

How to Upload Content to Concerto

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

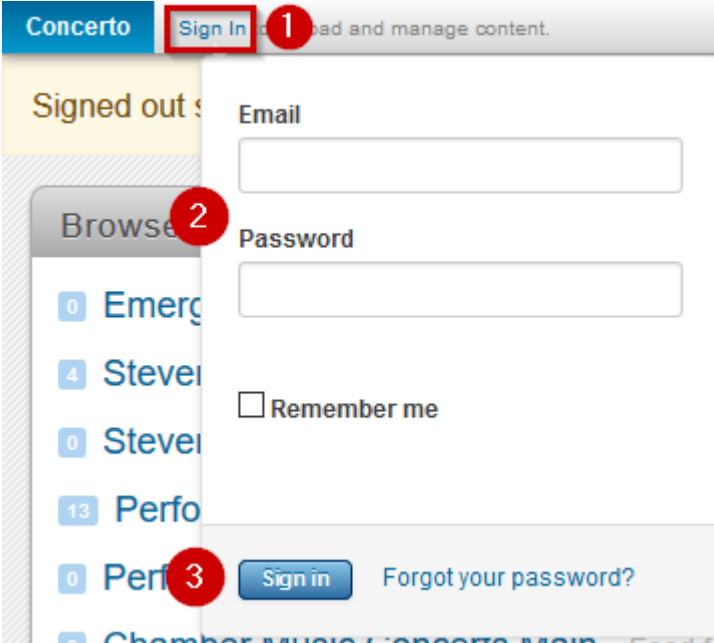
Concerto is our digital signage system. It enables centralized management of our digital signage across campus. Content can be submitted directly to building/department feeds by going to <https://signage.sou.edu>. All that is needed is a Concerto account, which you can request by contacting your [Computing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

A screenshot of the Concerto web application's login page. The page has a blue header with the 'Concerto' logo. Below the header, there's a 'Signed out' message. The main content area contains a login form with fields for 'Email' and 'Password', a 'Remember me' checkbox, and a 'Sign in' button. A 'Forgot your password?' link is also present. On the left side, there's a sidebar with a list of items, each with a small blue square icon and a number. Three red circles with white numbers are overlaid on the image: circle 1 points to the 'Sign in' button, circle 2 points to the 'Browse' button, and circle 3 points to the 'Sign in' button.

- 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 application. The form is divided into four main sections: 'UPLOAD GRAPHIC', 'PROVIDE DETAILS', 'SCHEDULE', and 'SUBMIT TO FEEDS'. In the 'UPLOAD GRAPHIC' section, the 'Specify File' area has a 'Choose File' button highlighted with a red box and the number 1. In the 'PROVIDE DETAILS' section, the 'Name' field contains 'Resume Review Session' and is highlighted with a red box and the number 2. In the 'SCHEDULE' section, the 'Frequency' is set to '- not recurring -'. In the 'SUBMIT TO FEEDS' section, the 'Select a feed...' button is highlighted with a red box and the number 3. To the right of the form, a 'PREVIEW' section shows a sample slide titled 'RESUME REVIEW SESSION' with details about the session dates and location. The slide also features a graphic with the word 'resume' in the center, surrounded by terms like 'experience', 'skills', 'abilities', 'education', 'references', 'awards', and 'passion'.

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.