

# DU VIDEOMANAGER

## User Guide

<http://videomanager.du.edu/>



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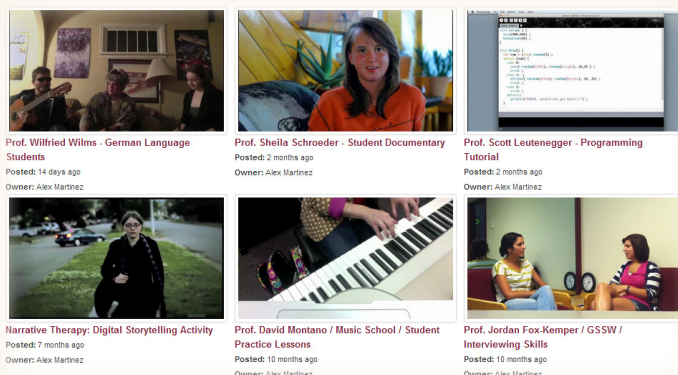
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### WHAT IS DU VIDEOMANAGER?

DU VideoManager is a web-based video tool that allows DU instructors and students to upload and share videos. Student and instructor comments can also be attached to videos.

### WHY USE DU VIDEOMANAGER?

Allows instructors and students to safely share private course related videos. The system has several public and private sharing options.



### WHAT IS THE FILE SIZE LIMIT FOR UPLOADS?

On-campus upload limit is 3GB and off-campus is 1GB. If you need to compress your video, use iMove (MAC) or MovieMaker (PC).

### WHICH VIDEO FORMATS DOES VIDEOMANAGER ACCEPT?

mp4 | m4v | mov | avi | flv | f4v | mts | mpg | mpeg | 3gp | 3gpp | wmv | ogg | ogv | webm | mp3.

Audio files are converted into a video file.



### LOGGING IN

1. Login at: <https://videomanager.du.edu>.
2. Students will see their Group(s) after they login.
3. Students should click the button called "Upload Group Video."
4. The instructor is notified once the student video is ready to be seen.

### UPLOADING YOUR VIDEO

Before uploading a video, play and test your video from your computer desktop. In most cases, your video file format should be a MP4, MOV or WMV file.

Make sure your video does not exceed the file size limit. Compress your video if necessary using iMovie, Handbreak or MovieMaker.

Uploading a large video from a slow home Internet connection is not recommended.

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## FREQUENTLY ASKED QUESTIONS

### CAN I UPLOAD A VIDEO FILE FROM MY PHONE OR TABLET?

No, but you can copy a video file created on a mobile device to your computer and then upload it to DU VideoManager from there.

### SHOULD I TEST MY VIDEO BEFORE UPLOAD?

Yes, to ensure the best video quality, it is important to make sure that the video looks and sounds like you want on your computer before you upload it.

### WHY IS MY UPLOAD TAKING SO LONG?

Home internet or other hard-wired connections have various upload and download speeds. You may find that your internet connection has a slower upload speed. We recommend that students upload videos from the DU campus especially if you receive multiple encoding errors.

### CAN I DOWNLOAD A VIDEO?

Yes, you can download a video if you are the owner (you uploaded it). [Prepare Video Download](#)

### CAN I ADD COMMENTS TO MY VIDEO?

Yes, you can add comments. [Add Video Bookmark](#)

### CAN I DELETE A VIDEO?

Yes, you can delete a video that you have uploaded as long as you are the owner of the video (you uploaded it).

### NEED HELP OR HAVE QUESTIONS?

Email: [videomanager@du.edu](mailto:videomanager@du.edu)

Phone: 303-871-2084

Website: <https://videomanager.du.edu>

Visit our KnowledgeBase at:

<http://otl.du.edu/knowledgebase/videomanager>

### CAN I USE MY PHONE TO RECORD A VIDEO?

Yes, you can use your smart phone to record a video. However, it is a good idea to make sure that you know which way is up. You may want to do a test run and figure out which way to hold your phone to ensure your video is not upside down.

### WHO CAN HELP ME EDIT MY VIDEOS?

The Digital Media Center located in the Anderson Academic Commons can help students with their digital projects.

### WHY ISN'T MY VIDEO AVAILABLE?

Once a video is uploaded it is put into the encoding process. This process can take a few minutes. Once the process is complete, you will receive an email notifying you that your video is ready to view. If there is an error in the encoding process you should receive an email from VideoManager alerting you.

### DOES DU HAVE A PUBLIC SPACE FOR VIDEOS?

Yes, DU does have a public website for DU videos. The site is located at <http://videocast.du.edu>. However, students cannot publish public videos to DU VideoCast.