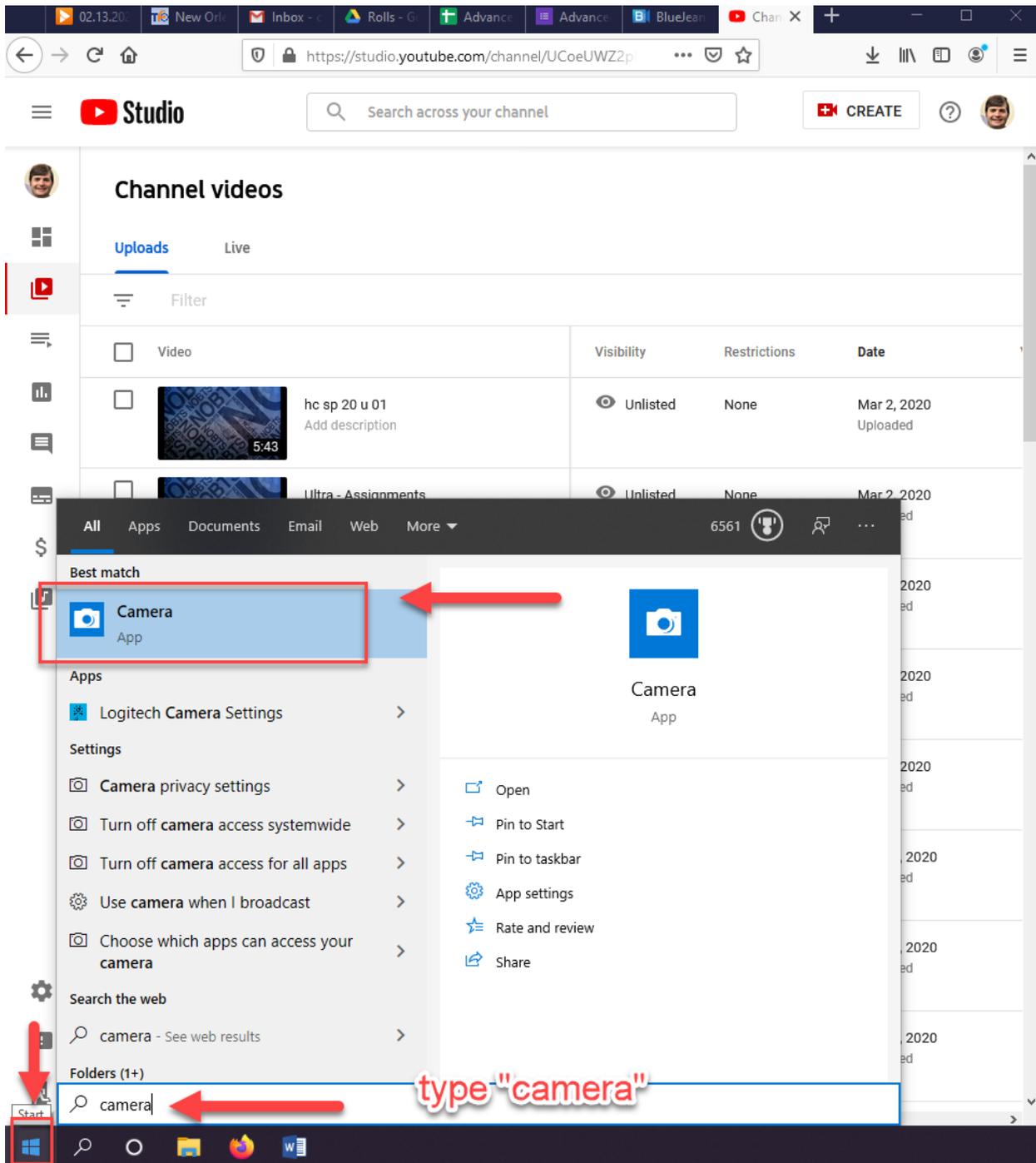


# How to Create and Upload a Video to YouTube

1. First you need to record a video. There are many ways to do this. You can use **Snagit**, or you can use the built in **Camera** app on a Windows laptop/PC. (Click the **Start** button and type in **Camera** and choose the app).



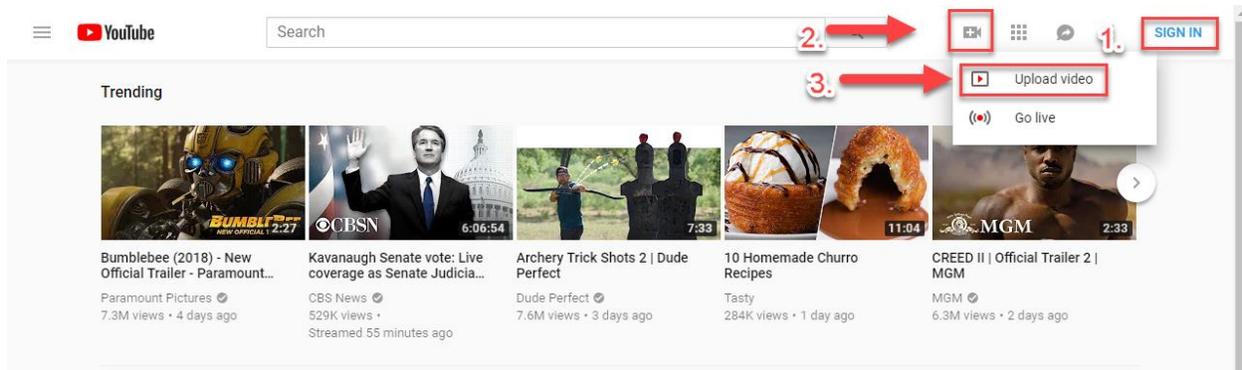
2. After recording your video, **Go to YouTube.com.**

1. Make sure you are signed-in to YouTube with your **@nobts.edu/@gmail.com email address and password.** If you do not have an @nobts.edu or @gmail.com account, click this link for setting up a YouTube account:

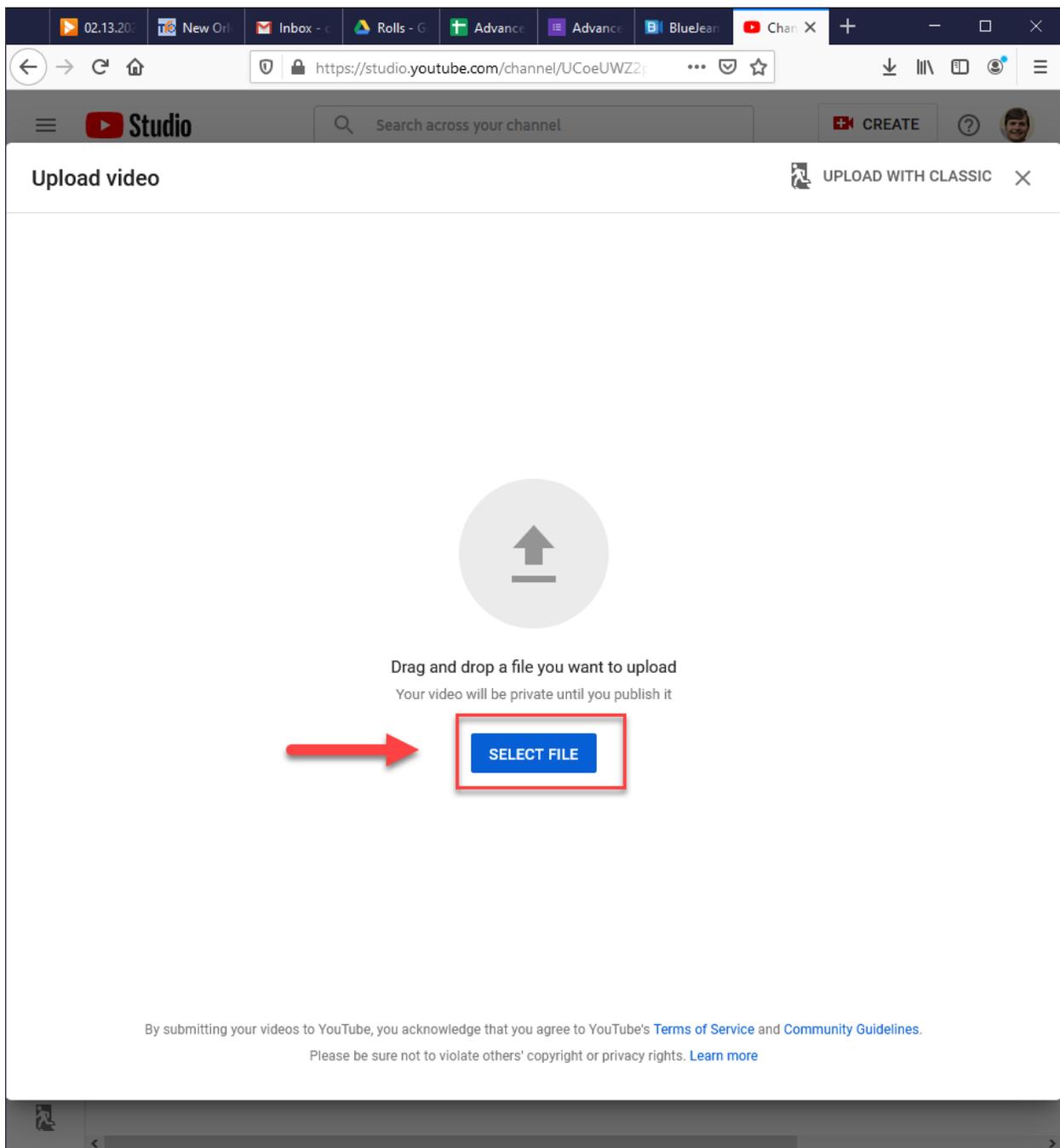
<https://support.google.com/youtube/answer/1646861?hl=en>

2. Click the **Create Video/Post** button

3. Click **Upload Video.**



3. Click **Select File**, then choose the video file on your computer.



The screenshot shows the YouTube Studio interface for uploading a video. At the top, there's a navigation bar with the YouTube Studio logo, a search bar, and a 'CREATE' button. Below this, the main heading is 'Upload video' with a sub-option 'UPLOAD WITH CLASSIC'. The central area features a large grey circle with an upward-pointing arrow, indicating a drag-and-drop zone. Below this, the text reads: 'Drag and drop a file you want to upload' and 'Your video will be private until you publish it'. A red arrow points to a blue button labeled 'SELECT FILE'. At the bottom, there is a disclaimer: 'By submitting your videos to YouTube, you acknowledge that you agree to YouTube's [Terms of Service](#) and [Community Guidelines](#). Please be sure not to violate others' copyright or privacy rights. [Learn more](#)'.

4. Put in the **Title**, then check the box **No, it's not made for kids**. Then click **Next**.

The screenshot shows the YouTube Studio interface for uploading a video. The video title is "Ch1\_Full\_2019-12-04T14\_12.mp4". The "Details" tab is active, showing the title field with the text "Ch1 Full 2019 12 04T14 12" highlighted by a red box and a red arrow pointing to it. Below the title field is the "Description" field with the placeholder text "Tell viewers about your video". The "Thumbnail" section has an "Upload thumbnail" button. The "Playlists" section has a "Select" dropdown menu. The "Audience" section has a question "Is this video made for kids? (required)" with two radio button options: "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, highlighted by a red box, and has a red arrow pointing to it. At the bottom right, there is a blue "NEXT" button highlighted by a red box, with a red arrow pointing down to it. The video progress bar at the bottom left shows "0% processed".

## 5. Simply click Next

The image shows a screenshot of the YouTube Studio interface. At the top, a browser window displays the URL `https://studio.youtube.com/channel/UC`. The main content area is a modal window titled "Ch1\_Full\_2019-12-04T14\_12.mp4" with a "Saved as draft" status. The modal has three steps: "1 Details", "2 Video elements" (the current step), and "3 Visibility". Under the "Video elements" section, there is a message: "You can complete this step after the standard definition (SD) version of your video has been processed. While you wait, you can close this screen or go to the next step." Below this are two options: "Add an end screen" and "Add cards", each with an "ADD" button. At the bottom of the modal, there is a "0% processed" indicator on the left and "BACK" and "NEXT" buttons on the right. A red arrow points down to the "NEXT" button, which is also enclosed in a red rectangular box. The text "Simply Click Next" is overlaid in the center of the modal in a red, stylized font.

Ch1\_Full\_2019-12-04T14\_12.mp4 Saved as draft

1 Details 2 Video elements 3 Visibility

### Video elements

Use cards and an end screen to show viewers related videos, websites, and calls to action. [Learn more](#)

*i* You can complete this step after the standard definition (SD) version of your video has been processed. While you wait, you can close this screen or go to the next step.

*i* Add an end screen  
Promote related content at the end of your video ADD

*i* Add cards  
Promote related content during your video ADD

0% processed

BACK **NEXT**

Simply Click Next

## 6. CLICK UNLISTED. Then click **Save**

The screenshot shows the YouTube Studio interface for uploading a video. The video title is "Ch1\_Full\_2019-12-04T14\_12.mp4" and it is currently "Saved as draft". The interface is divided into three tabs: "Details", "Video elements", and "Visibility". The "Visibility" tab is active, and the "Unlisted" option is selected, highlighted with a red box, and indicated by a red arrow. The "Public" option is also indicated by a red arrow. The "Schedule" option is not selected. Below the visibility options, there are sections for "Before you publish, check the following:" with sub-sections for "Do kids appear in this video?" and "Looking for overall content guidance?". At the bottom right, the "SAVE" button is highlighted with a red box and indicated by a red arrow. The "BACK" button is also visible next to it. The video progress bar at the bottom left shows "0% processed".

Ch1\_Full\_2019-12-04T14\_12.mp4 Saved as draft

1 Details 2 Video elements 3 Visibility

**Visibility**  
Choose where 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

**Schedule**  
Select a date to make your video public

**Before you publish, check the following:**

**Do kids appear in this video?**  
Make sure you follow our policies to protect minors from harm, exploitation, bullying, and violations of labor law. [Learn more](#)

**Looking for overall content guidance?**  
Our Community Guidelines can help you avoid trouble and ensure that YouTube remains a safe and vibrant community. [Learn more](#)

0% processed

BACK **SAVE**

## 7. To view all of your videos, Click your User Account Picture > click YouTube Studio

The screenshot shows the YouTube homepage with a user account menu open on the right. The menu includes options like 'Your channel', 'Paid memberships', 'YouTube Studio', 'Switch account', 'Sign out', 'Dark theme: Off', 'Language: English', 'Location: United States', 'Settings', 'Your data in YouTube', 'Help', 'Send feedback', 'Keyboard shortcuts', and 'Restricted Mode: Off'. A red box highlights the 'YouTube Studio' option, and a red arrow points to the user's profile picture at the top of the menu. Another red arrow points to a video thumbnail in the 'Recommended' section.

## 8. Click the Videos menu item on the left

The screenshot shows the YouTube Studio channel dashboard. On the left, a navigation menu is visible with the 'Videos' option highlighted by a red box and a red arrow. The main content area shows a 'Channel dashboard' with a 'News' section featuring a 'COVID-19 Updates - March 16' article and a 'Channel analytics' section showing 'Current subscribers: 7'. The 'Videos' menu item is labeled 'click on videos' with a red arrow pointing to it.

9. You will see all of your videos here. To view them, hove over the title and click the **YouTube icon**

The screenshot shows the YouTube Studio interface for a channel named 'Center for Technology in Learning'. The 'Channel videos' section is active, displaying a list of uploads. A red arrow points to the YouTube icon in the first row of the video list, with the text 'click to view the video' written above it.

Video	Visibility	Restrictions	Date	Views	Comments	Likes (vs. dislikes)
 5:00	Unlisted	None	Mar 23, 2020 Uploaded	1	0	-
 8:32 CD sp20 U09 CD sp20 U09	Unlisted	None	Mar 23, 2020 Uploaded	8	0	-
 16:01 Ultra - discussion Boards 3/9/20	Unlisted	None	Mar 16, 2020 Uploaded	1	0	-
 35:02 Advanced Course Design Session 2 Spring 2020	Unlisted	None	Mar 16, 2020 Uploaded	0	0	-
 1:07:16 Faculty Meeting 3/4/20 Add description	Unlisted	None	Mar 16, 2020 Uploaded	0	0	-
 23:28 Ultra - Due Dates 3/2/20	Unlisted	None	Mar 16, 2020 Uploaded	0	0	-

If you have any questions, please contact the ITC.

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