

# Media Center Xchange Guide

The Annenberg Xchange Media Asset Management (MAM) is a web based application that stores and shares Video, Audio and Graphic files. [mcweb.usc.edu](http://mcweb.usc.edu) is accessible using a Chrome browser on campus through the USC Secure Wireless WiFi or off campus using AnyConnect VPN on your computer. Recordings from Studio A, B and C are automatically uploaded to Xchange and can also be viewed and downloaded to your computer.

As an Annenberg student currently enrolled in a class, you should automatically have an account. Annenberg faculty or staff will need to have an account created for them. Students that have completed the [Media Center Technical Guidelines and Policies](#) will get access to the Media Center Bins.

## Table of Contents

- USC Virtual Private Network (VPN)
- Logging in and Downloading a Video
- Downloading a Subclip of a Video
- Uploading a Video and attaching files
- Publishing to YouTube

## USC Virtual Private Network (VPN)

In order to access Xchange outside of the USC network, **you must download a VPN client**. Select Mac or PC and follow the download and install instructions. This will allow you to bypass USC's firewall in order to access the USC Secure Wireless network from home.

1. Follow the USC ITS installation and configuration instructions available at these links:

[Connecting with Cisco AnyConnect \(Mac OS\)](#)

[Connecting with Cisco AnyConnect \(Windows\)](#)

2. After you successfully install, launch the Cisco AnyConnect Secure Mobility Client.



Cisco  
AnyCon...ity Client

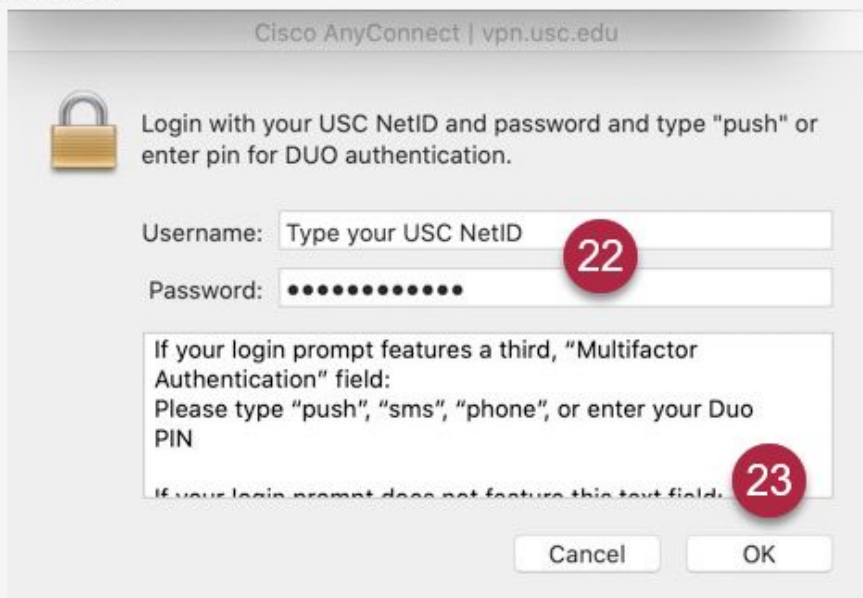
3. Follow these login instructions:

## Connect to VPN

18. Search for the **Cisco AnyConnect Secure Mobility Client** app on your desktop (Type "*Cisco AnyConnect*" in your computer's search bar).
19. Open the application.
20. In the **AnyConnect** pop-up window, enter: "*vpn.usc.edu*"
21. Click **Connect**.



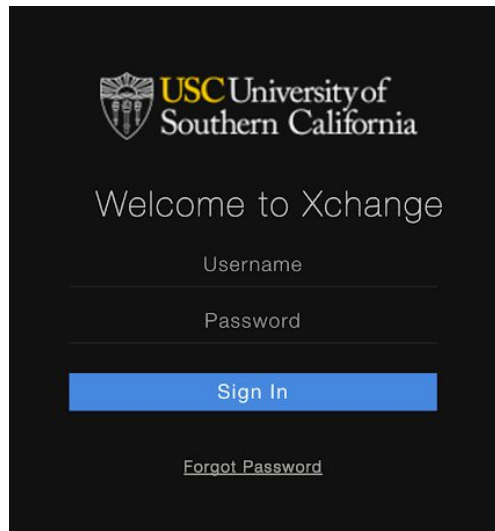
22. On the login screen, enter your USC NetID and password.
23. Click **OK**.



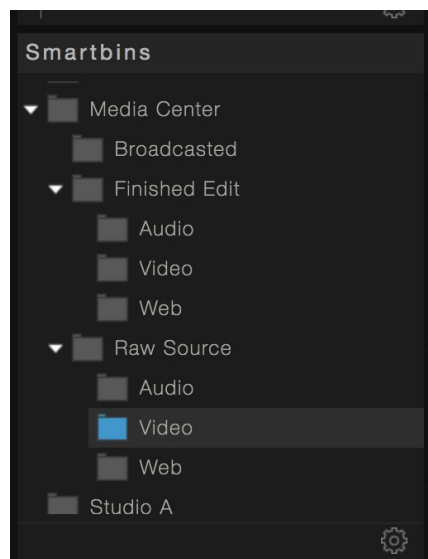
24. You are now connected to the USC network through VPN.

# Logging in and Downloading a Video

1. Go to [mcweb.usc.edu](http://mcweb.usc.edu) on a **Chrome** browser and the following prompt will appear.  
*note: You must use Chrome browser for all features to work correctly.*



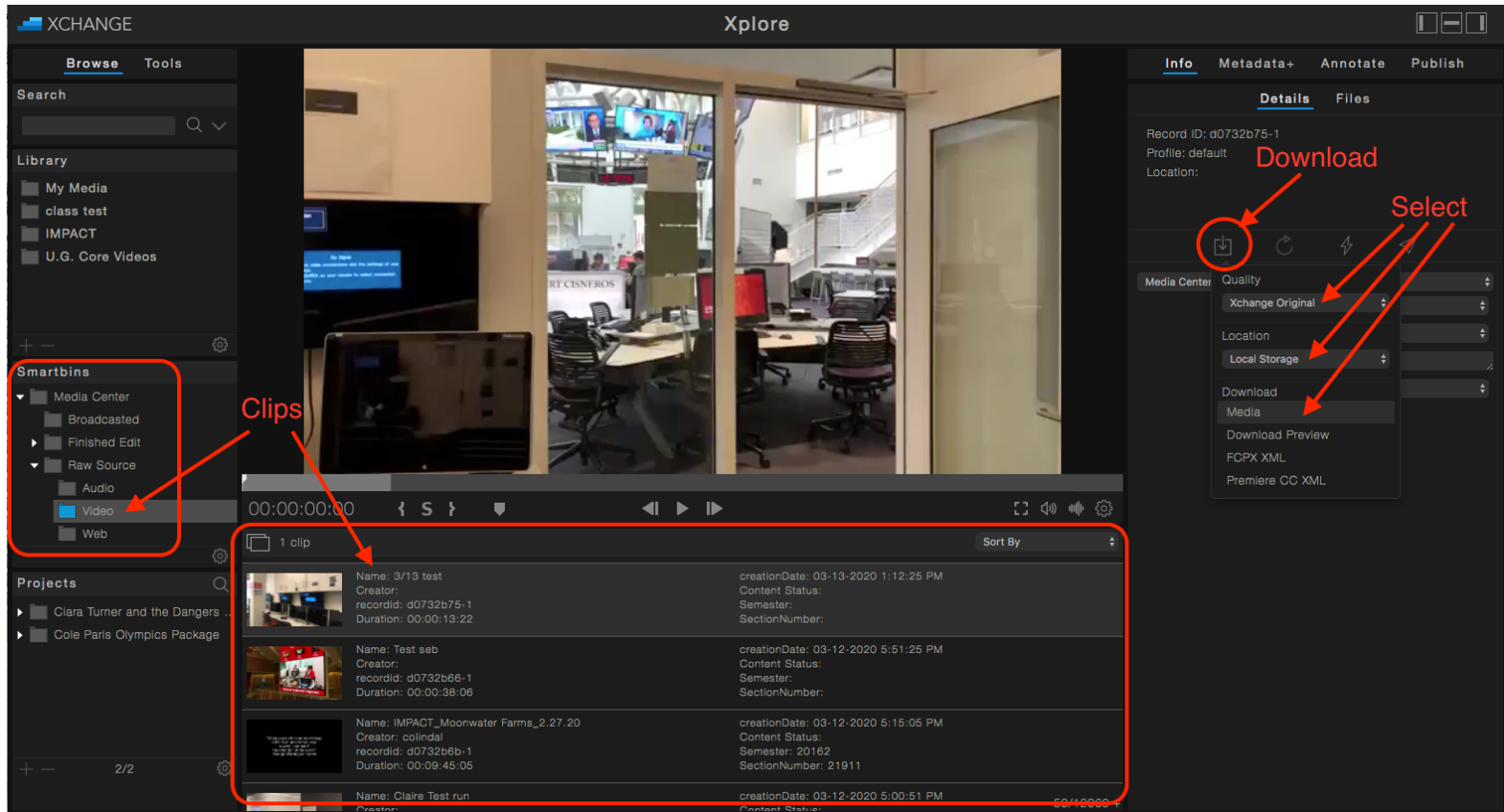
2. Login with your USC user ID (the first part of your USC email) and enter a unique password. If this is your first time using Xchange, then enter your user ID and click “Forgot Password.” You will receive an email for setting up your account.
3. Media Center clips are organized in three folders or bins:
  - Broadcasted - Final shows and recordings from Studio B and C. These files can be subclipped and downloaded to your personal hard drive for your resume.
  - Finished Edit - Completed packages, SOT and VOs sent to studio playback to be used in a broadcast production.
  - Raw Source - Unedited media and rough drafts. [Mobile2Air](#) video can also be found here.



4. You can download clips to your computer so that you can edit them in Premiere by clicking the Download icon.



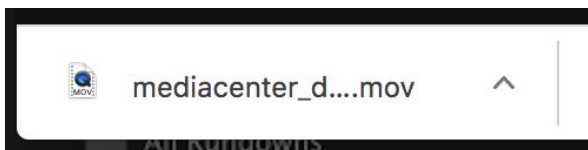
Select Quality: **Xchange Original** ----- Location: **Local Storage** ----- Download: **Media**



The screenshot shows the XCHANGE Xplore interface. On the left, the 'Smartbins' section is expanded, showing 'Media Center' and 'Video'. A red box highlights the 'Clips' section in the main area, which contains a list of video clips. The 'Details' panel on the right shows the 'Download' dropdown menu with 'Media' selected. Red arrows point to the 'Download' dropdown, the 'Xchange Original' quality selection, and the 'Local Storage' location selection, with labels 'Download' and 'Select' respectively.

Name	Creation Date	Content Status	Semester	Section Number
3/13 test	03-13-2020 1:12:25 PM			
Test seb	03-12-2020 5:51:25 PM			
IMPACT_Moonwater Farms_2.27.20	03-12-2020 5:15:05 PM		20182	21911
Claire Test run	03-12-2020 5:00:51 PM			

5. The download process will show at the bottom of the browser. Click on the file when finished to open.

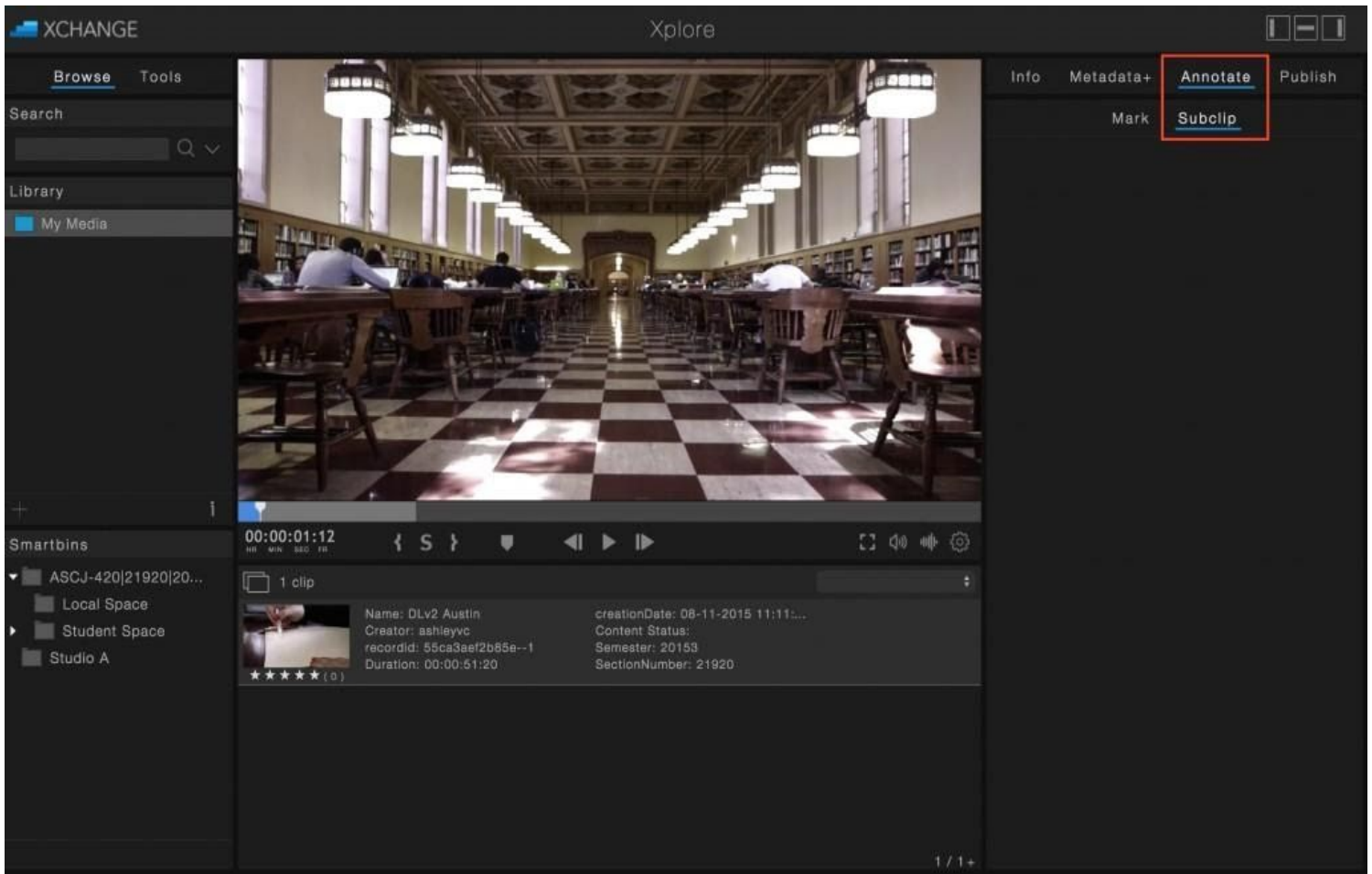


You can also import the video into Adobe Premiere from your Downloads folder.

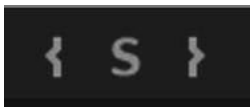
# Downloading a Subclip of a Video

A Subclip allows you to make new smaller clips of a larger video.

- 1) Choose an uploaded video or audio clip you want to create a subclip of. In the Media Information sidebar, click on **Annotate** and then choose **Subclip**.



- 2) Using the buttons below the media player or the keyboard shortcuts, you can mark the ins and outs for your subclip.



[ marks the “beginning” of your subclip or press “i” on your keyboard

] marks the “end” of your subclip or press “o” on your keyboard

Your subclip will appear in a different shape of blue on the timeline as shown on the next page.



- 3) Once you've marked the in and out of your clip, then click the "S" button or press the "s" on your keyboard to create your subclip. A new dialog box will prompt you to give the Subclip a name. Once you've typed in a name, click on Create.

Create Subclip

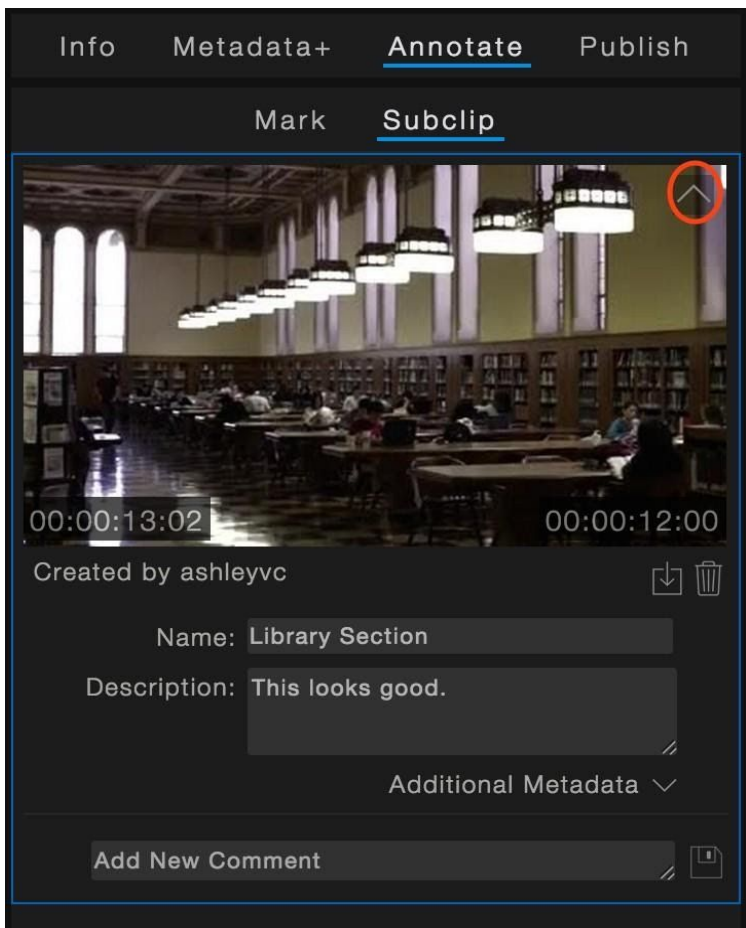
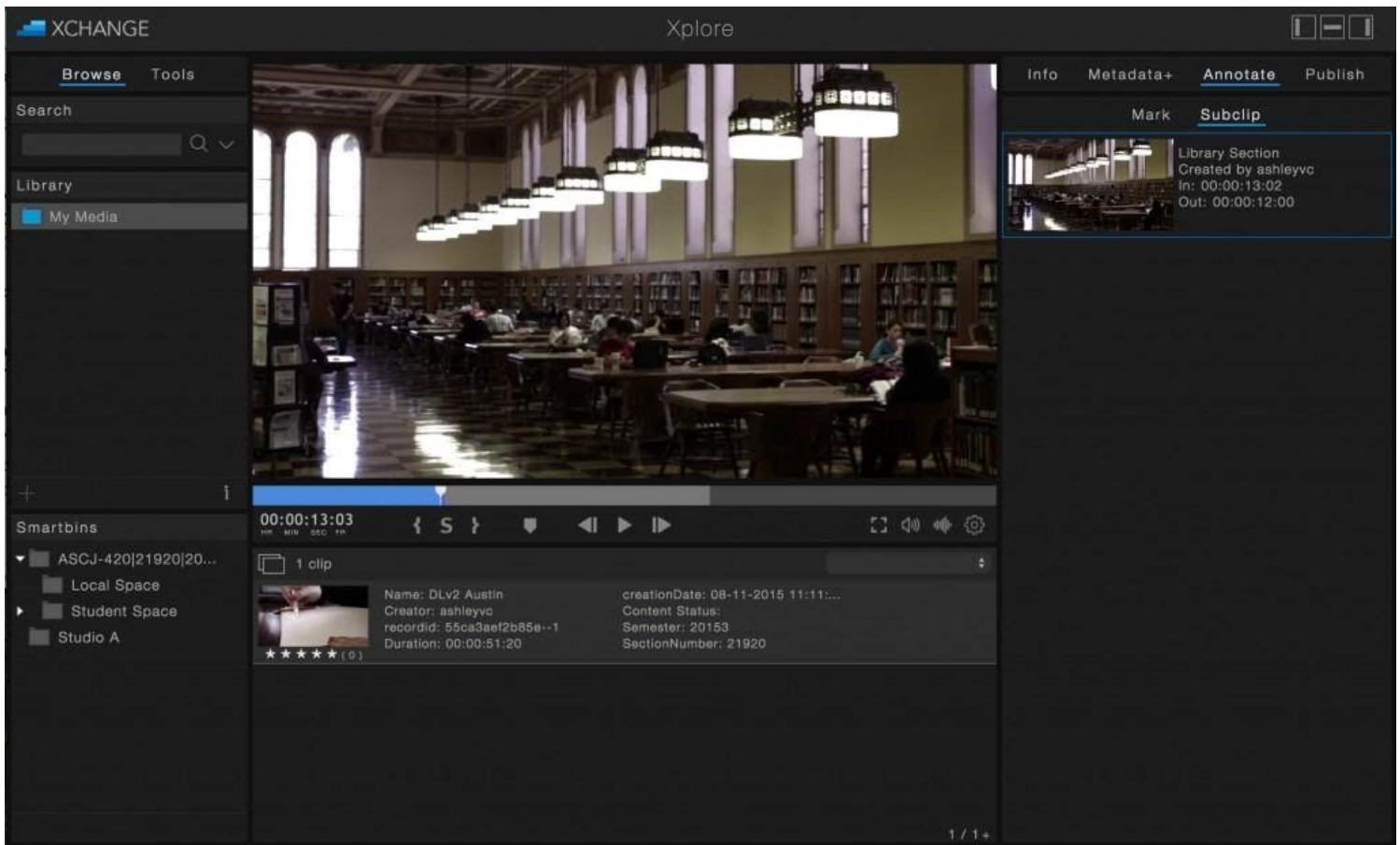
Name:  
Library Section

Description:  
This looks good.

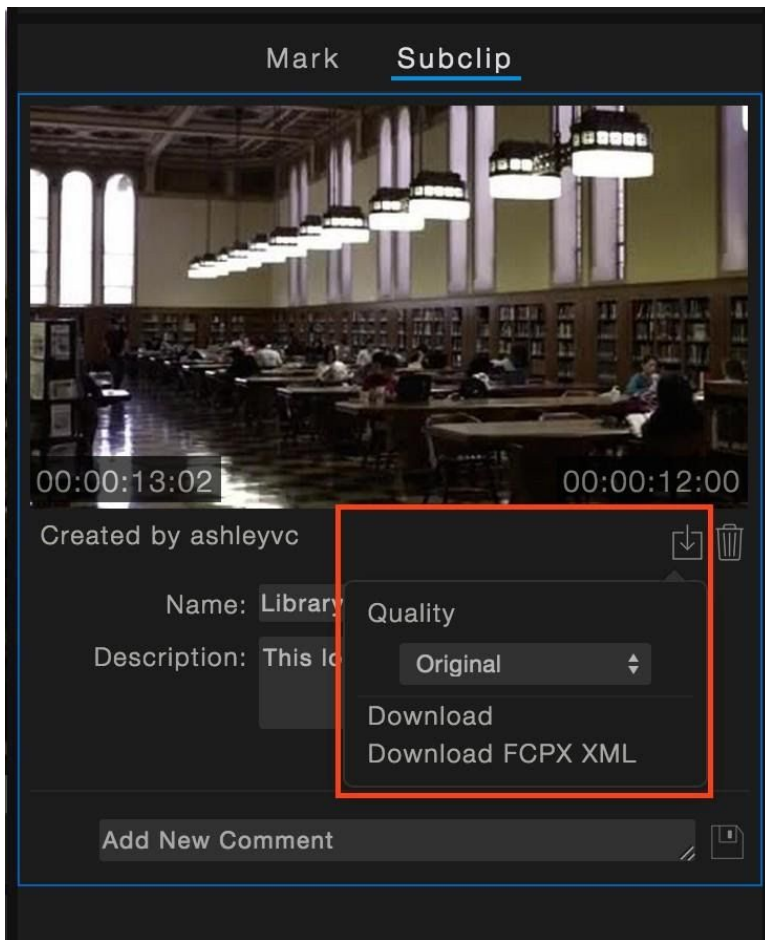
Create



- 4) You will now see this clip appear under the Subclips tab next to the media player, which also notes the in and out time of the subclip.



- 5) When you hover over the Subclip, you will see a drop-down arrow. Click on this to see the description. You'll also be able to start a comment thread on the clip to create a discussion with other producers or advisors.

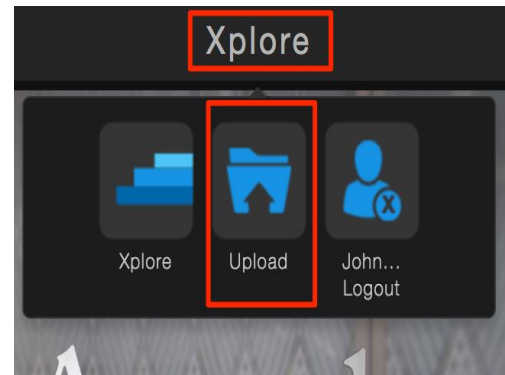
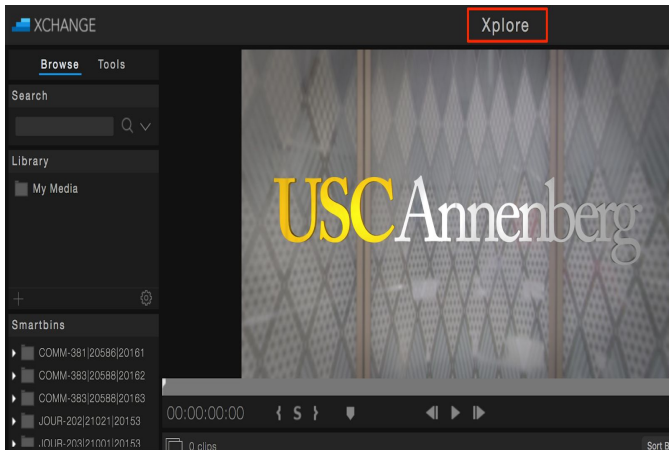


6) To download a subclip that you've created, click on the download icon, choose a quality and then click Download.



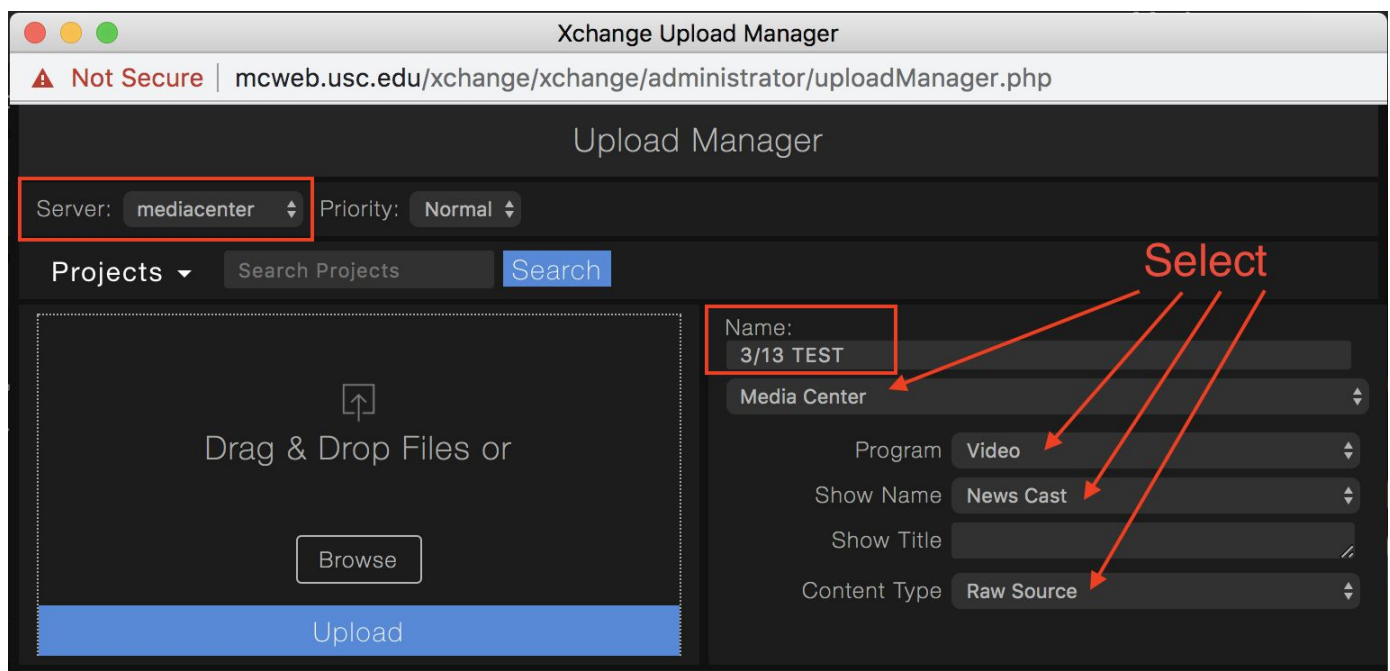
# Uploading a Video and attaching files

1. At the top of the Xchange home page, click **Xplore**, then **Upload**

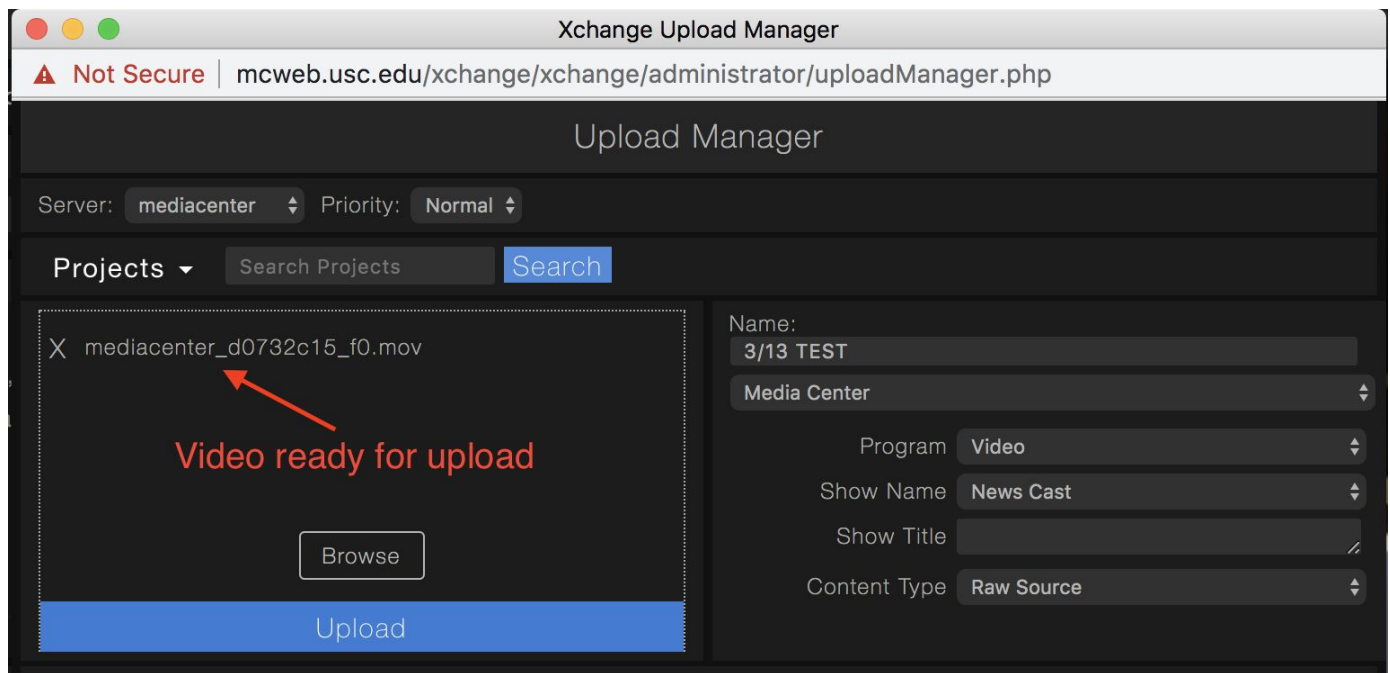


2. In the Upload Manager make sure the following are selected (see picture below).

- Under **Server**, select **mediacenter**
- Type a **Name** for your Video
- Change **student** to **Media Center**
- Under **Program**, select **Video**
- Under **Show Name**, select **News Cast**
- Under **Content Type**, select **Raw Source**

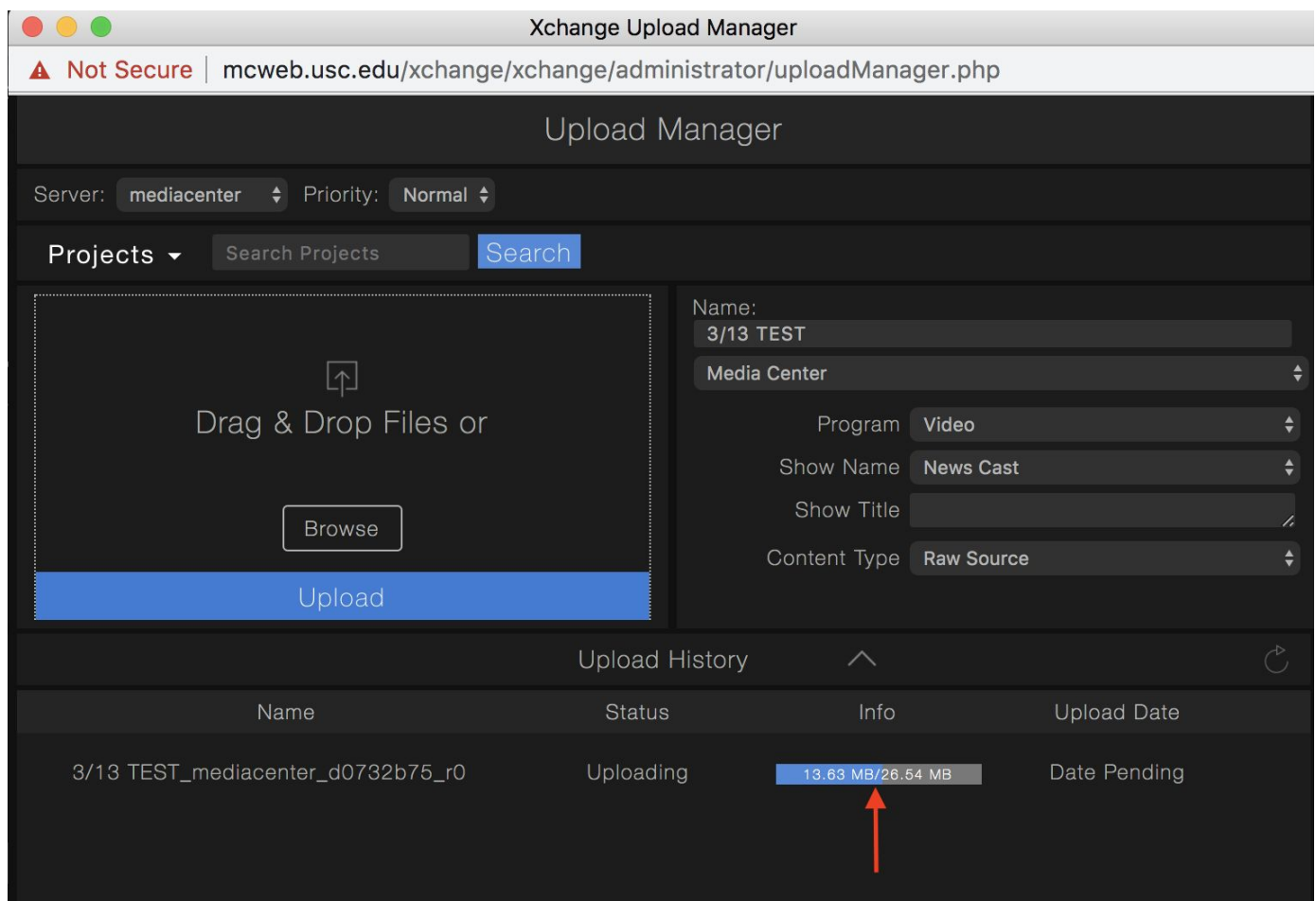


3. Click **browse** on the Upload Manager and navigate to your video file, then press **upload**.



The screenshot shows the Xchange Upload Manager web interface. At the top, the browser address bar displays "mcweb.usc.edu/xchange/xchange/administrator/uploadManager.php" with a "Not Secure" warning. The page title is "Upload Manager". Below the title, there are dropdown menus for "Server: mediacenter" and "Priority: Normal". A "Projects" dropdown is followed by a "Search Projects" input field and a "Search" button. The main content area is divided into two sections. On the left, a file named "mediacenter\_d0732c15\_f0.mov" is listed with a red "X" icon. A red arrow points to this file with the text "Video ready for upload". Below the file name are "Browse" and "Upload" buttons. On the right, there are several form fields: "Name: 3/13 TEST", "Media Center" (dropdown), "Program: Video" (dropdown), "Show Name: News Cast" (dropdown), "Show Title" (text input), and "Content Type: Raw Source" (dropdown).

4. The Upload History dropdown will show the upload progress.



The screenshot shows the Xchange Upload Manager web interface, similar to the previous one, but with the "Upload History" section expanded. The "Upload History" section is at the bottom of the page, showing a table of upload progress. The table has four columns: "Name", "Status", "Info", and "Upload Date". The first row shows the upload of "3/13 TEST\_mediacenter\_d0732b75\_r0" with a status of "Uploading". The "Info" column shows a progress bar indicating "13.63 MB/26.54 MB". A red arrow points to this progress bar. The "Upload Date" column shows "Date Pending".

Name	Status	Info	Upload Date
3/13 TEST_mediacenter_d0732b75_r0	Uploading	13.63 MB/26.54 MB	Date Pending

5. Don't close the Upload Manager until the status bar reads **processing**.

Upload History			
Name	Status	Info	Upload Date
3/13 TEST_mediacyenter_d0732c15_f0	Processing	d0732c25-1	03-21-2020 7:58:42 AM

6. Done will appear under Status when the file is uploaded.

Upload History			
Name	Status	Info	Upload Date
3/13 TEST_mediacyenter_d0732c15_f0	Done	d0732c25-1	03-21-2020 7:58:42 AM

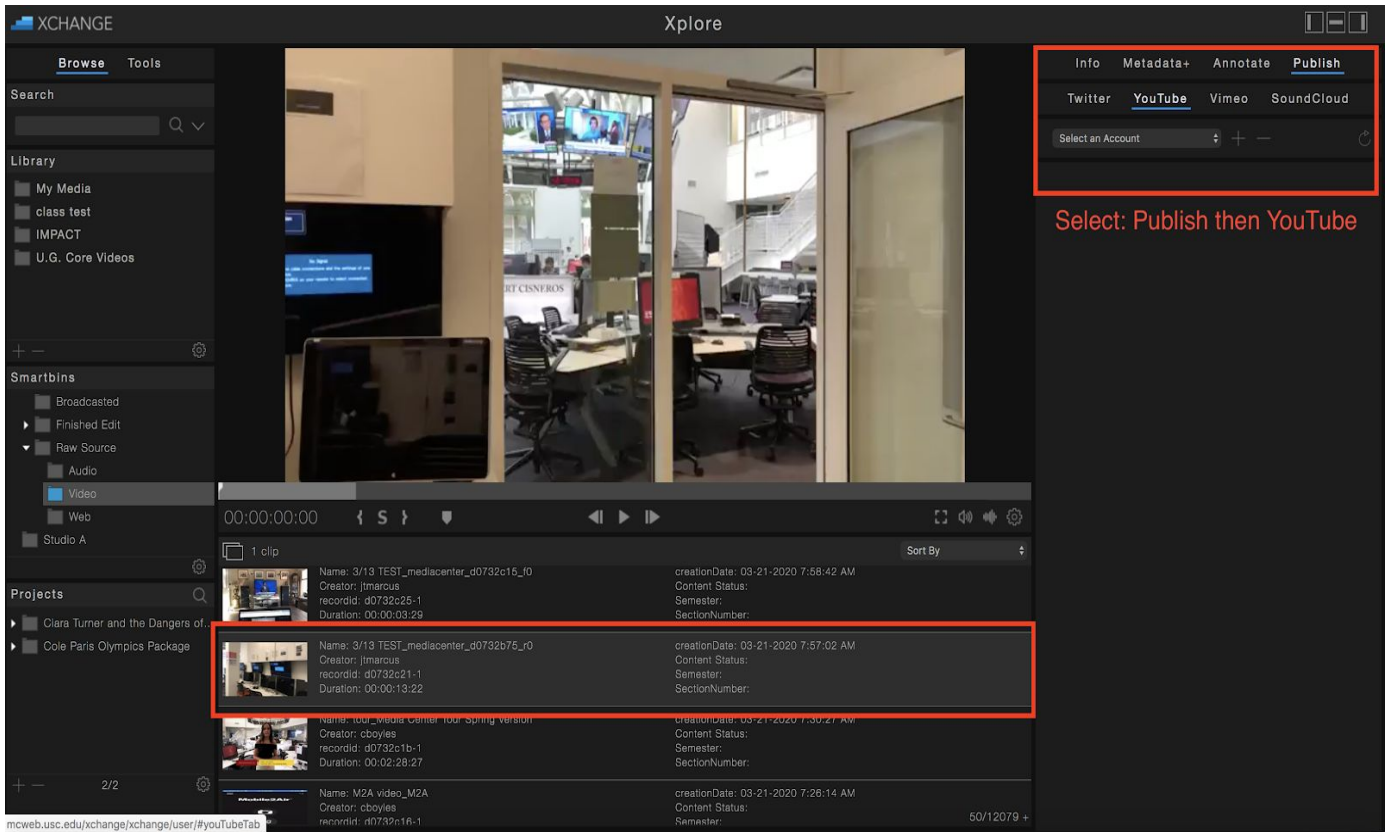
7. The video will appear in the **My Media** folder in your Library, as well as the **Media Center Bin: Raw Source: Video folder** for everyone with Media Center access to view, comment on and download.

8. Files can also be attached and shared with the video. Under **Info** Select the **Files** tab.

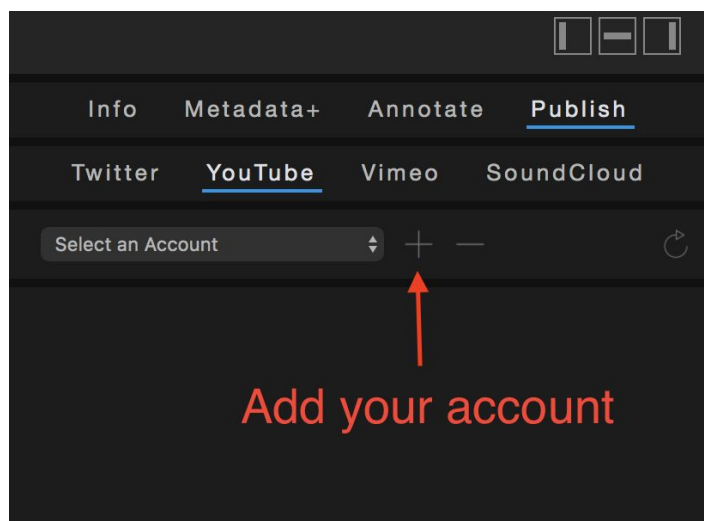
The screenshot displays the Xplore interface. On the left, the 'Library' sidebar shows 'My Media' and 'J481: The Athlete, Sports Media and Popular Culture'. Below it, 'Smartbins' lists various folders including 'Media Center', 'Broadcasted', 'Finished Edit', and 'Raw Source'. The 'Raw Source' folder is expanded, showing 'Audio', 'Video', and 'Web'. The 'Video' folder is selected. The main area shows a video player with a clip titled '1 clip'. Below the player, a list of videos is displayed with details such as Name, Creator, creationDate, Content Status, Semester, and SectionNumber. The right-hand panel has tabs for 'Info', 'Metadata+', 'Annotate', and 'Publish'. The 'Info' tab is selected, and the 'Files' sub-tab is active, showing a 'Drag & Drop File or' area and an 'Upload' button. Below this, a file named 'Media Center iPhone Video' is listed with a timestamp of '< 1 min ago'.

# Publishing to YouTube

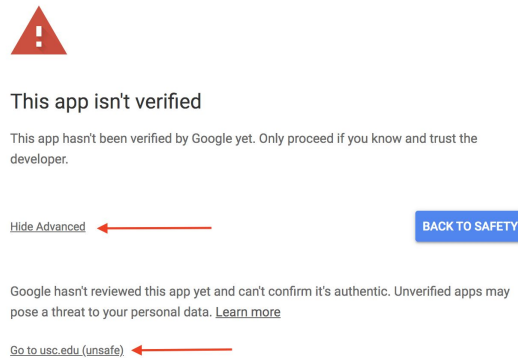
1. Select the Video you want to upload to YouTube.
2. Click on the **Publish** tab in the top right corner of the home screen.
3. Click on **YouTube**



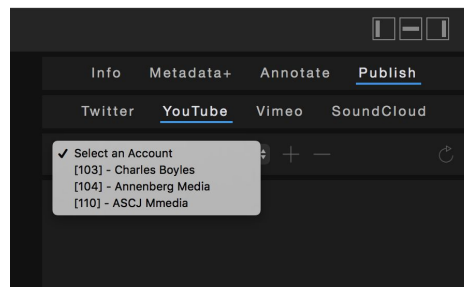
4. Click the + to add your Account. This only needs to be done once for each account you add.



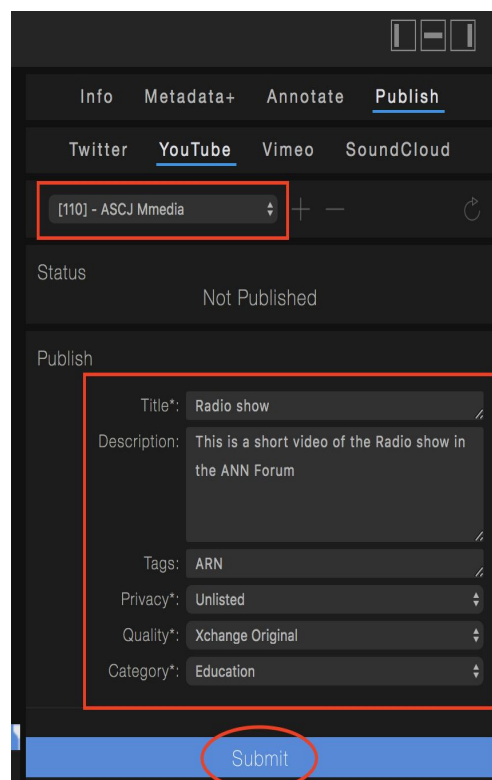
5. Follow the Login screens and grant Xchange **permissions** to your YouTube account.
6. If you run into this error, click on **Advanced** and **Go to usc.edu (unsafe)**



7. You should get a confirmation that the account was added successfully.
8. Wait a few moments and reload the Xchange home screen. Your account will appear inside **Select an Account**. It will remain in this pulldown and you will not have to add it again.

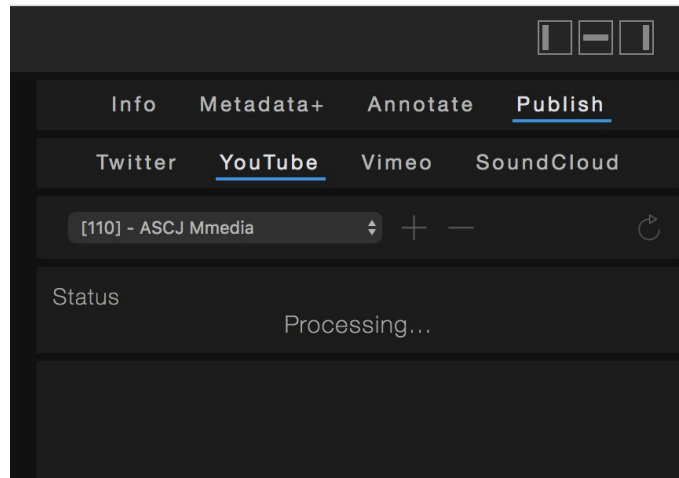


9. Select the account you want to upload to, fill out the **Publish** fields and click **Submit**.





10. The Status will change to **Processing...** The time will depend on the length of the video and your internet connection speed.



11. You can check the progress and status in the **System Monitor** located at the top of the Home screen. The monitor refreshes every 60 seconds.



System Monitor									
	Users	Uploads	Queue	Create Proxy	Media Items	Markers	Subclips	Deletion	Errors
	2	17	0	0	46151	7303	1052	1	28
Name	Record ID	Status	Command Type	Priority	Progress	Start Date	End Date	More Info	
No Name	d0732b5c-1	■ Finished		0	100%	03/21/2020 1:21:22	03/21/2020 1:21:29		
No Name	d0732b66-1	■ Finished		0	100%	03/21/2020	03/21/2020		

12. Check the YouTube account for the video.