

Student Guide: How to Submit a Video to a Blackboard Assignment using the Video Portal (URL 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.

From the **Visible to** field, you should select **Only me** – whatever your role.

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

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



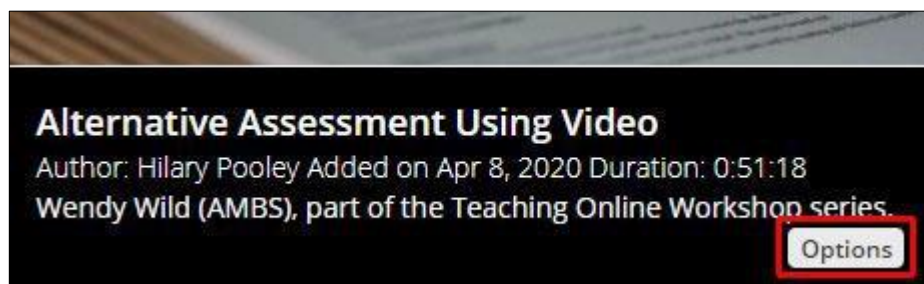
2. On the My Videos tab, click the **Switch to Manage Videos** button.



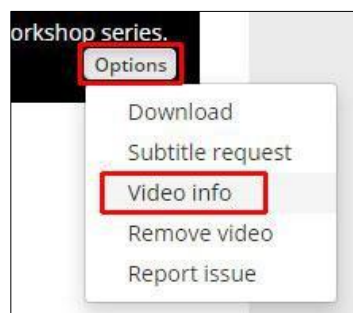
3. Click on the **video thumbnail** to open it in a new tab.



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



5. Click **Video Info**.



- From the **embed code** panel that appears, **copy just the URL of the video**, i.e. the web address between the quotation marks in the 'src=' part of the code.

Embed Code 660x380 (medium) ▼

```
<iframe src="https://video.manchester.ac.uk/embedded/ffffff-b46c-3de1-0000-0175b73eaf20"
width="660" height="380" style="border:none;" webkitallowfullscreen mozallowfullscreen
allowfullscreen></iframe>
```

2. Paste the Video Link into the 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
Details of the assignment	Points Possible 100
<p>SUBMISSION</p> <p>Create Submission</p> <p>Upload Files</p> <p>Add Comments</p>	

- Paste the URL of the video** you copied from the Video Portal into the text box. This will create a clickable link that your tutor can click on to view your video on the Video Portal. If required, you can add additional text here.

SUBMISSION

[Create Submission](#)

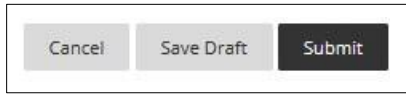
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U ↶ Paragraph Open Sans,s... 10pt ☰ ☰ ⋮

<https://video.manchester.ac.uk/embedded/ffffff-943f-e9f5-0000-017a439a3ee0>

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 Other 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.
- In addition, make sure the filename contains:
 - Only** letters and numbers
 - No** punctuation marks (commas, asterisks, etc.)
- In the **Upload Files** section, 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**.)



- After you have attached your additional files, press **Submit**. Alternatively, you can **Save Draft** and submit later.

