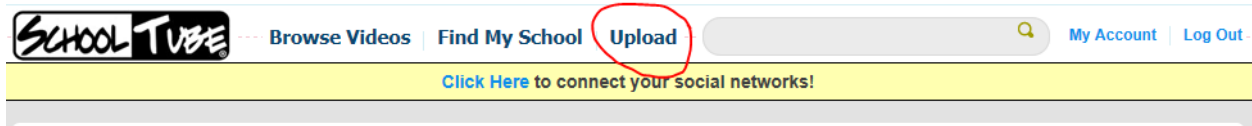


Uploading a video to SchoolTube

Log In to SchoolTube. If you have not created a SchoolTube account, please follow the step-by-step instructions [here](#).

Click: **Upload** in upper-middle of screen.



Create: **Video Title**. This should be descriptive of what the video highlights.

Create: **Video Description**. This is include teacher name, school, and grade, when applicable.

Option, create: **Tags**. Tags are **optional** labels for the video. These should be simple and generic labels. We will have our own filtering system, so this is not a necessary step.

Option, select: **Category** and **Subcategory**. These are **optional**. Most videos will fall under the category and subcategory listed below.

Upload a Video

Video Details

Video Title	<input type="text" value="NumberGridSentenceFrames"/>
Description	<input type="text" value="KelliPetrick-Lenox-Gr3"/>
Tags	<input type="text" value="Math"/>
Category	<input type="text" value="Academics & Education"/> ▼
Subcategory	<input type="text" value="Professional Development"/> ▼

Select: **Just My School**. All videos in this collection must have this Video Privacy Setting to meet security guidelines for sharing videos with students.

Video Privacy Settings

<input type="radio"/> Public	Anyone can find and watch this video.
<input checked="" type="radio"/> Just My School	Only people from my school can watch.

Option: Select a Moderator.

Once your account has been approved (1-2 business days), you should leave this field as “Select a Moderator” and not use the drop down menu. Your videos will automatically be approved.

Select a Moderator

Moderator Name

A moderator is a teacher or administrator at your school who can approve your video. Once it has been approved, it will appear on your SchoolTube channel.

Until your account has been approved, select **HSD Learning** as the Moderator. This will send an email to the HSD Verge team to make the video available.

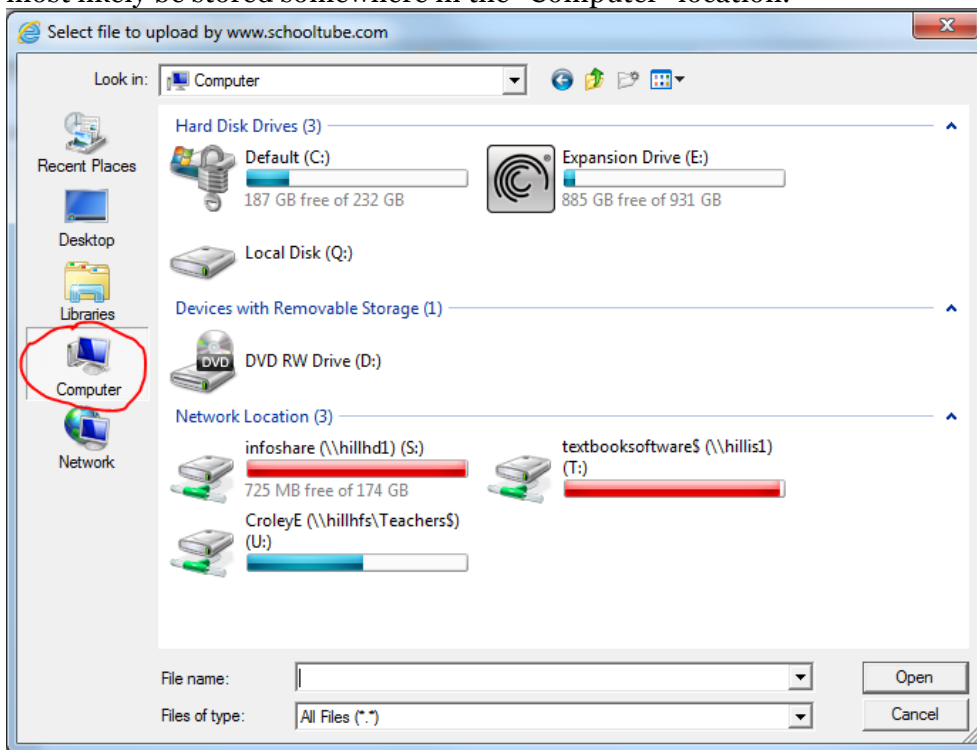
Select a Moderator

Moderator Name

A moderator is a teacher or administrator at your school who can approve your video. Once it has been approved, it will appear on your SchoolTube channel.

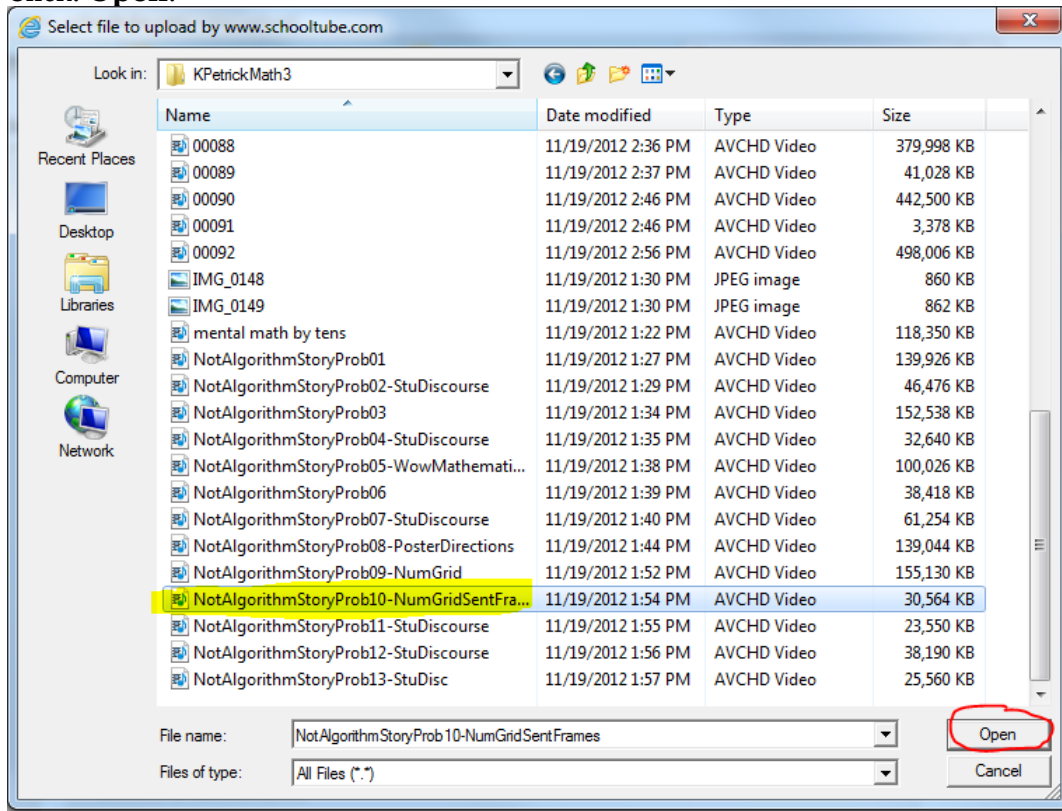
Click: Select File.

This will open a Windows Explorer menu from which you can select your video. Your video will most likely be stored somewhere in the “Computer” location.

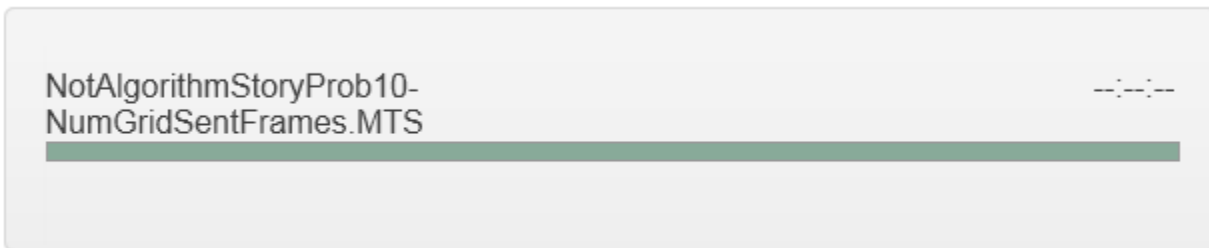


Select your video file.

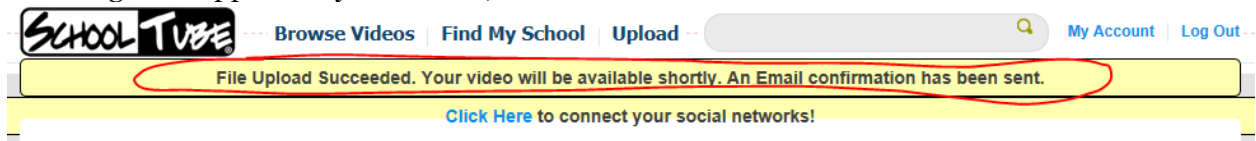
Click: **Open**.



Once loaded, the green bar will be completely full, **and**



a message will appear on your screen, **and**



you will receive a confirmation email with a link to the video.

To: Croley, Erin

A video was just successfully uploaded. It should be available here once processed and approved:

<http://www.schooltube.com/video/88a87b07ed90472098c2>

Note: Please make **all** information about your video is filled out correctly **before** selecting the video. Once the video is selected, you cannot easily go back to change this information.