

How to Upload Content to Concerto

David Raco - 2019-01-04 - Comments (0) - Concerto

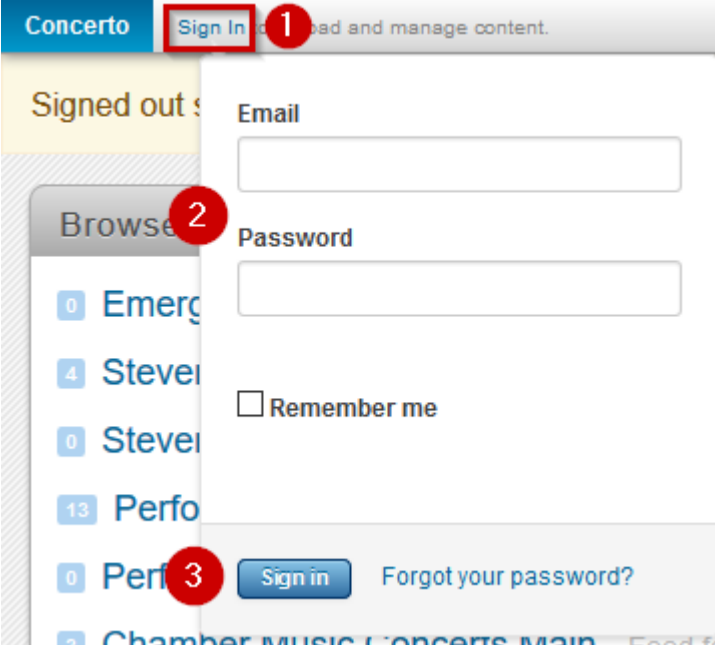
Concerto is our digital signage system. It enables centralized management of our digital signage across campus. Content can be submitted directly to building/department feeds by going to <https://signage.sou.edu>. All that is needed is a Concerto account, which you can request by contacting your [Computing Coordinator](#).

NOTE: All slides should be [submitted as images \(jpg, png\) at 1280x1024 resolution](#).

For more information on how to format your Concerto slides for optimal impact, please consult [Concerto's online style guide](#). You can also download useful templates there for Adobe InDesign, Photoshop, and Illustrator.

In this knowledgebase article, I will walk you through uploading slides to Concerto. Before we start, make sure that your slides are already in the correct format (see above). If you need help getting your slides into the correct format, please contact your Computing Coordinator.

Step 1) Log in to Concerto



The screenshot shows the Concerto login interface. At the top left, the word "Concerto" is displayed in a blue box. To its right, a "Sign In" button is highlighted with a red box and a red circle containing the number "1". Below this, the text "Signed out" is visible in a yellow box. The main login form contains an "Email" field, a "Password" field, and a "Remember me" checkbox. A "Browse" button is located to the left of the password field, with a red circle containing the number "2" next to it. At the bottom of the form, there is a "Sign in" button (with a red circle containing the number "3" next to it) and a "Forgot your password?" link. A sidebar on the left shows a list of items with blue square icons and text, including "Emergency", "Steven", "Steven", "Performance", "Performance", and "Chamber Music Concerts Main".

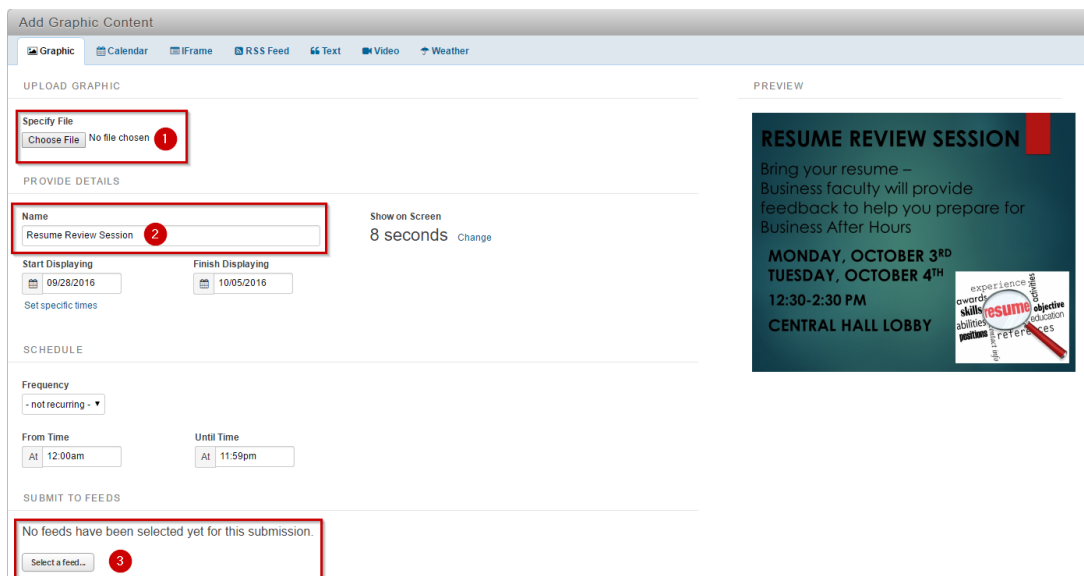
- a. Direct your web browser to <https://signage.sou.edu>

- b. Log in with your Concerto account. If you need an account, contact your Computing Coordinator.

Step 2) Click the "Add" button



Step 3) Add Content

A screenshot of the 'Add Graphic Content' form in the Concerto system. The form is divided into several sections. The 'UPLOAD GRAPHIC' section has a 'Specify File' field with a 'Choose File' button and the text 'No file chosen', highlighted with a red box and a red circle containing the number 1. The 'PROVIDE DETAILS' section has a 'Name' field with the text 'Resume Review Session', highlighted with a red box and a red circle containing the number 2. The 'SCHEDULE' section has a 'Frequency' dropdown set to '- not recurring -', and 'From Time' and 'Until Time' fields set to 'At 12:00am' and 'At 11:59pm' respectively. The 'SUBMIT TO FEEDS' section has a 'Select a Feed...' button, highlighted with a red box and a red circle containing the number 3. On the right side of the form, there is a 'PREVIEW' section showing a graphic for a 'RESUME REVIEW SESSION'. The graphic text includes: 'Bring your resume – Business faculty will provide feedback to help you prepare for Business After Hours', 'MONDAY, OCTOBER 3RD TUESDAY, OCTOBER 4TH 12:30-2:30 PM', and 'CENTRAL HALL LOBBY'. There is also a small graphic with a magnifying glass over the word 'resume' and other related terms like 'experience', 'skills', 'abilities', 'education', 'references', 'awards', and 'positions'.

NOTE: You will have to repeat the following steps for each and every image (slide) you wish to upload to Concerto. Currently there is no way to upload several slides at once.

1. Choose the image file to upload.
2. Give the slide a title.
3. Select a feed to publish the slide to. If you're not sure which feed to use, contact your Computing Coordinator or the Concerto moderator in your department.
4. Select a start date when the slide should first show up on the screen.

5. Select an end date when the slide should stop displaying on the screen. If you need the slide to display indefinitely, pick an end date many years in the future.
6. Set a duration for the slide. This is how long the slide will remain on the screen before Concerto advances to the next slide.
7. Set a frequency for the slide. This controls when the slide shows up in your feed. For example, you could set a slide to only display on Fridays from noon to 5 PM.
8. Click **Submit**.

Step 4) Await approval

Unless you are a moderator for your department or program's Concerto feed, your content will not automatically appear on your digital signage. All Concerto content must first be approved by a moderator. If you are unsure who the moderator for your department or program is, contact your Computing Coordinator or ask someone in your department who would likely know.