

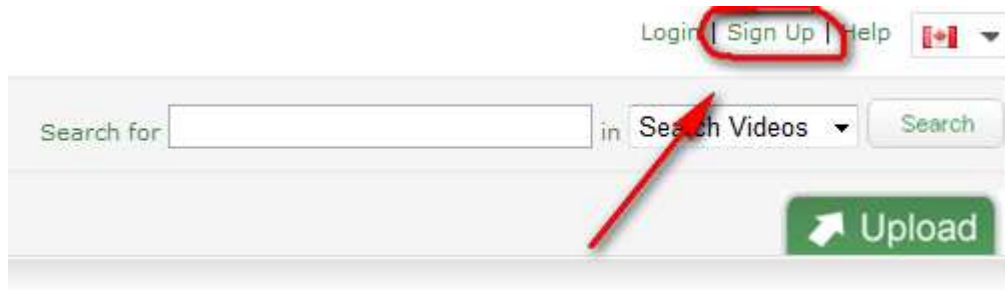
## User Instructions

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## Account Creation

All users of elearntube.ca must create an account before they can view or upload videos. To create an account, click on the Sign Up button in the top right corner of the elearntube.ca home page.



Fill out all the information requested in the Signup section. Before clicking on the **Sign Up** button to create your account, read the Terms of Use and Privacy Policy.

## Sign Up

### Signup

Email Address:

User Name:

Password:

Confirm Password:

I certify I am over 14 years old  
I agree to the [Terms of Use](#) and [Privacy Policy](#)

## Watching Videos

Once you have an account and are logged into your elearntube.ca account, you can then watch videos on the platform. Clicking on the **Watch** tab will open up a listing of all public and videos you have permission to access on elearntube.ca. If you know the name of the video you wish to watch, you can use the  in **Search Videos**  option at the top of the site.

Alternatively, you can narrow down the videos by institution by utilizing the **Channels** tab and selecting the institution channel which the video you are looking for would be stored.


Once the video you wish to view is selected, highlighted below are the most commonly used options.

The screenshot shows the elearntube.ca interface for a video titled "Contact North Intro". The video player is on the left, and the right sidebar contains "Video Information". Red arrows and numbers 1-5 highlight the following features:

- 1) Rate Video: A star rating system with 5 stars, currently showing 0 votes.
- 2) Video URL: A text box containing the URL: `http://www.elearntube.ca/view_video.php?viewkey=3dffb4b38fc8d2872f1ec`
- 3) Embed URL: A text box containing the embed code: `<embed width="452" height="361" quality="high" bgcolor="#000000">`
- 4) Download Video: A button labeled "Download Video" at the bottom right of the video information section.
- 5) Play button: A large play button in the center of the video player.

- 1) Rate the video from 1-5 stars.
- 2) Video URL which can be used to access the video directly through a browser.
- 3) Embed URL which can be posted on html pages to embed the video.
- 4) Download Video option, which allows you to download the video to your PC.
- 5) Play button, used to start playing videos.


## Uploading Videos


To upload a video, click on the  in the top right portion of the site header to bring you to the Upload page.

### Upload

Upload


**Video Information (Step 1 of 2)**

Title:   ①

Tags:  **Enter one or more tags, separated by spaces.**  ②

**What Are Tags?**


Tags are simply keywords used to describe your video so they are easily searched and organized. For example, if you have a surfing video, you might tag it: surfing beach waves.

Description:  **When entering a video description, Try to make the description both relevant and lengthy**  ③

**Video Channel**


**Choose Your Channel**

Channels are used to organize videos, please select the channel which has been made for your institution\organization or use the general channel.

e-Channel  ④

Contact North

- 1) Give the video a title that it will be known by on the site. It should be meaningful and appropriate.
- 2) Tags help people search for video content. So list all words that help describe your video separated by spaces.
- 3) Use the Description text box to give a detailed description of the video.
- 4) Channels are used to store the video. Select the appropriate channel that corresponds to the organization which you belong to (one selection required). While you can select multiple channels for your video, you should only do so if it is appropriate.

Once done with the first page of the Upload, click the  button to continue to the next page.

## Upload

Upload

Upload

Embed

### Video Upload (Step 2 of 2)

File:

Browse...

1

**Max file size: 250 MB. 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!

2

Private:  Only viewable by you and those you share the video with.

RESET

UPLOAD

- 1) Click on the browse button and select the video file from your system. The following video formats are accepted avi,flv,mpeg,wmv,mov,3gp,mp4,mpg,asf. If your video is not in one of these formats then you will need to convert it using video conversion software before uploading it to the site.
- 2) Select how the video will be posted on the site. Public will be available to be viewed by all users with accounts. Private gives you the ability to select which users can have access to the video.

Clicking on the Upload button will then proceed to upload the video to the site. You will then be shown this page to confirm the upload and conversion process is under way. **NOTE:** the conversion and upload time is dependent on the size of the file. For a 250MB video, it could take up to 5 minutes to complete the process, during which time your video will not be available for viewing nor will it show a proper thumbnail.

## Upload Success

Your video was successfully added!

Want to upload more videos? [Click Here](#)

Your video is currently being processed and will be available to view in a few minutes.

