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Introduction

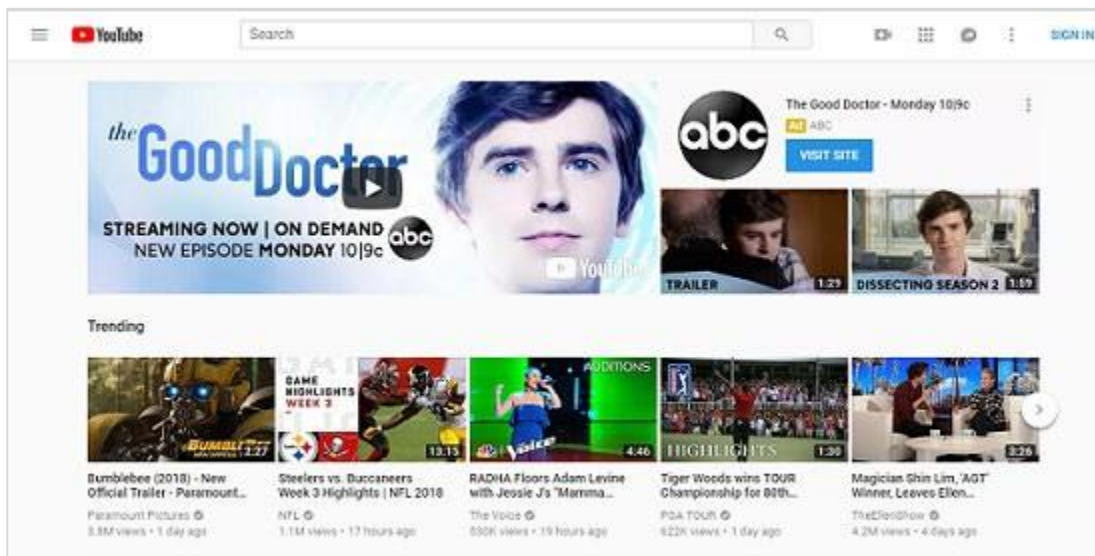
Reasons for using YouTube:

- You can store all your videos in one place.
- You can share videos anywhere.
- The video can be kept private and can be made unsearchable.
- The quality of videos will be better than most alternatives.
- The videos will be stored on the YouTube server and won't take space on your computer.

NOTE: YouTube changes their website design very regularly; however, the steps should remain similar.
(Last Updated: July 12, 2019)

Creating a YouTube Account (For existing Gmail accounts)

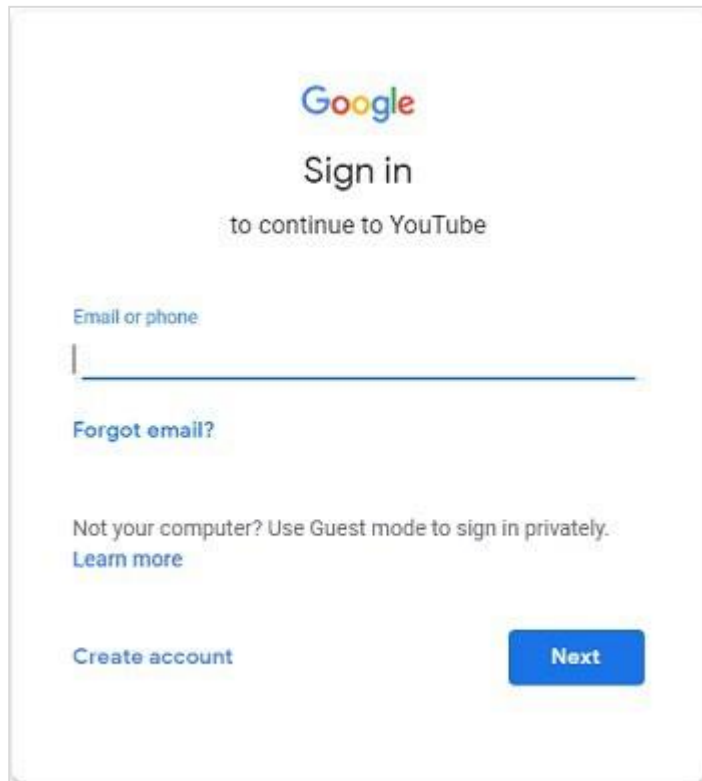
- Students already have an existing Gmail account (their student email account); you will need to link it to your YouTube account.
 - You may also use a personal Gmail account, if you prefer.
- Go to: www.youtube.com



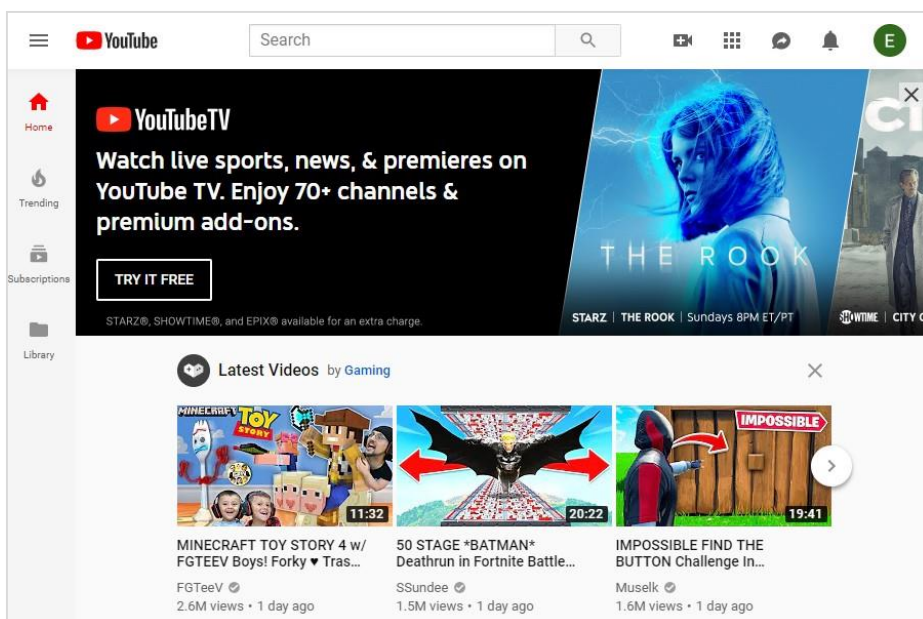
- Click on Sign In in the upper right-hand corner.



- You will be taken to the YouTube/Google login page.

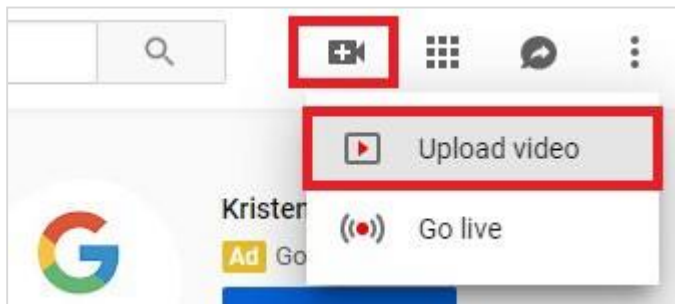


- Log in using your Gmail address and password; be sure to use the entire email address.
 - Google may offer a list of their new policies. You are welcome to read them. Otherwise, click on 'OK, got it.'
 - You may also receive other pop-ups. You may close out of them.
- Once you have successfully linked your Gmail and YouTube accounts, you will be sent back to the YouTube home page.

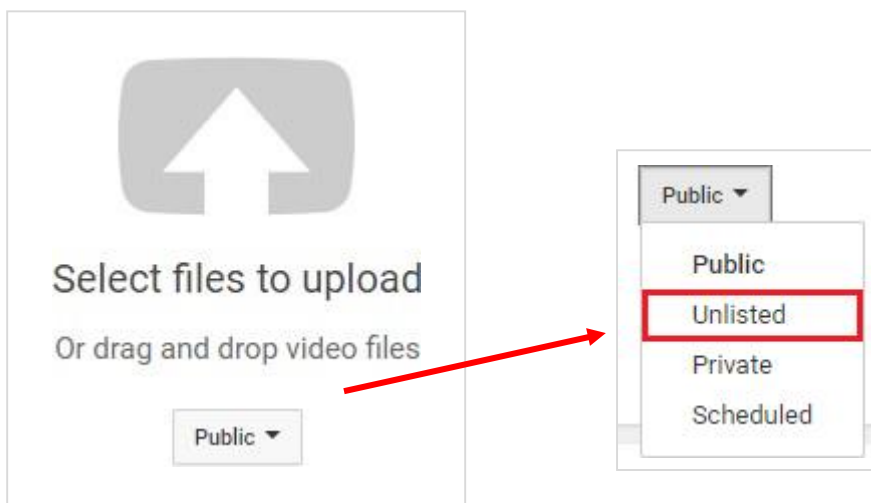


Uploading Videos to YouTube

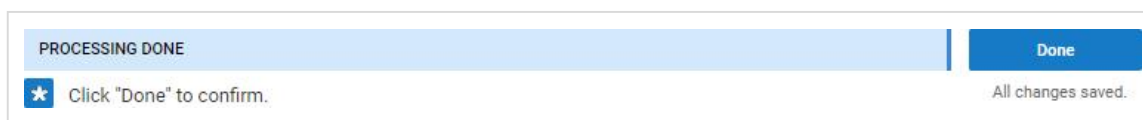
- Start by logging into YouTube.com and clicking the Upload button at the top of your page.



- Then click on Select files to upload.
 - Also, click on the drop-down menu to change the video from Public to Unlisted. This will prevent the video from showing up in searches. Do NOT select Private as that will prevent anyone else from being able to view the video.



- A file upload box should pop up. Search for the video you have saved.
- Once you have found it, click Open.
- Processing may take a few minutes, depending on the length and quality of your video.
- When the upload is complete the processing bar will say Processing Done and show a Done button next to it. Make any edits to the Basic Info and Advanced Settings tabs before clicking on Done. If you do click Done first, you can then click back to Editing.



● Under the Basic Info tab, edit the following information:

1. Give the video a title.
2. You may give the video a description.
3. Do not add Tags. These are used for searching and for advertising.
4. Choose a Video Thumbnail that you prefer by clicking on it.
5. Change the Privacy setting to Unlisted if you didn't do so before uploading the video. This will make it unsearchable, and someone would have to have the specific URL to view it. *Your instructor or other students will not be able to view a Private video from Blackboard.*

The screenshot shows the 'Basic info' tab of a video upload interface. It includes fields for title, description, and tags, a 'Premiere' toggle, a privacy dropdown menu, and a 'VIDEO THUMBNAILS' section. Red arrows and numbers 1 through 5 point to specific elements: #1 points to the title field, #2 to the description field, #3 to the tags field, #4 to the video thumbnails, and #5 to the privacy dropdown menu.

Basic info Translations Advanced settings

WIN 20190711 09 31 23 Pro #1

Description #2

Tags (e.g., albert einstein, flying pig, mashup) #3

VIDEO THUMBNAILS ? #4

New! Premieres
Make it a moment! Build the hype and get fans excited about your next video.
• Schedule your Premiere
• Share your watch page URL with your fans
• Chat with fans before and during the Premiere
• Watch the Premiere with fans in real time
[Learn more](#)

Premiere ☐ ?

Unlisted #5

+ Add to playlist

Do minors appear in this video?
Make sure you follow our policies around child safety on YouTube and comply with any labor law obligations you may have. [Learn more](#)

Looking for overall content guidance?
Our Community Guidelines help you steer clear of trouble and ensure that YouTube remains a place where creators, advertisers, and viewers can thrive. [Learn more](#)

● Next, click on the Advanced settings tab.

A close-up of the tab navigation bar showing 'Basic info', 'Translations', and 'Advanced settings'. A red arrow points to the 'Advanced settings' tab, which is currently unselected.

Basic info Translations Advanced settings

1. Uncheck all of the boxes under Comments.
2. Leave the License and rights ownership as default, Standard YouTube License.
3. Use the Caption certification drop-down to select the first option, "This content has never aired on television in the U.S.," as this should be an original video you created.
4. Leave the Distribution options as checked.
5. You may change the category to Education.
6. You may add a recording date, if you would like.
7. Additionally, it is your choice to show video clicks on the viewing page or not.

Basic info
Translations
Advanced settings

Comments
☒ Allow comments. [Learn more](#)

Allow all comments

Sort by
Top comments

☒ Users can view ratings for this video

License and rights ownership
Standard YouTube License

Syndication
☒ Everywhere
Make this video available on all platforms
☐ Monetized platforms
Make this video available only on monetized platforms

Caption certification
Select one

Distribution options
☒ Allow embedding
☒ Publish to Subscriptions feed and notify subscribers

Age restrictions
☐ Enable age restriction

Category
People & Blogs

Video language
Select language

Community contributions
☐ Allow viewers to contribute translated titles, descriptions, and subtitles/CC

Recording date
Today

Video statistics
☒ Make video statistics on the watch page publicly visible

3D video
The 3D checkbox has been deprecated. Please refer to [this Help Center article](#) for instructions on how to specify metadata for uploading 3D files.

Content declaration
☐ This video contains paid promotion such as paid product placement, sponsorships or endorsement

- When you are finished, click Done at the top.



- Next, copy the link listed near the top of the page, under the video title.

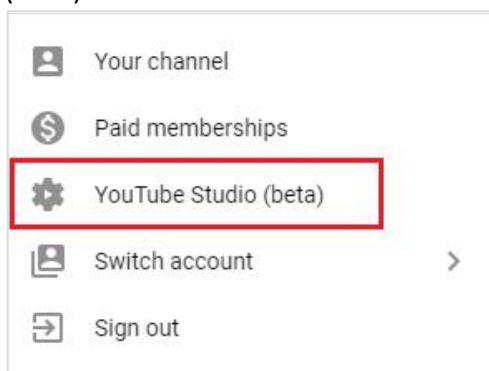


- You should be able to preview the video at this URL and share it with your instructor.

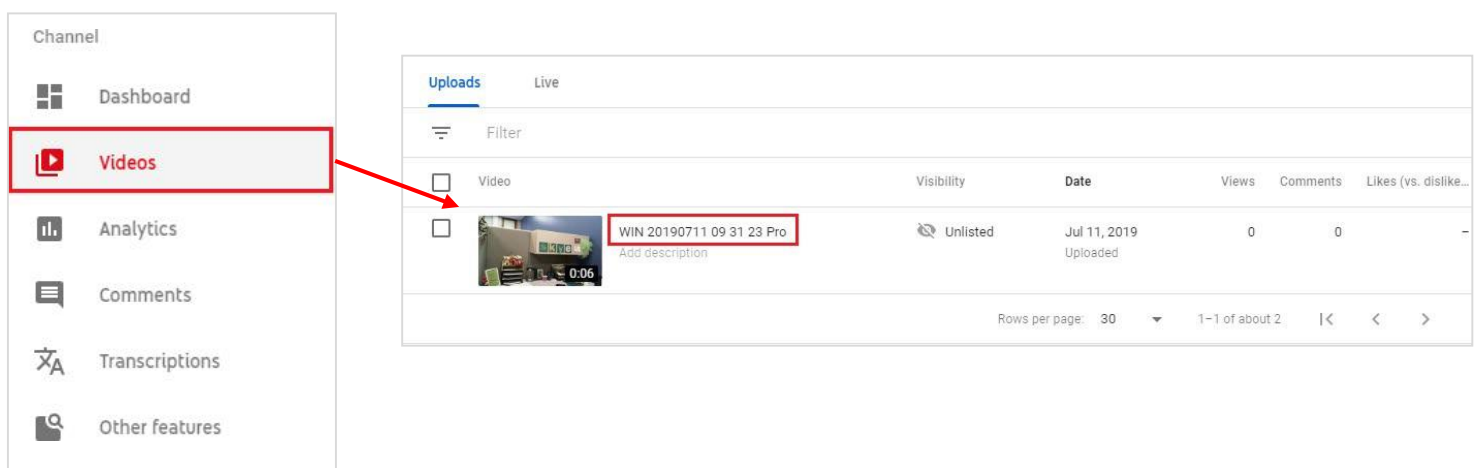
Editing Your Video Settings

If you have already uploaded your video, you can still edit the settings and video itself.

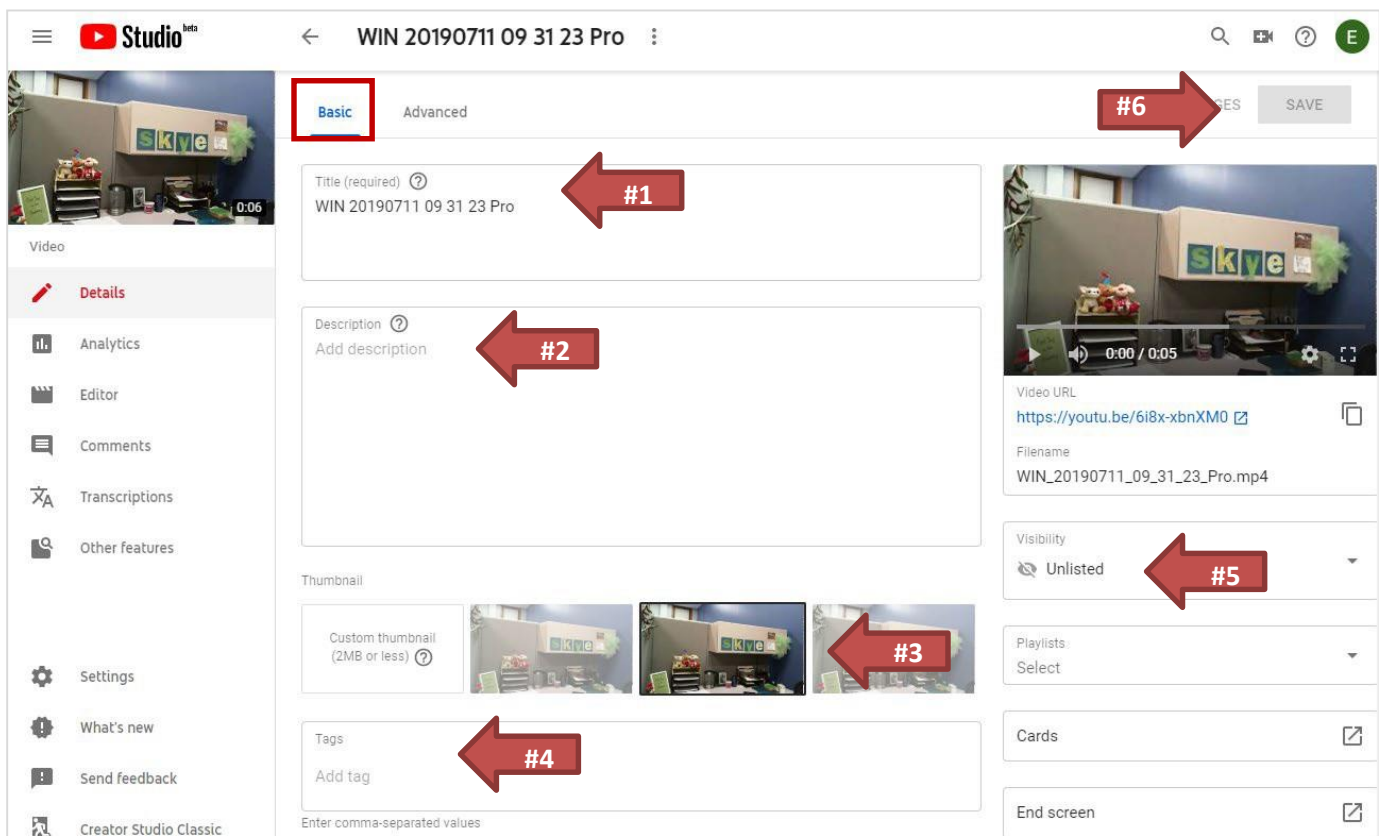
- Go directly to studio.youtube.com or click on your profile picture in the top right corner if you are already on the main page of YouTube and signed in. From the drop-down menu, select YouTube Studio (beta).



- In the menu on the left, click on Videos. Select the video you wish to edit and click on its title.

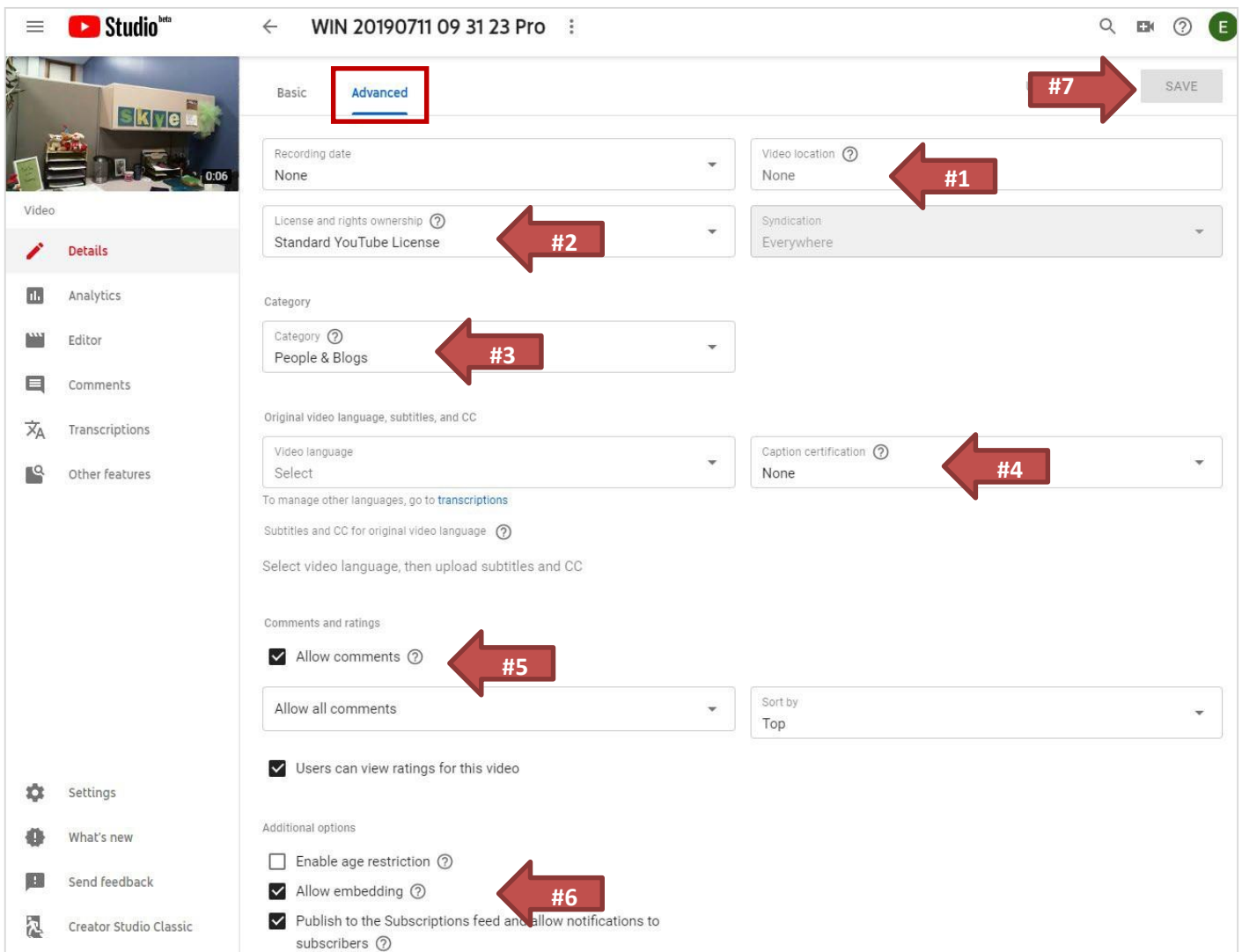


- Under the Basic tab:
 1. Give the video a new title.
 2. You are welcome to give a description. Otherwise, you can put the description in your course, when you share it with your instructor.
 3. Choose a Video Thumbnail that you prefer by clicking on it.
 4. Delete all the tags. These are used for searching and advertising.
 5. You want to change the Visibility from the default Public to Unlisted.
 - *This will make it unsearchable, and someone would have to have the specific URL to view it.*
 - *Do not set to Private. Your instructor and other students will not be able to view a Private video from Blackboard.*
 6. Click Save.

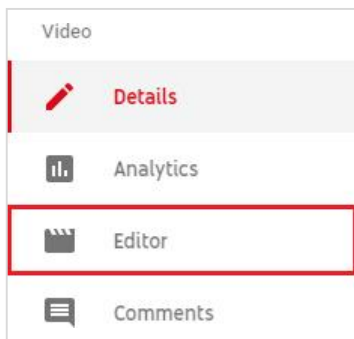


➤ Next, click on the Advanced tab.

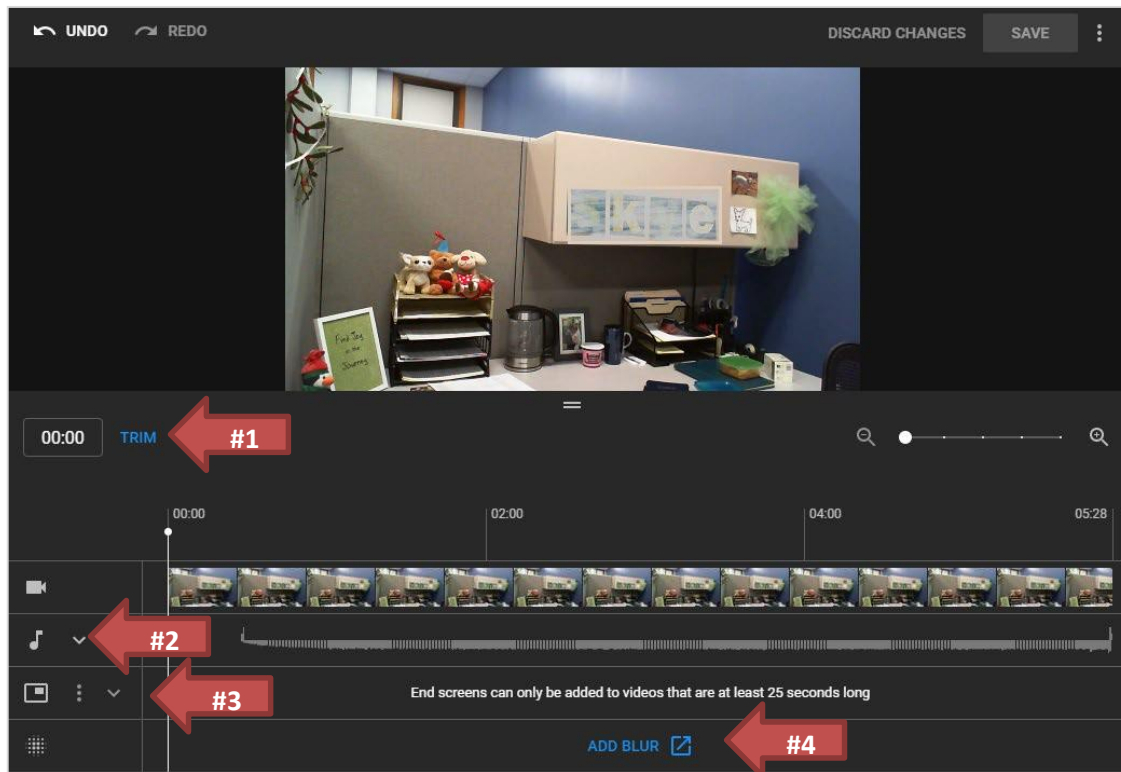
1. You may add a video location and recording date, if you would like.
2. Leave the License and rights ownership as default, Standard YouTube License.
3. Change the category to Education.
4. Use the Caption certification drop-down to select the first option, "This content has never aired on television in the U.S.," as this should be an original video that you have created.
5. Uncheck all of the boxes under Comments and ratings.
6. Leave the Additional options as checked.
7. When you are done, click on Save.



- You can also make edits to the video itself from this area. In the left menu, click on Editor.



- From here you can:
 - trim the video
 - edit the audio
 - add an end screen
 - add blur



- Any additional editing will need to be done in a third-party editing software program before being uploaded to YouTube.
- If you make changes, remember to click Save before leaving this page.
- You can also add captions or a transcript, if you would like.
 - On the left menu, click on Transcriptions. You will need to set your default language the first time you go to the Transcriptions page.
 - You can then add a transcription or captions by clicking on Add.

Community Contributions Off for this video		ADD LANGUAGE	
Language	Modified on	Title & description	Subtitles
English (United States) (video language)	Jul 11, 2019	Published by Creator	ADD

SELECT METHOD

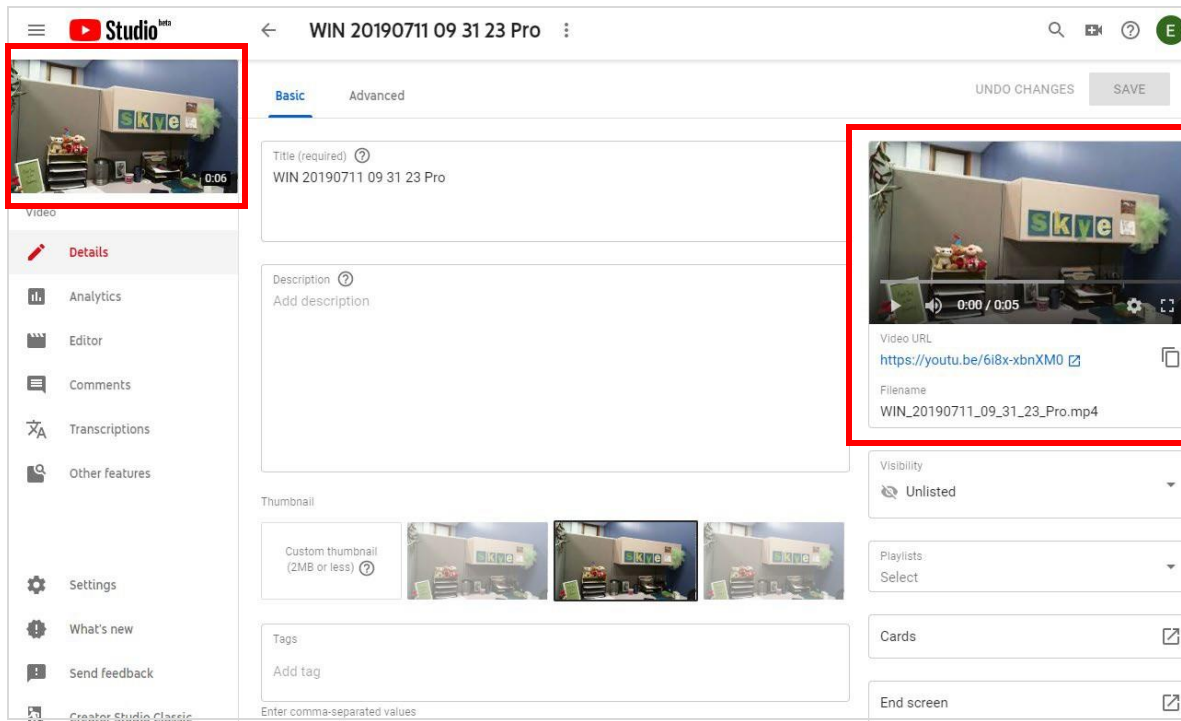
Choose how you want to add subtitles or closed captions to this video:

Upload a file

Transcribe and auto-sync

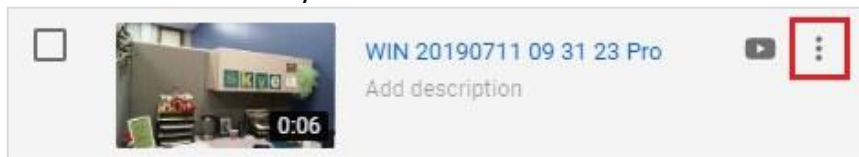
Create new subtitles or CC

- Once you are done with editing, click on Details in the left menu. On the right side, you can view your video once more and copy the Video URL to send to your instructor for viewing.
 - You can also click on the video thumbnail in the top left of the menu so that you can view the video as it will be seen in YouTube by your instructor.

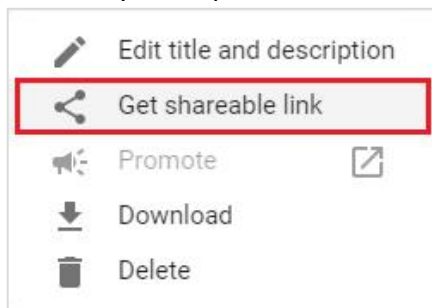


- You can also get the link to your video to share with your instructor from the main Videos page that lists all of your uploaded videos.

- Hover over the title of your video and click on the three dots.



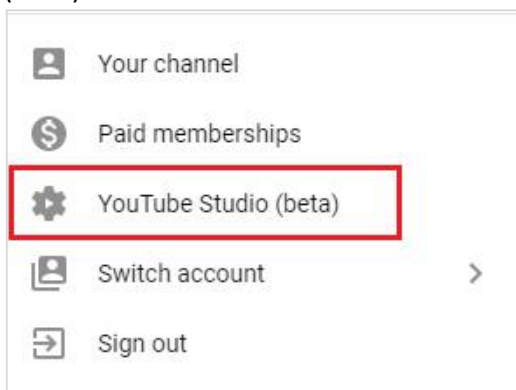
- In the pop-up menu of options, select Get shareable link. This will copy the YouTube URL for your video to your clipboard.



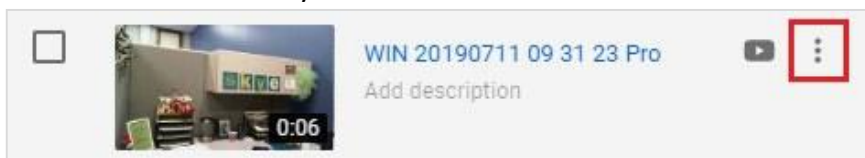
- This is also where you will find the option to download or delete your video file.

Downloading Your Video from YouTube

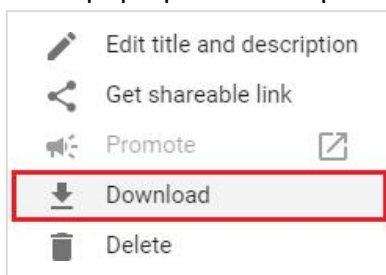
- Once you have created a video that you want to use multiple times, you *may* download it from YouTube, to save on your computer. This would ensure that you have a copy of the video, in case you accidentally delete it from YouTube.
- Go directly to studio.youtube.com or click on your profile picture in the top right corner if you are already on the main page of YouTube and signed in. From the drop-down menu, select YouTube Studio (beta).



- Hover over the title of your video and click on the three dots.

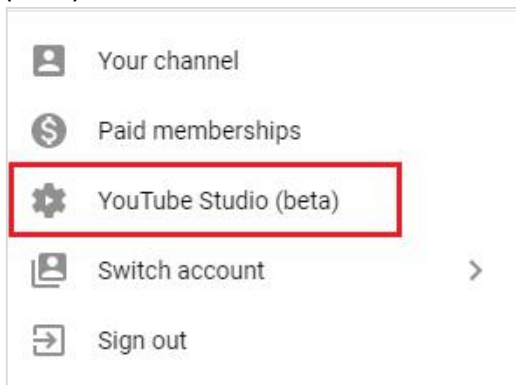


- In the pop-up menu of options, select Download. The video will download as an .mp4 file.

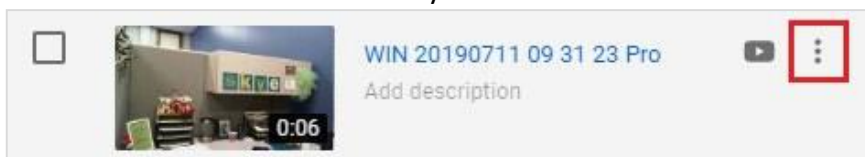


Removing a Video from YouTube

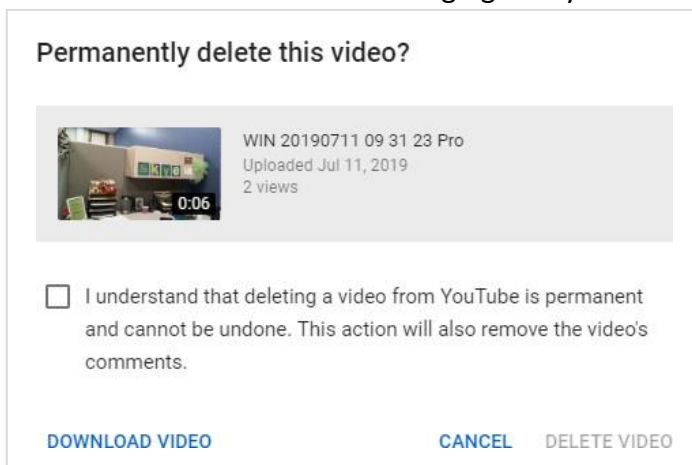
- Go directly to studio.youtube.com or click on your profile picture in the top right corner if you are already on the main page of YouTube and signed in. From the drop-down menu, select YouTube Studio (beta).



- Hover over the title of the video you wish to delete and click on the three dots.



- In the pop-up menu of options, select Delete.
- You will receive a warning that you are deleting the video permanently. This action cannot be undone. You must click the box acknowledging that you are aware of this before you can delete the video.

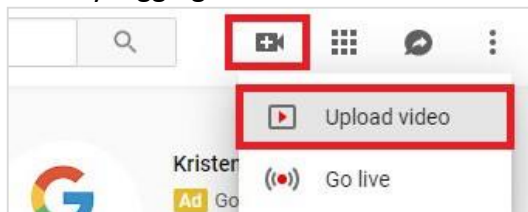


- NOTE: If you delete a video from YouTube, it will no longer appear to anyone who has the link.**

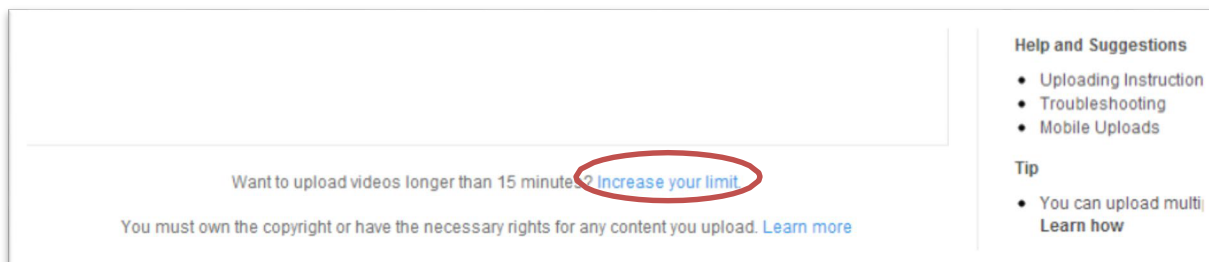
Adding a Mobile Number to an Existing YouTube Account

If you add a mobile number to verify your Google account, you will have 120+ minutes of record time. Otherwise, you can only upload videos that are up to 15 minutes long. For lengthy videos, it would be advantageous to increase your recording time. **Be aware that up to two accounts can be verified per phone number, per year.**

- Start by logging into YouTube.com and clicking the Upload button at the top of your page.



- Under the uploading and recording options, there is the option to Increase your limit.



- Click the link to Increase your limit.
- You will then choose to receive a telephone call or text message to verify your number.
- Select your country.
- Enter your phone number. Then, click Submit.

Account verification (step 1 of 2)

Verifying your account by phone lets you unlock additional features on YouTube, and helps us make sure you're a real YouTuber, not a robot. [Learn more](#)

Select your country

United States

How should we deliver the verification code to you?

☐ Call me with an automated voice message

☒ Text me the verification code

Which language should we use to send you the verification code?

English (US) [change language](#)

What is your phone number?

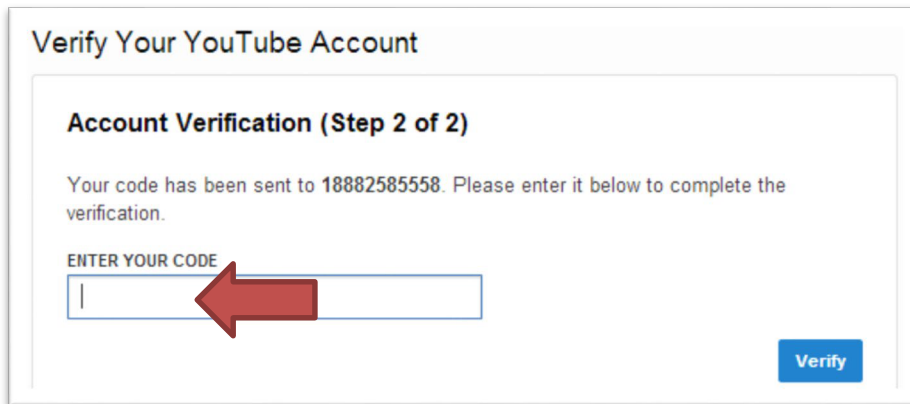
4022585558

For example: (201) 555-5555

Important: Up to two accounts can be verified per phone number, per year.

[Submit](#)

- Check your phone for a call or text and enter the verification code you receive.



Verify Your YouTube Account

Account Verification (Step 2 of 2)

Your code has been sent to 18882585558. Please enter it below to complete the verification.

ENTER YOUR CODE

Verify

- Then, click Verify.