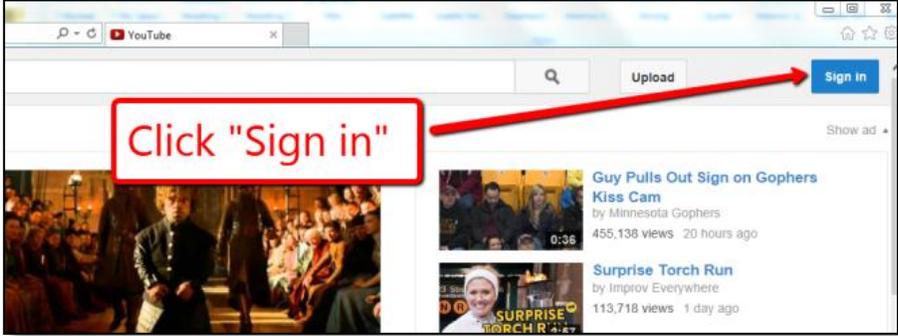
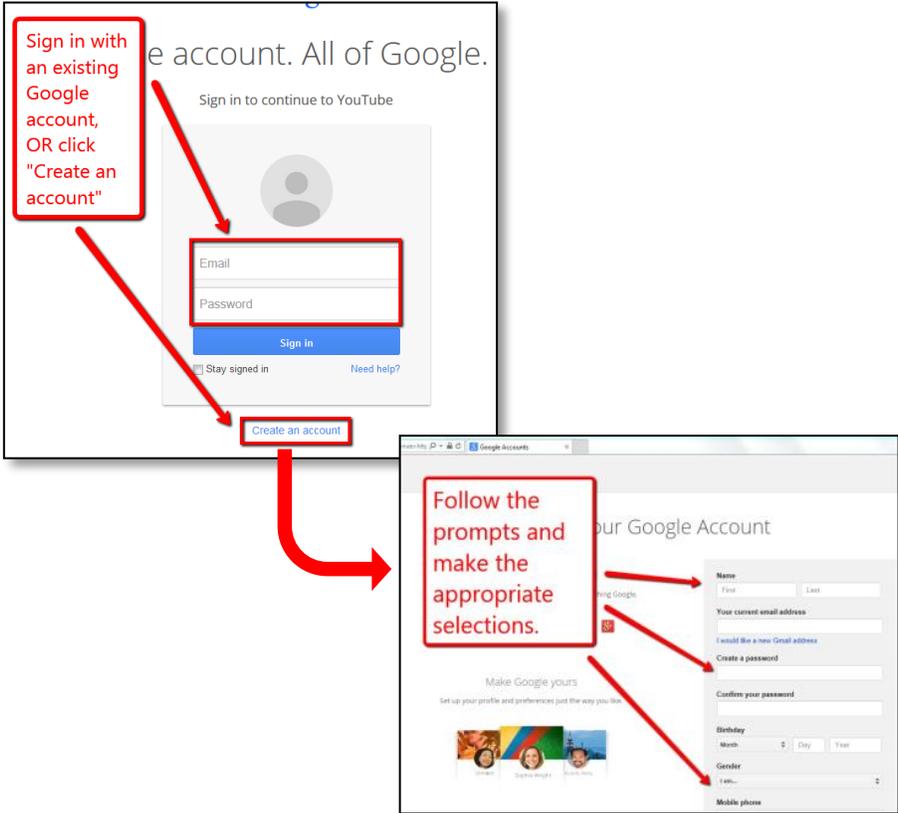
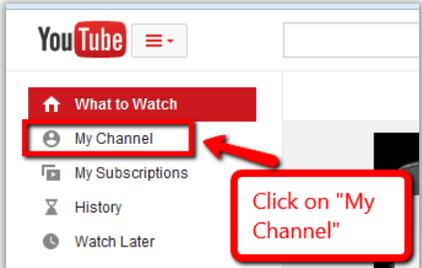
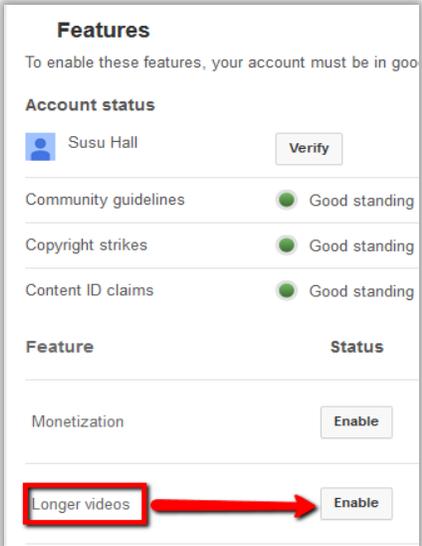
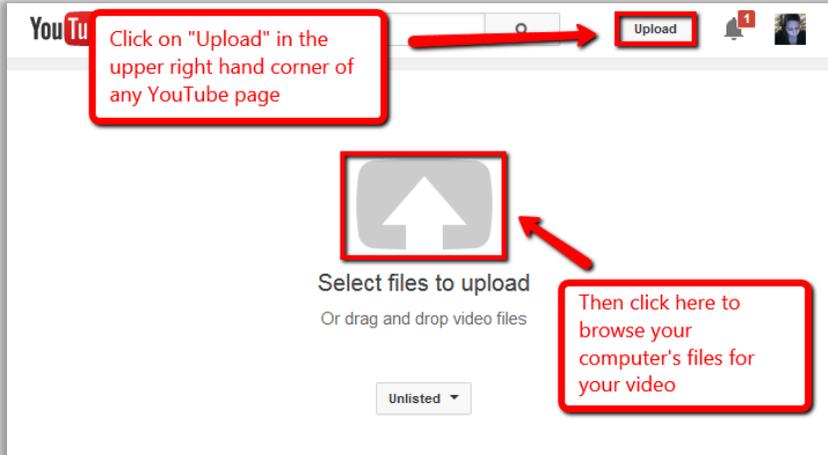
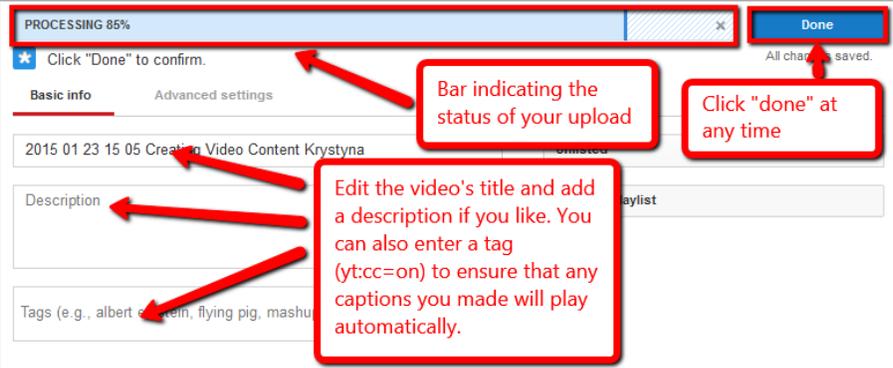


## Uploading Your Videos to YouTube and Embedding Them in Blackboard

The best way to embed a video file from your computer into your Blackboard site is to upload it to YouTube first, and then to use the “Record from Webcam” feature of Blackboard’s content editor. This guide will walk you through the steps of how to upload a video file to YouTube (Steps 1-7), and how to use the “Browse” tab in the “Record from Webcam” feature to embed it in your course site (Steps 8-11).

<p style="text-align: center;"><u>Step 1</u></p> <p>The first step is to create a YouTube account and video channel if you don't already have them. Steps 1-3 will walk you through how to make a YouTube account and channel. If you already have a YouTube account and channel, skip to Step 4.</p> <p>To <b>create a YouTube account</b>, go to <a href="https://www.youtube.com">https://www.youtube.com</a> and click “Sign In” in the upper right-hand corner of the page.</p>	
<p style="text-align: center;"><u>Step 2</u></p> <p>YouTube requires you to sign in using a Google account. Do one of the following:</p> <ul style="list-style-type: none"> <li>- If you already have a Google account you would like to use for this YouTube account, enter the Gmail address and password to sign in here.</li> <li>- If you would like to create a new Google account (e.g. an account you will only use for teaching), click on the “<b>Create an account</b>” link and follow the prompts. (If anyone else has used a Google account in your browser, you will have to click “Sign in with a Different Account” first, and then “Create an account” on the next page.)</li> </ul> <p><i>Note: You are in no way obligated to use any of Google’s other services.</i></p>	

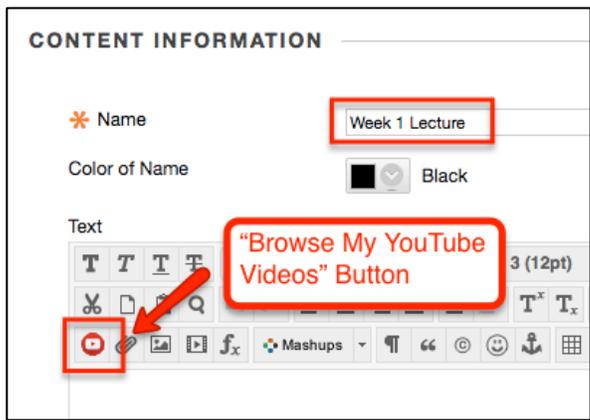
<p><b>Step 3</b></p> <p>To upload YouTube videos to Blackboard, you must have your own <b>YouTube channel</b>. To create a channel, click on “My Channel” on the left side of the screen and follow the prompts.</p>	
<p><b>Step 4</b></p> <p>We recommend that you set the <b>default privacy setting</b> on your YouTube channel to “Unlisted” to prevent your videos from turning up in public YouTube searches. To do so, click on your avatar in the upper-right hand corner of any YouTube page to access the account menu, and then click the gear symbol for “YouTube Settings.” You will be taken to the “Overview” page; click “View additional features” on the bottom of the page. (Follow these directions also to access the “Features” page to enable longer videos in the next step.)</p> <p>From the “Features” page, click “Upload defaults” in the menu to the left of the screen. On the “Upload Defaults” page, change the privacy setting to “Unlisted” and click “Save”. (Note: do not choose “Private.”)</p>	

<p style="text-align: center;"><u>Step 5</u></p> <p><b>Optional:</b> We do not recommend you create videos longer than 10 or 15 minutes for your course, but if you need to upload longer videos to your YouTube channel, you can change your settings to allow you to do so.</p> <p>Follow the directions in Step 4 to access the “Features” page, then click “Enable” next to “Longer videos” and follow the prompts.</p>	
<p style="text-align: center;"><u>Step 6</u></p> <p>To <b>upload a video</b>, click on “Upload” in the upper right hand corner of any YouTube page. You will be taken to a new page. Click on the “Select files to upload” icon to browse your computer’s files for your video.</p>	
<p style="text-align: center;"><u>Step 7</u></p> <p>Once you have selected your video, you will be taken to a new page where you can view the status of your upload and edit your video’s title and description. You can also enter a tag here to ensure that any captions you have made will play automatically when your video opens by typing “yt:cc=on” into the “Tags” field. Click “Done” at any time to save your changes and exit back into your “My Channel” page. The upload might take a while, depending on the size of your video file. YouTube will notify you once your upload is finished.</p>	 <p>For ADA compliance for students with disabilities but also to provide all students with the information in another format, faculty should add captions to their videos. Please see the Quick Guide “Captioning on YouTube” for instructions on how to add captions to your videos directly on YouTube: <a href="http://spsfaculty.commons.gc.cuny.edu/quick-guides/">http://spsfaculty.commons.gc.cuny.edu/quick-guides/</a></p>

**Step 8**

**Embedding your YouTube video in a course site on Blackboard**

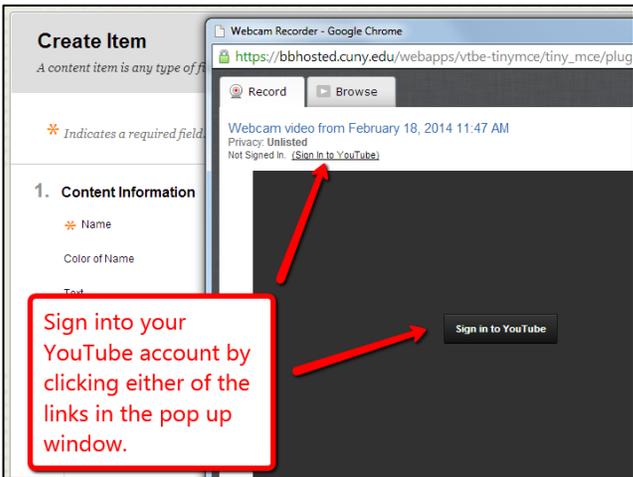
First, go to the content area in your Blackboard course site where you would like to embed the video. Create a new Item (or discussion post, etc.). In the text editor tool bar, click on the “Browse My YouTube Videos” button on the lower left.



Note: If the “Record from Webcam” button is not displayed you may have to expand the tool bar by clicking on the chevrons in the upper right hand corner of the text editor.

**Step 9**

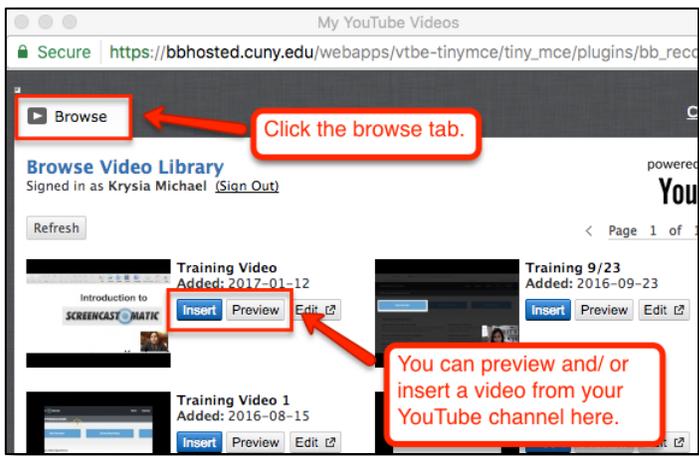
A pop up window will open. Click either link and follow the prompts to sign in to your YouTube account.



**Step 10**

Click on the “Browse” tab on top of the pop-up window. All videos uploaded to your YouTube channel will be listed here. Choose the video you’d like to embed and click “Insert.”

Note: You can also preview the video before inserting.



Step 11

Choose how you would like the video to appear on the course page:

- “Play in Place” will allow users to play the video within the course page, right where you post it. Important: always set width to about 400-500 pixels, otherwise the video will appear too small to watch.
- “Thumbnail” will display a small image of the video on the page. When clicked by users the video will open to play in a new window.

(Your choice depends on how much space you would like the video to take up on the page or post.)

Click “Insert” when done. The video frame or thumbnail will be displayed in the text editor window. Add a title and enter any additional instructions you want to add. Then, click “Submit” to embed the video into your course site or post.

