

USER GUIDELINES FOR VIDEO UPLOAD



8303 N MoPac Expy, Suite A210, Austin, TX 78759
(512) 401-2000 | info@Tk20.com | www.Tk20.com

USER GUIDELINES FOR VIDEO UPLOADS

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 500MB 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 500MB.
- Pearson recommends video files to be within the 200-300mb range to be safe.
- 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

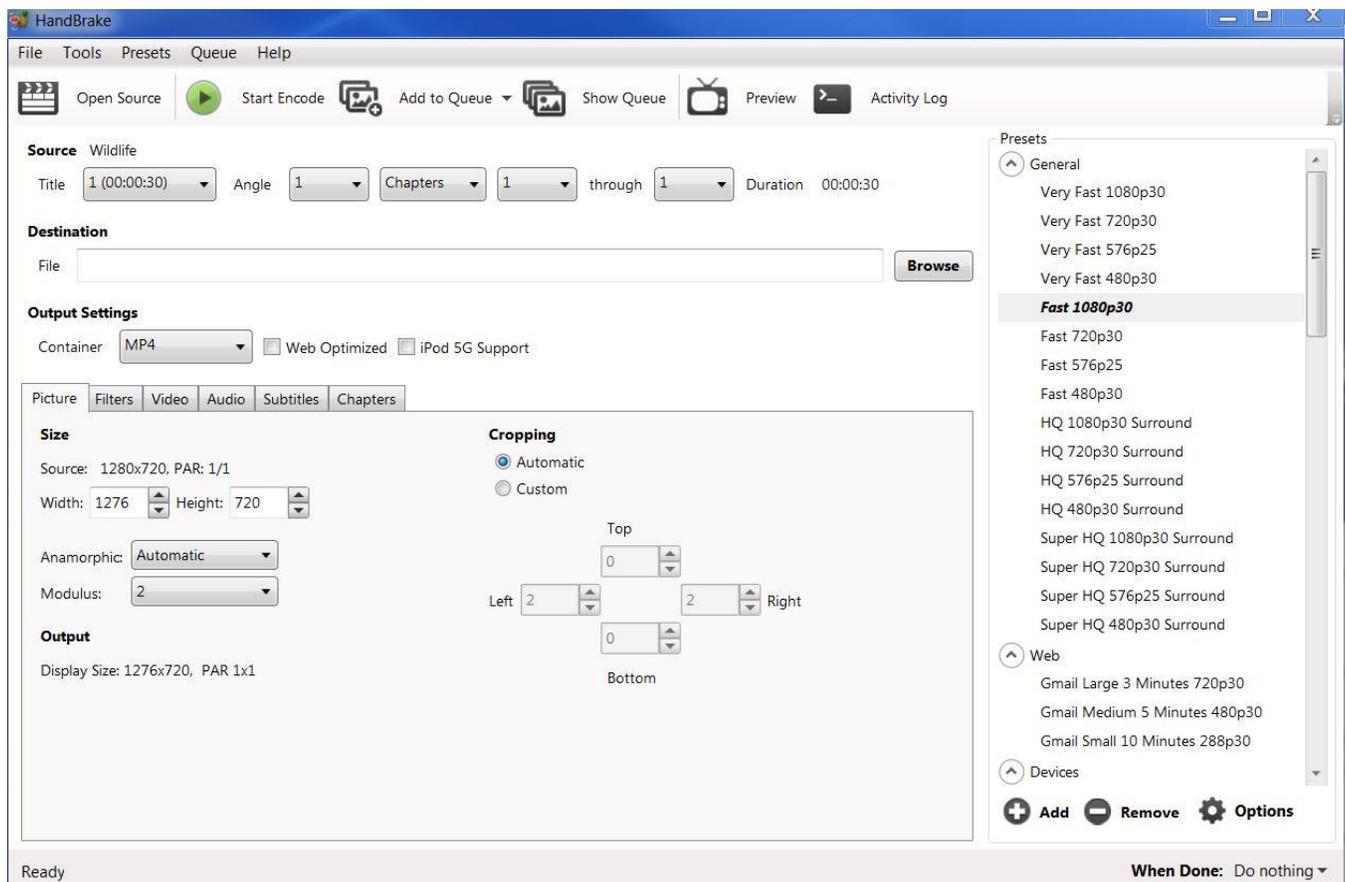
You can download the compression software known as “Handbrake” here:

<http://handbrake.fr/old.php>

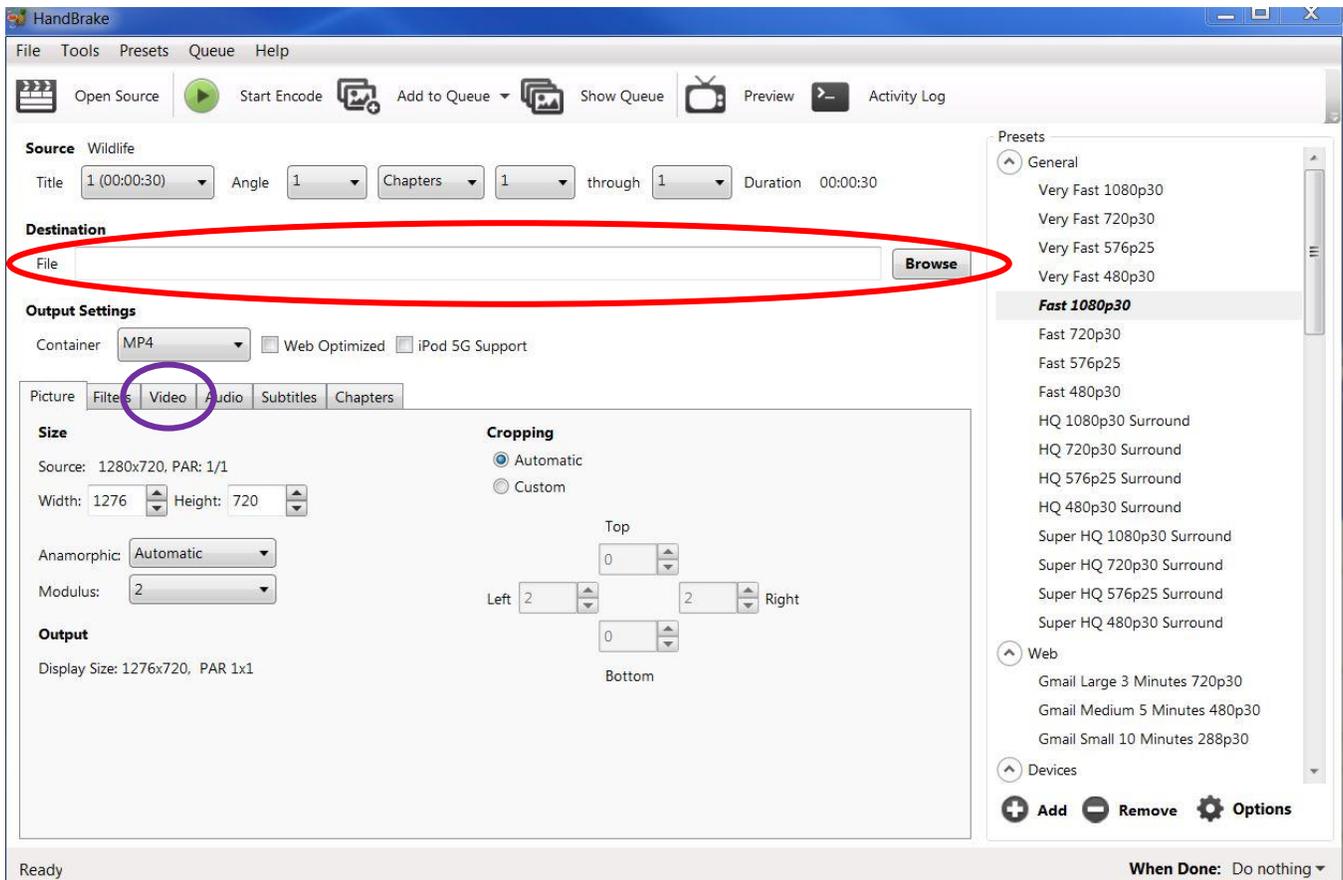


Once you have the software you will drag your video file onto the “Handbrake” icon-

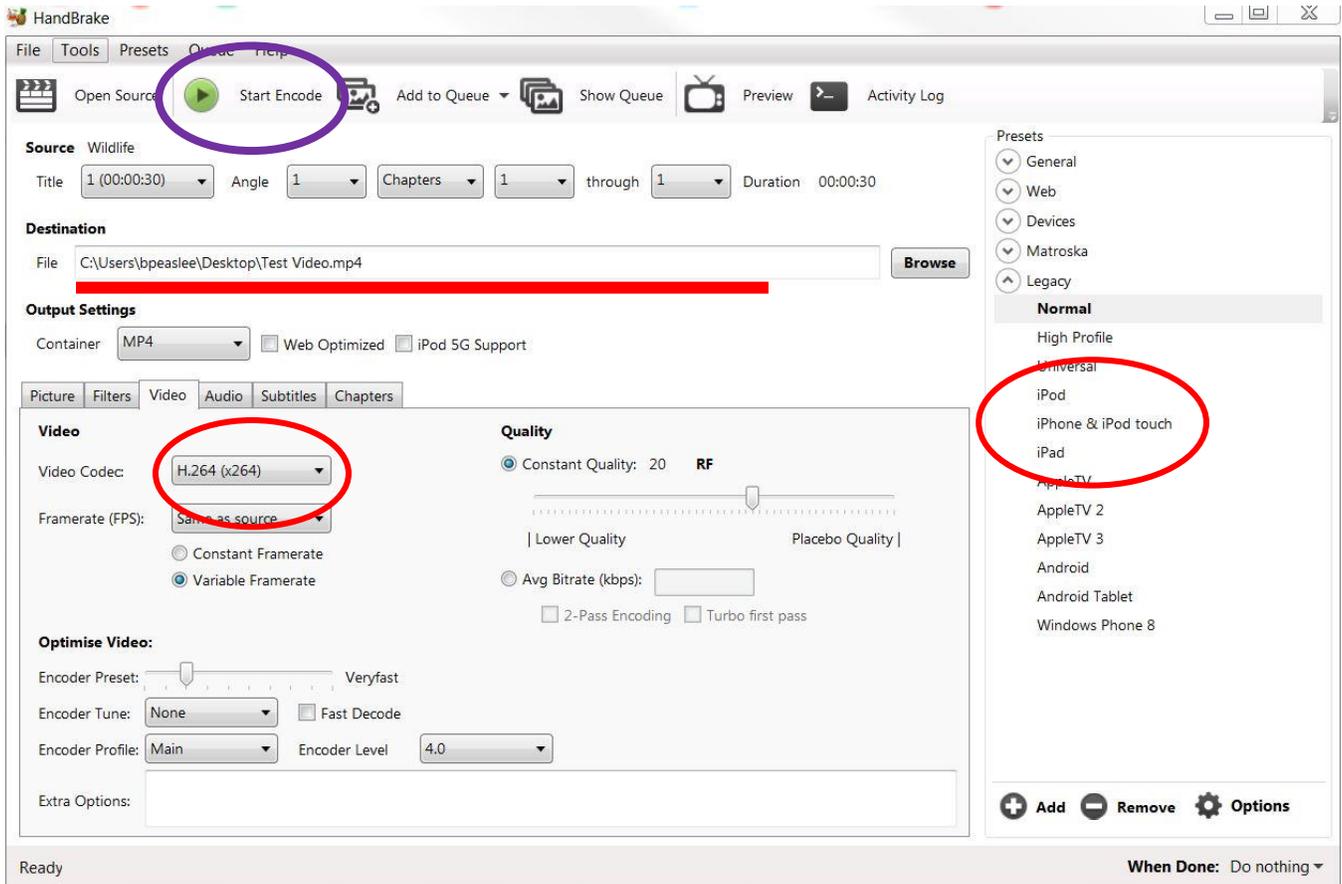
The software will open and you will see this screen:



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 enter a desired “Quality”. We recommend choosing “iPod, iPhone, or iPad” in Presets>Legacy (circled in red). This will ensure it is compressed to the smallest size possible. **Make sure to select H.264 for the video codec.** Click on the “Start Encode” button (circled in purple). The file will be saved on your desktop with the title listed on the “Destination” field (underlined in red).



NOTE: Remember to make sure the file is under 500mb. We recommend the file is between 100-300mb to ensure a successful upload.

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.