MEDIA NINJA – QUICK GUIDE

Introduction

This documentation is provided to guide you through the process of wrapping single media items into SCORM packages quickly and easily using the Media Ninja.
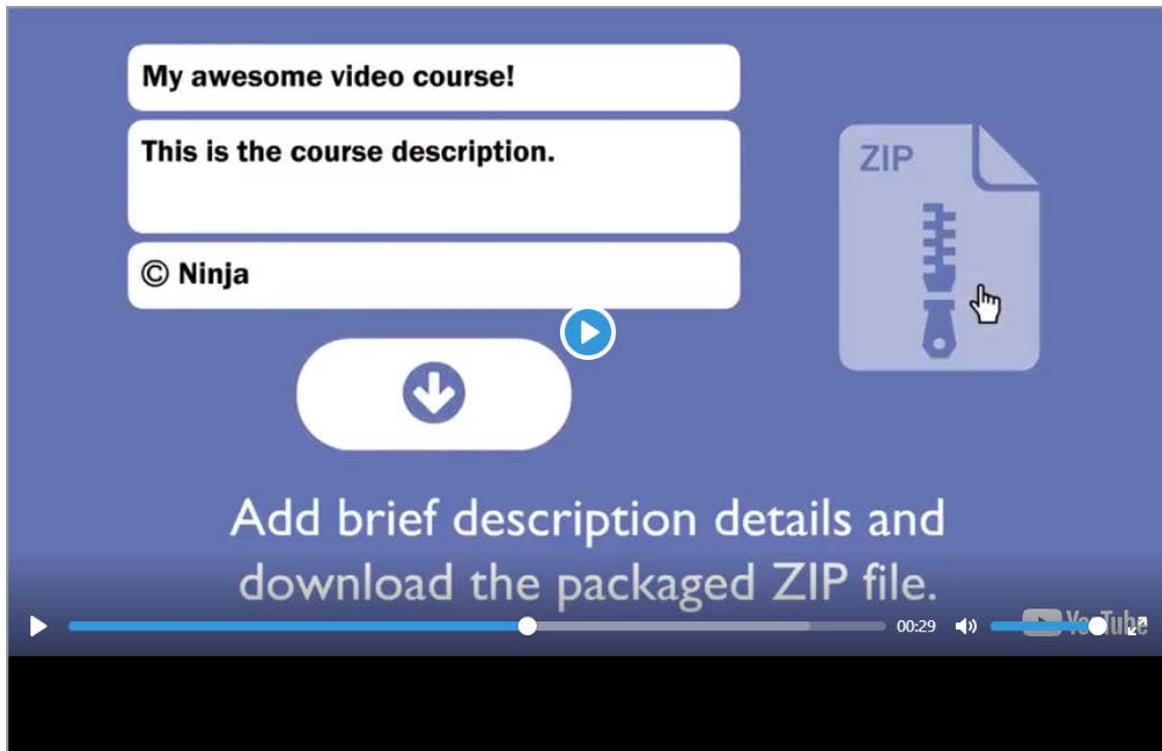

As a reminder, this Ninja only works with **streaming** media – specifically, media hosted on YouTube, Vimeo and SoundCloud. There is no ability to upload direct media files from your computer (.mp3, .mov, .avi, .wmv, etc) to the Ninja – you will have to upload them to any of the aforementioned sites to use them here!

In addition, you can only use ONE instance of media per package. If you want to have multiple pages and media in a single package, please use the Document Ninja instead.

Adding your media source to the Media Ninja

To begin, launch the Media Ninja and open the **Media Source** section, if it does not automatically open on this page. This is where we initially load our media into the Ninja.
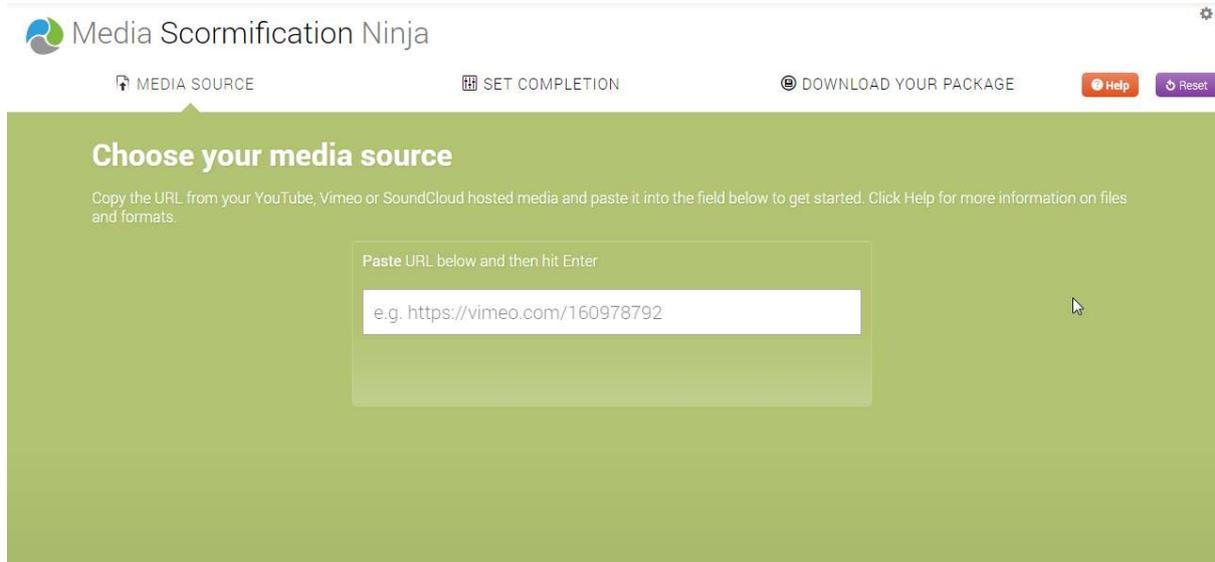

The only item you need here is the web address or Share link for the media you want wrapped. Open the media in a new browser tab/window and right click or **Ctrl+C** the link to copy it to your clipboard.
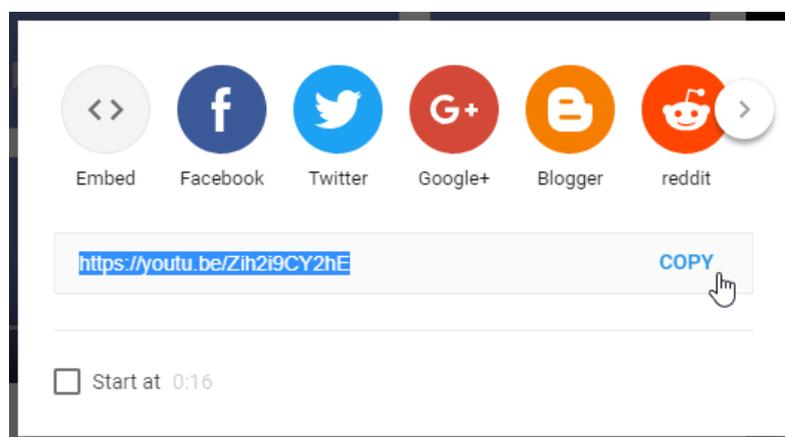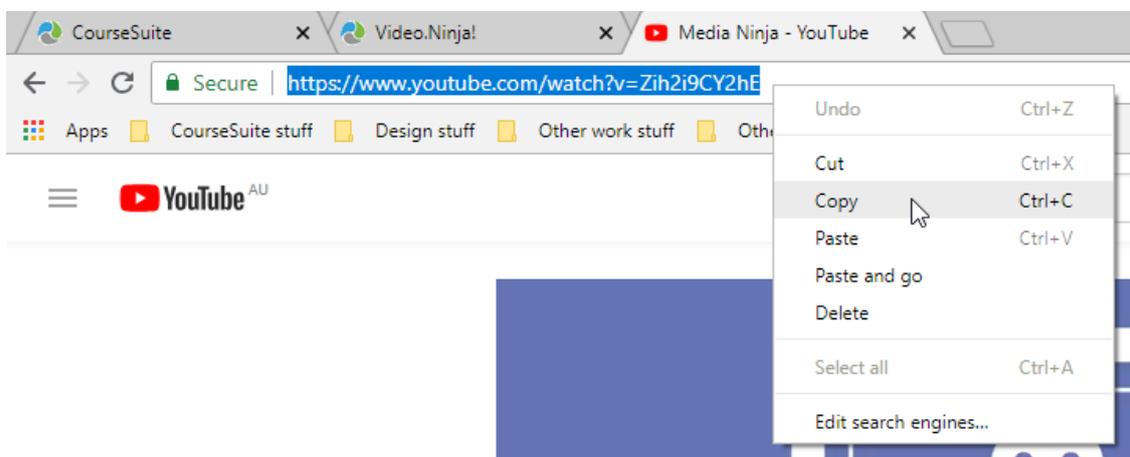
Then return to the Media Ninja, click inside the text box and right click or **Ctrl+V** to paste the link into the text field provided.
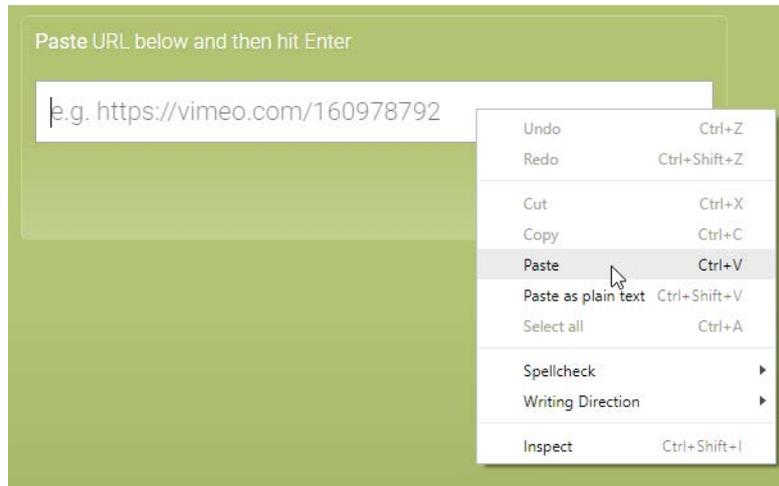
Once the link is in the text field, hit Enter/Return on your keyboard to load the media into the Ninja. If done properly, you will see an image preview of the video appear below the web address, along with a blue button below it, stating that the video is ready.
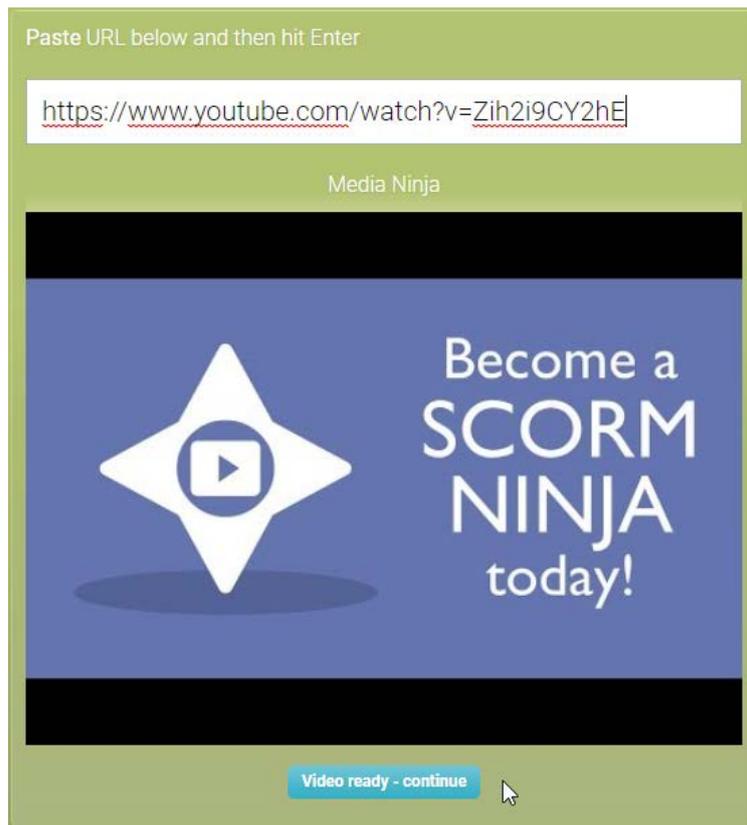
Click either the *Video ready – continue* button or the **Set Completion** tab at the top of the screen to continue.

*NOTE: Only proceed to the **Set Completion** tab AFTER you have loaded media into the Ninja. If you do so beforehand, the tab will not open properly and you will have to refresh/relaunch the Ninja to continue.*

Setting the completion percentage & player theme

When you have loaded your media source, the next step is to set the completion percentage and customize the player interface. To do this, open the **Set Completion** section.


If you wish, you can play the media here to review it before continuing. Below the video player, there is a row of options available. The only compulsory action you need to take is to set a completion marker, which determines at what point the media is considered 'complete' by the package. The latter items are optional, but the package cannot be downloaded without a set marker!

To set a completion marker, play the media until you reach the position you want to set it at, then click the *Set Marker* button. Alternatively, you can also click on the percentage indicator and type in a number (from 1 to 100) directly, then hit Enter/Return on the keyboard.
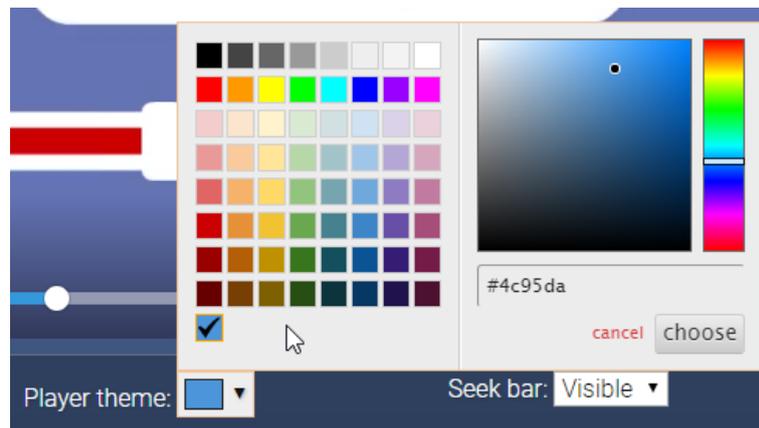

Whichever method you use, an indicator will appear on the media's seek bar showing where the marker has been placed. The specific time and percentage will also be shown next to the *Set Marker* button.
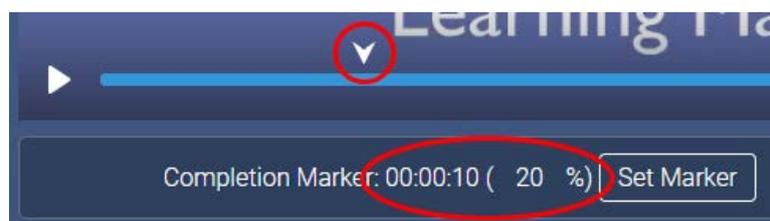
NOTE: This marker may disappear once you switch sections in the Ninja, but the time and percentage for the last set completion marker will still be shown.

~~~~~~~~

To change the colour of the seek bar, click the colour button labeled *Player theme*. A popup will appear allowing you to choose a custom colour either by selecting it directly from a colour palette, or by typing in a hex code.

Whichever method you use, click *Choose* once you have made your choice or entered your hex code. The seek bar will change to the specified colour.

~~~~~~~~

You can also choose to either keep the seek bar visible or hide it so users cannot easily skip around the video without watching it. It is set to *Visible* by default, but to change it, simply select *Hidden* from the *Seek bar* drop-down menu.
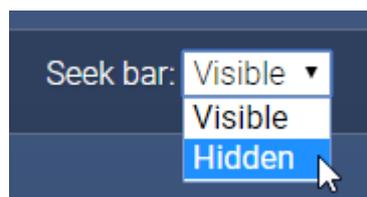
NOTE: All other elements of the media interface – the play button, video time, volume slider and fullscreen button – will remain visible.

Downloading your course package

Once you have set the completion for your media, the last step is to enter a course's descriptive information. To do this, open the **Download your Package** section. You will have several options available.

The three text boxes at the top of this area are used to give the package a name, give it a short description and add a copyright statement respectively. The last two are optional, but the package cannot be downloaded if it does not have a title!

***NOTE:** To enter a copyright symbol, hold the Alt key and press 0169 on the numpad (Windows) or hold the Option key and press G (Mac).*


This choice determines what SCORM format the package will use, though in most cases this can just be left on its default SCORM 1.2 setting. If you wish to change it for any reason, choose your preferred setting by clicking the radio button next to it.

Finally, you have three choices at the bottom of the page:

Clicking *Download zip* immediately downloads your media package as a ZIP file, saving it to your computer.

Clicking *Save to Cloud* opens a popup displaying the cloud storage services you have connected to the Media Ninja. If you already have some connected, choose a location to save the ZIP file and it will be sent to your storage account.
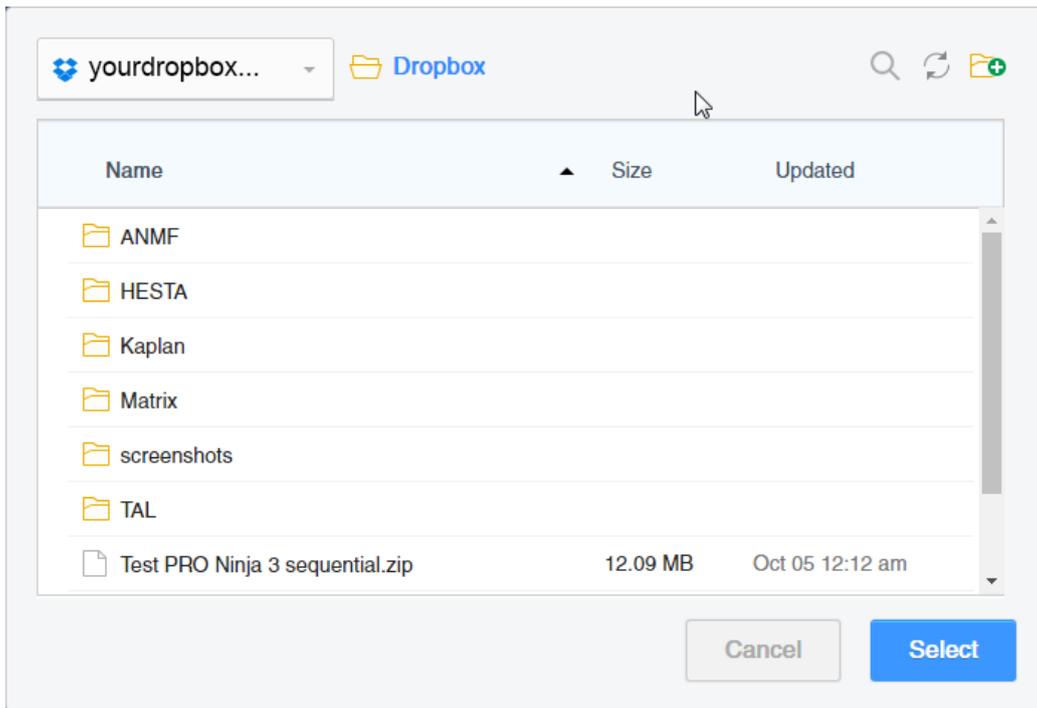
Clicking *Open in Preview Ninja* will launch the Preview Ninja in a new browser tab and upload the media package to it, allowing you to test out how the media will appear and function when accessed by other users.
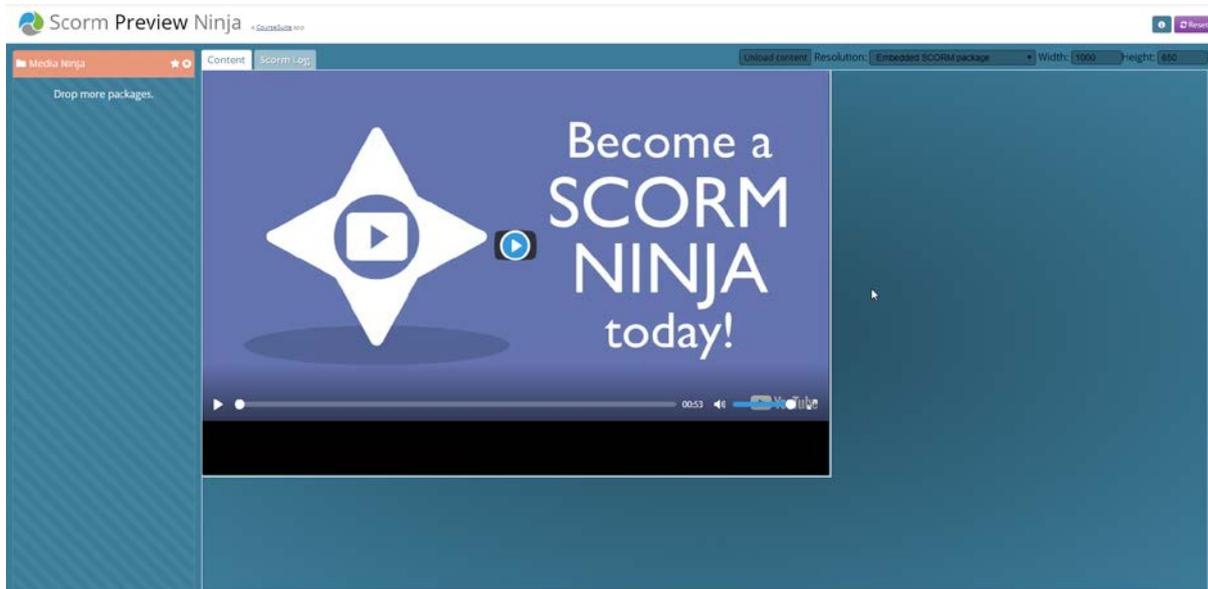
Previewing the media package does not save it, so you will still need to use either of the two previous choices to save the file for uploading to your Learning Management System.

Additional notes

If you need to go back and make any changes in sections you have already visited, you can switch between the **Media Source**, **Set Completion** and **Download your Package** sections at any time.

If you want to start over from scratch, you can do so by clicking the *Reset* button in the top right corner of the Ninja. Clicking this button will give a prompt to confirm the action – if you click *Yes*, the Ninja will be wiped clean. Once this has occurred it cannot be undone.

If you need more information on how to use the Media Ninja, further documentation for the app is available by clicking the *Help* button in the top right corner of the Ninja.