Managing In-house Video

Are you producing in-house videos for use in the classroom?

Videos are often too large to upload directly into a Learning Management System. The Library Service can assist you by hosting your video, and providing you with a URL to add to your online class resources.

How does it work?

The Library Service will add your video to the SMTAFE Library YouTube channel, as an “Unlisted” title. This means that your video will only be accessible by direct URL, and not discoverable in a general Google or YouTube search. This will help to protect the IP of SMTAFE, and also provide a secure and consistent “home” for your video.

Once your video is uploaded to the Library YouTube channel (which Library staff will do on your behalf), we will send you the URL of your title, which can then be added to your Learning Management System course, Library Guide, or other online or class resource.

A copy of your video will also be saved on to the local network (shared drive) as a back-up.

What do you need to do?

1. Save your video in one of the following formats: .MOV, .MPEG4, .MP4, .AVI, .WMV, .MPEGPS, .FLV, .3GPP, WebM.
2. Send your video, along with the information about the video (the title, name of producer, date of production and length), to the Library Manager or Senior Librarian*. You can send it as an email attachment, or bring it to the library on a USB.
3. Library staff will upload your video to the Library YouTube channel. Once the upload is complete, we will send you the URL to your video, ready to add to your online course. When you click on the URL, it will display like this:

![YouTube video player]

* Please ensure that any external content you wish to use is sourced legally and ethically.
4. If you wish to embed this video into Blackboard, refer to the Embedding YouTube Videos in an Item Help Sheet which can also be found on the E-Learning page on South Metropolitan TAFE’s Intranet.

Please note: We are also able to host commercial video for which you have received permission to stream, provided we can comply with any restrictions imposed by the copyright owner. Contact Library Services if you would like more information about streaming video with permission.

- Library Manager: Kirsten Nekrews (kirsten.nekrews@smtafe.wa.edu.au)
- Senior Librarian: Ruth Barnett (ruth.barnett@smtafe.wa.edu.au)