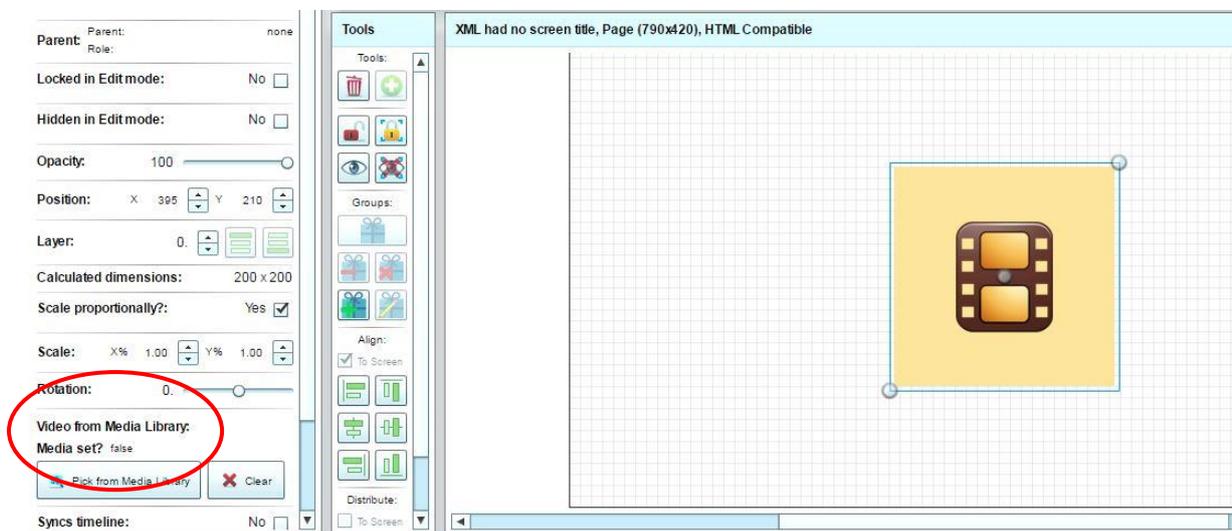


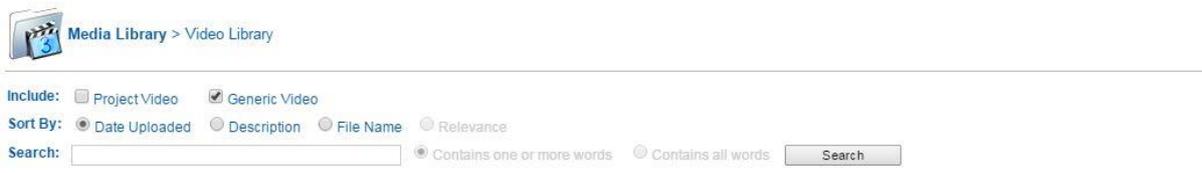
Uploading Videos

Your Video Library is likely to be empty unless someone else has already uploaded videos for you. Either way, if the library does not contain any video that is suitable to the contents of your course, you can choose to upload your own materials:

- 1) Start by inserting a video into your learning page.
- 2) In the Properties panel, click on the **Pick from Media Library** button as if you wanted to add one of the Library videos:



- 3) You will be taken to the Video Library. Click on the **Upload Video** button:



Cancel Select

4) You will see a screen displaying the video use disclaimer. You will need to place a tick in the **I Agree** box to be able to continue:



Media Library > Video Library > Upload Video

Please acknowledge the following statement before uploading your video file: -

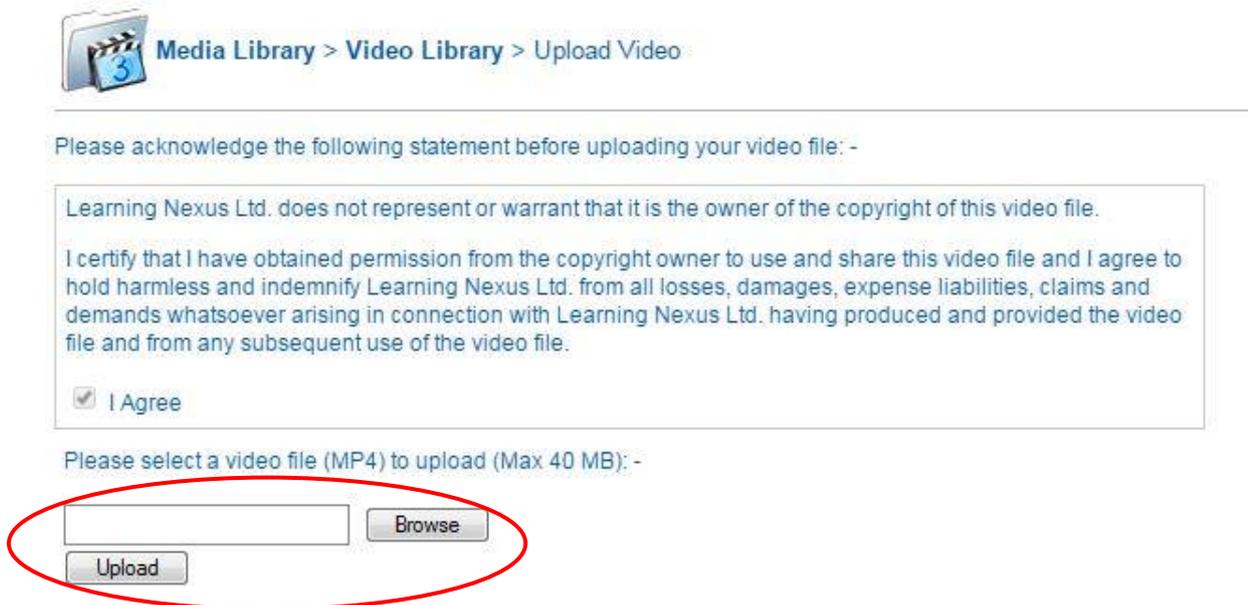
Learning Nexus Ltd. does not represent or warrant that it is the owner of the copyright of this video file.

I certify that I have obtained permission from the copyright owner to use and share this video file and I agree to hold harmless and indemnify Learning Nexus Ltd. from all losses, damages, expense liabilities, claims and demands whatsoever arising in connection with Learning Nexus Ltd. having produced and provided the video file and from any subsequent use of the video file.

I Agree

Important: You can only upload videos if you own the copyright to them or if you have been given permission by the owners of the copyright.

5) Once you select the **I Agree** box, the upload options will appear on the screen:



Media Library > Video Library > Upload Video

Please acknowledge the following statement before uploading your video file: -

Learning Nexus Ltd. does not represent or warrant that it is the owner of the copyright of this video file.

I certify that I have obtained permission from the copyright owner to use and share this video file and I agree to hold harmless and indemnify Learning Nexus Ltd. from all losses, damages, expense liabilities, claims and demands whatsoever arising in connection with Learning Nexus Ltd. having produced and provided the video file and from any subsequent use of the video file.

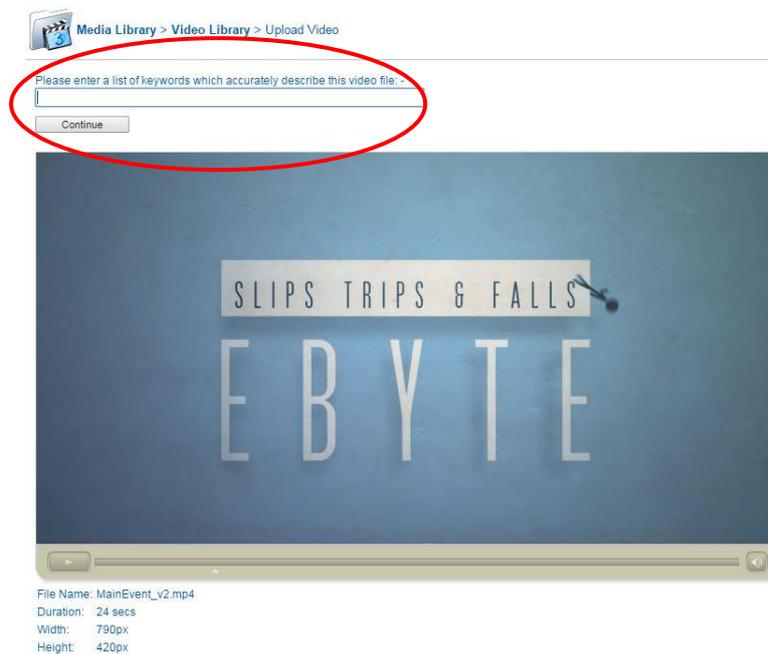
I Agree

Please select a video file (MP4) to upload (Max 40 MB): -

Click on the **Browse** button to find the video file on your computer or network, select it, then click **Upload** to complete the process.

Note: The video file is limited to a maximum size of 40MB and it needs to be in .mp4 format with a bit rate of up to 0.75 mbps.

6) Once uploaded, you need to provide a description of the video so you will be able to search for it when the library grows:



Note: The description needs to contain a series of keywords with just a space separating them, so you need to make sure that no punctuation is added. When these details have been completed, click on **Continue**.

7) The screen will refresh to display the video you added and the file details (see example below). Click on the **Select Video** button to add the uploaded file to your learning screen.

