

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.

Closed Captioning

- 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

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.

ADD A VIDEO

GENERAL INFORMATION

CONFIRM

Add a Video:

☐ Upload a New Video

Attach File

No file attached

Supported file types: .mpg, .mpeg, .wmv, .flv, .m4v, .mp4. Max file size: 8 MB

☒ Embed a Video

Input or paste a URL from YouTube (e.g. <http://www.youtube.com/watch?v=sn2gjX2f9U0>)

Embed

CancelNext »

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 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
- Training Contact
- Subject Matter Expert(s)

Embed a New Video

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.

Create a Video Course

Add a Video
GENERAL INFORMATION
CONFIRM

Add a Video:

☐ Upload a New Video

☒ [Attach File](#)
☐ No file attached

Supported file types: .mpg, .mpeg, .wmv, .flv, .m4v, .mkv

☒ Embed a Video

Input or paste a URL from YouTube (<http://www.youtube.com/watch?v=pQzCZP9U0>)

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Talent

The video player shows a night scene of a Ferris wheel and other structures, likely at a fairground or park.

Controls: Play/Pause, Stop, Full Screen, Repeat, Favorite, Volume, Progress Bar (0:00 / 1:42)

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

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** .
3. Select the file you'd like to upload.
4. On this screen you can copy the Video link to embed.

Video link
<https://youtu.be/CDpswhDMmlc>
Filename
SampleVideo_1280x720_1mb.mp4

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.

Visibility


Choose when to publish and who can see your video

☒ **Save or publish**
Make your video public, unlisted, or private

☐ **Private**
Only you and people you choose can watch your video

☐ **Unlisted**
Anyone with the video link can watch your video

☐ **Public**
Everyone can watch your video

☐ Set as instant Premiere 

Related articles

- [Uploading Videos](#)
- [Learning Objects Overview](#)