

# Uploading Lecture Videos to Amathuba

Last updated: 1 August 2024

## Introduction

This guide will show you how to upload lecture videos to Amathuba using the [Lecture Videos](#) tool.

## Why would you use it?

Using lecture videos in your teaching makes learning very accessible to your students as they can access the resources anywhere, anytime, using mobile devices such as smartphones, laptops, tablets, etc. This allows students who need to review concepts more than once to do so easily.

## What can you use?

The Lecture Videos tool is available in Amathuba and can be manually added to all sites. Please note that currently, you will need to request that the CILT Helpdesk add this tool.

If you have narrated PowerPoint presentations, export these as videos and upload them to Lecture Videos. This helps make the format more compatible for different devices, e.g. mobile phones.

## How can you use it?

You will first need to add the Lecture Videos tool to your Amathuba site:

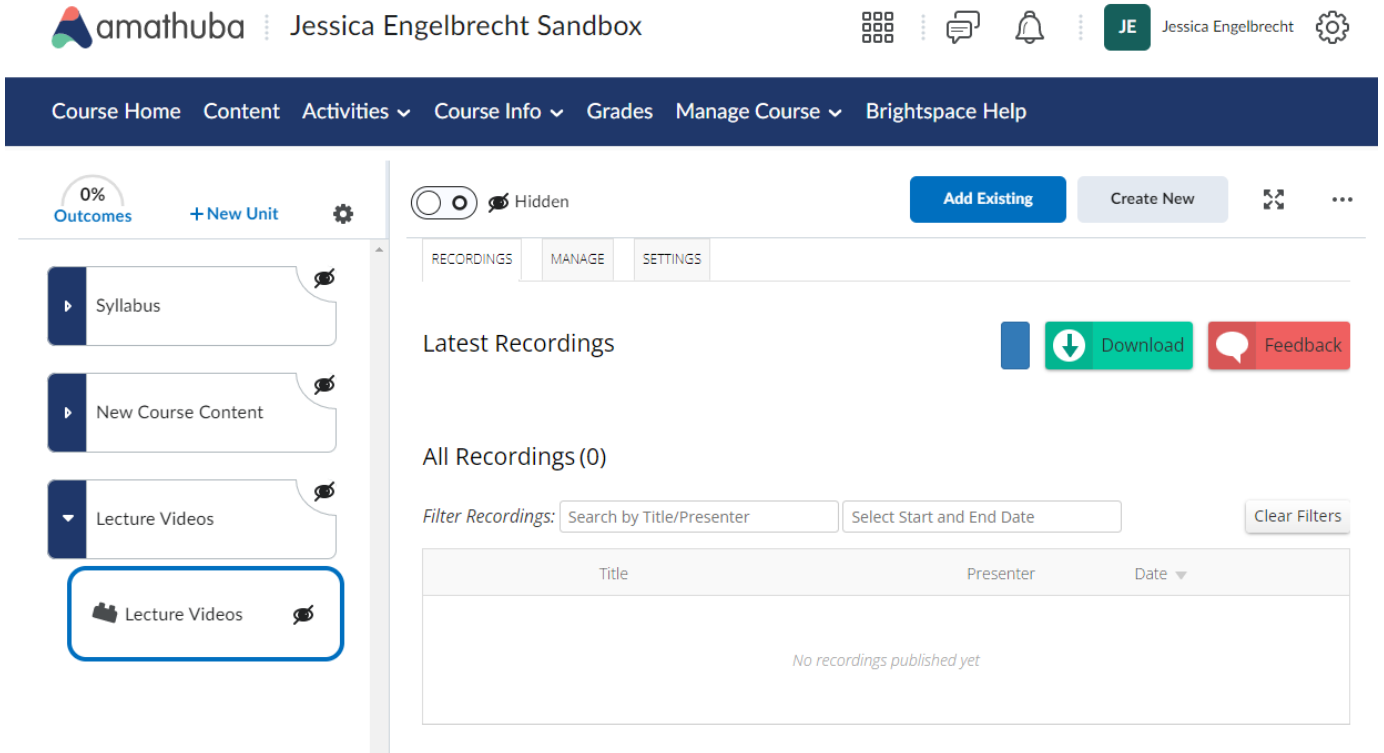
1. Navigate to the **UCT ServiceNow Service Portal**.
2. Type "lecture recording" or "lecture videos" into the search bar in the centre of the page.
3. Click the hyperlink titled **Request to add the Lecture Video Tool to an Amathuba Site**.
4. Complete the form and click **Request**.

You can also request for previous year's lecture videos to be shared, for example if you have used these in the Content tool. In step 3 above, the form is titled **Request to share previous lecture videos across Amathuba sites**.

Once the tool has been added, you can start using Lecture Videos.

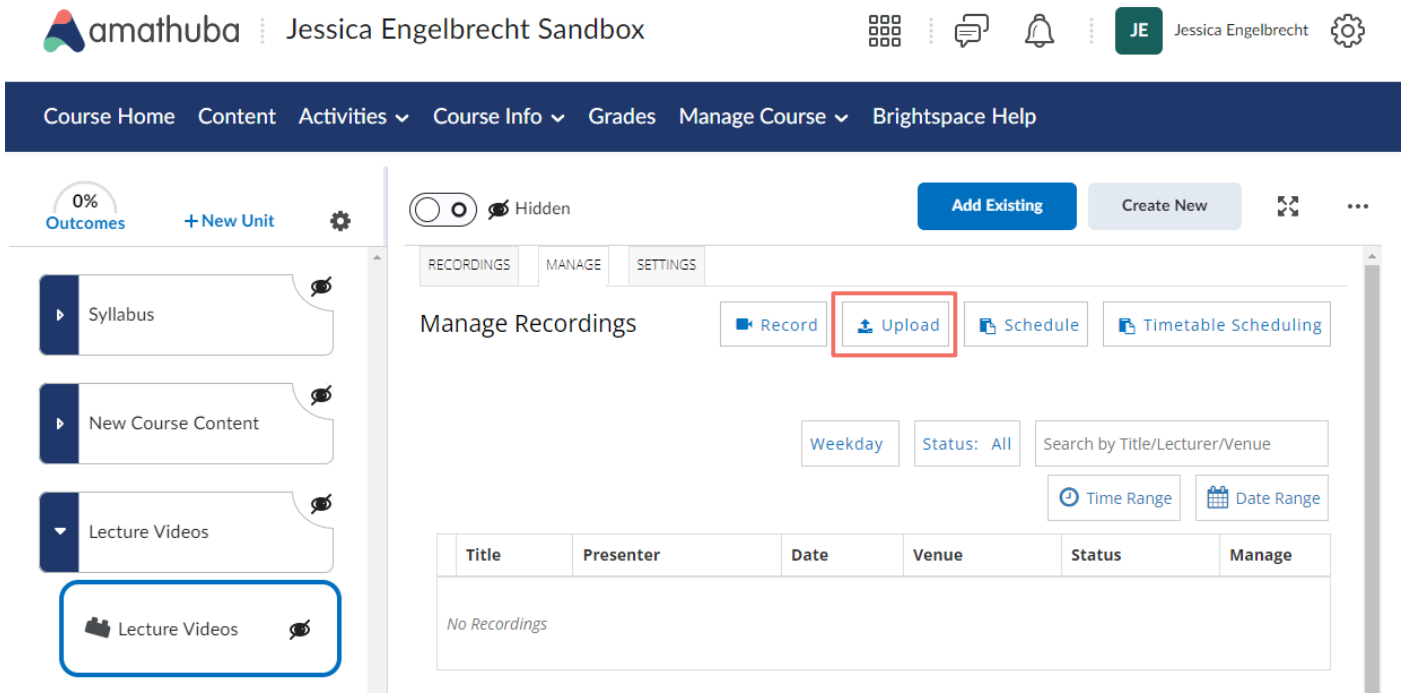
The Lecture Videos tool will appear in the left-hand menu in **Content**

Click on **Lecture Videos**



The screenshot shows the amathuba interface for Jessica Engelbrecht Sandbox. The left-hand menu is expanded to show 'Lecture Videos' highlighted with a blue box. The main content area shows the 'Lecture Videos' tool interface with tabs for RECORDINGS, MANAGE, and SETTINGS. The 'Lecture Videos' tool is highlighted with a blue box in the left-hand menu.

Go to the **Manage** tab and click the **Upload** button.



The screenshot shows the amathuba interface for Jessica Engelbrecht Sandbox. The left-hand menu is expanded to show 'Lecture Videos' highlighted with a blue box. The main content area shows the 'Manage Recordings' tab with buttons for Record, Upload, Schedule, and Timetable Scheduling. The 'Upload' button is highlighted with a red box. Below the buttons are filters for Weekday, Status: All, Search by Title/Lecturer/Venue, Time Range, and Date Range. A table with columns Title, Presenter, Date, Venue, Status, and Manage is shown, with 'No Recordings' displayed below it.

On the **Upload video** pop-up screen, enter a **title**, **presenters**, **description** (optional) and **date**.

The Lecture Videos tool provides two components to uploading your lecture video:

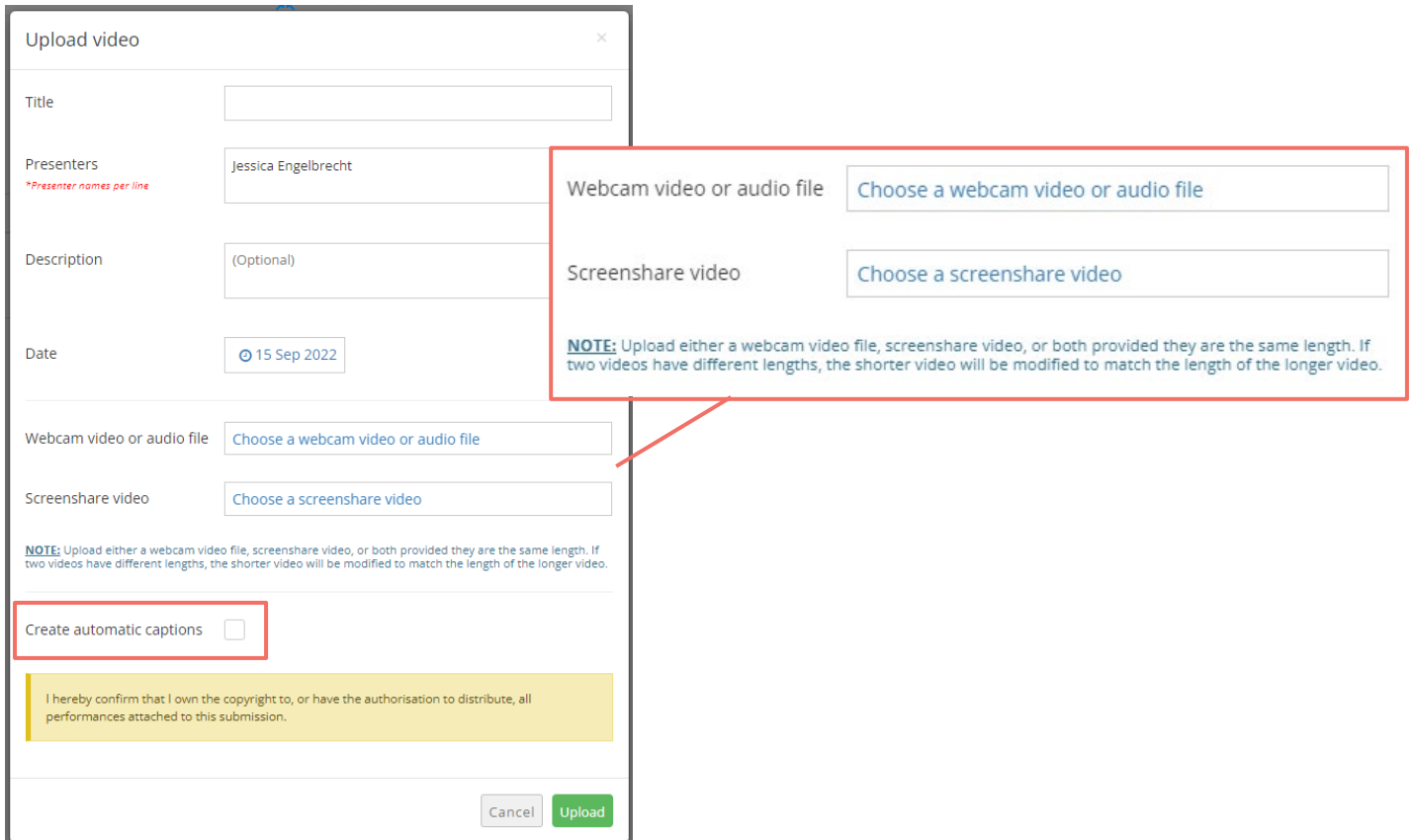
- **Webcam video or audio file** – for uploading video or audio of yourself (the presenter)
- **Screenshare video** – for uploading video of your lecture content

The Lecture Videos tool will then automatically stitch them together to make a composite video after you click upload. Note that the two videos should be of the same length, or else the shorter video will be modified to match the length of the longer video.

If you only have one video to upload, the video can be uploaded using the **Webcam video or audio file** option.

Tick **Create automatic captions** to automatically have captions added to your video. The captions should be available in a few minutes. You can review these and decide if you would like to edit the automated captions. Leave the tick box blank if you would like to request better captions from Way With Words. Find more information on captions in [Managing Transcripts & Captions](#).

Click **Upload**.



Upload video

Title

Presenters  
*\*Presenter names per line* Jessica Engelbrecht

Description  
(Optional)

Date  
15 Sep 2022

Webcam video or audio file  
Choose a webcam video or audio file

Screenshare video  
Choose a screenshare video

**NOTE:** Upload either a webcam video file, screenshare video, or both provided they are the same length. If two videos have different lengths, the shorter video will be modified to match the length of the longer video.

Create automatic captions

I hereby confirm that I own the copyright to, or have the authorisation to distribute, all performances attached to this submission.

Cancel Upload

The video will start processing. Compression and upload can take a few or between 30 and 60 minutes, depending on the file size. Once uploaded, the uploaded file status should change to 'Published' and the video will be available for viewing under the **Recordings** tab.

Upload
Schedule
Timetable Scheduling

Weekday
Status: All

Time Range
Date Range

	Venue	Status	Manage
	upload	Published	
Showing 10 per page    « 1 »			

## What are the benefits?

Uploading a video to the Lecture videos tool helps compress the file size and make it available in multiple formats. The tool functionality also allows you to request captions and transcripts and to allow students to access all video content in one place.

If the video is the final version that you will use in your course, it is advised that you request a transcript for it. You can read the [Managing Transcripts & Captions](#) guide to learn more about requesting transcripts.

## Extra resources

Watch the video created by CILT on [using Opencast Studio to record your videos](#) if you do not have screencasting software.