

PROCEDURE TO UPLOAD VIDEOS

All school head masters/principals may upload videos of the daily activities on **Bhasha Sangam YouTube Channel** as per the procedure below:

- i) To upload videos first browse to YouTube: **<https://www.youtube.com/>**
- ii) Sign in to YouTube Channel with email ID: **rangotsav@ncert.nic.in** Password: *********
- iii) Now see the top page, click on the icon **Create a video or post**
- iv) Click on the first icon **upload video**
- v) Click on the icon **select files to upload**
- vi) **Select** Files (video) from your computer/mobile handset
- vii) Click on the **Open** button to upload
- viii) Write **basic information (title, description, tags)** about the video
- ix) Go to the icon **advanced setting** select **Creative Commons license**
- x) Click on the **Publish** button to finally upload the video
- xi) Now sign-out from the YouTube channel
- xii) To see the videos on **Bhasha Sangam**, no need to sign in.