



TITLE:

“Uploading a Video”





Helpful Hints

How do I upload a video?

- 1) First you must create a free SchoolTube account.
- 2) To get your video up on the web follow the ten easy steps below:

10 Easy Steps to Put Your Video On SchoolTube

1. Login to site.
2. Click the 'Upload Video' tab.
3. Click the 'Browse' button. Select the video file you want to upload and click 'Open'.
4. Click the 'Next' button.
5. Enter a title for your video and put it in the 'Title' box.
6. If your video has a description, fill it in.
7. Please enter keywords (separated by a space) into the 'Search Tags' box.
8. Once you've filled in all the information, click 'Next'.
9. Choose the Channel and Program where you would like your video to appear and click 'Next'.
10. Click 'Upload'.

That's it! After your video has been uploaded, it will need to be approved by a moderator. Once it's approved, your video will be live on SchoolTube! If you are a moderator, the video is automatically approved.