

## Quick Start Channel Set Up

You must be a registered user of SchoolTube.com to create a free basic channel. Student (members) channels are private and are not accessible to other users. Verified Teachers (moderators) are allowed a free channel for their individual classroom needs (no branding at free level). The [Branded Channel](#) option is available to [schools](#), [districts](#) and [organizations](#) on a paid subscription basis. This Branded Channel enables the channel owner to place a customized banner image at the top of the page which can also link out to other website(s) of choice.

### **To Create Your Channel:**

- **Log In to [www.SchoolTube.com](http://www.SchoolTube.com)**

The procedure varies depending upon when you registered. If you registered for your SchoolTube account **after August 23 2009**, you created a user name when you registered. This user name is your SchoolTube login, as well as the URL “name” of your channel (as in [www2.schooltube.com/user/yourusername](http://www2.schooltube.com/user/yourusername)). Go directly to the “Your Preferences” page and skip items 1 – 3 seen below and go directly to 4.

If you registered for a SchoolTube account **before August 23 2009** your email address was your username and it needs to be changed. If you have not already changed your username from your email address, you will need to do so before you can continue. Follow the steps below.

- 1) Click the ‘Preferences’ link located at the top-right of the site
- 2) Simply type in the username you’d like, and click ‘Save’ at the bottom of the page. You will need to re-login with your new information to continue (this step is not needed if you created a username when you registered).
- 3) Your new username will be used to login to the site (not your e-mail address). This user name will be displayed in the url of your channel page. You may only change your username once.
- 4) Under the “Profile” header you will find several options for setting up your Channel:
  - **Status** – The status controls who can see your channel. If you are an approved moderator, you can choose between ‘Private’ (only you can see your channel), ‘Organization’ (only people from your organization can see your channel), or ‘Global’ (everyone can see your channel). If you are a member, you may only set your status to ‘Private’.
  - **Show Favorites / Videos / Comments** – You can show or hide each of those boxes on your channel. For instance, if you do not want to see the videos you have uploaded, you can set ‘Show Videos’ to ‘Don’t Show’.
  - **Who Can Comment** – This option controls who can comment on your channel. The options match the status – ‘Private’ means only you can comment, ‘Organization’ means only people from your organization can comment, and ‘Global’ means everyone who is logged in can comment. Please note: by enabling comments on your channel, you are accepting responsibility for monitoring the content & deleting anything inappropriate.
  - PLEASE NOTE: **Comments ARE NOT moderated before going live.**

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- **Update Background** – If you would like a background image on your channel, you can select one here. If you want to remove an existing image, simply check the box without selecting a file.
- **Background Color** – You may set the background color of your channel by typing in the HEX color code into the box. If you do not know the color code, just click on the box & use the color selector tool to help.

Once you have set your options, click the 'Save' button on the bottom left of the page.

### ***Accessing Your Channel:***

- **Log In** to [www.SchoolTube.com](http://www.SchoolTube.com)
- Click the 'My Channel' link located at the top-right of the site

### ***Customizing Your Channel:***

- Once you are on your channel page, you can customize it
- Click on the avatar (the square icon at the top-left of the 'Information' box) to change it. A pop up will appear with option to browse for an image. Click the browse button & select an image to continue. We recommend you upload an image that is at least 80x80 & square for best results.
- To change your channel name, click the name area to the right of the avatar & start typing.
- Similarly, to change the description, click the description area (below the rating information) & start typing.
- A box will appear at the top-right of the screen once the data has been saved.
- For customized masthead and to link(s) out to another site see our [Branded Channel](#) option.

### ***Selecting Favorites & Changing Your Default Video:***

- **Log In** to [www.SchoolTube.com](http://www.SchoolTube.com)
- Find a video you want to make your favorite & watch it. On the view video page, you will see a bar with options below the video:
  - To add the video to your favorites, click the '**Favorite this video**' link.
  - To set the video as your default video, click the '**Make this video my default channel video**' link.

**If you need further assistance or want to see more info on Channels, please see the full [Channel Users Guide](#) , our [SchoolTube Video Channel](#) or e-mail us at [generalsupport@schooltube.com](mailto:generalsupport@schooltube.com) .**