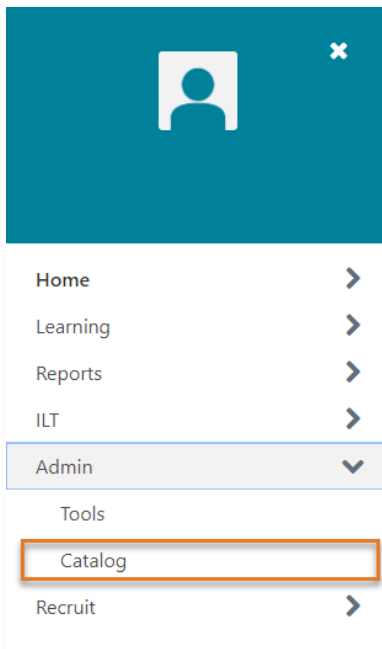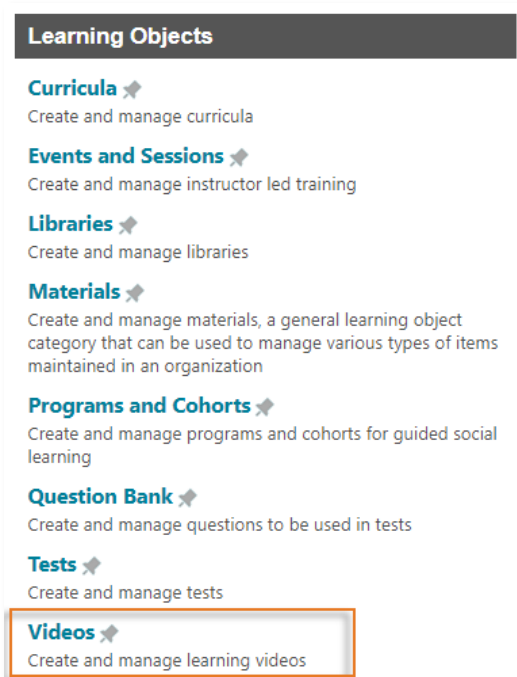# Video Administration

From any page within MyCareer@PCC, click on the Show Navigation Menu icon (☰) in the upper right corner of the screen to reveal the Navigation Menu.

Select **Admin** to open a submenu and click on **Catalog**.
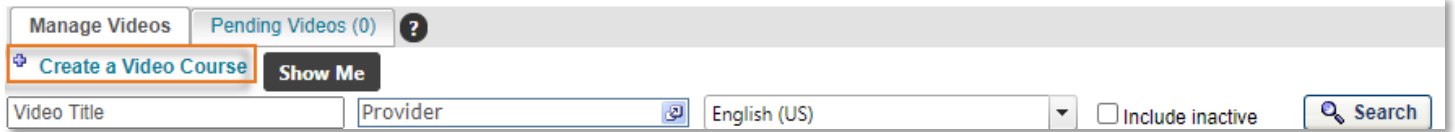

On the Catalog Management page, click **Videos** under the **Learning Object** header.
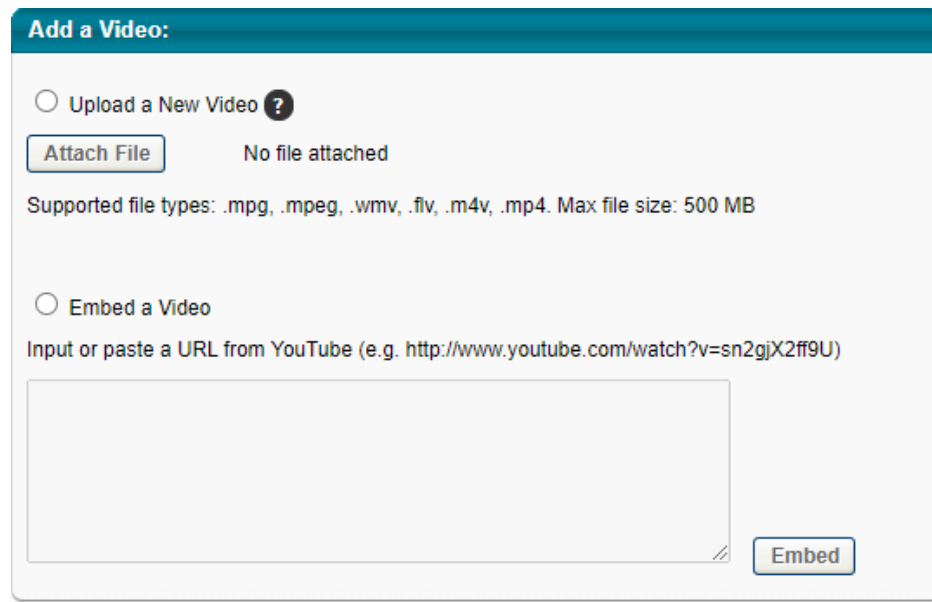
Video Administration

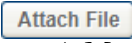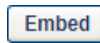Once on the **Video Administration** page, click **Create a Video Course** to open the video course creation tool.

There are three sections of the video course creation tool: **Add a Video**, **General Information** and **Confirm**.
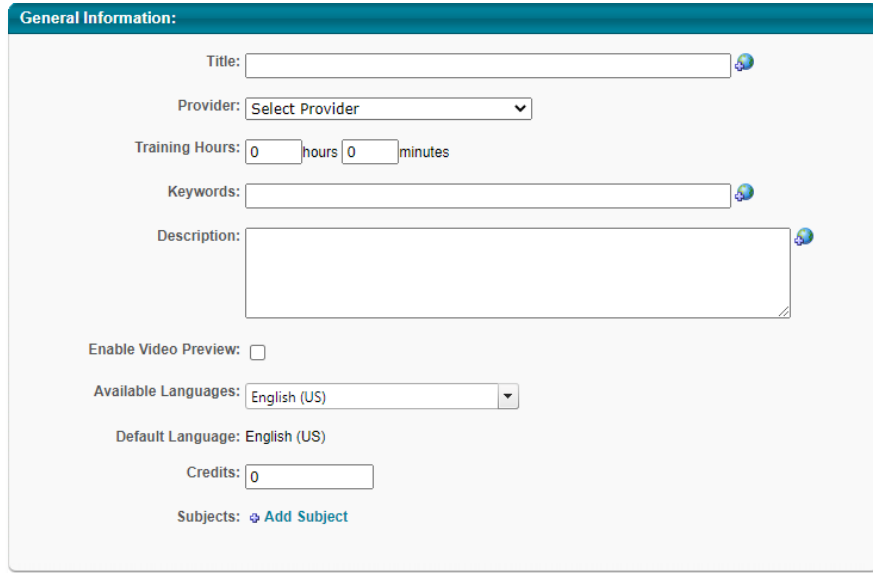
Add a Video

When creating a new video course, you can either (1) upload the video directly or you can (2) embed a YouTube video.

1. To upload a video, select the radio button next to **Upload a New Video**. Click the **Attach File** button (Attach File) to launch the file explorer. Select the video (supported file types: .mpg, .mpeg, .wmv, .flv, .m4v, .mp4; Max file size: 500 MB) you wish to upload and wait for it to process. The video will appear on the page and you can preview the content.
2. To embed a YouTube video, you will need the sharable link from YouTube. Select the radio button next to **Embed a Video** and paste the link into the box. Click the **Embed** button (Embed). The video will appear on the page and you can preview the content.

Once your video is visible on the screen, click the Next button (Next ») to advance to the **General Information** section.

General Information

Input the details about your video course into the provided fields. **Title**, **Provider** and **Subjects** are required fields but POD recommends you fill out every field possible.

To add a subject, click **Add Subject** to launch the **Find Subject** pop-up window and select the desired subject(s) from the list.

Once you have entered all of the details about your video course, click the Next button (Next ») to advance to the **Confirm** section.

Confirm

On the **Confirm** page, review the details associated with your course. If you are happy with the configuration, click the **Finish** button (Finish) at the bottom of the page.

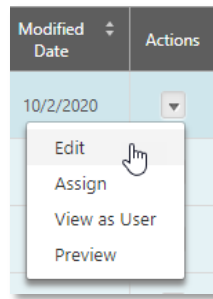You have created your video course!

Editing Video Course Settings

To edit the availability, email and various other options for your video course, you will need to locate the content in the course catalog.

Navigating to the Course Catalog

From the Catalog Management page, click Course Catalog.

Locate your video course using the search tools. Open the Actions menu by clicking the down arrow (▼) in the Actions column and select Edit.

From here, you can edit additional settings for your video course. For more information on the options available to you from the course catalog page, please review the Reviewing Training for Your Department guide.