

How to Upload Videos in Media Gallery

Preparation

- A) Please use a **fast wired** network connection.
- B) Please install the latest version of [Adobe Flash](#) and [Java](#).
- C) If your browser (Chrome, etc.) doesn't work, please use [Mozilla Firefox](#) instead.
- D) Please *save a video first on your computer*.
- E) If your video is *too big to upload*, please compress it with [Handbrake](#).

1] Your course shell's left menu > **Media Gallery**. If you **cannot find** *Media Gallery* or something like that on the left menu, please ask your instructor to create it.

ABOUT THIS COURSE

Announcements

LEARNING CONTENT

Course Material

Media Gallery

2] Add Media

If "Home" is highlighted, click **Media** > **Add Media**

Media Gallery

Actions ▾

Home 16 Media 🔍

Sort by Most Recent ▾ View All Media ▾

+ Add Media

3] **Add New** > **Media Upload** if you have *already saved a video on a computer*.

⊕ Add New ▾

📺 Media Upload

4] Choose a file to upload

Upload Media

+ Choose a file to upload

5] Go to the folder where you saved the video > Select it > Open

Welcome to UFV!.mp4

Open

Cancel

6] Check if the upload is successful = 100%

Type the video's meaningful title in the Name box (mandatory).

Type a short description in the Description box (optional).

Type tags with a comma (,) after each tag to separate each tag (strongly recommended), for example, *your First Last Name*, *Course Name*, *Course ID or CRN (5 digits)*, *Instructor's Full Name* (if your role is not an instructor in the shell).

Check if it's 100%

100% of 17.72Mb

Upload Completed! Complete the required information for the uploaded media below.

All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at about 4000 kb/s.

Please fill out these details:

Name:
(Required)

Welcome to UFV!

Description:

Enter description here.

Insert a comma (,)
after each tag to
separate each tag.

Tags:

× First LastName (new tag) × Course Name (new tag)

× Course ID or CRN (5 digits) (new tag) × Instructor's Full Name (new tag)

7] Save > Make sure you get this notice: "Your changes have been saved."



Your changes have been saved.

8] Only after your instructor approves your video, it will appear in Media Gallery.

To check the uploaded video, click on Go To Media or go to the My Blackboard tab (top) > My Media

Your additional media will be presented once it is ready and approved. Refresh Now

Save

Go To Media

Go To Media Gallery

