

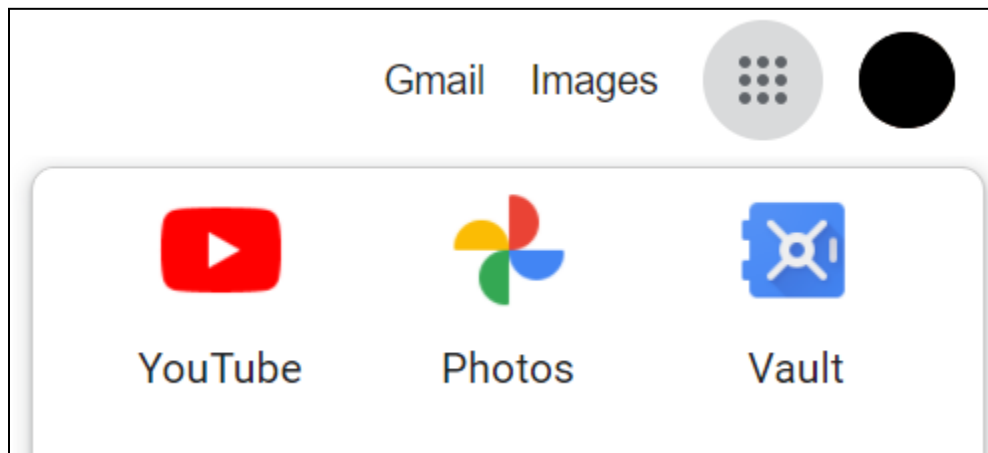
Post Instructional Videos to YouTube

YouTube is a great platform for hosting your instructional videos. You automatically have a YouTube account available through your OU Google Account, and we recommend using this account (instead of a personal account) for sharing instructional videos with your students.

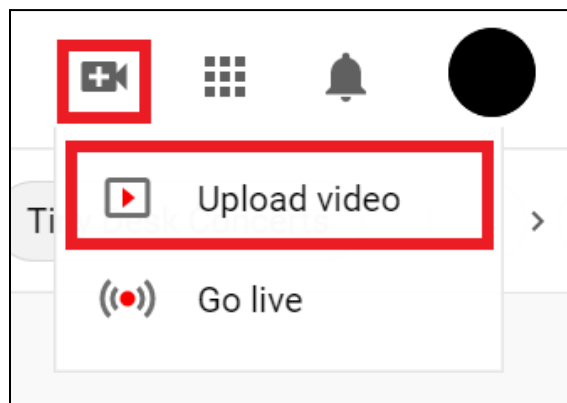
Create Your YouTube Channel

If you are new to YouTube, you will need to create a new YouTube channel to host your instructional videos. If you've already set up your YouTube channel, you can skip to [Upload Your Video](#).

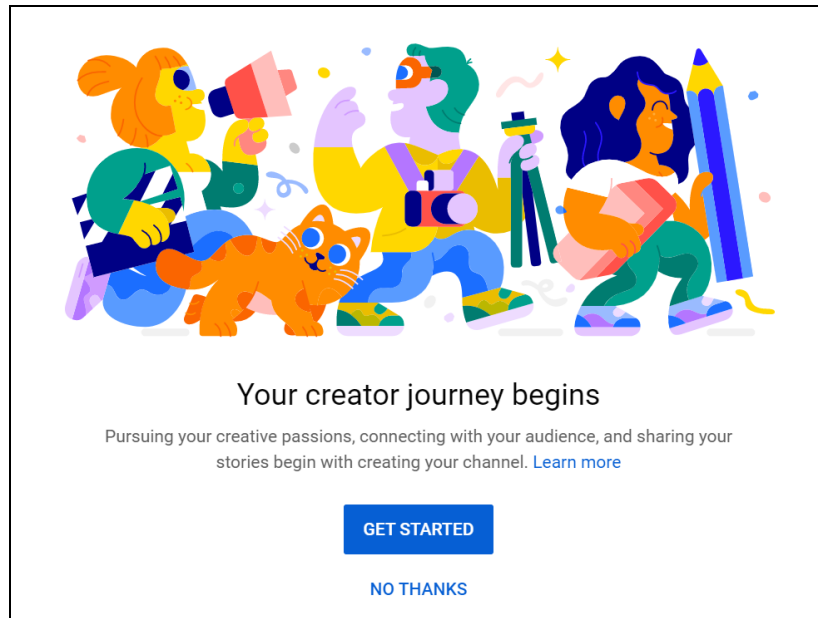
1. Log in to your OU email account with your NetID.
2. Next to your OU email account profile picture, open the Google apps menu, scroll down, and select **YouTube**.



3. On YouTube, click the camera-shaped **Create** icon in the top right corner of the screen. Then, from the dropdown menu, click **Upload Video**.



4. If you've never uploaded a video before, a message will pop up that reads: "Your creator journey begins." Click **Get Started**.

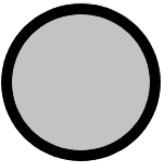


5. Choose how to create your channel, then click **Select**. We recommend using the name and image associated with your OU email account, since students will recognize it from your OU emails.

Choose how to create your channel

Use your name

Create a channel using the name and picture on your Google account.

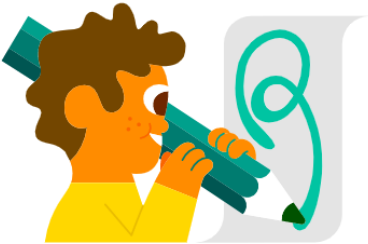


By selecting this option, you agree to [YouTube's Terms of Service](#).

SELECT

Use a custom name

Create a channel using a brand or other name and picture.



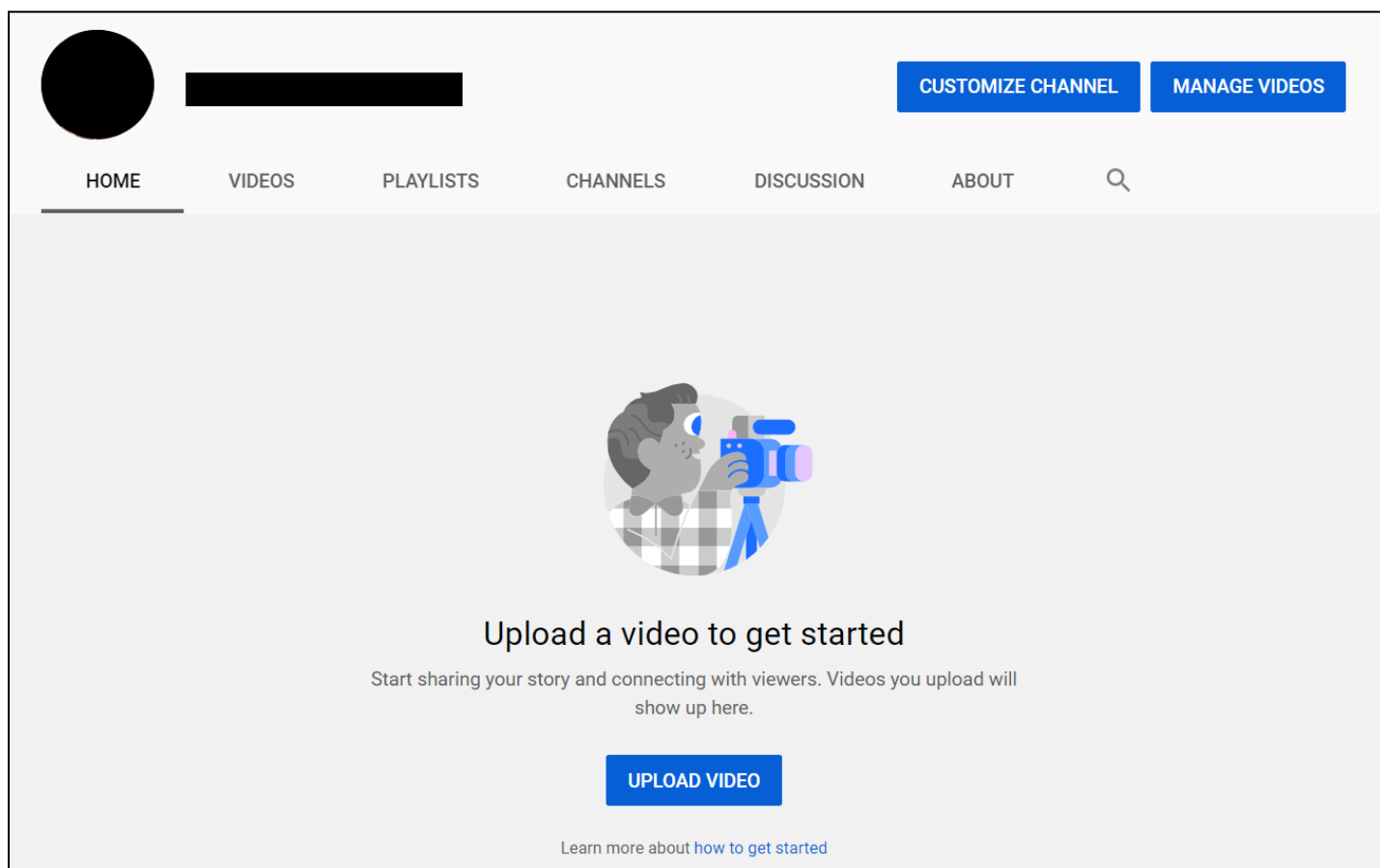
SELECT

As a reminder, we may share non-personally identifiable information related to your channel and/or videos with our partners, including advertisers and rights holders.

CANCEL

6. The next page will give you the chance to upload a different profile picture, add a channel description, and add links to any websites or social media accounts. You can fill these details out and click **Save and Continue**, or you can click **Set Up Later**.

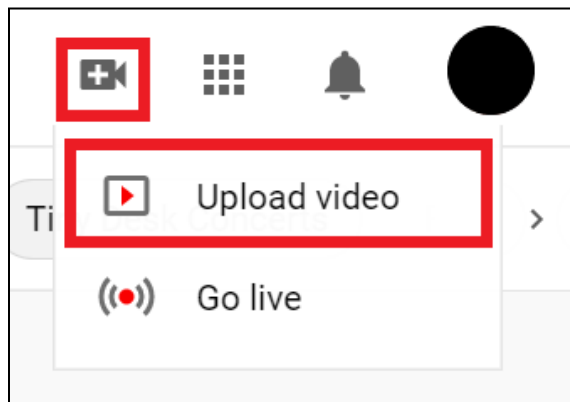
7. Your empty channel will be displayed.



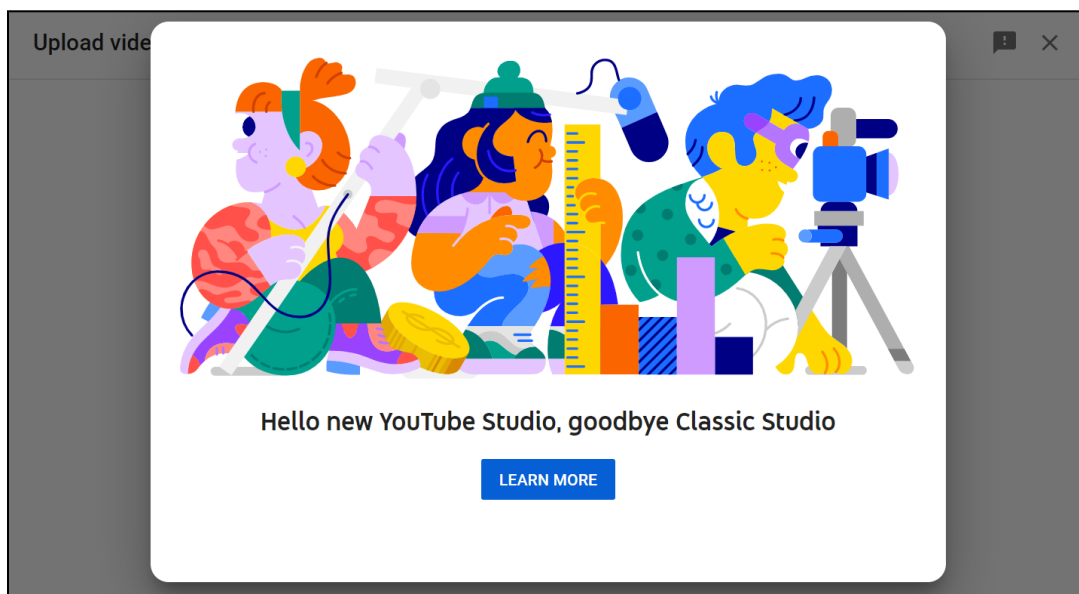
Upload Your Video

Once you've created your channel, you're ready to upload a video.

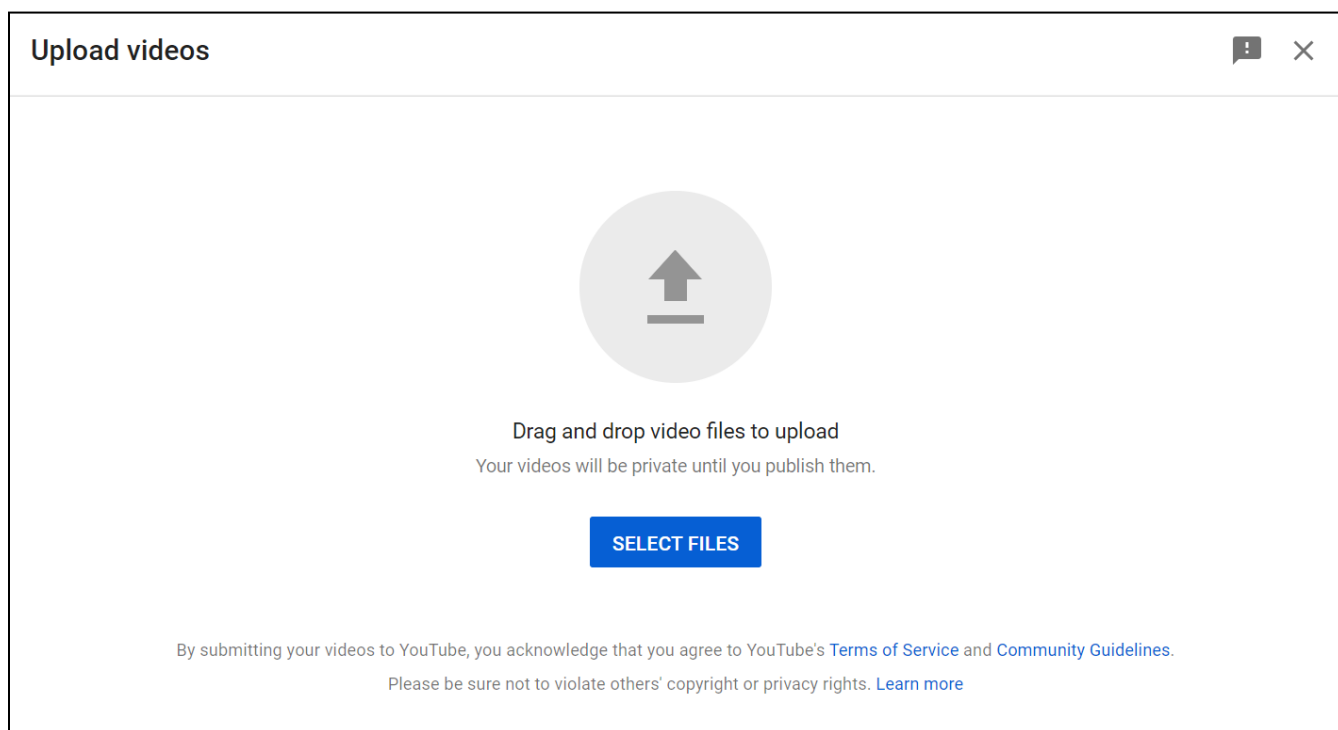
1. Record your video using your preferred lecture capture software and save it as an mp4 file.
2. On YouTube, click the camera-shaped **Create** icon in the top right corner of the screen. Then, from the dropdown menu, click **Upload Video**.



3. You may get a popup informing you that Classic Studio has been replaced with YouTube Studio. You can simply click outside of this box to close it.



4. In the Upload Videos box, you can drag and drop your files to upload them, or you can click **Select Files**. Note that your videos will be private until you publish them.



5. Fill out your video's details. These include:

Moodle Basics - Participating in Forums

Saved as draft

Details

Video elements

Visibility

Details

Title (required)

Moodle Basics - Participating in Forums

Description ?

This video explains how to participate in forums on Moodle.

Video link

<https://youtu.be/KXVc9jfhMQM>

Filename

Moodle Basics Forum Full.mp4

HD

Processing HD version, SD complete

NEXT

- a. **Title:** Your title should reflect your course and the video's topic. If you want to use a video across courses, then the title does not need to include the course name.
 - i. Ex: "ENG 3600 - Introduction to Literary Terms" works well for a Fiction course's first lecture video. A shorter title, "Introduction to Literary Terms," could be used across several English courses.
- b. **Description:** Your description should reflect the content of your video.
 - i. Ex: "This lecture will cover an introduction to the basic literary terms we will be using in this course: allusions, characterization, conflicts, socio-historical context, symbols and motifs, and themes."
- c. **Thumbnail:** Your thumbnail should give a hint as to what your video will be about. You can create a thumbnail from scratch, or you can select the best option from the thumbnails that YouTube automatically generates for your video.
 - i. Ex: If a video is about literary terms, the instructor could create a thumbnail that contains images of books, with some of the terms listed on screen.
- d. Add your video to a **Playlist**: This setting is optional, but if you have videos for multiple courses, we recommend creating a playlist for each course and saving the course's videos in that playlist. Then you can easily share the entire playlist with your students.
 - i. Ex: A literary terms video video could be on a playlist for "ENG 3600," and/or a playlist for "English Courses."
- e. Select your video's **Audience**: We recommend selecting that the video is not made for kids.

- f. You can also click **More Options** for additional optional settings (paid promotion, tags, subtitles, and more).
6. Click **More Options**, and set your Category to Education. Under Comments and Ratings, select the comment visibility level you want. We recommend **Disable Comments** or **Hold all comments for review** to prevent any spam or inappropriate comments from appearing under your video.

The screenshot shows the 'Moodle Basics - Participating in Forums' video upload interface. At the top, there's a progress bar with three tabs: 'Details' (selected), 'Video elements', and 'Visibility'. Below the progress bar, the 'Details' section includes a 'Category' dropdown set to 'Education', a 'Comments and ratings' section with 'Comment visibility' set to 'Disable comments' and 'Sort by' set to 'Top', and a checkbox for 'Show how many viewers like and dislike this video'. To the right, there's a video player showing a thumbnail of a forum interface. Below the player, the 'Video link' is 'https://youtu.be/KXVc9jfhMQM' and the 'Filename' is 'Moodle Basics Forum Full.mp4'. At the bottom left, it says 'HD Finished processing'. At the bottom right, there's a blue 'NEXT' button.

7. When you've filled out all your details, click **Next**.
8. You may choose to add optional Video Elements. To learn more about these, you can view YouTube's resources on [Cards and End Screens](#). Then click **Next**.

The screenshot shows the 'Moodle Basics - Participating in Forums' video upload interface, now on the 'Video elements' tab. The progress bar at the top shows 'Details' as completed (with a checkmark) and 'Video elements' as the current tab. The 'Video elements' section includes a description: 'Use cards and an end screen to show viewers related videos, websites, and calls to action. [Learn more](#)'. Below this, there are two options: 'Add an end screen' with a description 'Promote related content at the end of your video' and buttons for 'IMPORT FROM VIDEO' and 'ADD'; and 'Add cards' with a description 'Promote related content during your video' and an 'ADD' button. At the bottom left, it says 'HD Finished processing'. At the bottom right, there are 'BACK' and 'NEXT' buttons.

9. Choose your Visibility. We recommend selecting **Unlisted** if you want to share the video with your students but not have it be found by strangers on YouTube, since unlisted videos can only be viewed by users who are given the direct link.

Moodle Basics - Participating in Forums

Saved as draft

Details

Video elements

Visibility

Visibility

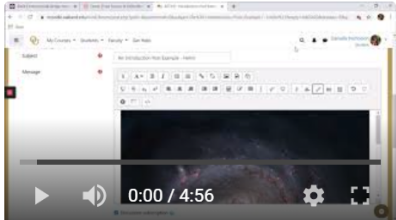
Choose when to publish and who can see your video

☒ Save or publish
Make your video **public, unlisted, or private**

☐ Private
Only you and people you choose can watch your video

☒ Unlisted
Anyone with the video link can watch your video

☐ Public
Everyone can watch your video



Moodle Basics - Participating in Forums

Video link
<https://youtu.be/KXVc9jfhMQM>

HD Finished processing

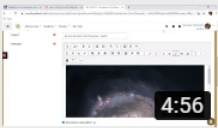
BACK

SAVE

10. Click **Save**.

11. Once your video is published, you can share it.

Video published



Moodle Basics - Participating in Forums
Uploaded Oct 15, 2020

Share a link

<>

f

t>

Embed Facebook Twitter Blogger reddit Tumblr

Video link
<https://youtu.be/KXVc9jfhMQM>

CLOSE

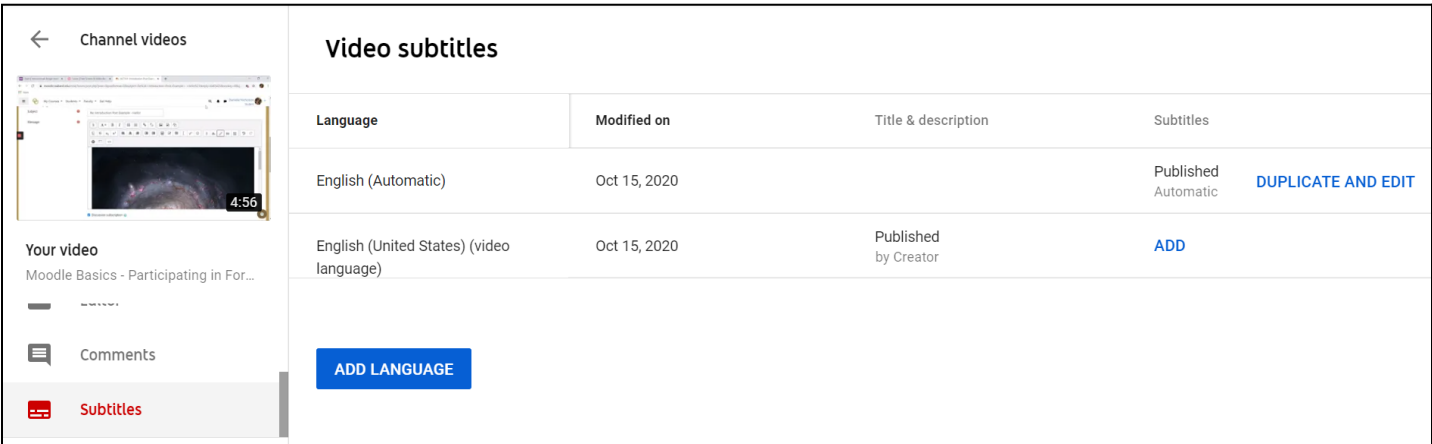
- a. Option 1: Copy the embed link and directly [embed the video in a Moodle resource](#).
- b. Option 2: Copy the video link and [add the link to Moodle](#) as a URL resource or hyperlink.

Subtitles

It is very important that you ensure your videos have accurate subtitles so that they are accessible to students with a range of needs and abilities. YouTube automatically creates subtitles for your videos, but you can edit these subtitles for accuracy and add additional subtitles if desired.

Access Your Video's Subtitles

1. On YouTube, click your **profile picture** in the top right corner of the screen.
2. Click **YouTube Studio**.
3. In the left sidebar, click **Videos**.
4. Click on the video you want to open.
5. In the left sidebar, click **Subtitles**. You will be able to see all available subtitle files.



Language	Modified on	Title & description	Subtitles
English (Automatic)	Oct 15, 2020		Published Automatic DUPLICATE AND EDIT
English (United States) (video language)	Oct 15, 2020	Published by Creator	ADD

[ADD LANGUAGE](#)

Edit the Automatically Generated Subtitles

YouTube should automatically generate subtitles for your video. To edit them:

1. Find the subtitles that have (Automatic) after the language, like “English (Automatic).”
2. Click **Duplicate and Edit**. This means you won’t have to start from scratch.
3. In the textbox, edit your subtitles for accuracy. Make sure the grammar and spelling is correct, but also be sure to include information about any other auditory cues, such as sounds or music, not just spoken words. You can watch the video while typing if you need.

English

!

SAVE DRAFT

PUBLISH

×

ASSIGN TIMINGS

⋮

this moodle activity is called a forum similar to posting on social media when someone posts to a forum another user can read that post and reply a few minutes later or hours or days later there are many ways your instructor may use forums such as reporting and editing posted assignments discussion of readings online debates discussion of case studies a library of online resources discovered by the students or simply a student lounge

Enter subtitles faster with [keyboard shortcuts](#).

☐ Pause while typing

0:00:00

UNDO

REDO

0:00:00

0:03:00

0:06:00

0:09:00

0:10:19

English

this moodle activity is called a forum similar to posting on s...

to a forum another user can read that post and reply a few min

4. You can assign timings for the subtitles if desired, but YouTube will usually be able to adjust the timing with an acceptable amount of accuracy.
5. If you want to continue working on your subtitles later, click **Save Draft**. If you are done editing and ready to share your subtitles, click **Publish**.

Additional Options for Adding Subtitles

You don't have to edit the auto-generated subtitles. You can also start from scratch.

1. First, select your subtitles language.
 - a. If you set a language for your video when uploading it, it will create a subtitle file that has (video language) after the language, like "English (video language)."
 - b. If you want to add subtitles for another language that the video is not in (or if you didn't set a language when uploading the video), click **Add Language** and select your desired language.
2. Then under the Subtitles column for your language's row, click **Add**.
3. Add your subtitles with your preferred method:

French

SAVE DRAFT
PUBLISH

Select how you want to add captions

- Upload file
- Auto-sync
- Type manually
- Auto-translate

Enter subtitles faster with [keyboard shortcuts](#).

☐ Pause while typing

- Upload file:** You can upload a subtitle file. This requires specific supported formats with additional details about timing and placement.
 - Auto-sync:** Type your subtitles as you watch the video, and the timings will automatically be set.
 - Type manually:** Type or paste a full transcript, and the timings will automatically be set. We recommend using this option, especially if you have already written a transcript for your video and want it to be used for subtitles.
 - Auto-translate:** If you already have a set of subtitles, you can have them automatically translated into another language by Google. This is not very accurate, though. Note that this is not available if you only have auto-generated subtitles for your video's language.
- If you want to continue working on your subtitles later, click **Save Draft**. If you are done editing and ready to share your subtitles, click **Publish**.

Downloading Subtitles

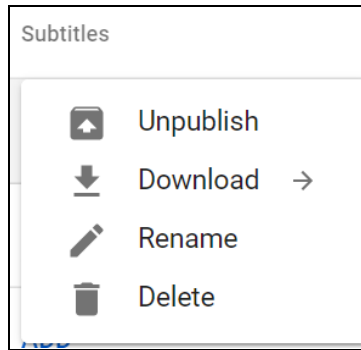
Once you've created your subtitles, you can download them.

Note: If you only want the text of your subtitles, simply copy and paste them from your subtitles file in YouTube; you do not need to download them using the following steps.

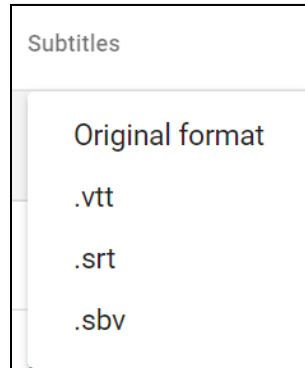
- Hover over the subtitle file you want to download and click the three-dots **Options** icon.

Language	Modified on	Title & description	Subtitles
English (United States) (video language)	Oct 16, 2020	Published by Creator	Published by Creator EDIT
English (Automatic)	Oct 15, 2020		Published Automatic Options DUPLICATE AND EDIT

- Click **Download**.



3. Select the file type you want.



Alternative Option: YuJa

YuJa is another option you can use to host your instructional videos. YuJa's media management features allow users to upload, store, manage, caption, and edit content right within the platform. Like YouTube, YuJa automatically captions your videos when you upload them to the platform, which is very important for accessibility.

For more information on hosting your instructional videos on YuJa, you can read the [YuJa Media Management help doc](#).

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