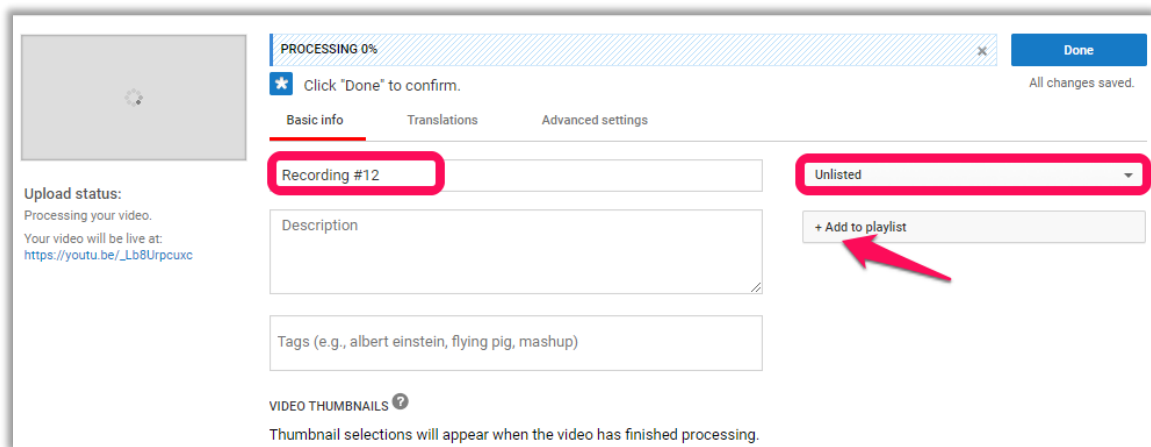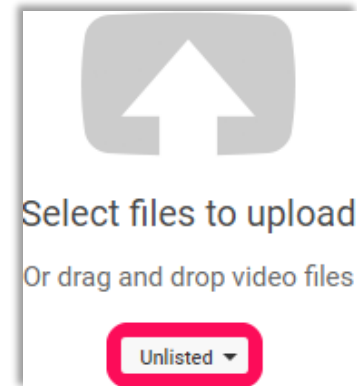# YouTube: The Basics

You will need a Google account to create a YouTube account. You can use a Google account you already own or create a new Google account.
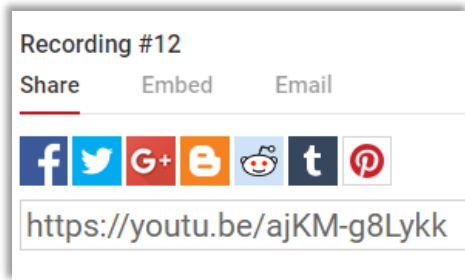
Uploading a Video to YouTube

Once you have create your YouTube account, you can begin uploading videos.

1. Click the upload icon, located in the upper right-hand corner.
2. Select the privacy option that best suits your needs. Unlisted is recommended.
- Public: Allows for anyone to view your video. This is the default setting for YouTube.
- Unlisted: Will not show your video in search results. Only those with a link to the video can view it.
- Private: Only those you have received an invitation can view a video. Invitees must have a YouTube account and invites are limited to 50 members.
3. Click the upload icon in the center of the screen and browse to find your video.
4. A new page will load.

5. By default the video title will be set to the file name, in this instance *Recording #12*. You can enter a new video title in the area circled above.
6. Optional: You can also add your video to a playlist or create a new playlist using the **+Add to Playlis**t button.
7. Optional: You can add a video description and tags to your video. Tags will help user find your video when using the YouTube search bar. *Note: If your video is set to unlisted, it will not show up in YouTube's search.*
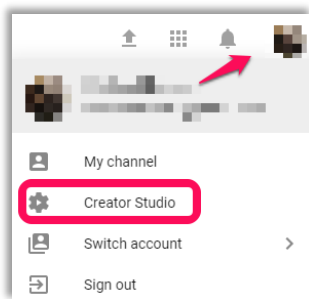8. Click **Done** to save your changes.

Once the video finishes uploading, you will receive a link to that you can share with your students or embed in your Canvas course.
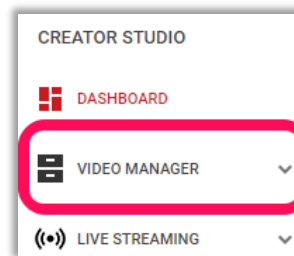

Creator Studio

You can use the Creator Studio to organize your channel, manage your videos, and enable/disable features for your videos. Features like closed captioning, commenting, embedding, etc. can be accessed from the Creator Studio.

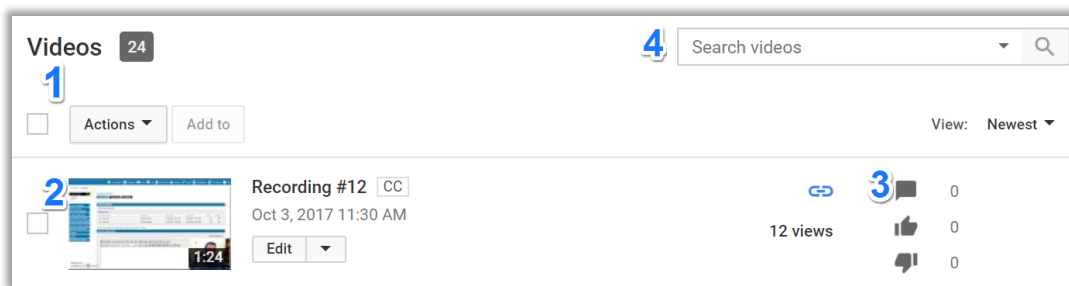You can access Creator Studio from your account menu.

Creator Studio has many different options listed in the navigation menu. For this training we will only focus on the Video Manager.

The Video Manager can be used to modify settings for all your videos. There are four main areas to focus on.
1. Bulk actions: this will let you make modifications to multiple videos.
2. Individual video: where you can view and edit settings for an individual video.
3. Video statistics: displays a video's views, comments, likes and dislikes.
4. Search bar: lets you search for an individual video.

Click on **Edit** to view a video's settings.

Video Settings Page

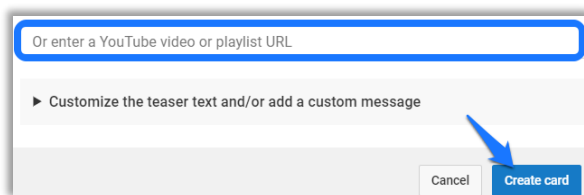|	
✏ Info & Settings	Displays basics video information such as title, tags, etc. The advanced settings is where you can go to enable/disable commenting for a video.
✨ Enhancements	Can be used to apply adjustments to your video (filters, saturation, slow motion, etc.)
♩ Audio	Can be used to add ad-free music tracks to your videos.
▭ End screen & Annotations	Can be used to edit the end screen of your videos, showing previews of other video, suggested videos, etc.
ⓘ Cards	Can be used to small pop ups throughout the video, linking to your other videos.
CC Subtitles/CC	Can be used to edit your subtitles. You can also allow for community contributions, which will let other users create/edit new subtitles.

You can disable commenting on a video under the **Info & Settings** tab.

1. To remove commenting, click **Advanced Settings.**
2. Deselect the checkboxes for *Allow Comments* and *Users can view ratings for this video.*
3. Optional: Select *Allow viewers to contribute translated titles, descriptions, and subtitles/CC.*
4. Click **Save Changes**.

Managing Cards

You can use the Cards Manager to add or edit pop up cards in your YouTube videos. This might be useful when referring back to previous videos in your course, or recommending supplemental videos to your students.

1. To add a card, click **Add Card**.
2. Select *Video or Playlist,* click **Create**.
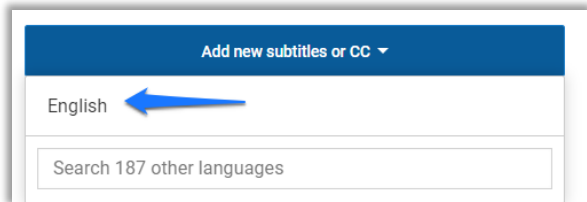3. In the text field copy the URL of the video you want to link to.

4. Click **Create Card**.
5. Move the card to the appropriate time slot by dragging the item on the timeline.
6. Changes are saved automatically.
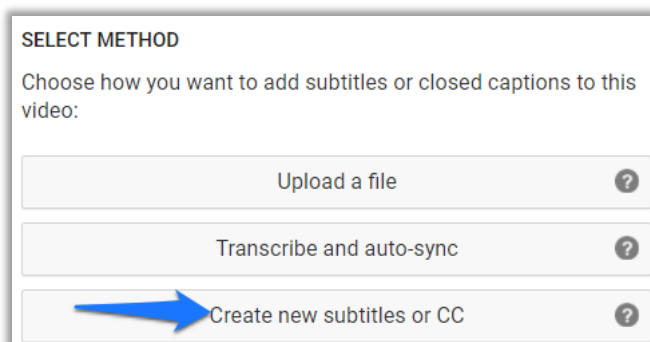
Managing Subtitles and Closed Captions

Closed captions can be created and edited in the Subtitles/CC menu. You can create captions for multiples languages or edit the automatically generated captions provided by YouTube.

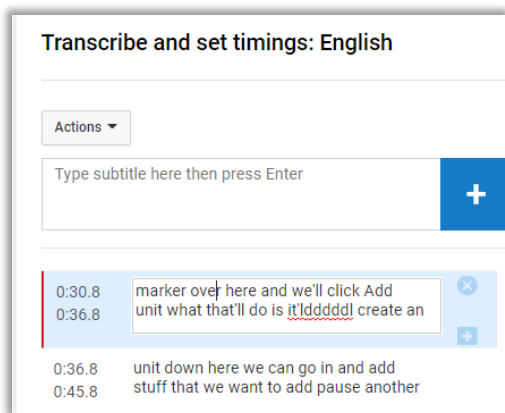To edit automatically generated captions, click **Add new subtitles or CC.**

1. Select the language you want to create the subtitles in.

2. Select the option you want to use to create your subtitles/closed captions. For this training we will be editing the auto-generated closed captions.

3. On the left hand side of the screen, you will find the auto-generated text. Click the text to edit.

4. After completing your edits, click **Save Changes**.