

# Ensemble Media Server Policy

Ensemble Video is the streaming application hosted by ILI and TWC to provide streaming video for RIT courses. An integration between Ensemble and the D2L Learning Environment has been developed that allows users to upload and access video via myCourses. An overview of the Ensemble/D2L integration can be found here: <https://ensemblevideo.com/videoplatform/lms-desire2learn.aspx>

In order to maintain and operate this service for the entire RIT community, a few policies have been established.

## Ensemble Permissions/Restrictions

### Faculty are granted Contributor Access

Faculty are associated with a Home Library which they have access to when they log in to Ensemble or via myCourses. Within that library they may:

- Add, edit, publish, and delete media entries\*
- Define, edit, and delete Playlists in the Web Publishing tab\*
- Add Library Shares\*

\*Integration via myCourses only allows uploading videos to a library and inserting video into myCourses. All other features require login to Ensemble directly via <https://video.rit.edu>

## Captioning

Faculty that upload video directly to their Ensemble library must still request captioning via the TLS Media Services request form.

## Ensemble Quota

### Streaming Storage Space

RIT **Faculty and Staff will be provided 10 GB per user** on the Ensemble server. Faculty teaching online courses will be provided a quota increase per online course based on need defined in course design. The current quota was derived from a combination of current use and current course design best practices. TLS and TWC will conduct regular use reviews to monitor quota allocation and adjust as necessary.

Currently students will not be provided storage space on the Ensemble server. Student work for courses should be submitted via a faculty-configured dropbox.

### Quota Increase Process

Faculty can submit a quota increase request to [tlssupport@rit.edu](mailto:tlssupport@rit.edu). Please include full name, user ID, and a short justification for more space.

TLS staff will review the request and evaluate current media use on the server. If TLS determines that there is a large amount of unused media in the account, a quota increase will not be approved until an effort has been made to remove media.

### Purge Process

TWC will run reports once a year to look for faculty/staff that are no longer active. TWC will investigate if any of the media is shared with other accounts.

Media associated with accounts that have been inactive for one year will be removed. Faculty should have a local backup of media published to Ensemble. Ensemble is a streaming media service and is not intended to serve as longer term storage for inactive video files.

---