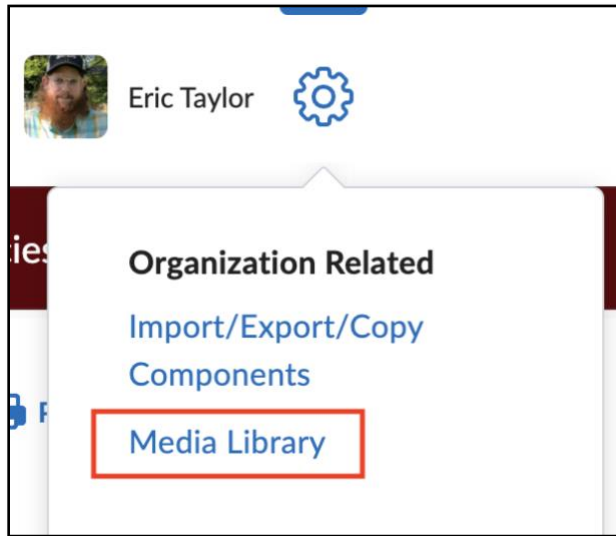


Uploading Video Files to Brightspace

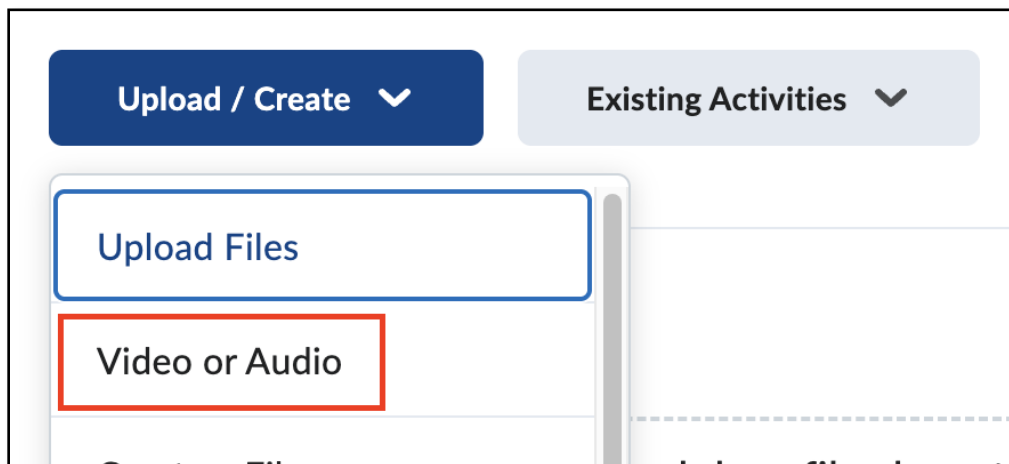
Brightspace utilizes a system-wide [Media Library](#) to house user uploaded media files. The Media Library can be accessed by selecting the settings icon in the upper right corner of your screen, anywhere in the Brightspace platform.



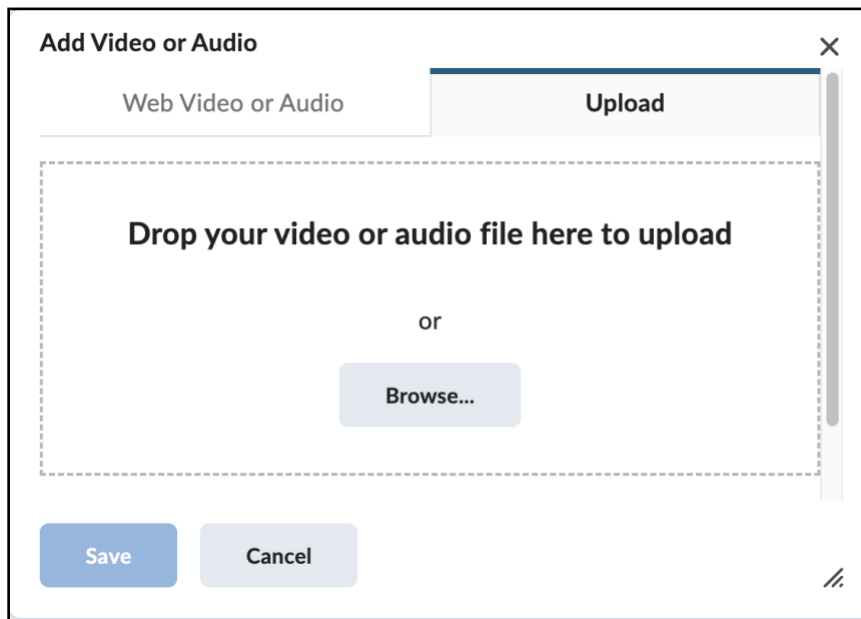
Uploading Video to Brightspace:

You can upload files directly to the Media Library for later deployment into your courses by selecting the “Add Assets” button, or you can let the Media Library populate as you add files to your course content.

1. To add a video file to your Brightspace course content, begin in your content area. Select Upload/Create and select Video or Audio from the list of options.



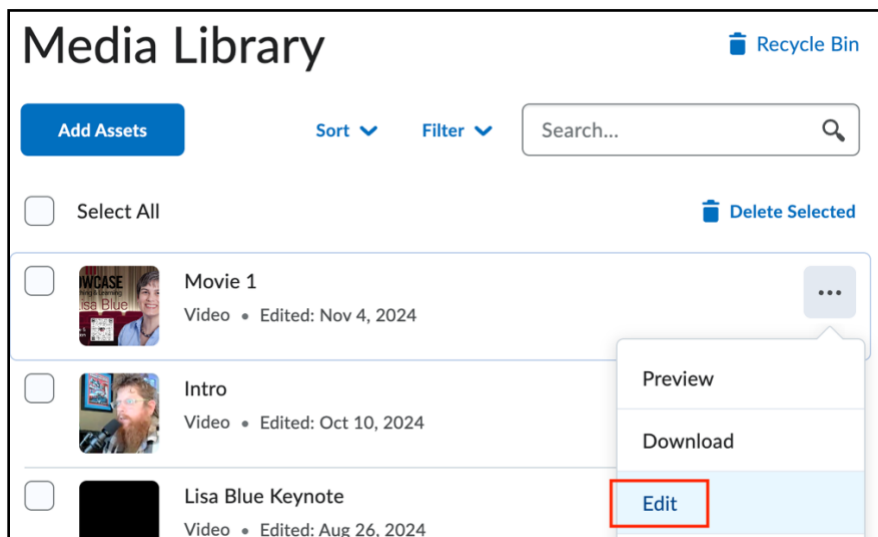
2. Select the “Upload” tab and upload your video file. You can browse to the file location or drag and drop.



3. Give your video a title and click Save. Your video will likely take some time to process. The larger the video file, the longer it takes to process.

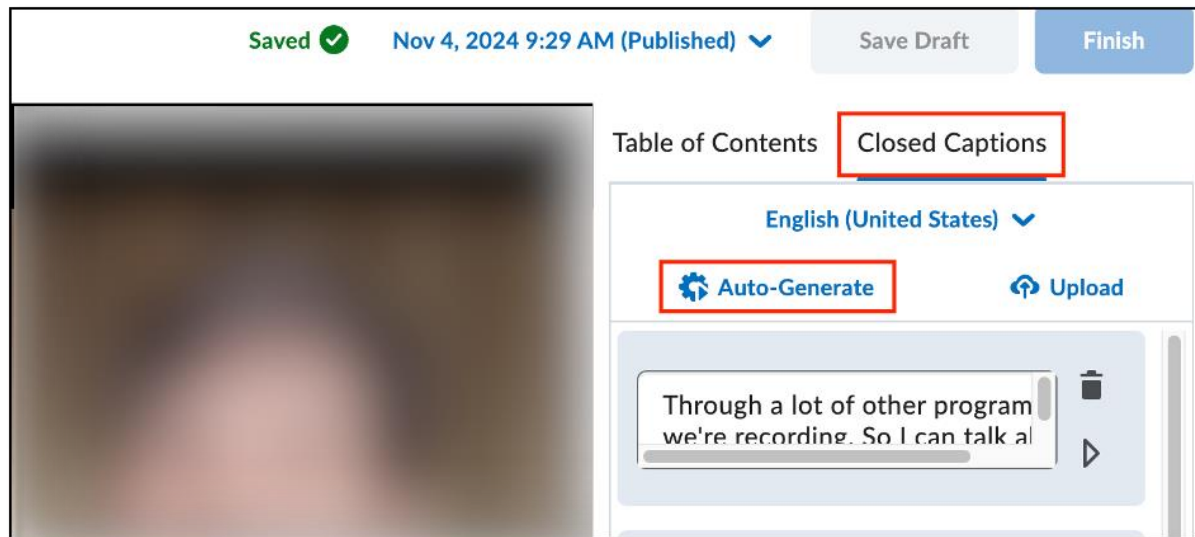
Adding Closed Captioning

The Media Library gives users access to simple video-editing tools and closed captioning. Automatic captions must be enabled for each video uploaded to the system. Select the options menu (...) for the video you wish to closed caption, then select edit.



Select the “Closed Captions” tab and locate the “Auto-Generate” button. Selecting this will begin the auto captioning process. Once the initial transcript has been created, you may correct any mistakes by editing the text in each box.

Edits made to the video in your Media Library effects all instances of that video across all courses.



Note that closed captioning should be configured after all edits have been completed, as any changes made to the video (ex. removing mention of an old textbook) will require retiming of the transcript.