ROCHESTER Spaces > People Calendars Creating Approval Workflows

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Uploading Videos

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Videos can be used to create a video learning object (LO). Video Administration enables users to create, copy, edit, and delete video LOs. Users can create video LOs by uploading video files or embedding a video from YouTube

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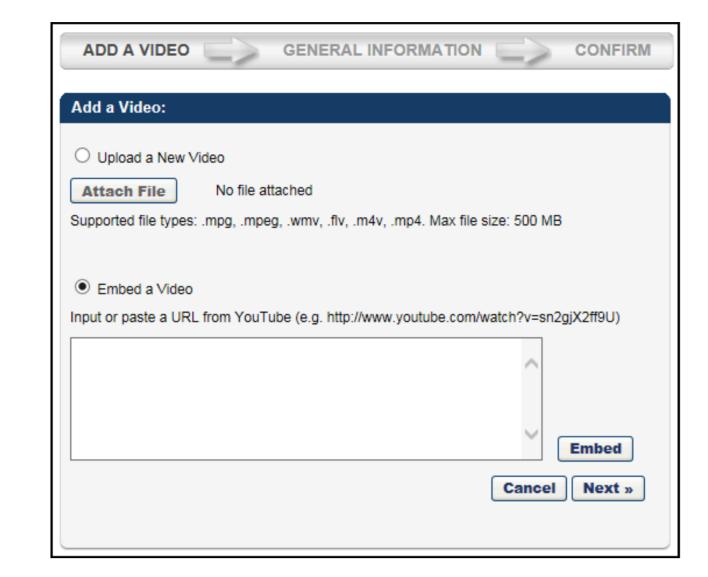
• Closed captioning is a federal requirement for any video offering from an employer. Videos provided by a client for upload must have closed captioning.

• Videos uploaded to YouTube will have closed captioning added. These automatic captions are generated by machine learning algorithms, so the quality of the captions may vary.

Upload a New Video • Learning Assignment Tool (LAT) Learning Job Aids 1. Navigate to Learning Management > Videos > Create a Video Course

2. Select the **Upload a New Video** option

3. Click the Attach File button, and then navigate to and select the appropriate video file. The supported file types are .mpg, .mpeg, .wmv, .flv, .m4v, and .mp4. The maximum file size is 500 MB.



4. After selecting the video file, the selected file name is displayed. An Uploading pop-up opens to display the upload progress.

5. After the file is uploaded, a preview of the video is available. Click the Play button to preview the video and confirm that it is the correct video. If the wrong video is uploaded, click the Attach File button to select and upload another video file. Only one video file can be attached. Selecting another video file will remove the previously attached file.

6. If the correct video is uploaded, click **Next** to proceed to **General Information**

7. On this screen enter the the relevant information about the video. This information is used in different parts of the system, including Global Search and Course Catalog. The following fields are required:

-Title -Provider

<<

-Training Hours

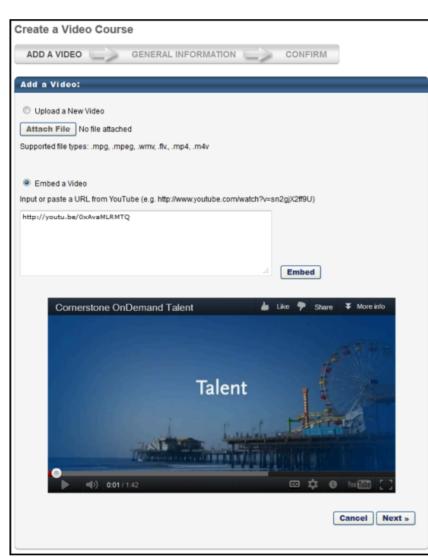
-Subjects

Embed a New Video

-Training Contact

-Subject Matter Expert(s)

- 1. Select the **Embed a Video** option.
- 2. In the text box, enter the URL from YouTube. The character limit for this field is 150.
- 3. Click the **Preview** button to view a preview of the video. If the provided URL does not generate an embedded video, an error message is displayed.

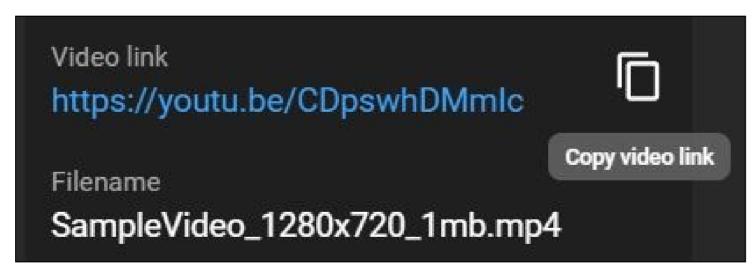


4. As in step 7 above, enter the required video information.

4. On this screen you can copy the Video link to embed.

Uploading YouTube Videos

- 1. Sign in to YouTube Studio (you may want to create a new account instead of logging in with a personal account).
- 2. In the top-right corner, click **CREATE** Upload videos Upload videos 3. Select the file you'd like to upload.

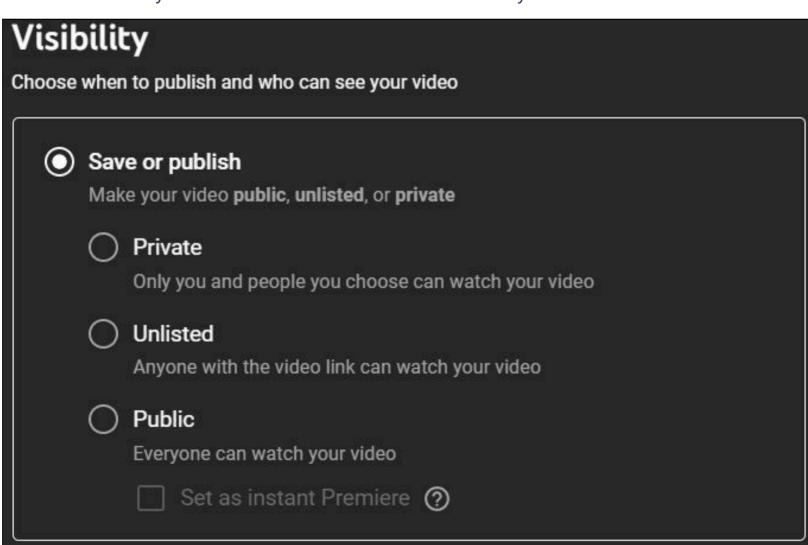


5. On the **Details** screen fill in the following information:

-Title

-Description -Select either Yes, it's made for kids or No, it's not made for kids then click Next until the Visibility screen.

-In most use cases you would choose **Unlisted** which allows anyone with the video link to view the video. It's suggested you confer with the client regarding this setting.





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Uploading Videos

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