Create a YouTube Account for Your Course

Create Account

Create a Google Account

Navigate to youtube.com and click the blue “Sign in” button at top right of page.

Click on “Create an account” link below the login field.

Choose a username and password, fill in the remaining boxes, check the box to agree to the Terms of Service, and click the blue “Next step” button.

Set Up a YouTube Channel

Select “My Channel” from menu on left.

To use a business or other name, select “click here” link.

Name your channel, select a category, click the box to agree to Pages Terms.

Click the blue “Done” button.

Increase Limit

From the main page, click the “Upload” button at top right.

Click the “Increase your limit” link.

Select “Call me with an automated voice message” and click “Confirm” on the popup message.

Enter a phone number. Using your office phone is an acceptable option.

Click “Submit” and be prepared to answer the call and write down a verification code.

Enter 6 digit verification code and click “Submit”.

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Uploading a Video & Adding Automatic Captions

Upload a Video

Upload a Video

Sign in to YouTube and click the “Upload” button at top right of page.

Select a category from the dropdown menu:

- Public – searchable and viewable to all YouTube users. (Videos meant to be embedded in Blackboard Learn must be set to Public.)
- Private – viewable only to registered YouTube users selected by you.
- Unlisted – available only to users provided a link to the video. (A URL will be available during and after the upload process.)

Drag and drop files or click arrow to browse your computer.

When processing has completed, name your video and choose a thumbnail.

Navigate to the “Advanced settings” tab and check the box to “Allow comments” if you wish to do so. Check the box to “Allow embedding” if you plan to share your video through Blackboard Learn or another website.

Click “Publish” to complete the process.

Add Automatic Captions

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Click the user avatar at top right of page.

Select the “Creator Studio” button from the popup menu.

Click the “Edit” button to right of video thumbnail and choose “Subtitles and CC” from the dropdown menu.

Select the “English (Automatic)” button.

Automatic transcript can be manually corrected by clicking the “Edit” button and typing the changes.
**Terms of Service (TOS)**

You retain ownership to any intellectual property rights that you hold to content that you upload to YouTube. Be aware that in agreeing to the TOS you grant Google the right to host, store, reproduce, modify, communicate, publish, publically display, and distribute your content in the interest of operating, promoting and improving their services. Learn more about YouTube Terms of Service at:


**Copyright Protection**

When a person creates an original work that is in a fixed medium, he or she automatically owns copyright to the work. Ideas, facts, and processes are not subject to copyright. YouTube provides resources to request the removal of an unauthorized use of your work. Likewise, you may request the reinstatement of a video that was incorrectly removed from YouTube for copyright infringement.

[http://www.youtube.com/yt/copyright/#yt-copyright-education](http://www.youtube.com/yt/copyright/#yt-copyright-education)

**Privacy**

Any personal information requested from you by Google during the creation of your account will not be shared with anyone without your permission.


Protect your account data and do not share your password with others.

Consider obtaining permission from individuals who will appear in your videos before filming.

**Fair Use**

Fair use is a legal doctrine allowing the reuse of copyright-protected material under certain circumstances without permission from the copyright owner. Works of commentary, criticism, research, teaching, or news reporting might be considered fair use. Specific cases are analyzed in the courts.

UTSA Libraries has compiled this list of FAQs concerning copyright and fair use in the classroom and online.

[http://libguides.utsa.edu/copyright](http://libguides.utsa.edu/copyright)

**Community Guidelines**

YouTube has policies prohibiting the following:

- nudity or sexual content
- violent or graphic content
- harmful or dangerous content
- hateful content or threats
- copyright violations

**Content ID**

Videos uploaded to YouTube are scanned against a database of files submitted by content owners. When a match is discovered, copyright owners can choose to mute audio that matches their music, block a video from being viewed, or even run ads against a video. The following article explains what you can do if you receive a Content ID claim.

[https://support.google.com/youtube/answer/6013276?hl=en](https://support.google.com/youtube/answer/6013276?hl=en)