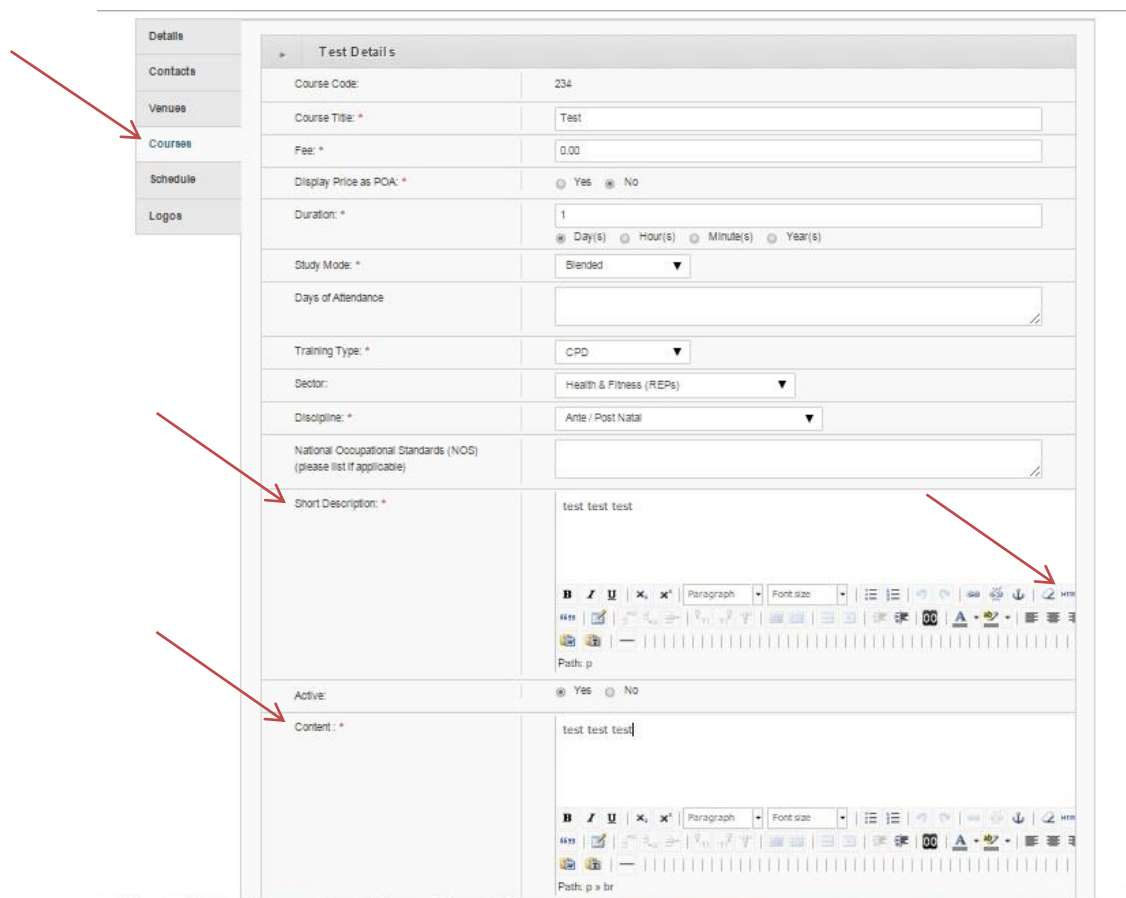


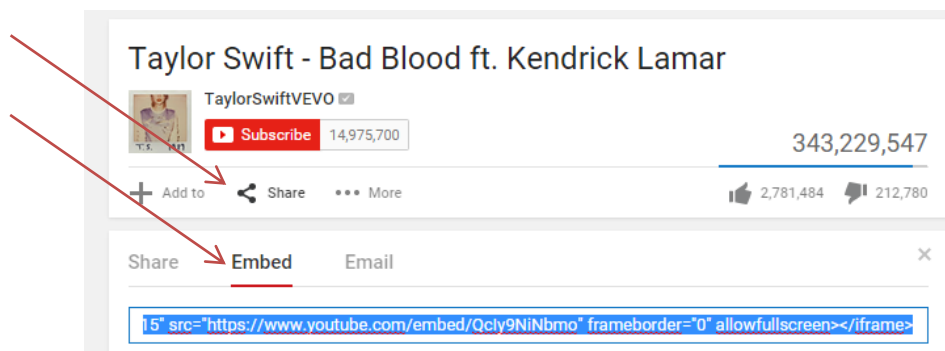
Quality Training Portal

Adding YouTube videos to your training details on the QTP

1. Log in and find your training under the Courses tab.
2. Select the training where you wish the video to appear.
3. You can add your video to either the Short Description box or in the Content section. NB if you put it in the Short Description box, it will appear on the first page of your training unless you have put in at least 5 lines of text (which makes what follows appear on the next page).
4. Enter any text you want to add to the box you have chosen and then select the HTML button.



5. Put two returns at the end of the text you have inserted in order to create a space; open another tab and go to YouTube to select the video you wish to embed.
6. When you have the video on the screen, click on Share, and then Embed. A series of code will appear in the box – highlight and copy, then return to your open QTP page.



7. In the Content (or Description) box, click on the HTML icon (see above) and paste the code below your text and the two returns (put the text in first otherwise it will be difficult to add afterwards).
8. Select Update, and you will see a yellow box which shows that your video is uploaded.
9. Submit your changes for approval.