# How To Upload a Video to Your School Account

An Institute Guide for Instructors
*(Time to complete 10 min or less – Depends on length of video and file size uploaded)*

Once you have your school account setup, you can upload content such as audio, images and videos to it. This step will detail how to add a video to your account on the institute.

- Make sure you are using the institute as your school account by checking the top of the page (as shown in the previous step).
- Underneath your account name in the upper right-hand corner of the institute, you will see an "Upload" menu item.
- Hover over "Upload" to see your list of options and select "Upload New Video".
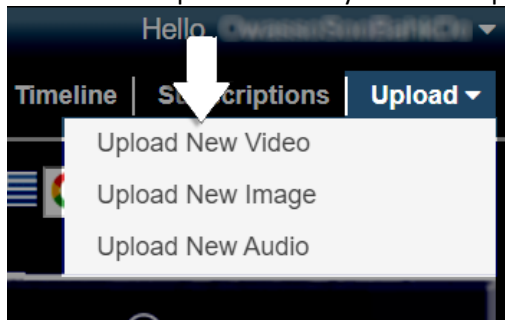
You will now see a page with an upload video section as well as tips. You can use this section to Embed a video buy pasting the URL to an existing video on another platform like YouTube, or you can upload a new video. To upload a new video, you can either browse for a video on your PC using Windows Explorer or Finder on a Mac. You can drag that video into the "Upload a new video" area, or you can click in the area to see a file upload dialog.

- Click on the "Upload a new video" box
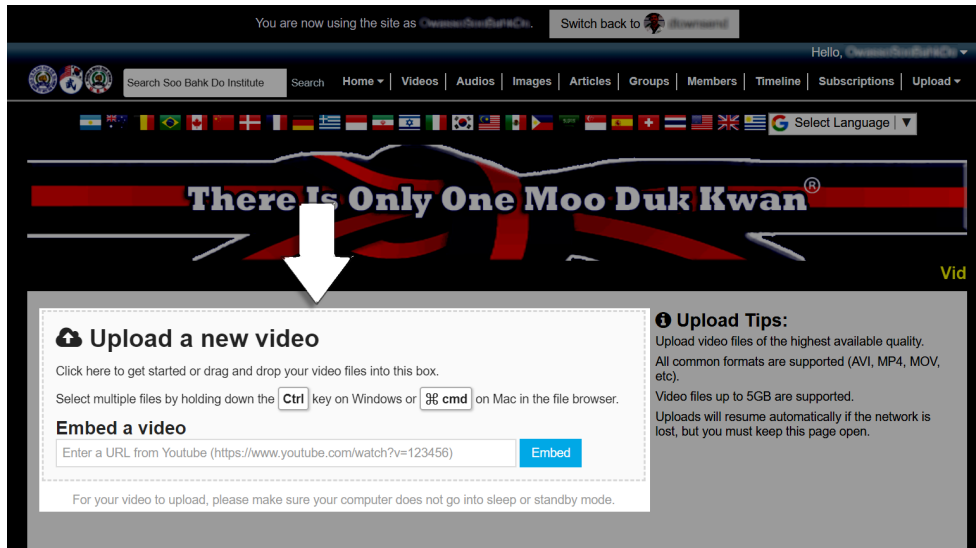
- You should be presented with a window you can use to select a file. (The picture below shows a Chrome File Upload window in Dark Mode. Yours may look different, but the functionality should be the same.)
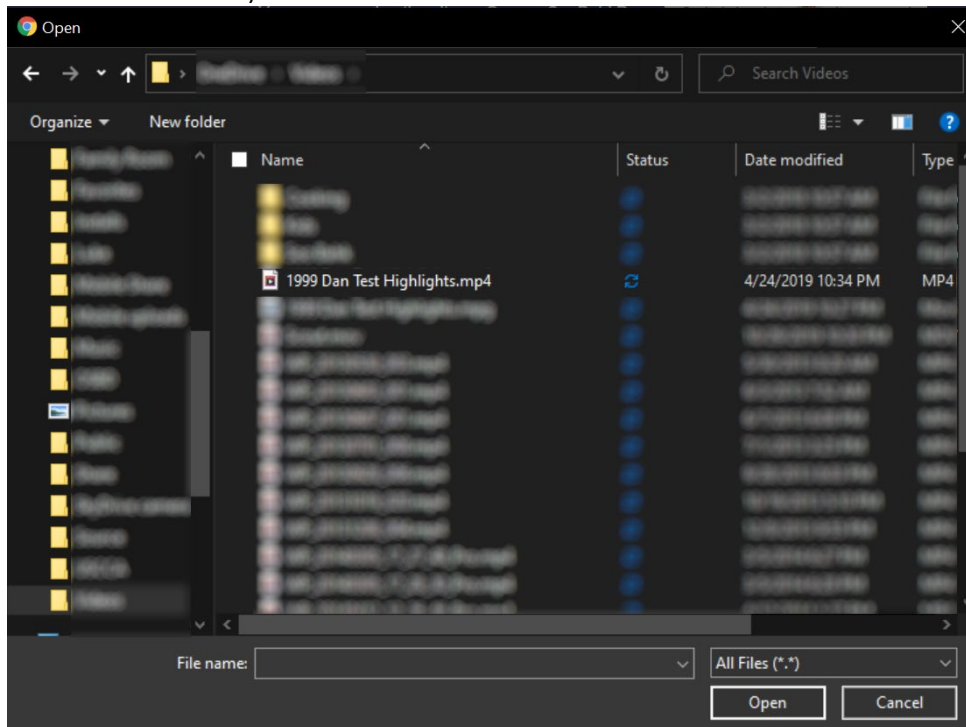
- Select the video you like and click Open at the bottom of the window. (Some windows may show "Ok" or "Save".) **You must use good judgement. Do not upload videos that are not appropriate or that you would not want officials and moderators to see.**

- Now you may see a brief box with a spinning image, then you will see the page you were on before, except there will be additional items under the "Upload a video" box.   (Unless auto-moderation is active you may also get an email stating that the video is pending moderation.)

- The new items you see will display the status of the upload and several other fields for you to fill out.
  - o Note: there will be a short delay while your video is converted into multiple formats for all different devices. We have upgraded the Institute's transcoding ability to industrial strength similar to YouTube so the delay should be short until your video is ready. You can monitor the conversion progress via the indicator in the left-hand menu
- Once the video is uploaded, it will show on the upload page

Adding Details to Your Video

Now that the video is uploaded, you need to provide information about it. Each field is listed below with details to help you choose what to select.

- The first field, "Choose the purpose for this upload:" allows you to select from several options which have no effect on visibility or access because this is just a note for reference.
- These options allow you to basically tell the moderator what the purpose of the video is and who you would like access to the video. Most often, and for the purpose of this instruction, set this value to "For Non Members & Members". You use other fields on this form to restrict access.
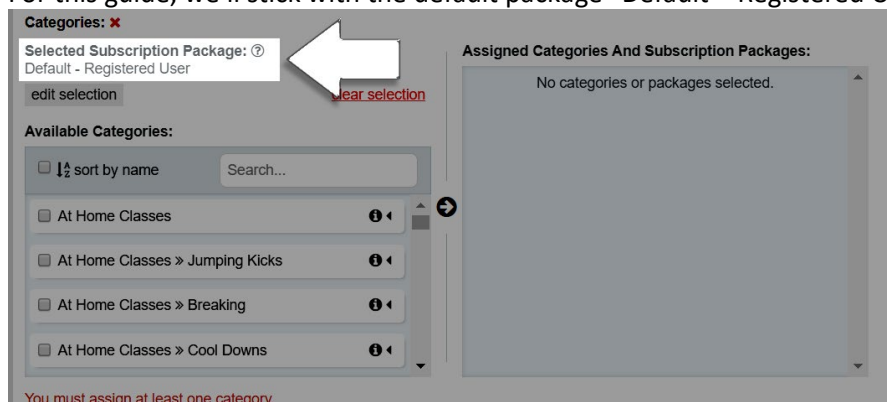

- Next, fill out the Title and Description fields.

After you fill out the Description field, it's time to set the Package and Categories. This portion lets you target your audience from a subscription level. The default Package is "Default – Registered User". This means that someone must have registered for an account before they can see your video. This is the recommended default for uploading videos for your school. If you would like, you could choose a different package to limit the access to a subscription level. For example, if you choose the "White Belt" category. This selection means that only those who have a White Belt subscription or a subscription that contains White Belt, may view it. There are MANY options to choose from here.

- For this guide, we'll stick with the default package "Default – Registered User".

- If the page doesn't show as in the image above, it may be that default is checked and you need to click the blue "Next" button that would appear beneath the "Selected Packages" window on the left. Clicking the "Next" button selects the package.


Once you select the package, you **must** add at least one Category such as "At Home Classes" or "History".

- Use the "Available Categories" section to select at least one Category. There are HUNDREDS of options here. You can filter the list by typing the name in the search box above. For this video, I want to use the "History" category.

- Your search could return multiple options. Each option may have a subscription requirement. To check this, you can click the information ("i") Icon on the right of the result.
- Once you click this, you can view the subscription requirement beneath the option.
- For example, I clicked the information icon for "Moo Do Values >> 01 History" and can see that there are restrictions here that I don't want
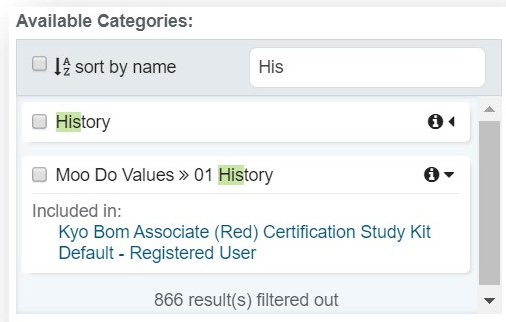
- However, if I click the information icon next to History, this has the right level for what I need for this video
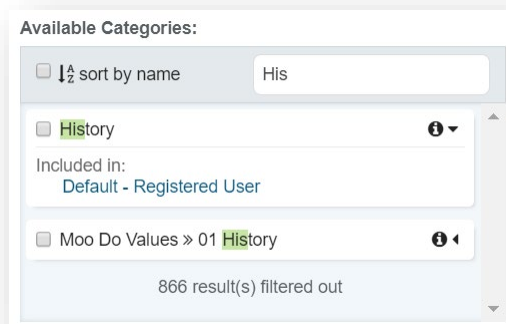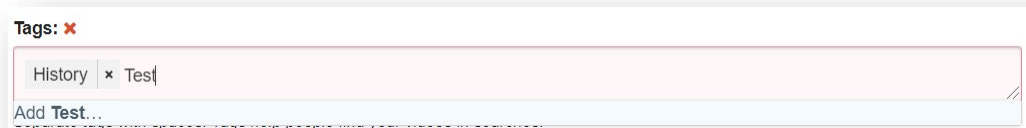

- Click the checkbox to the left of the category name you want, and the category will be moved to the window on the right. Notice you can double check the categories and assigned packages to make sure you selected the right category with the right restrictions.
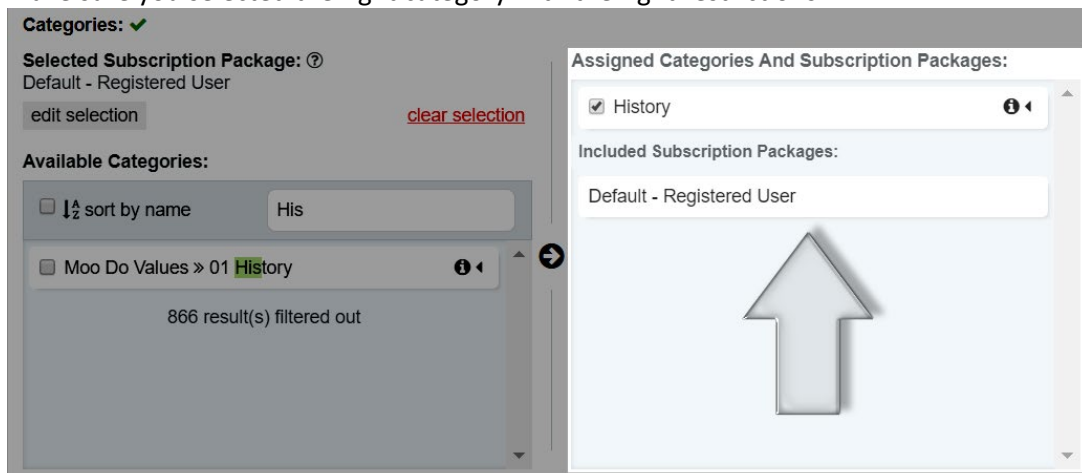
- Now that you have a package assigned, you can move on to Tags. Tags are used to help others find your videos. Use key terms to help aid in the search. You are required to add two tags and

you cannot use spaces (spaces are used to separate terms). For this video, I'll use "History" and "Test". You can use a space after the tag or click the "Add [Tag name]" under the Tag window:
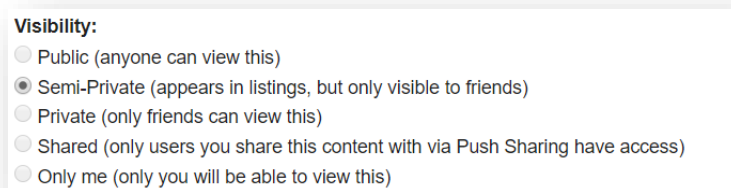

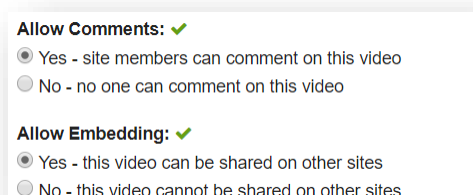- The next two fields, "Date Recorded" and "Location Recorded" are both optional.

"Visibility" allows you to restrict who can see your video. Typically, you will want "Private" or "Semi-Private". "Private" only allows friends to watch your video and see your video thumbnail. "Semi-Private" allows your video thumbnail to appear on the institute page but does not allow anyone outside your friends group to view. Use this if you will have students who may not have friended you yet, but you want them to see the video.

- The default setting for "Visibility" is "Semi-Private" and is what is recommended for now. You can always change this later.
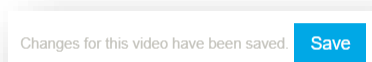

- For the next two fields, "Allow Comments" and "Allow Embedding", the default is yes. Basically, "Allow Comments" allows others to comment on your video and "Allow Embedding" allows others to share this video on another site. (A good option if you want to share on your school's public website.)


- Now, all you have to do is click the blue "Save" button on the lower right-hand corner.
- You should see a confirmation message to the left of the "Save" button if it was successful. As well as a notice toward the top of the page that your video is now uploaded and visible on the site. If you have any issues, contact Headquarters for help.
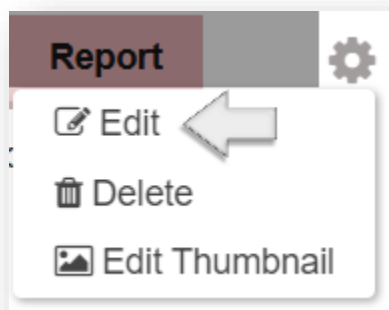
- Congratulations, you now have content on the institute that you can share with others!
- To edit your video, all you have to do is view it (using the account it was uploaded under) and click or hover over the gear icon beneath it.
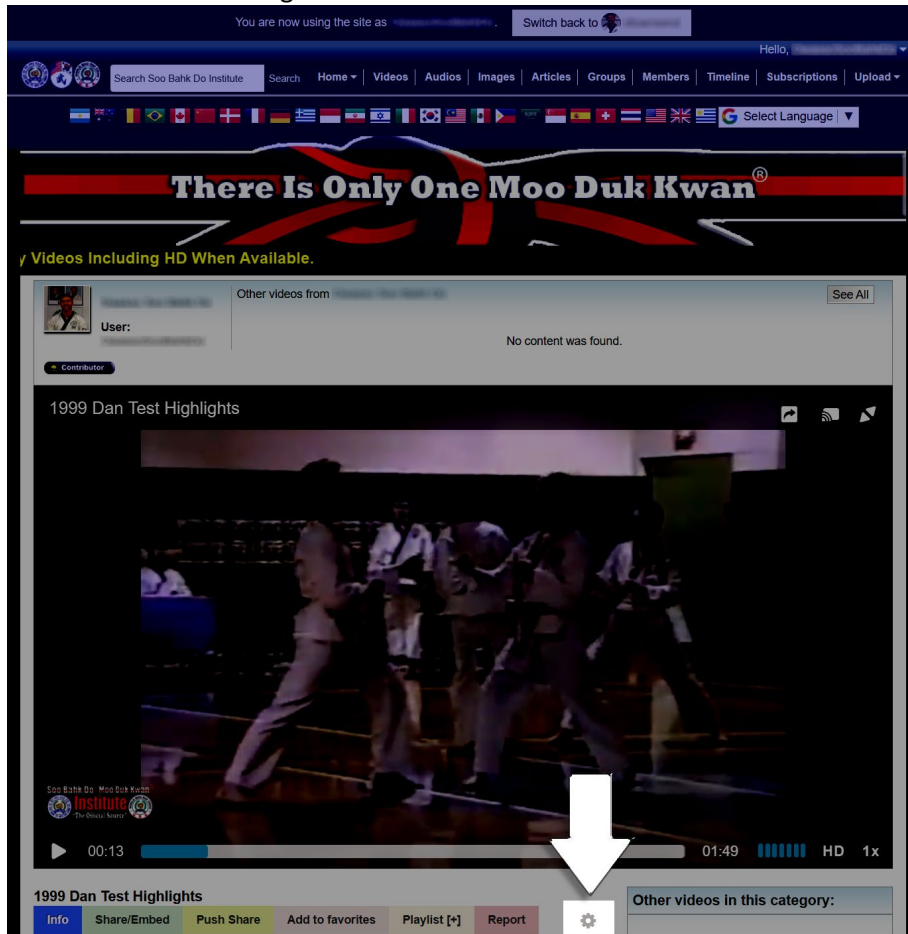
- You will see a small menu appear. Click on Edit to open the edit page. (You can also choose to delete the video or edit the thumbnail.

- From the edit page, you can change any of the fields you set before when uploading the video.

Once you have uploaded your videos, its best if you provide a structured way for your students to view them. To do this, you can create a lesson plan, schedule, or assignment sheet and link to the videos on the institute from there. You can link to your videos or embed them from anywhere, Word, Google Docs, email, your web page, text message, the Institute, etc. If you have made your video public, anyone can see it. If not, only those who subscribed to the proper package can see it. If your video is set to private or semi-private, then the user will need to be friends with you before they can see it. They will get the option to request that if they try to view your video and are not your friend yet.