WORKING WITH VIDEO COURSES

Background

While SCORM courses can incorporate videos onto html pages, only Generic Online courses can upload and play videos directly.

The Ability LMS administrator must first create a Generic Online course to deliver your video.

There are 2 options for uploading your video and updating your course with new versions of the video.

- Send the mp4 file to train@ora.msu.edu with the course name and course ID with instructions to upload the course.
- Upload mp4 files yourself per the Testing New Videos and Upload Video File instructions to follow.

Testing New Videos

Login and using the Trainer tile, go to Courses. Search and open a Test – WBT course. If you need assistance, contact the helpdesk with setting up a test course with your video.

Test course video files should have the following naming convention TEST-####-MP4 (#### represents the course ID or word that identifies your test course with the actual course that users can find and complete).

File Naming Rule & Format

For several steps, you will need to use the Course ID. Name or rename your MP4 video file the same as your course ID. For example: Riding-bikes.mp4 becomes *RD-3200-WBT.mp4* .
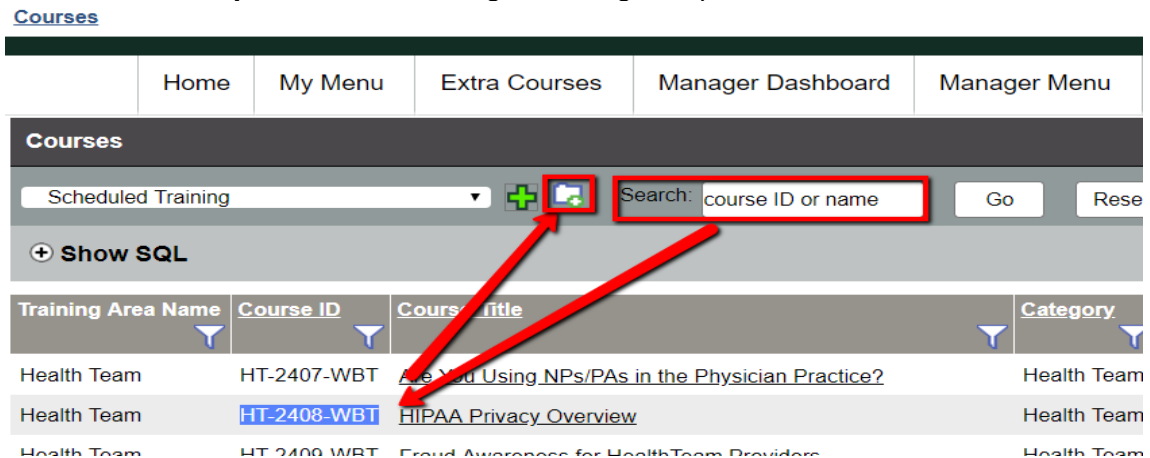
You must ZIP your video file (.mp4 or other) prior to uploading. Ability unzips this file upon upload. Contact your IT support for assistance in sending a video file to a ZIP file.

Name or rename the Zip file the exact name as your course ID also. For example, *RD-3200-WBT.zip*
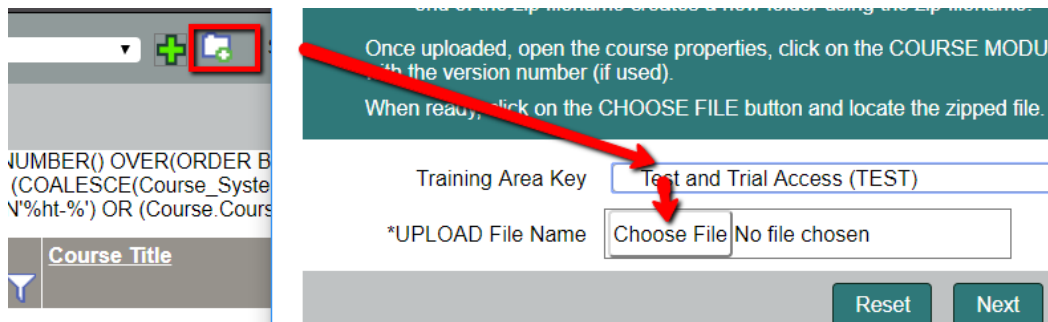
Upload/Update a Video to an Existing Course

Upload Zip file

1. From the Trainer Tile or the Manager Menu, go to COURSES.
2. Search for the course that needs a new video by entering a course ID, all or part of the course name into the Search field as shown below.
3. Copy or remember exactly the course ID.
4. Click the **folder upload icon** to the right of the green plus.

5. Upon clicking the folder upload icon, a new window will open.
6. Make sure you select the appropriate Training Area. If you put the file in the wrong area, you may not be able to link to it. If you aren't sure what training area you should be working in contact the system admin the first few times.
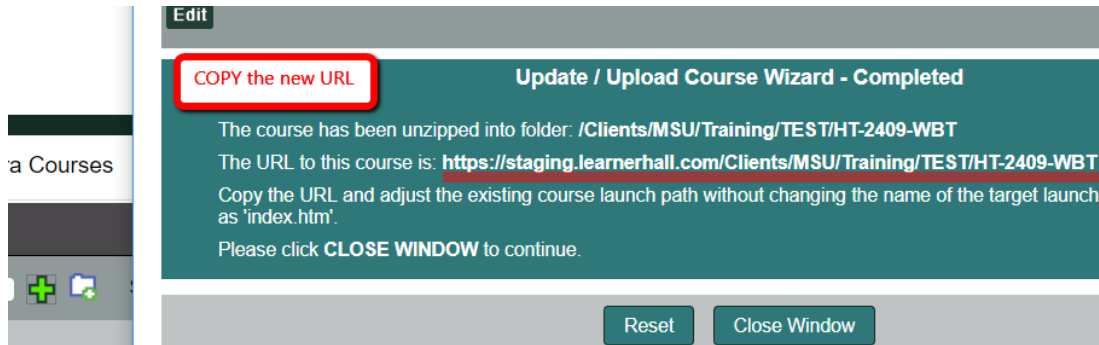7. Make sure the file you select is zipped and has the course ID as its name.

8. When the video has finished uploading, close the window.

Your video should now be updated. Go to the Extra Courses tab and test by searching and enrolling in the course.

Trouble-Shooting

If you get an error when you try to play the video, review this document from the beginning and repeat the steps as there may have been a file naming problem or missed step.
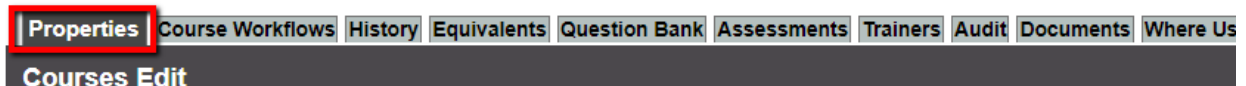
If this does not work, after step 7, when the upload window indicates Completed, do not close the window immediately. Instead, copy the URL shown on the pop-up window.

Click into the course.
Click the Properties tab.

Scroll down the page reviewing the course settings for anything unusual. Is the course Active? If nothing has changed with your course training area, paste the URL.

Save and test again. Contact the system admin for further assistance.