



הבית של הלמידה

# VIDEO DIRECTORY USER GUIDE

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## Introduction

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The personal video directory in the Lamda model allows lecturers to store lesson recordings from the Zoom cloud within the Lamda server.

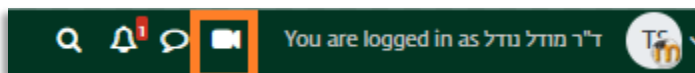
Advantages of the personal video directory:

1. Recordings uploaded to the Zoom cloud are deleted when the contract with the company runs out. The library thus serves as a substitute for the cloud.
2. Lecturers can upload videos from their computers independently of Zoom.
3. It contains a basic editing studio with four options (e.g. cutting segments from recorded lessons).

If the lesson recording exists as a video file on the lecturer's computer and not as a recording in the Zoom cloud, the file can be manually added to the library.

The library covers all a lecturer's courses, one video that serves multiple purposes thus only needing to be uploaded once and then embedded into the desired course.

To access the video directory, click on the video camera icon in the upper left corner of the website:



If the icon does not appear, contact the Learning and Teaching Department:

[bar.e-learn@biu.ac.il](mailto:bar.e-learn@biu.ac.il)

03-5317712

The videos will appear in the library as follows:

Home / Video Directory / List of videos

### List of videos

match Any Select

+ Add condition Clear filters Apply filters

25 videos found

Actions	Thumbnail	ID	Owner	Name	Video length	State	Upload Time	Tags
		174405	ד"ר חוהיל נוליל	מסגרת עם לרנצוא	0:00:28	File is ready Course: 8284	28-12-2023 07:19	
		174404	ד"ר חוהיל נוליל	מסגרת עם לרנצוא	0:00:28	File is ready	28-12-2023 07:19	
		145528	ד"ר חוהיל נוליל	food playlist	4 Videos	File is ready	02-10-2022 10:25	
		14291	ד"ר חוהיל נוליל	cut Food History- Titanic	0:05:42	File is ready	22-06-2022 09:59	
		14485	ד"ר חוהיל נוליל	Food history- Titanic	0:21:19	File is ready Course: 8284	22-06-2022 09:51	

Under the Actions column, icons offer various actions:



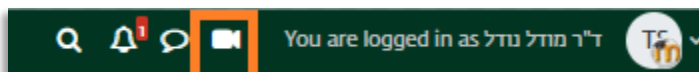
- A. Deleting the video from the repository
- B. Editing settings
- C. Changing video thumbnail
- D. Uploading subtitles
- E. Previous versions
- F. Displaying embed code
- G. Editing the video in the editing studio



## 01 | Uploading a video to the video directory

When recording a Zoom meeting on the cloud, the recording will automatically upload to the video directory. If the meeting was recorded to a personal computer rather than the cloud, the recording can be uploaded to the video directory as follows:

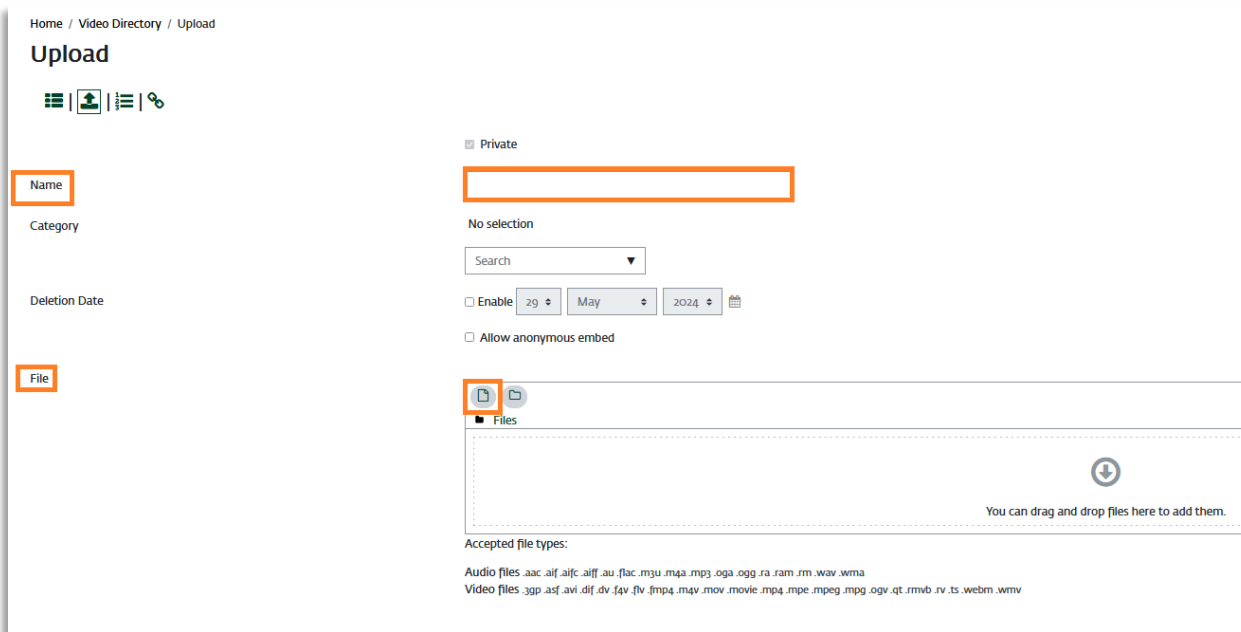
1. Click on the video camera icon in the upper left corner



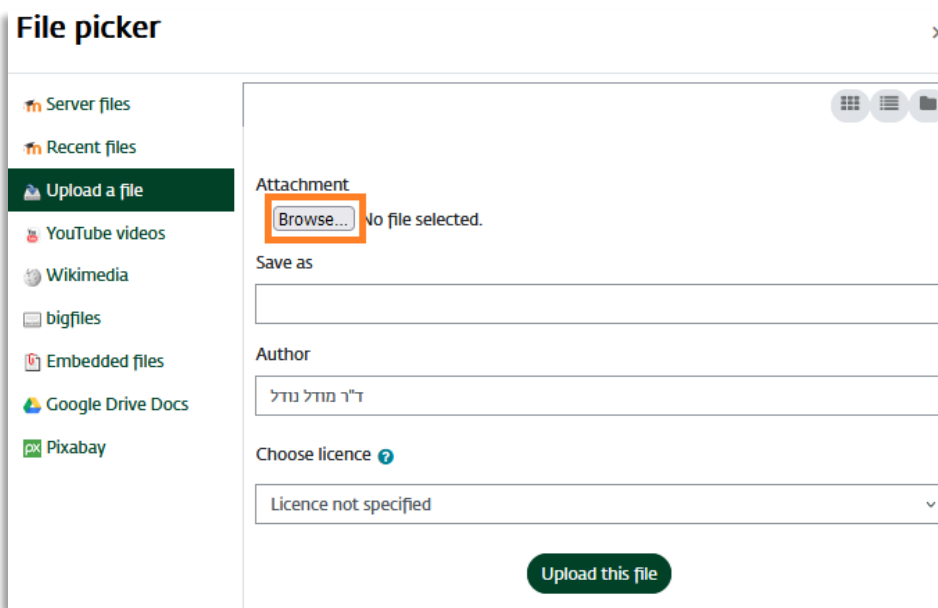
2. Upload a new video by selecting the arrow icon from the "List of videos":



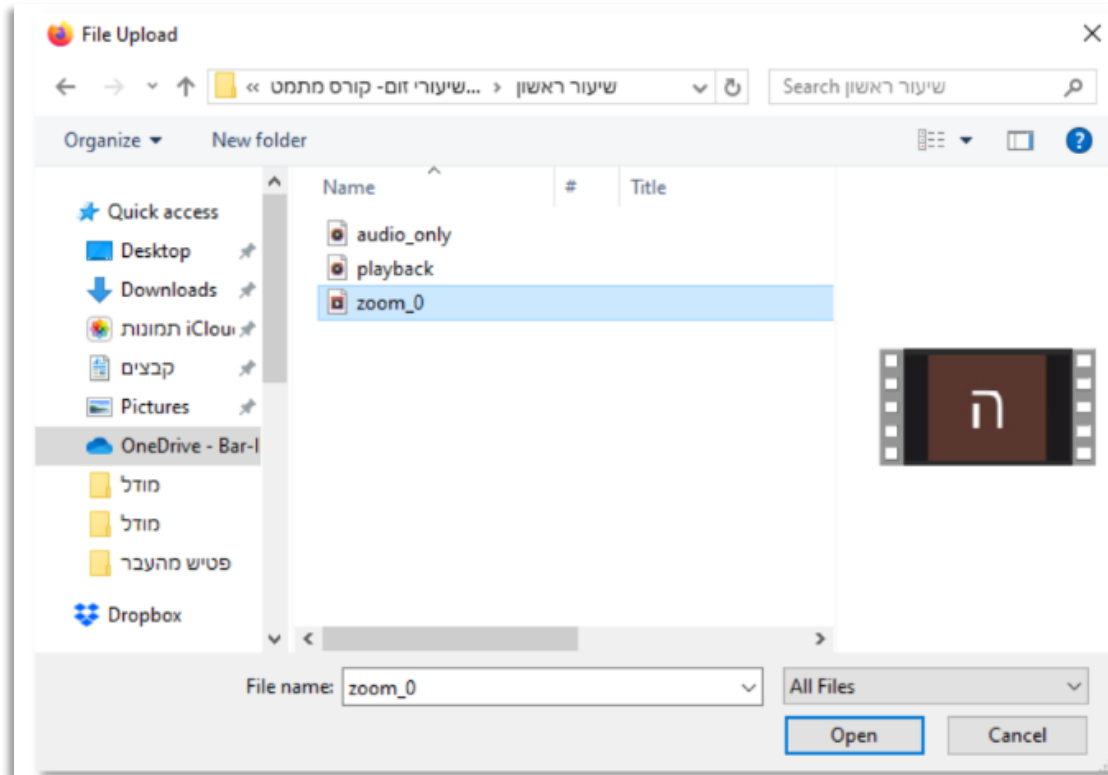
3. Name the file and upload it from the computer:



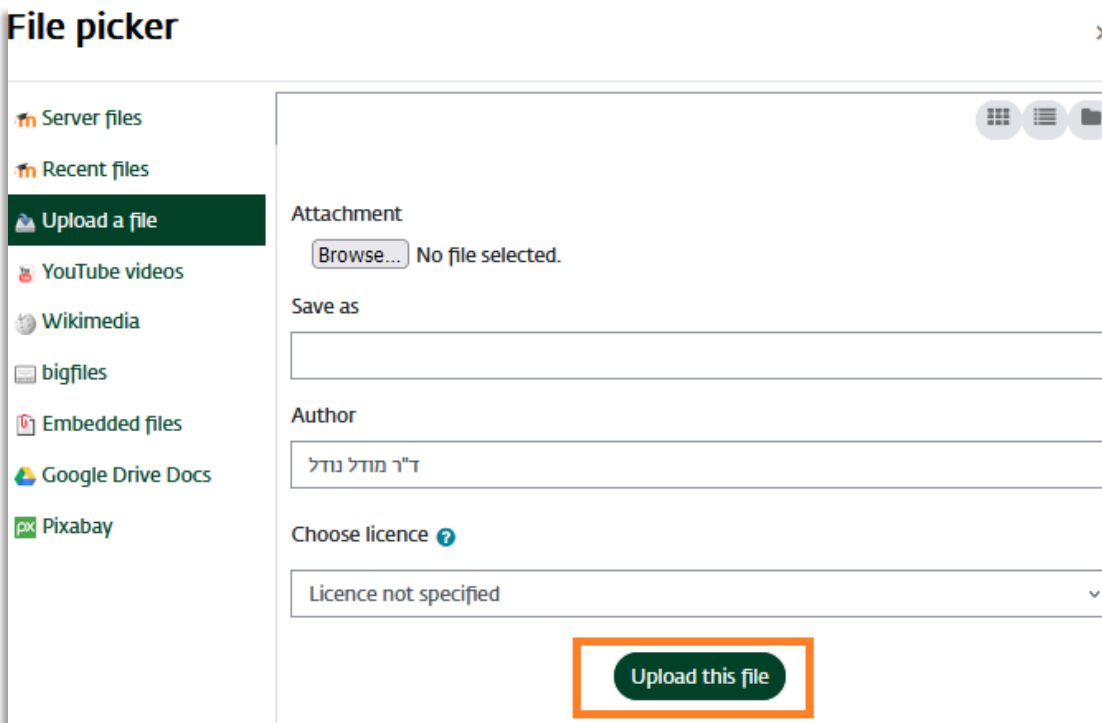
4. Clicking on the “Add File” button opens a new window. Click the “Choose File” option in this

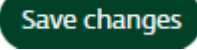


5. Select the desired file by marking it, then click “Open”



6. When the file has been selected, the system returns to the “File selection” screen. Choose “Upload this file”

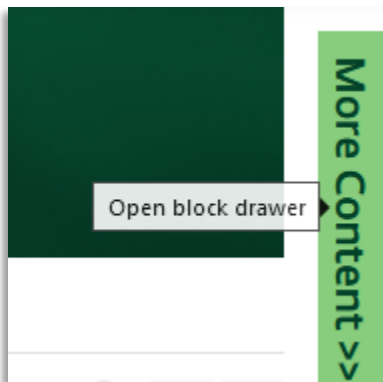


7. Click "Save Changes"  at the bottom of the screen

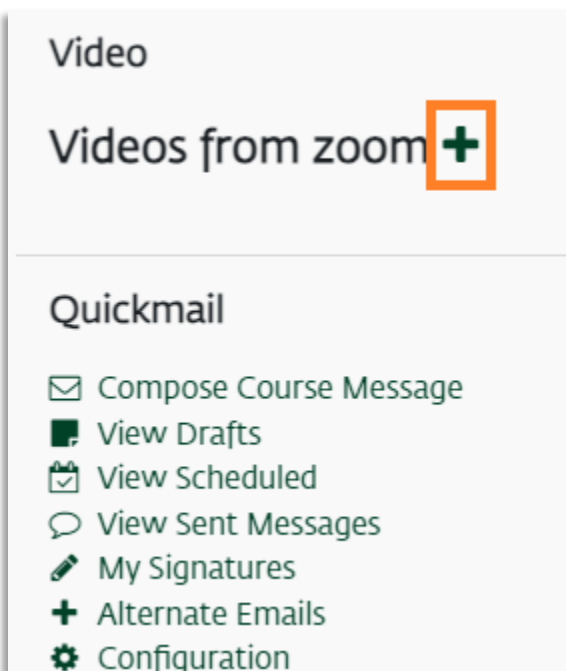


## 02 | Associating a video with the course website

1. On the designated course website, click the “More Content” button to open the sidebar



2. In the sidebar that opens, go to the video section and click + next to “Videos from Zoom”






3. The screen that appears displays all the recordings in the video directory. Click the checkbox for each recording you wish your students to be able to access.

**List**

Course Settings Participants Grades Reports More ▾

### Choose videos

Sort by: Text  Start date  End date

select	Image	ID	Name	Length	owner	Public	Time created
<input checked="" type="checkbox"/>		156431	כדור הארץ	0:00:30	Tech Support	No	05-03-2023 13:13:08


4. Click “Start date” and “End date” to filter the list of recordings:

**List**

Course Settings Participants Grades Reports More ▾

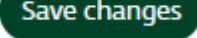
### Choose videos

Sort by: Text  Start date  End date

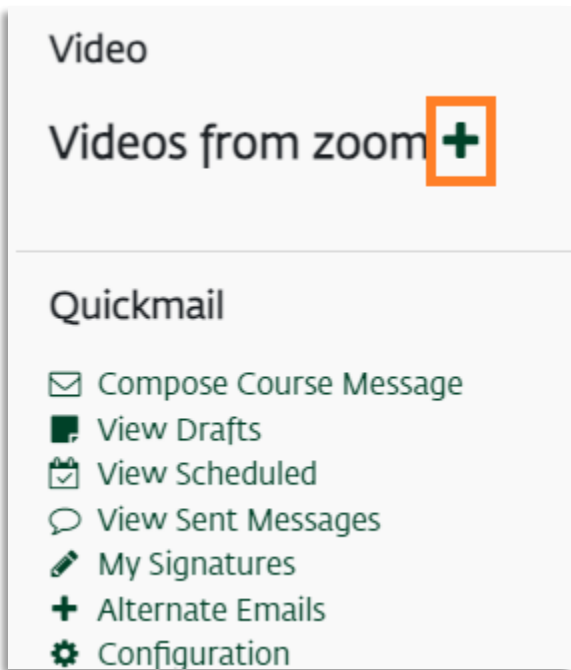
select	Image	ID	Name	Length	Public	Time created
<input checked="" type="checkbox"/>		156431	כדור הארץ	0:00:30	No	05-03-2023 13:13:08

May 2024

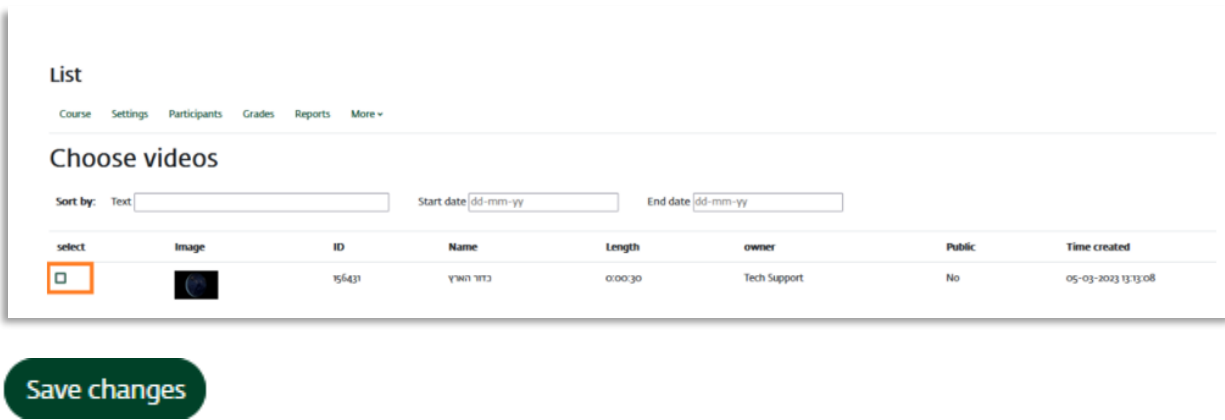
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5. Click “Save Changes”  at the bottom of the screen

6. To remove videos from the video section, click + next to “Videos from Zoom”



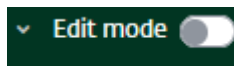
7. Click the checkbox of each video you want to remove and then “Save Changes”



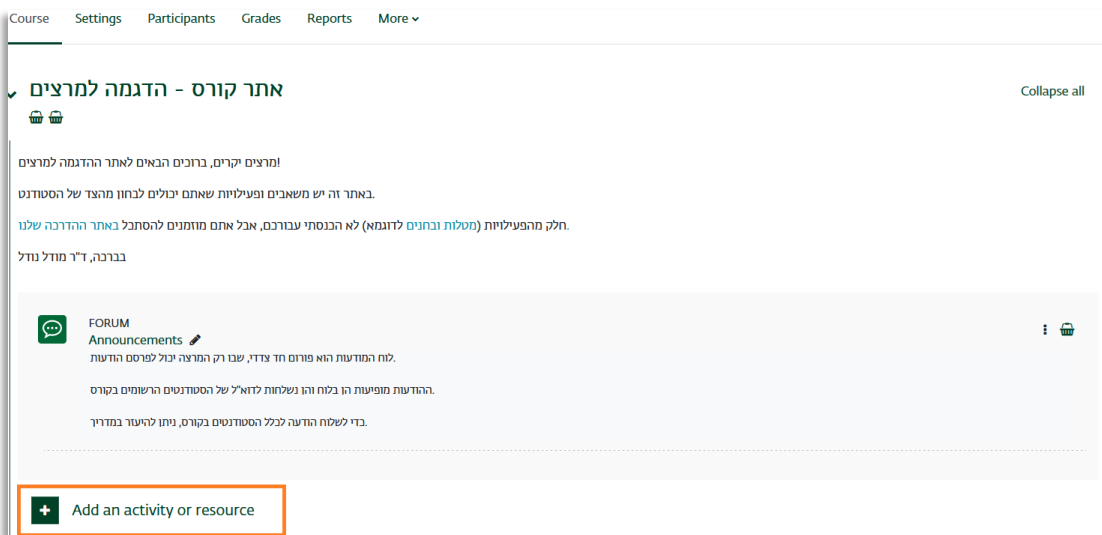


## 03 | Associating a video with a Topic

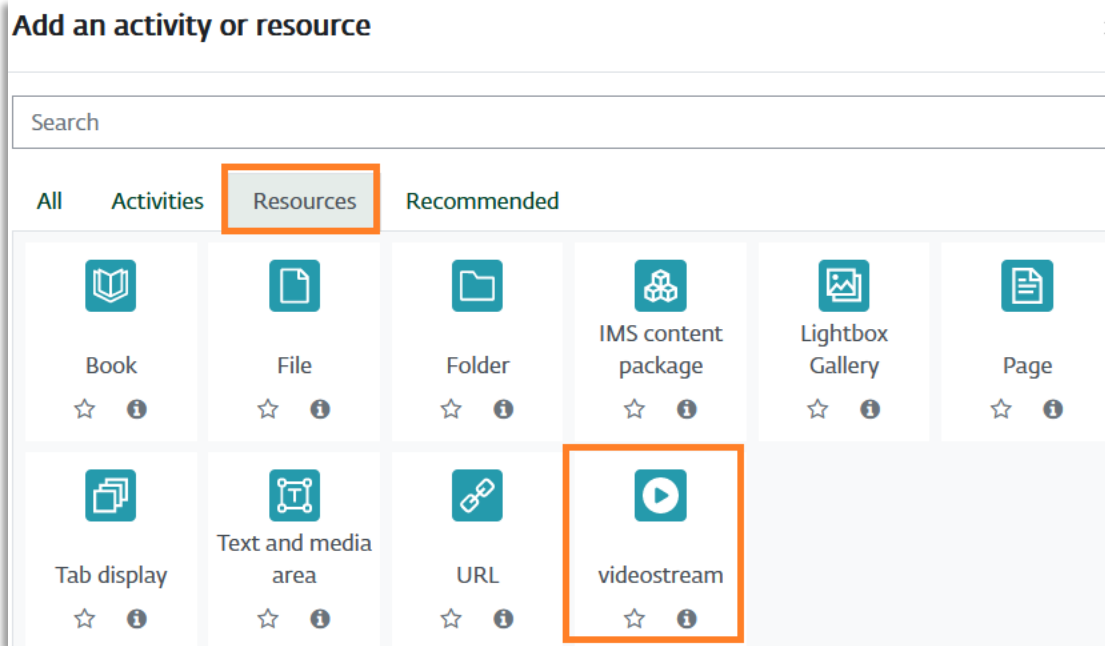
1. Click “Edit Mode” at the top left corner of the screen



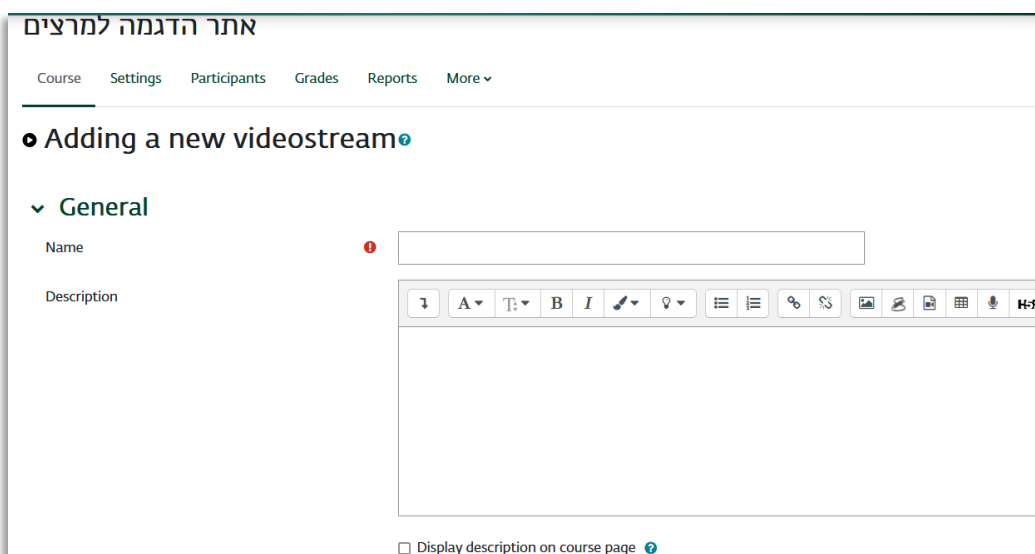
2. Click “Add an activity or resource” at the bottom of the topic



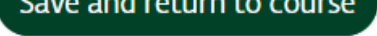
3. Select “Resources” in the window that opens and then choose “Videostream”



4. Enter the video name and any instructions in the general settings on the page that opens



5. Under "Video," click the arrow in the search box to select the desired video

6. Click “Save and return to course”  at the bottom of the screen

7. To add a smart bookmark to jump to a specific point (e.g. introduction, topic change, etc.), play the video to the that point and pause it. In the text box under the video, type the name of the bookmark and click “Submit.” Check the “Add smart bookmark” so that the bookmark is visible to students.

## NB

If you try to upload a file that is too large to the system you will receive a “File too large Error” notification

You can upload files up to 100 MB onto the course website (via file upload)

You can upload videos up to 1 GB onto the video directory

We recommend uploading regular files to an external cloud service and sharing a link with students (with viewing permissions). OneDrive is available to all

university users. For support in using and granting permissions, contact your [departmental IT advisor](#).

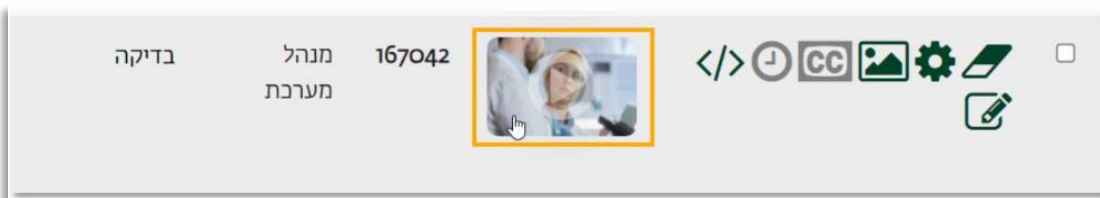
Alternatively, you can use other external cloud services (e.g. Google Drive, YouTube). If you have access to video editing software, you can divide the video into several parts and upload it onto the video directory.

**Student submissions are limited to a maximum upload of 5MB**

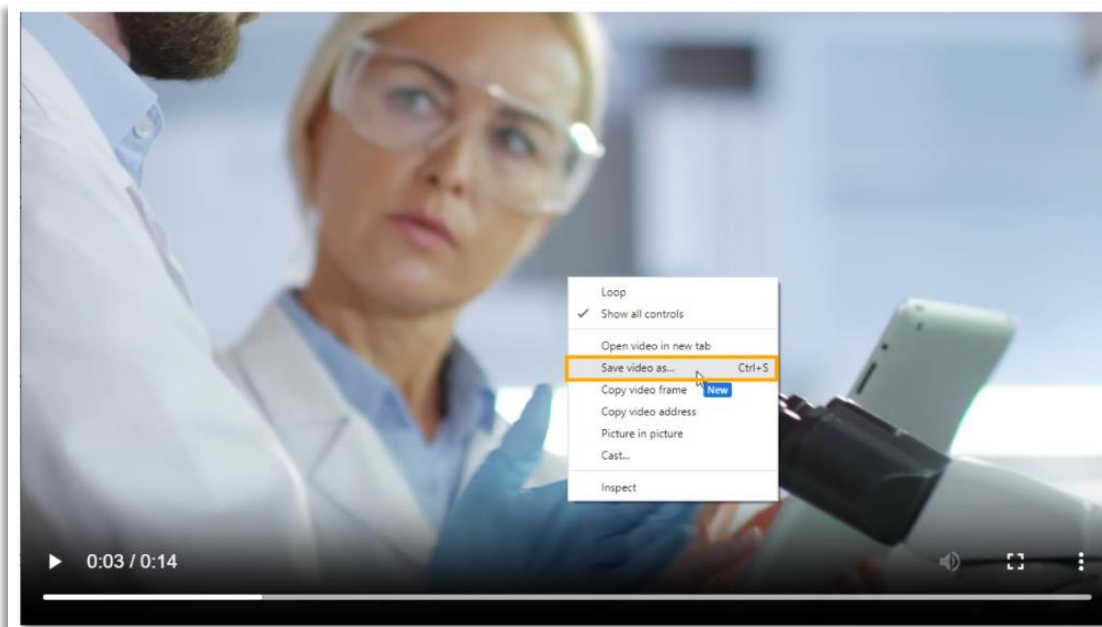


## 04 | Downloading a video to your computer

1. In the list of videos, click on the image of the video you want to save to your computer. The video will play in the window that opens



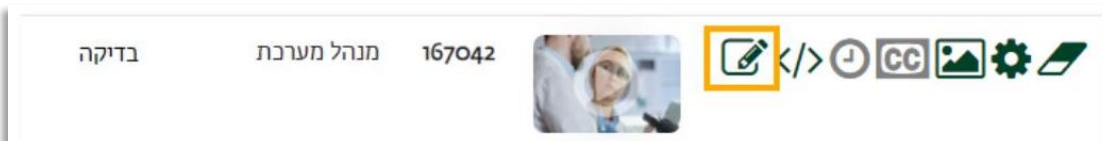
2. Right click on the video and select "Save As" (or the equivalent per browser). Choose a location and save the video to it



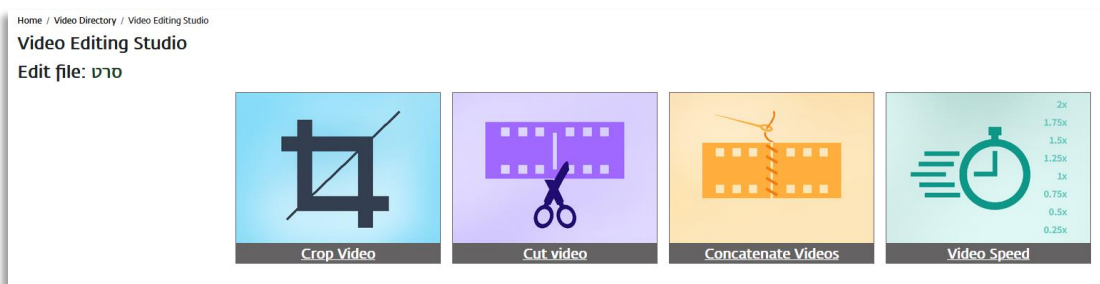


## 05 | Editing studio

1. In the list of videos in the actions column of the relevant video click the “Video Editing Studio” icon:



2. This offers you four options:



3. Two saving options are available in each:

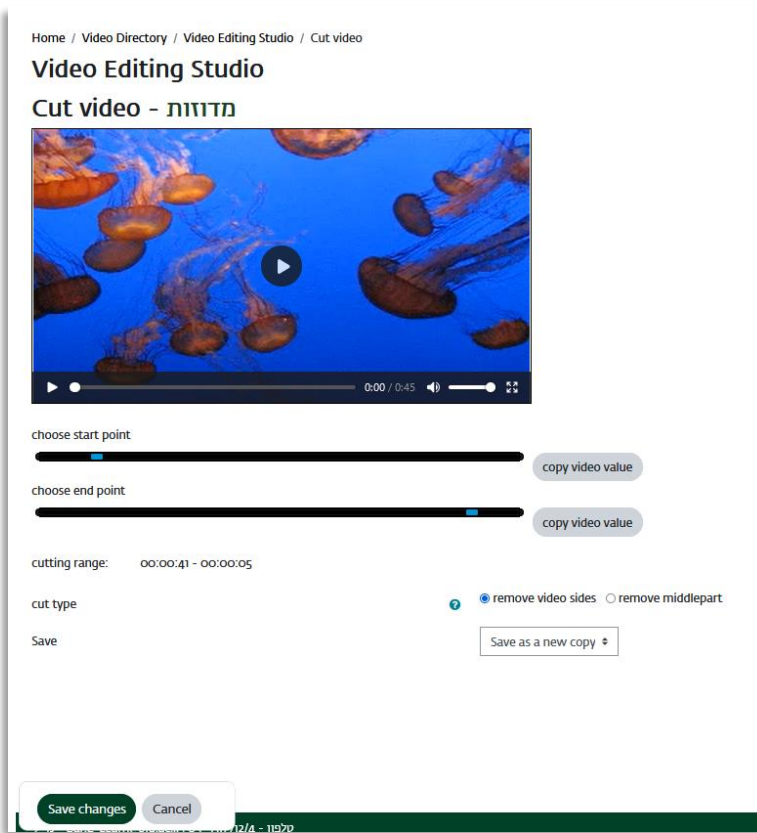
A. **Save** the changes to the existing video if the video is not required prior to editing.

B. **Save as a new copy**—with a different name. We recommend that you save as a new video because you will have to permanently delete the new version if you want to revert to the previous one.



## Video cutting

Segments may be cut from the beginning, middle, or end



1. Select the starting point
2. Select the endpoint
3. Select the type of cut—**remove video sides** (from the end and beginning) or **remove middlepart** (segment from the middle).
4. Save as a new video (recommended) or create a new version and overwrite the existing one

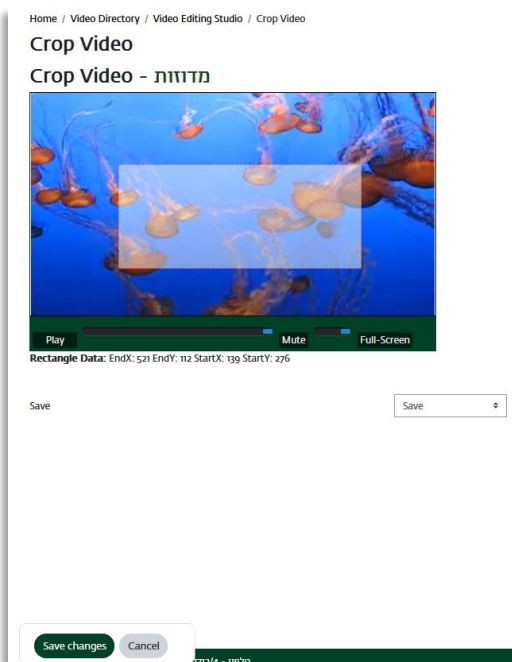
## Concatenating videos

Videos can be pasted one after another so that they play continuously



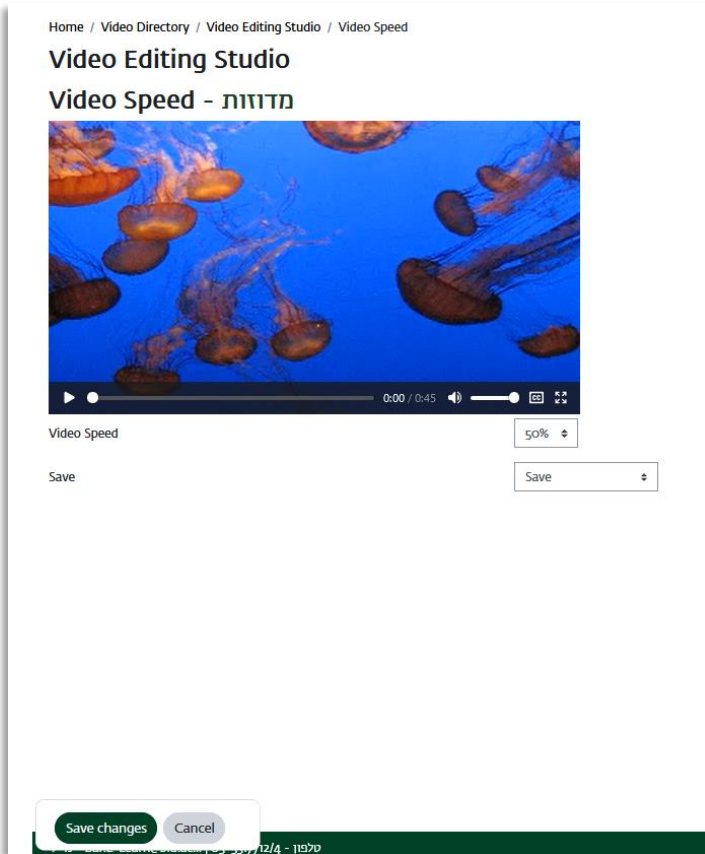
## Cropping videos

Video cropping allows a square or rectangle to be cut from the video by clicking and dragging on the video screen



## Video Speed

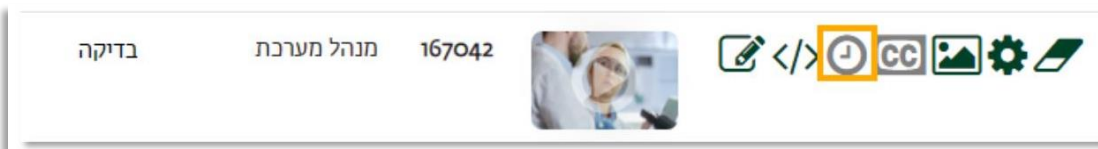
The playback speed can be changed to slower or faster



Video Speed—The rate of slowdown/acceleration

## Reverting to an old version

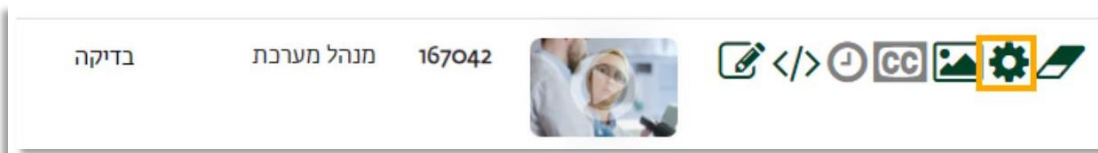
1. Click the previous versions icon:



2. Select “Restore” on the page that opens

## Changing video names

1. Locate the desired video in the library list and click the settings icon to go to the editing screen:



2. Enter the new name in the “Name” box

3. Click “Save Changes”  The new name will be updated in the video bloc on the course website



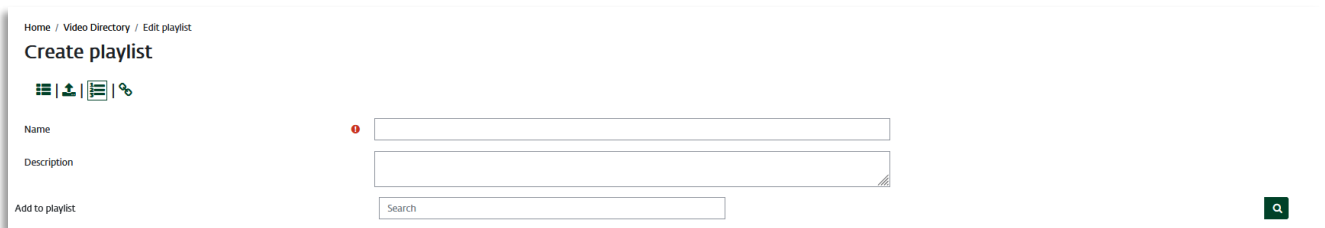
## o6 | Create a playlist

This allows you to create a video playlist from the database on the video directory. This will play in the order in which they were listed.

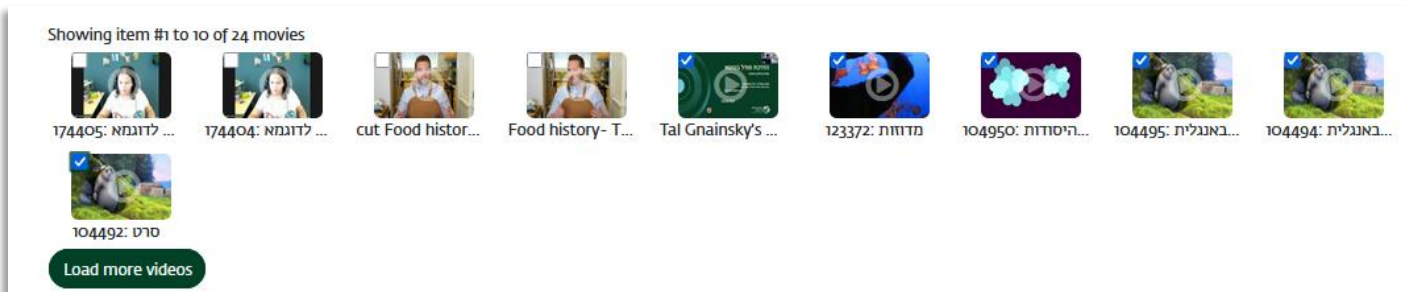
1. Click the “Create playlist” icon under the “List of Videos” at the top of the page:



2. Name the playlist and add a description if you like


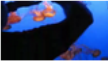







3. Mark the videos to be added, the order in which you mark them being the order in which they will appear in the playlist



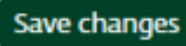
4. Videos can be re-ordered by dragging them to a new position

**Selected list**

-  Tal Gnainsky's Personal Meeting Room (25-04-2022 12:03:13) :132405
-  מדוזות: 123372
-  סרטון בנושא טבלת היסודות: 104950
-  שיעור ראשון באנגלית: 104495
-  שיעור ראשון באנגלית: 104494
-  סרט: 104492

 Required

5. Click “Save Changes”

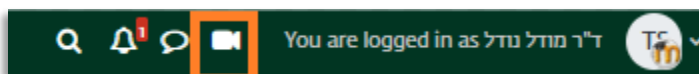




## 07 | Recording permissions

Recordings on the video directory are automatically assigned to those responsible for making them. Only these are permitted to edit or assign a recording to a course. Other users may be given permission to assign it to their course(s) or edit it (e.g. teaching assistants), however:

1. To access the video directory, click on the video camera icon in the upper left corner of the site:



2. Click on the settings icon for the specific recording



3. Add user(s) on the page that opens. Users can be searched for by full name, email, address, or ID number.

**Co-publishers:** Users permitted to publish the recording in their course(s)

**Co-editors:** Users permitted to edit the recording

Co-Publishers	No selection
	Search ▼
Co-Editors	No selection
	Search ▼

7. Click “Save Changes”

