

Accessing OwITV

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

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

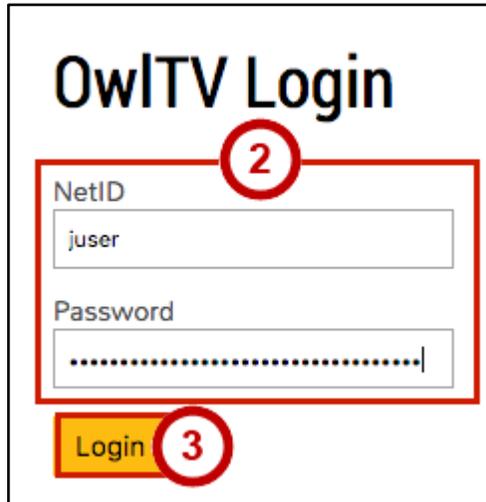


Figure 1 - OwITV Login

4. The *OwITV Homepage* loads, and the following interface will be displayed:
 - a. **Folders** – View your access granted folders (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 your account (See Figure 2).

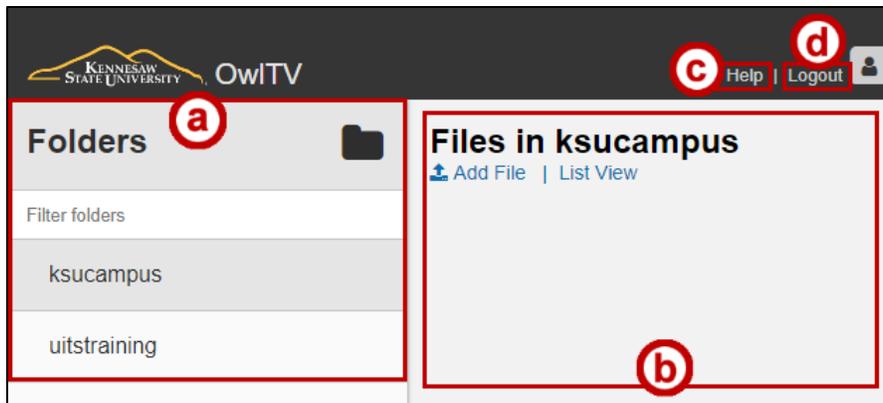


Figure 2 - OwITV Homepage

Uploading 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
Dimensions/Aspect Ratio	1440 x 810 pixels	16:9, 9:16, 32:9, or 16:10
File Format	JPG	MP4
Time Restrictions	N/A	10 seconds or less
Notes	N/A	Must meet KSU Visual Identity Program guidelines; files must be submitted to designapproval@kennesaw.edu 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** (See Figure 5).

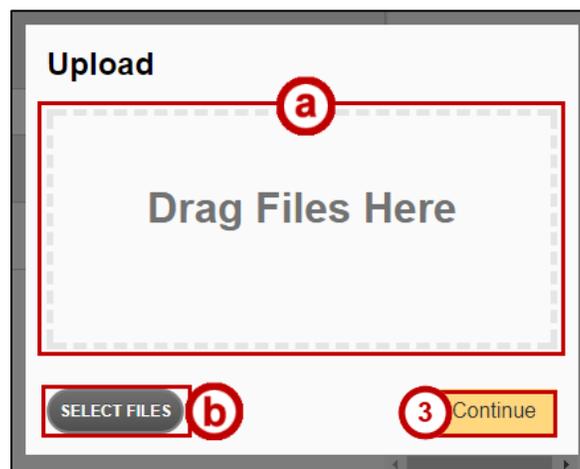
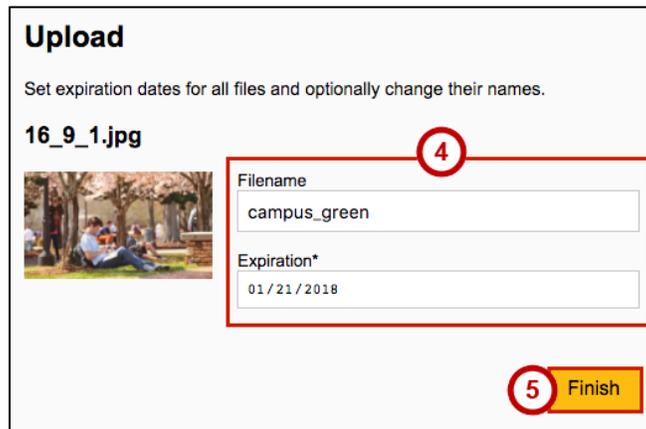


Figure 5 - Upload Files

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 thumbnail. A red box highlights the 'Filename' and 'Expiration*' input fields. The 'Filename' field contains 'campus_green' and is marked with a red circle containing the number '4'. The 'Expiration*' field contains '01 / 21 / 2018'. A yellow 'Finish' button is located at the bottom right, marked with a red circle containing the number '5'.

Figure 6 - Name File and Set Expiration Date

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



Figure 7 - File Upload Complete

Editing Files

1. Log in to <https://owltv1.kennesaw.edu/> to access the *File Management Pane*.
2. Hover over the **file** you wish to edit.
3. Click the **Edit Image** icon (See Figure 8).



Figure 8 - Edit File

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

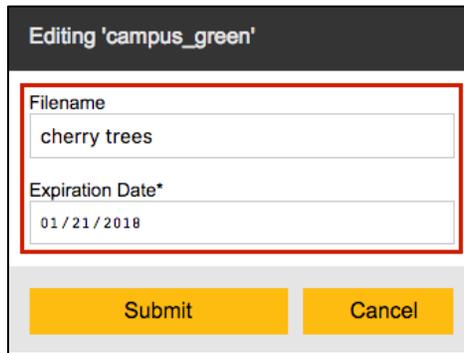
A screenshot of a web application window titled "Editing 'campus_green'". The window contains two text input fields. The first field is labeled "Filename" and contains the text "cherry trees". The second field is labeled "Expiration Date*" and contains the date "01 / 21 / 2018". Below the input fields are two yellow buttons: "Submit" and "Cancel". A red rectangular box highlights the two input fields.

Figure 9 - Editing Window

Deleting Files

- Log in to <https://owltv1.kennesaw.edu/> to access the *File Management Pane*.
- Hover over the **file** you wish to delete.
- Click the **Delete Image** icon.



Figure 10 - Delete Files

- The *Deletion Window* appears. Click **Yes** to delete the file.
Important: There is no way to retrieve files from OwITV once deleted.

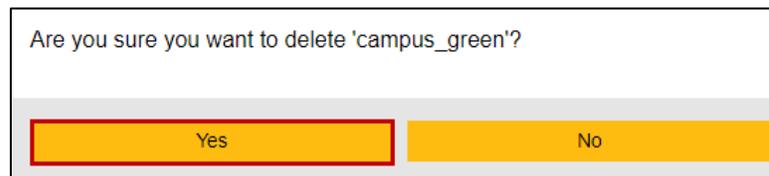
A screenshot of a confirmation dialog box. The text inside the dialog reads "Are you sure you want to delete 'campus_green'?". Below the text are two yellow buttons: "Yes" and "No". A red rectangular box highlights the "Yes" button.

Figure 11 - Delete File Confirmation

- The file is deleted from OwITV.