

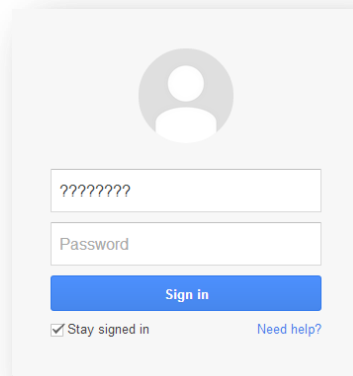
HOW TO UPLOAD A VIDEO TO THE TSBE YOUTUBE CHANNEL

Staff members are welcome to upload videos that they have created to the TSBE YouTube channel, for example, welcome videos and weekly updates. The resulting YouTube videos can then be embedded in MyLO units, for example in a *News* item.

PLEASE NOTE: Only staff may contribute videos to the TSBE YouTube channel. Students must not be provided with the TSBE YouTube username and password.

1. Contact [Peta Statham](#), [Tam Lynch](#) or [Kevin Lyall](#) to obtain the TSBE YouTube username and password.

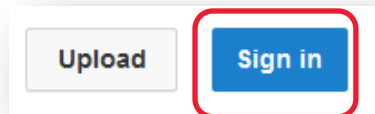
The username and password are for TSBE staff member use only.



A screenshot of a generic YouTube sign-in form. It features a grey profile icon placeholder at the top. Below it are two input fields: the first contains '????????' and the second is labeled 'Password'. A blue 'Sign in' button is positioned below the fields. At the bottom left, there is a checked checkbox labeled 'Stay signed in', and at the bottom right, there is a link labeled 'Need help?'.

2. Go to www.youtube.com

Click on the **Sign In** button that appears in top right of the screen.

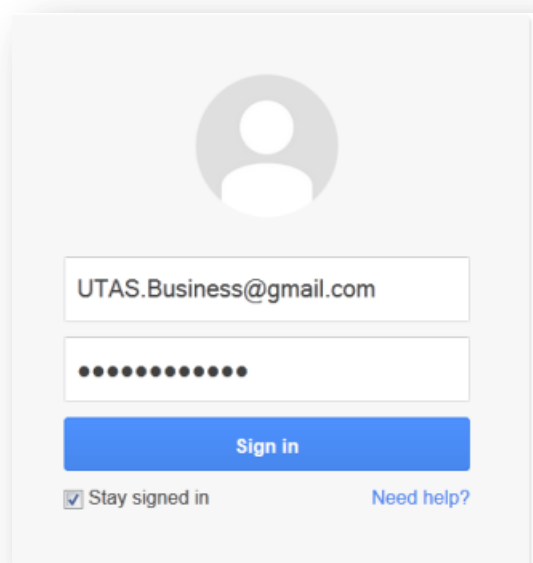


3. Enter the TSBE username and password.

Remember – the password is case sensitive.

Click on the **Sign In** button.

YouTube will sign you in automatically in future if you check the **Stay signed in** option.

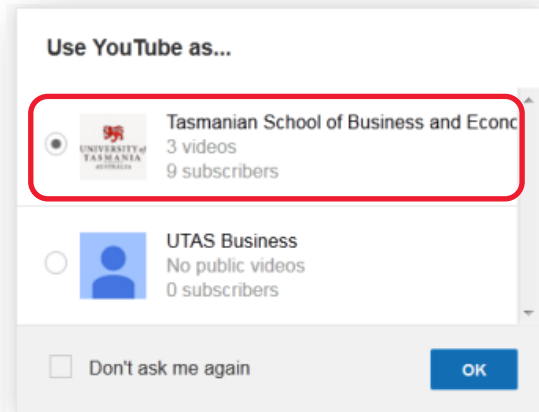


A screenshot of the YouTube sign-in form with the TSBE credentials entered. It features a grey profile icon placeholder at the top. Below it are two input fields: the first contains 'UTAS.Business@gmail.com' and the second contains a series of dots representing a password. A blue 'Sign in' button is positioned below the fields. At the bottom left, there is a checked checkbox labeled 'Stay signed in', and at the bottom right, there is a link labeled 'Need help?'.

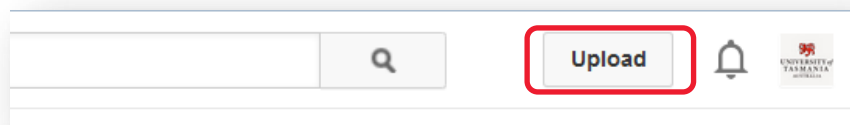
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4. Select to **Use YouTube as...** the **Tasmanian School of Business and Economics**, then click on the **OK** button.

NOTE: If you are using an older browser, you may have to select the **UTAS Business** option. The **Tasmanian School of Business and Economics** option should then be made available to you.



5. Click on the **Upload** button. It should appear towards the top right of the screen.



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Your YouTube video may take a while to process. The next two pages explain the settings that you can choose for your video. You can complete the settings while your video is being uploaded. Your video is complete when the coloured bar says **Processing Done**. Remember to press **Done!**

The screenshot shows the YouTube video upload settings interface. At the top, a blue bar indicates 'PROCESSING DONE'. Below this, a star icon and the text 'Click "Done" to confirm.' are visible. The 'Basic info' tab is selected, showing fields for 'Title' (containing 'Welcome to the Web!'), 'Description', and 'Tags' (containing 'World Wide Web (Video Game Platform)'). A 'Done' button is located at the top right, with the text 'All changes saved.' below it. A 'VIDEO THUMBNAILS' section at the bottom shows three thumbnail options, with the middle one selected. A 'Custom thumbnail' button and a note 'Maximum file size is 2MB.' are also present. Red callout boxes provide instructions: one points to the URL 'http://youtu.be/m4gfgEXkeYo' under 'Upload status'; another points to the 'Done' button; a third points to the 'Title' field; a fourth points to the 'Unlisted' access option; and a fifth points to the selected thumbnail.

Copy this URL – this is the address of your YouTube video!

Click to save your changes. Usually, you can do this using a **Save** or **Done** button.

Insert a title for the video.

Unlisted is the best access option to choose. Only people who have the URL (or who have access to a page that the video is embedded in) can access the video.

Choose a thumbnail. This is the image seen before the viewer presses Play.

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The **Advanced Settings** tab allows you to control the feedback that viewers can provide about your video. The settings shown here are the ones that we recommend.

PROCESSING DONE Done
All changes saved.

Click "Done" to confirm.

Basic info **Advanced settings**

Comments

- Allow comments All
- Users can view ratings for this video

License and rights ownership

Standard YouTube License

Syndication

- Everywhere
make this video available on all platforms
- Monetized platforms
make this video available only on monetized platforms

Caption certification

This content has never aired on television in the U.S.

Distribution options

- Allow embedding
- Notify subscribers

Age restrictions

- Enable age restriction

Category

Education

Video location

Search

Video language

Select language

Recording date

Today

3D video

No preference

Video statistics

- Make video statistics on the watch page publicly visible

Removes viewers' ability to rate or comment on your videos.