



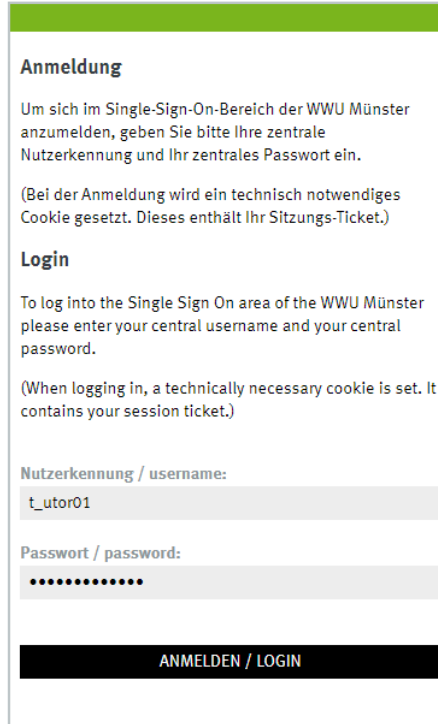
ELECTURES

Learnweb Tutorial

Upload a Video

The following describes how to upload a video to the Learnweb.

1. Sign in to the Learnweb with your username and password.



Anmeldung

Um sich im Single-Sign-On-Bereich der WWU Münster anzumelden, geben Sie bitte Ihre zentrale Nutzerkennung und Ihr zentrales Passwort ein.

(Bei der Anmeldung wird ein technisch notwendiges Cookie gesetzt. Dieses enthält Ihr Sitzungsticket.)

Login

To log into the Single Sign On area of the WWU Münster please enter your central username and your central password.

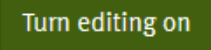
(When logging in, a technically necessary cookie is set. It contains your session ticket.)

Nutzerkennung / username:
t_utor01

Passwort / password:
.....

ANMELDEN / LOGIN

2. Click the button  and select the course to which you want to add a video.

3. Press the button  in the upper right corner of the page

4. On the right you will see several rectangular fields (activities, search in forums, new announcements, ...). Scroll down to the Add Block box.

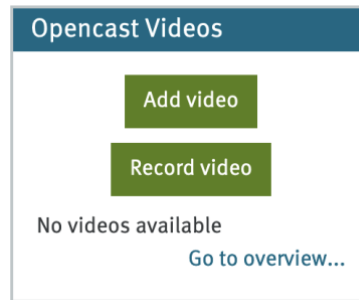


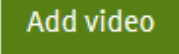
Add a block

Add... ▾

5. From the drop-down menu, select "Opencast Videos".

- An additional field labeled "Opencast Videos" will now appear on the right.




- Click on the button  .
- Select the "Show more..." button to edit all metadata.

Add video

 Collapse all

▼ Metadata

Title		<input type="text"/>
Rights		<input type="text"/>
License		<input type="text" value="Keine Auswahl getroffen"/>

Show more...

- All fields marked with a red star must be filled in. The other metadata is optional.

Add video

▼ Collapse all

▼ Metadata

Title	!	<input type="text"/>
Subjects	!	No Subjects provided! <input type="text" value="Enter Subjects"/>
Description	!	<input type="text"/>
Language	!	Keine Auswahl getroffen
Rights	!	<input type="text"/>
License	!	Keine Auswahl getroffen
Presenter(s)	!	No Presenter(s) provided! <input type="text" value="Enter Presenter(s)"/>
Contributor(s)	!	No Contributor(s) provided! <input type="text" value="Enter Contributor(s)"/>
Start Date	!	<input type="text" value="26"/> <input type="text" value="March"/> <input type="text" value="2020"/> <input type="text" value="20"/> <input type="text" value="05"/> <input type="text" value="📅"/>

10. In the section *File Upload* you can upload the video. There are two ways to upload video files which are then played in parallel. If you only want to upload one file (**default**), you should choose Presentation video. Additionally, you can upload a camera image (if you recorded yourself during the recording).

To upload a video, click on the green button “Browse”. The file manager of the computer is opened and you can choose the video file.

Presentation video Maximum file size: 5GB

Accepted file types:
.mts .f4v .flv .m4v .mov .mp4 .ogv .webm .mkv

11. After selecting a video file, a green progress bar appears below the file name indicating that the upload is running. You must not close the website during this site. However, you can open other tabs and keep the upload running in background.

Presentation video Maximum file size: 5GB

Accepted file types:
.mts .f4v .flv .m4v .mov .mp4 .ogv .webm .mkv

12. When the upload is finished, a green tick appears in the row and the progress bar disappears. You can now finish the upload by clicking on “Add video”.

13. Hint: If you already uploaded the video file in the Learnweb e.g. in *Private files* or in your *Sciebo* cloud, you can select the checkbox “Use Moodle default file picker to access all repositories” below the upload field. You can then use the Moodle file picker and select your files without having to upload them again.

14. After finishing the upload you are redirected to the Opencast page of your course. The newly uploaded video will be in the waiting queue for a while and will then be processed by the system. This can take a while. When the processing is finished, the video will appear in the section “Videos available in this course”.
The processing is conducted in our system. You do not need to leave the browser window open during this time. You can also upload further videos while the video is being processed.
Please note! To provide the video to the participants of your course, additional steps are necessary. These are explained in the tutorial “Include a video in a LearnWeb course”.