



Youtube: Uploading Video

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Scope of this Guide

In this guide, you'll learn how to take a video file and upload it to Youtube making it easier to share and embed it in your course. To benefit the most from this guide, you should be familiar with creating or obtaining video files and the basics of uploading files to the Internet. Also, you should be familiar with creating and editing course pages in Moodle.

Benefits of Using Youtube

Easy Video Management and Sharing

Once you upload your video to Youtube, you can easily share it with your students. Videos can be added to playlists to assemble a collection of videos.

Accessibility Features

Videos submitted to Youtube receive automatic captioning using Speech-to-Text. Although the caption accuracy may be low, as the video owner, you can edit the captions to improve accuracy.



Youtube also features an interactive transcript, which let viewers see all the spoken words in the video. Clicking on the words within the transcript plays the video from the point where those words are spoken. This is especially helpful if a student is looking for an unfamiliar word or a particular place in the video.

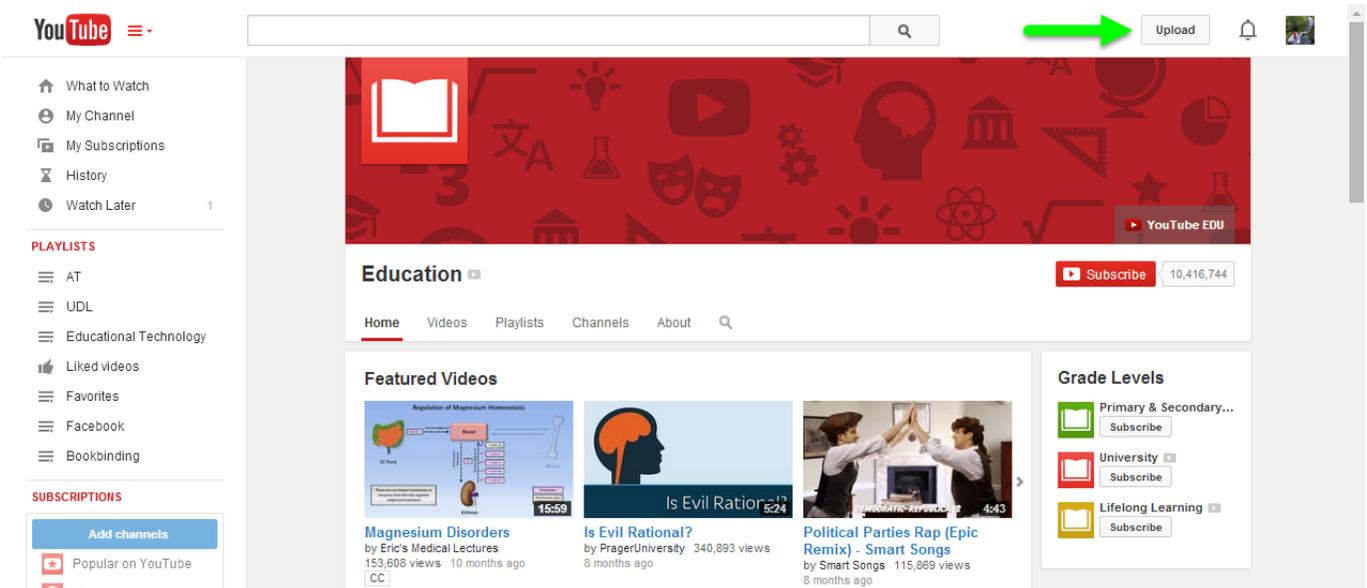
English (Automatic Captions) ▾	
0:28	months he's internationally known scholar 0
0:31	author and speaker his work focuses
0:35	on the implication that globalization and technology
0:38	on education he's design schools
0:42	that cultivate cultivate global competence develop computer games
0:47	for language learning and founded research and development institutions
0:51	to explore innovative education models is published over 100 articles
0:57	twenty books and was named one of 2012
1:00	10 most influential people in education technology
1:04	by taking learning magazine please help me welcome
1:08	doctor young job now
1:20	thank you moving crap to see

Uploading Video

Create a Youtube Account

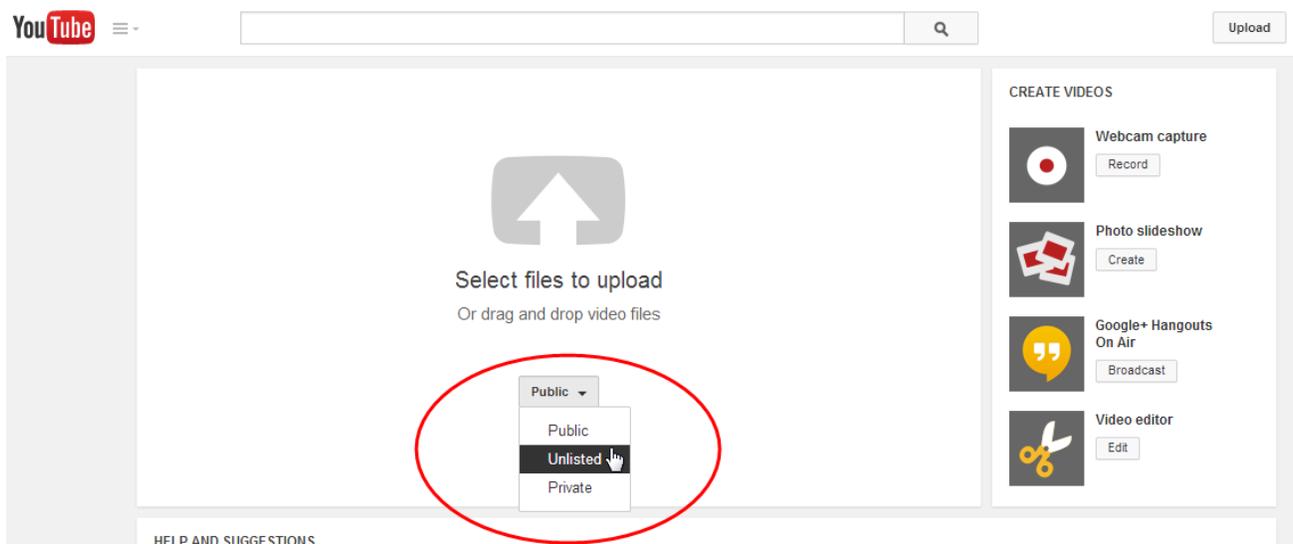
Go to www.youtube.com and find the **Sign In** button at the top right. You may already have an account, especially if you use Gmail, Google Drive, or Google Docs. If you don't have an account, still click on the **Sign In** button, but find the **Create an Account** button at the bottom.

Once you've logged in, find the **Upload** button.



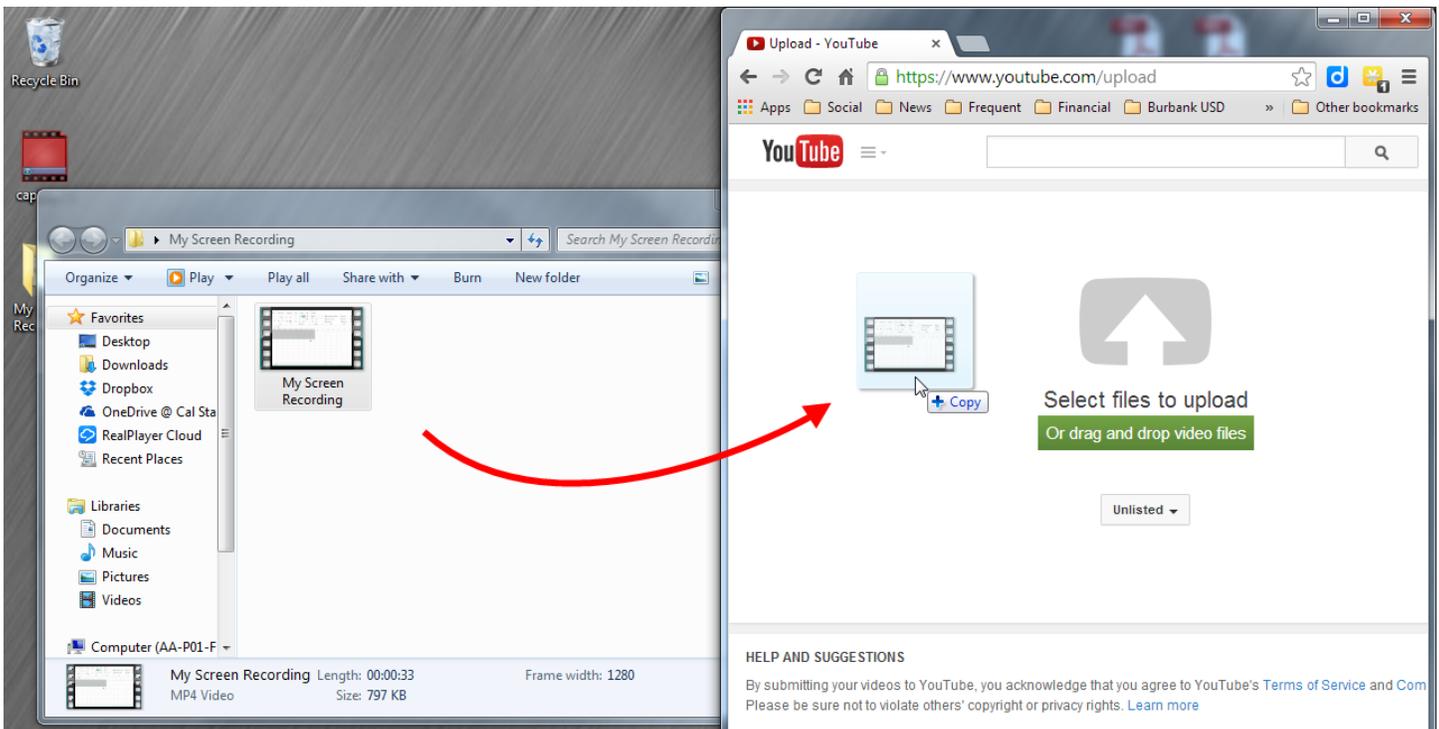
Set Video Privacy Setting

Before uploading the video, be sure to choose a video privacy level. The default is **Public**. We suggest you set the privacy to **Unlisted** at first. With the video privacy set to **Unlisted**, only users with the link to the video will be able to find it and view it.



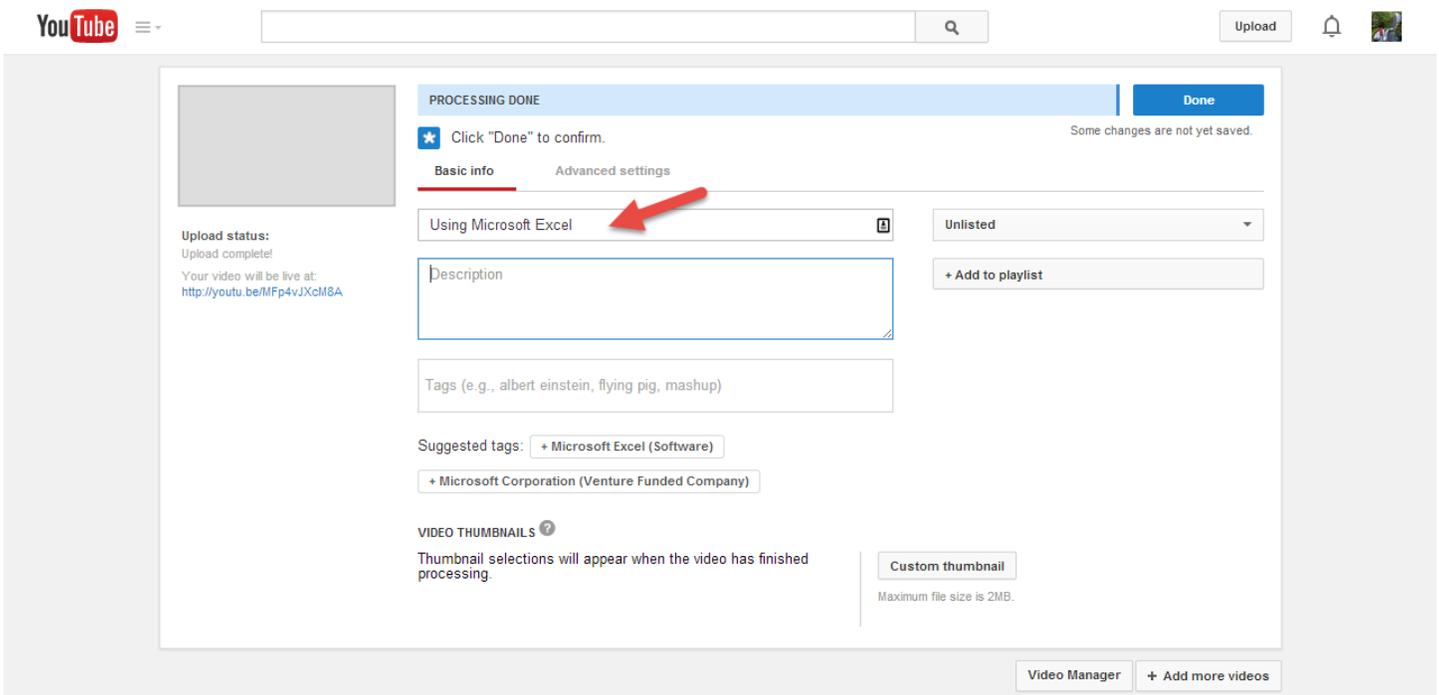
Select Video to Upload

Click and drag the video file into the Youtube upload window.



Adding Video Information

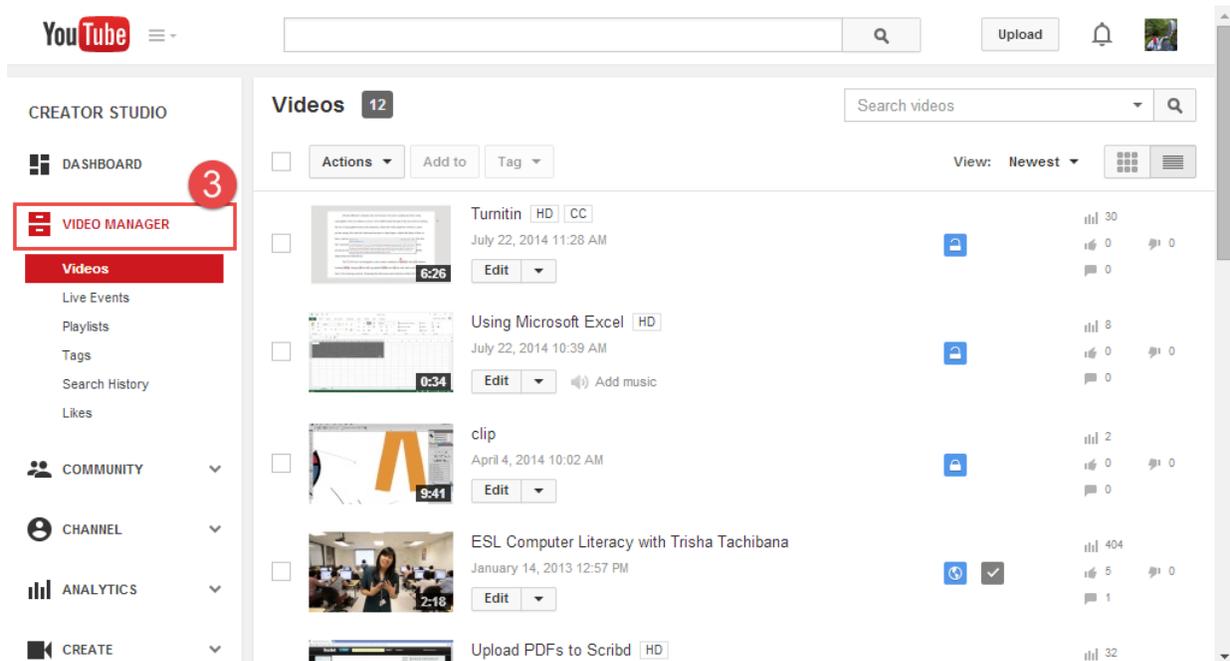
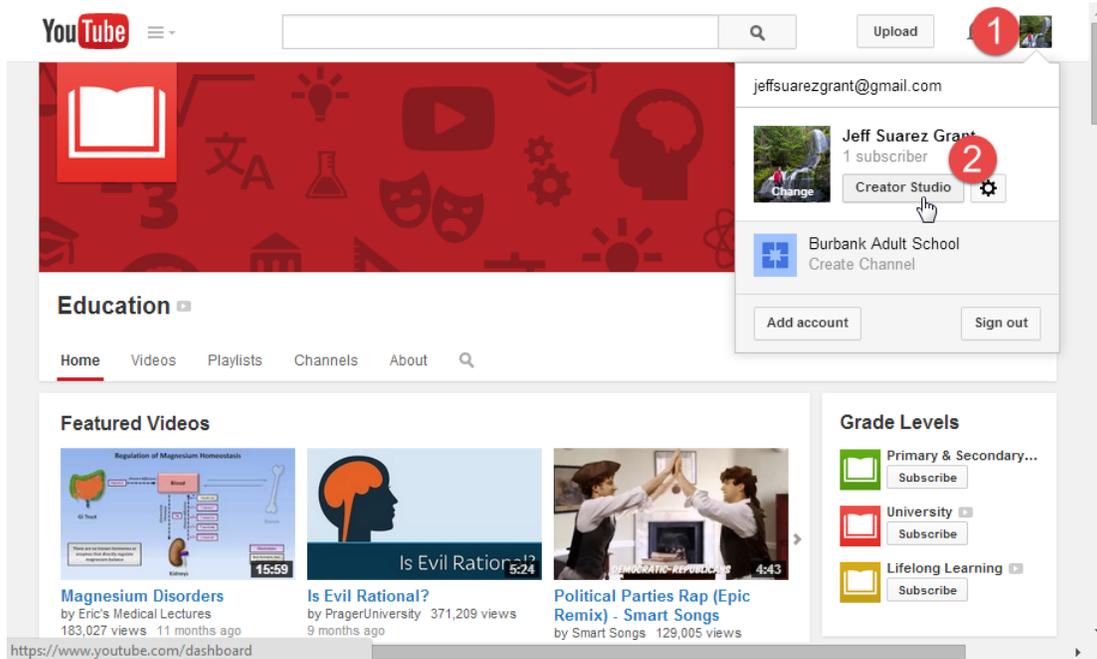
While the video uploads and processes, be sure to name your video and provide a brief description. Click **Done** when finished adding the name and description.



Viewing Uploaded Videos

To see all the videos you have uploaded to your account go to the Creator Studio.

1. Click on your profile button at the top right corner of the Youtube window.
2. Click on the Creator Studio button.
3. Click on Video Manager to see your video library.



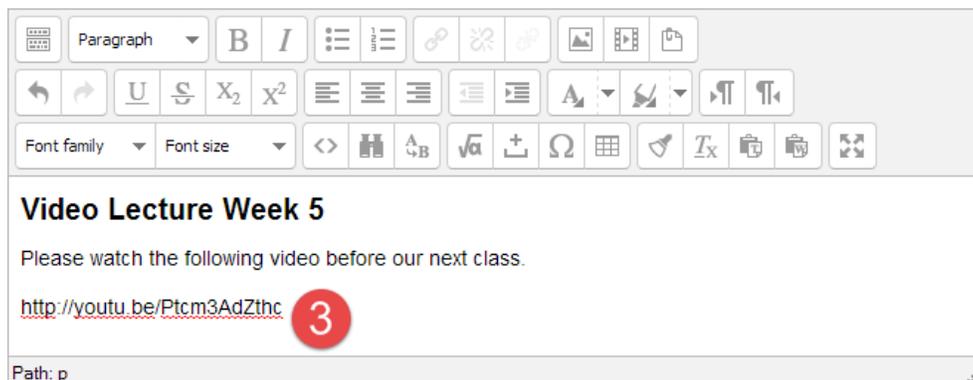
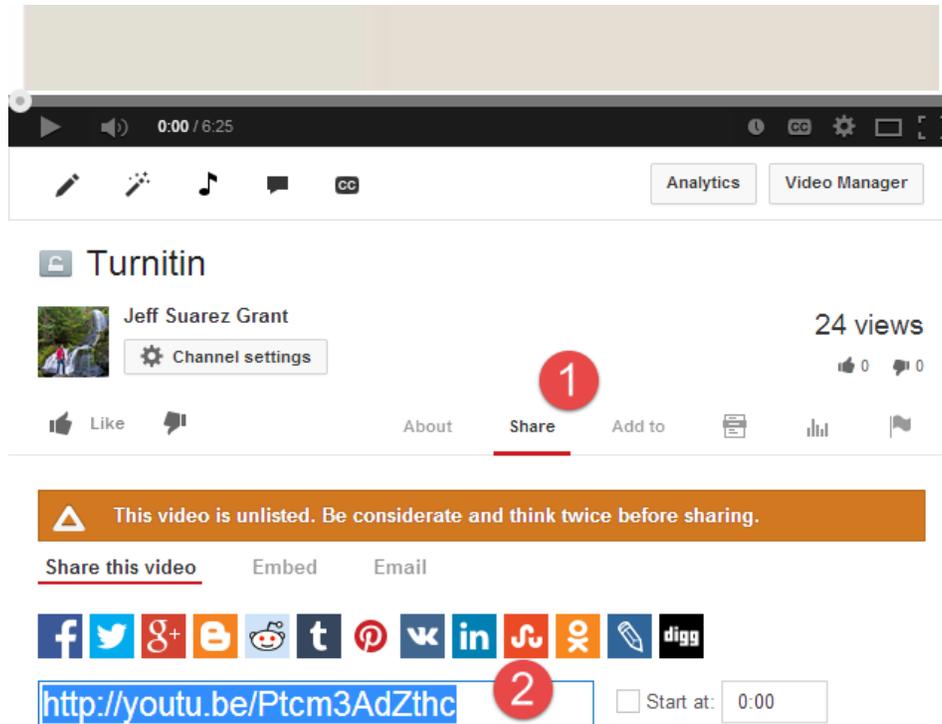
NOTE: Click on the name of the video or the video thumbnail to view the video.

Sharing and Embedding

Linking to Video

By copying and pasting the video link into your course page, students click on the link to view the video on Youtube. First find the video in Creator Studio.

1. Under the video, click **Share**.
2. Copy the video link.
3. Paste the link into your course page.



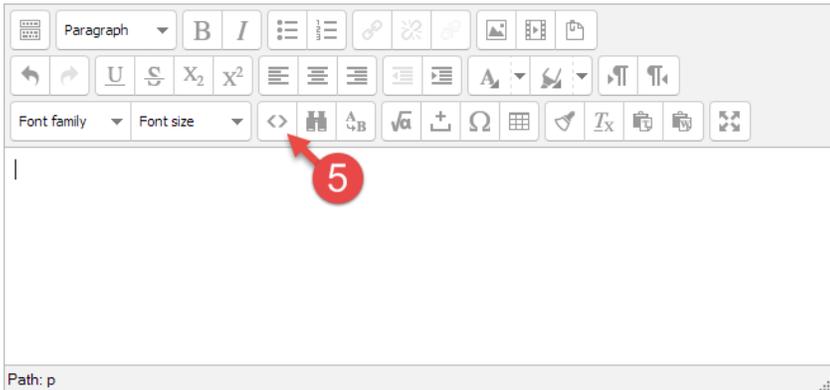
Embedding

By embedding the video, students may watch the video directly within your course page without having to visit a Youtube video page. First find the video in Creator Studio.

1. Under the video, click **Share**.
2. Click **Embed**.
3. Uncheck **Show Suggested Videos**.
4. Copy the embed code.

The screenshot shows the YouTube Creator Studio interface for a video by Turnitin. The video player is at the top, followed by the channel name 'Turnitin' and the uploader 'Jeff Suarez Grant'. The video has 26 views. The 'Share' button is highlighted with a red circle '1'. Below the video, a warning banner states 'This video is unlisted. Be considerate and think twice before sharing.' The 'Embed' button is highlighted with a red circle '2'. The embed code is displayed in a text box, highlighted with a red circle '4'. Below the code, the 'Video size' is set to '560 x 315'. The 'Show suggested videos when the video finishes' checkbox is unchecked and highlighted with a red circle '3'. Other options include 'Enable privacy-enhanced mode [?]' and 'Use old embed code [?]'.

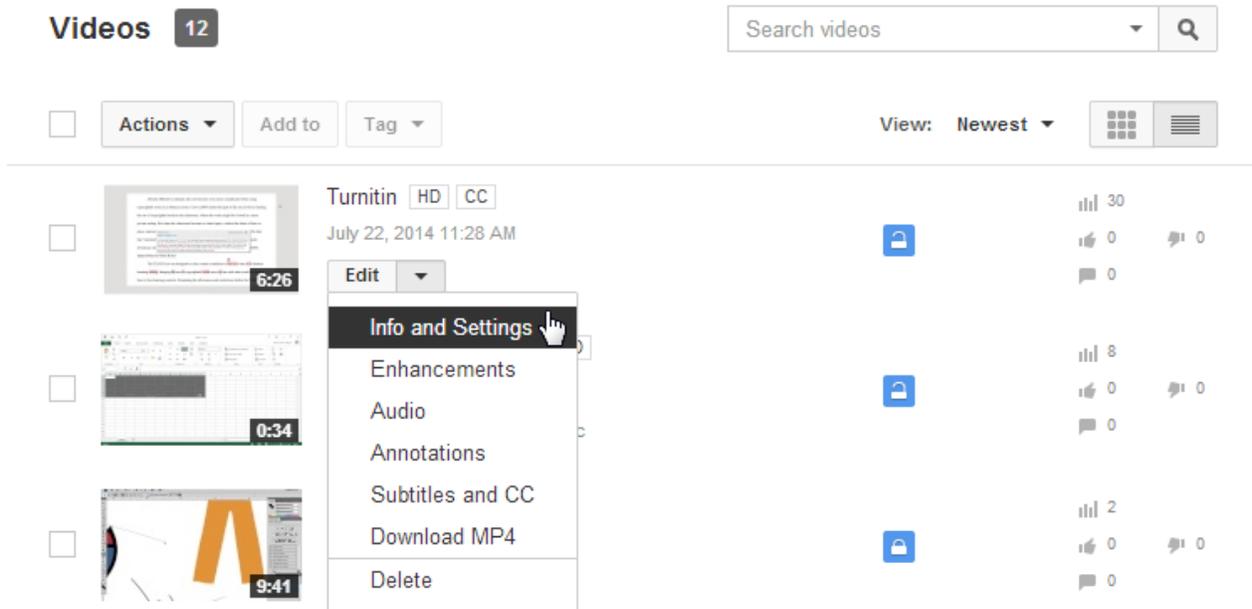
5. In Moodle, click on the Edit HTML Source button.
6. Paste the embed code.
7. Click **Update** to save changes.



Video Library Management

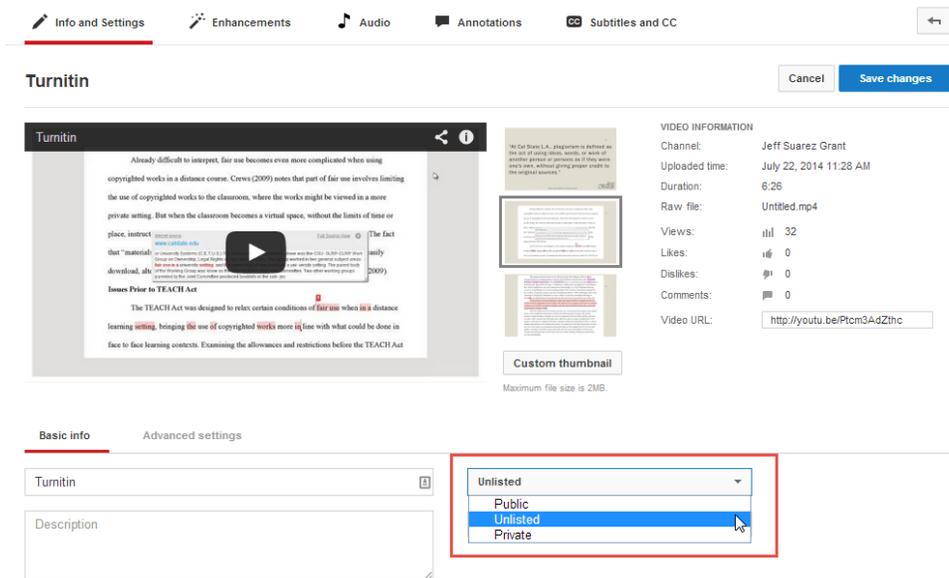
Editing Video Info and Description

Use the **Edit** button near each video to adjust the video info and description.



Adjusting Video Privacy Level

In the Info and Settings area, you can also change the video privacy setting.



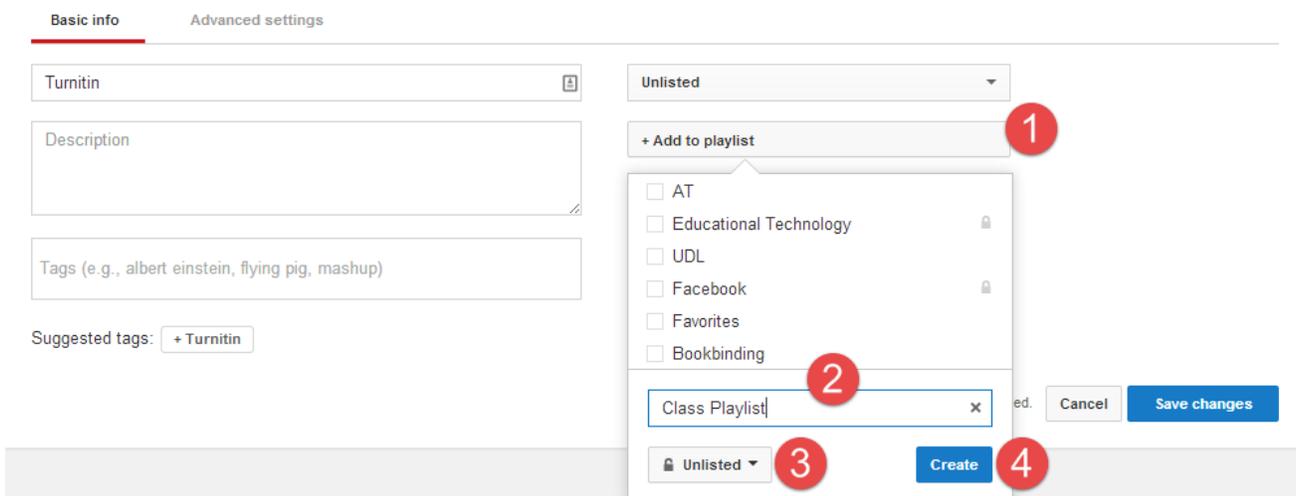
The screenshot shows the 'Info and Settings' tab for a video titled 'Turnitin'. The video player is visible, showing a document with a play button. To the right, there is a 'VIDEO INFORMATION' section with details like Channel (Jeff Suarez Grant), Uploaded time (July 22, 2014 11:28 AM), Duration (6:26), Raw file (Untitled.mp4), Views (11), Likes (0), Dislikes (0), Comments (0), and Video URL (http://youtu.be/Ptcn3AdZthc). Below the video player, there are two tabs: 'Basic info' and 'Advanced settings'. The 'Basic info' tab is active, showing a title field with 'Turnitin' and a description field. A red box highlights a dropdown menu for privacy settings, which is currently set to 'Unlisted' and has options for 'Public', 'Unlisted', and 'Private'.

NOTE: After making any changes to the video, be sure to click Save Changes at the bottom right.

Creating Playlists

In the Info and Settings Area, you can add your video to a playlist. Select an existing playlist or create a new one.

1. Click on the **Add to Playlist** menu.
2. Type a name for the new playlist or select from existing playlists.
3. Set the playlist privacy level.
4. Click **Create**.

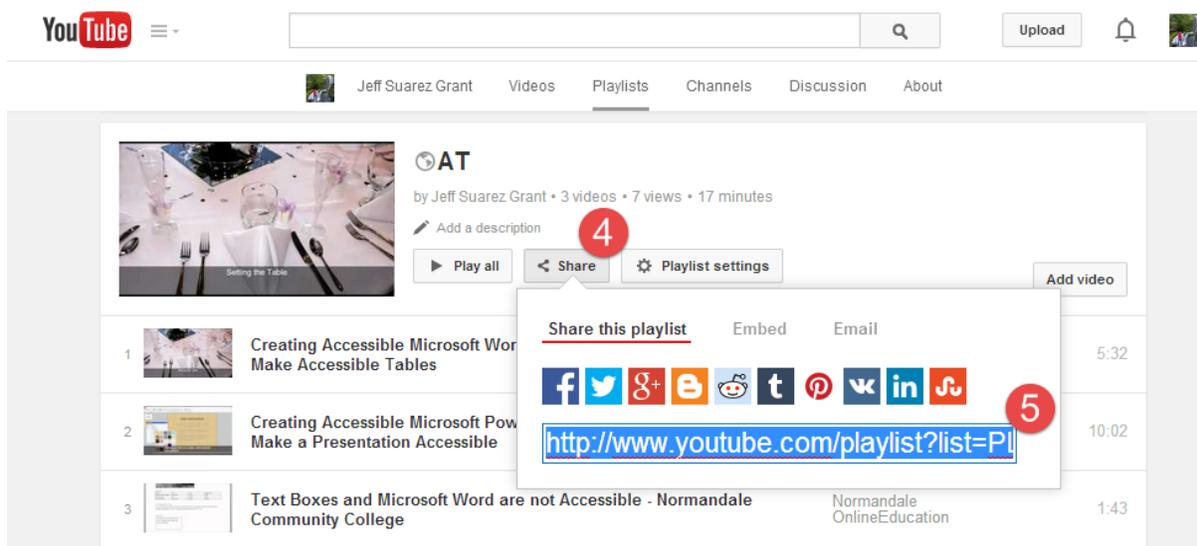
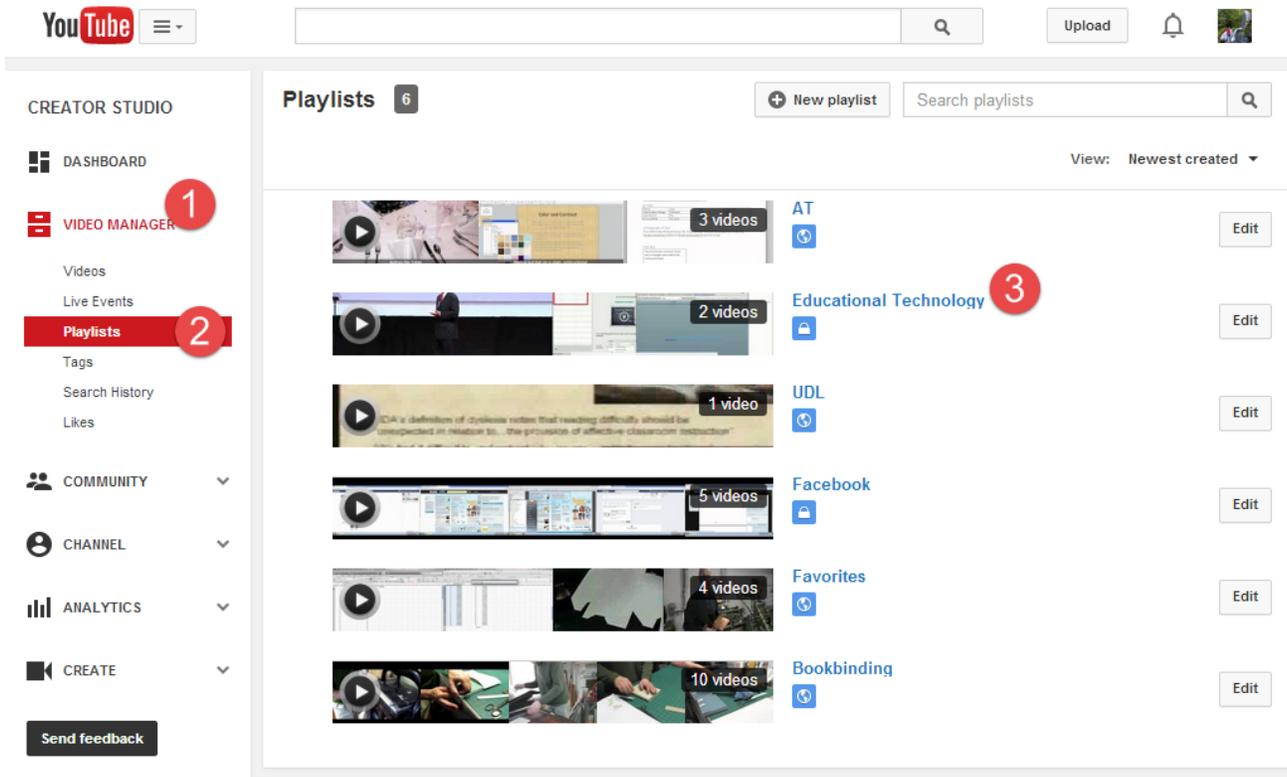


The screenshot shows the 'Basic info' tab of the video settings interface. The title field contains 'Turnitin' and the description field is empty. Below the description field, there is a 'Tags' field with the text '(e.g., albert einstein, flying pig, mashup)'. A 'Suggested tags' section shows '+ Turnitin'. On the right side, there is a dropdown menu for privacy settings, currently set to 'Unlisted'. Below this, there is a '+ Add to playlist' button. A red circle with the number '1' is next to this button. A dialog box is open, showing a list of playlists: 'AT', 'Educational Technology', 'UDL', 'Facebook', 'Favorites', and 'Bookbinding'. A red circle with the number '2' is next to the 'Class Playlist' text input field. Below the list, there is a dropdown menu for privacy settings, currently set to 'Unlisted', with a red circle with the number '3' next to it. At the bottom of the dialog box, there is a 'Create' button with a red circle with the number '4' next to it. The 'Save changes' button is visible at the bottom right of the settings interface.

Sharing Playlists

Once created, a playlist can be shared by providing a link or embedding the playlist. First, go to Creator Studio.

1. Click on **Video Manager**.
2. Click on **Playlists**.
3. Find the playlist you wish to share and click on its name.
4. Click on the **Share** button (click embed for the embed code).
5. Copy and paste the playlist link into your course page.



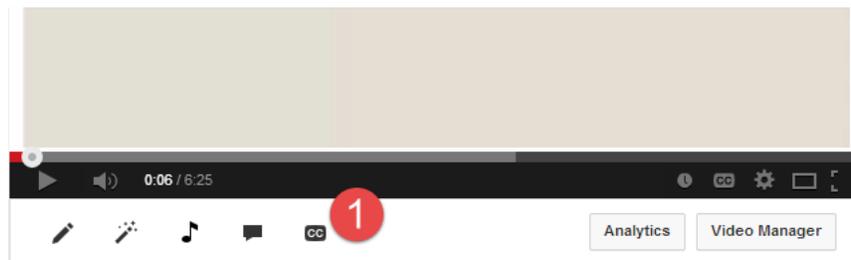
Ensuring Video Accessibility

Using a Script to Add Closed Captions

To easily add accurate closed captions to your video, use a script when recording your video. Later when uploading your video, upload your script to help Youtube create more accurate closed captions.

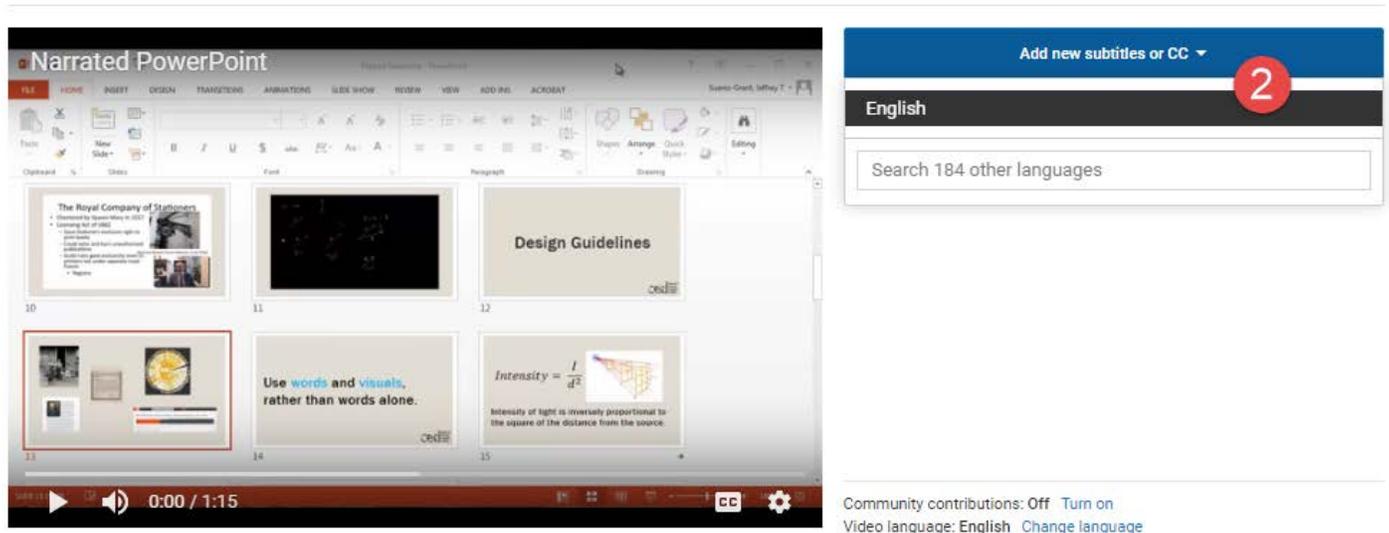
Reading from a script helps in other ways. By working from a script, you'll be able to better plan out the length of your video, and stay on topic when recording. Be sure to save your script as a simple text file. In Word, use File > Save As, selecting .txt as the file type.

1. Click on the **CC** button under the video.



2. Click **Add new subtitles or CC**, selecting English.

Manage subtitles and closed captions



3. Click **Upload a file**.

SELECT METHOD

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

Upload a file **3** ?

Transcribe and auto-sync ?

Create new subtitles or CC ?

4. Ensure **Transcript** is selected, clicking on **Choose File**.

Upload a file

Upload a text transcript or timed subtitles file. [Learn more](#)

File type

Transcript **4** ←

Subtitles file

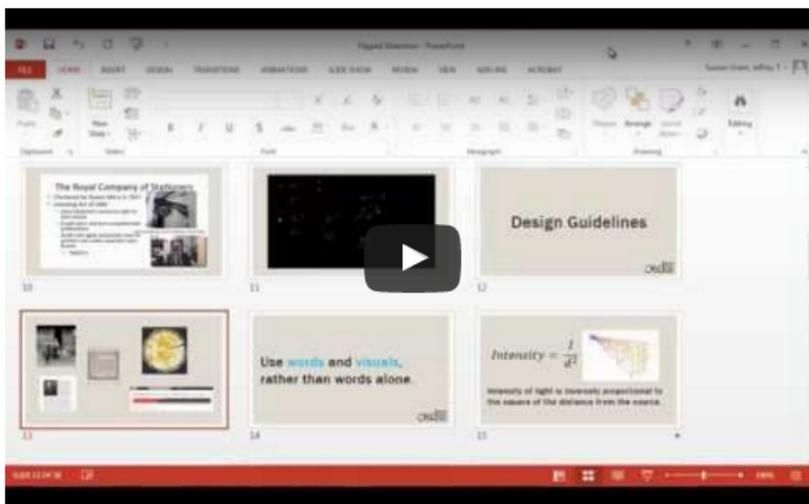
Choose File No file chosen

Cancel Upload

5. Locate your script text file, then click **Upload**.

6. Click **Set timings**.

Transcribe and auto-sync



Actions ▾

VIDEO TRANSCRIPT ?

Type everything that's spoken in the video here, then click "Set timings" to automatically line up your text with the speech in the video.

So in this short video I'm going to show you some of the different styles of videos that you can use for your flipped lecture. The easiest one I believe to create is the narrated PowerPoint. And so right now I'm using Camtasia and I'm recording the PowerPoint window. And I have yet to play the presentation so if I go and I begin the presentation the slides will go full screen. And obviously that's what you're seeing right now. And Camtasia the program that is recording my screen is recording my voice and anything that is on-screen currently. And it'll also record any of the things that show up on the screen.

⏪ ⏩ Pause video while typing

Exit **Set timings** **6**

7. Click the play button to watch and check the caption timing.

Transcribe and set timings: English

Publish

Actions ▾ Keyboard shortcuts | Help

Type subtitle here then press Enter +

0:02.0 0:05.5	So in this short video I'm going to show you some of the different styles of videos that
0:05.5 0:08.3	you can use for your flipped lecture. Adjust text
0:08.3 0:12.3	The easiest one I believe to create is the narrated PowerPoint.
0:12.3 0:17.0	And so right now I'm using Camtasia and I'm recording the PowerPoint widow.
0:17.0 0:23.8	And I have yet to play the presentation so if I go and I begin the presentation the slides
0:23.8 0:24.8	will go full screen. Adjust timings

Looking for a faster way to enter subtitles? Try the [Transcribe and set timings](#) option. Pause video while typing

8. Click **Publish** after making any final adjustments.

Transcribe and set timings: English

Publish

Actions ▾ Keyboard shortcuts | Help

Type subtitle here then press Enter +

just as if I were presenting it to my class

Auto Generated Closed Captions

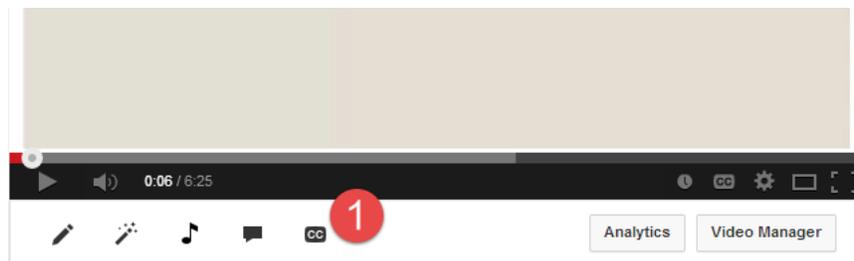
Youtube will attempt to automatically caption your video if you do not add your own captions. These captions take about a day to appear on your uploaded video. You can edit these auto captions to improve their accuracy. Left alone, auto captioned videos are not compliant with accessibility standards.



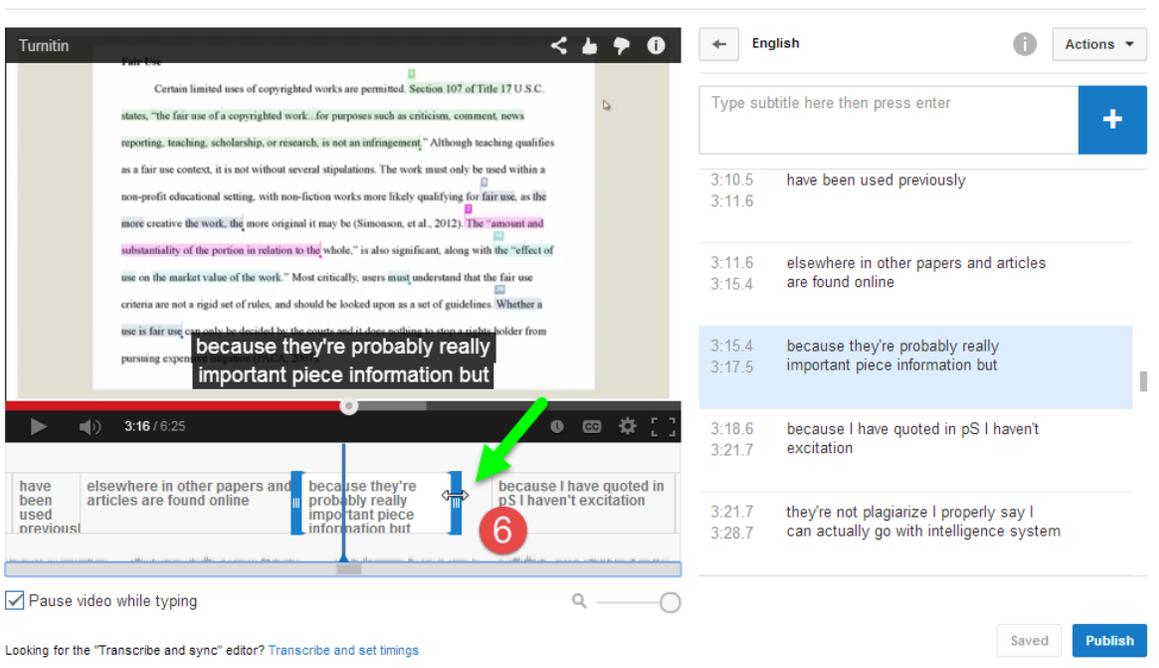
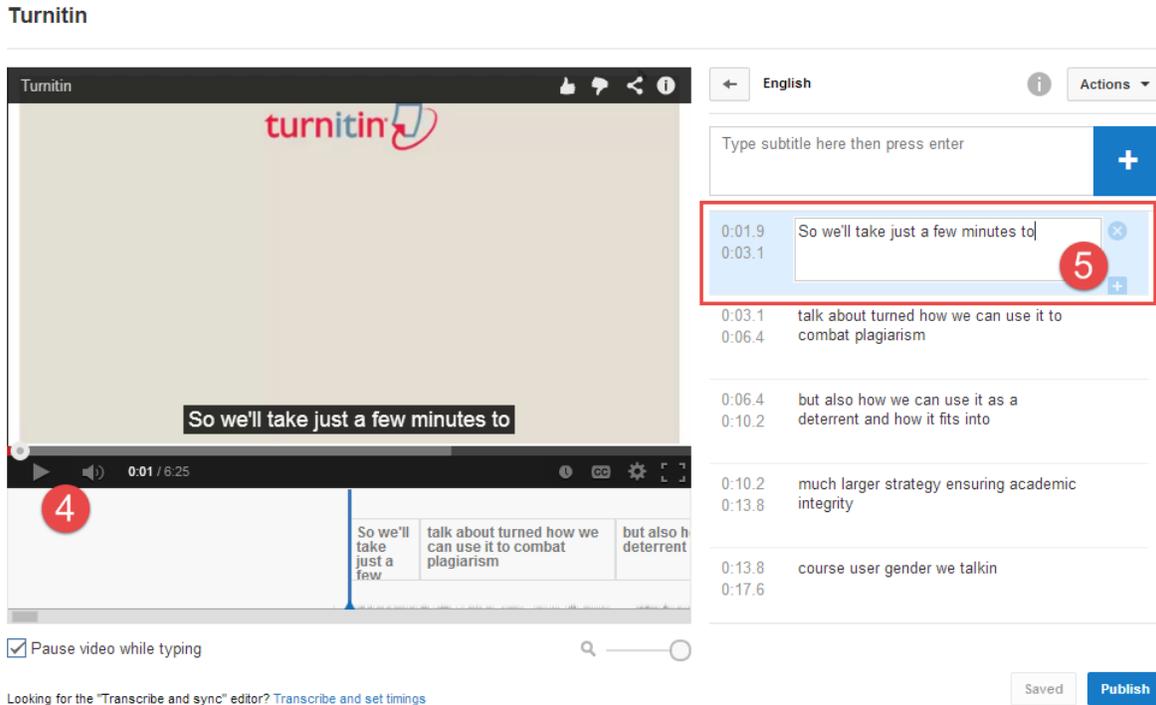
Editing Auto Generated Captions

To edit the video captions Youtube creates automatically, find your video while logged in under the account used to upload it.

9. Click on the **CC** button under the video.



4. Begin playing the video reading the existing captions.
5. Click in the caption box on the left when a caption needs editing.
6. Adjust caption timing by positioning the mouse near the end of a caption and use the arrow tool to resize the caption length.



NOTE: After editing, **Publish** the captions using the Publish button at the bottom right corner.

Copyright Issues

Use and Permission

Before uploading video to Youtube, be sure you have the right to use the video in this way. For instance, a video made available to you from a textbook publisher may have a very specific license for use. The license may permit you to show the video in class, but not to upload and later rebroadcast it to students via Youtube. Always check with the publisher first or the rights holder/creator of the video.

Generally, if you created the video, you control the copyrights associated with it, including the right to upload and rebroadcast it via Youtube. Exercise caution with any copyrighted material that may appear in a view you have created.

DMCA Takedown Notice

As part of the Digital Millenium Copyright Act (DMCA), copyright holders may issue a DMCA takedown notice to Youtube. This serves to notify Youtube that a video it hosts infringes upon the holder's copyrights. If for some reason your video disappears from Youtube, it may very well have been removed after Youtube received such notice. Do not repost the video, as this violates the Youtube terms of service. For more information, visit the [Youtube Copyright Center](http://www.youtube.com/yt/copyright/) (<http://www.youtube.com/yt/copyright/>).