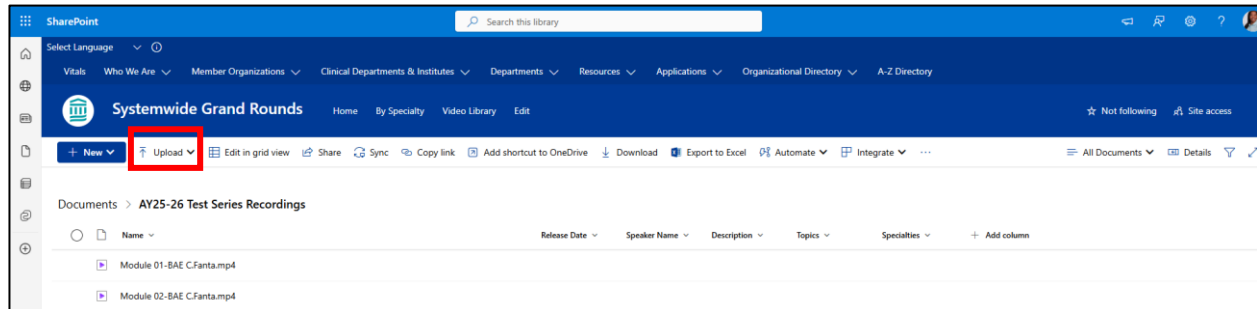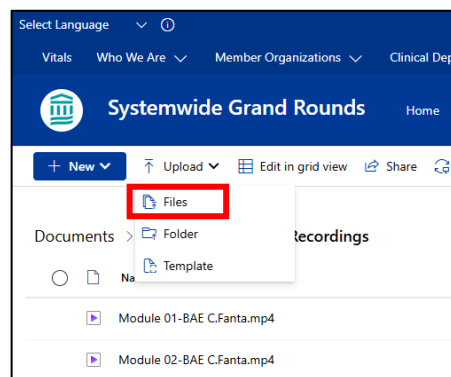# How to Upload Session Recordings to Systemwide Grand Rounds Video Library (on Vitals)
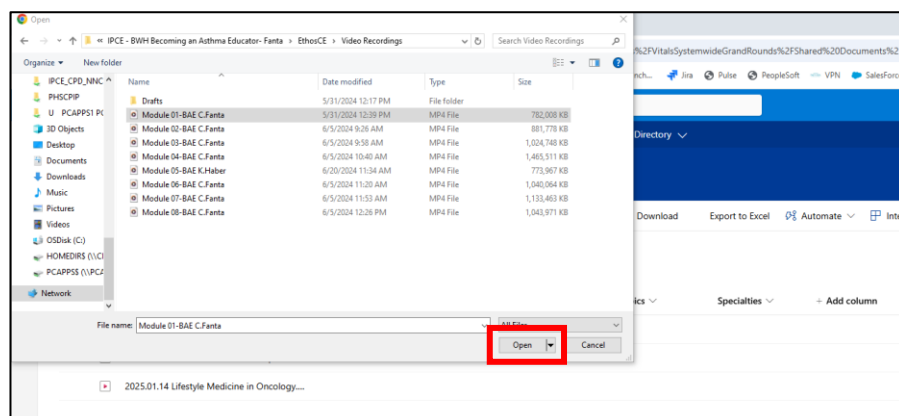
1. **Navigate to your series folder.**
   a. Example: AY25-26 Test Series Recordings

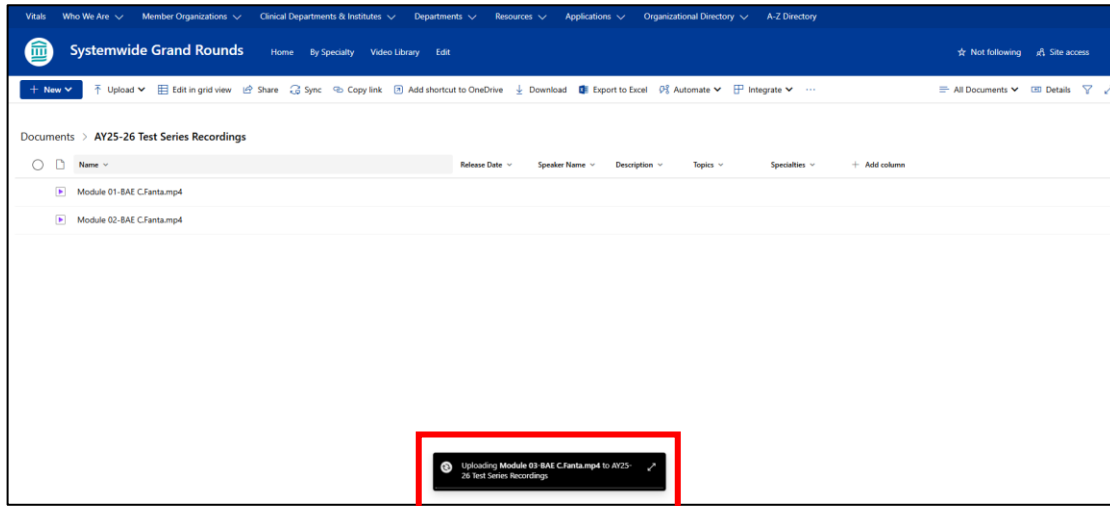2. **Click 'Upload'**

3. **Click 'Files'**

4. **Locate & select the video file you want to upload. Then, click 'Open'**
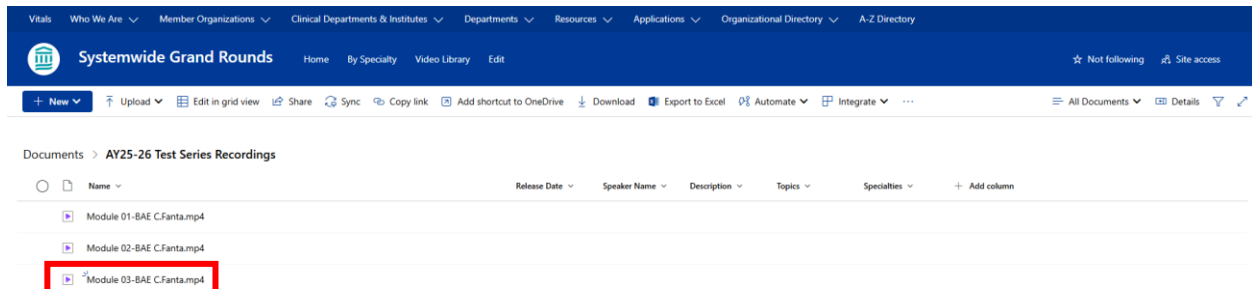
5. **Wait for the file to upload.**
   Upload status can be seen at the bottom of your screen, in the pop-up progress window.

6. **Once the video has uploaded, it will appear as a new item in your folder.**

7. **To verify that the video has been uploaded, click on the video title. If your window reloads & you can view the video, you have successfully uploaded the file.**

If you have any questions or concerns, please contact Maxine Harney (mgharney@mgb.org) or the CPD Office (mgbcpd@mgb.org)