

With the increased number of remote synchronous sections being offered at SUNY Broome, we are seeing exponential growth in Ensemble media storage utilization as more and more recordings of live class sessions (Zoom, Collaborate, Meet) are uploaded to the server. While these videos provide a valuable resource for students registered for a specific semester section, the vast majority will not be accessed again by students once the semester ends.

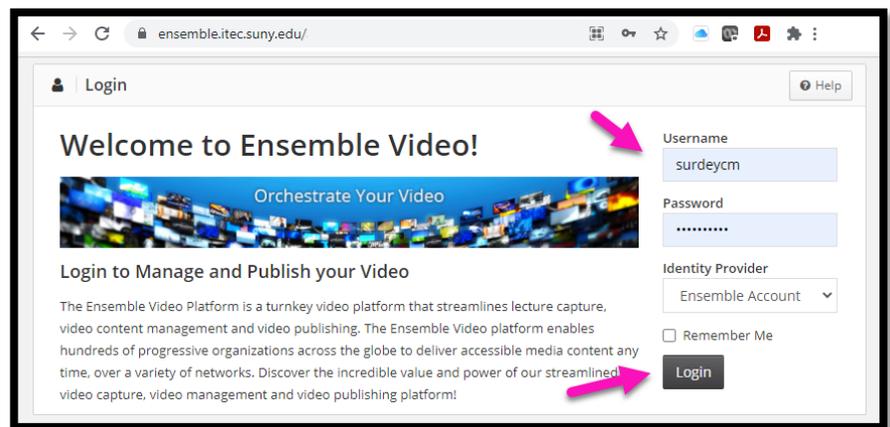
For this reason, we are asking that you **review the media contained within your Ensemble library and delete any videos that are no longer needed**. This should be done at the end of each semester in order to improve efficiency and performance of the system as a whole.

Below are instructions to assist you with this process.

## ACCESSING YOUR ENSEMBLE LIBRARY

The first step in cleaning up your Ensemble library is to log in to your Ensemble account directly on their website. To do this:

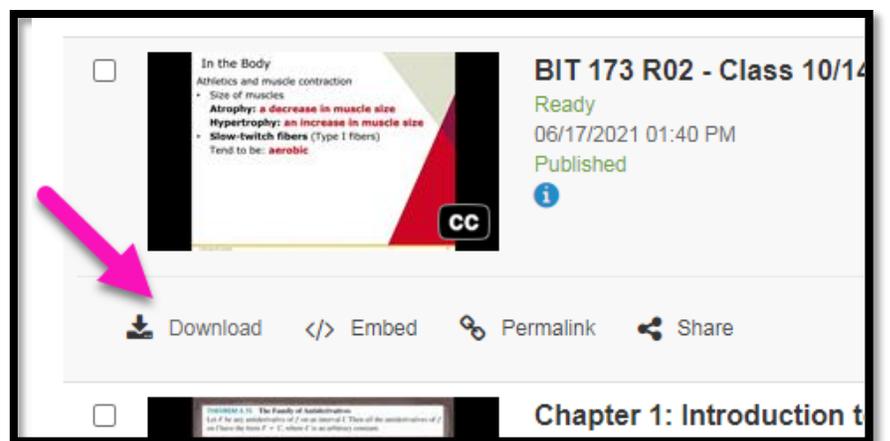
1. Using Chrome, navigate to [ensemble.itec.suny.edu](http://ensemble.itec.suny.edu), enter your credentials in the **Username** and **Password** field, and click the **Login** button.
2. Your Ensemble Media Library will appear.



## MAKING A LOCAL COPY OF A VIDEO

This step may be unnecessary depending on whether you already have a local copy or if you are certain that you will never need the video again (which is likely the case for a recorded class session with student participation). We provide these instructions just in case you would like to backup your video locally prior to removing it from the server. To download a local copy:

1. Navigate to the video you would like to backup and click the **“Download”** option below the video.



- The status of the file download will appear in the lower left corner of the window. **Be sure to let the entire file download.** Depending on the size of the video, it could take a long time.

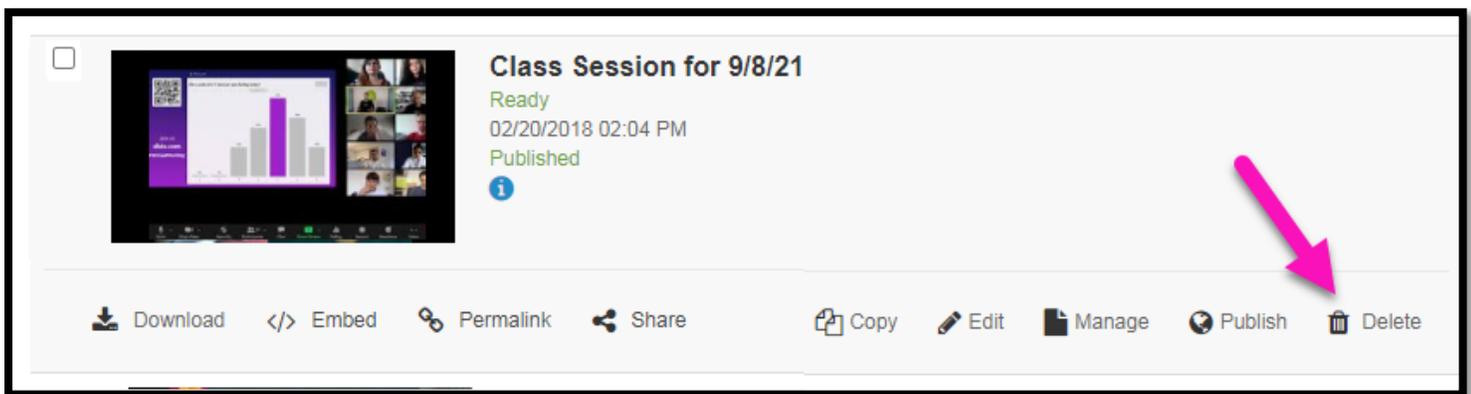
*Note: Make sure you know where your files are downloading to. You may want to move them to a location where you will be able to easily find them in the future.*



## DELETING A SINGLE VIDEO

One option for removing files from the Ensemble server is to delete them one at a time. This is recommended if you only have a few videos to delete. To do this:

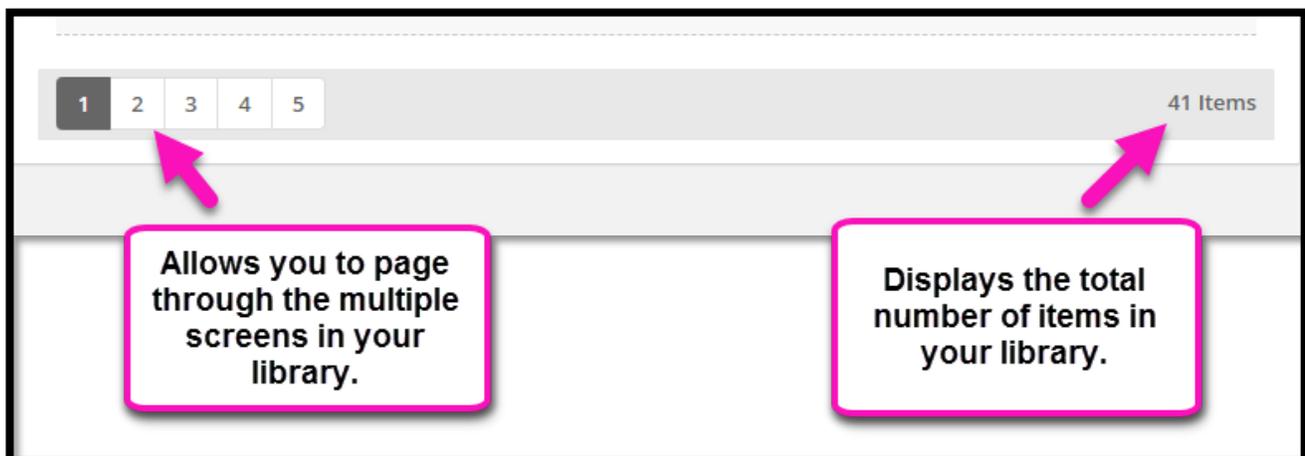
- Locate the video that is no longer needed and click the **Delete** link in the toolbar beneath the video.



- You will be asked to confirm the deletion. Click the **Yes** button.

You will need to repeat this process for each video you would like to delete. Keep in mind that Ensemble will only display a specified number of videos on a single screen, so you will need to page through all of the videos in your library to find all videos that require deletion.

The buttons to page through your library appear at the bottom of the Ensemble screen. This area will also show you the total number of items that you have in your library.



## BULK DELETING MULTIPLE VIDEOS

If you have many videos that need deleting (which will most likely be the case if you have uploaded recordings of individual class session from Zoom), it is possible to select multiple files and bulk delete them at one time. To do this:

1. Select all of the videos on the page that you would like to delete by putting a **check** in the box next to the video thumbnail **(1)**.
2. Click the **Bulk** button **(2)** and select **Bulk Delete** **(3)**.

The screenshot shows the Media Library interface for Broome Community College. At the top, there are navigation elements for the college name, location, and user name (Carine Surdey). Below this is a search bar and a 'Bulk' button. The main area displays a list of video items. The first two items, 'BIT 173 R01 - 11/20/20' and 'BIT 173 R02 - Class 10/14/19', have their selection checkboxes checked. A pink callout '1' points to these checkboxes. A pink callout '2' points to the 'Bulk' button. A pink callout '3' points to the 'Bulk Delete' option in the dropdown menu that appears when the 'Bulk' button is clicked. The third item, 'Chapter 1: Introduction to HTM...', has its checkbox unchecked. At the bottom right, it says '41 Items'.

As was with the single deletion process, you will need to repeat this process for each page of your library in order to ensure you have removed all videos that are no longer needed.