

## Video Portal: Upload a video

How to upload a video to the Video Portal system

This guide is intended for staff and explains how to upload a video to the University's Video Portal system.

To upload a video:

1. Navigate to <https://video.manchester.ac.uk>.
2. Click the **Login** button in the top right-hand corner and enter your University username and password.
3. Click on the **My videos** tab.
4. Click the **Choose file** button and select the video file you want to upload.



Please note that the system supports the following video formats: MP4, AVI, MOV, WMV and M4V.

5. Enter a **title** for the video in the *Title* field.
6. Enter a **brief description** of the video in the *Description* field. This field is optional.
7. From the *Course/Organisation* field, select the **course** or **organisation** to which the video relates.
8. Check that your email address is correct.
9. Click the **Advanced Options** button. These settings are optional.
10. The *Date* and *Time* fields will default to the current date and time. For videos that will be displayed in a playlist (e.g. course marketing videos), the date and time will determine the order in which the videos are displayed. Newer videos will be played first. Adjust the **date** and **time** as needed.
11. In the *Quality* field, select the appropriate **quality level** (see below).

Type	Specifications
Default	Sufficient for the majority of users as it encodes videos at a 720p resolution.
High Quality	Encodes videos at a standard 1080p resolution to provide a higher-quality output.
Expert	Must be an MP4 file. This setting will enable the

uploaded MP4 video to skip the encoding process and display as is.

12. Ignore the *Subtitle file* button. This feature will be supported shortly.
13. A thumbnail image is automatically taken from the video at the 15-second interval. If you want to use a different image, click the *Thumbnail Choose file* button and select a JPEG/JPG file.



Thumbnail images should be no larger than 1920p (width) x 1080p (height).

14. Click the **Submit** button.
15. When the video has finished processing, you will receive an email notification. In addition, the status of the video in the Video Portal will have changed to 'completed'. The length of the video will determine how long the processing will take. However, all videos should be processed and available within 24 hours.