

Student Guide: How to Submit a Video to a Canvas 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 Canvas assignment (along with any supporting files) using the three-stage method outlined below. **NOTE: Do not upload your video directly to Canvas.**

Important Note: To prevent delay in your assignment submission, please ensure you allocate enough time to upload your video to the Video Portal, as the duration can depend on several factors such as the size of your video file, your internet upload speed, network congestion (whether you are on campus or at home), and the strength of your Wi-Fi connection.

For example, uploading a 1 GB video from home with a 2.5 Mbps upload speed over Wi-Fi may take about 50-65 minutes, assuming a stable connection with no bandwidth sharing, throttling, or Wi-Fi interruptions.

Uploading will be quicker if you have a faster connection, use a wired network, or are uploading from campus.

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 audio or video files** 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:

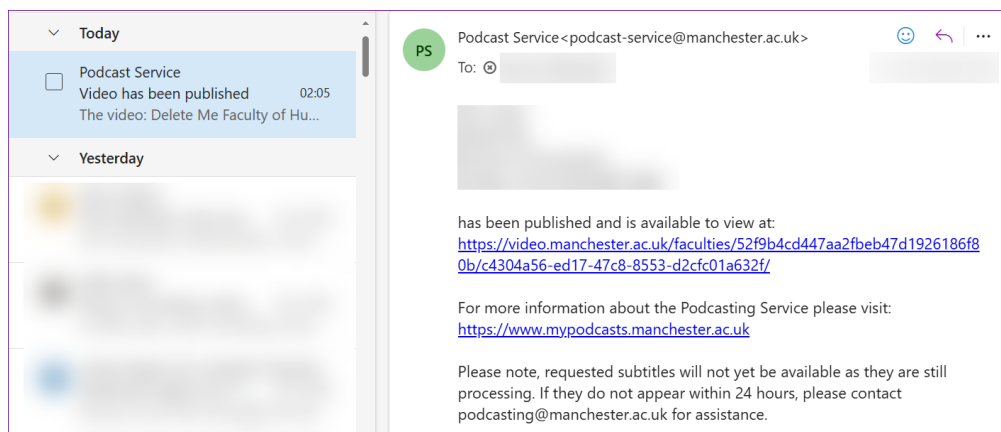
*Email:

Author:

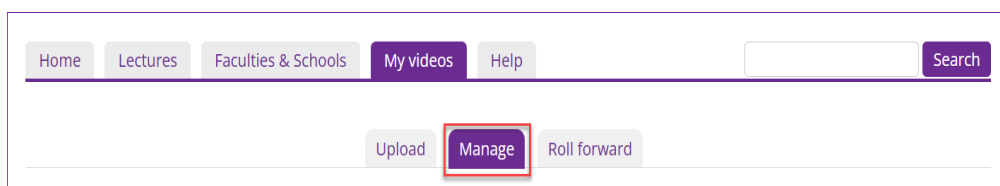
Generate subtitles: ?

*required

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



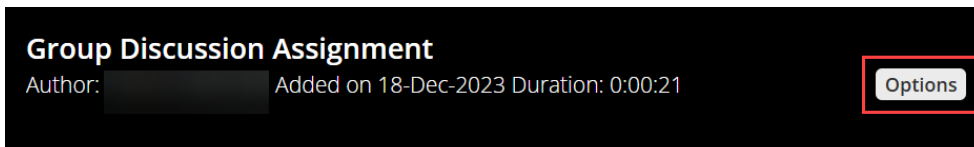
5. On the **My Videos** tab, click the **Manage** button.



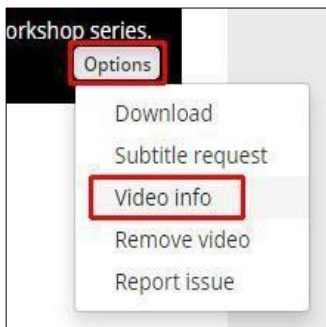
6. Click on the **video thumbnail** to open it in a new tab.



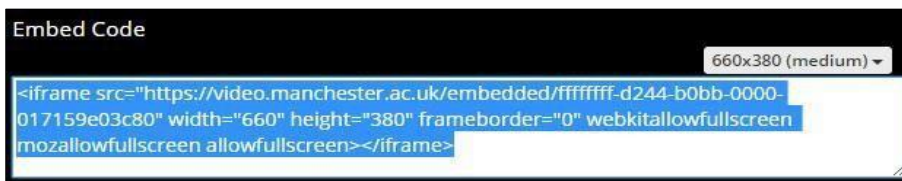
7. Click the **Options** button below the video.



8. Click **Video Info**.

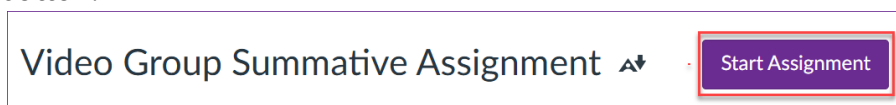


9. Copy the **embed code**.

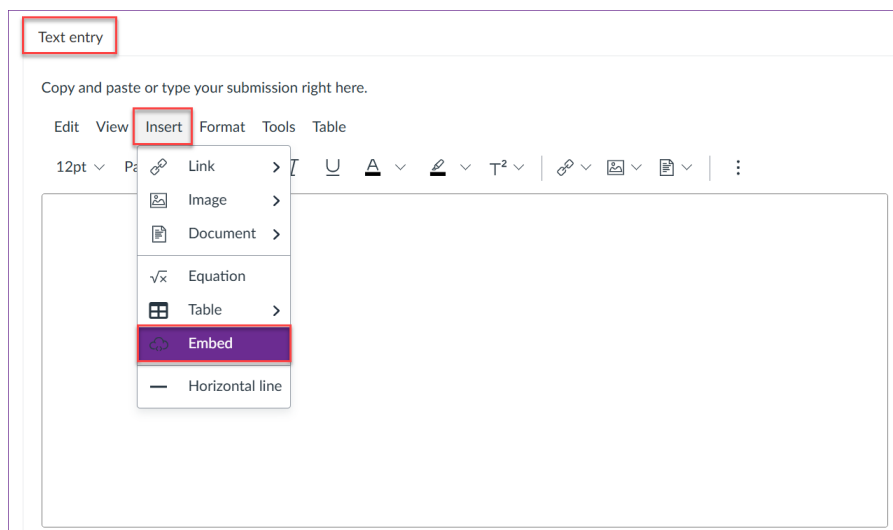


2. Embed Your Video in your Canvas Assignment

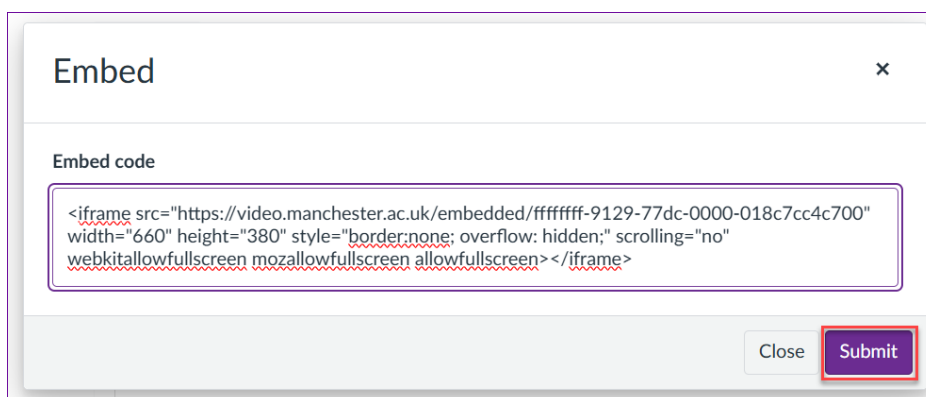
1. In your Canvas course, open the assignment and click the **Start Assignment** button.



2. Under '**Text entry**' section, click **Insert** button and select **Embed**.



3. In the popup window, **paste the embed code** you copied from the Video Portal, and **Submit** button.



4. You will see your embedded video in the Text entry section. If required, you can add additional text here.

Text entry

Copy and paste or type your submission right here.

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12pt Paragraph B I U A T² | | | | |

GROUP DISCUSSION ASSIGNMENT
VIDEO PODCAST (VODCASTS)

If required you can additional text here

p 7 words </> + - ↗

Comments...

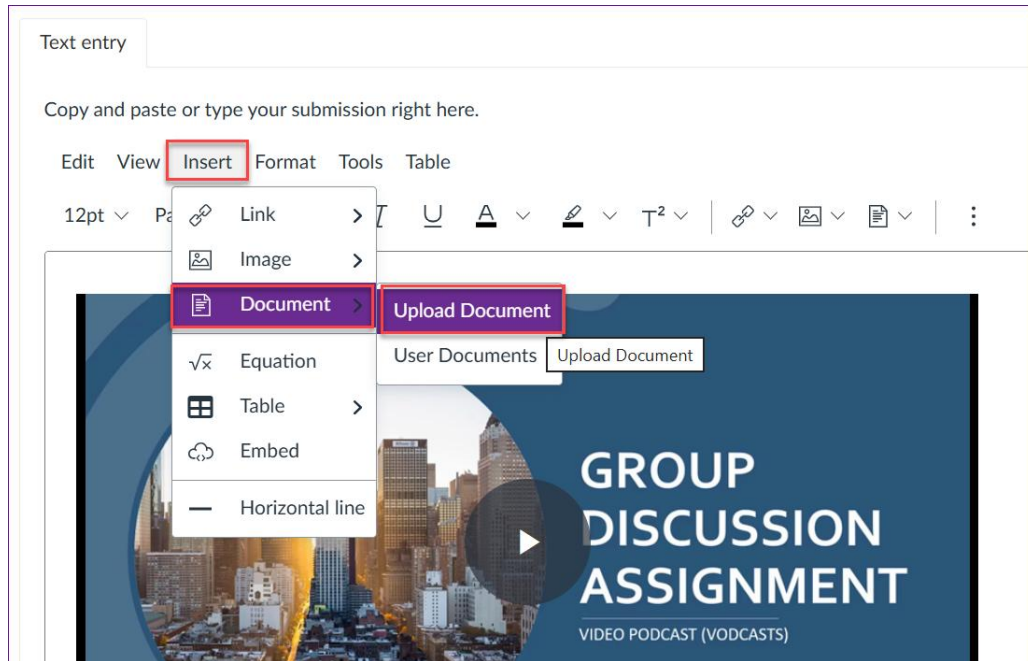
Send comment to instructor only
 Send comment to the whole group

Cancel Submit assignment

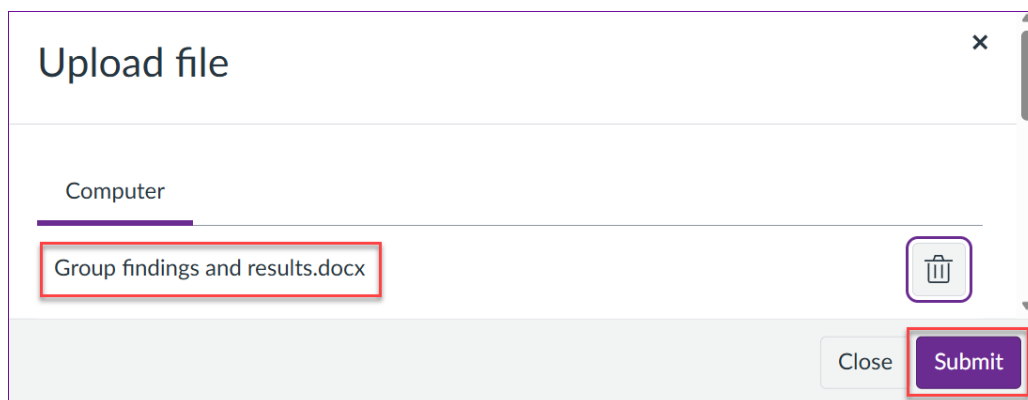
5. If you have files to attach to your assignment, move to **Section 3** below. If you don't have any other files to upload you can press **Submit assignment** button.

3. Attach Files to your Canvas Assignment

1. 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 **Insert**, choose **Document**, click **Upload Document**



select the file(s) you wish to upload, then click **Submit**.








These will show as a link. (To delete a file, highlight it and hit **Delete** on your keyboard)

Text entry

Copy and paste or type your submission right here.

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12pt Paragraph | **B** *I* U A |  | T^2 |    | :



If required you can additional text here

[Group findings and results.docx](#)

- After you have embedded your video and attached your additional files, click **Submit assignment** button.

Cancel Submit assignment