

## How to Add Video Clips to Slides

XpressLab allows teachers and students to add video clips to their test and activities questions.

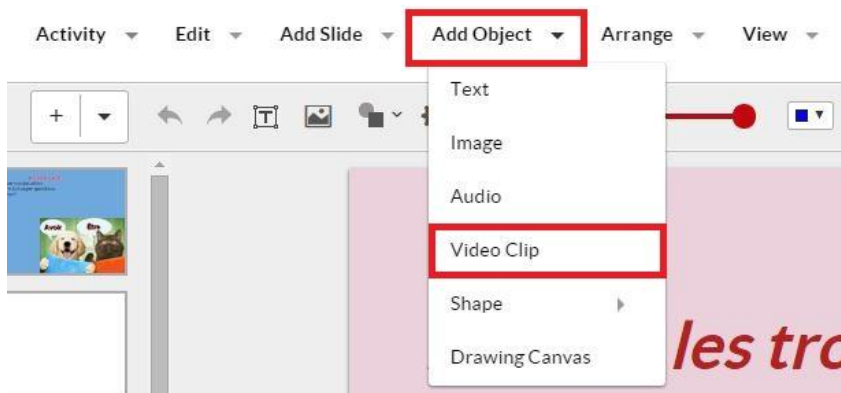
For teachers and test authors, video clips are added in the **Authoring interface**, as tests and activities are being created. Similarly, students may add video clips to their slides when completing **Student Presentation Activities**, as this particular *activity type* allows students to use an authoring interface similar to the one used by teachers.

Video clips may be uploaded from a number of video sources, including:

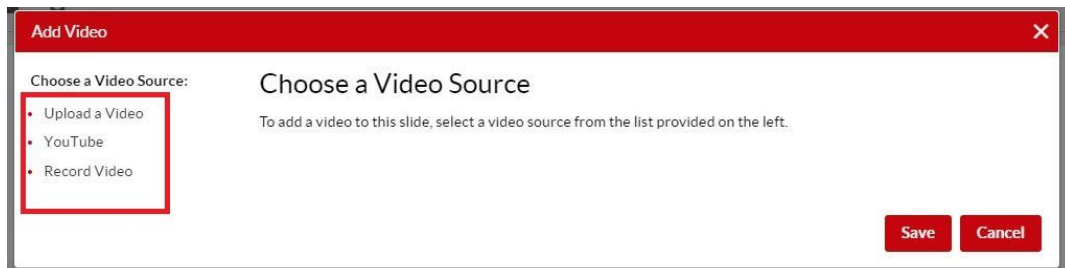
- Uploading a video directly from your local computer
- Uploading a video from YouTube, *or*
- Recording your own video using a webcam.

### Step-by-Step Instructions

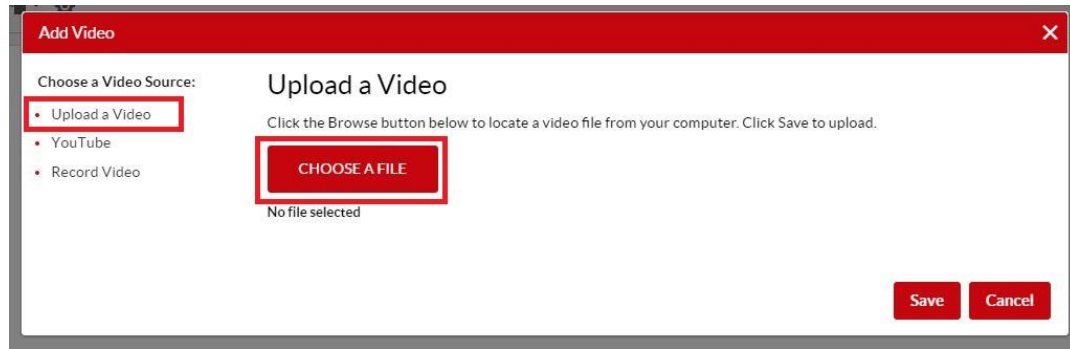
1. To **upload a video clip** to a question slide, click the **Add Object** button, found in the main navigation bar. Select **Video Clip** from the drop down list of options.



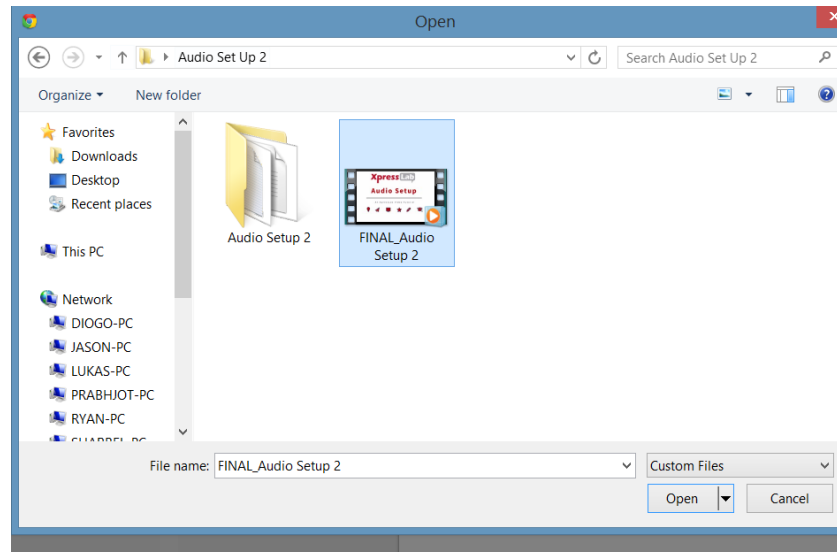
2. Choose a **video source** using the options found along the *left* side of the **Add Video** window.



3. To **upload a video from your local computer**, select the **Upload a Video** option, from below the heading labeled **Choose a Video Source**. Then, click the *red* **Choose a File** button.



- a. Select the video file from your computer, using the file Upload window. Then select **Open**. **Note:** XpressLab supports the following video file formats: mp4, mov, wmv and FLV.



- b. The title of the selected video file will appear below the **Choose a File** button. If this is the correct file name, click the **Save** button, located in the bottom *right* corner of the Upload a Video window.

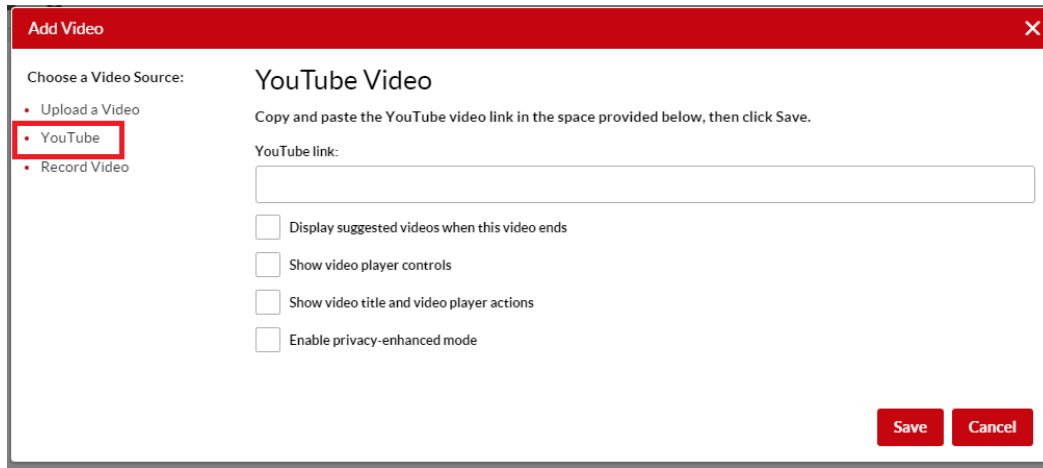
## Upload a Video

Click the Browse button below to locate a video file from your computer. Click Save to upload.

**CHOOSE A FILE**

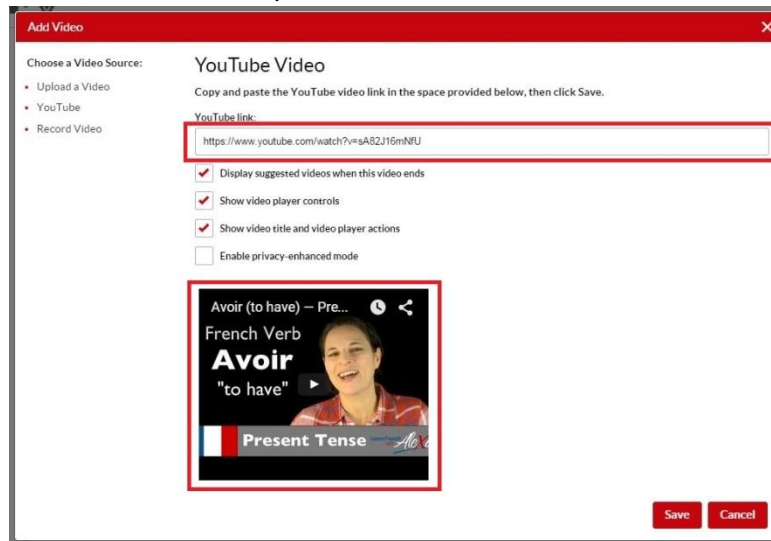
Browser Pop-up.mp4 (839.1 KB)

4. To **upload a video clip from YouTube**, select the **YouTube** video source, using the Add Video window.



The screenshot shows the 'Add Video' window with a red header. On the left, under 'Choose a Video Source:', there are three options: 'Upload a Video', 'YouTube' (highlighted with a red box), and 'Record Video'. The main area is titled 'YouTube Video' and contains the instruction 'Copy and paste the YouTube video link in the space provided below, then click Save.' Below this is a text input field labeled 'YouTube link:'. Underneath the input field are four checkboxes: 'Display suggested videos when this video ends', 'Show video player controls', 'Show video title and video player actions', and 'Enable privacy-enhanced mode'. At the bottom right, there are 'Save' and 'Cancel' buttons.

- a. Copy a video URL from YouTube and paste it into the field labeled **YouTube link**. This will add a preview of the video to the Add Video window.



The screenshot shows the 'Add Video' window after a YouTube link has been pasted. The 'YouTube link:' field now contains the URL 'https://www.youtube.com/watch?v=sA82J16mNIU'. The checkboxes for 'Display suggested videos when this video ends', 'Show video player controls', and 'Show video title and video player actions' are now checked. A video preview is displayed below the checkboxes, showing a woman speaking with the text 'Avoir (to have) - Pre... French Verb Avoir "to have" Present Tense'. The 'Save' and 'Cancel' buttons are still visible at the bottom right.

- b. Select or de-select the viewing options, such as: display suggested videos when this video ends, show video player controls, show video title and video player actions, and/or enable privacy enhance mode. Once you have selected the viewing settings, select the **Save** button, located in the bottom *right* corner of the Add Video window.

5. To record a video clip using your webcam, select the Record Video source. Note: You may need to grant XpressLab access to using your camera and microphone. To do this, select **Allow** and **Remember** from the **Adobe Flash Player Settings** window.

### Record Video



- a. Once your webcam has been activated, you will see yourself displayed in the **Record Video** window. Click the **Record** button to start recording your video. Click the **Stop** button when you have finished your record. Then, click the **Play** button to review your recording. When you are ready to add your video recording to the slide, select the **Save** button, located in the bottom *right* corner of the Add Video window.

