PASS

Video Guide

Uploading videos in PASS

The upload experience will depend on a number of things:

- Speed and strength of your internet connection
- Size of the video file

While we cannot help with the strength and speed of your internet connection, we have some suggestions for video file size.

File Parameters

All video file parameters must be met prior to attempting to upload into PASS.

- ✓ File extension allowed: **MP4 or MOV**

- ✓ Max file size allowed: **600 MB**

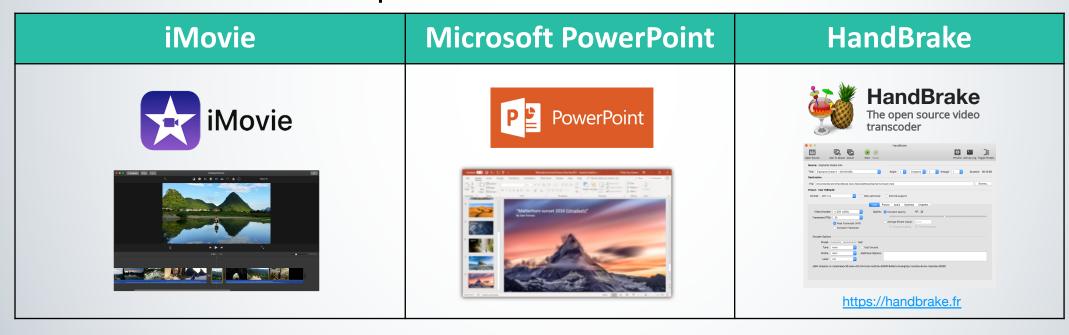- ✓ Max video length: **15 minutes**

- ✓ Max Resolution: **1280 x 720**

Before upload video to PASSdata.org, it is recommended that you compress the video and make sure your video meets the parameters. See next page.

Compress Video File

- You may use any software to compress video size for a lower file size. These are some examples.
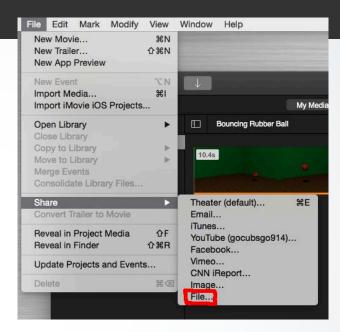
iMovie	Microsoft PowerPoint	HandBrake
		https://handbrake.fr

Compress Video with iMovie on a Mac

- Open your video in iMovie

- Go to File → Share → File…

- Adjust the settings to meet the guideline parameters
  - Resolution
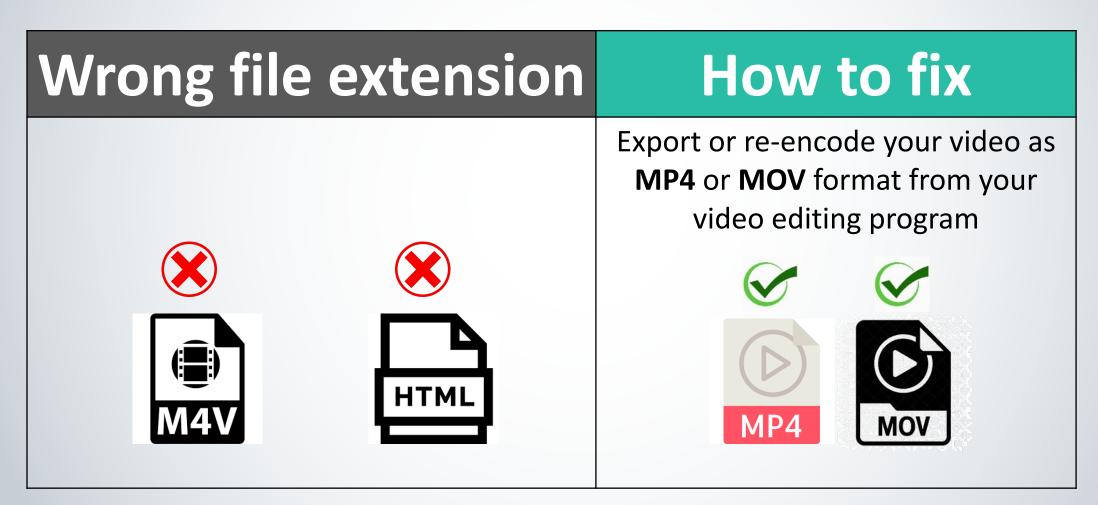 - Quality
  - Compress

[Check out iMovie User Guide](#)

Compress Video with PowerPoint

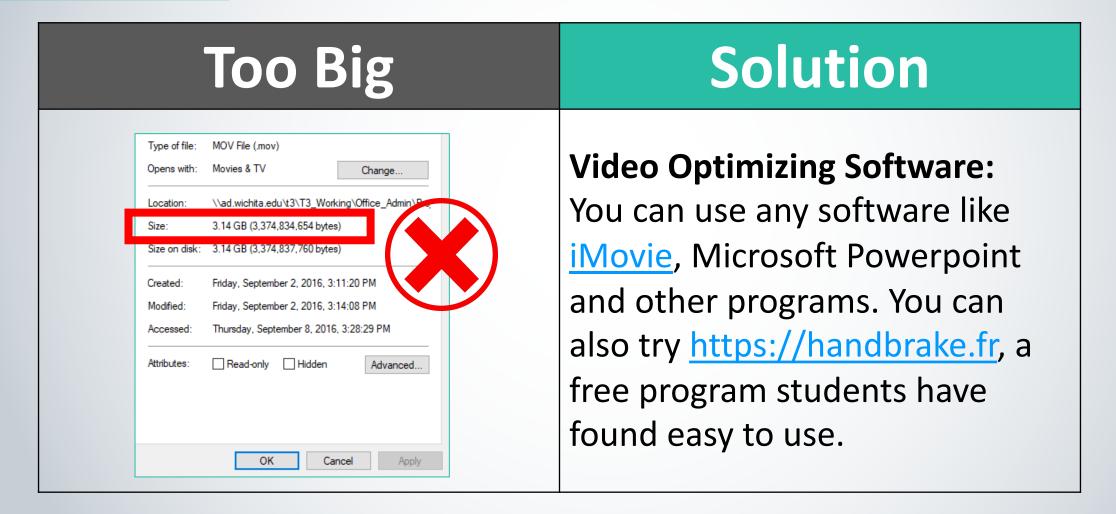| Mac	Windows

1. Insert your video onto a blank slide
2. Resize your video to fit the slide
3. Set the slide background to black color
4. Select **File** > **Export**
    • *(Don't use Save As, because it doesn't offer video options.)*
 	
5. Choose **MP4** from the **File Format** list
    • *(These two options are only available in the Office 365 subscription version of PowerPoint.)* [Learn More](#)
6. Select the video Quality: **Internet Quality**.
7. When you've made all your selections, choose **Export**.
	1. Insert your video onto a blank slide
	2. Resize your video to fit the slide
	3. Set the slide background to black color
	4. Select **File > Export > Create a Video**
	5. Select the Presentation Quality: **Internet Quality**.
	6. Click **Create Video** and choose Save as Type: **MPEG-4 Video**

Wrong file extension	How to fix
	Export or re-encode your video as **MP4** or **MOV** format from your video editing program

Max file size allowed: 600 MB

Too Big	Solution
	Video Optimizing Software: You can use any software like iMovie, Microsoft Powerpoint and other programs. You can also try https://handbrake.fr, a free program students have found easy to use.

Too Long	Solution
File Name.mp4 Length: 00:15:49	**Video Editing Software:** There are many free video editing software. Some students have used Avidemux, iMovie, and other programs. You can also try MiniTool MovieMaker (https://moviemaker.minitool.com). Their website has good tutorials and documentation on how to use the software. **Video Optimizing Software:** You can use any software like iMovie, Microsoft PowerPoint and other programs. You can also try https://handbrake.fr, a free program students have found easy to use.

Recordings made through Zoom

- A recording from Zoom will generate several files collected into a folder on your computer.

- The file with MP4 extension should contain the video and audio. Click play or open the MP4 in Google Chrome to make sure you can hear the audio and see the video display correctly.

Video has no visual

- If the video has no visual this could be cause by codec issues. You will need to re-encode your video using software like iMovie, Microsoft PowerPoint or HandBrake to display for web.

- We recommend to encode the video with:

| H264 codec | ➤ | 720p resolution | ➤ | MP4 format |

Video has no audio

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The first step is to ensure that the sound output on your device is working and the video **recorded** with sound.

Unmute the video

- ✓ It is possible that the video sound is turned off.
- ✓ Look for the sound icon on the playbar, check to see if there is a "\" showing on the speaker icon.
- ✓ If yes, click on it to unmute the sound.

Watch in web browser

- ✓ We recommend to use Google Chrome web browser to test play your video for visual and audio.
- ✓ Drag and drop your video into a web browsers to play the video.

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Video upload progress indicator

- Once you initiate the upload process you will see a screen that will provide you an estimated timeframe to expect, shown below:

Progress bar

Estimated time for process completion

If the progress bar does not move, or you have an interruption in internet connection, you may need to cancel the process and restart the upload process again.

Additional help

If you still need additional help, try the followings:

Search the Internet	Email Professor or Success Coach
Searching your specific issue on the internet. *Example: Example: how do I convert AVI to MP4 on Windows machine?*	Email your professor or success coach if you have questions about the assessment and evaluations.

We're here to help

Email us at PASS.support@wichita.edu

If you would like a phone call, please provide us with contact information where we may reach you

Monday – Friday | 8 a.m. – 4 p.m.