

HOW TO UPLOAD YOUR MATERIALS IN OMeLeT

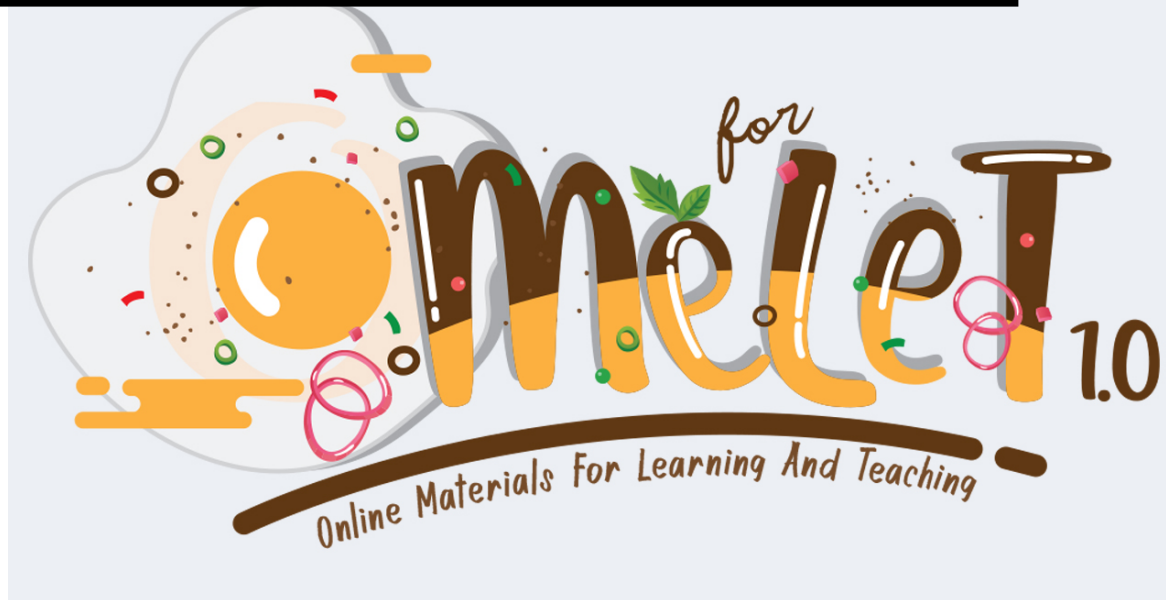


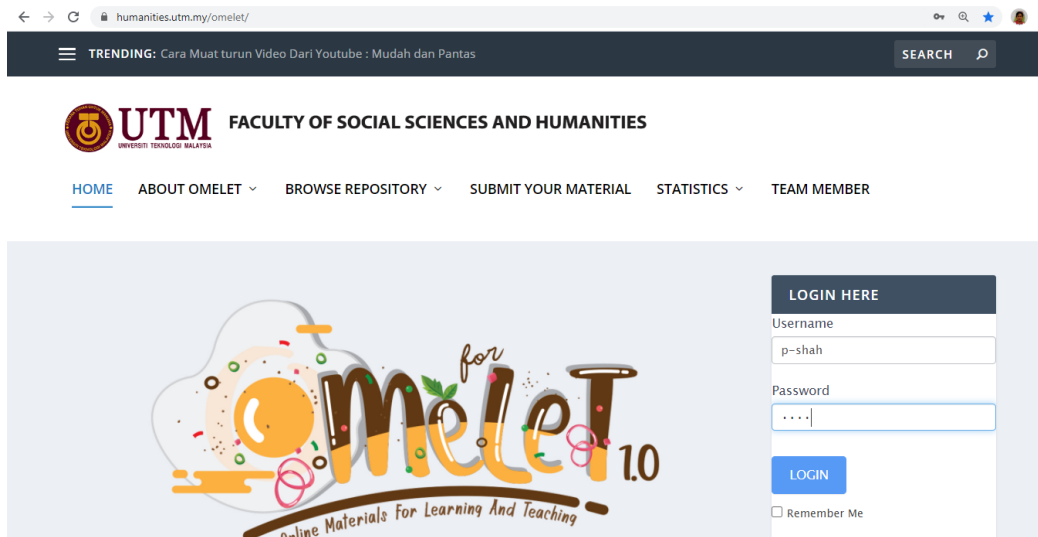
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1.0 How to upload your materials in OMeLet

Log In

1. Open OMeLet website through <https://humanities.utm.my/omelet/>
2. Log in by using your UTM email and your staff no as the password.



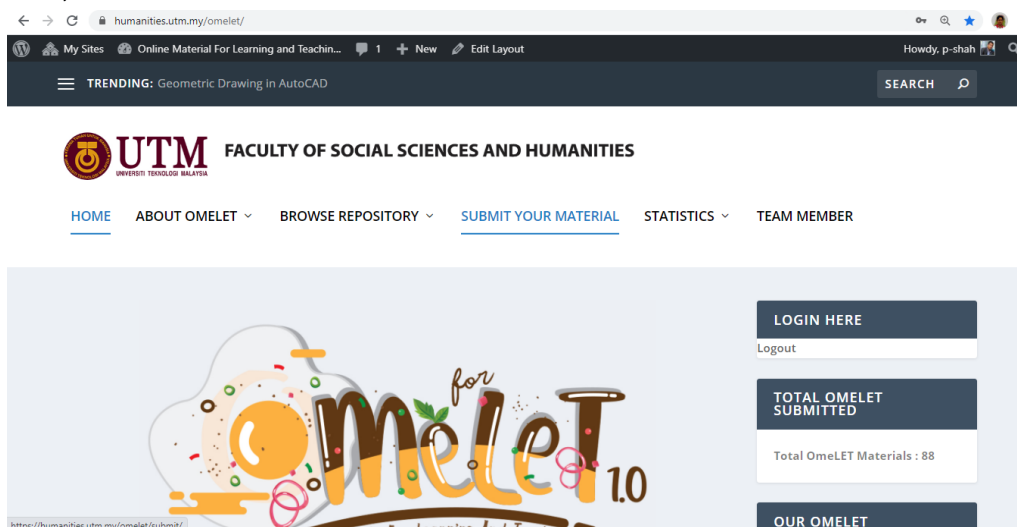
Example:

Username : p-shah

Password : 1234

*****Login must use email staff number in OMeLet NOT your wordpress username and password***

3. Next, click **SUBMIT YOUR MATERIAL**.



4. Then, fill in the details needed such as **name, staff number, school, language for your material, audience, title for your material, brief description, category, type, the material that being uploaded and thumbnail for your material.**

SUBMIT

Name *

Shaharuddin Md Salleh

Staff ID *

School *

☐ Islamic Civilization Academy
☐ Language Academy
☐ Raja Zarith Sofiah CASIS
☒ School of Education
☐ SHARPS

Language

☐ English
☒ Bahasa Melayu

Audience (choose ONE)

Undergraduate

Title *

Penggunaan Kamera DSLR

Brief Description *

Video ini akan mengajar anda bagaimana untuk mengenalikan sebuah kamera digital SLR.


Category *

☐ PSSH Live Events
☒ ICT
☐ Islamic Studies
☐ Language
☐ Meet the Experts
☐ Others
☐ Social Sciences
☐ Technical

Type of Repository *

☐ Audio
☐ File
☐ Image
☒ Video


Audio/File/Image/Video Upload



DROP A FILE
HERE OR CLICK
TO UPLOAD
Maximum upload size:
16.38MB

Audio/File/Image/Video Link

Thumbnail Upload *



DROP AN
IMAGE FILE
HERE OR CLICK
TO UPLOAD
Maximum upload size:
16.38MB

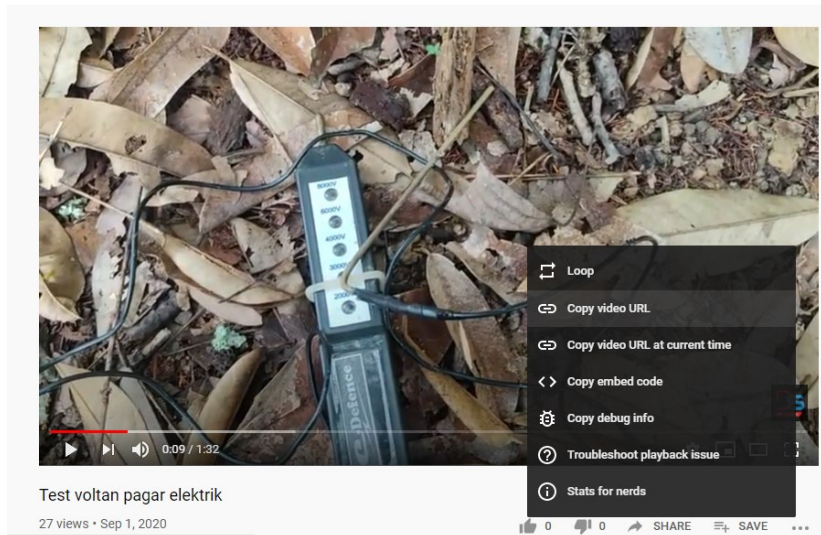
SUBMIT Save Draft

Disclaimer of liability
 The material contained in the OMeLeT website is shared freely for research and educational purposes only. The materials uploaded are strictly under the responsibility of the content curators. The website administrators are not held responsible for the said content. The content curators are strongly advised to avoid uploading materials that contained sensitive issues related to ethnicity, religion, politic, culture, etc. of the general public. Should anyone wish to use any material available on this website for purposes that go beyond 'fair use', the person is required to obtain express permission from the owner of the said content.

5. After finish filling in the details, click **SUBMIT**.

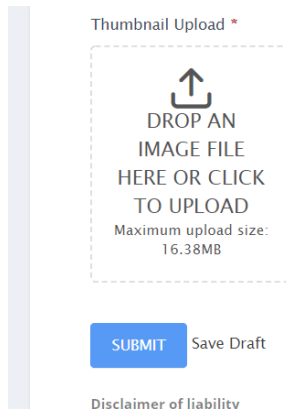
1.1 Steps to upload the video

1. Complete the details in OMeLeT form.
2. Your video should be uploaded first to YouTube and set as public (refer to YouTube Module to upload your video to YouTube)
3. Open the video that have been uploaded and copy the video URL.

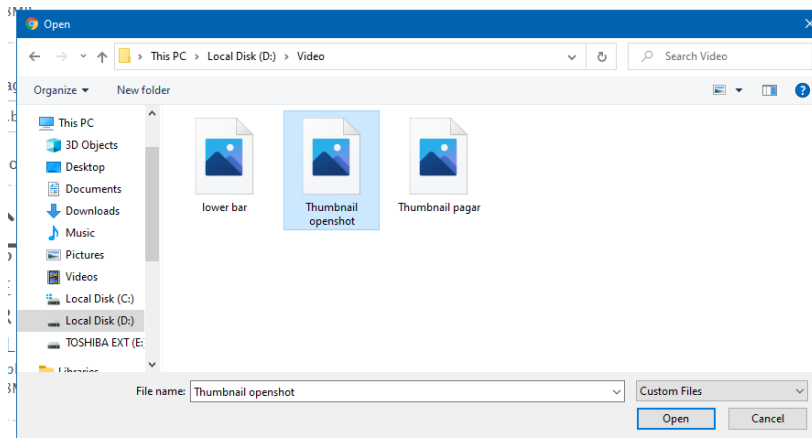


Paste the video URL in **DROP A FILE HERE OR CLICK TO UPLOAD**, in the form provided in OMeLeT.

4. Next, you need to upload Thumbnail for your video to ease the user to choose the material in OmeLet. Maximum size for Thumbnail is 16.38MB. Click in the thumbnail box.

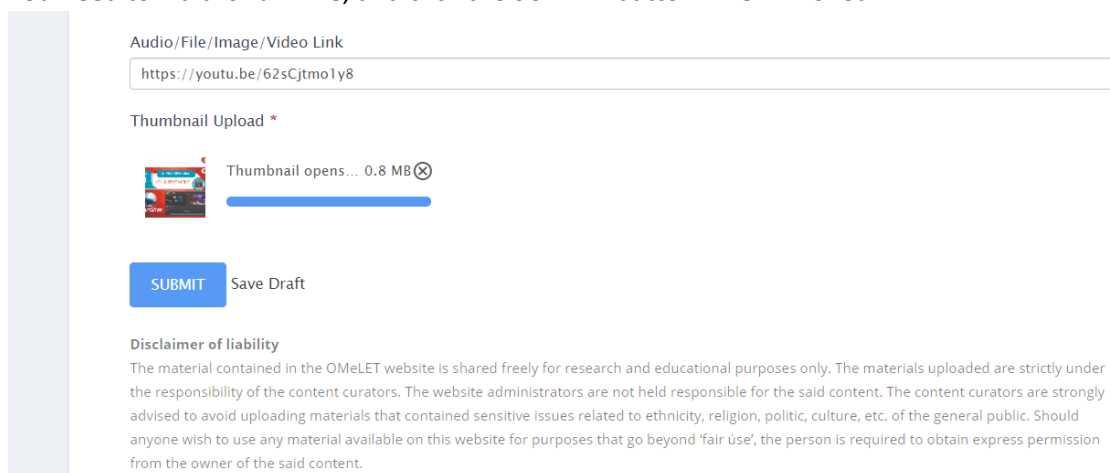


5. Thumbnail should be prepared first based on the video title or the material that want to be uploaded in OmeLet. Choose your thumbnail file and click **Open**.

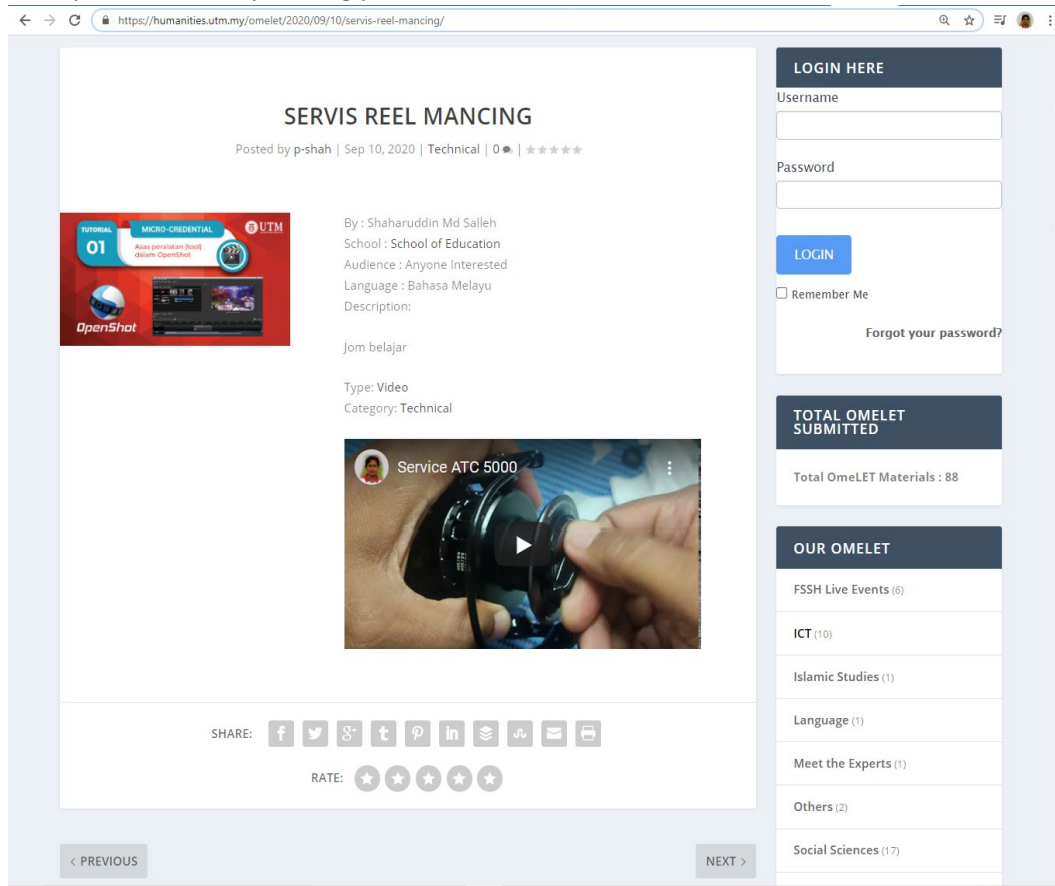


****Thumbnail should in the graphic format like JPEG or PNG**

6. You need to wait for a while, and click the SUBMIT button when finished.

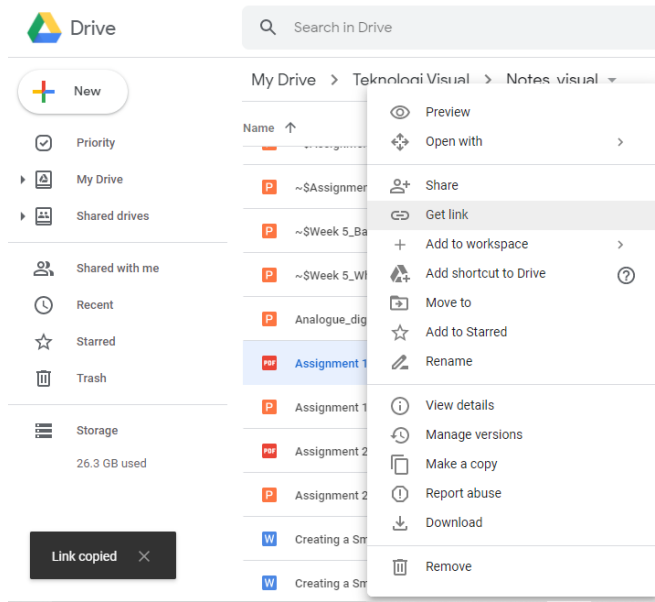


7. Example when the uploading process is successful.

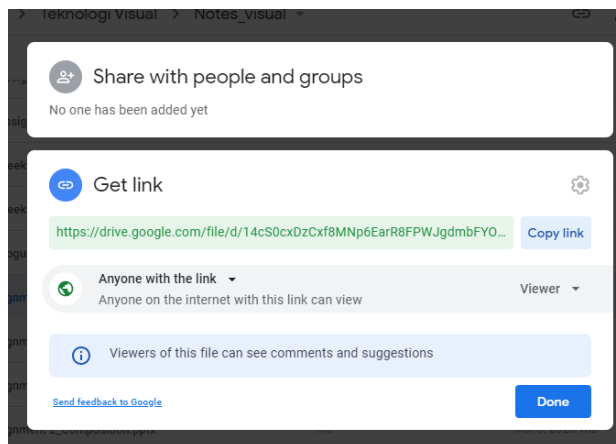


1.2 Steps to upload the PDF/PPT/picture file

1. Complete the OMeLeT form.
2. PDF file need to be uploaded in your Goolge Drive first and must be set as public. (Please refer to the module to set the file as public)
3. Copy the link of your file.



This method is for the file if it has been set as public. Right click on the mouse and click “Get Link”



This method is for you if you want to set your file to public. Click on “Copy Link”.

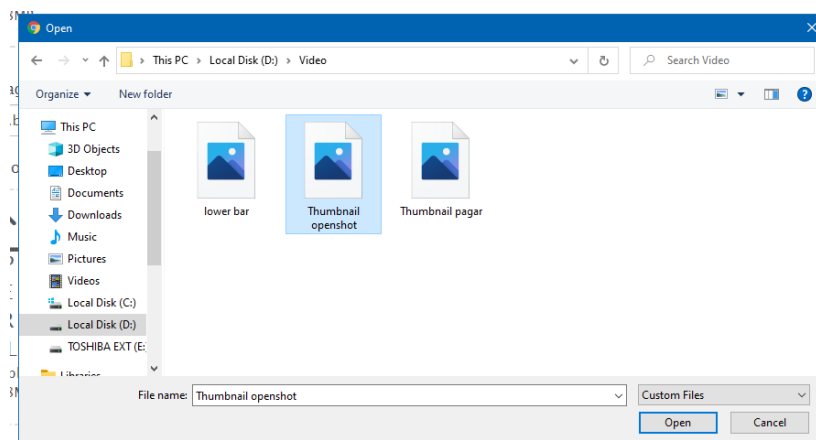
4. Paste the file link in **DROP A FILE HERE OR CLICK TO UPLOAD**, in the form provided in OMeLeT.

The screenshot shows the OMeLeT submission interface. At the top, there's a navigation bar with links like 'My Sites', 'Online Material For Learning and Teaching...', 'New', 'Edit Page', 'Enable Visual Builder', and 'Formidable'. Below this, the 'Type of Repository' section has four radio buttons: 'Audio', 'File' (selected), 'Image', and 'Video'. The 'Audio/File/Image/Video Upload' section features a dashed box with an upload icon and the text 'DROP A FILE HERE OR CLICK TO UPLOAD' and 'Maximum upload size: 16.38MB'. Below this, the 'Audio/File/Image/Video Link' section has a text input field containing the URL 'https://drive.google.com/file/d/14c50cxDzCxf8MNP6EarR8FPWJgdmmbFY0/view?usp=sharing'. At the bottom, there's a 'Thumbnail Upload' section with a dashed box for image upload.

5. Next, you need to upload Thumbnail for your video to ease the user to choose the material in OMeLeT. Maximum size for Thumbnail is 16.38MB. Click in the thumbnail box.

This screenshot focuses on the 'Thumbnail Upload' section. It shows a dashed box with an upload icon and the text 'DROP AN IMAGE FILE HERE OR CLICK TO UPLOAD' and 'Maximum upload size: 16.38MB'. Below the box, there is a blue 'SUBMIT' button and a 'Save Draft' link. At the very bottom, there is a 'Disclaimer of liability' link.

6. Thumbnail should be prepared first based on the video title or the material that want to be uploaded in OMeLeT. Choose your thumbnail file and click **Open**.



****Thumbnail should in the graphic format like JPEG or PNG**

7. You need to wait for a while, and click the SUBMIT button when finished.

Audio/File/Image/Video Link

<https://youtu.be/62sCjtm01y8>

Thumbnail Upload *



Thumbnail opens... 0.8 MB

SUBMIT Save Draft

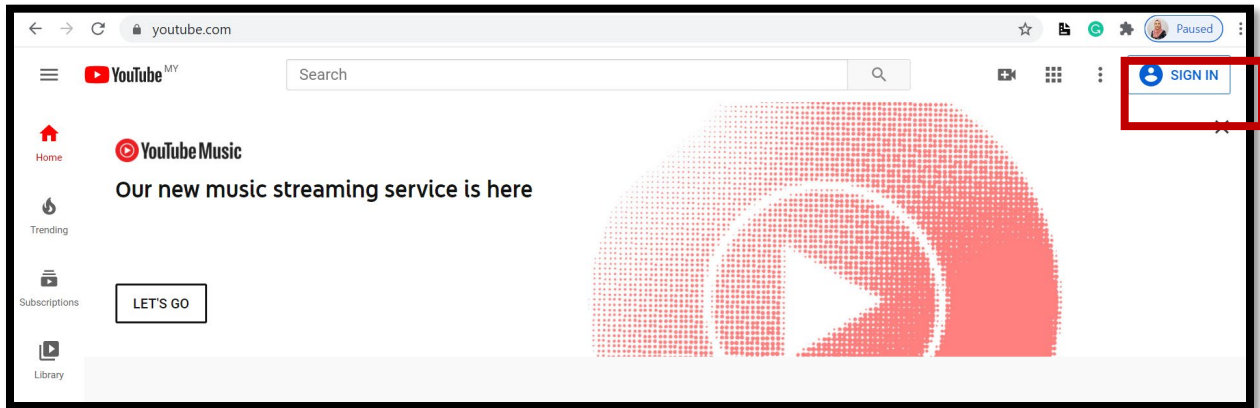
Disclaimer of liability

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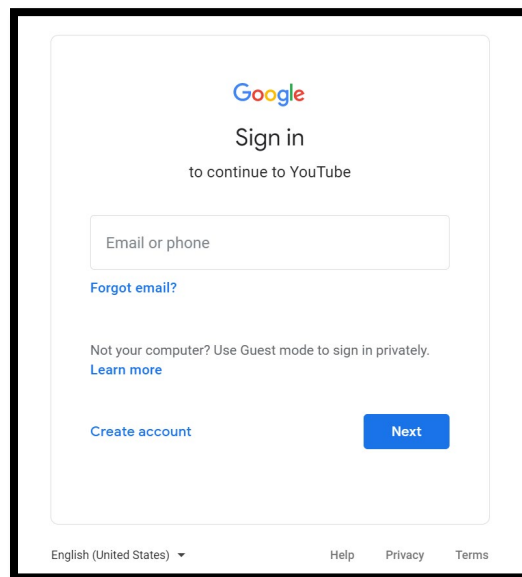
2.0 How to Create a YouTube Channel

2.1 Creating a YouTube channel using your Google account

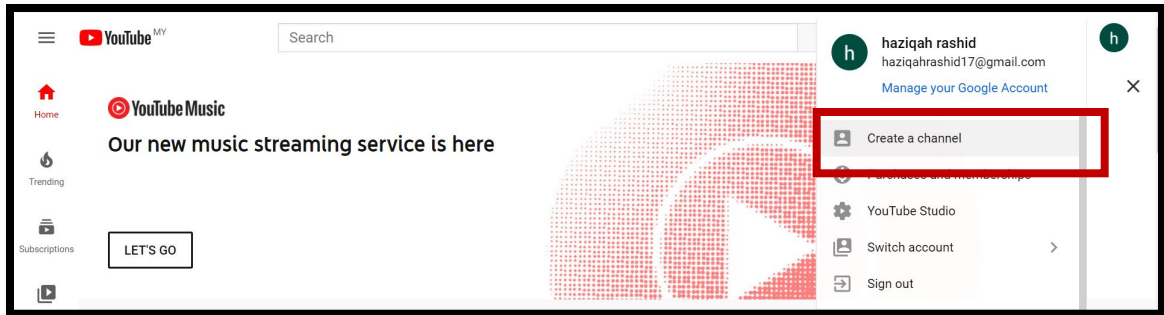
1. Go to YouTube and sign in



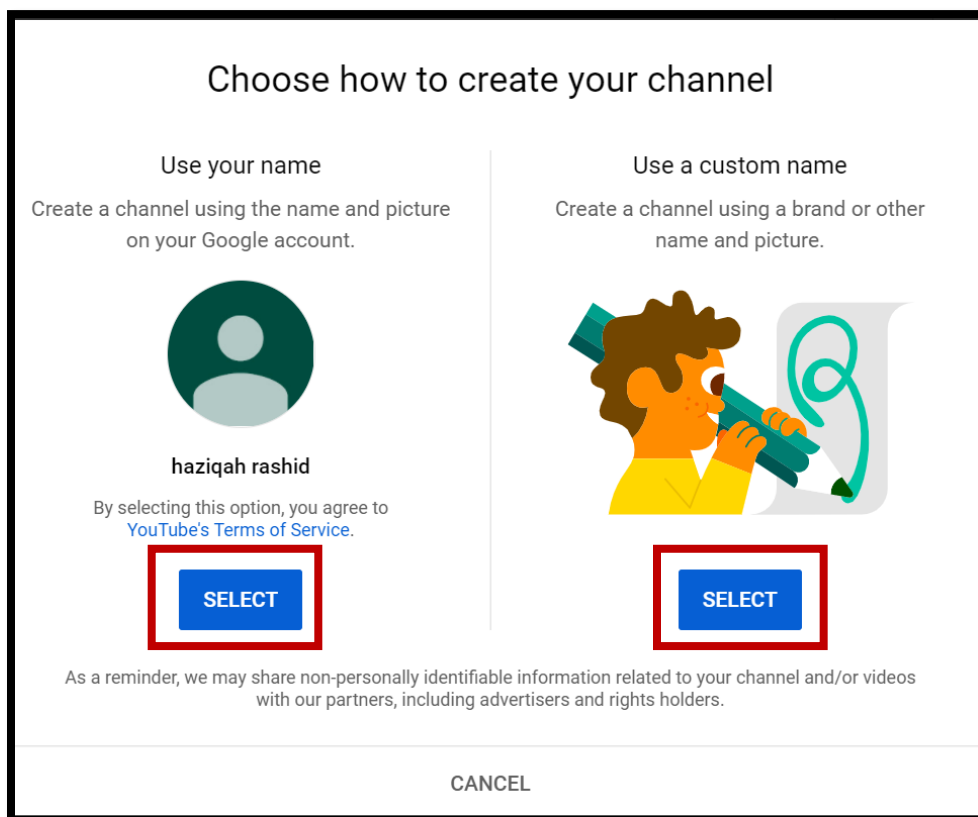
2. Login using the Google account you like your channel to be associated with:



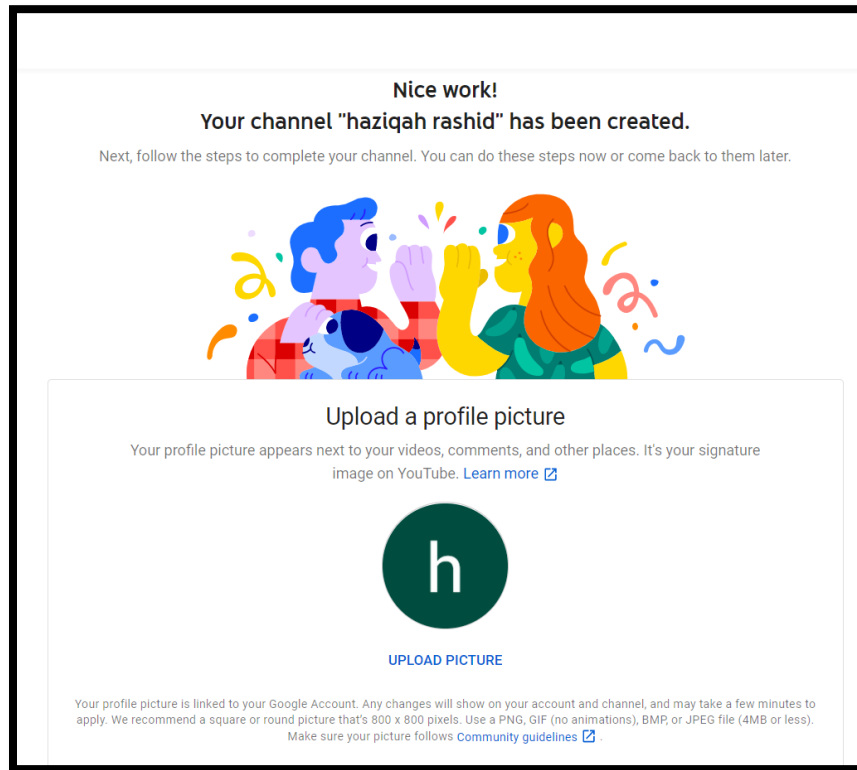
3. In the top right corner of the screen, click on your profile icon and then click "Create a channel."



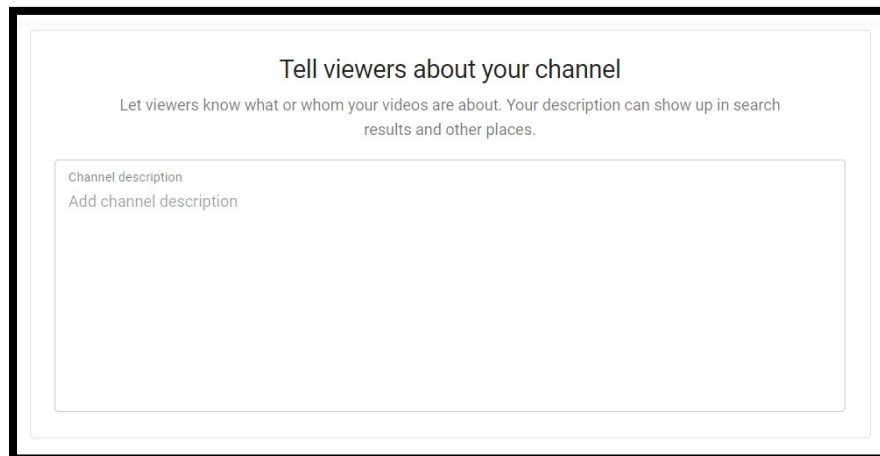
4. Next, you will have the option to create a personal channel or a create a channel using a business or other name.



5. After this step, you'll have the chance to further customize your channel. You'll see options for:
- Uploading a profile picture



- Adding a description of your channel



- Adding links to your sites – this can include custom links to a website or blog as well as social links to Instagram or Twitter

Add links to your sites

Sharing links helps viewers stay connected with you and your latest videos.

Custom link

Link title My website	URL Add URL
--------------------------	----------------

Social links

URL
f https://www.facebook.com/add profile name

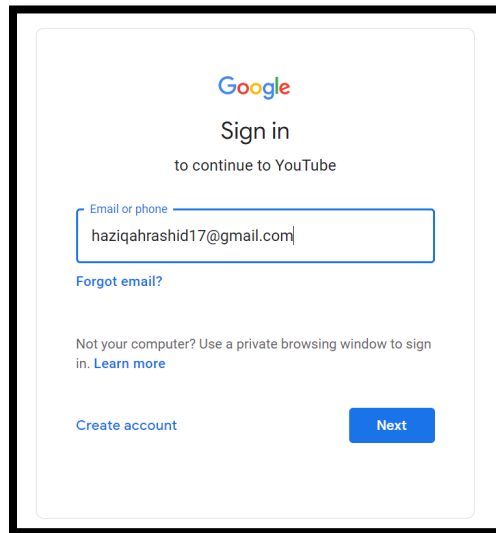
URL
t https://www.twitter.com/add profile name

URL
i https://www.instagram.com/add profile name

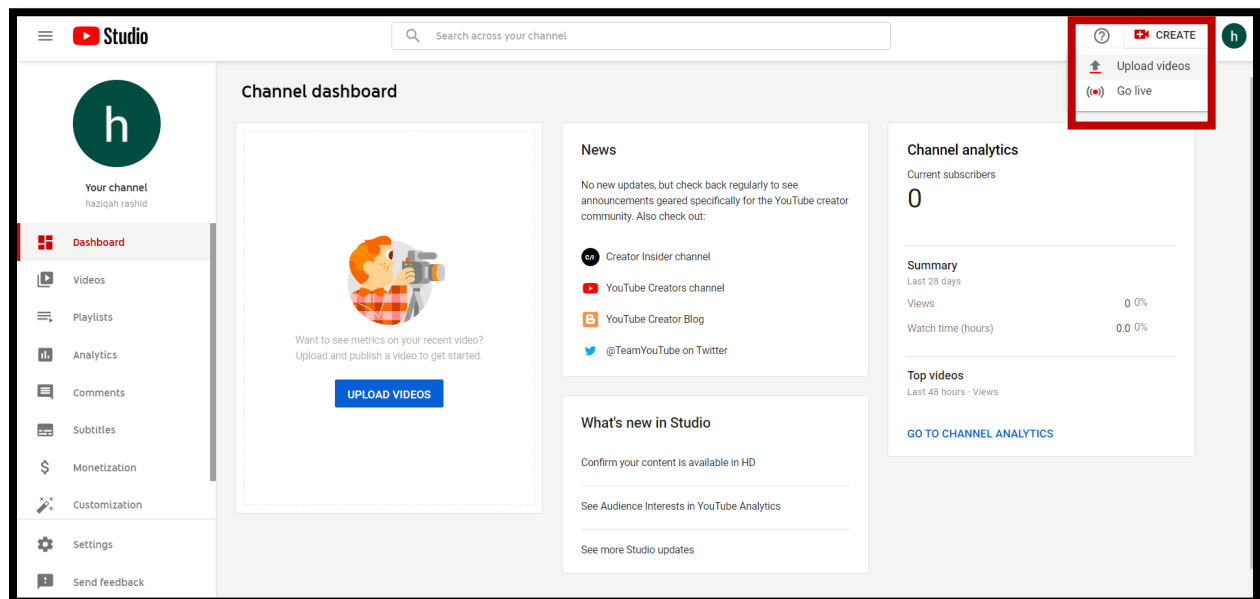
[SET UP LATER](#) [SAVE AND CONTINUE](#)

3.0 How to Upload Your Video to YouTube?

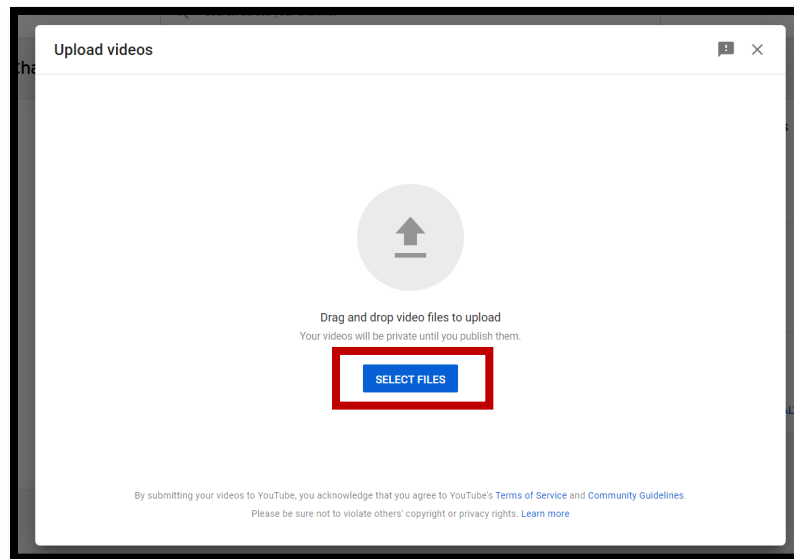
1. Sign in to YouTube Studio using the Google account that you have created.



2. In the top right-hand corner, click CREATE and then Upload video.

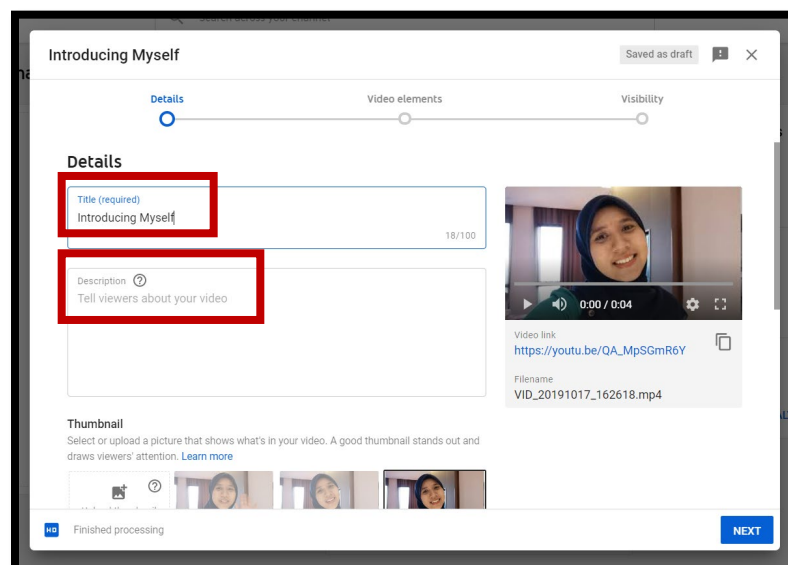


3. Select the file you would like to upload.



**Note: You can upload up to 15 videos at a time. Be sure to click Edit on each file to edit your video details.*

4. Add important details to your video including **“Title”, “Description”, “Thumbnail”, “Playlist”, “Audience”** and **“Age Restriction”**.



Introducing Myself


Saved as draft

DetailsVideo elementsVisibility

Thumbnail

Select or upload a picture that shows what's in your video. A good thumbnail stands out and draws viewers' attention. [Learn more](#)

Upload thumbnail



Playlists

Add your video to one or more playlists. Playlists can help viewers discover your content faster. [Learn more](#)

Playlists

Select

Audience

Is this video made for kids? (required)

Regardless of your location, you're legally required to comply with the Children's Online

Finished processing

NEXT

Introducing Myself

Saved as draft

DetailsVideo elementsVisibility

Select

Audience

Is this video made for kids? (required)

Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. [What's content made for kids?](#)

☐ Yes, it's made for kids

☐ No, it's not made for kids

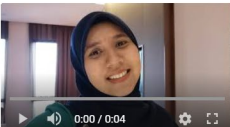
Age restriction (advanced)

Do you want to restrict your video to an adult audience?

Age-restricted videos are not shown in certain areas of YouTube. These videos may have limited or no ads monetization. [Learn more](#)

☐ Yes, restrict my video to viewers over 18

☒ No, don't restrict my video to viewers over 18 only



Video link

https://youtu.be/QA_MpSGmR6Y

Filename

VID_20191017_162618.mp4

Finished processing

NEXT

5. Next, at the bottom of the Details page, you can select **MORE OPTIONS** to choose your advanced settings including **“Paid promotion”, “Tags”, “Language, subtitles, and closed caption (CC)”, “Recording date and location”, “License and distribution”, “Category”** and **“Comments and ratings”**.

Introducing Myself Saved as draft

Details Video elements Visibility

Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. [What's content made for kids?](#)

☐ Yes, it's made for kids

☒ No, it's not made for kids

Age restriction (advanced)

Do you want to restrict your video to an adult audience?

Age-restricted videos are not shown in certain areas of YouTube. These videos may have limited or no ads monetization. [Learn more](#)

☐ Yes, restrict my video to viewers over 18

☒ No, don't restrict my video to viewers over 18 only

MORE OPTIONS

Paid promotion, tags, subtitles, and more

Finished processing

NEXT

Video link: https://youtu.be/QA_MpSGmR6Y

Filename: VID_20191017_162618.mp4

Introducing Myself Saved as draft

Details Video elements Visibility

Paid promotion

If you accepted anything of value from a third party to make your video, you must let us know. We'll show viewers a message that tells them your video contains paid promotion.

☐ My video contains paid promotion like a product placement, sponsorship, or endorsement

By selecting this box, you confirm that the paid promotion follows our ad policies and any applicable laws and regulations. [Learn more](#)

Tags

Tags can be useful if content in your video is commonly misspelled. Otherwise, tags play a minimal role in helping viewers find your video. [Learn more](#)

Add tag

Enter a comma after each tag 0/500

Language, subtitles, and closed captions (CC)

Select your video's language and, if needed, a caption certification

Video language Caption certification

Finished processing

NEXT

Video link: https://youtu.be/QA_MpSGmR6Y

Filename: VID_20191017_162618.mp4

Introducing Myself Saved as draft

Details Video elements Visibility

Language, subtitles, and closed captions (CC)
Select your video's language and, if needed, a caption certification

Video language: Select
Caption certification: None

UPLOAD SUBTITLES/CC

Recording date and location
Add when and where your video was recorded. Viewers can search for videos by location.

Recording date: None
Video location: None

License and distribution
Learn about [license types](#) and [distribution](#).

License: Standard YouTube License

☒ Allow embedding

Finished processing NEXT

Video link: https://youtu.be/QA_MpSGmR6Y
Filename: VID_20191017_162618.mp4

Introducing Myself Saved as draft

Details Video elements Visibility

License and distribution
Learn about [license types](#) and [distribution](#).

License: Standard YouTube License

☒ Allow embedding
☒ Publish to subscriptions feed and notify subscribers

Category
Add your video to a category so viewers can find it more easily

Category: People & Blogs

Comments and ratings
Choose if and how you want to show comments

Comment visibility: Hold potentially inappropriate...
Sort by: Top

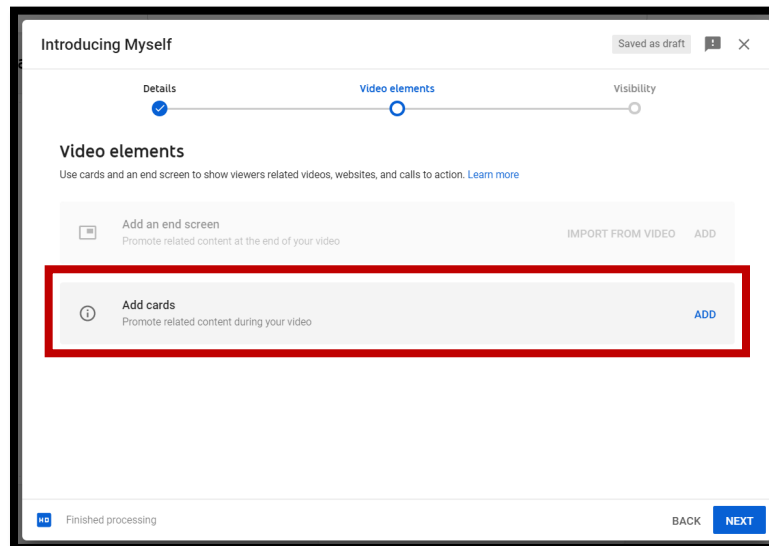
☒ Show how many viewers like and dislike this video

Finished processing NEXT

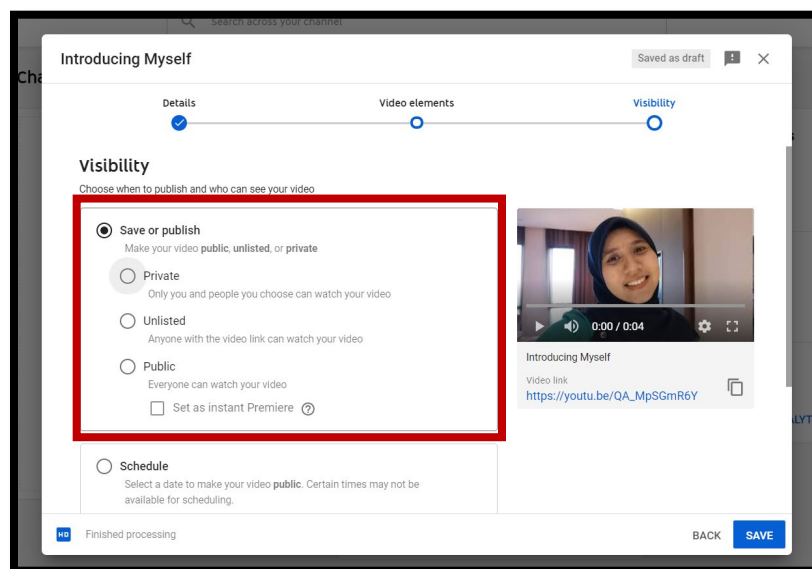
Video link: https://youtu.be/QA_MpSGmR6Y
Filename: VID_20191017_162618.mp4

**Note: Some features may not be available if your video is still processing. You can always upload your video as "Unlisted" and add these features after processing is complete.*

6. Then, you can **add cards** and **end screens** to show viewers related videos, websites, and calls to action.



7. Next step is to preview and publish your video. To **publish your video now**: Select **Publish** and choose your **video's privacy setting**. You can choose your video as **"Private"** if you do not want anyone to view your video, **"Unlisted"** if you want the people who has the link to view your video or **"Public"** to allow anyone to view your uploaded video.

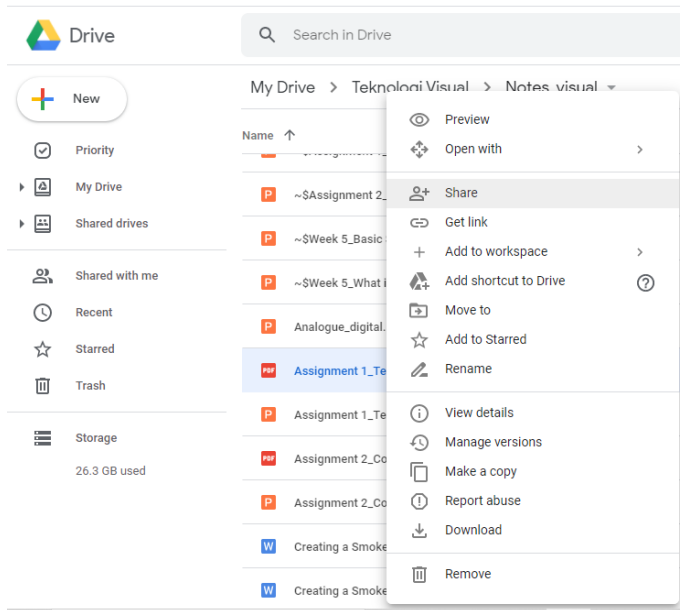


8. To **publish your video later**: Select **Schedule** and pick the date you want your video to be published. **Your video will be private until that date.**

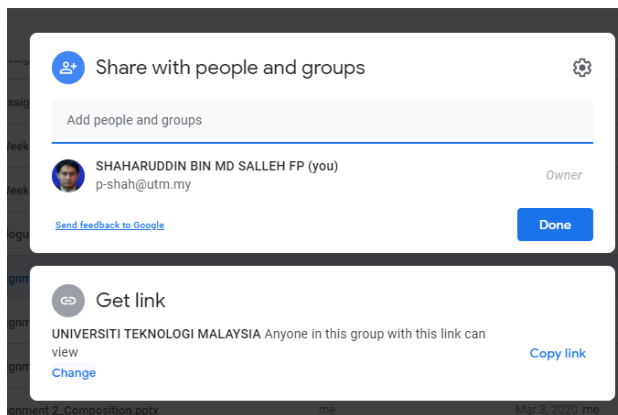
The image shows the YouTube video upload interface for a video titled "Introducing Myself". The interface has three tabs: "Details", "Video elements", and "Visibility". The "Details" tab is active. Under the heading "Choose when to publish and who can see your video", there are two main options: "Save or publish" (which is currently unselected) and "Schedule" (which is selected and highlighted with a red box). The "Schedule" option includes a text prompt "Select a date to make your video public. Certain times may not be available for scheduling." Below this, there are dropdown menus for the date (set to "Oct 7, 2020") and time (set to "12:15 AM"), followed by a "TIME ZONE" link. A note states "Video will be private before publishing". There is also an unchecked checkbox for "Set as Premiere". To the right of the scheduling options is a video player showing a thumbnail of a woman wearing a hijab. Below the player is the video link: "https://youtu.be/QA_MpSGmR6Y". At the bottom of the interface, there is a "Finished processing" status, a "BACK" button, and a blue "SCHEDULE" button.

4.0 How to set the material in Google Drive as public

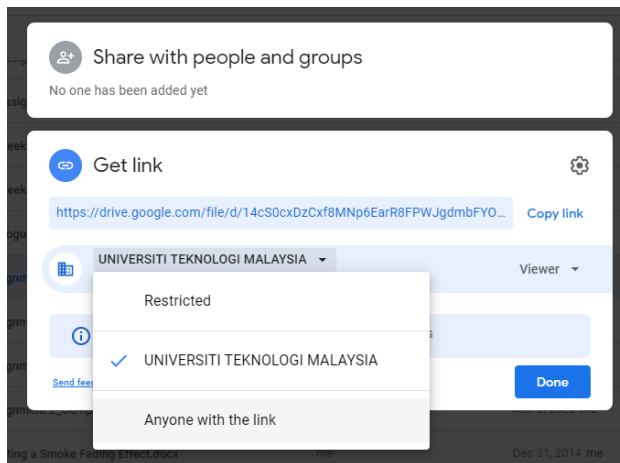
1. Log in to your Google Drive.
2. Right click on the file that you want to share and choose **Share**.



3. Click **Change** button.

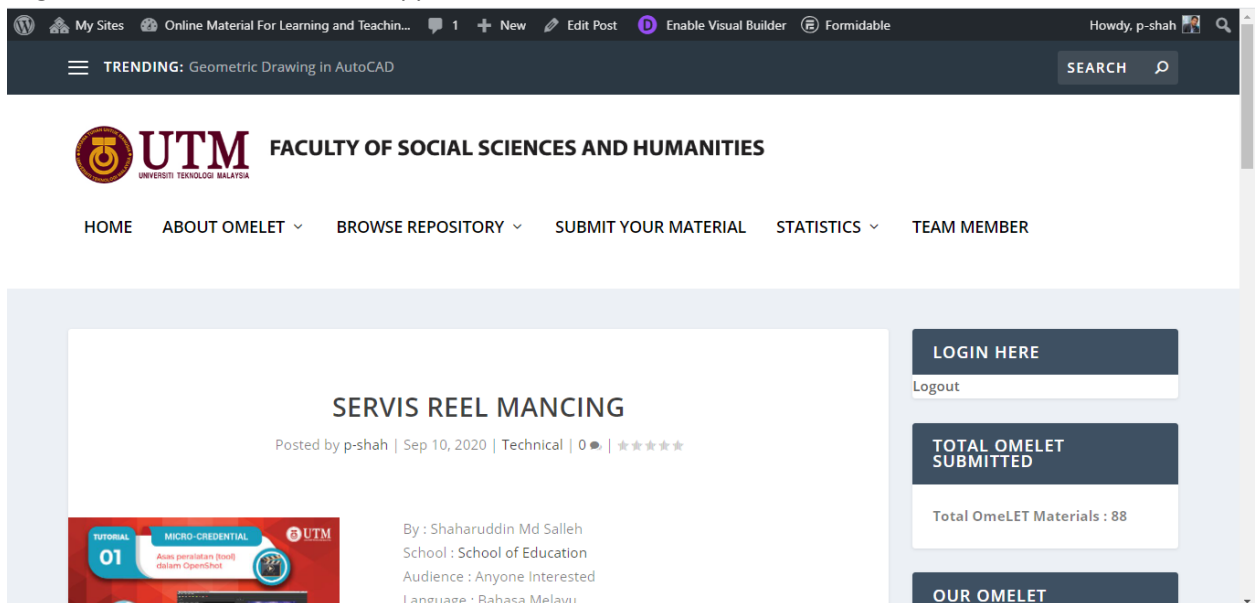


4. And choose **Anyone with the link**.

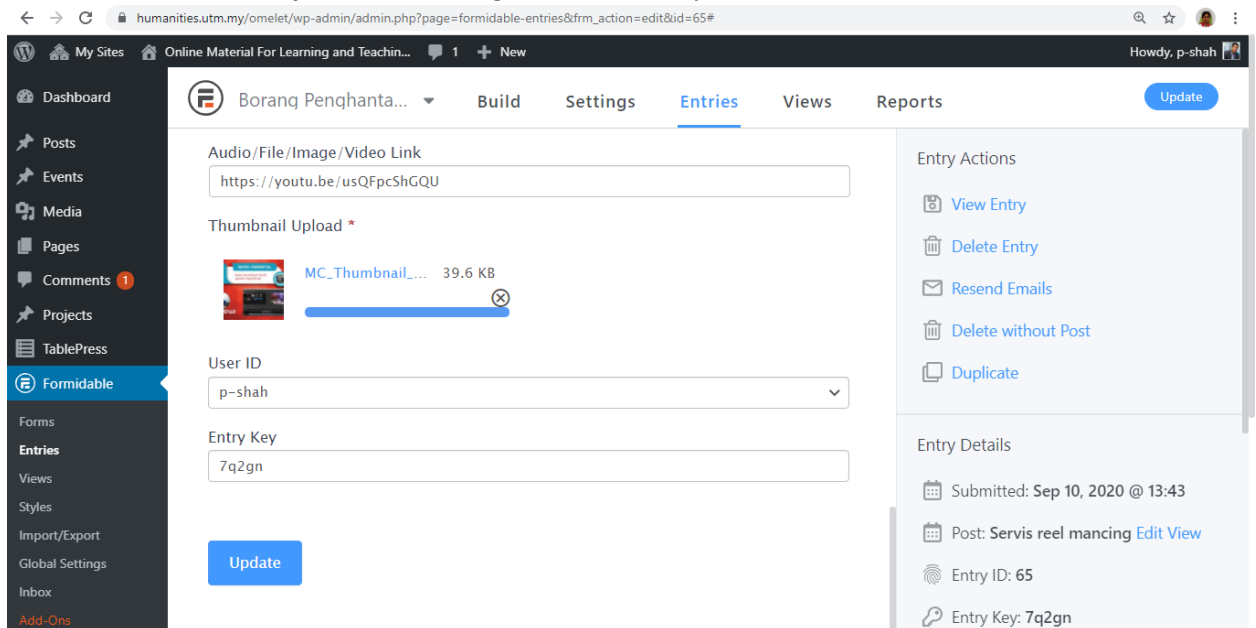


How to delete materials in OmeLet

1. Log in and click **Edit Post** at the upper side.



2. Click on the **Delete Entry** button in the right-hand side of your screen.



3. Click **Confirm** button.

