Edvance360 QUICKSTART GUIDE
How to Upload Videos

Edvance360 Best Practices

- Videos should be under 1 Gig for best results (download speed and mobile devices), but our limit per file is 2 Gig for Lessons

- MP4 is best, but all other types will work

- Compress the video to resolution of 1024 x 768

- Limelight does compress the video, but it's best if it's done on the original file

- A resolution is 1080p or less is recommended

- Recommended frame rate is 30fps

Note: The maximum file size for Introduction Videos in Courses is 50MB. This is located in Courses > Settings > Details > Introduction Video.

Uploading a video

The first time a video uploads it can take 15-30 minutes for it to process after the video is uploaded to the Edvance360 Repository. Video processing only occurs the first time the video is uploaded. This is standard across most video platforms. Processing time varies depending on the video format, file size and your Internet connection. The higher the resolution the longer the processing time. During the processing time the video is saved in different resolutions so that it can display the appropriate resolution based on your Internet connection. This allows the quickest display time and best quality per user. Buffering can occur if a user has a slow Internet connection.   During the processing you may see the following error messages.

This video is still being compressed and will be available soon.
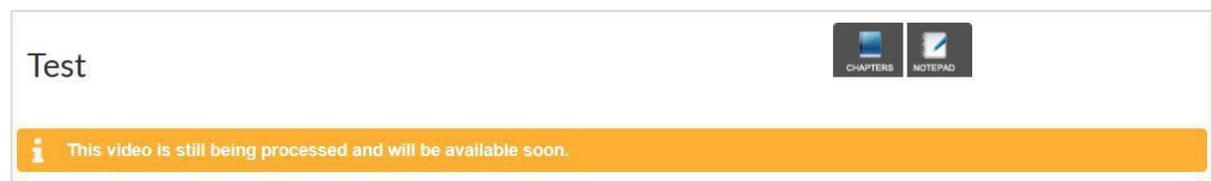
Media Unavailable. This media is no longer available.
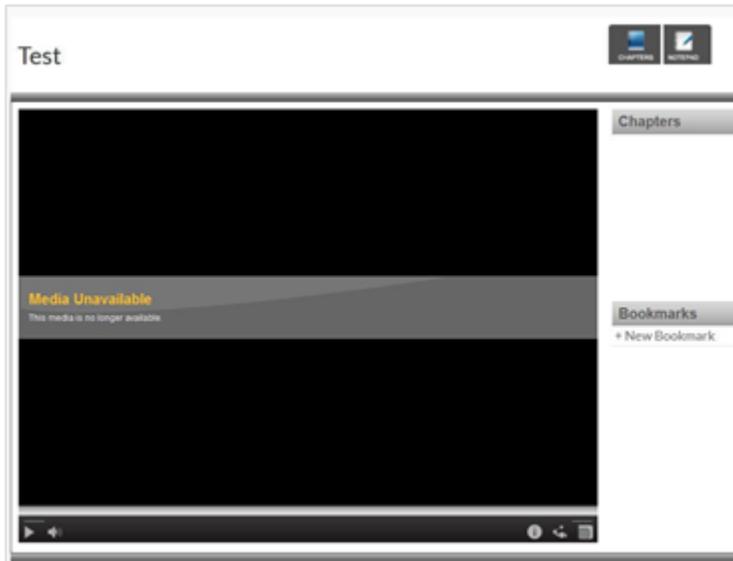
Transcripts

Users (instructors) can add transcripts to videos including images, hyperlinks, etc.

1. Once the video has been uploaded to the Repository the screen will refresh and you will see the video name.
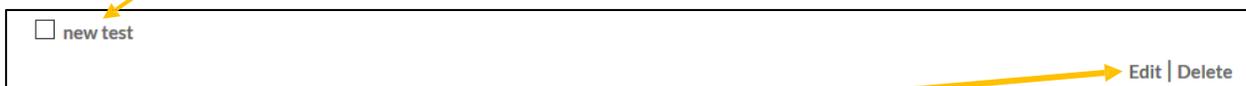
2. Select **edit**

3. Scroll down to the **Transcript section**. You will see the rich text editor.
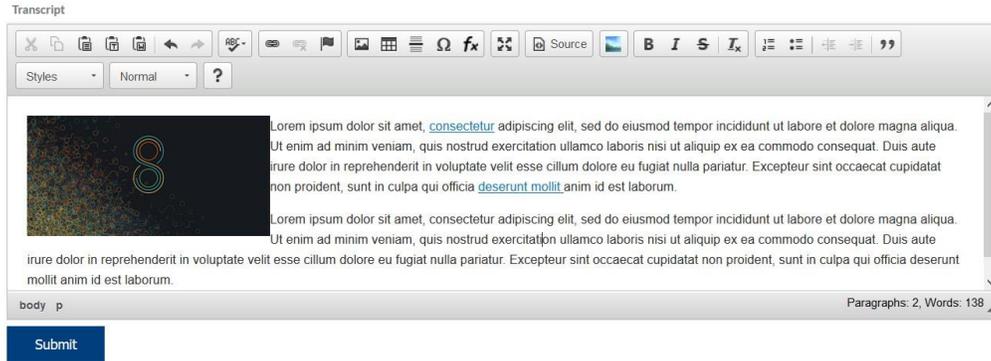
4. Enter transcript into the rich text editor. You can add hyperlinks, images, etc.

5. Select **Submit** to save information.
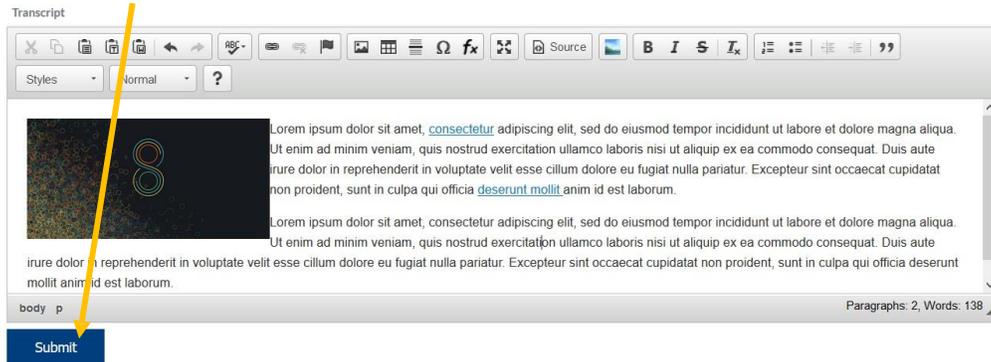
6. When users view the video there will be an icon labeled **transcript** in the upper right-hand corner.

7. The transcript opens in a new window with the content you add to the rich text editor.

Chapters

Users (instructors) can add chapters to divide long videos into smaller snippets. Or create "pauses" for learners to complete activities. These are seen by all users.

1. Once the video has been uploaded to the Repository the screen will refresh and you will see the video name.

2. Select **edit**

3. Scroll down to the Chapters Section. Enter **Chapter Name** and **Start Time**.
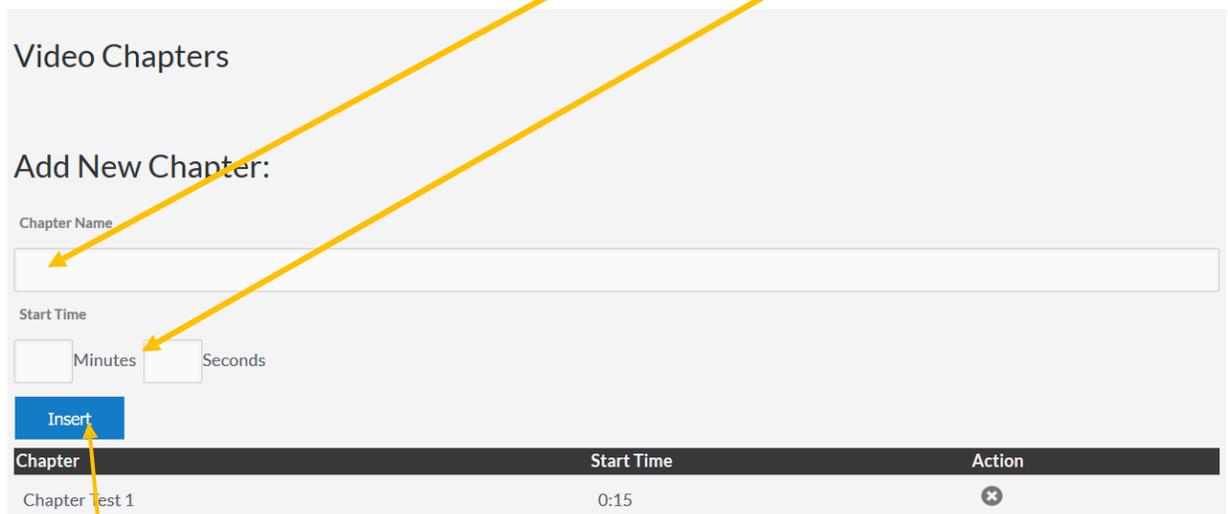
4. Select **Insert**

Chapter Name: This is a brief title to describe the Chapter

Start Time: Enter the minutes and seconds where you want the Chapter to begin playing.

Note: Chapters are not copied when you clone content in Resources via Cloning Tools > Course/Content/Community Cloning.

Bookmarks

Users (instructors and learners) can bookmark a certain point in the video so they can return to that point later. These are specific to each individual. For example, if user 1 creates a Bookmark, user 2 will not see the Bookmark. Only user 1 will see the Bookmark they created.

1. On the video player window select the **plus sign** next to New Bookmark.
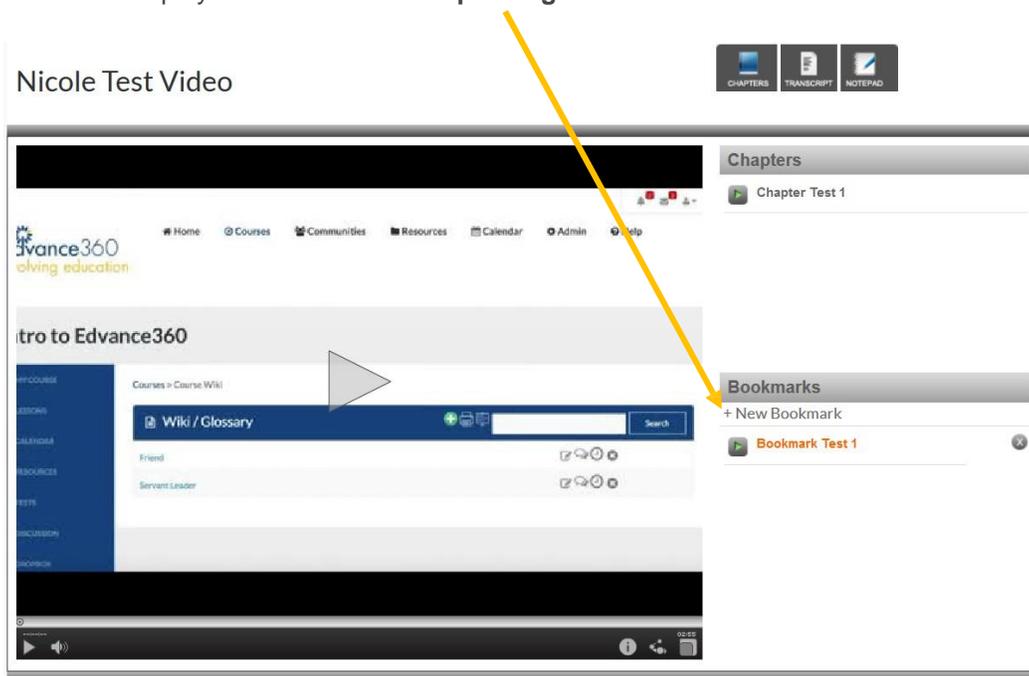
2. Enter **Title/Notes** and **Start Time**

Bookmarks
+ New Bookmark

Add Bookmark: [cancel]

Title/Notes:

Start Time: 0
minutes

0
seconds

Insert

Title/Notes: This is a brief title/note to describe the Bookmark.

Start Time: Enter the minutes and seconds where you want the Bookmark to begin playing.

3. Select **Insert**

4. The Bookmarks display in the video player window in the Bookmarks section.

5. Bookmarks begin playing at the start time entered when the Bookmark was created.

Note: Bookmarks are not copied when you clone content in Resources via Cloning Tools > Course/Content/Community Cloning.

Video Usage

To view the Video Usage, Admin and Instructor users may select Edit beside a particular video file in the repository. Scroll down underneath Transcripts and Chapters to view the Video Usage area. The data gathered will reveal the users' last and first names, the date the user viewed the video, the percentage viewed, and the number of times the user viewed the video. If desired the information per user name be deleted by selecting the "X" to the right of the user's information.

Video Usage

	Date	% Viewed	View Number
Doe, Jane (jdoe)			⊗
	07/27/2016	0%	1
	07/27/2016	0%	2
	07/27/2016	100%	3
	07/27/2016	0%	4
Smith, John (jsmith)			⊗
	07/27/2016	0%	1

Add Video to Lesson

Navigate to the course where you want to upload the video, select Lessons and Add New item to Lesson.

1. Select Content Type (File From Course Resources, File From My Repository, File From the Global Repository)
2. Select Folder
3. Select Content
4. Select Publish
5. Select Save

Courses » Course Lessons » Add Lesson Contents

* Name ⑦

* Lessons

Lesson One

Instructions

Paragraphs: 0, Words: 0

Parent Instructions

Paragraphs: 0, Words: 0

Select Content Type

1 File From My Repository

Select Folder

2 Video Recordings

Select Content

3 An Overview of E360 Live.mp4

status

4 Publish

5 Save