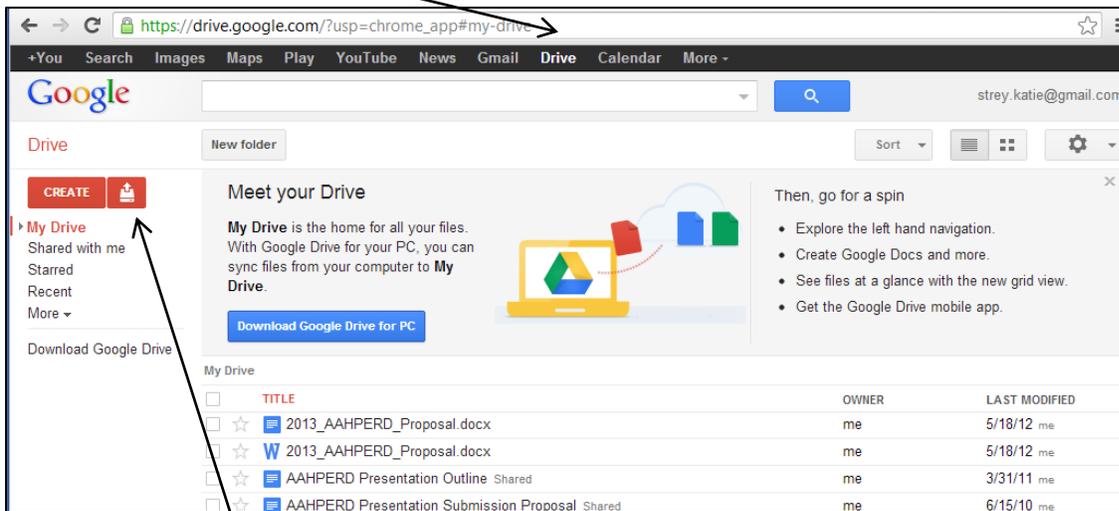# How to Upload a Video to Your E-Portfolio

Step 1: Create a video that is 15-30 seconds explaining the purpose of the portfolio and what you put in the e-portfolio.

Step 2: Log into your gapps google account.

Step 3: Go to Google "Drive." (See the frame below)

Step 4: Click the Upload button (Next to the word "Create")

Step 5: The video will appear in your Drive after it is uploaded. Right click on the file name and click "Share". Add your teacher's email address to the Add box in the window that pops up. **You may also need to change the privacy setting so that it is open for Timberlane School District to view.**

Step 6: Go to your Google Site home page. Click the edit tool (pencil).

Step 7: Go to the top left corner and click "Insert". Then choose Video, then Google Video.

Step 8: Select your video added to Google Drive.

* Your video must appear on the page. It should not be a hyperlink to the video.