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"Educating Georgia's Future"

Georgia Department of Education

Office of Technology Service

FY 2021

Upload Video to Azure Media User Guide

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Video Upload to Azure Media Services

The videos are uploaded into the **Azure Portal** by the **Media Administrator** of the district or division. The videos that are uploaded will be visible amongst that department.

The files that are uploaded are going to be deleted from the server as soon as they are uploaded to the Azure Media Services and will be only available in the local File Server.

At the end of the Upload, you will be given a **Video Log Link** to check the status of the Upload.

Videos take time to upload so don't wait until the last minute. Factors like video size, quality, and internet speed all affect how long it takes to upload.

The step-by-step instructions will be provided in this user guide. Please feel free to contact [Technology Services](#) if you still experience any problems with accessing the video files.

Uploading Videos to Azure Media Services

Steps-by-Step Instructions to Uploading the Video Files on Azure Media Services

Below are the Steps to upload videos to Azure Media Services

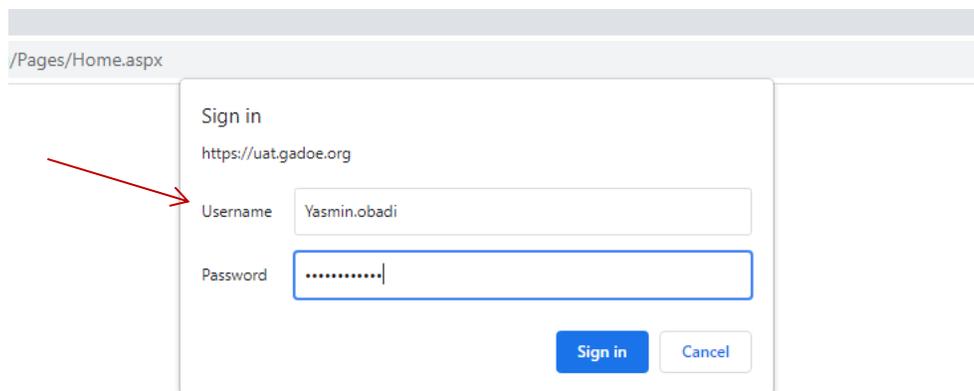
1. Log into GADOE Public Site - <https://www.gadoe.org>



2. Go to the end of the page and click on “Content Management Login” link located in the footer section of the site.

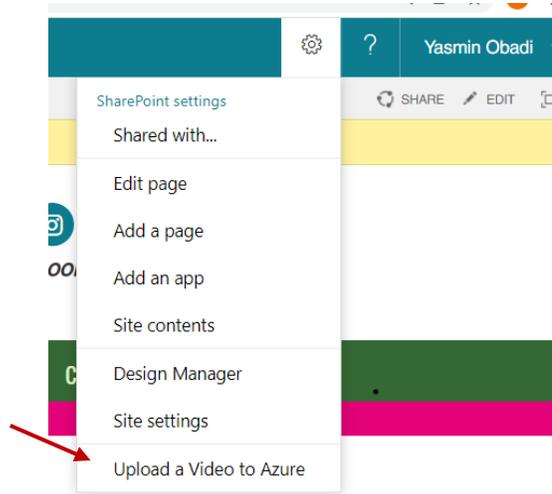


3. Sign in into the Application using your work email and Password



Uploading Videos to Azure Media Services

4. On top right side of the page, click on **SharePoint Setting** and choose the **“Upload a Video to Azure”** to start uploading the videos.



5. Provide the required information on the form

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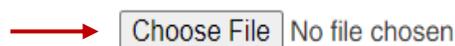
→

- Enter **First Name, Last Name**
- Enter **DOE Email address** (You will receive streaming URL to this email address so make sure you enter correct email address).
- Select **“Technology Services”** for Division Selection.

6. Upload Video files

- Select File(s) – **MP4 format only**. Multiple video files can be uploaded, and maximum upload size is **2GB**.

Multiple videos can be uploaded and maximum size is 2GB.



- Click **“Upload”** button to start the upload process.

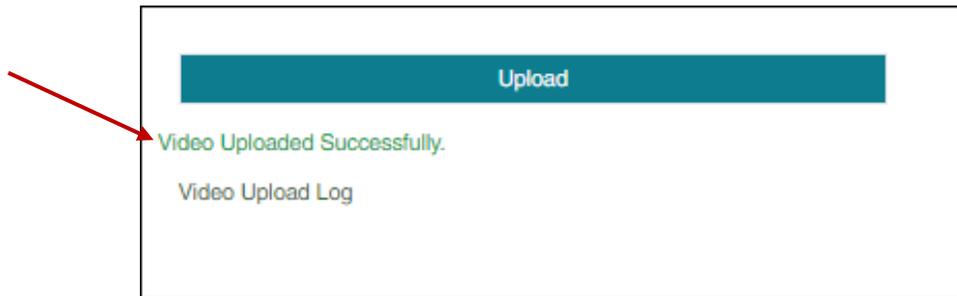


Uploading Videos to Azure Media Services

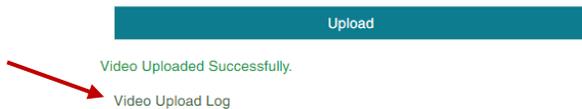
- The upload process may take a few minutes to complete depending on the speed of the network or the file size of the video – cursor will change from an arrow to blue circle



- When the Video Upload is completed, a message is displayed under the upload button - **“Video Uploaded Successfully”**.



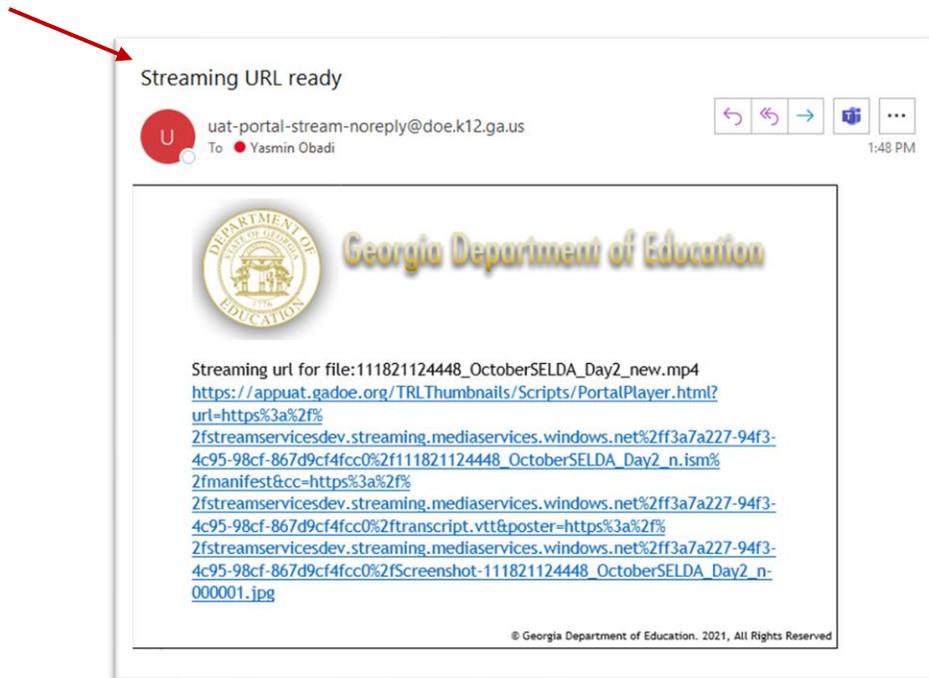
- History of the uploaded videos - You can check the status of uploaded videos and the history of all the uploads using **“Video Upload Log”** link. That is located below the status of completion message.



File upload date	File name	Status of upload	Video Link	Captions	Uploaded By	Division	Action
11/22/2021 9:39:12 PM	112221093906_FY22PLSeries_Strategies_Promoting_Attendance20211110_140135MtgRec.mp4	QUEUED			Yasmin Obadi	Technology Services	
11/22/2021 5:43:08 PM	112221054301_FY22PLSeries_Strategies_Promoting_Attendance20211110_140135MtgRec.mp4	PROCESSED			Yasmin Obadi	Technology Services	
11/22/2021 5:43:01 PM	112221054245_10 Nov 2021Making Language Visible to EL Subgroups.mp4	PROCESSED			Yasmin Obadi	Technology Services	

Uploading Videos to Azure Media Services

10. Verifying Video on Azure – An email with the URL for the Videos sent to the email provided during the upload. Email will be sent with the Subject “**Streaming URL ready**”.



Download User Guide - PDF

The user guide will be available on the main page for download. Please save it on your drive if you needed for reference.

