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).
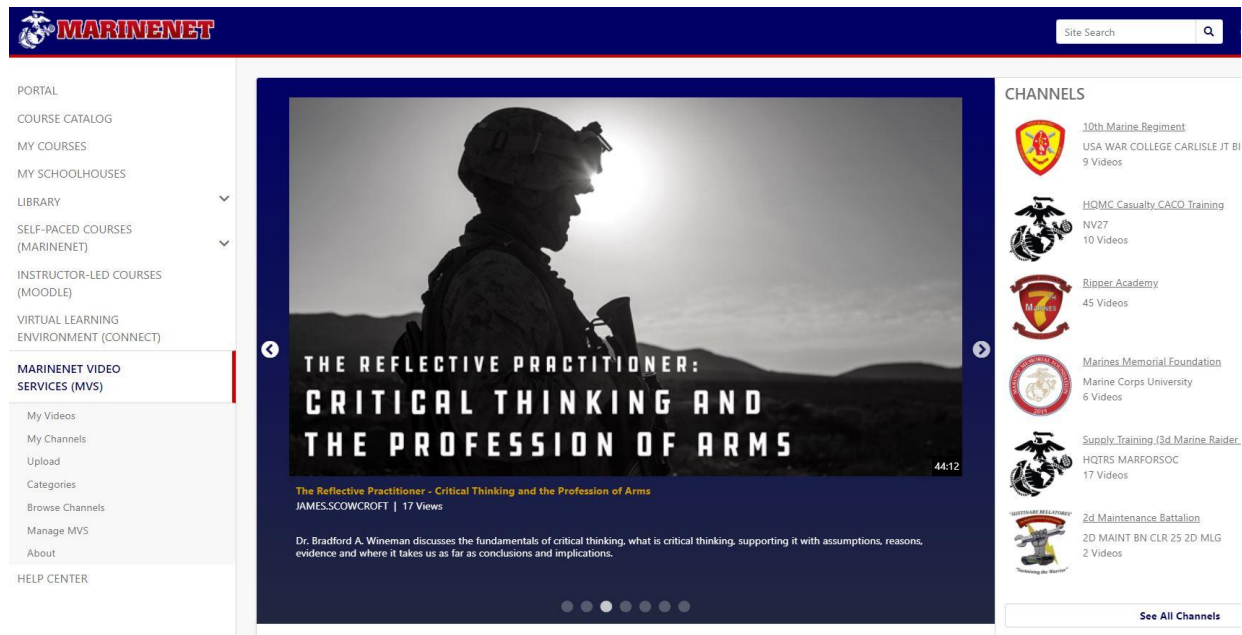
a.   **My Videos**: Contains all the videos that the user has uploaded to MVS.

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.
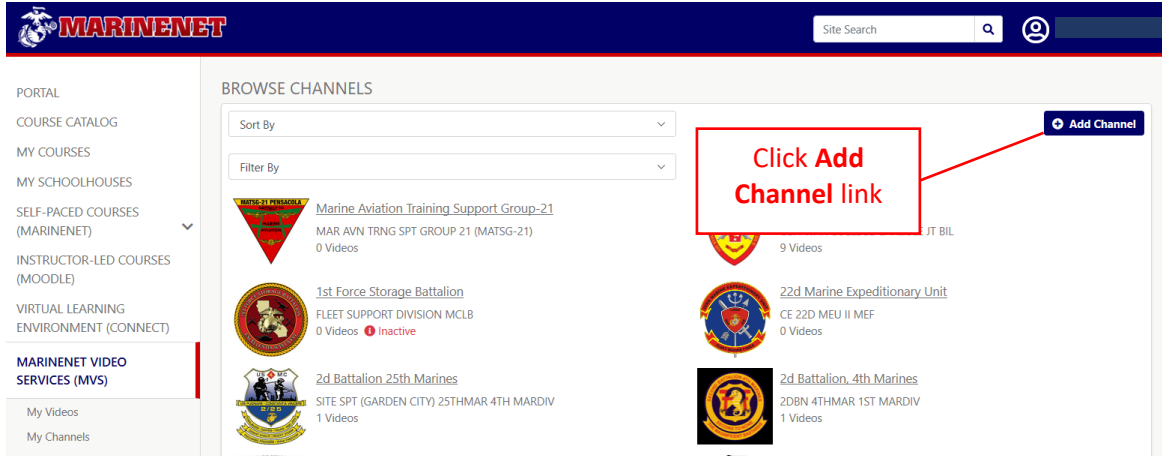
3. **Requesting a Channel**

    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.
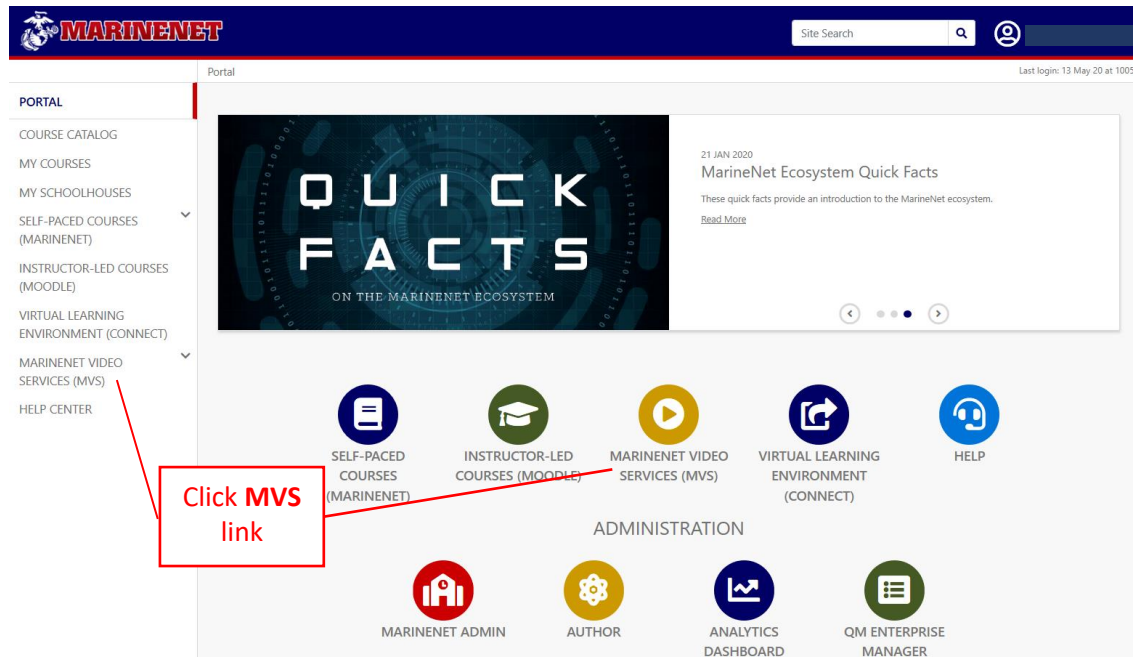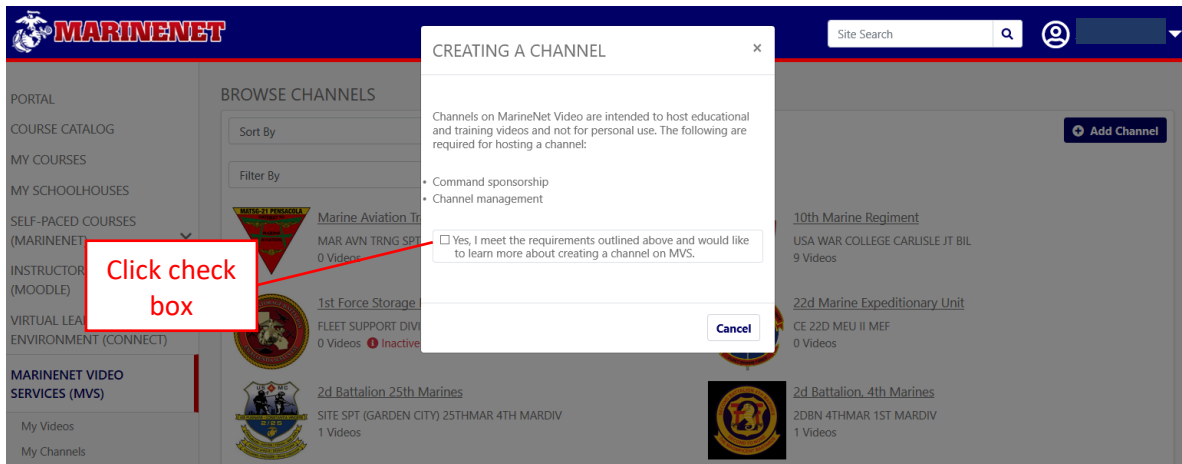

    b. On the MVS homepage click the **Browse Channels** link on the navigation bar on the left side.
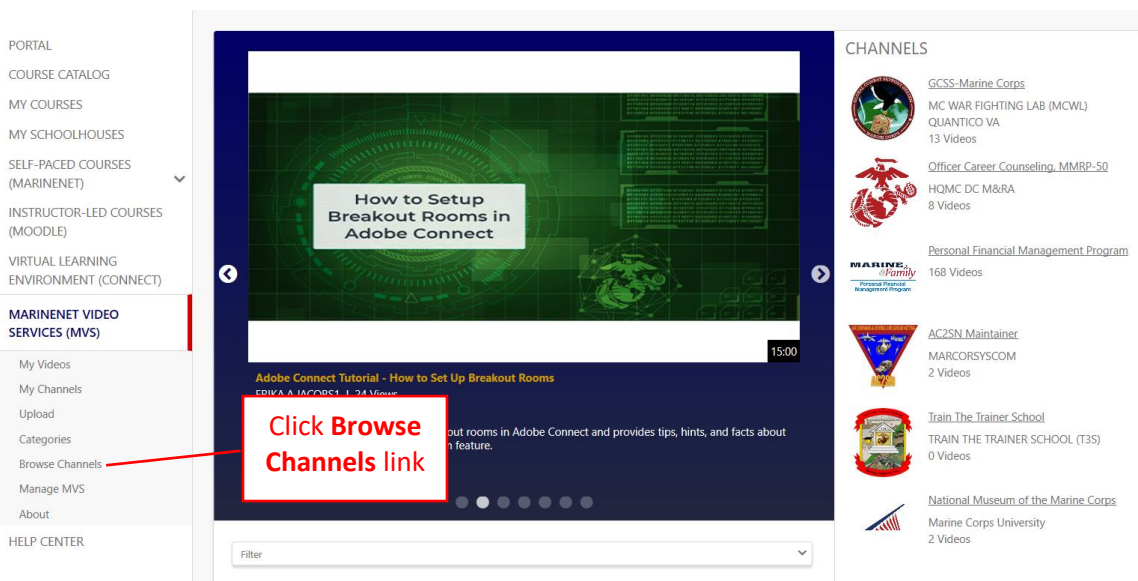
c. Click the **Add Channel** button in the top right corner of the page.

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**.

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

Cancel   **Submit**

Ensure all information is correct

Click Submit

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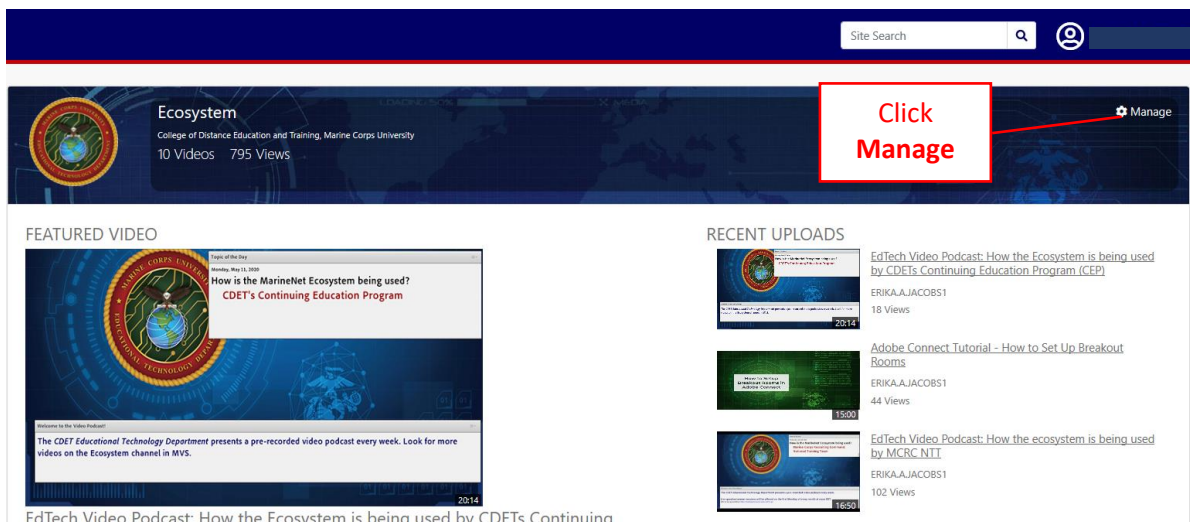
c. After clicking the **Manage** button, the Channel Management page will populate. There are four tabs available for channel management including **Videos**, **Users**, **Playlists**, and **Settings**. These functions will be discussed over the next few sections.

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

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.

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

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.

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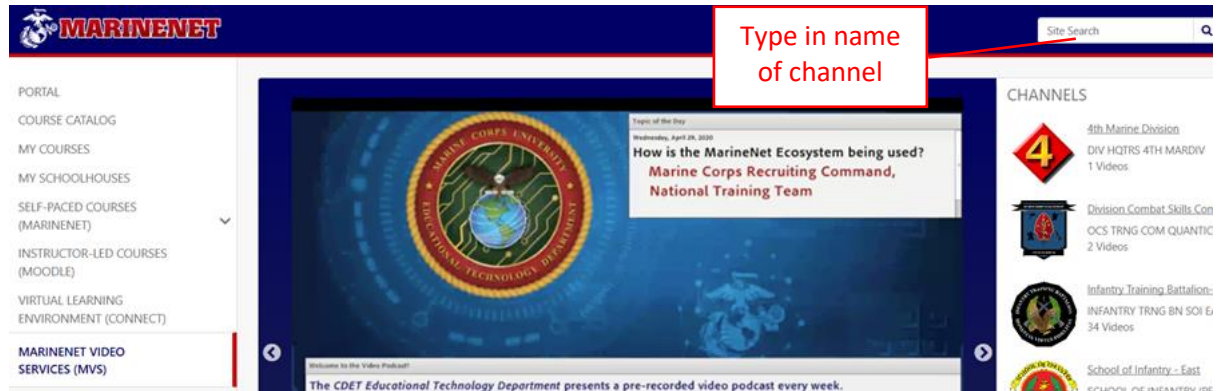
h. After clicking search, the **Course Catalog** page will open with the results. In order to narrow down the search for MVS Channels, click the **MVS Channels** check box to the left of the search.

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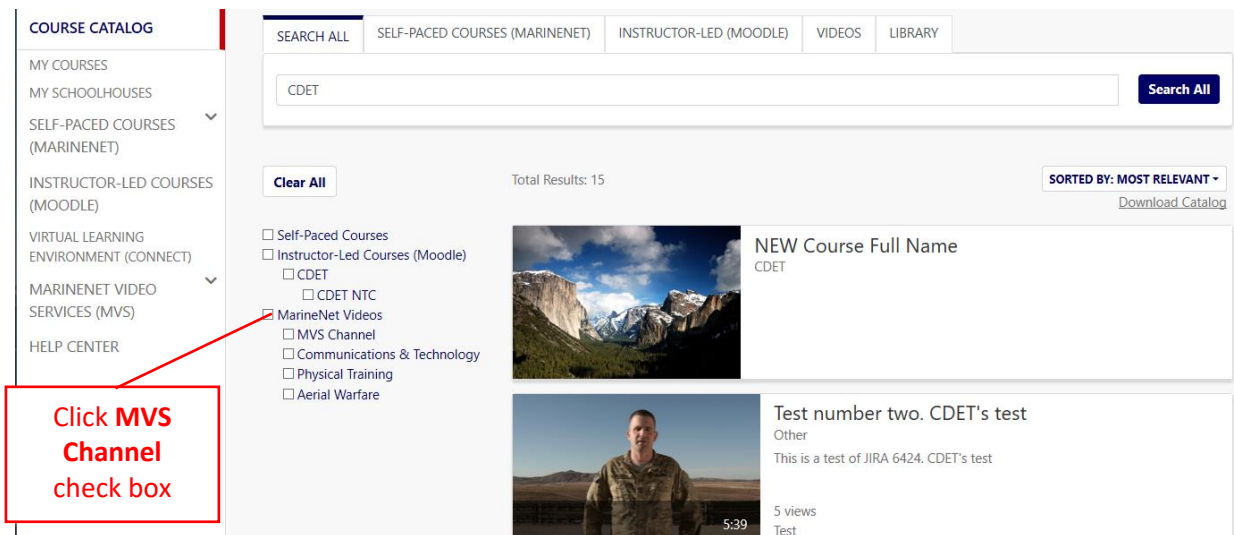
i. After clicking the **MVS Channel** check box, all channels that are relevant to the search will populate. The user can then click the desired channel to get to the main page of that channel.

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.

    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

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**.

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.

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.

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] [Ecosyste...   x] [x]   ✔

Keywords (Separate by ...

Click Save button

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]

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.

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

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).**
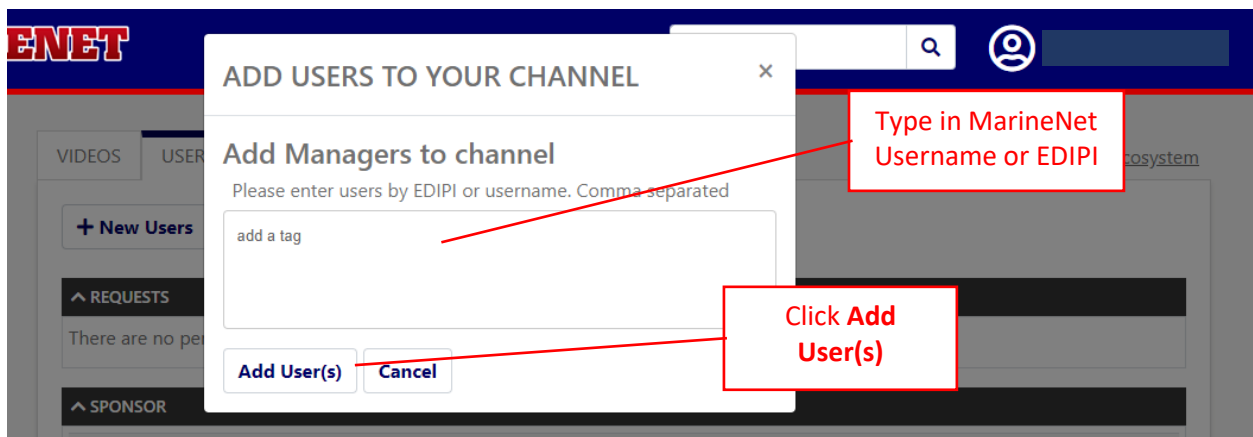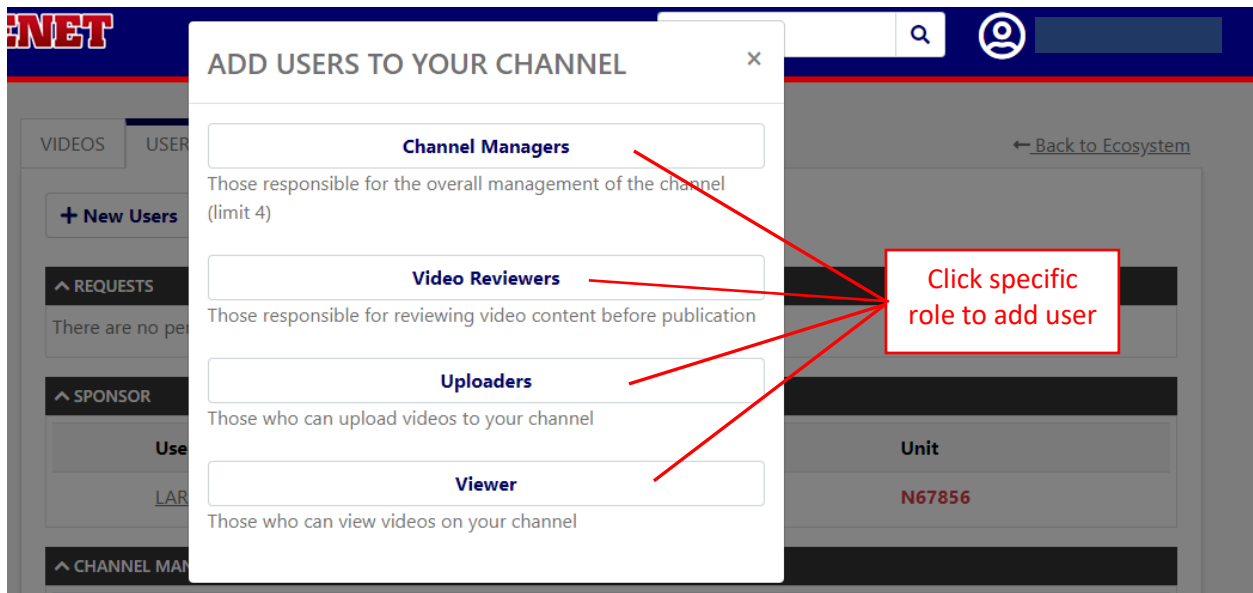
iv. To add a unit on the channel's viewer role, click the **Viewer** button.
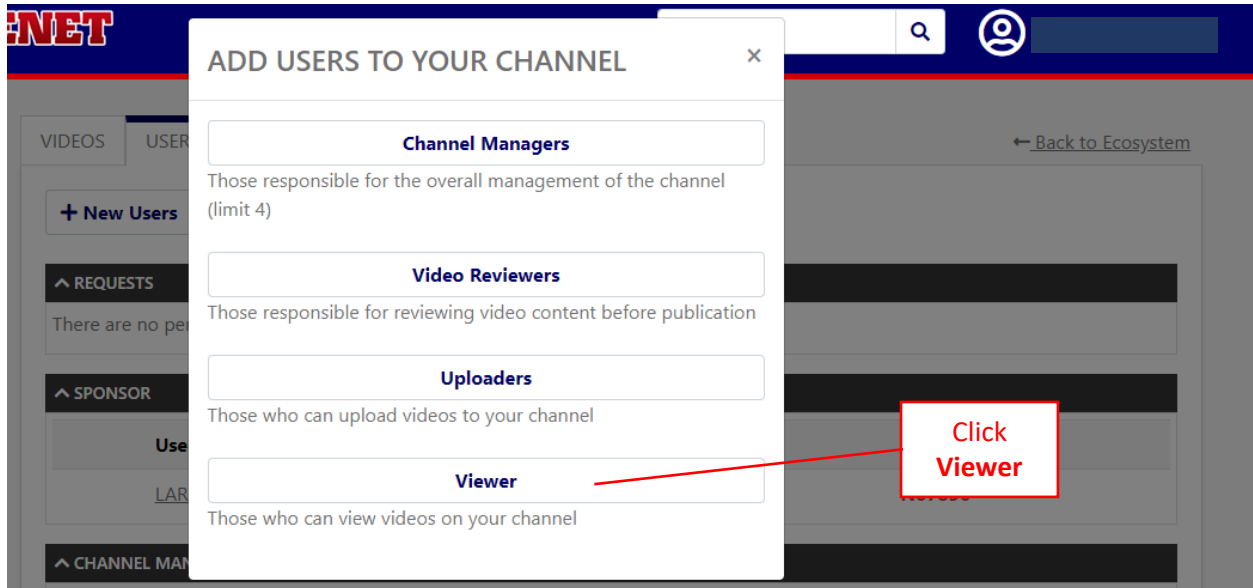
v. Click **Add Unit** and enter the RUC/MCC or the UIC. Click **Add Unit** when done.
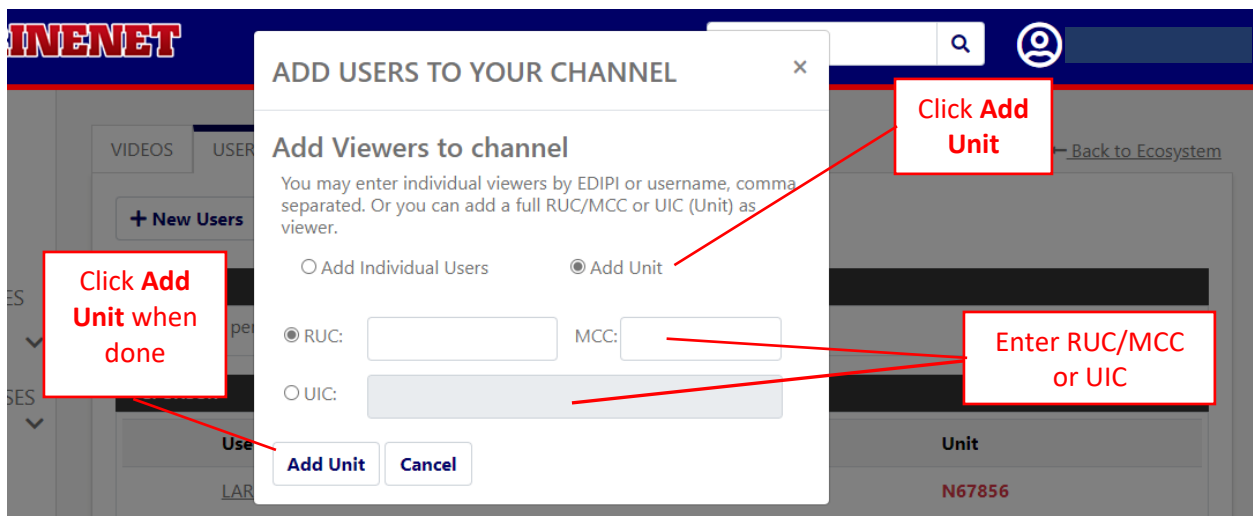
b. Remove Channel Managers, Reviewers, Uploaders, Users (Individual or Unit)

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

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

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.
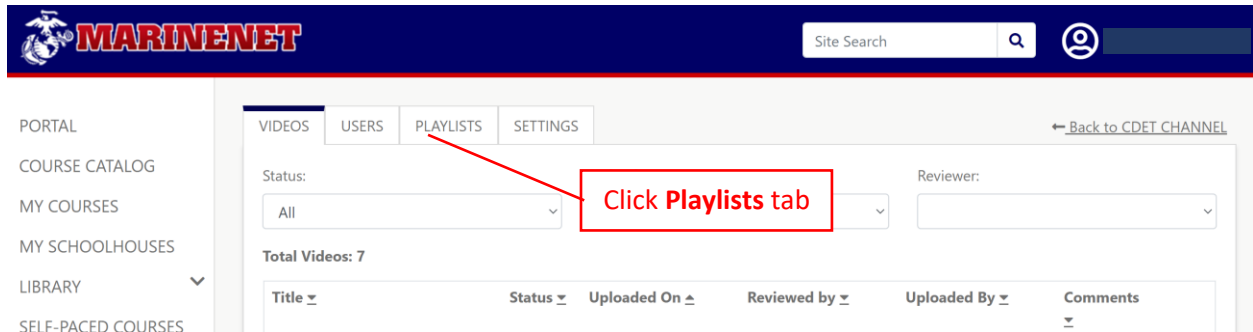
  ii.   To create a playlist, click the **Create Playlist** button on the right of the page.
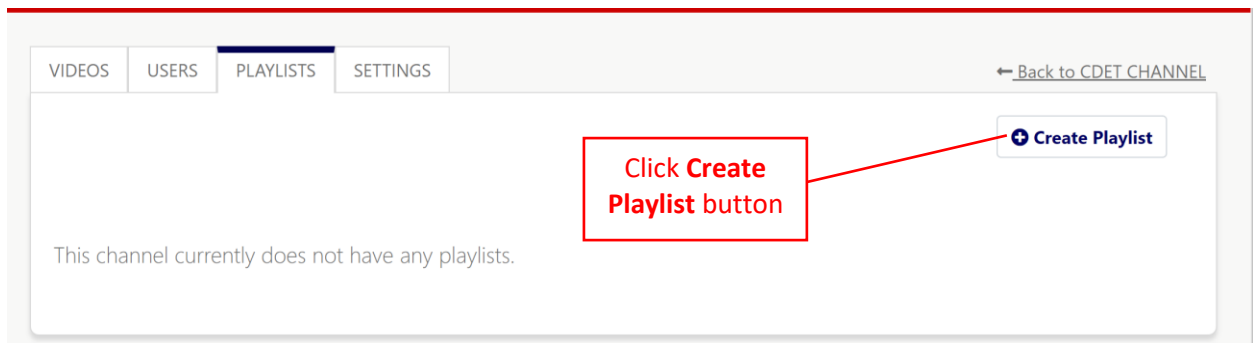
  iii. Type in the title of the playlist (make sure the character count is between 10 to 100) and click the **Create** button.
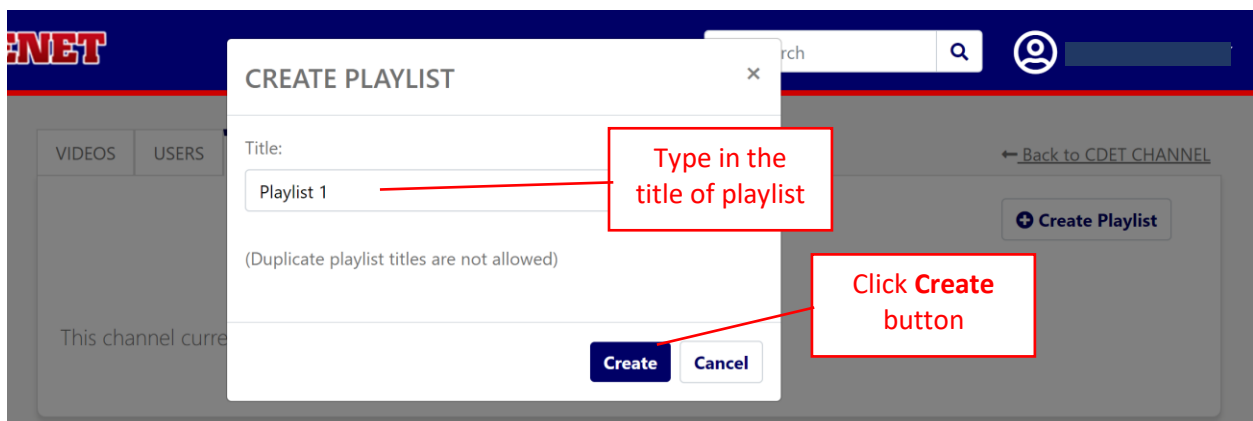
b. Add Videos to Playlist

      i.   To add videos to the playlist click the **Add Videos** button.
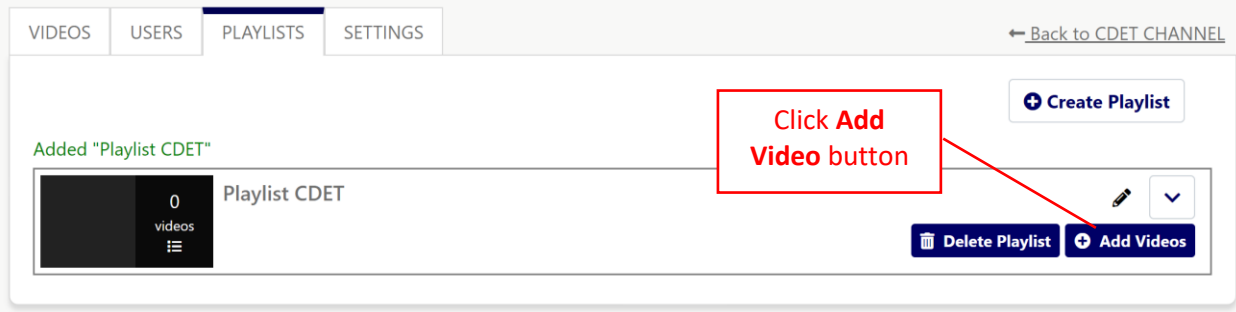
      ii.   To search for the video on the channel, the user can either use the **Search Video** option where the user will have to type in the video name or use the **Channel Video** option which shows a list of all the videos on the channel.
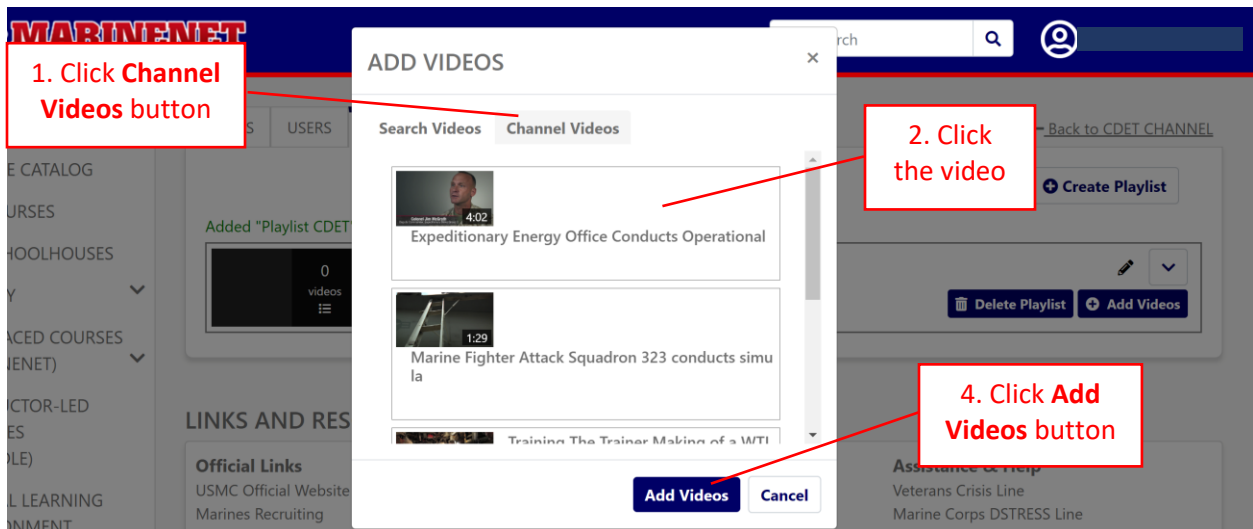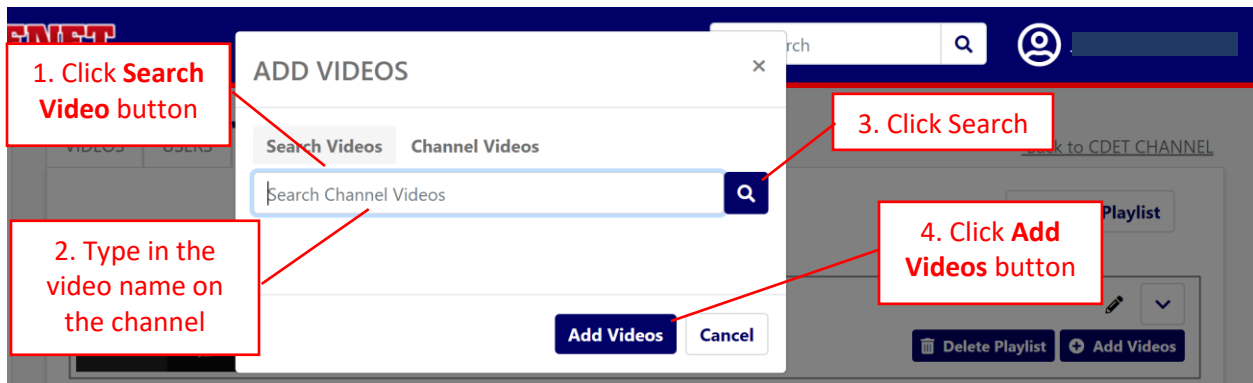
c. **Adjust Video Order in a Playlist**

    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
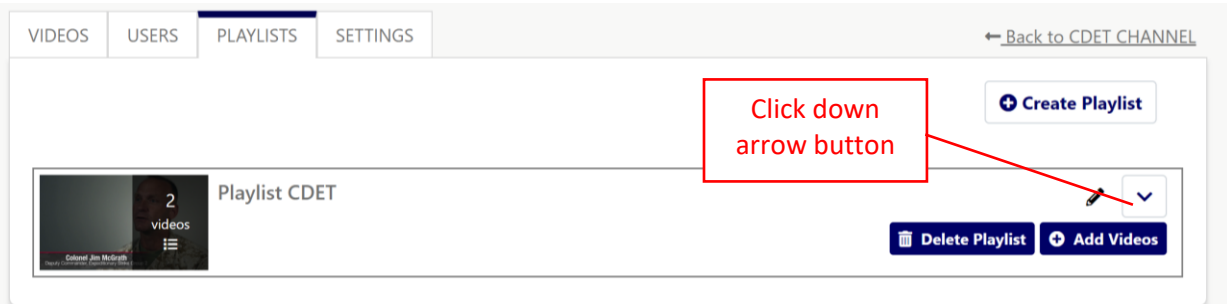
    ii. Click either the up or down arrow on the right side to move the videos on the playlist.
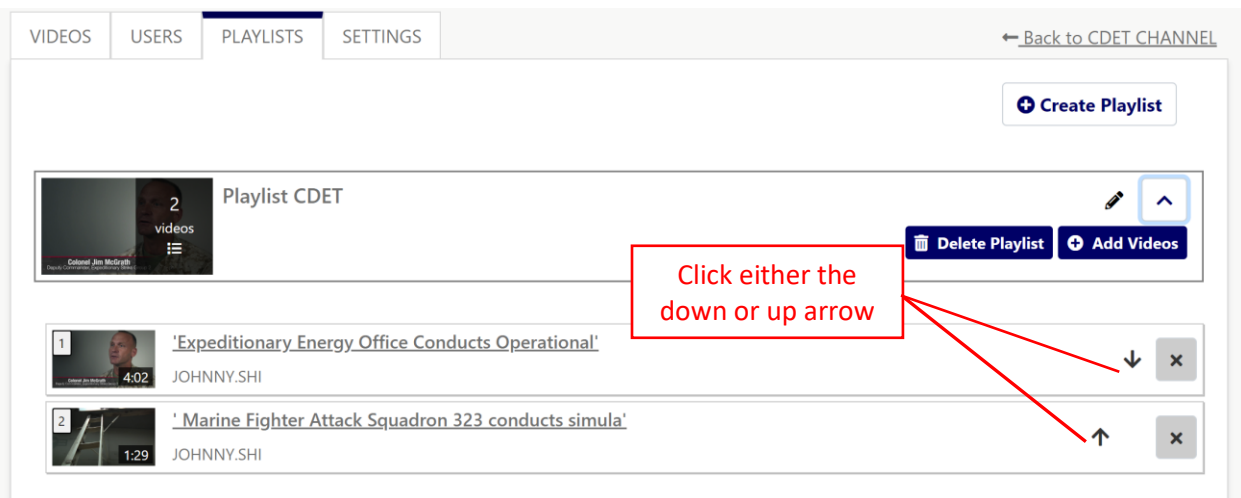
    iii. To remove a video from the playlist, click the **Remove** button on the right.
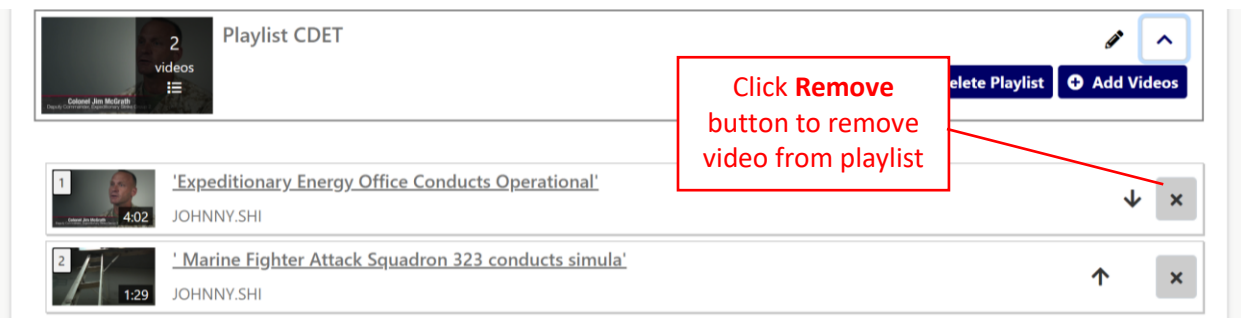
d. Edit Playlist Title

   i.   To edit playlist title, click the edit button (pencil shape) on the right side of the playlist.
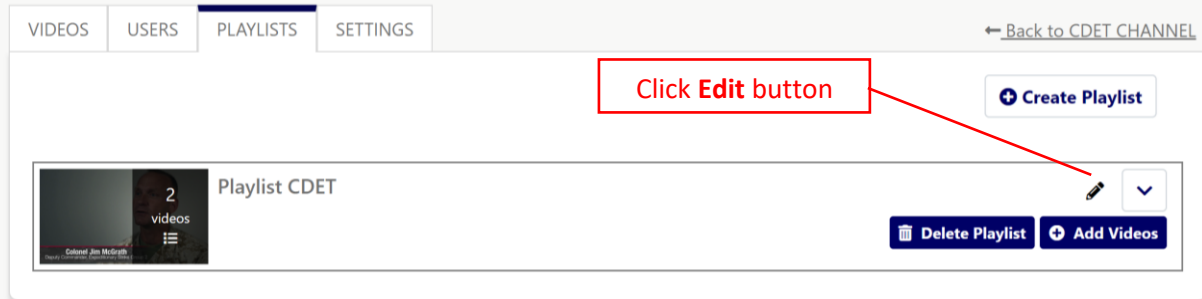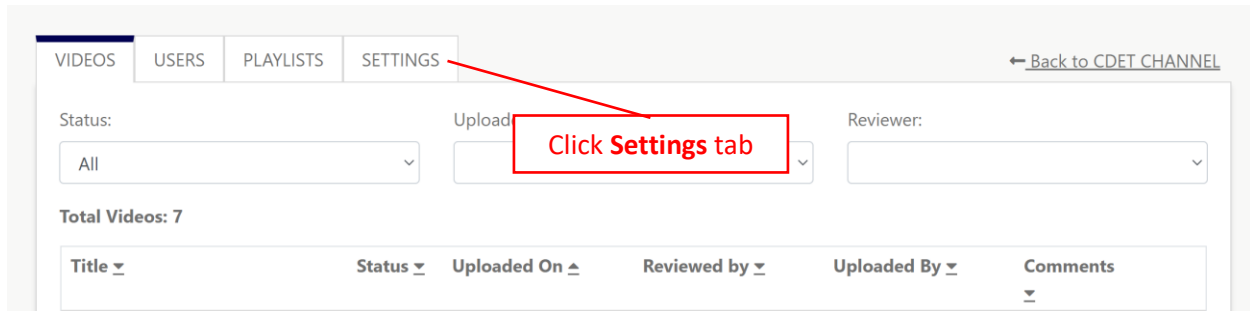
   ii. Type in the title of the playlist and click save.
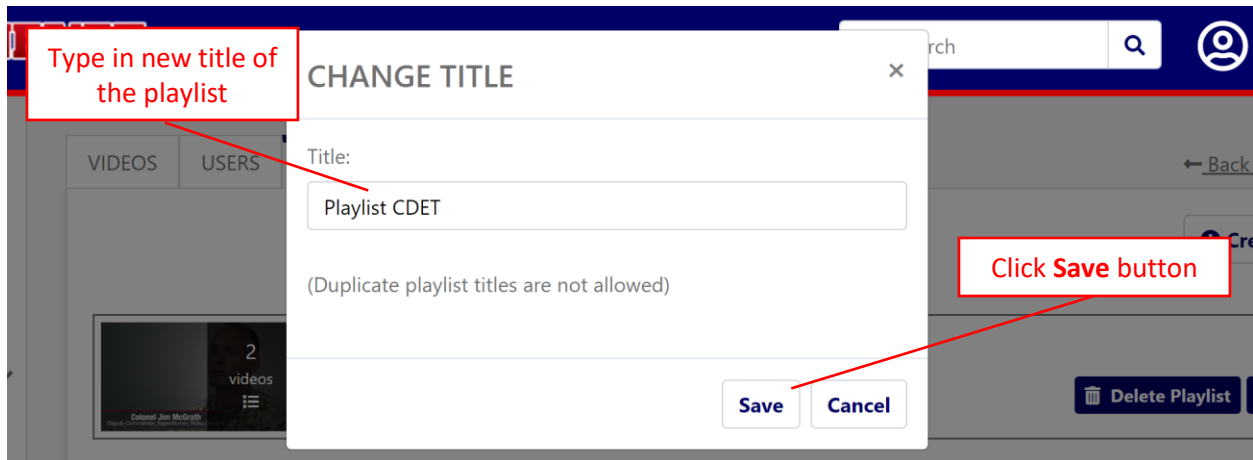
8. Channel Management: Channel Settings
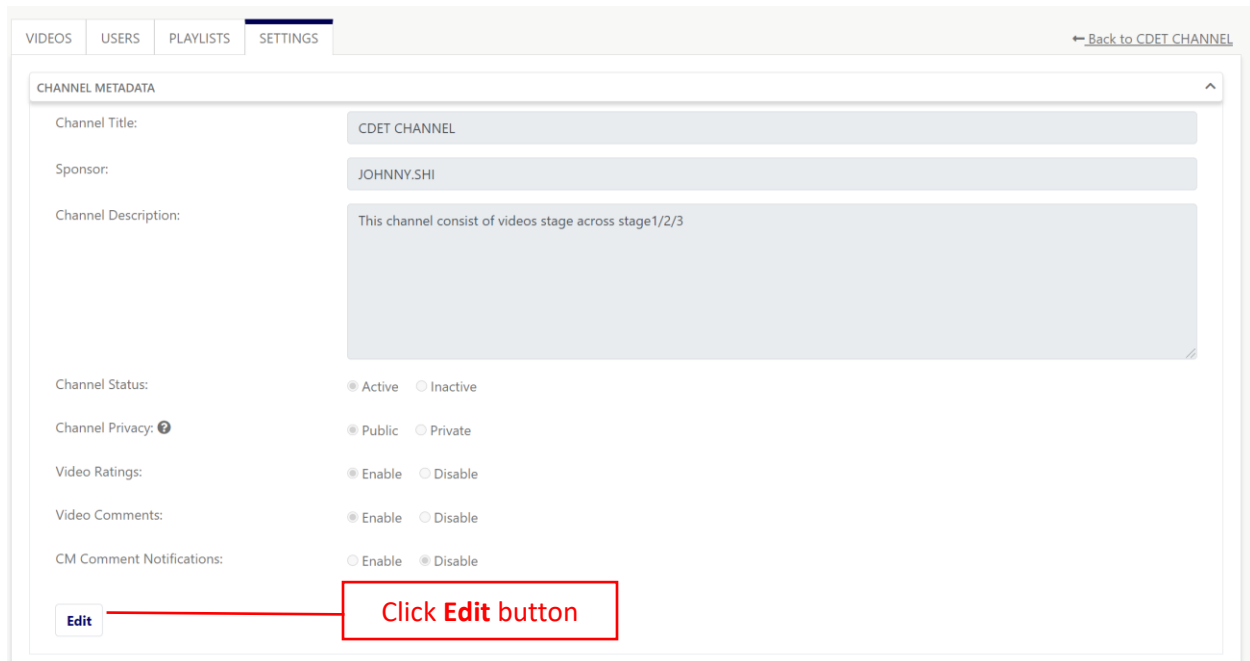
    a. Edit Channel Metadata

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

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

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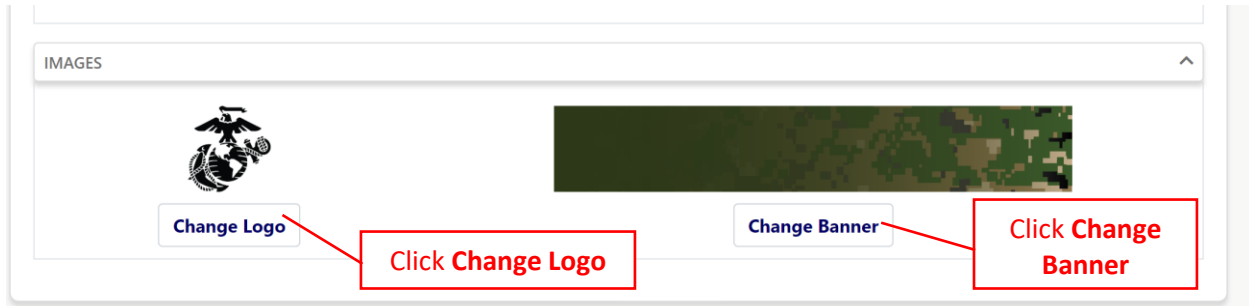
    ii. A popup will appear. The user can select images that are available through MarineNet database or upload an image from their device. If the user uploads their own, ensure that the requirements for the image size are being adhere to.
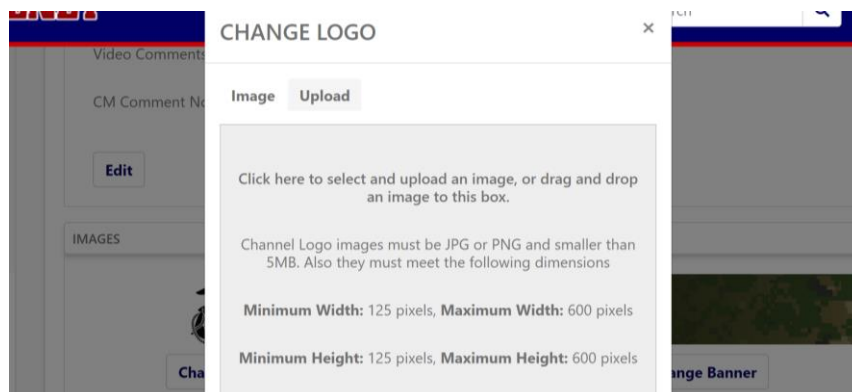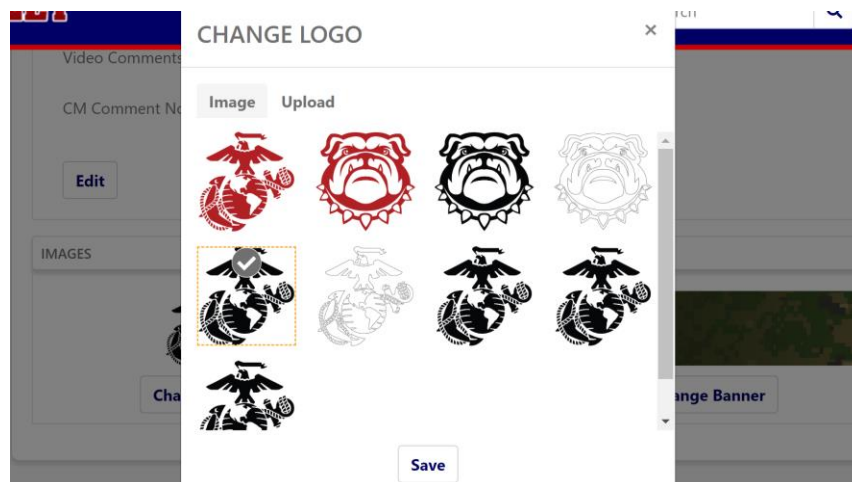
9. Upload Videos

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

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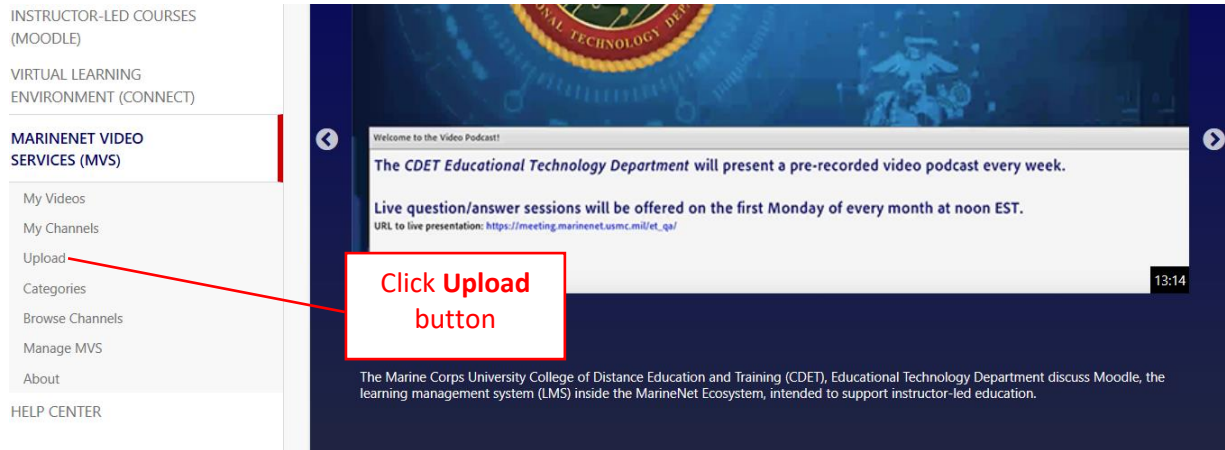
    b. Check the terms of agreement and ensure the contact info is correct. If the video has FOUO, ensure to click **Yes** for the FOUO video material then choose a file.

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

        i.   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.

        ii.   Click the **Help Center** button on the left side of the page.

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

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.

PORT REQUEST

Ensure POC information is correct

st Name*

Middle Initial

Last Name*

MarineNet Username*

ˋ

Choose current **Location**

Phone Number*

Email*

Location*

Choose **MVS** for **Support Category**

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

Click Submit

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.
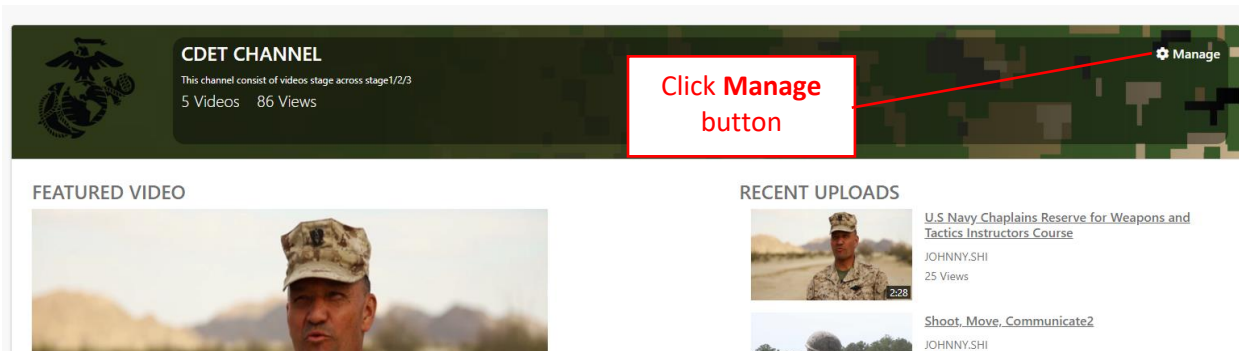
        ii. On the **Video** tab section, click the video **Edit** (pencil) button to the right side of the page for the video that Library reference material will be added.
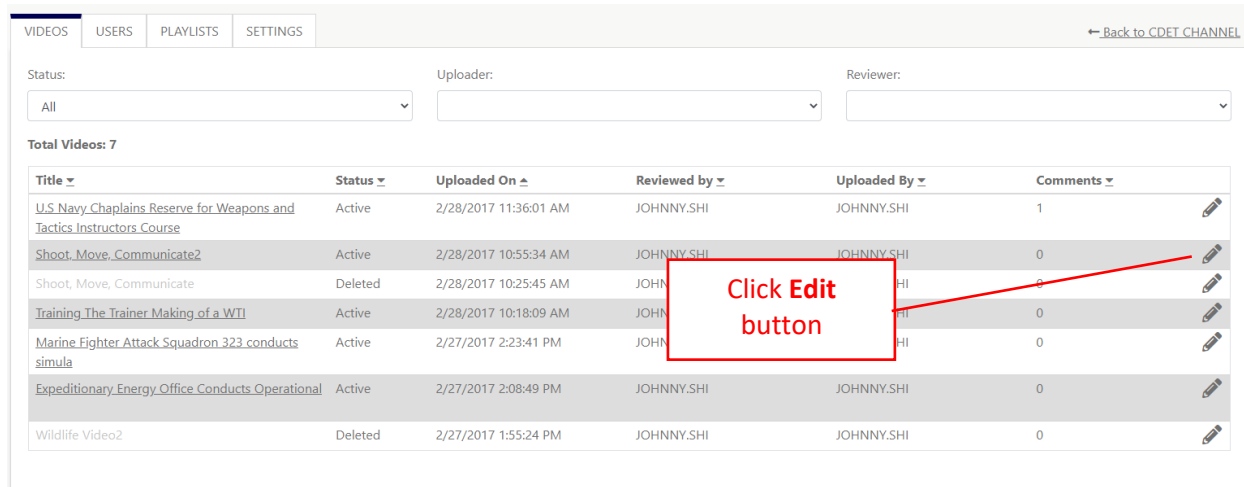
iii.   On the **Info and Settings** tab, scroll down until **Reference Material** section is found.
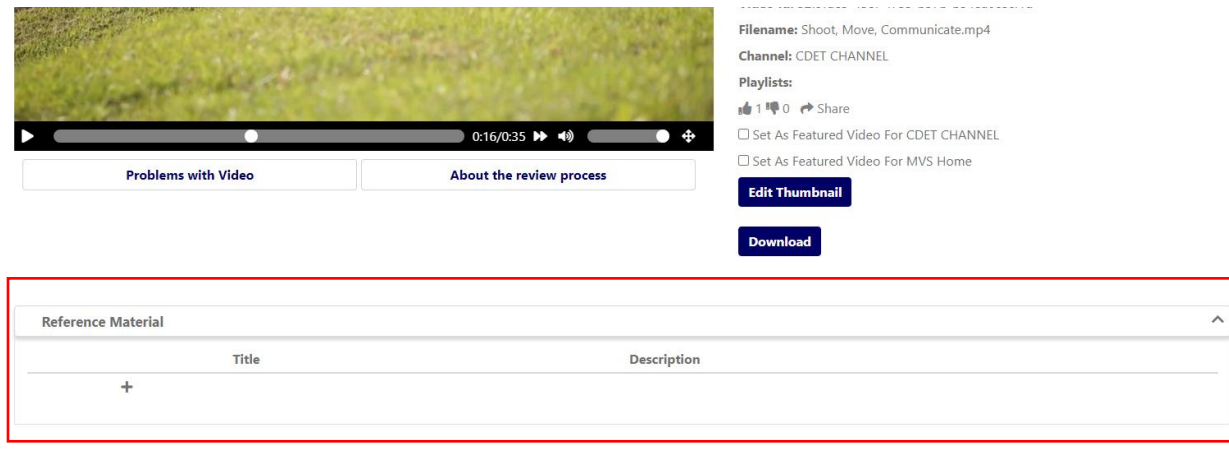
iv.   Click the **Add** button in the **Reference Material** section.
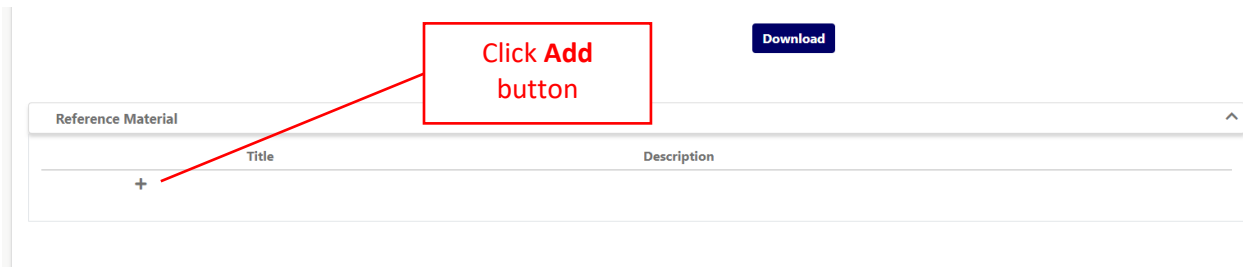
v.   The **Associate Library Material** popup will appear. To reference a Folder from the Library, the user can either paste the **Library Material URL** from the Library Folder, type in the **Title** of the reference material, or type in the **Keywords**.
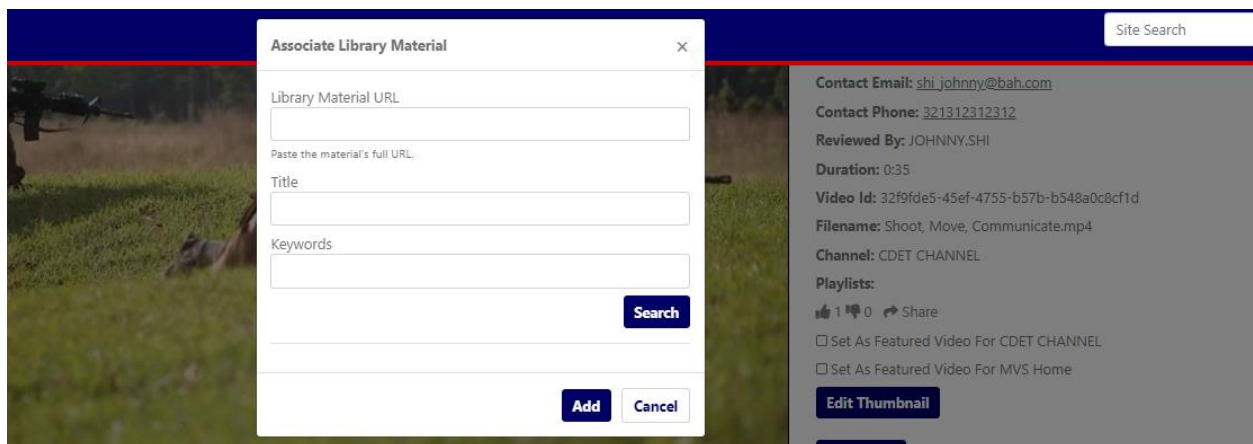
vi. To access the **Library Material URL** from the Library Folder, click the Library link on the left side of the page which will bring drop menu down. Then click **My Folder**
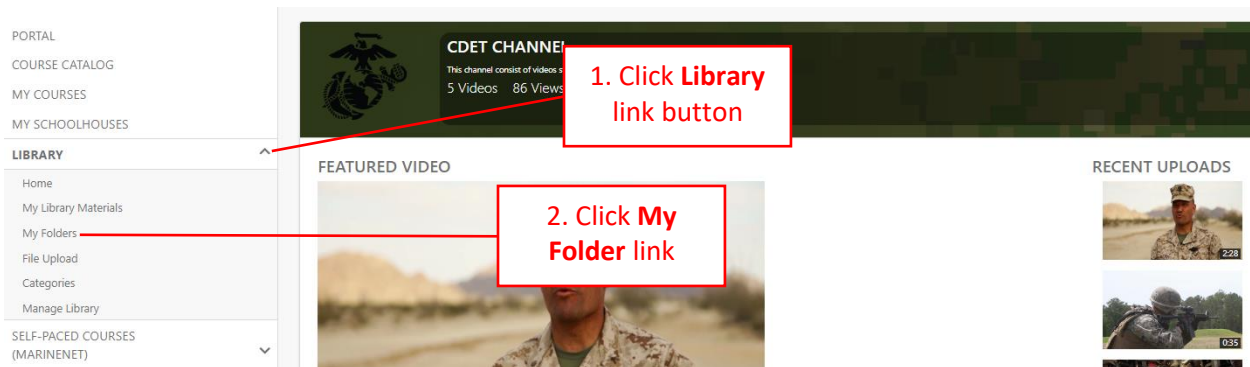
vii. On **My Folder**, click the folder where the reference material is located.
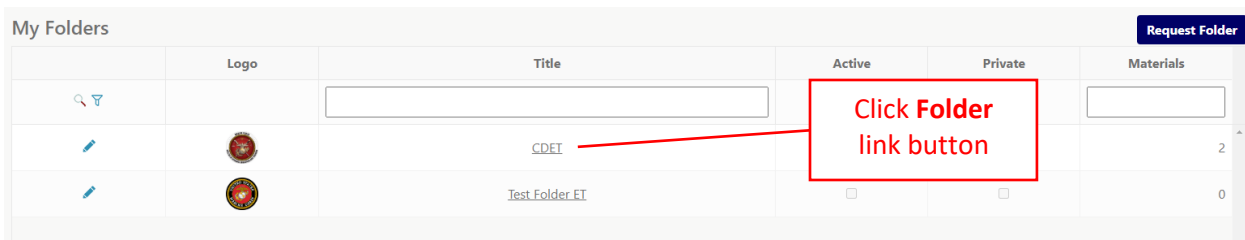
viii. Click on either the subfolder or the file that is going to be referenced in the video. Then click on the **Copy File URL** or copy the browser URL that the user is currently on.

L1

Description L1
Folder CDET
Keyword(s) L1
Category(s) Communications
FOUO false
Uploader TORREY.ROGERS
Sponsor Name torrey.rogers
Sponsor Email rogers_torrey@bah.com

Click **Copy File URL** link button

TORREY.ROGERS | 0 Downloads   👍 0   👎 0   ↪ Share   ⬇ Download All Files

File name	Size	Downloads	Actions	
index.htm	1.1 KB	0 Downloads	📋 Copy File URL	⬇ Download File
index.html	8 KB	0 Downloads	📋 Copy File URL	⬇ Download File
index.html	8 KB	0 Downloads	📋 Copy File URL	⬇ Download File

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.

Associate Library Material   ✕

Past URL in the **Library Material URL**

Library Material URL

https://s1portal.marinenet.usmc.mil/content/mnet-portal/en/lil

Paste the material's full URL.

Title

Keywords

Search

Click **Search** button

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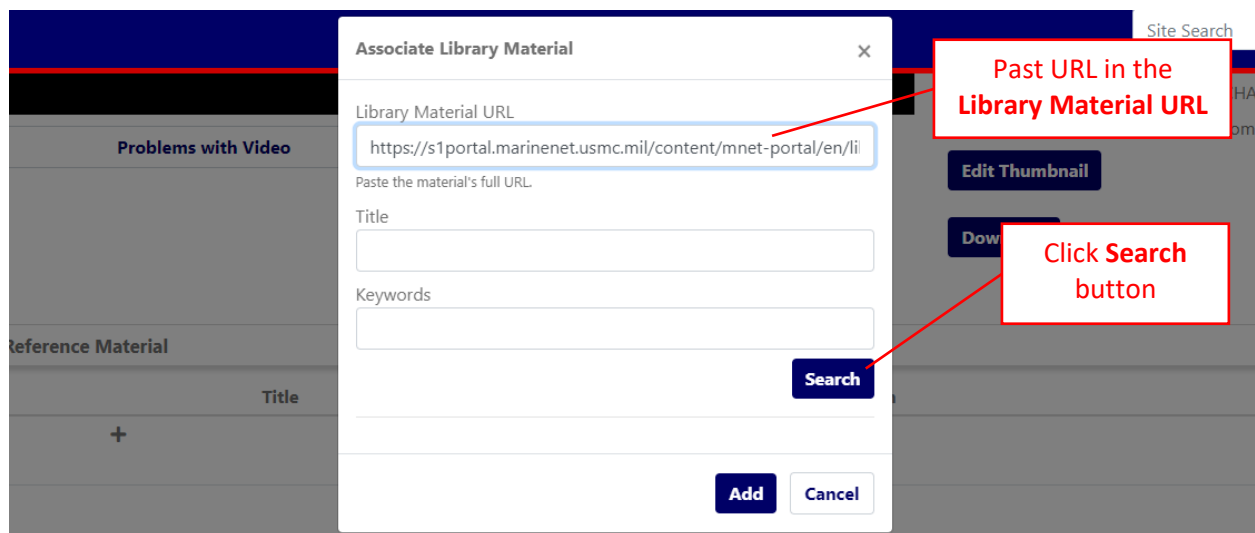
x. After clicking **Search**, the file will show in the bottom of the popup. Click the S**elect** button to the right of the file and then click **Add**.

Associate Library Material

Library Material URL

https://s1portal.marinenet.usmc.mil/content/mnet-portal/en/li

Paste the material's full URL.

Title

Click **Select** button

Keywords

Search

Test file

Add   Cancel

Site Search

Video Id: 3219fde5-45ef-4755-b57b-

Filename: Shoot, Move, Communicat

Channel: CDET CHANNEL

Playlists:

👍 1 👎 0 ➤ Share

☐ Set As Featured Video For CDET CH

☐ Set As Featured Video For MVS Ho

Edit Thumbnail

Click **Add** button

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

Problems with Video   About the review process

☐ Set As Featured Video For MVS Home

Edit Thumbnail

Download

Reference Material		^
Title	**Description**	
🗑 Test file	Testing	
+		
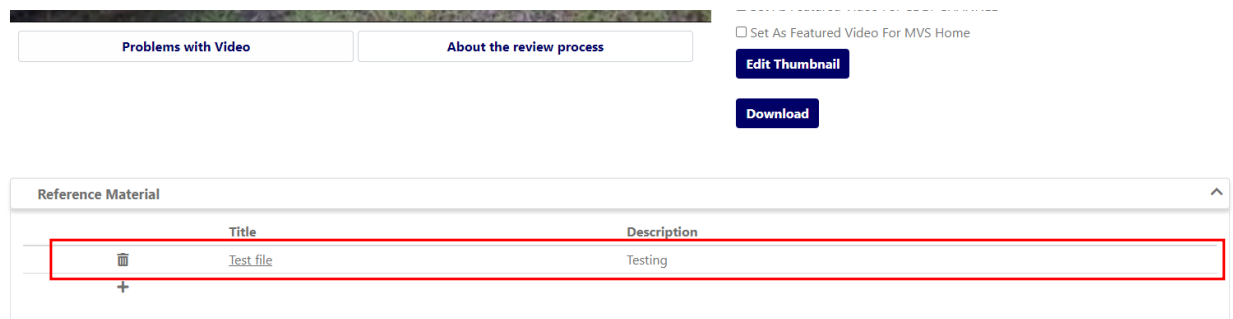
12.   **Troubleshoot**

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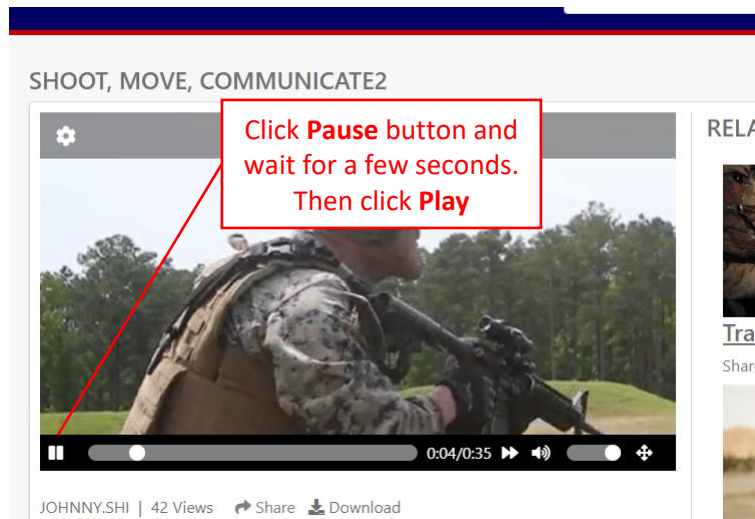
    iii.   If that doesn't work, click the **Video Quality** button in the top left corner of the screen.

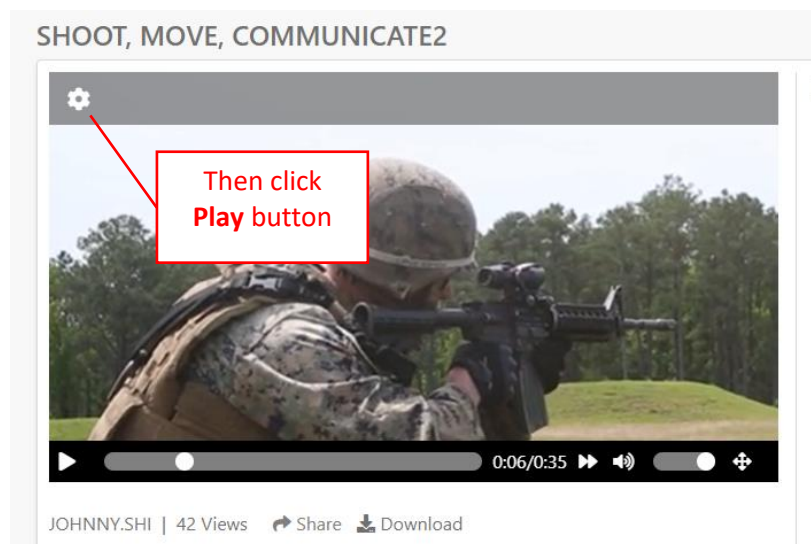iv.   Select a higher video resolution and allow the video to reset before clicking play.

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.