

Videos

This chapter covers the features and usage of the Videos section in the admin panel.

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Create Video

The create video function, also referred to the episode function throughout the documentation, found within the videos item of the admin panel navigation creates a video entry within the platform and allows administrators to set the details of the video in preparation for viewing on the end-user interface.

Recommendation

1. You should [create the course and/or chapter](#) you wish to place the video in before continuing.
2. There are different steps that administrators can take to upload the videos, including uploading the video on the next page of this function but that may not be ideal if you are uploading many videos. If you wish to upload videos in bulk or you wish to import the videos (individually or in bulk) from a web address, it is recommended you do that first before continuing.

Data Fields

To create an entry for the video, a few data fields must be filled out first. Below we will list the data fields and describe their functionality.

- Unprocessed Video - If you have previously uploaded or imported the video you wish to use, you may select it from the dropdown list. If you plan to upload the video on the next step, select Upload Video on Next Page. This field is hidden if you have no unprocessed videos to select.
- Parent Course/Chapter - Here you will select the course or chapter you wish to link the video with. This should be created before attempting to add a video, failure to do so will result in

the video being an orphan until assigned to a course/chapter.

- Name - A short but descriptive name of the video that will be presented to end-users
- URL Friendly Name - An alpha numeric name, including dashes or underscores (example: my-first-video or my_1st_video), that will be used to link to the video and appear in the URL bar. This is for SEO reasons.
- Order - The order of this video in relation to other videos that are placed in the same course/chapter with a lower value showing first.
- Description - Describe the video in detail here, this will be shown below the video on the episode page for end-users
- Short Description - A shorted description used to describe the video that will be presented when navigating and as the description displayed to search engines.
- Tags - The tags are the keywords used to describe the video. These can used by the search function of the platform and will also be presented to search engines as the keywords.
- Image - The image will be used as a navigation picture and as the background on the image page behind the player. If you choose not to use an image, a random frame from the video will be selected instead. Additionally, a gif will be generated to preview the video when user's hover over the navigation image automatically.
- Video is Visible - Tick to display the video in the navigation and make it accessible. Note that until a video is uploaded, the video will remain hidden regardless of this selection.
- Free To Watch - Tick this box if you wish to make this video available for anyone to watch.
- Watch without Registration - This box is only available if Free to Watch is ticked. Tick this box if you wish anyone (those not registered and logged in) to watch this video
- Enable Pay per View - This option is hidden if Free to Watch is ticked. Enables PPV functionality which charges the audience member a fee to watch the episode. If you have selected to include PPV under the create plan, those subscribed to the plan will not pay. PPV Price and Times Allowed to Watch must be entered if ticked.
- PPV Price - The price to charge those purchasing the PPV option, hidden unless Enable Pay per View is ticked.
- Times Allowed to Watch - The number of times an audience member is allowed to watch when using the PPV option before they need to purchase the episode again to watch again. This option is hidden unless Enable Pay per View is ticked.
- Next Step (button) - Click this button to save your changes, you will then be presented with the Upload Video which is described in the section below. This button shows if you did not

select a previously unprocessed video in the first form field.

- Create Video (button) - Click this button to save your changes and finish. Your video will now be processed automatically in the background. This button shows up if you selected a previously unprocessed video that has already been loaded into the platform.
- Upload Captions Next - Saves your changes and brings you to the Upload Captions page outlined following the Upload Video section below. This button shows up if you selected a previously unprocessed video that has already been loaded into the platform.

Upload Video

This section will allow you to upload a single video to the previously create video entry. The following form fields are available on this page:

- Select Video (button) - Here you will select the video you wish to upload. Once selected, the system will begin uploading the video. Depending on the size of the video and the speed of your internet connection, this can take a while. You can monitor the progress via the Upload Progress bar. You can leave this page open in the background while you do something else and it will continue to work. Do not worry about your login timing it, it won't happen.
- Video is Visible - If you did not select this previously, you can tick it now to make the video visible once you click the next button.
- Finish Setup (button) - This button is disabled until the upload has completed. Once available, click it to begin processing the video. Failure to click it may result in your video being deleted and you will need to upload it again.
- Next Step: Captions (button) - This button is disabled until the upload has completed. Once available, click it if you have a captions file to upload, your video will also begin to be processed in the background upon clicking this button.

Upload Captions

If you wish to upload a captions file to your video, the file must be in vtt format and comply with the related specification. The following fields are available on the Upload Captions function:

- Select Caption File - Select the vtt file you wish to upload, the upload will begin upon selection and the Upload Progress bar will show the progress as the file is uploaded to the server. Depending on the size and your internet connection, this may take a while. Please be patient.
- Finish Setup - This button is disabled until the upload is fully completed. Once available, click the button to save the captions file and complete your video setup. This is the last step available.

List Videos

The list videos function contained within the navigation pane of the admin panel allows administrators to view the videos currently uploaded into the platform. Below is a list of the presented data table and a description of each column.

Data Table

- Filter Videos - Allows administrators to filter videos by course or chapter.
- Course - The course that the video is part of, if the video does not belong to a course or chapter, it will show as Orphaned
- Chapter - The chapter that the video is part of, if the video does not belong to a course or chapter, it will show as Orphaned
- Title - The title of the video
- Order - The order of the video in relationship to other videos in the same category
- Quizzes - The number of attached quizzes to the video
- Comments - Number of comments that have been made by audience members
- Rated - The average rating of the video made by audience members calculated by summing the star rankings and dividing by the number of rankings made
- View - View the video in the admin panel
- Edit - Edit the details of the video
- Delete - Deletes the video and attached content

View Video

The video video function allows you to view the video in the administration panel. In addition to viewing the video, you can click on the following buttons to perform an action.

Action Options

- [Change Video](#) - Upload a new video to replace the existing video
- [Change Captions](#) - Upload a new captions file to replacing the existing captions for the video
- [Edit Video](#) - Change the attributes and details of the video

Edit Video

The edit video function allows you to change the attributes and details of an existing video with the administrator panel. The following is a list of the form fields along with their descriptions.

Form Fields

- Parent Course/Chapter - Here you will select the course or chapter you wish to link the video with. This should be created before attempting to add a video, failure to do so will result in the video being an orphan until assigned to a course/chapter.
- Name - A short but descriptive name of the video that will be presented to end-users
- URL Friendly Name - An alpha numeric name, including dashes or underscores (example: my-first-video or my_1st_video), that will be used to link to the video and appear in the URL bar. This is for SEO reasons.
- Order - The order of this video in relation to other videos that are placed in the same course/chapter with a lower value showing first.
- Description - Describe the video in detail here, this will be shown below the video on the episode page for end-users
- Short Description - A shorted description used to describe the video that will be presented when navigating and as the description displayed to search engines.
- Tags - The tags are the keywords used to describe the video. These can used by the search function of the platform and will also be presented to search engines as the keywords.
- Image - The image will be used as a navigation picture and as the background on the image page behind the player. If you choose not to use an image, a random frame from the video will be selected instead. Additionally, a gif will be generated to preview the video when user's hover over the navigation image automatically.
- Video is Visible - Tick to display the video in the navigation and make it accessible. Note that until a video is uploaded, the video will remain hidden regardless of this selection.
- Free To Watch - Tick this box if you wish to make this video available for anyone to watch.
- Watch without Registration - This box is only available if Free to Watch is ticked. Tick this

box if you wish anyone (those not registered and logged in) to watch this video

- **Enable Pay per View** - This option is hidden if Free to Watch is ticked. Enables PPV functionality which charges the audience member a fee to watch the episode. If you have selected to include PPV under the create plan, those subscribed to the plan will not pay. PPV Price and Times Allowed to Watch must be entered if ticked.
- **PPV Price** - The price to charge those purchasing the PPV option, hidden unless Enable Pay per View is ticked.
- **Times Allowed to Watch** - The number of times an audience member is allowed to watch when using the PPV option before they need to purchase the episode again to watch again. This option is hidden unless Enable Pay per View is ticked.
- **Save Changes** (button) - Saves the changes made on this page.
- **Change Video** (button) - Allows you to upload a new video replacing the current one.

Warning: clicking this button will not save any changes on this page. Click the Save Changes button first.

- **Change Captions** (button) - Allows you to upload a new captions file replacing the current one. **Warning: clicking this button will not save any changes on this page. Click the Save Changes button first.**

Change Video

The change video button allows you to upload a new video replacing the existing video. Upon successful upload, the platform will begin the automated process to transcode and encode the video along with generating any images for use throughout the platform.

Form Fields

- **Select Video (button)** - Here you will select the video you wish to upload. Once selected, the system will begin uploading the video. Depending on the size of the video and the speed of your internet connection, this can take a while. You can monitor the progress via the Upload Progress bar. You can leave this page open in the background while you do something else and it will continue to work. Do not worry about your login timing it, it won't happen.
- **Video is Visible** - If you did not select this previously, you can tick it now to make the video visible once you click the next button.
- **Finish Setup (button)** - This button is disabled until the upload has completed. Once available, click it to begin processing the video. Failure to click it may result in your video being deleted and you will need to upload it again.
- **Next Step: Captions (button)** - This button is disabled until the upload has completed. Once available, click it if you have a captions file to upload, your video will also begin to be processed in the background upon clicking this button.

Change Captions

The change captions functions allows you to upload a new captions file replacing the current captions file. Note that captions file must be in the vtt format.

Form Fields

- Select Caption File - Select the vtt file you wish to upload, the upload will begin upon selection and the Upload Progress bar will show the progress as the file is uploaded to the server. Depending on the size and your internet connection, this may take a while. Please be patient.
- Finish Setup - This button is disabled until the upload is fully completed. Once available, click the button to save the captions file and complete your video setup. This is the last step available.

Bulk Video Upload

The bulk video upload function found under Videos in the admin panel allows administrators to upload a large amount of videos saved locally. This is useful when you are just getting started with the platform or are adding newly created content in bulk. This function works best before creating the video details.

Form Fields

- Add Files... - Allows you to select the video you wish to upload, upon selecting the video will be added to the list of videos to upload. You may select multiple videos at a time from the selection dialog if the videos are in the same directory. Continue clicking this button and selecting videos until all videos you wish to upload are selected. If you have previously unprocessed videos, the newly selected videos will appear at the bottom of the table.
- Start Upload - Once you have added all the videos you wish to upload, click this button. The videos will begin processing as you can monitor the progress via the overall status bar and each video's individual status bar.
- Cancel Upload - Will clear your upload selections.
- Delete - Removes the individual unprocessed video.

Once videos have been uploaded (the upload status bar disappears if there are no errors and it was successful), you can use the [create video](#) function to finish adding them to the platform.

Bulk Video Import

The bulk video import function found under the Videos section of the admin panel allows administrators to import videos from the internet. As of now, the video must be in mp4 format. Below is a list of the form fields and a description of each.

Form Fields

- Direct Video URL - The direct URL of the video being important, this should be public facing and not password protected.
- Trash Can (button) - Removes the field, available on subsequent fields only, not the first
- Add Additional Video Fields (button) - Clicking this button will add additional Direct Video URL fields for bulk importing
- Import Videos (button) - Begins the video importation process. This is an automated process that will complete in the background. Depending on how many videos you are importing, their size, the the connection speed of the location where they are being retrieve from, this can take a while. You may refresh this page to check the status of the import, as the videos are ready, they will show up in the table below.

Video Table

The video table presents all unprocessed videos in the system through both the bulk upload and import process. If you wish to remove an unprocessed video, simply click the Delete button. Note that unprocessed videos are removed after a week automatically.