

QualBoard Video Library

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On the **Media Gallery** tab, click on the **Upload** button.

You're well on your way! Click **Next** for the next step.

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Select the file(s) you want to upload. If the files are larger in size, we recommend uploading 1 at a time. Once you've select the media you want to upload, click **Open**.

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You will need to set a language on each video you upload. After you select the language, click **Submit**.



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You can reference the loading bar above the gallery to see the progress on the upload.



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Once your videos have been uploaded, they will appear in the Media Gallery. You will be able to see the upload date and time and who uploaded the video.



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