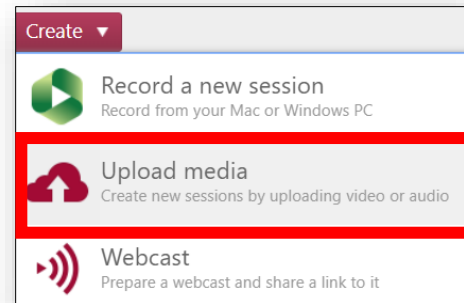


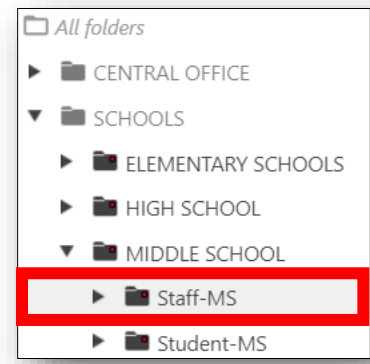
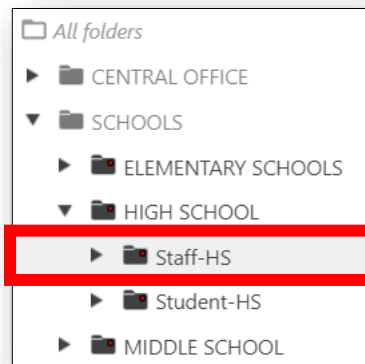
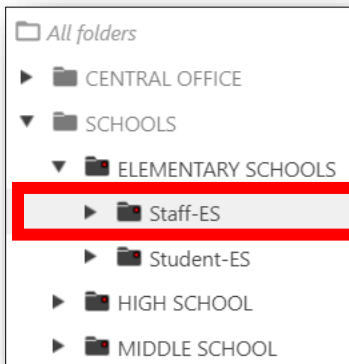
Upload Videos to StreamingCobb

Users can upload previously self-created videos into StreamingCobb from a variety of formats. These directions will explain how to upload videos into StreamingCobb.

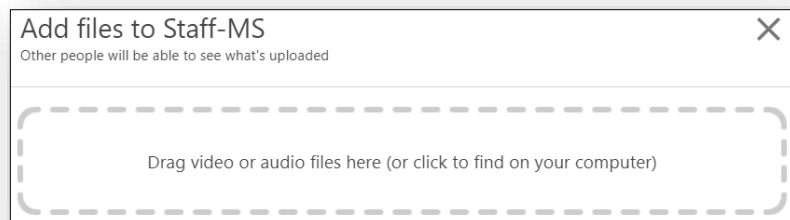
1. Click the **Create** tab at the top of the screen and select **Upload media**.



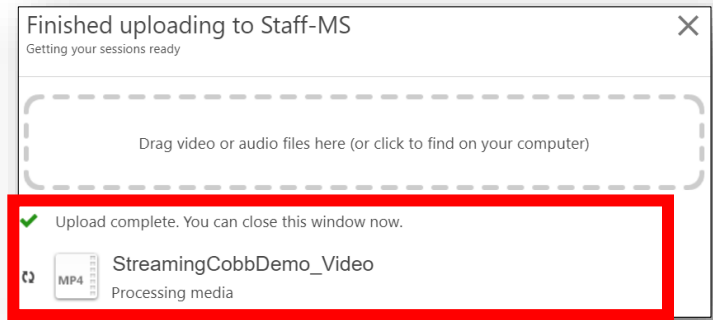
2. Choose the location for your video by selecting **Staff** for your level.
Note: Do not select Staff drop box.



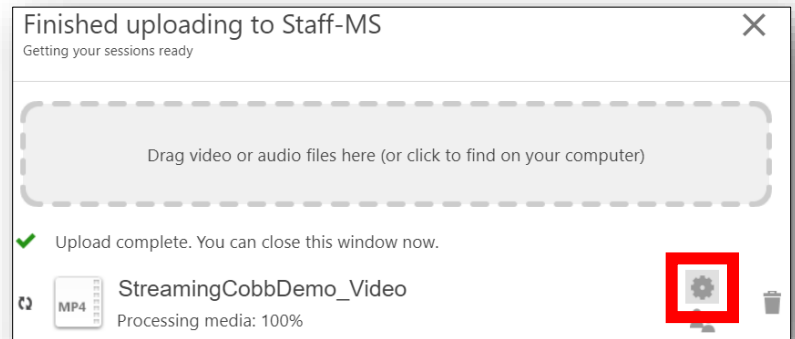
3. **Upload** the video from its location.



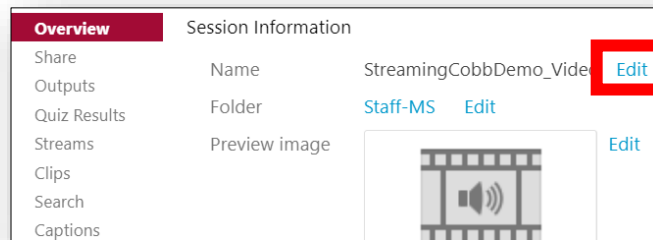
- Your uploaded video will appear on the screen.



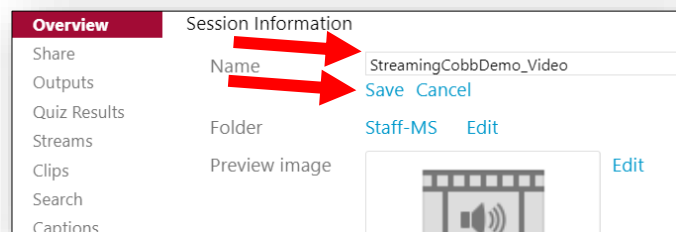
- When the video begins processing and encoding, hover the cursor over the **video title** to show the picture menu options. Click the **gear wheel** for settings to change the name of your video according to the [CCSD StreamingCobb naming conventions](#).



- Click **Edit**.



- Change the name of your video using the [required naming conventions](#). Click **Save**.



Note: It is essential that videos are named as outlined in the [CCSD StreamingCobb naming convention directions](#) because how a video is named will affect the way it is located via a search in StreamingCobb. The hyphens and colons help to separate words that enable the search feature. If hyphens and colons are not used, finding a video may be difficult.