Uploading Videos to the Video Library

Using Video Lesson · https://www.mooplugins.com/docs/video-lesson-activity/using-video-lesson/uploading-videos-to-the-video-library/

This guide explains how to **upload videos to the Video Library**, organize them, and make them available for use in Video Lesson activities.

It assumes you already understand what the Video Library is. If not, see **What's Video Library**.

Where the Video Library is located

The Video Library can be accessed from:

- A Video Lesson Activity when selecting a video, or
- The dedicated Video Library management area

Only administrators, managers, or roles with video management capabilities can access it.

Uploading a video

Step 1: Open the Video Library

Navigate to the Video Library from the Video Lesson interface or the plugin's video management section.

You will see the folder panel on the left and the video list in the main area.

Step 2: Click Upload Videos

Click the **Upload Videos** button.

You can select:

- A single video file, or
- Multiple video files in one upload

Accepted file types are:

- Video file (AVI) .avi
- Video file (FLV) .flv
- Video file (MOV) .mov
- Video file (MP4) .mp4
- Video file (MPEG) .mpeg
- Video file (TS) .ts
- Video file (WEBM) .webm

Step 3: Select the destination folder (optional)

If folders are available, you may choose a folder before uploading.

If no folder is selected, videos are uploaded to **Uncategorized** by default.

Folders can be used to organize videos by department, course type, or program.

Step 4: Start the upload

Select the video files from your computer and start the upload.

During this process:

- The files are transferred to the video storage
- Videos are queued for processing and transcoding

Upload time depends on file size and network speed.

Video processing status

After upload, each video appears in the Video Library with a status.

Common statuses include:

- **Processing -** The video is being transcoded and prepared for streaming.
- **Transcoded -** The video is ready to be used in Video Lesson activities.

Videos should only be used in lessons once the status shows **Transcoded**.

Using uploaded videos in a Video Lesson

Once a video is transcoded:

- It can be selected in any Video Lesson Activity
- The same video can be reused across multiple courses
- The Video Library keeps a single copy of the video

This avoids duplicate uploads and reduces storage usage.

Uploading multiple videos (bulk upload)

The Upload Videos option supports uploading multiple files at once.

Bulk upload is useful when:

- Migrating existing video content
- Setting up a new course library
- Organizing videos in advance

Each uploaded video is processed individually and will appear as a separate entry in the Video Library.

Organizing uploaded videos

After uploading, videos can be:

- Moved into folders
- Renamed for clarity
- Reviewed for processing status
- Tracked for usage across courses

The **Instances count** shows how many Video Lesson activities are currently using a video.

Common upload issues

If a video upload fails, common causes include:

- Moodle upload file size limits

- PHP or web server request limits
- Insufficient disk space or temporary storage
- Network interruptions during upload

For more information, see **Video Upload File Size Limits in Moodle**.

Important notes

- Uploading videos requires configured video hosting
- Students cannot upload or manage videos
- Large video files may take time to process before becoming available