



YouTube Account Creation and Upload Documentation

Revised 7/25/13

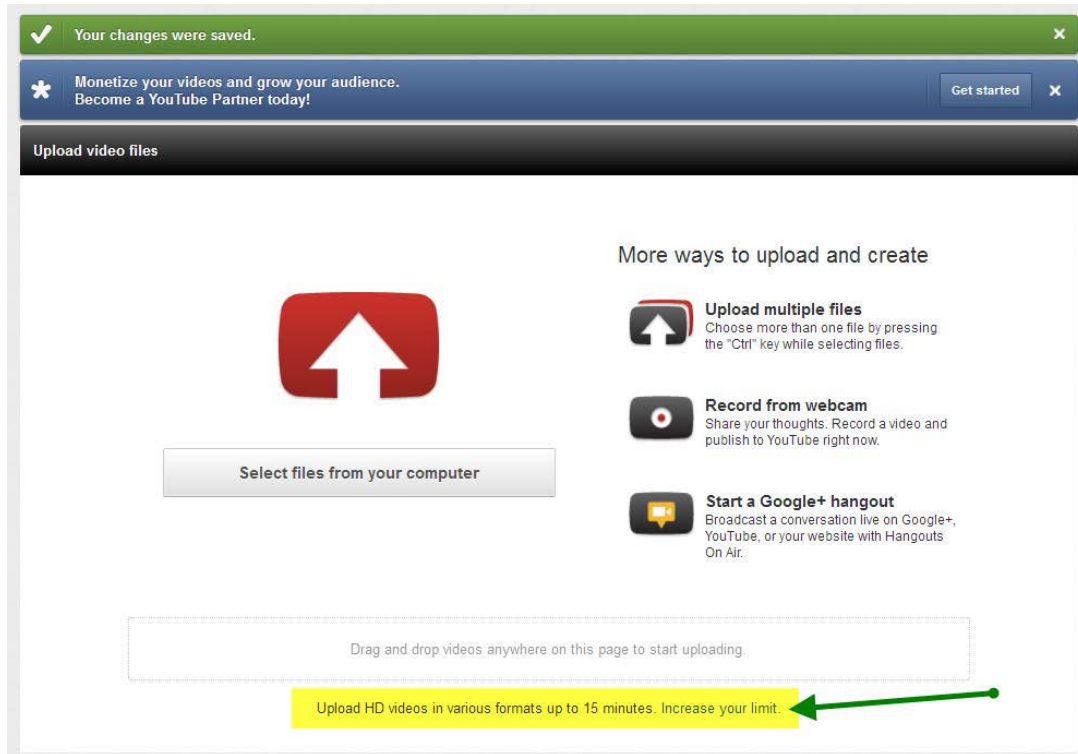
1. [Create a YouTube account](#). Your individual experience may vary as you could already have a YouTube account and not even know it. For instance, users with Gmail addresses or Google+ accounts will complete different steps than folks starting from scratch. Follow the information at the link that is best for you. Pull the big ideas from each section and you'll be successful.
2. Once your account is created, set up your YouTube username and channel; this info needs to be unique. It will be associated with all content you create, so the focus of your course might help you in selection. Again, your exact experiences may vary/differ from the screenshots.

This screenshot shows the 'Set up your YouTube username and channel' page. It includes a warning that the username cannot be changed after setup. There is a text input field for the username, a 'Check availability' link, and a note that only letters and numbers are allowed. Below this is a dropdown for 'Your channel' currently set to '(none)', and a 'Gender' dropdown menu. A blue 'Next!' button is at the bottom right.

3. Set up "Privacy and Sharing" to your liking; the screen should look something like this example. You can revisit these settings at any time, so don't worry if you decide to make a change in the future.

This screenshot shows the 'Privacy and Sharing' settings page. At the top, a green notification bar says 'You have added a channel to your account!'. The main heading is 'Privacy and Sharing', followed by an explanatory paragraph. Under the heading 'Share these actions in my channel:', there are four checked checkboxes: 'Like a video', 'Comment on a video', 'Favorite a video', and 'Subscribe to a channel'. An 'All done!' button is located at the bottom left.

4. Once your account is created and privacy settings are to your liking, it is highly recommended that you complete the verification process. This will allow you to upload HD content as well as videos over 15 minutes in length. While we try to keep videos short, being able to upload longer content often proves useful so this step is worth it. Click the “Increase your limit.” link to begin the process.



5. Provide your mobile phone number and click “Submit;” you will receive a code via text message:

Account Verification (Step 1 of 2)

To enable your account for videos longer than 15 minutes, we require you to verify that your account is currently under your control by providing us your mobile phone number. Please enter your mobile number, and we'll send you a text message containing a verification code from Google. [Learn more](#)

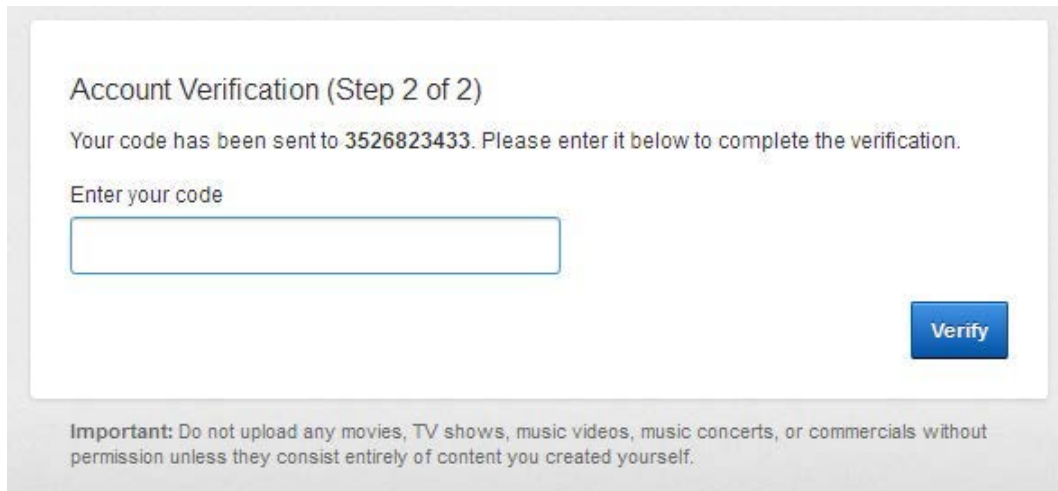
Select your country

United States ▼

Enter your mobile number (no dashes or other symbols, please)

Important: Do not upload any movies, TV shows, music videos, music concerts, or commercials without permission unless they consist entirely of content you created yourself.

6. Enter the code you receive and click “Verify.”



Account Verification (Step 2 of 2)

Your code has been sent to 3526823433. Please enter it below to complete the verification.

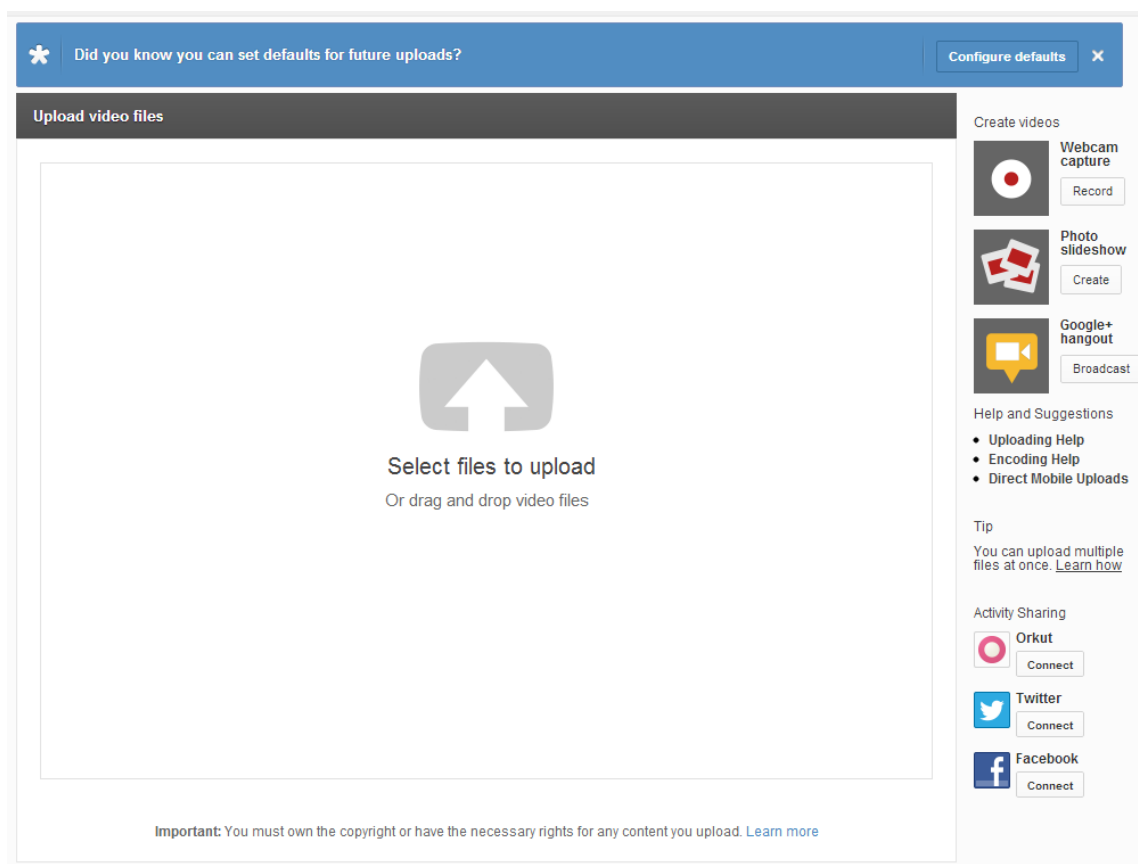
Enter your code

[Verify](#)

Important: Do not upload any movies, TV shows, music videos, music concerts, or commercials without permission unless they consist entirely of content you created yourself.

Note: Steps 1-6 only need to be completed once.

7. You are now ready to upload content! Click the “Select files from your computer” button or drag and drop the files onto the upload arrow in the middle of the window. You can access the upload screen at any time by clicking “Upload” or “Video Manager” in the upper right hand corner of the screen when logged in to YouTube. Supported file types may be found [here](#).



Did you know you can set defaults for future uploads? [Configure defaults](#)

Upload video files

Select files to upload
Or drag and drop video files

Important: You must own the copyright or have the necessary rights for any content you upload. [Learn more](#)

Create videos

- Webcam capture [Record](#)
- Photo slideshow [Create](#)
- Google+ hangout [Broadcast](#)

Help and Suggestions

- [Uploading Help](#)
- [Encoding Help](#)
- [Direct Mobile Uploads](#)

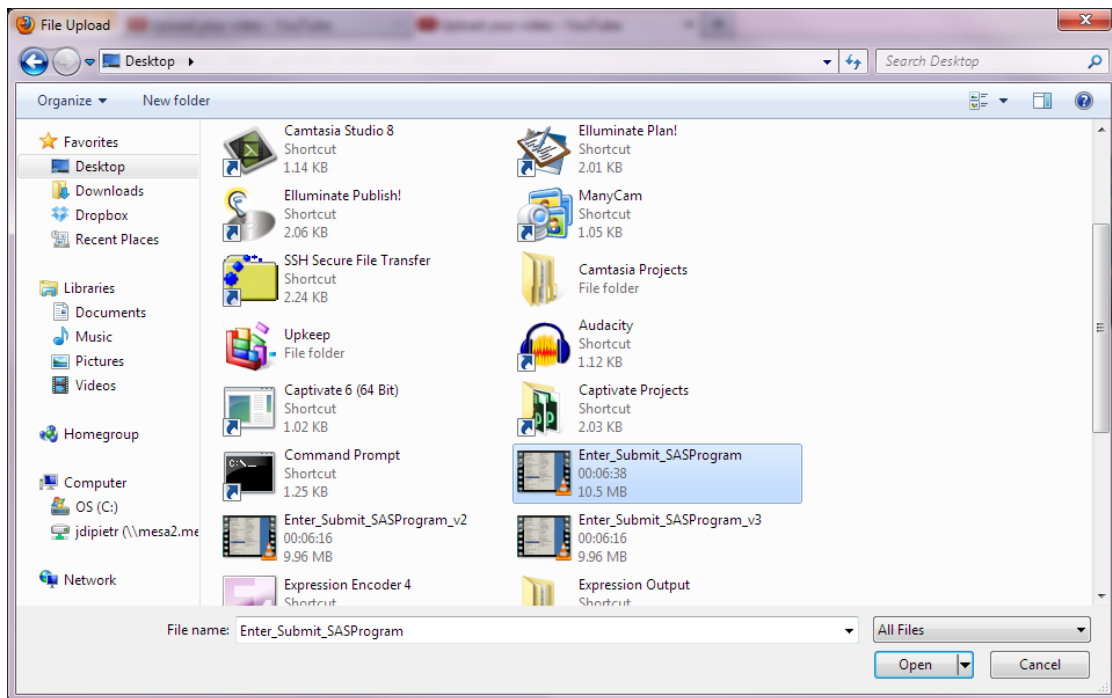
Tip

You can upload multiple files at once. [Learn how](#)

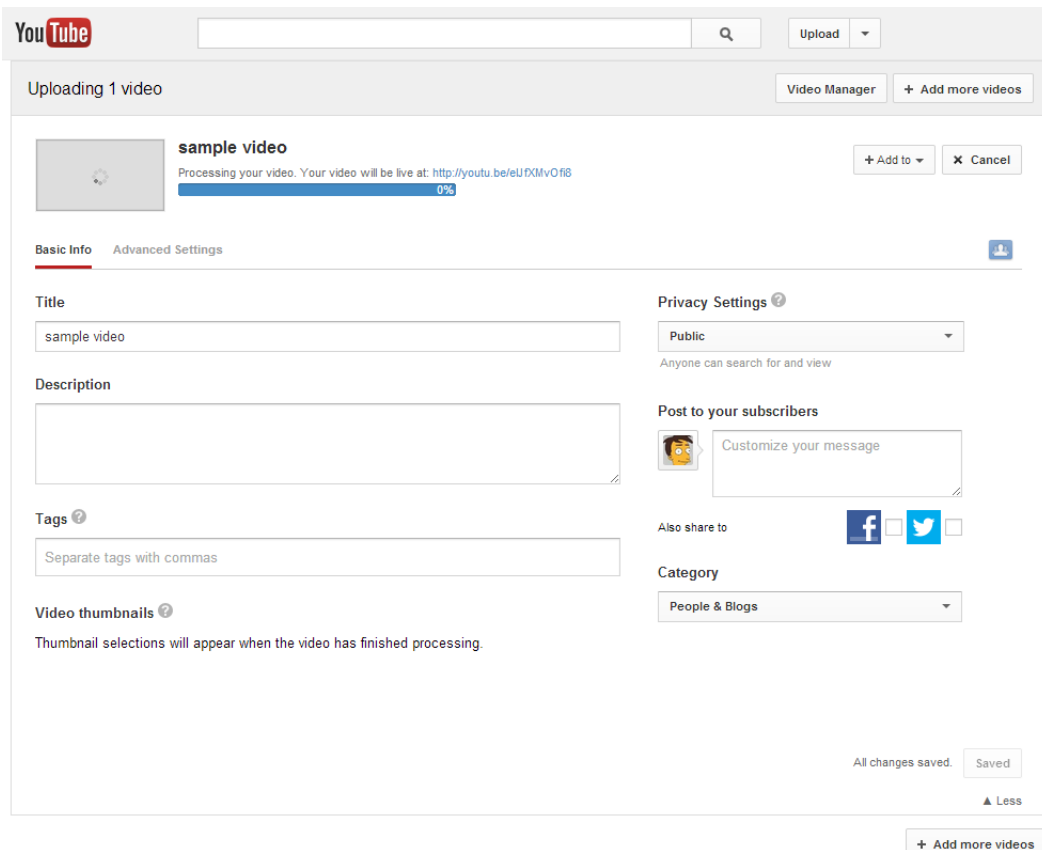
Activity Sharing

- [Orkut](#) [Connect](#)
- [Twitter](#) [Connect](#)
- [Facebook](#) [Connect](#)

8. Navigate to the file you wish to upload and click “Open.”



9. YouTube does all the work!



10. Change the “Privacy Settings” of your video to “Unlisted.”

YouTube

Q

Upload

Uploading 1 video

Video Manager

+ Add more videos

sample video

Processing your video. Your video will be live at: <http://youtu.be/eUjDMvOf8>

95%

Basic Info

Advanced Settings

Title

sample video

Description

Tags

Separate tags with commas

Video thumbnails

Privacy Settings

Public

Public

Unlisted

Private

Post to your subscribers

Customize your message

Also share to

f

Category

People & Blogs

Your changes are being saved...

Saving...

+ Add more videos

11. Optional: Change the Category of your video to “Education.”

You Tube

Uploading 1 video

sample video

Processing your video. Your video will be live at: <http://youtu.be/eUjDXMvOfis>

+ Add to - X Cancel

Basic Info Advanced Settings

Title

sample video

Description

Tags

Separate tags with commas

Video thumbnails

Privacy Settings

Unlisted

Anyone with the link can view

Category

- People & Blogs
- Autos & Vehicles
- Comedy
- Education**
- Entertainment
- Film & Animation
- Gaming
- Howto & Style
- Music
- News & Politics
- Nonprofits & Activism
- People & Blogs
- Pets & Animals
- Science & Technology
- Sports
- Travel & Events

All changes saved. Saved

+ Add more videos

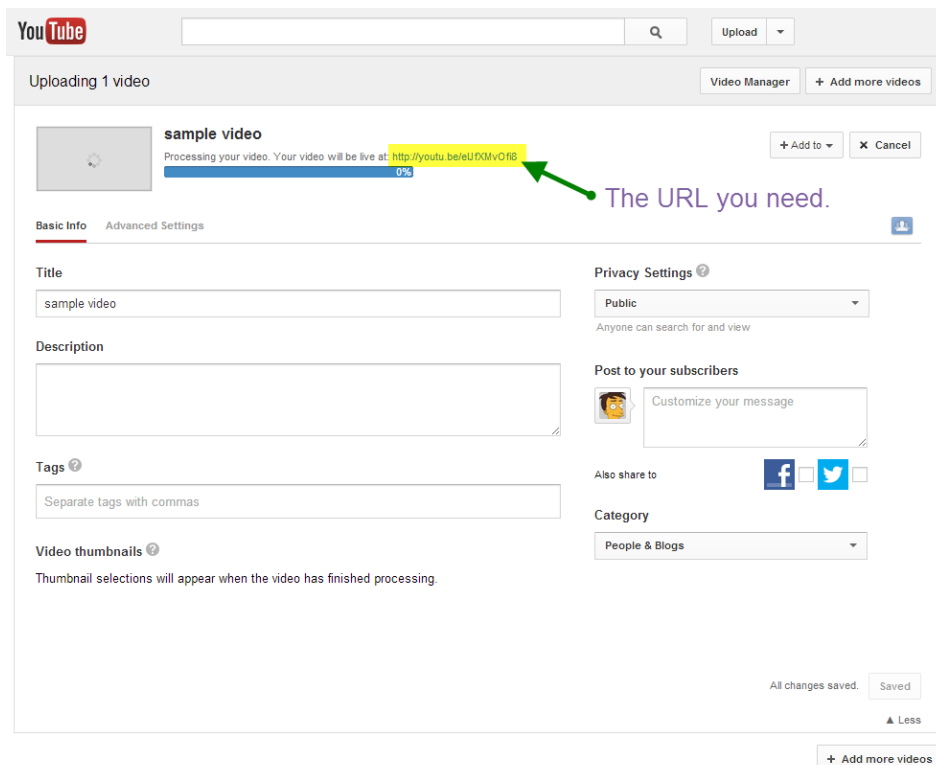
12. Further adjust the advanced settings by clicking the “Advanced Settings” tab:

The screenshot shows the YouTube video upload interface. At the top, there's a search bar and an 'Upload' button. Below that, a progress bar indicates 'Uploading 1 video' at 95%. The video title is 'sample video'. A green arrow points to the 'Advanced Settings' tab, which is highlighted in yellow. The settings are organized into several sections: 'Comments and responses' (with checkboxes for 'Allow comments', 'Users can vote on comments', 'Users can view ratings for this video', and 'Allow video responses'), 'License and rights ownership' (set to 'Creative Commons - Attribution'), 'Syndication' (set to 'Everywhere'), 'Caption certification' (set to 'This content has never aired on television in the U.S.'), and 'Distribution Options' (with checkboxes for 'Allow Embedding' and 'Notify subscribers'). Other sections include 'Video location', 'Recording date', '3D Video', and 'Video statistics'. A red message at the bottom says 'Some changes are not yet saved.' and a blue 'Save changes' button is visible.

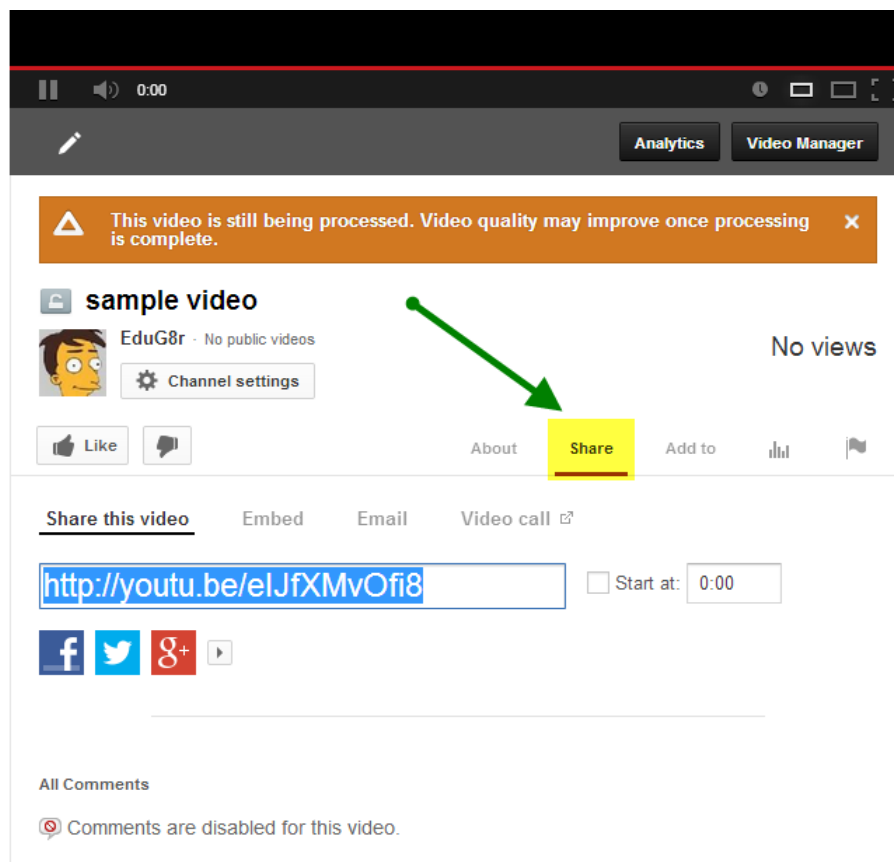
13. Recommended settings should look like this:

This screenshot shows the same YouTube video upload settings page as the previous one, but with specific settings highlighted in yellow and annotated with green arrows and purple text. The 'Advanced Settings' tab is highlighted. In the 'Comments and responses' section, the 'Allow comments' checkbox is highlighted, with an arrow pointing to it from the text 'Prevents people from commenting on content. Highly recommended.' In the 'License and rights ownership' section, the 'Creative Commons - Attribution' dropdown is highlighted, with an arrow pointing to it from the text 'Both optional but recommended.' In the 'Caption certification' section, the 'This content has never aired on television in the U.S.' dropdown is highlighted, with an arrow pointing to it from the same text. In the 'Distribution Options' section, the 'Allow Embedding' checkbox is highlighted, with an arrow pointing to it from the text 'Absolutely CRITICAL!'. The 'Notify subscribers' checkbox is also checked. At the bottom, a green message says 'All changes saved.' and a 'Saved' button is visible.

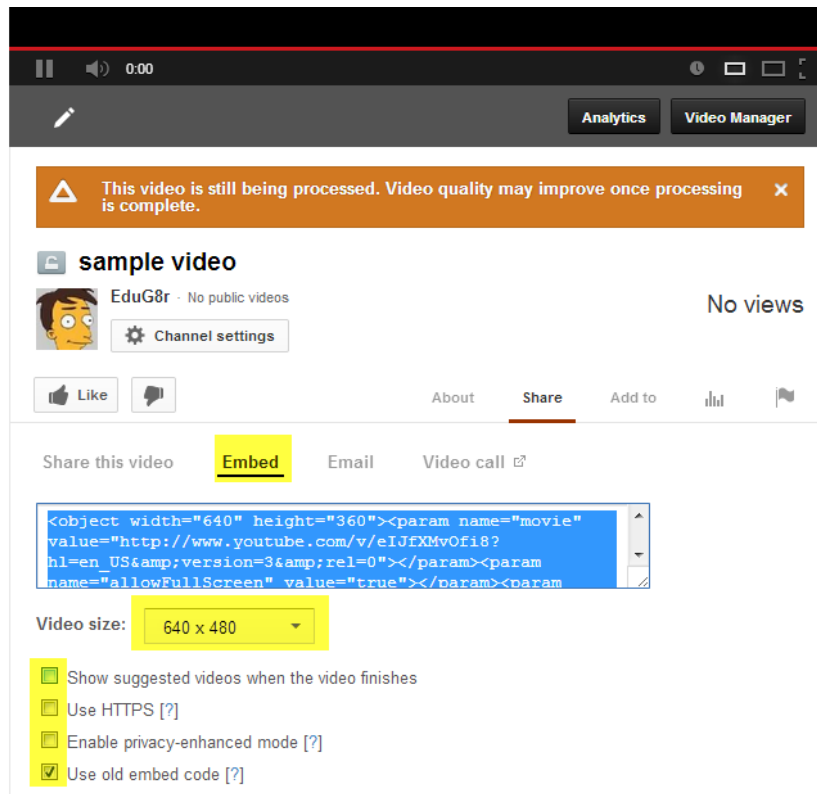
14. You are now ready to embed your content in Blackboard Learn! Start by clicking your video's URL:



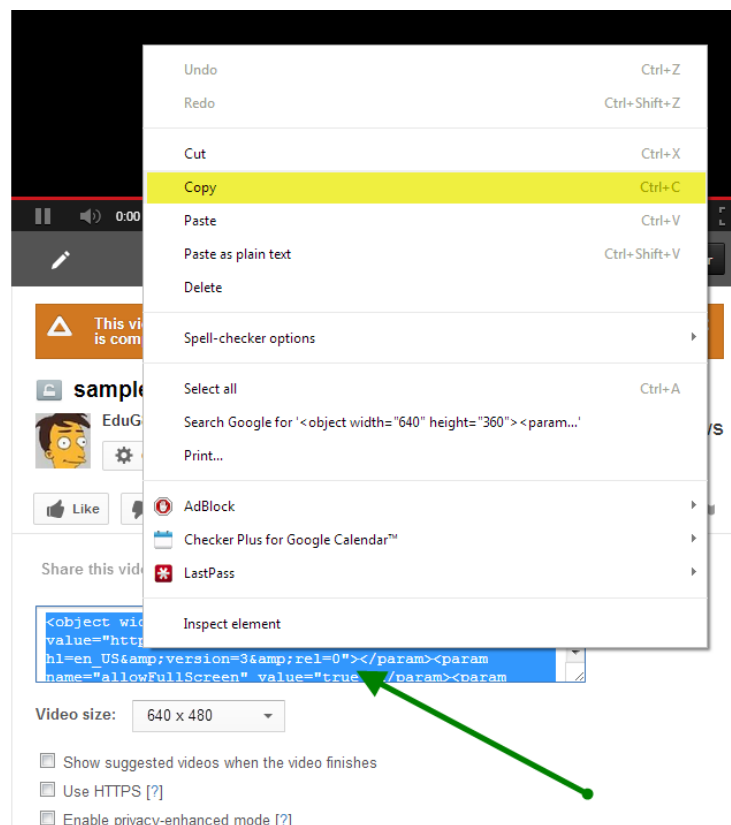
15. Click the Share tab:



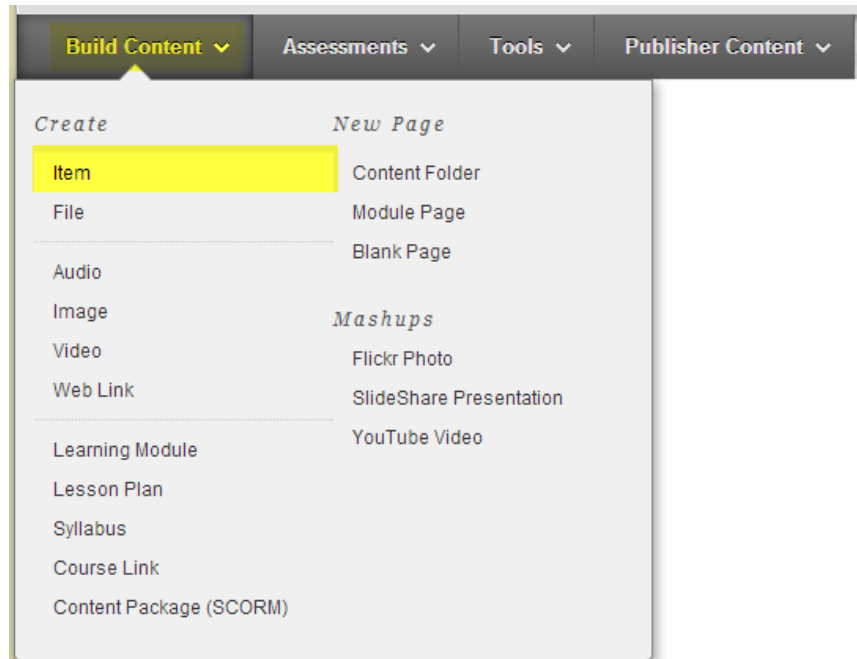
16. Click the Embed tab and adjust your settings accordingly. Notice that the size is 640 x 480, “Show suggested videos when the video finishes” is unchecked, and “Use old embed code” is checked.



17. Copy all of the code from the box:



18. Navigate to the spot in your Blackboard Learn course where you want to embed the video. Click “Build Content” and select “Item” from the dropdown menu:



19. Name your video and click the double chevron to expand the text editing toolbars:

1. **Content Information**

* Name

Color of Name Black

Text

T *I* T Arial 3 (12pt) T [List Icons] [Link Icon] [Image Icon]

Path: p Words: 0

20. Click the HTML button:

Text



The screenshot shows the 'Text' toolbar of a rich text editor. The toolbar contains various icons for text formatting, including bold, italic, underline, and font color. A green arrow points to the 'HTML' button, which is highlighted in yellow.

21. A new window will open; paste in the code you copied from YouTube and click the “Update” button:



22. Click “Submit” within Blackboard Learn, and you’re done! Mason-supported browsers are listed [here](#), but [Mozilla Firefox](#) seems to have the fewest problems (at the time of this revision) when working with media rich content in Blackboard Learn.

* Indicates a required field.

Cancel Submit

1. Content Information

* Name

Color of Name

Text

Paragraph Arial 3 (12pt)

Rich text editor toolbar with various icons for text formatting, alignment, and insertion.

HTML CSS

Yellow highlighted text area for content input.

A screenshot of the Blackboard Learn 'Content Information' form. At the top right, there are 'Cancel' and 'Submit' buttons. A green arrow points from the center of the form towards the 'Submit' button. The form includes a 'Name' field with the value 'sample video', a 'Color of Name' dropdown set to 'Black', and a 'Text' area with a rich text editor toolbar and a yellow highlighted text area.