

# UTHSC Teaching and Learning Center

## UTHSC TV: Uploading Video

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This tutorial will provide information on uploading video files to UTHSC TV.

### Accessing UTHSC TV

## UTHSC TV

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#### About:

UTHSC TV is a streaming media service that allows users to upload and share video content. You can connect your videos to Blackboard or share a direct link with your students, and these can be viewed anywhere.

#### Getting Started:

Visit [UTHSC TV](#) and login using your UTHSC netID and password.

#### Resources:

- Adding UTHSV TV Videos to Blackboard
- Uploading Videos to UTHSC TV

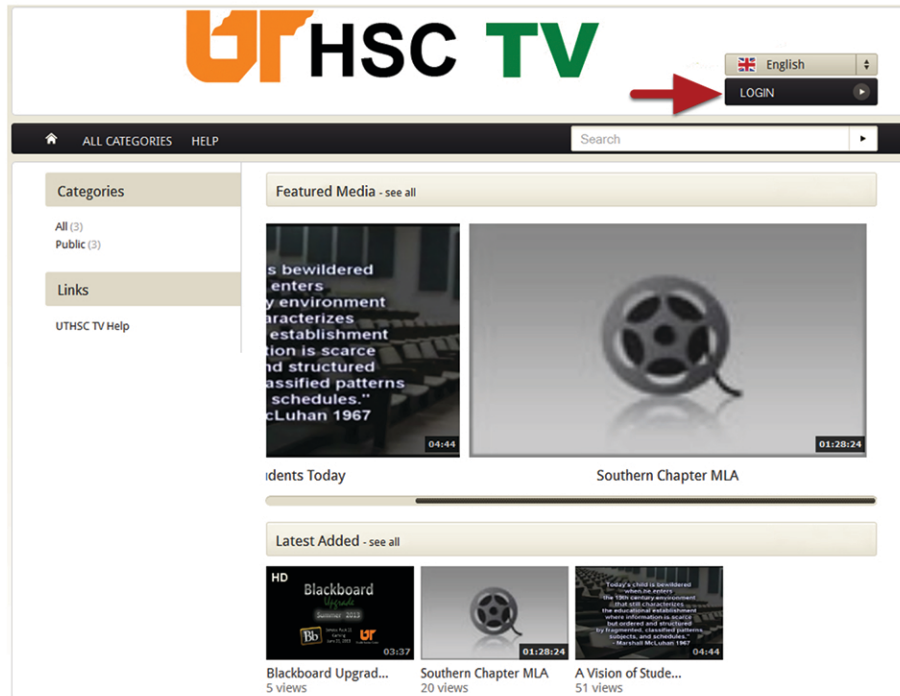


[Log in to UTHSC TV](#)

Login to UTHSC TV by visiting, [uthsc.edu/tlc/uthsc-tv](http://uthsc.edu/tlc/uthsc-tv) and click **Log in to UTHSC TV**.

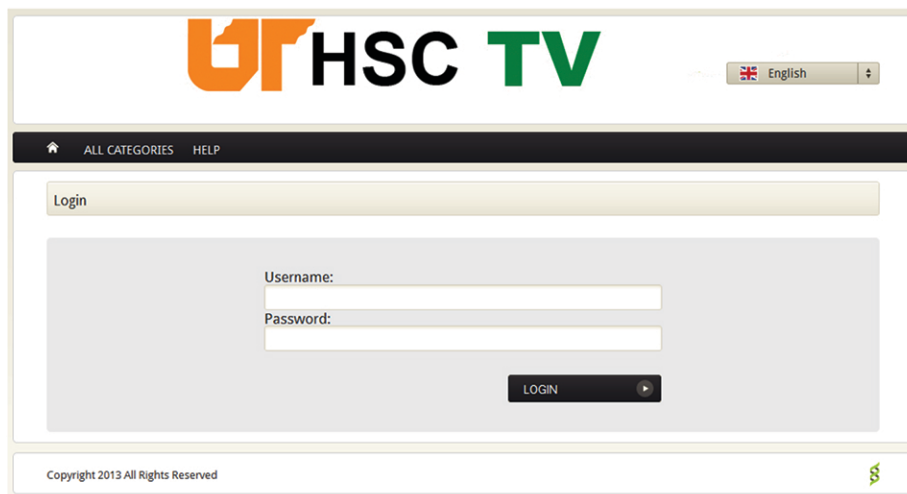
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## Logging into UTHSC TV



Click **Login** located in the top, right corner of the screen.

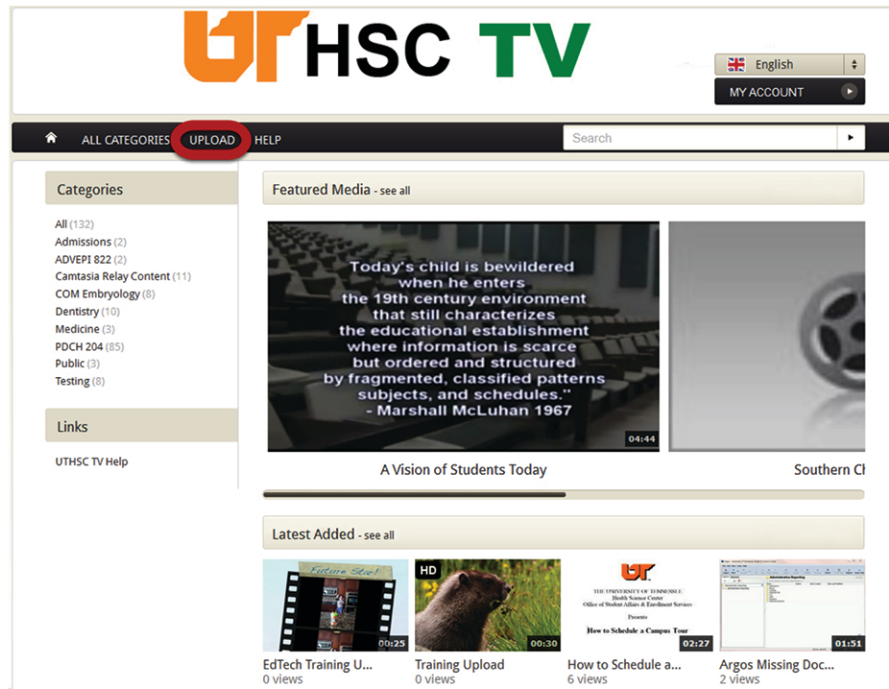
## Logging into UTHSC TV



Login with your UTHSC NetID and password.

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## UTHSC TV Home Page



From the Home page, click **Upload** in the menu located at the top of the page.

## Details

Fill in as much information about the video as possible including selecting a category and adding tags that will help viewers search for and locate specific videos within UTHSC TV. Click **NEXT** located in the bottom right corner of the screen to move to the next step in the upload process.

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## Choose File

The screenshot shows the 'Upload' interface with the 'File' tab selected. The 'Details' tab is active, showing a 'Choose a File to Upload' section. A 'BROWSE' button is highlighted with a red arrow and a circled '1'. Below it, the 'Uploaded File' section shows 'Wildlife.wmv'. At the bottom right, a 'NEXT' button is highlighted with a red arrow and a circled '2'. The interface includes a 'MENU' button on the left and a 'Details' tab with a green checkmark.

Click the **Browse** button to browse for video files stored on your computer. Once the file upload is complete, click **Next** to move to the next step in the upload process.

## Thumbnails

The screenshot shows the 'Upload' interface with the 'Thumbnails' tab selected. The 'Details' tab is active, showing a 'Thumbnails' section. It displays a grid of eight thumbnail images. Below the grid, there is an 'Upload Your Own thumbnail' section with an 'UPLOAD MEDIA' button. At the bottom right, a 'NEXT' button is highlighted with a red arrow. The interface includes a 'MENU' button on the left and a 'Details' tab with a green checkmark.

Select one of the provided images to use as a thumbnail image. This is the image that will be displayed with the video title and description within the media library. You may also choose to upload your own thumbnail image or use the Category Thumbnail if provided. Once the thumbnail



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image has been selected or uploaded, click **Next** located on the right side of the screen in order to move to the next step in the upload process.

## Associated Files

**Upload**

Details ☒ File ☒ Thumbnails ☒ Assoc Files ☒ Confirm ☐

**Add Captions File**  
Please note that the maximum upload size for caption files is 2MB, with a maximum of one captions file per video at this time.  
Allowed file extensions: \*.smt \*.rt \*.srt \*.ssf \*.txt \*.sub, \*.txt \*.xml

**BROWSE**

Uploaded Files:

**Add Associated Files**  
Please note the maximum upload size is 10MB, with a maximum of 3 associated files per video.  
Allowed file extensions: \*.doc \*.docx \*.ppt \*.pptx \*.xls \*.xlsx \*.pdf \*.swf \*.jpg \*.gif \*.htm \*.txt \*.zip \*.mp3

Title:  **BROWSE**

There are no associated files

**NEXT**

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Files can be associated with the video including a captions file, Word document, PowerPoint presentation, Excel spreadsheet, or PDF documents. Click **Browse** in order to select saved documents from your computer to upload with the video. This is an optional step in the upload process. If additional files will not be included with the video, click **Next** located near the bottom, right corner of the screen to continue to the next step in the upload process.


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## Confirmation

**Upload**

Details ✓ File ✓ Thumbnails ✓ Assoc Files ✓ Confirm ✓

Upload Confirmation Required  
Here is a summary of Training Upload:

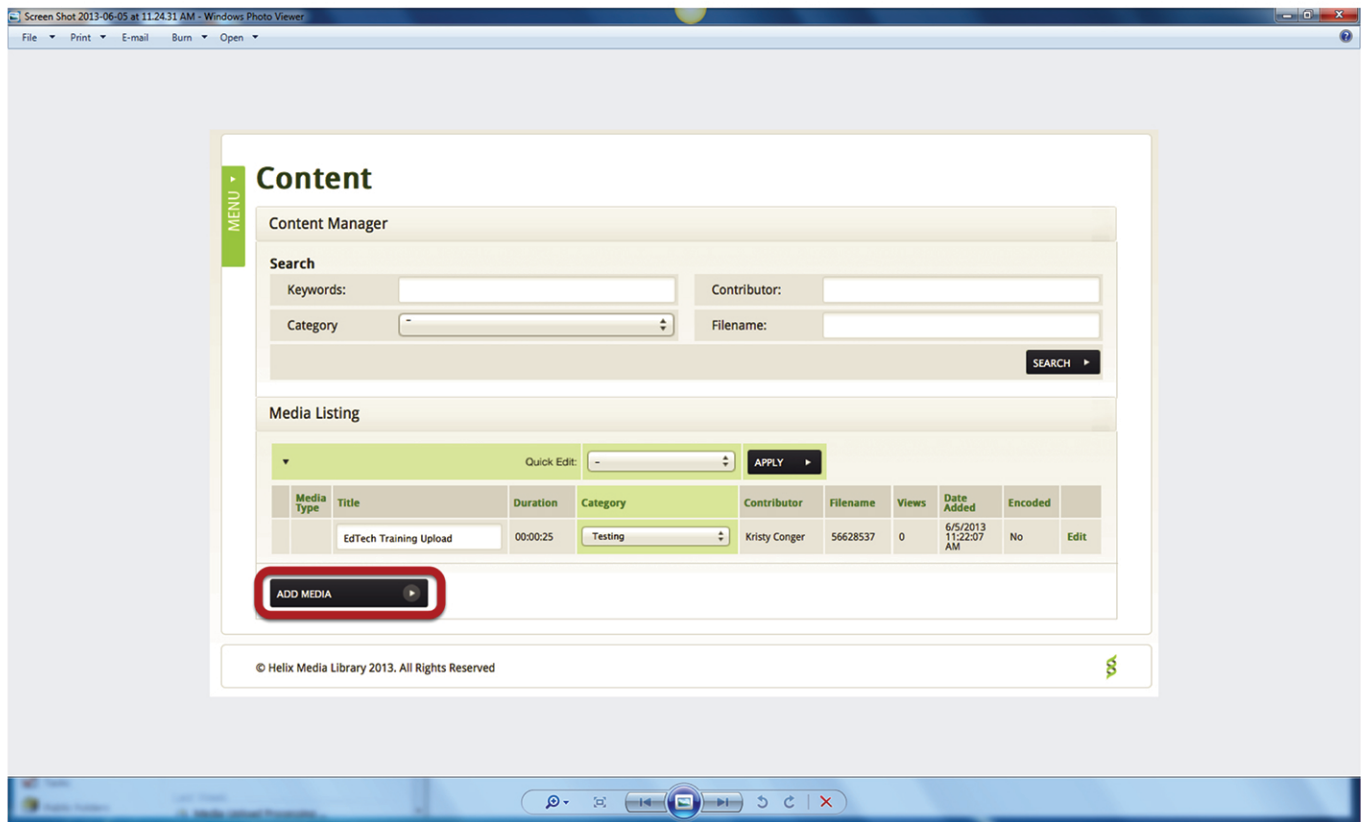
<b>Title:</b>	Training Upload
<b>Category:</b>	Testing
<b>Description:</b>	Updating Screen Steps
<b>Tags:</b>	
<b>Featured:</b>	No
<b>Uploaded File:</b>	50427757.wmv
<b>Thumbnail:</b>	
<b>Captions File:</b>	There are no caption files
<b>Associated Files:</b>	There are no associated files

◀ **FINISH** ▶

Confirm that all of the video upload information is correct. Click **Finish** located near the bottom, right corner of the screen to finalize the upload process.

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## Finished



If you entered an e-mail address in step 1 of the upload process, you will receive a confirmation email once your video is available to view within the media library. You may choose to upload another video or click **Menu** (located near the top, left corner of the screen) and **Back to Library** in order to return to the media library. The uploaded video will be available for viewing in the media library once the encoding process is complete.

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## Accessing Video



The uploaded video will be displayed in the Latest Added section on the Home page. Click the thumbnail image to access the video clip and video information. You may also view the video based on the category in which it was uploaded.