

# Student Guide: How to Submit a Video to a Blackboard Assignment using the Video Portal (Embed Method)

This guide shows you how to upload a video to the Video Portal then submit it in a Blackboard assignment (along with any supporting files) using the three-stage method outlined below. **NOTE: Do not upload your video directly to Blackboard.**

## 1. Upload your video to the Video Portal

1. Log in to the [Video Portal](#).
2. Click the [My Videos](#) tab.
3. Upload your video. Read the **Uploading your own videos** section on this page: <https://www.mypodcasts.manchester.ac.uk/student-faqs/>

**Please note:** Students typically upload to the **Student Videos** category in the Course/Organisation dropdown. However, **if you also have a staff or PGT role**, you may see other categories. If this applies to you, you can **upload your video to any category** available to you.

For **all** students, in the **Visible to** field select **Only me**.

### Upload Videos

Complete the fields below to upload videos to a Faculty, School or Course area of the Video Portal. For help see this [FAQ page](#).

\*File:  No file chosen ?

\*Title:  ?

Description:  ?

\*Course/  
Organisation:  ▼

\*Visible to:  ▼

\*Email:

Author:

Generate subtitles:  ?

\*required

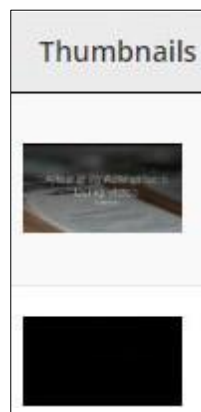
- Wait for a "Video Has Been Published" email from the Podcast Service.



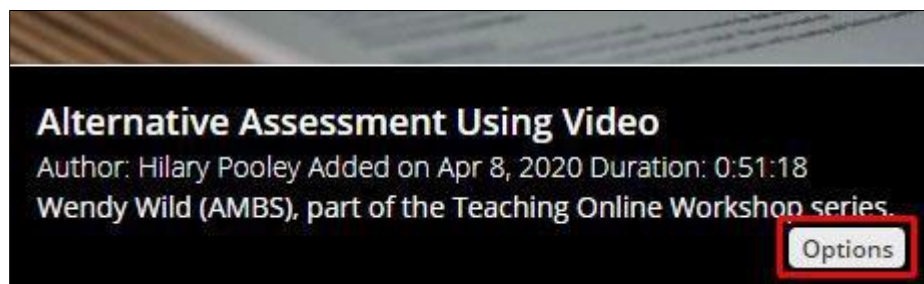
- On the My Videos tab, click the **Switch to Manage Videos** button.



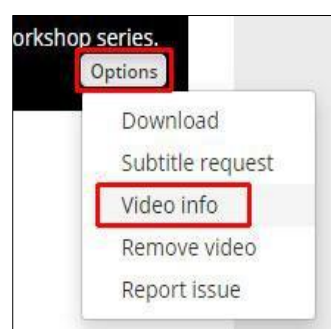
- Click on the **video thumbnail** to open it in a new tab.



- Click the **Options** button below the video.



- Click **Video Info**.



- Copy the **embed code**.

Embed Code 660x380 (medium) ▾

```
<iframe src="https://video.manchester.ac.uk/embedded/ffffff-d244-b0bb-0000-017159e03c80" width="660" height="380" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>
```

## 2. Embed Your Video in your Blackboard Assignment

- In your Blackboard course, click on the **Assignment** link your tutor has created for you to submit your video assignment.



- Click **Create Submission**.

Upload Assignment: Video Assignment

INSTRUCTIONS	ASSIGNMENT INFORMATION
<p>Details of the assignment</p>	<p> <b>Points Possible</b> 100</p>
<p><b>SUBMISSION</b></p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px; display: inline-block;"> <a href="#">Create Submission</a> </div> <div style="margin-bottom: 5px; display: inline-block;"> <a href="#">Upload Files</a> </div> <div style="display: inline-block;"> <a href="#">Add Comments</a> </div>	

- Click **'...'** to display the whole toolbar then click the **<>** button.

SUBMISSION

[Create Submission](#)

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

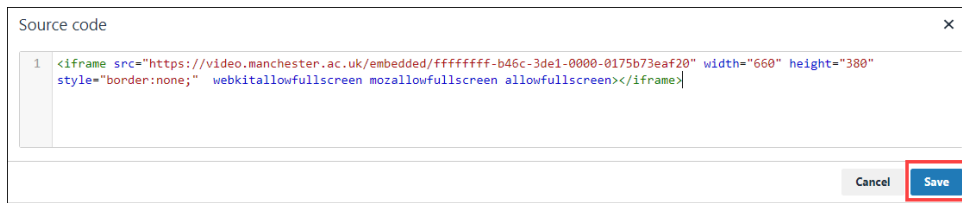
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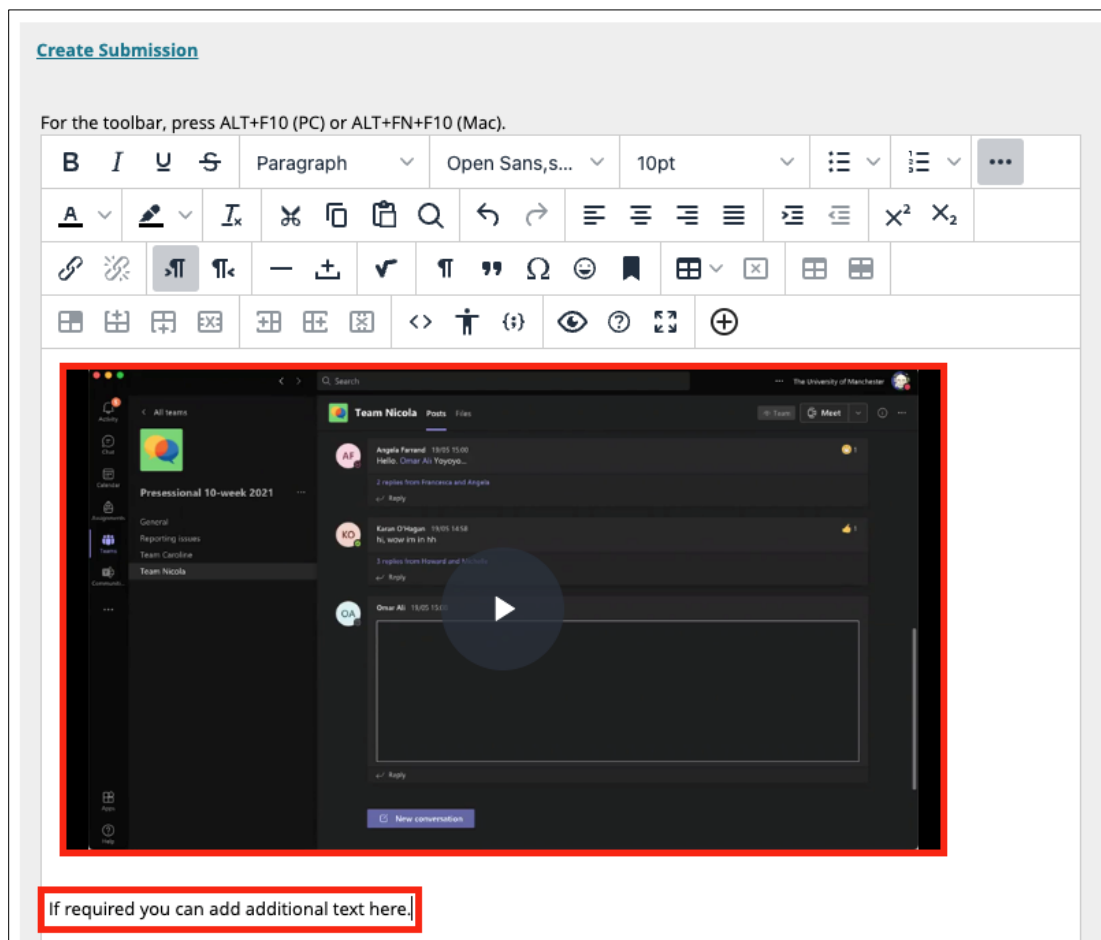
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- In the popup window, **paste the embed code** you copied from the Video Portal, and **click Save**.



- You will see your embedded video in the Create Submission window. If required you can add additional text here.

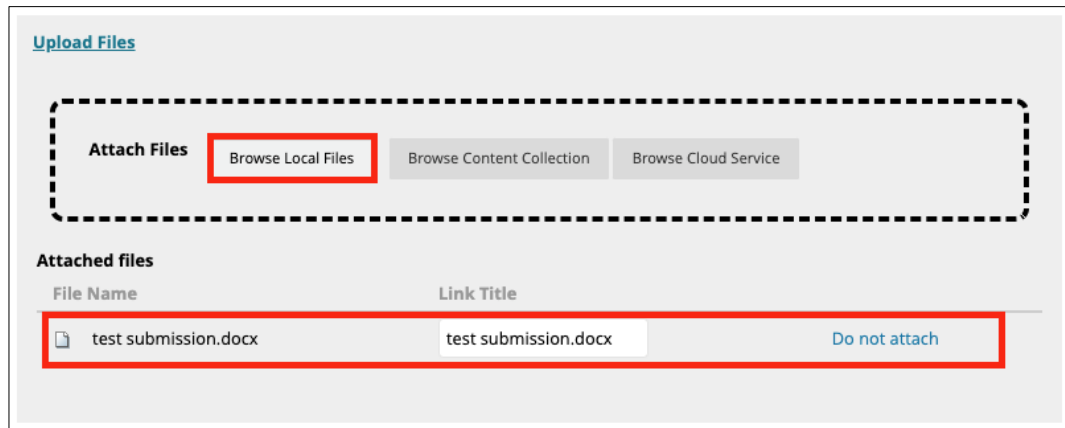


- If you have files to attach to your assignment, move to **Section 3** below. If you don't have any other files to upload you can press **Submit** now. Alternatively, you can click **Save Draft** and submit later.

### 3. Attach Files to your Blackboard Assignment

- Before you attach any additional files (documents, images, etc), check the assignment details to see if your filenames need to contain specific information.

2. In addition, make sure the filename contains:
  - **Only** letters and numbers
  - **No** punctuation marks (commas, asterisks, etc.)
  
3. Click **Upload Files**, click **Browse Local Files** and select the file(s) you wish to attach, then click **Open**. These will show as **Attached files**.  
(To delete a file, click **Do not attach**.)



4. After you have embedded your video and attached your additional files, click **Submit**. Alternatively, you can **Save Draft** and submit later.

