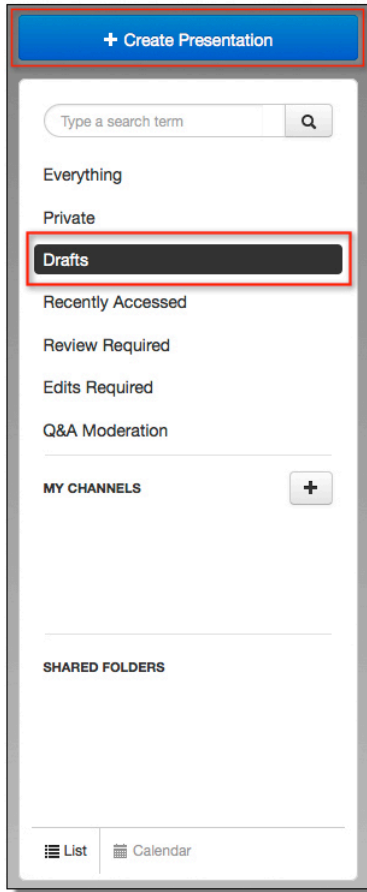# Upload a Video

Create a presentation by uploading a video file to your Drafts Folder.

In the left panel, navigate to the **Drafts** folder. This vwill be the destination folder for your video upload.

Click [**+ Create Presentation**] and select **Upload Media**.

Create Presentation and...

⬆ **Upload Media**

Enter a name and descritpion.
Click **Selct Video** and navigate to the location on your computer that contains the video file you want to upload.

Upload Media   Back

Name (optional)

Description (optional)

Publish To

Drafts   ⬍

Select Video   Save and Upload Later

Upload Media

After selecting the video file from your computer, the upload stage will begin and you will see a progress bar. *Upload and processing times vary according to file size and internet connection. Click the "**X**" in the upper right to close this area and monitor the upload progress.
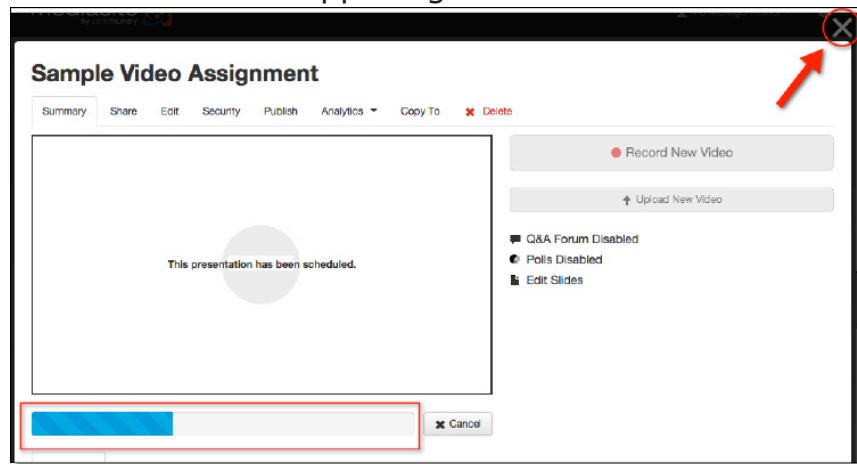
When the upload has finished you will see a pop up message. The processing stage begins at this point. Do not close your browser.
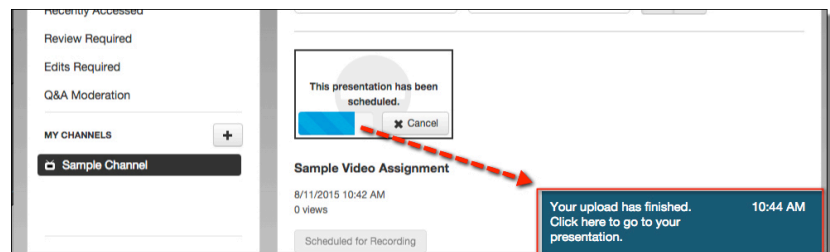
Refresh your browser as you monitor the processing stage. The thumbnail message will indicate the status; you will see the video slide when processing is complete. You will also receive an email confirmation.

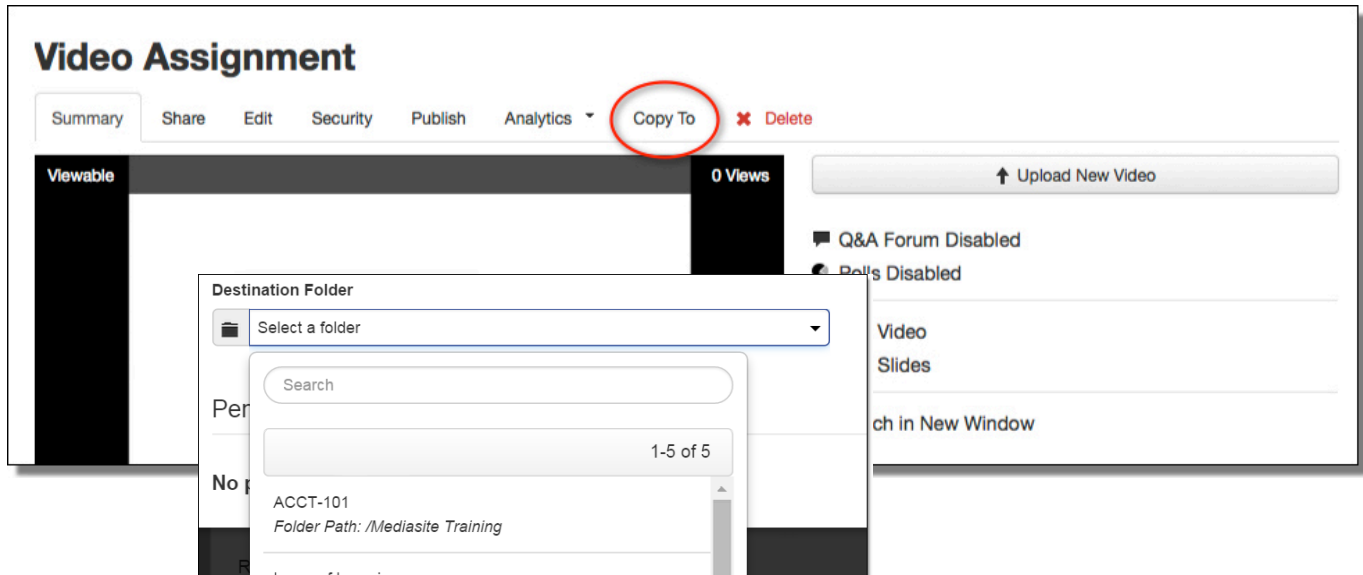*Change the status from **Private** to **Viewable** to allow your audience to view.
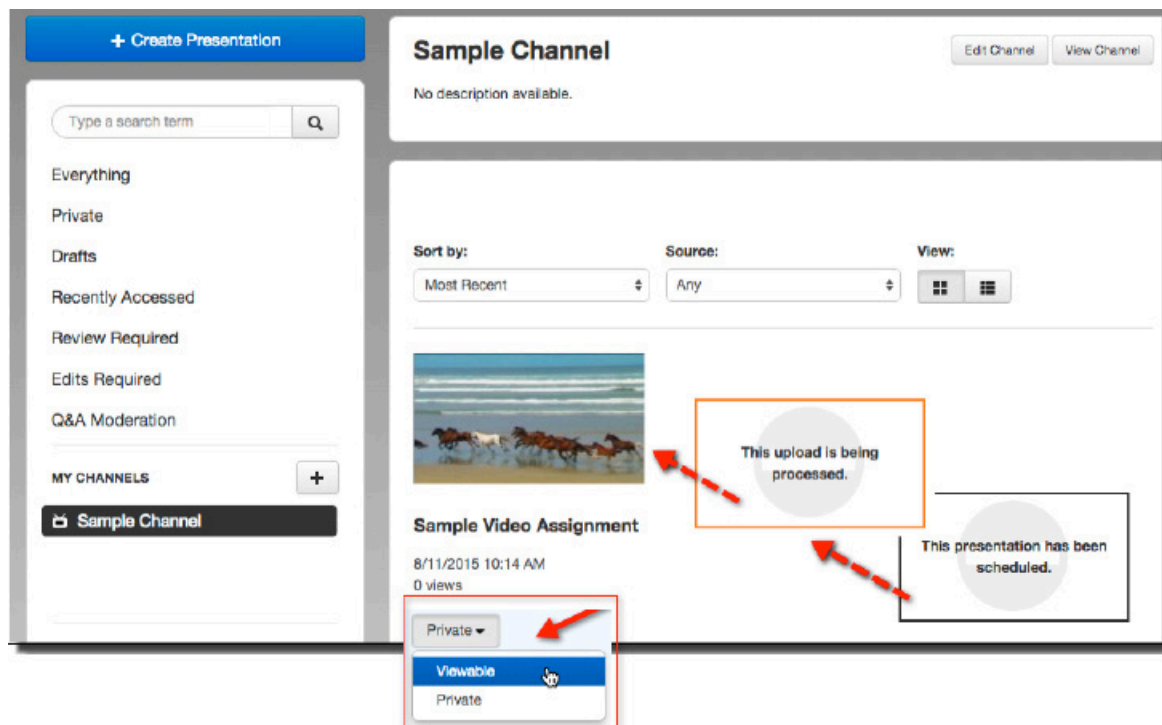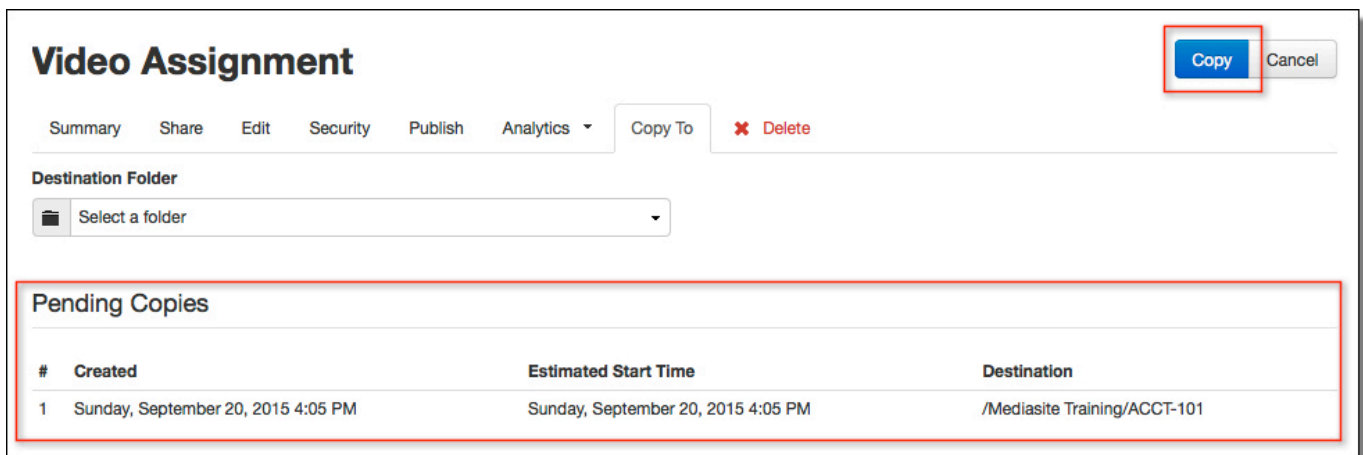
Monitor upload & processing

Copy To
Submit a copy of your video to your instructor

Click on the video thumbnail to enter the management area. Click on the **Copy to** tab and select your class from the drop down menu.

A **Pending Copies** information box appears indicating processing times as well as the destination folder.

Once the process is complete you will see a pop-up box with the message, "The status of your presentation may be outdated. Click here to refresh".