

## Uploading Media to OwlTV

### Access OwlTV

OwlTV is the KSU Digital Signage Network. To upload images and video to OwlTV, follow the steps below.

1. In a web browser, navigate to <https://owltv1.kennesaw.edu/>
2. The OwlTV login page loads. Enter your **NetID** and **NetID password**, then click **login** (See Figure 1).
3. Click **Login** (See Figure 1).

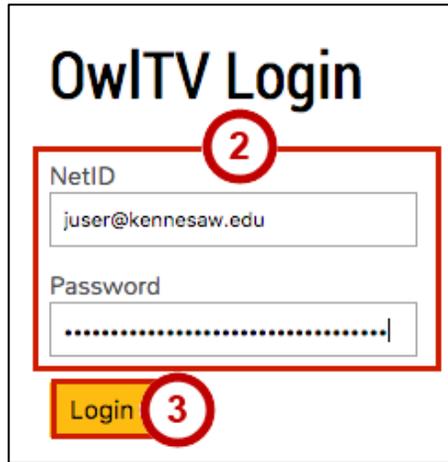


Figure 1 – OwlTV Login

4. The *OwlTV Homepage* loads, and the following interface will be displayed:
  - a. **Folders** – Folders you have access to are displayed here (See Figure 2).
  - b. **File Management Pane** – Add and sort uploaded media (See Figure 2).
  - c. **Help** – Access help guides (See Figure 2).
  - d. **Logout** – Log out of account (See Figure 2).

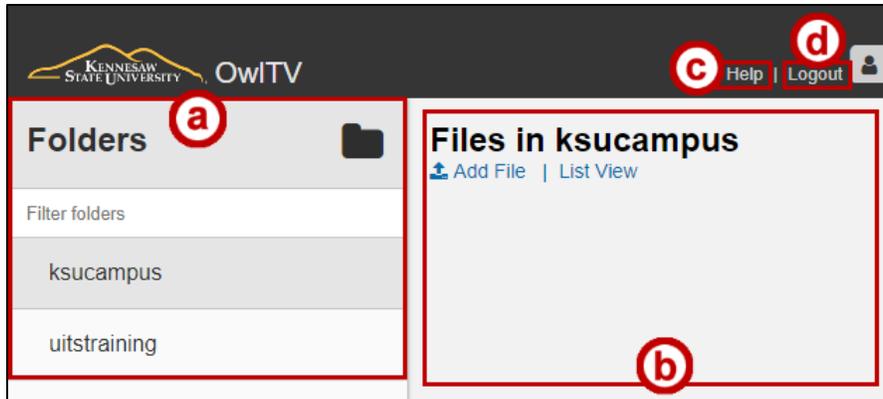


Figure 2 - OwlTV Homepage

## Upload Files

Files must meet the requirements below before they can be uploaded.

**Note:** Files that do not meet the requirements below cannot be uploaded to OwITV.

|                                | Images            | Videos   |
|--------------------------------|-------------------|--|
| <b>Dimensions/Aspect Ratio</b> | 1440 x 810 pixels | 16:9, 9:16, 32:9, or 16:10   |
| <b>File Format</b>             | JPG               | MP4  |
| <b>Time Restrictions</b>       | N/A               | 1 minute or less   |
| <b>Notes</b>                   | N/A               | Must meet KSU Visual Identity Program guidelines; files must be submitted to <a href="mailto:designapproval@kennesaw.edu">designapproval@kennesaw.edu</a> prior to posting |

Figure 3 – File Upload Requirements

1. From the *OwITV Homepage*, click **Add File**.



Figure 4 - Add File

2. There are two methods to upload files.
  - a. Drag files directly onto the **Drag Files Here hotspot** (See Figure 5).
  - b. Click **Select Files** to select files to upload through *File Explorer* (Windows) or *Finder* (Mac) (See Figure 5).
3. Click **Continue**.

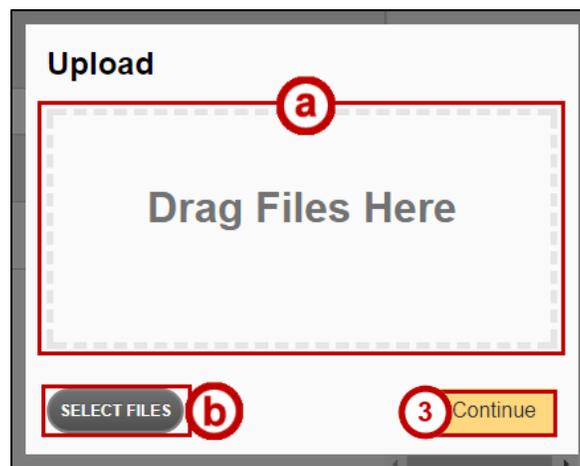
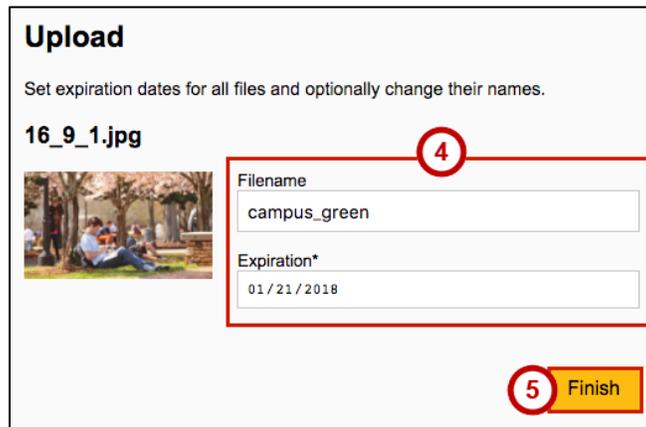


Figure 5 - Upload Files

4. Set the **filename** and **file expiration date** (See Figure 6).

**Note:** You must choose an expiration date for your file to continue.

5. Click **Finish** to complete the upload (See Figure 6).



The screenshot shows an 'Upload' window with the title 'Upload' and the instruction 'Set expiration dates for all files and optionally change their names.' Below this, the filename '16\_9\_1.jpg' is displayed next to a small image of a person sitting on a bench. To the right, there are two input fields: 'Filename' with the value 'campus\_green' and 'Expiration\*' with the value '01 / 21 / 2018'. A red circle with the number '4' is placed above the filename field. At the bottom right, there is a yellow 'Finish' button with a red circle containing the number '5' next to it.

Figure 6 - Name File and Set Expiration Date

6. The uploaded file displays in the *File Management Pane*.



Figure 7 - File Upload Complete

## Edit Files

1. Log in to <https://owltv1.kennesaw.edu/> to access the *file management pane*.
2. **Hover** over the file you wish to edit or delete.
3. Click the **Delete Image** icon (See Figure 8).



Figure 8 - Edit File

4. Click the **Edit** icon to launch the *Editing Window*. From the *Editing Window*, the filename and expiration date can be adjusted (See Figure 9).

Editing 'campus\_green'

Filename  
cherry trees

Expiration Date\*  
01/21/2018

Submit Cancel

Figure 9 – Editing Window

## Delete Files

1. Log in to <https://owltv1.kennesaw.edu/> to access the *file management pane*.
2. **Hover** over the file you wish to edit or delete.
3. Click the **Delete Image** icon.

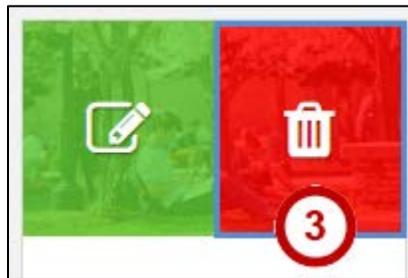


Figure 10 - Edit and Delete Files

4. The *Deletion Window* appears. Click **Yes** to delete the file.  
**Note:** There is no way to retrieve files from OwlTV once deleted.

Are you sure you want to delete 'campus\_green'?

Yes No

Figure 11 - Delete File

5. The file is deleted from OwlTV.