



VIDEOS

# LP+365

HELP GUIDE  
VERSION 2.1

## 1. Overview.

The **Videos** tile is located on the **Class/Subject Dashboard** and allows Teachers to upload and share videos of debates, presentations, training or learning material relevant to the class.

The tile displays the latest video with title and can be added by the Teachers who are permitted to the **Class/Subject Dashboard**.

## 2. Supported Video formats.

Table 1 outlines the video formats that are supported with LP+365.

Video file format	Video file extension
<b>3GPP, 3GPP2</b>	.3gp, .3g2, .3gp2
<b>Advanced Systems Format (ASF)</b>	.asf
<b>Advanced Video Coding High Definition (AVCHD) [MPEG-2 Transport Stream]</b>	.mts, .m2ts
<b>Audio-Video Interleaved (AVI)</b>	.avi
<b>Digital camcorder MPEG-2 (MOD)</b>	.mod
<b>DVD transport stream (TS) file</b>	.ts
<b>DVD video object (VOB) file</b>	.vob
<b>Expression Encoder Screen Capture Codec file</b>	.xesc
<b>MP4</b>	.mp4
<b>MPEG-1 System Stream</b>	.mpeg, .mpg
<b>MPEG-2 video file</b>	.m2v
<b>Smooth Streaming File Format (PIFF 1.3)</b>	.ismv
<b>Windows Media Video (WMV)</b>	.wmv

TABLE 1. VIDEO FILE FORMATS COMPATIBLE WITH LP+365

### 3. Uploading a Video.

1. Navigate to the Class/Subject dashboard from where you wish to upload a video.

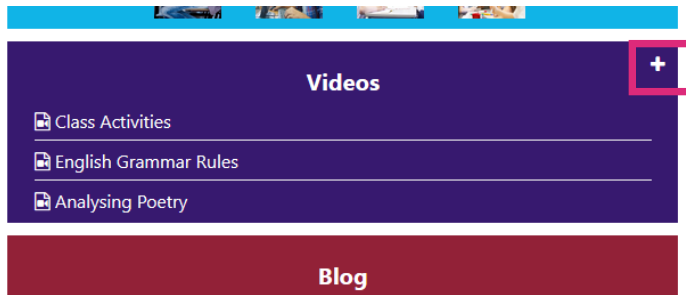


FIGURE 1. THE VIDEOS TILE ON CLASS DASHBOARD

2. On the **Videos** tile click on the plus **+** symbol as shown in Figure 1 in order to launch a pop up window: **Add a Video** as shown in Figure 2.

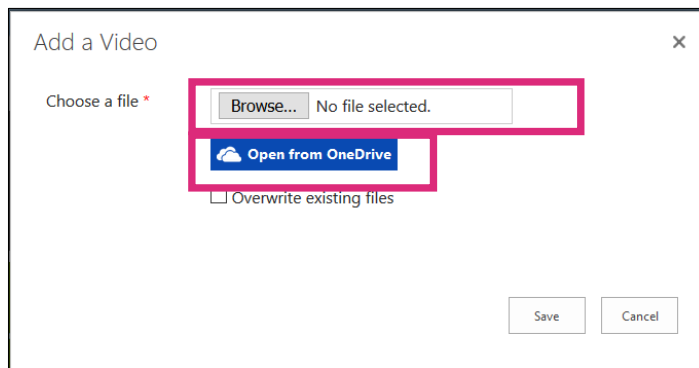


FIGURE 2. ADD A VIDEO

3. You can upload a single video from your local drive or from your own OneDrive.
4. Selecting **Open from OneDrive** will launch a pop up window as seen in Figure 3, and display all your files that are available from your OneDrive.
5. Select the file you wish to upload. **Note:** a single file must not exceed 240MB.

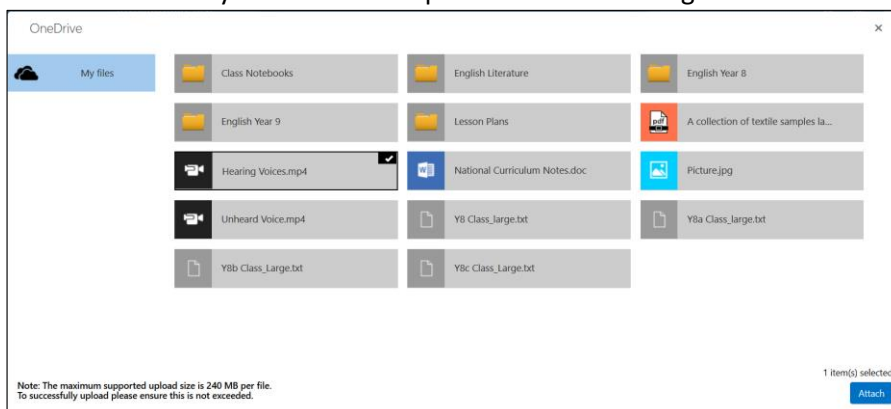


FIGURE 3. OPEN FROM ONEDRIVE

- Once selected it will close the pop up window and appear on the **Add a Video** pop up window as shown in Figure 4, where it can be removed if required by clicking on the icon of the bin next to it.

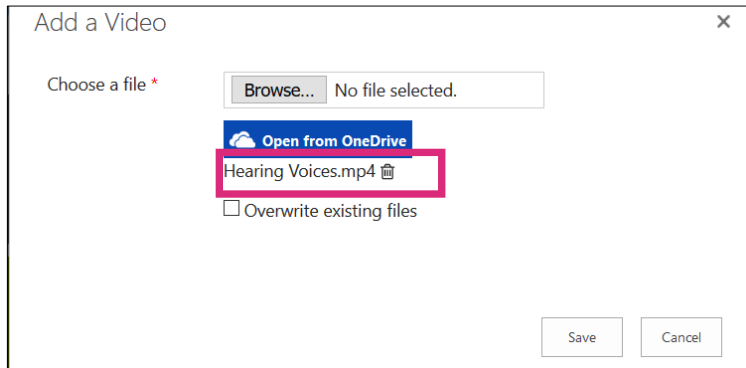


FIGURE 4. ADD A VIDEO FROM ONEDRIVE

#### 4. Viewing Videos.

Once a video has been uploaded, you can click on a video will to launch the video which will auto play in a new browser tab as shown in Figure 5.

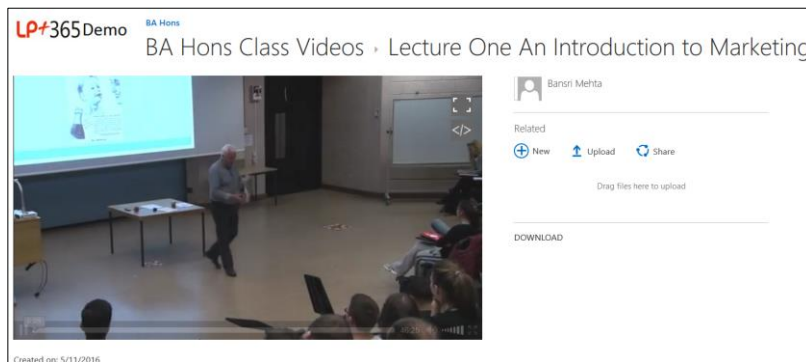


FIGURE 5. PLAYING A VIDEO

#### 5. The Video Library.

Clicking on the title of the **Video** tile will launch a new browser tab to display a list of all your videos as shown in Figure 6.

You can add videos(s), edit or manage the items from this view and the changes will appear on the **Videos** tile on your Class/Subject Dashboard. Multiple files can be dragged and dropped from your file explorer view to this library.

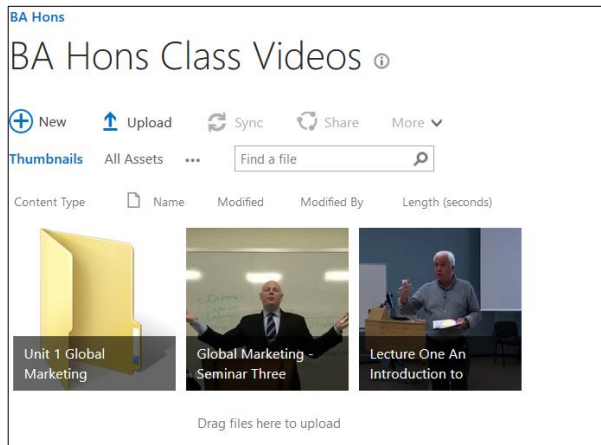


FIGURE 6. VIDEO LIBRARY

### 5.1 Embedding Videos into your Video Library.

It is possible to embed a video into your video library. From the same video library view:

1. Click on New, and select Video from the menu as shown in Figure 7 to launch an option menu as Figure 8 shows.

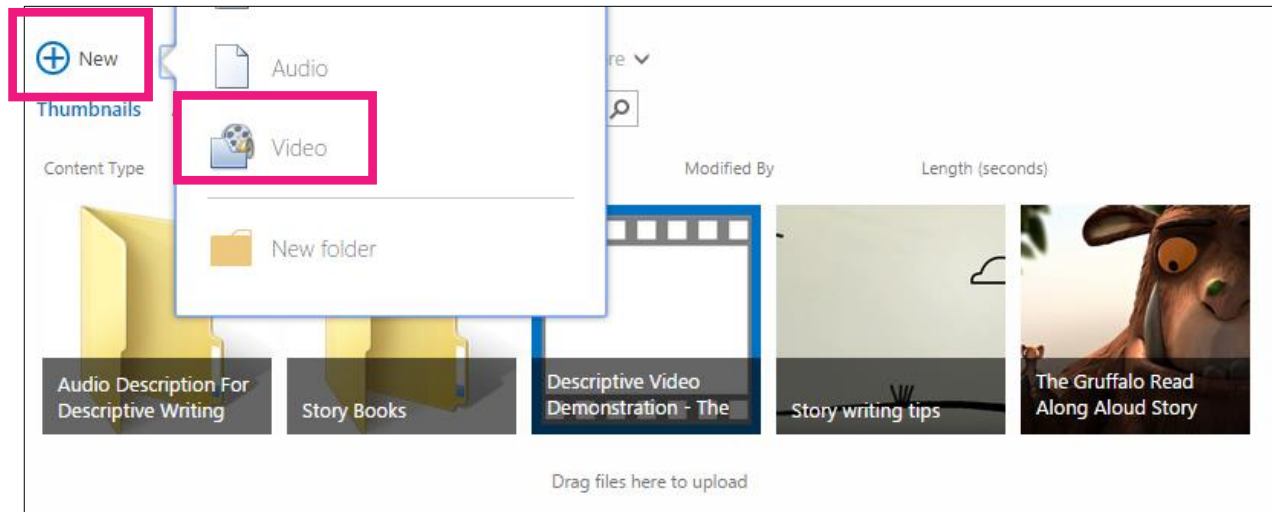


FIGURE 1. EMBEDDING A VIDEO

2. Select Provide code to embed a video from the web.
3. Type a title of your video.

To create a new video, choose an option below:

- Upload a video from my computer
- Provide a link to a video
- Provide code to embed a video from the web

Type the name of your video:

Story Writing Using an Outline

Paste code to embed a video from the web:

```
<iframe width="420" height="315" src="https://www.youtube.com/embed/R1ahI0K22Hs" frameborder="0" allowfullscreen></iframe>
```

FIGURE 2. EMBED CODE

4. Paste the embed code that has been generated from the internet into the field titled Paste code to embed a video from the web.
5. Select Preview if you would like to view the video and then select OK.
6. This will open up a new window as shown in Figure 9.

## 5.2 Adding a thumbnail to your embedded video

1. Once **OK** from above step has been selected, you are directed to the Video Properties page. From here you can define the video meta data and **change thumbnail** as shown in Figure 9.

The screenshot shows a video player on the left and a 'Video Properties' settings panel on the right. The video player displays a dashboard titled 'Getting Started on LP+365' with icons for People, Assignments, Recent Email, Calendar events, and Documents. A play button is overlaid on the video. Below the video player, there is a 'Change thumbnail' button highlighted with a pink box. The 'Video Properties' panel includes fields for Content Type (set to Video), Name (Getting Started on LP+365), Description, Owner, Show Download Link (checked), Show Embed Link (checked), and People In Video.

FIGURE 3. CHANGING THE THUMBNAIL

2. Select **change thumbnail**, to choose from two options as shown in Figure 10. Either selecting from **my computer** or from **web address**.

Selecting from my computer requires you to upload an image you're your local drive and selecting from web address requires you to paste the URL location of the image.

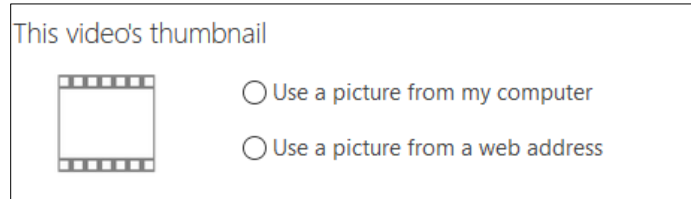


Figure 4. Use a picture from my computer

3. Select **Save** to save all your changes and to add your video to the video library and surface on the Video tile on dashboard.

### 5.3 Deleting Videos

Videos can be deleted from the same video library view:

1. Having selected the video that you wish to delete, click on the ellipses (series of three dots) and select delete item from the dropdown menu that appears as shown in Figure 11.

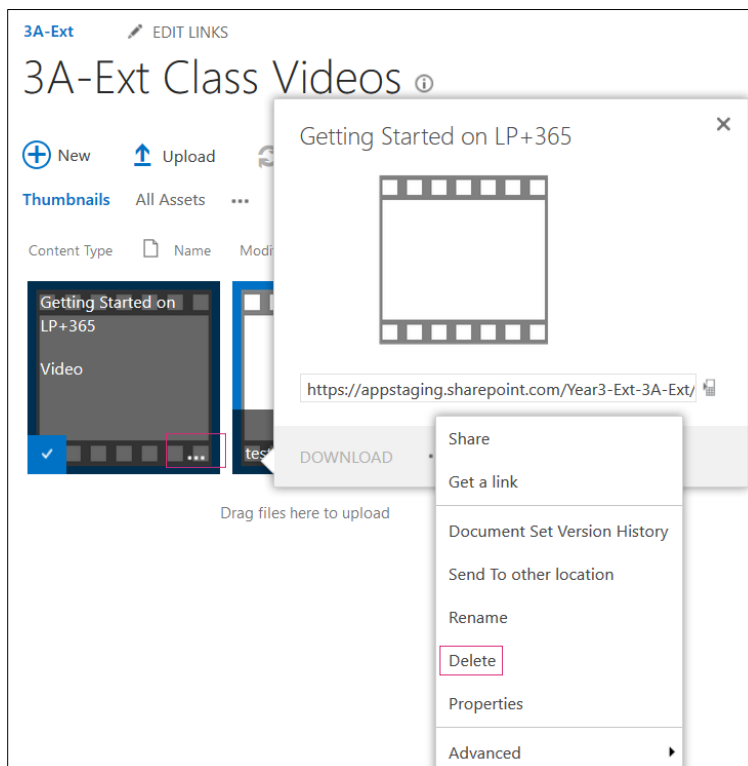


FIGURE 11. DELETING A VIDEO

2. A new popup window will appear, asking you to confirm that you want to delete the video. Click on **OK** if you are sure that you wish to delete this video as shown in Figure 12.

The video can be restored from the Recycle Bin by the site administrator.

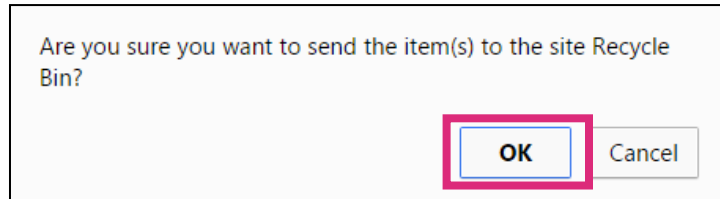


FIGURE 12. CONFIRMATION MESSAGE

## 6. Additional Guides.

For more information, please see below online tutorials from Microsoft:

- [Introduction to libraries](#)
- [Viewing and editing files in a library](#)
- [Renaming, deleting and adding files within a library](#)

**Free Online Support:** <http://lpplus.com/support-home>

**Get in touch by email:** [lp365support@lpplus.com](mailto:lp365support@lpplus.com)