

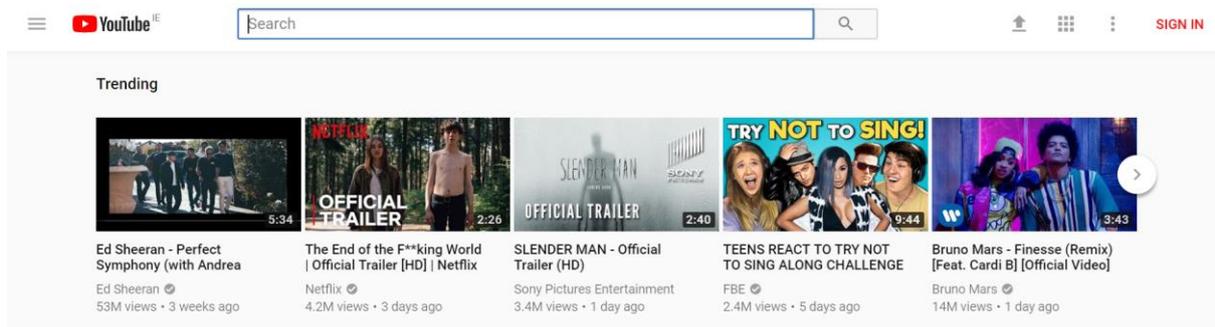
To ensure that our school website is as fast as possible, we host our videos on YouTube and link them to our site from there. This is the first stage of that process.

## What You'll Need:

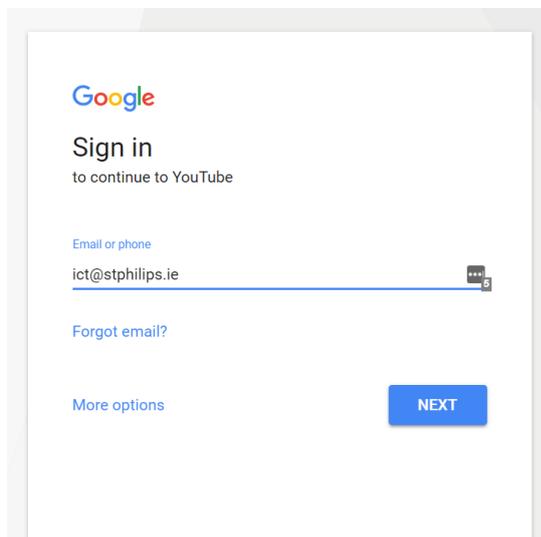
- Access to the internet
- A copy of your video
- The school YouTube account and password (included below)

## Logging In:

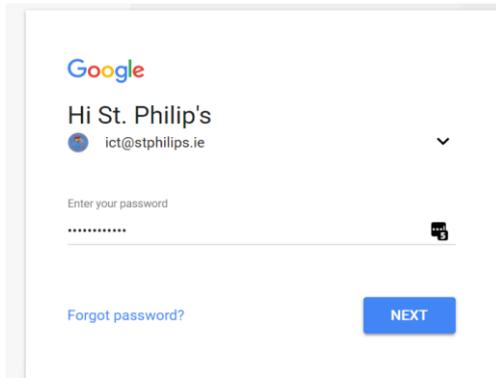
1. Browse to YouTube.com



2. In the top right-hand corner, click "Sign-In" (You might have to sign out from your account first.)

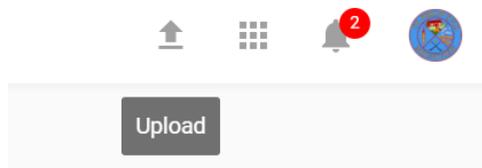


3. Type [ict@stphilips.ie](mailto:ict@stphilips.ie) as the username and click "Next."

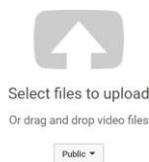


4. Type "Stphilips.ie" as the password, (ensuring the first S is capitalised), and click "Next"

## Uploading Your Video:



1. After logging in, click "Upload" in the top right-hand corner.

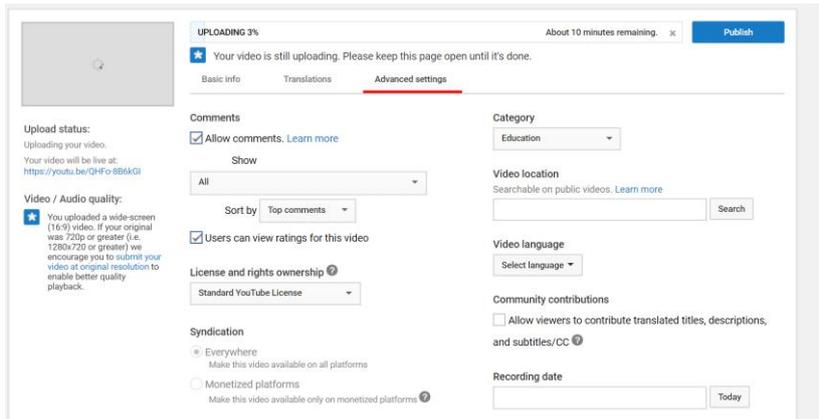


2. Click the up arrow in the centre of the screen.
3. Browse to your video on your local computer, and select "Open".
4. Ensure you remain connected to the internet while the upload completes.

## Setting Off Right:

The most important thing for us as teachers is to correctly adjust the settings to comply with our policy guidelines.

1. Click on the "Basic Info" tab on the upload screen.
  1. Ensure that the video NAME does not identify any of the people in the video.
  2. Ensure that the video DESCRIPTION does not identify any of the people in the video.
  3. Ensure that the video TAGS do not identify any of the people in the video.
  4. Set the PRIVACY from PUBLIC to UNLISTED. This is crucially important.



2. Click on the "Advanced Settings" tab on the upload screen.
  1. Ensure the "Allow Comments" checkbox is UNCHECKED.
  2. Ensure the "Users can view ratings for this video" checkbox is UNCHECKED.
  3. IN the "Category" List-Box, select EDUCATION.
  4. Ensure the "Video Statistics" checkbox is UNCHECKED.
3. And finally, click PUBLISH in the top right-hand corner.
4. If you intend to link to this video from the School Website/School Blog or Classroom Blog, please make a note of the URL link on the confirmation page.