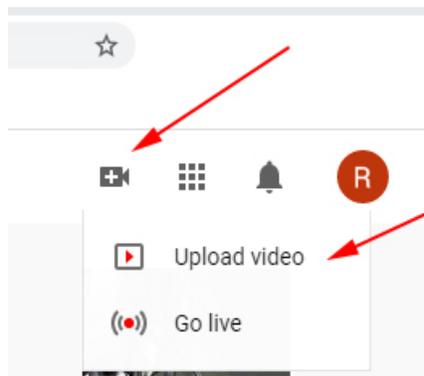




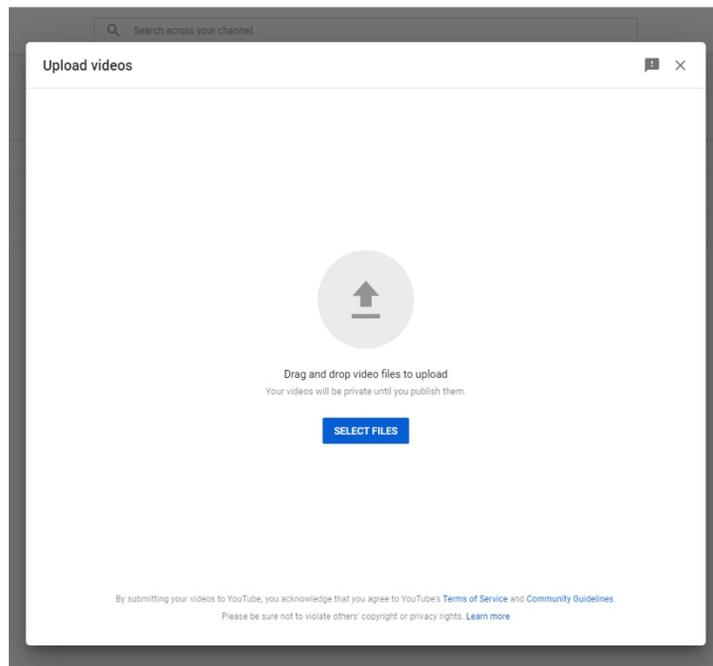
Instructions for Recording and Uploading an Asynchronous Teaching Episode Recordingⁱ

Here is the step-by-step guide to recording and uploading a video to YouTube using a desktop.

1. Record your video using your preferred software or camera. The most popular file formats are mp4 (MPEG 4) and mov (QuickTime).
2. Login to YouTube using a Gmail address.
3. Click the camera icon in the top right corner of the page. When you click it, there is a dropdown with another button labeled upload video. You click on this.

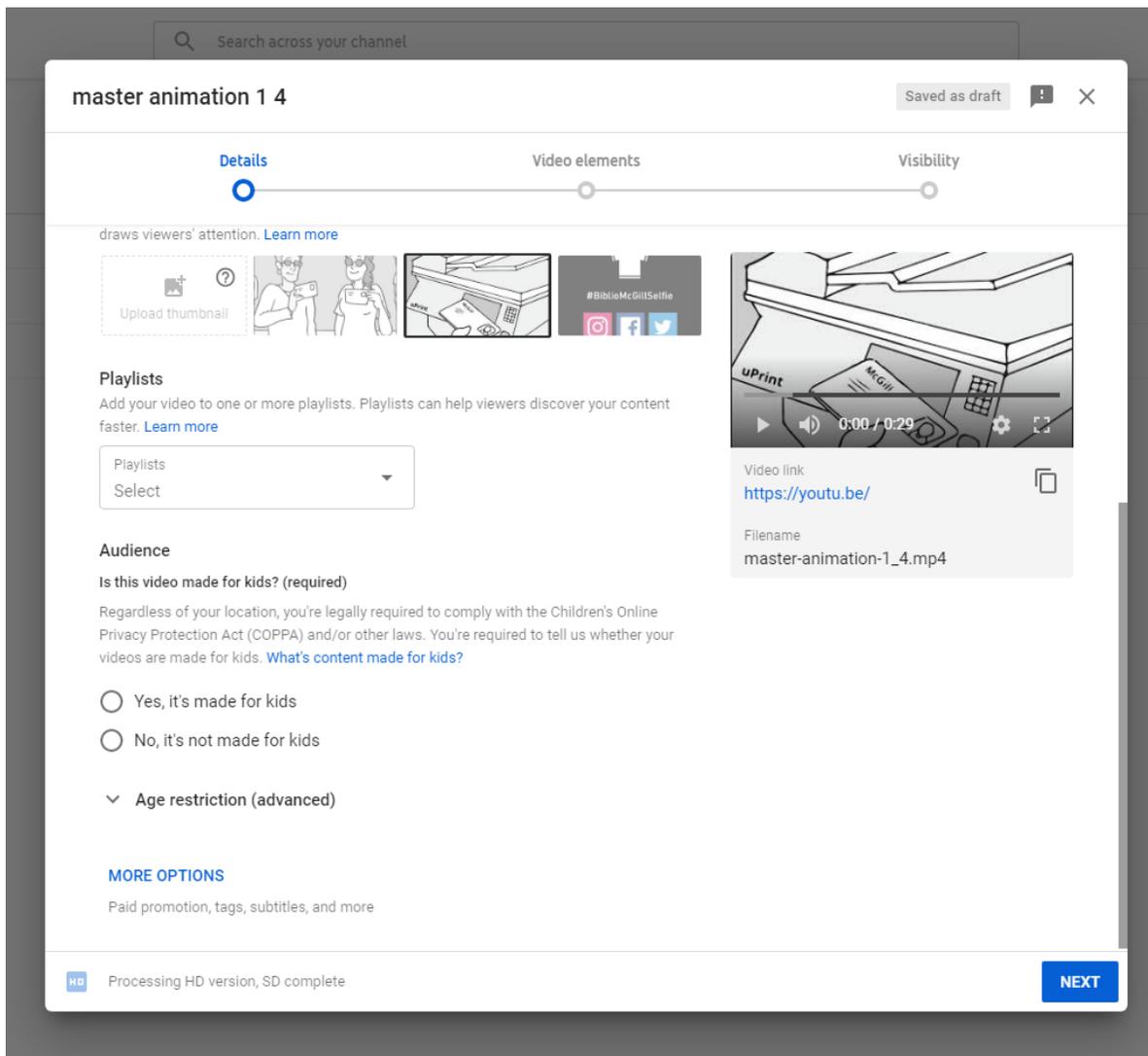


4. An upload screen will appear. Drag and drop your video file (mpg or mov) into the screen to start uploading. Alternately, you can click the Select files button to locate your movies on your computer.





- The video will begin uploading. Since the recording will be over an hour it will take around 20-30 minutes to upload and process. Please note, you may have to verify your account in order to upload videos longer than 15 minutes in duration. The time it takes to upload the video depends on your connection speed. Do not close the screen.
- The next screen gives you a series of choices. The tabs are:
 - 1) Details
 - 2) Video elements
 - 3) Visibility





7. Details: Select the thumbnail and write the title and description here. Please Use the following format title:

Title Format FE#_Formative#_FirstNameLastName_DDMMYY
Title Example FE2_Formative1_LisaStarr_020920

Description Format Name of Teacher Candidate / Cooperating teacher / Placement School / Grade level taught / Subject taught / Brief description of activity

Description Example Lisa Starr / CT: Suzanne Fortier / St. John Fisher Elementary / Grade 3 / ELA / I led an activity for 6 students in the class where I read them a story and asked each child 4 comprehension questions.

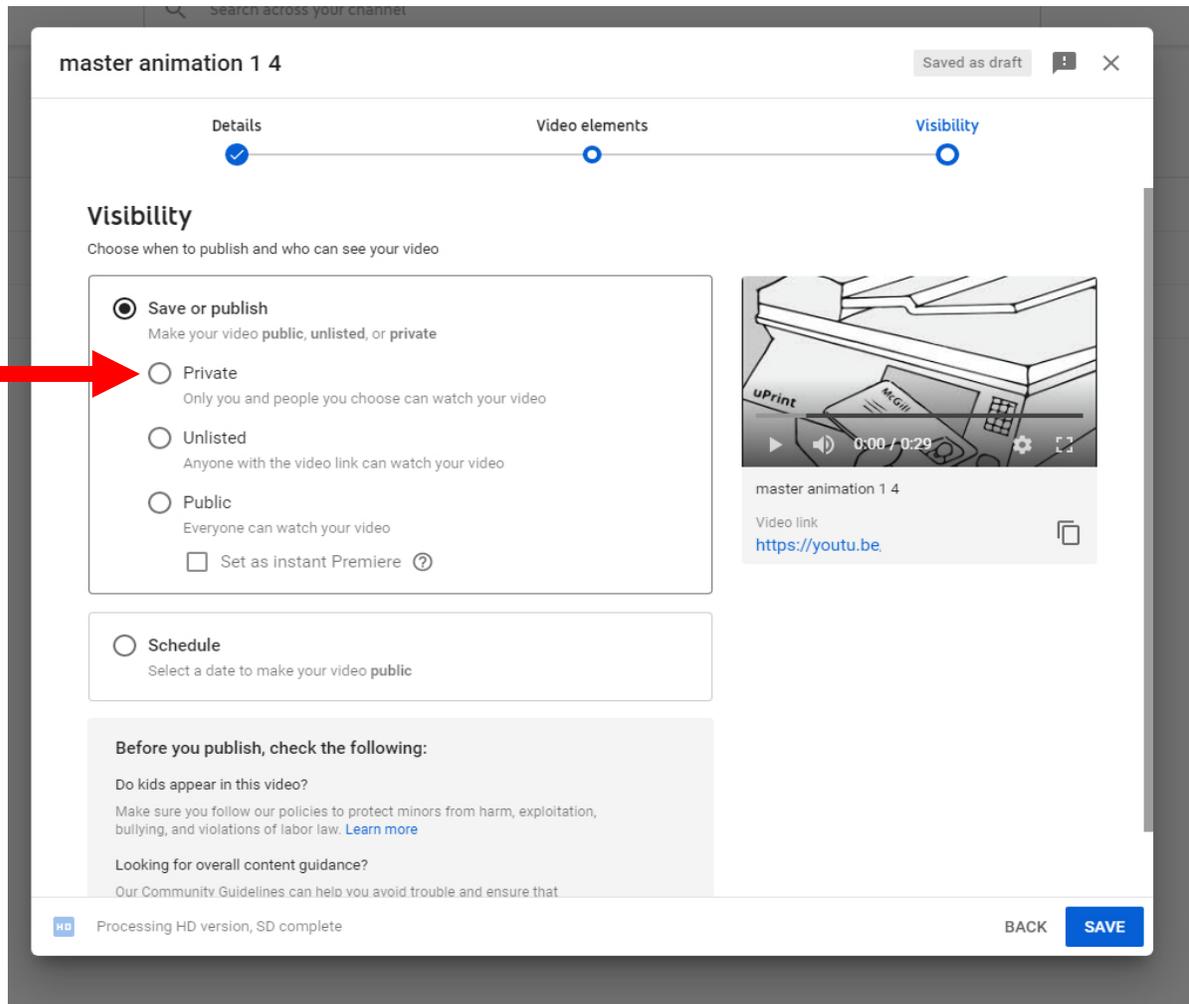
8. It is mandatory to indicate whether the video is made for kids or not. **TEACHER CANDIDATES SHOULD CHOOSE: YES, ITS MADE FOR KIDS.**

The screenshot shows the YouTube video upload interface for a video titled "master animation 1 4". The interface includes a search bar at the top, a progress indicator with tabs for "Details", "Video elements", and "Visibility", and a "Saved as draft" button. Below the progress indicator, there are options to "Upload thumbnail" and a video player showing a thumbnail of a printer. The "Audience" section is highlighted with a red arrow and contains the following text: "Is this video made for kids? (required)", "Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. [What's content made for kids?](#)", and two radio button options: "Yes, it's made for kids" (which is selected) and "No, it's not made for kids". Below these options is a dropdown menu for "Age restriction (advanced)". At the bottom of the interface, there is a "NEXT" button and a status bar indicating "Processing HD version, SD complete".



9. Elements is for adding an end screen to the video or note or other promoted content (**Teacher candidates do not need to enter this information**)
10. Visibility is where you select an option for how your video is accessed or discovered. Carefully read the descriptions of each visibility option. The options for visibility are: 1) Private 2) Unlisted and 3) Public

TEACHER CANDIDATES MUST CHOOSE PRIVATE



11. Click the save option at the bottom and take note of the video link.
12. Copy this link and paste it into a new search tab. (Just to double check the video works)
13. Copy the link and send it to your McGill Supervisor using your McGill email address.
14. Once the assessment by the Field Supervisor is complete, delete the video from your YouTube channel as well as any saved copy you may have to maintain student privacy.

ⁱ This document was created by McGill Field Supervisor Donald Houston in August, 2020.