Online Course Delivery Assistance
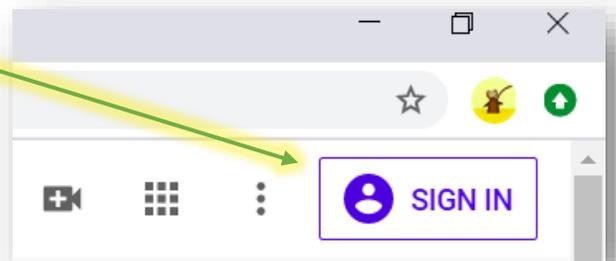## *Uploading Videos to YouTube*

Illinois Central College

Updated 3.21.2020

We have always discouraged uploading media (videos, images) to Blackboard as much as possible, but it is more important that ever now (so as not to burden the system with nearly the whole nation going to online learning) to **embed, rather than upload,** media (videos, in particular) within Blackboard.

Accessing @lab YouTube Account

All ICC Faculty have access to a YouTube account, where any of your own videos can be uploaded with an "Unlisted" setting (much like an unlisted phone number, these videos cannot be found in a public YouTube search and would only be available to those who have the link) and then embedded within Blackboard.
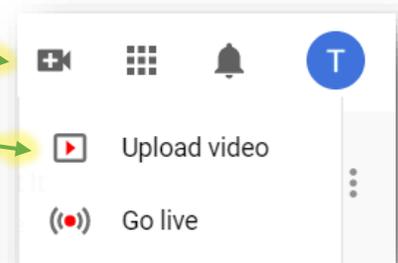
1. Visit YouTube.com
2. Click the "Sign in" button in the upper-right corner
3. Enter your @lab email address (eServices username, followed by @lab.icc.edu)
4. Click Next
5. Enter your password; click "Next"
   - If you have previously accessed this account, you would have been prompted to change your password upon first login (and it never expires)

   - If this is your first time accessing your @lab.icc.edu account, enter the default password (ICC*****), with * standing for the last five digits of your SSN
     - Click the "Accept" button
     - You should be prompted to change your password upon initial login, but it does not expire
     - You might also be prompted to provide a backup email/phone number (these are optional); click "Update" to provide these or "Confirm" to skip this step

Creating a YouTube Channel

You will be prompted to create a YouTube Channel before you can upload any videos. This is a one-time process; once it has been created, your channel may be accessed at studio.youtube.com.

1. Click the video camera icon to upload a video
2. Select "Upload Video"
3. Click "Get Started"
4. Select an option to create your channel on the next page
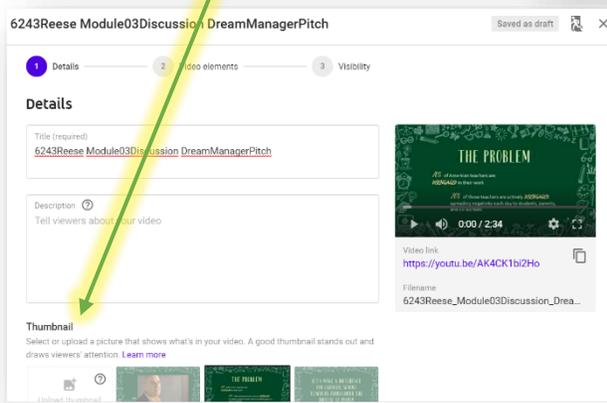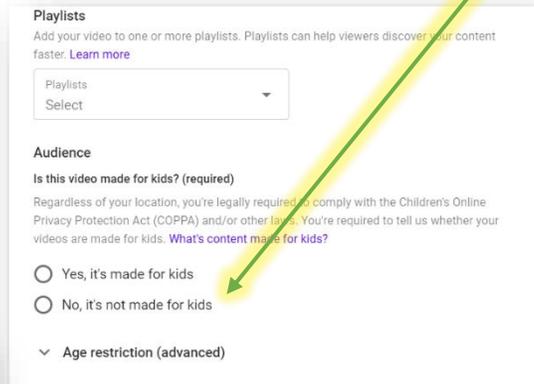5. Upload a profile photo (to replace your initial), if you wish

It is best to work from studio.youtube.com (rather than youtube.com) to upload videos and to access the videos uploaded to your YouTube channel

1. Visit studio.youtube.com
2. Click the video camera icon to upload a video
3. Select "Upload Video"
4. Click "Select File" to browse your computer and upload the video – OR – drag and drop the video
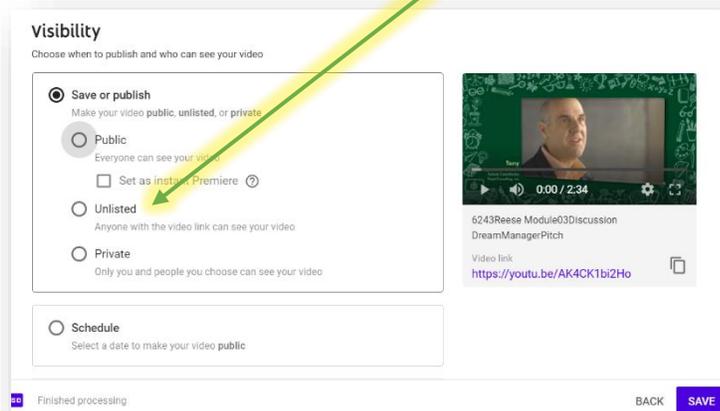
5. Change the video title if you wish
   Add a video description if you wish
   Select the thumbnail you would like to have displayed (or upload your own)
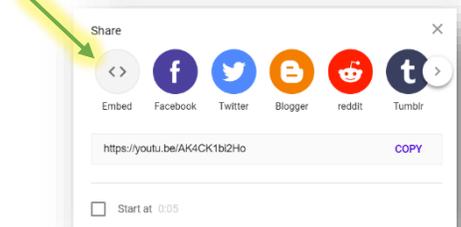
6. Scroll down to add to a playlist if you want (this is similar to organizing files by topic or by chapter)
7. Select an audience option (you will receive an error message if this is not selected)
8. Click "Next" (on this screen and the next)

9. Select "Unlisted" for the publishing settings
10. Click "Save"

11. On the pop-up screen, click the embed icon to the far left

12. Copy the embed code on the next screen (to use within Blackboard)

13. If you did not copy the embed code in the previous step, you can always visit the video URL, and click the SHARE button under the video to get the embed code there

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