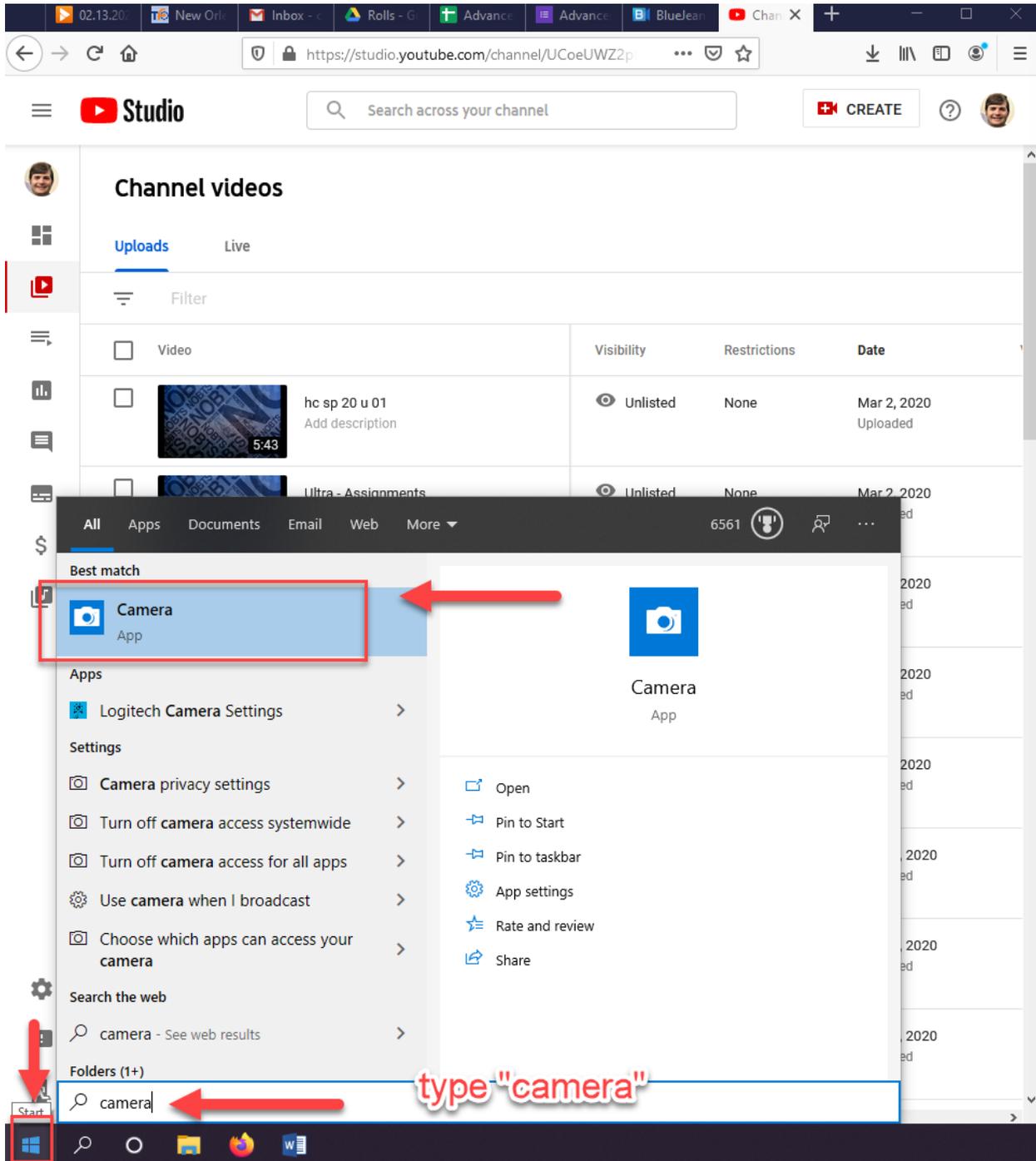


# How to Create and Upload a Video to YouTube

1. First you need to record a video. There are many ways to do this. You can use **Snagit**, or you can use the built in **Camera** app on a Windows laptop/PC. (Click the **Start** button and type in **Camera** and choose the app).



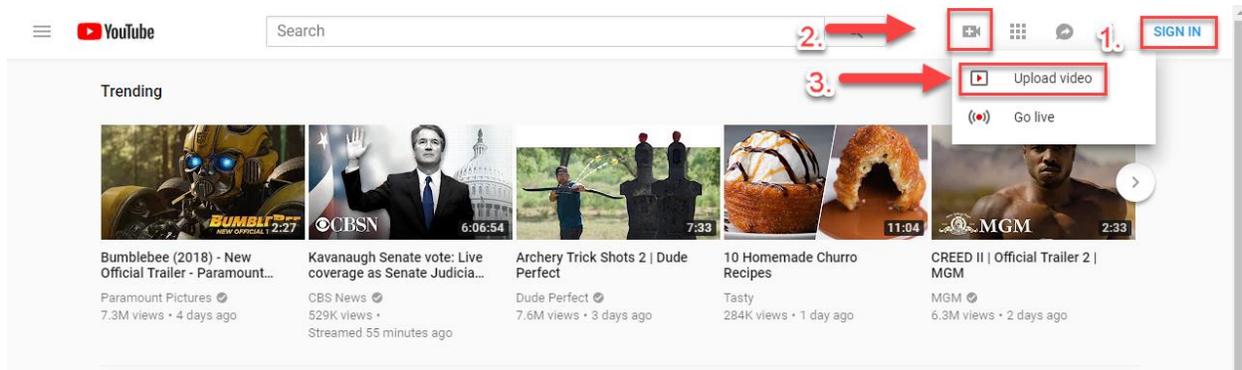
2. After recording your video, **Go to YouTube.com.**

1. Make sure you are signed-in to YouTube with your **@nobts.edu/@gmail.com email address and password.** If you do not have an @nobts.edu or @gmail.com account, click this link for setting up a YouTube account:

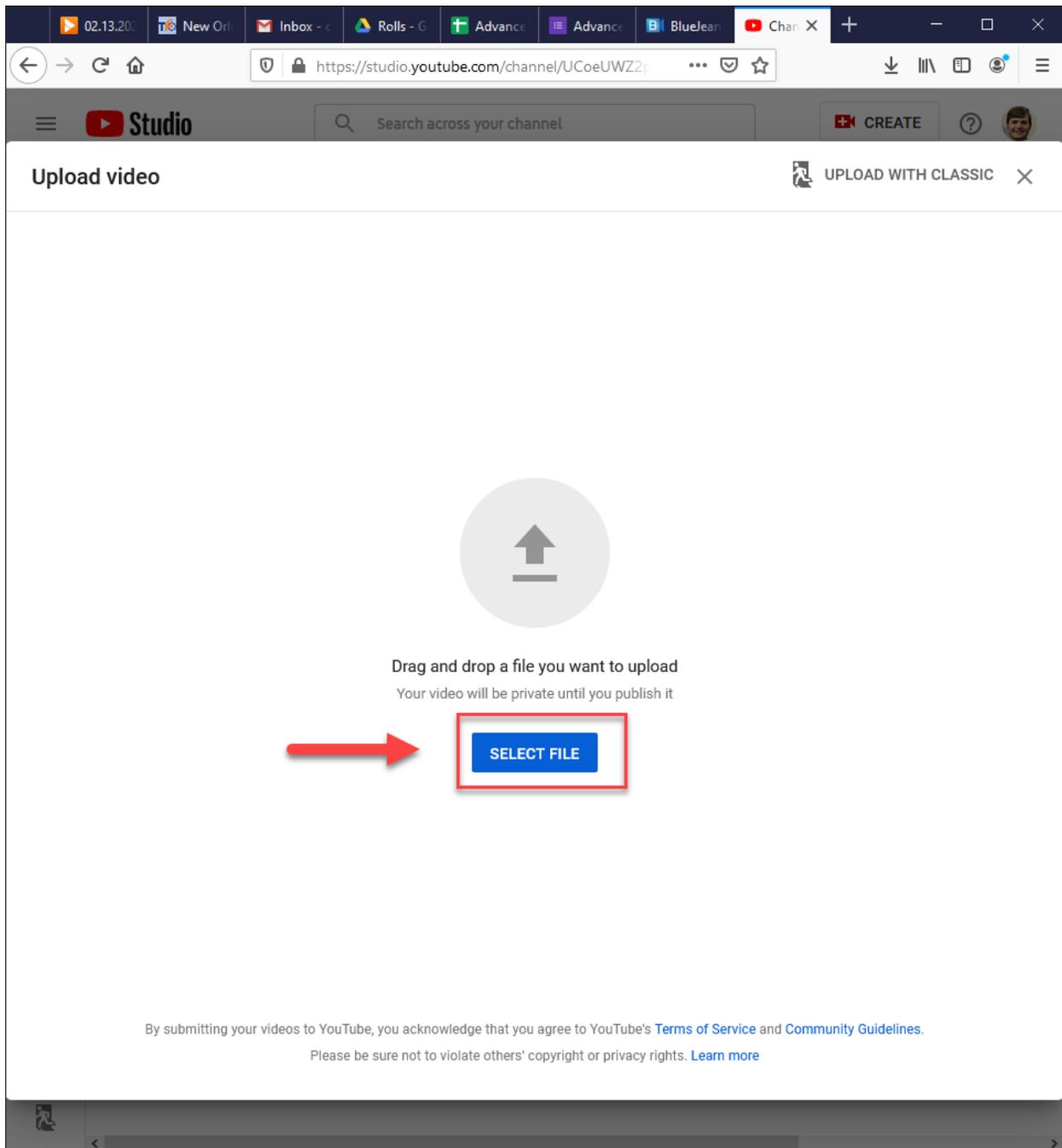
<https://support.google.com/youtube/answer/1646861?hl=en>

2. Click the **Create Video/Post** button

3. Click **Upload Video.**



3. Click **Select File**, then choose the video file on your computer.



The screenshot shows the YouTube Studio interface for uploading a video. At the top, there's a navigation bar with the YouTube Studio logo, a search bar, and a 'CREATE' button. Below this, the main heading is 'Upload video' with a sub-option 'UPLOAD WITH CLASSIC'. The central area features a large grey circle with an upward-pointing arrow icon. Below the icon, the text reads: 'Drag and drop a file you want to upload' and 'Your video will be private until you publish it'. A red arrow points to a blue button labeled 'SELECT FILE'. At the bottom, there is a disclaimer: 'By submitting your videos to YouTube, you acknowledge that you agree to YouTube's [Terms of Service](#) and [Community Guidelines](#). Please be sure not to violate others' copyright or privacy rights. [Learn more](#)'.

4. Put in the **Title**, then check the box **No, it's not made for kids**. Then click **Next**.

The screenshot shows the YouTube Studio video upload interface. The browser address bar displays `https://studio.youtube.com/channel/UC`. The video title is `Ch1_Full_2019-12-04T14_12.mp4`. The interface is divided into three steps: 1. Details, 2. Video elements, and 3. Visibility. The 'Details' section includes a 'Title (required)' field containing `Ch1 Full 2019 12 04T14 12`, a 'Description' field with the placeholder 'Tell viewers about your video', and a 'Thumbnail' section with an 'Upload thumbnail' button. The 'Audience' section asks 'Is this video made for kids? (required)' and has two radio button options: 'Yes, it's made for kids' and 'No, it's not made for kids'. The 'NEXT' button is located at the bottom right. Red annotations include a box around the title, an arrow pointing to it, a box around the 'No, it's not made for kids' radio button, an arrow pointing to it, a box around the 'NEXT' button, and a downward arrow pointing to the 'NEXT' button. A 'Processing video...' status is shown on the right side of the interface.

## 5. Simply click Next

The image shows a screenshot of the YouTube Studio interface. At the top, the browser address bar displays `https://studio.youtube.com/channel/UC`. The main content area is a modal window titled "Ch1\_Full\_2019-12-04T14\_12.mp4" with a "Saved as draft" status. The modal has three steps: "1 Details", "2 Video elements" (the current step), and "3 Visibility". Under the "Video elements" section, there is a message: "You can complete this step after the standard definition (SD) version of your video has been processed. While you wait, you can close this screen or go to the next step." Below this are two options: "Add an end screen" and "Add cards", each with an "ADD" button. At the bottom of the modal, there is a "0% processed" indicator on the left and "BACK" and "NEXT" buttons on the right. A red arrow points down to the "NEXT" button, which is also enclosed in a red rectangular box. The text "Simply Click Next" is overlaid in the center of the modal in a red, stylized font.

## 6. CLICK UNLISTED. Then click **Save**

The screenshot shows the YouTube Studio interface for uploading a video. The video title is "Ch1\_Full\_2019-12-04T14\_12.mp4" and it is currently "Saved as draft". The "Visibility" tab is active, showing three options: "Save or publish", "Schedule", and "Unlisted". The "Unlisted" option is selected and highlighted with a red box. A red arrow points to the "Unlisted" option. Below the "Unlisted" option, there is a section titled "Before you publish, check the following:" with two sub-sections: "Do kids appear in this video?" and "Looking for overall content guidance?". At the bottom right of the interface, the "SAVE" button is highlighted with a red box, and a red arrow points to it. The "BACK" button is also visible next to the "SAVE" button.

Ch1\_Full\_2019-12-04T14\_12.mp4 Saved as draft

Details 2 Video elements 3 Visibility

**Visibility**  
Choose where to publish and who can see your video

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

**Public**  
Everyone can see your video

Set as instant Premiere

**Unlisted**  
Anyone with the video link can see your video

**Private**  
Only you and people you choose can see your video

**Schedule**  
Select a date to make your video public

**Before you publish, check the following:**

**Do kids appear in this video?**  
Make sure you follow our policies to protect minors from harm, exploitation, bullying, and violations of labor law. [Learn more](#)

**Looking for overall content guidance?**  
Our Community Guidelines can help you avoid trouble and ensure that YouTube remains a safe and vibrant community. [Learn more](#)

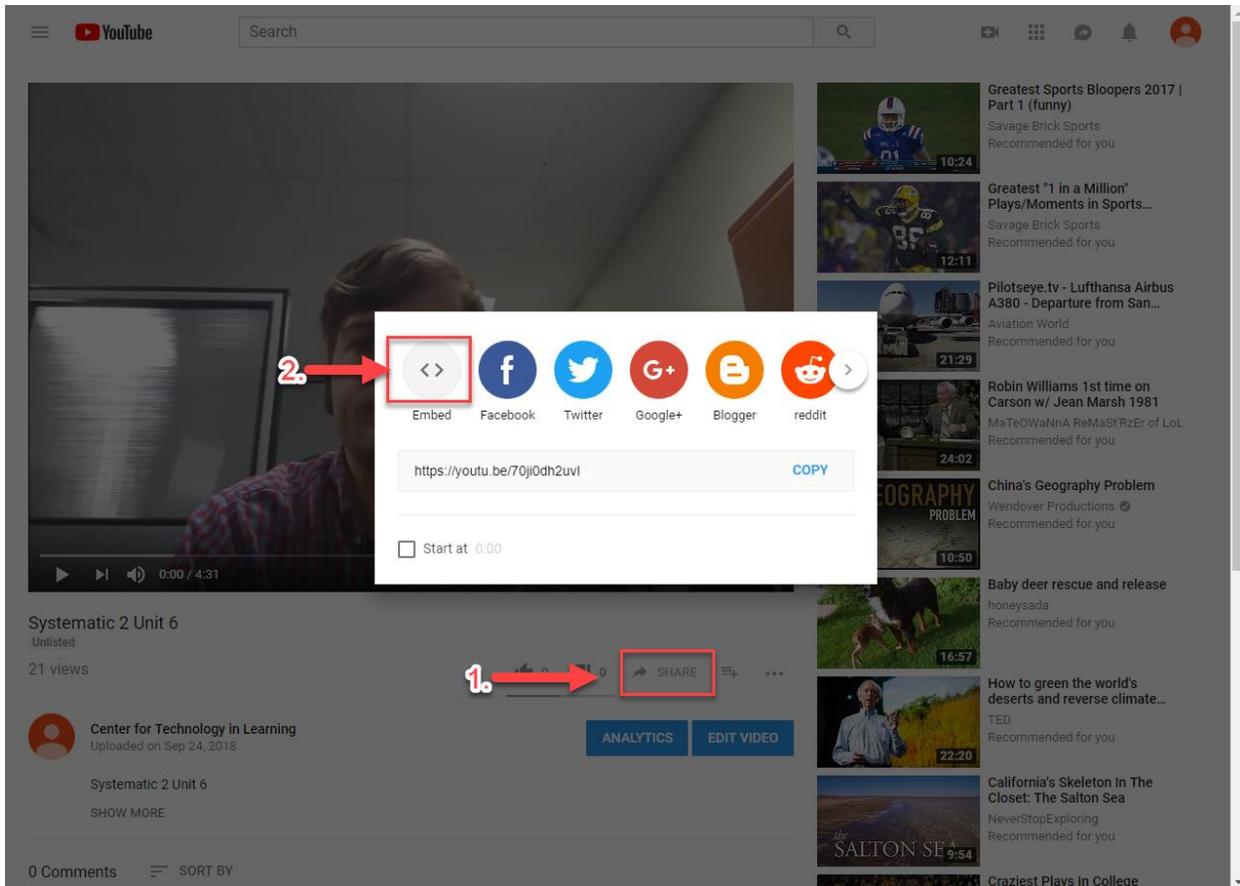
0% processed

BACK **SAVE**

Go to the video posted on YouTube.

1. Click **Share**

2. **Embed.**



6.

1. Uncheck the box next to **Show Suggested Videos**
2. Copy the content in the box

The image shows a YouTube video player interface. The video title is "Faculty Meeting 9/6". The video player is currently displaying a purple screen with a white logo of a building inside a circle. Two red arrows point from text annotations to the video player: "1. Uncheck this box" points to the "Show suggested videos when the video finishes." checkbox in the "Embed Video" dialog box, and "2. Copy all the text in this box" points to the embed code in the same dialog box.

The "Embed Video" dialog box contains the following text:

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/EzvFED2P9i4?rel=0" frameborder="0" allowfullscreen></iframe>
```

Below the embed code, there is a checkbox labeled "Start at: 0:00". Under the heading "EMBED OPTIONS", there is a checkbox labeled "Show suggested videos when the video finishes." which is currently unchecked. A "COPY" button is visible at the bottom right of the dialog box.

7. Back in Blackboard, Click **Build Content** > **Item**.

1. In the text box, click the **HTML** button.
2. Then paste the code from YouTube into the box.
3. Then click **Update**. Click **Submit**.

The screenshot displays the Blackboard content editor interface. On the left is a navigation sidebar with options like 'BBBOX (BB Test Class)', 'Unit 1', and 'Course Tools'. The main area is titled 'CONTENT INFORMATION' and shows fields for 'Name' (Week 1 - Introduction) and 'Color of Name' (Black). Below this is a rich text editor toolbar with various icons. A red box highlights the 'HTML' button in the toolbar, with a red arrow pointing to it and the number '1'. An inset window titled 'HTML code view - Google Chrome' is open, showing a text area with the following code: `<iframe width="560" height="315" src="https://www.youtube.com/embed/FSgv0F1U09I?rel=0" frameborder="0" allowfullscreen></iframe>`. A red box highlights this code, with a red arrow pointing to it and the text '2. paste the text'. At the bottom of the editor, a red box highlights the 'Update' button, with a red arrow pointing to it and the number '3'. Below the editor is the 'STANDARD OPTIONS' section, which includes radio buttons for 'Permit Users to View this Content' (Yes/No), 'Track Number of Views' (Yes/No), and 'Select Date and Time Restrictions' (Display After/Until).

If you have any questions, please contact the ITC.

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