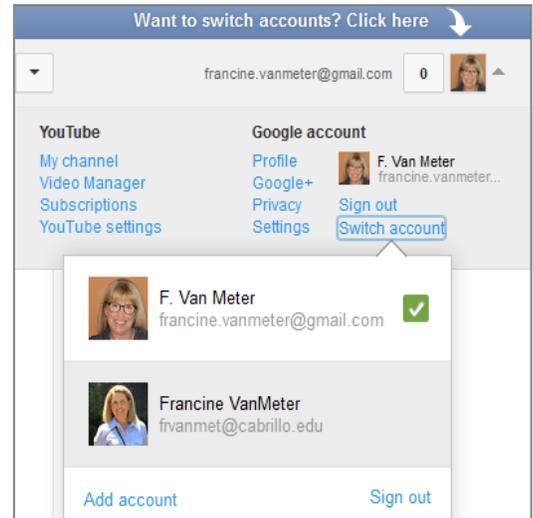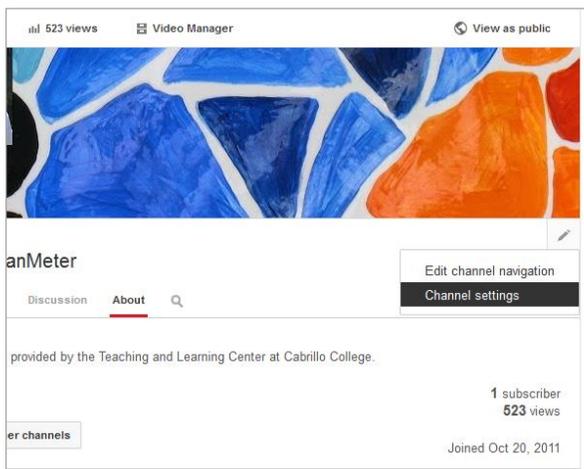![YouTube logo]

Your Cabrillo YouTube Account: This handout contains instructions for setting up a YouTube Channel using your Cabrillo College Google account. If you have a personal Google account, go ahead and log in and in the upper right corner of the window, click on your avatar or profile picture to Switch Accounts. You must already be logged in to your Cabrillo account. If you are not, sign in with your Cabrillo email address and leave the password field **blank**. This will take you to the Cabrillo Cloud Computing login. Now go ahead and switch accounts on the YouTube page.
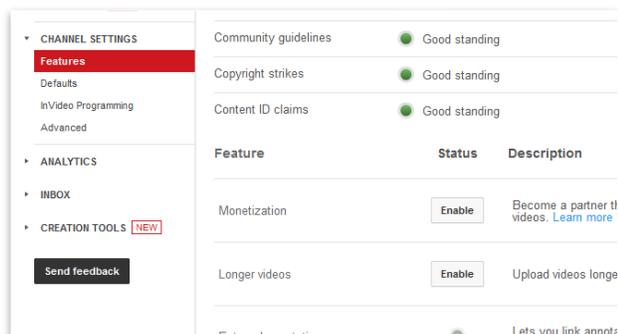

Your Cabrillo YouTube Channel

Step 1: Customize your channel

Click on the pencil icon just below the area where a banner image can be added. Select **Channel settings**. You can choose not to allow advertisements to be displayed alongside your videos, and/or not to allow your channel to appear in other channels' recommendations.

Next, click on **Channel Settings** > Features in the left menu. This is where you can learn more about unlisted and private videos. When you upload a video, by default it is set as a "Public" video—anybody can view it. Change the privacy settings while you're uploading the video in the "Privacy Settings" section.
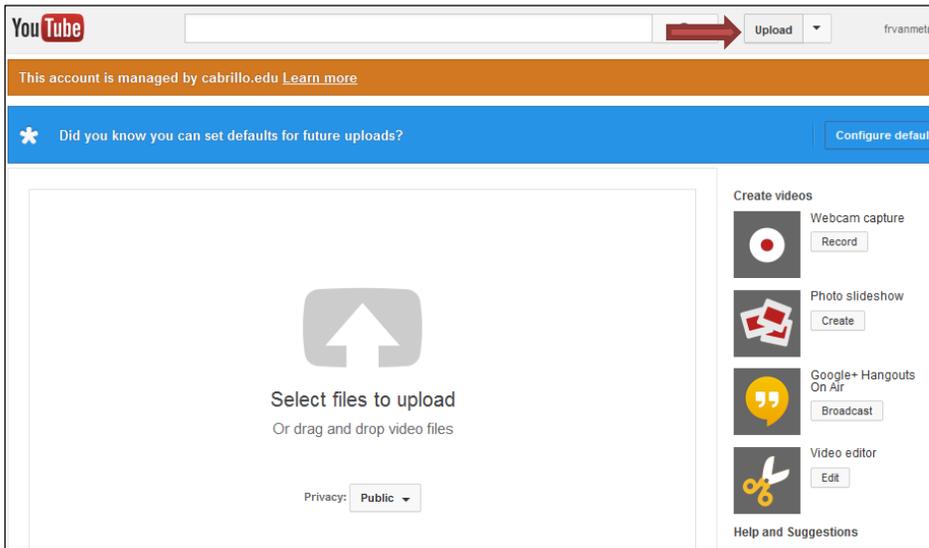

Unlisted and Private Videos: If you've already uploaded the video, you can change the privacy settings by following the steps below: Visit your Video Manager, find the video you'd like to change, then click the Edit button. In the "Privacy Settings" drop-down menu, select Public, Unlisted, or, Private. Click Save changes.

In the Features window, if you verify your account, Google enables additional features for your YouTube channel, like the ability to upload longer videos (longer than 15 minutes). Click on the **Verify** button.
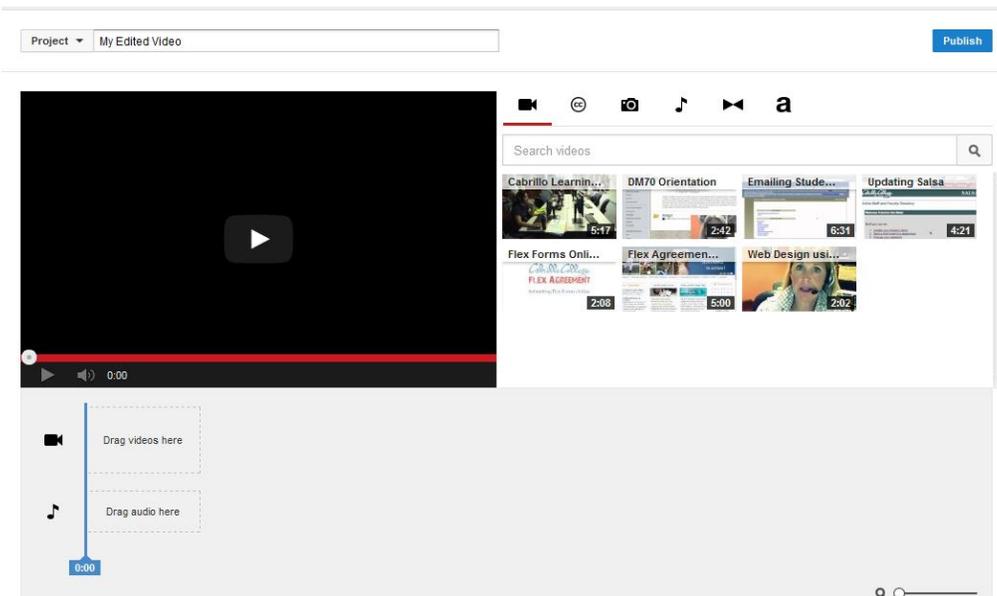
Also in the **Channel Settings** window, select **Defaults** for future video uploads. Want the default unlisted? Change the privacy setting here. The **InVideo Programming** menu item allows you to brand videos with a watermark or feature an embedded video across all your videos. For example, an instructor introduction to a class video series of lessons.
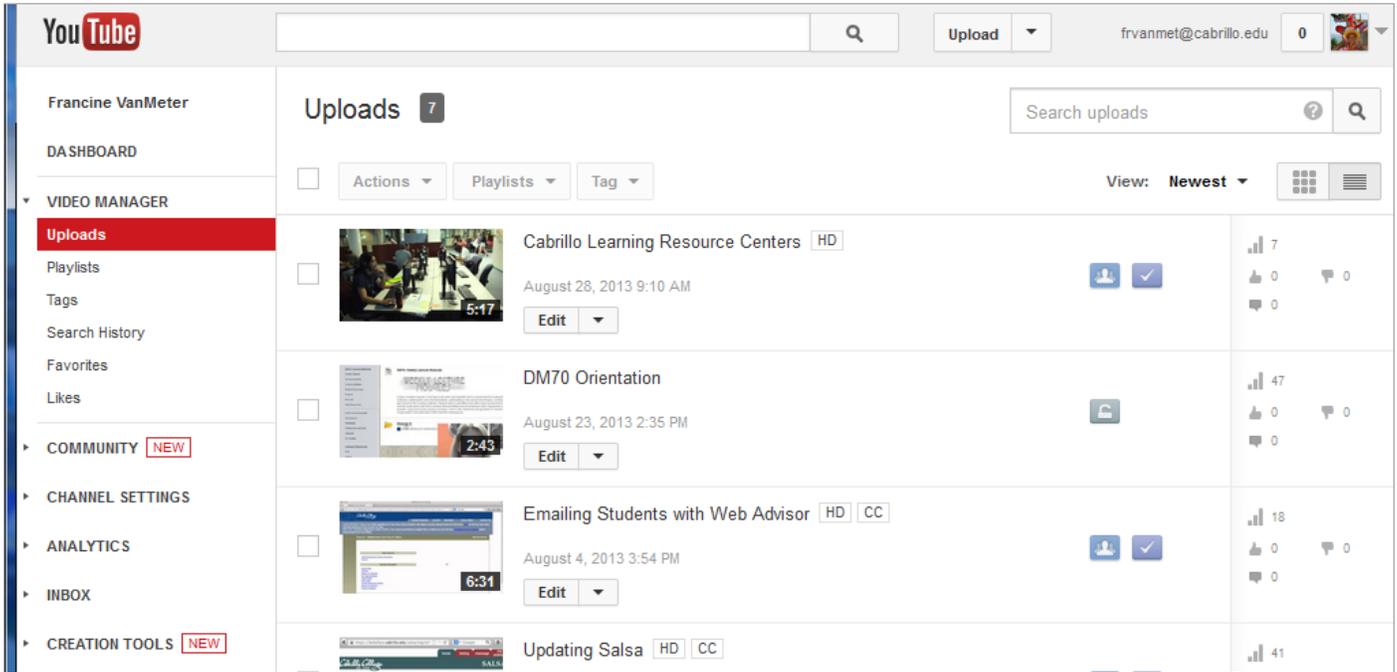
Step 2: Upload videos

Use the **Upload** button next to your profile picture. Here's where you can set default features for uploads. (You can close the color bar notices by clicking on the "x".) **Drag and drop video** file into this window or better yet, **record from webcam**! The **video editor** button will take you directly to the YouTube Editor which will be covered next.
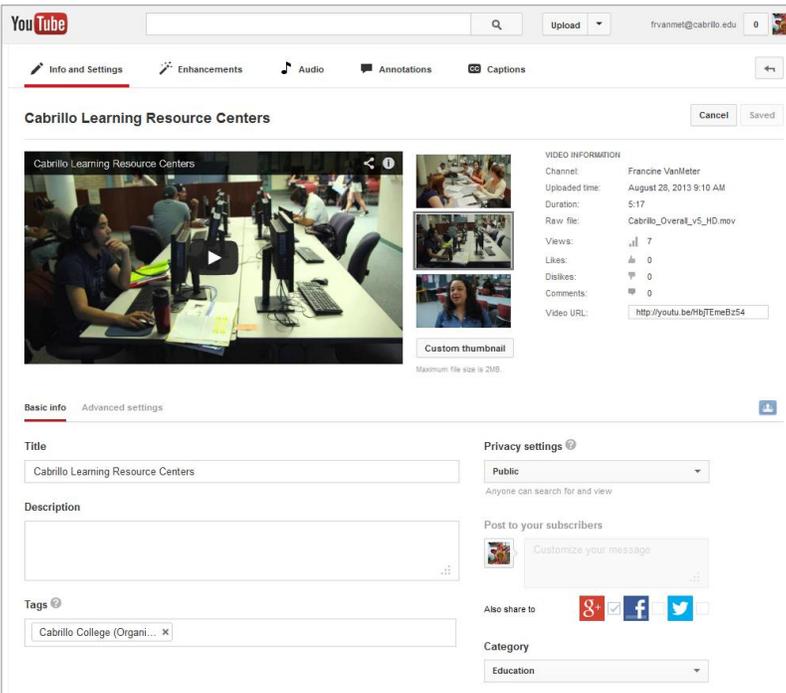

Your Cabrillo YouTube Editor

Step 1: Navigate to your YouTube **Video Manager**. An **Edit** button next to your uploaded video's thumbnail picture will take you to the editor. Or, you can go directly to the editor from the upload window. The next screenshot shows the Video Manager.
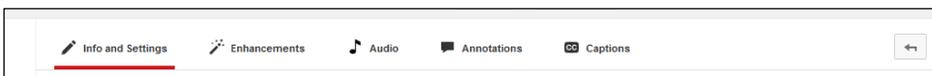
Step 2: Use the Video Editing screen to provide basic information about the video, select a privacy setting, category, a custom thumbnail that displays in your video list, and the URL for your video. There are two options under license and rights ownership, Standard Youtube License, **Creative Commons** (**CC**). With **CC** you authorize free use of your video. You may also use the **Advanced settings** window to allow users to comment on your video. You will see other options for rights ownership and distribution.
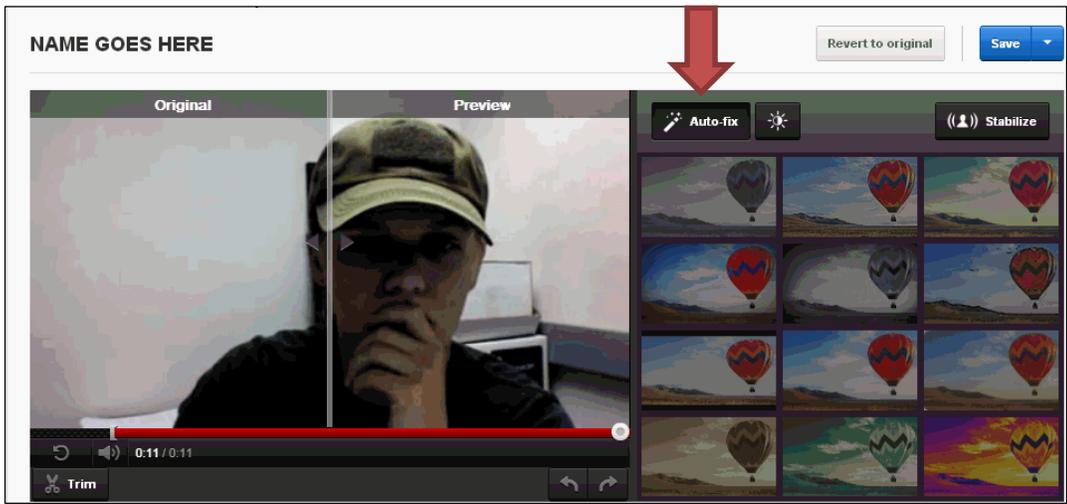

Privacy Settings: In most cases **Unlisted** will be your best option as it will not allow the video to be searched for will allow you to share a link to it on your website, email, or **Blackboard course**.
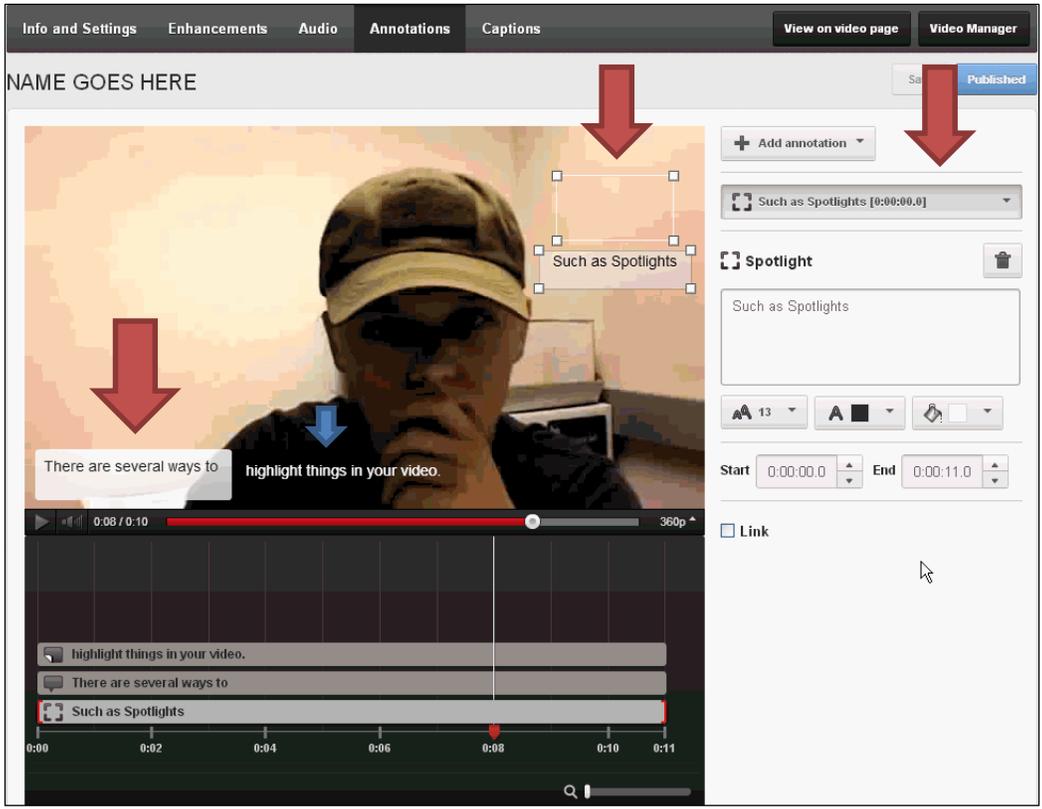
Step 3: After uploading your video and configuring **Info and Settings** you can enhance the video with filters and effects by going to the **Enhancements** tab.
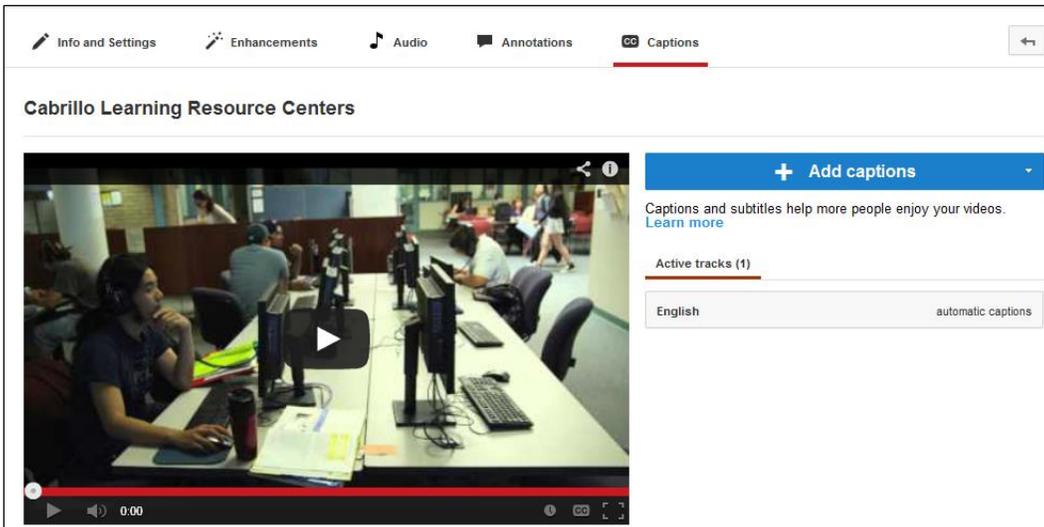
In the picture below Tommy used the Auto-fix enhancement. You are given the option to revert to original instead of saving if you make a mistake.

Step 4: Adding Annotations on the Annotations tab.
There are several kinds of annotations such as Speech Bubbles, Notes, Titles, Spotlights, etc.

Step 5: Adding a Caption file or Text transcript to your video (Note: This step is required for compliance with ADA Accessibility Standards) Write a script for yourself in a text editor before you shoot the video. That way you can simply upload your script as the transcript file when you get to this step.

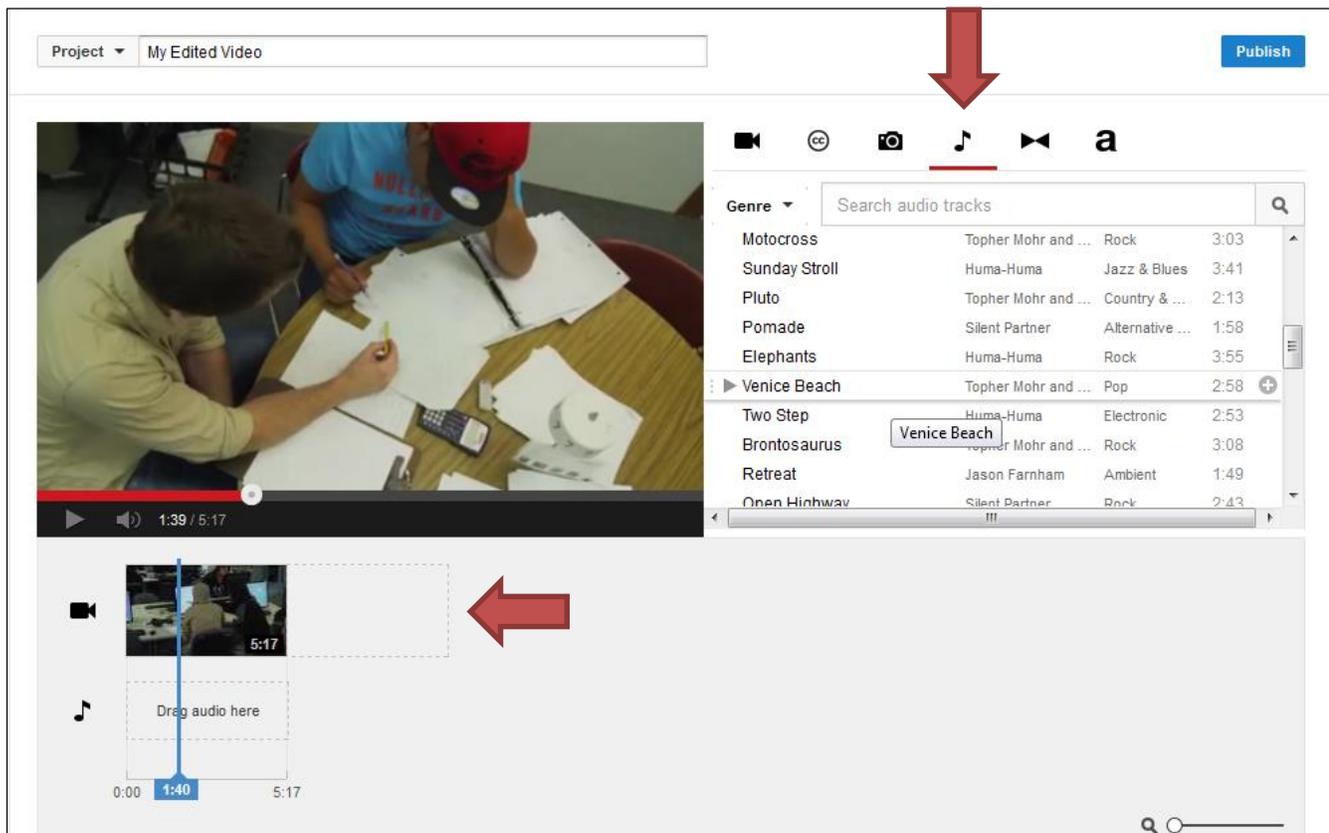Select **"+" Add captions**

Transcribe and sync, or upload a file

Set your track language.

If you selected Transcribe and Sync you can copy/paste your transcript into the text box.

Once you're finished, click Sync

Step 6: Edit the video using Youtube's built-in video editing software. Go to www.youtube.com/editor

In the **Video Editor** you will find all of the clips/videos you've uploaded on the account so far. The editor is relatively simple to use, you drag and drop clips you've uploaded onto the **timeline**, drag them around to change their order. You are also able to click the right and left borders of each clip to change the portion of the clip you would like to use; add music, transitions, and text.

Adding **"Creative Commons"** clips to your video using the **(CC)** tab: These work the same as any clips you have uploaded yourself, simply drag and drop into your timeline and drag cut down to the particular clip you would like to use. Once you are done, click **Publish**.