

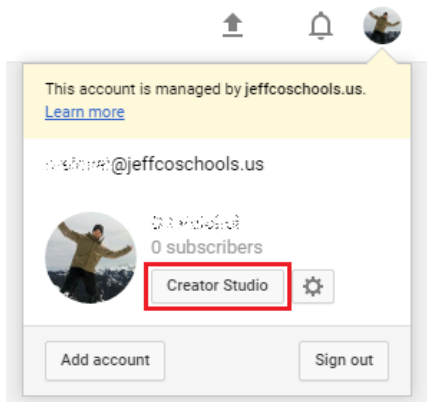


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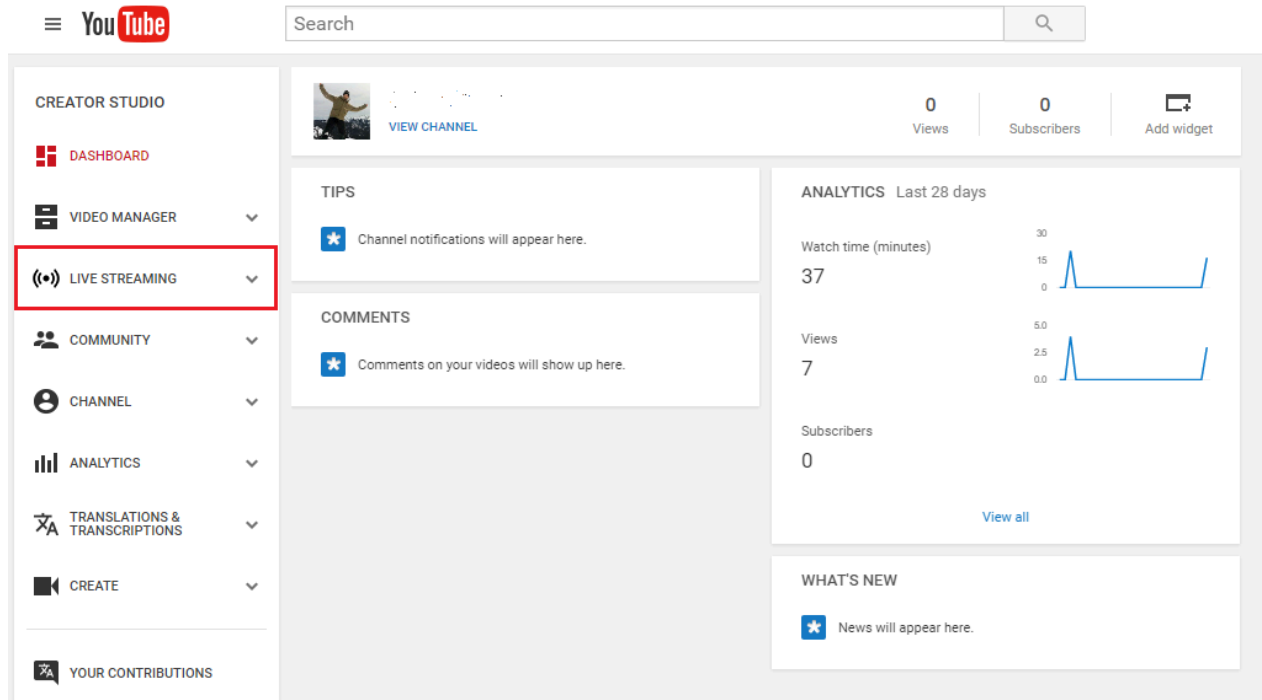
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Step 1: Navigate to your YouTube Live Dashboard

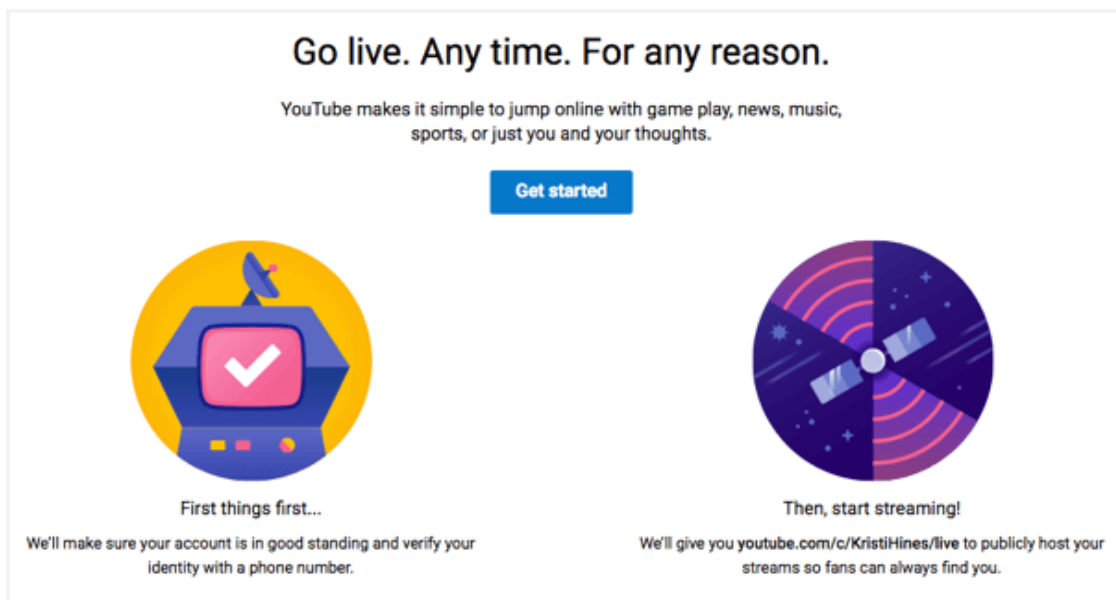
To broadcast live video on YouTube, you must first find your YouTube Live dashboard. When you sign into your YouTube account, **click on your YouTube channel's profile picture** at the top right and **click on the Creator Studio button**.



Next, **click on Live Streaming** in the left sidebar menu.



If it's your first time, you'll be welcomed to YouTube Live streaming with a simple Get Started screen. This is where you'll associate a phone number with your channel and get a link to share when you start live streaming to your audiences.

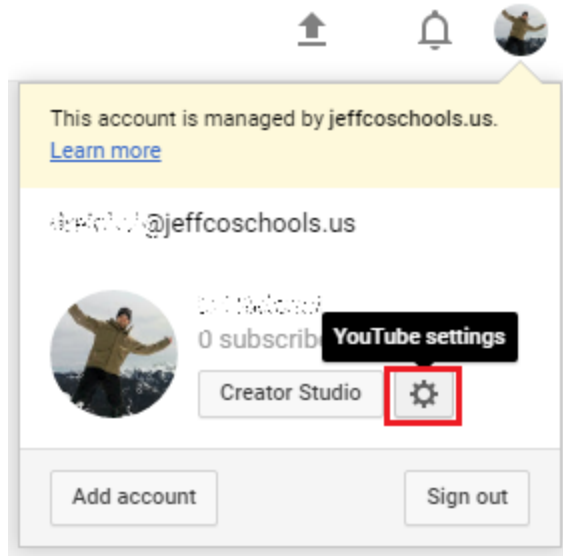


If you're a first-timer, you'll be greeted by a Get Started screen. Your sharable link will typically be `youtube.com/c/username/live`. Just use your **YouTube channel's username**. After you **enter your phone number**, **agree to the terms and conditions** of using YouTube Live. Then you'll be taken to your YouTube Live dashboard

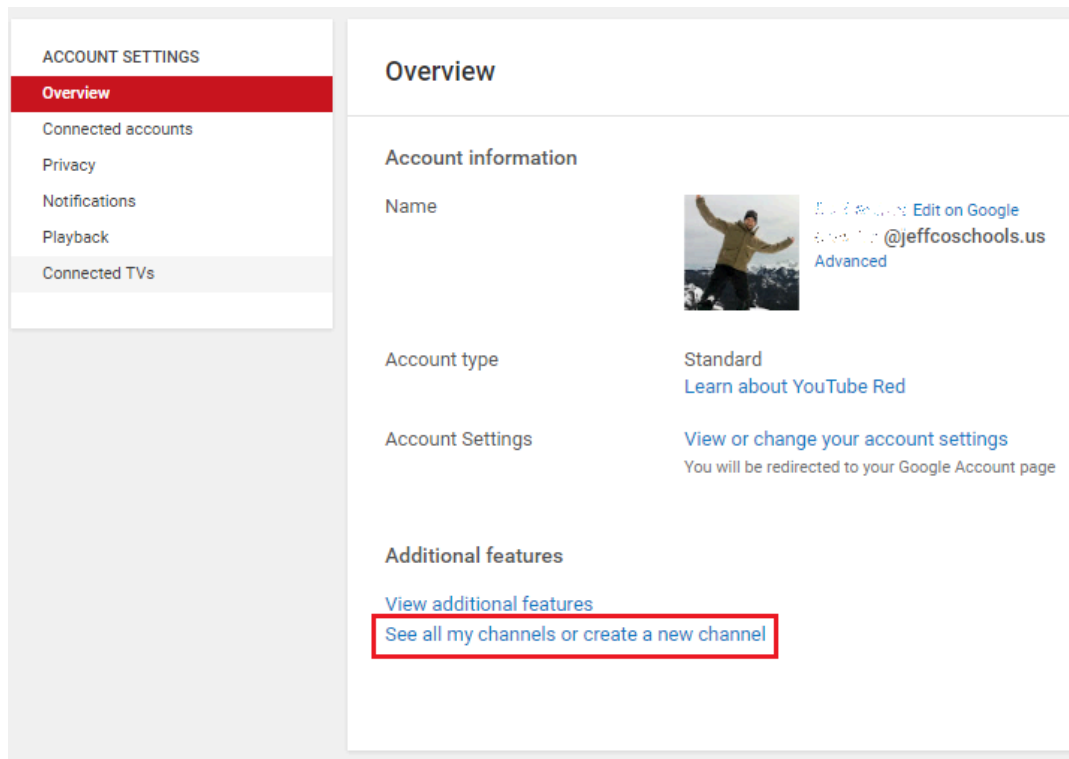
Step 2: Create a Brand account for your school (optional)

Branded channels will allow you to create your own custom name for your channel, and invite other users that can edit, manage, or control the channel. [Click Here](#) for more information on how to manage a branded account.

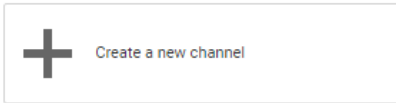
While on YouTube, go to the icon in the upper right hand corner of your screen and click on the “Gear”.



Next, navigate to “See all my channels, or create a new channel”.



Click on “Create a new channel”, and enter your new channels name.



Brand Account name

[Create](#) [Back](#)

Now, with your new channel created go back to the settings page and invite/manage users for the channel you just created. You can now invite users to your channel and give them access to what they can control.

ACCOUNT SETTINGS

Overview

Connected accounts

Privacy


Notifications

Playback

Connected TVs

Overview

Account information

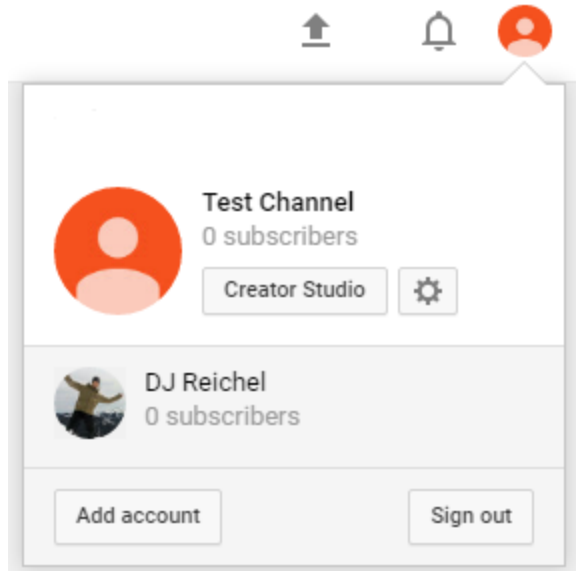
| | |
|------------------|--|
| Name |  Test Channel Edit on Google Advanced |
| Account type | Standard Learn about YouTube Red |
| Account Settings | View or change your account settings You will be redirected to your Google Account page |
| Managers | Add or remove managers You will be redirected to My Account Managers can access the entire channel, including watch history. |

Additional features

[View additional features](#)

[See all my channels or create a new channel](#)

**** Please note that you, and the users the manage the channel will need to make sure that the correct account is selected/active when they want to use it, or make changes while their on youtube's page****

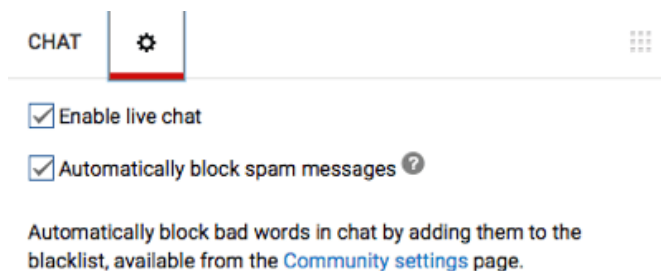


Step 3: Get to Know the Dashboard

Prior to your first YouTube Live event, you'll want to familiarize yourself with the YouTube Live dashboard. Example: The grid box that you see to the top right of the chat and other widgets on your YouTube Live dashboard allows you to arrange your dashboard to best suit your needs.

Enable or Disable the Chat Window

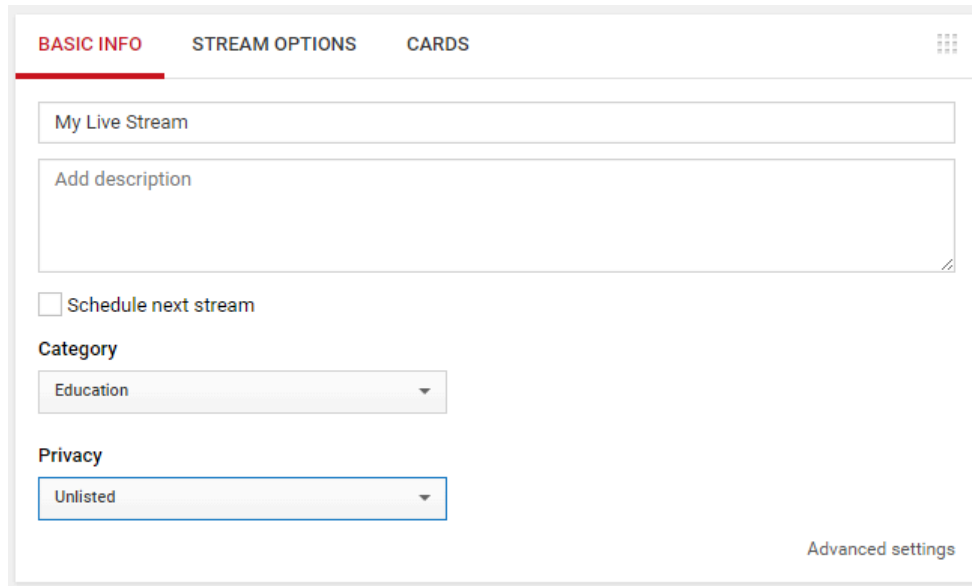
Below the checklist, you'll see the chat window. This is where people can engage with you while you're streaming live. Or if you prefer, you can **turn off chat entirely using the settings wheel icon** at the top of the chat window.



Add Event Details in the Information Box

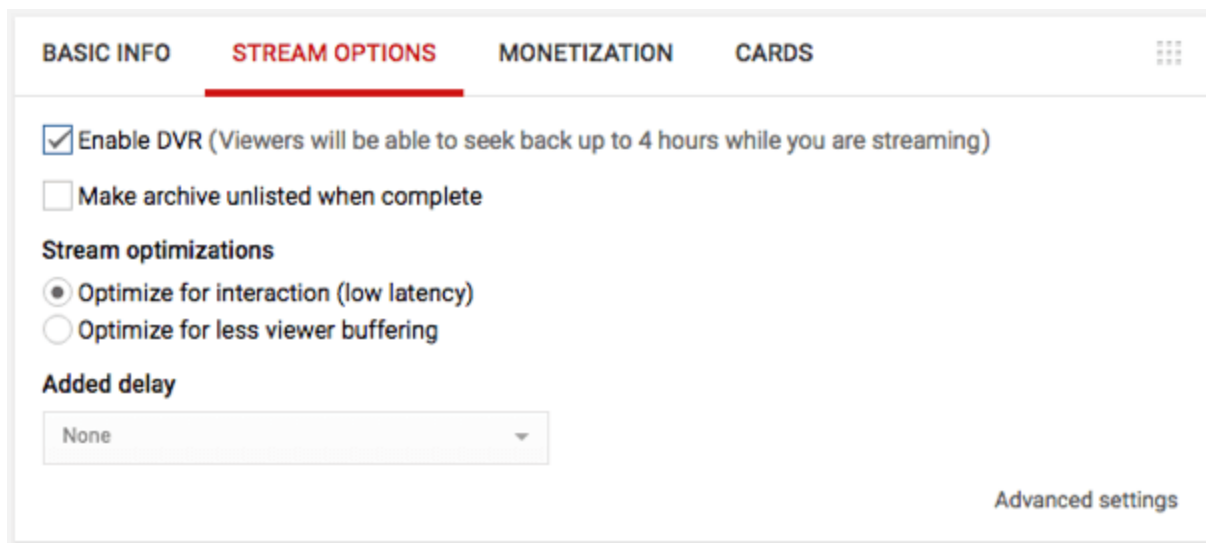
The information box is where you configure the details about your YouTube Live event. It's similar to the information you would enter if you were uploading a video to YouTube, but with more options.

Start with the live event title, description, ability to schedule the live stream, category, and privacy options.



The screenshot shows the 'BASIC INFO' tab of the YouTube Live event setup interface. The tab is highlighted with a red underline. Below the tab are three sub-tabs: 'BASIC INFO', 'STREAM OPTIONS', and 'CARDS'. The main content area contains a text input field for the title 'My Live Stream', a larger text area for the description 'Add description', a checkbox for 'Schedule next stream', a 'Category' dropdown menu set to 'Education', and a 'Privacy' dropdown menu set to 'Unlisted'. An 'Advanced settings' link is located at the bottom right of the form.

Then **click on the Stream Options tab to enable the following stream settings.**



The screenshot shows the 'STREAM OPTIONS' tab of the YouTube Live event setup interface. The tab is highlighted with a red underline. Below the tab are four sub-tabs: 'BASIC INFO', 'STREAM OPTIONS', 'MONETIZATION', and 'CARDS'. The main content area contains a checkbox for 'Enable DVR (Viewers will be able to seek back up to 4 hours while you are streaming)', a checkbox for 'Make archive unlisted when complete', a section for 'Stream optimizations' with two radio buttons ('Optimize for interaction (low latency)' and 'Optimize for less viewer buffering'), and a section for 'Added delay' with a dropdown menu set to 'None'. An 'Advanced settings' link is located at the bottom right of the form.

Stream options let you enable DVR, make archives, and optimize stream quality for viewers.

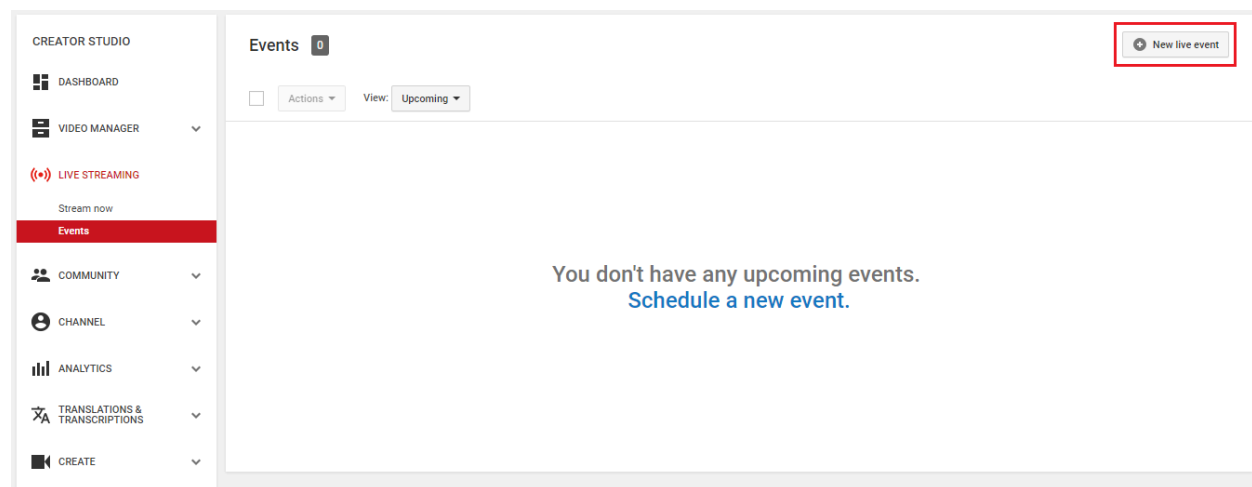
Last but not least, **click on the Advanced Settings link** in the bottom-right corner to **get the above and additional settings for your YouTube Live event all on one screen.**

The screenshot shows the 'My Live Stream' interface with the 'Advanced settings' tab selected. The settings are organized into two columns. The left column includes sections for Chat (with checkboxes for 'Enable live chat', 'Enable slow mode', and 'Automatically block spam messages'), License and rights ownership (with a dropdown for 'Standard YouTube License'), Syndication (with radio buttons for 'Everywhere' and 'Monetized platforms'), Caption certification (with a dropdown for 'Select one'), and Distribution options (with a checkbox for 'Allow embedding'). The right column includes sections for Category (with a dropdown for 'Education'), Video location (with a search bar), Video language (with a dropdown for 'Select language'), Community contributions (with a checkbox for 'Allow viewers to contribute translated titles, descriptions, and subtitles/CC'), Recording date (with a date picker set to 'Today'), Video statistics (with a checkbox for 'Make video statistics on the watch page publicly visible'), and Content declaration (with a checkbox for 'This video contains paid promotion such as paid product placement, sponsorships or endorsement'). At the top right, there are 'Cancel' and 'Save changes' buttons.

The Advanced Settings link pulls all of the above settings into one screen.

Step 4: Setup Your First Live Stream

When you're ready to start your first YouTube Live stream, simply navigate to the Events section and click on "New live event".



Enter your event information

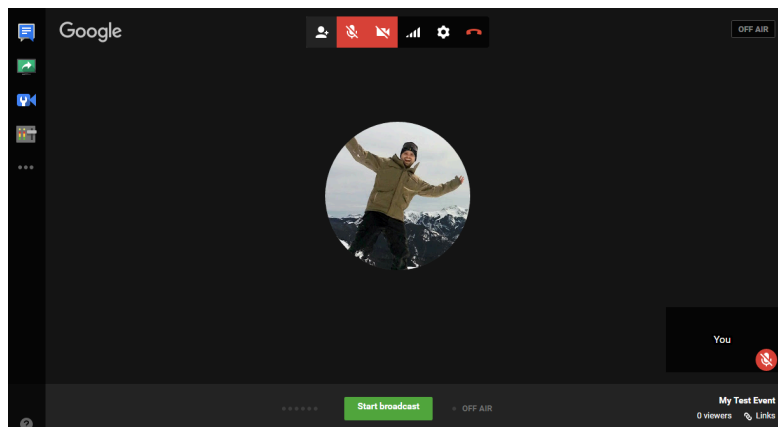
The screenshot shows the 'Info and Settings' page for a Google Hangouts event titled 'My Test Event'. The 'Basic info' tab is active. The event name is 'My Test Event'. The time is set to 'Now' with a link to 'Add end time'. The location is 'United States (GMT-07:00) Mountain' with an 'Edit' link. The description is 'This is a test stream'. The tags are 'e.g., albert einstein, flying pig, mashup'. The event type is set to 'Unlisted' (highlighted with a red box). The 'Type' section has two options: 'Quick (using Google Hangouts On Air)' (selected) and 'Custom (more encoding options)'. There are 'Cancel' and 'Go live now' buttons at the top right. A reminder at the bottom states: 'Reminder: You have agreed that you own the rights to, have properly licensed, or otherwise have the right to use, all content you live stream (including any music content). Learn more'.

- Name your event
- Add in a time, or select “Now”
- Add a description
- Change event to Public, Unlisted, or Private.
 - Public - Anyone will be able to search and view your video
 - Unlisted- Only people with the link can view, not searchable. **(Most schools will want to use this option)**
 - Private – Only people you invite can view, even if they have the link.
- Select “Quick (using Google Hangouts On Air)”
- Start your event

Step 5: Broadcasting

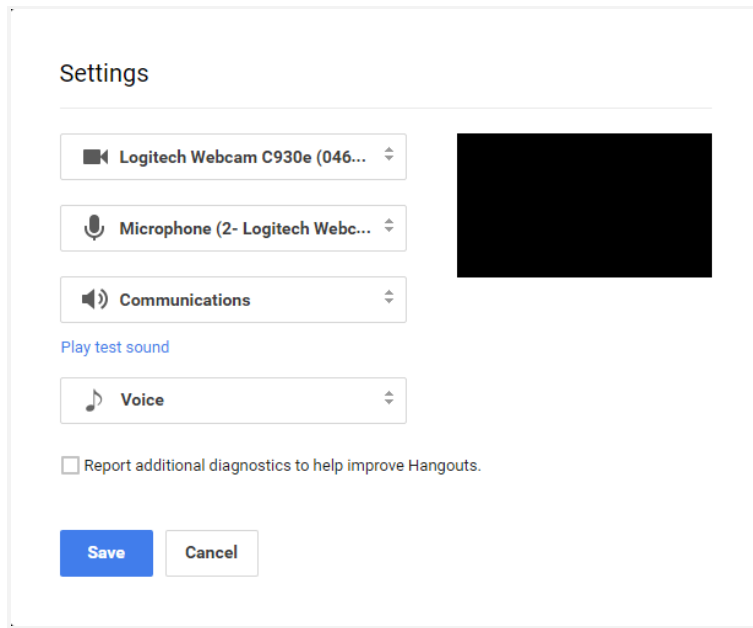
Once you start your event a new window will appear. This window has a similar interface to google hangouts and will allow you to control your broadcast.

****Please note that your Live Stream has not started yet****

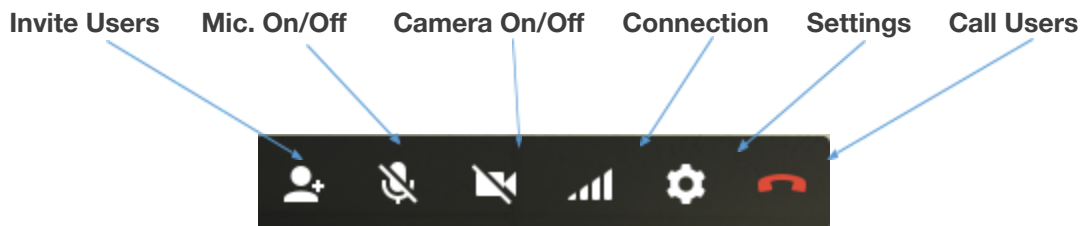


Select your Camera, and Microphone input

Click on the Gear icon  to open settings

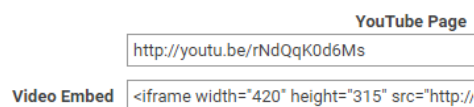
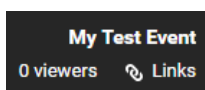


Select the camera, and microphone you want to use. (test them before starting your broadcast)



Share your broadcast link

In the bottom right hand corner click on your event links to view your sharable URL's. You can either embed your live video, or shared/post the link for your viewers.



****Please note that every time you start a broadcast you will have a new link**** - Make sure you are updating your information if you are posting it somewhere.

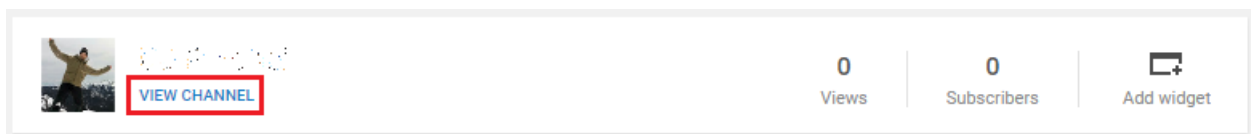
More information and Tools (left hand side of the screen)



- **Chat** – Users that you’ve invited to your broadcast can chat while the stream is going on
- **Share Screen** – Share your screen and broadcast something from your computer (PowerPoints, Webpages, videos, etc.). **Try using multiple monitors to make this easier
- **Cameraman** – Show or hide participants in your broadcast. The cameraman app allows you to quickly switch your broadcast to another user, or camera you’ve setup.
- **Audio Adjustment** – Try adjusting your audio here if you’re having issues with sound.
- **More Apps** – Find, download, and try out different apps to add to your broadcast.

Approve your Channel and Video for Jeffco Schools

Navigate to your Dashboard and click on “View Channel”:



Then click on “Approve”



This will allow students and staff in the Jeffco network to be able to view your videos. You must approve your channel in order to have students view your video. You can also double check your individual videos to make sure they are “Approved”



****Additionally- Please note that students need to be signed into YouTube to view your videos. Their google account connects with their YouTube account. ****

Start your broadcast!

Start broadcast

OFF AIR