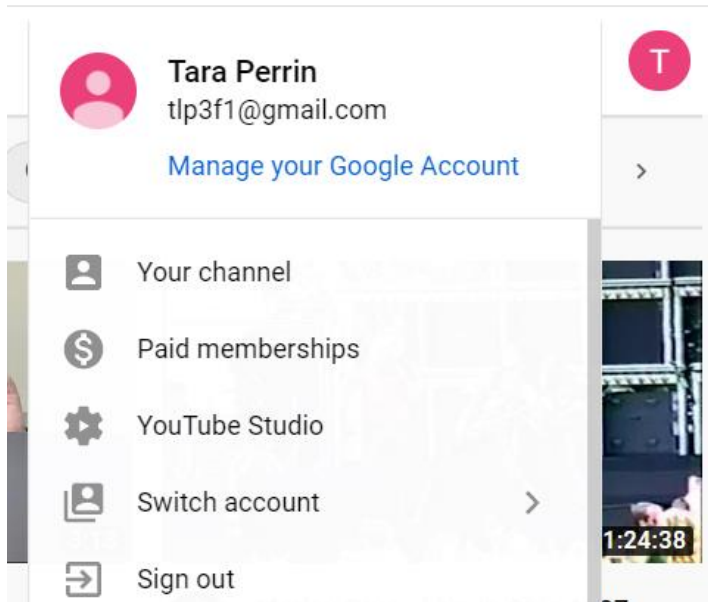
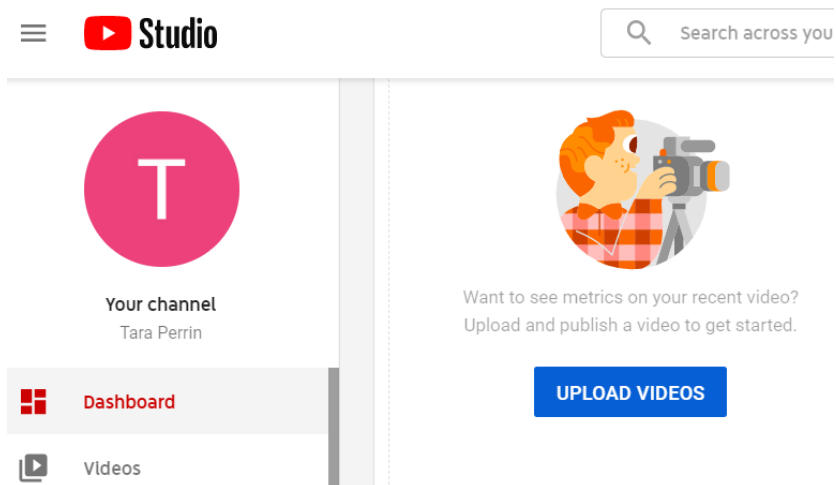


After creating your gmail account, go to YouTube. Once there, click the gmail icon on the far right of the page (mine looks like the T below) and then select “YouTube Studio”



Once on the studio page, you will select the upload video button



This will open the uploading page where you can select the file or drag and drop the video file to upload.

Once the file is there, under the details page, you must give it a title. You can provide a description if you wish but it is not required.

Details

Title (required)
Acid Base Lecture 1 Test

Description ⓘ
Tell viewers about your video

Then you must answer the audience question

Audience

Is this video made for kids? (required)

Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. [What's content made for kids?](#)

- Yes, it's made for kids
- No, it's not made for kids

Then, select more options and under “language, subtitles, and closed captions” choose your video language, and answer the caption certification question

Language, subtitles, and closed captions (CC)

Select your video's language and, if needed, a caption certification

Video language
English ▼

Caption certification ⓘ
This content has never aire... ▼

[UPLOAD SUBTITLES/CC](#) ⓘ

Then, uncheck the boxes that are automatically checked if you do not want these options. Please see screenshot below.

Allow embedding [?](#)

Publish to subscriptions feed and notify subscribers

Category

Add your video to a category so viewers can find it more easily

People & Blogs ▾

Comments and ratings

Choose if and how you want to show comments

Comment visibility

Allow all comments ▾

Sort by

Top ▾

 Show how many viewers like and dislike this video

The title, captions, and unchecking any boxes are all that is necessary. Then hit next.

It will ask about video elements. I recommend not adding any since the primary purpose of these questions is to promote your video. Then hit next.

This screen is asking about how visible you want your video to be. Choose the “Unlisted” option. The private option will not allow your students to view the video even if you put the link in D2L.

Visibility

Choose when to publish and who can see your video

Save or publish

Make your video public, unlisted, or private

Private

Only you and people you choose can see your video

Unlisted

Anyone with the video link can see your video

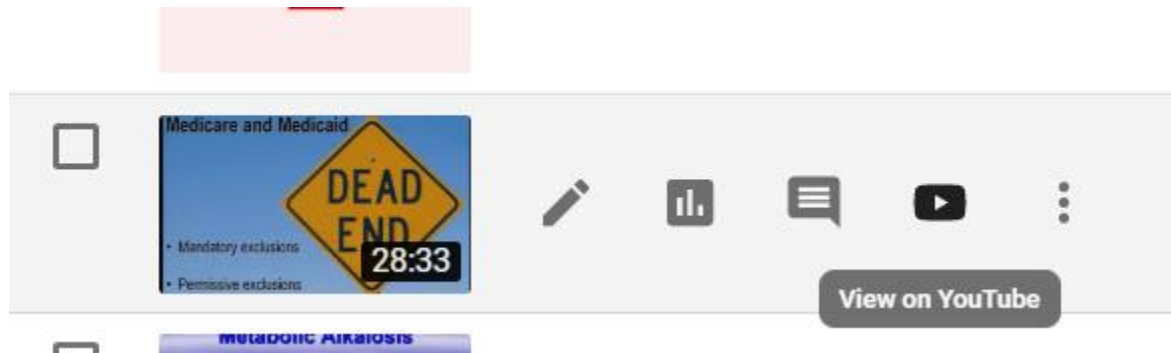
Public

Everyone can see your video

Set as instant Premiere [?](#)

Then hit save. That should do it! Once the video has completed processing, you should see it under “videos” in your dashboard.

It will take a little while for the video to auto caption so give it a bit before trying to check it or put the link in D2L. To check to see if captioning has been completed, go to that video and select the “view on YouTube” icon below. This way you can see what it will look like to students who view the video.



That should be it. You would then copy the YouTube link and insert into course content in D2L by going to the module in which it applies, selecting the “New” blue button, selecting Audio/Video, and then pasting the YouTube link in the URL box and give the video a title. Hit Save and it should show up on your course content.