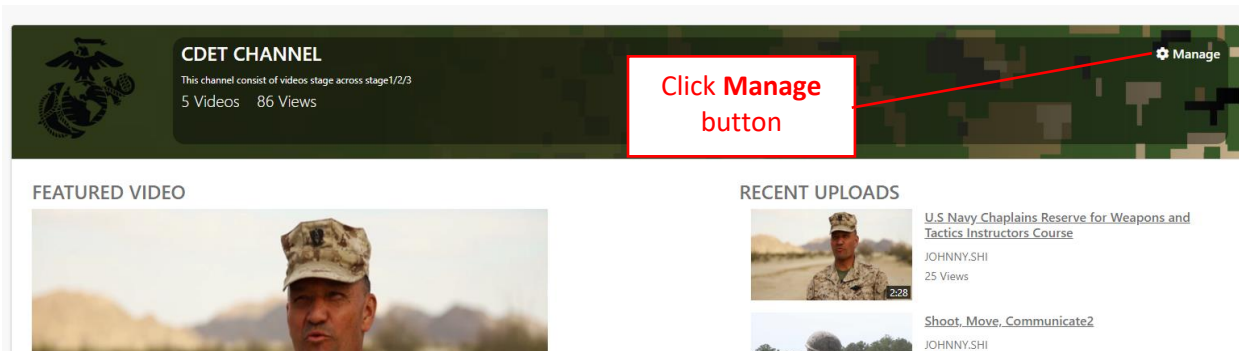
Attach

Submit

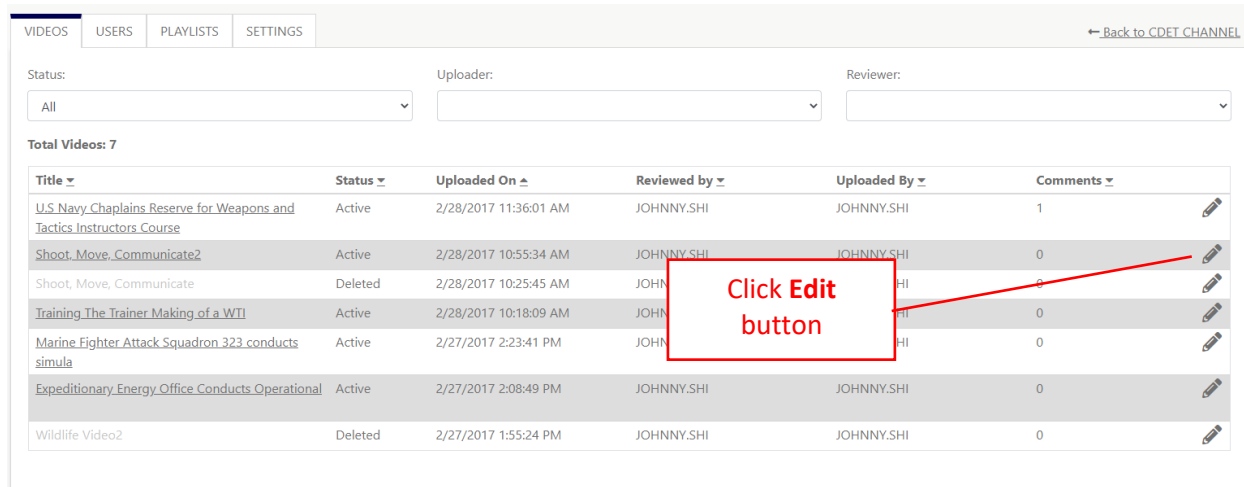
Reset

11. Reference MarineNet Library Material in Video

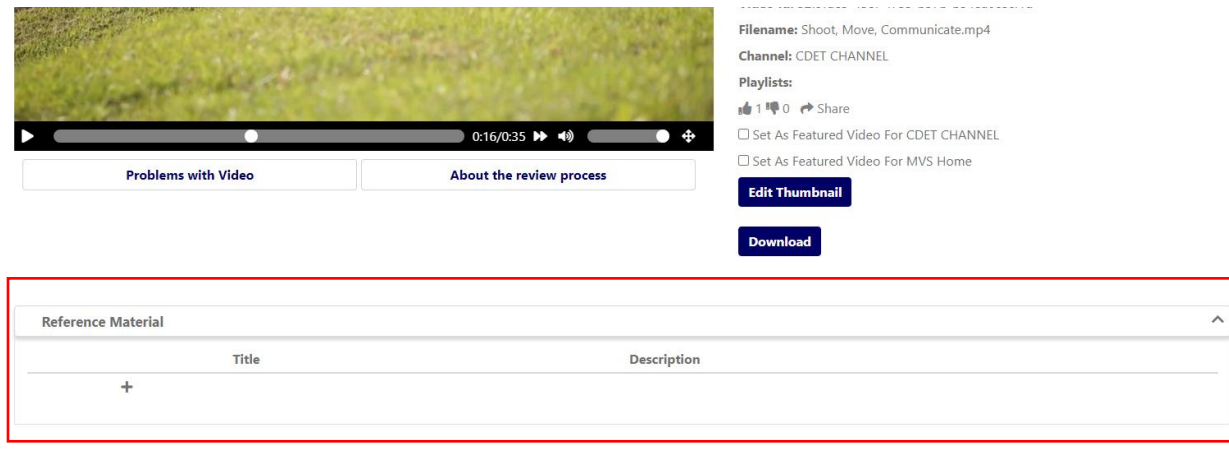
- a. The MarineNet Library houses educational, training, course, and reference materials about professional and personal topics for users to access, download, and/or save. These materials can be referenced in a video on MVS for users to download and use in conjunction with the video. In order to include references in a video, a user must be a Library Folder Manager and also a MVS Channel Manager. For more information on the Library, review the [Library Help Pages](#) on the MarineNet Help Center.
 - i. As a Channel Manager, go to the Manage page of the channel by click the **Manage** button in the top right corner of the page.



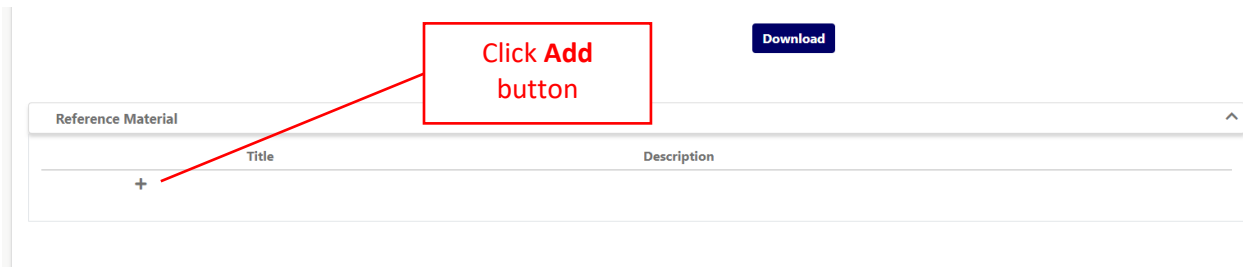
- ii. On the **Video** tab section, click the video **Edit** (pencil) button to the right side of the page for the video that Library reference material will be added.



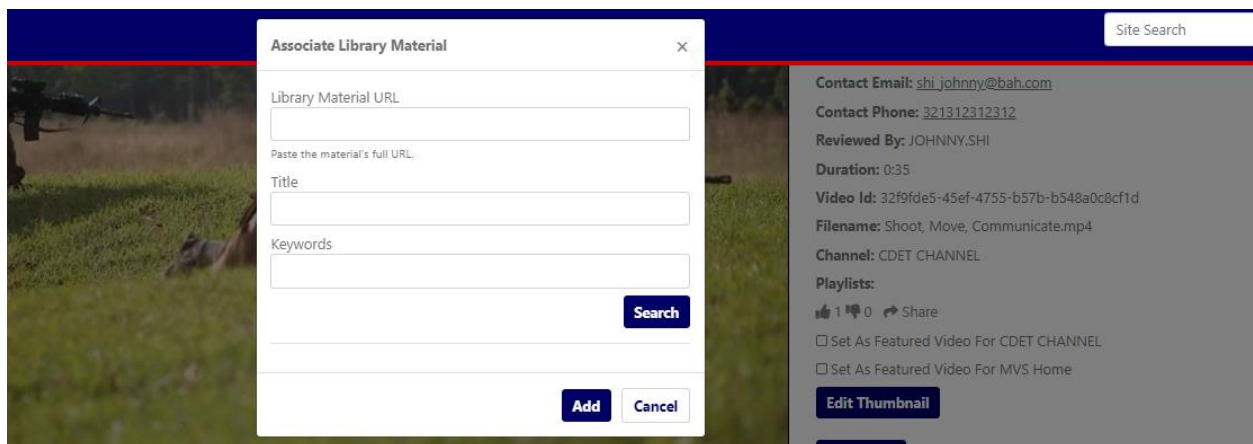
- iii. On the **Info and Settings** tab, scroll down until **Reference Material** section is found.



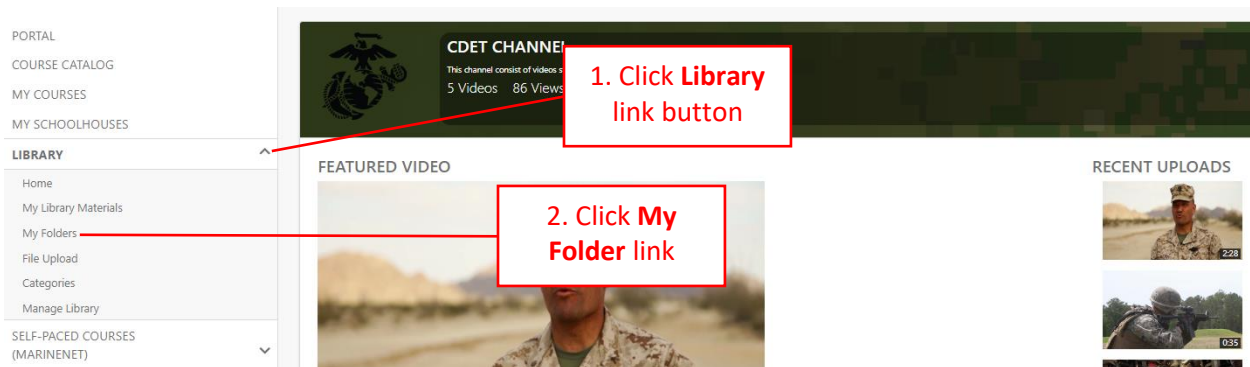
- iv. Click the **Add** button in the **Reference Material** section.



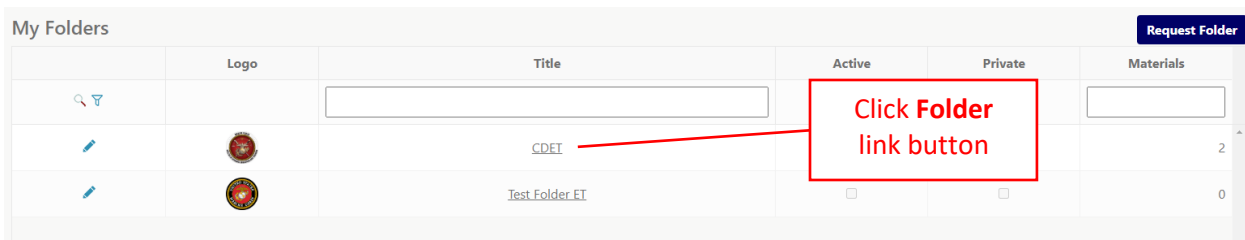
- v. The **Associate Library Material** popup will appear. To reference a Folder from the Library, the user can either paste the **Library Material URL** from the Library Folder, type in the **Title** of the reference material, or type in the **Keywords**.



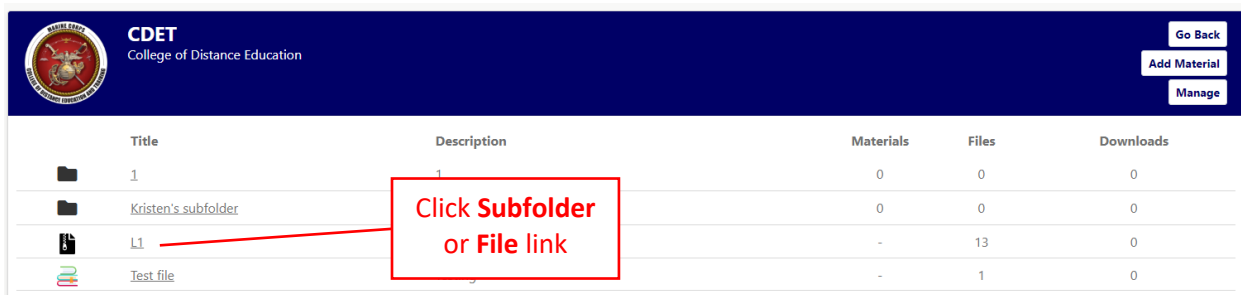
- vi. To access the **Library Material URL** from the Library Folder, click the Library link on the left side of the page which will bring drop menu down. Then click **My Folder**

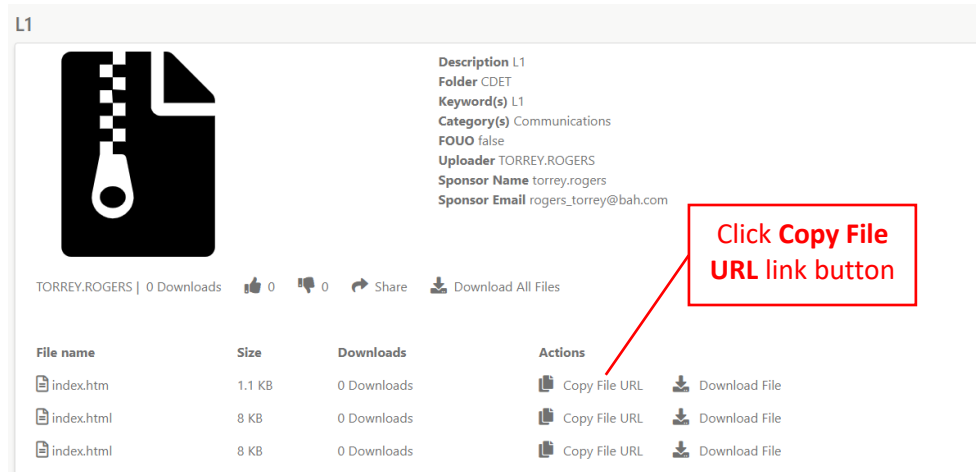


- vii. On **My Folder**, click the folder where the reference material is located.

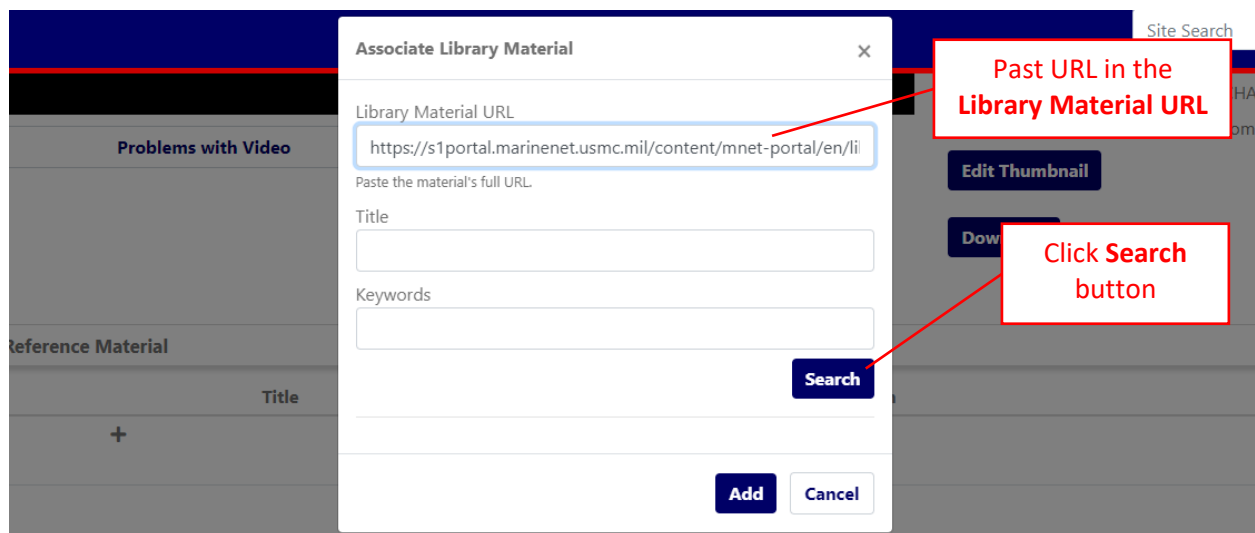


- viii. Click on either the subfolder or the file that is going to be referenced in the video. Then click on the **Copy File URL** or copy the browser URL that the user is currently on.

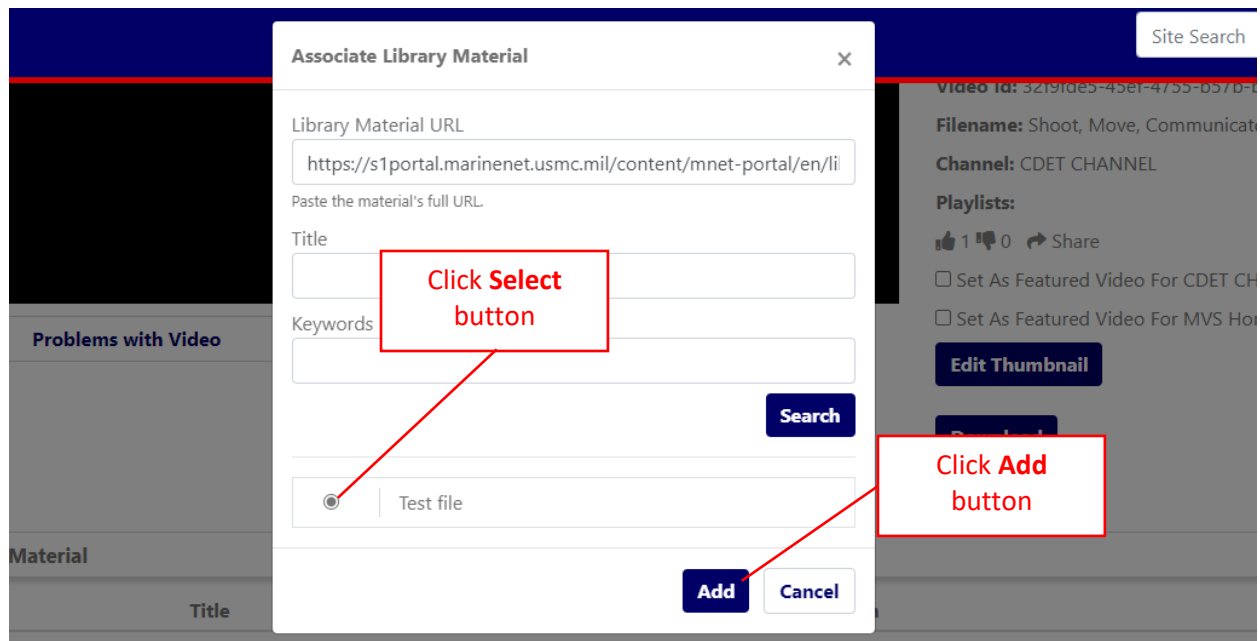




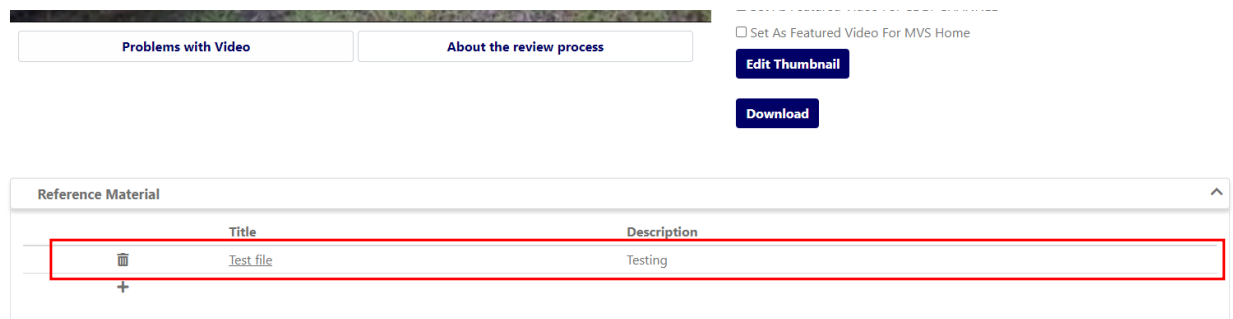
- ix. After copying the URL, return back to the edit settings on the video on MVS. In the **Associate Library Material** popup, paste the URL in the **Library Material URL** box. If the user knows the title of the reference material, then the title can be entered vice using the URL. Click the **Search** button so the system can search for the file.



- x. After clicking **Search**, the file will show in the bottom of the popup. Click the **Select** button to the right of the file and then click **Add**.



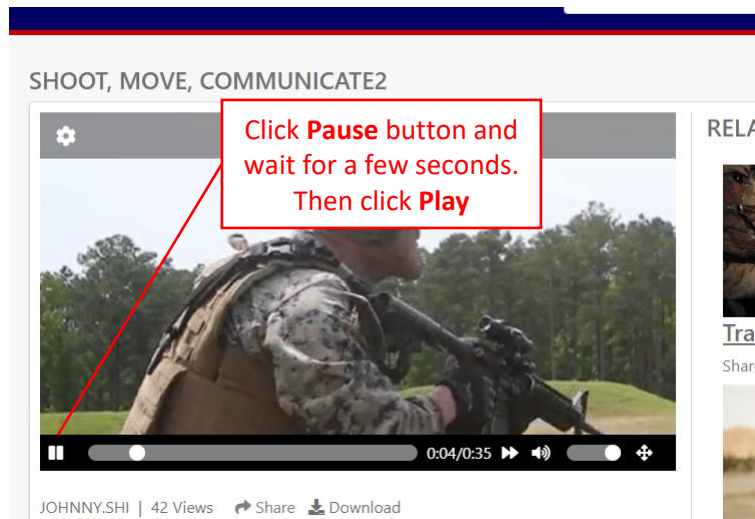
- xi. The file from the Library is now associated with the video on MVS. Users can now download the file as reference material.



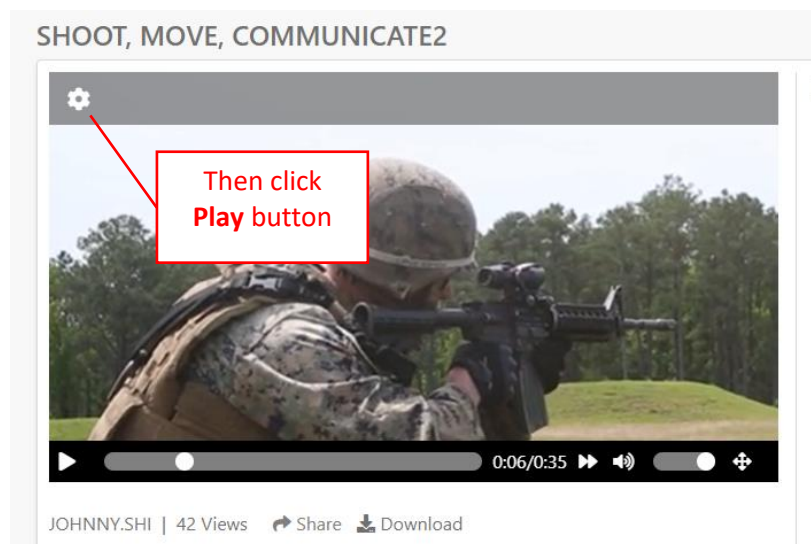
12. Troubleshoot

a. Poor Quality Video

- i. If the quality of a video is poor and grainy then there are processes that can be taken to fix the clarity of the video.
- ii. On the video player, click the pause button and let the video sit for a few seconds and then click play.



- iii. If that doesn't work, click the **Video Quality** button in the top left corner of the screen.



- iv. Select a higher video resolution and allow the video to reset before clicking play.



b. Video not Uploaded

- i. If a video was uploaded successfully, the user should have received a video upload confirmation email from MarineNet. If the email was received then the video was uploaded successfully but still the video will need to go through encoding process before being accessible on MVS. If the video is not seen on the channel that it was uploaded too, please give the system 24 hours to see if the video encoding process was possibly delayed. After 24 hours, reattempt to upload the video again to MVS. If no success, submit a [Request Support Ticket](#) which can be found in Section 10 of this guide.
- ii. If an email was not received, please give the system an hour to see if any updates the video upload is confirmed. If not, reattempt to upload the video again and if there is no success submit a [Request Support Ticket](#) which can be found in Section 10 of this guide.