

Appspace

To Begin

1. Email Miranda Redenbaugh (mredenbaugh@uchicago.edu).
 1. If you are a student, please cc your advisor.
2. You will be assigned a display if your lab does not already have one. Please let us know if your lab already has a display assigned.
3. Once you receive your invite from Appspace, use your CNETID to log in.
4. [Go to Appspace](#)

Approval

- All actions regarding content will be approved by Miranda Redenbaugh.
 - Adding and changing playout properties are all included in this process
- You will not need to send an email to receive this approval. Miranda will get an automated email letting her know content is pending approval.
- Once Miranda approves or denies your content, you will get an email with her decision.

Allowed Content Types

- Make sure that the content is optimized for the display (1920 x 1080)
- Images Types:
 - PNG
 - JPEG
 - GIF
- Video Types:
 - MP4
 - MPEG
 - WMV
 - When using a video format, sound will not be heard on the displays. Sound should be avoided if possible within the content.
- Website URL:
 - How to Add
 - Select the Library Menu
 - Select Create
 - Click on Feed on the left-hand side
 - Select the Web View template
 - Enter the website URL and leave the embed option as Native Webview
 - Press Save in the top right corner to finalize the changes
 - Youtube or any other video platforms should not be used unless all advertisements have been removed.
 - URLs will only be displayed for the standard 8 seconds. This will happen even if the URL has not finished displaying content.
 - For exemptions regarding the content duration, please contact Miranda Redenbaugh.

Menus

- Dashboard
 - This page is the homepage and has synopses of information from other menus.
- Library
 - This is the content library and includes content from all channels.
 - You can add any content from the library to your channel.
- Channels
 - This is where you can see the channels you are allowed to edit.
 - Channels correlate to devices, meaning you can think of them as the device(s) you can edit.
- Integrations
 - This page is for administrators only. You will see that you do not have access.

Adding Slides to a Channel

1. Select the Library Menu
2. Select Create
3. Either upload previously created content or use/edit a template
4. Select Schedule on the right-hand side
5. Select which channel(s) you would like to add the content to
6. Schedule the start/end dates that you want the content to be displayed
7. Press Save in the top right corner to finalize the changes

Removing Slides from a Chanel

1. Select the Channel Menu
2. Select the channel you would like to remove the content from
3. Select the three dots to the right of the content you would like to remove
4. Select Remove

Disabling/Enabling Content

1. Select the Channel Menu
2. Select the channel you would like to remove the content from
3. Select the three dots to the right of the content you would like to remove
4. Select disable to keep content on the channel, but not display it.
 1. This can be useful if you plan to show the same content at different times throughout the year
5. Once content is disabled, you can enable it if you would like it to display it again

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