
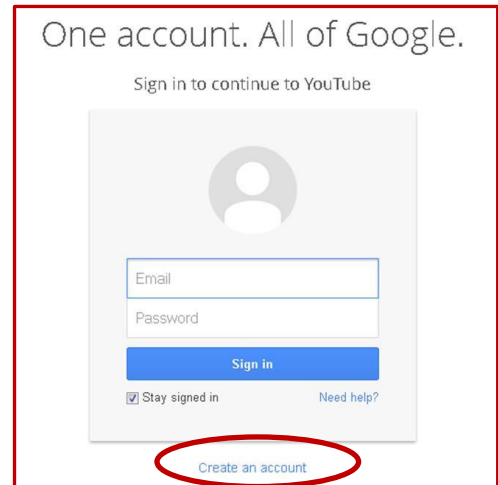


Using YouTube


Note: This document reflects PC instructions, but MAC would likely be similar.

Signing Up: You'll need to do this ONCE. In order to upload files to YouTube, you must first sign up for a free account.

1. Use your web browser to navigate to <http://www.youtube.com>.
2. Click the  button near the top of the screen, and then click CREATE AN ACCOUNT at the bottom of the sign-in window. (Once you sign up, you can return to this page to sign in as needed.)
3. Follow the instructions to create a free google account that will provide access to YouTube. You may either use a valid email address or create a new google email address along the way. You may have to include a telephone number for security purposes.



Uploading Videos: You'll do this each time you want to post a video to YouTube

1. Navigate to <http://www.youtube.com> and click the  button (top right). You may be asked to sign in if your computer doesn't remember your credentials.
2. Use the drop-down menu to select whether you want the video to be Public, Unlisted, or Private. I generally choose "Unlisted" as this allows you to share a link with your students while not posting the video publically. Note that anyone who has the link will be able to view your video.






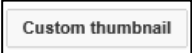
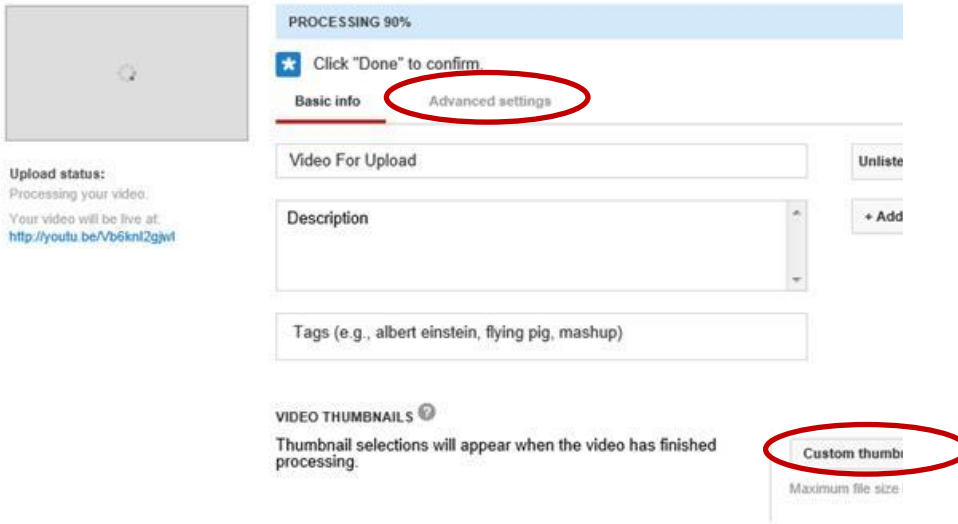
3. Click the  button near the center of the screen.

4. This will open Windows Explorer. Navigate to the location of your *.MP4 file and select the file to be uploaded. The video will begin uploading and you will see a screen that looks something like Figure 1 (see top of page 2). You may wish to change some settings:
 - a. Title and Description (click the  button to save).
 - b. You can add a  that will display at the beginning of the video.
Most picture formats are accepted (e.g. *.JPG). ***Note: Requires completion of #3 under notes on last page.***
 - c. Under advanced settings there are other items that you can change if you choose.

Figure 1. YouTube's video processing page.



Reviewing and Sharing Your Videos

These instructions assume you are posting videos in the “Unlisted” Format.

1. Next to the UPLOAD button in the upper right corner is a “Gear” that opens up a pull-down menu. From this menu, select “VIDEO MANAGER”. This will take you to a page that lists your uploaded videos, similar to Figure 2 (next page).
2. You can EDIT numerous items either by clicking the EDIT button, or the arrow next to it (which opens a menu of additional options. Be careful with the “delete” button (and it is a good idea to always maintain a copy of your video on your computer). Feel free to explore.
3. To share your video, you’ll need to obtain the necessary URL. It is given immediately after video creation, but you can find it again later in the following way:
 - a. From the video manager, click on the video you wish to share. This will actually start it playing.
 - b. Scroll down below the video where there are a number of options you can play with if you like (see Figure 3). In particular, there are a number of options under “CHANNEL SETTINGS” that I typically turn off.
 - c. To find the link required to share the video, click the SHARE link (see Figure 3). This produces a URL (see Figure 4) that you can share with your students via email or course distribution software (the same URL would be shared by using the EMAIL function). If you are so inclined, you can also embed the video in your own webpage using the HTML code found behind the EMBED link if you so choose.

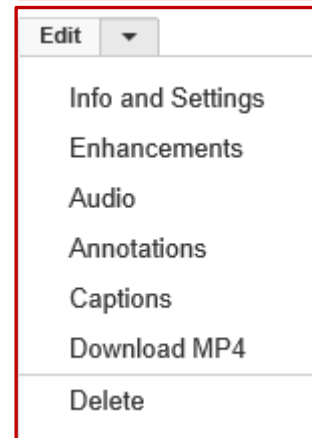
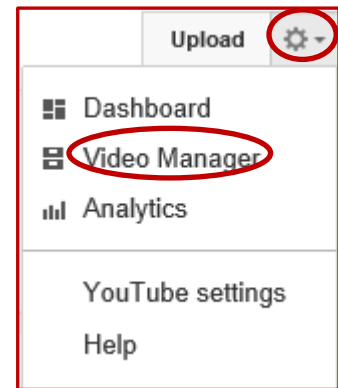


Figure 2. YouTube's video manager page.

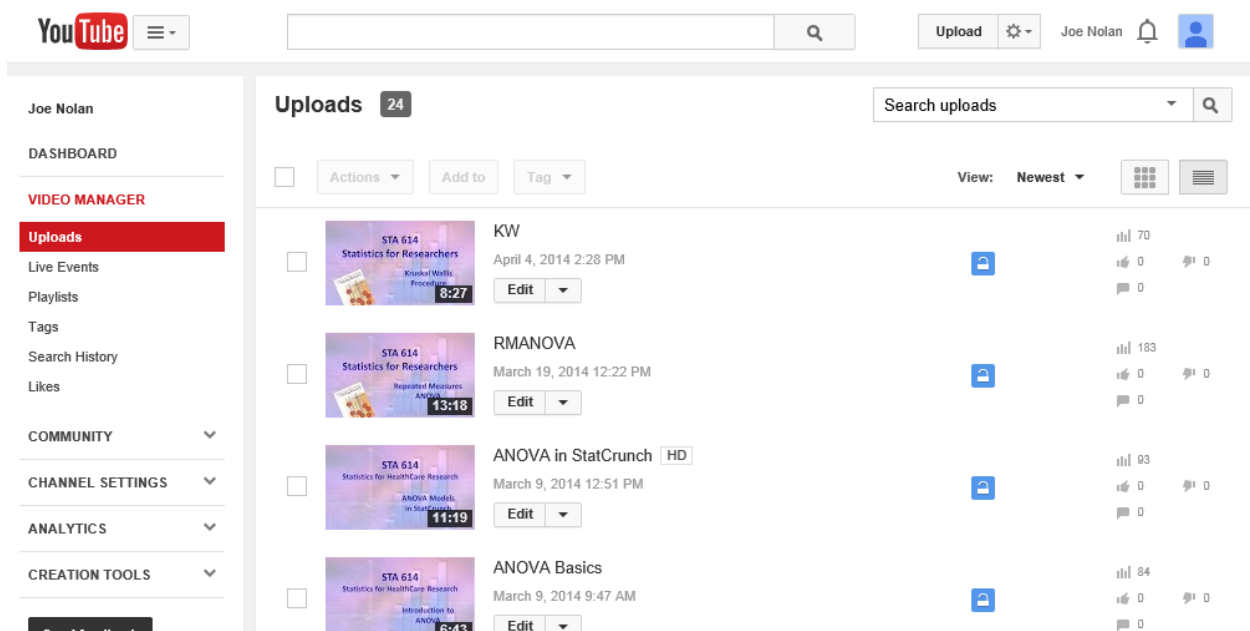


Figure 3. Finding your video links.

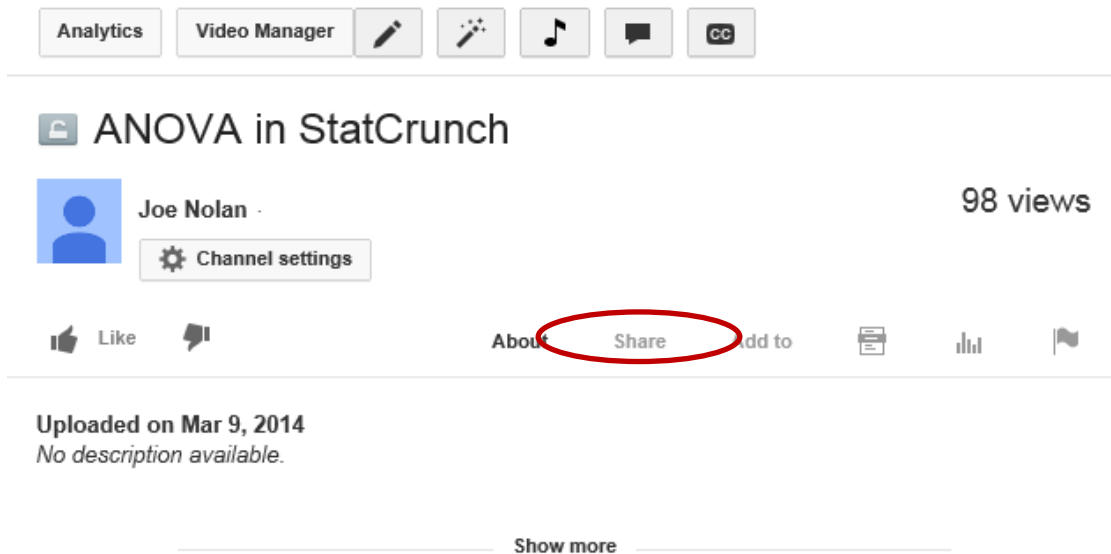
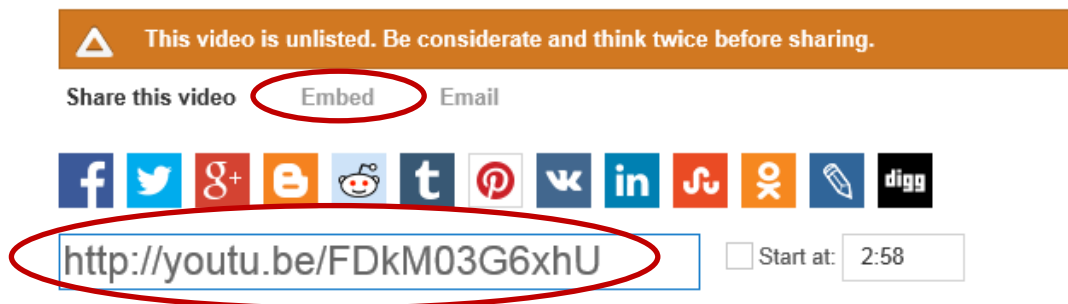


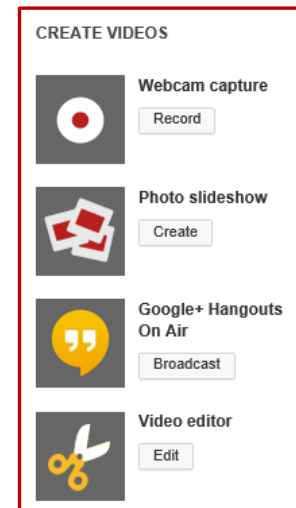
Figure 4. The video sharing link



Some additional notes:

Notes:

1. There is a HELP link at the bottom of YouTube's webpage.
2. From the UPLOAD page, there are a few capturing/editing options on the right side of the screen (see figure). In particular, the editor can be used to splice videos together.
3. By default, videos are allowed to be no more than 15 minutes long. There is also a size limit of 20 GB (that's pretty big!). If you need more, you'll have to verify your account. Begin this process by navigating to the gear menu next to the upload button, and select "YOUTUBE SETTINGS". Then select "VIEW ADDITIONAL FEATURES". There are several things here that can be customized depending on your user-level.
 - a. Under FEATURES, These include the ability to verify your account and then use custom thumbnails and longer videos.
 - b. Under DEFAULTS, you can change the default settings for uploading videos (so that you don't have to do this all the time). I've shown a copy of the settings I use on the last page (and they are quite different from the original defaults).
 - c. Under ADVANCED there are additional settings that can be changed. I generally choose "DO NOT" for all of these.
4. The following video file formats are supported: .MOV, .MPEG4, .AVI, .WMV, .MPEGPS, .FLV, 3GPP, WebM. If you have a different format, you can visit the YouTube Format Troubleshooter at https://support.google.com/youtube/troubleshooter/2888402?hl=en&ref_topic=2888648, or you can ask me how to convert specific video formats to others.
5. The .AVI file format is uncompressed video (so it will be large in size) and will take a while to upload if you don't have a fast internet connection. Contact Mike if you would like to convert your .AVI file to another file type.
6. Depending on the hardware/software you are using, there are options to increase/decrease the resolution/bitrate of your created video. In general, a 360p (or 640 x 360) resolution video is just fine, easily viewable, and keeps the file size small, both for uploading purposes and for viewing purposes. Contact Mike regarding other options.



CHANNEL SETTINGS

Features

Defaults

InVideo Programming

Fan Finder

Advanced

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Joe Nolan
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Figure 5. Joe's "default" settings

Upload Defaults

Set defaults for videos you upload through your web browser. These settings can be overridden on individual videos.

Privacy	<input type="text" value="Unlisted"/>
Category	<input type="text" value="Education"/>
License	<input type="text" value="Standard YouTube License"/>
Title	<input type="text"/>
Description	<input type="text"/>
Tags	<input type="text"/>
Comments and responses	<input type="checkbox"/> Allow comments <input type="text" value="All"/> <input type="checkbox"/> Users can view ratings for this video
Caption certification	<input type="text" value="This content has never aired on television in the U.S."/>
Suggest video improvements	<input type="text" value="Never show edit suggestions"/>
Video location	<input type="text"/> <input type="button" value="Search"/>
Video statistics	<input type="checkbox"/> Make video statistics on the watch page publicly visible 