

Why should I add videos to my e-Portfolio?

By creating an e-Portfolio that is accessible online, you have many more options for choosing media that best represents you. If you want to provide a video in a paper portfolio, you have to include a separate DVD and then depend on your audience to take the time to physically put it in a DVD player and view it. With an e-Portfolio, your audience can easily access a video, which can be a very effective way to represent yourself, with just a click.

What information is included in this guide?

- How do I upload a video from my computer?
- How do I embed a video from another video hosting source, like YouTube?

What do I need to know before I upload my video?

Important: If you are using a video that includes your students, you need to obtain permission from the students' parents/guardians before using the video that includes those students.

These permission forms can be found at http://education.depaul.edu/About/CentersAndInitiatives/Center_for_Education.asp.

Be sure to file those permission forms in a safe place as long as you have the video available to an audience through your e-Portfolio.

What types of video files can I upload to my e-Portfolio?

The following video file types can be uploaded to your e-Portfolio: .avi, .flv, .mov, .mp4, .mpeg, .swf

What types of videos should I upload to my e-Portfolio?

There are two types of videos that would work really well in your e-Portfolio:

Introduction Video: In this type of video, you can talk about your background, where you currently live and work, and what you like to do. This video can have a more personal focus, but you still want to use a professional lens when deciding what information to include.

Teaching Video: You can give your viewers a clear sense of who you are as a teacher by including a video of you teaching a lesson. For example, you could include a text document of a lesson plan and a video of you teaching that particular lesson.

Should I upload a video from my computer directly to my e-Portfolio, or should I use a video hosting source, like YouTube?

If your video file type is commonly used, such as Quicktime, most people viewing your e-Portfolio will have no problem seeing your video. However, there is a chance that a viewer's computer may not be compatible with the video type you've uploaded.

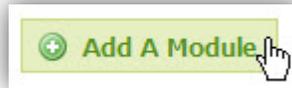
For this reason, it may be worthwhile to create an online space, such as a YouTube account and personal channel, which gives you a space in which to store all of your videos.

Visit the websites for hosting tools like <http://www.youtube.com/> or <http://teachertube.com/> for more information on creating an account or a channel.

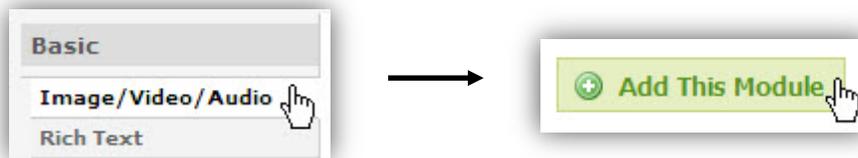
e-Portfolios: Adding Videos

How do I upload a video from my computer?

1. Select the e-Portfolio where you'd like to add a video.
2. Select the page on your e-Portfolio where you'd like to add a video.
3. Click **Add a Module**.



4. Select **Image/Video/Audio** and click **Add This Module**.



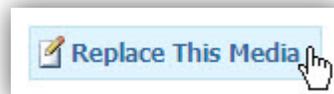
5. Click **I'm Done** – just show me my new module.



6. Click **Edit**.



7. Click **Replace This Media**.



8. Click **Browse for Media**.



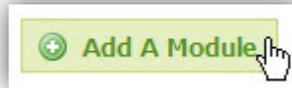
9. Locate the video file you'd like to upload and click **Open**.
10. Once the video had uploaded, click **Done**.
11. You will now be able to see your video in the module that you added.
12. To publish your video, click the **Publish** tab and **Publish Changes**.



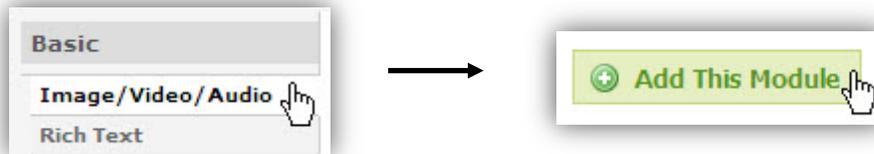
e-Portfolios: Adding Videos

How do I embed a video from another video hosting source, like YouTube?

1. Select the e-Portfolio where you'd like to add a video.
2. Select the page on your e-Portfolio where you'd like to add a video.
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4. Select **Image/Video/Audio** and click **Add This Module**.



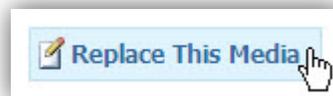
5. Click **I'm Done** – just show me my new module.



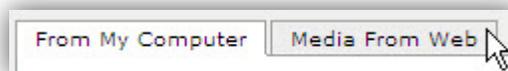
6. Click **Edit**.



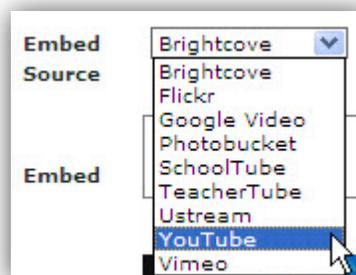
7. Click **Replace This Media**.



8. Click **Media From Web**.

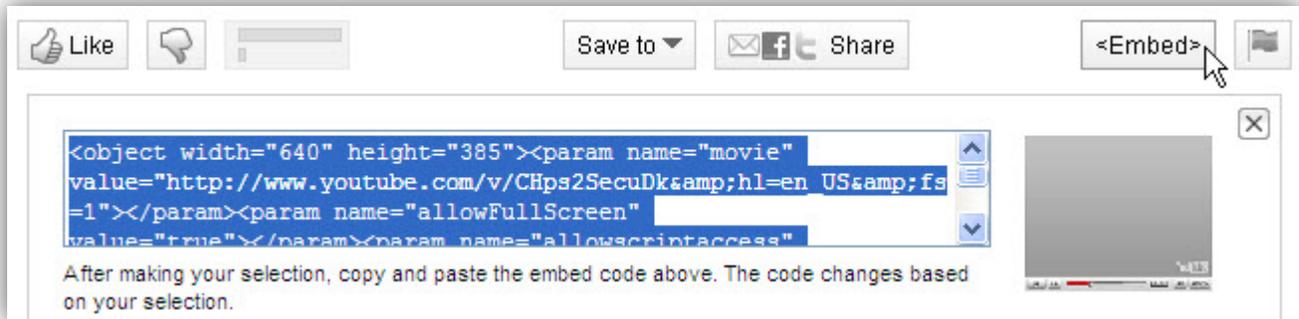


9. Select the source of the video you'd like to upload.

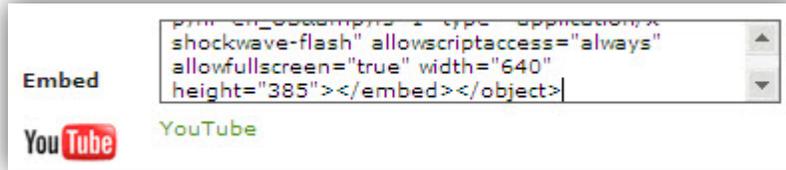


e-Portfolios: Adding Videos

10. Go to the video in the source you've selected and copy the embed code. For example, this is what the embed code looks like in YouTube:



11. Go back to the "Media from Web" pop-up window and paste the embed code in the "Embed" text box.



12. Click **Done**.

13. To publish your video, click the **Publish** tab and **Publish Changes**.

