

# Ensemble Media Server Policy

Ensemble Video is the streaming application hosted by ILI to provide streaming video for RIT courses. Ensemble is integrated with myCourses to allow users to upload and insert videos into courses. 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 into 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

RIT **Faculty and Staff will be provided 10 GB per user** on the Ensemble server. The current quota was derived from a combination of current use and current course design best practices. TLS 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 Ensemble dropbox.

**Quota Increase Process:** Faculty can submit a quota increase request to [tlsupport@rit.edu](mailto:tlsupport@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.

## File Storage

Faculty should have a local backup of media published to Ensemble. Ensemble is a streaming media service and is not intended to serve as long term storage for inactive video files.