

The Educational Video Library

(YouTube at School)

The Educational Video Library (a service of LightSpeed Systems) provides a way for teachers to make YouTube videos available at school.

Since the YouTube site itself is blocked at school, you will need to locate and preview videos – and record their addresses - at home before submitting them for unblocking at school.

At Home (or Starbucks, the library, Burger King, etc.):

- Launch a browser and navigate to www.youtube.com.
- Find *and preview* a video that you would like to use in school. Copy the URL, paste it into an email, and send it to yourself at your MCPSS email address (or save it on a portable drive, or write it down...)

At School, launch a browser and *just try* to navigate to www.youtube.com. Your browser should be redirected to the Education Video Library site (<http://edu-portal/>). Then:

- Choose *Login* from top-right corner
- Log in using your regular MCPSS username and password.
- Choose *Submit a Video* from the menu in the top-right corner of the page
- Copy the video's URL from your email and paste into the *Enter the Full URL...* box, and click *Get Video*.
- Be sure to complete the form that is presented. The title will be pulled from YouTube, but you should pick a category, add a few tags, and enter a brief note about the nature of the video. Enter your email address and indicate that you want to be notified and you will receive a message when your video has been approved and is available for viewing at school. Click *Submit Video*.
- A confirmation message stating that your video has been submitted and will appear in the library after it has been reviewed.

You (or you students) do not have to be logged in to watch the video at school, but you may have to search for it. Use the Search for a Video feature on any of the Educational Video Library's pages to search by title, tag, or keyword from your description.

Please note: The review and approval process is not automated. A human being is notified of your request, logs into the system, retrieves the video link, reviews the video, and then issues the approval. The turn-around time for this process can vary, but it is recommended that teachers make their requests *at least 2 business days before the video is needed for class*.