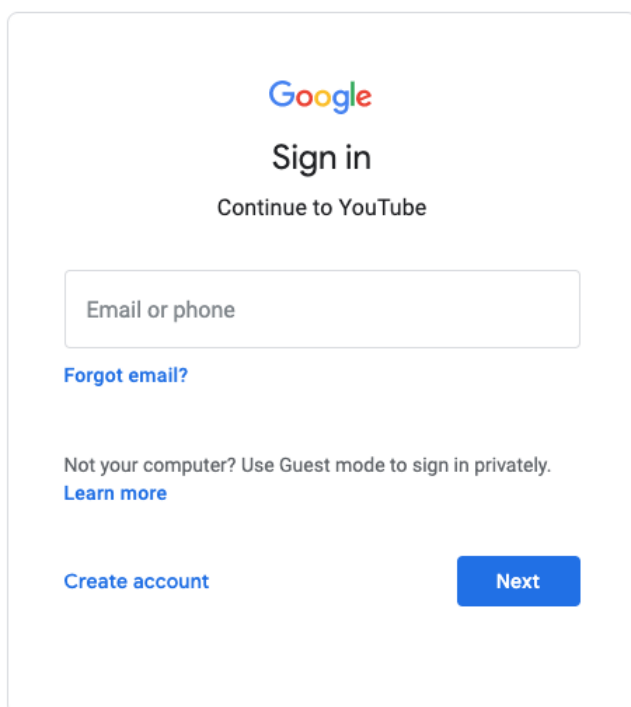


In Europe Schools tutorial uploading

Watch the video tutorial here: <https://youtu.be/V6pG7KQg11Y>

How to make a Channel on YouTube:

1. Go to <http://www.youtube.com>
2. Log in with your Gmail account. Don't have one? Click on 'Create account':



The image shows a screenshot of the Google Sign in page for YouTube. At the top, the Google logo is displayed in its multi-colored font. Below it, the text "Sign in" is centered, followed by "Continue to YouTube". There is a text input field with the placeholder text "Email or phone". Below the input field, there is a link "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left, there is a link "Create account". At the bottom right, there is a blue button with the text "Next".

3. Fill in all the required fields and sign in.
4. The YouTube Homepage opens.
5. Try carrying out any action that requires a channel, such as uploading a video, posting a comment, or creating a playlist.
6. Check the details and confirm to create your new channel.

Now, you have a Channel that carries your name. If you want to make a channel that has a business name, follow these steps:

1. Sign in to YouTube on a computer or using the mobile site.
2. Go to your channel list.
3. Choose to create a new channel by clicking 'Create a new channel'.

Uploading a video to YouTube

Uploading a video and updating the metadata takes about ten minutes per video. On average there will be five to six videos per class, so uploading will take about one hour to one hour and a half.

We will add your videos to our Playlists on our In Europe School YouTube Channel, so it is important for you to send us the links to your videos. Also, please add the hashtag #ineuropeschools to the description of every video.

Upload the video to the YouTube Channel that you created as explained above. This can be a personal Channel or the Channel of the school.

1. Upload the video by clicking on the upload-icon (that looks like a camera). Or: go to <http://www.youtube.com/upload>.
2. Drag and drop your video on the screen or click on the button 'Upload video'. The video will be processed by YouTube. It will not usually take very long.
3. You can start filling in the metadata fields (Title, Description, Metatags and the Thumbnail). The more detail, the better, because it means that it will more easily be found by YouTube's algorithm.
4. First the **Title**. We ask you to use the following order, divided by vertical bars (|):
The Title of the video | The theme of the video | The name of your school | Your country | The hashtag #ineuropeschools.
5. Then the **Description**. Summarise the content of the video in a maximum of 140 characters. This is the first sentence people will see below the video. After that, you can use more words to summarise the video.
6. Please end your description with the following paragraph:

This video is part of the educational school kit IN EUROPE, provided by the documentary series IN EUROPE VPRO Television, The Netherlands, supported by Euroclio The Hague.

7. Onto the **Metatags**. These are the keywords that summarise what the video is about. A good way to find the right metatags is to think of what YOU would search for if you wanted to find this specific video. Think in search terms. For example: 'Bosnian war victim' or 'family from Bosnia' or 'uncle from Bosnia'. Again: include the hashtag #ineuropeschools, so we can include it in our Playlists.
8. Save the Page in the upper right corner.

9. Then there is the **Thumbnail**. These are the little images you see when you visit YouTube. These thumbnails are more important than you think. It shows the content of the video in one single image. Make sure that everybody who is searching for this video is teased by this image. You want him or her to click on it and watch your video. So, for example, show a picture of the main character with an image of the city in the background. You can choose one of the images that YouTube selects for you automatically, but even better: you can make and upload a thumbnail yourself.

Subtitles

We all work in English, but it is also possible to add subtitles.

1. Find the Subtitles Tab.
2. You can enter the language that is spoken in this video (for example Bosnian) and set the language.
3. Click on 'Add new subtitles or cc' (Closed Captions) and the language you want to translate it to (English).
4. Click on 'Create new subtitles or cc'.
5. Start typing in the translations next to the timecode. You can see the result immediately.

Comments

Everybody can comment on your videos. Most of the time these are nice and positive, but they can also be intense. There is an option to switch of the comment section. On the main edit screen (where you fill in all the metadata) is a tab that reads 'Advanced'. Scroll all the way down to 'Comments and ratings'. Deselect the 'Allow comments' button.

There's also an option to allow comments but to hold all comments for review or to hold potentially inappropriate comments for review.

Visibility

If your video is sensitive or offensive to people, there is always the option to switch the visibility of the video to 'Unlisted'. This ensures that the video can only be watched by people who know the link. YouTube will not show it in their search results. Go to Visibility and click 'Unlisted', 'Done' and 'Save'.

Rights

Make sure to use your own material in your video. Also, if you want to add music, use music that is not protected by copyright. This site is a good starting point:

<https://freemusicarchive.org/>

What happens if you upload a video that contains video or audio or music to which you do not own the rights?

YouTube will send you notification by e-mail and via your YouTube Dashboard. Please act on it, because YouTube could block your Channel if you do not oblige.

Finding all the videos made for In Europe Schools

After you have uploaded your video, YouTube will give you a unique link for each video. Please send these links to the following email address:

ineuropeschools@vpro.nl and we will add these videos to our Playlists.

It takes about one to three days before we add your video to our Playlists, so make sure you share your links with your partner school, so you can both watch them.

We have created VPRO In Europe Schools playlists, so you can easily find all the videos about specific themes.

You can find our YouTube Channel by typing in the following address:

<http://www.vpro.nl/iesyoutube>.

Search for videos by typing in the hashtag #ineuropeschools followed by a country or a theme. This helps you narrow down your search to find the videos you are looking for.

HAPPY UPLOADING :)