

YouTube Guide

GUIDE DESCRIPTION


This guide is an introduction to using Google's YouTube. You will learn how to navigate the interface, upload videos, manage your files using Video Manager, and upload videos to Canvas.


Google Apps for Education

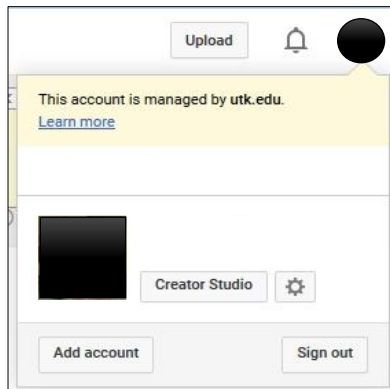
Google Apps for Education is available for UT faculty and staff, which includes a YouTube account.

For more details on Google Apps visit: <https://oit.utk.edu/google>

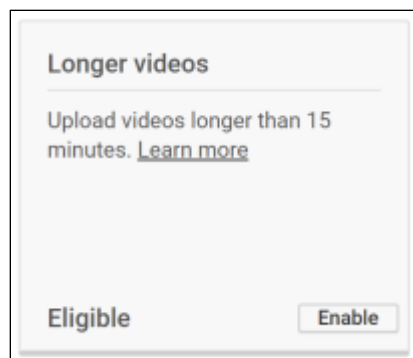
Sign in with your UT NetID and password at <https://www.google.com/>

Select the Apps button.  If you don't see the YouTube icon, select the “**more**” link.

- Select the YouTube icon. 
- The first time you log in you may want to customize your channel.
- Select your picture icon in the upper right to view the drop-down selections.



- Select on the Creator Studio button.
- From the new menu on left, you can customize your dashboard. Your dashboard shows all of your uploaded videos, analytics, number of subscribers, and any comments you may have received.
- From the left menu, select on the Channel link and enable longer videos (>15 minutes)



- YouTube will ask for a 2-step verification.

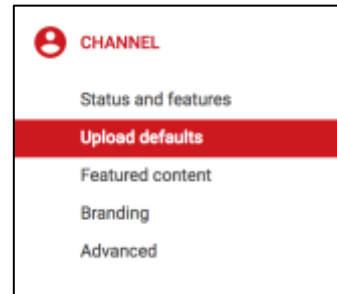
Step 1

- You will select how you'd like the verification code sent, select "Call me" or "Text me"
- Enter your phone number

Step 2

- Enter the Google verification code received.
- Select "Continue"

- Select the Channel link from the menu. Next, select "Upload defaults" and change Privacy to "Unlisted", Category to "Education", Uncheck "Allow comments" and "Users can view ratings for this video", and change Video language to "English." Select on "Save" in the upper right corner.



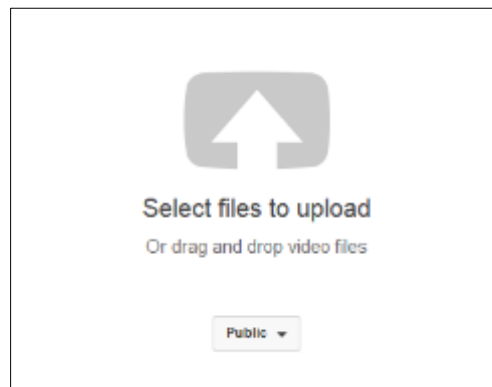
Visit <https://support.google.com/youtube> for help.

2. Upload Videos

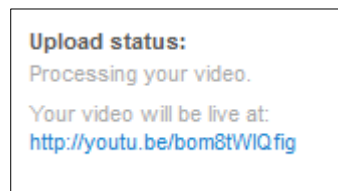
2.1. Select the **Upload** button at the top of the page.



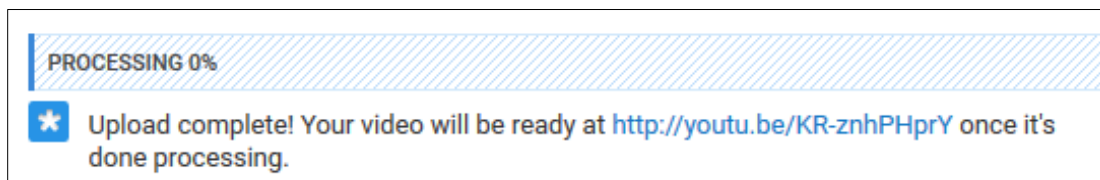
2.2. Select Public, Unlisted or Private access (can change later). Drag and drop your video files to the upload area or select the arrow to browse for the file.



2.3. The uploading page will display basic information while processing of your video. The YouTube URL is located on the left side.



A status bar will provide you with your video's uploading progress.



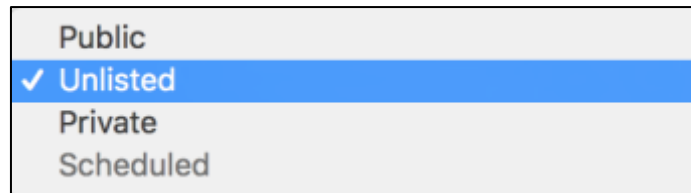
You can edit all the fields on the basic info page while your video is processing. These fields include video title, description, tags, and privacy setting. You have four choices for privacy settings:

2.3.1. Public: When you upload a video, by default it is set as a "Public" video, which means that anybody can view it. You can easily change the privacy settings while you're uploading the video in the "Privacy Settings" section.

2.3.2. Unlisted: Making a video unlisted means that only people who have the link to the video can view it. Unlisted videos won't appear in any of YouTube's public spaces, like your channel, search results, or the homepage. **RECOMMENDED**

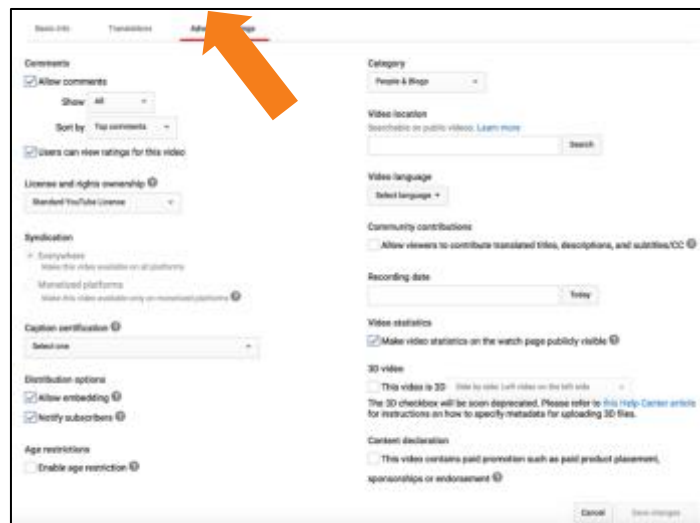
2.3.3. Private: Choosing "private" means the video can only be seen by you and up to 50 other people who you invite to view the video. The video won't appear on your channel, search results, or playlists and will be invisible to other users.

2.3.4. Scheduled: Choosing "scheduled" allows you to publish a private video at a specific time video publish time. You can use scheduled publishing to schedule a private video to go public at a specific time. You have to first set the video as "scheduled" or "private" on the upload page. Then, you can set the date, time, and time zone that you want your video to be published. The video will stay private until the scheduled time.



A screenshot of the YouTube video privacy options menu. The menu is a vertical list with four items: 'Public', 'Unlisted', 'Private', and 'Scheduled'. The 'Unlisted' option is highlighted with a blue background and a white checkmark to its left. The other options are in a light gray background.

2.4. Select the **Advanced Settings** link to change comments permissions, license, caption information, distribution options, age restrictions, category, video locations, language, community contributions, recording date, statistics, 3D video, and content declarations.

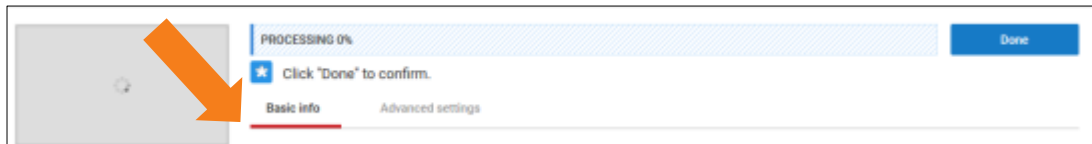


A screenshot of the YouTube 'Advanced Settings' page. An orange arrow points to the 'Advanced Settings' tab at the top. The page is divided into two columns. The left column contains sections for 'Comments' (with checkboxes for 'Allow comments', 'Show all', and 'Users can rate this video'), 'License and rights ownership' (with a dropdown for 'Standard YouTube license'), 'Syndication' (with a dropdown for 'Everywhere'), 'Caption certification' (with a dropdown for 'Select one'), 'Distribution options' (with checkboxes for 'Allow embedding' and 'Notify subscribers'), and 'Age restrictions' (with a checkbox for 'Enable age restriction'). The right column contains sections for 'Category' (with a dropdown for 'People & Blogs'), 'Video location' (with a search bar), 'Video language' (with a dropdown for 'Select language'), 'Community contributions' (with a checkbox for 'Allow viewers to contribute translated titles, descriptions, and subtitles/CC'), 'Recording date' (with a dropdown for 'Today'), 'Video statistics' (with a checkbox for 'Make video statistics on the watch page publicly visible'), '3D video' (with a checkbox for 'This video is 3D'), and 'Content declaration' (with a checkbox for 'This video contains paid promotion such as paid product placement, sponsorships or endorsement'). At the bottom right are 'Cancel' and 'Save changes' buttons.

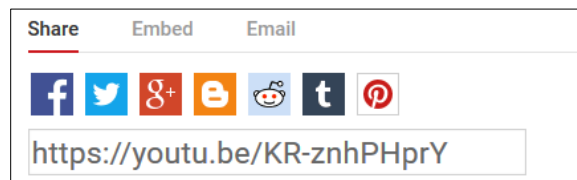
2.5. Locate the **Cancel** and **Save changes** buttons at the bottom of the page. If you make any changes, the Save Changes button will turn blue. Select to apply the changes.



2.6. Select the “Basic Info” link to go back to the default page.

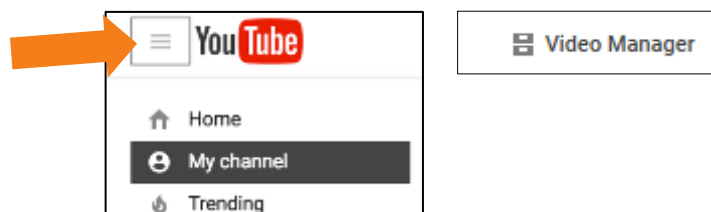


When uploading is complete, select the “Done” button. If desired, you will be provided three options for your video: share, embed, and email.

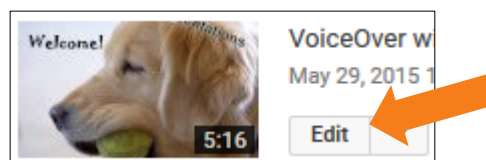


2.7. After processing, three thumbnails will display either to the right of the video or the bottom of the basic info page. Select the image you prefer or you can create your own custom thumbnail. Select “**Save Changes**” button.

2.8. To get back to the video manager, select the icon with three lines in upper left of your screen and then select **My Channel**. Select the **Video Manager** link just above the banner.



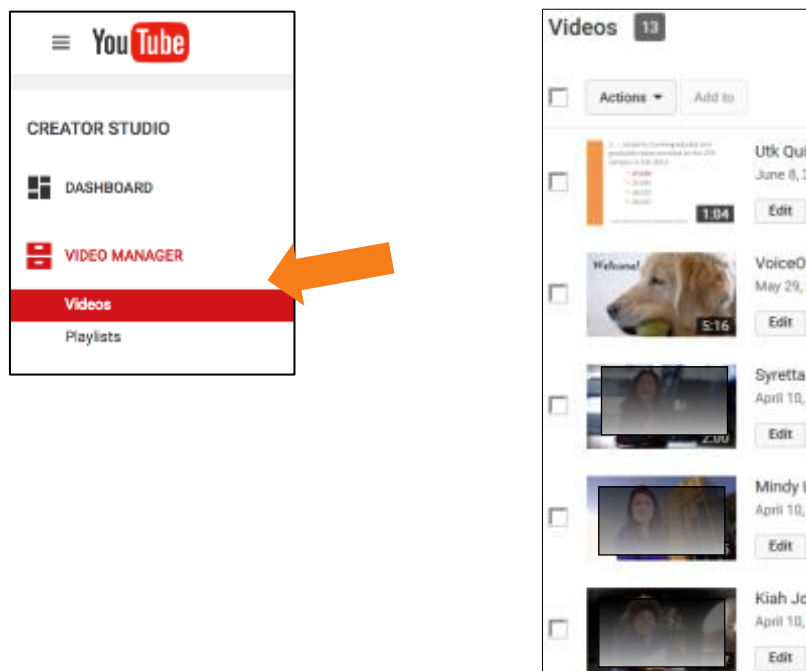
You can make edits, including creating transcripts, by selecting the Edit button or using the dropdown menu from the Edit button.



3. Manage your Files using Video Manager

The Video Manager provides tool and features to help you organize and make changes to your videos and account.

3.1. Select the menu icon in upper left and select **Videos**. Your files will be listed in descending order.



3.2. You can view the video by selecting the thumbnail. The URL can be found and copied by clicking on the “share” button, located below your video’s title and channel setting button. This will provide you with three options for sharing.

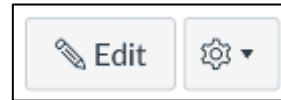
3.3. You can also “Edit” any of the options you chose while uploading the video from here as well. Select any of the icons below your video: Info & Settings, Enhancements, Audio, End screen & Annotations, Cards, and Subtitles/CC.



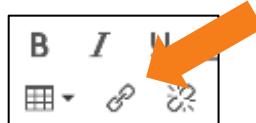
4. Share the Video in Canvas

4.1. Select the page where you want to embed the video.

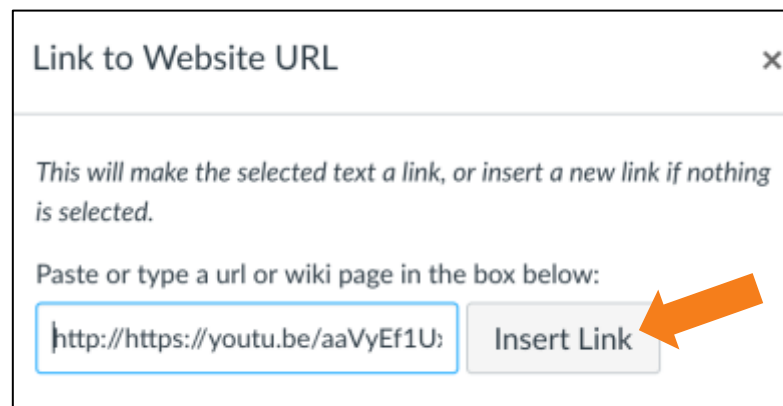
4.1.1. Select “Edit” in the upper right.



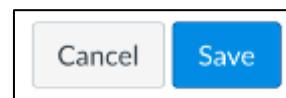
4.1.2. Select the “Link to URL” option.



4.1.3. Paste in the URL in your YouTube video and select “Insert Link.”



4.1.4. Select “Save” on the bottom right.



YouTube resources:

The University of Tennessee:

<http://www.youtube.com/user/UniversityTennessee>

OIT Media:

<http://www.youtube.com/user/OITmedia>

YouTube EDU University:

<http://www.youtube.com/education?category=University>