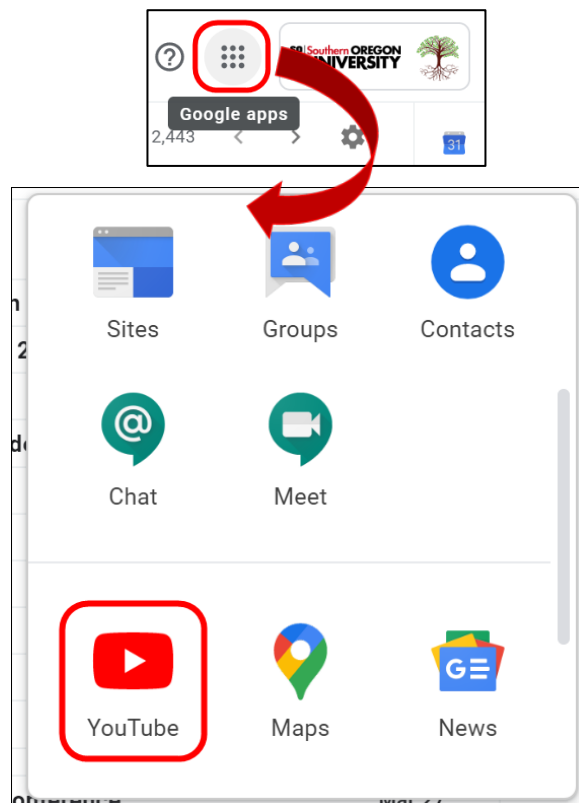
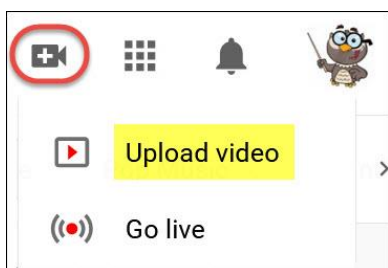


See [these instructions](#) for recording a presentation using Zoom. Once you have an .mp4 file, these instructions explain how to upload your file to your YouTube channel (yes, you have one!) so you can share it with others. To ensure accessibility for all users, captions are required for videos shared with students. YouTube will automatically caption a file when you upload it. (See [this video](#) for a quick overview.)

## Upload Your Recording

1. Open your SOU Gmail account and click on the **Apps** tiles in the upper right corner.
2. Scroll down to display additional applications.
3. Click on **YouTube**.
4. Click on the **camcorder icon** in the upper right corner, then select **Upload video**.

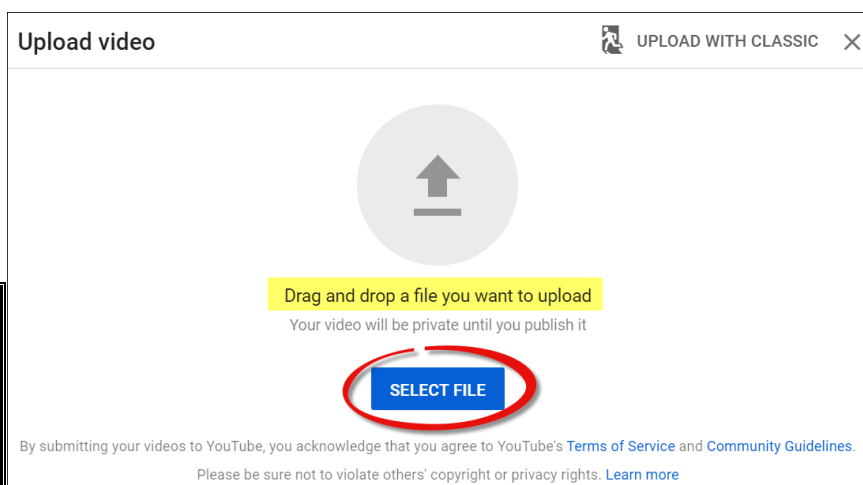


5. Drag and drop your file in the box provided or use the SELECT FILE link to browse and attach your file, then wait for it to load.

**NOTE:** For videos longer than 15 minutes, you must verify your account in order to upload the file. Follow this link to [verify your channel](#). You'll be asked to enter a phone number and YouTube will send a verification code by text or voice call to that phone number. (This is a one-time thing.)

Once you've verified your account, you can:

- [Upload videos longer than 15 minutes](#)
- [Add custom thumbnails](#)
- [Live stream](#)



## Share a Recording from YouTube

- As the video file is processed, update the video **Details** by updating the title, if necessary, and adding a snappy description.

The screenshot shows the 'Details' tab of a YouTube video upload interface. The title is 'Extreme Makeover'. The description is 'Battling the Dread Moodle Death Scroll! See how this course was simplified and streamlined using standard Moodle features.' The video link is 'https://youtu.be/N9BCMb1Vd0E' and the filename is 'extreme makeover.mp4'. The video is 95% processed. A red circle highlights the 'NEXT' button.

Extreme Makeover

Saving draft...

1 Details 2 Video elements 3 Visibility

**Details**

Title (required)  
Extreme Makeover

Description ?  
Battling the Dread Moodle Death Scroll!  
See how this course was simplified and streamlined using standard Moodle features.

Processing video...

Video link  
<https://youtu.be/N9BCMb1Vd0E>

Filename  
extreme makeover.mp4

95% processed

**NEXT**

- Scroll down and indicate that the video is not designed to be viewed by children. (This is a required question.)
- Skip the **Video elements** options, if you like, then click on **Visibility** to select the privacy settings. **Unlisted** will reserve viewing for anyone who has the link.
- Save.**

The screenshot shows the 'Audience' section. The question is 'Is this video made for kids? (required)'. The options are 'Yes, it's made for kids' and 'No, it's not made for kids'. The 'No, it's not made for kids' option is selected. A red box highlights the 'No, it's not made for kids' option. Below the options is the 'Age restriction (advanced)' section.

**Audience**

Is this video made for kids? (required)

Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your content is made for kids?

You need to answer this question

☐ Yes, it's made for kids

☒ No, it's not made for kids

Age restriction (advanced)

The screenshot shows the 'Visibility' tab of a YouTube video upload interface. The video is 'Extreme Makeover'. The video link is 'https://youtu.be/N9BCMb1Vd0E'. The video is finished processing. A red circle highlights the 'SAVE' button.

Extreme Makeover

Saved as draft

1 Details 2 Video elements 3 Visibility

**Visibility**

Choose when to publish and who can see your video

☒ Save or publish  
Make your video public, unlisted, or private

☐ Public  
Everyone can see your video  
☐ Set as instant Premiere ?

☒ Unlisted  
Anyone with the video link can see your video

☐ Private  
Only you and people you choose can see your video

Extreme Makeover

Video link  
<https://youtu.be/N9BCMb1Vd0E>

Finished processing

BACK **SAVE**

## Share a Recording from YouTube

- After you save, you'll get a confirmation notice that the video has been published, along with options for sharing your video on a variety of platforms. **Close** this window to return to the **Channel content** page.

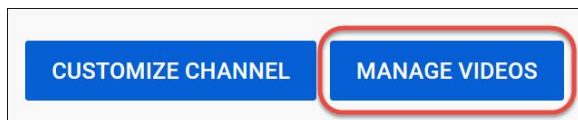
### Closed Captions in YouTube

YouTube will automatically caption your video. **The time the captioning process takes will depend on the length of the video and the complexity/quality of the audio.** It may take as long as several hours to auto-caption a long video.

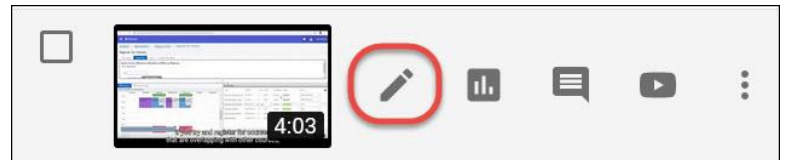
These automatic captions are generated by machine learning algorithms, so the quality of the captions may vary, misrepresenting the spoken content due to mispronunciations, accents, dialects, or background noise. **It's recommended to always review automatic captions and edit any parts that weren't properly transcribed.**

To review your captions:

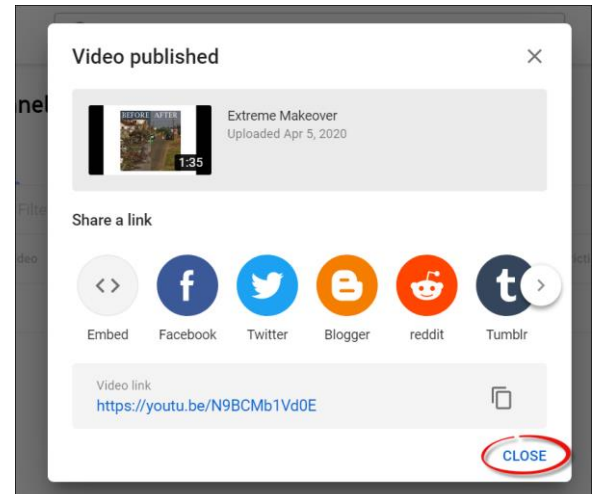
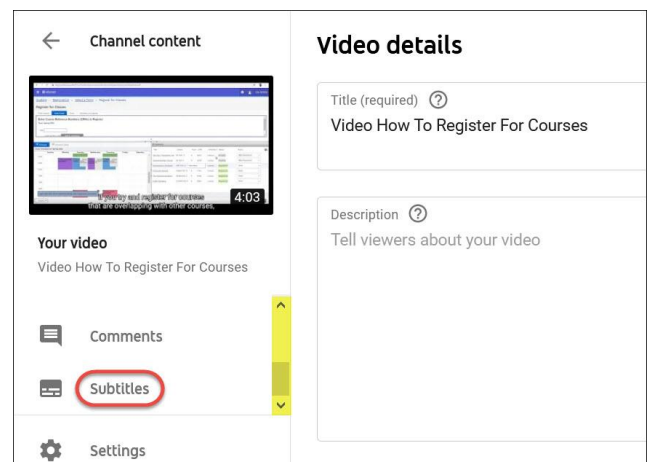
- Open YouTube and click on your account image in the upper right corner to access your channel.
- Click on the link for **Your channel**, then click on **MANAGE VIDEOS**.



- Locate the video that you uploaded and pass your mouse over the description to display the icons shown at right. Click on the **Pencil** icon.



- Scroll down the menu on the left side of the page to locate and click on the **Subtitles** link.

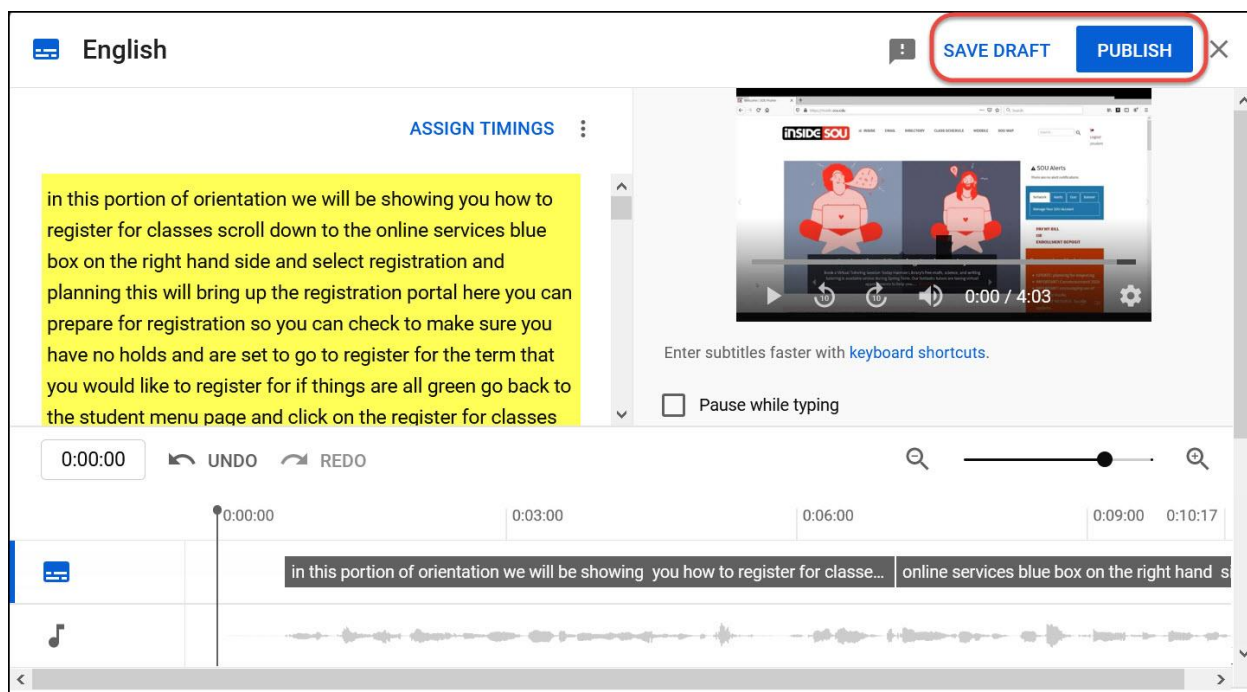


## Share a Recording from YouTube

11. Click on the **DUPLICATE AND EDIT** link to display the subtitles.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (Automatic)	Oct 20, 2020		Published Automatic <b>DUPLICATE AND EDIT</b>
English (United States) (video language)	Oct 20, 2020	Published by Creator	<b>ADD</b>
<b>ADD LANGUAGE</b>			

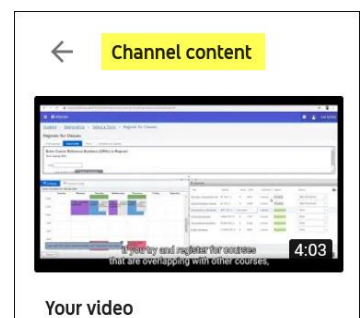
12. Review and edit the subtitles as desired.



13. Click on **SAVE DRAFT** to save your work. Click on **PUBLISH** to make your changes visible to viewers.

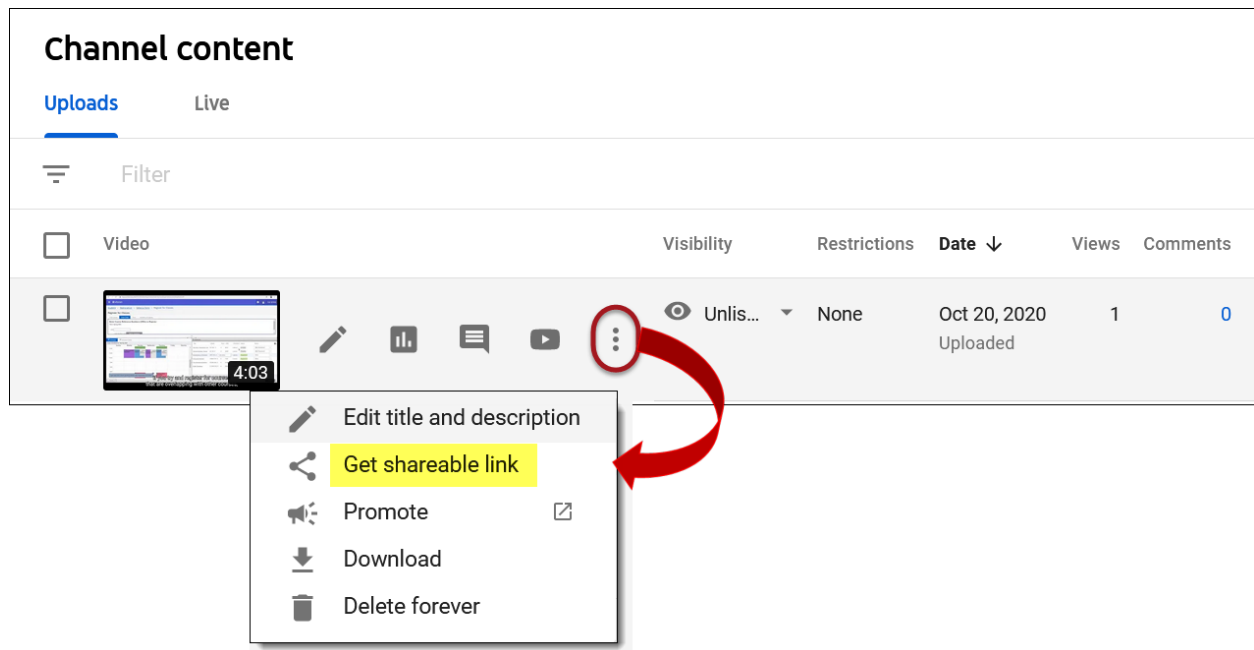
### Get Link to Share

14. Click on the **Channel content** link in the upper left corner, then pass your mouse over the video's description to display the tool icons.



## Share a Recording from YouTube

15. Click on the **Options** icon to **Get a shareable link** to post in Moodle (or elsewhere).



## Share in Moodle

In Moodle, you can paste the URL into any textbox (page, forum description, assignment description, label, etc.) and Moodle will generate a video player for the video after you save it.

