STEPS TO UPLOAD THE LECTURES to your own Google Drive

Contact for Help:

022-25764820, 9324470007, 9833237744, 8369758185, 8169298598, 9833490281, 9869510207

1. On your computer, go to drive.google.com and login with your gmail id

2. Create new folder, open it.

3. Right click and click on menu “upload files”
4. Click the folder you want to share.
5. Click Share.
6. Under "People," type the email address or Google Group you want to share with.
7. Click Send.
STEPS TO UPLOAD THE LECTURES to CDEEP's YouTube

NOTE: It is preferred for Professors to upload the videos on their respective YouTube channels and share the link to the video on Moodle.

OR

1. Professor should send a request to cdeepiitb1@gmail.com to gain access to the YouTube channel. Requests must be sent from Professor's Gmail ID and not IITB email ID.

2. Following approval of request, you will receive an invitation from "IIT Bombay Online Courses - CDEEP" to manage 'IITB_courses_online'.

3. On accepting the invitation you'll further receive an email acknowledging you being manager of the YouTube account.
4. Click on "Get Started" and then click on the YouTube icon to proceed to YouTube, since you are already logged in with your personal Gmail account you'll be asked to choose the account that you want to use for YouTube as below or else you can go to switch accounts and switch to **IITB_courses_online**

5. Select **IITB_Courses_online** account and then go to "My channel" tab on the left side of your screen and then to "Playlists". For the first time you should create a playlist of **each subject**.

6. To upload a video, click on the upload **symbol** present on right top corner of the webpage and upload the particular video from the
computer directory by clicking on "Select files to upload".

7. While the upload is in progress, go to "Add to playlist" option on the right side of the screen and select your subject. Video will be uploaded to the particular playlist and students can see this.
8. Link to the YouTube video can then be copied from the browser and sent on Moodle for students to access the lectures.

For additional help contact CDEEP, IIT Bombay

Help on Video Recording: https://www.cdeep.iitb.ac.in/vdo_help.pdf

Help on Uploading Video to YouTube: https://www.cdeep.iitb.ac.in/upload_vdo.pdf
CDEEP, IIT Bombay

Help on Skype Interaction: https://www.cdeep.iitb.ac.in/Skype_Student_interaction.pdf

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