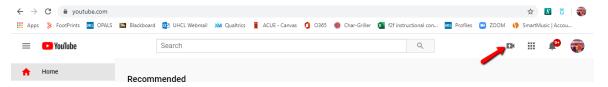
## Uploading Video (MP4) to YouTube as an "Unlisted" Video

Instructors are often asking students to create video presentations that are then "submitted" in Blackboard as a link from YouTube, or another stream-based location. Because video files can be extremely large, it is recommended that instructors NOT have students try to simply upload an MP4 video or PowerPoint with audio narration directly into Blackboard. Doing so may negatively affect that specific Blackboard course, and the university's Blackboard system, overall.

In the following tutorial, you'll learn how to upload your video file to YouTube as an "unlisted" video (meaning that it is not available to the public) and then copy/paste the link to the video in Blackboard. For those who need assistance creating the video itself, we recommend that handout, <a href="Document: Using PowerPoint">Document: Using PowerPoint to Create an Instructional Video</a>. Originally created for instructors, the handout is also useful for students who need to turn their narrated PowerPoint presentation into a video.

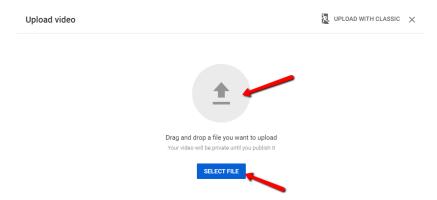
- 1. Log into YouTube. NOTE: If you don't already have a Google account, you will need to create one in order to log into YouTube. Visit the <u>Create your Google Account web page</u> to get started.
- 2. Once at the YouTube Home page, click the "Create a video and more button," located in the upper right corner, to get started.



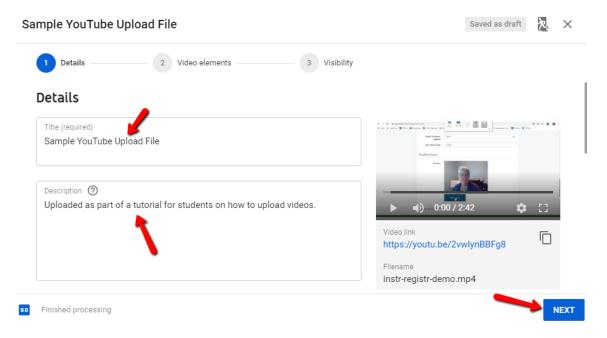
3. Select the "Upload video" option from the resulting menu.



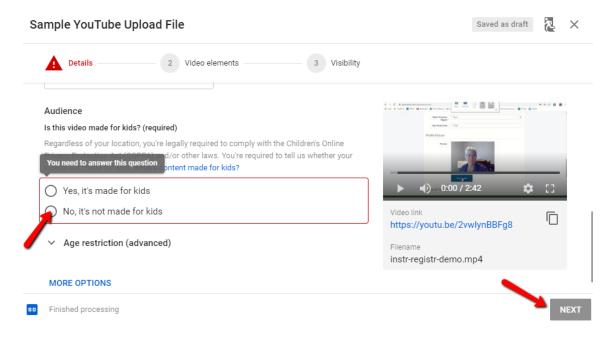
4. At the Upload video screen, either drag your MP4 file from your computer to the Upload video screen or use the Select File button to locate and select the file to be uploaded.



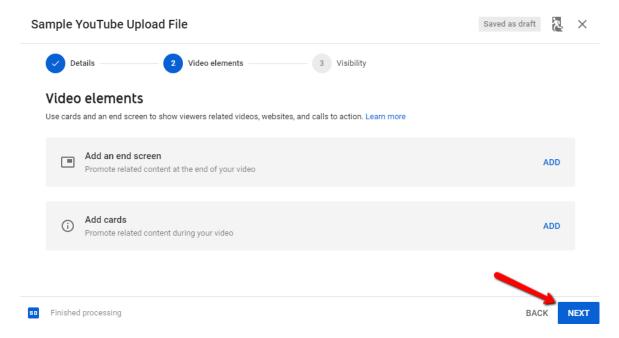
5. At the resulting Details screen, replace the default title (your MP4's file name) with a descriptive title and add a description (if desired). Then, click the Next button.



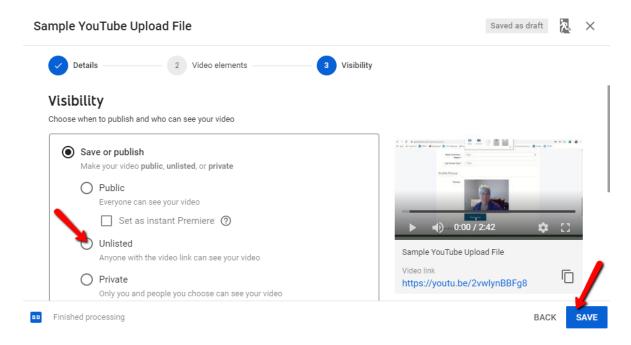
6. At the next screen, indicate whether your video is suitable for children. TIP: When in doubt, select "No, it's not made for kids." Then, click the Next button to continue.



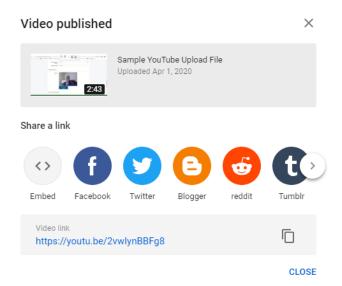
7. At the Video elements screen, simply click the Next button to continue. These optional settings are not necessary for your video(s) for class.



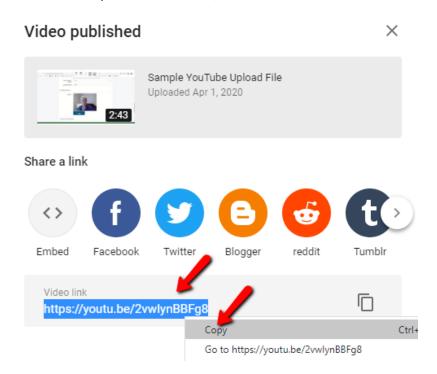
8. At the Visibility screen, check the circle to the left of "Unlisted." Then, click the Save button.



9. Depending on the length of your video, you may then need to wait while your video is uploaded and processed. The appearance of the Video published screen will alert you that your video is available for viewing.



10. You'll need to submit the Video link (also known as the URL or web address for the video) in Blackboard to "submit" your assignment. The Video link appears at the bottom of the Video published screen. Simply highlight and copy the link and paste it somewhere until you are ready to submit it to your instructor and/or classmates in Blackboard.



11. You can paste the link/URL in any area of Blackboard, including in an assignment drop box, discussion, blog, wiki, or journal. In the screen capture below, I have posted the link in a

discussion post for my classmates to review and for my instructor to grade. Follow your teacher's instructions for how and where to post the link to your video.

