

SOP on Adding YouTube Video Links to the Faculty Website

Department of Medical Education

Faculty of Medicine

UWUSL

STANDARD OPERATING PROCEDURE

Faculty of Medicine, Uva Wellassa University

SOP ON ADDING YOUTUBE VIDEO LINKS TO THE FACULTY WEBSITE

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FACULTY OF MEDICINE, UVA WELLASSA UNIVERSITY

1. PURPOSE

This Standard Operating Procedure (SOP) provides a clear, step-by-step guide for adding new YouTube video links to the Faculty of Medicine website of Uva Wellassa University. It is intended for Demonstrators and technical staff responsible for maintaining the YouTube Video Library page on the faculty website.

2. SCOPE

This SOP covers the following tasks:

- Logging in to the WordPress administration panel.
- Navigating to the correct page for the YouTube Video Library.
- Retrieving the required information from a YouTube video.
- Adding a new video entry for the relevant department.

3. PRE-REQUISITES

Before proceeding, ensure the following:

- You have a valid WordPress administrator or editor username and password.
- The YouTube video you wish to add has already been uploaded and is set to Public or Unlisted on YouTube.
- You know which department the video belongs to.

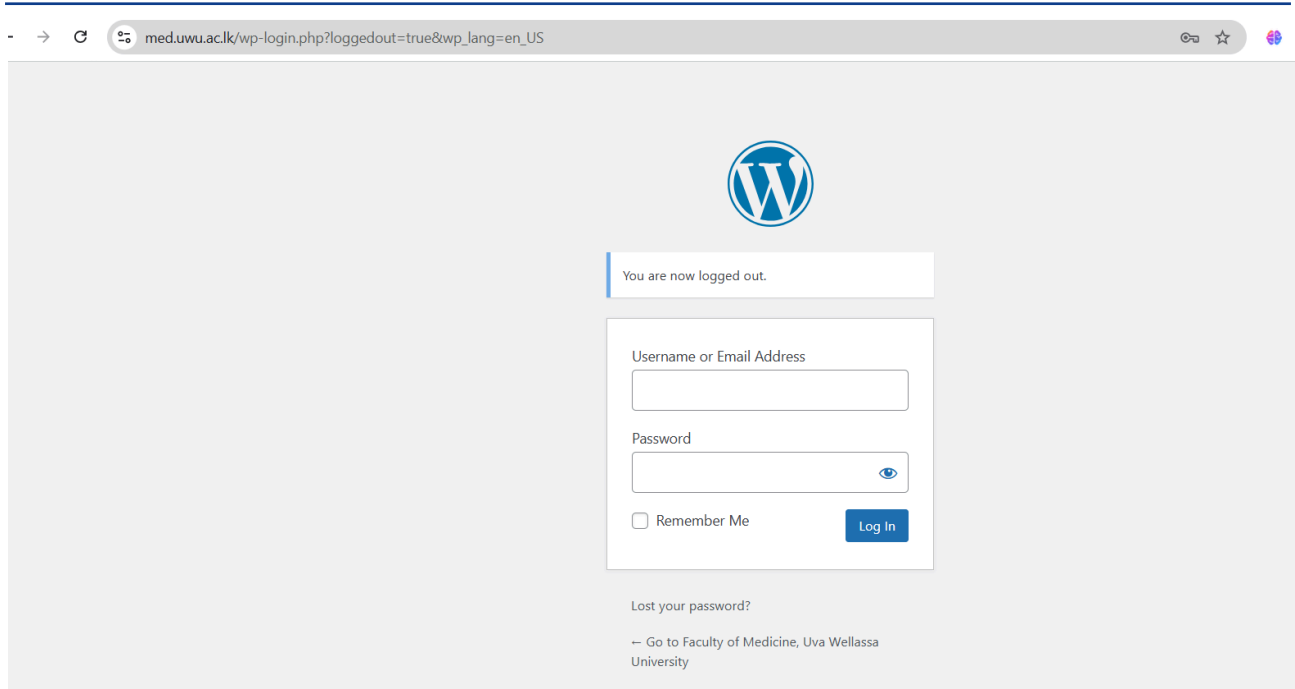
4. PROCEDURE

Step 1 – Log in to the WordPress Admin Panel

1. Open a web browser on your computer or tablet.
2. Go to the following URL:

<https://med.uwu.ac.lk/wp-admin>

3. Enter your WordPress Username and Password in the login fields.
4. Click the "Log In" button.



med.uwu.ac.lk/wp-login.php?loggedout=true&wp_lang=en_US

You are now logged out.


Username or Email Address

Password

Remember Me

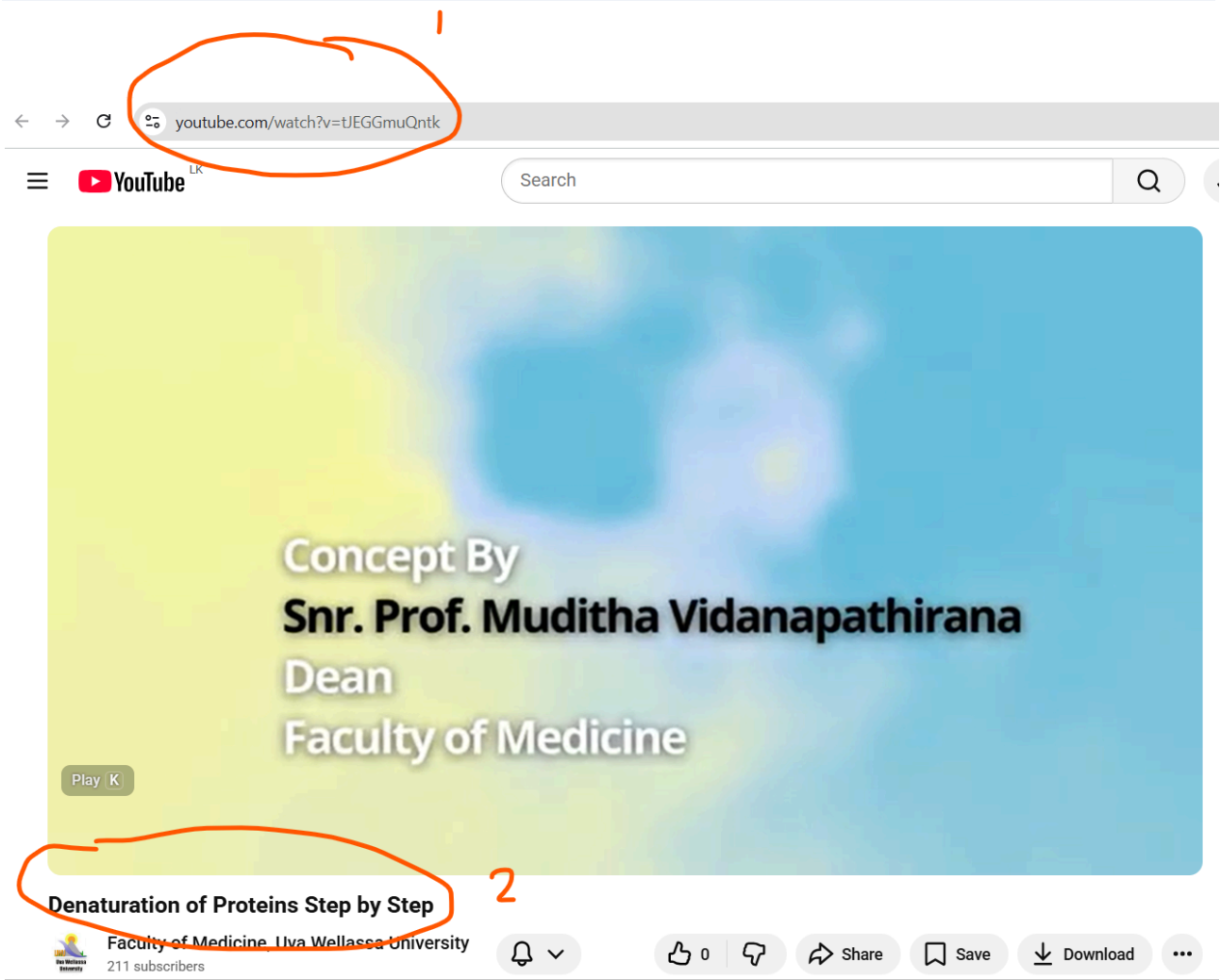
Lost your password?

[Go to Faculty of Medicine, Uva Wellassa University](#)

 **Note:** If you do not have login credentials, contact the System Analyst (FAS) before proceeding.

Step 2 – Get the Required Information from the YouTube Video


Before adding the video, you need to collect three pieces of information from YouTube. Open the YouTube video in a new browser tab.



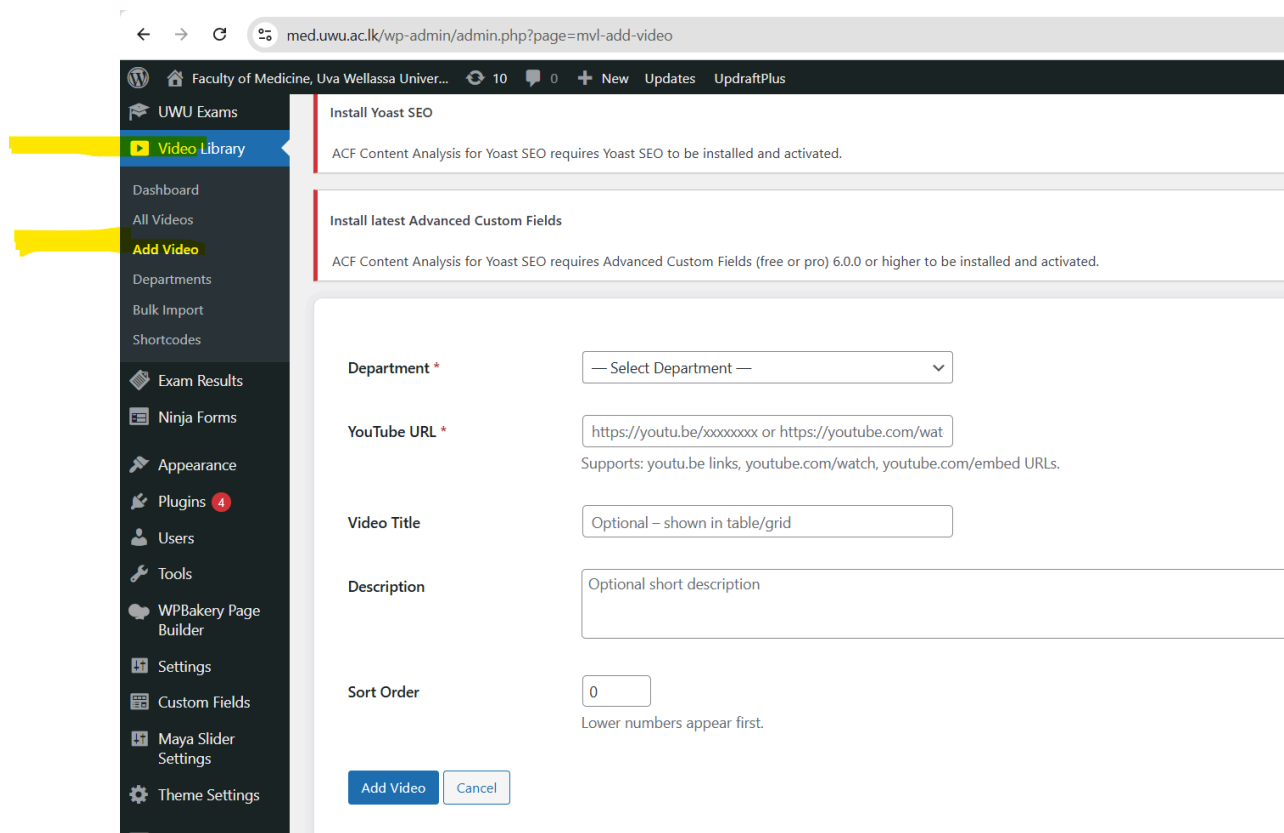
Field	Description	Example
YouTube URL	The full URL from the browser address bar when the video is open.	https://youtu.be/cEF_IQnuEm4
Video Title	The title displayed at the top of the YouTube video page. Copy it exactly.	Anatomy of the Human Heart
Department	The medical department this video belongs to. Match the name in the website.	Department of Anatomy

To copy the YouTube URL:

- Click on the browser address bar at the top of the screen. The full URL will be highlighted.
- Press Ctrl + C (Windows) or Cmd + C (Mac) to copy it.
- Alternatively, right-click on the video and select "Copy video URL".

 **Note:** Accepted YouTube URL formats: youtu.be/xxxxxxx | youtube.com/watch?v=xxxxxxx | youtube.com/embed/xxxxxxx. All formats are supported by the plugin.

Step 3 – Add the Video in the WordPress Video Library




5. In the WordPress Dashboard left sidebar, click on "Video Library".
6. From the sub-menu, click "Add Video".
7. The Add New Video form will appear. Fill in the fields as follows:

Form Field	What to Enter
Department *	Select the correct department from the dropdown list (e.g. Department of Anatomy).
YouTube URL *	Paste the YouTube URL you copied in Step 3. A thumbnail preview will appear automatically.
Video Title	Enter the title of the video as it appears on YouTube.
Description	A short one-line description of the video content. (Optional.)
Sort Order	Leave as 0 unless you need to control the display order within the department.

** Required fields.*

8. Click "Add Video" to save.

 **Note:** A green confirmation message will appear at the top of the page confirming that the video was added successfully.

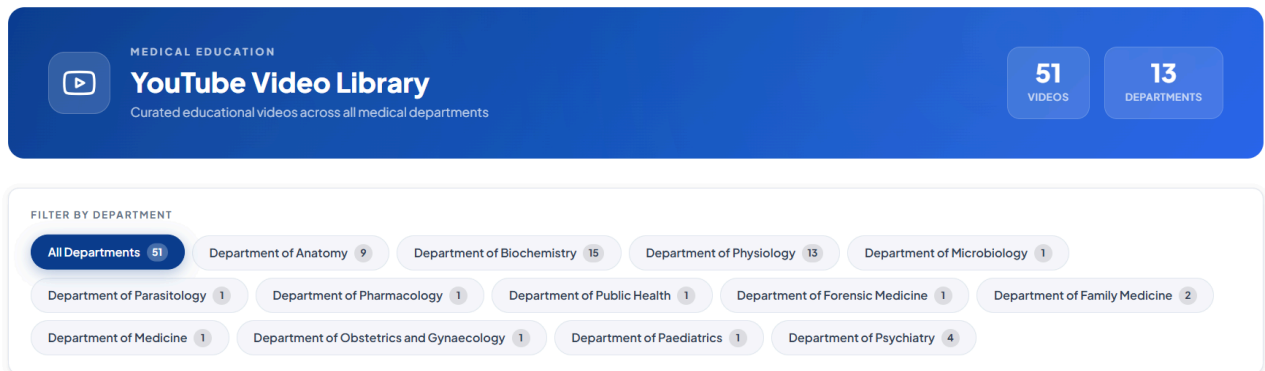
Step 5 – Verify the Video on the Public Website

9. Open a new browser tab and go to the YouTube Resources Library page on the faculty website.

<https://med.uwu.ac.lk/youtube-resources-library/>


10. Locate the department section and confirm the new video appears in the correct position.
11. Click the thumbnail to confirm the video plays correctly in the pop-up player.

YouTube Resources Library



The screenshot shows the 'YouTube Resources Library' page. At the top, there is a blue header with a YouTube icon, the text 'MEDICAL EDUCATION YouTube Video Library', and the subtitle 'Curated educational videos across all medical departments'. To the right of the header, there are two buttons: '51 VIDEOS' and '13 DEPARTMENTS'. Below the header is a 'FILTER BY DEPARTMENT' section with a grid of buttons for each department and the number of videos available. The 'All Departments' button is highlighted in blue.

Department	Number of Videos
All Departments	51
Department of Anatomy	9
Department of Biochemistry	15
Department of Physiology	13
Department of Microbiology	1
Department of Parasitology	1
Department of Pharmacology	1
Department of Public Health	1
Department of Forensic Medicine	1
Department of Family Medicine	2
Department of Medicine	1
Department of Obstetrics and Gynaecology	1
Department of Paediatrics	1
Department of Psychiatry	4

 **Note:** If the video does not appear immediately, try refreshing the page (Ctrl + F5 / Cmd + Shift + R) to clear the browser cache.

4. TROUBLESHOOTING

Problem	Solution
"Error: Invalid YouTube URL"	Check that the full URL was pasted correctly. Ensure there are no extra spaces. Try copying the URL again directly from the YouTube address bar.
Thumbnail does not appear after pasting URL	Ensure the YouTube video is set to Public or Unlisted (not Private). Wait 5 seconds after pasting – the preview loads automatically.
Video appears in wrong department	Go to Video Library → All Videos, find the video, click Edit, and change the Department dropdown to the correct one. Click Update.
Cannot log in to WordPress	Check that Caps Lock is not on. If you have forgotten your password, click "Lost your password?" on the login page or contact the IT Technical Officer.
Video does not appear on the public page	Refresh the public page with Ctrl+F5 (Windows) or Cmd+Shift+R (Mac). Check that the video was saved – go to Video Library → All Videos to confirm it is listed.

5. QUICK REFERENCE CHECKLIST

Use this checklist each time you add a new video:

- Log in to WordPress Admin (<https://med.uwu.ac.lk/wp-admin>)
- Go to Video Library → Add Video
- Open the YouTube video in a separate browser tab
- Copy the YouTube URL from the address bar
- Copy the Video Title from the YouTube page
- Identify the correct Department
- Paste the URL into the YouTube URL field in WordPress
- Confirm the thumbnail preview appears
- Enter the Video Title and select the Department
- Click "Add Video" and confirm the success message
- Visit the public website and verify the video appears in the correct department

7. DOCUMENT CONTROL

Version	Date	Author	Changes
1.0	2026-03-26	System Analyst (FAS)	Initial version

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