

Managing Media Uploads in Blackboard

Blackboard Quick Guide

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)

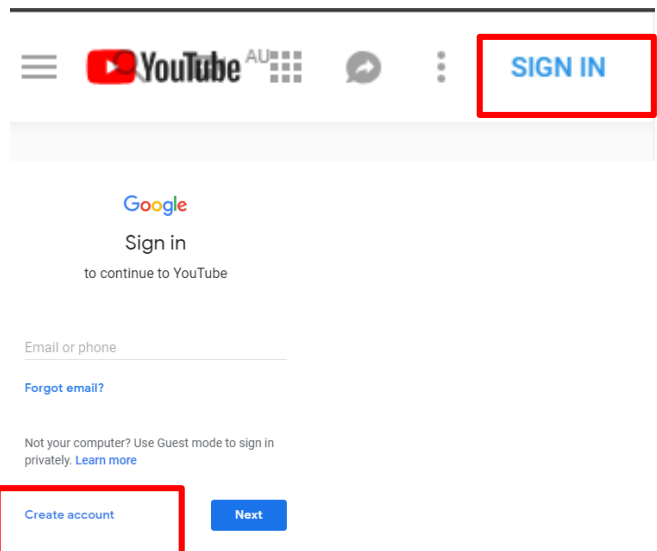
Ref: <https://support.google.com/youtube/answer/157177>

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:

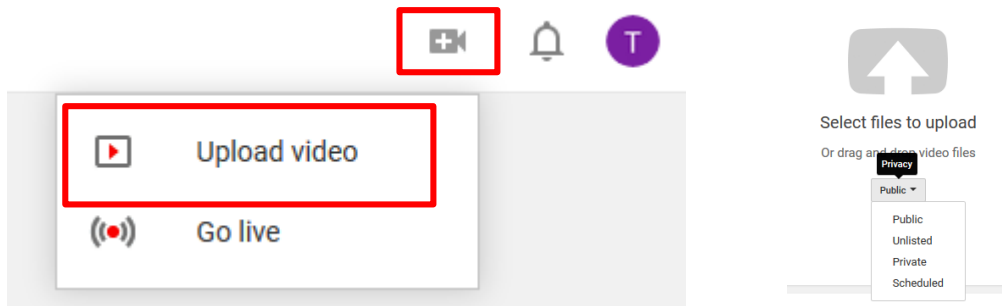
Upload Video

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

1. Sign in to YouTube.

2. Upload

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

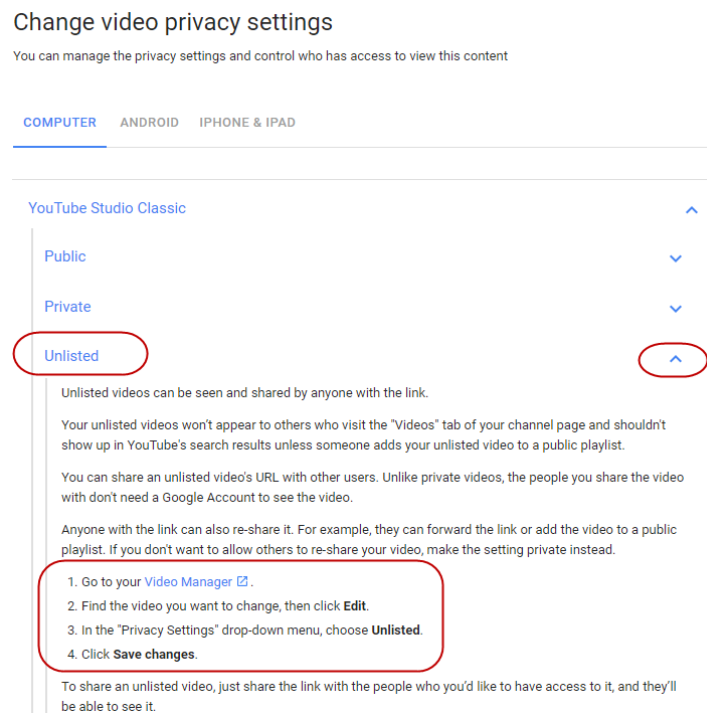


3. Select privacy settings

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

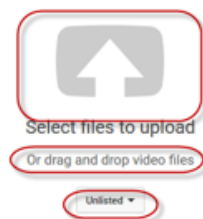
Ref: <https://support.google.com/youtube/answer/157177>

You can also change video privacy settings as follows:



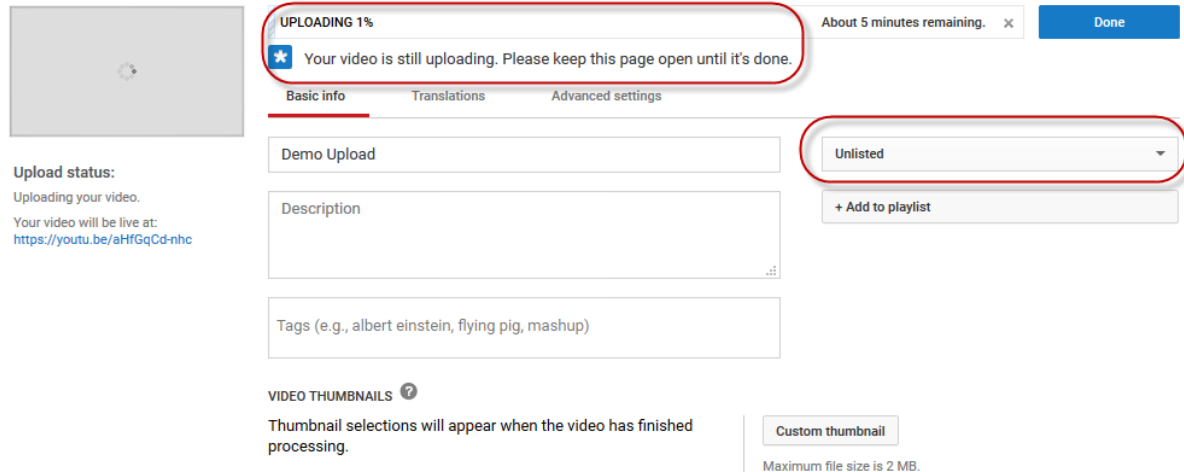
4. Select the video.

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



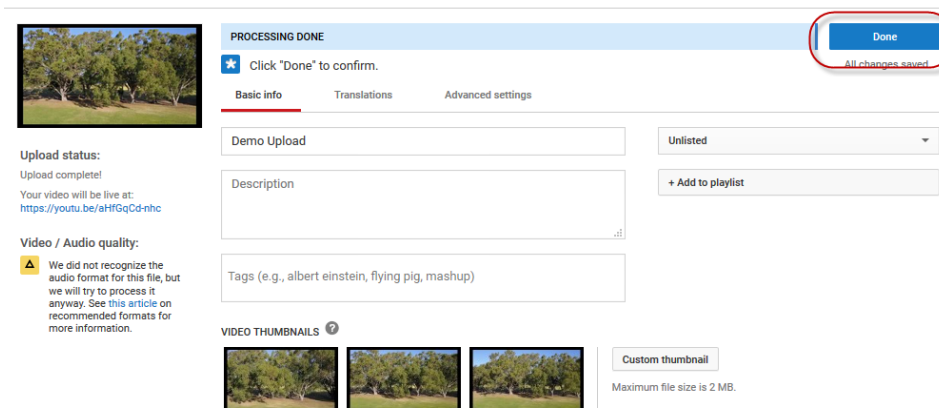
5. Edit settings (if required)

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.



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.



- 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>

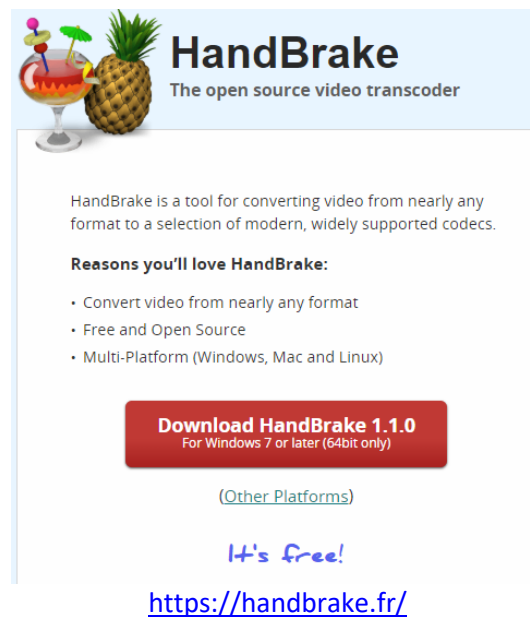
B. Reduce file sizes (Video, audio, graphics)

Video

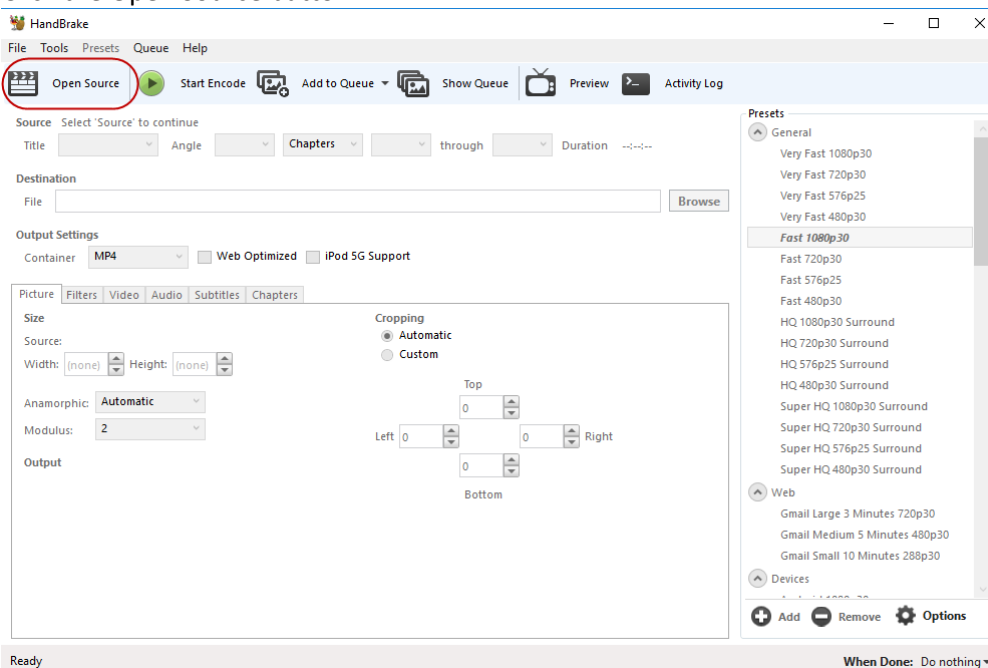
Using free software such as [Handbrake](#), it is simple to significantly reduce the size of video. This is beneficial, whether uploading to YouTube or Blackboard. There are also many other software alternatives to do this (e.g. Camtasia). Search Google for “video compression software”. **MP4** format 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

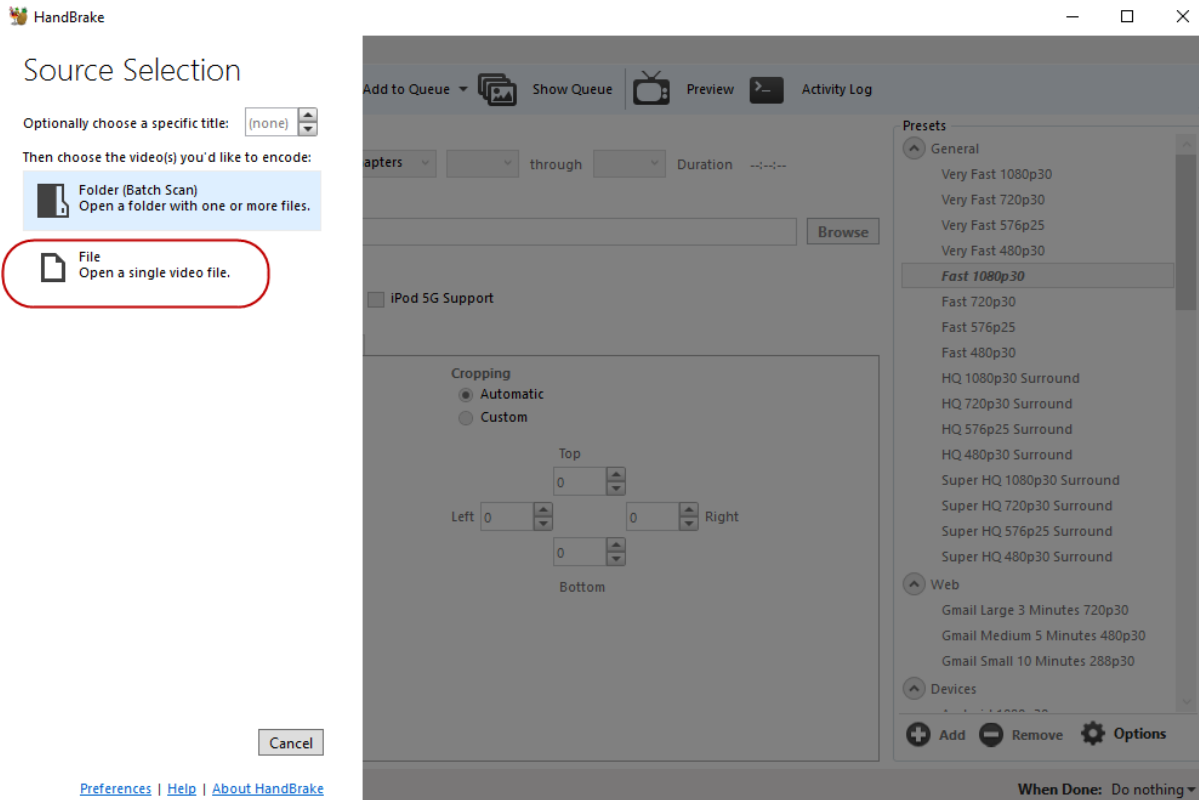
Download the appropriate version of Handbrake for your computer and open the application.



Click the Open Source button.

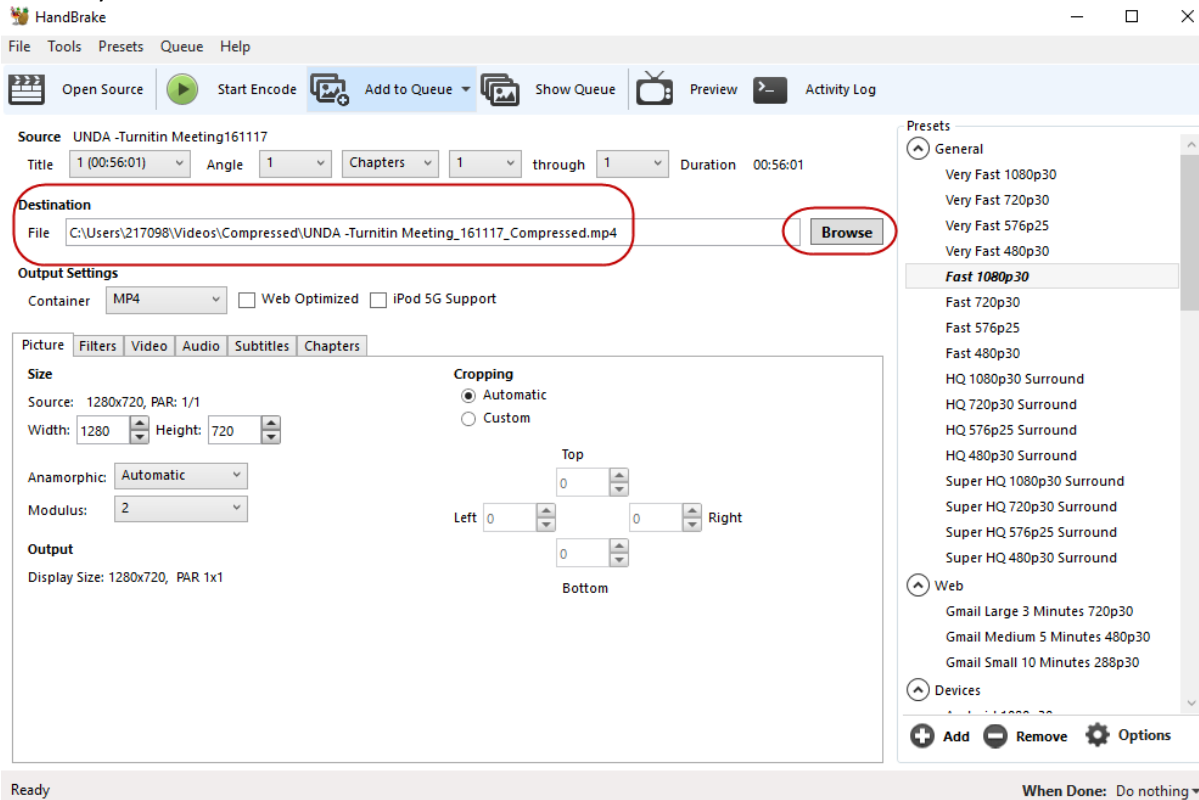


Open a Single File (Browse to file, and click Open)



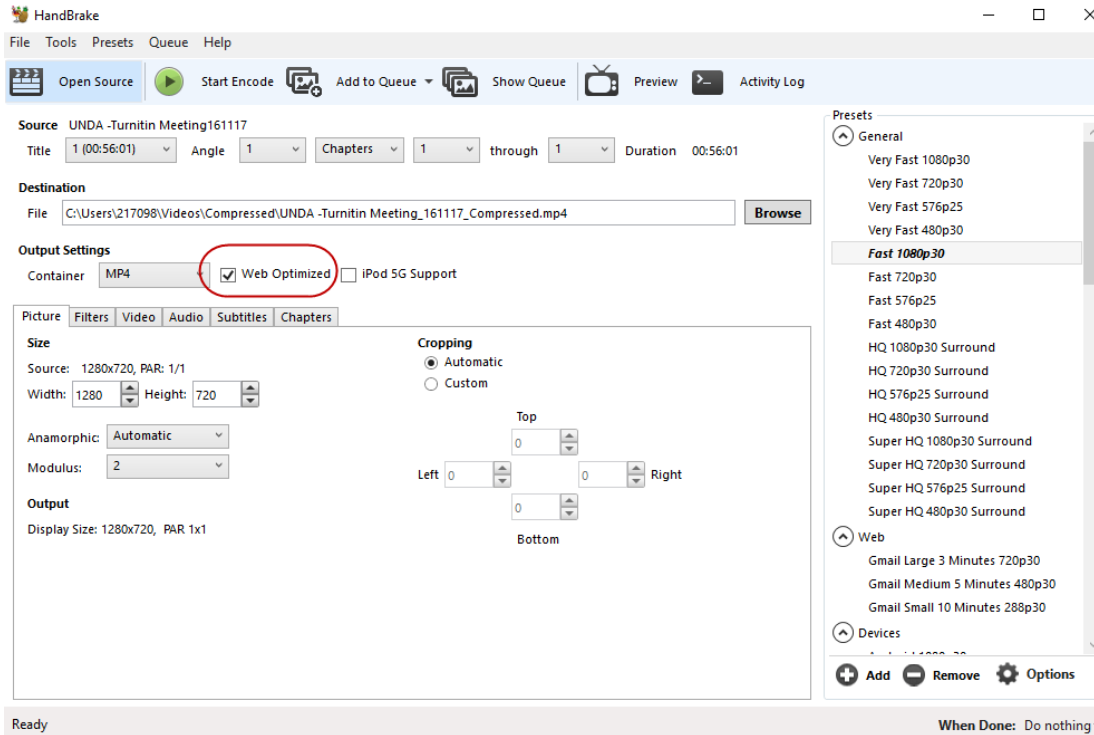
The image shows the HandBrake Source Selection dialog and the main HandBrake interface. In the Source Selection dialog, the 'File' option is highlighted with a red circle. The main interface shows the 'Source' tab with the 'Destination' field highlighted by a red circle and the 'Browse' button next to it also highlighted by a red circle. The 'Destination' field contains the path: C:\Users\217098\Videos\Compressed\UNDA -Turnitin Meeting_161117_Compressed.mp4. The 'Output Settings' section shows the container set to MP4. The 'Picture' tab is selected, showing source size (1280x720) and output size (1280x720). The 'Presets' list on the right includes various quality and format options.

Choose your file destination.

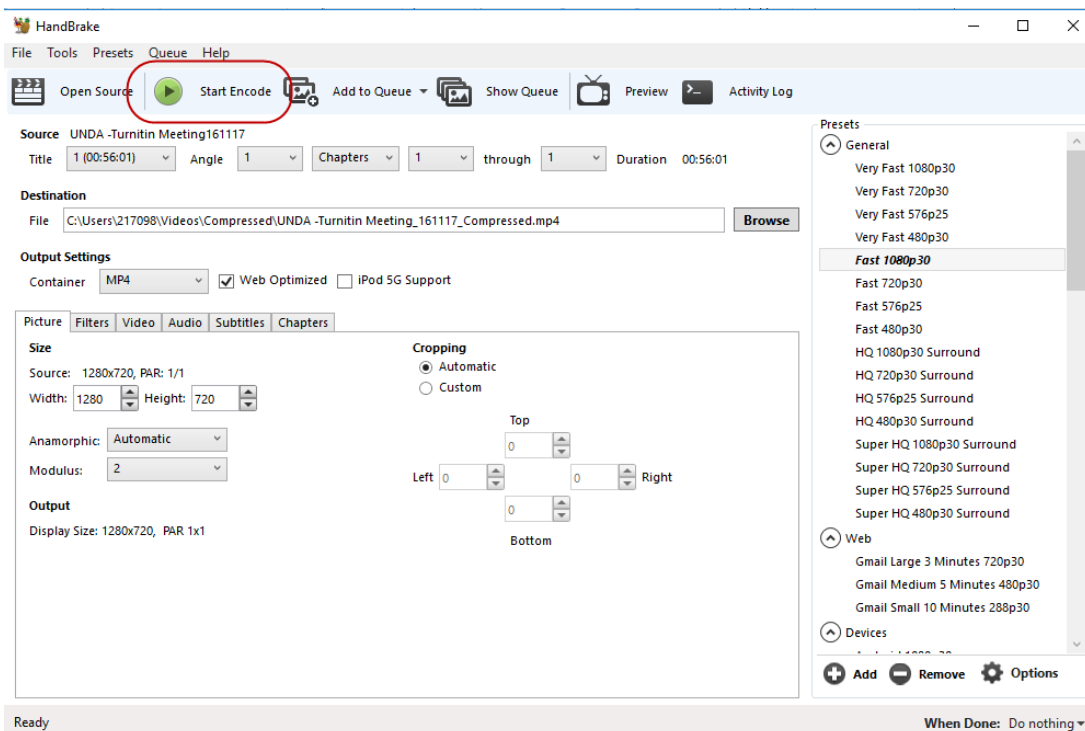


The image shows the HandBrake main interface. The 'Destination' field is highlighted with a red circle and contains the path: C:\Users\217098\Videos\Compressed\UNDA -Turnitin Meeting_161117_Compressed.mp4. The 'Browse' button next to it is also highlighted with a red circle. The 'Output Settings' section shows the container set to MP4. The 'Picture' tab is selected, showing source size (1280x720) and output size (1280x720). The 'Presets' list on the right includes various quality and format options.

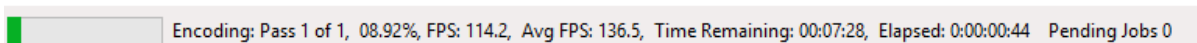
Check the box for Web optimized.



Click Start Encode



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

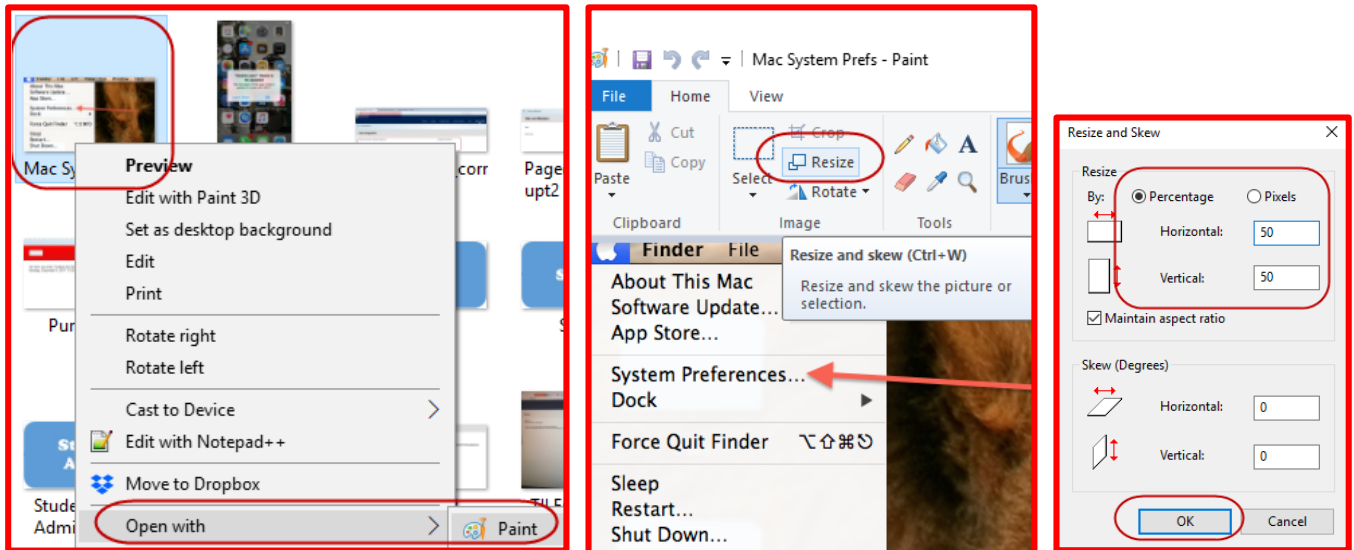


Graphics

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.