Did you know that every NOVA student has a YouTube account? Well, you do, and here’s how to access it and start uploading videos:

1. Log-in to MyNova
2. Click on the link to your student Gmail account
3. Click on the ‘apps’ icon at the top right of the screen
4. Click on the ‘YouTube’ icon – you may need to click ‘more’ to see the icon
5. Click the ‘Sign In’ button at the top right. You will automatically be signed in to your personal YouTube account
6. Click the ‘Upload’ button at the top of the screen
7. Click on the dropdown box next to ‘Privacy’ and choose ‘Unlisted’
8. Click ‘Select Files to Upload’ and navigate to your mp4 video

9. Your video will begin to upload.

* If your video is too large and you get an error message, follow steps 10 - 14. If you have no problems uploading, skip to step 15

10. Access your YouTube Settings by clicking on the down arrow at the top right, and the choosing ‘YouTube Settings’

11. Under the ‘Overview’ heading, click on ‘View Additional Features’

12. Under the ‘Features’ heading, choose to ‘Enable’ Longer Videos

13. You will be required to enter your cellphone number, and will immediately receive an automated call with a passcode for you to enter. This is perfectly safe, and is required in order to post larger files to YouTube through your NOVA account

14. Once permission is enabled, you can return to the ‘Upload’ screen and upload your video

15. Once the upload is complete. YouTube will send you an email to notify you that your video is done uploading and processing.

16. Highlight and copy the link provided in the email

17. Using your student email, send this link along with your Tutor Session Worksheet to occ.nvcc@gmail.com

And you’re done!