

Edge Hill University

AUDIO AND VIDEO HOSTING

A BRIEF OVERVIEW FOR STAFF

Guide No.: LTD3075
Version No.: 2.1

Update: 17/07/2020

Contents

Where Can I Host Video and Audio Resources?	1
Examples of Activities with Suitable Hosting Solutions	3
Example: Recordings of an Online Session	3
Example: Self-Created Learning Resources	3
Recordings Containing Sensitive Materials: Example 1	4
Recordings Containing Sensitive Materials: Example 2	4
Methods of Keeping Videos Private.....	6
YouTube	6
eShare	7
What File Types Can I Use?	8

Where Can I Host Video and Audio Resources?

We advise that audio and video resources should be stored in the following places.

- Panopto
 - You can use Panopto to create audio and video resources. You can also upload resources that you have created elsewhere. This is the best solution for sensitive videos that are not to be made public, such as videos taken in school settings.
- YouTube
 - YouTube is used widely at Edge Hill to store video resources. Most video formats can be uploaded to YouTube, and IT Services have set

up some departmental and/or faculty accounts that may be available to you.

- eShare
 - eShare can be used to store and share any file type. This is a suitable place to store and share audio files, for students to download.
- Collaborate
 - Blackboard Collaborate videos are stored within Collaborate

Note that Blackboard is not suitable for storing video files, due to the limited storage space available on there.

Examples of Activities with Suitable Hosting Solutions

Below we have included some examples of activities that might require the hosting of video and audio files, along with examples of possible hosting solutions.

This is just to give you an idea of the possibilities; your own use will be different and have specific requirements. You can contact [your Learning Technologist in Learning Technology Development](#) to ask for advice about how best to achieve what you want.

Example: Recordings of an Online Session

An academic wants to run a presentation and discussion session for a cohort of distance students, and make a recording of the session available to those who could not make it to the session.

They choose to use the Blackboard Collaborate online classroom tool to run the session. This tool allows them to share a video recording of the session. This recording is hosted within Collaborate, and accessed through the Blackboard area or via a shared URL.

Example: Self-Created Learning Resources

An academic wants to create short 'talking head' videos for their students explaining some important concepts.

These videos do not contain any sensitive information, so the academic uploads them to the faculty YouTube account and sets the videos as either Public or Unlisted. Putting versions on the faculty channel rather than a personal one, means that even if the academic leaves the institution, the faculty keep control of the video, and if the information in it goes out of date, they can remove access to it.

[Recordings Containing Sensitive Materials: Example 1](#)

An academic in the Faculty of Education has a recording made in a school, which they used to demonstrate something to their students. As the video contains images of children, it is not suitable to be made public, and is only to be viewed by students on a particular module.

Uploading the video to the modules Panopto area, accessed via Blackboard, would be a suitable solution,

[Recordings Containing Sensitive Materials: Example 2](#)

An academic in Sport and Physical Activity created videos of students performing an activity, which they then watch back and reflect on. Ideally, only the student in question should only see this.

The academic weighs the risks of putting the videos in different places and decide to place it in eShare, set to be available to Selected Users. Students are asked to

log into eShare, as doing this automatically creates an account for them. The academic then gives the correct students access to the videos that they need to view.

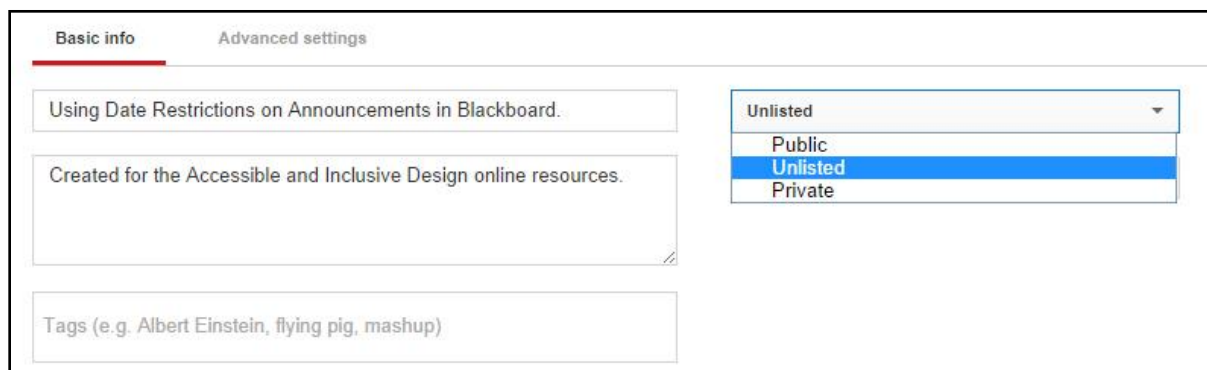
Methods of Keeping Videos Private

You might not want a video that you have created to be available for public view, and we mentioned a couple of examples above.

YouTube and eShare allow some control over who can see videos. We'll have a look at how the settings work so that you can make decisions about where you want to store your video.

YouTube

When you upload a video, or edit a video's 'Info and Settings' page, the 'Basic info' tab allows you to set the video as Public, Unlisted or Private.



The screenshot shows the 'Basic info' tab of a video's settings page. On the left, there are three text input fields: the first contains 'Using Date Restrictions on Announcements in Blackboard.', the second contains 'Created for the Accessible and Inclusive Design online resources.', and the third is labeled 'Tags (e.g. Albert Einstein, flying pig, mashup)'. On the right, there is a dropdown menu for video visibility. The current selection is 'Unlisted', and the menu is open, showing the options 'Public', 'Unlisted', and 'Private'.

Public videos can be found when people search for videos or view your channel page, and so can potentially be seen by anyone. Unlisted videos are only seen by people who have been given the direct link to the video. Private videos can only be seen by individual people whom you have specifically chosen.

eShare

When you upload a file to eShare, or choose to edit an existing item, you can go to near the bottom of the page and choose the viewing permissions. To ensure that only certain people can see it you need to choose the 'Selected Users' option. Start to type the user's surname or Edge Hill email address and a list of matching users will appear, and you can choose names from the list.

Viewing permissions

You need to choose one of the options below. It is not possible to combine these options.

Just me **Selected users** University World

This item will be online at: <http://www.eshare.edgehill.ac.uk/5334/>

Surname:

-or- Email:

Users allow

- Peter Beaumont
(Beaumontp@edgehill.ac.uk)

Note that student accounts are only created when they first log in; if you cannot see a student on the list, you will need to ask them to log into eShare.

What File Types Can I Use?

There are many different types of video and audio files, e.g.

- Windows Media Video (.wmv)
- MPEG4
- MP3

Different devices and pieces of software will create and export video and audio in one or more of these formats.

Panopto accepts [a wide range of video file types, as does YouTube](#). Any file types can be posted by eShare, but as it does not process the videos into a standard watchable format, you need to use a video file that your students can open. MPEG4 is good for video and MP3 for audio materials.