




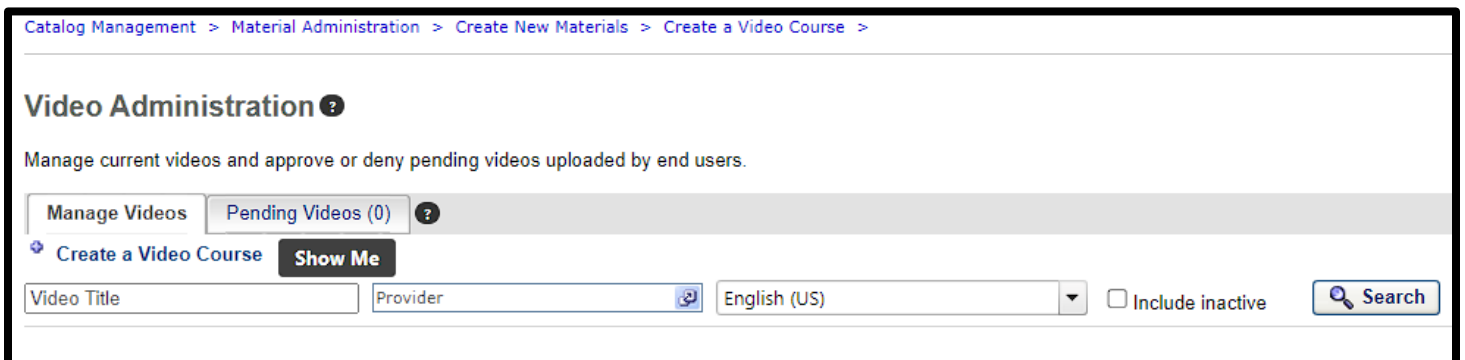
Videos as Learning Objects

Administrators can create video learning objects by uploading or embedding video.



There is no tracking mechanism for how much of a video is watched. As soon as a video is over, including if the user moves the play-head to the end of the track, the video can be completed. If you want to ensure a certain watch time, you may want to use special software to produce the video as an Online Class (see the [Content Uploader job aid](#)).

1. From the menu, under admin, select **Catalog**.
2. Select **Videos** from the Learning Objects list.
3. To create a new video learning object, select the **Create a Video Course**  link on the Manage Videos tab.
 - a. If you want to edit a video that already exists, select the **Search** button from the Manage Videos tab to identify a video by its Title, Provider, Language, or Active Status.



The screenshot shows the 'Video Administration' interface. At the top, there is a breadcrumb trail: 'Catalog Management > Material Administration > Create New Materials > Create a Video Course >'. Below this is the title 'Video Administration' with a help icon. A subtitle reads 'Manage current videos and approve or deny pending videos uploaded by end users.' There are two tabs: 'Manage Videos' and 'Pending Videos (0)'. Below the tabs is a 'Create a Video Course' link with a plus icon and a 'Show Me' button. At the bottom, there is a search form with fields for 'Video Title', 'Provider', and 'Language' (set to 'English (US)'). There is also a checkbox for 'Include inactive' and a 'Search' button.

Create a Video Course


1. Use the radio buttons to choose the video source.
 - a. **Upload a New Video** should be picked if you have a file that you want to add to the catalog. If you choose this button, use the **Attach File** button to select the file you want to upload. Supported file types include .mpeg, .wmv, .flv, .m4v, and .mp4 with a max resolution of either 1024x768 or 1080x720 and a max file size of 500 MB.
 - b. **Embed a Video** should be picked if there is a YouTube video you want to add to the catalog. If you choose this button, paste the URL of the YouTube video into the text box, then press the **Embed** button.
2. Select **Next**.



If the video you want to embed is being streamed somewhere other than YouTube, consider creating a **Material** and using the URL/Web Link, Video, or the Webinar Recording material types.



General Information

1. Add information to the fields on the General Information form.
 - a. **Title** is the name of the course in the catalog.
 - b. The **Provider** dropdown allows you to select the publisher. Under most circumstances, that is your agency. This field is required.
 - c. **Training Hours** for a user can be calculated if you add a value in hours or minutes.
 - d. Add **Keywords** to help learners find the course in Learning or Global Search. You don't have to duplicate terms already used in the Title or Description
 - e. The **Description** explains the value of the training and helps learners find the course in Learning or Global Searches.
 - f. Use the **Add Subject**  link to tag the video with other courses on a similar topic. While this field is required, in most cases it will suffice to pick the **_Training** link from the pop-up window.



Information added to this form helps fill out the Training columns in Reporting 2.0

2. Select **Next**.

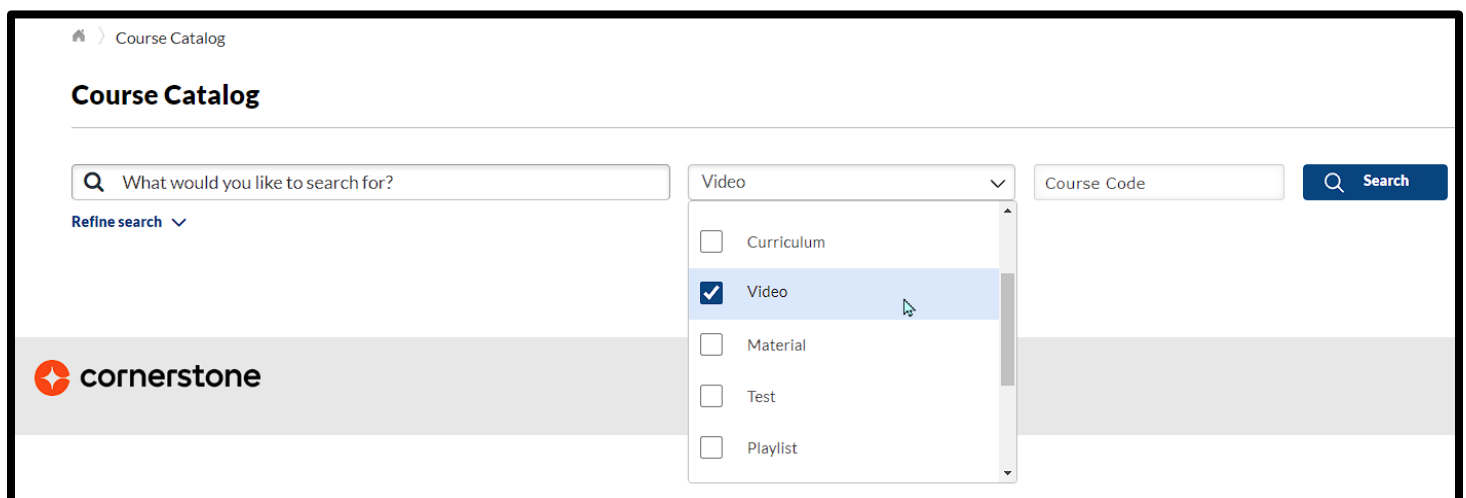
Confirm Video Details

1. The last page provides a preview of the video and summarizes the publication details. If everything on this page looks accurate, select **Finish**.

Catalog Management

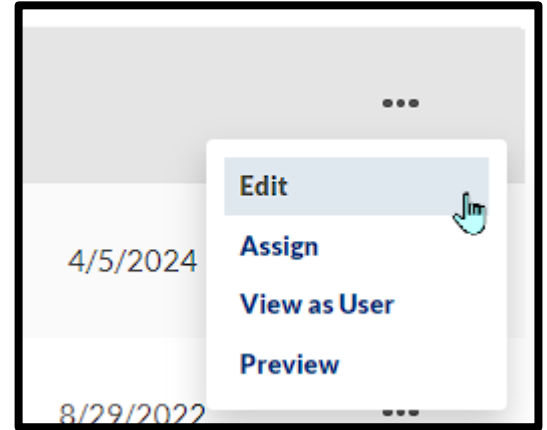
Once the video is in the catalog, it still needs to be managed in the catalog before users can access it.

1. From the menu, under admin, select **Catalog**.
2. Select **Course Catalog** from the Course Catalog List
3. Select **Video** from the Training Type Filter



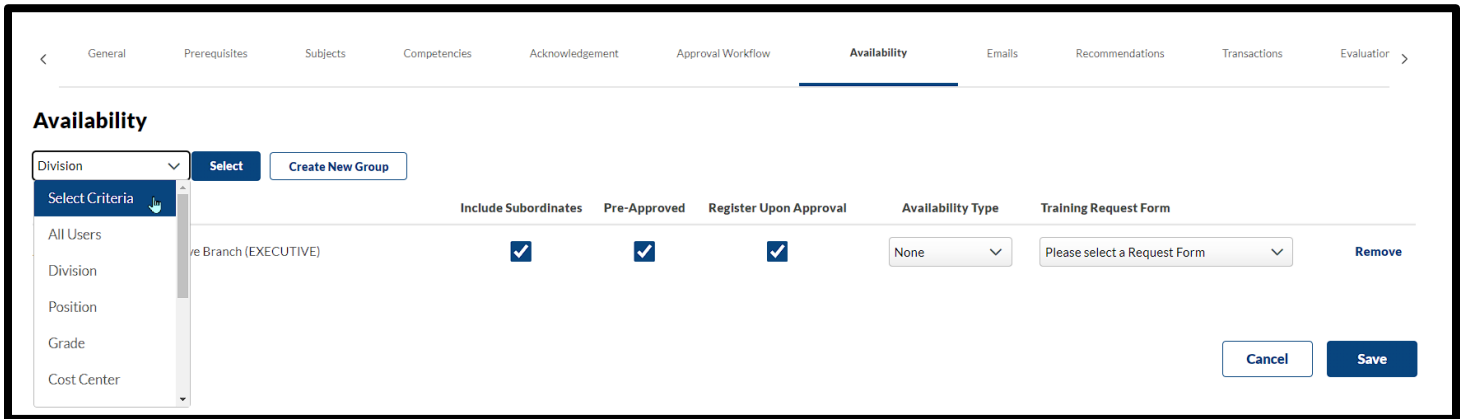


4. Type the video's title in the search bar, further refine your search using the filters in the Refine Search drop down, if interested, and select **Search**.
5. Select the options **ellipses**.
6. Select **Edit** from the options menu.



All of the information that controls how the video behaves in the catalog can be edited on the video's Course Catalog Administration page tabs. Some of these fields were defined during the General Information phase of creating a video course. Other details here that should be edited include:


7. **Availability** defines who can see the course in search results.



- a. Select the **Availability** tab.
- b. From the **Select Criteria** dropdown, select a type of organizational unit.
- c. Select **Select** to target the audience by that organizational unit.
- d. In the pop-up, select **Add** per line item to build a list of audiences to target. Select **Remove** per line item from the list if you've made a mistake.
- e. When you've selected all of your audiences, select **Done**.
- f. You will be returned to the Availability tab, and your selections for that organizational unit will be added to the Criteria list.
- g. Repeat steps b through f to add other organizational units.
- h. The **Include Subordinates** checkbox should be checked to include all child organizational units.
- i. The **Pre-Approved** checkbox should be checked unless you have a reason why a learner needs approval to view this video.
- j. The **Register Upon Approval** checkbox should be checked; otherwise, the learner has more buttons to press before they can begin the course.
- k. The **Availability Type** dropdown options relate to Welcome page and Learner Home features. Please consider their value if your audiences use these features.



It is important to know that the Required option only tags the video as required, it does not create a requirement. To create a requirement, please see the Learning Assignment Tool.

- l. A **Training Request Form** is used to survey a learner before they are allowed to watch the video, and it can be specified per organizational unit. Open the dropdown per organizational unit line item and select the form you want learners from that organizational unit to use.
 - m. Select **Remove** at the end of any organizational unit line item added by mistake.
 8. **Emails** can be sent pending certain actions by the learner.
 - a. **System Defaults** sends emails predefined by administrators in the system.
 - b. Selecting **Custom Emails** opens a menu of actions that trigger emails. **Expand**  an action line item to see the emails associated with that action. Use the checkboxes to identify emails that should send; uncheck them to shut them off. You may be able to edit a System Default email or create a whole new email, creating a custom email for that action.
 - c. There is an option to send **No Emails**.
 9. **Evaluations** are a way learners can share their experience of taking this training.
 - a. Check the **active** column box per evaluation line item that you would like to use.
 - b. Select **Customize** to select from a set of predefined evaluations. In the pop-up, select **Add** from evaluation line item you want to use. If you selected the wrong evaluation, you can try again by selecting Customize or reset the evaluation by selecting **Restore Default**.



If you are not finding a predefined organizational unit, email, or evaluation that meets your needs, please ask for help from an agency or system administrator.

10. Select **Save**