

## Uploading Video Content to Program and Courses

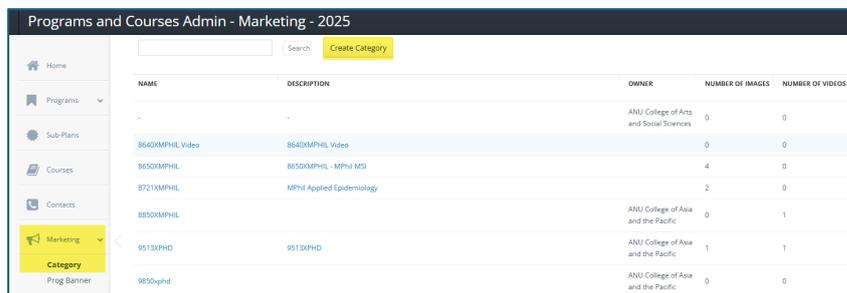
The Program and Courses website allows for the optional addition of video content on individual Course or Program/MMS pages. This content is neither produced nor managed by the ASQO Programs, Courses and Reporting team and is not considered to be part of the 'approved and accredited' content of the rules. Please ensure that any content complies with all ANU policy and procedure as well as with relevant legislative requirements, particularly CRICOS. Any non-compliant content may need to be removed without notice.

If you require access to the P&C Admin Portal you can apply for it via the form available on this webpage: [Student Administration System | Services](#). Be aware that the number of staff who have P&C (Publish) access may be limited in each College and access will require approval by College Student Administration Manager (SAM).

If you have any problems with access, please log a ticket via the [IT service desk](#).

### Uploading a video to P&C via the Admin portal – step by step guide

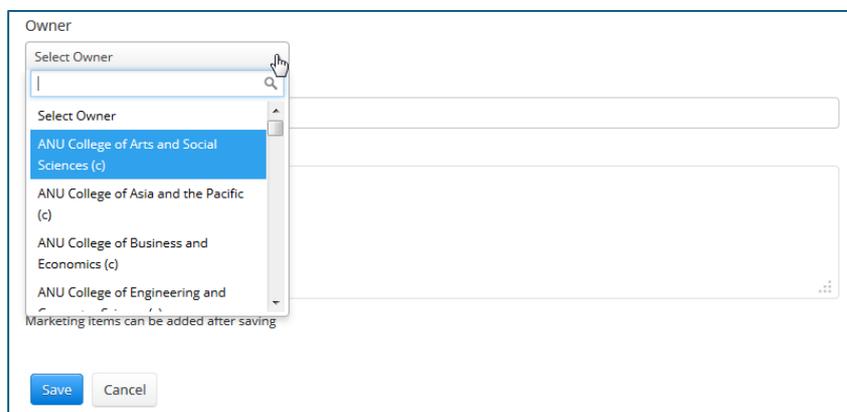
1. Open P&C Admin portal <https://admin.programsandcourses.anu.edu.au/>
2. Go to the Marketing Page and click on the **Create Category** button.



The screenshot shows the 'Programs and Courses Admin - Marketing - 2025' interface. It features a sidebar with navigation options: Home, Programs, Sub-Plans, Courses, Contacts, Marketing (selected), and Category. The main content area displays a table with columns: NAME, DESCRIPTION, OWNER, NUMBER OF IMAGES, and NUMBER OF VIDEOS. The table contains several rows of data, including categories like '8640XMPHIL Video', '8650XMPHIL', '8721XMPHIL', '8850XMPHIL', '9513XPHD', and '9850xphd'.

NAME	DESCRIPTION	OWNER	NUMBER OF IMAGES	NUMBER OF VIDEOS
-	-	ANU College of Arts and Social Sciences	0	0
8640XMPHIL Video	8640XMPHIL Video		0	0
8650XMPHIL	8650XMPHIL - MPhil MSI		4	0
8721XMPHIL	MPhil Applied Epidemiology		2	0
8850XMPHIL		ANU College of Asia and the Pacific	0	1
9513XPHD	9513XPHD	ANU College of Asia and the Pacific	1	1
9850xphd		ANU College of Asia and the Pacific	0	0

3. **Select Owner** by choosing your College from the dropdown menu.



The screenshot shows a dropdown menu titled 'Owner' with a search bar and a list of colleges. The 'ANU College of Arts and Social Sciences (c)' is selected. Below the list, there is a note: 'Marketing items can be added after saving'. At the bottom, there are 'Save' and 'Cancel' buttons.

Owner

Select Owner

Select Owner

ANU College of Arts and Social Sciences (c)

ANU College of Asia and the Pacific (c)

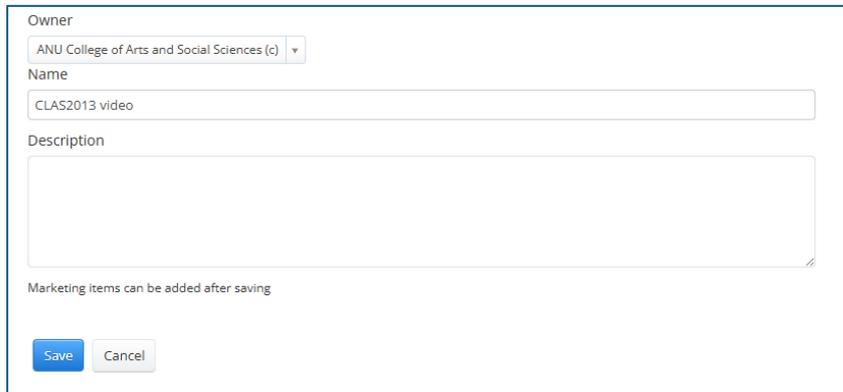
ANU College of Business and Economics (c)

ANU College of Engineering and

Marketing items can be added after saving

Save Cancel

Then enter the **Name** of the marketing item. Be sure to use a meaningful Name so you know what the marketing category contains. You can choose to add a video description, which will be published, but it is not required.



Owner  
ANU College of Arts and Social Sciences (c)

Name  
CLAS2013 video

Description

Marketing items can be added after saving

Save Cancel

4. Click **Save** to confirm creation of the new category.



Owner  
ANU College of Arts and Social Sciences (c)

Name  
CLAS2013 video

Description

Marketing Items

MARKETING INFORMATION	CONTENT	STATUS
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Save Cancel

5. Click the **Add Item** button to be taken to the new item page.

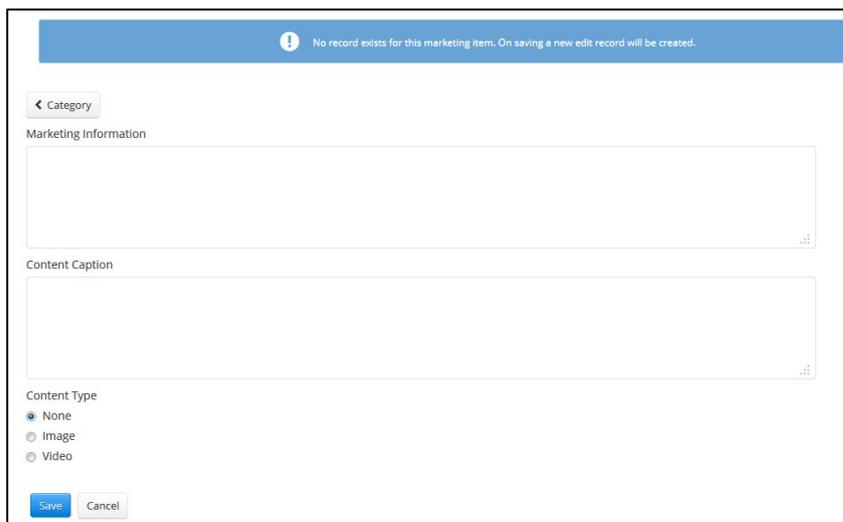


Marketing Items

MARKETING INFORMATION	CONTENT	CAPTION	STATUS
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+ Add Item

6. A new item page will be displayed.



No record exists for this marketing item. On saving a new edit record will be created.

< Category

Marketing Information

Content Caption

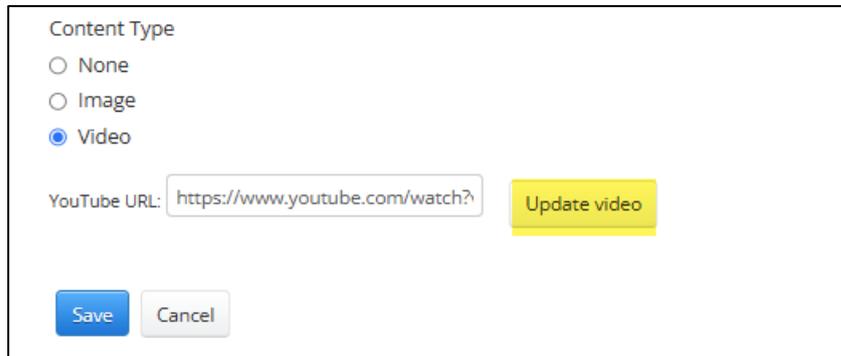
Content Type

None  
 Image  
 Video

Save Cancel

7. To add a video, select the video button, paste in the YouTube video URL and click on **Update video** button.

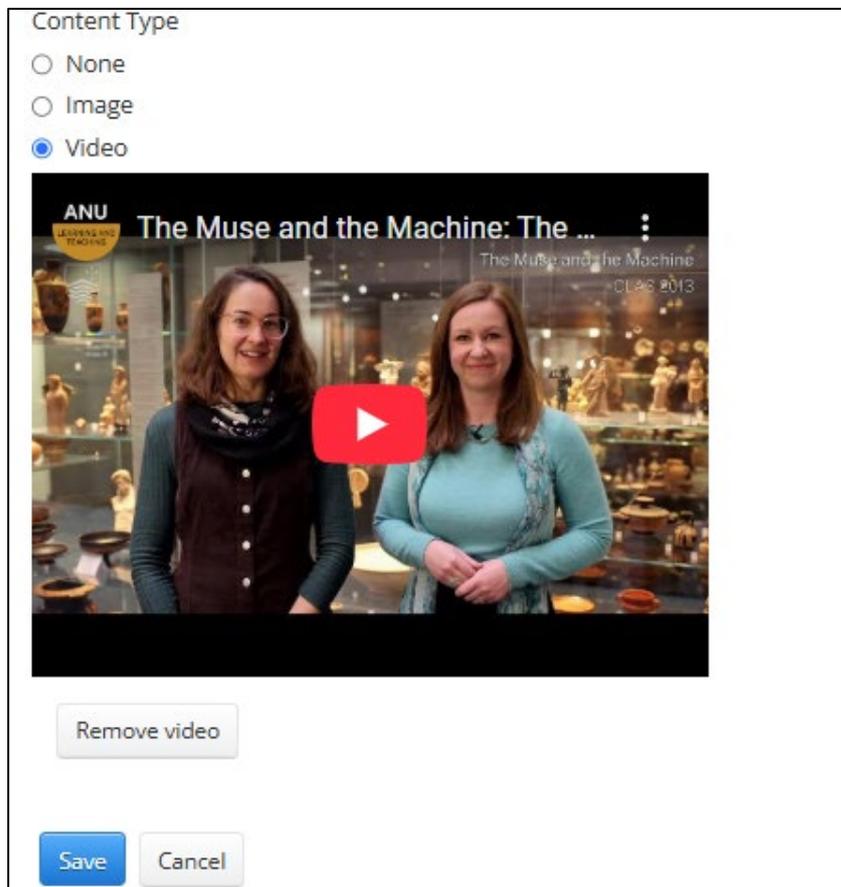
8. Video is a YouTube video from the ANU YouTube channel and is added as follows:



The screenshot shows a dialog box with the following elements:

- Content Type** section with three radio buttons:  None,  Image, and  Video.
- A text input field labeled "YouTube URL:" containing the text "https://www.youtube.com/watch?".
- A yellow button labeled "Update video" to the right of the URL field.
- At the bottom, there are two buttons: a blue "Save" button and a grey "Cancel" button.

9. The video will then be imported and a still displayed:

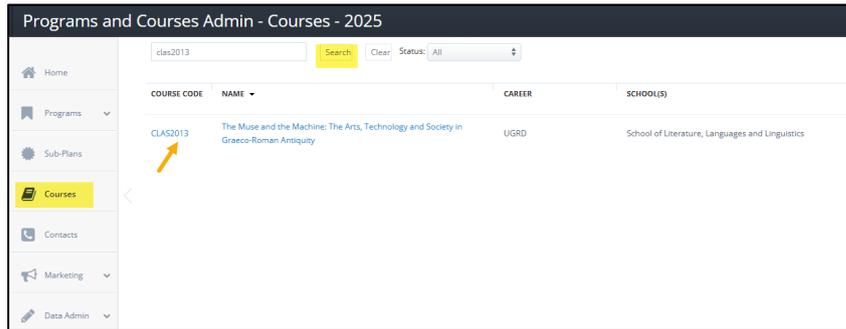


The screenshot shows a video player interface with the following elements:

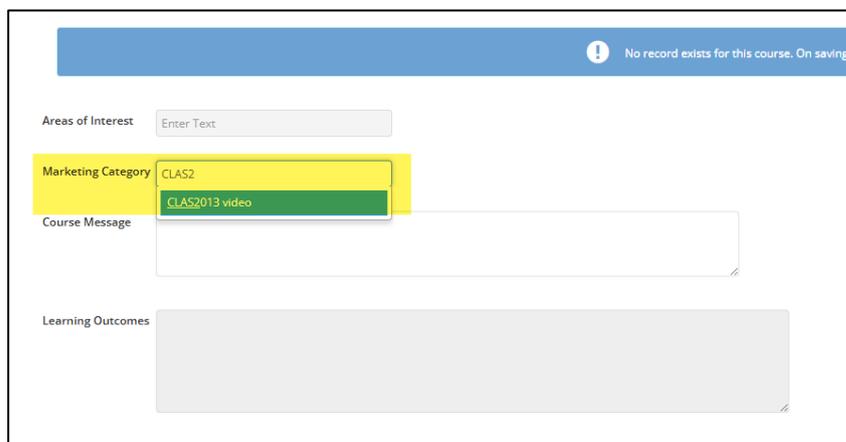
- Content Type** section with three radio buttons:  None,  Image, and  Video.
- A video player showing a still image of two women in a museum setting. The video title is "The Muse and the Machine: The ..." and it includes the ANU logo and "CLASS 2013". A red play button is overlaid on the video.
- A grey button labeled "Remove video" below the video player.
- At the bottom, there are two buttons: a blue "Save" button and a grey "Cancel" button.

10. Click the **Save** button at the bottom of the page, then after it is saved, click the **Publish** button.

11. To attach the video to a course, go to **Courses** and **Search** for the correct course using its alphanumeric code, and click on the course code:



12. Type the video title in the Marketing Category field and choose from the dropdown.



13. Click the **Save** button at the bottom of the page, then after it is saved, click **Publish** button. You will then be able to view the video displayed on Programs and Courses:

