

The following directions will guide you through creating a TeacherTube account, uploading your video and then sharing your video with a group.


### Create a TeacherTube account

1. Go to <http://www.teachertube.com>
2. In the top right corner, click **FREE Sign Up!**
3. Enter your information, preferably using your Lesley University email address.  
*Note: Your username should be some combination of your first and last name so your instructor and classmates can easily identify you.*
4. Click **Sign Up**. Your TeacherTube account will be created.
5. You now need to verify your account. Go to your email and look for an email from *service@teachertube.com*.
6. Click on the link in the email to verify your new account.

Your email is now verified! You are now verified to access the Upload section.

You have now joined the video sharing network known as TeacherTube!

### Upload your Video

1. Log in using your TeacherTube username and password.
2. Click the Upload button in the top right corner.  [Upload](#)
3. In the Video Upload screen, enter a **Title**, a brief **Description**, **Tags** (keywords to describe your video) and choose at least one **Video Channel** that best describes your video.
4. Click **Continue**.
5. Click on **Browse** to locate your video file on your computer.

File :

Max file size: Unlimited. Valid Video Formats: WMV, .AVI, .MOV, .MP4, .MPG and .FLV. (For help click the HELP link in upper right corner.) No copyrighted or obscene material.  
After uploading, you can edit or remove this video at anytime under the "My Videos" link on the top of the page.

- Broadcast:**  **Public** : Share your video with the world! (Recommended)
- Private**: Only viewable by you and those you send the video to through.

6. Select **Public** or **Private** for the **Broadcast**. *Private is recommended if you are uploading videos for class.*

### 7. Click **Upload Video**.

The upload process will begin. This may take several minutes depending on your internet connection speed and the size of your video file. *Do not close the browser window until the upload is complete.*

**Progress:** Processing...

### 8. Once the upload is complete, you will need to enter the **Date & Location Details** for the video.

Scroll to the bottom of the page and enter the **Date Recorded**, **Location Recorded** and select the **Country**.

#### Date & Location Details:

**Date Recorded:**

**Location Recorded:**

Examples: "YOURSCHOOL" "165 University Ave, Palo Alto, CA" "New York City, NY" "Tokyo"

**Country:**

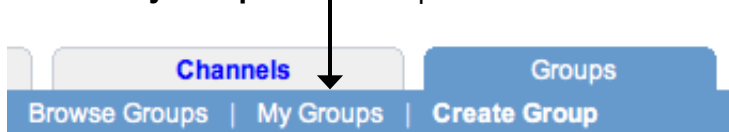
### 9. Click **Update Video**.

## Join a Group

1. Click on the **Groups** tab near the top of the window. Groups
2. In the Search box, type in the name of your group or course and click **Search**.
3. Locate your group for the search list and click on the group name.
4. Click Join to this Group

## Share your Video with a Group

1. Click on **My Groups** near the top of the screen.



2. Click on the name of your group to enter the group page.

3. Click **Add Your Videos**.

**Edit this Group**  
 Add Your Videos  
 Approve Videos  
 Approve Members  
 Invite Members

4. Select the video from the list of videos you have uploaded to TeacherTube and click **Add to Group**.