**GRADUATE STUDENT TEACHING AWARD**

**INSTRUCTIONS FOR SAVING AND SUBMITTING REQUIRED VIDEO**

A required component of the Graduate Student Teaching Award application is submission of a 10-minute (**MAXIMUM**) Video recording of the nominee teaching in a classroom setting. **Please note that if the video exceeds 10 minutes, the nominee will be disqualified from consideration for this award**. The following directions will guide you in submitting a video in the appropriate format for review by the committee.

**Saving your video**:

Once you have recorded your video, make sure that your video is saved as one of the following formats:

* .mov
* .mp4 (.mpeg4)
* .avi
* .wmv
* .flv
* .3GP

**Creating a YouTube Account:**

1. If you do not have a YouTube Account, you must first set one up. You must use a Google account to sign up for a YouTube account.
2. Go to [www.youtube.com](http://www.youtube.com)
3. In the top right-hand corner there is a blue circle with the outline of a person, click that and select “Add Account”
4. This will redirect you to your Google account; sign in with the account information that you just created in the last step
5. Once you are signed in, you are ready to upload your video.

**Uploading Your Video to YouTube Account:**

To upload your video, complete the following steps:

1. Click on the gray box in the right-hand corner labeled “Upload”
2. When the “Upload as . . .” screen appears, click “Create Channel”
3. Click on the large gray arrow
4. Select the video file that you wish to upload
5. Change the privacy settings to “Public” using the gray drop down box
6. Click “Publish” once the video is done uploading and then click “Done”

You should get an email to your Gmail account confirming that your video has been uploaded

**Embedding the YouTube Link to a file in word and saving as a PDF Document:**

Complete the following steps:

1. Open the file that you wish to add the link into
2. Open your browser and copy the URL associated with your video
3. Go back to your file and highlight the text where you wish to add the link
4. Right click and select “Link”
5. Paste the URL into the address box and click OK
6. Save your document as a PDF by clicking File, Save, Save as Type: PDF