

# Managing Media Uploads in Blackboard

**Blackboard best practice guidelines\*** suggest that it is necessary to manage the size and volume of media uploads to UNDA course sites in Blackboard. The following important measures can help not only conserve storage space, but also avoid slow upload times, and increase the overall performance of Blackboard:

- A. Upload Video to YouTube instead of Blackboard:** Instead of uploading videos directly into Blackboard, upload them to YouTube or Vimeo, and then link to them from within your Blackboard course.
- B. Reduce file sizes:** Before you upload files, try to reduce the size. This can be particularly important for larger size media files such as video and audio and graphics.

\* [Best Practice: Reduce Your Course Size](#)

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## A. Video Upload to YouTube Instructions

### Video Privacy settings

There 3 types of Video Privacy settings for video upload to YouTube:

- **Public** videos and playlists can be seen by and shared with anyone.
- **Private** videos and playlists can only be seen by you and the users you choose (with a maximum of 50 usernames – only those with their own YouTube accounts).
- **Unlisted** videos and playlists will NOT come up in search results on Google or YouTube and can be seen and shared only by those provided with the link (they do not have to have their own YouTube account)

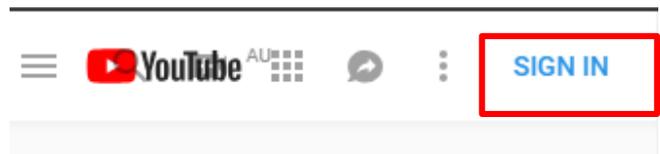
Ref: <https://support.google.com/youtube/answer/157177>

In order to ensure the privacy of UNDA videos uploaded to YouTube it is recommended that you upload your videos as **Unlisted**.

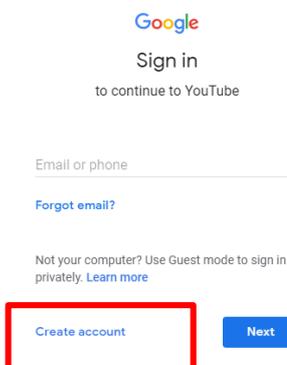
### YouTube account

**You must have a Google/YouTube account** to be able to upload your videos. Many staff members already have an account and use YouTube channel; alternatively, you may create a separate work-related account or even have an account created for the whole School/area.

Go to <https://www.youtube.com/> and click on ‘**Sign in**’ in the top right corner of your screen:



On the next screen, select ‘**Create account**’ and follow the prompts:



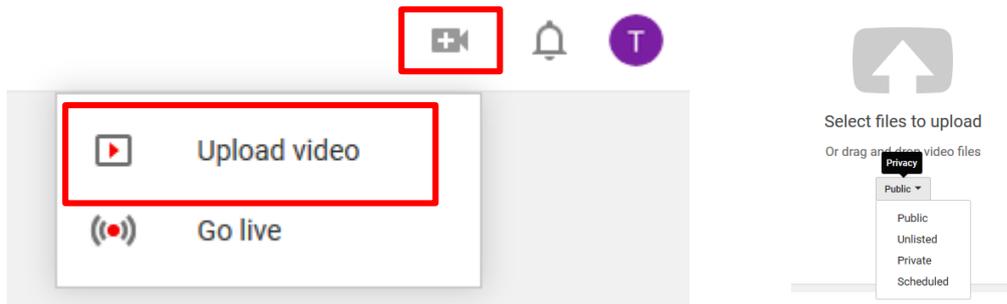
### Upload Video

This YouTube Help video explains how to upload video: <https://www.youtube.com/watch?v=kIVWGHtRTuE>

#### 1. Sign in to YouTube.

## 2. Upload

Clicking on a picture of a camera on top right of your screen and select 'Upload video'.

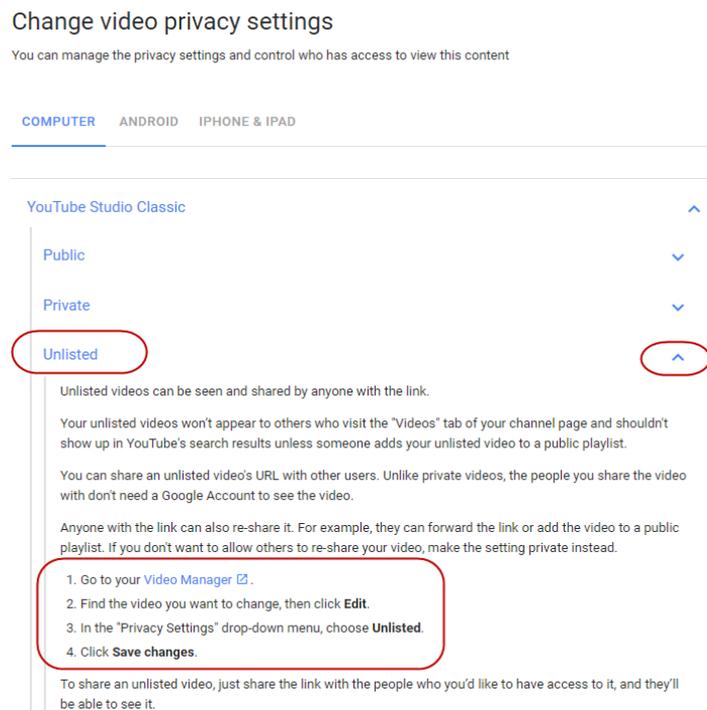


## 3. Select privacy settings

We recommend that you change privacy settings to **Unlisted**, as discussed in the Video Privacy Settings section above.

Ref: <https://support.google.com/youtube/answer/157177>

You can also change video privacy settings as follows:



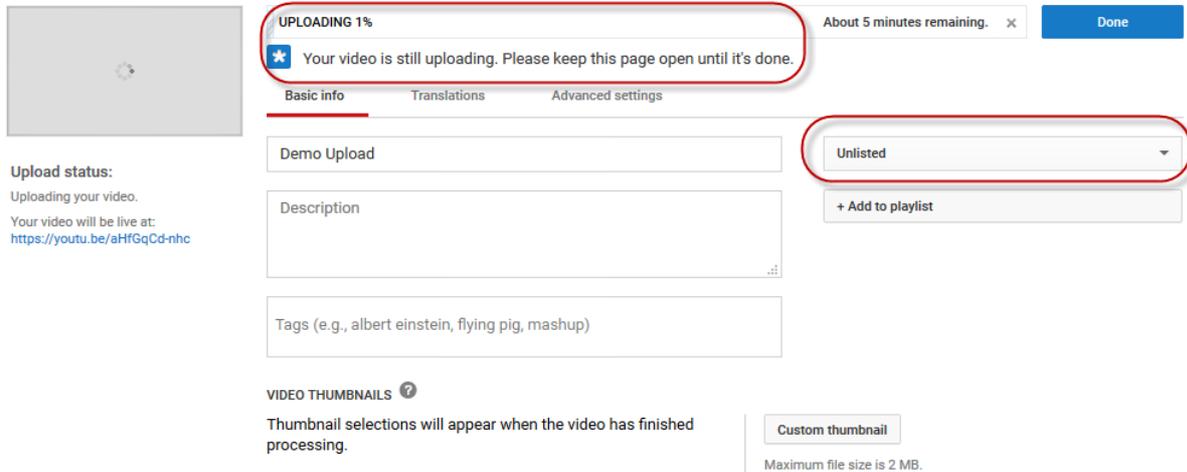
## 4. Select the video.

You can upload the video from your computer, or from Google Photos.



## 5. Edit settings (if required)

As the video is uploading, you can edit both the basic information and the advanced settings of the video and decide if you want to notify subscribers (if you uncheck this option, no communication will be shared with your subscribers). You can have a title up to 100 characters and a description up to 5,000 characters.



**UPLOADING 1%** About 5 minutes remaining.

Your video is still uploading. Please keep this page open until it's done.

Basic info Translations Advanced settings

Demo Upload

Description

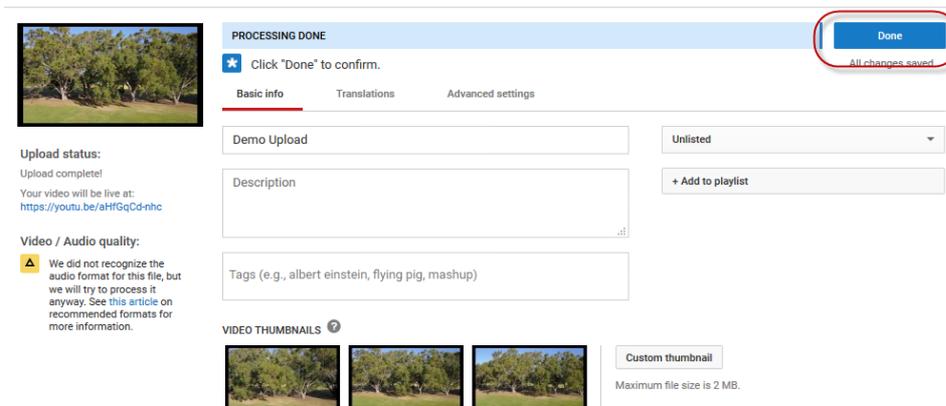
Tags (e.g., albert einstein, flying pig, mashup)

**VIDEO THUMBNAILS** ?

Thumbnail selections will appear when the video has finished processing.  Maximum file size is 2 MB.

## 6. 'Done' vs 'Publish'

Click **Publish** to finish uploading a **public** video to YouTube. If you set the video privacy setting to Private or Unlisted, just click **Done** to finish the upload or click Share to privately share your video.



**PROCESSING DONE**  All changes saved

Click "Done" to confirm.

Basic info Translations Advanced settings

Demo Upload

Description

Tags (e.g., albert einstein, flying pig, mashup)

**VIDEO THUMBNAILS** ?

Maximum file size is 2 MB.

**Upload status:**  
Upload complete!  
Your video will be live at:  
<https://youtu.be/aHfGqCd-nhc>

**Video / Audio quality:**  
⚠ We did not recognize the audio format for this file, but we will try to process it anyway. See [this article](#) on recommended formats for more information.

- If you haven't clicked **Publish**, your video won't be viewable by other people unless you provided them with a link for the unlisted option. You can always publish your video at a later time in your Video Manager.
- Once the upload is completed google/YouTube will send you an email to notify you that your video is done uploading and processing. You can then also forward that email for easy sharing. If you prefer not to receive notification, you can opt out by visiting your email settings.

Ref: <https://support.google.com/youtube/answer/57407?hl=en>

## 7. Linking a video to your course in Blackboard

Please consult our Guide entitled '**Add YouTube Videos**' on how to do it. A variety of Guides and instructional mini-Videos are available from our website here:

<https://www.notredame.edu.au/staff/work/LTO/cpl/technologies>

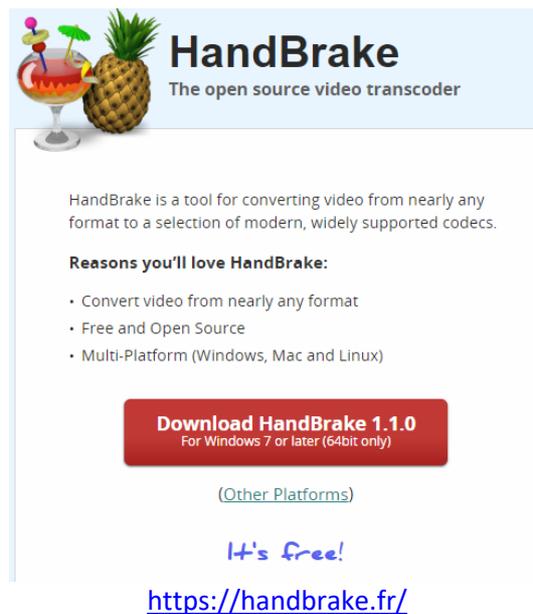
## B. Reduce file sizes (Video, audio, graphics)

### Video

Using free software such as [Handbrake](#), it is simple to significantly reduce the size of video. This is beneficial, whether uploading to YouTube or Blackboard. There are also many other software alternatives to do this (e.g. Camtasia). Search Google for “video compression software”. **MP4** format is a standard that is widely supported, (whereas formats such as WMV are not, when *embedded* in Blackboard), and a resolution of no more than 720p is required i.e. optimised for Web (1080p is not required for computer use).

### How to lower your video's file size using Handbrake

Download the appropriate version of Handbrake for your computer and open the application.



**HandBrake**  
The open source video transcoder

HandBrake is a tool for converting video from nearly any format to a selection of modern, widely supported codecs.

**Reasons you'll love HandBrake:**

- Convert video from nearly any format
- Free and Open Source
- Multi-Platform (Windows, Mac and Linux)

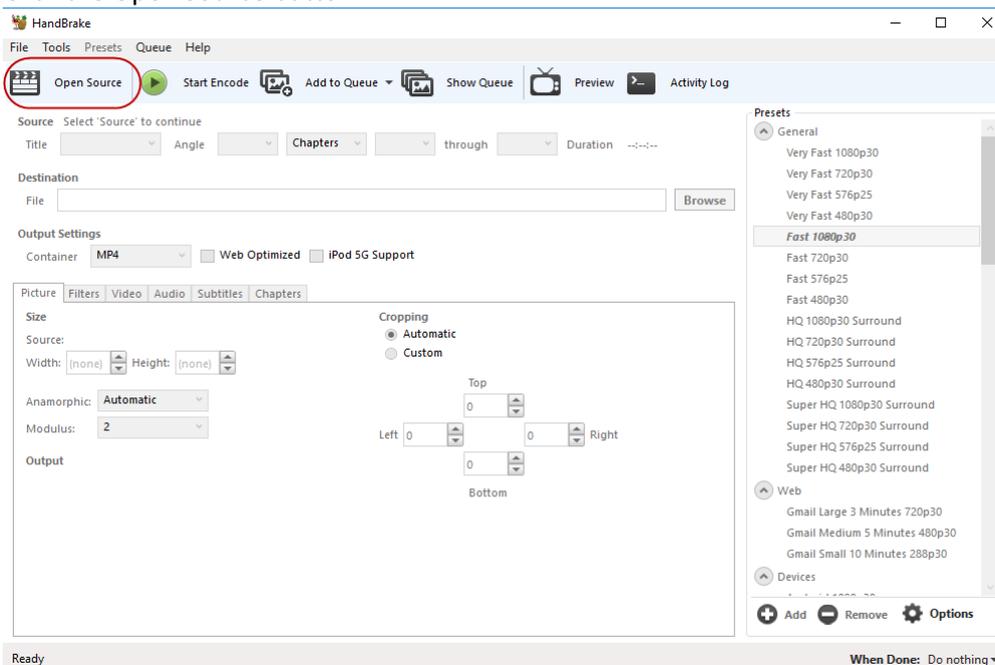
**Download HandBrake 1.1.0**  
For Windows 7 or later (64bit only)

[\(Other Platforms\)](#)

*It's free!*

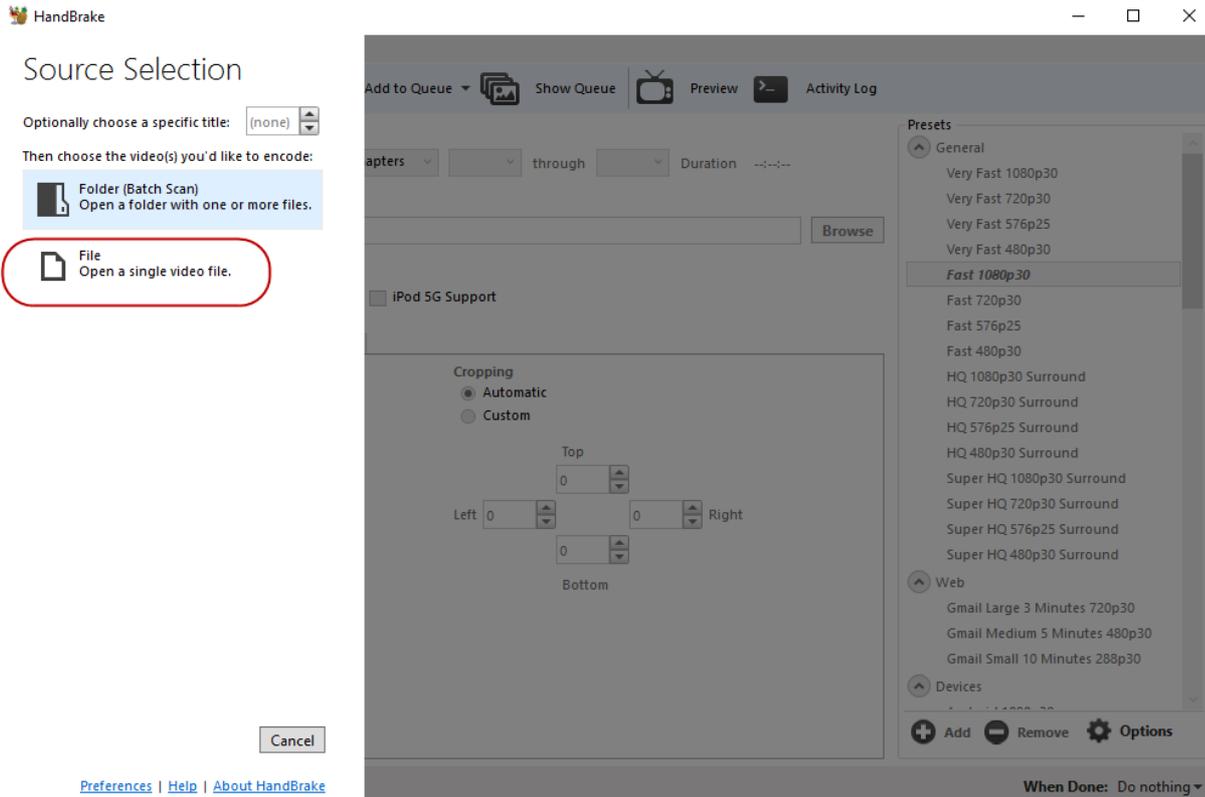
<https://handbrake.fr/>

Click the Open Source button.



HandBrake application window showing the 'Open Source' button circled in red in the top toolbar. The interface includes a menu bar (File, Tools, Presets, Queue, Help), a toolbar with buttons for Open Source, Start Encode, Add to Queue, Show Queue, Preview, and Activity Log. The main area is divided into Source, Destination, Output Settings, and Picture/Video/Audio/Subtitles/Chapters tabs. The Picture tab is active, showing Size, Anamorphic, Modulus, and Cropping options. A Presets list on the right includes options like Very Fast 1080p30, Fast 1080p30, and Web presets. The status bar at the bottom shows 'Ready' and 'When Done: Do nothing'.

## Open a Single File (Browse to file, and click Open)



HandBrake

### Source Selection

Optionally choose a specific title:

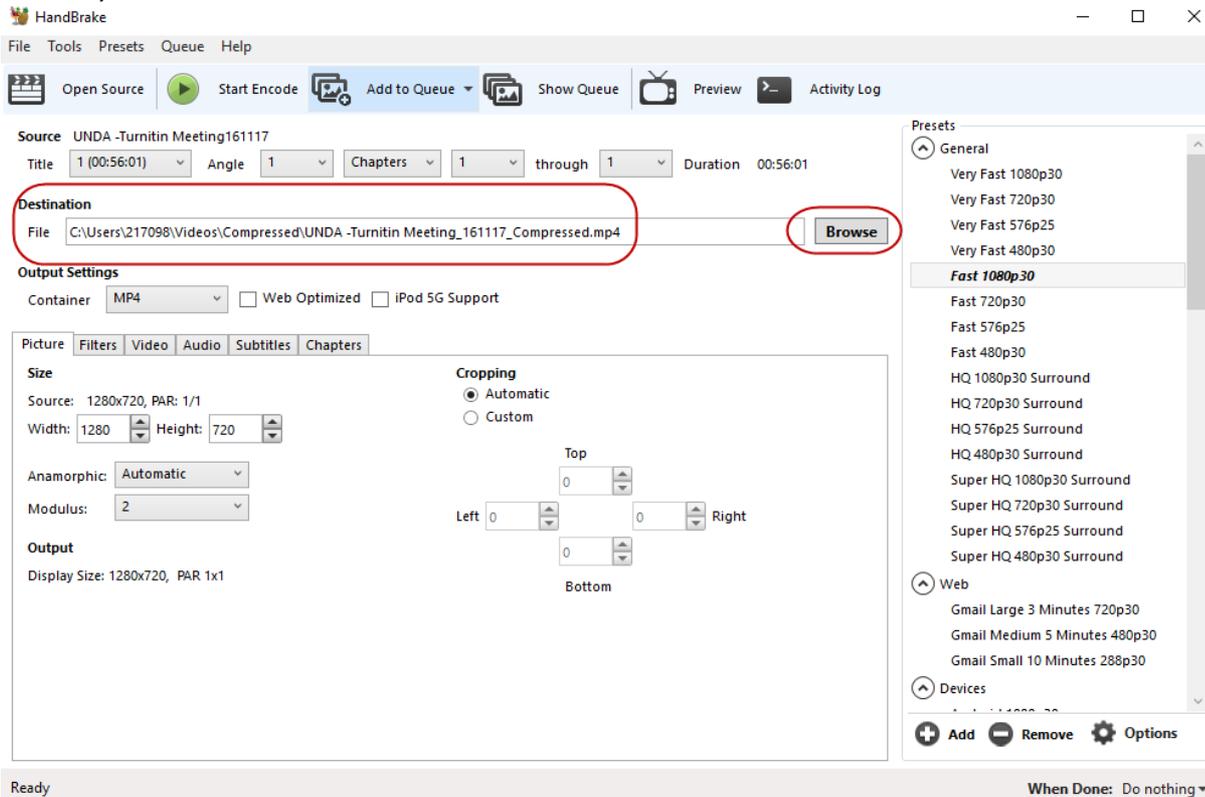
Then choose the video(s) you'd like to encode:

- Folder (Batch Scan)  
Open a folder with one or more files.
- File  
Open a single video file.

[Preferences](#) | [Help](#) | [About HandBrake](#)

The background shows the HandBrake main interface with the 'Add to Queue' button highlighted.

## Choose your file destination.



HandBrake

File Tools Presets Queue Help

Open Source Start Encode Add to Queue Show Queue Preview Activity Log

Source: UNDA -Turnitin Meeting161117  
Title: 1 (00:56:01) Angle: 1 Chapters: 1 through 1 Duration: 00:56:01

**Destination**  
File: C:\Users\217098\Videos\Compressed\UNDA -Turnitin Meeting\_161117\_Compressed.mp4

**Output Settings**  
Container: MP4  Web Optimized  iPod 5G Support

**Picture** Filters Video Audio Subtitles Chapters

**Size**  
Source: 1280x720, PAR: 1/1  
Width: 1280 Height: 720  
Anamorphic: Automatic  
Modulus: 2

**Output**  
Display Size: 1280x720, PAR 1x1

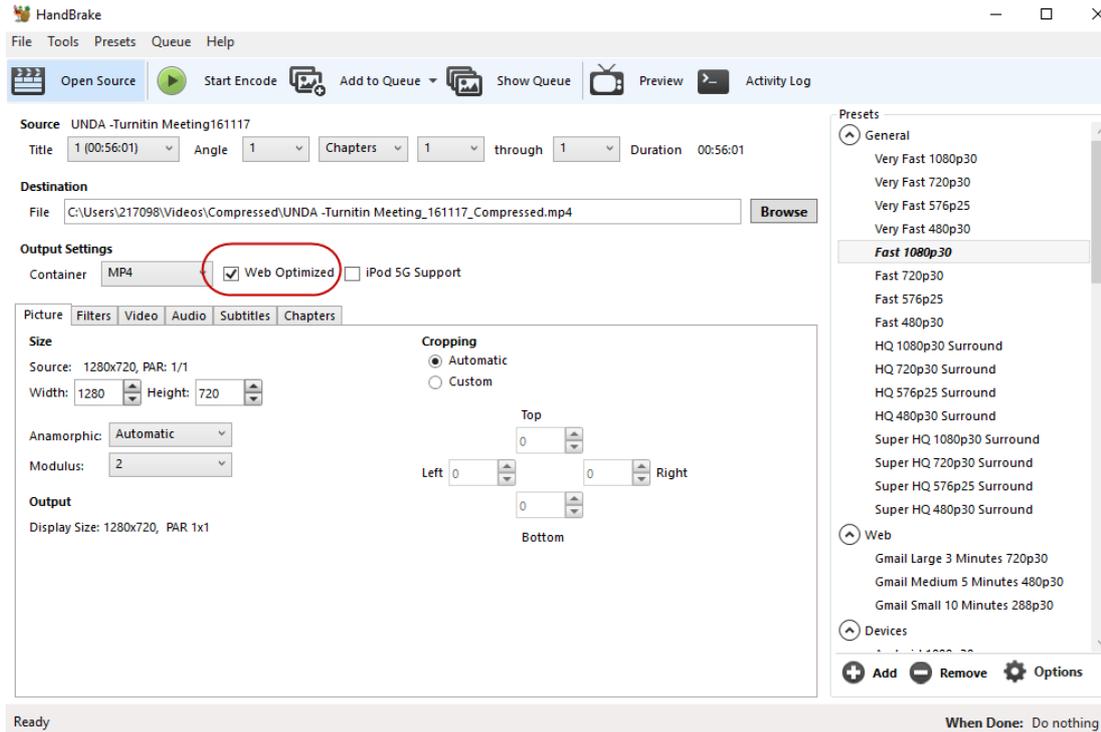
**Cropping**  
 Automatic  
 Custom

Top: 0 Left: 0 Right: 0 Bottom: 0

Presets: General, Very Fast 1080p30, Very Fast 720p30, Very Fast 576p25, Very Fast 480p30, **Fast 1080p30**, Fast 720p30, Fast 576p25, Fast 480p30, HQ 1080p30 Surround, HQ 720p30 Surround, HQ 576p25 Surround, HQ 480p30 Surround, Super HQ 1080p30 Surround, Super HQ 720p30 Surround, Super HQ 576p25 Surround, Super HQ 480p30 Surround, Web, Gmail Large 3 Minutes 720p30, Gmail Medium 5 Minutes 480p30, Gmail Small 10 Minutes 288p30, Devices, Add, Remove, Options

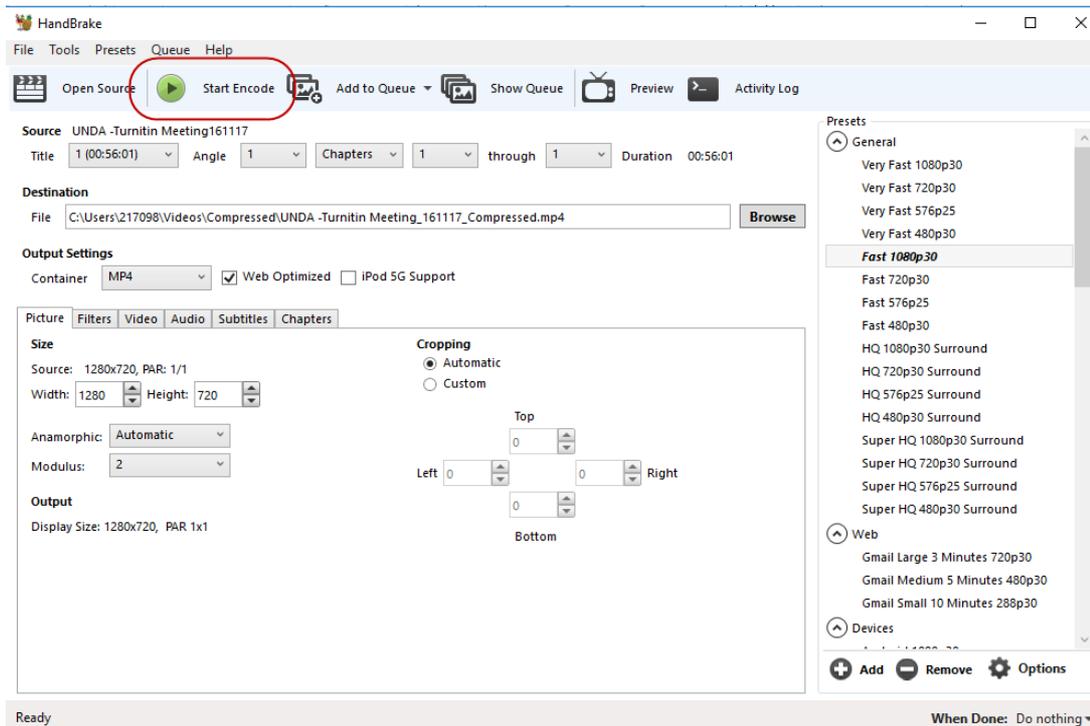
Ready When Done: Do nothing ▾

Check the box for Web optimized.



The screenshot shows the HandBrake application window. The 'Output Settings' section is expanded, and the 'Web Optimized' checkbox is checked and circled in red. The 'Container' is set to 'MP4'. The 'Preset' list on the right includes 'Fast 1080p30' and 'Web' options like 'Gmail Large 3 Minutes 720p30'. The status bar at the bottom indicates 'Ready' and 'When Done: Do nothing'.

Click Start Encode



The screenshot shows the HandBrake application window with the 'Start Encode' button highlighted by a red circle. The 'Output Settings' section remains the same as in the previous screenshot, with 'Web Optimized' checked. The status bar at the bottom shows 'Ready' and 'When Done: Do nothing'.

Compression Process starts (and will take a few minutes usually, depending on size of the video)



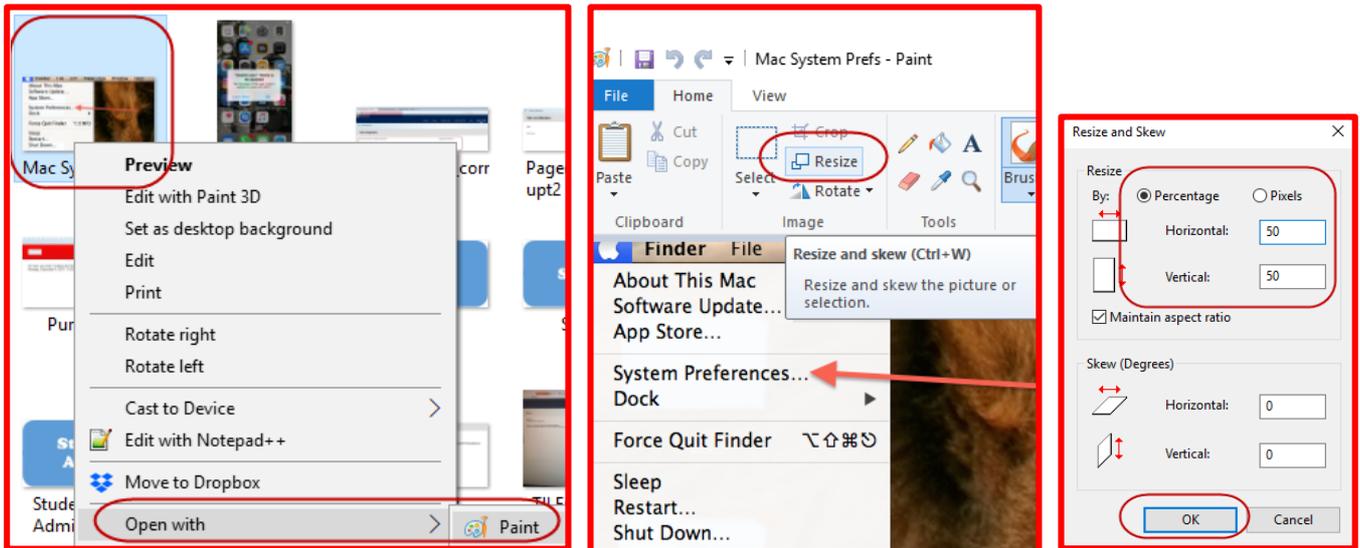
The screenshot shows the HandBrake progress bar. The progress is at approximately 10%. The text below the bar reads: 'Encoding: Pass 1 of 1, 08.92%, FPS: 114.2, Avg FPS: 136.5, Time Remaining: 00:07:28, Elapsed: 0:00:00:44 Pending Jobs 0'.

## Graphics

Use a graphics program to resize images for screen viewing before you upload them. You can also use an online service such as [Shrink Pictures](#) or [picesize](#). Again there are many applications online that can do this (Search “image compression software”)

This is very useful for *larger* pictures (e.g. over 1MB+)

Microsoft Paint can do this easily:



## Audio

It is outside the scope of this guide to provide *in depth detail* on the subject of audio compression. However it is possible to use software to reduce the size of audio files as well. (Search “audio compression software”)

There are many factors that influence the size of an audio file. By changing these factors, we have different ways to reduce (e.g. MP3/WAV/AAC file) size.

### Formats/Codec

Audio formats, or *codec*, such as MP3, WMA, is the way how an audio file is *compressed*, which is a key factor to decide the size of an audio file. There are mainly 2 types of audio codec:

- **Lossy audio:** make the smallest audio files but the quality of sound might be affected. Popular lossy codecs include MP3, WMA, AAC, Ogg Vorbis.
- **Lossless audio:** provide high quality of sound but the size is larger, such as FLAC, ALAC.

Therefore, converting audio files to another formats can reduce the file size.

### Bitrate & sample rate

Bitrate and sample rate also influence the audio file size. Bitrate is the amount of data processed in a certain period of time while sample rate refers to the number of samples of audios carried every second. **Higher bitrate and sample rate results in a bigger size.** So you can make MP3/WAV/FLAC/AIFF files smaller by decreasing bitrate and sample rate.

### Length

You can also use software to *trim* a sound clip to make it smaller.