



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

(A State University Established under Haryana Act No. 29 of 2013)

INSTRUCTIONS FOR UPLOADING THE STUDY MATERIAL ON UNIVERSITY WEBSITE

All the chairpersons of various department and teaching staff members are requested to please make ensure that the students are getting the study material in a systematic way and on regular basis. They can do that in form of Video/Audio lecture, PPT Presentation, Notes or online classes. Here are some common guidelines for doing that.

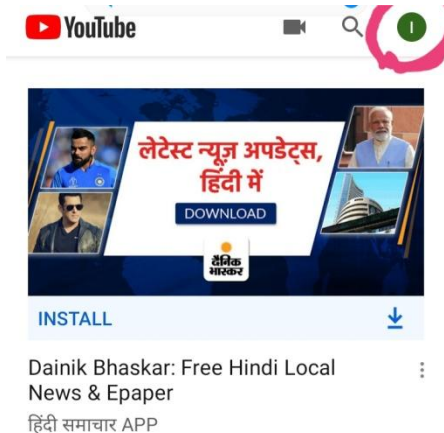
1. For uploading PPT or Notes

Prepare your Notes/PPTs

Send it to the mail ID studynotes@igu.ac.in along with the name of department, Class, Teacher name, Subject and Name of Topic to which it is related.

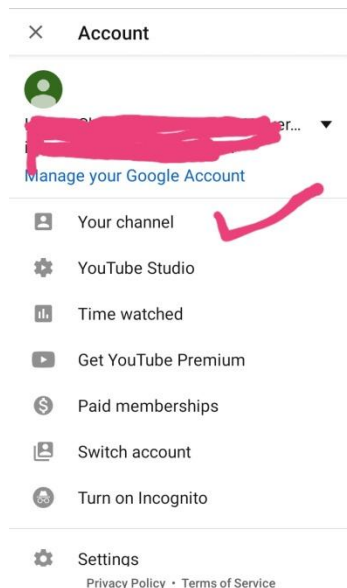
2. For Video Lectures or Online Classes

You can follow the following easy steps.



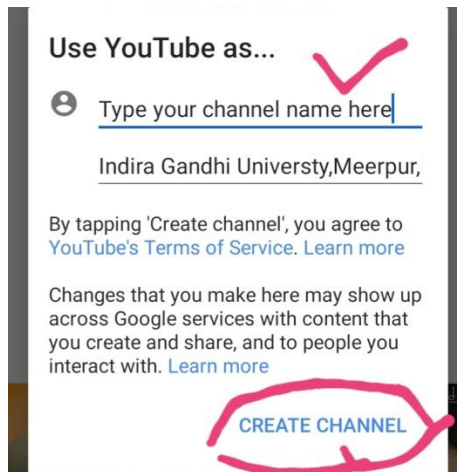
Step : 1

Open your YouTube and click on the top corner on right hand side given in circle.



Step-2

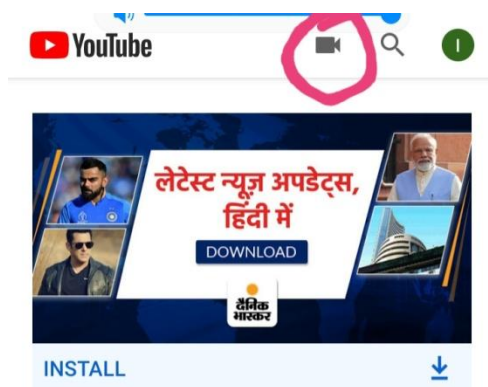
Now click on your channel.



Step-3

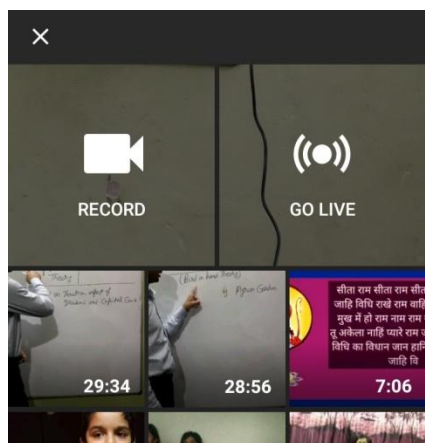
Now type your channel name here and then click on 'Create channel' on bottom.

Your You-Tube channel will be created.



Step-4

Now click on the circled button to upload an existing video/ record your video or go for live class.

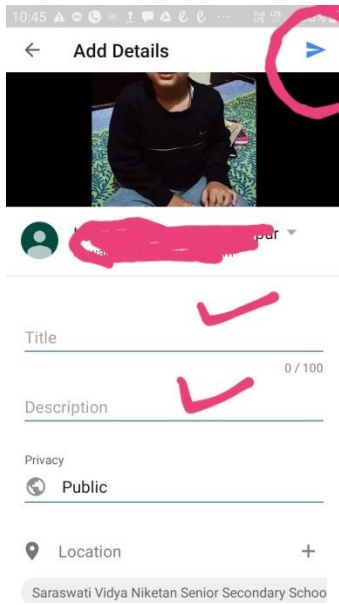


Step-5:

For recording a video click on 'RECORD'

For live class click on 'Go Live'

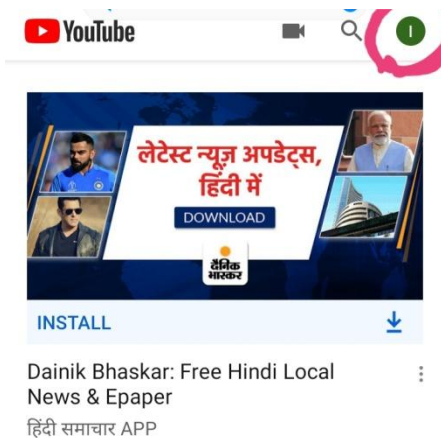
For uploading the videos you have already recorded, select it from the list of videos.



Step-6

Now add title and description of your video lecture. Then click on the arrow icon circled on the top of Right hand side.

Your video will be uploaded. It may take 15 to 20 minutes depending upon the speed of internet connection.



To see your uploaded video, click on the top corner of right side. Then select your channel. You will find your uploaded video there.

Step-7:

Now for uploading this video on university website, copy the link of your video. You will find it in sharing option. Then Send it to the mail ID studynotes@igu.ac.in along with the name of department, Class, Teacher name, Subject and Name of Topic to which it is related.

