



## Helpful Hints

### How to Moderate Media on SchoolTube.com A Step-by-Step Guide

1. Go to the SchoolTube Moderator Panel (You can get there by logging in to SchoolTube.com and clicking on the "Moderate" tab in the top right.)
2. The Moderator Panel is an advanced moderation search. From here you can find what videos and pictures you have moderated or you have waiting for your moderation. Results for the search will appear at the bottom of the page.

The search can organize your school or organization's media by:

- all videos.
  - all pictures.
  - media title.
  - a specified range of submission dates.
  - who uploaded the media.
  - media of any status: pending, approved, or denied
  - Keyword.
  - or a combination of the above.
3. You have the option to review a single piece of media, or multiple pieces of media at a time. To review a single piece of media, click on the media title which will take you to the "Review Screen" (see step 5).
  4. To review multiple pieces of media, click the checkbox next to each piece of media that you would like to moderate, and click "Moderate Selected" at the bottom of the screen. This will take you to the "Review Screen".
  5. Media "Review Screen"

Watch the video and look and listen (or look at the picture) for inappropriate content which could include:

- excessive foul language
- adult situations
- nudity
- sexual content
- any copyright audio, images, or video



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- positive references to drug or alcohol use
- positive reference to illegal activity (with no repercussions)

For a more complete reference, see SchoolTube's Video Standards found on the [Resources](#) page.

6. Check to see if the category placement is appropriate.
7. Read the Title, Keywords, and Description, please be sure to watch for:
  - internet safety issues (like a student using their first and last name).
  - any foul language.
  - sexual language.
  - references to drugs, gangs, alcohol, or other illegal activities.

If you need help trying to decide what is or is not appropriate for SchoolTube, please see SchoolTube's Video Standards found on the [Resources](#) page which give you guidelines for both journalism and creative content. If you still can't make a decision talk it over with the student and come up with a compromise that would make the content appropriate.

8. Write any comments you may have about your decision in the "Comments" box. If you would like to share your comments with the student check the box next to "Share with Owner". These comments will appear in the email that is sent to the student notifying them of the approval or denial of their media.
9. Use your best judgment; remember the whole SchoolTube community is counting on you!
  - If everything is appropriate, click on "Approve" and "Save" or "Save and Continue". — The video is now on SchoolTube!
  - If there is something inappropriate, click on deny. — An email is sent to the student notifying them that their video needs to be changed before it will be allowed on SchoolTube.
10. Click on "Save" or "Save and Continue" to return to the Moderator Panel, or continue to the next item in your review.