How to Upload

- 1. In your channel, click the camera with a plus sign symbol.
- 2. From there open your files and select the final video to upload and include the uploading the thumbnail.
- 3. Go through the process of answering every question.

How to Transcript

- 1. When uploading, assign language to English.
- 2. Declare Subtitle Credentials as "None"
- 3. Enable Subtitles but do not make them
- 4. In a span of time after uploading an Auto-Generated transcript will be created.
- 5. Go to Manage Videos
- 6. Go to Video Details
- 7. Go to Subtitles
- 8. Edit the Transcription by typing into the window

To fix caption delay:

Move Word block through the timeline ot match where you need it to start

To fix caption overload:

Break up text into different lines and add captions with the adding button in the corner,

How to Tag & Caption

When uploading it will ask you questions about your video.

All VPC videos have been made for kids and are not monetized.

Tag the video with Venice, Research, and anything additionally related to the episode topic.

Caption the video with a synopsis, Information about IQP and the VPC and then other links relating to your topic or sponsor. For an example look to our pilot:

"As the city of Venice steps into the modern age, will its unique history and culture be lost to mass produced vessels? This video was created by a group of students at the Venice Project Center in collaboration with Worcester Polytechnic Institute. For more information about our project and others like it visit:

https://www.wpi.edu/project-based-learning/project-based-education/interactive-qualifying-project
To learn more about the Venice Project Center, Visit us at: https://www.veniceprojectcenter.org/vpc

For more Information about Arzanà and their preservation efforts visit them at: https://arzana.org/ "

