

Preparing PPAT Task 4 Videos

When preparing your video for PPAT Task 4, you may find your fifteen (15) minute clip is too large to upload. This document provides you with three options for compressing your videos into files small enough to upload to ETS.

Option #1 – Exporting the File

Step 1: Go to the video

Step 2: Select “File” from the upper left-hand menu, and then select “Export as” option and choose the desired export video quality

Here’s what the “Export as” options mean:

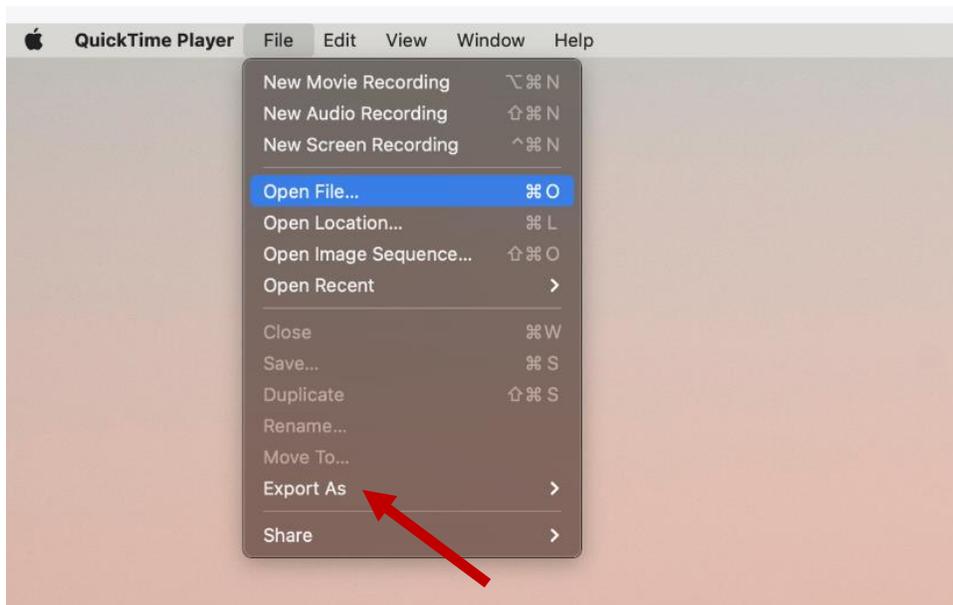
4K: This gives you 3840 x 2160 resolution.

1080p: This generates an output file with 1920 x 1080 resolution.

720p: This generates an output file with 1280 x 720 resolution.

480p: This generates an output file with 640 x 480 resolution.

Start with exporting in 720p first to see if this makes your video small enough without compromising the quality. If this is still too large, return to step 1 and export in 480p.



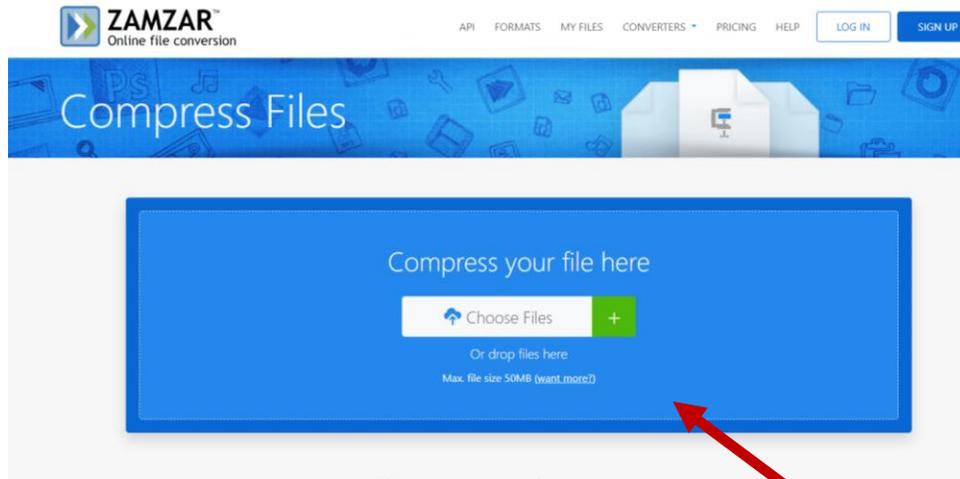
Step 3: Once the file is exported, save the file with a new name

Step 4: Upload the exported file to ETS

Option #2 – Compressing the File

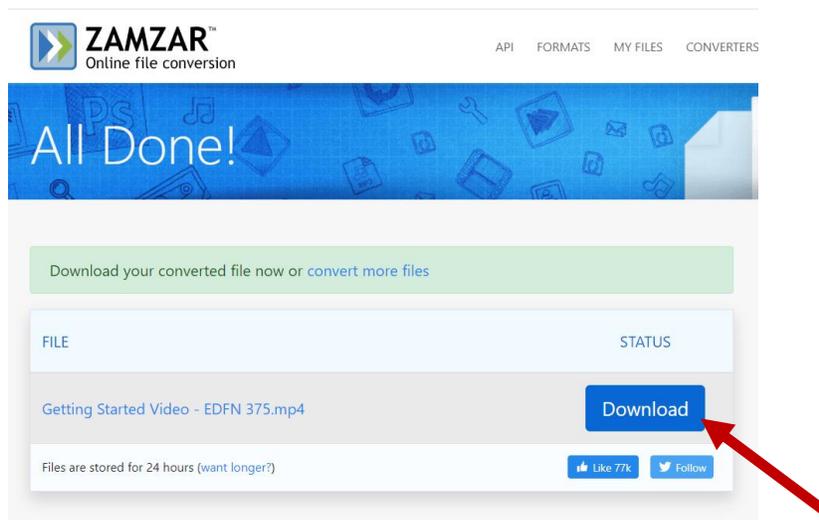
Step 1: Go to <https://www.zamzar.com/compress/> (this is one of many free file compression tools available for your use and you may use any that you feel are safe and appropriate) [Note: I recommend Zamzar because 1) it's free, 2) it does not use watermarks, and 3) they only retain your content for 24 hours and then it is removed from their servers, which keeps your content more secure].

Step 2: Choose your File – you may Drag & Drop or select a location from the drop-down menu



Step 3: Wait patiently while your file is compressed (this step can take a while....like a long time...like MINUTES!....hang in there!)

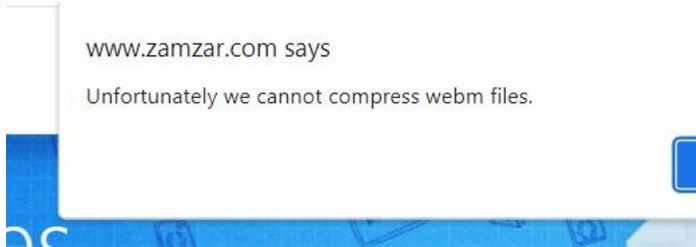
Step 4: Download the compressed file, and save the file with a new name



Step 5: Upload the compressed file to ETS

Troubleshooting Pro Tip

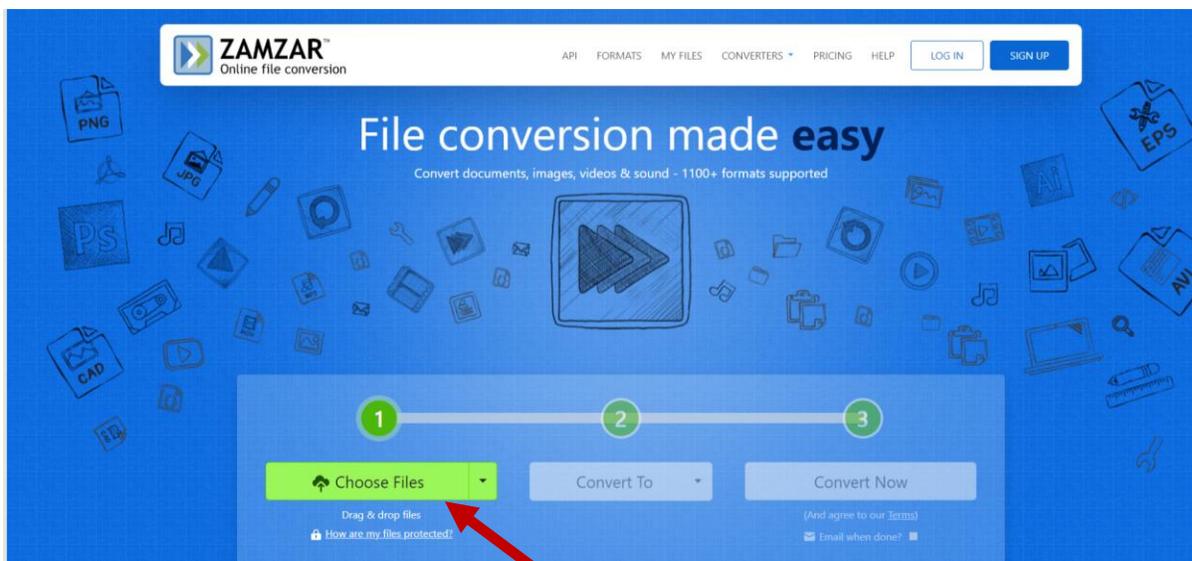
IF, you get a prompt saying Zamzar cannot compress your file (see below), you may need to convert your file to a .mov or .mp4 file first.



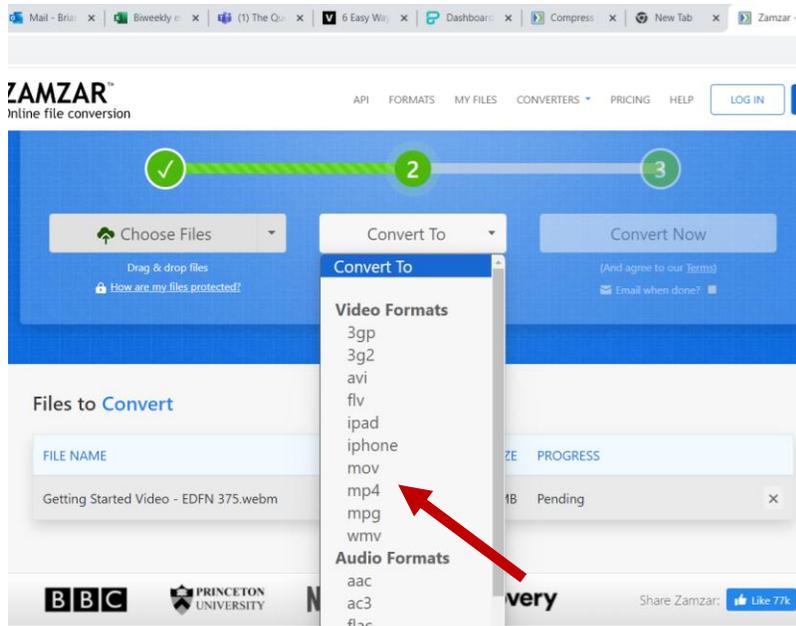
So...you will need additional steps...move onto Step 6.

Step 6: Go to <https://zamzar.com>

Step 7: Choose your File – you may Drag & Drop or select a location from the drop-down menu



Step 8: Select the format of the file you would like your video to be converted to. I recommend selecting .mov or .mp4 files.



Step 9: Select “Convert Now” after reviewing the Terms of Agreement (of course 😊)

Step 10: Download the converted file, and save the file with a new name

Step 11: Upload the converted file to ETS

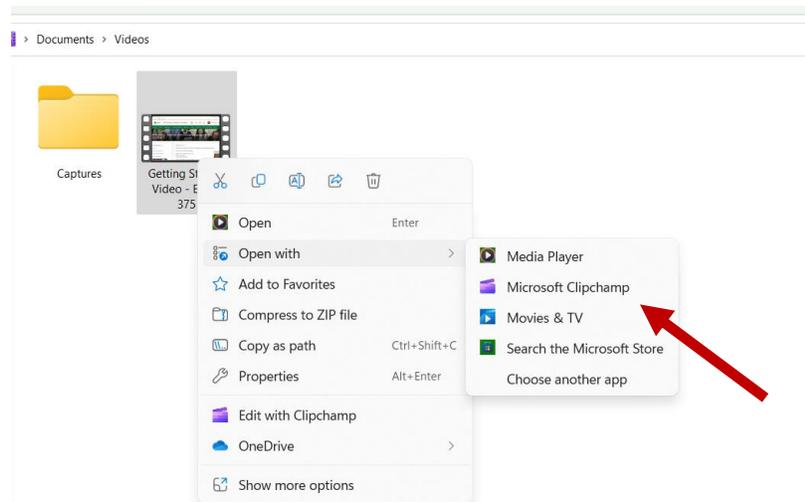
NOTE: Return to Step 1 and compress the video if this converted file is too large to upload

Option #3 – Editing the File

Step 1: Go to the file

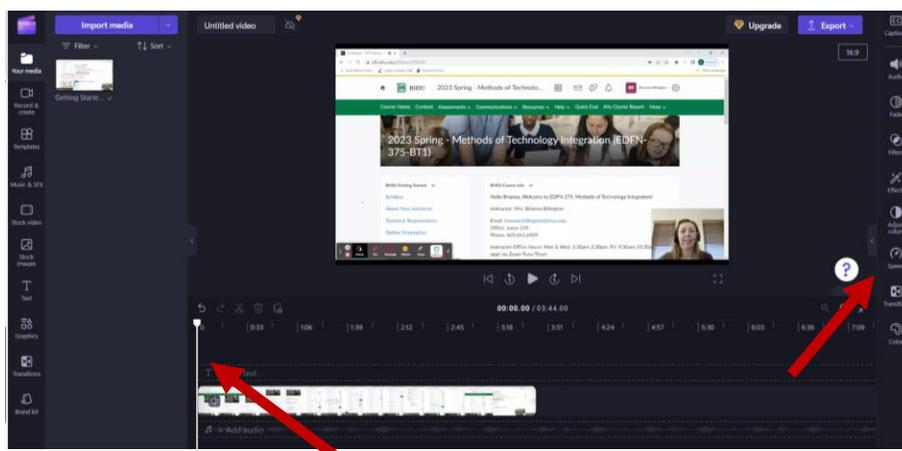
Step 2: Right-click on the file to bring up file options

Step 3: Select “Open with” and then Select “Microsoft MailChimp” (Free with your BHSU Yellowjackets account)

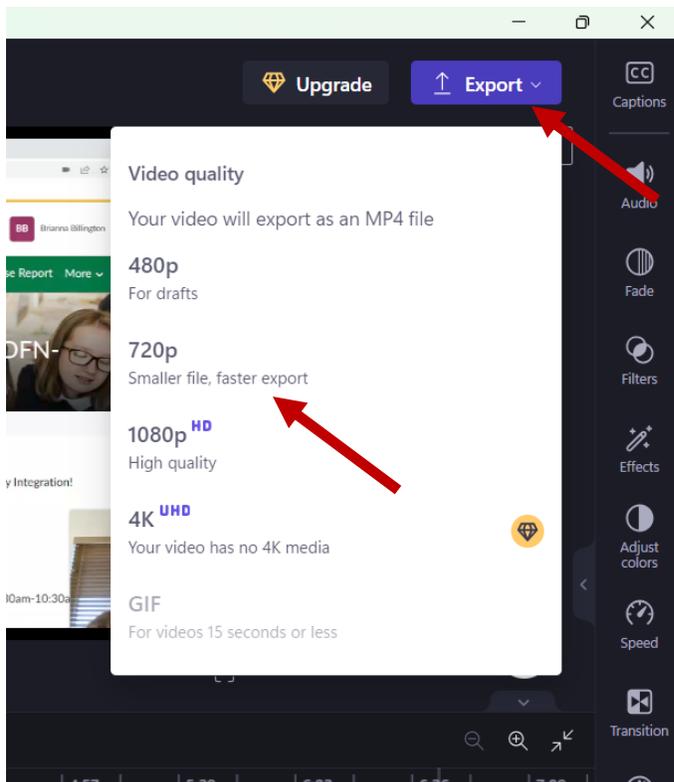


NOTE: If you have never used MailChimp before, you may need to add a few other steps here to start a FREE account, verify it with your email, provide some basic account information, and *then* you can get started with editing the file.

Step 4: Use the editing tools to perhaps shave off some unproductive video time at the start or end of your video or adjust the speed of the video. Try not to do TOO much editing as the videos should not be altered much. Please remember the ETS PPAT requirements for videos: You may have ONE fifteen-minute segment *OR* THREE five-minute segments combined into one video.



Step 5: When editing is complete, select “Export” in the upper right corner, and choose your video quality. Again, I recommend starting with 720p and only moving to 420p if the 720p file is still too large.



Step 6: Save your file to OneDrive (Yellowjackets account)

Step 7: Download the file from OneDrive

Step 8: Upload the edited and exported video to ETS

If you have tried each of these options without success or are struggling with one of these options, please reach out to Dr. Brianna Billington, BHSU Education Technology Instructor, for assistance [brianna.billington@bhsu.edu].