



## User Guidelines for Video Uploads

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#### List of accepted video file types:

- .mov
- .mp4
- .avi
- .mpg
- .wmv
- .m4v

#### List of Requirements/Guidelines for video file upload

- Videos files must be in one of the accepted video formats.
- Videos should not be in HD.
- Video files should be 100MB or less.

#### Compression

- Tk20 strongly recommends that all video files, regardless of size, be compressed.
- At minimum, video files must be compressed to be no bigger than 100MB.
- Most university-owned computers have video compression software (e.g. QuickTime, Window Media Player). If you have questions about video compression, please consult with your institution's IT department.
- Handbrake can be used to compress video files. Instructions for this program are listed below.

#### Troubleshooting

##### **Video file is not uploading**

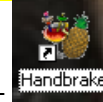
- Check that the video file is compliant with the file format and file size requirements.

##### **Video upload is slow**

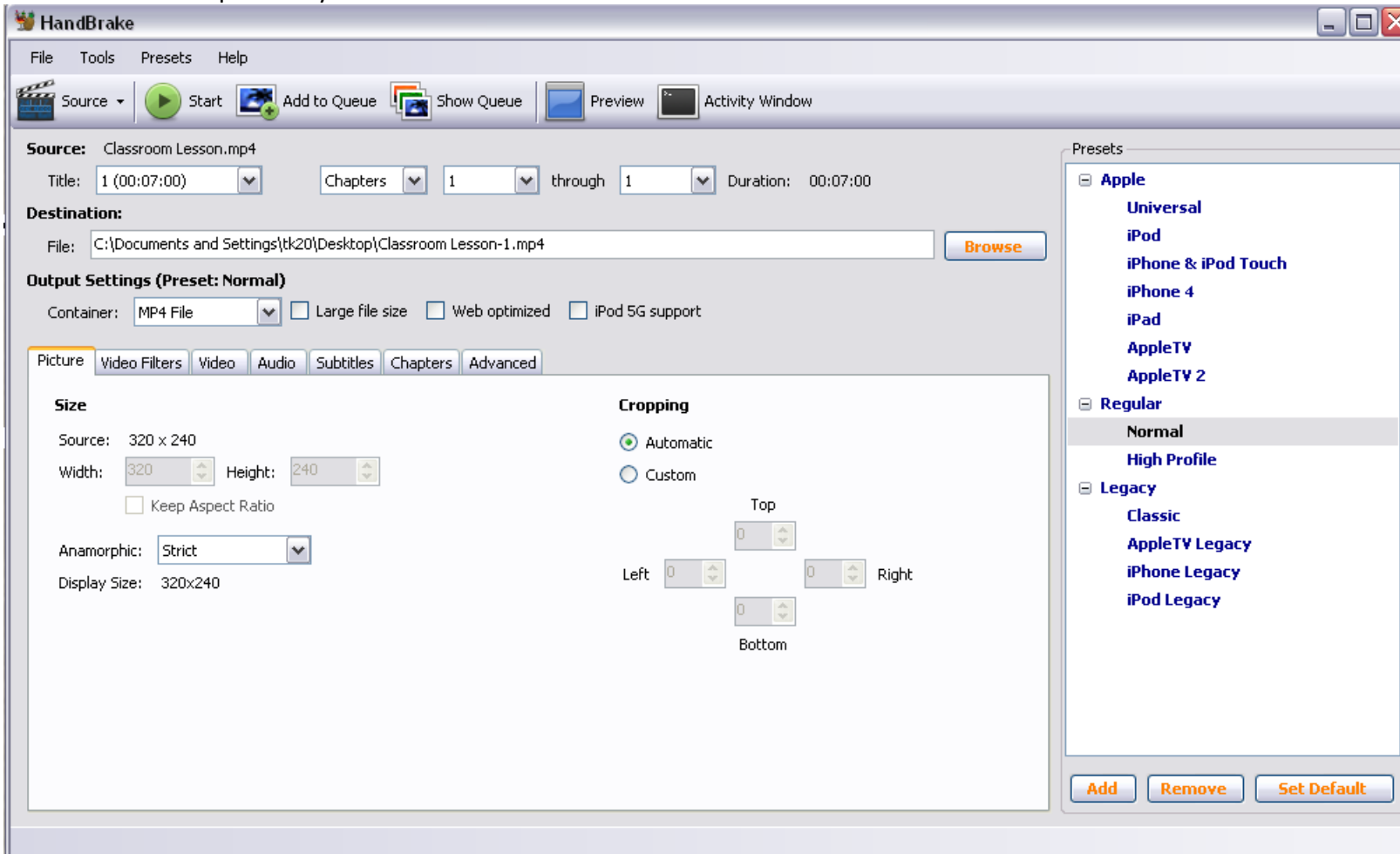
- This may be attributed to server location (e.g. remote versus on-site). The greater the distance, the longer it will take to upload the file.
- Network details (e.g. wireless, T1, remote versus on-site, etc.) may depress upload speed. Users can run a test through <http://www.speedtest.net/> to determine upload speed.

## Managing Video File Size with Handbrake

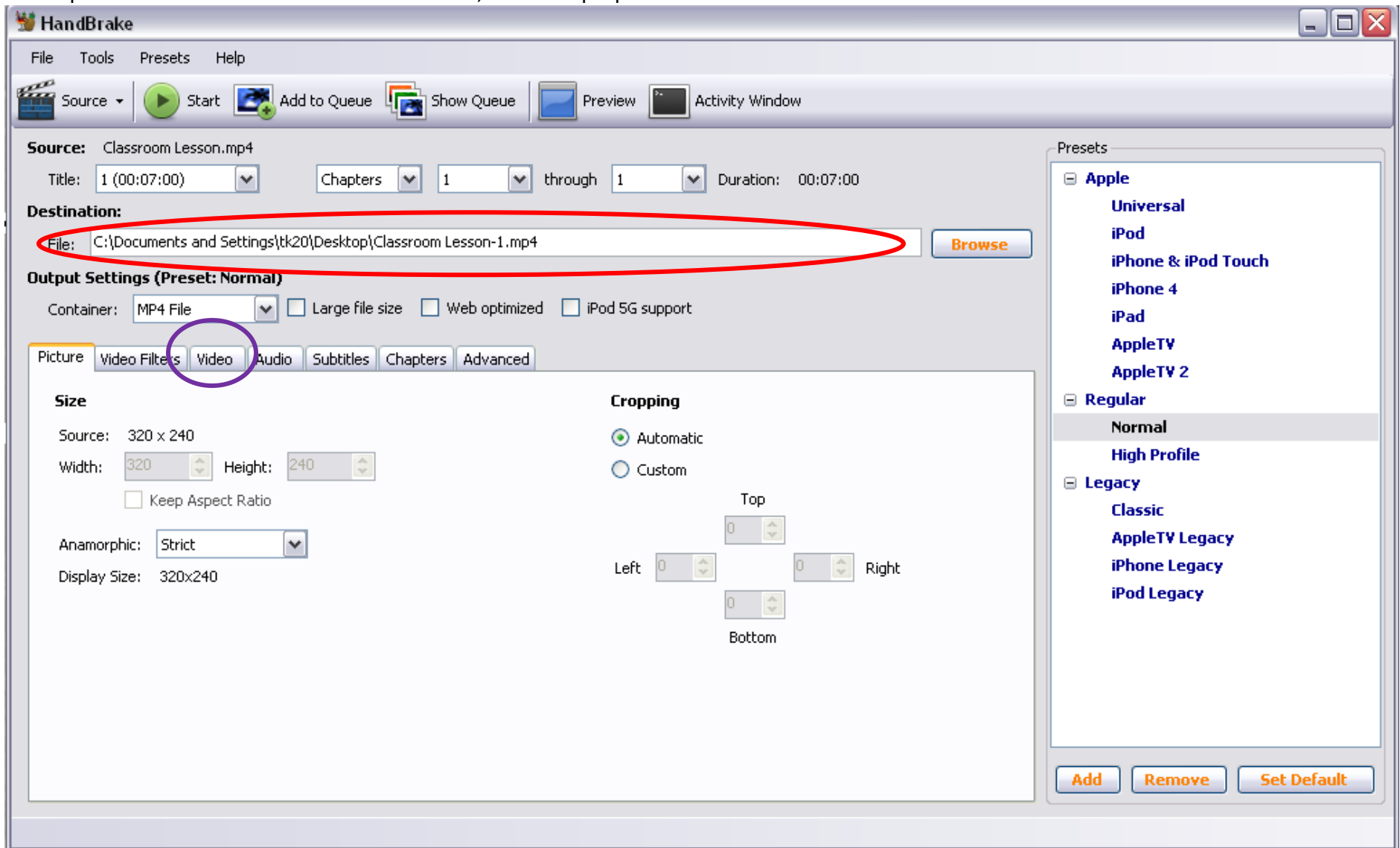
You can download the compression software known as “Handbrake” here: <http://sourceforge.net/projects/handbrake/files/>  
Make sure to download version 0.9.5. This version will allow you to specify a target video file size, unlike more recent versions.



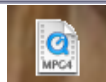
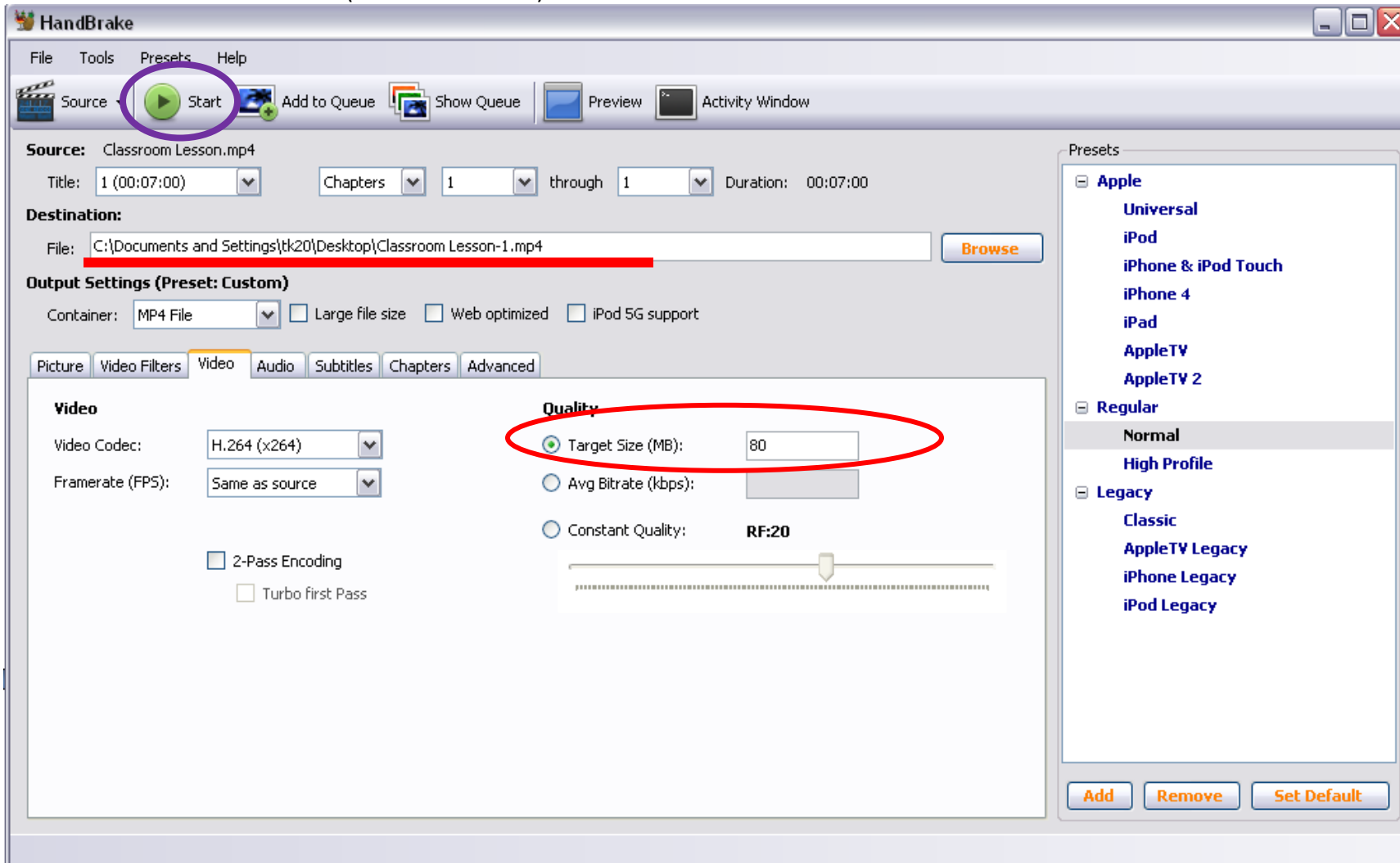
Once you have the software you will drag your video file onto the “Handbrake” icon-  
The software will open and you will see this screen:



The red circled area is the known as the “Destination” or the location where you will save the file. In this instance, the file will be saved on to the desktop. From this screen select the “Video” tab, circled in purple.



After selecting the “Video” tab, you will be directed to this screen. You will then select the button next to “Target Size (MB)” and enter a desired file size (must be under 100MB). After this step, click on the “Start” button (circled in purple). The file will be saved on your desktop with the title listed on the “Destination” field (underlined in red).



Classroom Lesson.mp4

The completed file will look like this:

## Help Resources

### **Tk20 Unit Administrator:**

Students and faculty should contact their Tk20 Unit Administrator for additional assistance with uploading videos to Tk20. This information is located on your institution's Tk20 login page.