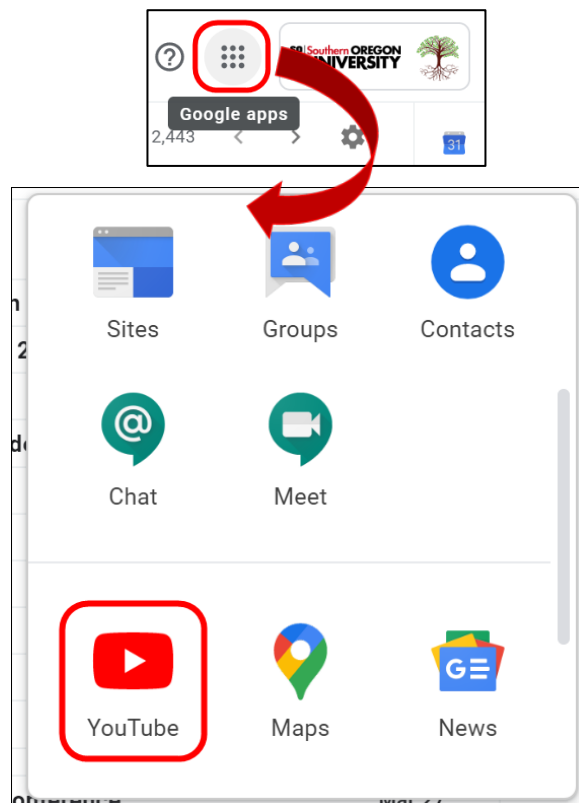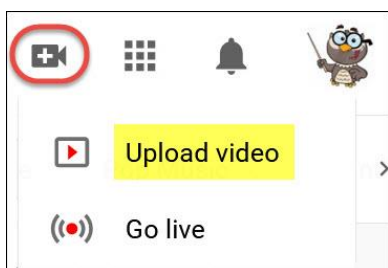**Southern OREGON UNIVERSITY**

moodle

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**.

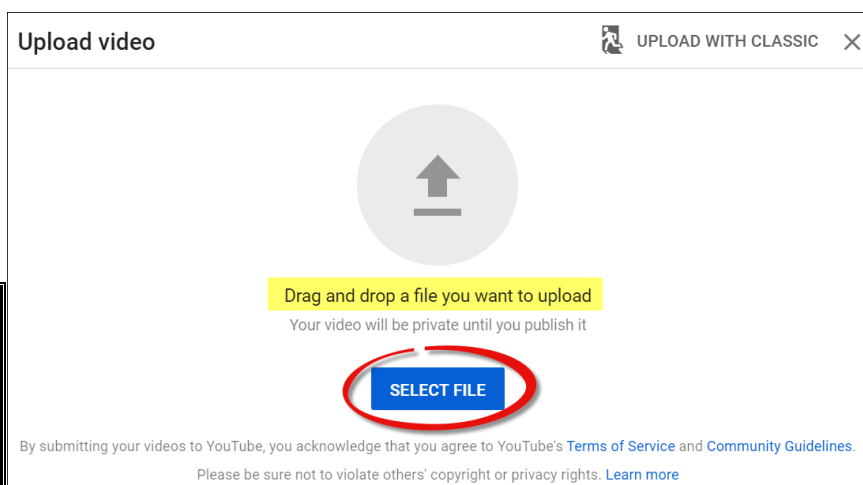4. Click on the **camcorder icon** in the upper right corner, then select **Upload video**.

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

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

7. Scroll down and indicate that the video is not designed to be viewed by children. (This is a required question.)

8. 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.

9. **Save.**

10. 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.
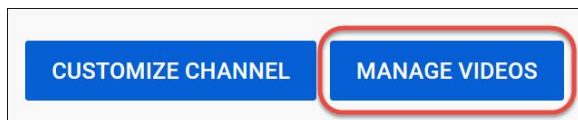
Closed Captions in YouTube

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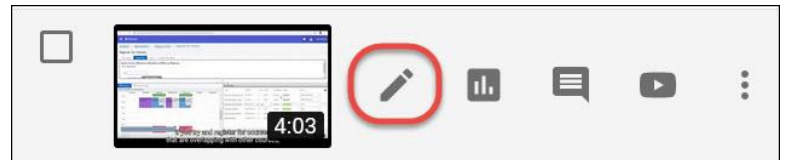
These automatic captions are generated by machine learning algorithms, so the quality of the captions may vary, misrepresenting the spoken content due to mispronunciations, accents, dialects, or background noise. **It's recommended to always review automatic captions and edit any parts that weren't properly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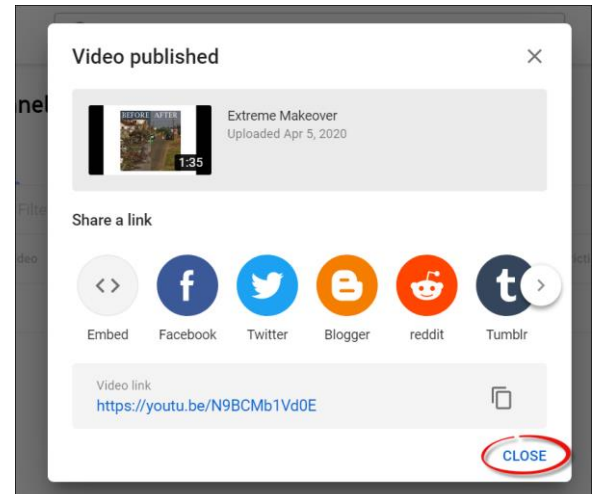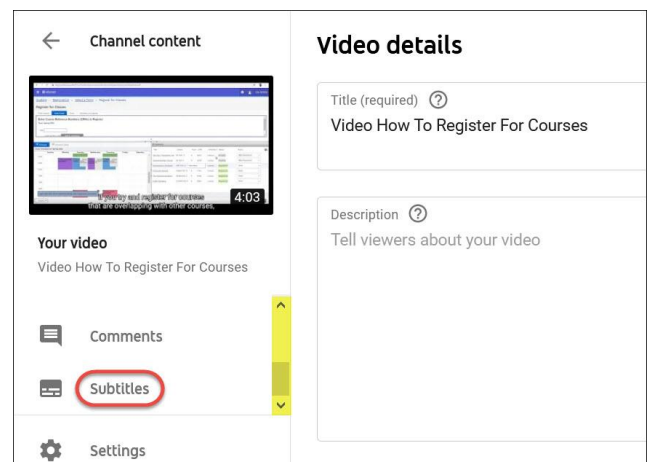
To review your captions:

1. Open YouTube and click on your account image in the upper right corner to access your channel.

2. Click on the link for **Your channel**, then click on **MANAGE VIDEOS**.

3. 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.

4. Scroll down the menu on the left side of the page to locate and click on the **Subtitles** link.
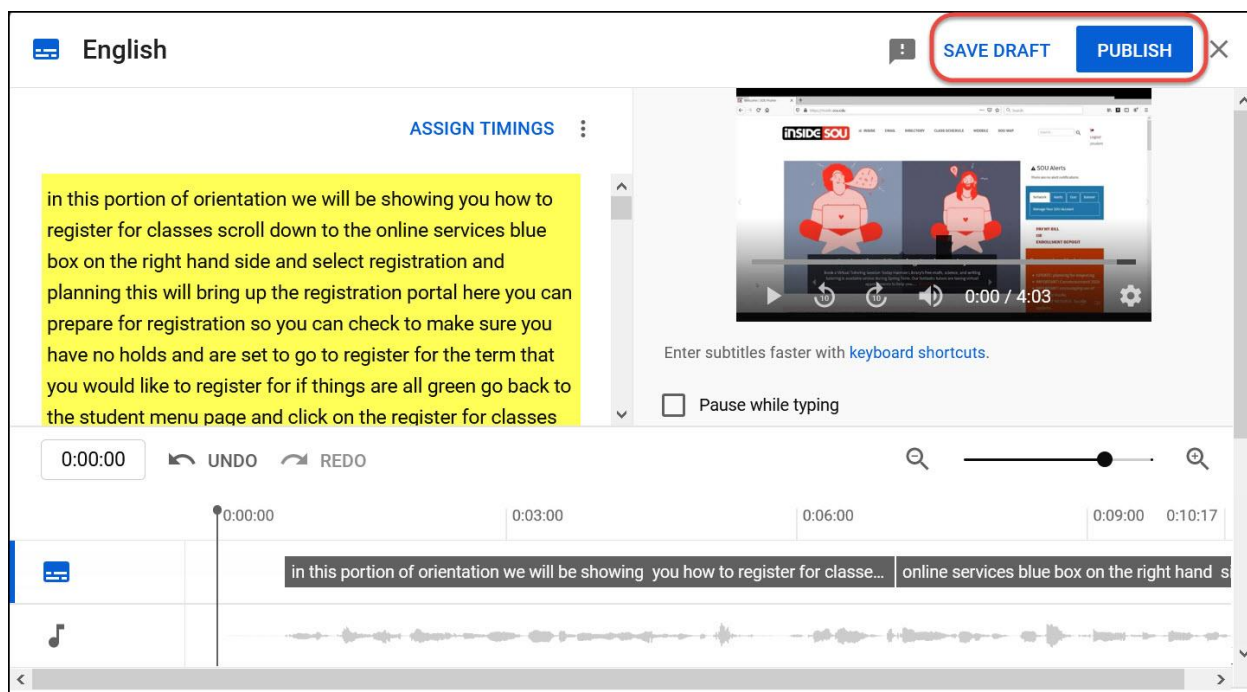
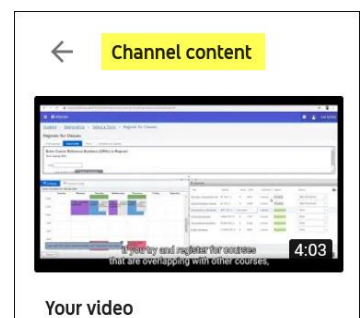11. Click on the **DUPLICATE AND EDIT** link to display the subtitles.

12. Review and edit the subtitles as desired.

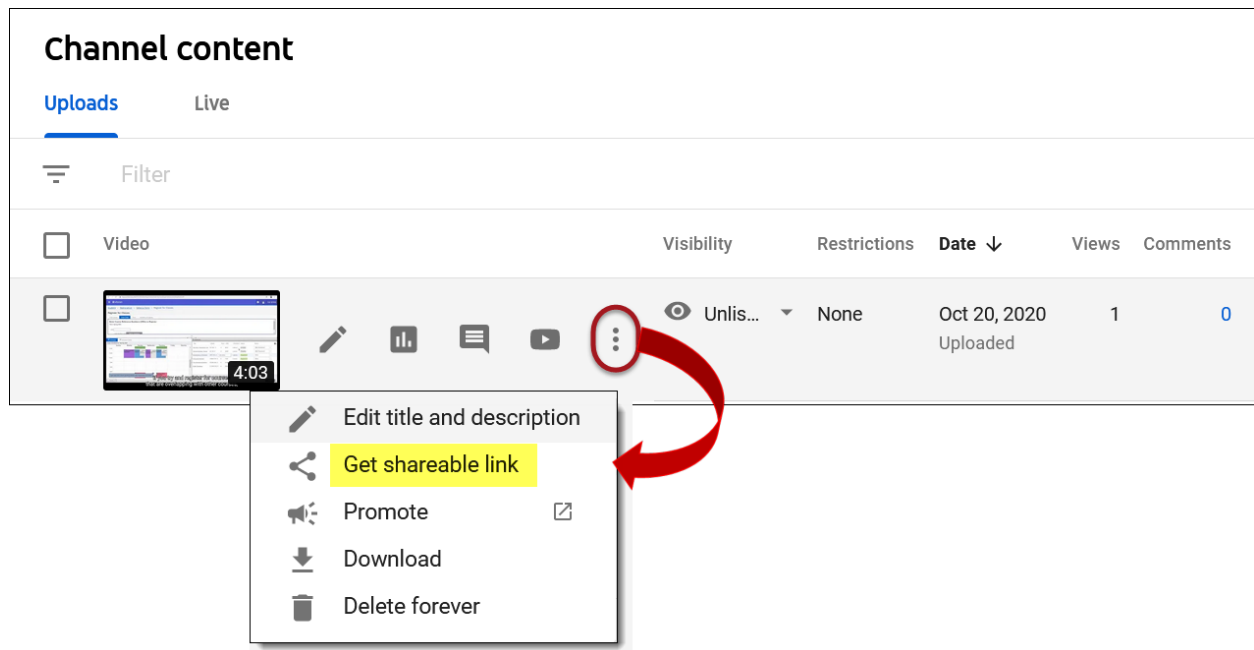13. Click on **SAVE DRAFT** to save your work. Click on PUBLISH to make your changes visible to viewers.

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.

Your video

15. Click on the **Options** icon to <mark>**Get a shareable link**</mark> 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.